



DIGI-FACE HANDBOOK

Everything you need to know about
using the **DIGI-FACE** Platform

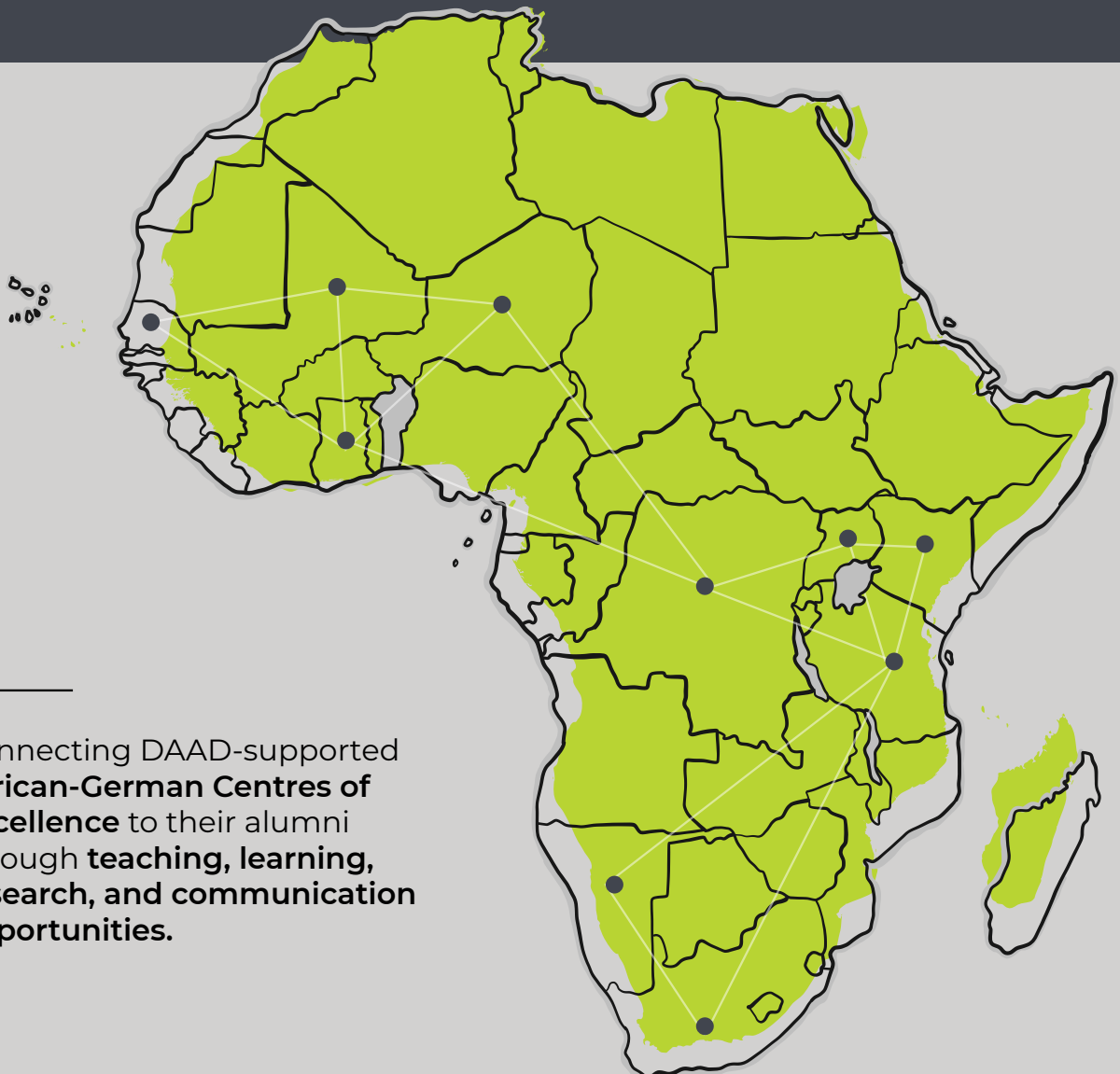
Welcome to the DIGI-FACE Platform

Thank you for your interest!

This user guide is designed to help you use the platform and enjoy the different functions it offers. In this document you will find:

- 1** **General information** about DIGI-FACE
- 2** An overview of the **registration process** to get you started
- 3** **Links to helpful tutorials** that will enable you to effectively, successfully and creatively use the many functions available.

