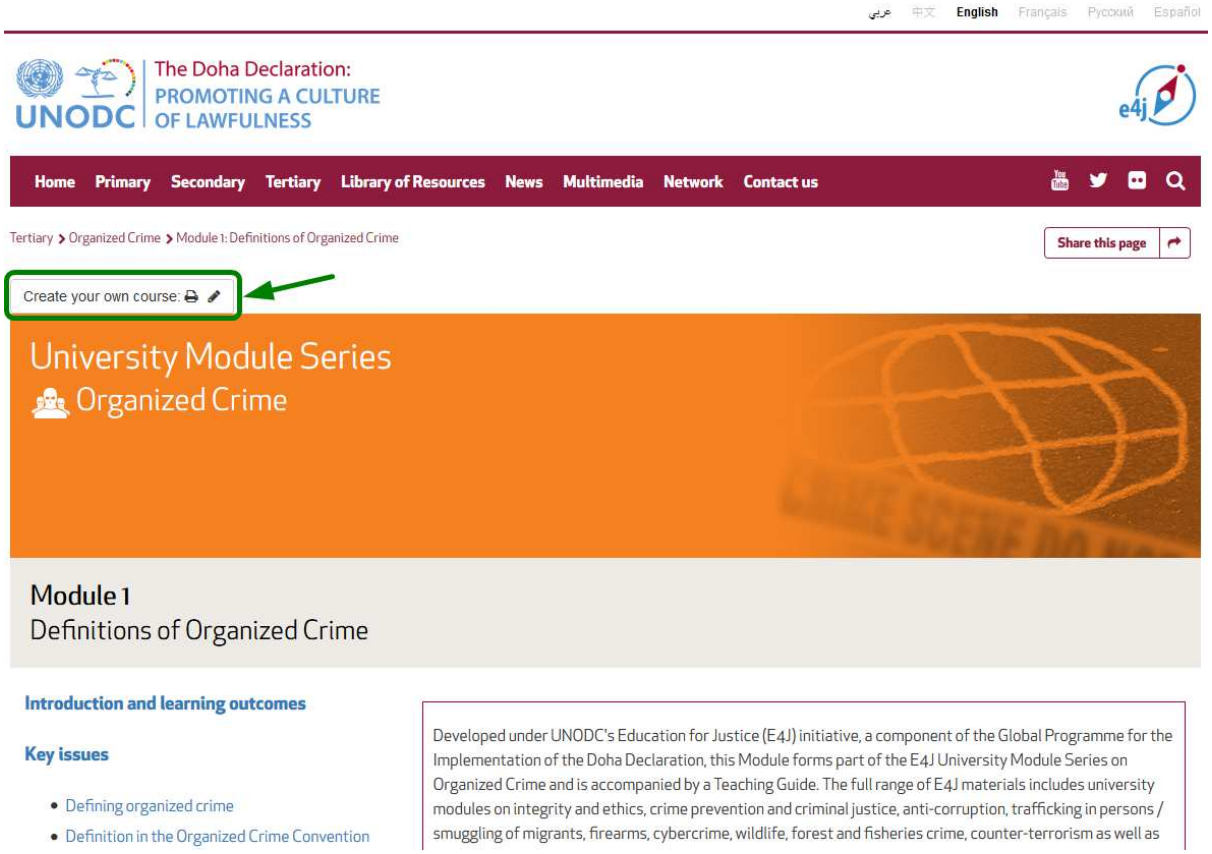
STEP-BY-STEP GUIDE: HOW TO CREATE YOUR OWN COURSE

The “Print list” functionality is available for all nine University Module Series accessible on the website of the Education for Justice (E4J) initiative: https://www.unodc.org/e4j/en/tertiary/index.html.

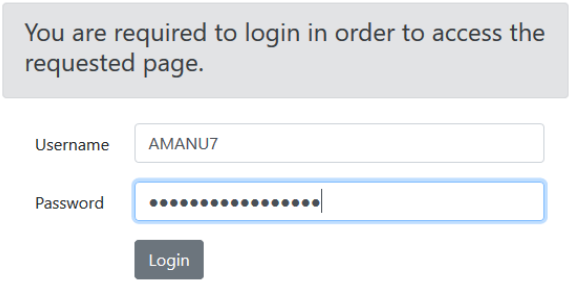
The functionality allows registered users to select and save entire modules or individual pages of modules across thematic areas in “print lists” and subsequently to generate pdf documents from these lists which capture the content of the selected module pages and which can be downloaded to your PC and printed as desired.

