



GlobalNET On-Demand Course User Guide

The NESA Center hosts on-demand, self-paced courses for alumni on GlobalNET. These courses consist of either video lectures or PowerPoint presentations followed by a quiz. Users will receive a certificate of completion when they pass a quiz. This document provides instructions on how to access and take courses, view quiz results, and download and print certificates.

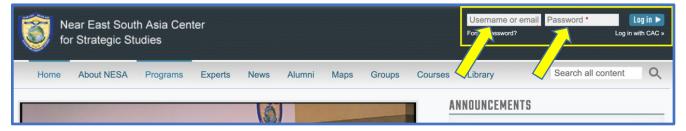
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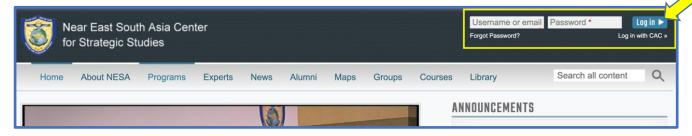
1. How to Log In to GlobalNET

Step 1: Go to www.globalnetplatform.org/nesa or click on the direct course link if one is provided.

Step 2: In the upper right-hand corner, enter your email address and password.



Step 3: Click on the blue "**Log In**" button. **Note: If you have any trouble logging in, please contact us at admin@nesa-center.org.*







2. How to Access On-Demand Courses

Once you have logged into the GlobalNET platform, follow these instructions to access our on-demand courses.

Step 1: Click on the **blue monitor** icon at the top of the page.

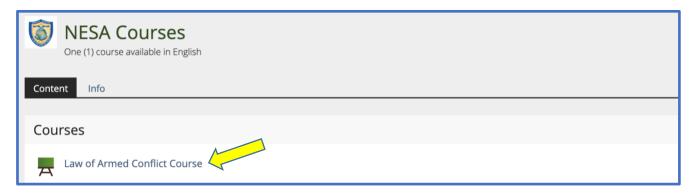


Step 2: Scroll down to the section that says "FOR NESA CENTER ALUMNI."

Step 3: Click on "NESA Courses" or "NESA-AFRICOM Courses" to see available courses in the selected category.



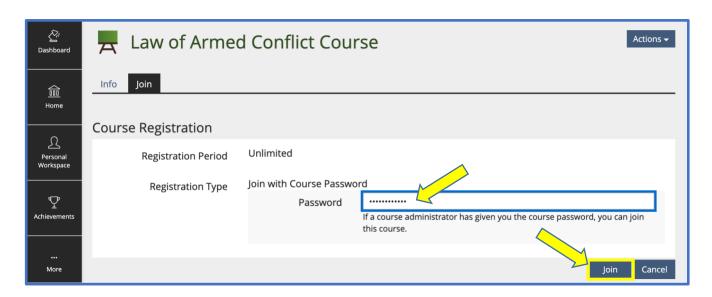
Step 4: Click on the course you'd like to take. In this example, we clicked on "NESA Courses" and selected the Law of Armed Conflict Course.



Step 5: If there is a password for the course, enter it, and click "**Join**." *Note: Any needed passwords will be provided to you by the NESA Center.







a. A green confirmation message saying you joined the course will display.



3. How to Complete a Course

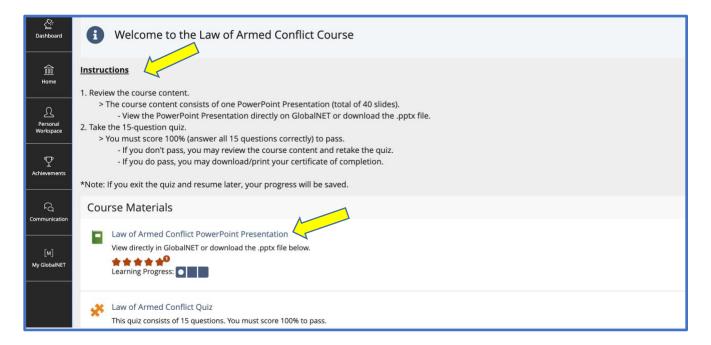
Once you join a course, you can access the course content and take the quiz. Follow these instructions to complete a course.

