



Civic Action, Sustainable Communities



University of Benin Observatory
(Uniben Observatory)
Dean's Office, Faculty of Social Sciences,
University of Benin, Benin City, Nigeria

Version History

Version Number	Updated By	Update	Date
v1	Dami. O	First Version	01/10/22
V1.1	Dami. O	Update on URL Click issue for protected browsers	04/10/22

We want to give you the tools to navigate the site on your own and to be able to provide yourselves with direction. The value the site delivers is in the users ability to walk through without need for support.

Learn, Have fun and let us know if you need anything @ ACTProject@techxperience.ng
Thank you

techxper!ence



CONTENT

Home Page – Platform Landing Page

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Register - Registration Function

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Agents for Citizen driven Transformation (ACT) Programme

Agents for Citizen-driven Transformation (ACT) works with civil society organisations (CSOs) to enable them to be credible and effective drivers of change in Nigeria's development.

[Our Courses →](#)

www.civicactionlearning.org

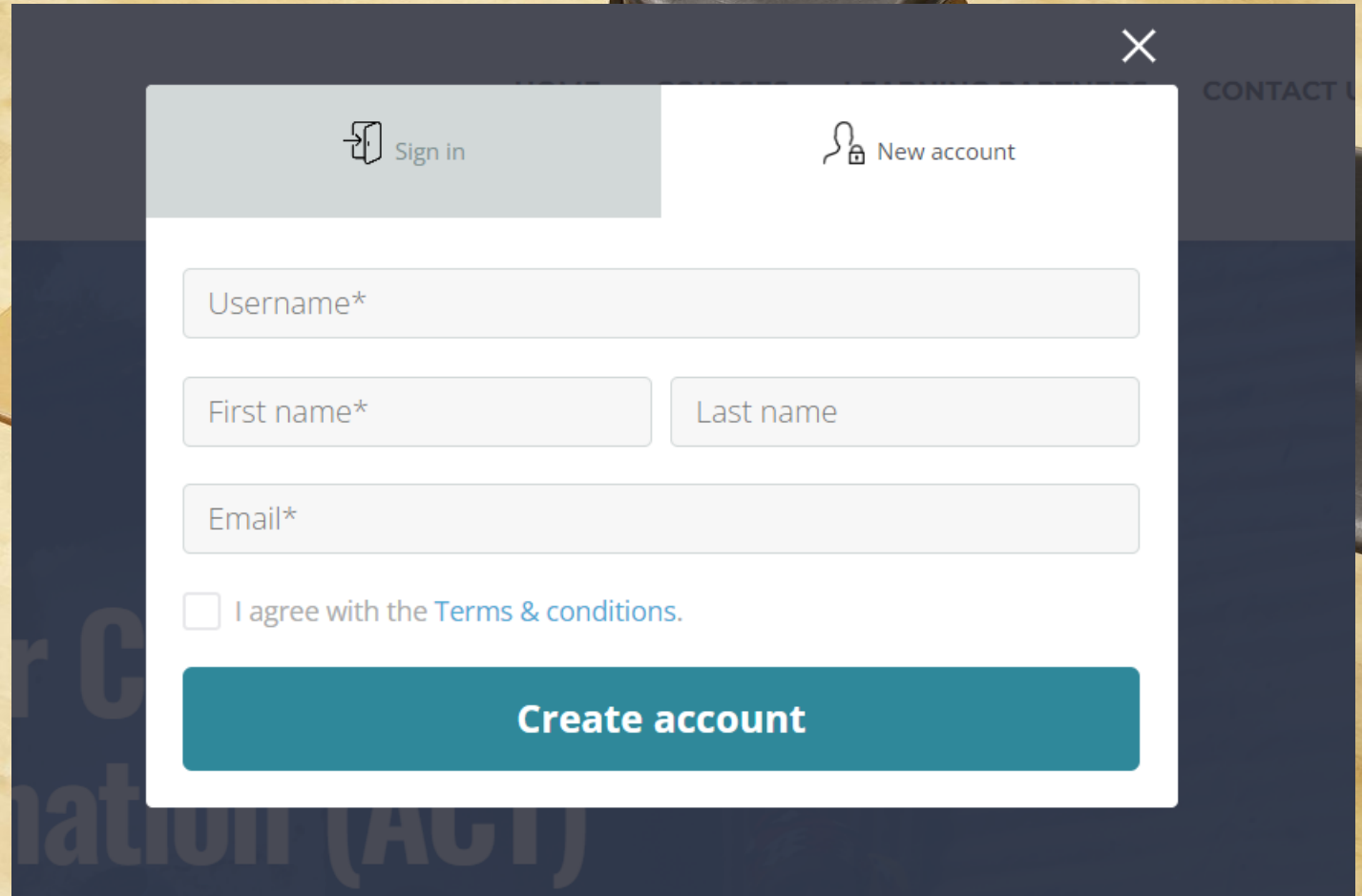
A simple intuitive home page that gives you quick navigation to the areas of the site that are most of interest!

