

## Guide to Access the Course using your Web Browser (Google Chrome)

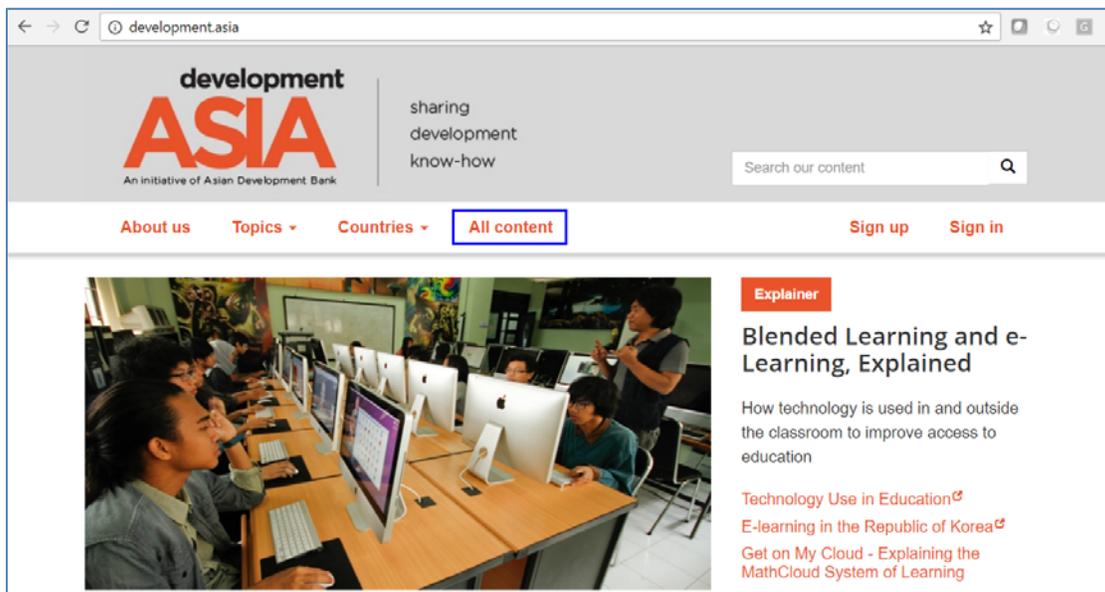
This guide is intended for learners who wish to take the course from their desktop or laptop using the recommended browser (Google Chrome).