Step 1: Begin the course by reading the **instructions** and then accessing the course content.

a. Click on the first link (indicated with blue text) under "Course Materials." *Note: In this particular course, it's a PowerPoint presentation. In other courses, it could be a video lecture or another file type.

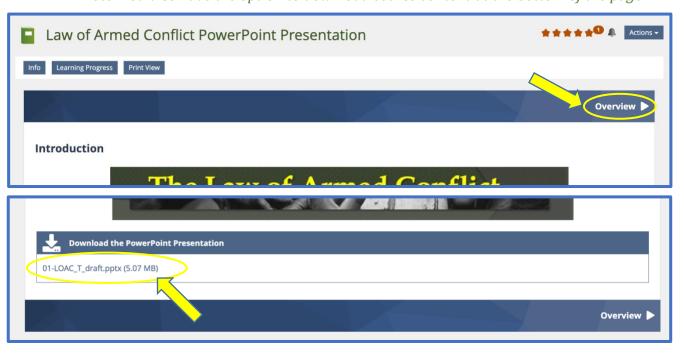






b. To go to the next slide or video, click on the button on the right with an arrow.

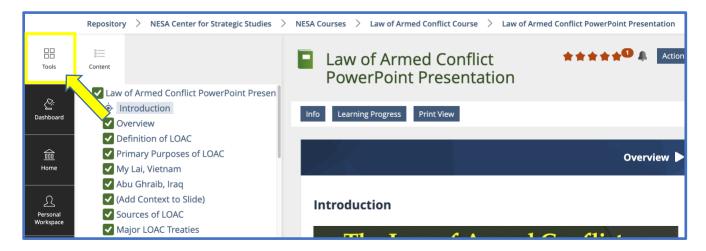
*Note: You also have the option to download course content at the bottom of the page.



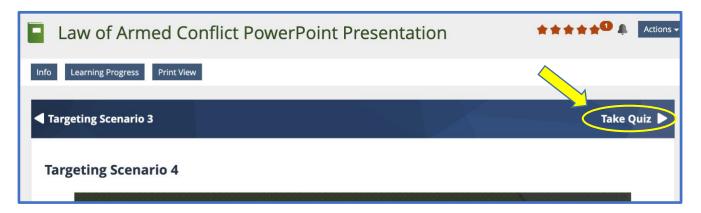
c. To see a list of all the slides, videos, or files in the course, click on the "**Tools**" tile on the navigation pane at the top left of the page. You can use this list to easily navigate to specific slides or videos in the course.



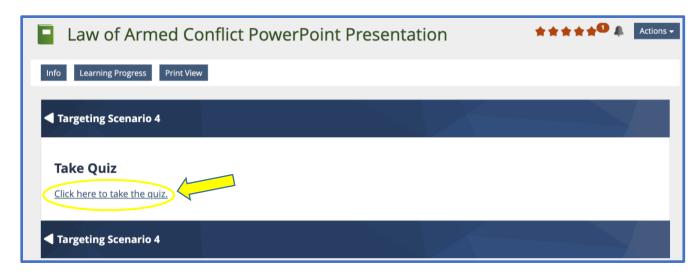




Step 2: Once you reach the last slide or video, click on "Take Quiz."



a. On the next page, click on the "Click here to take the quiz" link.

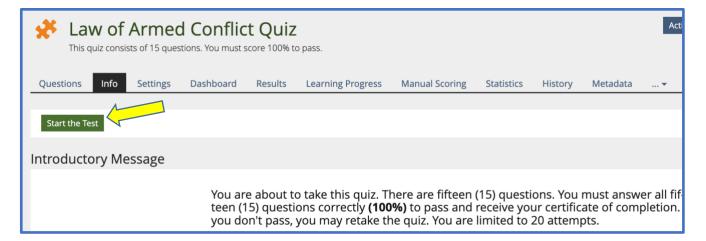


b. Read the information on the next page, then click on the green "**Start the Test**" button to begin.