STEP 1: SIGN IN

At the top of any suitable page, the button “Create your own course” indicates that the “Print list” functionality can be used on this page:

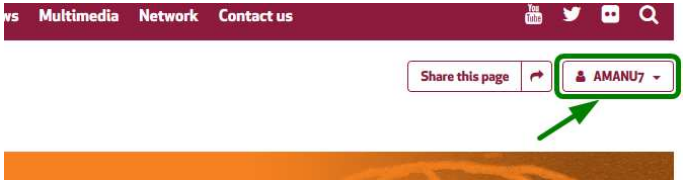


When clicking on this button, you will be prompted to sign in with your **Unite Identity** username and password.



If you have not yet registered yourself on the E4J website, please do so here: **https://www.unodc.org/e4j/en/registration.html**

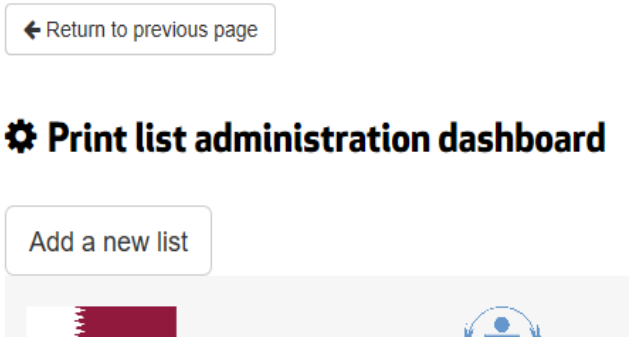
After signing in, your username will appear at the right-hand corner of the screen:

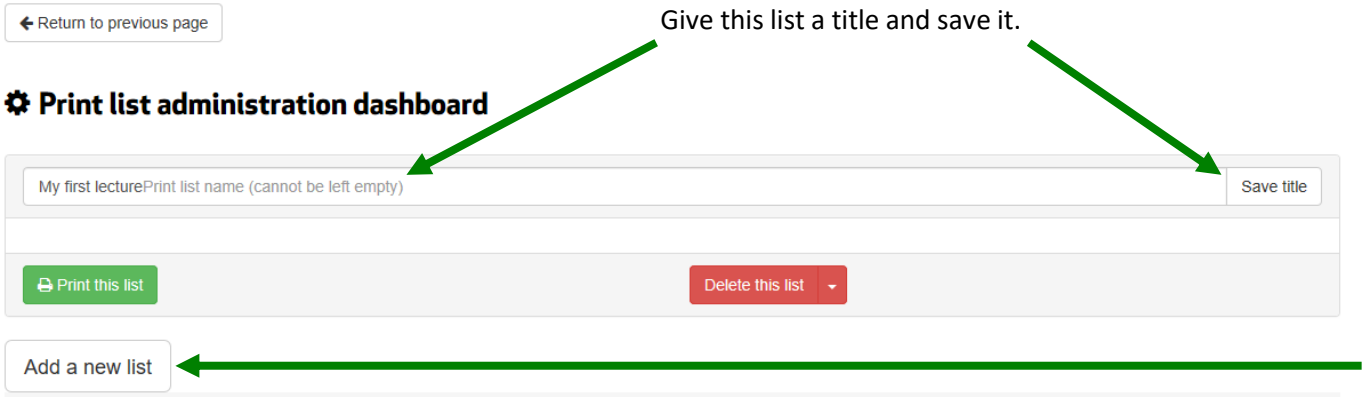


STEP 2: CREATE A LIST

When signed in, start creating your list by clicking on the printer icon at the top of any university module page.