Account Registration

The registration page requires:

- Username choice
- First Name
- Last Name
- Email Address
- Acceptance of the Terms & Conditions

Once all the above fields have been completed Please Click on “Create Account” button



The screenshot shows a registration modal window with a dark blue background. At the top right is a close button (X). Below it are two tabs: "Sign in" (with a key icon) and "New account" (with a person icon). The "New account" tab is active. The form contains the following fields: "Username*" (a single input field), "First name*" and "Last name" (two input fields side-by-side), and "Email*" (a single input field). Below the email field is a checkbox labeled "I agree with the Terms & conditions." At the bottom is a large teal button labeled "Create account".

Account Activation

Once this stage is done you will be shown a message that tells you “Activate your account via the email sent to you. The email will contain a hyperlink which you will need to click to activate your private account.

To be double sure, if you do not see an email in good time, [check your junk and spam mail folders.](#)

Activate your account on site Civic Action Learning Inbox x

info@civicactionlearning.org
to me ▾

Please activate your account via this link https://www.civicactionlearning.org/user-account-2/?user_token=4e42bd2de1854423d1f4100ca0142ccc

Hyperlink for account activation

In a situation where the link is not “clickable” copy and paste it into the browser of your choice and click go.

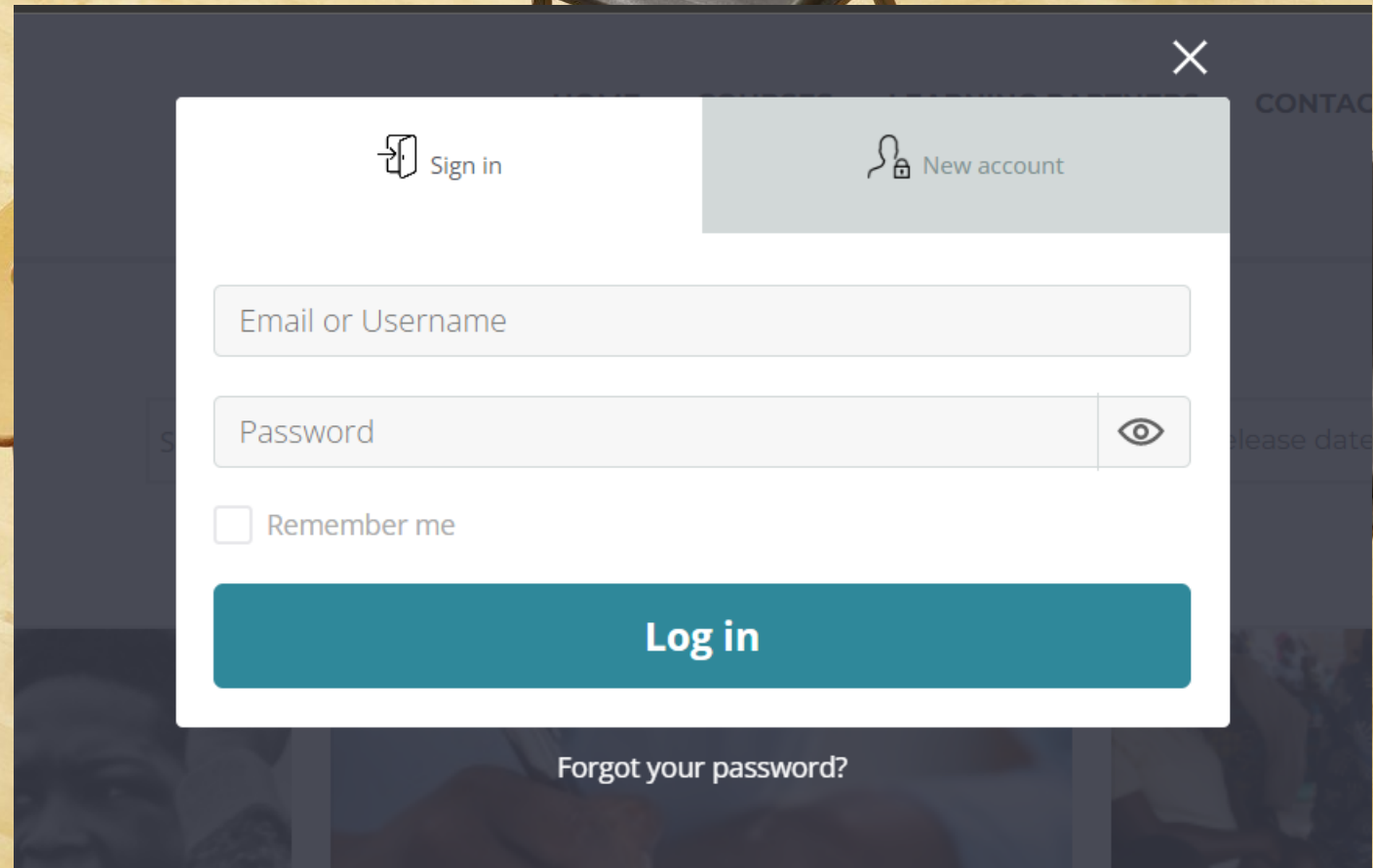
Login

To login, click on the login function on the home page and a pop up will appear asking click on “Sign in” and enter;

- a. Username
- b. Password

Options are available for

- a. Remember me (allowing the system to remember your
- b. View “Password” allowing you to view your password as typed in
- c. Forgot Password allowing you to be sent a reminder/reset your password



The screenshot shows a login pop-up window with a dark grey background and a white form area. At the top right of the form area is a close button (X). Below the close button are two tabs: "Sign in" (active) and "New account". The "Sign in" tab contains the following elements:

- An input field labeled "Email or Username".
- An input field labeled "Password" with an eye icon on the right side to toggle visibility.
- A checkbox labeled "Remember me".
- A large teal button labeled "Log in".
- A link labeled "Forgot your password?" below the "Log in" button.

Learning Partners

The learning partner page contains all the pages associated with the learning partners that are registered on the website. Their profiles and information are contained in the site