With the help of this guide you should be able to navigate the DIGI-FACE platform easily and effectively. However, if you do need any further help, please do not hesitate to **contact us!**



Connecting DAAD-supported **African-German Centres of Excellence** to their alumni through **teaching, learning, research, and communication opportunities.**

1. General Information

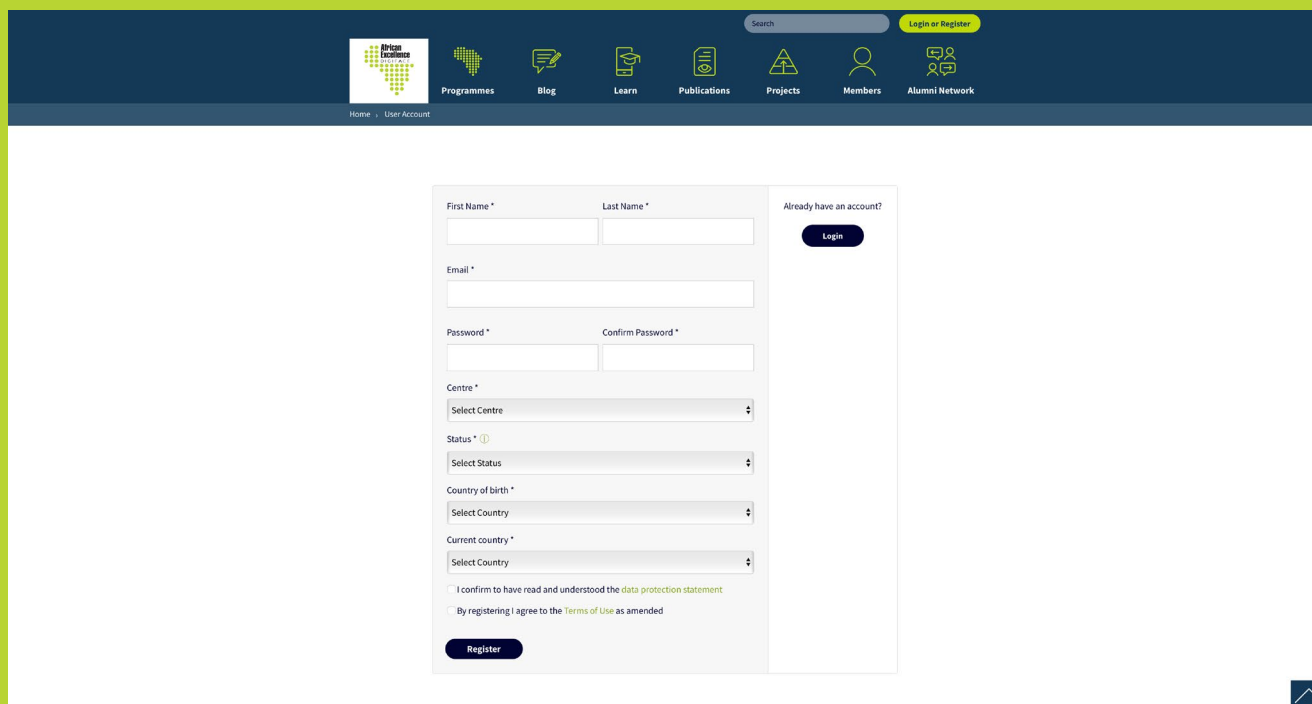
DIGI-FACE is a portal to the exciting digital world of the network of DAAD-supported Centres of African Excellence. It connects these Centres of African Excellence and their alumni through teaching, learning, research, and communication opportunities by providing:

- Information about the African Excellence Programme.
- Information about the Centres and DAAD Alumni.
- Access to blogs that allow members to share their news and other relevant information such as scholarship notifications and calls for proposals.
- An access point to the DIGI-FACE Moodle Learning Management System, that we call 'Learn'.
- A project management tool for supporting and operationalising collaborative research and other projects both within and across Centres, as well as for all students, academics and alumni.
- A space where members of the African Excellence Programme can find one another and exchange ideas.
- A place to share publications and create an online library within and between the different African-German Centres of Excellence.



2. Registering for a DIGI-FACE account

To become part of the DIGI-FACE community and to make use of the platform's tools, you have to create an official account and **register**. By doing so, you become compliant with official data protection requirements.



