



## BEST PRACTICES AND REMINDERS

### General Best Practices:

- ✓ When creating a learning account, please use an e-mail address that you can easily access. After registration, a verification link will be sent to your e-mail address to ensure the validity of the account before it is activated.

The screenshot shows a registration form for Layer Tech. At the top is the Layer Tech logo. Below it is a heading "Register For This Site". The form contains the following fields: "Username" with the value "MyUserName", "Email" with the value "AnEmailCanAccess@layertech.com", and a math problem "Please enter an answer in digits: thirteen + four =" with the answer "17". Below the math problem is a note "Registration confirmation will be emailed to you." and a "Register" button.

- ✓ Before generating a certificate, set your 'first name' and 'last name' in the 'my profile' section. Your full name will be the one reflected in your certificate. If you don't set your full name, the certificate will use your username.

The screenshot shows the user profile settings page for Layer Tech. The page has a dark header with the Layer Tech logo and navigation links: HOME, ABOUT US, UPDATES, E-LEARNING, FEATURED PROJECTS, CONTACT US. Below the header is a sidebar with a menu: Certificates, Quizzes, Orders, Order Woocommerce, Settings (highlighted with a red circle), General, Password, Logout. The main content area has tabs for General, Password, and MY PROFILE (highlighted with a red circle). The MY PROFILE tab is active, showing fields for "First name" (Marie), "Last name" (Lorien), "Display name\*" (MyUserName), and "Email address\*" (MyEmail@gmail.com). A "Biographical Info" section is also visible at the bottom.

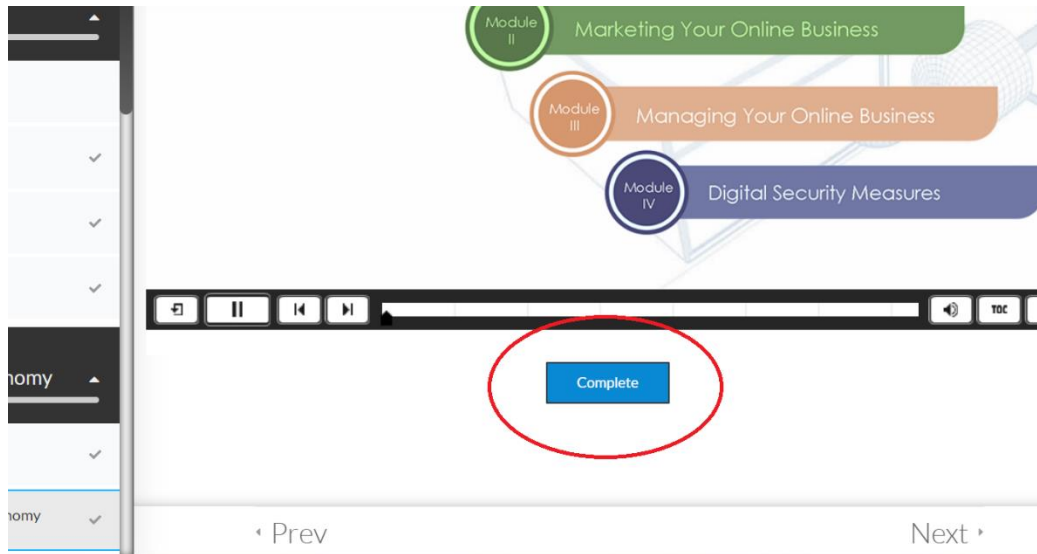
## Harnessing the Power of the Digital Economy (HPDE)

Best Practices and FAQ

Last updated: November 11, 2023

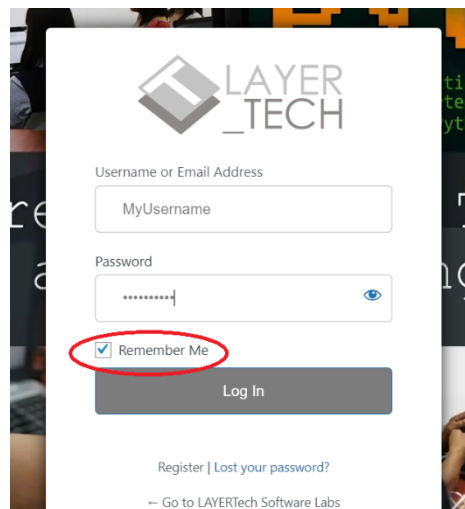


- ✓ Always click the “COMPLETE” button after you finish every slide of the course. This will help us track your progress and address your queries and tech support requests.



