

## Help Tutorial

**Navigation Bar:** The Navigation Bar is located at the top of the screen. It contains the course name, lesson title, navigation buttons and resources.

**Content Area:** The screen content area contains the screen title, lesson information, and graphics.

**Print:** The printer icon opens a separate window from which you may view or print all of the screens for the topic you are currently reviewing. Use your browser print function or press control plus P on your keyboard to print individual screens from a lesson.

**Resources:** Resources are available on all primary screens. Selecting the Resources button provides access to the course Glossary, Help and References for the current lesson.

**Glossary:** The Glossary opens a separate window from which you may access the list of glossary terms. Access each term by first selecting the letter of the alphabet that corresponds with the first letter in the term, and then select the appropriate term from the list.

**Help:** Help opens a separate window containing an explanation of the course features and instructions for navigating within the course.

**Knowledge Reviews:** Knowledge Reviews are interactive questions that provide a chance for you to demonstrate your comprehension of the lesson material. There are a variety of question types, including multiple choice, multiple correct, matching, and drag-and-drop. Read the instructions for each question carefully and use any references or information buttons provided. Review your response(s) before selecting the Check Answer button.

Knowledge Review questions are not graded and you are provided two attempts to answer the question correctly. If a question is answered incorrectly on the second attempt, you are presented with a remediation link to material associated with the question. After reviewing the content, select the Return button to return to the Knowledge Review screen and answer the question.

**Closed Captions:** All screens containing narration include a closed caption (CC) button. Selecting this button launches a new window that contains the narration text being played, in a printable format. You can move the closed caption window around the screen by selecting and dragging the window to the desired location. Select the X in the upper right corner to close the narration text window.

**Navigation Buttons:** The Next and Back buttons are located in the upper right corner of the screen. The Next button advances to the next screen in the lesson; the Back button returns to the previous screen. Pop-up windows do not normally contain navigation buttons.

**Scrolling:** If there is more text than can be viewed on the screen, a vertical scroll bar appears on the right side of the screen. Select the scroll bar to move down the screen and view all material. A horizontal scroll bar may appear along the bottom of the screen if the browser window is not open wide enough to view the entire screen. You can maximize your screen by selecting the maximize button in the right corner of your browser.

**Hyperlinks:** Hyperlinks are identified by underlined text within the content area. When selected, hyperlinks display additional information by opening a new screen, advancing you to another screen within the course, or displaying an external internet website. When you have reviewed this information, select the close button to return to the original screen.

**Graphic Hotspots:** Graphic Hotspots are similar to hyperlinks but are located within a graphic. Graphic hotspots display additional information for the particular topic. The presence of a graphic hotspot will be noted in the content area. Locate graphic hotspots by moving the cursor over the graphic.

**Exit:** You may exit the course at any time by selecting the X located in the top right corner of the screen. The exit button will close the lesson and return you to the course menu.