The screenshot shows the registration page of the DIGI-FACE platform. The header includes the African Excellence logo and navigation links for Programmes, Blog, Learn, Publications, Projects, Members, and Alumni Network. A search bar and 'Login or Register' button are also present. The main content area features a registration form with the following fields and options:

- First Name * and Last Name * (text input fields)
- Email * (text input field)
- Password * and Confirm Password * (text input fields)
- Centre * (dropdown menu: Select Centre)
- Status * (dropdown menu: Select Status)
- Country of birth * (dropdown menu: Select Country)
- Current country * (dropdown menu: Select Country)
- Checkboxes for data protection: "I confirm to have read and understood the data protection statement" and "By registering I agree to the Terms of Use as amended"
- Buttons: "Login" (for existing users) and "Register" (for new users)

If you need to learn “How to register” please make use of our [video tutorial](#).

We have also created a useful instructional guide showing you [“How to log in”](#).

Once the registration formula has been submitted, you are granted access to the platform with **Guest** rights. Submission of the registration formula starts an approval process on the backend. Subsequently the respective appropriate role will be assigned to you, depending on your status.

A single sign in will then enable you to be a DIGI-FACE member with access to the different tools provided by DIGI-FACE, namely, Moodle, a project management tool, a publication and research space, members site, a blog page, etc.). Note, only once you are registered on **DIGI-FACE** can you be enrolled in a course on our Moodle site, **Learn**.

3. Roles

Guest

Users who have registered on the platform without being part of the African Excellence Programme or one of the Centres of African Excellence will automatically be assigned a **Guest** role. A *Guest* may navigate through the open information elements on the platform (information about the African Excellence Programme and the Centres, Blogs, Publications and Alumni Network as well as the Members area) and attend open Moodle courses.

Member

A **Member** is a registered user belonging to the African Excellence Programme or to one of the African Centres of Excellence. A *Member* can create his/her own profile, participate in Moodle courses in which enrolled, and create his or her own project and share a publication on the platform.

Member admin

A **Member-admin** is a member that has admin rights for Centre-specific elements. Practically this means that, in addition to being a *Member*, a “*Member-admin*” has the right/authority/ability to edit the respective Centre’s information pages. A *Member-admin* has special responsibilities in regard to quality issues. For example, as this person functions as the user-administrator of a respective Centre, he/she is responsible for the verification of user profile data and the confirmation of external certificates of students, amongst other duties.

Admin

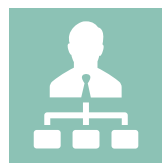
An **Admin** person is responsible for the maintenance, configuration, coding and reliable operation of the platform. Only members of the DIGI-FACE development team are assigned the role of *Admin* on this platform.



Guest



Member



Member-admin



Admin

4. User status

DIGI-FACE aims at uniting people of different backgrounds, roles and positions who hail from various countries. These are students, alumni, supervisors, lecturers, administrative staff and many more. During the registration process, a user has to indicate his or her status within the African Excellence Programme. An indication of the user's status is necessary to identify the correct role they will be assigned on the platform. Have a look at the list below to identify the right role for your profile.

1 **Student of a Centre of Excellence**

A student of a Centre of Excellence is a student currently enrolled in a study programme at one of the African Centres of Excellence.

2 **Funded Student with DAAD Scholarship of a Centre of Excellence**

A DAAD-funded student is someone who runs their studies through a scholarship from the German Academic Exchange Service (DAAD).

3 **Alumni of a Centre of Excellence**

Alumni are former students of a Centre of Excellence and, in many cases, part of one of the Centres' alumni associations or of the alumni association African Excellence Network which is also known as "Tumefika".

4 **Funded Alumni with DAAD Scholarship of a Centre of Excellence**

DAAD-funded alumni are former students of a Centre of Excellence and, in many cases, part of a Centres' alumni association or of the alumni association African Excellence Network Tumefika. In addition to that, this person would have received funding from DAAD via a scholarship during his or her period of study at the Centre.

5 **Lecturer of a Centre of Excellence**

A lecturer performs teaching and pedagogic work at one of our Centres.

6 **Staff of a Centre of Excellence**

A staff member is someone who works within the framework of a Centre, for example as the coordinator, financial/administrative support member, IT-support person, etc.

7***Staff of DIGI-FACE***

A DIGI-FACE staff member is someone who works within the framework of DIGI-FACE at one of the project's consortium partners (i.e. as coordinator, financial/administrative support, IT-support, learning designer, administrator etc.).

