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1. WHAT IS THE MAIN OBJECTIVE OF THIS COURSE AND THE COURSE CONTENT?

Specialisation Course for Data Protection in Health consists of 3 Modules:

- Module 1: Data protection and law will enable DPOs to explore the key concepts, rules and functions of the Data Protection Law. DPOs will focus on the interplay between Greek/German/Romanian Data Protection Law and the recent EU Data Protection Regulation. They will analyze this interaction, using a wide variety of sources, including academic literature, domestic laws and policy practices. Alongside this, they will explore data protection compliance in practice as an essential legal requirement for all organizations and stakeholders within the EU.

-Module 2: IT tools and methodologies applied to data protection

Healthcare providers and industry partners process significant amounts of data. Most data breaches occur as a result of human error. Within this context, DPOs will learn the new compliance requirements which aim to improve data security practices.

The rapid development of digital health poses critical challenges to the personal data protection of patients. Within this context, DPOs will reflect on national and EU developments on data protection. Alongside this, DPOs will identify key strategies for Data flow mapping and learn from case studies and best practices of effective data protection in the health sector

-Module 3: Soft Skills for Data Protection Officers focuses on the soft skills that a DPO should acquire. It focuses on Verbal strategies, the position of the data protection officer in the company and response to a crisis (crisis management).

Learning activities are defined as any organized activities with the intention to improve the knowledge, skills and competences of the individual. Within this context, this curriculum aims at:

- informing employees and citizens about the importance of GDPR in their work and personal lives
- Exchanging good practices through trans-regional mobility and advanced WBL schemes
- Providing the necessary linkage between VET Training and Actual Work.

2. WHAT ARE THE CHARACTERISTICS OF THE COURSE?

- Participation is free, and there is the following prerequisite: This course targets:
 - Potential and existing DPOs in Health Care & other sectors,
 - IT specialists,
 - HR managers,
 - legal experts,
 - learners

- This curriculum is tailor-made for employees in the health care sector.

- The duration of the course is 30 hours in total, since the learner should dedicate approximately 10 hours per Module (1 -3 for the Joint VET)
- You will have access to the content (videos, readings, etc.), participate in discussion forums and respond to questions at your own pace and convenience according to your availability throughout the course duration of 3 weeks.
- Minimum requirements: Educational qualifications according to EQF Level 5

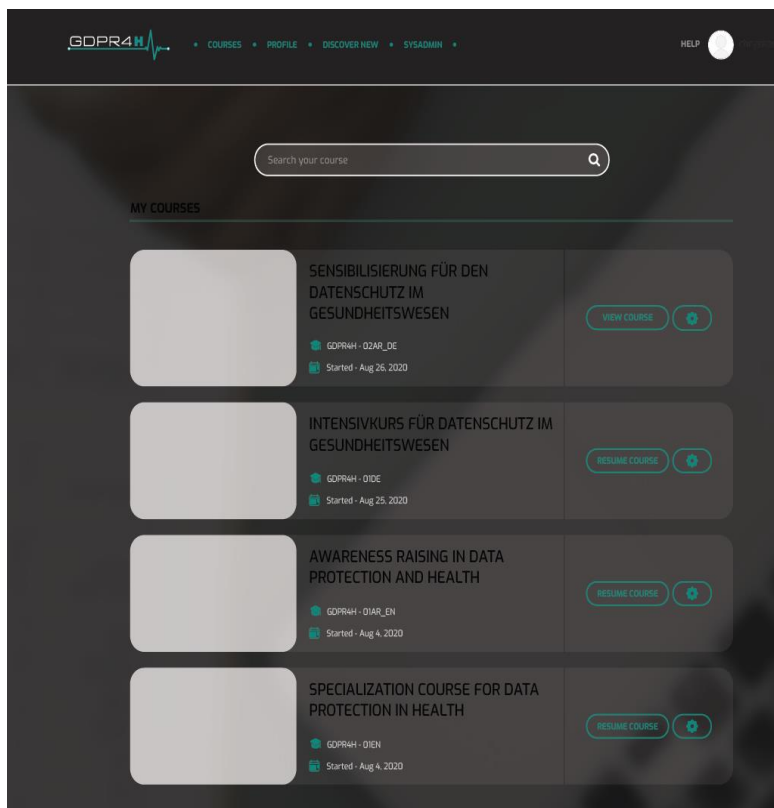
3. CAN I OBTAIN A COURSE CERTIFICATE?

