# ICNC Android Mobile App Manual 1.2

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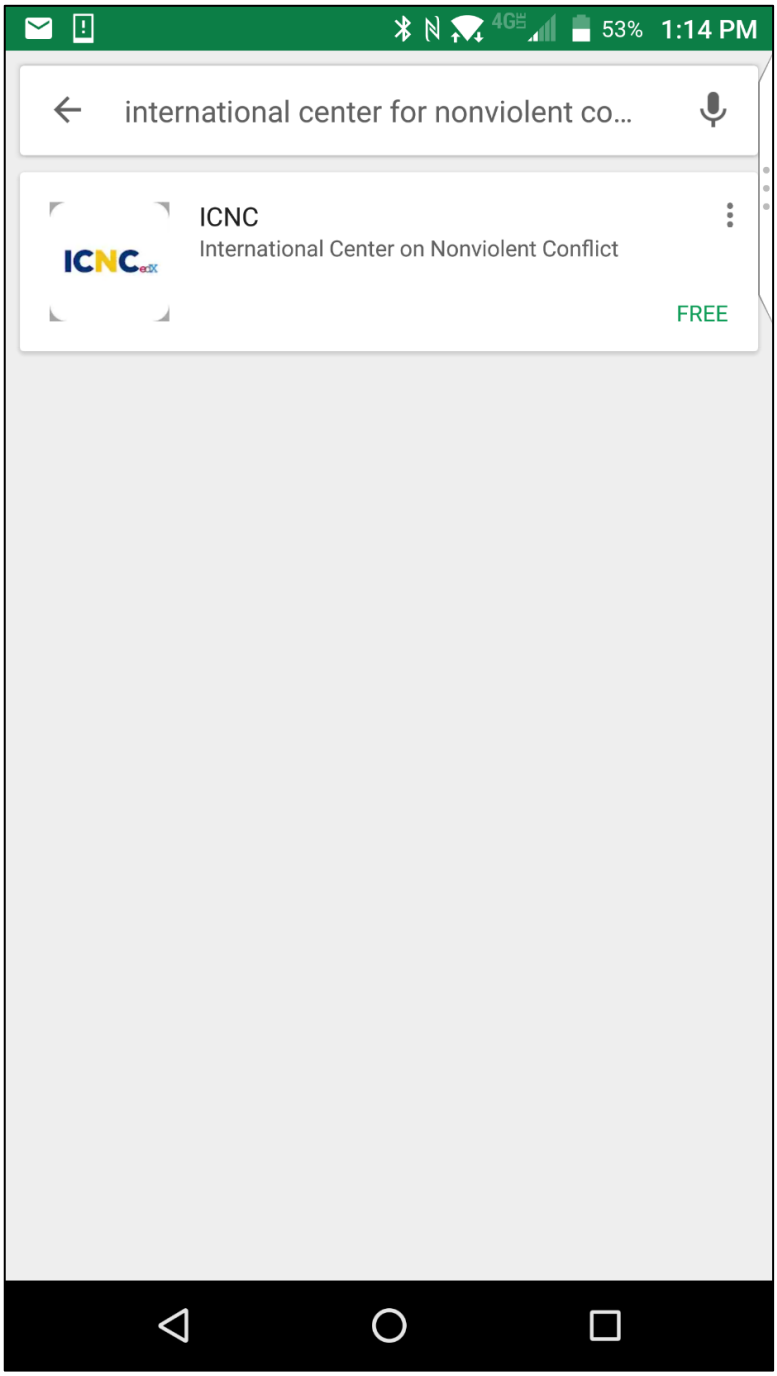
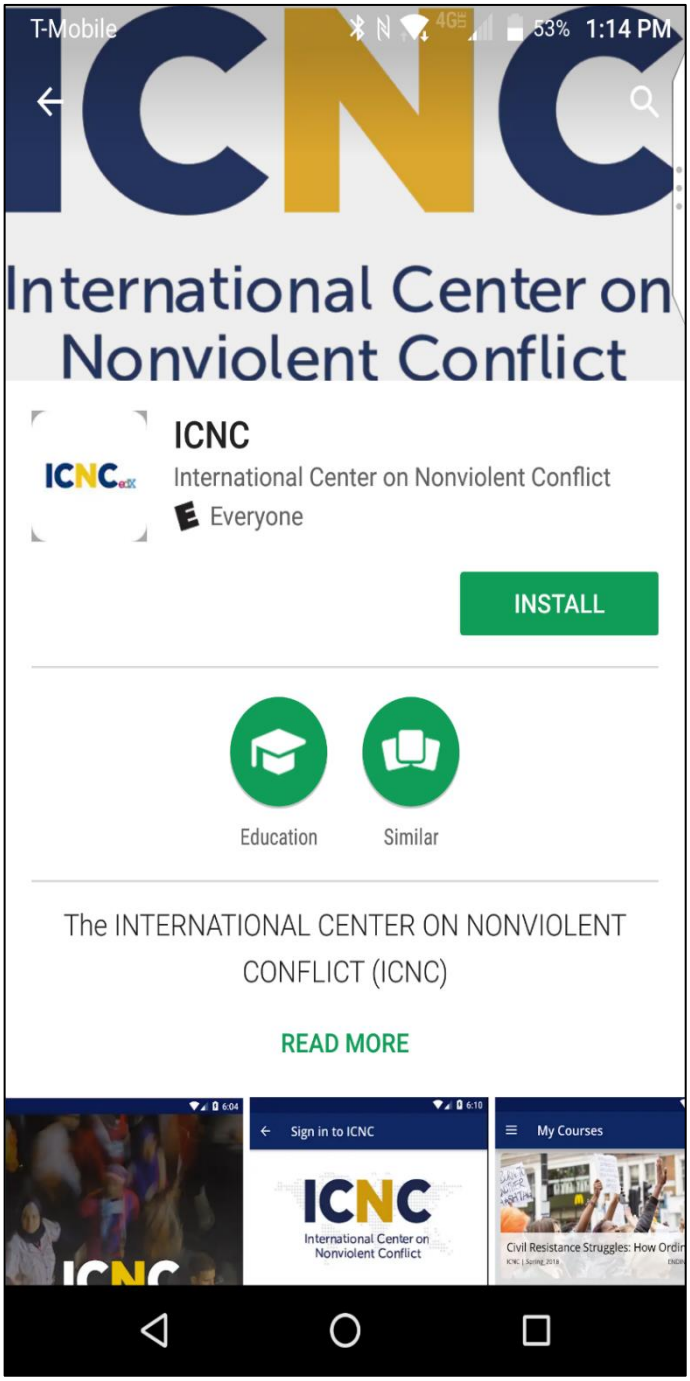
## I. Downloading the ICNC app

**a.** To download the ICNC app, go to the “Play Store” and type in either “ICNC” or “International Center for Nonviolent Conflict”. Click on the ICNC app and then click on “Install” to download the app.

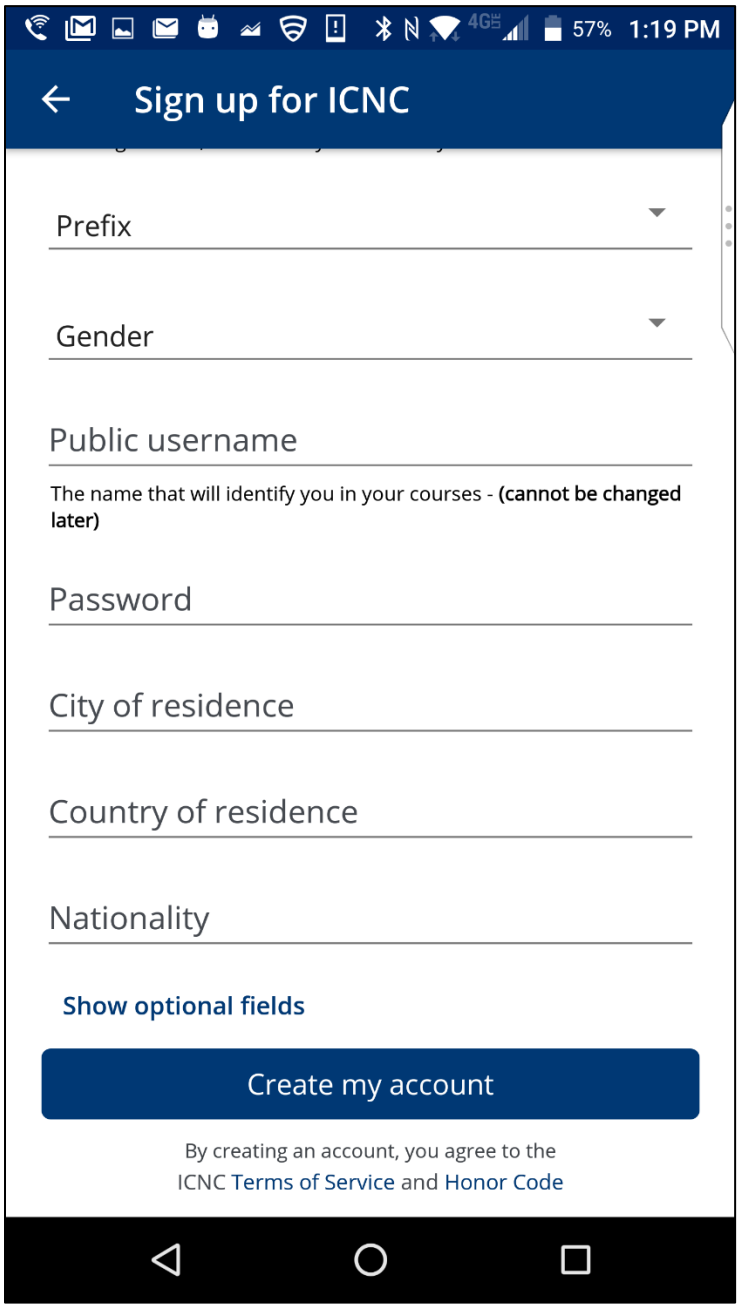


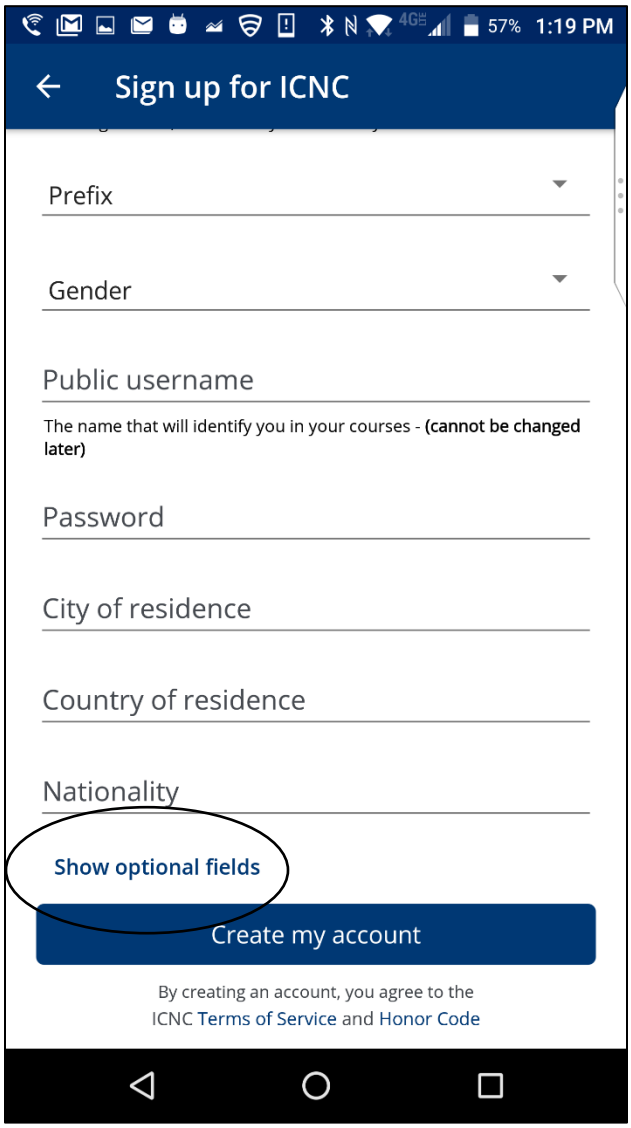
## II. Registration

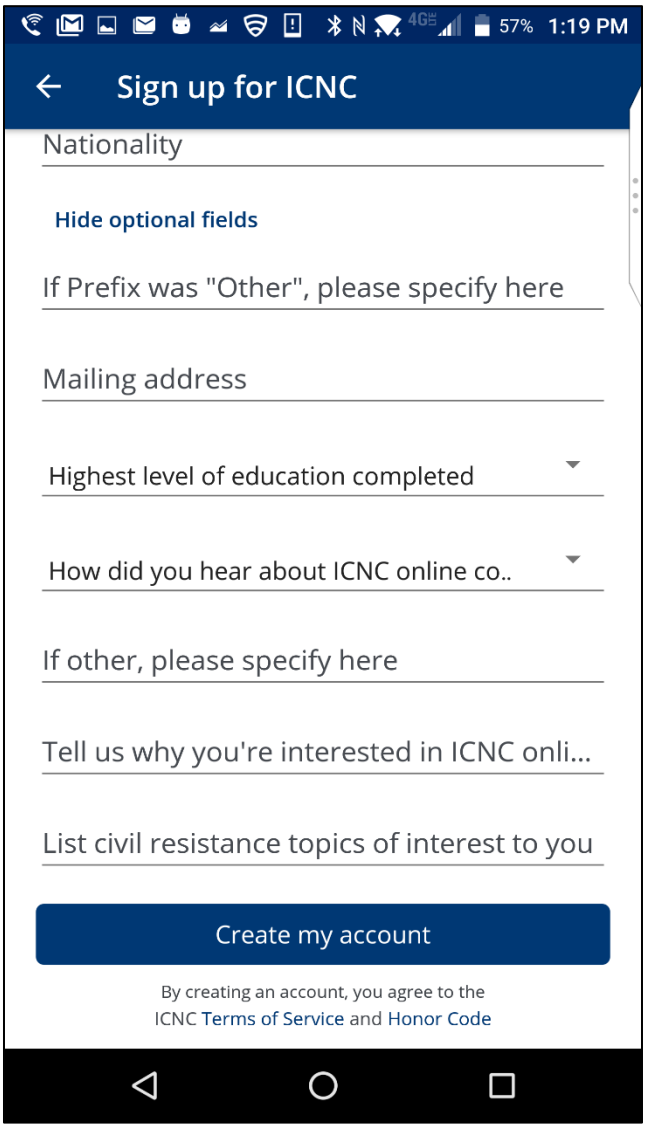
a. Do you already have an account with ICNC Online Courses? If so, click on **"Have an account? Sign in"** and enter your email address and password.
b. If you have <u>not</u> set up an account with ICNC Online Courses, please follow these instructions:
c. On the ICNC mobile app homepage, tap on **"No account? Register here."**

d. Fill out all of the required fields shown in the screenshot below.
e. You can fill out fields by tapping inside each registration field and typing in your answer.
f. For your username, ICNC recommends using “first name.last name”, so that other users can easily identify who you are. For example: John.Smith

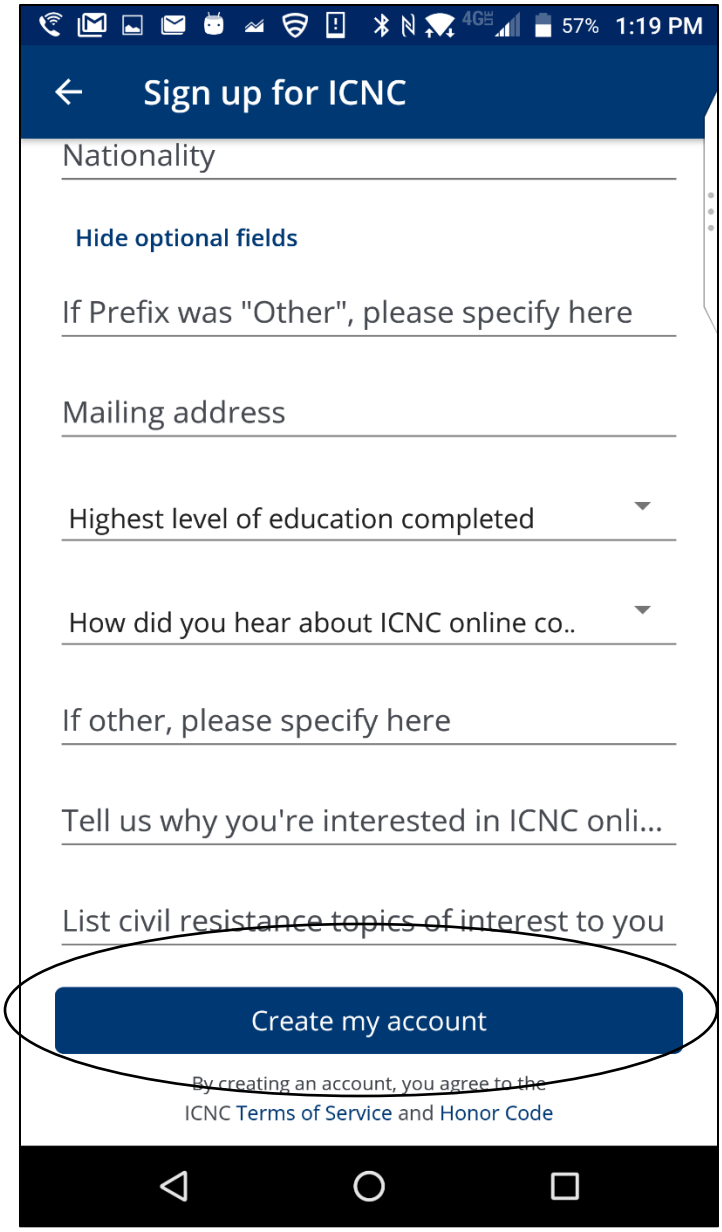


g. Tap on “**Show optional fields”**. These fields are not required, but you can fill them out if you want to.

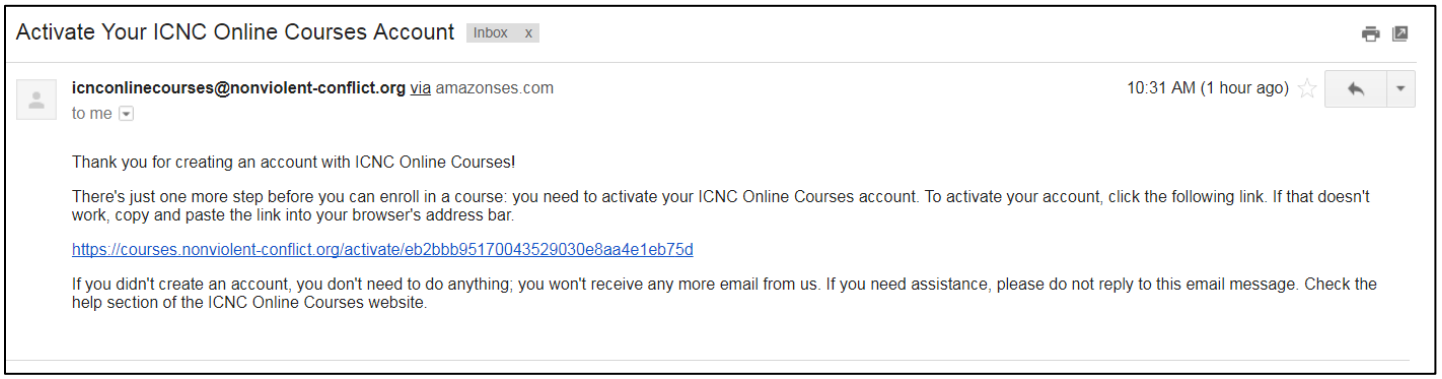


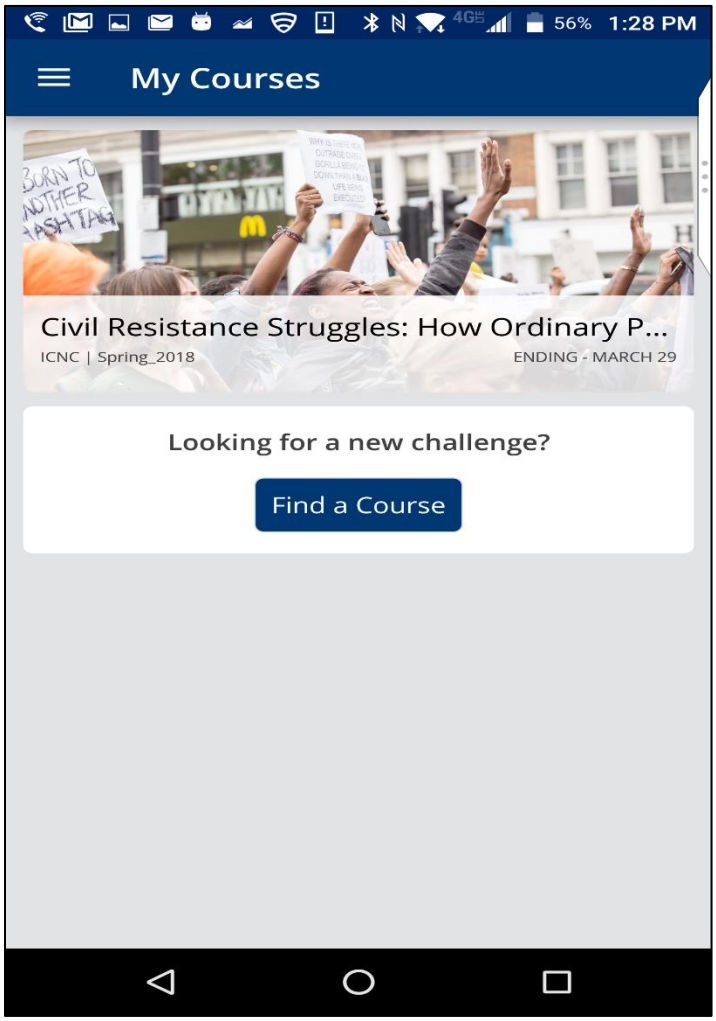
h. Once you have filled out all the required fields and any desired optional fields, tap on "**Create my account"**



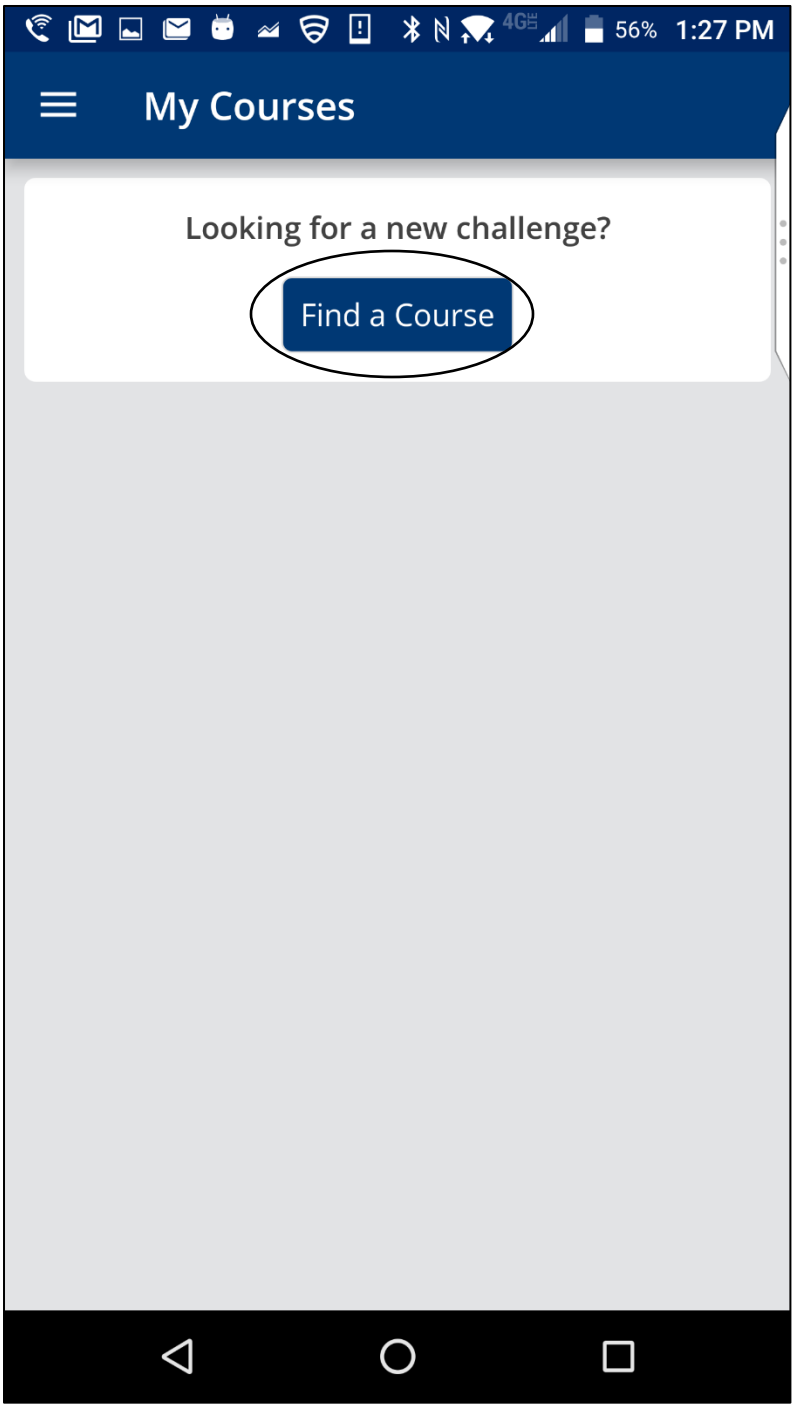
i. You will receive an activation email from icnconlinecourses@nonviolent-conflict.org. You **must** go to your email account and click on the link in the email.



