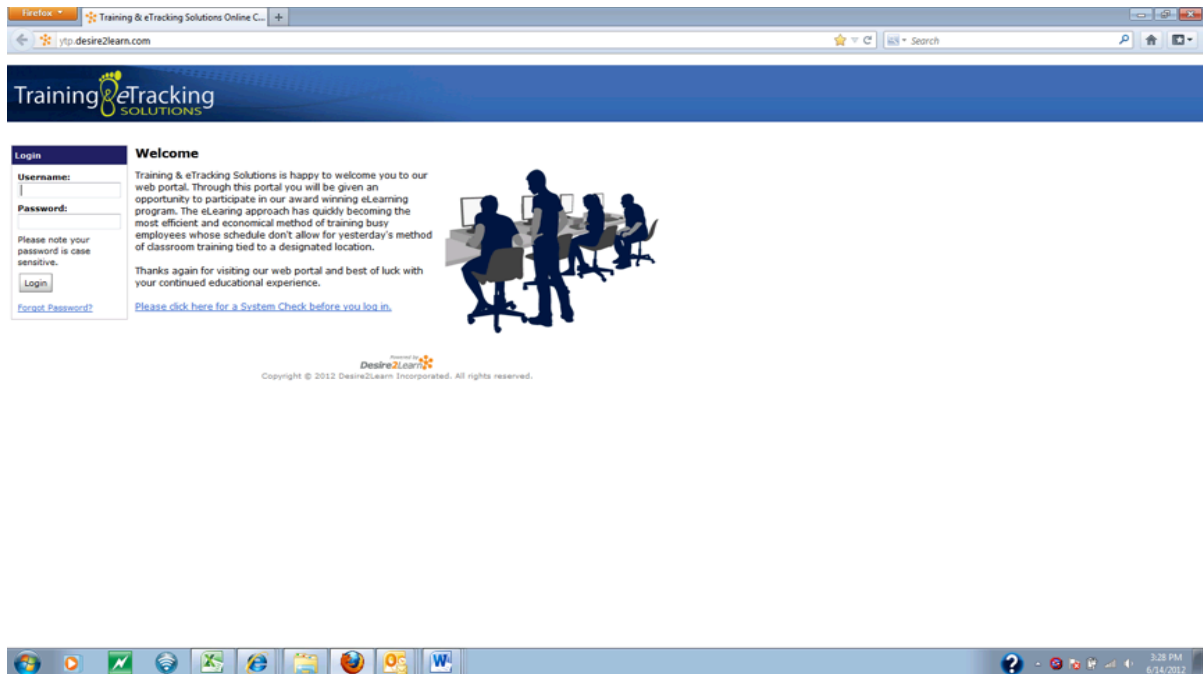




Navigating the Training Session and Quiz

Getting Started

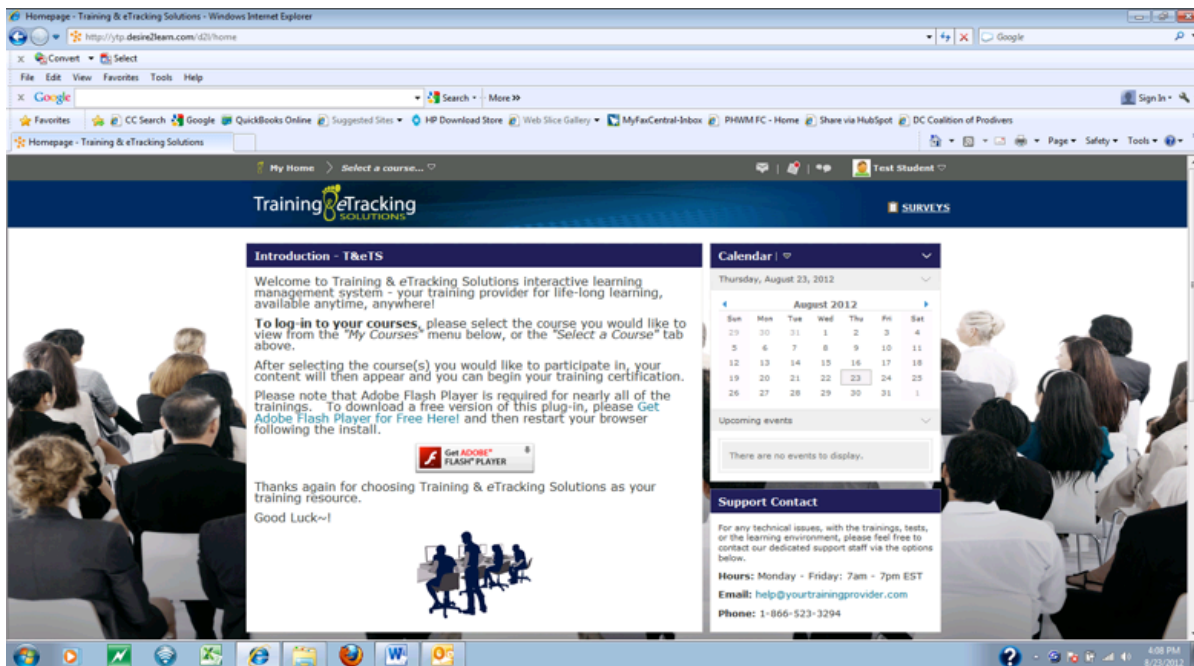
First, you will need to log in through www.yourtrainingprovider.com. Once you have navigated to the website, click the “Login Now” button in the upper, right hand corner. This action will take you to screen below.