Yes, you can obtain a Certificate upon the correct completion of 65% of all the Assessments.

4. REGISTRATION

First steps:

1. You follow the hyperlink: <https://mooc.gdpr4h-project.eu/courses>.
2. You must register using your email and you create a password.
3. Once you have created your account, you enter the Online Training Platform, that looks like:



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7.1 Creating and Activating an Account

You can create an account in several ways:

- Use an existing social media account, such as Facebook, Google, or Microsoft. You can also link or unlink a social media account with an edX account any time after you have created the account.
- Create a new edX account.

You must activate your account by following a link in an email message that you receive after your account is created.

The username that you choose when you create an account cannot be changed. Your full name appears on the certificate that you will earn. You can change your full name at any time.

If you received an email invitation for a course, follow the instructions in the email message to go to the correct registration page.

- Verify that your email address is correct
 - Select: Create your account.
 - When you create your account, you receive an account activation email to the email address that you provided.
 - This message contains instructions for activating your account. You must use this email message to activate your account before you start taking the GDPR4H course.

Activate Your Account

If you sign out of your account after you first create an account, you must activate your account before you can sign in again.

To activate your account, you use the email message that you receive when you create your account.

1. In your email client, locate the account activation message. If you do not see this message, your email client may have categorized the message as spam.
2. Follow the instructions in the activation email message to activate your account.
 - After you activate your account, your browser automatically opens to an “Activation Complete” page that contains a link to your dashboard.

After you create and activate your account, if you want to modify your account information, reset your password, or link or unlink accounts, go to the [Account Settings page](#).

7.2 Solving a Sign In Problem

If you receive an error message or encounter another problem when you try to sign in, try these troubleshooting techniques for solving sign in problems.

I. What if I get an “email or password incorrect” message?

If you get this message when you try to sign in, try these solutions.

- Verify that the email address you entered on the sign-in page is the same as the one that you registered.

- Verify that you completed the account registration process: use the same email address to create an account a second time.
 - If the account exists, a message indicates that you entered a duplicate email address.
 - If an account with that email address does not exist, you can use the account that you create to enroll and access courses.
- Change your password: under the Password field select Forgot Password. You receive an email message with a link to follow to reset your password.

I. What if I get another error message?

If you get another error message, check your browser for these obstacles to successful sign in.

- Verify that you are using a supported browser, such as the latest version of Firefox or Chrome. For more information about the browsers that you can use to access edx.org, see edX Browser Support.
- Verify that you have cookies and JavaScript enabled for your browser.
- Clear your browser's cache, and then reload the sign in page and try again.

II. What if I forgot my password?

On the sign-in page, under the Password field you can select Forgot Password. You receive an email message with a link to follow to reset your password.

If you are already signed in, you can reset your password on the [Account Settings](#) page.

III. What if I did not receive an email activation message?

To activate an account that you register, or to reset your password, you follow a link that sends to you in an email message. A number of issues can prevent the message from reaching you successfully.

- An automated filter could have identified the message as junk or spam.
- Your email provider could have blocked the message.
- There could have been an error in the email address that you provided.
- Your account registration could have failed due to a connection error or other unexpected problem.

If you do not receive an email message that you expect, check for these common problems.

- Check your spam or junk folder
- Reset your password: on the sign-in page, under the Password field select Forgot Password. When you follow the link in the reset message, your account is activated automatically.

7.3 Change Your Password

1. At the top of any page, select the dropdown menu icon next to your username.
2. Select Account.
3. Select Reset Password.

The system sends a confirmation message to the email address in the Email Address field.

4. Select the confirmation link in the email message.

Passwords must contain:

- At least 8 characters
- At least 1 numeric character
- At least 1 alphabetical character

7.4 Change Your Full Name

Your full name appears on the certificate that you will earn, and on your learner profile page if you select Full Profile for profile visibility.

Note: You can change your full name, but you cannot change your username.

