OnCourse Direct

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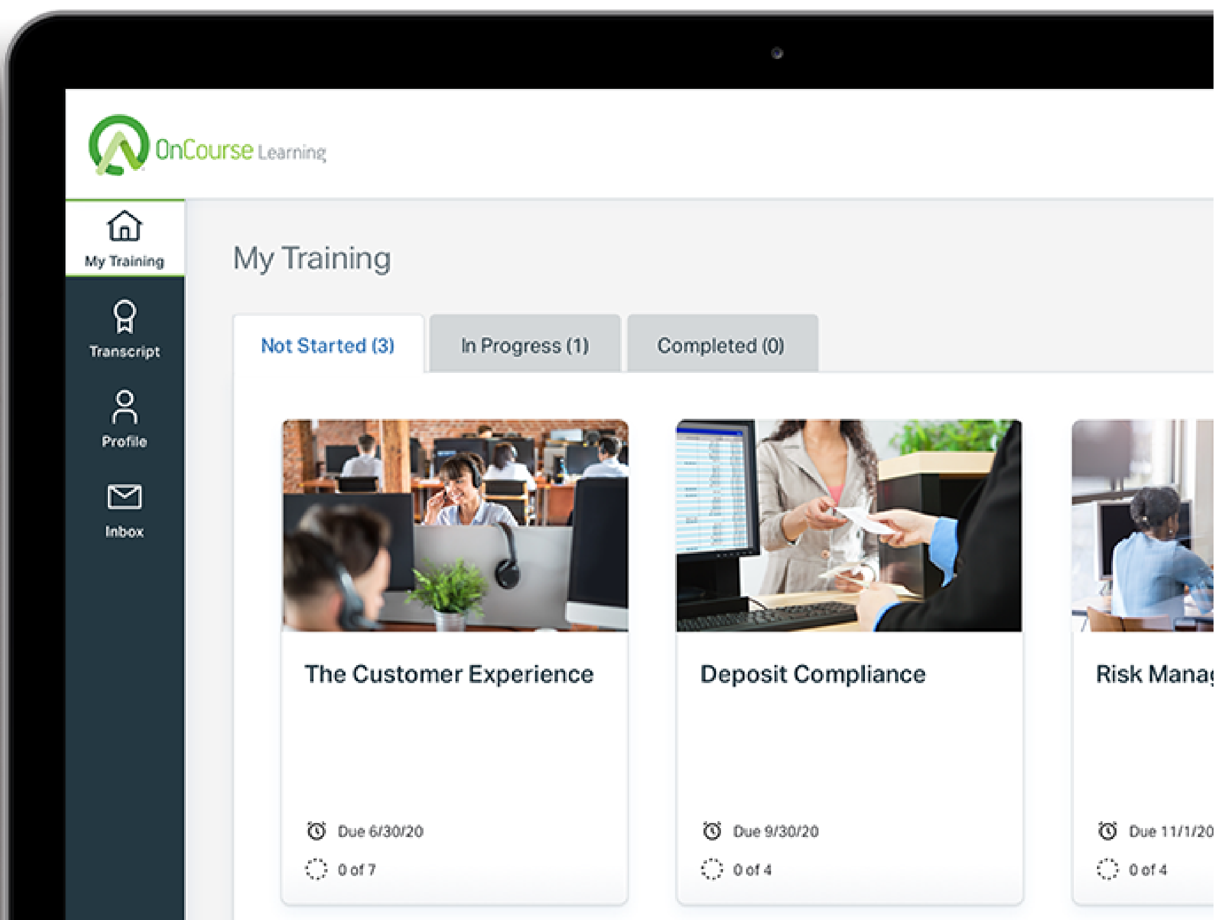
STUDENT USER GUIDE

A Learning Management System with a FRESH EXPERIENCE



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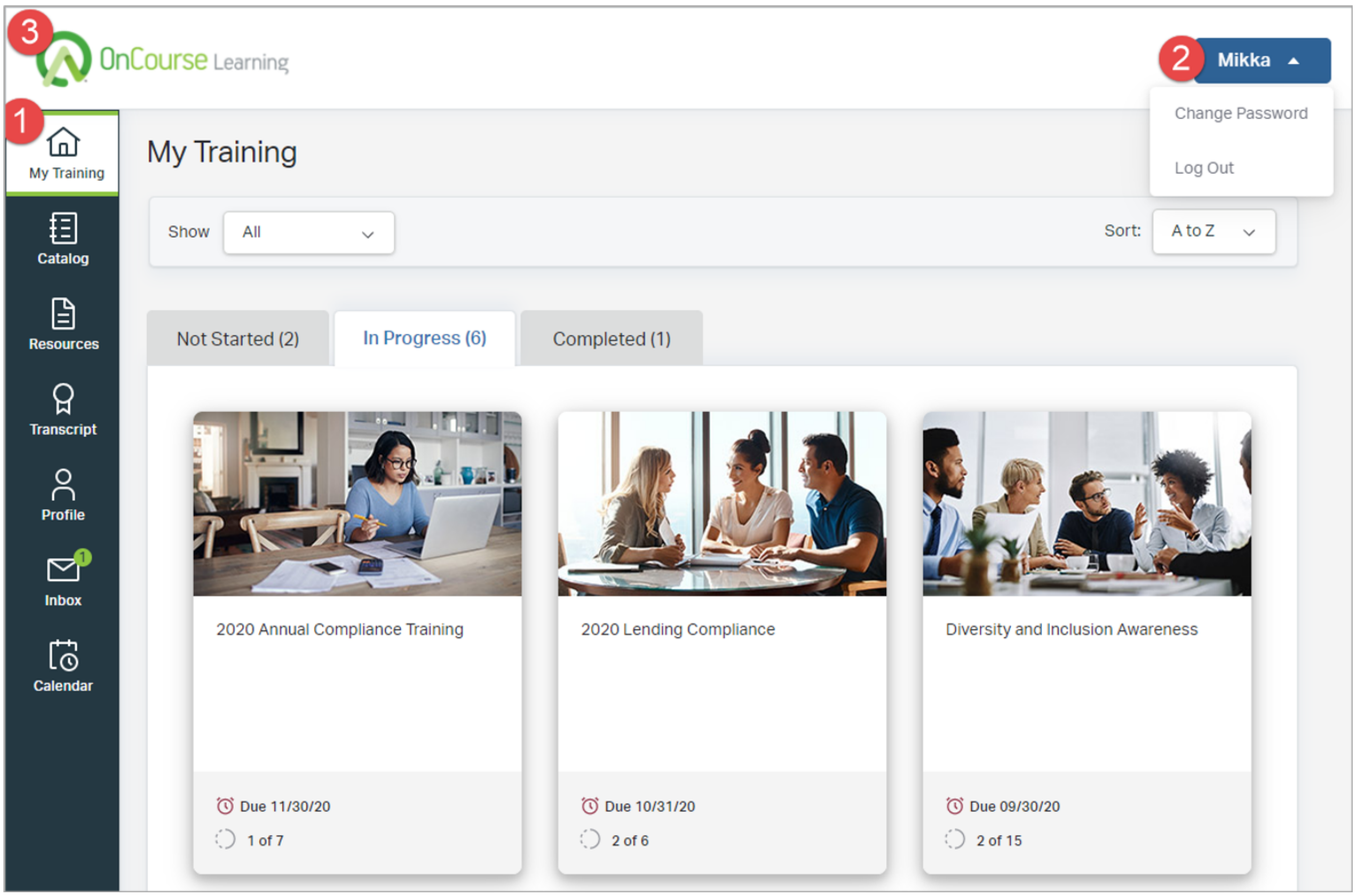
NAVIGATION OVERVIEW

There are two navigation menus available to you. The features available to you will depend on how the site is configured. This guide will cover all available features which may not all be available to you.