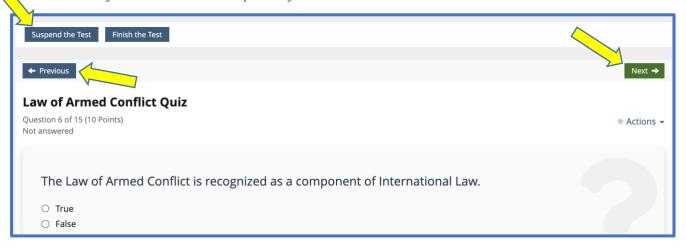
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c. Answer all the questions. Click on the "Next" button to go to the next question. Click on the "Previous" button to go to the previous question. *Note: You can stop the quiz at any time by clicking on the "Suspend the Test" button. Your progress will be saved and you can resume the quiz at your convenience.



d. Once you answer the last question, click on the green "Finish the Test" button.



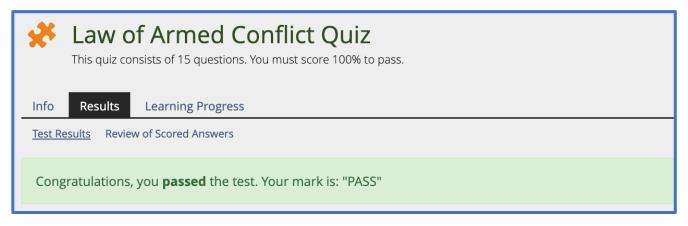




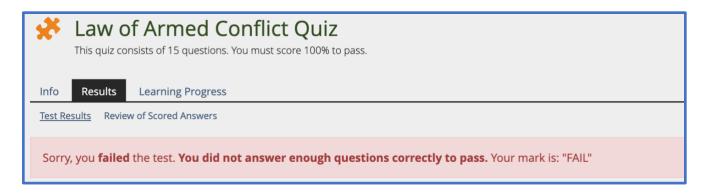
e. The next page will show you a list of all your answers. This is where you can review your answers and change them one last time before completing the quiz. If you would like to change any of your answers, click on the "Back" button. If you would like to submit your answers, click on the "Continue" button.



f. If you pass the test, you will see a pass message highlighted in green.



g. If you fail the test, you will see a *fail* message highlighted in red.



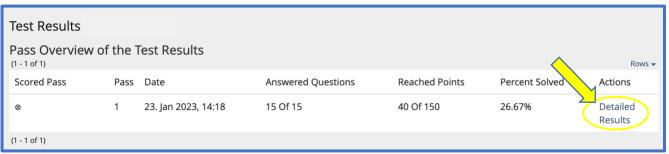




4. How to View Quiz Results

Once the quiz has been submitted, quiz results will be available, including the pass or fail score, attempts, date completed, answered questions, reached points, percentage solved, and detailed results. Follow these instructions to see your quiz results.

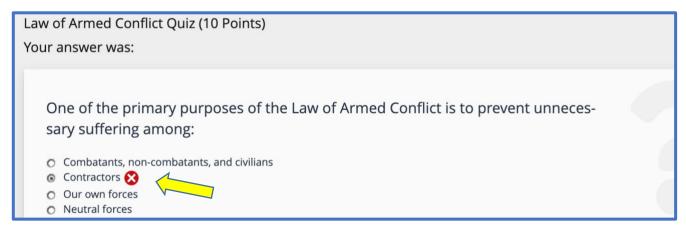
Step 1: Quiz result information is available under the **Results** tab. Here you can see an overview of the results. If you would like to see which answers you got right or wrong, or to see further details, click on "**Detailed Results.**"



Step 2: Under Detailed Results, you can see result metrics such as maximum points, reached points and percentage solved. To view further results, next to any question, click on "**Answer Details,**" then "**Show Single Answer**."



a. If you answered the question incorrectly, you will see a red X next to your answer (you will not be able to see the correct answer).







b. If you answered the question correctly, you will see a green check mark next to your answer.