When you [verify your identity](#), the photo ID that you use for verification must show a name that exactly matches the full name used in your edX account.

To change the full name used in your account, follow these steps.

1. At the top of any page, select the dropdown menu icon next to your username.
2. Select Account.
3. In the Full Name field, make the revisions that you require.
4. To save your changes, click anywhere on the page outside of the Full Name field, or navigate to a different page.

7.5 Update Your Email Address

You use your email address to sign in to your account. In addition, communications from your course teams are sent to this address.

To update your email address, follow these steps.

1. At the top of any page, select the dropdown menu icon next to your username.
2. Select Account.
3. In the Email Address field, select your current email address and replace it with the new address.
4. To save your changes, click anywhere on the page outside of the Email Address field, or navigate to a different page.

7.6 Change Your Full Name

1. At the top of any page, select the dropdown menu icon next to your username.
2. Select Account.
3. In the Full Name field, make the revisions that you require.
4. To save your changes, click anywhere on the page outside of the Full Name field, or navigate to a different page.

7.7 Change the Language in Account Settings

To change the site language in your Account settings, follow these steps.

1. At the top of any page, select the dropdown menu icon next to your username.
2. Select Account.
3. Select a Language.

Your language selection is immediately saved. When you refresh the page or navigate to another page, site pages now display in your selected language.

7.8 A Note about Time Zones

The dates and times that new materials are released, and when assignments and exams are due, are shown throughout your course.

In your account settings, you can select your local time zone so that any course dates and times are displayed in your local time.

Important: If you do not select a time zone in your account settings, edX lists dates and times on your dashboard, in the body of the course, and on your Progress page in the time zone that your browser settings specify. Other times and dates appear in Coordinated Universal Time (UTC). Dates and times that use your browser time zone are in military time and are followed by a time zone indicator: for example, 17:00 Sept 16, 2018 IOT. Dates and times in UTC do not have a time zone indicator. To convert UTC time to your local time, you can use any time zone converter that you want, including one of the following time zone converters.

1. At the top of any page, select the dropdown menu icon next to your username.
2. Select Account.
3. Select a Time Zone. The site saves your selection immediately.
4. Select a Country or Region. The site saves your selection immediately.

7.9 Specify Additional Information

Additional account information is optional and includes the following information.

- Education Completed: The highest level of education that you have completed.
- Gender: The gender you identify as.
- Year of Birth: The year that you were born.
- Preferred Language: The language that you prefer to communicate in.

To view or change this information, follow these steps.

1. At the top of any page, select the dropdown menu icon next to your username.
2. On the Account Settings page, select Account Information.
3. On the Account Information page, locate the Additional Information section, and then make your changes.

The site saves your changes automatically.

Adding Profile Information

Your personal profile allows you to optionally share information about yourself with other participants in the course. If you choose to add profile information, course teams and other learners in your courses can view the information that you share. You can share either a limited profile or a full profile.

- **A limited profile shares only your username.**

To add or update a limited profile, follow these steps:

1. At the top of any page, select Dashboard from the dropdown menu icon next to your username, then select the Profile tab.
2. In the header area of your profile page, for Profile Visibility, select Limited Profile.
3. (optional) Add an image that you want to associate with your username. Your image must be a .gif, .jpg, or .png file. The image must be between 100 bytes and 1 MB in size. If you do not add an image, the placeholder image

appears as your profile image.

- (a) Move your cursor over the placeholder image, and click Upload an image
- (b) In the file navigation window, select the image file that you want to use as your profile image, and then click Open.
- (c) To change or remove your profile image, move your cursor over your image, and then select either Change image or Remove. When you remove your profile image, the placeholder image appears as your profile image.

The site saves your changes automatically.

- **A full profile includes the following details:**

- Your full name
- Your username
- Your profile image (optional)
- The date that you joined edX
- Your language (optional)
- Your location (optional)
- Information about you (optional)
- Links to any course certificates that you have earned
- Links to your social media accounts (optional)

If you create a full profile, you share the following information in addition to your username and profile image:

- Your full name.
- Your location.
- Your language.
- A paragraph about yourself. You might include your interests, goals, or other information that you want to share.

