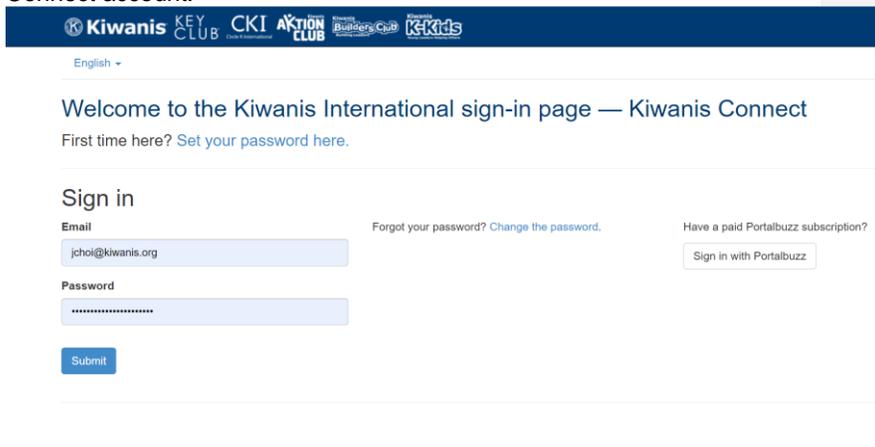


Amplify 2024 Course User Guide

1. Accessing the course the for the first time:

- a. Please sign in with this link: <https://learn.kiwanis.org/>
- b. You will be taken to a page to login. Please login using your Kiwanis Connect account.



The screenshot shows the Kiwanis International sign-in page. At the top, there is a dark blue header with the Kiwanis logo and several club logos: Key Club, CKI, Action Club, Builders Club, and Kiwanis Kids. Below the header, there is a language selector set to "English". The main heading reads "Welcome to the Kiwanis International sign-in page — Kiwanis Connect". Below this, there is a link for "First time here? Set your password here." The "Sign in" section contains an "Email" field with the text "jchoi@kiwanis.org", a "Password" field with masked characters, and a "Submit" button. To the right of the email field, there is a link for "Forgot your password? Change the password." and a button for "Sign in with Portalbuzz" under the heading "Have a paid Portalbuzz subscription?".

- c. After you have signed in, please accept the privacy policy. You will not need to accept the policy in during future logins.

Privacy Policy

Introduction

This Privacy Policy applies to the Community Brands' hosted product platforms and websites owned and operated by Community Brands, including, but not limited to www.communitybrands.com. Throughout this document, this website and all other Community Brands websites will be collectively referred to as the "Websites." Services provided by or enabled via the Websites will be referred to as the "Services."

At Community Brands ("CB", "we", "us", "our", or the "Company"), we are committed to protecting your privacy. This Privacy Policy ("Privacy Policy") describes the types of information we collect about users of our Company websites, and users of websites hosted by the Company on behalf of our customers ("Customers"). This Privacy Policy is designed to help you understand how we collect, use, and safeguard the information you provide to us and to assist you in making informed decisions when using our Services.

Community Brands provides services through our platforms for the purpose of fulfilling our Customer agreements (Customer Agreements). Community Brands processes Customer data under the direction of its Customers and has no direct relationship, control, or ownership of the personal data it processes under the Customer Agreement. Customers are responsible for

Accept

Decline

d. Click "enroll" on Kiwanis Amplify under Recommended Courses.

Welcome Amplify members and governor-elects!

If you are enrolled in the governor-elect course, please finish watching the "Getting Started" videos by **January 31st**.

Recommended Courses

Courses selected based on your preferences and learning activity

New!



Kiwanis Amplify

[View Details >](#)

[Enroll](#)

Enroll

Enroll

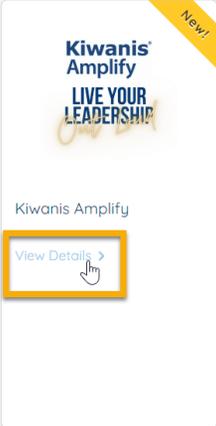
e. Click "View Details"

