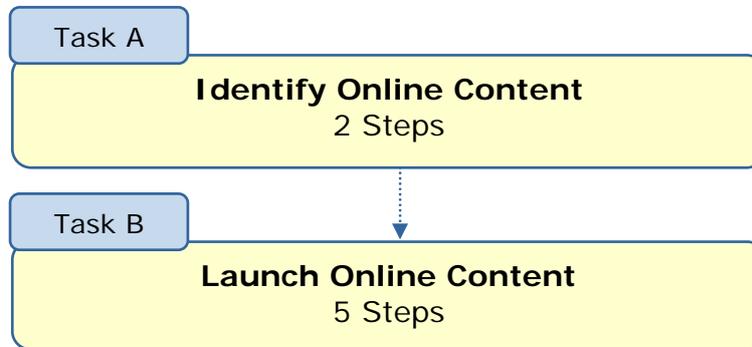


Job Aid: Launching Online Content

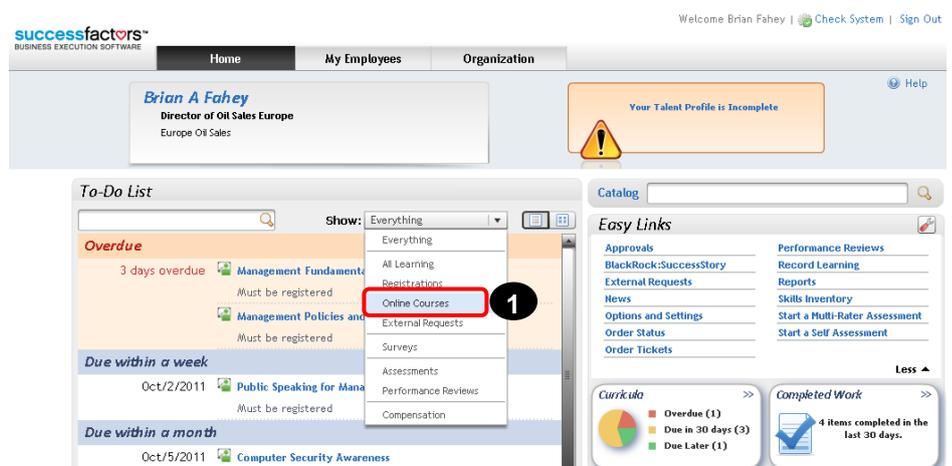
Purpose

The purpose of this job aid is to guide users through the step-by-step process of identifying and launching online content.



Task A. Identify Online Content

1 From the Home page, filter the To-Do List to show Online Courses only.

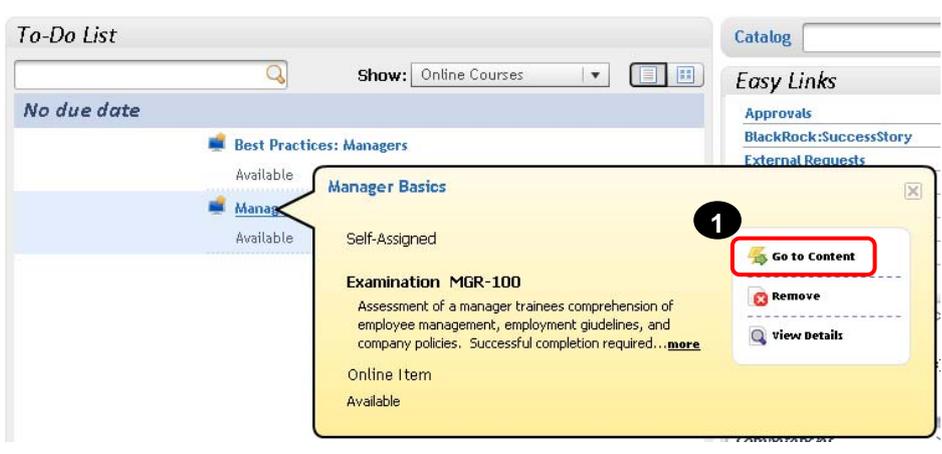


2 The online icon (📖) in the Type column indicates the content type.



Task B. Launch Online Content

1 From the To-Do List, hover over the title of the item you wish to launch and then click Go to Content.

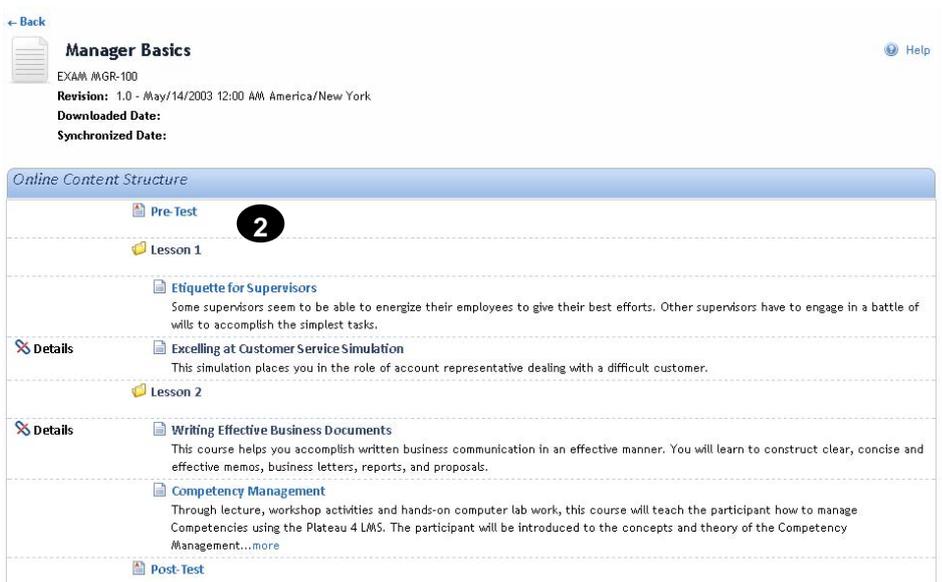


Note: Previous revisions of online items can now be launched when assigned to a user's To-Do List. If a revision exists, the user is prompted to access the newer version.

