

Welcome to Learn It Online!

This tour provides you important information you will need to access and navigate through Learn It Online courses. Learn It Online courses are offered in two learning modes – instructor-facilitated and self-paced. Information about each learning mode is provided in this tour.

Our courses are a mix of conceptual and procedural learning through online reading and interactivity. The courses were developed with the philosophy that concepts are just as important as procedures. The courses start by introducing a concept through background

information and then present details and procedures in small, easy to understand segments. Since most students learn well with real life practice, we have included interactive components as well. These components will enable you to test your knowledge, transfer future knowledge, and complete hands-on activities.

All courses are supported by technical support, who are available to assist students with technical and operational questions about the online learning experience.

Hardware Requirements and Computer Set up

Hardware and software requirements to run the courses:

Processor	Pentium 90-MHz or better; or Macintosh PowerPC
Platform	Windows 95 or NT4; or MacOS 8
Browsers	For Windows: Netscape 4.5 or latest release (excluding version 6.0) Internet Explorer 5.0 AOL 5.0 For Mac: Netscape 4.5 or latest release (excluding version 6.0) Internet Explorer 5.0 AOL 5.0
Screen Resolution	800 x 600 @256 colors

To successfully connect to Learn It Online, you must:

1. Meet Learn It Online hardware and software requirements. A minimum browser will work, but we **recommend** using a Web browser recommended in the hardware and software requirements.
2. Have Internet access with a 28.8 modem or faster.
3. Accept browser cookies.
4. Enable JavaScript on your Web browser.
5. Set your browser to refresh at every page.
6. Not be behind a firewall that blocks cookies or blocks access to a secure server.

Locating Courses on Learn It Online

Once you've logged into Learn It Online, the Welcome page will be displayed. You can locate the courses you enrolled in via the Course Catalog.

Course Catalog

1. At the top of the page, select the **Catalog** tab.
2. Click on **My Catalog** and this will display the courses you can access in sorted by category if you enrolled in more than one course.
3. Click on a **Category title** to view the course(s).



My Catalog

My Catalog contains all content that you can access



Accessing Online Instructor-facilitated Courses and Online References

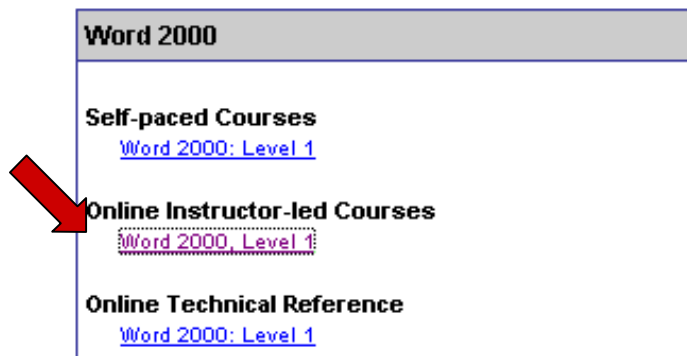
To access Online Instructor-facilitated Courses:

Online Instructor-facilitated courses include:

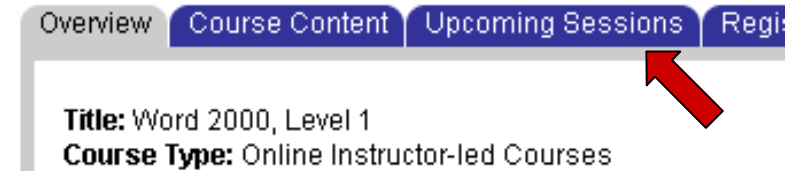
- the instructor-facilitated course
- the accompanying Self-paced course
- the online reference

It is important to note in order to finish your registration for your instructor-facilitated course, you will need to register for the session you wish to attend.

1. Click on the Online Instructor-led **Course title**.



2. Select the **Upcoming Sessions** tab.



3. Register for the course on the date of your choice.



To access Online References:

Click on the **Online Technical Reference title**.