### I. Access the course from Development Asia or k-learn

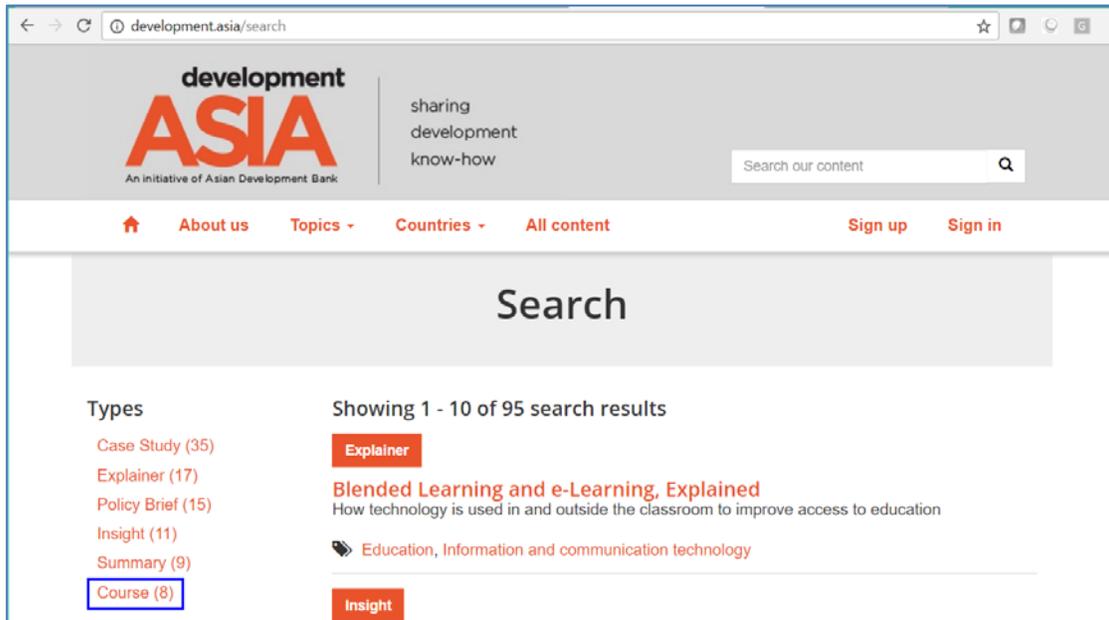
#### A. From Development Asia

Step 1. Launch the site: <http://development.asia/>

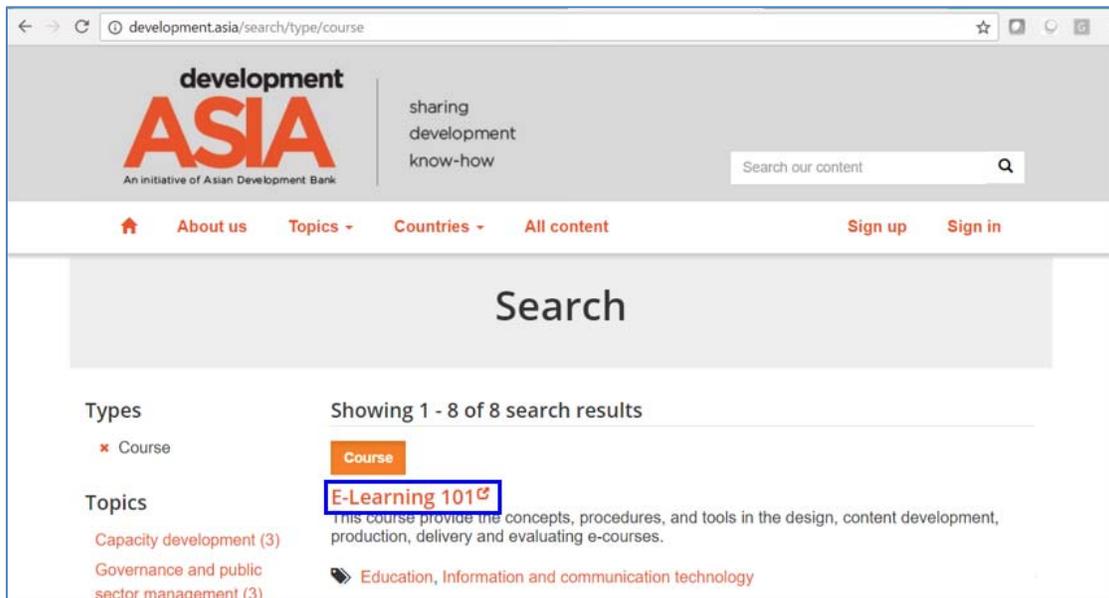
Step 2. Click **All content**



### Step 3. Choose **Course** as content type



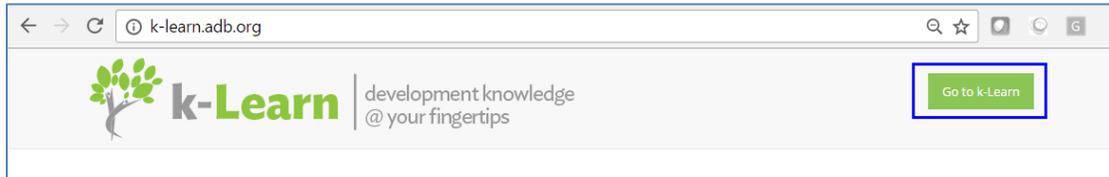
### Step 4. Click the link to the course