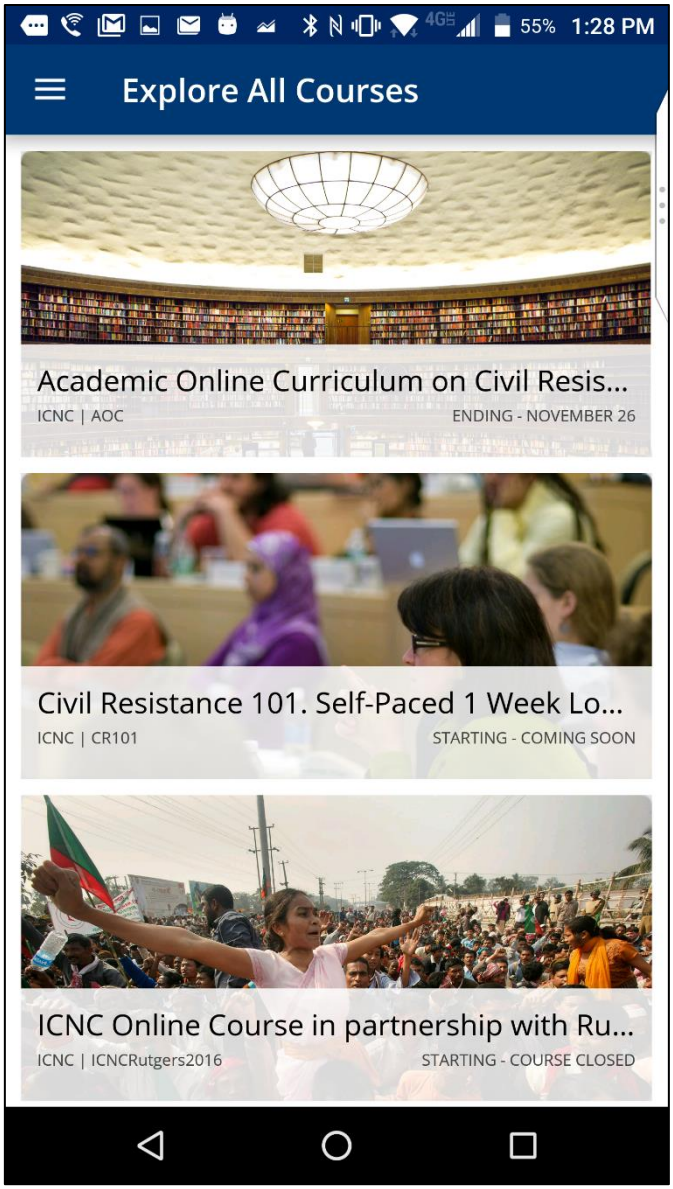

j. Return to the mobile app.
k. If you have already been enrolled in a course, you will immediately see the course that you are enrolled in.



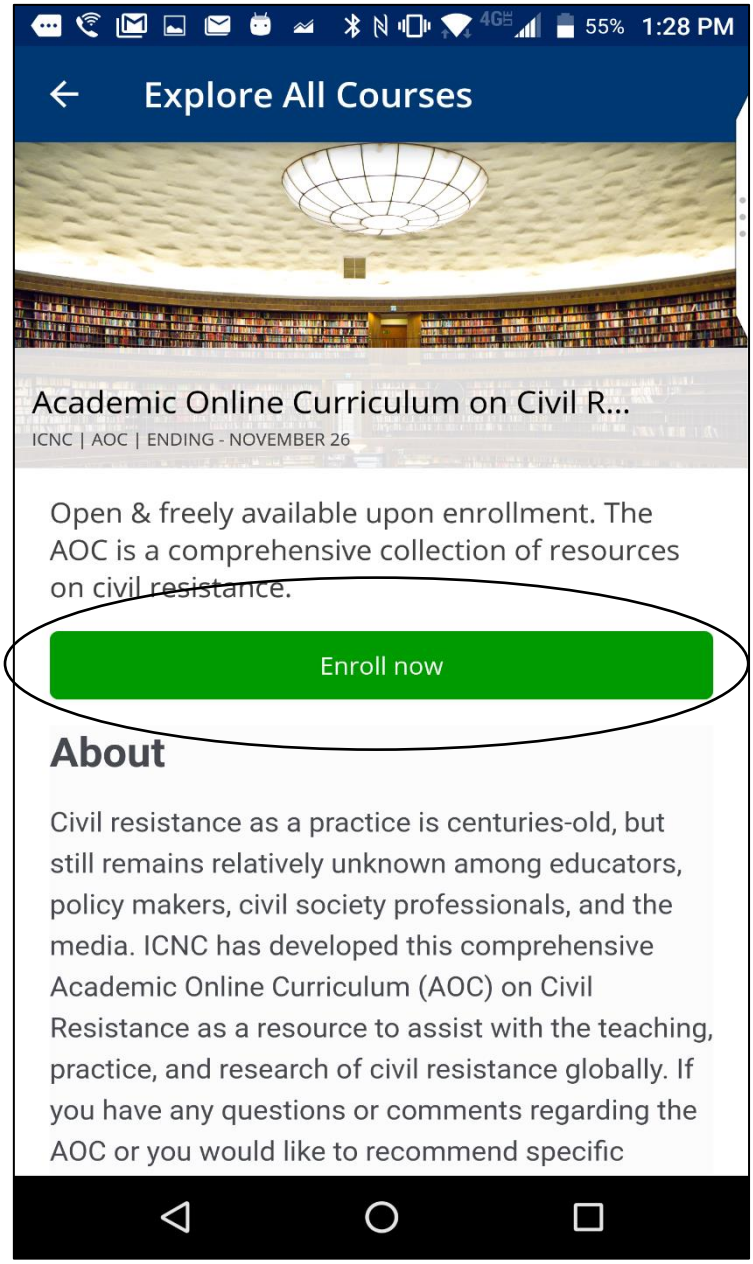
l. If you have not enrolled in any courses, you will see a prompt to “**Find A Course”.** When you tap on “**Find A Course”**, you will see all of ICNC’s mobile courses.



m. After you click on **"Find a Course" (**in the screenshots above)**,** you will see all of ICNC's mobile courses. The only course available for open enrollment is the Academic Online Curriculum. To enroll in a course, tap on the course name.



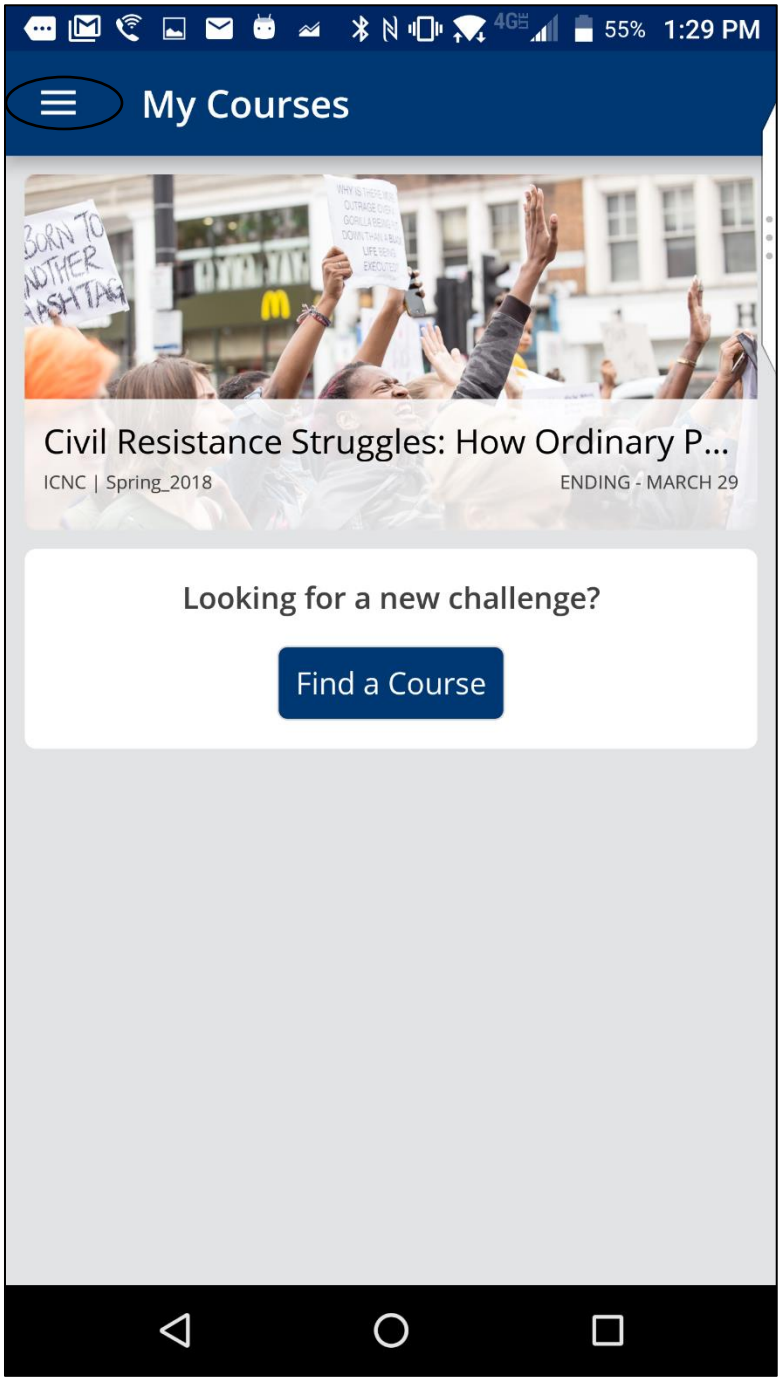
n. If the course is open for enrollment, you will see a green **"Enroll now"** button. You can tap on this button to enroll in the course. You will automatically be taken to that course and it will be added to **My Courses.**



## III. Mobile App Course Use & Navigation

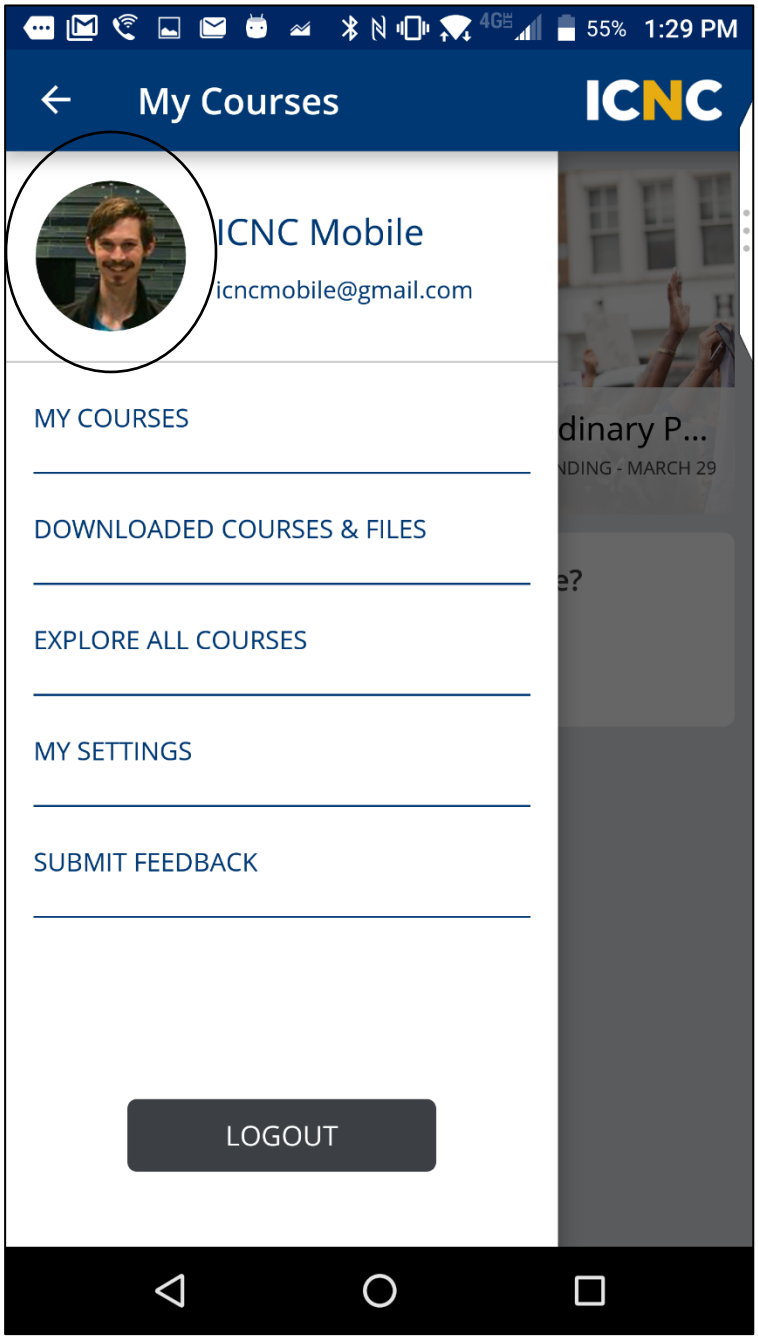
### a. Main menu

i. To access the main menu, tap on the bars on the left side of your phone

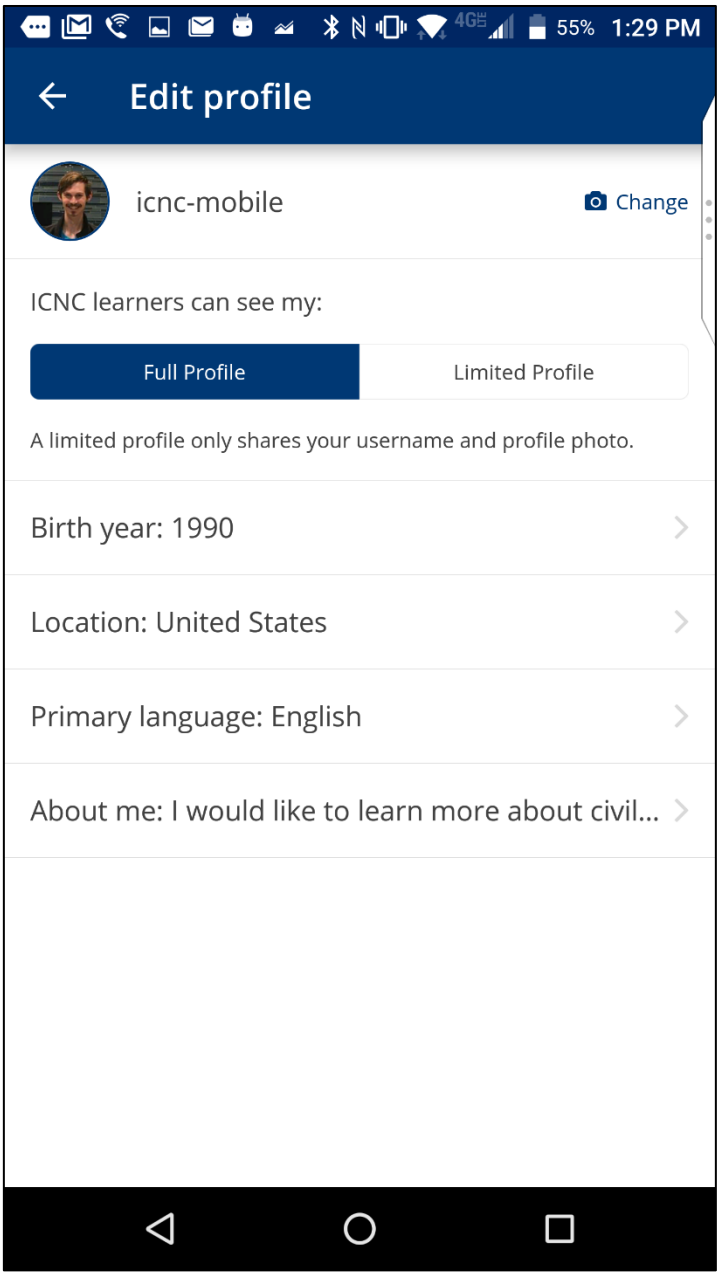


ii. **Profile**

1. To edit your profile and set up a profile picture, tap on the image icon.

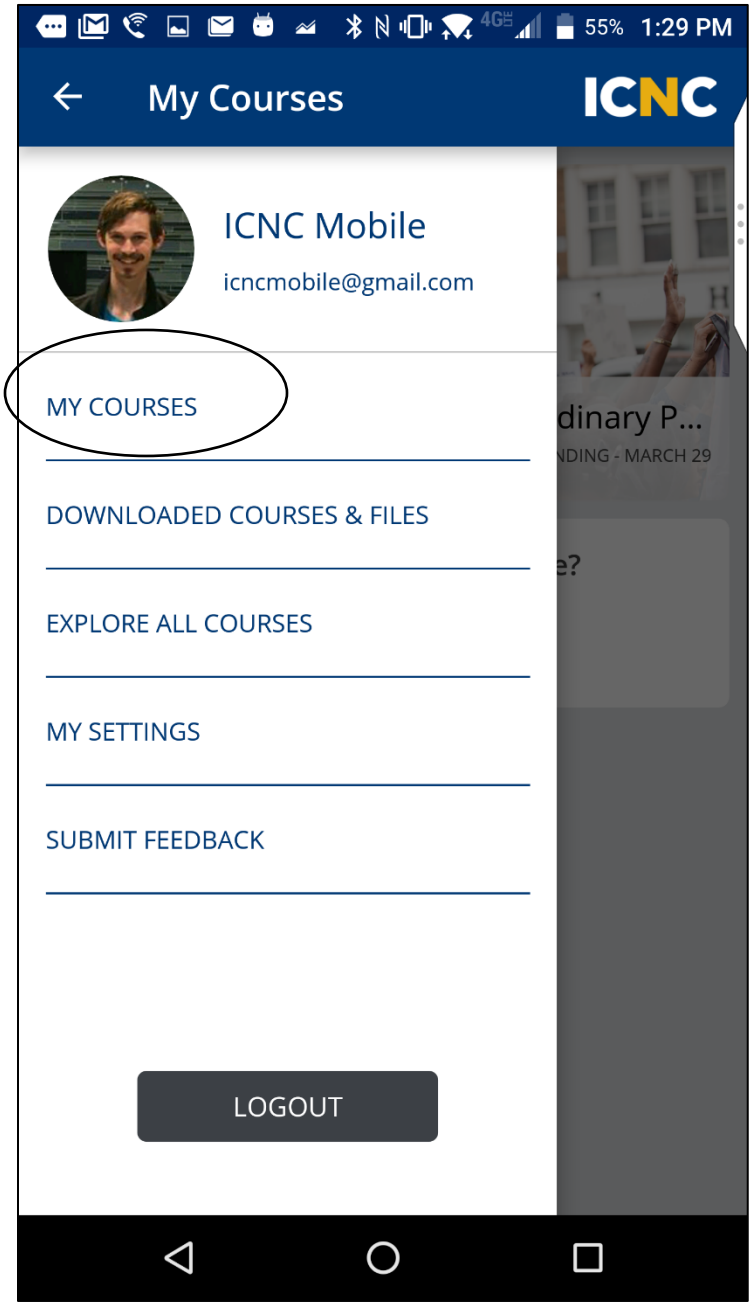


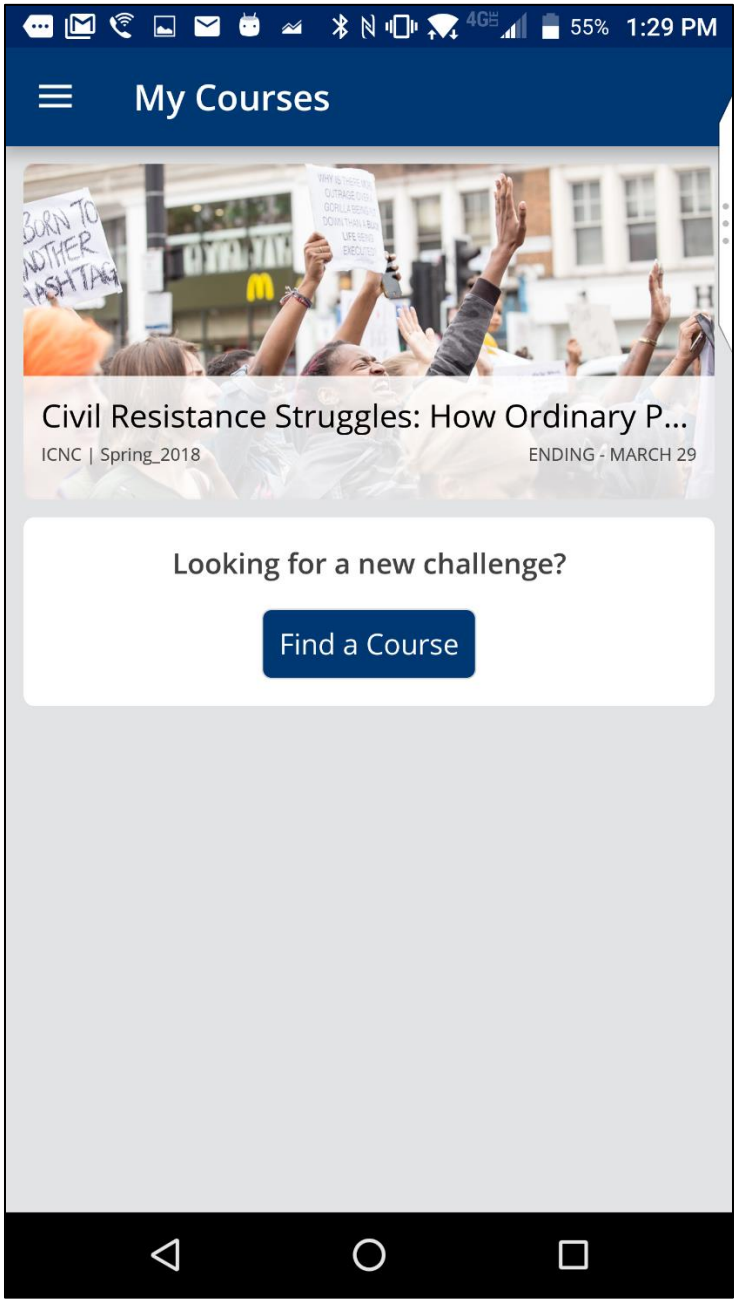
2. Fill out any information you would like to share with fellow learners. Tap on the camera icon to upload a profile photo. You are able to choose between displaying a **full profile** or a **limited profile** (only shows other users your photo and username.)