Online Technical Reference
[Word 2000: Level 1](#)



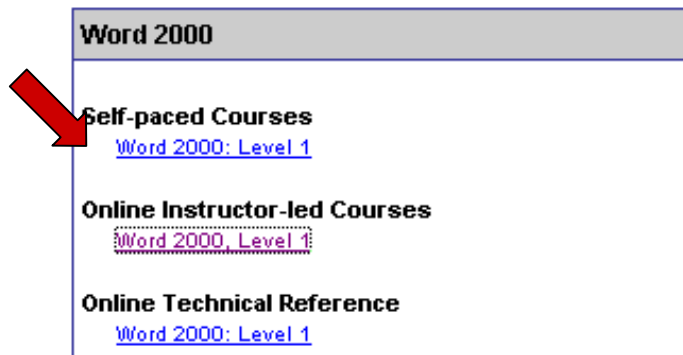
Accessing Self-paced Courses

To Access Self-paced Courses:

You may need a one-time download of Macromedia's Shockwave player to run the self-paced courses. If you do not have Shockwave, instructions will pop up and walk you through the installation.

***Note:** If your network environment prevents you from downloading Shockwave, you will need to contact your Network Administrator.

1. Click on the Self-paced **Course title**.



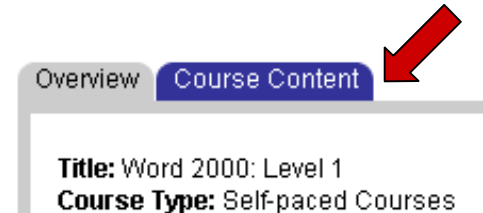
Word 2000

Self-paced Courses
[Word 2000: Level 1](#)

Online Instructor-led Courses
[Word 2000: Level 1](#)

Online Technical Reference
[Word 2000: Level 1](#)

2. Select the **Content** tab.



Overview **Course Content**

Title: Word 2000: Level 1
Course Type: Self-paced Courses

3. Click **Begin Topic** from the list of lessons to start the course.



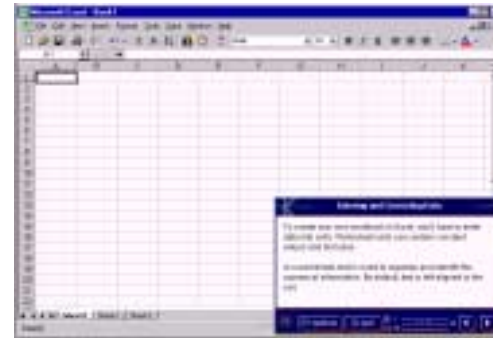
[Begin Topic](#)

Navigating in a Document		Assessment
Scrolling in a Document	<input type="checkbox"/> Begin Topic	Not Assessed
Searching in a Document	<input type="checkbox"/> Begin Topic	Not Assessed

Navigating through a Self-paced Course

Once you've started a self-paced course, you'll see a dialog box in the bottom right-hand corner of your screen.

This is where we'll communicate with you throughout the course and where you will control the flow of the course, and determine its overall status.



Entering and Correcting Data

To create your own workbook in Excel, you'll have to enter data into cells. Worksheet cells can contain constant values and formulas.

In a worksheet, text is used to organize and identify the numerical information. By default, text is left-aligned in the cell.

options quit 1 page 12

Navigating through a Self-paced Course

Clicking the "Options" button will display a menu with additional user options, such as switching between Preview and Performance modes, restarting the course, and accessing Help.

The gauge tells you the total number of text and audio pages that are available (12 in this example), how many pages of audio have been received by you already (1), and what text page you're currently on (1).



Clicking the "Quit" button will allow you to end the course prior to completion. You will be prompted to confirm that you wish to quit the course.

Clicking the "Back" button takes you to the previous step.

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Navigating through a Self-paced Course

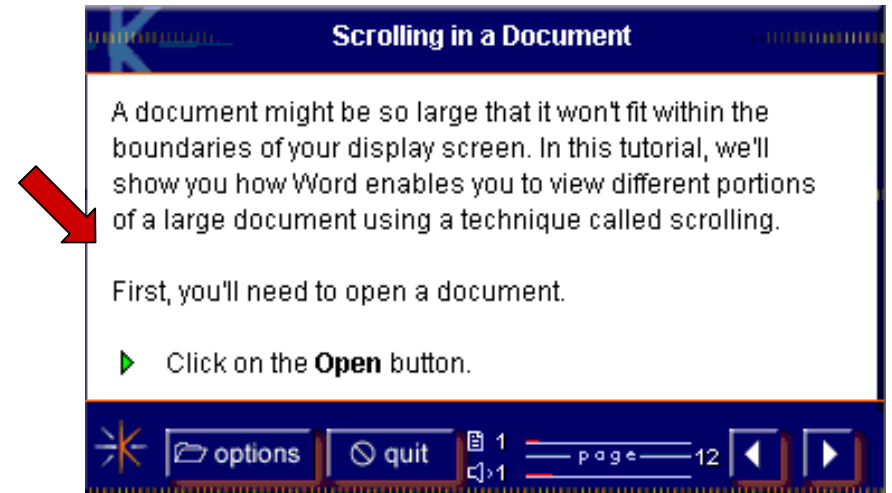
Training Instructions:

Training instructions appear in the dialog box above the navigation bar. This is where the teaching takes place. In addition to conceptual information and instruction, you will see visual cues to indicate actions you need to perform, or to clarify the topic being discussed.