8***Staff of DAAD***

A DAAD staff member is someone who works directly for DAAD.

9***External Student***

An external student is someone who is not part of a Centre of Excellence.

10***External Lecturer***

An external lecturer is a lecturer who is not part of a Centre of Excellence.

11***External Staff***

External Staff is any staff member employed at a university that is not affiliated with a Centre of Excellence.

12***External User/Other***

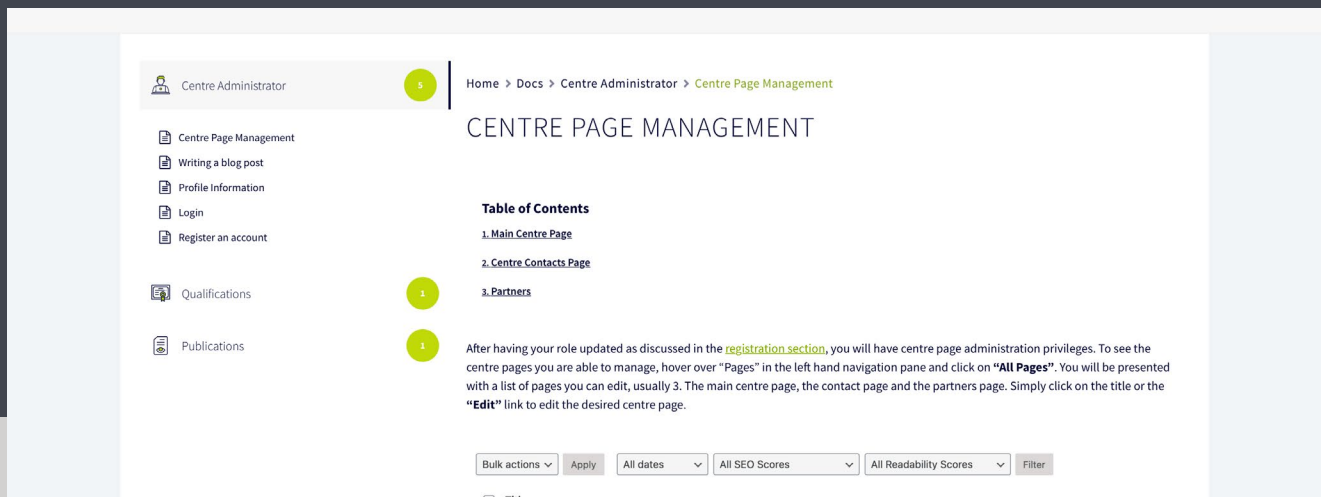
An external user/other is anybody who does not belong under one of the other users listed above.



5. DIGI-FACE Functionalities

5.1. Centre Information Pages

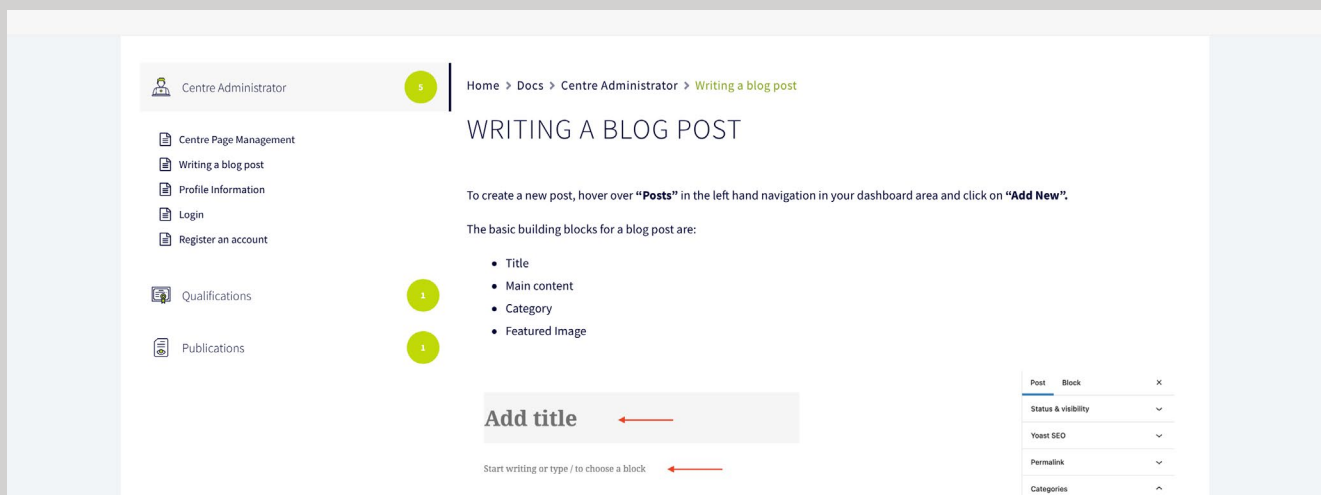
Are you a Centre Admin? Then click on “Pages” on the left hand side of the backend to edit your Centre’s presentation. Let people know about your Centre, inform them how they can get involved and how to contact you. See [edit the Centre information pages](#) for a brief description of how to manage and edit the Centre information pages.



