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INTRODUCTION

This user guide has been designed to help you to use the IAEA Milestones e-learning.

It will guide you through the basic navigation and some of the key features of the e-learning. It will also provide some useful hints and tips to make your journey through the e-learning as easy as possible.

USING THE MAIN MENU

When you enter the e-learning, you will be presented with the main menu.

The main menu gives you different options for accessing the e-learning. These include:

- Starting the e-learning from the beginning
- Starting with a specific module
- Using the e-learning as a reference tool
STARTING THE E-LEARNING FROM THE BEGINNING

To start the e-learning from the beginning, ensure the Introduction tab is selected. Then select Begin. This will take you to the first page of the e-learning.

As you navigate through the e-learning and reach the end of each module, you will be instructed which module to take next. Selecting the menu button will take you back to the main menu, where you can select the relevant tab for the next module and select Begin to continue your learning journey.
STARTING WITH A SPECIFIC MODULE

Alternatively, you may wish to start with a specific module of the e-learning. This is particularly useful when returning to the e-learning from either a break, or on a second visit.

Simply select the relevant tab for the module you wish to start, and select Begin. This will take you to the first page of that module.
USING THE E-LEARNING AS A REFERENCE TOOL

Once you have taken the e-learning, your learner journey does not end. The e-learning can be used as a reference tool, which you can return to and refresh your memory on certain aspects.

You will notice the menu provides a list of topics covered within each module. Selecting a topic under one of the tabs will take you directly to that section within the module.
USING THE OPTIONS TAB

Selecting the Options tab at the bottom of the screen brings up a sub-navigation menu. To close the options bar, simply select the Options tab again.

The Options tab has many useful features:
- Navigating to a page
- Routing options
- Audio
- Key terms search.

NAVIGATING TO A PAGE

You can use the Option tab to quickly navigate to a specific page within the module that you are currently taking.
Select the **Option tab** to open it. Use the left and right arrows to scroll through the pages, and then simply select the **page** you wish to jump to. This will open that specific page.
Some of the e-learning modules have different routing options, depending on the level of detail you wish to go into. Different colours represent different options and levels of detail within the module.

Where this is applicable, it is sign-posted within the module itself, alongside a description of the different routes you can take.
Audio has been added to enhance your learner journey. It will play automatically when the e-learning begins.

If, however, you would prefer not to listen to the audio, there is an audio button within the Option tab. Selecting the audio button will mute the audio, depending on your preference.

Please note, the audio only provides a summary of the main messages on each screen, and does not read the text word for word.
KEY TERMS SEARCH

A useful feature is the ability to search for key terms within the e-learning.

When opening the options tab, you will notice the key terms search field. This is a free text field in which you can type the term you wish to search for.
KEY TERMS SEARCH

Selecting **Search** will open a pop-up, which displays all the pages which contain that term. Simply select a result to view the corresponding page containing the key term you searched for.
MAIN NAVIGATION

There are a series of helpful buttons on the main interface of the e-learning:

- Menu
- Topics
- Help
- Glossary

Selecting the menu button on the main navigation bar allows you to return to the main menu at any time, where you can choose another phase or topic.
The topics button opens the quick topics menu. This lists all the topics within the e-learning, and is split under each module's heading.

This enables you to navigate to any specific topic, from any module, within the e-learning.
If you are unsure how a page works, or how to navigate around a certain page, there is a help button at the bottom of each page. This provides guidance on how to use the specific page you are currently viewing.
There is a full glossary, with the definitions of terminology used within the e-learning.
Selecting the **glossary** button opens the glossary pop-up. It provides an alphabetised list of the key terms within the e-learning and their accompanying definitions.
GLOSSARY LINKS

You can also access the glossary definition of key terms throughout the e-learning. You will notice certain **key term links** within the text which are linked to their corresponding definitions.

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Classification of stakeholders

There are different ways of defining stakeholders, but one useful classification is that of **statutory** and **non-statutory** stakeholders.

This distinguishes between those organizations and bodies that are by law required to be involved in any planning, development or operational activity (statutory stakeholders), and those organizations, groups or individuals that may be impacted, directly or indirectly, by it (non-statutory stakeholders).

The involvement of both stakeholder groups can be essential to achieving project goals and objectives and can contribute substantially to safety.
When you see a text link within the course, simply select it to open a pop-up and view the definition.
FUNCTIONALITY

Some of the screens within the e-learning have specific functionality. Keep the following information in mind when you are using the e-learning.

MULTIPLE STEPS

Where the screen has multiple steps or roll over areas, ensure you have viewed all steps/roll over areas. This will activate the next button and allow you to continue through the e-learning.
FUNCTIONALITY

Some of the screens within the e-learning have specific functionality. Keep the following information in mind when you are using the e-learning.

ANIMATIONS

Some screens are animations and contain Play and Pause buttons. Selecting the Pause button at the bottom of the screen will pause the animation, allowing you to read the text on the screen at your own pace. When you are ready to continue, select the Play button to continue the animation.

Please note that the audio will continue to play, even if the animation is paused.
FUNCTIONALITY

Some of the screens within the e-learning have specific functionality. Keep the following information in mind when you are using the e-learning.

VIDEOS

Some of the modules also contain video. Select the play button on the video to view it. You must view the video before you can continue to the next page.
EXIT

When you have finished the module, select the exit button to close the e-learning.

You can also exit the e-learning before completing the session and return to it at a later date, as there is bookmarking functionality.

BOOKMARKING

If you wish to take a break and return to the e-learning at a later time, selecting exit will open a pop-up which asks whether you wish to bookmark your page.

Bookmarking means your progress so far will be saved, giving you the option to return to this same page the next time you access the course.
FURTHER INFORMATION

Now that you have reviewed the basic navigation and some of the key features of the e-learning, we hope you enjoy exploring the IAEA Milestone Approach e-learning!

We would really appreciate receiving your feedback on this e-learning material to try to make future modules even better.

When you’ve completed any of the modules in the series, please send any feedback you have to the IAEA’s Nuclear Energy Human Resource Development - Contact Point at ne-hrd@iaea.org Thank you!