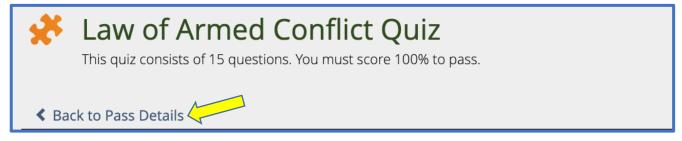
Law of Armed Conflict Quiz (10 Points) Your answer was:	
The Rule of Proportionality weighs anticipated gains of Military objectives, reasonably foreseeable harm to civilian personnel and objects Military law, civilian law Political objectives, any harm to civilian personnel Tactical necessity, timely authorization	

5. How to Retake a Quiz

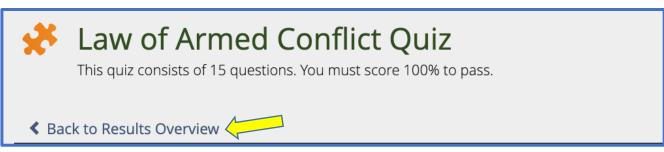
Users are permitted to retake failed quiz attempts only. Follow these instructions to retake a failed quiz attempt.

Step 1: Navigate back to the Results Overview page. This is where you can retake the quiz if the quiz result was marked as fail.

a. From the Single Answer page, click on "Back to Pass Details."



b. From the Detailed Results page, click on "Back to Results Overview." *Note: You can also get back to the **Results Overview** page by clicking directly on the **Results** tab.

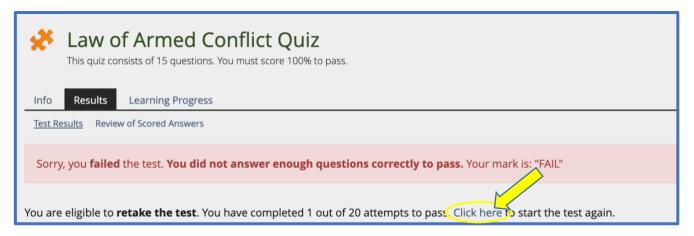




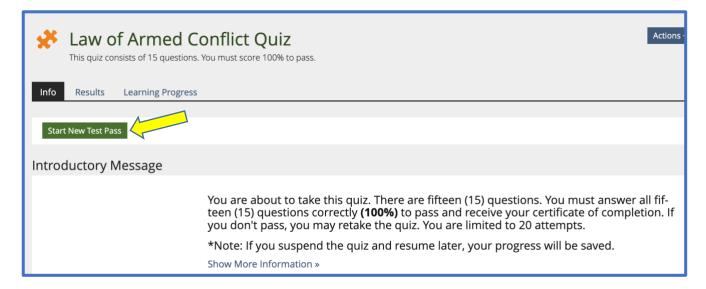




Step 2: On the **Results Overview** page, you can see if you are permitted to retake the quiz and the number of retakes allowed. To retake the quiz, click on the "**Click here**" link in the message that states, "Click here to start the test again."



Step 3: On the next page, click on the green "**Start New Test Pass**" button and retake the quiz.







6. How to View, Download, and Print Certificate(s)

When you pass the quiz, you'll receive a certificate of completion. Follow these instructions to view, download, and print your certificate(s).

Step 1: When you pass, you'll see a green confirmation message and a button that says "**Certificate**." Click on the button to download your certificate of completion. *Note: This is also available under the **Results** tab.



a. You can always access your certificate(s) by clicking on the "**Achievements**" tile on the navigation pane on the left side of the page.