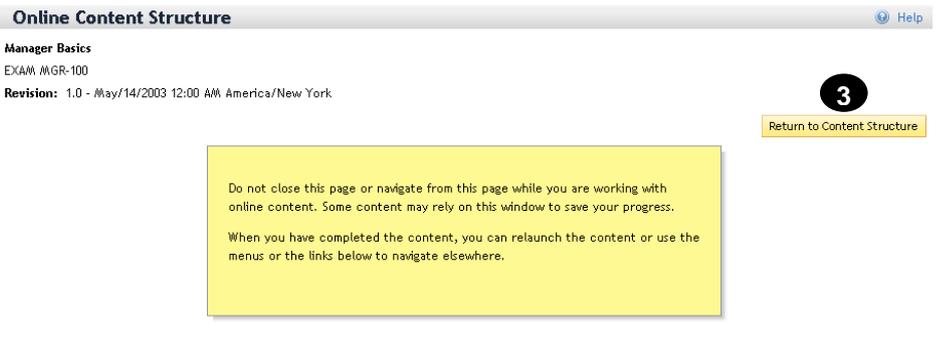
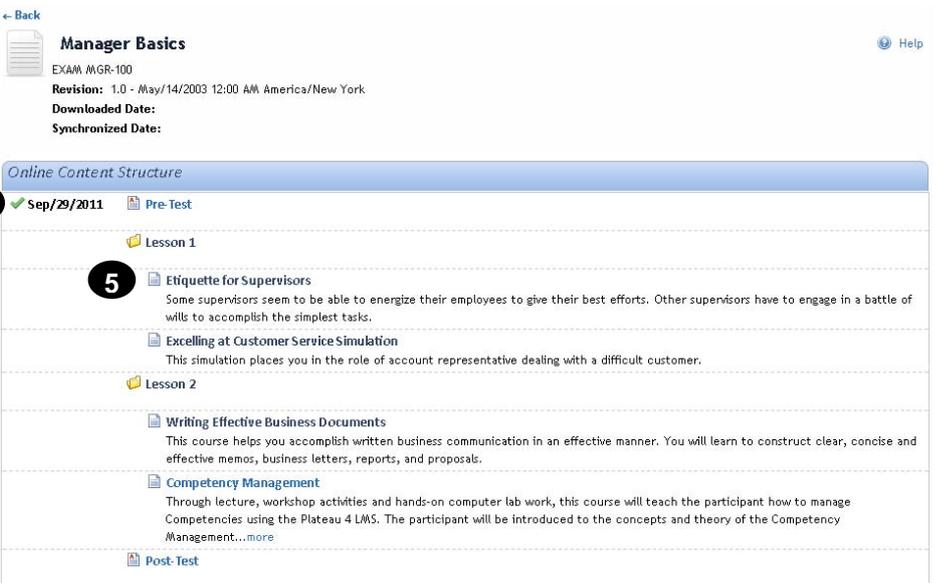
The Online Content Structure page displays. An item may contain one or more content objects.

2 Click the content object title link to launch the content object.

The content launches in a separate window. Complete the content as prescribed in the course.



Note: If there is one content object within an item the content opens up immediately, skipping the content structure page. Upon closing the content window, the user is presented with a landing page that contains multiple links for the user to complete a logical workflow.

<p>3</p>	<p>When the content object is complete, the window closes, and returns you to the Online Content Structure page.</p> <p>3 Click Return to Content Structure to continue.</p>	 <p>Online Content Structure Help</p> <p>Manager Basics EXAM MGR-100 Revision: 1.0 - May/14/2003 12:00 AM America/New York</p> <p>3 Return to Content Structure</p> <p>Do not close this page or navigate from this page while you are working with online content. Some content may rely on this window to save your progress.</p> <p>When you have completed the content, you can relaunch the content or use the menus or the links below to navigate elsewhere.</p>
<p>4</p> <p>5</p>	<p>The completion date and time of the content object are captured.</p> <p>If the online item contains more than one content object, all objects typically must be completed in order for the item to be complete.</p> <p>4</p> <p>5 Click the next content object title link to continue completion of the course.</p>	 <p>← Back Help</p> <p>Manager Basics EXAM MGR-100 Revision: 1.0 - May/14/2003 12:00 AM America/New York Downloaded Date: Synchronized Date:</p> <p>Online Content Structure</p> <p>4 Sep/29/2011 Pre-Test</p> <p>5 Lesson 1</p> <p>5 Etiquette for Supervisors Some supervisors seem to be able to energize their employees to give their best efforts. Other supervisors have to engage in a battle of wills to accomplish the simplest tasks.</p> <p>Excelling at Customer Service Simulation This simulation places you in the role of account representative dealing with a difficult customer.</p> <p>Lesson 2</p> <p>Writing Effective Business Documents This course helps you accomplish written business communication in an effective manner. You will learn to construct clear, concise and effective memos, business letters, reports, and proposals.</p> <p>Competency Management Through lecture, workshop activities and hands-on computer lab work, this course will teach the participant how to manage Competencies using the Plateau 4 LMS. The participant will be introduced to the concepts and theory of the Competency Management...more</p> <p>Post-Test</p>