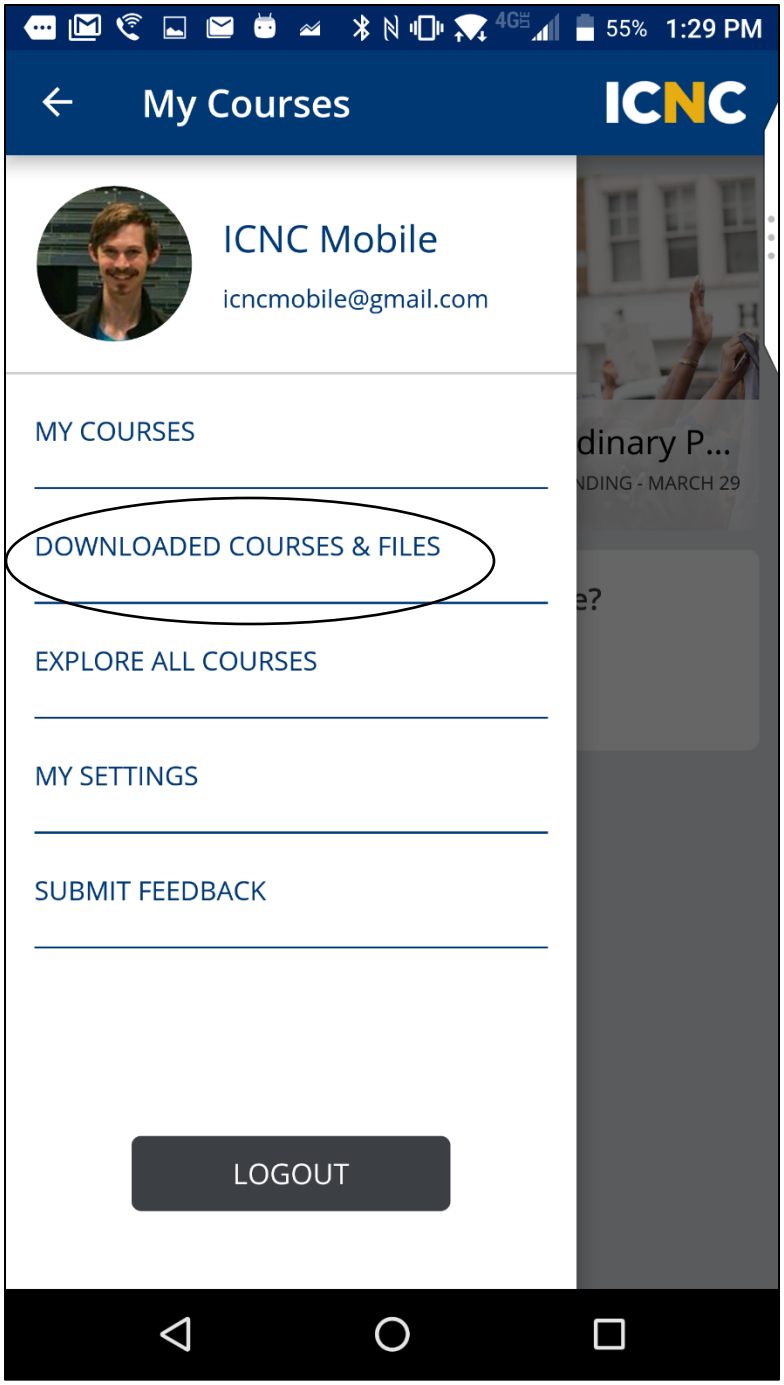
iii. **My Courses**

1. This tab will take you to all of the courses that you are enrolled in.

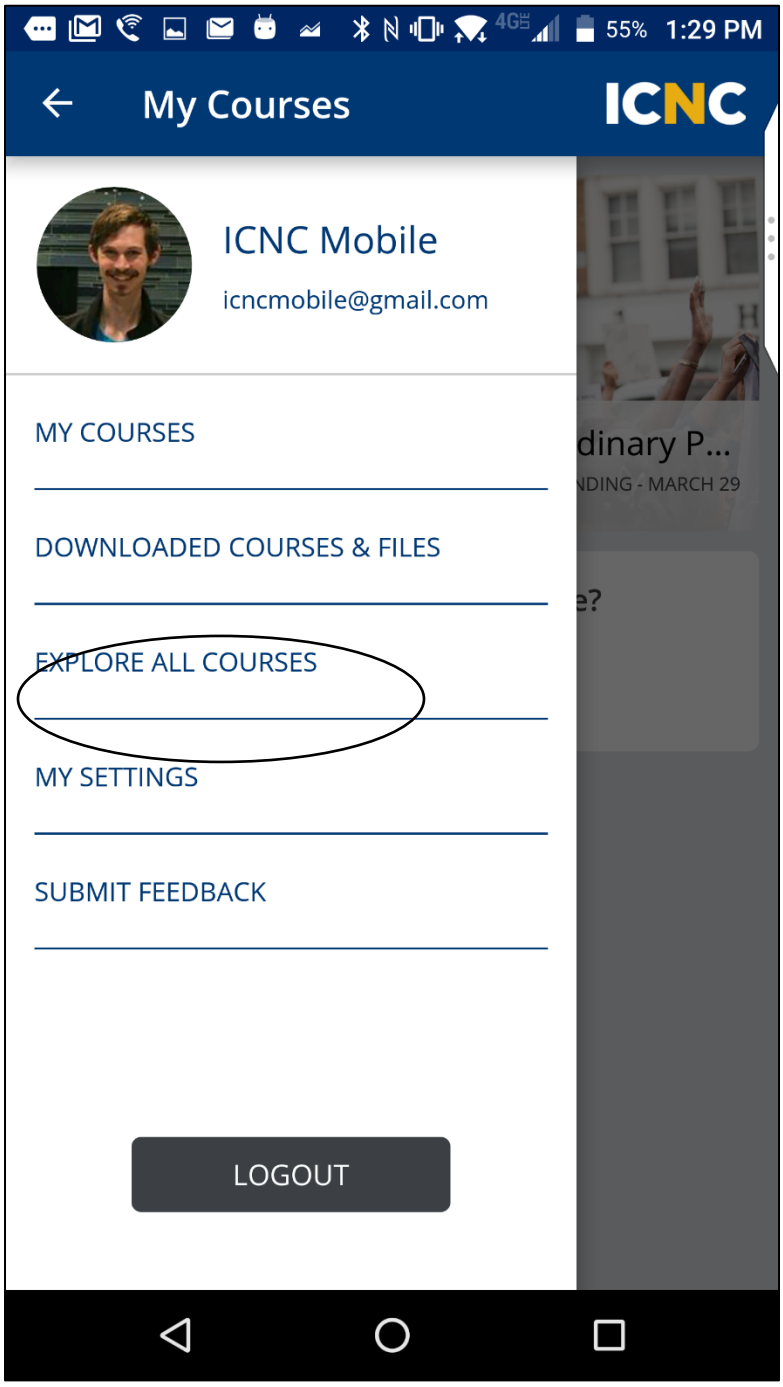


iv. **Downloaded Courses & Files**
This tab will take you to all of your downloaded courses and files.

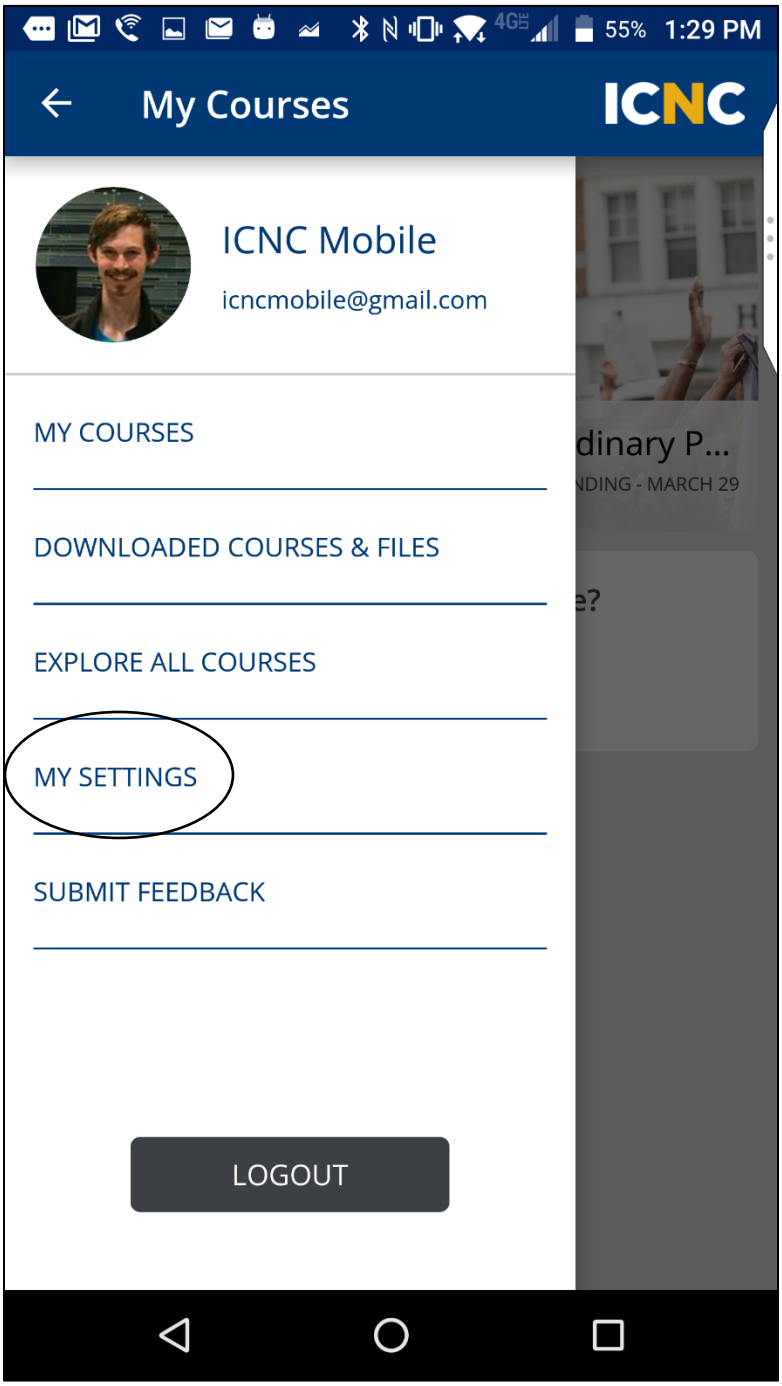


v. **Explore All Courses**
This tab will take you to all of the courses that ICNC has available on the mobile app. Currently, the Academic Online Curriculum is the only openly available course.



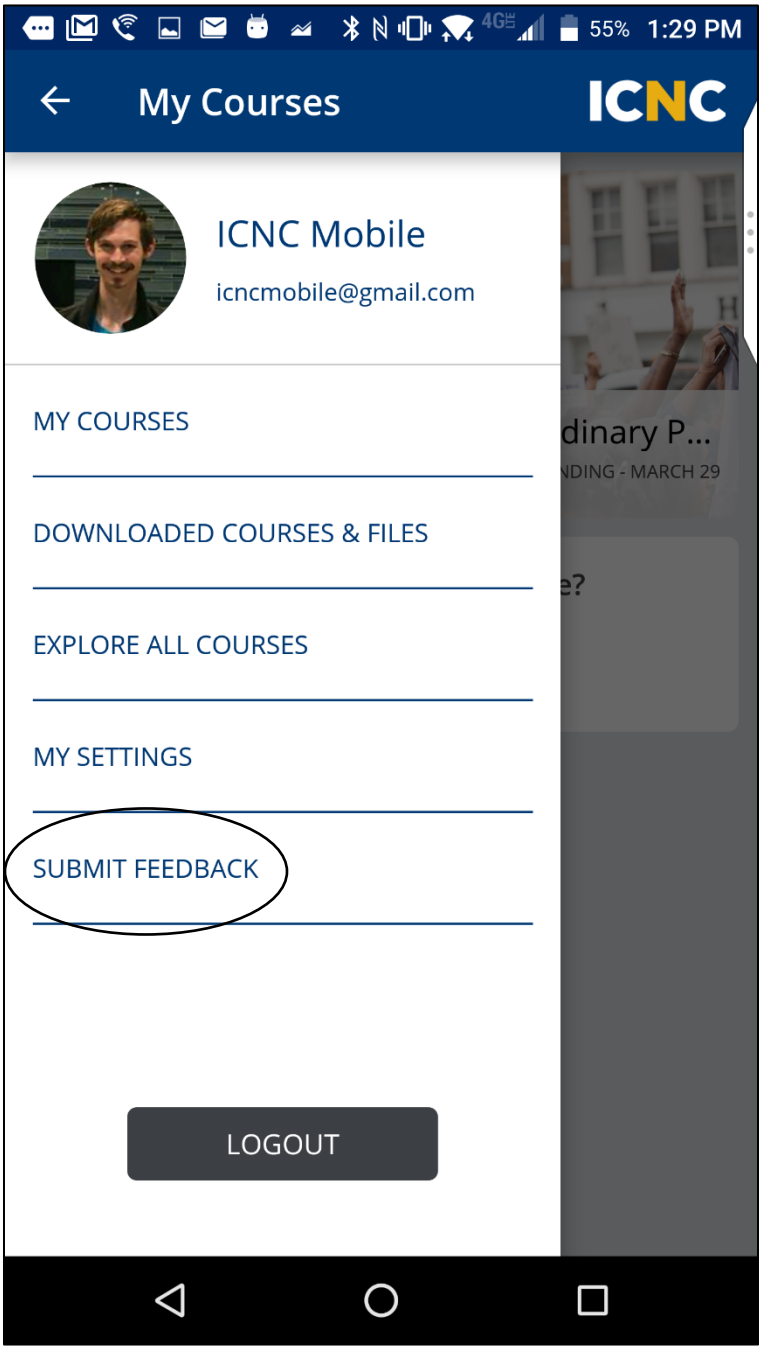
vi. **My Settings**

You can change settings to determine if content is downloaded only through wi-fi or through cellular data.



vii. **Submit Feedback**

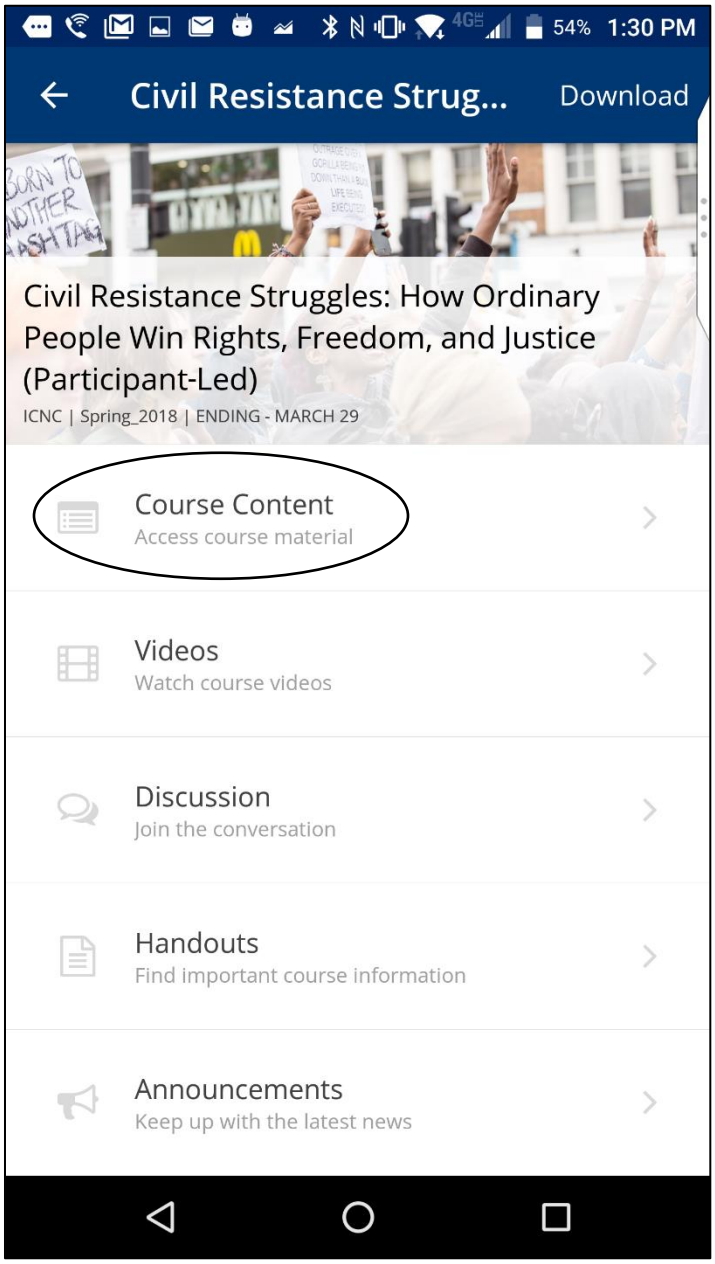
Clicking on this tab will open up an email to icnconlinecourses@nonviolent-conflict.org. You can send feedback on glitches or other technical errors.



**b. Course menu**

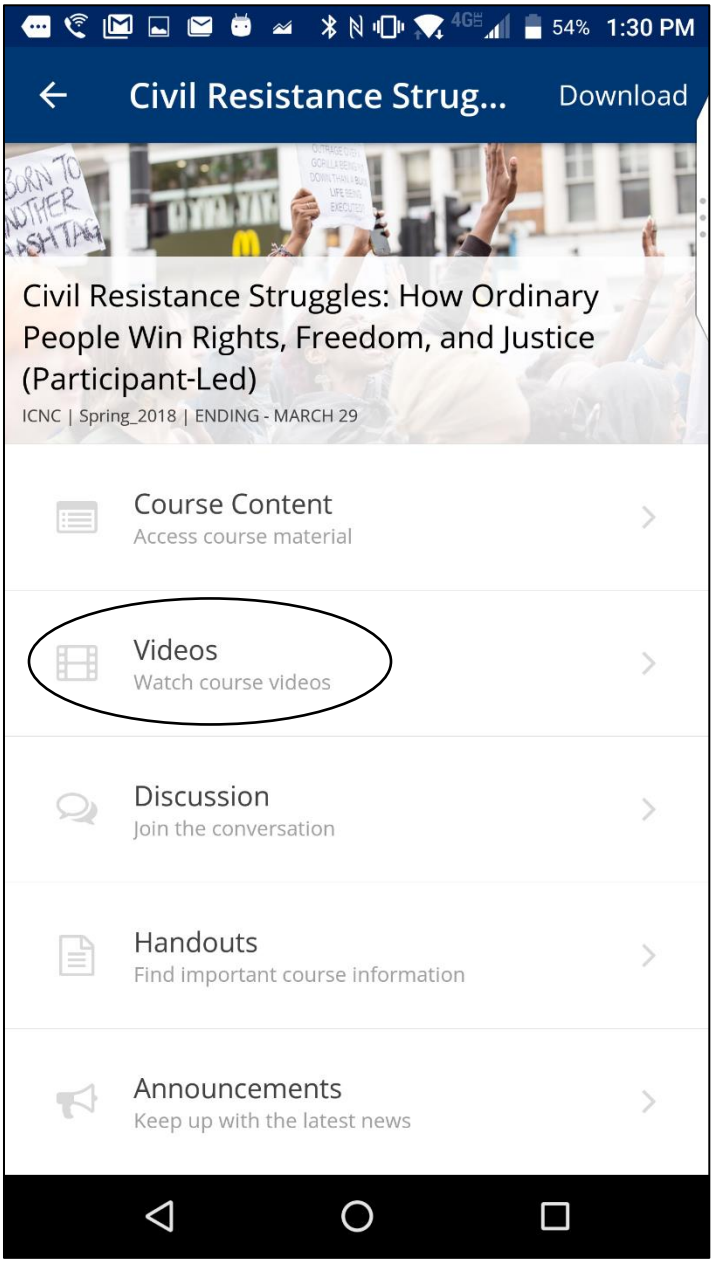
i. **Course**

1. You can access course content, such as text, PDFs, and videos, by clicking on the **Course** tab.



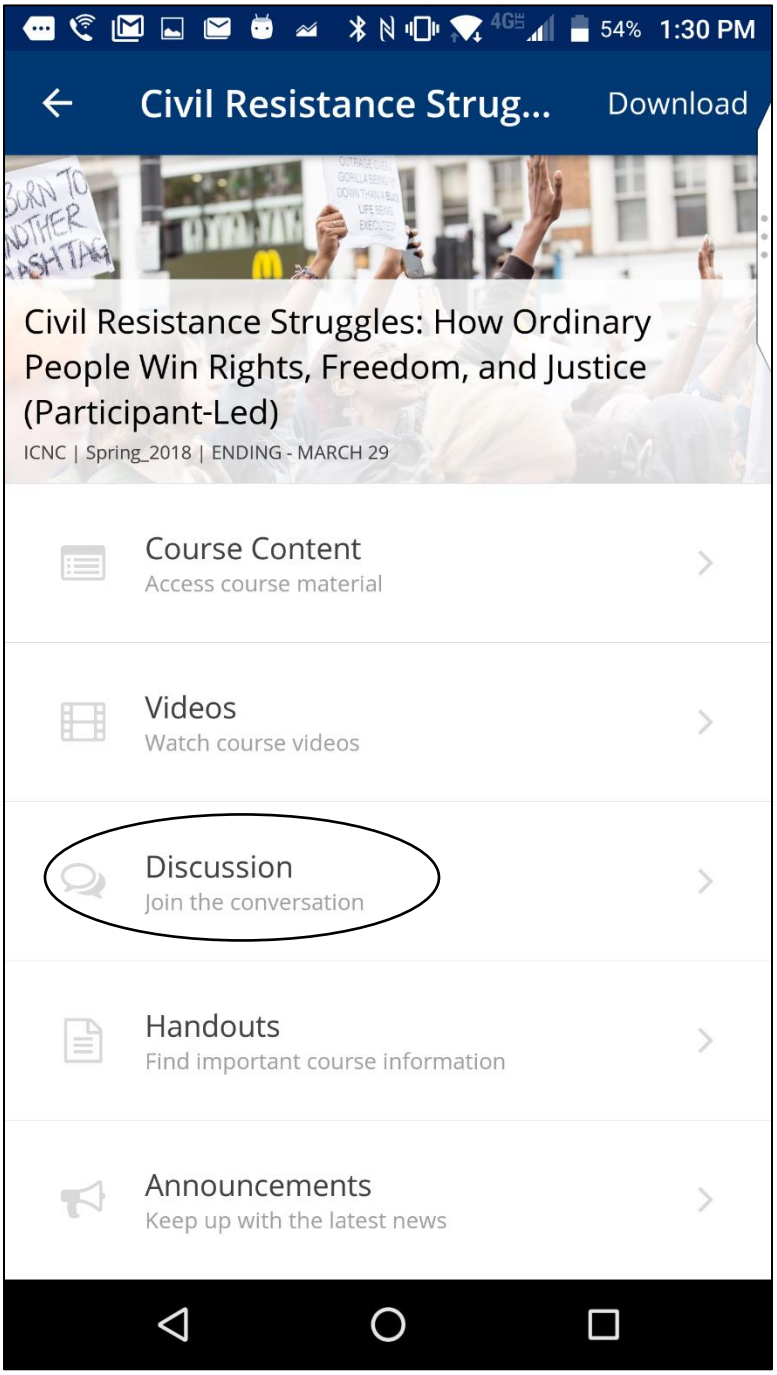
ii. **Videos**

1. You can access course videos by clicking on the **Video tab.**
    a. Please note that some videos cannot be downloaded in the mobile app.



