



Online Training Course Instructions



Menu

The main menu will list the pages in the course. You will be able to click on each name to go to that page. The highlighted name will mark which page you are on. Grayed out pages are pages that you have completed.

Transcript

Click on this tab to display the audio text. Please note, to show the menu you would need to click on the Main Menu tab.

Resource Menu

Click on the Resource button to display the course's resource documents. A menu will display listing external links or documents you will be able to click on and review. Please note that links and documents that are selected will be opened in a separate window or tab depending on your browser. In

order to get back to the course, you will need to close that window or tab, minimize the window or just change to the course window or tab. To close the Resource Menu, you will need to click on the Resource button.

Pause/Play Button

This button is part of the scroll bar and will allow you to pause and play the course. When the page animation is paused or at the end, the triangle button will display to play the animation. The double vertical lines (pause) will display when the animation is playing so you can pause it.

Scroll Bar

This area at the bottom of the window will show you the progress of the animation and includes a replay button. At any time you can move the highlighted progress bar to any point in the animation, or you can click on a specific spot in the bar to snap to that section of the animation. You can also click on the replay button (circle arrow) to start the animation from the beginning.

Back Button

This button will allow you to go back to the previous page you were on.

Next Button

This button will allow you to move to the next page in the course. You will be required to click on the NEXT button when the highlighted progress bar reaches the end of the scroll bar.

Submit Button

You will click on this button to check your answers on some of the interactive screens in the course. The submit button will display instead of the next button on these screens.

Interactive Button

These buttons will be highlighted in yellow and have a lightning bolt icon in the corner. You may click on these buttons to learn more information, view a tip or to see an example. Once you click on an interactive button the yellow lightning will turn green, marking that you have viewed it. Sometimes a pop-up window in the course will open with additional information and images. To close these pop-ups, within the program, you would click on the Close button.