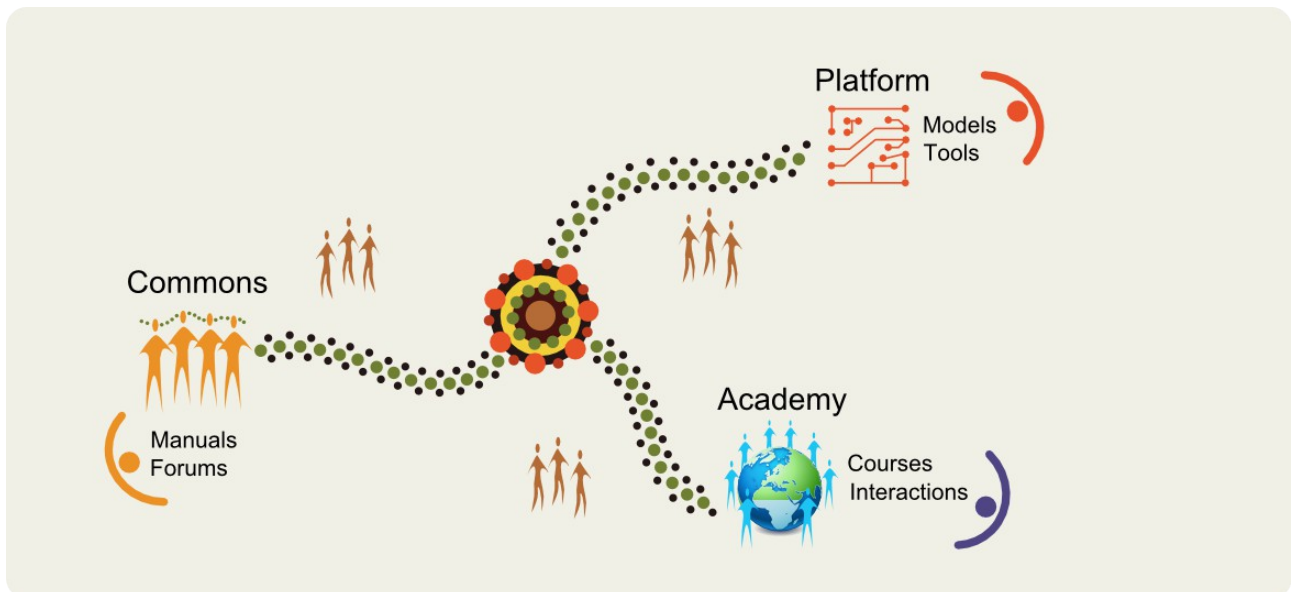


OpenRisk

The open future of risk management



Academy Manual V1.1

September 2014

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Introduction

This is a general manual for interacting with the OpenRisk eLearning website. It explains in some detail the different elements appearing on the site, without reference to the specifics of any particular course.

This manual is accurate as of September 2014 (public beta testing phase).

The usage and layouts described concern desktop and large table layouts (that is, as seen on browsers with sufficiently wide screens). The layout visible on narrow screens (e.g., mobile devices) will be described elsewhere.

General Layout and Behavior

- The general layout uses two columns when there is adequate viewing space (for example in the standard desktop layout):
 - The wider column on the left side of each page is the main “content” column which would normally be your focus as you use the Academy
 - The menus on the right *sidebars* contain links to useful facilities. The content of the links and which menus are visible changes as you navigate through the site
- These “Facilities” listed under the right hand side menus are generally accessible from multiple links. You don't have to navigate up and down the hierarchy to get where you want to be
- Your current location in the website is indicated by the horizontal list (breadcrumb

menu) at the top of any normal pages (except the Home page)