### Security Reminders:

- ✓ If you are using a public computer or a computer that is not yours, make sure to log out before leaving to avoid compromising your account. Also, make sure that you did NOT tick the ‘remember password’ check box when you logged in.



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- ✓ Please do not share your password with others. If possible, change your password every 3-6 months using the change password feature to prevent account compromise. If you sense suspicious activity in your account, change your password immediately.

The screenshot shows the LAYER TECH user interface. On the left, a sidebar menu has 'Settings' circled in red. A dropdown menu is open from 'Settings', with 'MY PROFILE' circled in red. The main content area shows the 'Password' tab selected, with fields for 'Current password', 'New password', and 'Confirm new password'. A 'SAVE CHANGES' button is at the bottom.

### Additional Reminders for Facilitators:

- ✓ Your students may have intermittent access to the internet. In these cases, you may share with them the download links for the offline modules or printable PDF versions which are already embedded into the course. Trainers may also provide a 'download hub' where students can manually save the course onto their mobile drives. Another alternative is to distribute USBs that already contain the course materials.

### Offline Package Download

You may opt to download the module packages and run them using your web browser. The downloaded module packages will run even without an internet connection.

Download links:

- Module 1 DOWNLOAD: [CLICK TO DOWNLOAD](#)
- Module 2 DOWNLOAD: [CLICK TO DOWNLOAD](#)
- Module 3 DOWNLOAD: [CLICK TO DOWNLOAD](#)
- Module 4 DOWNLOAD: [CLICK TO DOWNLOAD](#)

Module 1 package inclusions:

- Interactive e-learning course in English (with narration and OST)
- *Assessment.docx* file (activity sheet with prepopulated questions)
- Further readings and references
- Quick reference list of acronyms, definitions, example lists and links
- Printable PDF version of an interactive e-learning course for off-line/no-device

Expected module outputs:

- Completed *Assessment.docx* file

Printable e-learning PDF file:

[DOWNLOAD LINK](#)

[Complete](#)

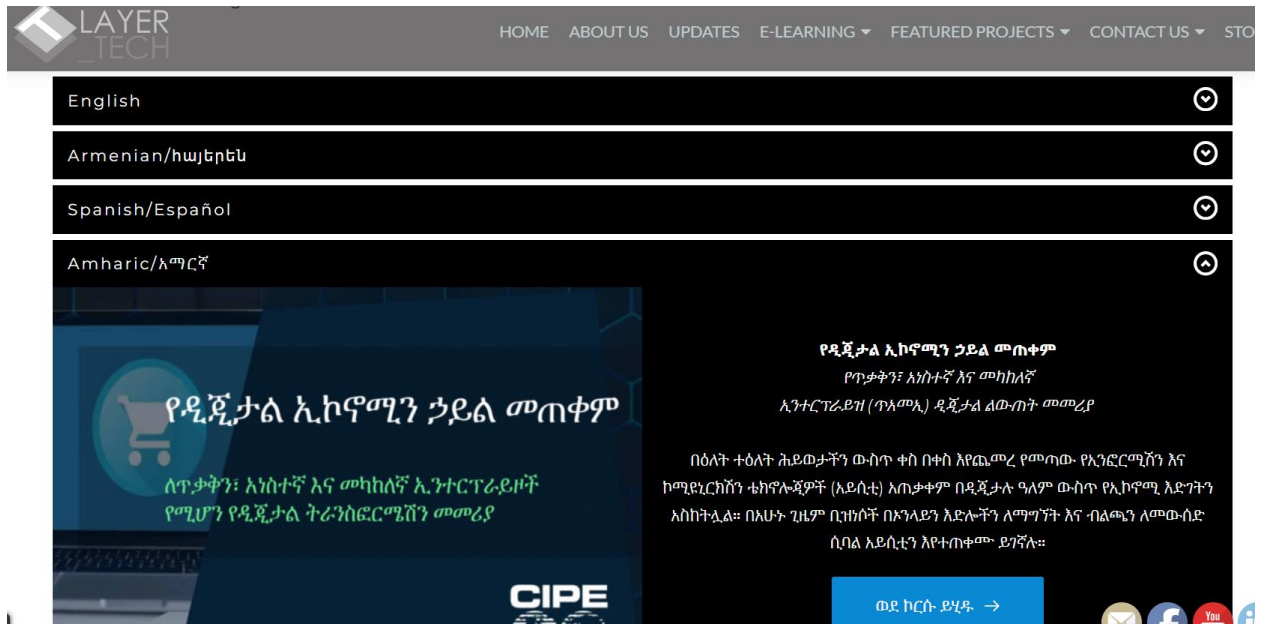
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- ✓ There are multiple translations of the HPDE course available. You can check for all available language translations [HERE](#).



