

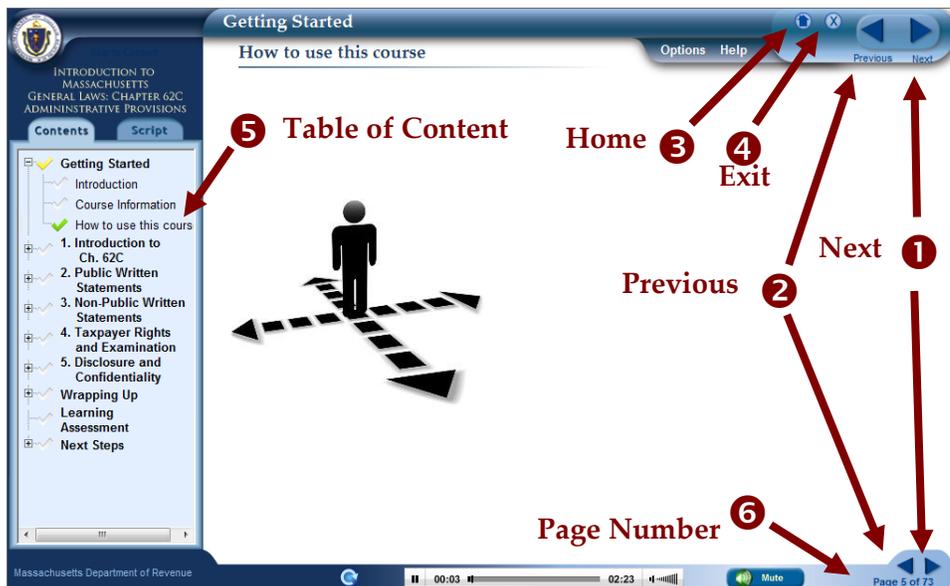
Quick Reference Card

E-learning Course – Navigation and Features

The following Quick Reference Card provides a helpful job aid when taking this e-Learning course.

Navigating a course

You can use the navigation buttons, the table of contents (and the keyboard) to navigate through this e-Learning course.



Navigation buttons

- The **1 Next** button advances to the next screen.
- The **2 Previous** button displays the previous screen.
- The **3 Home** button starts the course from the beginning.
- The **4 Exit** button closes the course window.

Keystrokes

The following keystrokes may be used to navigate through a course.

- Next page
- Previous page
- Home page
- Exit Course

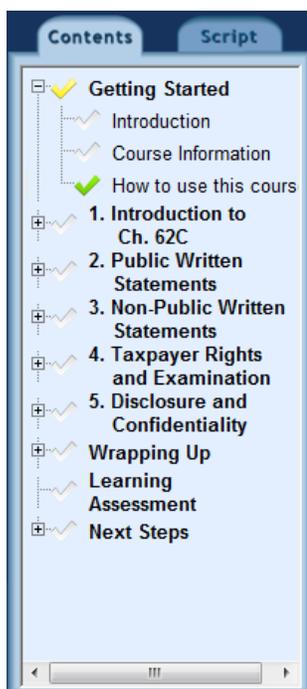
Note: Check the course Help drop-down menu for a list of shortcut keys.

Page Number

The current page number is located in the bottom right corner of the E-Learning window, as well as the total number of pages in the e-Learning course.



Course Contents



The Course Contents, **5** located on the left, provides a course outline that includes lessons and topics. Your current location is automatically highlighted as you move through the course. Completion Status Indicator check marks dynamically provide status information on your progress through the course.

You can also use the table of contents to jump to different sections of the course.

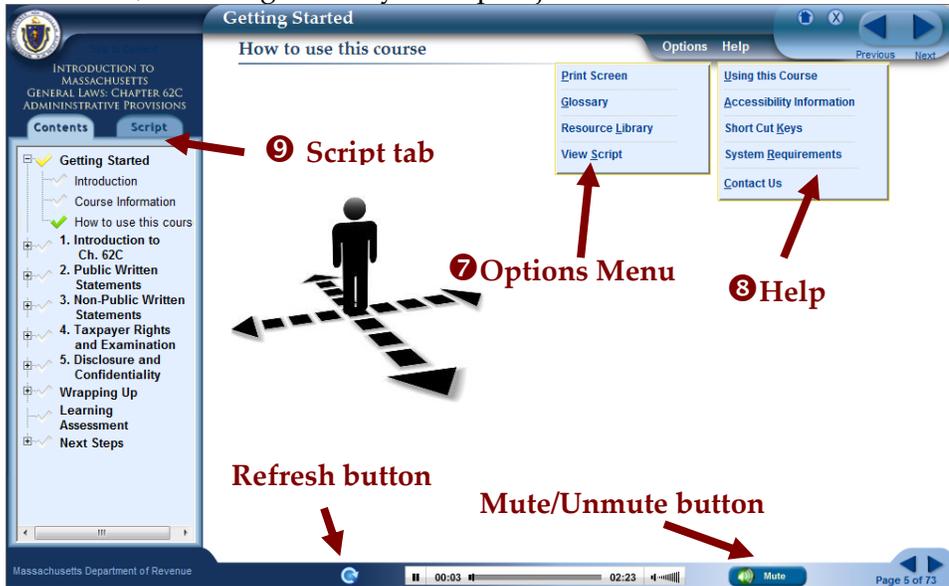
Note: Click the plus \oplus or minus \ominus icons to expand or contract the list of course topics. You will find this interactive table of contents useful when reviewing course material.

Additional Features

Options / Help Menus

Quick Reference Card

This page shows some additional learner options you can access from the course, including a variety of helpful job aids.



Options Menu 7 / Help Menu 8

Provides a drop-down list of job aids and other course resources.



More Features



The **Script** tab 9 displays the text associated with the audio or video for the current page.



Note: Click the **Contents** tab to display the Table of Contents again.



You can mute the course audio at any time by clicking the **Mute** audio button.



This action will mute the course audio until you click the **Unmute** button.



To replay the current page, click the **Refresh** button.



To reset your progress status to initial state (grey check marks), click Reset Status Indicators button (located on page 5). **Note: This action cannot be undone.**

The **Audio Controller** lets you pause the audio and screen animation and resume where you left off by clicking the play button . Click on the volume icon to adjust the audio level for the current page. To play the audio from the beginning, use the Refresh button .

Help and Tips Credit

- If you experience any **technical issues** with Microsoft Internet Explorer, please try another Browser (i.e., Firefox or Google Chrome).
- Send comments to DOR ETD Registrar (refer to the **Contact Us** document available from the **Help** drop-down menu).

Note: In order to print a *Certificate of Completion*, you must complete the learning assessment and achieve a score of 80% or higher.

