



Agora Offline

User's Manual

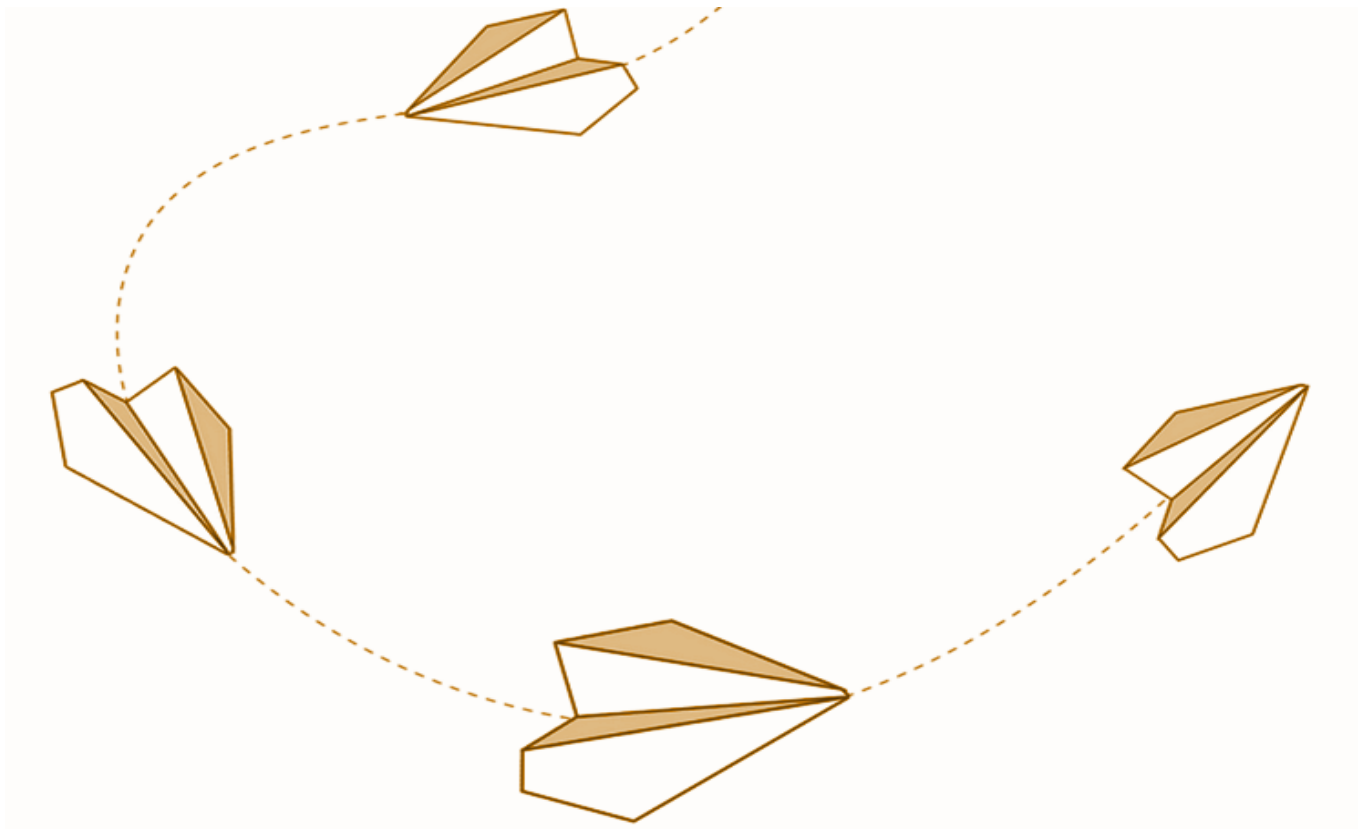


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Installing Agora Offline

Agora Offline is a software that can be installed on windows based computers and tablets.

If you are using a UNICEF workstation: the software should already be installed on your machine. Look for it under web applications folder.

In any other situation, you will first need to install the application.

1- You can download the latest install file from the page:

<https://agora.unicef.org/offline>

2- Upon download of the file, double click on it and follow the instructions. The installation process can take a few minutes. You will need administrators right to install Agora Offline.

3- Upon installation, you will see an “Agora Offline Player” icon on your desktop.