This paragraph can contain up to 300 characters.

- Links to your personal social media accounts.

To add or update your profile, follow these steps:

1. At the top of any page, select Dashboard from the dropdown menu icon next to your username, then select the Profile tab.
2. In the header area of your profile page, for Profile Visibility, select Full Profile.
3. (optional) Add a profile image.

Your image must be a .gif, .jpg, or .png file that is less than 1 MB in size. If you do not add an image, the placeholder image appears as your profile image.

(a) Move your cursor over the placeholder image, and click Upload an image.

(b) In the file navigation window, select the image file that you want to use as your profile image, and then click Open.

To change or remove your profile image, move your cursor over your image, and then select either Change image or Remove. When you remove your profile image, the placeholder image appears as your profile image.

4. On your profile page, move your cursor over the information that you want to change.
 5. Click inside the field to choose an option from the list, or enter text.
- The site saves your changes automatically.

Note: If you change your profile type from Full Profile to Limited Profile, your full name, location, language, and descriptive paragraph are no longer visible on your profile page. However, this information is saved, and becomes visible again to other learners and course teams if you change your profile back to Full Profile.

7.10. Link or Unlink a Social Media Account

You can link your edX account to social media and other accounts, including Facebook, Google, and company accounts.

Note: If you link your accounts, whenever you sign in to the social media or other account, you also sign in to your edX account automatically.

To link your account with another account, follow these steps.

1. At the top of any page, select the dropdown menu icon next to your username.
2. Select Account.
3. On the Account Settings page, select Linked Accounts.
4. On the Linked Accounts page, select Link Your Account under the name of the account that you want to link to your account.

To unlink your account from a social media account, select Unlink This Account under that account name.

To add links to your social media accounts to your profile, follow these steps.

1. At the top of any page, select Account from the dropdown menu icon next to your username.
 2. On the Account Settings page, under Social Media Links, enter either your username or the URL to the profile page for each social media account that you want to add to your profile.
- For example, if your Facebook username is edx, you can enter either edx or <https://www.facebook.com/edx>.
- For LinkedIn, note that your username might include numbers. For example, if the URL of your LinkedIn profile page is <https://www.linkedin.com/in/firstname-lastname-123456/>, your LinkedIn username is firstname- lastname-123456.

The site saves your changes when you click outside the text field.

When you view your profile, icons for the social media icons that you added links for appear below your username.

Other learners or course team members can click those icons to visit your social media account page.

View Another Learner's Profile

You can view other learners' profiles through their posts, responses, or comments in course discussions.

1. On the Discussion page, select the username of any learner in a post, a response, or a comment.

A page that displays the discussion activity only for the selected learner opens.

2. On the learner's Discussion page, select their linked username.

The learner's account profile page opens.

8. GDP4H MOOC

You will be able to see the following pages:

- The **Course page** in the course: Course team post updates about the course, which can include explanations about course content, reminders, or announcements for upcoming events or milestones.
- **Course discussions.** Other learners might be able to answer your question, or might have the same question themselves. You may discuss via the discussion forum.

8.1 Change a Course Email Preference

To subscribe or unsubscribe to emails from a course, follow these steps.

1. On your dashboard, locate the course.

2. Select the course settings icon. The course settings icon resembles a gear and appears next to View Course or View Archived Course.



3. Select Email Settings.

4. Select or clear the Receive course emails check box, and then select Save Settings.

Note: If you clear this check box, you will not receive any of the email messages that course teams send to communicate with enrolled learners in the course.

The pacing of a course refers to how course teams run the course, and how learners can interact with the course material.

9. Dashboard and Profile

After you create an account, you can see the European Data Protection under GDPR in Health Care (Specialisation Course for Data Protection in Health) course on your dashboard.

- Accessing Your Courses from the Dashboard
- Adding Profile Information
- Updating Course-Specific Settings

You can access course, account, or profile information from any page on the website, whether you are in a course or browsing the course catalog. Select the dropdown menu icon next to your username, and then choose one of the following menu options.

- **Dashboard** gives you access to the GDPR4H course you have enrolled in, and to information such as course start and end dates, certificates, and email settings.