A green pointer (▶) in the dialog box indicates that you're being asked to perform a hands-on task as directed in the preceding text.

Whenever you need to observe a particular item on the screen, you'll see a red arrow (➔) pointing at the item.

At various times throughout the learning experience, you'll be asked to perform hands-on tasks. Because you're working in a simulated environment, it will act like the actual software application with one important exception: if you make a mistake, it's OK, no harm done! In fact, the Learn It Online Assistant will let you know that you've made an error, and will give you the option to try again or let the Assistant perform the task for you.



Completion:

When you reach the end of the interactive course, you'll see a "Congratulations" dialog box. If you wish to take the course again, you can click the "Restart" button. If you're done with the course, just click "Finish" and we'll summarize what you've just learned on the "Points to Remember" page.

Navigating through an Online Instructor-facilitated Course

The Learn It Online Instructor-Facilitated Classroom:

This is the message board based classroom for a Learn It Online Instructor-Facilitated course. The left side of the window is a threaded message board that contains lessons, assignments, and activities, as well as postings from other students and the course instructor. You can visit the classroom 24 hours a day to complete lessons, assignments, or activities, as well as review postings from other students, the instructor, or sysop, or create your own postings.

The message board is also accessible one week after the course session has ended.

All Messages [47 Unread Messages](#) [Refresh](#)

[Search](#) [Advanced Options](#) [KnowledgeShare](#)

[Activities](#)

Word 2000, Level 1
9-Sep-2002 (GMT) - 14-Oct-2002 (GMT)
Instructor: Helaine Bernstein 🍎
Sysop: Ed Gabel 🍌

- Welcome and Introduction** (3 Unread / 3 Total)
- Student Introductions** (16 Unread / 16 Total)
- Lesson 1** (6 Unread / 6 Total)
- Lesson 2** (6 Unread / 6 Total)
- Lesson 3** (6 Unread / 6 Total)
- Lesson 4** (6 Unread / 6 Total)

Welcome to Word 2000, Level 1, Sheila!

You are accessing this forum as a full student.

To view topics within a discussion area, click a plus symbol (+) next to a discussion area name in the frame to the left.