- ✓ When facilitating a group, decide the following with your students:
  - A communication channel (Face to face, phone, WhatsApp, facebook, etc.) that you will use to monitor students' progress;
  - A course calendar with deadlines and reporting schedule;
  - If applicable, give incentives and recognition to outstanding performers.

### General Troubleshooting Guide:

- ✓ After registering for an account, make sure to click the VERIFICATION LINK sent to the registered e-mail address. Otherwise, the account will not be activated. If you can't find the verification e-mail from Layertech in your main inbox, kindly check your SPAM folder.
- ✓ If the course slide hangs, try to refresh your browser.
- ✓ If the downloadable courses do not run, make sure that your browser is updated to the latest version and supports HTML5.
- ✓ If all else fails, kindly reach out to [support@layertechlab.com](mailto:support@layertechlab.com) using the e-mail address you used to register in the portal. We will only acknowledge tech support requests from verified users.

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### FREQUENTLY ASKED QUESTIONS (FAQ)

**Q: How much does it cost to enroll in the HPDE course?**

A: The entire HPDE course, including the generation of certificate, is FREE. However, you need to register for a Layertech learning account, which is also FREE.

**Q: Will I get a certificate if I finish the HPDE course?**

A: After successfully completing the four modules, you need to pass a 10-item certification quiz. Once you get a passing grade of 70%, you will be able to automatically generate a certificate.

**Q: If I fail the quiz, can I still get a certificate?**

A: If you fail the quiz for the first time, you will have 99 more tries to re-take it. Once you pass the quiz, you can generate your certificate.

**Q: Do I need to submit the worksheets to get a certificate?**

A: Completing the worksheets is encouraged but NOT required to generate the HPDE certificate. However, it is highly encouraged that you fill out the worksheets and do all the exercises.

If you are taking the HPDE as a part of a bigger course under an organization with a facilitator, you might have to submit your outputs to your facilitator. In this case, kindly coordinate with your facilitator regarding the submission requirements.

**Q: How long can I take the course**

A: After enrollment, you have 12 weeks to complete the course.

**Q: Can I re-take the course?**

A: No. However, once you complete the course, you can still go back to the materials for as long as you are enrolled in the course.

**Q: Can I take the course offline?**

A: Mostly, yes. There are downloadable module packages containing all the worksheets and the interactive lessons. You can take these off-line, and it runs on most browsers running HTML5.

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### **Q: Can I take the quiz offline**

A: Unfortunately, NO. The quiz must be taken on-line.

### **Q: If I close my browser/computer in the middle of a lesson, can I go back to where I left off?**

A: Yes. As long as you have your browser cookies enabled, and you are logged into your account, you can return to where you left off.

### **Q: Can I share the materials of the HPDE course?**

A: You may cite parts of the course in your research, lectures, and presentation. However, you must give credit to CIPE, Layertech, and a link back to the HPDE course.

### **Q: Can I use the course as a part of a paid training program or service?**

A: No. You may not use the course, or parts of it, for commercial purposes unless with explicit permission from CIPE.

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