1. The left menu provides access to your main features
2. The sub-menu under your name in the top right of the screen will allow you to change your password and log out
3. Unless configured by your organization, clicking the logo will take you to the **My Training** page



MY TRAINING

VIEW YOUR ASSIGNED TRAINING

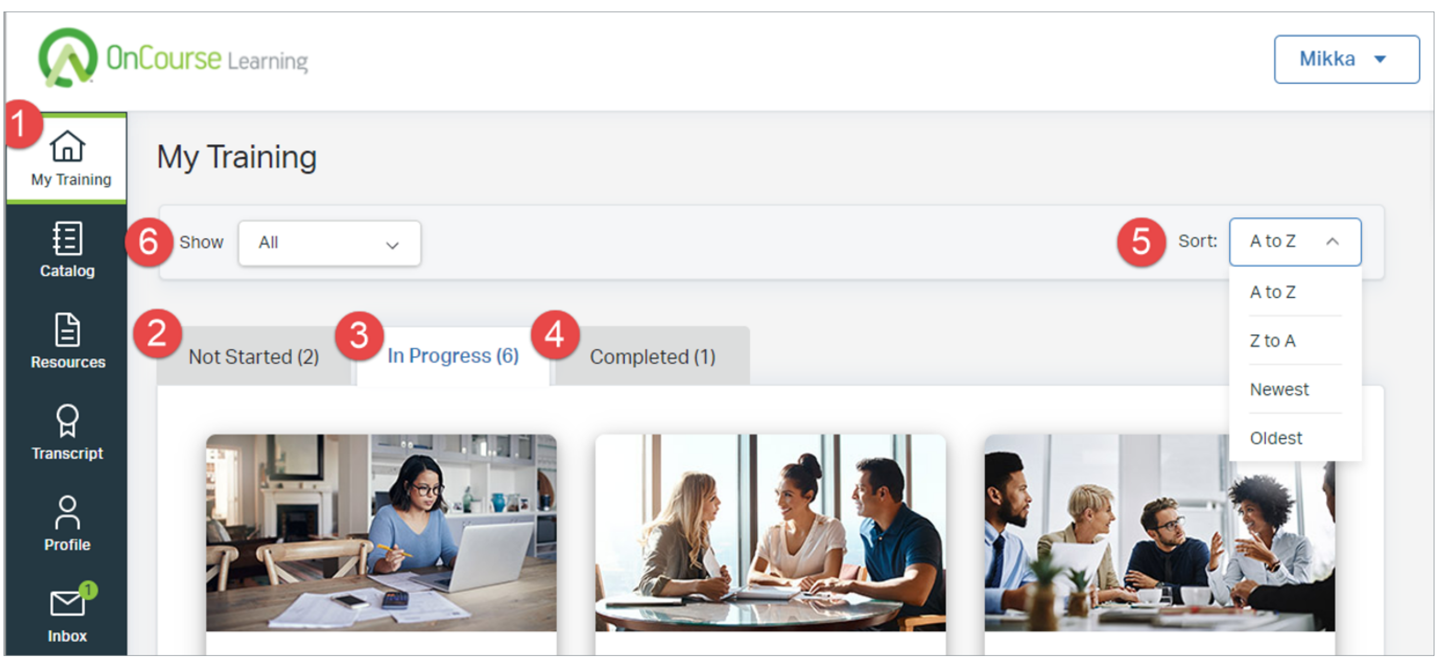
Upon login you will default to the My Training page to view your assigned training. The My Training menu icon on the left side of the screen will navigate back to this My Training view.

Your assigned training can consist of both required training that you have been assigned and, if the Catalog is available to you, training that you have elected to take. There are three states of progress -- **Not Started**, **In Progress**, and **Completed** -- each having its own tab for easy access. Each tab will reference the number of training activities available in each state.

Each assigned training has a 'training card' consisting of general information such as name, type or progress.

Follow the steps below to view your assigned training:

1. Click My Training in the left menu
2. Click the Not Started tab to view newly assigned training or training you have not made progress on
3. Click the In Progress tab to view training you have started, but not completed
4. Click the Completed tab to view training that you have completed
5. By default, your training is ordered by due date. Select from the Sort dropdown to order alphabetically.
6. By default, both your required and elective training is displayed. Select from the Show dropdown to show only required or only elective training.



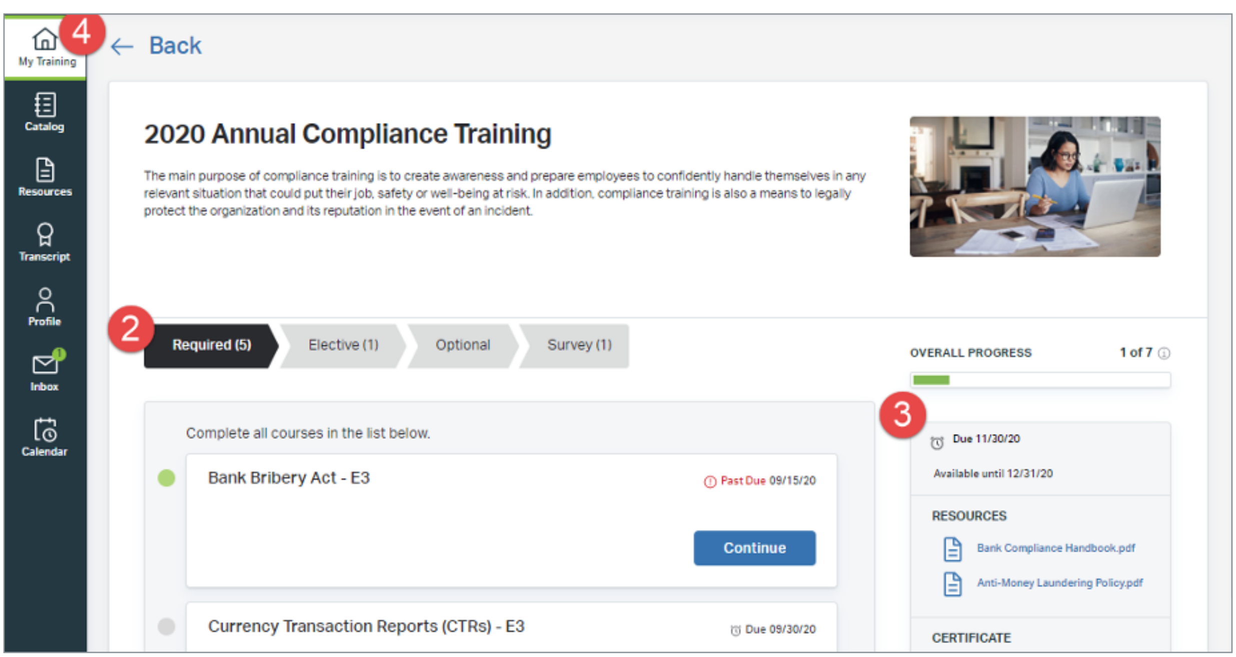
MY TRAINING

VIEW THE DETAILS OF A TRAINING ACTIVITY

To view the details of a specific training activity, click the top portion of the desired card. This action is available on both the **My Training** and **Catalog** views. Within those details you will be able to access additional information and launch your courses. The resources available may differ depending on the setup of the training program or course and can be items such as the description of the training, supplemental resources or documents related to the training, and completion certificates.

Follow these steps to view the details of your training.

1. On the **My Training** page, click the 'card' to access the details page for that training
2. If the training is a training program there can be up to five type of courses: ***Required***, ***Elective***, ***Optional***, ***Exam*** and ***Survey***. Typically, you will have 2-3 types of training available and each will be organized in its own tab
   - The number on the tab conveys the number of required courses in that tab
   - Once you have completed all required courses for that tab there will be a check icon conveying that you have completed the requirements for that training type
3. Additional training details can be found in the panel on the right. This information is specific to the configuration of the training but can include items such as the following:
   - Due dates and available credits
   - The ability to email or call an instructor
   - Download resources or documents
   - Signed affidavits
   - Print the completion certificates once you have completed the training
4. Click the **Back** link at the top to return to the previous page



MY TRAINING

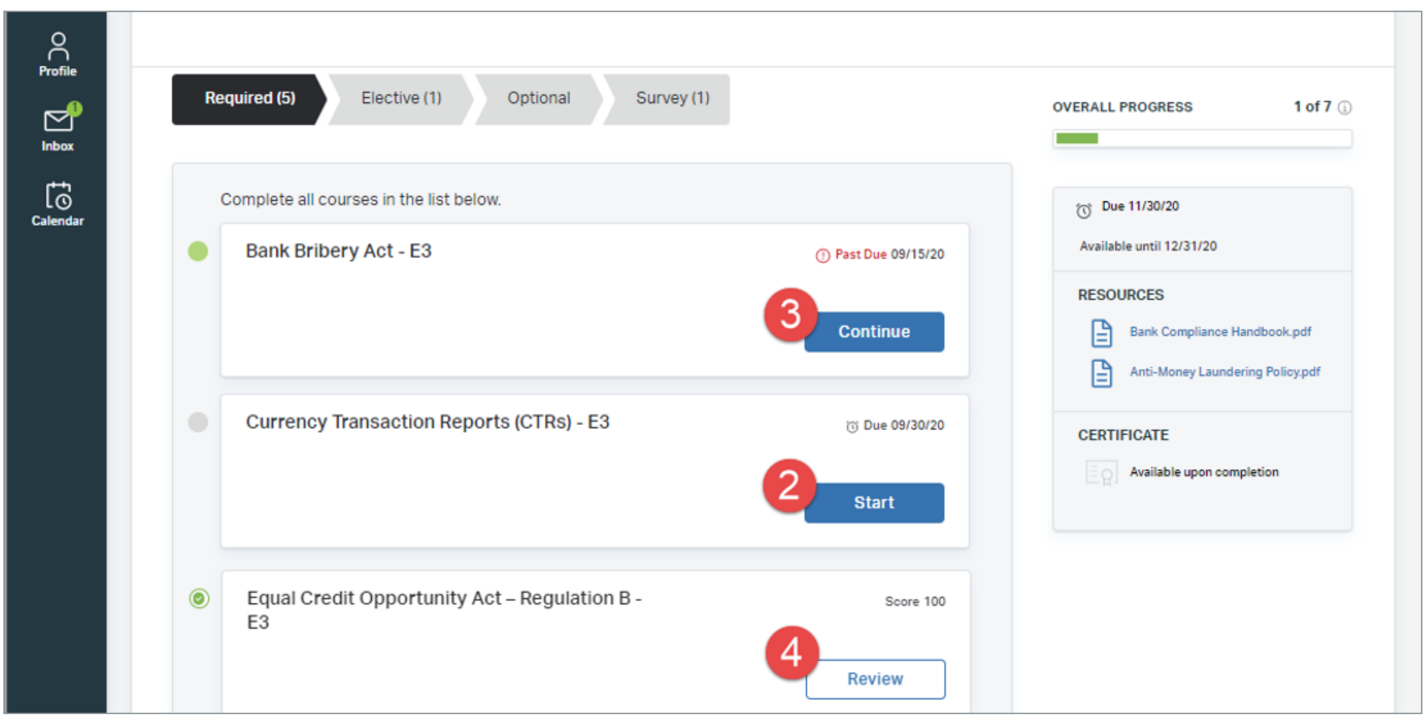
LAUNCH AN ONLINE COURSE

Each course has a ‘course card’ on the training details page that provides the course name, important messages concerning the course, and the ability to launch the online course.