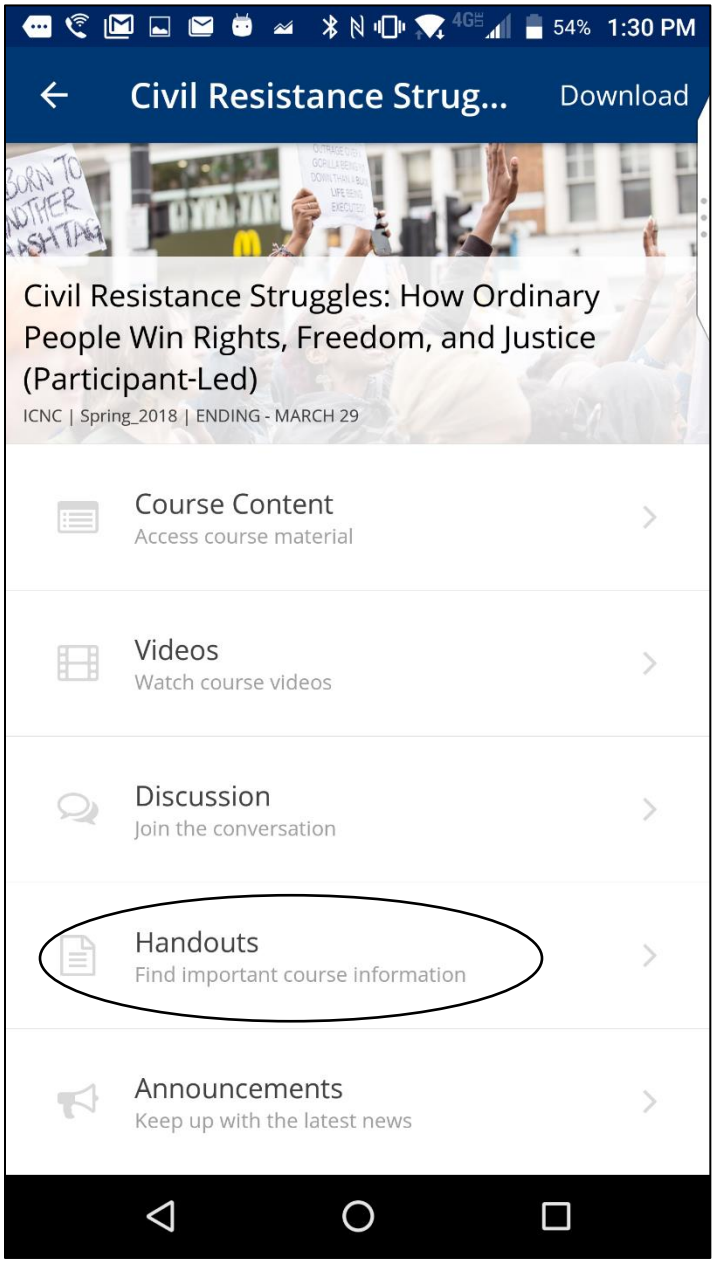
iii. **Discussion**

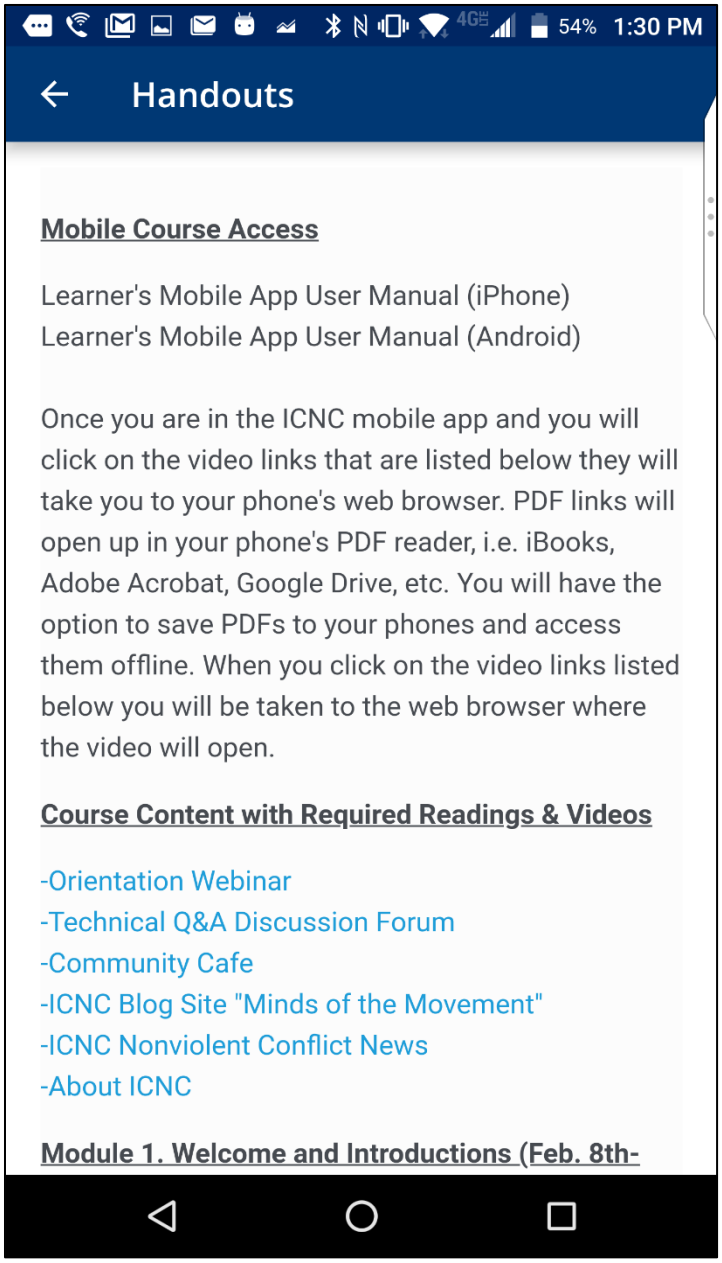
1. You can access all of the course discussions through the **Discussion** tab.



iv. **Handouts**

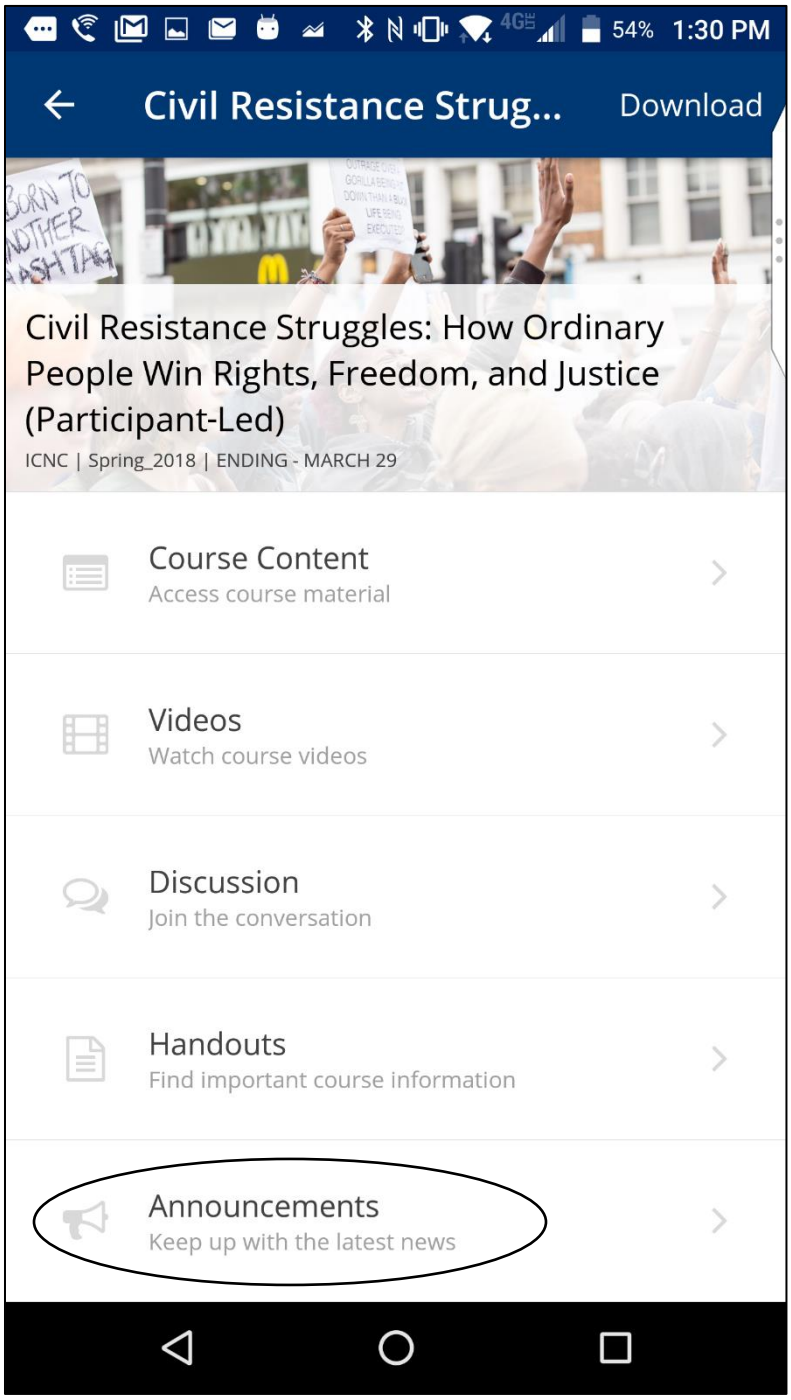
1. You can access a table of contents, required readings, and videos through the **Handouts** tab.
    a. Please note that course links in the table of contents will open in your phone's web browser**, not** within the mobile app.



v. **Announcements**

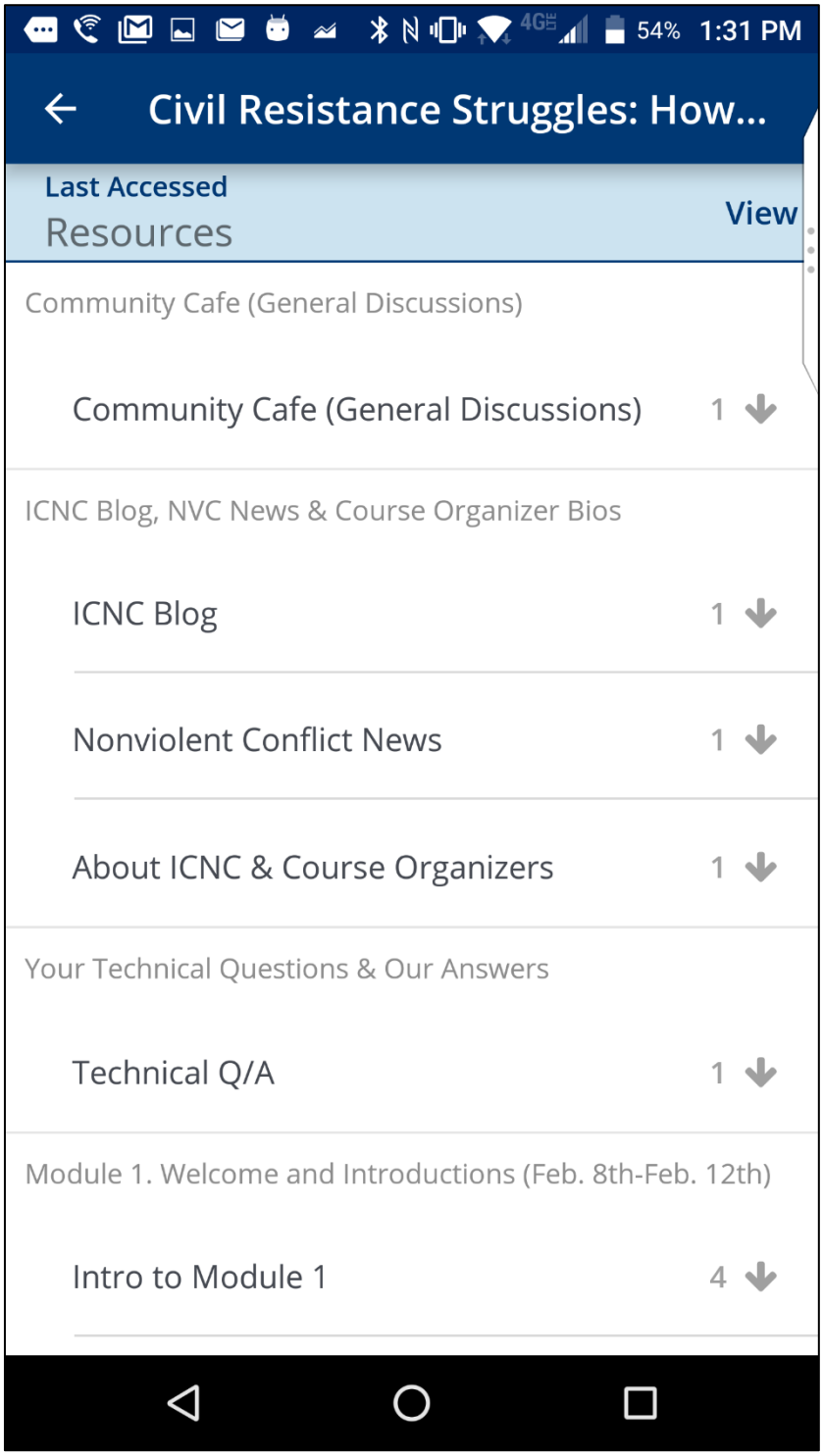
1. Users can find course information, updates, and the learner's location map here.



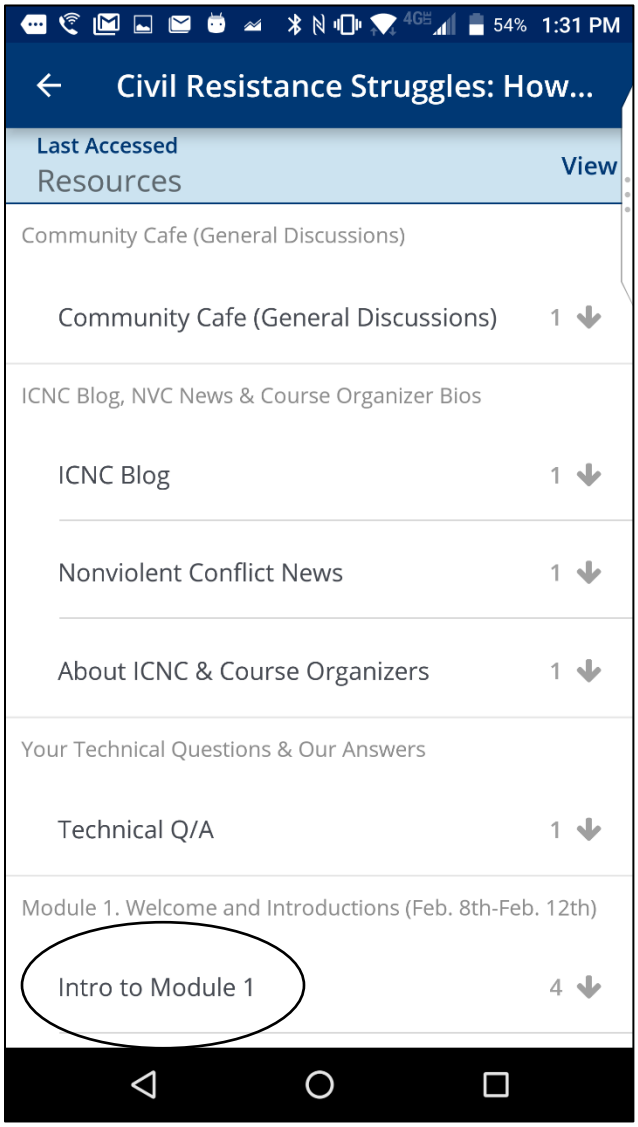
## IV. Accessing Course Content & Features

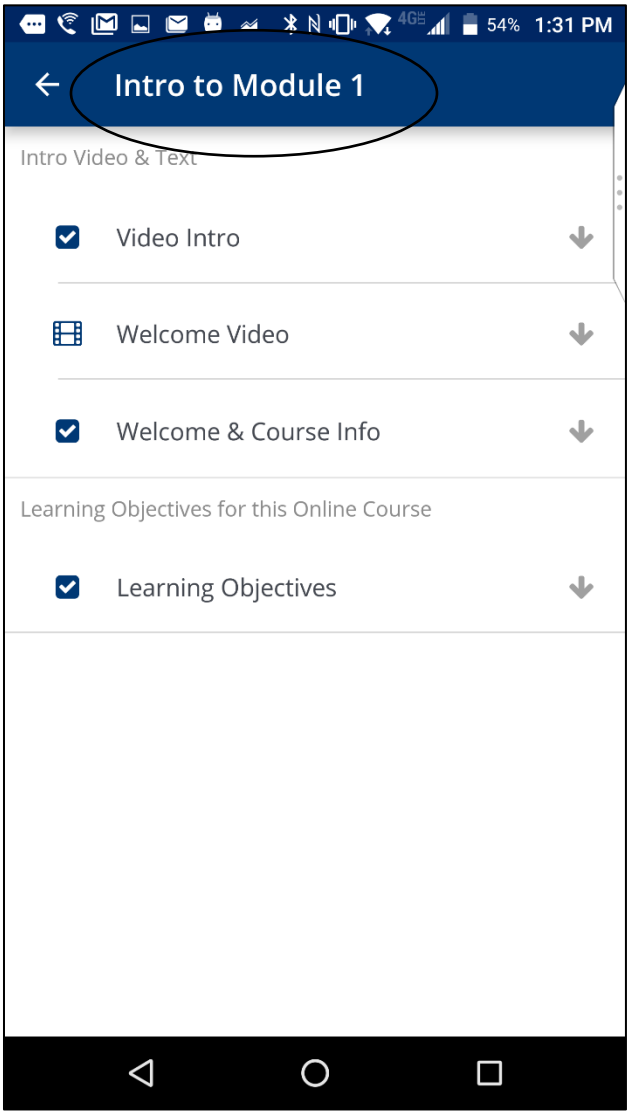
### i. Accessing Course Units

1. After you click on **Course Content** you will see section names and subsections names.

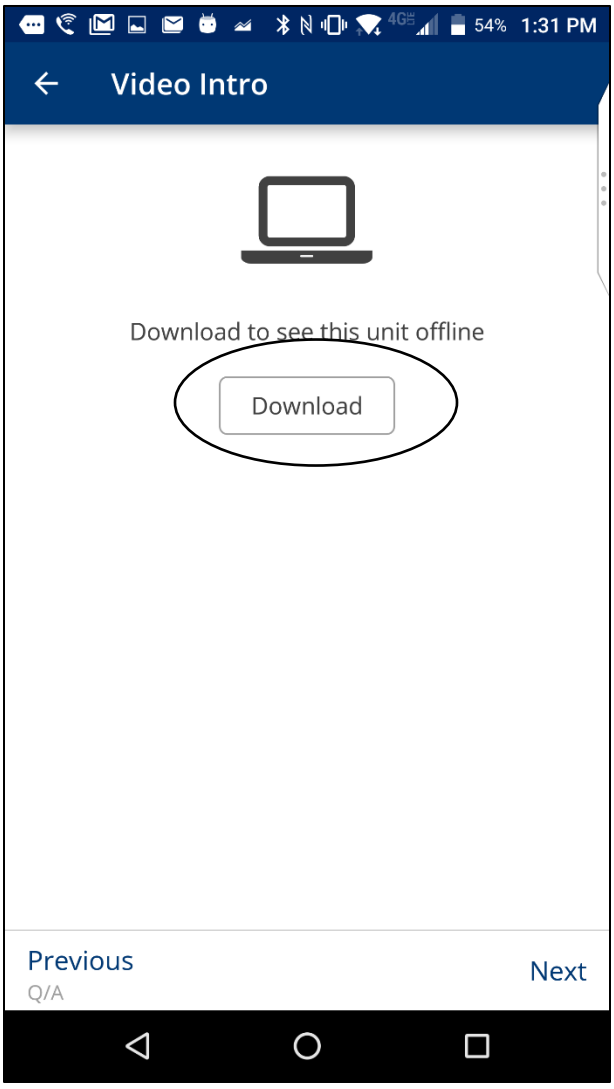


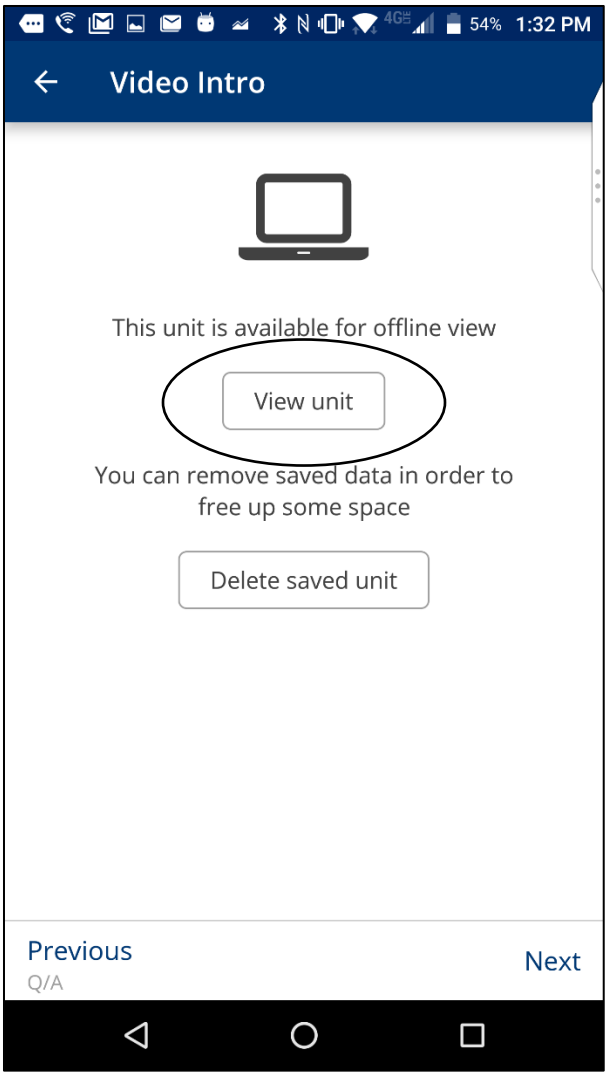
2. Click on a subsection name to see all of the units in that subsection.



