



Quick Reference Guide

June 2006

Access

From IE, access the Learning Center by typing the following URL:



Login

To Login, enter your Login ID and password, and click the Login button.



Home

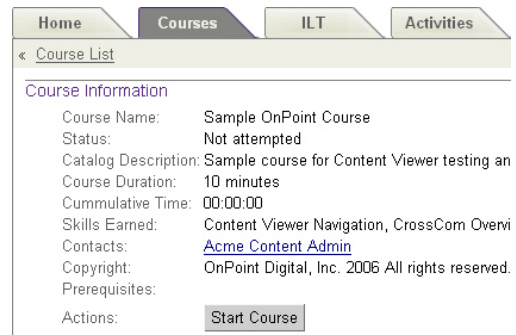
The Home Page displays current Announcements as well as a list of any Pending items you should be aware of, such as Courses or Activities you need to complete.



Select and Start a Course

From the Courses tab, locate the Course you want to take and click the Start button to the right of the Course name. If you have previously started the course, the button will say Continue.

A Course Information screen will appear, displaying course details and progress status. Click the Start Course button.



Course Navigation

Use the Arrows in the upper right corner of the screen to advance through the pages of the course until you have completed it. Use the "Go to" Dropdown to jump to different pages in the Course whenever you are in Browse mode.

Use the Refresh icon to re-start any flash, video or audio clip.

You may click on any "control strip" to play, pause, stop or move within a video clip. Use your speaker's volume control to adjust the sound.



Tests

When you are taking a graded test, simply click on the answer box or radio button next to each question to select the answer.

When you have finished entering your answers, click the Finish Test button at the bottom. The system will grade and score your Test.

1. Which comment best describes Acme's core products?

- A. Springs for mattresses
- B. Sprockets for high-speed cycling applications
- C. Sprockets for watches
- D. Slides for playgrounds

Finish and Logout

Once you have finished a Course or Test, click the forward arrow to return to Assignments, or the Home icon to return to Home.

When you are finished using the Learning Center, click the Logout icon. The system will ask if you are sure. Click the OK button to end your online session.

