

# 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:

The screenshot shows the UNODC website interface. At the top, there are language options: العربية, 中文, English, Français, Русский, Español. Below this is the UNODC logo and the text 'The Doha Declaration: PROMOTING A CULTURE OF LAWFULNESS'. A navigation bar includes links for Home, Primary, Secondary, Tertiary, Library of Resources, News, Multimedia, Network, and Contact us. The current page is 'Tertiary > Organized Crime > Module 1: Definitions of Organized Crime'. A 'Share this page' button is visible. A green box highlights the 'Create your own course' button, which is accompanied by a pencil icon. Below this is a large orange banner for 'University Module Series Organized Crime'. The main content area is titled 'Module 1 Definitions of Organized Crime' and includes an 'Introduction and learning outcomes' section and a 'Key issues' section with a list of topics.

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

The login form is displayed in a light gray box. It contains a message: "You are required to login in order to access the requested page." Below the message are two input fields: "Username" with the value "AMANU7" and "Password" with a masked password represented by dots. A "Login" button is located below the password field.

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:

This screenshot shows the top right corner of the website after login. The navigation bar includes links for Multimedia, Network, and Contact us. A 'Share this page' button is visible. A green box highlights the user's profile, which shows the username 'AMANU7' next to a user icon. A green arrow points to this profile information.

## 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.

[← Return to previous page](#)

### Print list administration dashboard

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

[Add a new list](#)

[← Return to previous page](#)

Give this list a title and save it.

### Print list administration dashboard

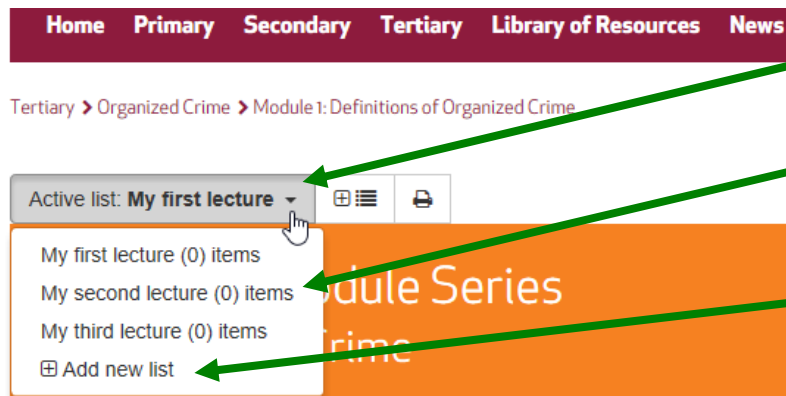
The screenshot shows a form with a text input field containing 'My first lecture' and a placeholder 'Print list name (cannot be left empty)'. To the right of the field is a 'Save title' button. Below the field are two buttons: a green 'Print this list' button and a red 'Delete this list' button with a dropdown arrow. At the bottom left is an 'Add a new list' button. Green arrows point from the text 'Give this list a title and save it.' to the input field and the 'Save title' button. Another green arrow points from the text 'If required, additional lists can be created at this stage.' to the 'Add a new list' button.

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

Tertiary > Organized Crime > Module 1: Definitions of Organized Crime

Add this page to print list

Active list: My first lecture

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.

Clear all | Select all

Organized Crime

Module 1  
Definitions of Organized Crime

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.

Add selection ✓

Crime Prevention and Criminal Justice

Module 2  
Crime Prevention

- Introduction and learning outcomes
- Key issues
  - Defining organized crime
  - Definition in the Organized Crime Convention
  - Similarities and differences between organized crime and other forms of crime
  - Activities, organization and composition of organized criminal groups
  - Summary
  - References
- Exercises

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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.



- Introduction and learning outcomes
- Key issues
  - Topic 1: Definition of crime prevention and terminology
  - Topic 2: Key crime prevention typologies
  - Topic 2 cont.: Detailed explanation of Tonny and Farrington's typology
  - Topic 3: Crime problem-solving approaches
  - Topic 4: What works
  - Summary
  - References

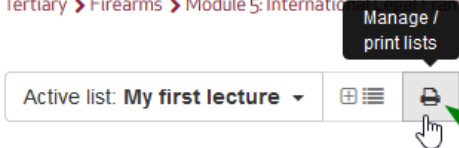
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All E4J university mod teaching tools that lec programmes. The Moc sessions.

All E4J university mod opinion and statu

# STEP 4: MANAGE AND PRINT YOUR LIST

Tertiary > Firearms > Module 5: International Legal Framework on Firearms



Manage / print lists

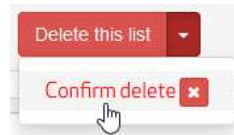
## E4J University Module Series: Firearms

### Module 5: International Legal Framework on Firearms

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

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:



← Return to previous page

### Print list administration dashboard

My first lecture

- Organized Crime Module 1 (4 items)
  - Key issues
  - Definition in the Organized Crime Convention
  - Similarities and differences between organized crime and other forms of crime
  - Activities, organization and composition of organized criminal groups
- Crime Prevention & Criminal Justice Module 2 (5 items)
  - Key issues
  - Topic 1:? Definition of crime prevention and terminology
  - Topic 2:? Key crime prevention typologies
  - Topic 3:? Crime problem-solving approaches
  - Topic 4:? What works
- Firearms Module 2 Key Issues: Common firearms types (1 items)
  - Firearms Module 2 Key Issues: Common firearms types

My second lecture

Print this list

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.