

Storyboard for How to Complete the Training

Module 1: Introduction

Lesson #: Navigate a Course

April 30, 2012

*Note: This storyboard was used to
create the **Dreamweaver WBT**
sample on <http://dianneblake.com>*

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Course Introduction

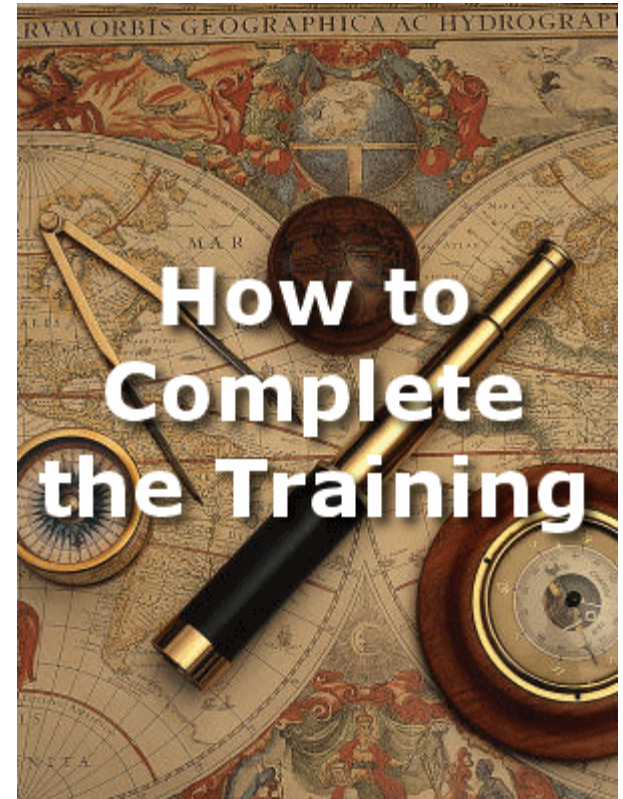
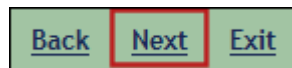
This is the first in a series of courses that will help you learn how to do your job.

In this course you will learn how to use web-based training effectively. The web-based training allows you to:

- Learn at your own speed.
- Get the most out of your training by choosing, which lessons you need to take, when you need to take them.

Each course is divided into modules and lessons that are displayed in the course menu structure on the left. Click the first yellow **folder**  in the course menu. Notice that this course has only one module and two lessons.

To navigate to the next page in the course, click the **Next** button in the upper right part of the screen.



Module 1: Introduction

You should take the lessons in this module in the order in which they are listed. The approximate time to complete a lesson is displayed next to the lesson title. You do not have to complete all of the lessons in one session.

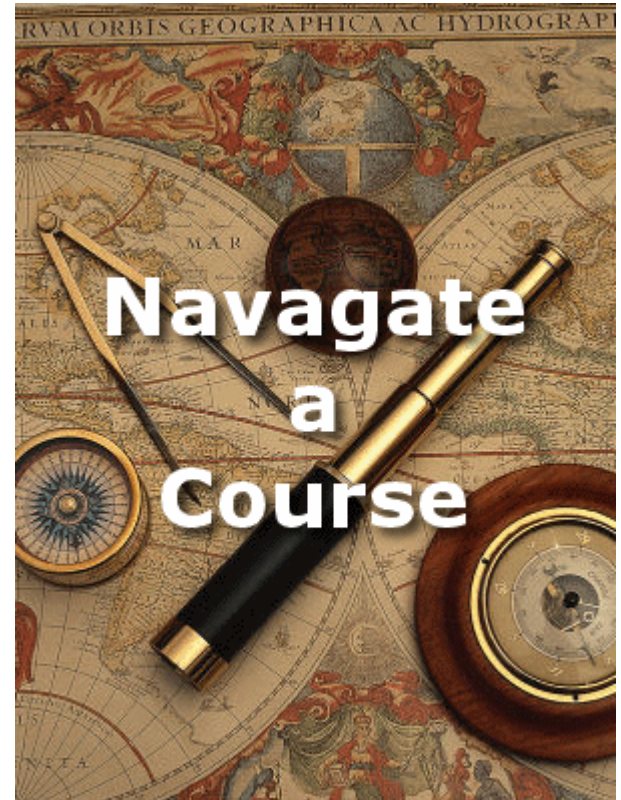
- **Lesson 1:** [Navigate a Course](#) **Time: 5 minutes**
You will learn how to navigate through a Web-based training.
- **Lesson 2:** [Course Interactions](#) **Time: 8 minutes**
You will interact with some of the Web-based training features.