Follow the steps below to launch an online course:

1. Click the button located in the bottom right corner of the course card for the course that you would like to take
2. If the button is labeled **Start**, you have not yet launched this course. If the button is not active, you do not have access to take the training. Review the message at the top of the tab for more information about when you will have access to the course.
3. If the button is labeled **Continue**, you have made some progress on this course
4. If the button is labeled **Review**, you have completed the course and can still access the content for review. You will also see your score on the course card.

Note: When launched, the course will open in a separate window. It is recommended to maximize the course browser window for the best experience. Once completed, each course may have additional information available, such as a course completion certificate and your score.



CLASSROOM TRAINING

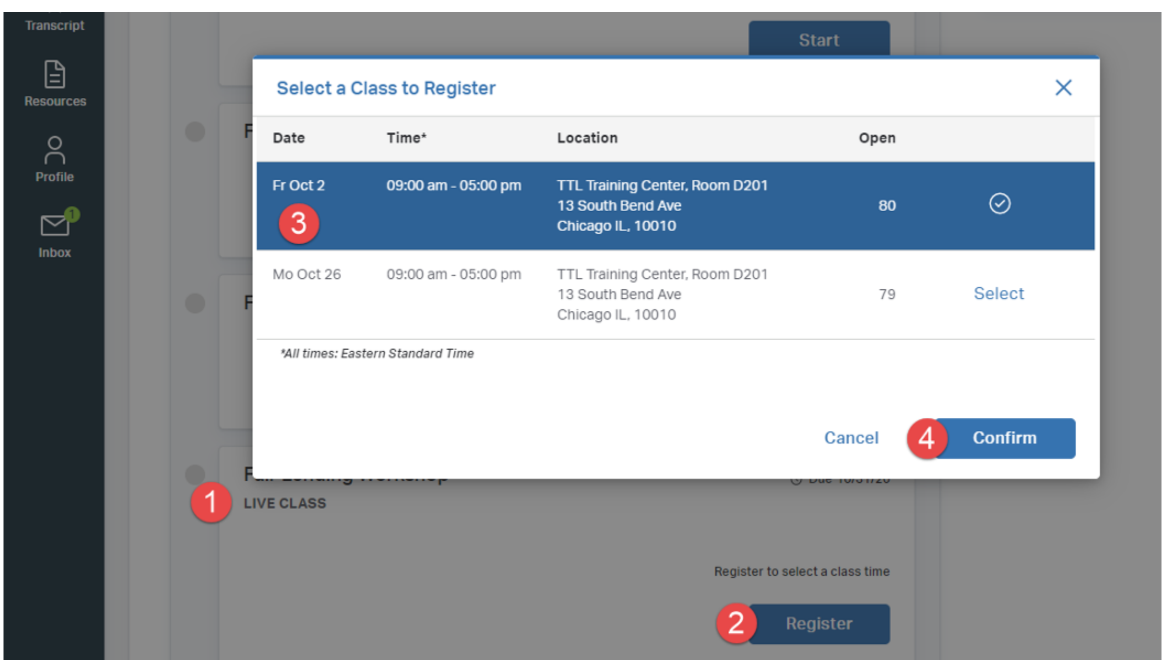
Your organization may or may not offer classroom training. If it does not, you can skip this section of the guide. There are two methods that you may be assigned to classroom training, either within a training program or a live class found in the catalog. Either way once you have access to the classroom course the actions are the same.

REGISTER FOR A CLASS

Classroom training may require you to register for a specific class by selecting the class that fits your schedule. This training could be in-person or virtual. It is possible you were assigned to a specific class when you were initially assigned to this training in which case you will not see the **Register** button, instead you will see the date and time the class will start.

Follow the steps below to register for a specific class:

1. On the training details page, under the course name there will be a label defining the type of class, such as ***Live Class***, ***Live Webinar***, ***Live Seminar***, etc.
2. If you are not registered, click the **Register** button located in the bottom right corner of the course card to access the list of available classes
   - » If you do not have a **Register** button you are most likely already registered in a specific class. If this is the case, you will see the date and time of the class on the card.
   - » If you do not see the date and time, chances are there are currently no classes available.
3. Select the desired class
4. Click **Confirm** to register or **Cancel** to return without registering

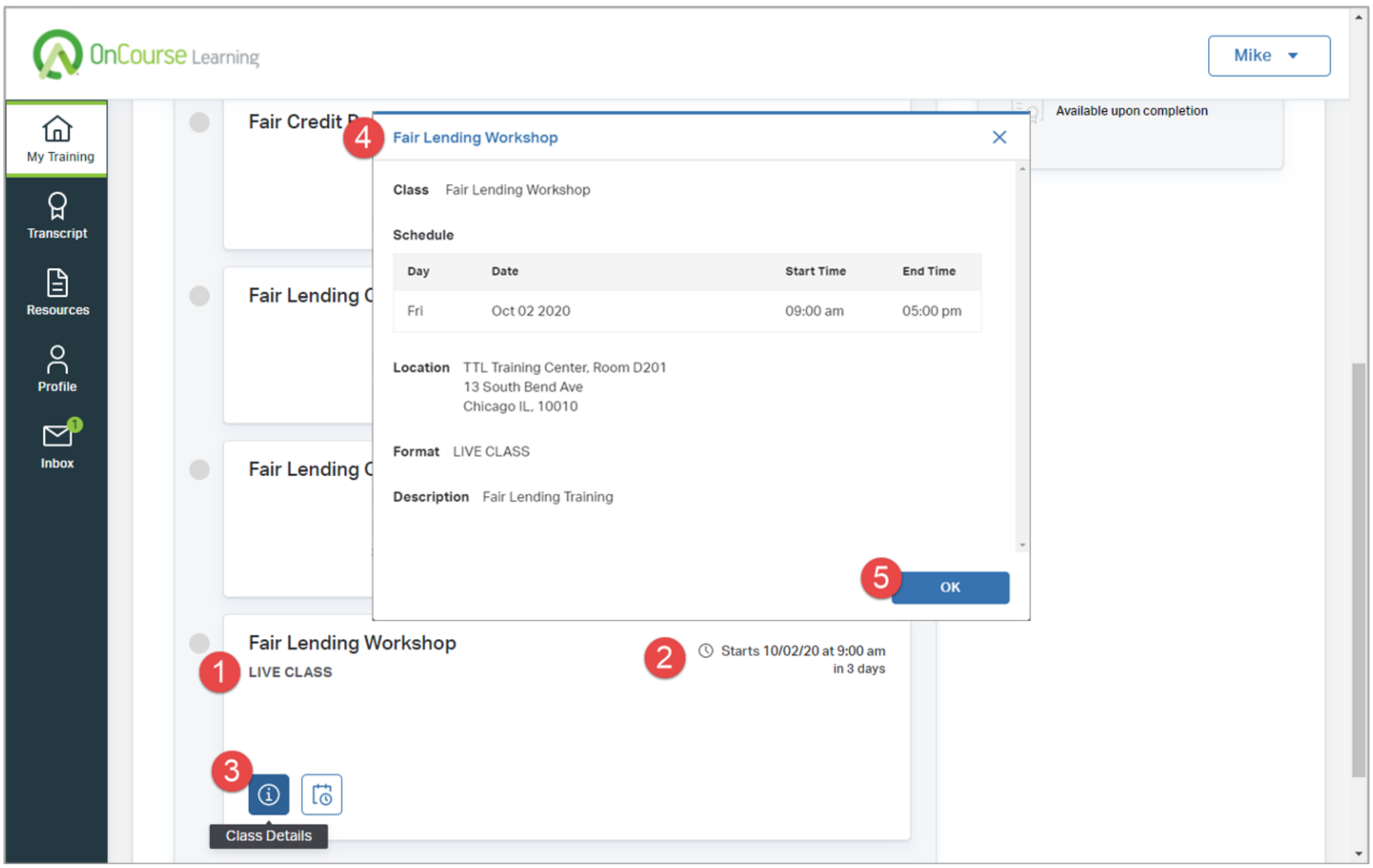


VIEW CLASS DETAILS

Once registered you will have access to class information including the schedule, instructors, location, description and resources.