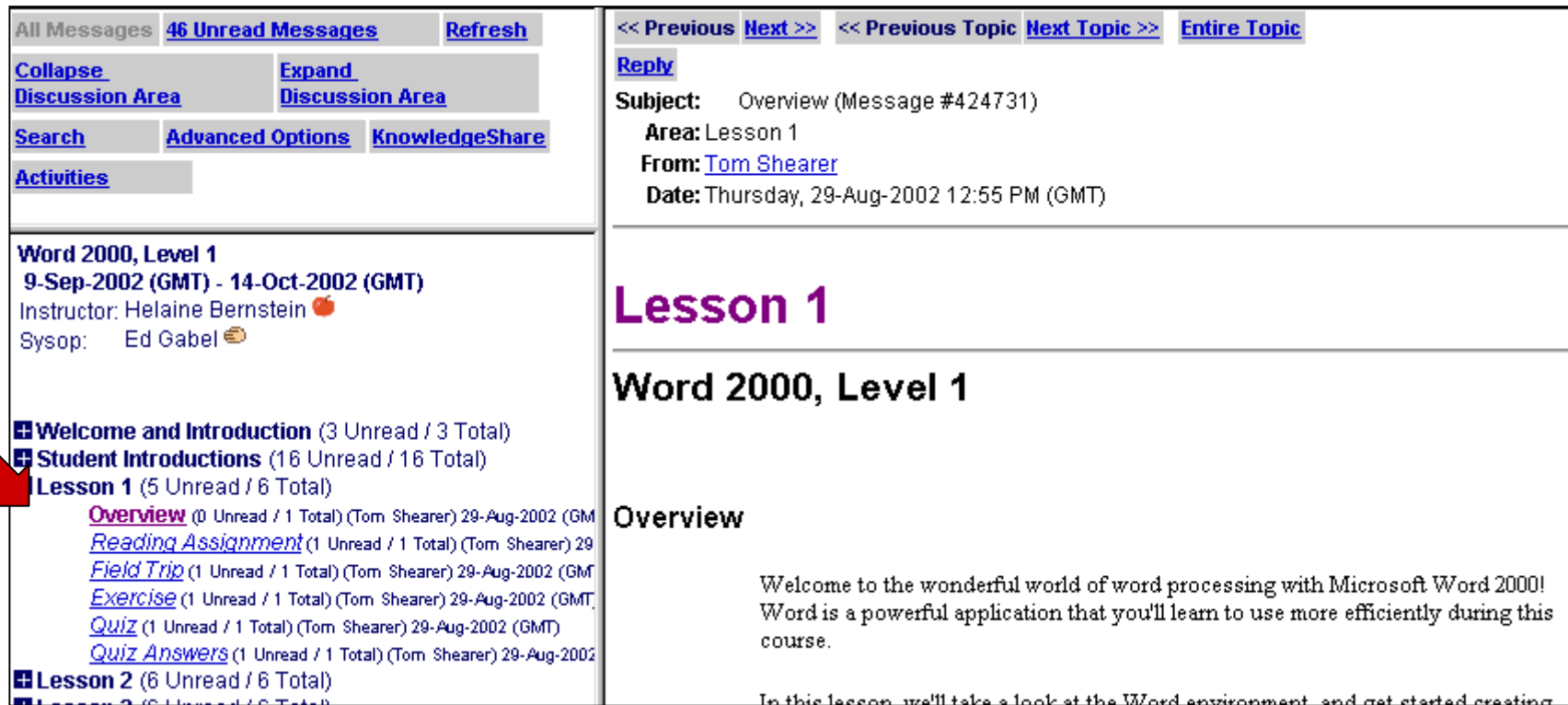
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Navigating through an Online Instructor-facilitated Course

Learn It Online Lessons:

This is what a lesson looks like for a typical instructor-facilitated Learn It Online course.

Lessons are accessed through the message board on the left side of the window by clicking on the lesson you wish to view. The lesson is then displayed in the right side of the window.



The screenshot displays the Learn It Online interface. On the left, there is a message board with a navigation menu at the top containing links for 'All Messages', '46 Unread Messages', 'Refresh', 'Collapse Discussion Area', 'Expand Discussion Area', 'Search', 'Advanced Options', 'KnowledgeShare', and 'Activities'. The message board lists several topics, including 'Word 2000, Level 1' (9-Sep-2002 to 14-Oct-2002) by Helaine Bernstein, with a system operator 'Ed Gabel'. Below this, a list of sub-topics is shown: 'Welcome and Introduction (3 Unread / 3 Total)', 'Student Introductions (16 Unread / 16 Total)', and 'Lesson 1 (5 Unread / 6 Total)'. Under 'Lesson 1', there are links for 'Overview', 'Reading Assignment', 'Field Trip', 'Exercise', 'Quiz', and 'Quiz Answers', each with unread counts and dates. A red arrow points to the 'Lesson 1' link. On the right, the lesson content is displayed, starting with navigation links ('<< Previous', 'Next >>', '<< Previous Topic', 'Next Topic >>', 'Entire Topic'), a 'Reply' link, and a message header: 'Subject: Overview (Message #424731)', 'Area: Lesson 1', 'From: Tom Shearer', and 'Date: Thursday, 29-Aug-2002 12:55 PM (GMT)'. The main content area shows the title 'Lesson 1' in purple, followed by 'Word 2000, Level 1' and 'Overview'. The overview text reads: 'Welcome to the wonderful world of word processing with Microsoft Word 2000! Word is a powerful application that you'll learn to use more efficiently during this course. In this lesson, we'll take a look at the Word environment, and get started creating...

Navigating through an Online Instructor-facilitated Course

Interaction with Instructors:

Let's take a closer look at the interaction between students and instructors in an instructor-facilitated course. Here is an instructor's response to a student posting on the message board.

Instructors visit the message boards frequently and respond to all student postings that require a response within 48 hours.