If you are at this step, you should have already received an email that included your username and password for the Learning Management System (LMS). Enter that information in the username and password fields shown above, and then click “Login”.

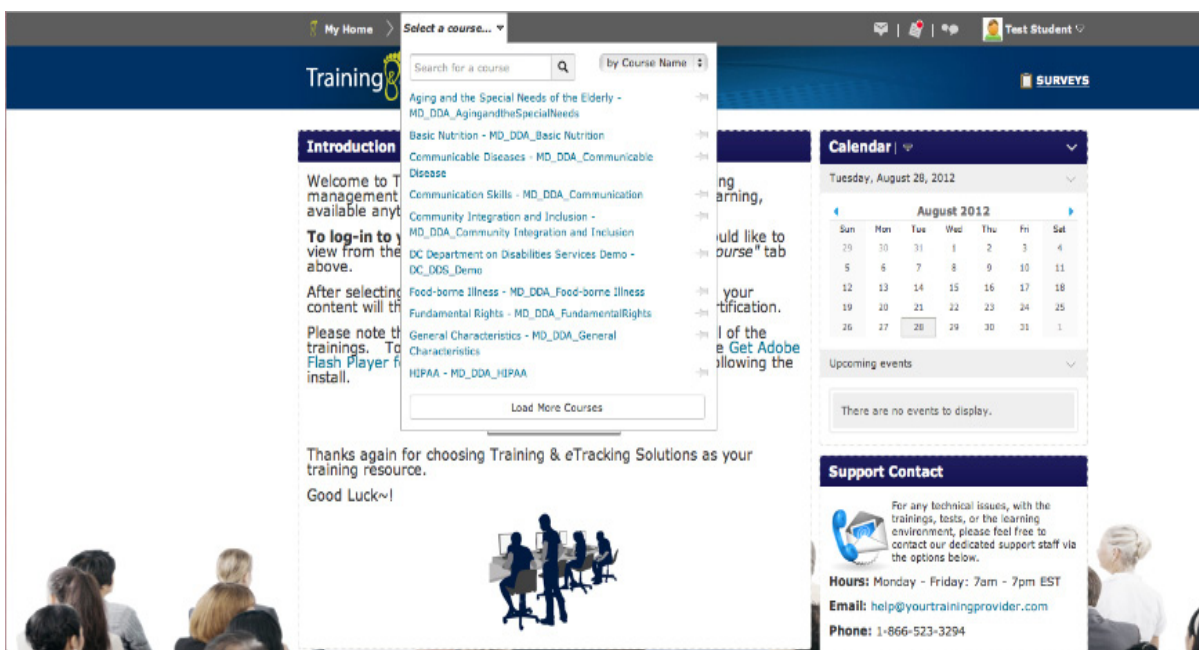
Navigating the Training Session and Quiz

After you've logged in, you will be directed to the home training homepage. This page will introduce you to the system, so you should read it carefully.



At the top of the page, there is a heading labeled "Select a Course". The courses you are enrolled in will be displayed here.

If you are enrolled in the incorrect course(s), you need to stop and call Training & eTracking Solutions at 866-523-3294. If you are enrolled in the proper course(s), please click on the link of the course you want to start.



Getting Familiar

You are now at the main page of the course you selected. You will need to get acclimated with this screen. The tabs in the upper right corner of your screen will be used often.

The “Content” tab allows you to break the trainings into two separate line items: course training and course quiz.

The “Grades” tab provides you with all grades from quizzes taken throughout the course. You can print these results to get a summary of all grades.

