

# Cheat Sheet

## Quick Reference Guide to Terms, Links & Buttons

**Communication** is an optional tool that allows the student to send messages to the course instructor, post information on the course's bulletin board or post information on a shared calendar. Some courses do not include these options.

**Course Home Page** Each course will have its own home page. Every course is different, but the course home page will always include the following sections: *Requirements, Lessons, Notes, Communication* and *Reference Material*. When a student enters a course, the home page is automatically populated with information personalized for the student, such as the amount of time they have spent on a lesson, and whether or not they have started or completed a lesson. The home page will also display to the student the date by which they must complete the course, and will show any announcements created by the Course Instructor.

**Course Instructor** The course instructor is the person who has created and is facilitating the online training. Questions can be sent to the course instructor by selecting the **Messages** link under the Communication Menu option.

**Lessons** identify the different levels of the course. Most courses require all lessons to be completed before the student can receive a certificate of completion.

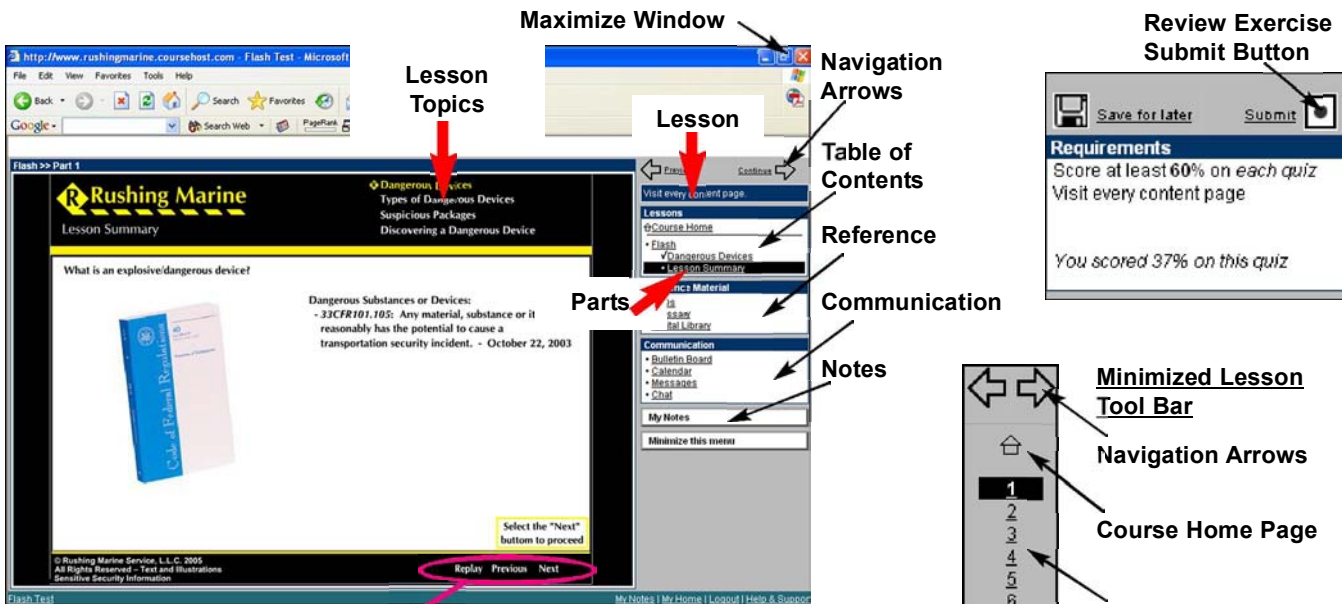
**Notes** is an optional tool for the student. As the student goes through each lesson, he/she can make notes by selecting the **Notes** option on the right side of the screen. They will appear on the course home page indicating the date, time, lesson name and the student's text for easy reference.

**Reference** identifies the training materials needed for this course. To acquire the reference material, select the Digital Library link, which will show a listing of the optional reference materials available to download. All reference material will be in a PDF file format, which will require Adobe Acrobat Reader version 5.0 or later. It is recommended that all Reference Material is downloaded before the training begins.

**Requirements** identifies the specifications the student is required to complete before a certificate of completion is issued.

**Review Exercise** is a quiz at the end of each lesson reviewing the information discussed in that lesson.

**Slide** also known as a *Content Page* contains the training material in each lesson.



Replay, Previous and Next Buttons