iCentra is a business and technology solutions company delivering transformation with the mission to improve people and organisational performance. Founded in 2009, the company started operations in Abuja, Nigeria. The company serves clients across the globe through its offices in Texas, United States and London, United Kingdom.

[VIEW PROFILE](#)



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The UNIBEN Observatory, Faculty of Social Sciences was initially set up in 2009 within the frame work of the project "Counter Trafficking Initiative: analysis of the evolution of trafficking in persons, grass root social intervention, building social services and networking capacity and promoting direct assistance".

[VIEW PROFILE](#)



WACOL

Women's Aid Collective is based in Nigeria and is dedicated to helping women and young people in need. One of their main aims is to increase legal protection and fight for better choices for abused women and young people.

[VIEW PROFILE](#)



Mambayya House

The Aminu Kano Centre for Democratic Studies, Mambayya House, Kano was founded in November 2000 as a research and training unit of the Bayero University, Kano, Nigeria

[VIEW PROFILE](#)



CMD

The Centre for Management Development (CMD) was established by the Federal Government of Nigeria as the operational arm of the Nigerian Council for Management Development (NCMD). The Centre commenced operations in 1973, albeit it only derived its legal backing by Act No 51 of 1976.

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Civic Action,
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Courses

The courses are listed in the courses page.
Their availability is 24/7.

For testing purposes the courses are presently free.

The screenshot displays a webpage titled "Courses". At the top left is the heading "Courses". To its right is a search bar labeled "Search Courses" with a magnifying glass icon. Further right is a "Sort By:" dropdown menu currently set to "Release date (newest first)". On the far right are icons for a grid view and a list view. Below these elements are five course cards arranged in two rows. Each card features a representative image, a title, and the word "Free" at the bottom right.

- Advocacy & Right-Based Approach** (Free)
- Gender and Social Inclusion** (Free)
- Fund Raising & Proposal Writing** (Free)
- Social Research & Analysis Training for NGOS** (Free)
- Financial Processes and Procedures for NGOs** (Free)

Course Preview

The course listing page offers all the courses and allows users to get a preview of their choice of course.