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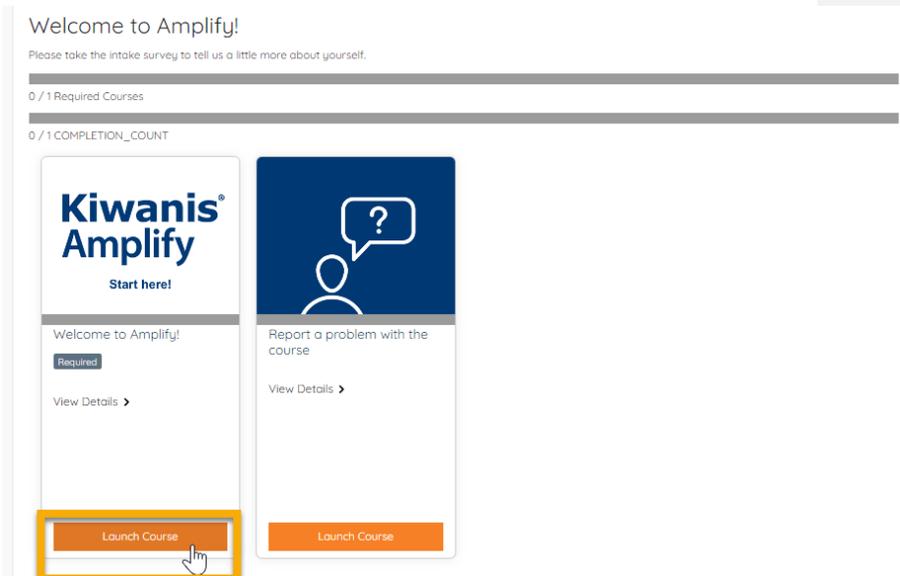
Kiwanis Amplify

[View Details >](#)

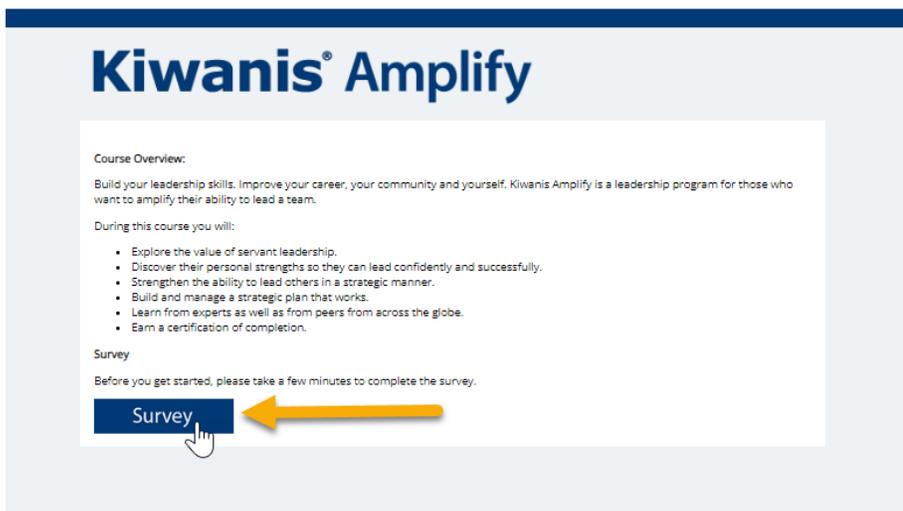
 <https://learn.kiwanis.org/cw/course-details?entryId=14458765&subscribed=...>

2. Getting started:

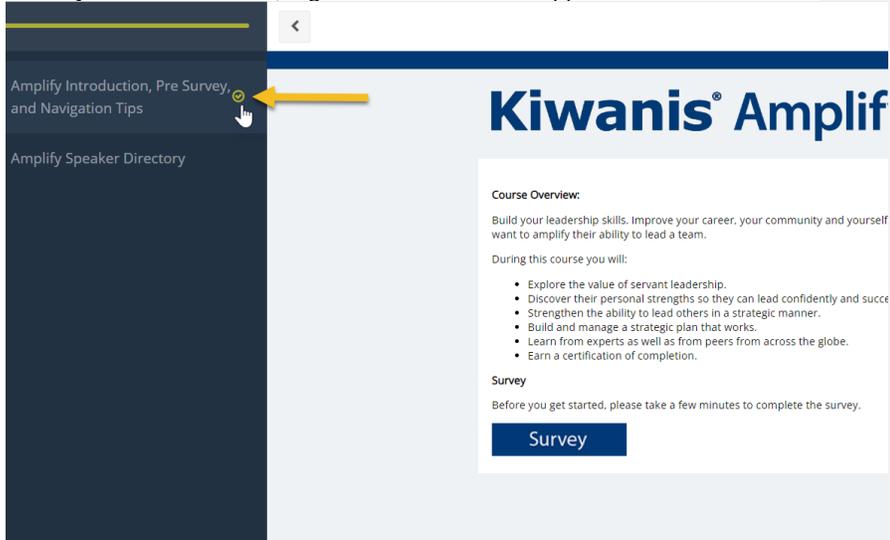
- a. Click on "Launch Course" under Welcome to Amplify