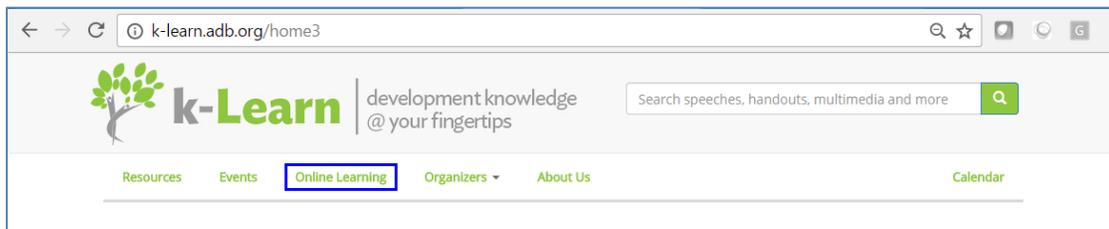
## B. From k-Learn

Step 1. Launch the site: <http://k-learn.adb.org/>

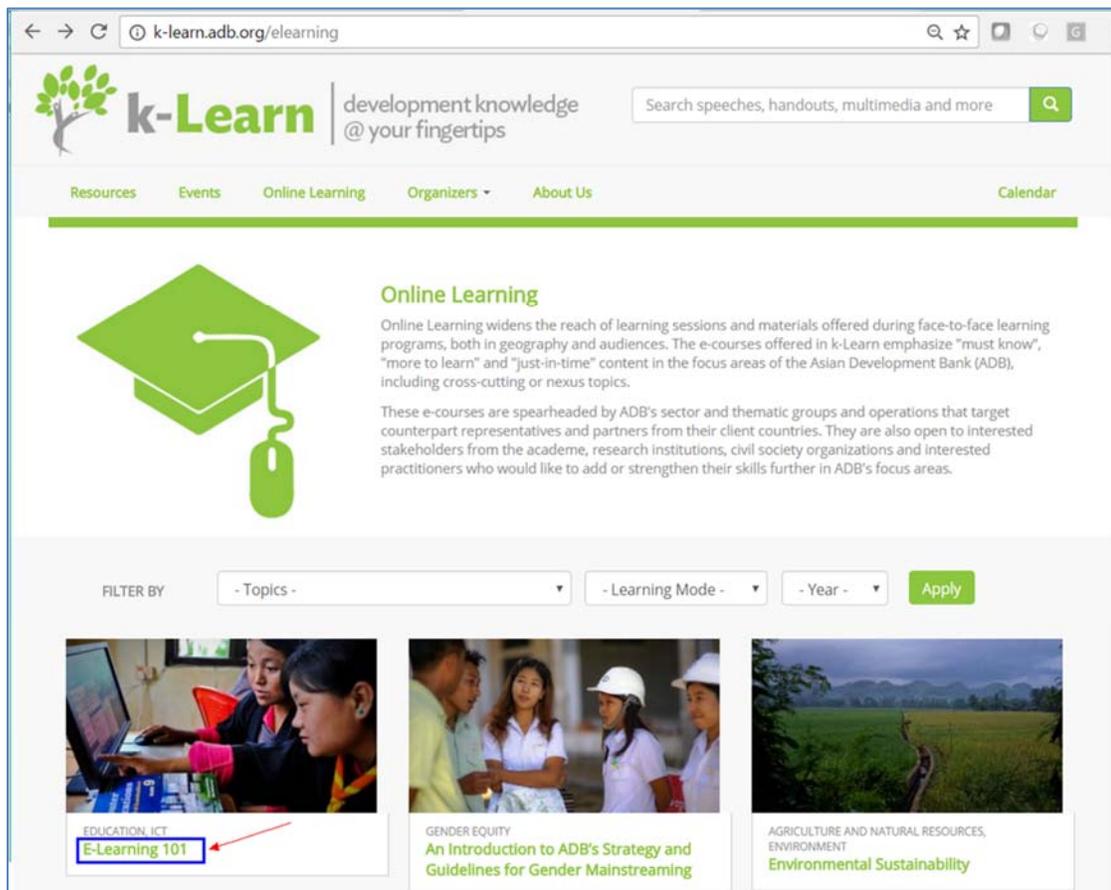
Step 2. Click **Go to k-Learn** button