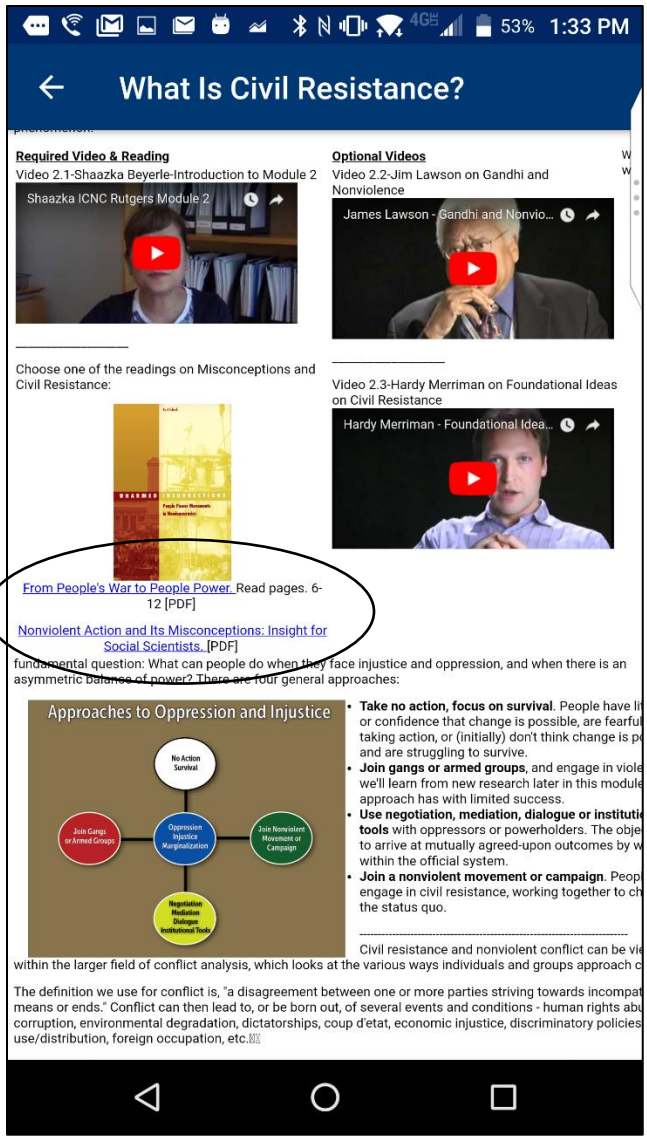
3. Click on the unit name to access its content. You will need to click on **Download** and be connected to the Internet to see its content.

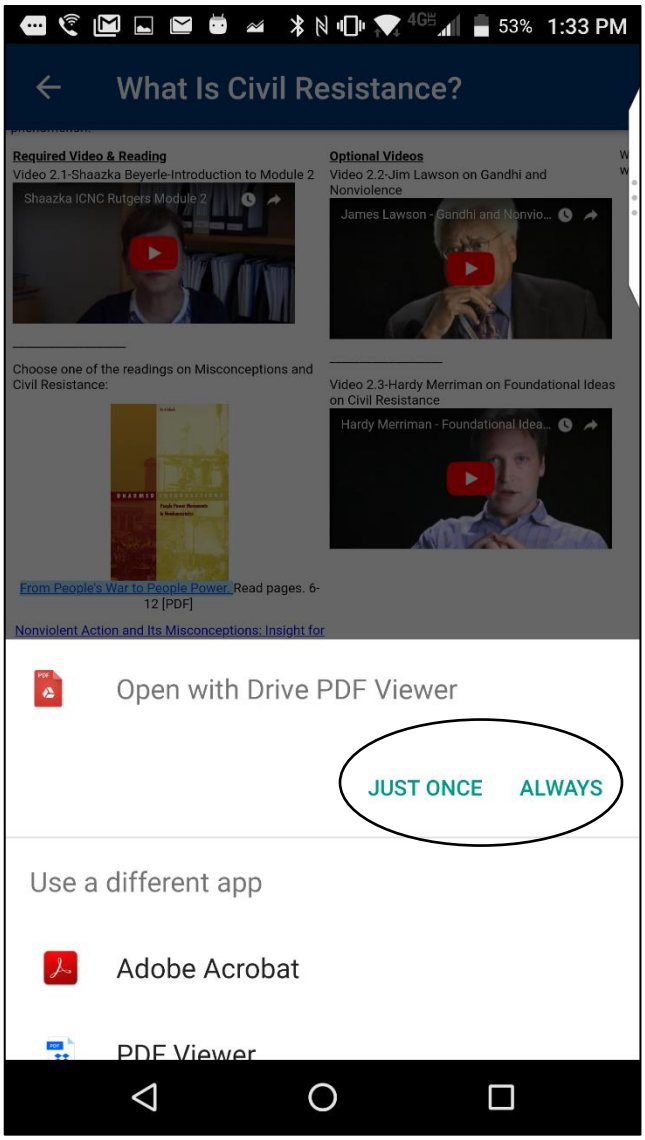


ii. **PDFs**

1. Click on linked text to open up the PDF.
2. The PDF will then open up in your phone's PDF reader. You can save the PDF externally (using your phone's PDF reader) or you can download it and access it offline within the mobile app.



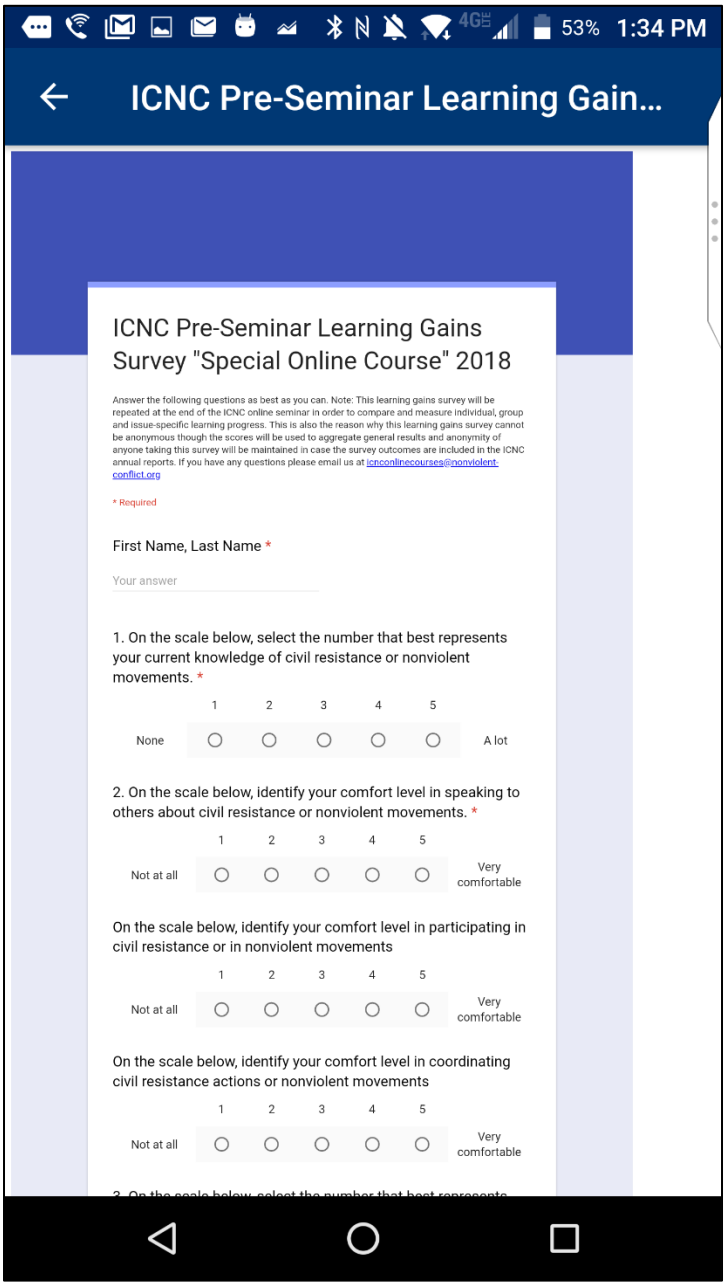
3. When clicking on the back arrow in PDFs, users will be taken back to the course menu, rather than to the specific unit. This is the default behavior of the Android mobile app.

iii. **Videos**

1. Please note that some videos can be accessed offline and some can only be accessed online. Videos that can only be accessed online will have a desktop icon next to them.
2. Next to a video there is an arrow indicating that a video is available for a download. Initially, before download, video time is shown as 00:00 but it does not mean that there is no video content. After a learner downloads the video content, the real time of the video appears under the video name.
3. For full screen videos, rotate your device sideways.
4. When in full screen view, users can click on side arrows to navigate between videos.

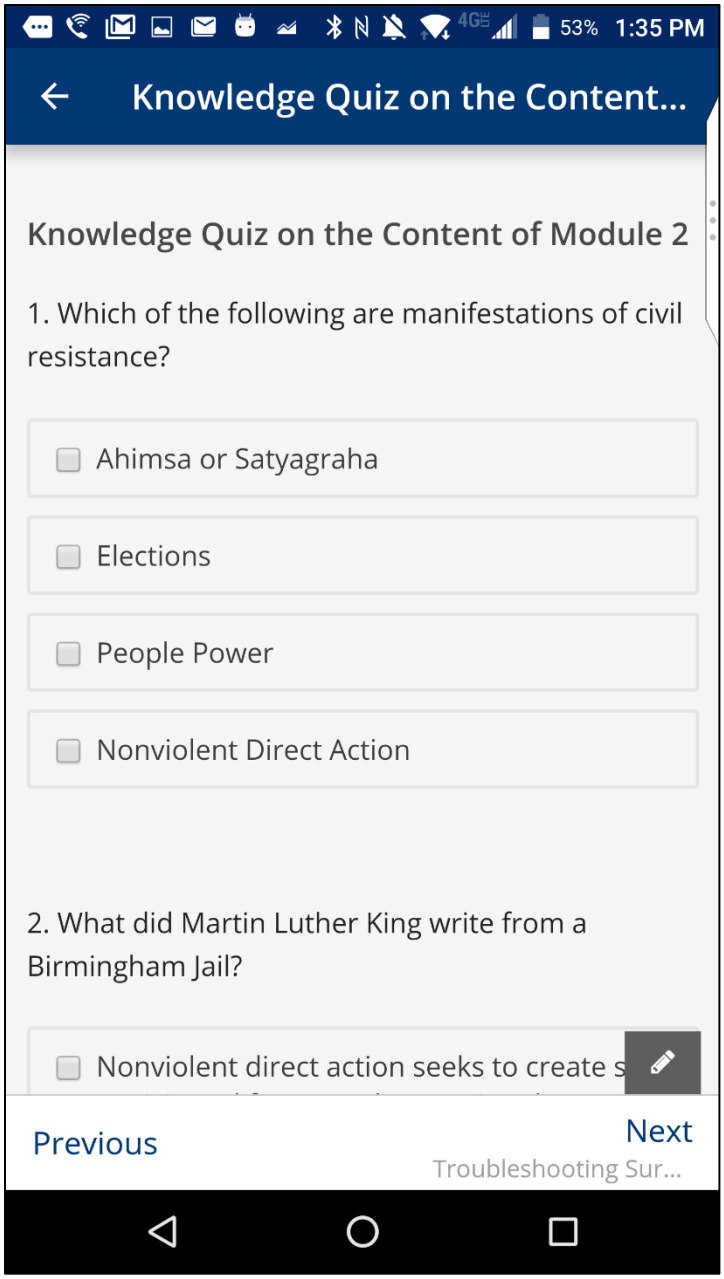
iv. **Surveys**

1. Google form surveys can be filled out through the mobile app only if the user is connected to the internet. You can fill the form out in the same way that you would on a desktop computer.

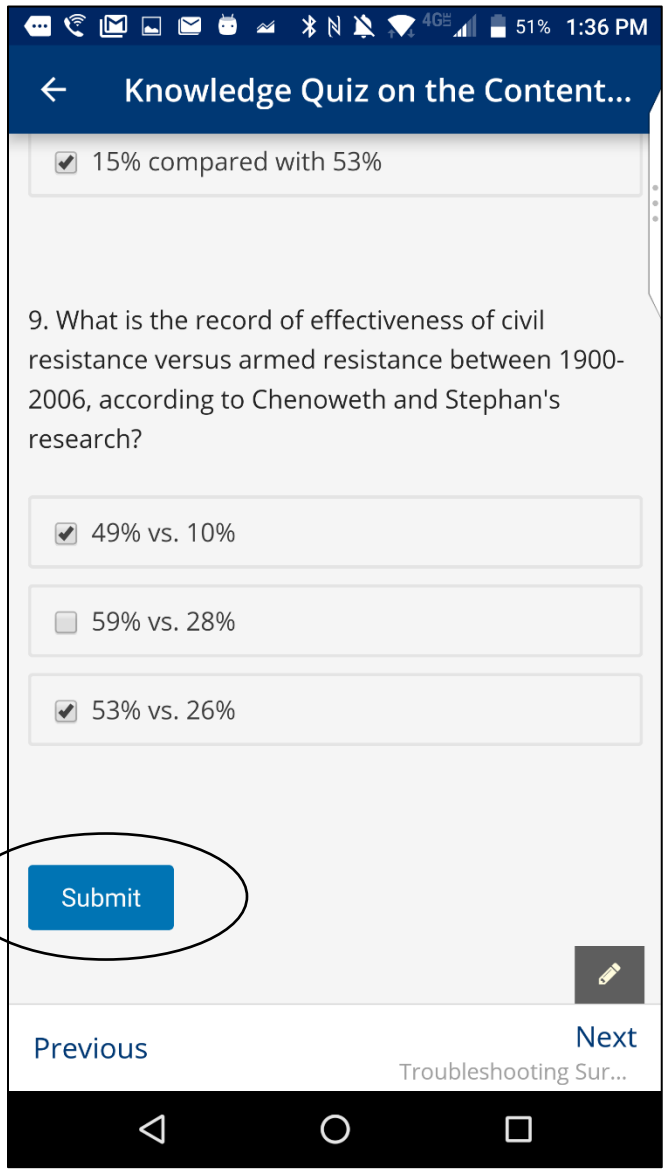


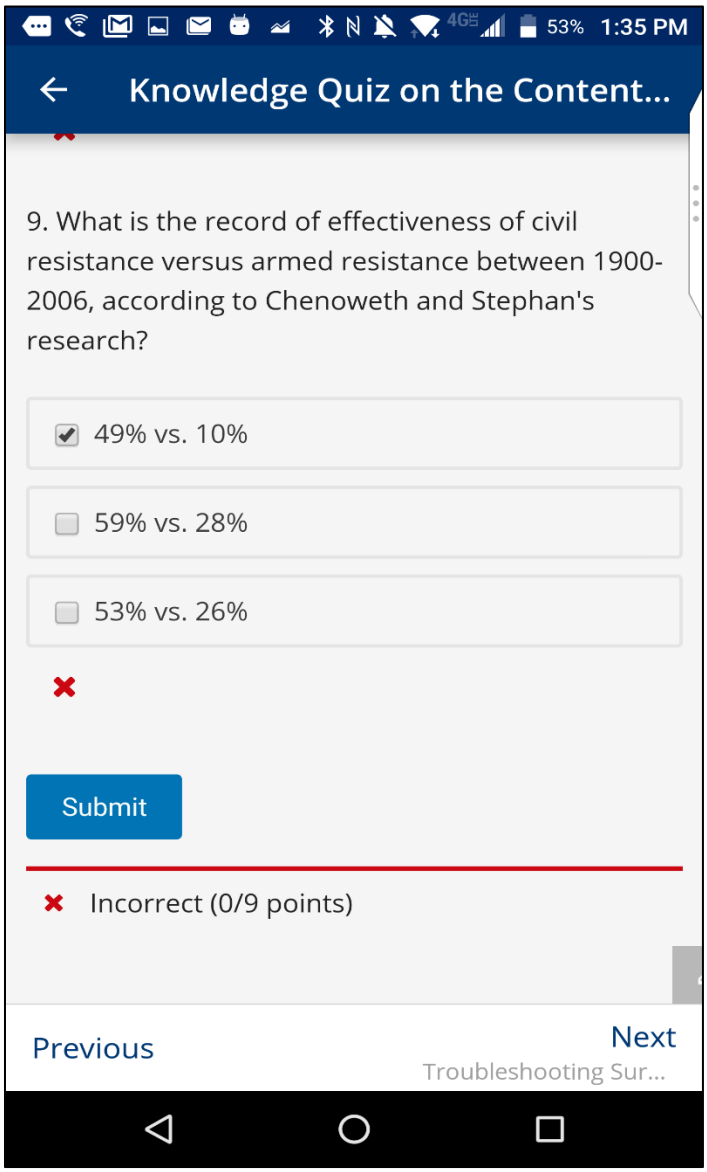
v. **Google Docs**
    1. Google Docs can be viewed, but cannot be edited within the mobile app.
    2. If users have the Google Doc app on their phone, they can make edits to Google Docs within that app. These edits will be reflected in the ICNC mobile app.

vi. **Quizzes**
    1. To answer a quiz question, tap on your chosen answer



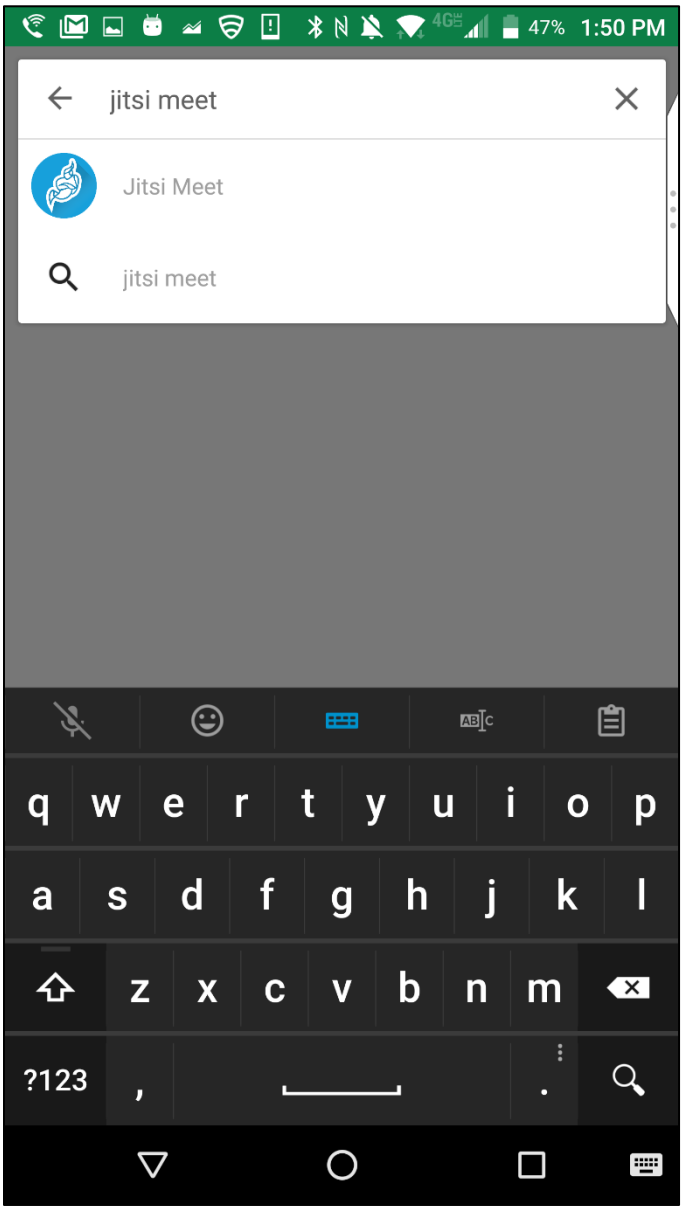
2. When finished with a quiz, tap on Submit. You will be able to see your score as well as which questions you answered correctly or incorrectly.