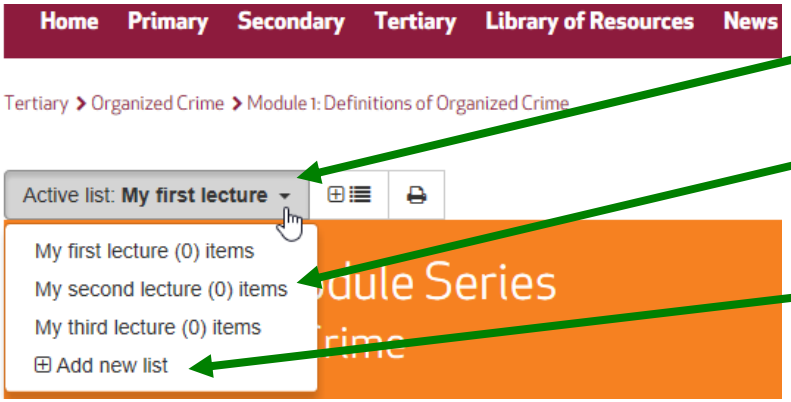
You will be directed to the "Print list administration dashboard" where you are required to "add a new list".





Give this list a title and save it.

If required, additional lists can be created at this stage.

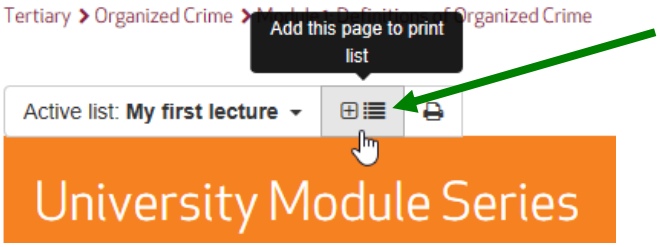


When you return to the previous page, your new list is indicated as the "active list".

If you have created more than one list, you can choose which list to use from the drop-down menu.

The drop-down menu also allows you to create an additional new list with an automatically generated title – the title can later be changed in the "Print list administration dashboard".

STEP 3: ADD PAGES TO YOUR LIST



The button with the plus and list icon allows you to add pages to your active list.

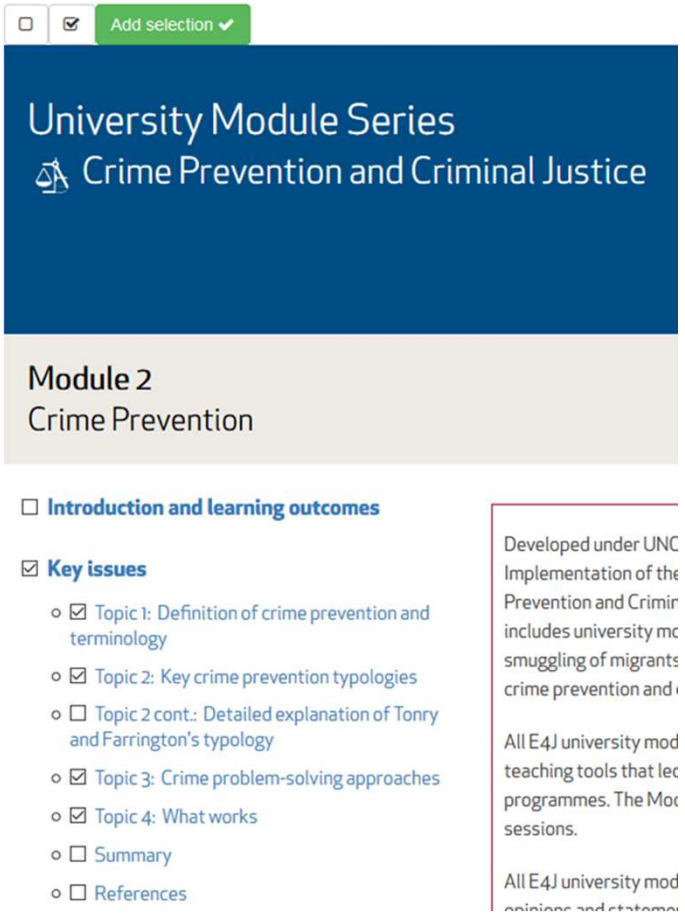
After clicking this button on the module homepage (the page with the coloured banner across the top), you have the option to instantly add multiple pages to your list.

Select all pages, or clear the selection and
tick only the required pages in the vertical left-hand menu.

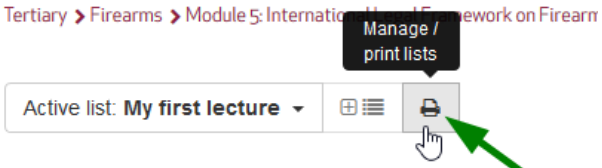
By clicking on “Add selection”, all pages with a tick mark will be added to your list.