Follow the steps below to view class details:

1. Access the training details page that contains the live training and locate the course card
2. Start date and time can be located on the course card
3. Click the **Class Details** icon to view additional information
4. Review the class information
5. Click the **OK** or close the popup when finished



MY TRAINING

CHANGE OR DROP A CLASS

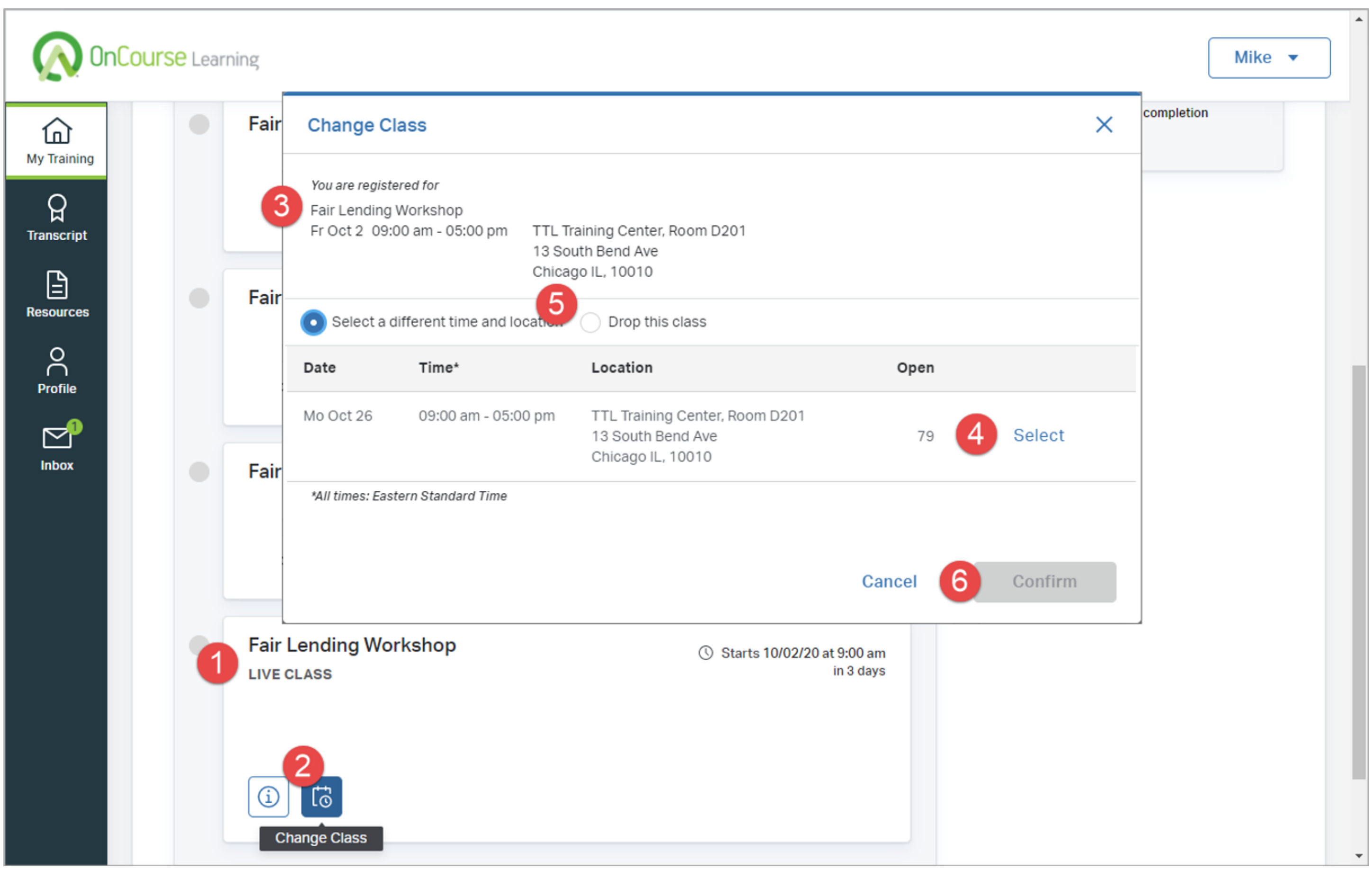
If the class date and time no longer meets your needs, you may be able to change to a different class or drop the class and wait for a class that does work with your schedule. This is a configuration based on the class settings, so you may not have the ability to change or drop a class. If this is the case, contact customer support or your LMS administrator to reschedule.

Note: Once you have completed the class it cannot be dropped.

Follow the steps below to reschedule a class:

1. Access the training details page that contains the live training
2. In the course card under the class name, click **Change Class**
3. Review the class you are currently registered
4. To change to another class, select one of the available classes that works with your schedule
5. Or to drop the class select the **Drop this class** option
6. Click **Confirm** to register or **Cancel** to return without registering

Note: If this is an elective class, dropping it will remove you from the course and class. If you need to take this course in the future, you can locate it in the catalog and register for the desired class.



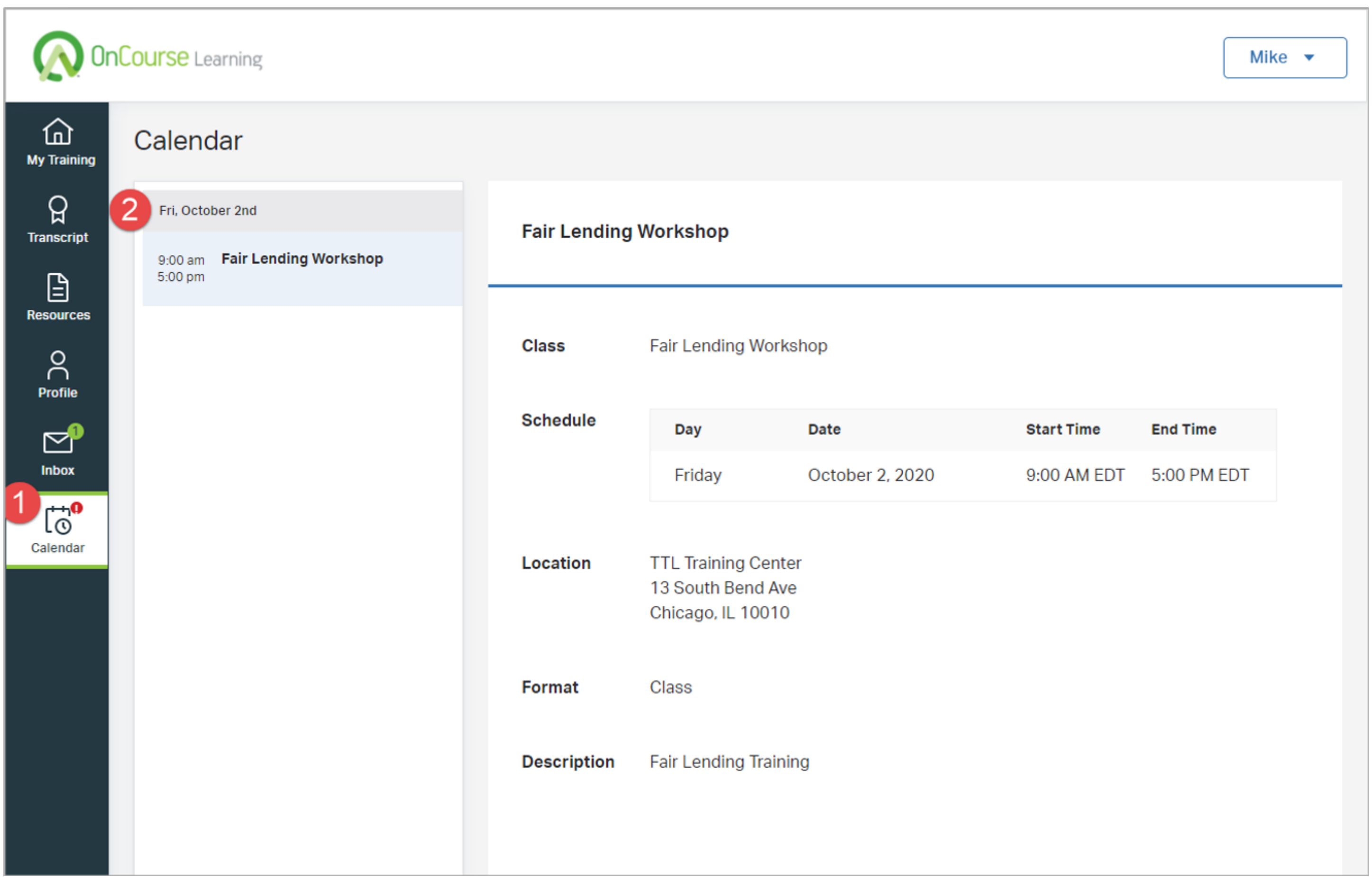
CALENDAR

VIEW UPCOMING CLASSES

If you are registered for classroom training, you will have access to the **Calendar** where you can view class specific information.

