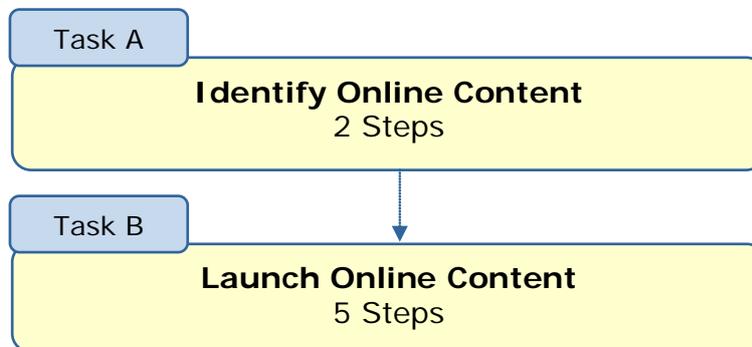


Job Aid: Launch Online Content

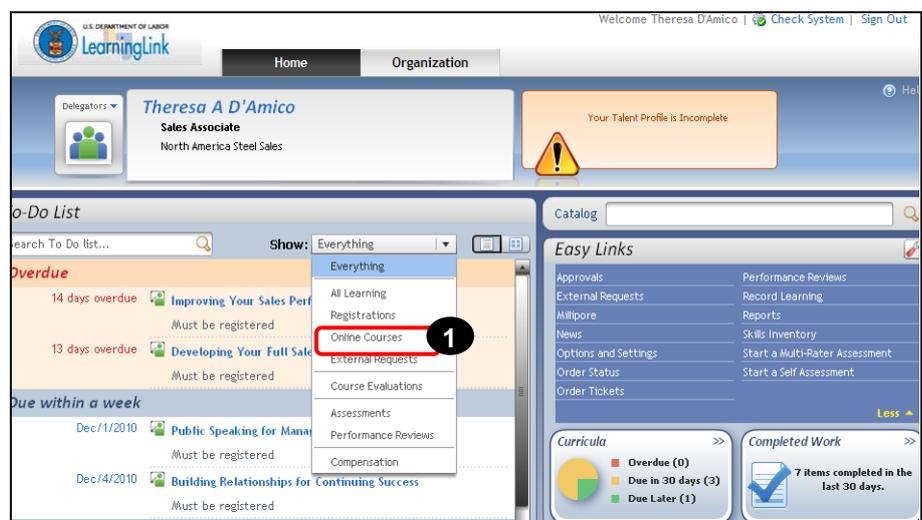
Purpose

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

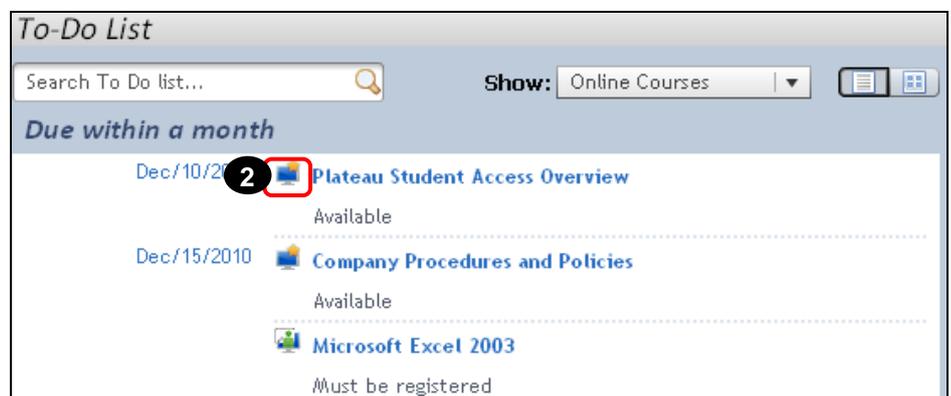


Task A. Identify Online Content

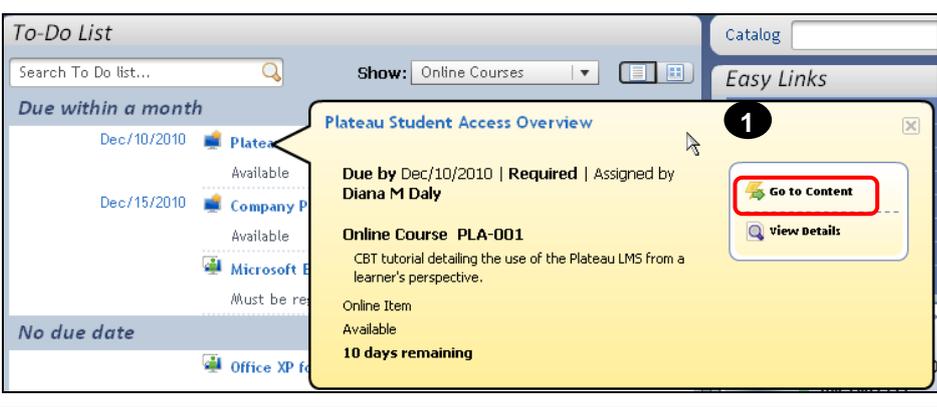
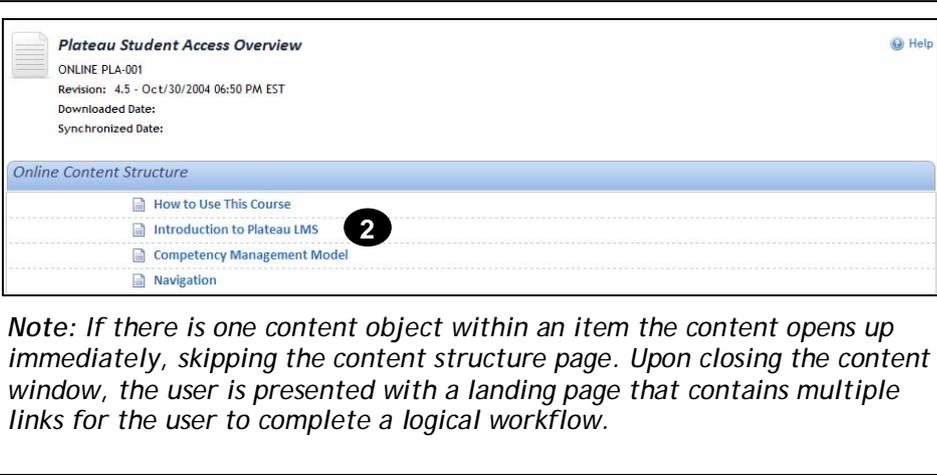
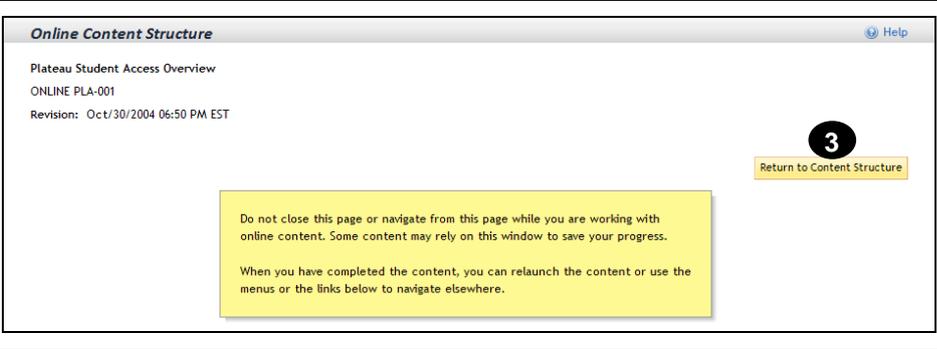
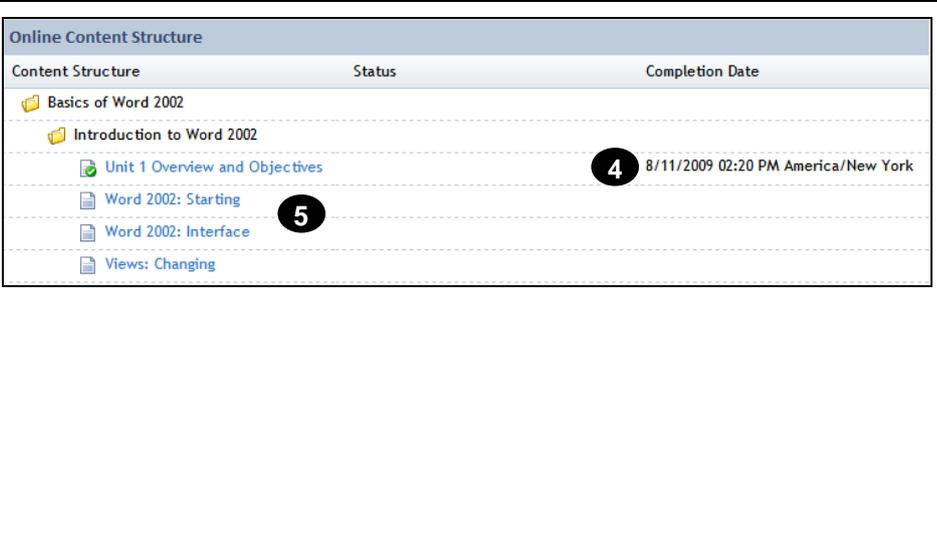
1 From the Home page, filter the To-Do List to show **Online Courses** only.



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



Task B. Launch Online Content

<p>1</p>	<p>From the To-Do List, hover over the title of the item you wish to launch and then select Go to Content.</p>																						
<p>2</p>	<p>The Online Content Structure page displays. An item may contain one or more content objects. Select 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.</p>	 <p><i>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.</i></p>																					
<p>3</p>	<p>When the content object is complete, the window closes, and returns you to the Online Content Structure page. Select Return to Content Structure to continue.</p>																						
<p>4 5</p>	<p>The completion date and time of the content object are captured. If the online item contains more than one content object, all objects typically must be completed in order for the item to be complete. Select the next content object title link to continue completion of the course.</p>	 <table border="1"> <thead> <tr> <th>Content Structure</th> <th>Status</th> <th>Completion Date</th> </tr> </thead> <tbody> <tr> <td>Basics of Word 2002</td> <td></td> <td></td> </tr> <tr> <td>Introduction to Word 2002</td> <td></td> <td></td> </tr> <tr> <td>Unit 1 Overview and Objectives</td> <td></td> <td>8/11/2009 02:20 PM America/New York</td> </tr> <tr> <td>Word 2002: Starting</td> <td></td> <td></td> </tr> <tr> <td>Word 2002: Interface</td> <td></td> <td></td> </tr> <tr> <td>Views: Changing</td> <td></td> <td></td> </tr> </tbody> </table>	Content Structure	Status	Completion Date	Basics of Word 2002			Introduction to Word 2002			Unit 1 Overview and Objectives		8/11/2009 02:20 PM America/New York	Word 2002: Starting			Word 2002: Interface			Views: Changing		
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Notes