These steps can be repeated for as many modules as you wish, across different university module series.

If you are on a sub-page of any module, you can also add this page individually to your list by clicking on the “Add this page” button at the top of this particular page.



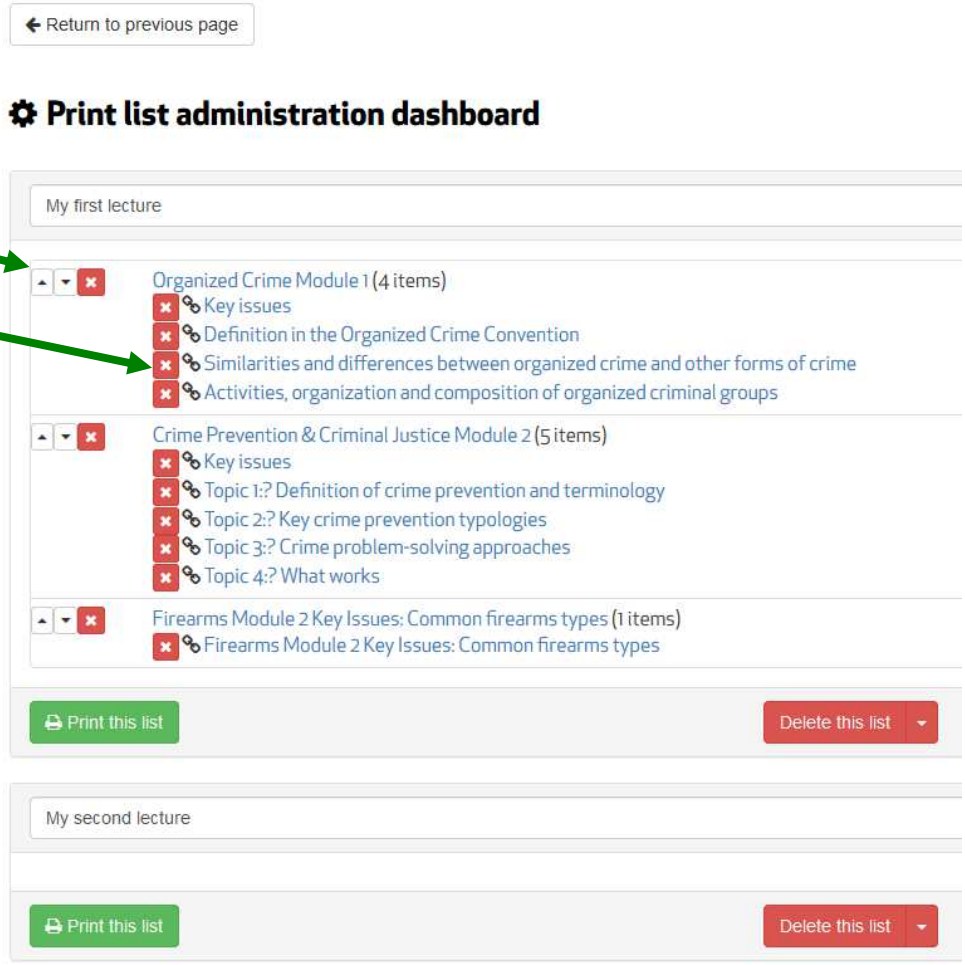
STEP 4: MANAGE AND PRINT YOUR LIST



The button with the printer icon takes you back to the "Print list administration dashboard", where you can review and manage your list(s).

E4J University Module Series: Firearms

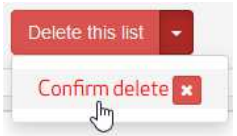
Module 5: International Legal Framework on Firearms

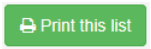


Here you can arrange the order of the module pages in your list by moving them with the up and down arrows,

or delete certain pages from the list as required.

You can also delete the list as a whole:





Clicking on "Print this list" will open all module pages on your list in one new browser window or tab where you can use the control panel of your browser to print the document on your printer or print to pdf to save the document on your PC.

Your lists are saved in the dashboard. You can return to your lists anytime whenever you are signed in on the E4J website and continue to add pages, delete pages, rearrange their order or create additional lists.