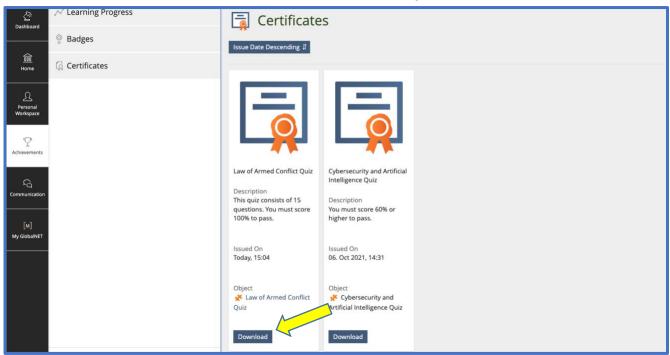




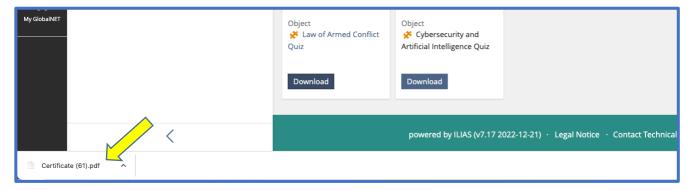
b. Click on "Certificates."



c. Click on the blue "download" button to download your certificate.

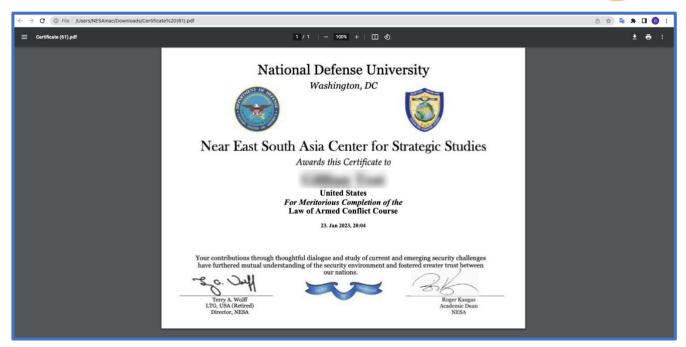


Step 2: Click on the downloaded PDF file to print your certificate. It will open in a new tab.

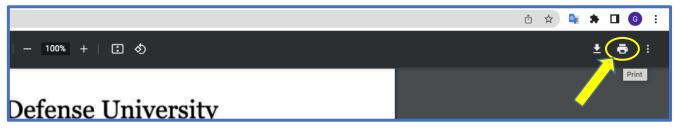




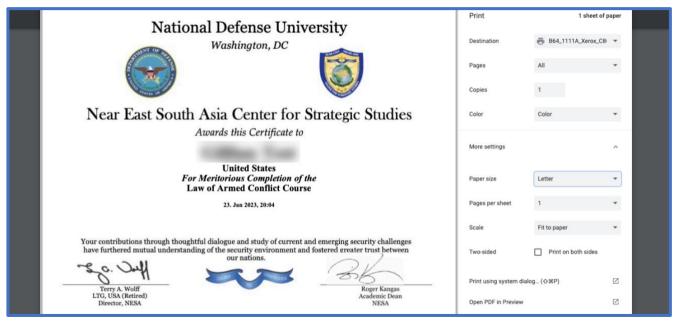




a. Click on the printer icon in the top right corner of the page.



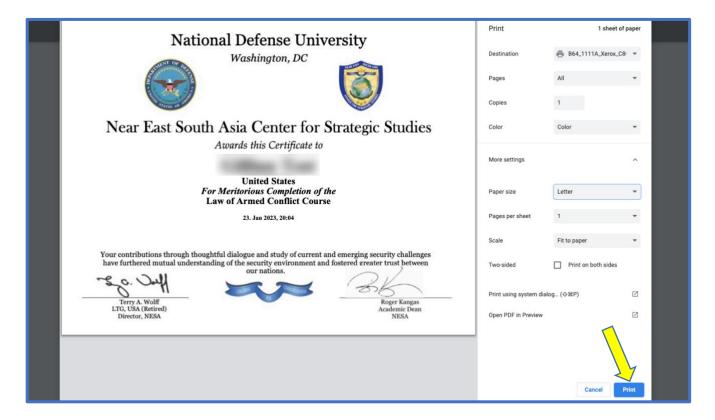
b. Select your desired settings in the print window. *Note: Make sure the paper size is set to "Letter."







c. Click on the **Print** button.



Please email <u>admin@nesa-center.org</u> if you have any questions about on-demand courses or need help printing your certificate.