

Element K Course Instructions

Getting Started – Downloading the Macromedia Plug-in

1. From **Internet Explorer 5.5**, type <http://sdc.shockwave.com/shockwave/download> in the **Address** field.
2. To install the **Macromedia Shockwave Player**, follow steps 1 through 4 listed under the **Instructions** area.

You are now ready to begin the On-line Tutorials. If you have any questions, please contact Jemarice Simpson at (248) 858-0808.

How to Take a Course in Element K

1. From **Internet Explorer 5.5**, type <http://knowledge.elementk.com/> in the **Address** field. (**Note:** *It is recommended that you add this location to your favorites. To add as a favorite, select **Favorites...Add Favorites.***)
2. In the **Username** field, type your **username**.
3. Press the **Tab** key.
4. Type in your **password**.
5. Click the **LOG-IN** button.
6. From the **My Courses** screen, click **Course Catalog**.
7. Select a **Course**.
(**Note:** *Refer to page 1 of the Element K Registration Instructions, **Element K Online Training Courses Offered by Information Technology***)

For illustration purposes, the following instructions are listed for taking the **Word 97: Level 1** course.

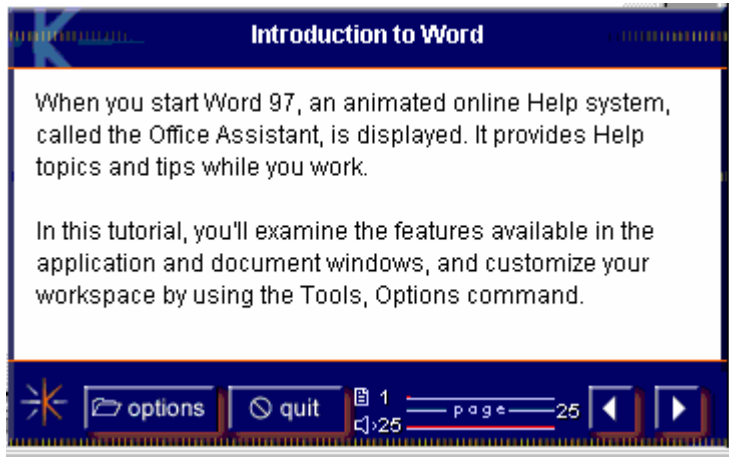
8. From the **Word 97** menu, click the **Word 97: Level 1** link.

The **Word 97: Level 1** Table of Contents appears on the screen. The course has been separated into numerous tutorials.

9. Click the **Introduction to Word** link.
10. An **Introduction to Word Topics** cover page appears on the screen, select the **Click here to begin** button.

Element K Course Instructions

The main screen for the tutorial will appear.



11. From the **Element K Wizard** dialog box, click the **options** button.

The **Options Menu** provides additional user options for Element K.



- **HELP** - provides a list of symbols and definitions, which are used in the training.
- **RESTART** - will restart the current tutorial.
- **OK** - will save the settings you have changed and closes the **Options** menu.
- **AUDIO OFF** - provides the user with the written text to follow.
- **PREVIEW OFF** - is a tutorial mode, which displays the way you will use the online tutorial. The presentation mode (**PREVIEW OFF**) forces you to execute the tasks in the tutorial. The presentation mode (**PREVIEW ON**) will let you simply preview the course material by clicking the **NEXT** button.
- **CANCEL** - closes the **Options** menu.