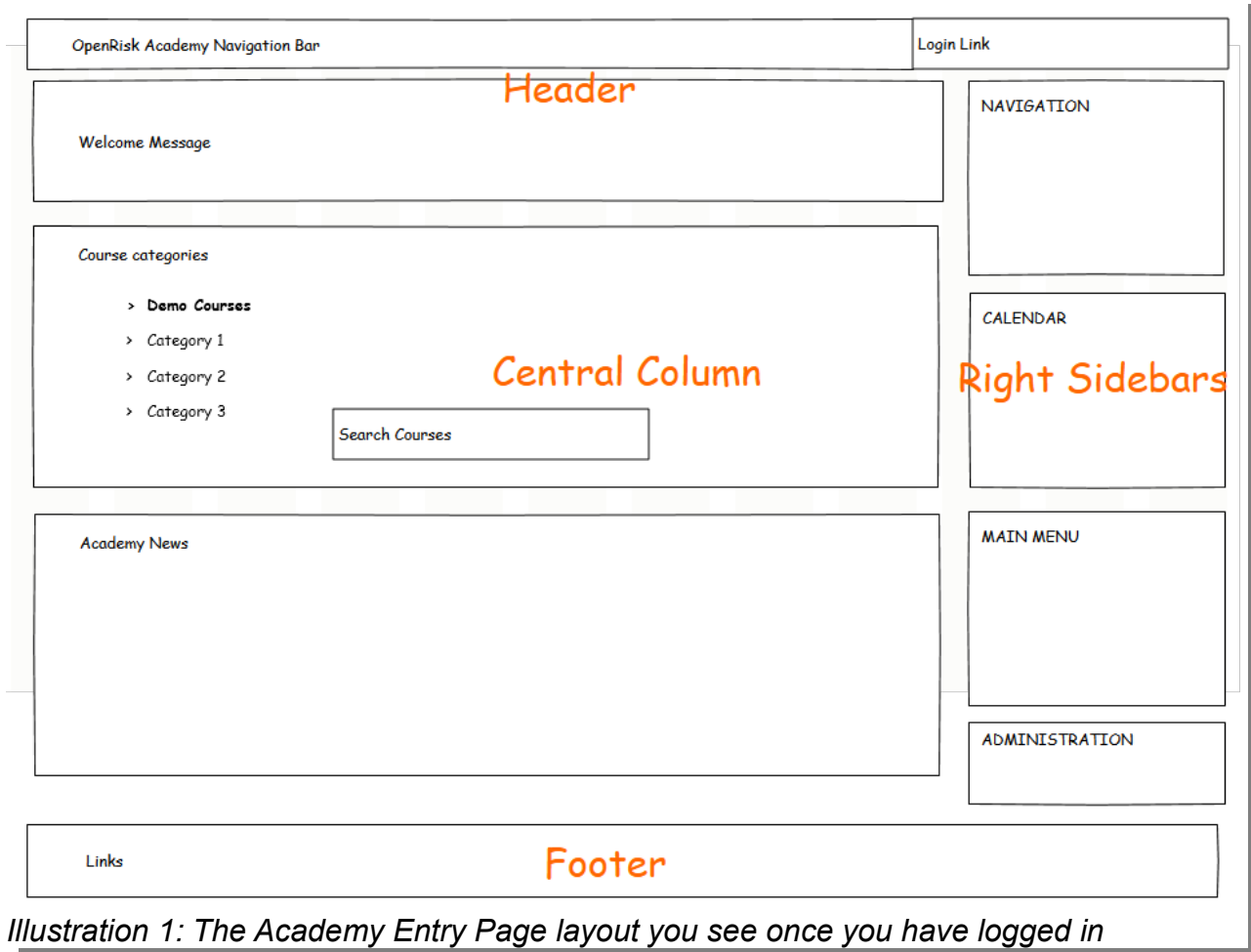


Illustration 1: The Academy Entry Page layout you see once you have logged in

Explanation of the Entry Page of the Academy (Student View)

The Entry Page is what you see of the Academy immediately after you login. Once you navigate away from the Entry Page you can return here by pressing on the "Academy" logo at the top left side of the navigation bar or when you click on "Home" in the horizontal "breadcrumbs" menu at the top of the page.

The Header

The header displays the OpenRisk logos and welcoming messages.