Getting started with Agora Offline

Before we explore key features of Agora Offline, let's set up your user profile.

1- Open the application using the shortcut or the windows start Menu. Note that the software will be running in your default web browser.

2- Once the application has loaded (it may take up to a minute), you will be given the option to either use one of the existing accounts or create a new one - if it is your first visit. An internet connection is needed for the creation of a profile.

4- Click on "Create New User".

5- In the new browser window that pops up, authenticate to the Agora web portal. A profile is automatically generated upon authentication and your accounts on both Agora and Agora Offline are now linked.

6- You may want to keep the Agora web portal window open after you authenticate, to enroll in compatible activities that you want to download.

Downloading activities

Let's look at how learning activities can be downloaded to the offline player.

1- Click on 

Compatible learning activities will be listed on this page if you have first enrolled for that particular activity on the Agora web portal (i.e. <https://agora.unicef.org>).

2- Click on  the button corresponding to the activity you wish to complete offline.

If you have a slow connection, you can download overnight or during the lunch break. These hours will increase your chances to complete the download successfully and reduce the pressure of the bandwidth of the office during working hours.

If a course does not show - verify the compatibility of the activity and your enrolment status.

Only a selection of learning activities are compatible with Agora Offline. To find new compatible activities, first login to the Agora web portal and open the [catalogue](#). All compatible activities will display a download symbol under the cover image (see illustration on the right).



If you want to ONLY see activities that are compatible with Agora Offline, use the dedicated filter setting in the left side column:

Compatibility

- [Agora Offline \(102\)](#)
- [Tablet \(14\)](#)
- [Smartphone \(8\)](#)

Enrol to one or more compatible activities, return to Agora Offline and start again from step one.

Completing activities offline

1- The “available activities” page, which is the default home page of Agora Offline, can be accessed at any time by clicking on the Agora Offline logo.

2- Use this page to launch one of your learning activities, by either clicking on the activity title or on the blue button “Go to activity”.

The offline version of the learning activities available for Agora Offline are very similar in nature. Some complementary activities such as discussion forum may however not be available in the Offline version. You can however access these activities online after synchronizing your progress.

3- If a completion certificate is available, you can access after you have completed the short evaluation form, without needing an internet connection. You can alternatively synchronize your progress first and complete the evaluation on the Agora web portal, where your certificate of completion will also be available.

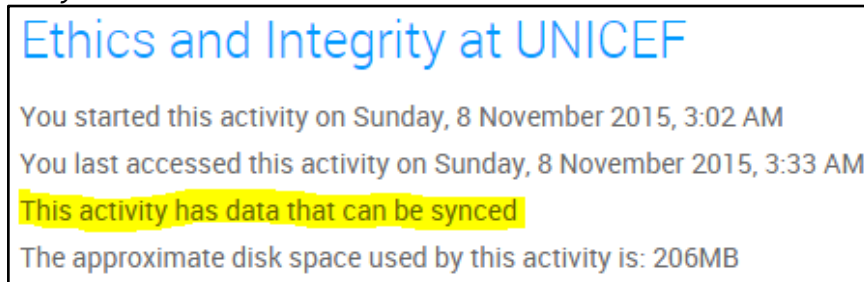
We recommend that you complete learning activities either on the web portal or using Agora Offline. However, if after completing some modules / components of a learning activity with the Agora Offline application you want to continue with the web-version of the course, you can do so after synchronizing your progress. This can be useful if you which to use discussion forums or if you know you may need to continue the course from a different computer connected to the internet.

Synchronizing your progress

One of the key features of Agora Offline is that you can report your learning progress and achievements back to the Agora web portal, to receive full credit for your development. For this step, you will need an internet connection - but there is no need for a broadband connection.

1- You can synchronize your progress for a specific learning activity either when you have completed one or more components of an activity, or when you have partially completed one or more component. You can see if an activity has data that can be synchronized from the “Available Activities” home page, accessible by clicking on the Agora Offline logo.

The following screen capture shows you where you can check if a course has data that can be synchronized or not.