Follow the steps below to view upcoming classes:

1. Locate the **Calendar** in the left menu
   - » You will see an alert if you have a class occurring within the next 14 days
   - » Click the **Calendar** icon
2. All upcoming classes will be listed with the soonest at the top
3. Click a class to view additional information



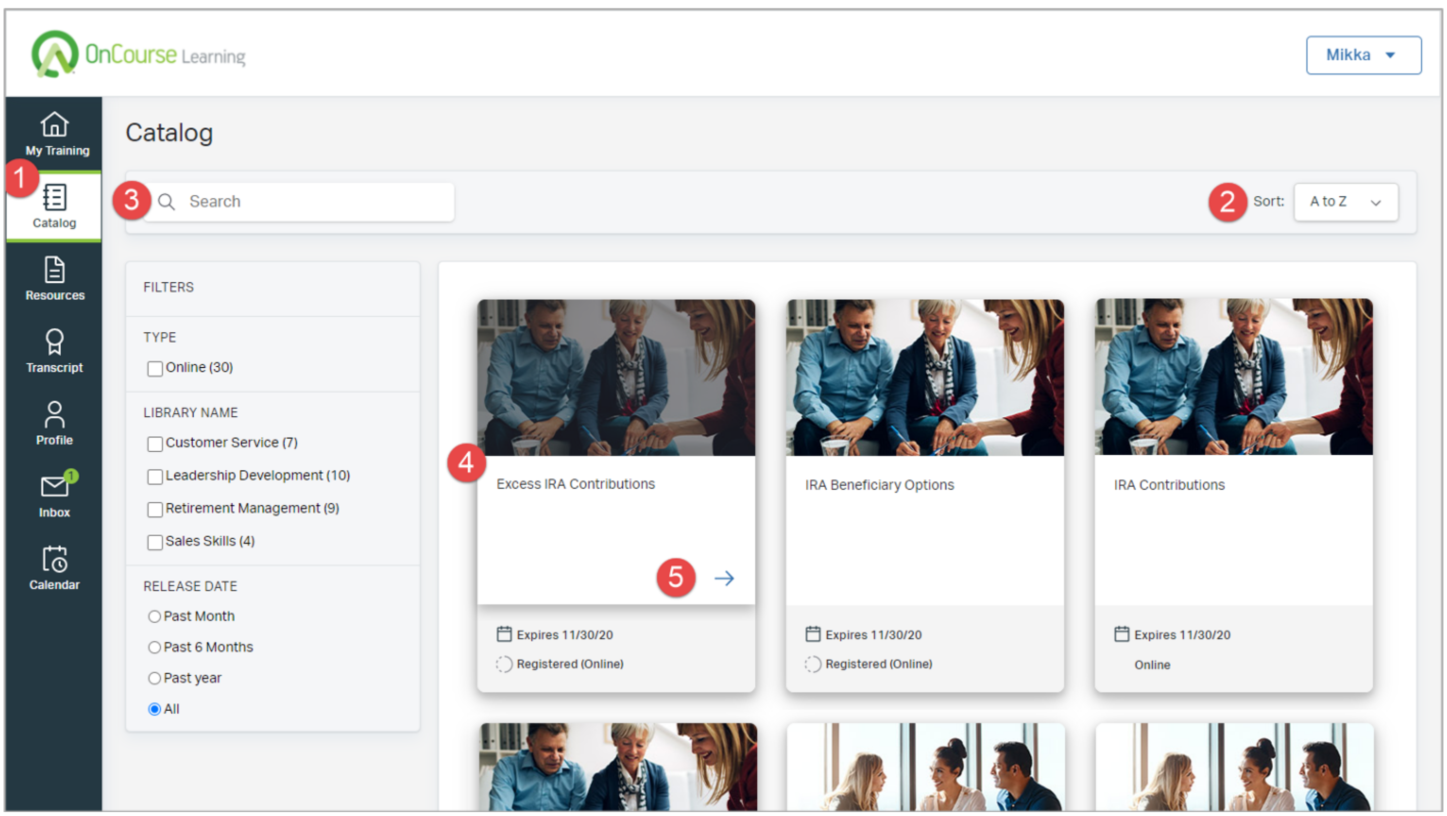
CATALOG

VIEW ELECTIVE TRAINING

If you have the catalog available, the training may be either courses or training programs that are available for you to take if you want. They are considered elective or optional and are not required to be taken. If you do not have the Catalog icon in your left menu then you do not have access to elective training.

Follow the steps below to access your Catalog and review the available training:

1. Click the **Catalog** in the left menu
2. By default, the training is ordered alphabetically. Select from the **Sort** dropdown to change the sort order.
3. Filter the catalog by criteria or search by title or description
4. Basic information is available on the training card such as ***name***, ***expiration date***, ***training type*** and ***status***.
5. Click the training card to view additional information

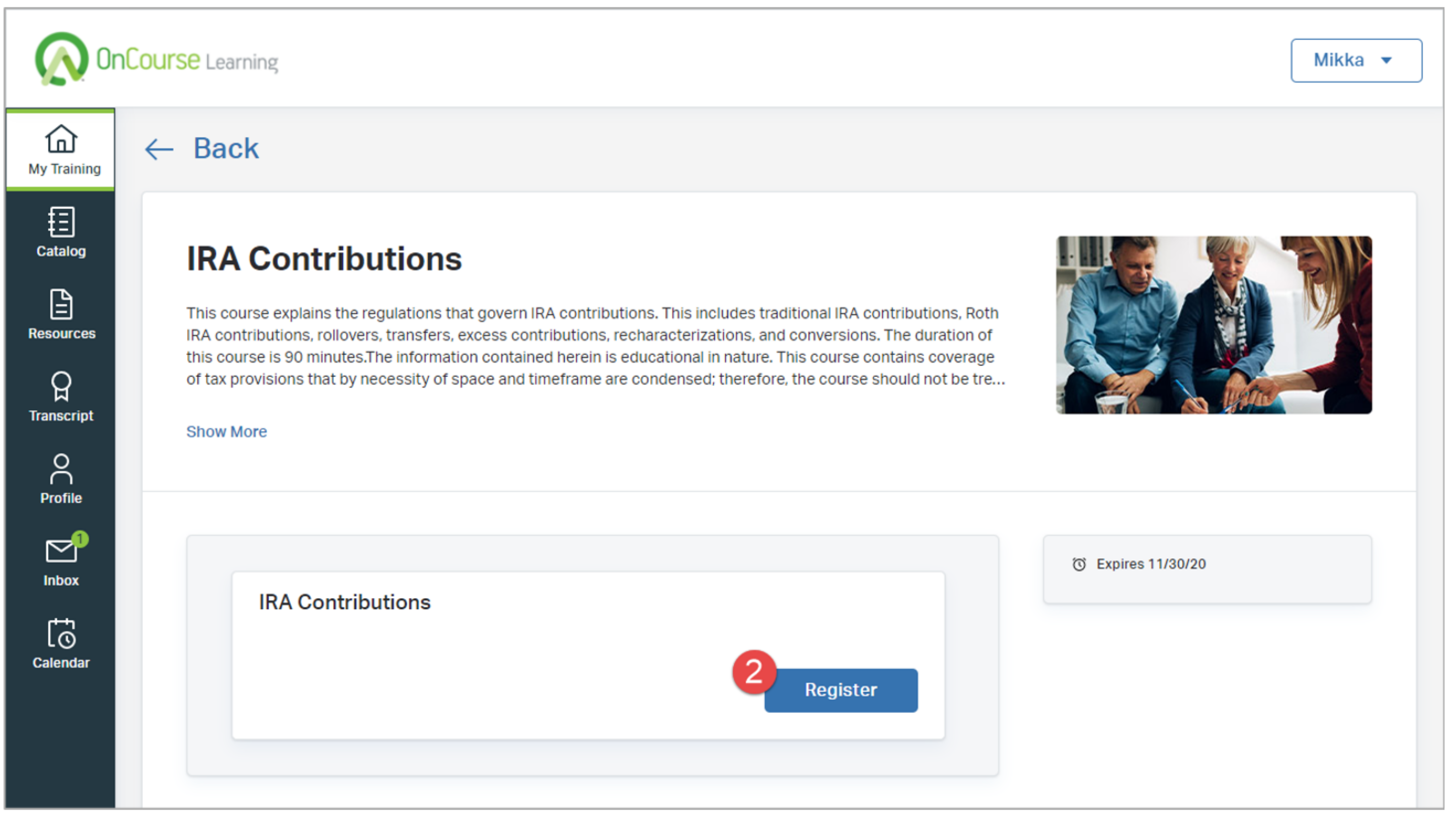


REGISTER FOR ELECTIVE TRAINING

Once you have found the training you want to take, follow the steps below to register. Once registered, the next steps will depend on the type of training; ***training program***, ***online course*** or ***class***.