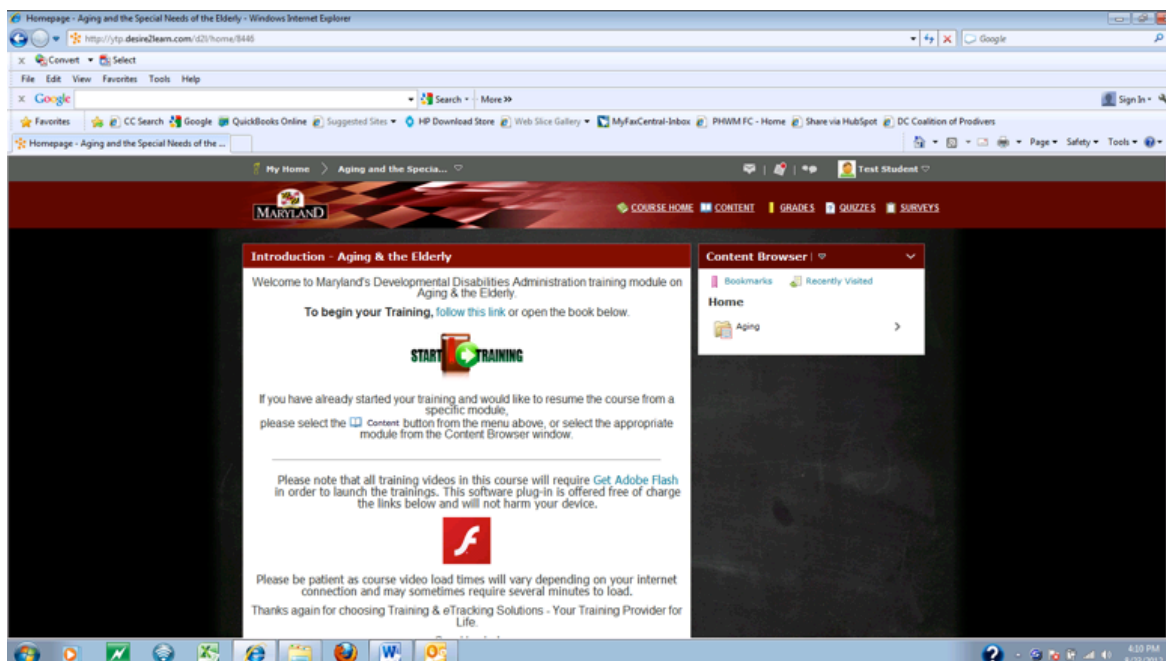
The “Quizzes” tab gives you a look at all of the quizzes in the course.

The “Course Home” button will always take you back to the front page of the course.

The “Surveys” tab is a survey that you will be asked to take once you have completed the course. Please take a few minutes and participate in this survey and provide us with some feedback about the training.

Finally, there is a “Help” button in the right hand corner in case you need any assistance during the course.

Now that you are familiar with the homepage of the course, you are ready to begin! Click on the “Start Training” button in the middle of the page. This will start the content presentation of the particular module you are in.



The Training

The course presentation is in a slide show format. You can proceed from slide to slide with the green “Continue” button that will appear, or you can move forward using the navigation panel in the lower, left-hand corner of the slideshow.