- **Profile** gives you the option to provide personal information about yourself that other course participants can see, such as an image and biographical information.
- **Account** gives you access to your account settings and preferences. For example, you can update your password or email address and set your time zone.

10. Start or Resume a Course

After you enroll in a course, the course is visible on your dashboard together with the course start date.

- To start a course, locate the course on your dashboard, and then select View Course.
- The course opens to the Course page. On this page, below any messages from the course team, the course outline is visible. Above the outline is a Start Course option.
- To start the course at the first section, select Start Course.
- To start the course at a different location, expand the course outline, and then select any part of the course.

Resume a Course

- When you resume work in a course, you can return to the unit that you completed most recently in all of your courses,
- or in a specific course.
- **Note:** A unit is complete when you have completed all of the following actions.
- Watch all videos.
- Submit answers to all problems.
- When you complete a part of a course, a green check mark is visible on the course outline. For more information, see Progress Indicators.

Return to the Most Recently Completed Unit in All Courses

To return to the unit you completed most recently in all of your courses, select the arrow next to your username on any page, and then select Resume your last course.

The course that you were most recently working in opens to the unit that you most recently completed.

Return to the Most Recently Completed Unit in a Specific Course

To return to the unit you completed most recently in a specific course, you have the following options.

- On your dashboard, locate your course, and then select Resume Course next to the social media sharing options.
- Open the course, and then select Resume Course on the Course page.

When you select Resume Course, the course opens to the unit that you most recently completed.

11. Progress Indicators

When you are working in a course, green check marks that show your progress are visible in two places.

- The course outline on the Course page.
- The navigation bar at the top of the page.

These check marks appear when you complete all of the content (**units**) in a part of the course.

To complete content, you must complete all of the following actions.

- View all of each video in the unit.
- Submit answers for all of the problems in the unit.
- View all HTML content

The Progress Page

To see your scores on individual problems represented in both a chart and a list, as well as your current overall course grade, select the Progress page from anywhere in the course.

12. Discussion Topics

Discussion topics are created by the course team and organize all posts in the course discussion. Content-specific discussion topics are added as part of a course unit, and relate to specific video lectures, reading assignments, homework problems, or other course content. In the discussion navigation pane on the Discussion page, content-specific topics are indented under an identifying category name. When you add your post to the most appropriate topic, others with the same interest can find, read, and respond to it more easily.

Use the discussion navigation pane on the left side of the Discussions page to access discussion topics and posts in your course, including discussions that appear inline in course content.

You can view all discussion topics or only the posts that you are following, or you can view a specific topic. You can also filter posts by entering keywords or phrases that you want to find in post titles or text.

- Posts that appear in blue type with a blue bar indicate posts that you have not read.
- Posts that appear in gray type without a bar indicate posts that you have read.

Search Posts

To search for posts, responses, or comments containing a particular keyword or phrase, enter the word or phrase, or a partial word in the Search all posts field at the top of the Discussion page. Search results are displayed in the discussion navigation pane. If an exact match is not found, search results are shown for a similar value.

You can also enter a username to search for posts added by a specific person. Select the linked username in the search result to show a list of posts made by that person.

View Only Unread or Unanswered Posts

To limit the posts shown on the Discussion page or shown for a content-specific discussion, you can select one of the filter options. By default, the Show all option is selected.

- To show posts (both discussions and questions) that you have not yet viewed, select Unread.
- To show only question posts that do not yet have any responses marked as answers, select Unanswered.

Determining the Post Type: Discussion or Question

To make sure that other learners and the course team can find and respond to your post, decide what type of post you want to make: either question or discussion.

- A question post raises an issue so that the discussion moderation team or community can provide answers.
- A discussion post starts a conversation by sharing thoughts and reflections and inviting community participation.

Add a Post on the Discussion Page

You can add a post for course-wide or content-specific discussion topics on the Discussion page.

1. On the Discussion page, select Add a Post.
2. Determine the type of post you want to make, and select Question or Discussion.
3. Determine the most appropriate topic for adding your post to and select the topic from the Topic Area list.
4. In the Title box, enter a short, descriptive title. The title is the part of your post that others see when they are browsing on the Discussion page or scrolling through one of the content-specific topics.
5. Enter the text of your post. To format the text or to add links or images, use the formatting options above the text box.