The screenshot displays the LEARNITonline message board interface. On the left, a navigation menu includes links for 'All Messages', '46 Unread Messages', 'Refresh', 'Collapse Discussion Area', 'Expand Discussion Area', 'Search', 'Advanced Options', 'KnowledgeShare', and 'Activities'. Below this, a section titled 'Word 2000, Level 1' shows the course dates (9-Sep-2002 to 14-Oct-2002), instructor (Helaine Bernstein), and sysop (Ed Gabel). A list of message categories follows: 'Welcome and Introduction (3 Unread / 3 Total)', 'Student Introductions (16 Unread / 16 Total)', and a sub-list under 'Student Introductions' including 'Introduce Yourself (14 Unread / 14 Total)', 'Greetings from California (Faith McLaughlin) 9-Sep-2', 'Re: Greetings from California (Helaine Bernstein)', 'Re: Introduce Yourself (Jolene Ireland) 9-Sep-200', and 'Re: Re: Introduce Yourself (Helaine Bernstein)'. A red arrow points to the 'Re: Greetings from California' message. On the right, the detailed view of this message is shown, including navigation links ('<< Previous', 'Next >>', '<< Previous Topic', 'Next Topic >>', 'Entire Topic'), a 'Reply' link, and the message content: 'Subject: Re: Greetings from California (Message #428725)', 'Area: Student Introductions', 'From: Helaine Bernstein', 'Date: Tuesday, 10-Sep-2002 2:17 AM (GMT)', and the body text: 'Hello Faith, You sound ready for the class! Enjoy. Helaine Bernstein ElementK'.

Course Completion

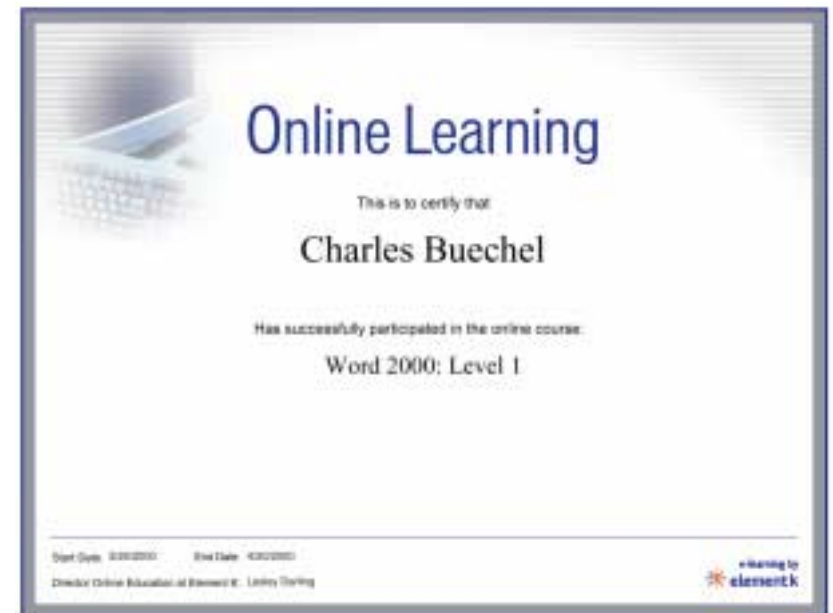
Learn It Online offers Course Completion Certificates to students who have successfully completed an online class or self-study course. To complete an online instructor-led class, you must take the self-paced course assessment.

To complete a self-study course, you must either complete all topics within the course, if you did not take the course assessment, or complete all recommended topics, if a course assessment was taken.

A sample certificate is displayed to the right. Please note that Element K will show as the provider.


The certificates are available online from the Transcript tab on the Account Info page and can be downloaded and printed out.

Certificates are in a .PDF format and will require at least version 4.0 of the Adobe Acrobat Reader Plugin available at Adobe's Web Site.

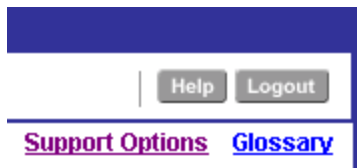


If you have trouble downloading a certificate by clicking on its link, try saving it first. Right click the link (click and hold on the Macintosh), then choose "Save Target As..." or "Save Link As..." to save the file to your disk. You can then open it directly using Adobe Acrobat.

Need Help?

Click the **Help** button () in the upper right hand corner, to view frequently asked questions.

Click on the **Support Options** link in the upper right hand corner to contact tech support directly.



Support Options:

- 24x7 Live Chat
- E-mail Support
- Phone Support

You can contact our customer support representatives by dialing 1-800-409-0030, option #1. Technical Support representatives are available from 7 AM - Midnight, Monday through Friday EST.

