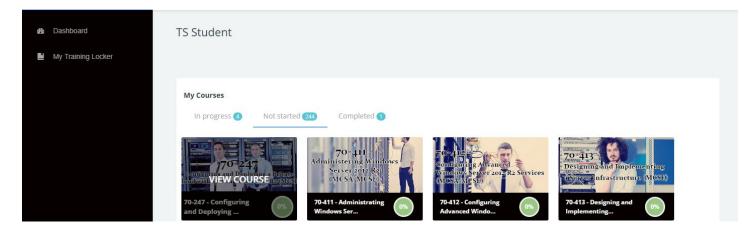
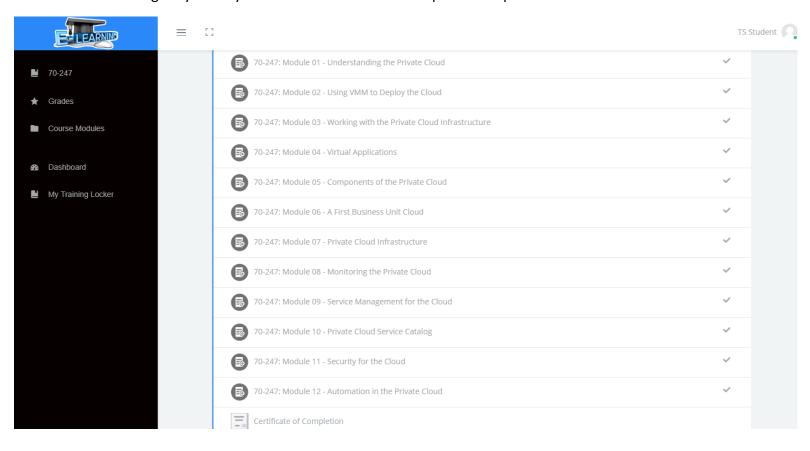
How to launch a course

If a user wants to access a course they have already started they can do so by clicking on any of the courses in the "In progress" tab. If they want to access a course they've never touched they need to go to the "Not started" tab. For this demonstration we'll start with the course 70-247.



Once you select and click on a course, you will be brought to the courses main page. You can see this course as a total of 12 chapters. All of the check marks next to the chapters are grey signaling that the chapters have not been completed. Users can start at the top and work chronologically or they can bounce around from chapter to chapter.



Once a user goes through an completes all 12 courses, the check marks will be marked green and the certificate of completion at the bottom of the page will become available. Certificates can be printed out and downloaded as PDFs.



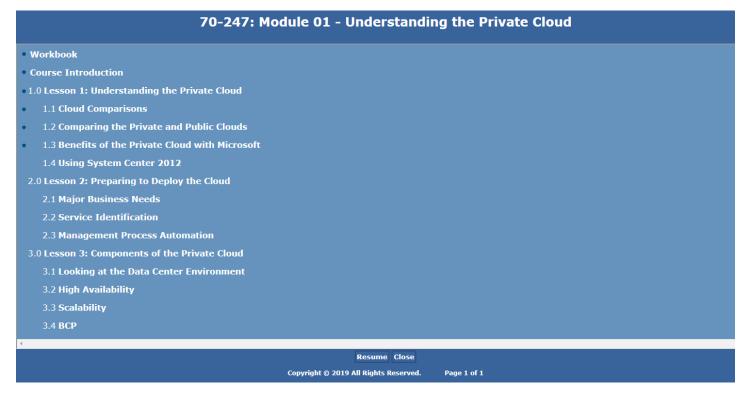
Certificate of Completion

Not available unless: You achieve a required score in Course total

To launch a chapter a user needs to click on the chapters URL then click on the "Enter" button from the individual page.



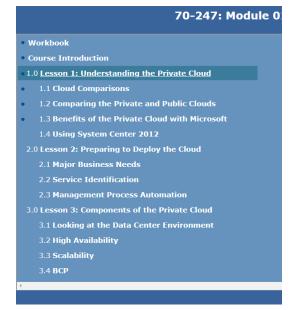
When you click "Enter" a new window will open and you will be taken to the actual Training chapter window. We have a couple elements to pay attention to here.



The first is the Workbook. The Workbook is a PDF file that users can print out to take notes on. At the very end of each Workbook there a questions and answers for uses to verify information. They are the only downloadable component of our courses.



All of the clickable elements below are the actual video presentations for the course. Clicking the "Next" button will allow you to advance through the videos. The videos consist of lectures, PowerPoint presentations from instructors, and demos.

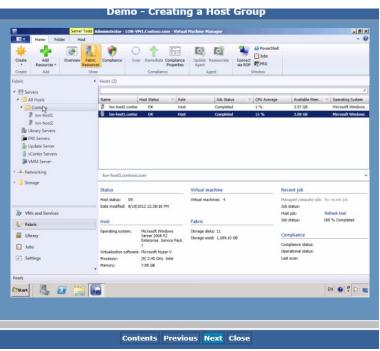






The demos are videos of the instructor going over the material and applying it to real world scenarios. The instructor will also discuss and go into detail about the software being used.





The last component that makes up our courses is the "Review Quiz" found at the bottom of the page. The review quizzes must be passed with an 80% or above in order to pass the training.



When a user is done training, they can click on the "Close" button to end the training session. They will then be brought back to the individual chapter page. If they want to navigate to another chapter, they can use the left pane window or the can use the "Next Activity" button to advance.