Any text formatting or images that you add are only visible when others read your post in a web browser.

Add a Post in a Course Unit

If you come to a discussion as you work through the units in your course, or if you know where in the course a particular discussion originates, you can add a post for that discussion from the unit in your course.

The following steps apply only to content-specific discussions.

1. Select Course.
2. Open the unit in the course that includes the discussion topic that you want to add a post to.
3. Select Show Discussion to read what others have already contributed to the conversation.

The title and the first line of each post is shown in the list of posts.

To read an entire post and view its responses and comments, select any part of the post preview.

4. To contribute a new post to the discussion, select Add a Post and follow the steps that you use to add a post to the discussion page.

Add a Response or Comment

To participate in an ongoing discussion, you reply to the initial post by adding a response, or expand on a particular response by adding a comment.

The same options for formatting the text and for adding links or images are available for responses and comments as for posts.

Add a Response or Comment on the Discussion Page

You can add a response or comment to course-wide or content-specific discussion topics on the Discussion page.

1. On the Discussion page, find the post that you want to contribute to. To help you decide where to add your thoughts, review the current responses and their comments.

For more information about finding posts by searching, sorting, or using filters, see Exploring Discussion Posts.

2. Add a response or comment.

- To add a response to the post, select Add A Response. When you have finished entering your response, select Submit.

- To add a comment to a response, move your cursor inside the Add a comment field below the response. When you have finished entering your comment, select Submit.

Add a Response or Comment in a Course Unit

You can add a response or comment to a content-specific discussion topic inside the course.

1. In the unit that contains the discussion topic where you want to make your contribution, select Show Discussion.

2. Select the post that you want to contribute to. To help you decide where to add your thoughts, review the current

3. responses and their comments.

Add a response or comment.

- To add a response to the post, select Add A Response. When your response is complete, select Submit.

- To add a comment to a response, select inside the Add a comment field below the response. When your comment is complete, select Submit.

Edit or Delete a Post, Response, or Comment

You can only edit or delete your own posts, responses, or comments. You cannot edit or delete contributions from other learners.

1. Locate the contribution that you want to edit or delete, either in the body of the course or on the Discussion page.

2. In the upper corner of the contribution, select the “More” icon (. . .). A menu opens.

Edit or delete the contribution.

- To edit the contribution, select Edit, make the changes that you want in the text editor that opens, and then select

Update Response. For posts, you can change the post topic and the post type as well as the text of the post.

- To delete the contribution, select Delete, and then select OK in the confirmation box

13. Bookmarking Course Content

To mark course content so that you can come back to it later, you can bookmark any course page, up to a limit of 100 bookmarks for any one course.

The course material that you bookmark is identified in the unit navigation bar on the Course page, or you can see a list of all of your bookmarks on the My Bookmarks page.

Add or Remove a Bookmark

You can bookmark any page in the course. To bookmark a page, select Bookmark this page under the name of the page.

To remove a bookmark from a page, select Bookmarked.

After you remove a bookmark, Bookmarked changes back to Bookmark this page, and the indicator disappears from the unit navigation bar.

14. View Certificate Status

Updates on the status of your certificate, and options for accessing earned certificates, are available in the course card on your dashboard.

You can use the View Certificate option to access your web certificate.

- GDPR4H Certificate will be available after having completed correctly the 2/3 of the Final evaluation Quiz of each Module.

15. Sharing a Certificate

You can share your certificate with friends, schools, or potential employers so that they can verify that you received your certificate. You can share a certificate in the following ways.

- Share the URL for your web certificate. For example, you can send the URL in a message or post the URL on a personal website. Others can then visit that URL to view your certificate.
- Share your certificate on social media, such as LinkedIn or Facebook.

To print a web certificate, select View Certificate to open the certificate, and then select Print Certificate.

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More Information:

- <https://edx.readthedocs.io/projects/open-edx-learner-guide/en/open-release-hawthorn.master/index.html> .
- <https://buildmedia.readthedocs.org/media/pdf/edx-guide-for-students/latest/edx-guide-for-students.pdf>