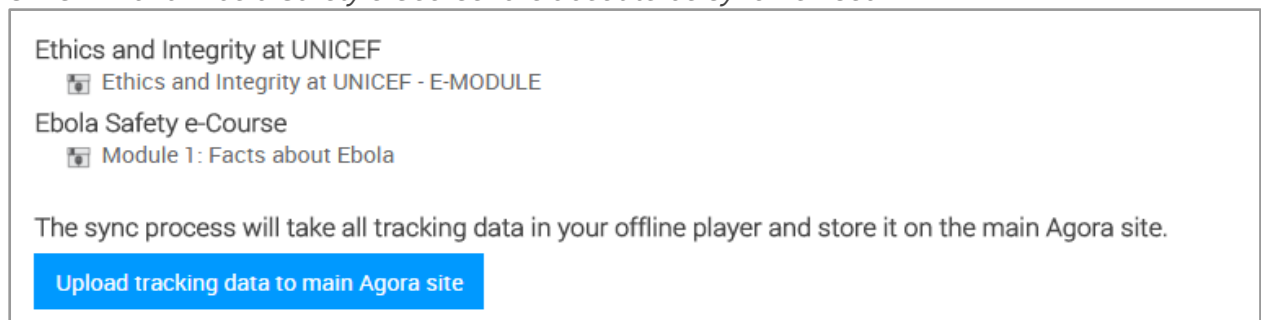


2- To synchronize your progress, start by clicking on the button

3- On the page that appears, you will see a list of all learning activities that have data that can be reported back to the Agora website.



The following screenshot indicates that progress data for both the "Ethics and integrity at UNICEF" and "Ebola Safety e-Course" are about to be synchronised.



4- If you want to synchronize progress with the web portal, click on the blue button "Upload tracking data to main Agora site" (see illustration above).

5- Synchronizing data should be quite rapid. You will see a confirmation message on your screen once the process is complete.

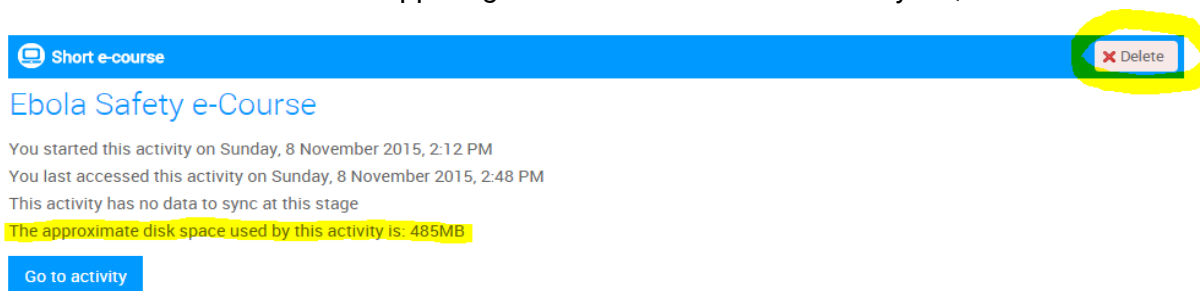
6- After the synchronization process, you will still be able to access the content of the activities in Agora Offline, but you will no longer be able to synchronize them. If activities were not completed when you synchronized them, you will need to finish them on the web portal.

Managing your offline activities

As you get to use Agora Offline, it will become increasingly important for you to manage the portfolio of downloaded activities. This will allow you to release space on your hard drive and keep the list of "Available Activities" tidy and up to date.

Deleting activities

- 1- From the "Available Activities" page, you can check the space occupied by each activity.
- 2- Click on the "Delete" in the upper right corner of the relevant activity tile, as shown below.



Updating activities

- 1- From the "Download more activities" page, you have the option to "update" an already downloaded activity.
- 2- Note that updating a package will erase all data related to that course, so you may need to restart the activity after that. Only update an activity if you know there has been a change.

Managing user profiles

Agora Offline can be used by more than one user on the same computer. If you have need to share a computer, select your user profile or create one from the opening screen of Agora Offline, or click on "Change profile" in the top right corner if someone is already connected.

Please note:

- The creation of a new profile will only be possible if no other user is currently logged in to the Agora web portal. If that's the case, log off from <https://agora.unicef.org> first, and then re-start the profile creation process.
- Even if another user has already downloaded an activity that you need to access, you will still need to first enrol for that activity on the Agora web portal and download it on Agora Offline with your account.

Questions? Check the Agora Offline FAQs at: agora.unicef.org/offline