5.2. Blog

The blog section functions as a channel that gives users access to a variety of information. Here you will find anything from blogs, news briefs, updates, short reports, calls for applications and expressions of interests to enrich the African Excellence Network with relevant information from a variety of different categories.

Post a blog now! Let people know about your work by writing a blog! Here we have a brief description of [how to write a blog](#).



5.3. Learn/Moodle

The **'Learn'** site focuses on teaching and learning using Moodle as the Learning Management System (LMS). The teaching and learning activities take place through generic and Centre-specific modules. Generic modules provide valuable training with regard to skills required by all postgraduate students and their research supervisors.

Centres create and offer their own Centre-specific modules that focus on their unique disciplines and specialisations.

Whether you are a prospective student, a would-be teacher, a Centre Manager, or just generally interested in the 'Learn' site, you should find the information you need to know in this **User Guide**.

As noted earlier, only registered users of the DIGI-FACE Platform can be enrolled in a course on Moodle/Learn. In order to be in compliance with the data protection requirements, a user needs to create an official account by registering. To do so visit our **DIGI-FACE Platform**, from here members will be directed to the Moodle site by clicking on the 'Learn' category.

BJ Brandon James

User Guide (DIGI-FACE 'Learn' Moodle Platform)

START COURSE DETAILS

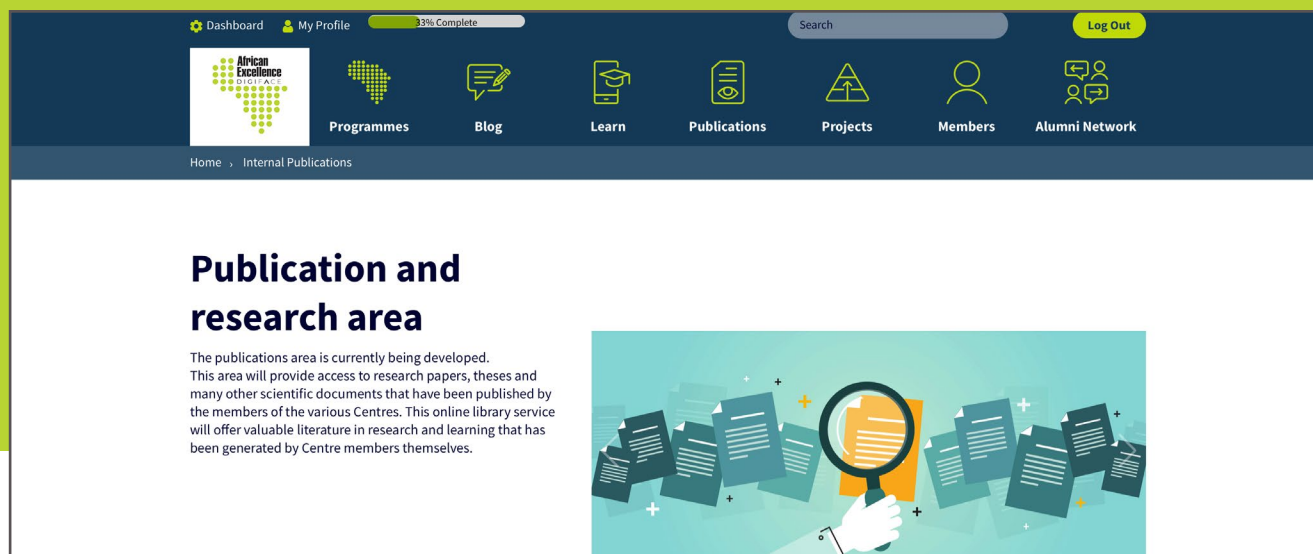
African Excellence

Connecting DAAD-supported African-German Centres of Excellence and their alumni through teaching, learning, research, and communication opportunities.