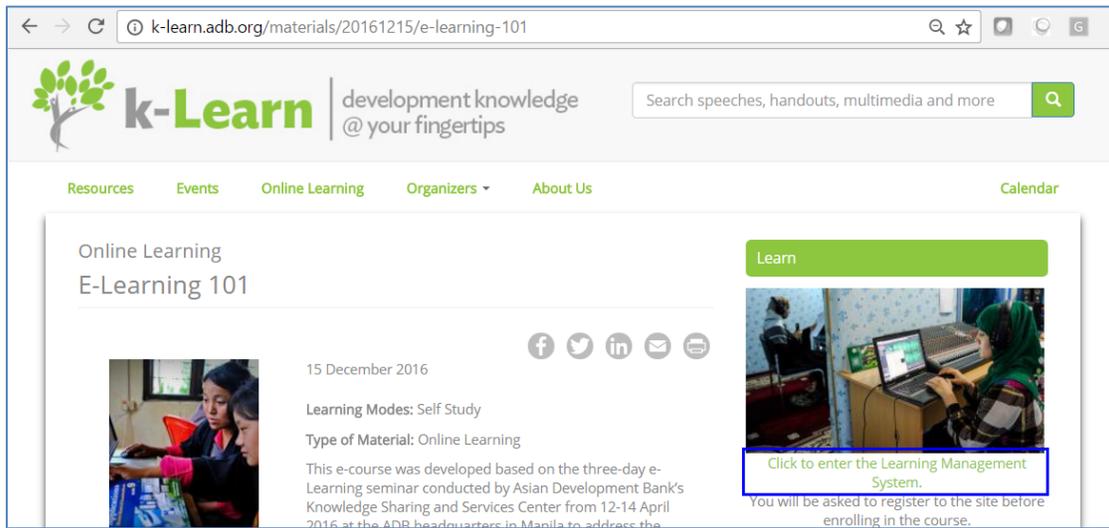
Step 3. Click **Online Learning**



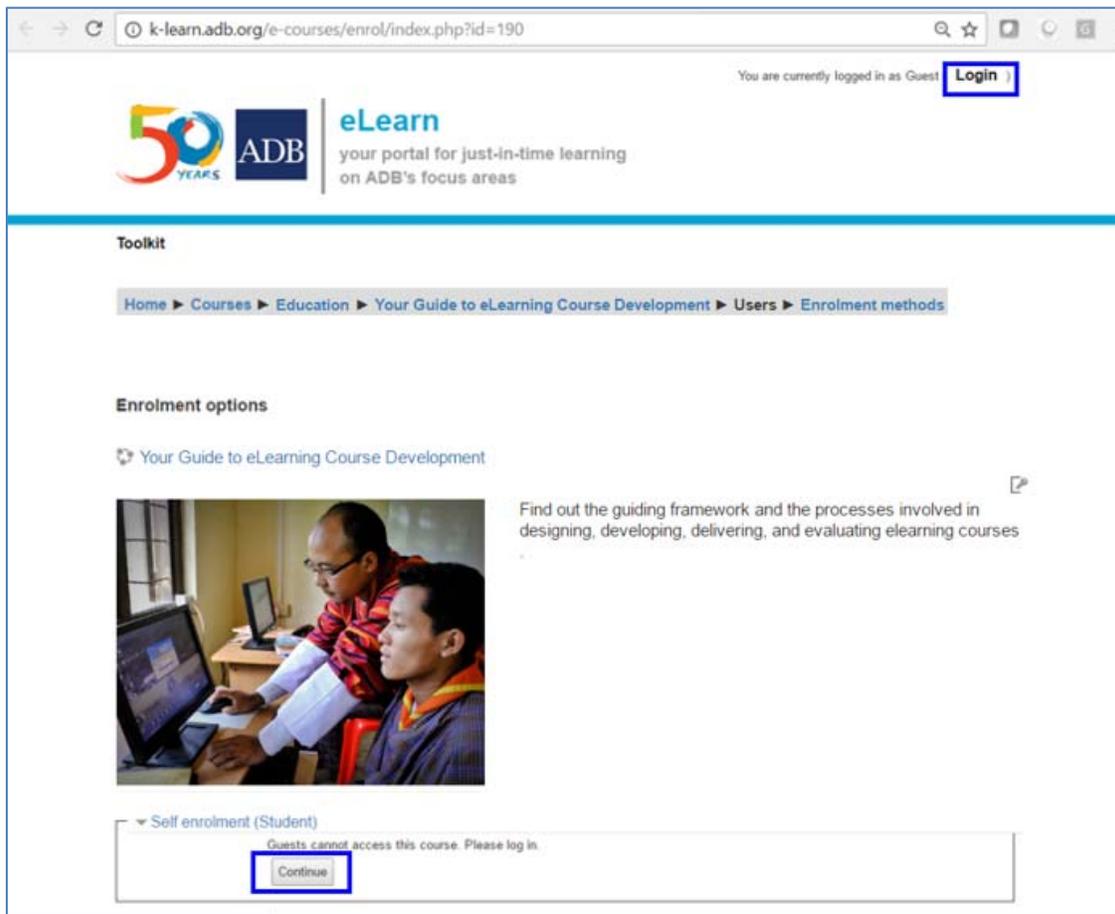
Step 4. Choose the Course you wish to take and click on the Course title