1. Access the training details page and review the available training information
2. Click the **Register** button to assign the training to yourself
3. Once registered, it will appear in your **My Training** page and the **Catalog** for easy access in the future

Note: *For classroom training, detailed information can be found in the Register for a Class section earlier in this guide.*

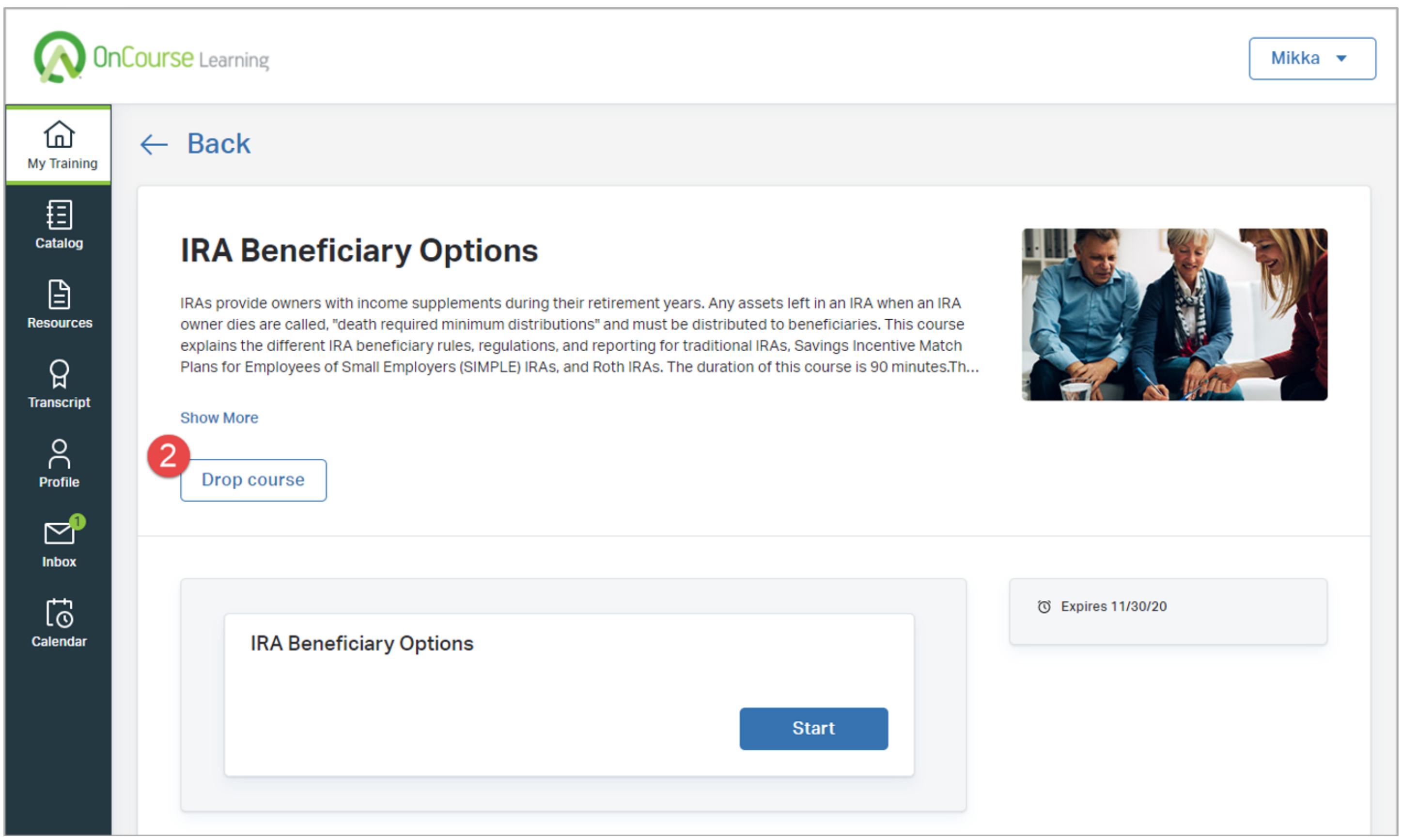


DROP ELECTIVE TRAINING

For any course or training program you register for from the Catalog, you will have the option to drop that training if necessary. Any progress made will still be recorded in your transcript. Once you have completed the training it cannot be dropped.

Follow the steps below to drop elective training:

1. Access the training details page
2. For ***Online Courses***, click **Drop Course**
   - For ***Training Programs***, click **Drop Program**
   - For ***Live Classes***, click the **Change** or **Drop Class** icon



ANNOUNCEMENTS

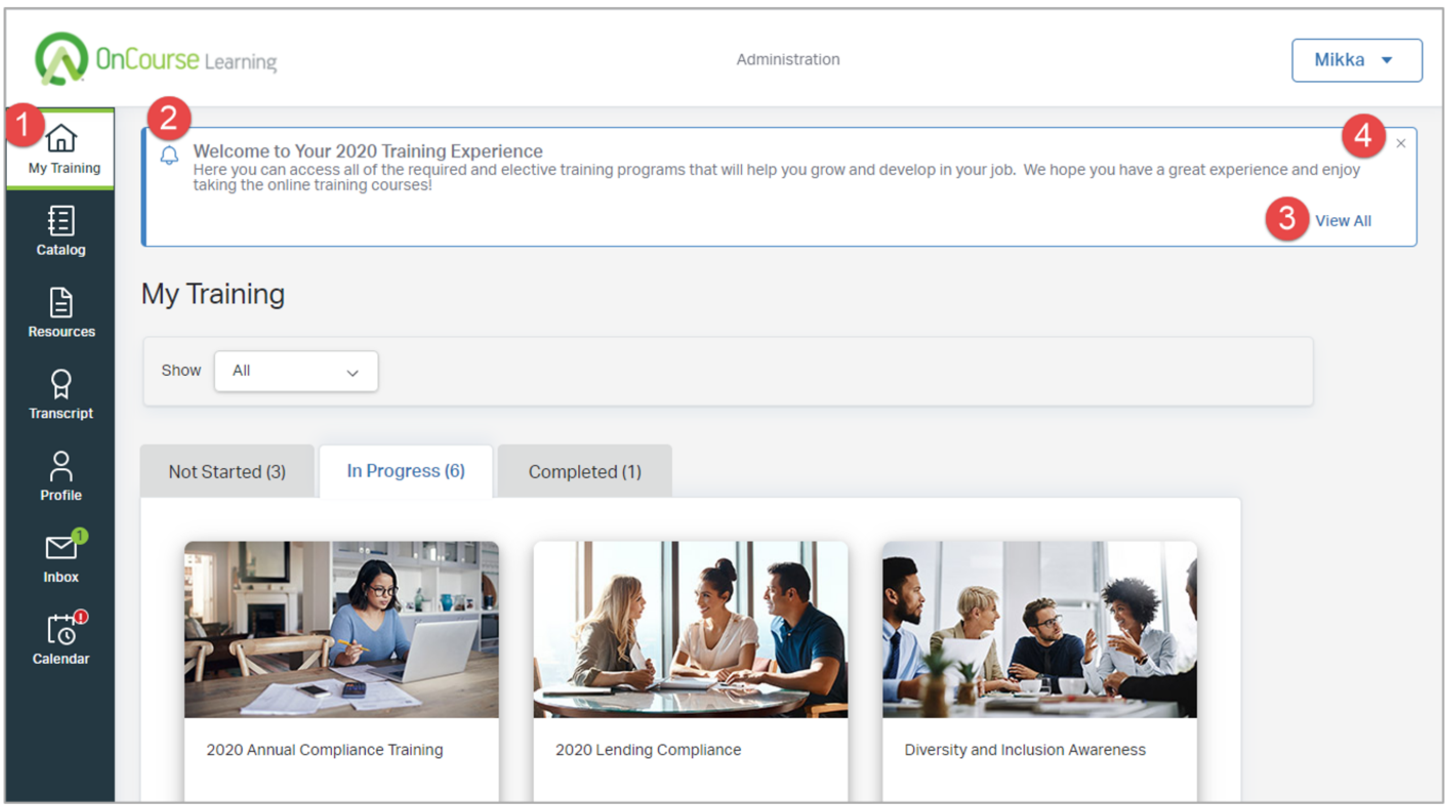
VIEW COMPANY ANNOUNCEMENTS

Your organization may add an announcement to convey pertinent information at times. Announcements will appear at the top of your **My Training** page.