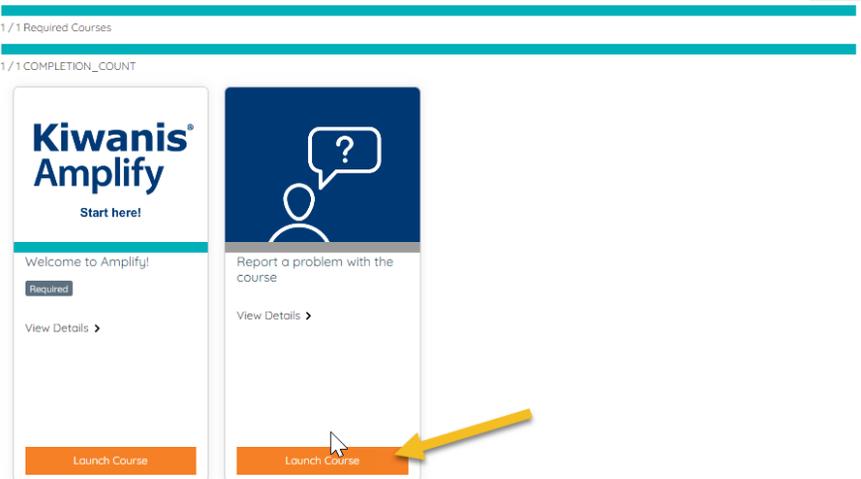
- b. Before you start the lessons, be sure to complete the pre-program survey.
Note – this is the same survey that was sent out in emails prior to the course starting. If you already completed it, you do NOT need to complete it again.



c. When you finish a lesson, a green checkmark will appear in the menu:



d. If you are experiencing a technical issue, please use “report a problem with the course” to inform the Kiwanis Education Team.



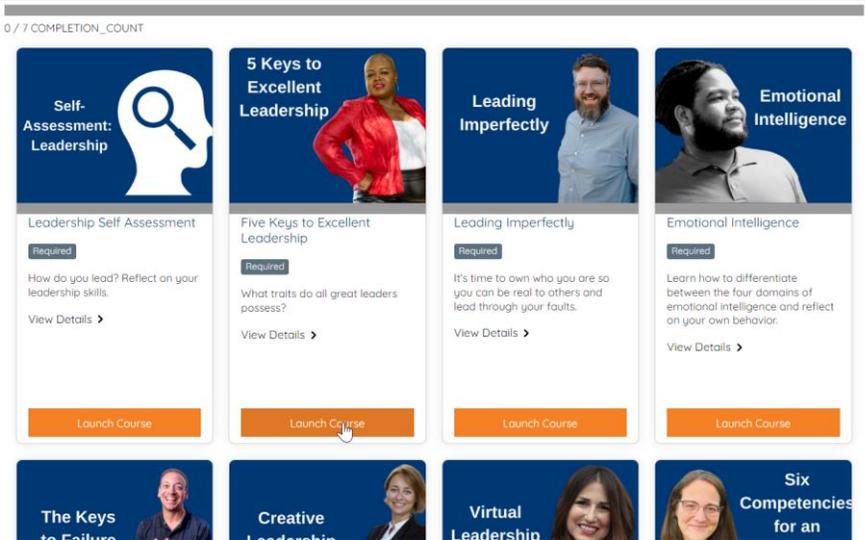
3. Completing a video lesson

- a. Before you begin each learning track, please complete the self-assessment. The self-assessment and reflection quizzes will not be graded. These are used to help you track your learning.