Step 5. Click the link to go to the **Learning Management System (ADB eLearn)**

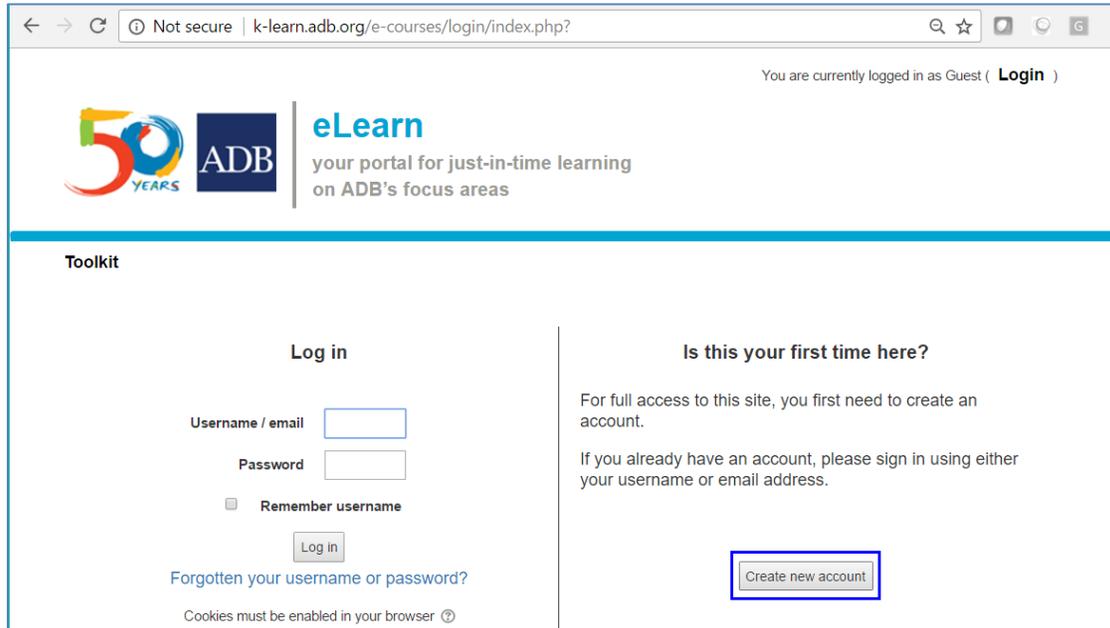


Step 6. Click **Login** or **Continue** to access the course.



Step 7. For *registered users*, please proceed to step 10.

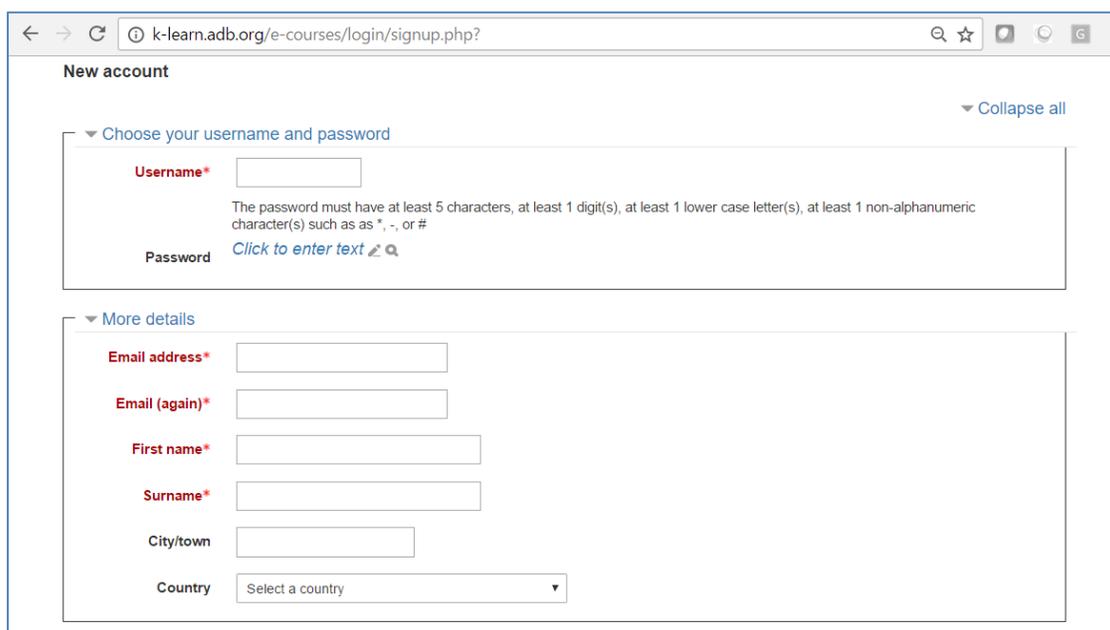
For *first time users*, click **Create new account** to create your Learner Account for one-time registration to ADB eLearn:



The screenshot shows a web browser window with the URL `k-learn.adb.org/e-courses/login/index.php?`. The page header includes the ADB 50 Years logo and the text "eLearn your portal for just-in-time learning on ADB's focus areas". Below the header, there is a "Toolkit" section. On the left, under "Log in", there are input fields for "Username / email" and "Password", a "Remember username" checkbox, and a "Log in" button. A link "Forgotten your username or password?" is also present. On the right, under "Is this your first time here?", there is a "Create new account" button highlighted with a red box. The page also indicates "You are currently logged in as Guest ( Login )" and "Cookies must be enabled in your browser".

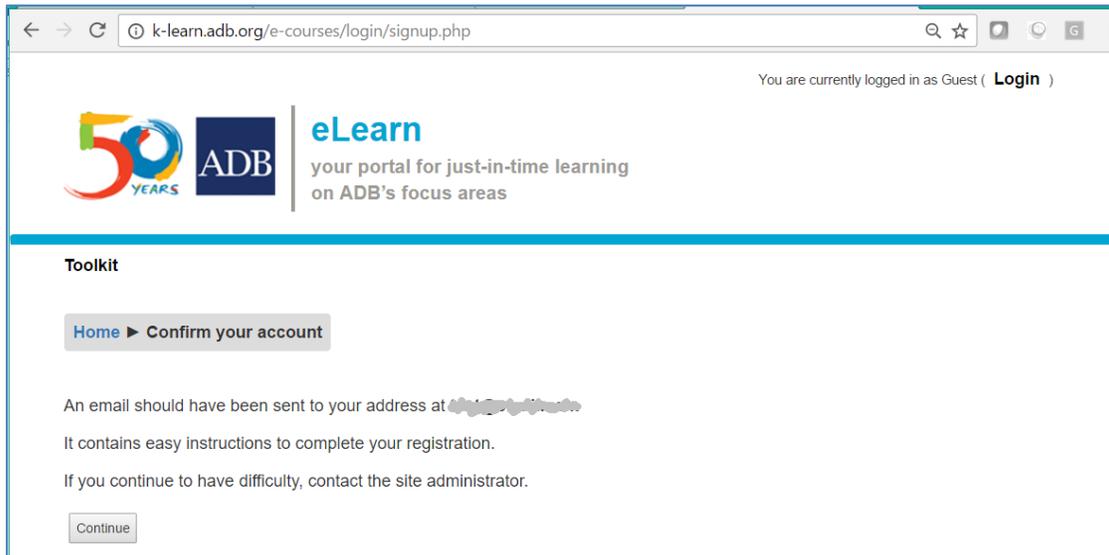
Step 8. Complete the form especially the required fields marked with \*.

Note: Use a unique email address for the username for easy recall.



