



IACD MOOC

Instructions on How to Use the IACD MOOC

1 Progress Bar

At the top of your screen is your progress bar. The IACD MOOC completion consists of 107 steps across 18 units. Every time you have for the first time watched a video until the end, explored the content of the “Presentations” and “Additional Resources” sections for the first time, or completed an assignment, the progress bar will identify and indicate this as a newly completed step.



2 Units and Parts

Each unit consists of various parts such as videos and transcripts, presentations and additional resources, if applicable, and assignments. Ideally, you should always watch the videos in the suggested sequence. Feel free to take advantage of the attached transcripts and to refer to the respective unit presentations, if available. To proceed with the next part, you should click on the green **Complete** button that appears at the bottom and becomes active when you have completed a certain unit's part for the first time. You will complete the whole unit only after you have completed successfully all its parts.

3 Transcripts and Presentations

Under each video, you will find its transcript, which you can download, print or read in a new tab. Many of the lecturers use power point presentations, which you can find and download as pdf files under the “Presentations” section.

4 Additional Resources

The “Additional Resources” part includes various references to learning and reading materials, articles, online books, links to useful external videos, downloadable tools, etc. We encourage you to read, watch and explore as many of the recommended sources as possible. To proceed to the content of the next available unit, you should click on the **Next Part** button.

5 Assignments

Once all previous unit's parts are marked with a green dot and a tick , it is time for the “Assignment” part. There are two main types of assignments in this MOOC, namely multiple choice quizzes and open questions aimed to inspire reflection and creativity. You are encouraged to complete the multiple choice quizzes carefully and to check after your results by clicking on the **View Questions** button. You can subsequently restart the assignment or continue with the next available unit's content by clicking on the respective button.



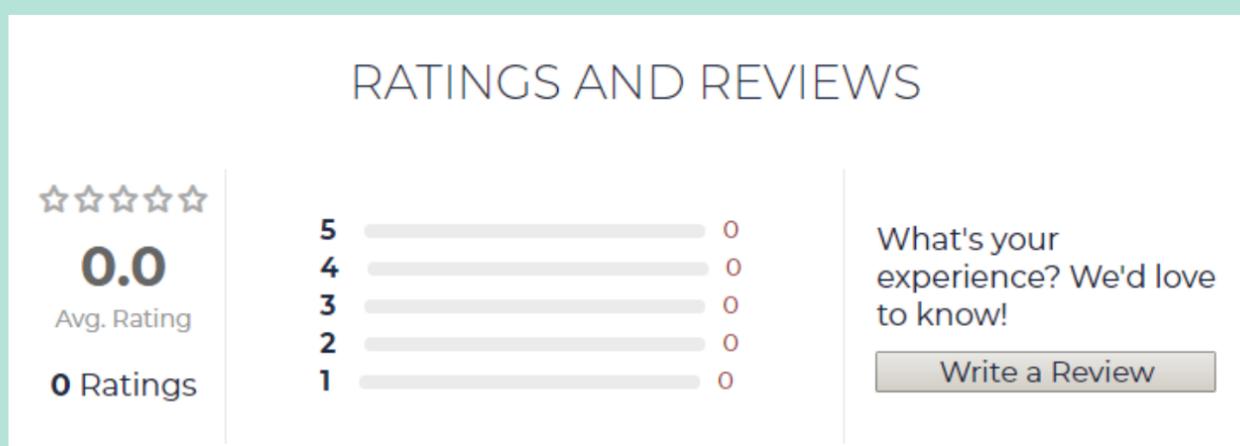
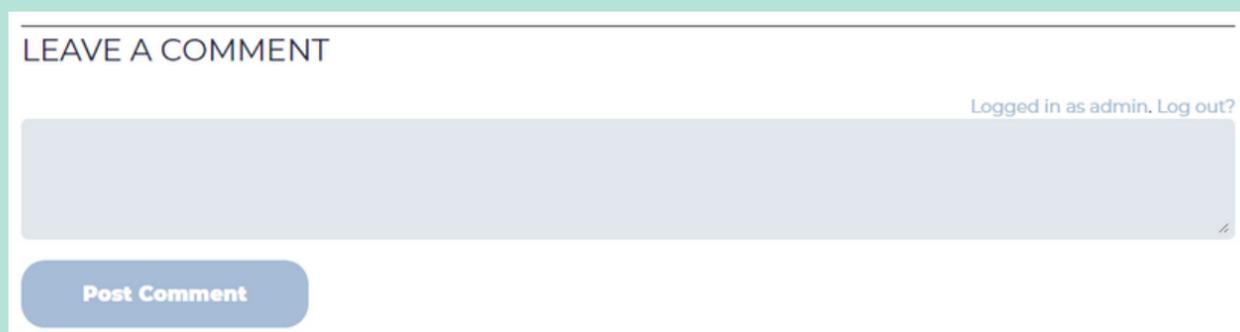


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6 Comments, Reviews and Feedback

Under each unit's main page, there is a "Leave a comment" box where you can share your impressions, comments and remarks on the respective unit's content and delivery mood. To share your feedback on the IACD MOOC as a whole, you should return to its main page and rate and review it through the available means.



7 Certificate

Upon successful completion of the IACD MOOC, you will receive a personalized Certificate. Keep in mind that to earn the certificate you need to view all the required course materials and complete all the assignments. To print your personalized Certificate, you should click on the **PRINT YOUR CERTIFICATE** button that appears following the successful completion of the last IACD MOOC step (107 in total). You can also download it as a pdf file at any later stage when clicking on the "Download Certificate" that will appear on the main IACD MOOC page within your personalized account.



Taking a MOOC requires a great deal of self-motivation. The more deeply you engage with the IACD MOOC, the more you will gain.

We hope that through the IACD MOOC you will learn a lot about yourself, your own and other cultures.

We wish you a great journey and a lot of fun along the way!