The screenshot displays a 'Leadership' course dashboard. At the top, it shows '0 / 7 Required Courses' and '0 / 7 COMPLETION_COUNT'. Below this, four course cards are arranged horizontally. Each card has a blue header with a title and a representative image. The first card, 'Self-Assessment: Leadership', features a magnifying glass icon over a head silhouette. The other three cards are '5 Keys to Excellent Leadership' (with a woman in a red jacket), 'Leading Imperfectly' (with a man in a blue shirt), and 'Emotional Intelligence' (with a man in a grey shirt). Each card includes a 'Required' badge, a brief description, a 'View Details' link, and a 'Launch Course' button. A yellow arrow points to the 'Launch Course' button of the first card.

Module Title	Image Description	Required	Description	Action
Self-Assessment: Leadership	Head with magnifying glass	Yes	How do you lead? Reflect on your leadership skills.	Launch Course
5 Keys to Excellent Leadership	Woman in red jacket	Yes	What traits do all great leaders possess?	Launch Course
Leading Imperfectly	Man in blue shirt	Yes	It's time to own who you are so you can be real to others and lead through your faults.	Launch Course
Emotional Intelligence	Man in grey shirt	Yes	Learn how to differentiate between the four domains of emotional intelligence and reflect on your own behavior.	Launch Course

b. Click on “Launch Course”

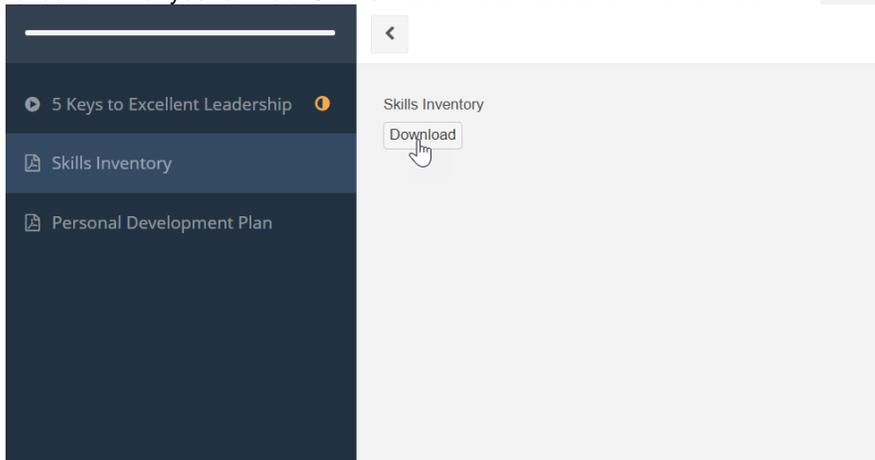


c. Watch the video lesson. When you have completed the video lesson the yellow dot on the menu will change to green.

English captions are available for all videos by clicking the “CC” button on the video screen.



- d. Many videos have supplemental worksheets and materials to help you reflect on what you learned. Click on “Download” to use the worksheet.



Troubleshooting

Problem: I don't know my password to access the course for the first time.

Solution: If it is your first time logging in, please click “Set your password here.” If you're not sure how to reset your password or set up an account, reach out to the Kiwanis member services at helpline@kiwanis.org.

Problem: The videos are not playing for me.

Solution: If a video is not playing, this is usually a network error. Your internet speed needs to be around 20 Mbps to play videos on our learning management system. Please check your internet to speed [here](#). If your internet speed is not fast enough to play the videos, please find a different location to complete the lessons or reach out to our education team at kiwanisamplify@kiwanis.org.

Problem: One of my lessons will not complete.

Solution: Please use the “**Report a problem with the course**” button under “**Welcome to Amplify**” so that we can troubleshoot your issue and grant you credit for completing the lesson.

Problem: I am falling behind in the course; can I have more time?

Solution: All Amplify enrollees will have access to the course until September 30th. You can complete the course at your own pace. After September 30th, we cannot extend access to the course.

Problem: I would like to talk to my Amplify classmates about the course.

Solution: Please join the Kiwanis Amplify 2024 Facebook group at <https://www.facebook.com/groups/695159382606896>

Commented [JC1]: @Lynsy Karrick Please insert instructions for joining here