- Introduction
- Who benefits from the DIGI-FACE Platform?
- What is the DIGI-FACE Learn site?
- Practical Application of the User Guide
- Terminology
- The Learning Management System

5.4. Publications

The Publications area provides access to documents, research papers, theses, etc. that have been published by the members of the various Centres.



The screenshot shows the website's navigation bar with options like Dashboard, My Profile, Search, and Log Out. The main menu includes Programmes, Blog, Learn, Publications, Projects, Members, and Alumni Network. The page title is 'Home > Internal Publications'. The main content area features a heading 'Publication and research area' and a text block stating: 'The publications area is currently being developed. This area will provide access to research papers, theses and many other scientific documents that have been published by the members of the various Centres. This online library service will offer valuable literature in research and learning that has been generated by Centre members themselves.' An illustration of a hand holding a magnifying glass over several documents is also present.

5.4.1. External Publications

Share your publications that have already been published elsewhere here (subject to their copyright rules) to make them visible to all our network members. Let people know about your work and publish your articles, research papers, theses, etc.

5.4.2. Other Publications

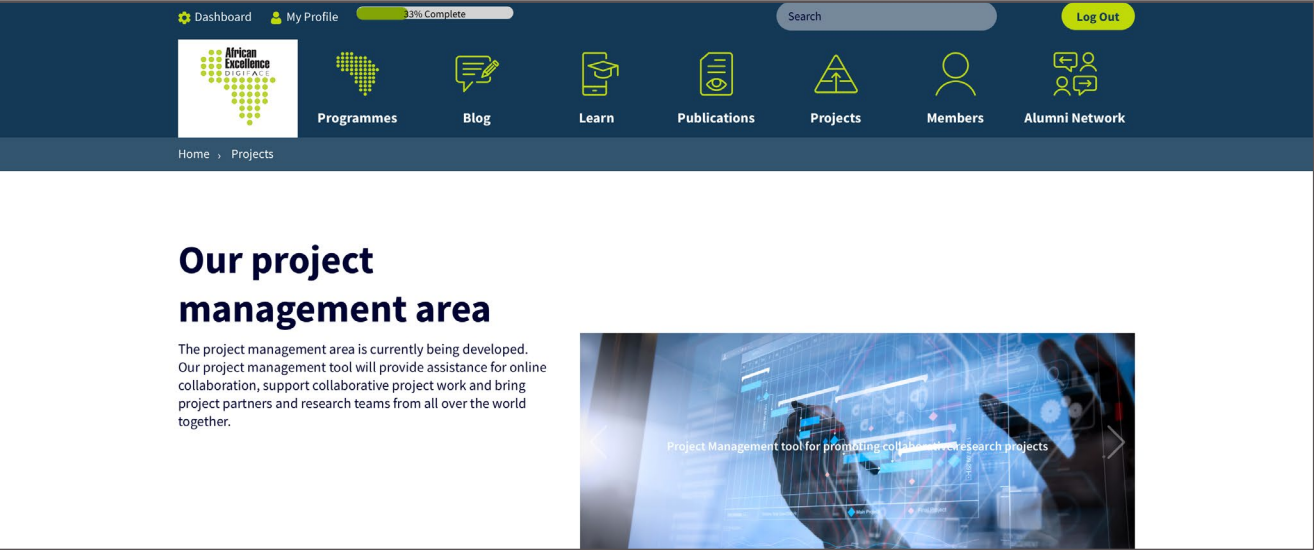
Share your work that you have not published elsewhere on our platform. Let people know about your work and publish your articles, research papers, theses etc. here.