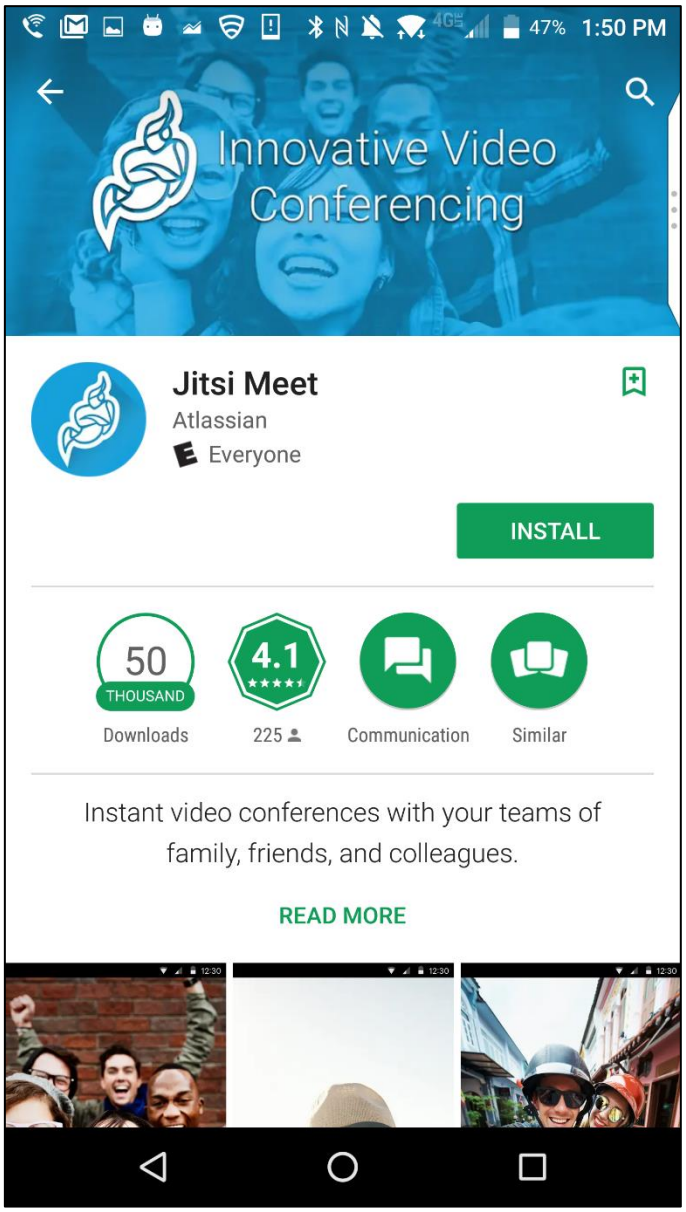


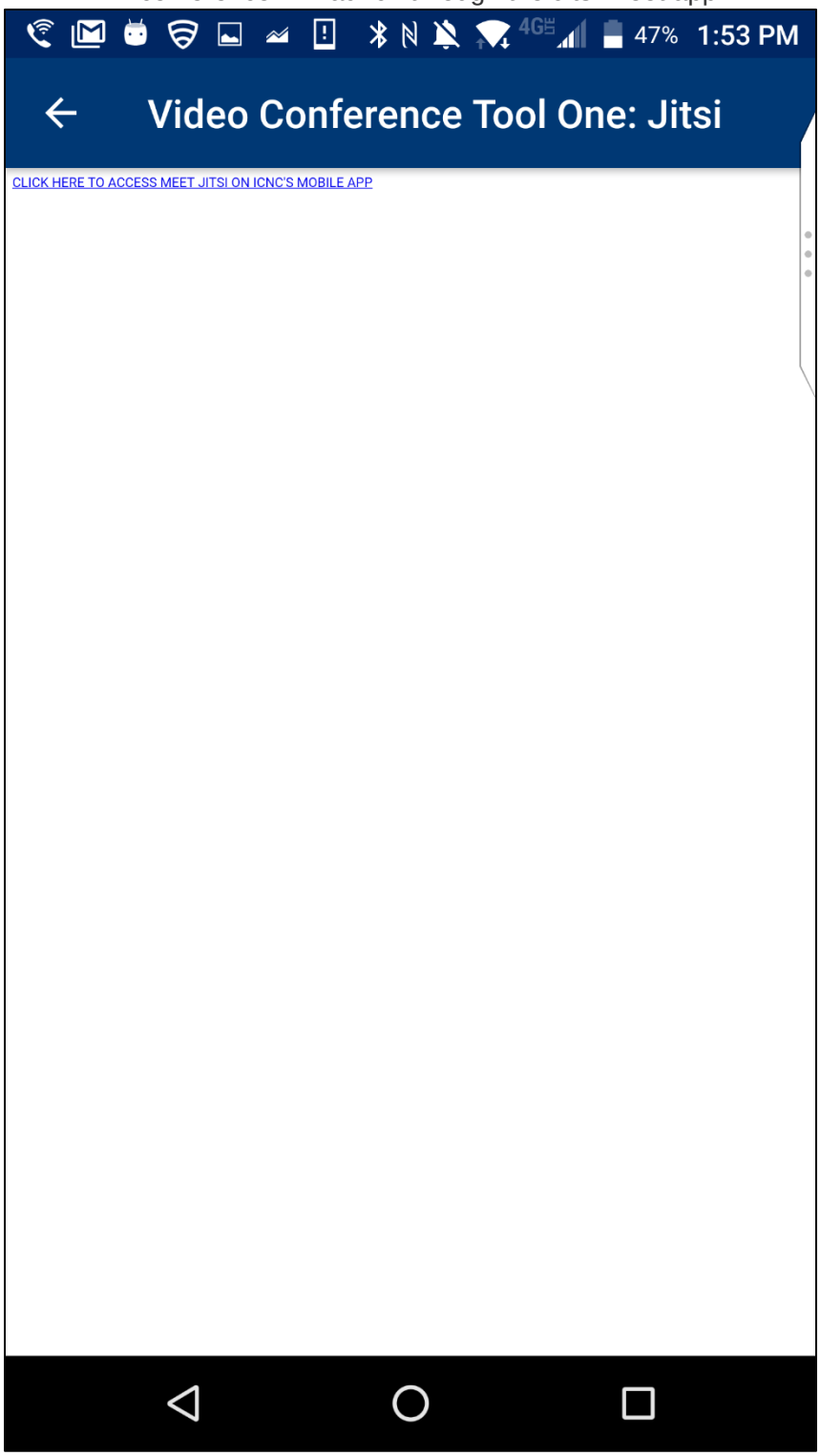
vii. **Video Conferencing**

1. ICNC uses two tools for video conferencing, Big Blue Button & Jitsi Meet. Big Blue Button doesn't work on the mobile app, but Jitsi does.
2. To use Jitsi Meet, you will need to download the app through your App Store.

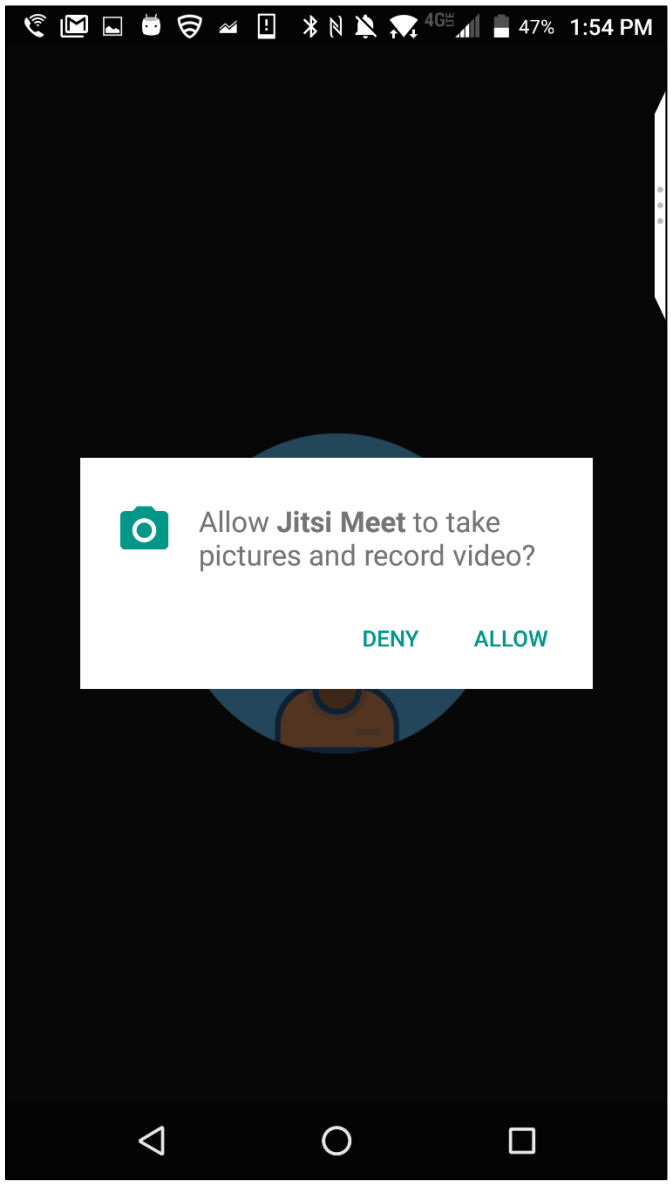


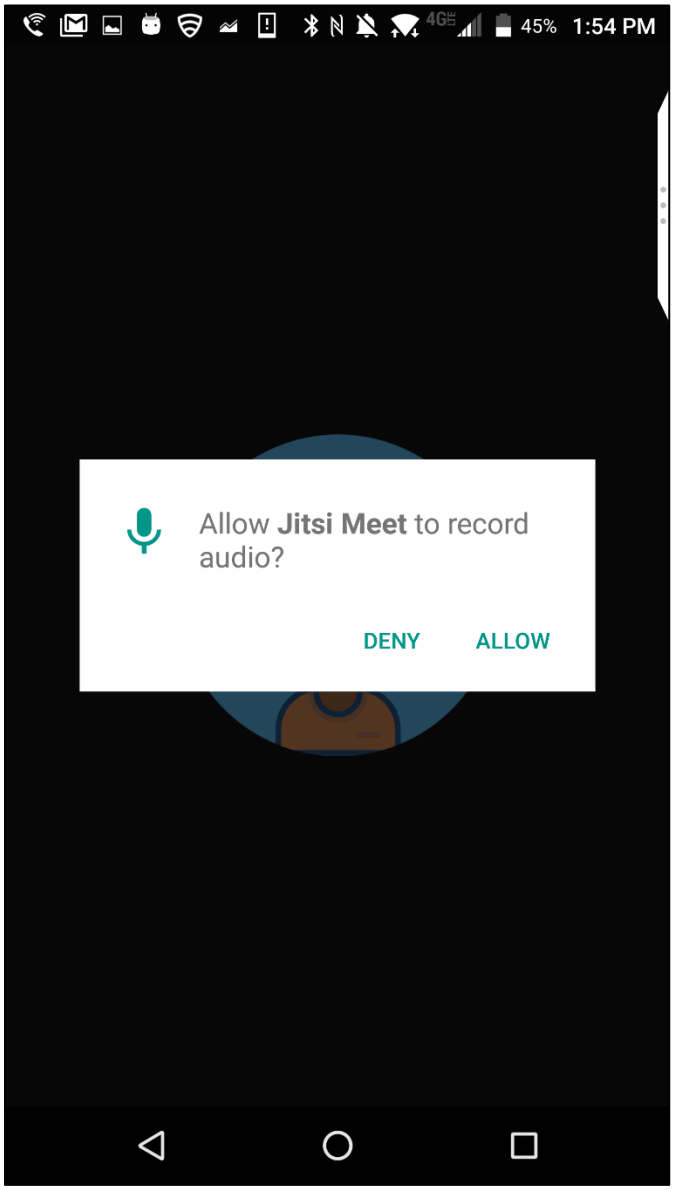



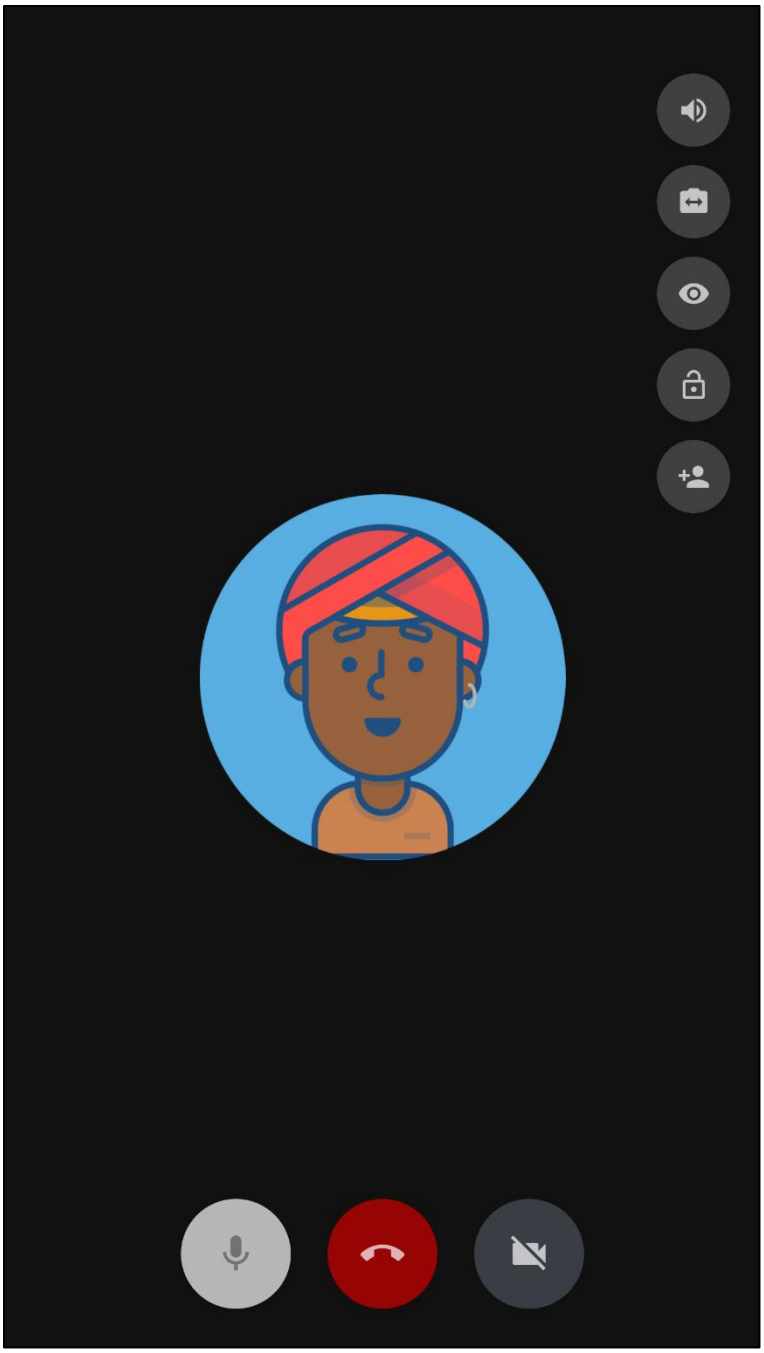
3. Return to the mobile app and click on the Jitsi Meet link. The video conference will launch through the Jitsi Meet app.



4. You will need to change your settings to give Jitsi Meet camera and microphone permission. After doing so, the video conference will launch.

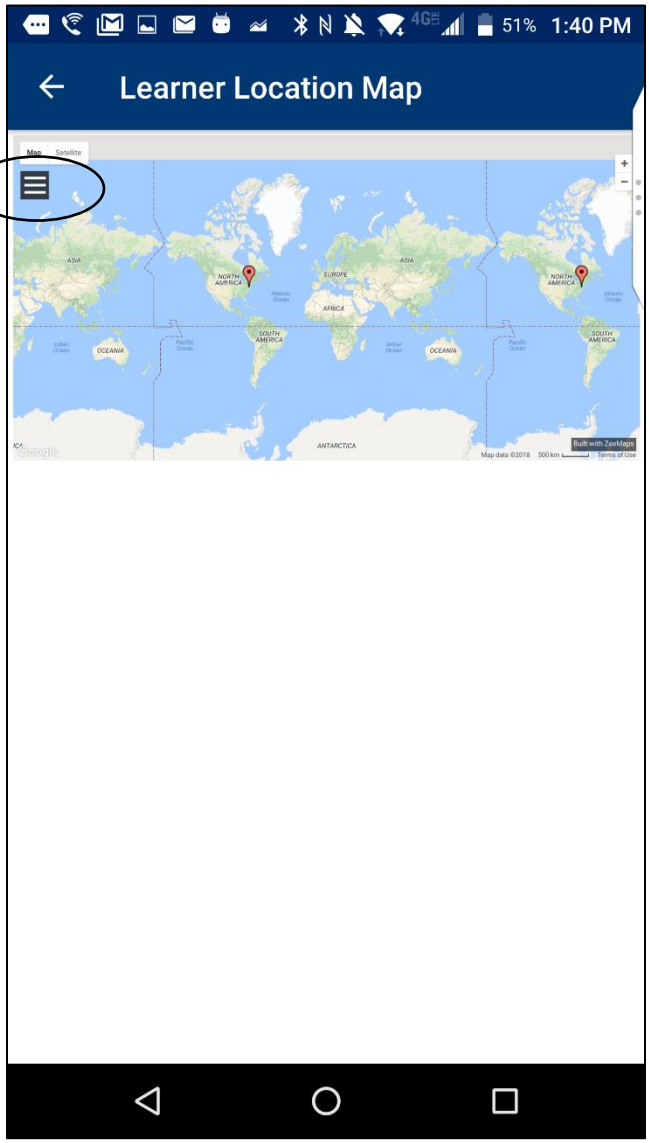


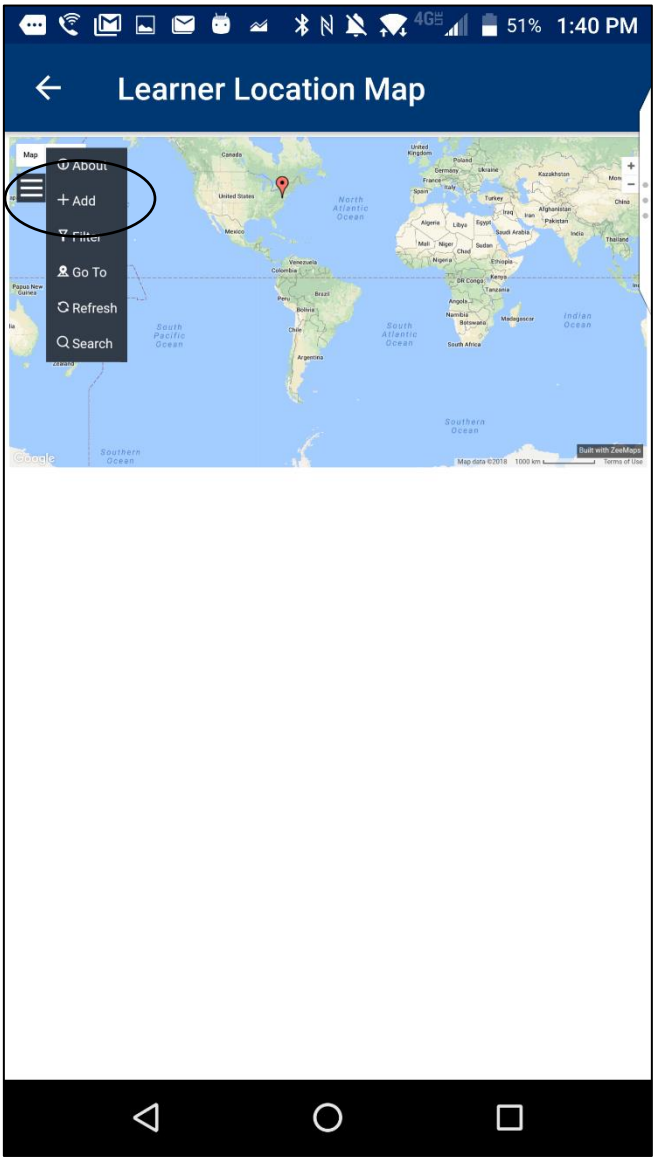





viii. **Maps**

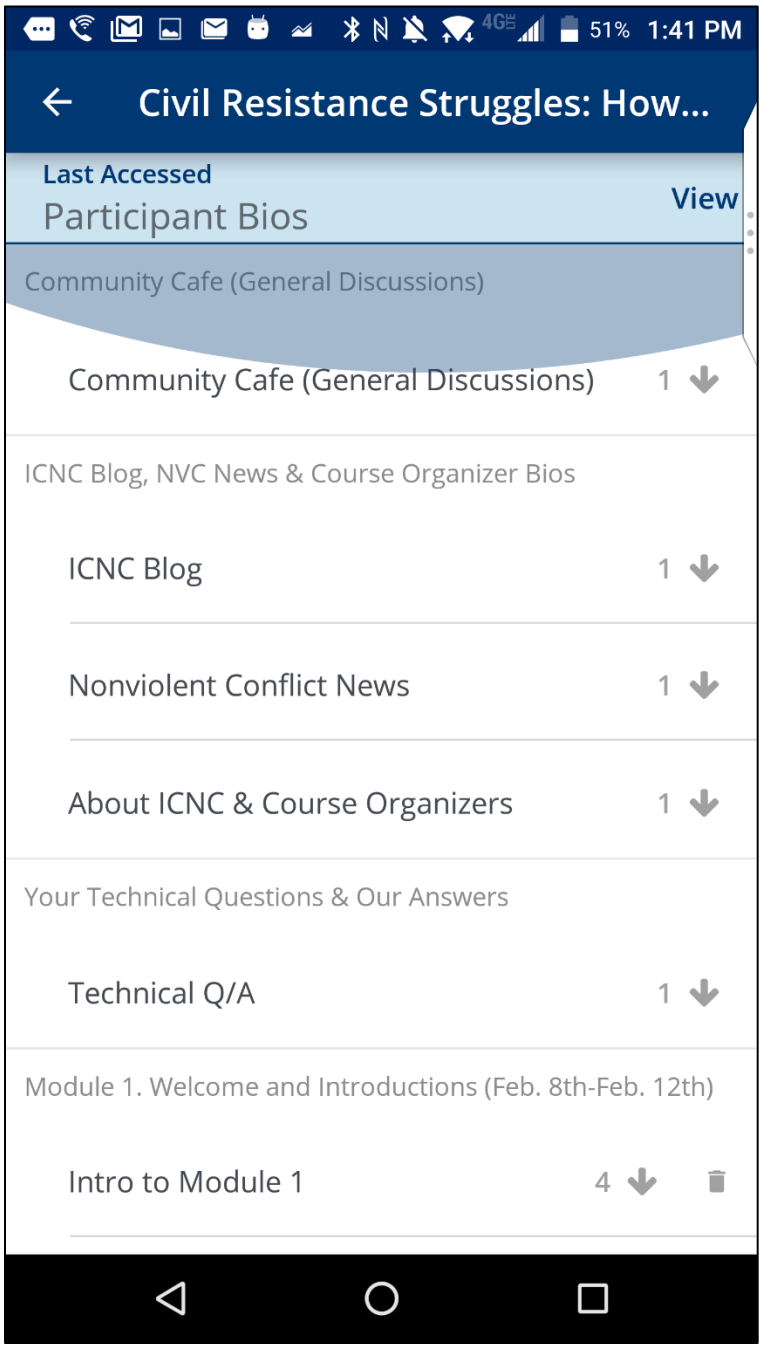
1. Learner location maps can be added through the mobile app.
2. Click on the bar symbol on the left side of the screen, then click on **"+Add".** You can then enter in your personal information and your location.



ix. **Refreshing content**

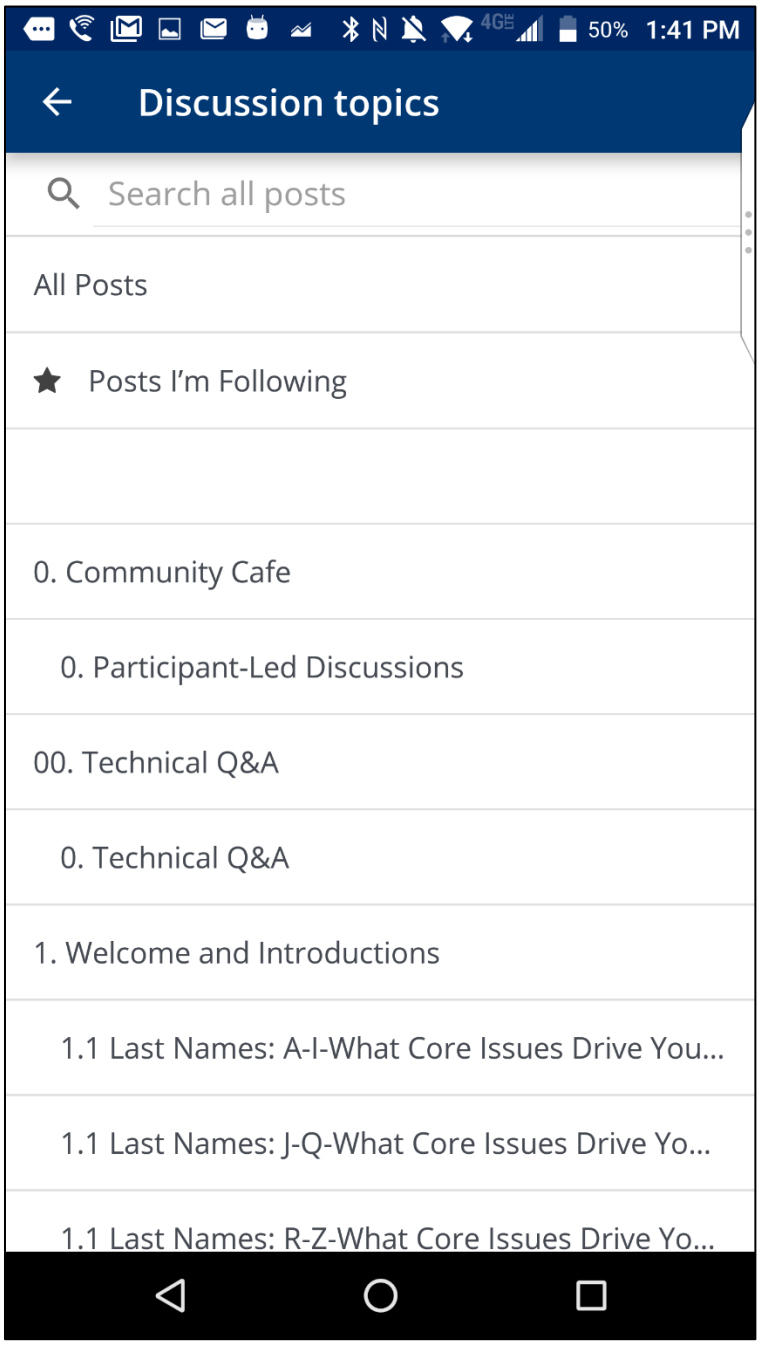
1. When content is updated, users can manually refresh the mobile app page. To do so, go to the course menu, drag the page down, and let go when you see the refresh symbol.