Follow the steps below to view announcements:

1. Click **My Training** in the left menu
2. The most recent announcement will display by default
3. Click **View All** to read all announcements. This will only be available if there is more than one announcement.
4. Click the **X** icon in the top right corner to hide the announcement alert

Note: *Removing the announcements will only hide it for this session. When you log in the next time the announcement alert will be available.*



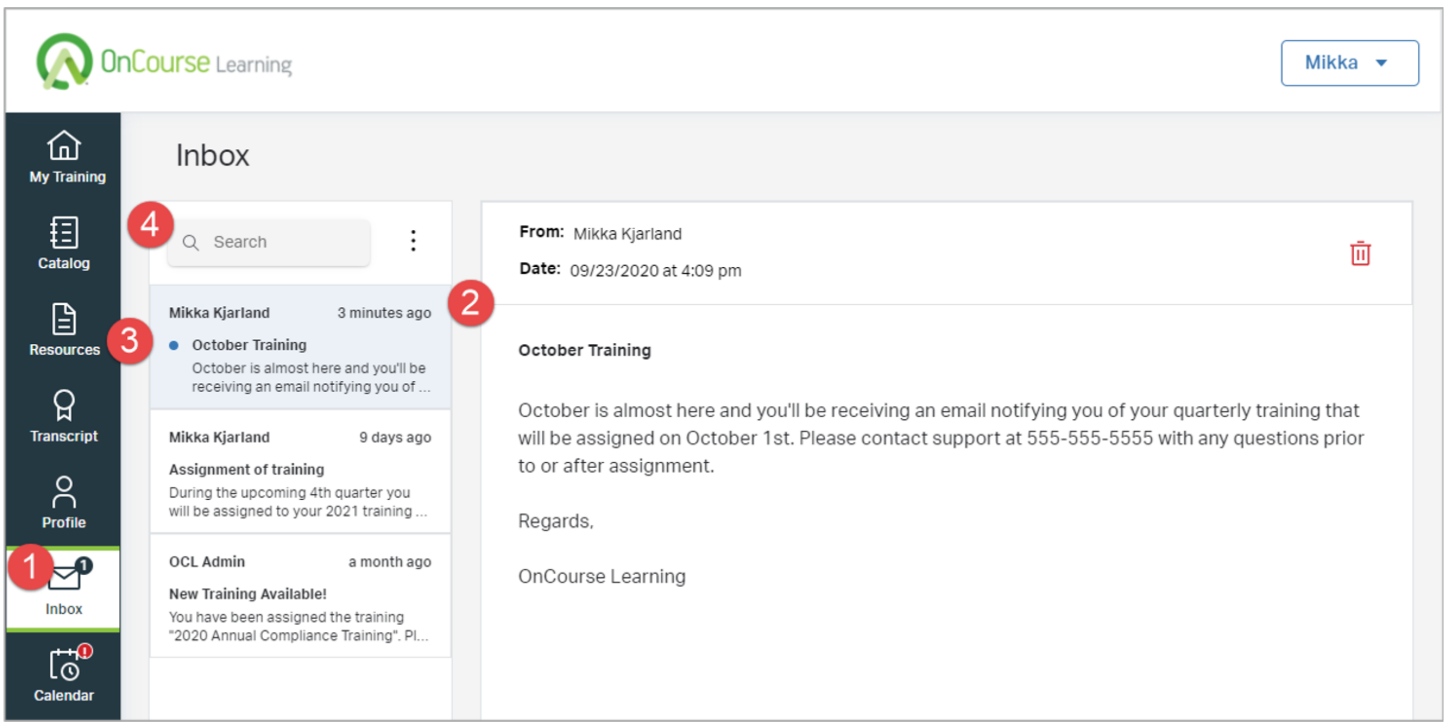
NOTIFICATIONS

VIEW A NOTIFICATION

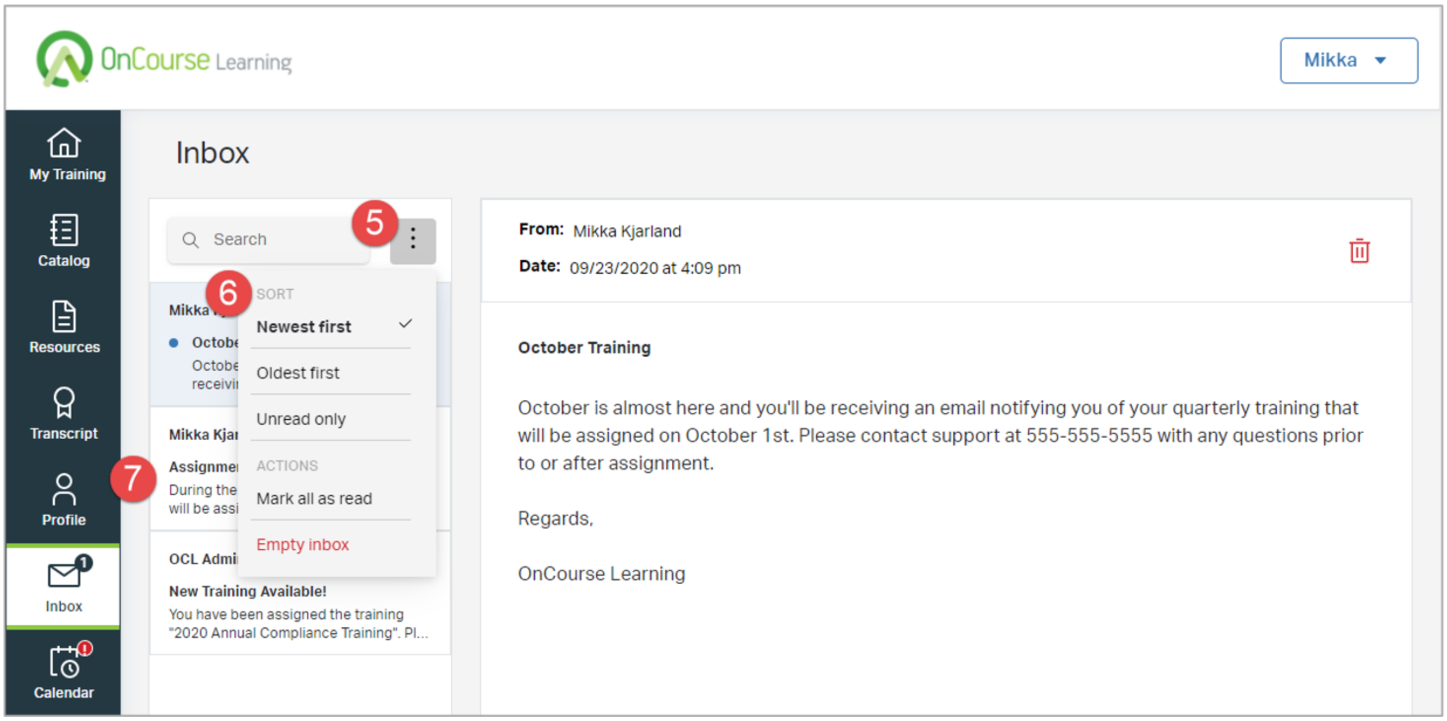
Notifications are sent to your email address, but they are also available within the systems **Inbox** for easy access and review.

Follow the steps below to view a notification:

1. Locate and click the **Inbox** in the left menu
   - » You will see an alert. The number in the alert references how many unread notifications you have.
   - » Click the **Inbox** icon
2. By default, you will view your most recent notification.
3. Unread notifications are flagged with a blue bullet



4. Perform a **Search** on the title or message text to help locate a specific notification
5. Click **More** to access additional actions
6. Change the **Sort** option from the default of ***Newest First*** to either ***Oldest First*** or ***Unread Only***
7. In the list of notifications, select the notification you would like to read



NOTIFICATIONS

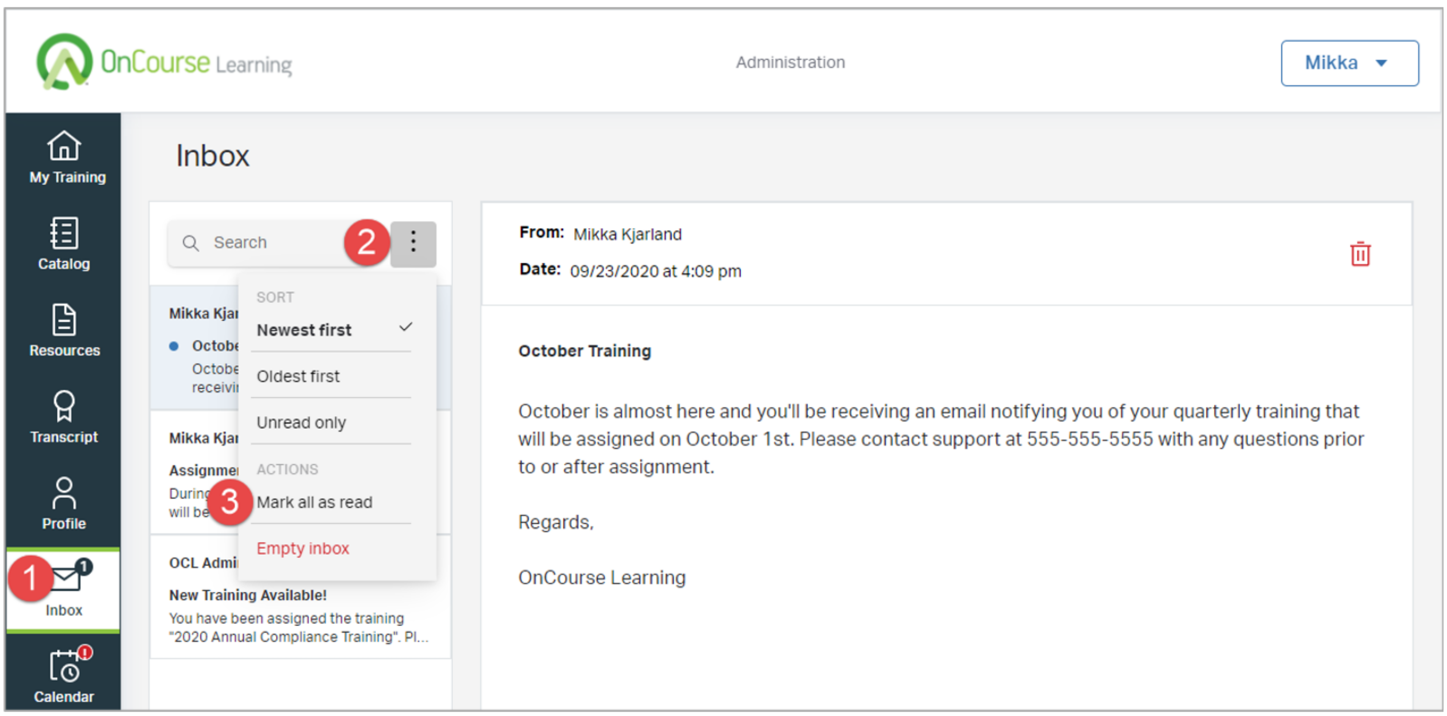
MARK ALL NOTIFICATIONS AS READ

To clean up your inbox and make the inbox alert more accurate, you can mark all notification as read.
Note: *Marking notifications here will not mark them as read in your email.*