Lesson Objectives

The focus of this lesson is on navigating through a Web-based training (WBT) course.

In this lesson you will learn how to:

- Navigate the WBT course menu.
- Navigate within lessons.
- Respond to review questions.
- Zoom in on a graphic.
- Use the course glossary.
- Access course references.



Welcome to Navigating a Course

Web-based training courses are best viewed at 1024 x 768 screen resolution. If you have to scroll to see the entire page, you can adjust your computer settings as described below:

Adjust your screen resolution in the control panel by clicking:


Start > Settings > Control Panel > Display > Settings.

Use the full screen viewing mode. If you see this **Maximize** button in the upper right corner of your browser window, click it.

You can print the Resetting Your Screen Size document for future use. It contains the full instructions for resetting your screen size. This document is always available from the **References** page in all web-based training courses. The **References** page is discussed in more detail later in this lesson.

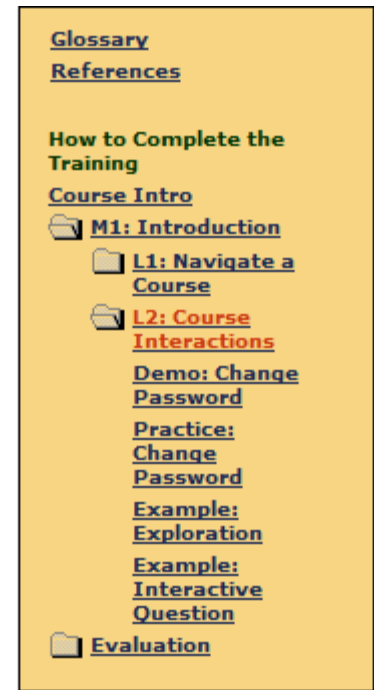
The Course Menu

Each course is divided into **modules**, which are further divided into **lessons**. The menu structure on the left part of this screen displays the module and lesson titles and is known as the **course menu**.

When you are in a lesson, the module folder and the lesson folder appear to be open . In the example on the right, you are in lesson two (**L2: Course Interactions**) of module one (**M1: Introduction**) of the course **How to Complete the Training**.

The menu text color for each item is blue. When you move your cursor over the text, it changes to brown. When you navigate to any page listed in the course menu, the text changes to red (as shown in the example on the right).

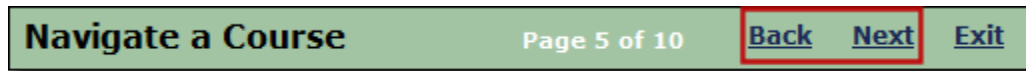
Clicking a **lesson title** takes you to the first page of that lesson. At any time during the training, you can easily move from one module and lesson to another by clicking the text of the item on the course menu.



Navigating Within a Lesson

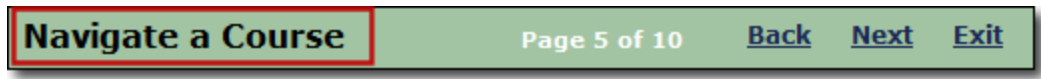
As you have seen, the **Next** button takes you to the next page of the lesson. The **Back** button takes you to the previous page of the lesson. Clicking the **Exit** button takes you out of the course.

You can navigate the entire course by just clicking the **Next** button. You can also navigate the entire course backwards by clicking the **Back** button.



Navigating Within a Lesson (cont.)

The **course**, **module**, or **lesson title** appears at the top of the page, so you always know where you are in the course.



Notice "**Page 5 of 10**" in white text, next to the navigation links above. This identifies the lesson page you are viewing and the number of pages in the lesson.

Review Question

Template: lesson_review_question.html
Use CourseBuilder to create question

Review question pages allow you to check your understanding. Here is an example:

Which of the following planets are closer to the sun in our solar system than Earth? (Check all that apply.)

- A. Mercury
- B. Jupiter
- C. Venus
- D. Mars

Feedback:

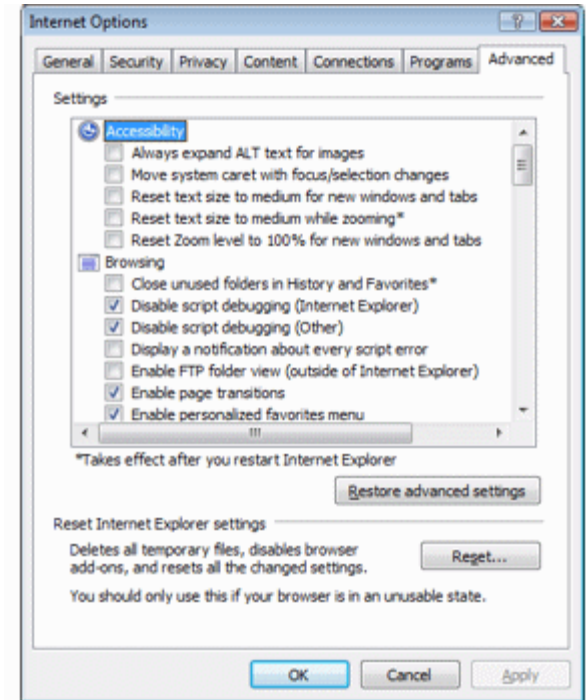
Correct feedback: Yes, that is correct.

Incorrect feedback: No, the correct answers are A and C.

Zooming in on Graphics

When an image is too small to see clearly, the training provides a **Zoom** button to magnify the image. To return to the page that launched the magnified image, click the **Close Window** button.

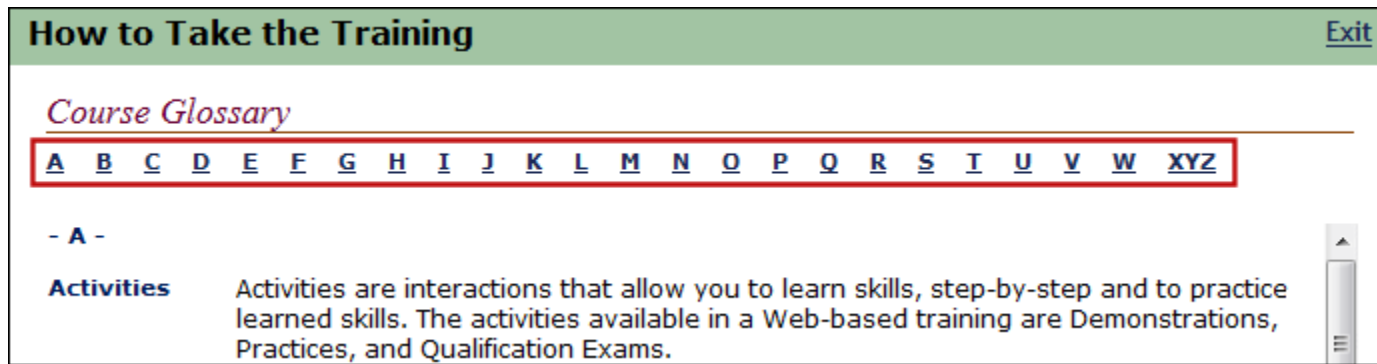
Click the **Zoom** button now.



Course Glossary

The course glossary contains a list of terms and definitions with which you may not be familiar. It is accessible from the **Glossary** link in the course menu. The terms and definitions may be different for each course.

Within the glossary, you can click a letter, to go directly to the terms that begin with that letter, or use the scroll bar to browse the list. When you are done, click the **Exit** button to return to the lesson page you were viewing. Click the **Glossary** link in the course menu, to see how it works. Notice that it contains Web-based training terms.



The screenshot shows a web-based training interface. At the top, there is a green header bar with the text "How to Take the Training" and an "Exit" link on the right. Below the header, the title "Course Glossary" is displayed in a red, italicized font. A horizontal navigation bar contains letters from A to XYZ, with each letter enclosed in a small box. The letter "A" is highlighted with a red border. Below the navigation bar, the text "- A -" is centered. Underneath, the word "Activities" is listed in bold, followed by a definition: "Activities are interactions that allow you to learn skills, step-by-step and to practice learned skills. The activities available in a Web-based training are Demonstrations, Practices, and Qualification Exams." A vertical scrollbar is visible on the right side of the content area.

References

Some courses have links to reference documents that provide step-by-step instructions for performing related tasks, or other useful information. They are accessible from the **References** link in the course menu. You can print these documents for use on the job.

In addition, some courses include prerequisite course links on the **References** page. When you are done, click the **Exit** button to return to the lesson page.

How to Take the Training [Exit](#)

References

Click a reference name to open the reference, or click the **Exit** button to exit this list and return to the course.

- **Resetting Your Screen Size**
This job aid walks you through the process of changing the screen size (resolution) so that you can run the web-based training without having to scroll to see the lesson page and activity content.

Lesson Summary

In this lesson, you learned how to:

- Navigate the WBT course menu.
- Navigate within lessons.
- Respond to review questions.
- Zoom in on a graphic.
- Use the course glossary.
- Access course references.

Click the **next** button or use the course menu structure on the left part of the screen to navigate to the next lesson.