Civic Action, Sustainable Communities

HOME COURSES LEARNING PARTNERS CONTACT US ACTIVITY

Courses

Search Courses

Sort By: Release date (newest first)

Advocacy & Right-Based Approach
Free

Gender and Social Inclusion
What Will You Learn? Understand gender and social inclusion. Distinguish sex and gender roles, gender stereotypes and consequences for development...
[PREVIEW THIS COURSE](#)
Free

Fundraising & Proposal Writing
Free

Financial Processes and Procedures for NGOs
Free

Social Research & Analysis Training for NCOS
Free

Course View

The course content page contains the details pertaining to each course.

- a. Course description
- b. Course Review by previous users
- c. Course material for offline download
- d. Enrolment button
- e. Number of enrolees for a course
- f. A list of popular courses

The screenshot shows a course page for 'Advocacy & Right-Based Approach' by the Learning Partner BENIN OBSERVATORY CENTRE. The page features a main title, a learning partner logo, and a navigation bar with 'Description' (a) and 'Reviews' (b) tabs. A large image of a group of people protesting with a megaphone is displayed. On the right, there is an 'ENROL COURSE' button (d) and a link to 'Enrollees & students' (e). Below this is a 'Popular Courses' section (f) listing several free courses: 'Gender and Social Inclusion' by WACOL, 'Fund Raising & Proposal Writing' by CMD, 'Financial Processes and Procedures...' by iCentra, and 'Social Research & Analysis Tr...' by Mambayya House. At the bottom, there is a 'Recent Posts' section and a download area (c) containing two items: 'Course Materials (PDF)' (2 mB) and 'Course Materials (Video)' (178 mB).

Course Preview

Upon course commencement you will be provided with this page (or a similar one) which provides the following information

- a. Course title
- b. Course module details
- c. Course menu options
- d. Option to start

The screenshot shows a course preview page for 'Advocacy & Rights-Based Approach'. The page features a dark sidebar menu on the left with a 'MENU' header and a list of course sections. The main content area has a large header image of people protesting, overlaid with a green banner containing the course title and module details. A yellow 'START' button is visible in the bottom right corner of the main content area. A small orange circle with the letter 'c' is positioned near the menu header.

a Advocacy and Rights Based Approach

b Module 1: Understanding of Rights-Based Approach and Advocacy

d START

Course Navigation

Upon course commencement you will be provided with this page (or a similar one) which provides the following information

- a. Course title
- b. Course module details
- c. Course menu options
- d. Option to start

The screenshot shows a navigation interface with a dark green header. On the left is a home icon, in the center is the word "Navigation", and on the right is the page number "02/18". Below the header, there are six labeled controls: 'a' points to a menu icon (three horizontal lines), 'b' points to a replay icon (a circular arrow), 'c' points to a volume icon (a speaker), 'd' points to a button with "< PREV" and "NEXT >" text, 'e' points to a play/pause button (a right-pointing triangle), and 'f' points to a seekbar (a horizontal bar with a blue progress line). In the bottom left corner of the interface is the logo for the "COMMUNITY OF PRACTICE CDP".

Activity Menu

The activity menu notifies the user of details of the following

- Timeline
- Profile changes
- Notifications
- Messages from other users or course admins
- Friend Requests
- Group notifications
- Invitations to join groups
- Forums
- Settings
- Log Out

The screenshot shows the website's navigation bar with the 'ACTIVITY' menu item highlighted in a red box. Below the navigation bar is a blue header with the word 'ACTIVITY' in white. Underneath, there is a breadcrumb trail 'CIVIC ACTION LEARNING > ACTIVITY'. The main content area features a text input field with a placeholder 'What's new, Jide?' and a search icon. Below this is a blue bar with two tabs: 'All Members' (selected) and 'Mentions'. A search bar labeled 'Search Activity...' and a dropdown menu set to 'Everything' are also present. The main content displays a notification: 'Mary [redacted] became a registered member' with a timestamp of '4 days ago'. The notification includes a profile picture placeholder, a user profile picture, and a username '@mdalughut'. At the bottom of the notification are two buttons: 'Comment' and 'Mark as Favourite'.

Thank You

For any support questions or comments please email
actproject@techxperience.ng