Importantly, the upper right side displays the *Academy account* under which you are logged in. You can log-off by clicking on the corresponding drop-down menu link in the header.

The navigation bar at the top holds link to other parts of the website for ease access while you are using the Academy. Please note that these links may take you away from the Academy pages. To return you would have to press the browser back button. Alternatively you keep the Academy page open by right-clicking and opening any new links into new tabs

The Central Column

The central column is where content is presented. What is denoted as “content” is not static but depends on where you are in the hierarchy of pages.

In the start page the content consists of

- A menu of categories of available Academy courses
- A list of recent Academy news and announcements

Course Categories

The course categories menu is only available in the front page. It shows you the courses available, grouped in their respective categories.

Clicking on a category will get you to

- A description of the category (its definition and purpose, who can enroll etc.)
- The typical course characteristics (Course format, the topics range, difficulty, and prerequisites)
- A list of courses available in this category with links for enrollment
- A link to enable a course request

Below the list of categories there is a search box to enable searching for courses by keywords

Academy News

Under the course categories there is a block dedicated to displaying relevant Academy news and announcements that apply to all users of the site.

Check this block when you log in to see if there is any development that affects you.

The Right Sidebars

The sidebars can contain a wide variety of links, tools and information.

NAVIGATION

The navigation menu is always present on the right sidebar *but its contents change* depending on where you are in the Academy. In the Entry Page view the Navigation Menu has the following entries:

- *My Home*: Takes you to your home page, with access to your courses and other information specific to yourself
- *Site Pages*: Useful links like the blogs, badges, tags and the events calendar
- *My Profile*: Allows you to see your current profile settings
- *My Courses*:
 - The list of course enrollments. You can directly go to one of your courses from this menu

MAIN MENU

The main menu is always present on the left sidebar *but its contents change* depending on where you are in the Academy. In the Entry Page view the Main Menu has the following entries:

- *Site News*: The internal Academy blog for announcements about the OpenRisk Academy. You also see these news at the Entry Page
- *Frequently Asked Questions*: Collection of answers relating to the general use of the Academy
- *Academy Manual*: Link to this manual!
- *Feedback Survey*: Link to an online survey tool for your valued feedback
- *Academy Chat*: Link to the Academy Chatroom facility

CALENDAR

Does what you expect it to do, displays a Calendar. This will list scheduled Academy events that affect you.

Will disappear when you enter more detailed views but is always available under the Navigation / Site Pages link

If you click on the Calendar you get to a more detailed Calendar view

ADMINISTRATION

In the Entry Page view the Administration Menu has the following entries:

- *My profile settings*: Collection of links that allow editing profile details, change passwords and more

The Footer

The footer is a static element throughout the site and contains informational links regarding the overall OpenRisk website.

These links will typically take you away from the eLearning site and into other internal or external pages.

You can also logout from your training account from the link in the footer

Explanation of the Student Home Page

The “My home” is your “personal” space within the Academy. Below we go over its main elements. Elements that are in common with the Start Page are omitted.

The first thing you notice when you enter the Student Home Page is that we now have the “breadcrumb” at the top of the central column indicating where we are in the page hierarchy:

Home > My home

The Central Column

In the home page view the central column has

- a welcome message with an indication if you have any unread messages
- *Per each course you are enrolled in*, you see here whether any lessons or quizzes are due (obviously this only applies for Scheduled Courses)

The Right Sidebars

NAVIGATION / MAIN MENU / ADMINISTRATION

Same as with the front page

MY PRIVATE FILES

This menu allows you to manage any private files you have may have stored in the Academy (draft documents etc.)

ONLINE USERS

Here you can see who else is logged in currently in the Academy and send them a message.

It is possible to customize your home page menu (which blocks appear and in which order). This will be covered in document covering more advanced techniques

Explanation of the Course Page

The Course Page is one of the most important pages of the Academy as it contains the overview of all course material and some important auxiliary menus and links.