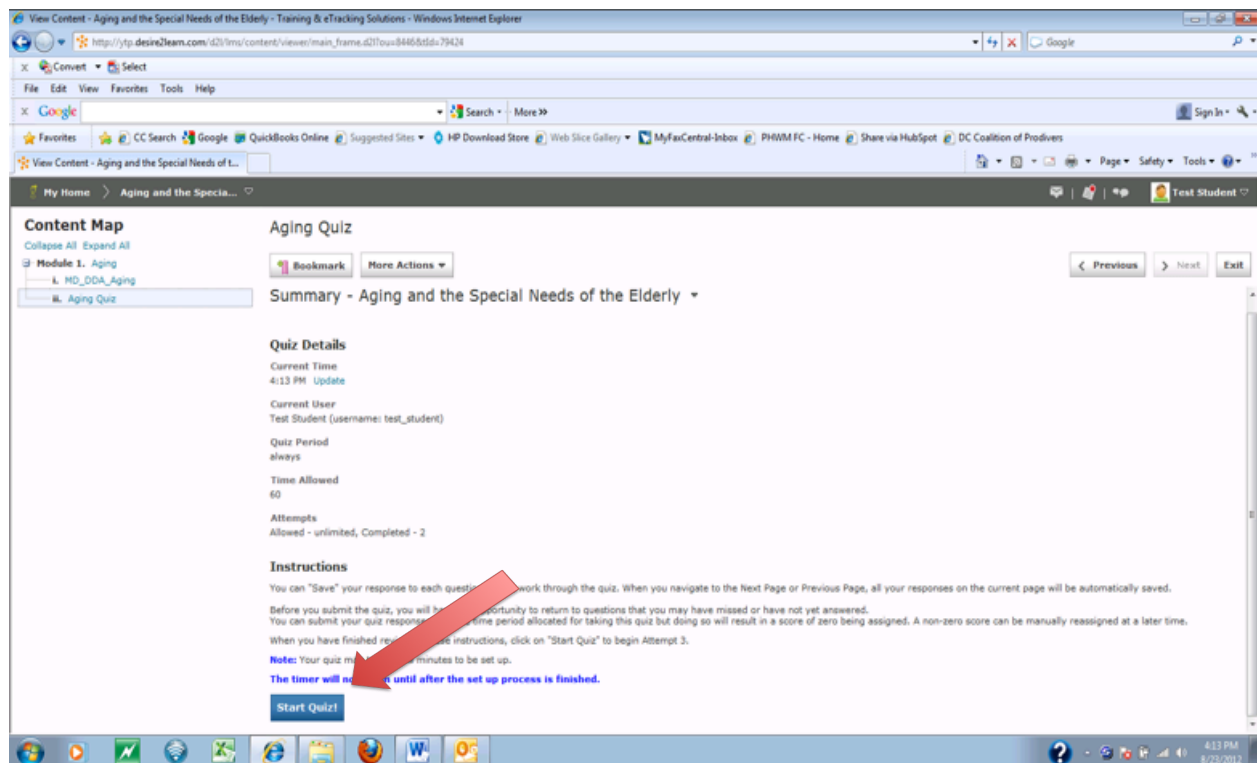
You need to study and listen to each slide carefully. You will be tested on this information at the end of the training. Please take your time during the interactive questions because you will be graded on the responses. You should continue this process until the entire presentation is over.

On the final slide of the training, you will be prompted to click anywhere on the screen to proceed to the final quiz.

The Final Quiz

You can reach this final quiz by clicking on the final slide of the training or going to your “Content” tab and selecting “Course Quiz”.

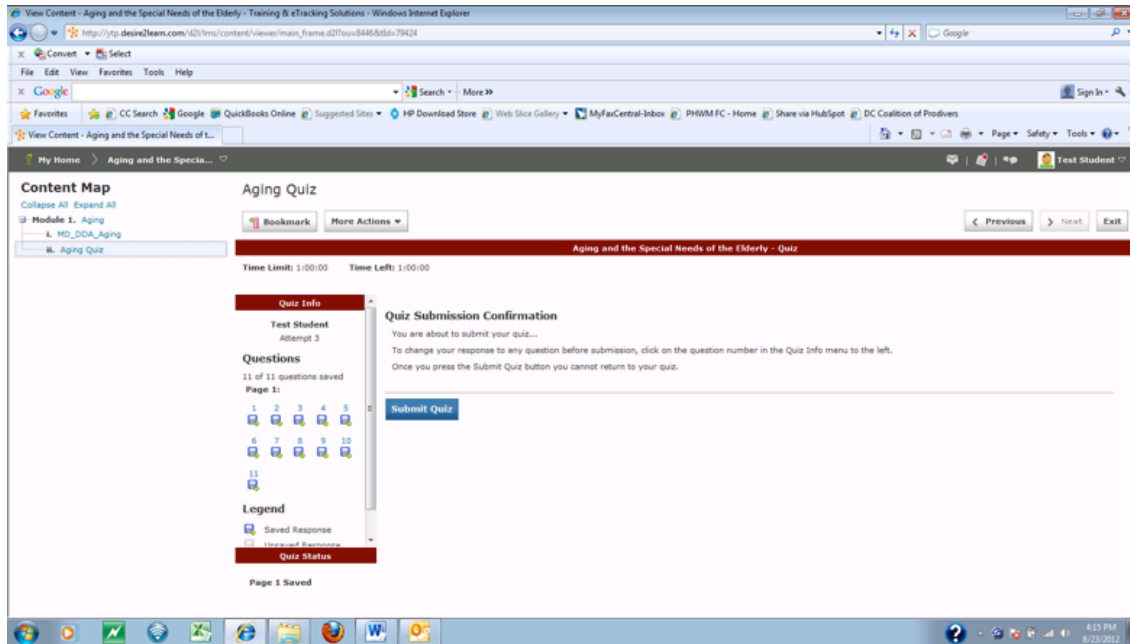
When you reach the quiz section of the module, it will say “Start Quiz” at the bottom of the screen. When you’re ready to begin, click this button.



Navigating the Training Session and Quiz

Once you have clicked the “Start Quiz” button, a confirmation box will appear on your screen. Please read this confirmation box carefully before hitting “OK”.