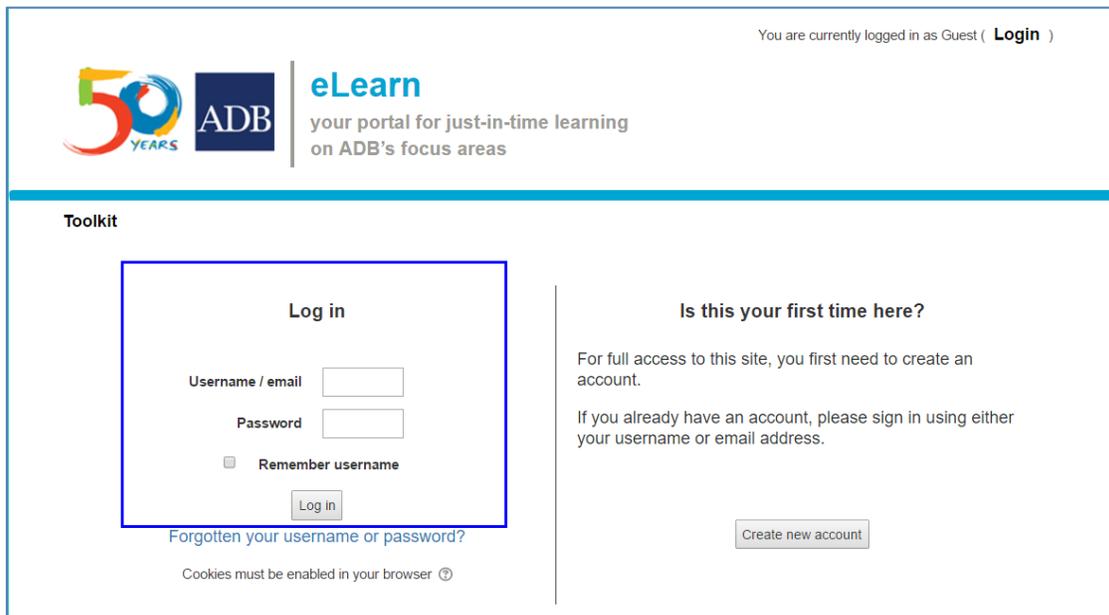
The screenshot shows a web browser window with the URL `k-learn.adb.org/e-courses/login/signup.php?`. The page is titled "New account" and has a "Collapse all" button. The form is divided into two sections: "Choose your username and password" and "More details". The "Choose your username and password" section has a "Username\*" field and a "Password" field with a note: "The password must have at least 5 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 non-alphanumeric character(s) such as as \*, -, or #". The "More details" section has fields for "Email address\*", "Email (again)\*", "First name\*", "Surname\*", "City/town", and "Country" (a dropdown menu with "Select a country" as the current selection).

## Step 9. Confirm account.



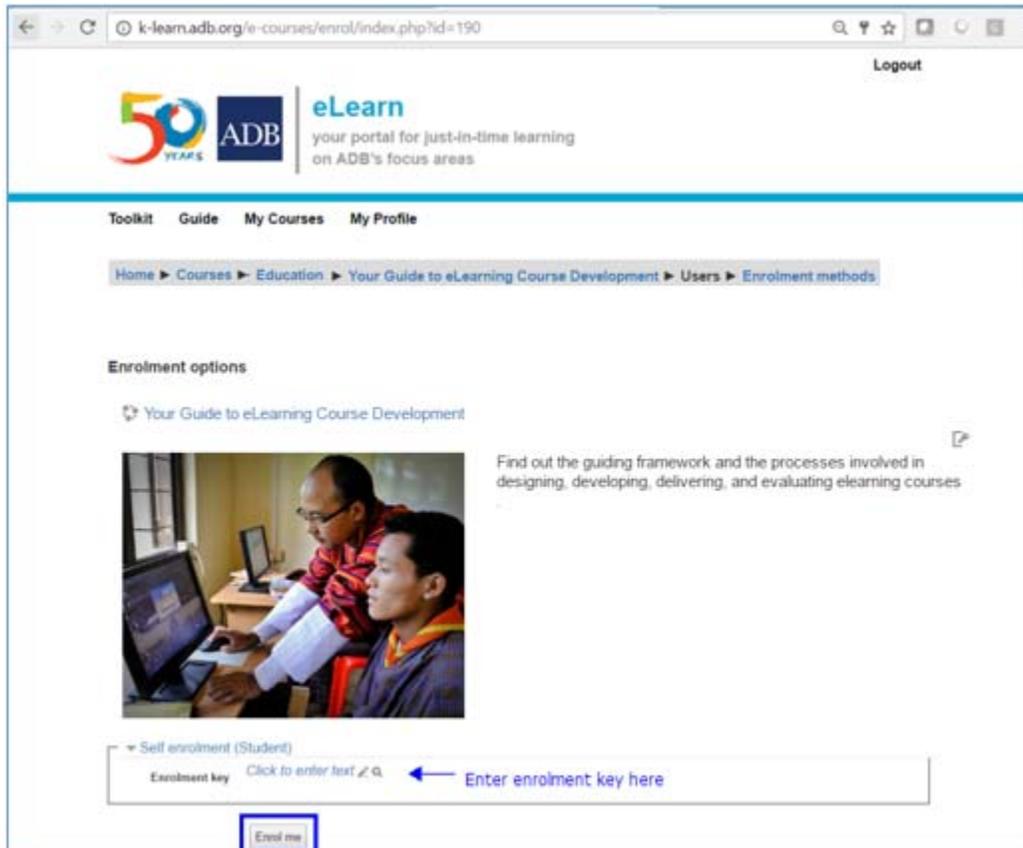
The screenshot shows a web browser window with the URL `k-learn.adb.org/e-courses/login/signup.php`. The page header includes the ADB 50 Years logo and the text "eLearn your portal for just-in-time learning on ADB's focus areas". A notification at the top right states "You are currently logged in as Guest ( Login )". Below the header, a "Toolkit" section contains a breadcrumb "Home > Confirm your account". The main content area contains the following text: "An email should have been sent to your address at [redacted]. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator." A "Continue" button is located at the bottom of this section.