You may get to the Course Page by a number of different links. Once your are here the breadcrumb at the top will display the category of the course and the course name:

[Home > My courses > Course Category > Course Name](#)

The general structure of the Course Page is as follows:

The Central Column

In the course page view the central column includes all the course's training material.

This is organized in blocks:

- *Course Dashboard*: This includes material assisting you with the course:
 - Factsheets and Frequently Asked Questions related to the course
 - Material available for download
 - Links to course forums
- *Steps, Days or Topic Blocks*: These blocks segment the course material into smaller related sets. You can think of each area as a book chapter, a daily learning agenda. This is where the actual content of the course can be accessed
 - A segment description that describes the material available and how to use it
 - Reading content in the form of Academy pages, other Commons material or references or external links
 - Interactive Lessons that combine reading with testing
 - Interactivities (separate web apps)
 - Quizzes

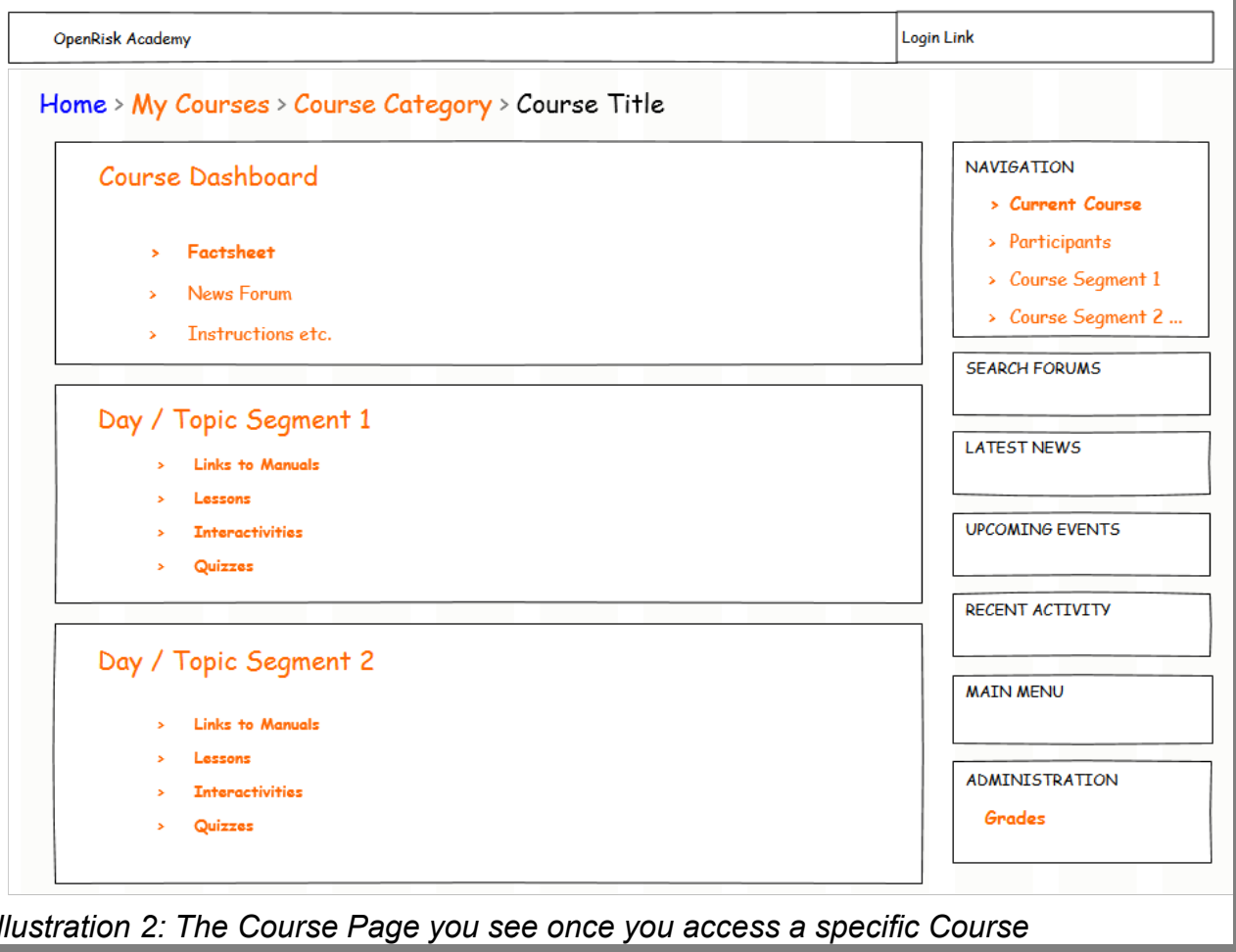


Illustration 2: The Course Page you see once you access a specific Course

The Right Sidebars

NAVIGATION

In the Course Page view the Navigation Menu has in addition to its general entries covered previously, links to:

- *Course Participants*: Who else takes the course?
- *Course Badges*: What badges can you earn in this course
- *Course Block Links*: Quick Links to the different blocks and material available

SEARCH FORUMS

Search the Academy forums by keyword

LATEST NEWS

Admin updates and other Academy news

UPCOMING EVENTS

Calendar alerts linked to the courses you are subscribed to

RECENT ACTIVITY

Your activity record

MAIN MENU

In the Course Page view the Main Menu lists the information available under the Course Dashboard. (This is handy once you dive into course material)

ADMINISTRATION

In the Course Page view the Administration Menu has currently the following entries:

- *Grades*: Link to the current course's grading scheme and your current results
- *My profile settings*: Collection of links that allow editing profile details, change password and more

Further Explanation of the Course Block Elements

The Course Block Elements (whether a Step, Day or Topic Block) have the following structure:

- *Block/Segment introduction*: This area introduces the course block (e.g., its scope / main objective) and suggests a path for approaching the block. The suggested path is by no means the only way of completing the activities and you should find your own optimal way of approach things.