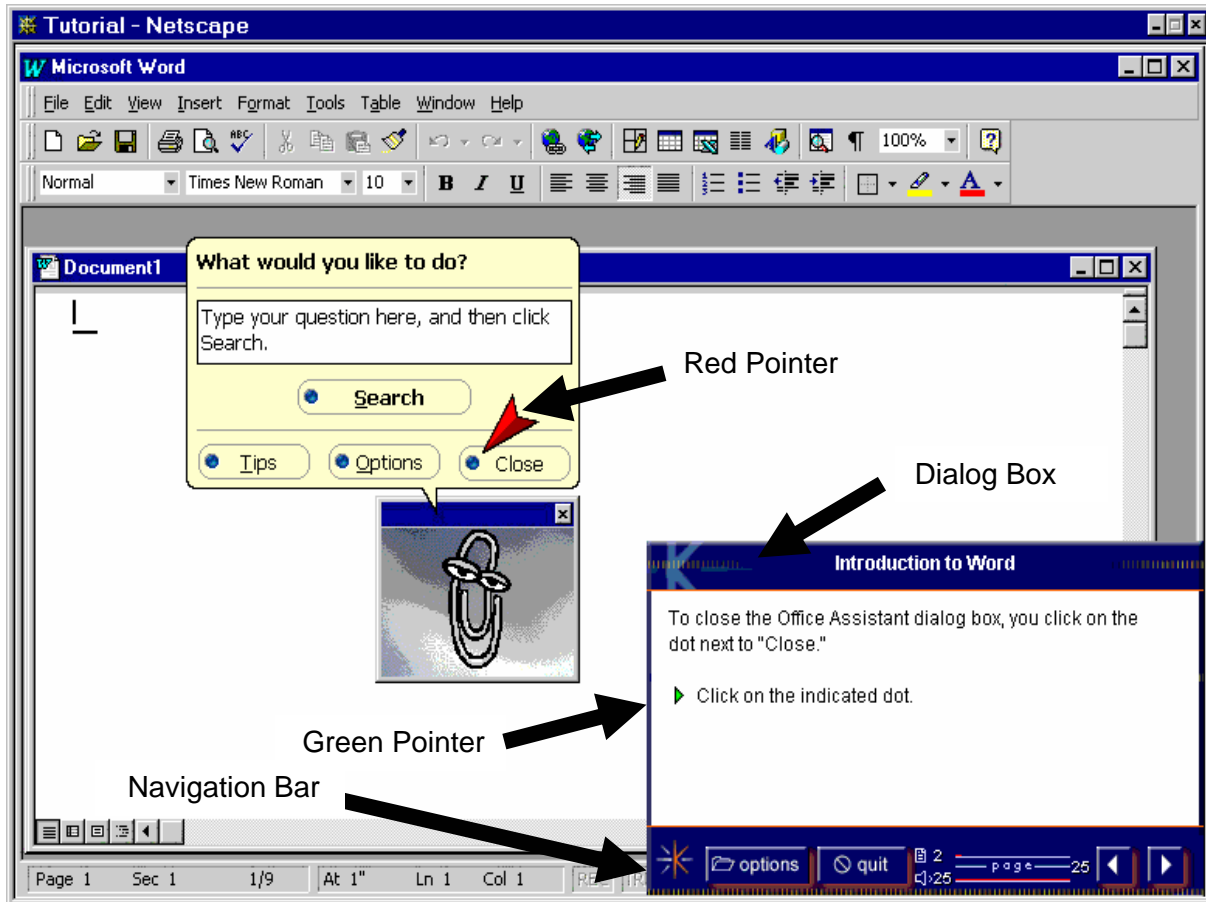
Element K Course Instructions

12. Select a **tutorial mode (PREVIEW OFF or PREVIEW ON)**.
13. Click **OK**.
14. Follow the **Element K Wizard** until your tutorial is completed. (*Note: If you choose to **quit** this section of the tutorial before it has been completed, the next time you will have to start this section from the beginning.*)
15. When you complete the tutorial section, an information box will appear listing the topics covered in the tutorial. At this point there are three available options:
 - Select **OPTIONS**. Click on the **RESTART** button. This action will prompt the tutorial to go back to the beginning of the section.
 - From the **Navigation Bar**, select **QUIT**. This action will end the tutorial. A message will appear, **You have not completed this tutorial. Are you sure you want to quit? YES or NO.** (*Note: If you choose to quit a tutorial at the end of a section, the next time you will be able to continue on with the next section.*)
 - By clicking on the **advanced arrow**, a brief bulleted list of what was learned in the tutorial called **Points to remember** will be listed for review. You have successfully completed the first section of the tutorial. If you would like to continue with the next section of the tutorial, click on **Return to Tutorial Page** and click on the **next tutorial** option. On the **Topics Covered** page, select the **Click here to Begin** button.

Element K Course Instructions

On-line Learning Tools

After launching the tutorial, an Element K dialog box will appear on your screen containing navigation buttons, task instructions, and prompts. This dialog box allows you to control the flow of the tutorial, and determine the overall status of the tutorial. Above the Navigation Bar in the dialog box, step-by-step training instructions and the tutorial view will appear on the screen.



- **Green Pointer** – instructs the user that an action has to be performed in the task.
 - ⇒ A **task** is a list of instructions to perform an action. The example above shows the green pointer with instructions **Click on the indicated dot**.
 - ⇒ An **action** reviews the list of instructions and acts on them. The example below shows the red pointer pointing to the **Close** button. The action is to click on the **Close** button.
- **Red Pointer** – tells the user to observe an item on the screen and/or perform an action.

Element K Course Instructions

- **Element K Assistant** – will perform a task for you if the action you performed was wrong. A message will appear, **You have selected an incorrect item. Please click on Try again or Do It For Me.** If you do not want this option to perform the task, you can override this option by clicking on the **Try Again** button. This will allow you to perform the action yourself.

If any problems arise while using the **Element K** online training, please contact Jemarice Simpson at (248) 858-0808.