When you click “OK”, your quiz will begin. You have 60 minutes to complete each quiz. You should answer each question to the best of your ability. Make sure to save each answer as you proceed through the quiz.



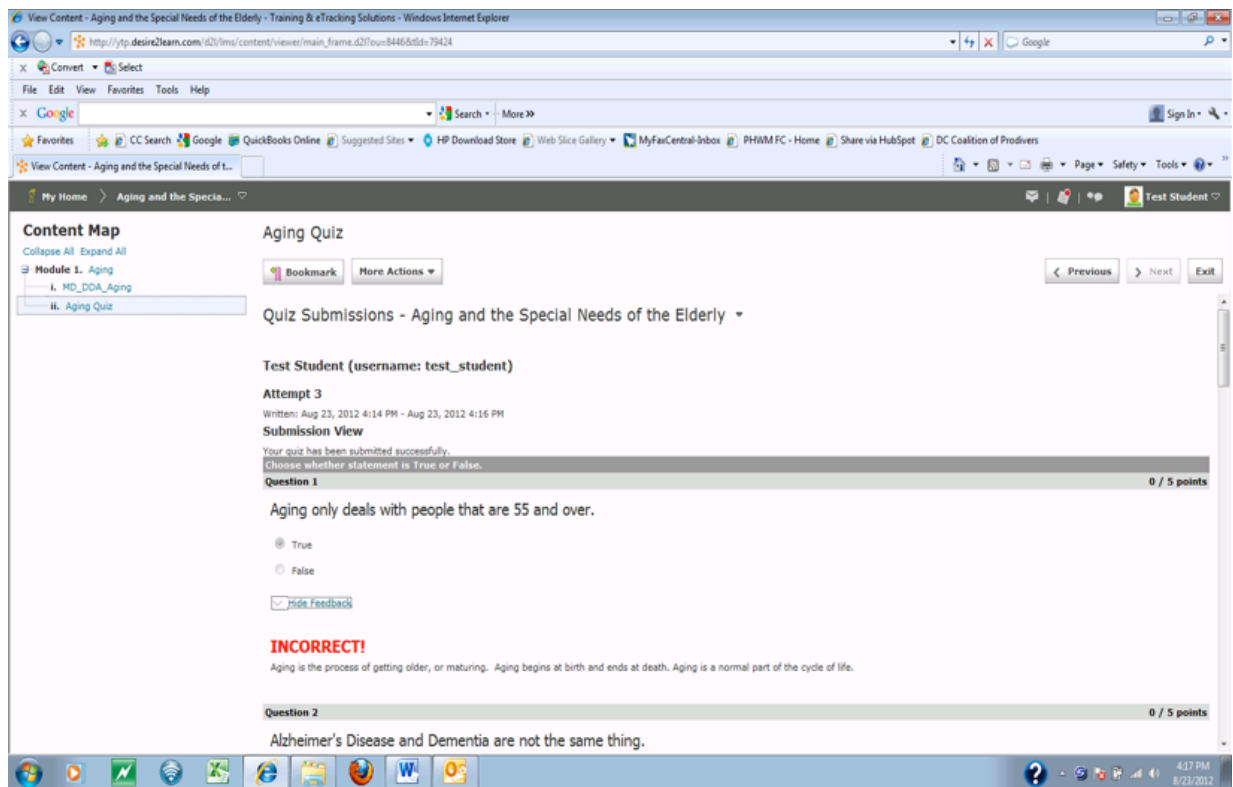
When you have completed the quiz, you must hit the “Submit Quiz” button. This will prompt a confirmation box to appear asking if you are sure you are ready to submit your quiz.

Once you are satisfied with your answers, please click the “Yes, submit quiz” button. Your quiz will now be automatically graded.

Quiz Grading and Feedback

After you have submitted your quiz, you will be directed to the submission screen. Any incorrect answers will be shown to you. You can click “View Feedback” to see information on why your answer was incorrect. Your score will appear at the bottom of this submission page.

If you scored 80% or higher, you received a passing grade. However, if your score is 79% or below, you will need to retake the quiz. You may do that immediately, or proceed to the next module and return to this quiz when you are ready.



When you are ready to leave the course, you can click the “Exit” tab to proceed back to your home screen. Once you’re at the home screen, you can select another course that you are registered for, or choose to redo a module you did not pass.

The Wrap Up

Once you have taken all of the trainings and passed all the quizzes for the courses you are required to take, Training & eTracking Solutions will provide you or your agency with a package containing the summary of all grades and a certificate of completion for the course. This certificate will be provided within 24 hours after completing the course.

If you have any questions, please
do not hesitate to call us at
866-523-3294