Sent via email, with this subject line: UNICEF- Ohio University C4D Course

Date: March 24, 2013

Dear participant

Welcome to the UNICEF-Ohio University Learning Course on Communication for Development (C4D). The course is delivered using two platforms:

The materials website, where all the administration logistics are outlined and course tools are found, including readings and instructions for how to proceed through the course, and the discussion site, the "interactive" part of the course, where you'll share knowledge and experiences with your colleagues.

Groups and key contact person
For the e-learning part of the course (April 8 – July 21), we have divided participants into two groups to allow for greater interaction. You are a member of Group 1. For any questions or concerns, please contact your group administrator, Heather Porter at unicefc4d2013.group1@gmail.com

Course Materials
A packet of course materials has been sent to you via the UNICEF pouch. This includes the course workbooks, a DVD-ROM, which contains a digital copy of the course website that works exactly like the actual website, and a CD-ROM, which contains course readings, media and resources, and a reference list. If you do not receive your materials, please contact Angela Salazar in UNICEF's Organisational Learning & Development Section (OLDS), asalazar@unicef.org

Accessing Course Materials and the Discussion Site Online
The course starts on April 2 with an orientation that you should be able to complete in a couple of hours. Module 1: Values, Principles, and Concepts in C4D starts on April 8 and runs for four weeks. The course website is up and running, so we suggest you go ahead and get online!

Step 1 – Log in
Go to www.commdev.ohio.edu/unicefc4d and enter your username and password   (sent to you by your group facilitator, Heather or Tracy, via email, on March 24th –   Email titled: UNICEF- Ohio University C4D Course

Step 2 – Begin working online
On the home page, click on "Orientation" to get a detailed introduction to the course. Also, please follow the links in the right-hand column to read about course learning objectives, facilitators, communication, tests, and grading. Read the "Getting Started" section to access the guidelines for online navigation.

Step 3 – Discussion Site Access
The discussion site is where you will post your personal profile, contribute to the discussions, and chat live with your facilitators. It works rather like a social network and uses the popular Ning platform. Here are the steps to register:

o Course technology director Andrew Carlson will send you an e-mail with the subject line, "Come Join me on UNICEF C4D."
o Accept the invitation by clicking on the link in the email, register yourself at www.unicefc4d.net and create your password.

Facebook Group
We have created a Facebook group at https://www.facebook.com/groups/unicefc4d2012/
Here you can interact with UNICEF colleagues who took the course in 2011 and 2012, and facilitators. The Facebook group can be used to get to know one another, to share concerns, ask questions, and get more information.

If you have any questions at any time, contact your group administrator, Heather Porter at unicefc4d2013.group1@gmail.com.

We wish you the best for your work in the course and look forward to working with you in this learning journey.

Regards,

David H. Mould, Ph.D., Professor Emeritus, Media Arts and Studies
UNICEF-Ohio University C4D Learning Course Director