## Step 10. Enter your **username** and **password** and click **Log In** to access ADB eLearn.



The screenshot shows the login page of the ADB eLearn portal. The header is identical to the previous screenshot. The "Toolkit" section contains a "Log in" form, which is highlighted with a blue border. The form includes input fields for "Username / email" and "Password", a "Remember username" checkbox, and a "Log in" button. Below the form is a link for "Forgotten your username or password?". To the right of the form, the text "Is this your first time here?" is followed by instructions: "For full access to this site, you first need to create an account. If you already have an account, please sign in using either your username or email address." A "Create new account" button is located at the bottom of this section. At the very bottom of the page, a note states "Cookies must be enabled in your browser" with a help icon.

Step 11. Choose your course and click the course title. Enter the **Enrollment Key** (if available) and click **Enrol Me** to access the course contents.



The screenshot shows a web browser window with the URL `k-learn.adb.org/e-courses/enrol/index.php?id=190`. The page header includes the ADB 50 Years logo and the text "eLearn your portal for just-in-time learning on ADB's focus areas". A navigation menu contains "Toolkit", "Guide", "My Courses", and "My Profile". A breadcrumb trail reads: "Home > Courses > Education > Your Guide to eLearning Course Development > Users > Enrolment methods".

The main content area is titled "Enrolment options" and features a course card for "Your Guide to eLearning Course Development". The card includes a thumbnail image of two people at a computer and a description: "Find out the guiding framework and the processes involved in designing, developing, delivering, and evaluating elearning courses".

Below the course card, there is a section for "Self enrolment (Student)". It contains a text input field with the placeholder "Enrolment key" and a label "Click to enter text". To the right of the field is a blue arrow pointing left with the text "Enter enrolment key here". Below the input field is a button labeled "Enrol me", which is highlighted with a blue border in the image.

Step 12. Go through the different sections of the course until you can get your **Certificate of Completion**. Note: You need to complete the module requirements before you can proceed to the rest of the sections. Have fun!

The screenshot shows a web browser window with the URL [k-learn.adb.org/e-courses/course/view.php?id=190](http://k-learn.adb.org/e-courses/course/view.php?id=190). The page header includes the ADB 50 Years logo and the eLearn logo with the tagline "your portal for just-in-time learning on ADB's focus areas". A "Logout" link is in the top right. A navigation menu contains "Toolkit", "Guide", "My Courses", and "My Profile". A breadcrumb trail shows "Home > My courses > Becoming Change Agents". Below this, a "Your progress" section is visible. The main content area features the course title "Becoming Change Agents" and a description: "This course deals with the change management process, and the strategies and tools that may be used in addressing the concerns and challenges that arise with the implementation of sustainable development programs." Below the description is a "Course Discussion" link with a speech bubble icon and a "Guide for Online Browser View of the Course" link with a document icon. On the right side, a "Course completion status" box shows "Status: Not yet started" and a table of required criteria.

Required criteria	Status
Activity completion	0 of 2

## Guide in Viewing the Course using your Browser

### Contact Us

Asian Development Bank  
6 ADB Avenue, Mandaluyong City 1550  
Metro Manila, Philippines  
[elearning@adb.org](mailto:elearning@adb.org)

An Initiative of