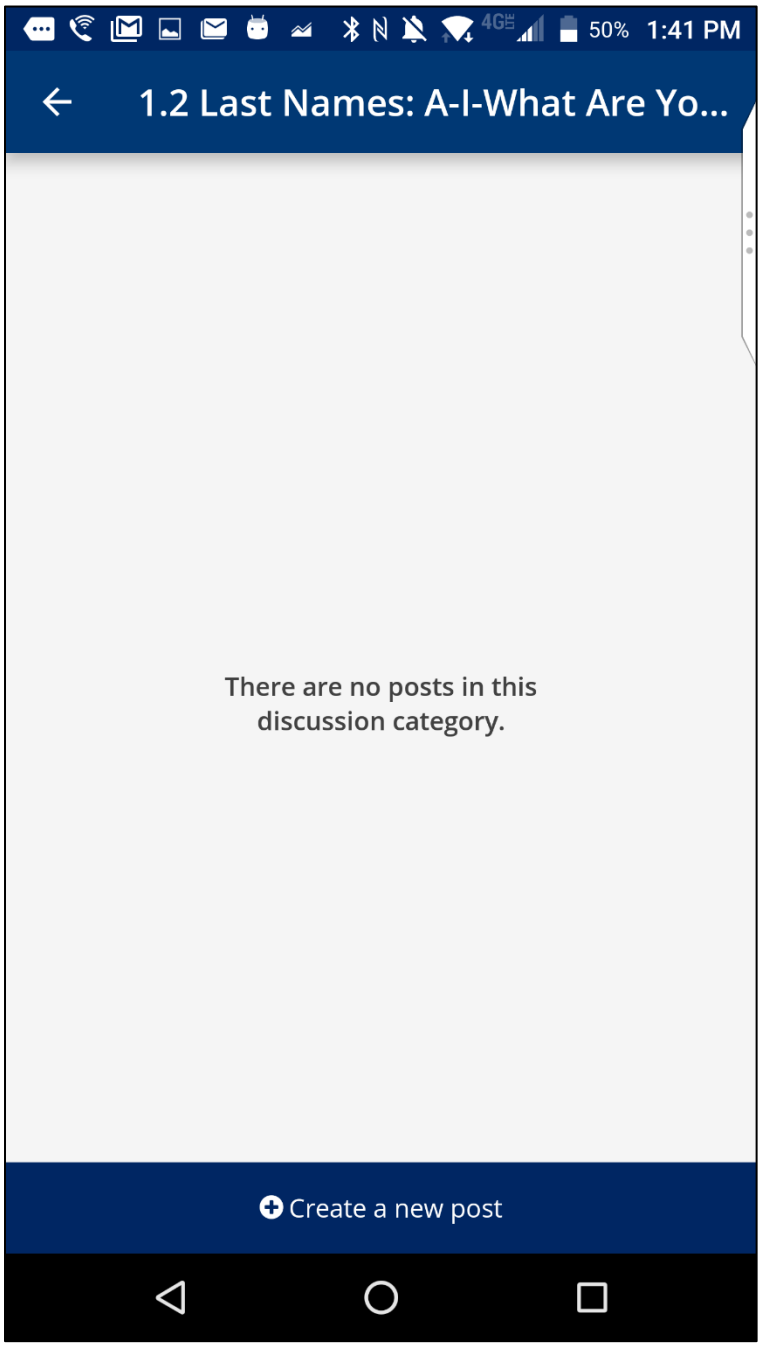
**b. Discussions**

i. **How to post in discussion forums**

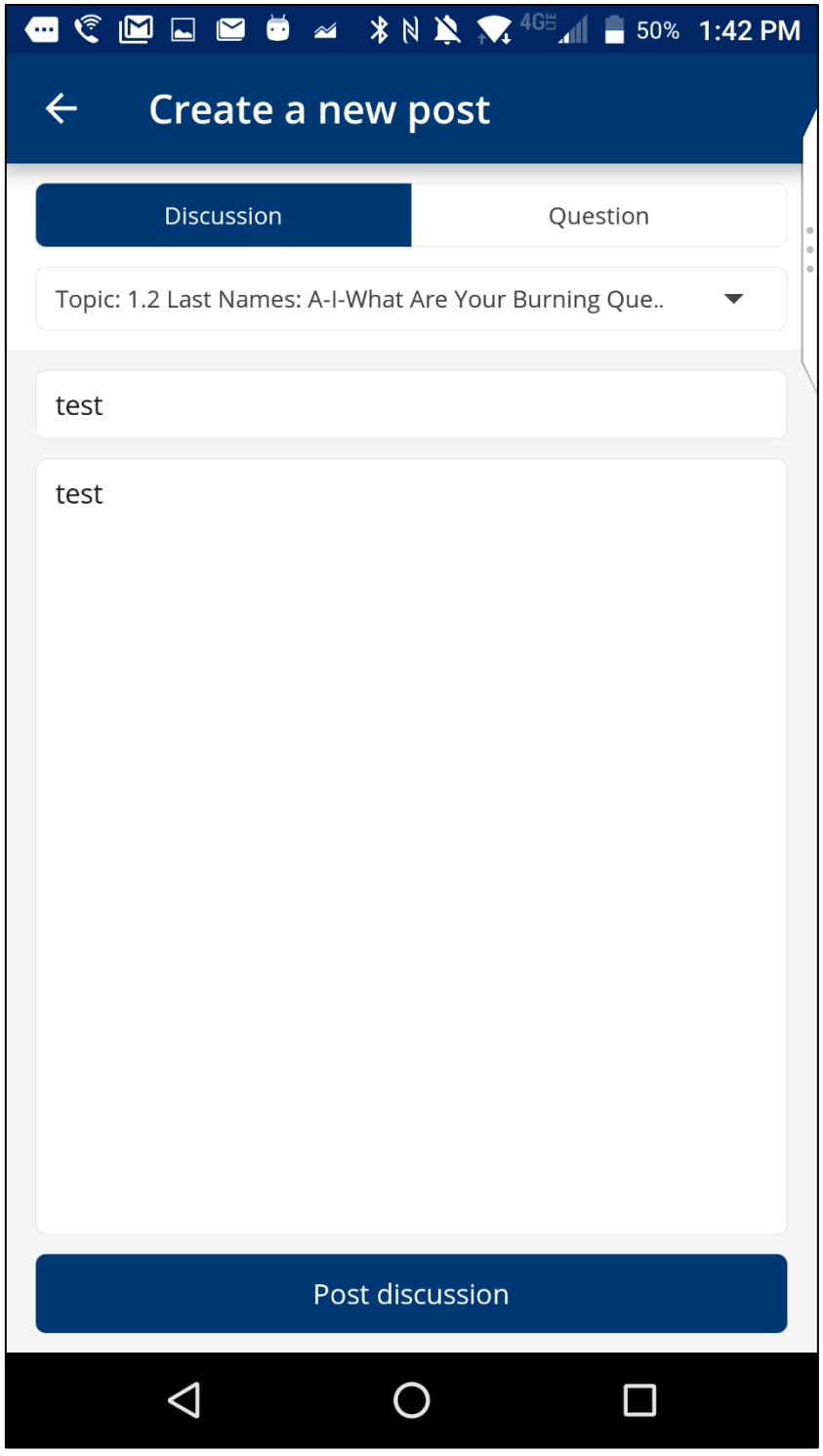
1. You can view all available discussion forums by clicking on the **Discussion** tab.



2. To create a new post, tap on the discussion forum that you want to post in. You will be able to see any posts that have been made in the discussion forum. To create a new post, tap on **Create a new post**

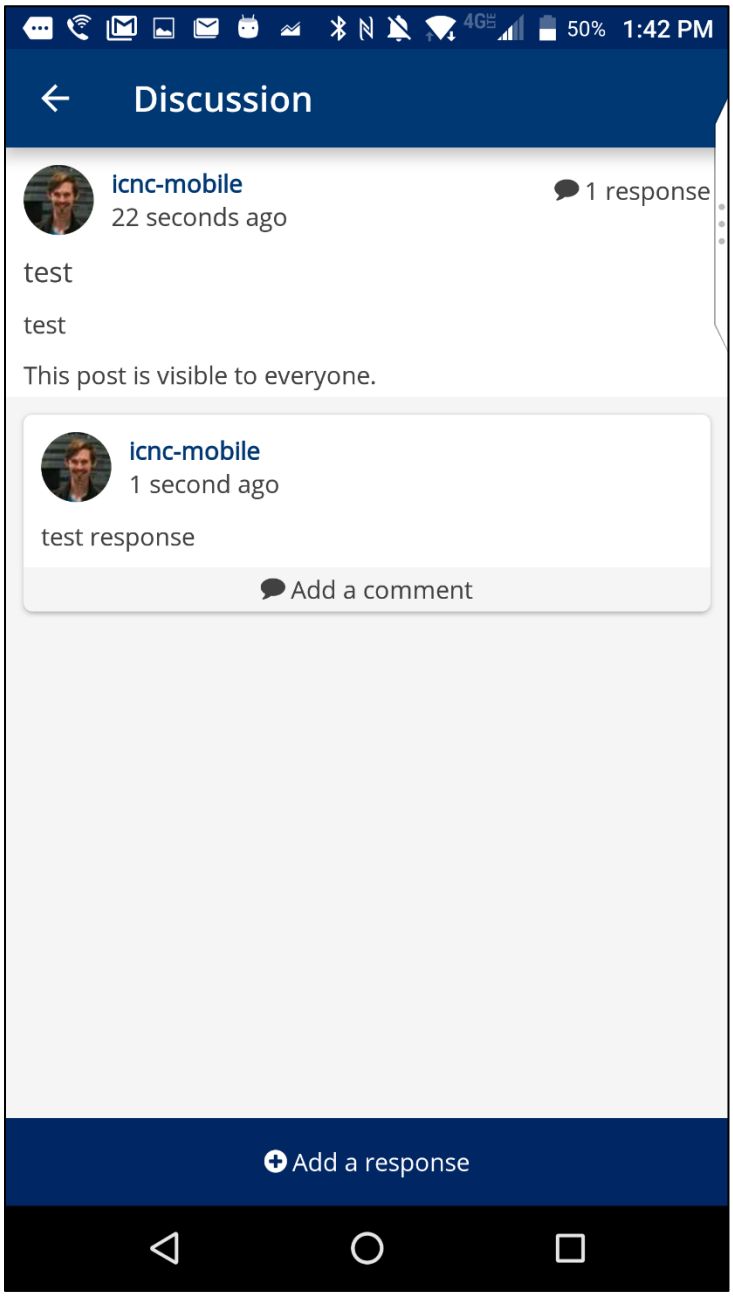


3. When creating a post, you can choose to label it as a **question** or a **discussion**. Make sure that the **Topic** menu has the title of the discussion forum that you want to post in. Give your discussion forum a short title and then click on **Post question** (or **Post Discussion)**.



ii. **How to respond/add a comment**

1. **Responses** are intended to be replies to the original discussion post. **Comments** are intended to be replies to responses.
2. To add a response to the post, select **"Add A Response."** When you have finished entering your response, select "**Submit**."
3. To add a comment to a response, tap on the "**Add a comment**" field below the response. When you have finished entering your comment, select "**Submit**."



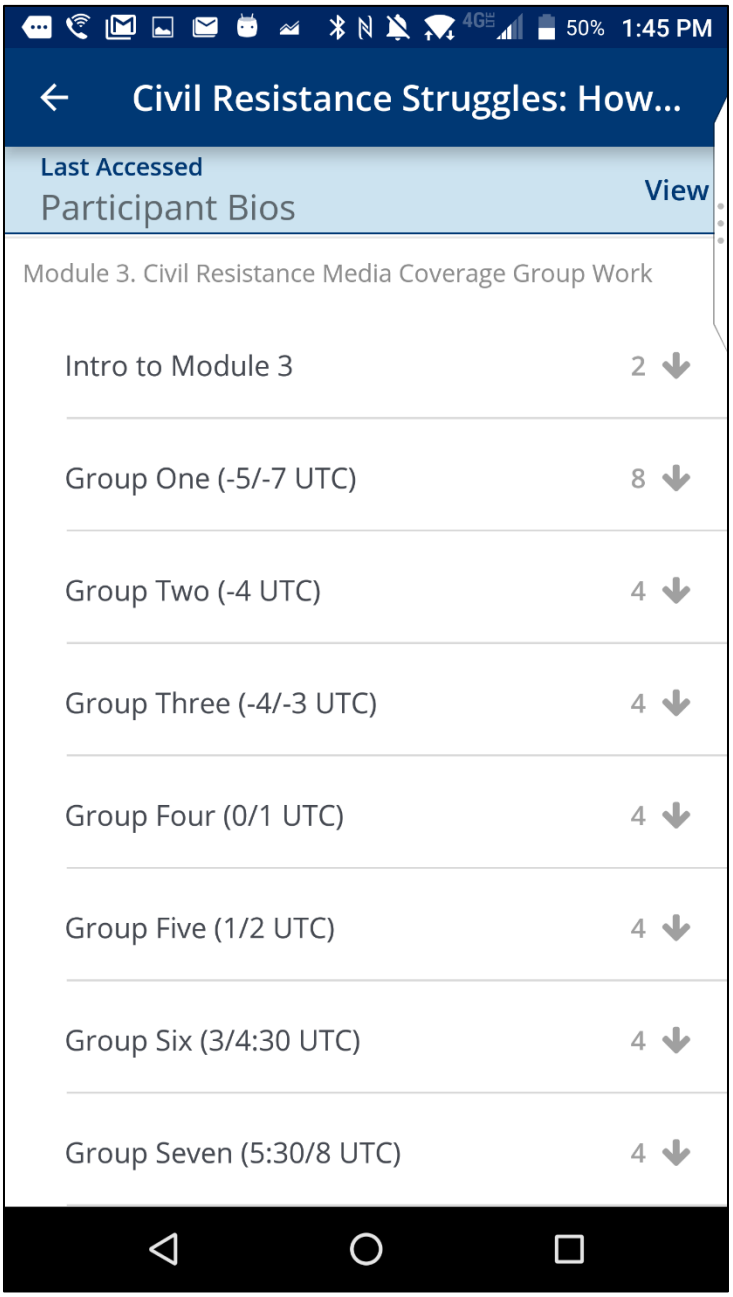
iii. **Deleting/editing posts**

1. Users cannot delete or edit discussion posts in the app but can do so inside the web browser, either on their phone or on the computer.

**c. Group Work**

i. Some of ICNC's courses have group work. Users will only be able to see content for the group that they are assigned to.

ii. Before starting group work, always double-check which group you are in. Your group's name will be in the section title. Tap on the section title to see the group content.



## V. Downloading Course Content

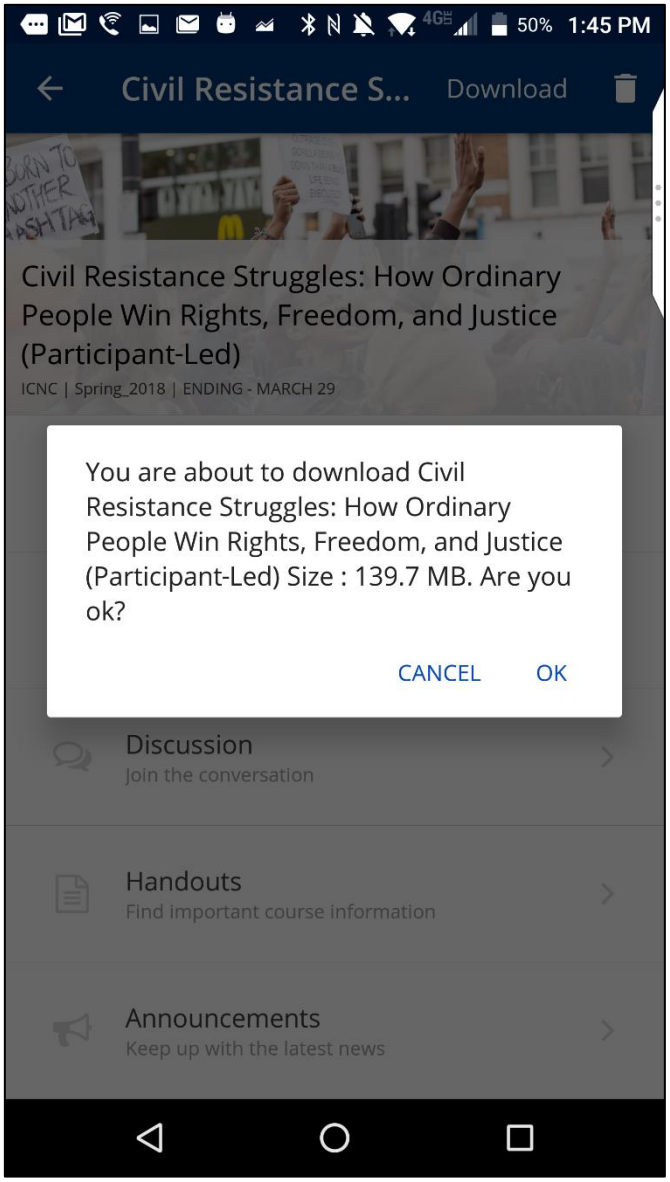
### a. What can/cannot be downloaded

i. The following content **can** be downloaded and accessed offline: PDFs, videos, text units, PPTs,

ii. The following content **cannot** be downloaded and accessed offline: Discussions, Google Forms, Google Docs, quizzes, maps, and video conferences.

### b. Download prompt message

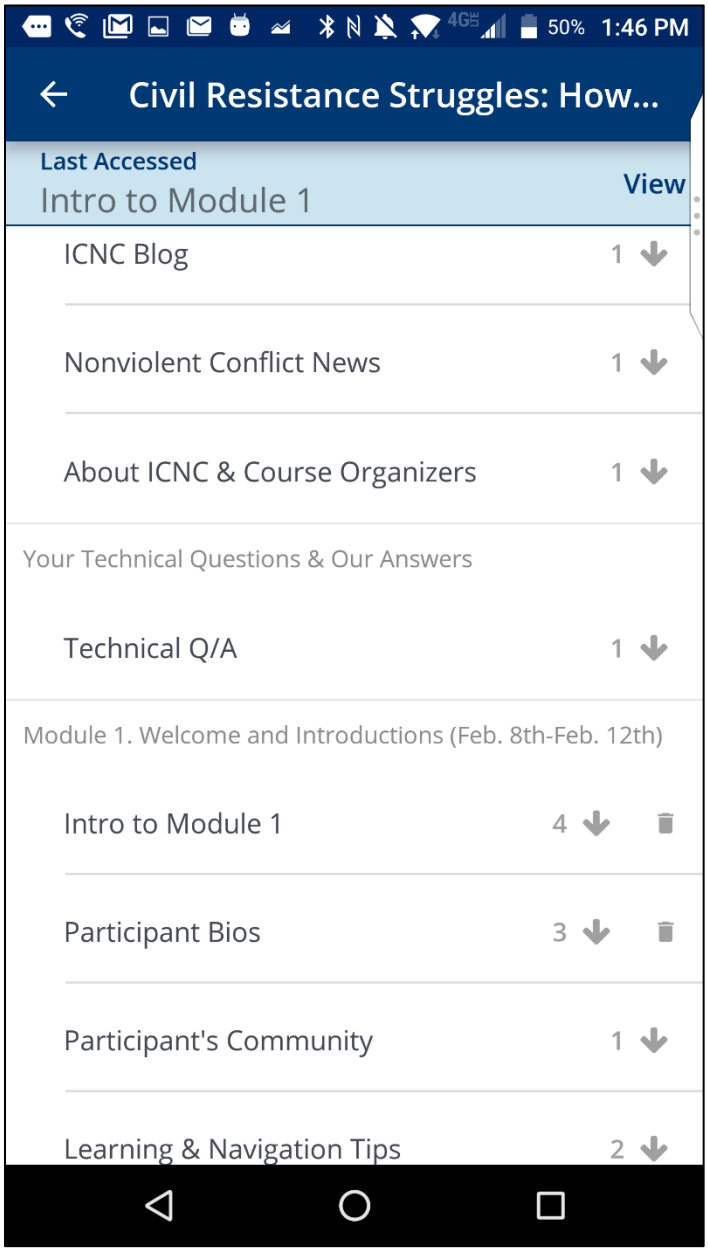
i. When you tap on the download arrow, a message will pop up with the file size. Tap on “OK” to start downloading the content.