- For your convenience there is a checklist you can use to keep track of which parts of the course you have covered / completed. Please note that the Academy system does neither enforce nor monitor the sequence by which you approach the material. Course completion is subject to successful passing of the course tests as listed in the Course Factsheet
- *Course material links*: These are the links to the different types of course material. These are described in further detail below

Definitions, reference material and suggested readings

These are links to resources within OpenRisk or possibly external sources. Possible links are

- To Articles in the Risk Manual or other resources in the OpenRisk Commons (e.g. the Reg Database)
- To internal reading material downloadable in PDF format
- To external links (Wikipedia / Other online material)

Whether you make use or not of these links is up to you and the Academy does not keep track. You are also not given any credit for reading through - but many of the quiz questions are based on this material!

The Academy Lesson Module

This is the main module by which the Academy structures the longer course formats. The Lesson is an interactive session with pages containing information and possible questions.

- There will be typically one lesson link per block in longer courses
- Going through a lesson is an activity taking anywhere between 15 minutes to 2 hours
- Progress through the lesson is tracked and displayed for you at the bottom of the page
- Completing the lesson may be part of the grading scheme for the course

The Academy Interactivity Module

This is the main module by which the Academy serves fully interactive and visual course material.

- The interactivity is a standalone application that asks you to complete a task (problem solving, simulation etc.) in a separate environment. There will be typically a need to interact with the website by adjusting controls, entering values, monitoring the impact of these changes etc.
- Understanding and completing an interactivity could require anything from 15 minutes to several hours, depending on the number of tasks involved
- Completing the interactivity may be part of the grading scheme for the course
- There can be several interactivities for each block

The Academy Quiz Module

This is the main module by which the Academy assesses your understanding of the course material

- The quiz can consist of a variety of question types: Multiple choice, numerical, or essay types. Many question types are graded automatically. Essay type questions are graded by the instructor
- There will be typically only one quiz for each block
- Completing a quiz could require anything from 15 minutes to an hour
- Completing the quiz is typically part of the grading scheme for the course
- For longer courses there may be a final quiz which draws on material from the all the different blocks