5.5. Project Management Tool

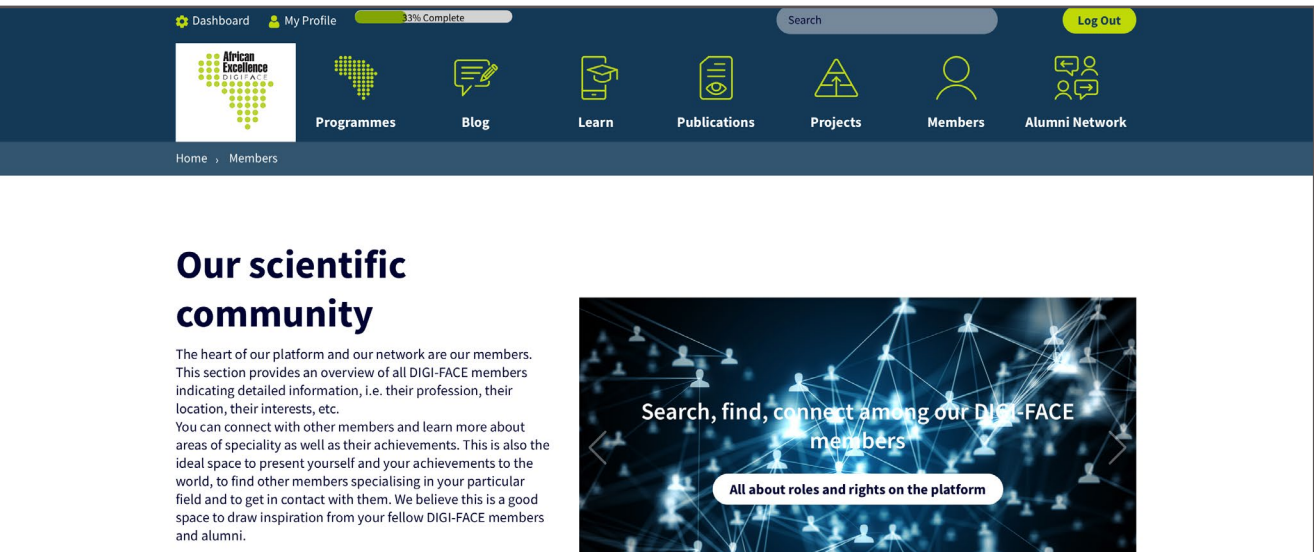
The project management area provides assistance for online collaboration. This tool also supports collaborative (research) project work and brings project partners and research teams together on an operational level.

Start a project, participate in one, manage your projects, manage your working groups, your research, your PhD work, etc. The project management tool will help you.



5.6. Members

Our members are at the heart of our platform and our network. **This section** provides an overview of all DIGI-FACE members indicating detailed information such as their profession, their location, their interests, their publications, etc.



5.6.1. User profiles

You can manage and edit your own user profile. Introduce yourself to the world by sharing more information about yourself and your work! **Start editing your profile now!**

5.6.2. Qualifications


The qualifications area allows you to share your qualifications and will be shown on your profile. Here you can tell us more about the different qualifications you've obtained including all of your degrees and certificates. It is easy, just **follow these steps.**


5.6.3. Media

In the media section you can manage all of your media (photos, videos, etc.) that you have uploaded onto the platform.

5.7. Alumni-Network

Link to the DAAD Tumefika Alumni Network by clicking **here.**

HOME | ABOUT | PROGRAMMES | CENTRES | EVENTS & OPPORTUNITIES | GALLERY | NEWS | LOGIN



ABOUT US


The African Excellence Network (AEN) is an association that brings together alumni from all the DAAD African Excellence centres, a culmination of discussions that had begun about 3 years ago. In 2017, at the 1st alumni conference that took place in Cape Town, South Africa, participants (alumni) recognised the urgent need to set up an association that would facilitate engagement among alumni from all the centres of excellence and provide a platform through which members can support the centres of excellence. Such an association would also engage with issues facing sub-Saharan Africa, through research and advocacy.

[READ MORE >](#)

AEN MEMBERS ARE ALUMNI THE DAAD AFRICAN EXCELLENCE CENTRES.

The current centres of Excellence include:

- East and South African German Centre for Educational Research and Management
- Congolese-German Centre for Microfinance
- Kenyan-German Centre of Excellence For Mining, Environmental Engineering And Resource Management
- Namibian-German Centre for Logistics
- Tanzanian-German Centre for Eastern African Legal Studies
- South African-German Centre for Development Research
- South African-German Centre for Transnational Criminal Justice
- West-African-German Centre of Excellence for Local Governance in Africa
- West African-German Centre of Excellence for Sustainable Rural Transformation
- Ghanaian-German Centre for Development Studies (GGCDS)



[AEN PROGRAMS >](#)