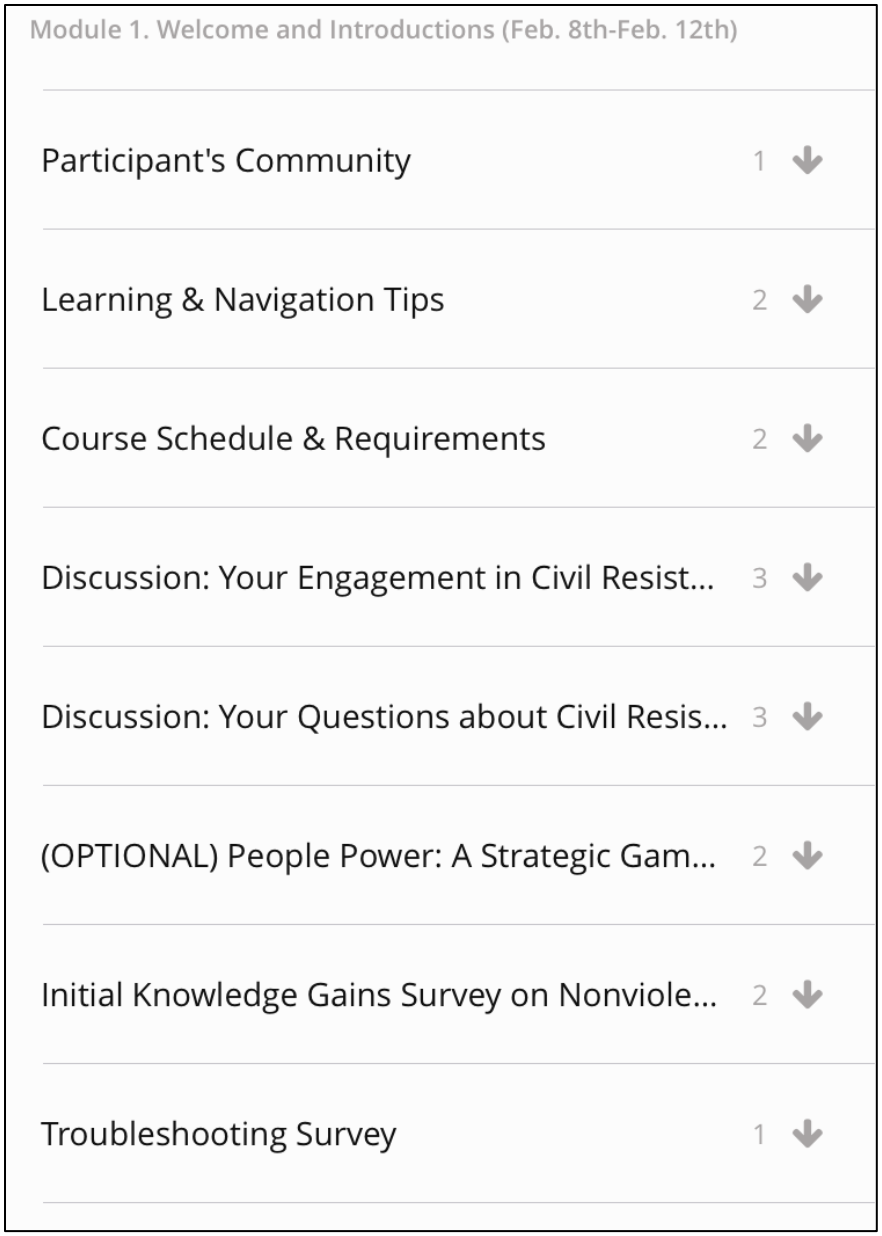
**c. Downloading a course, section or unit.**

i. Users can download an entire course or specific sections and units

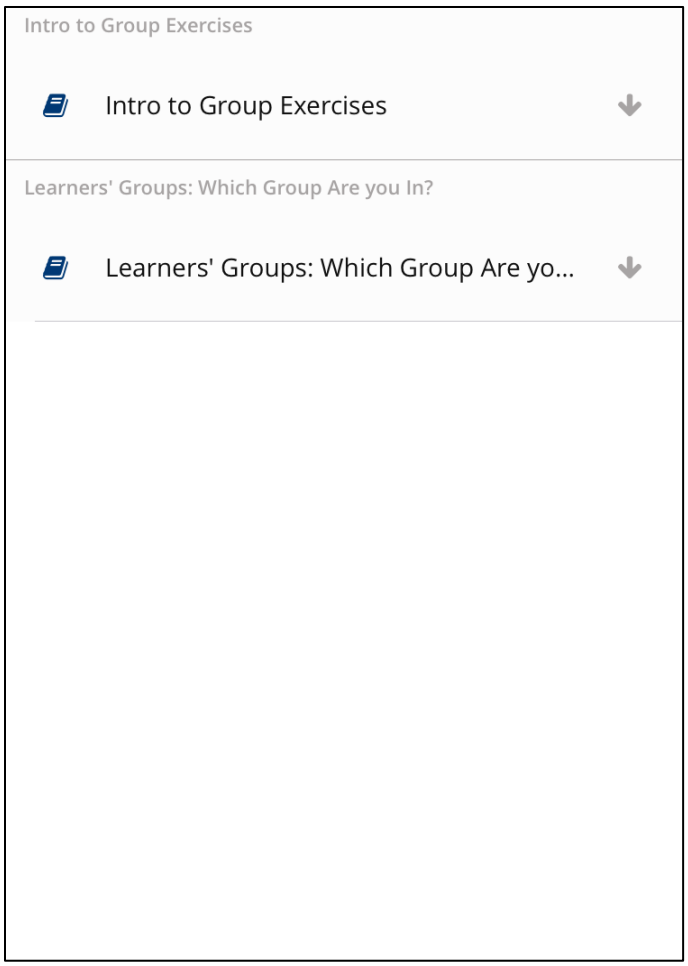
ii. To download a course, tap on the download arrow at the top of the course page. A circle will appear to indicate the download's progress.

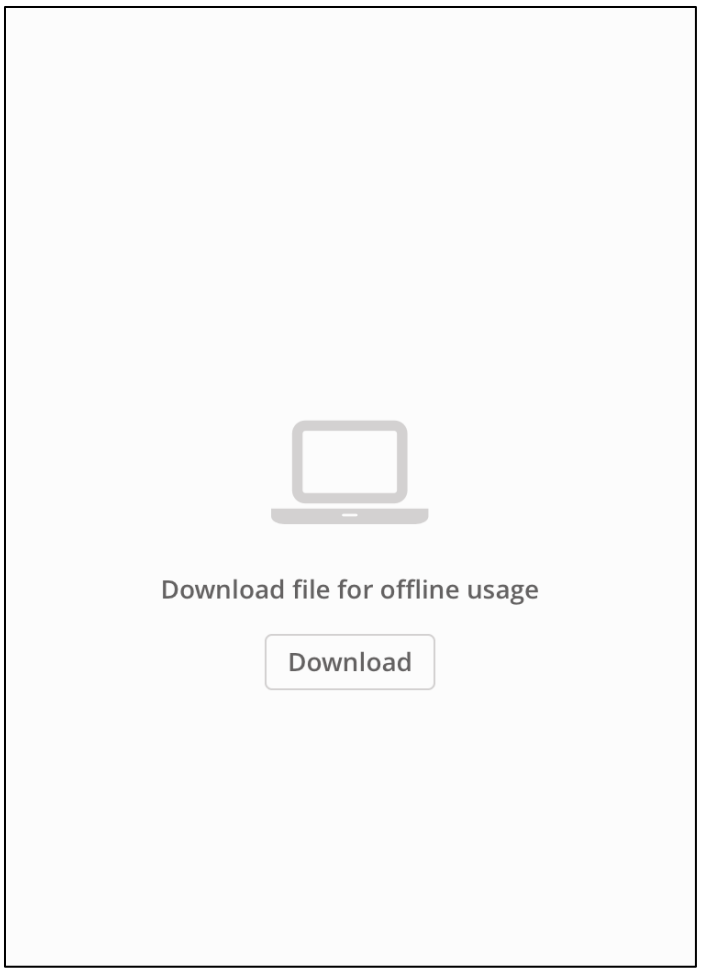


iii. The number next to a download arrow indicates the number of downloadable files in that section. Click on the download arrow to download all of the content in a section.



iv. To download units, tap on the download arrow next to the unit name. Users will not be able to access the unit without downloading it.

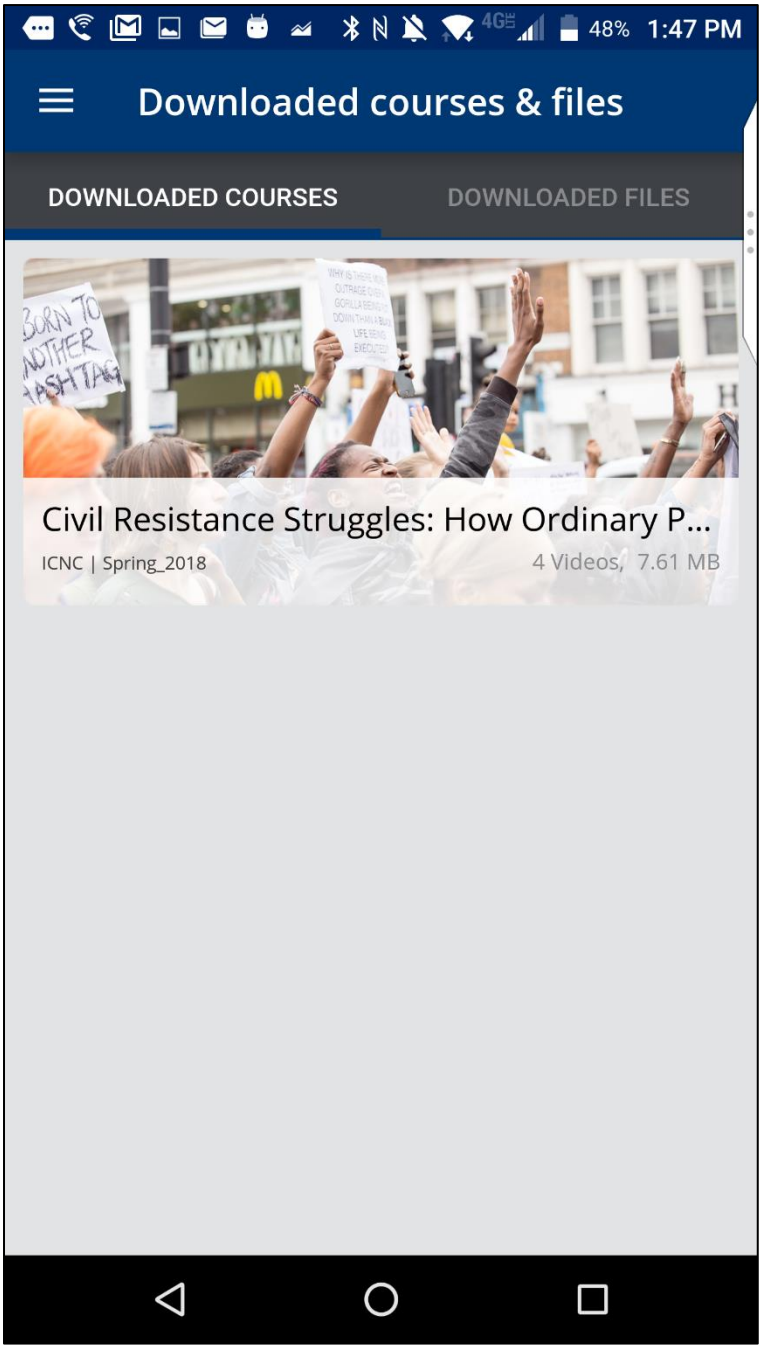


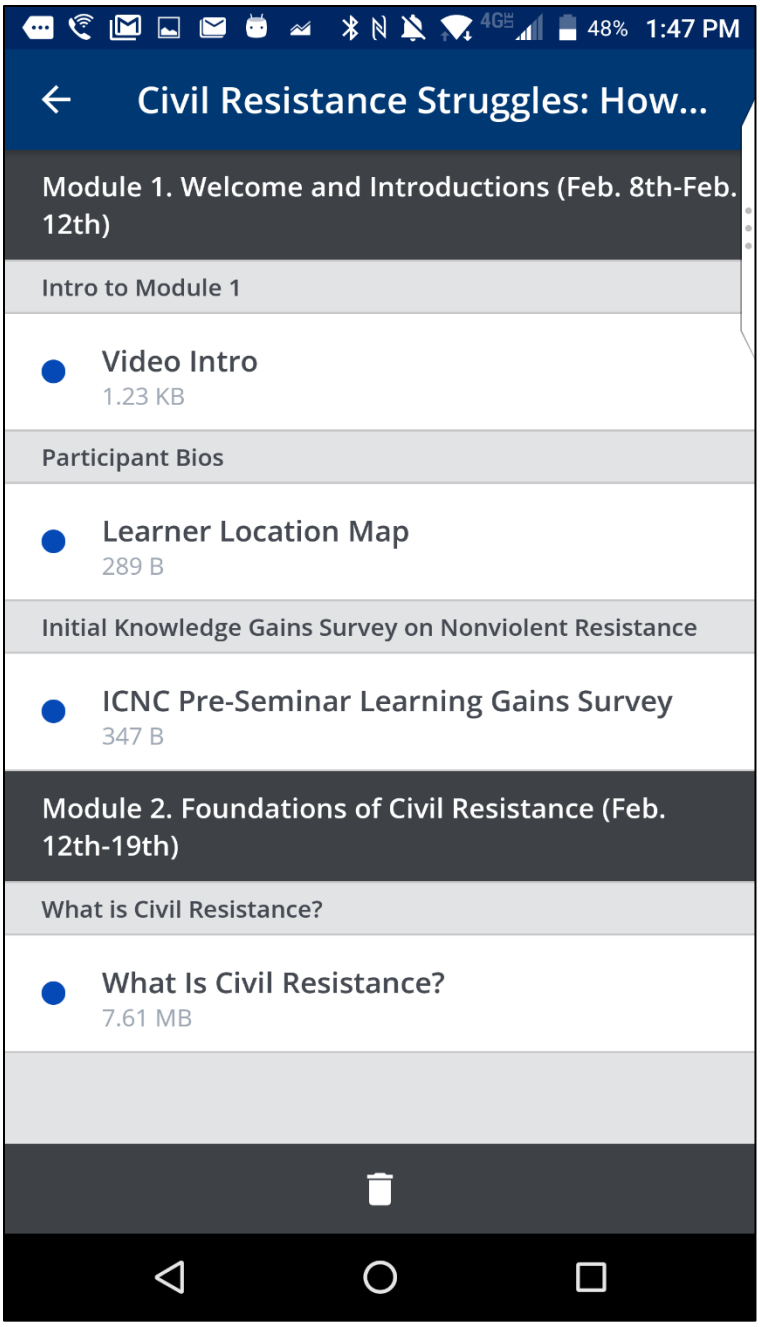
**d. Using Downloaded Courses & Files**

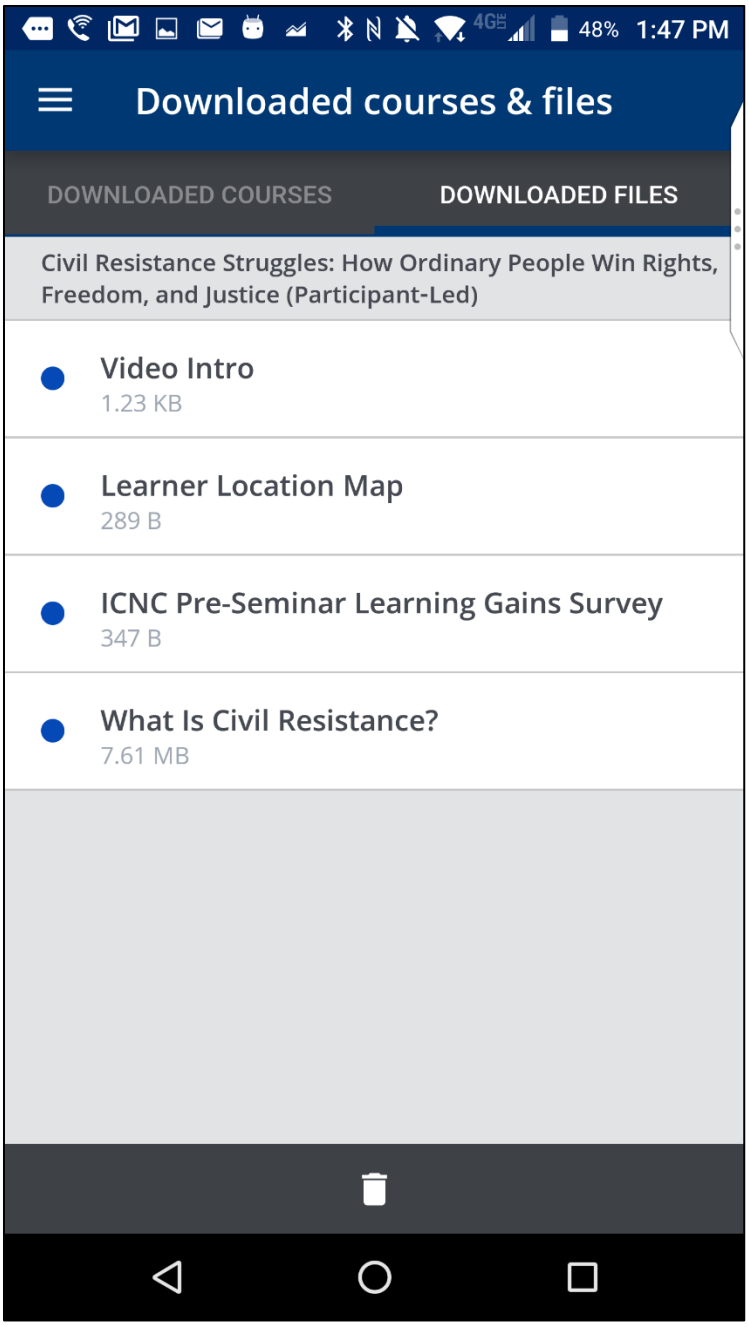
i. Downloaded content can be accessed in two locations: 1. Downloaded Courses & 2. Downloaded Files.

ii. In Downloaded Courses, users can view the courses where they have downloaded content. When users click on a course, they will see all of the downloaded content for that course.



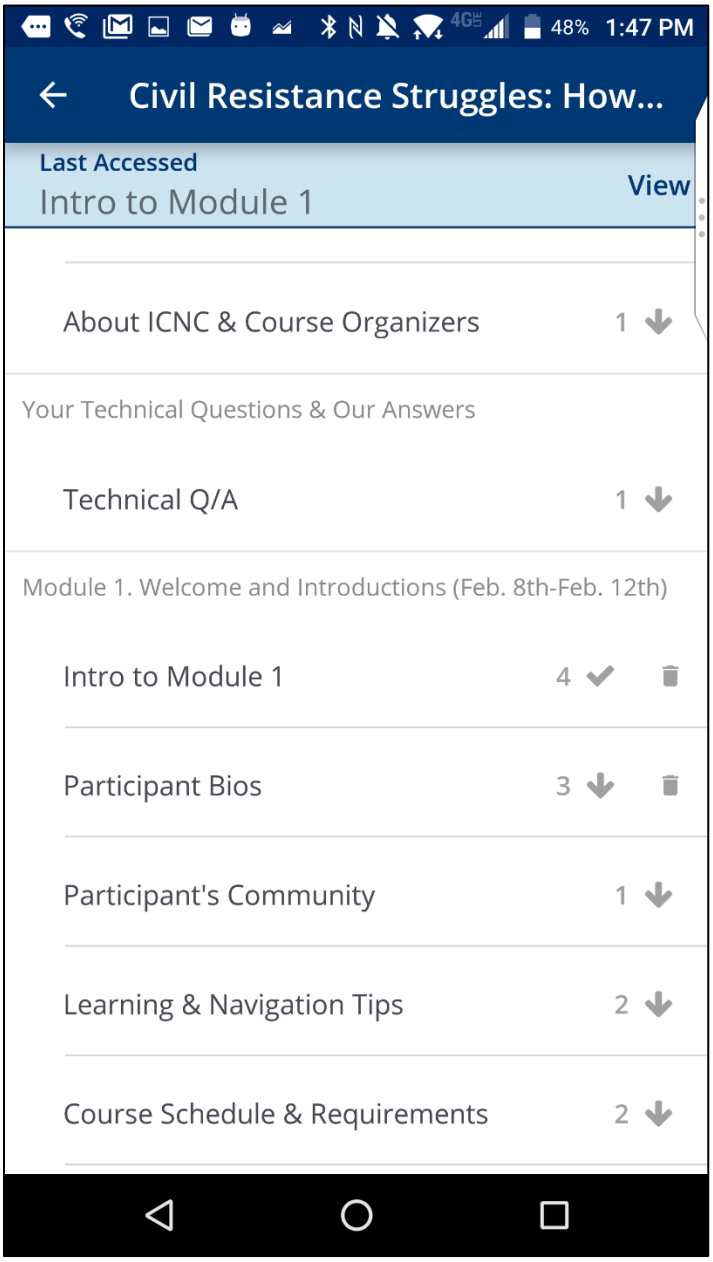
iii. You can access all of the files you've downloaded In Downloaded Courses and Downloaded Files. These files are arranged by video and then all other units.

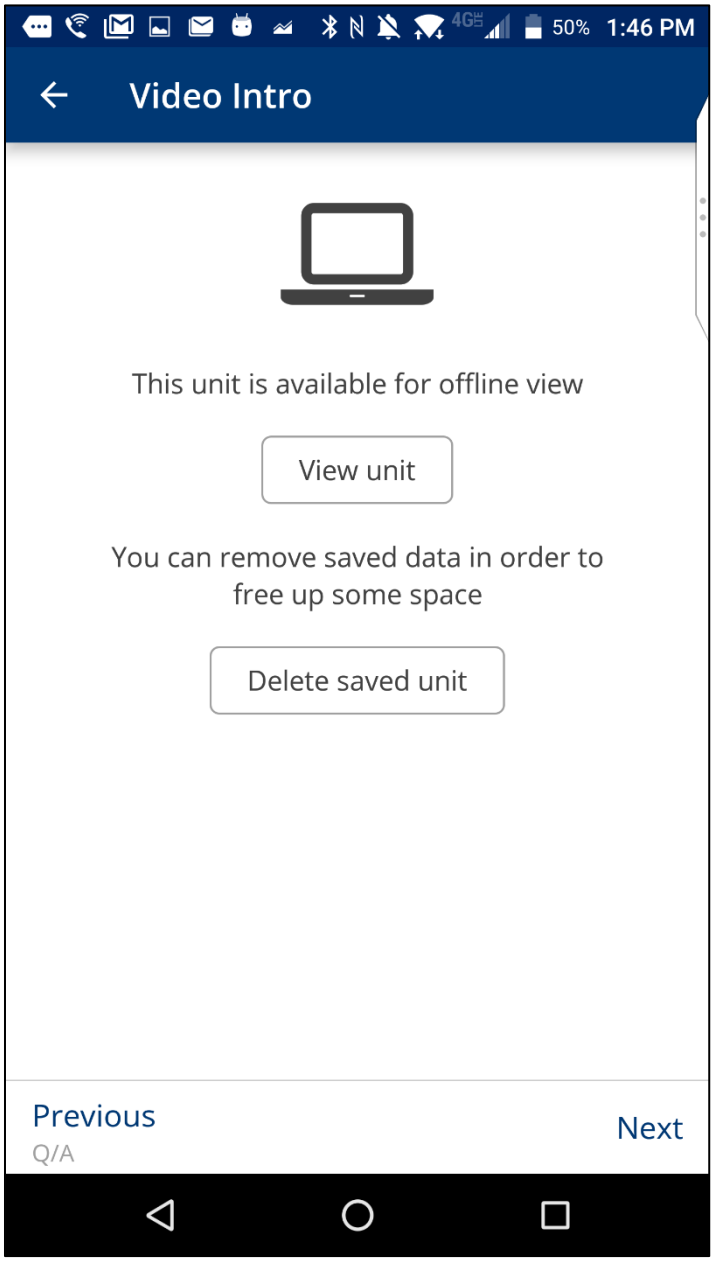


**e. Deleting content**

i. Users can delete content from the course, section, and unit level. To delete content, tap on the garbage can icon next to a section or unit. You will see a pop up message confirming that you want to delete those files. Tap “OK” to delete. Deleted content can always be downloaded again later.



## VI. Icon Legend

a. Icons are displayed next to icons to help users navigate the mobile app. Please use the screenshots below as a reference point for the different icons you'll see in the mobile app.
b. Downloadable Reading Icon-units with this icon will primarily contain additional reading resources
c. Video Conferencing Icon-units with this icon will contain links for the user to enter a video conference. These will primarily be small group units.
d. Presentation Slides Icon-units with this icon will primarily contain powerpoint presentations
e. Discussion Icon-units with this icon will contain discussion forums for users to make new posts and reply to other discussion posts
f. Learning Objectives/Session Description Icon-units with this icon will contain learning objectives and a brief description of that session.
g. Video Icon-units with this icon will primarily contain videos (such as youtube videos)
h. Group Work Icon-units with this icon will primarily contain instructions for small group assignments
i. Google Doc Icon-units with this icon primarily contain a Google Document where users can work collaboratively on an assignment. Google Docs cannot be edited within the ICNC mobile app.
j. Survey Icon-units with this icon primarily contain surveys for the user to complete and submit. These surveys can be completed within the ICNC mobile app.
k. Text Icon-units with this icon primarily contain written text.
l. "How To" Icon-units with this icon primarily contain instructions on how to use the ICNC platform, mobile app, and other instructions.
m. Map Icon-units with this icon contain a map where users can add their locations.
n. ICNC News & Blog Icon-units with this icon contain either ICNC Minds of the Movement Blog or ICNC's Nonviolent Conflict News.

## VII. Course Features that Cannot be Accessed within Mobile App

a. Big Blue Button
b. Course pages
c. Links do not work on the mobile app.