Follow the steps below to mark all notifications as read:

1. Click **Inbox** in the left menu
2. Click **More** to access additional actions
3. Click the **Mark all as read** option

Note: *All messages will have the unread indicator (blue dot) removed. The alert in the Inbox menu icon will be removed until you receive a new notification.*



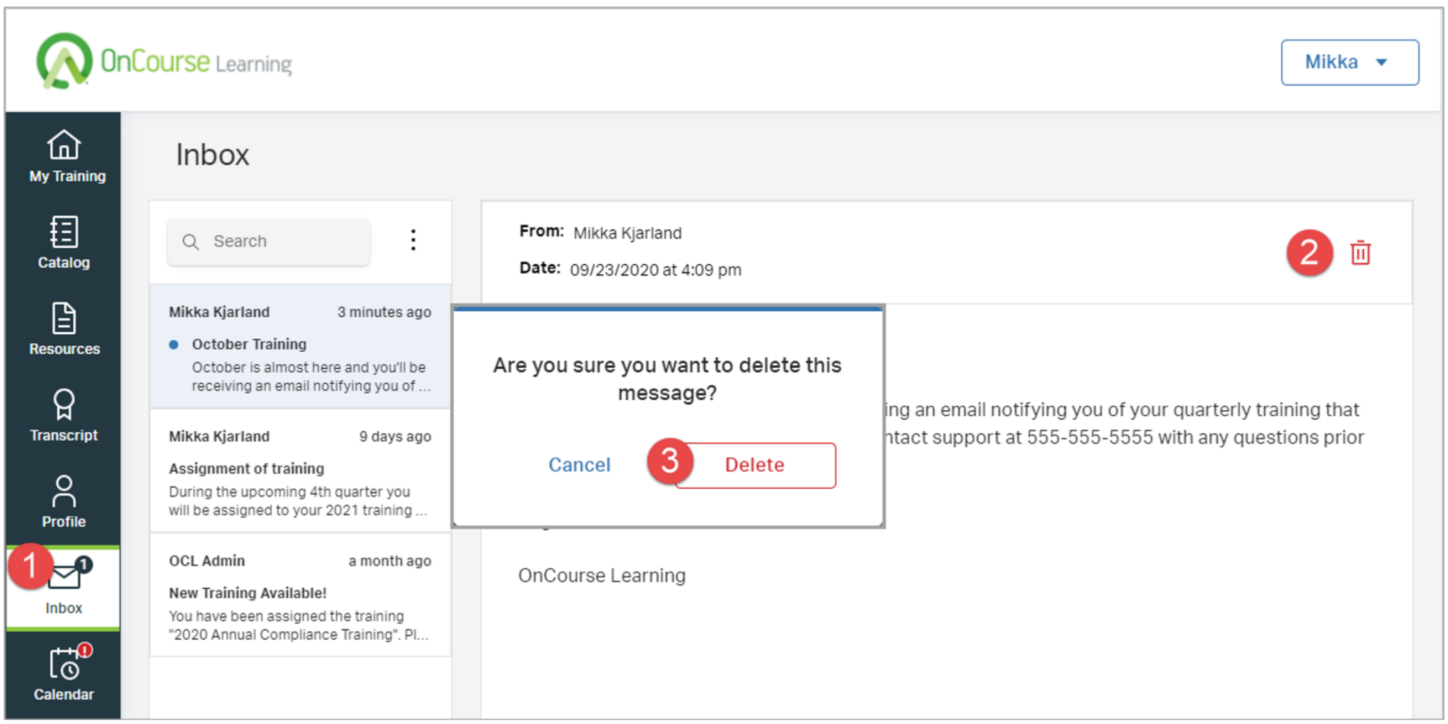
NOTIFICATIONS

DELETE AN INDIVIDUAL NOTIFICATION

If a notification is no longer needed it can be deleted. Deleting a notification here will not delete it from your email.

Follow the steps below to delete an individual notification:

1. Click the **Inbox** in the left menu, locate and select the notification to delete
2. Click the **Trash Can** in the top right corner of the message that you would like to delete
3. In the popup, click the **Delete** button to confirm deletion or the **Cancel** button to return without deleting



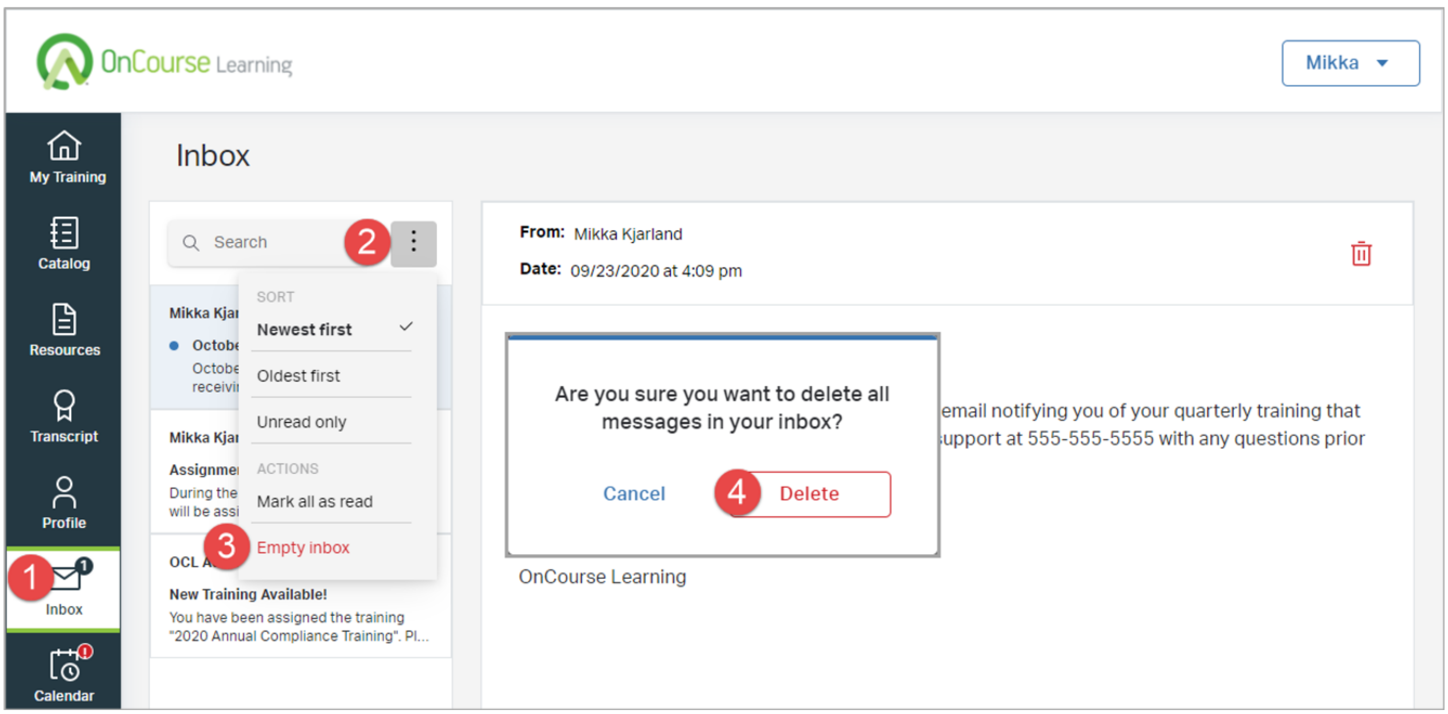
NOTIFICATIONS

DELETE ALL NOTIFICATIONS

To completely clean out your inbox you can delete all notifications. Deleting notifications here will not delete them from your email.

Follow the steps below to delete all notifications:

1. Click the **Inbox** in the left menu
2. Click **More**
3. Select the **Empty inbox** option
4. In the popup, click the **Delete** button to confirm deletion or the **Cancel** button to return without deleting



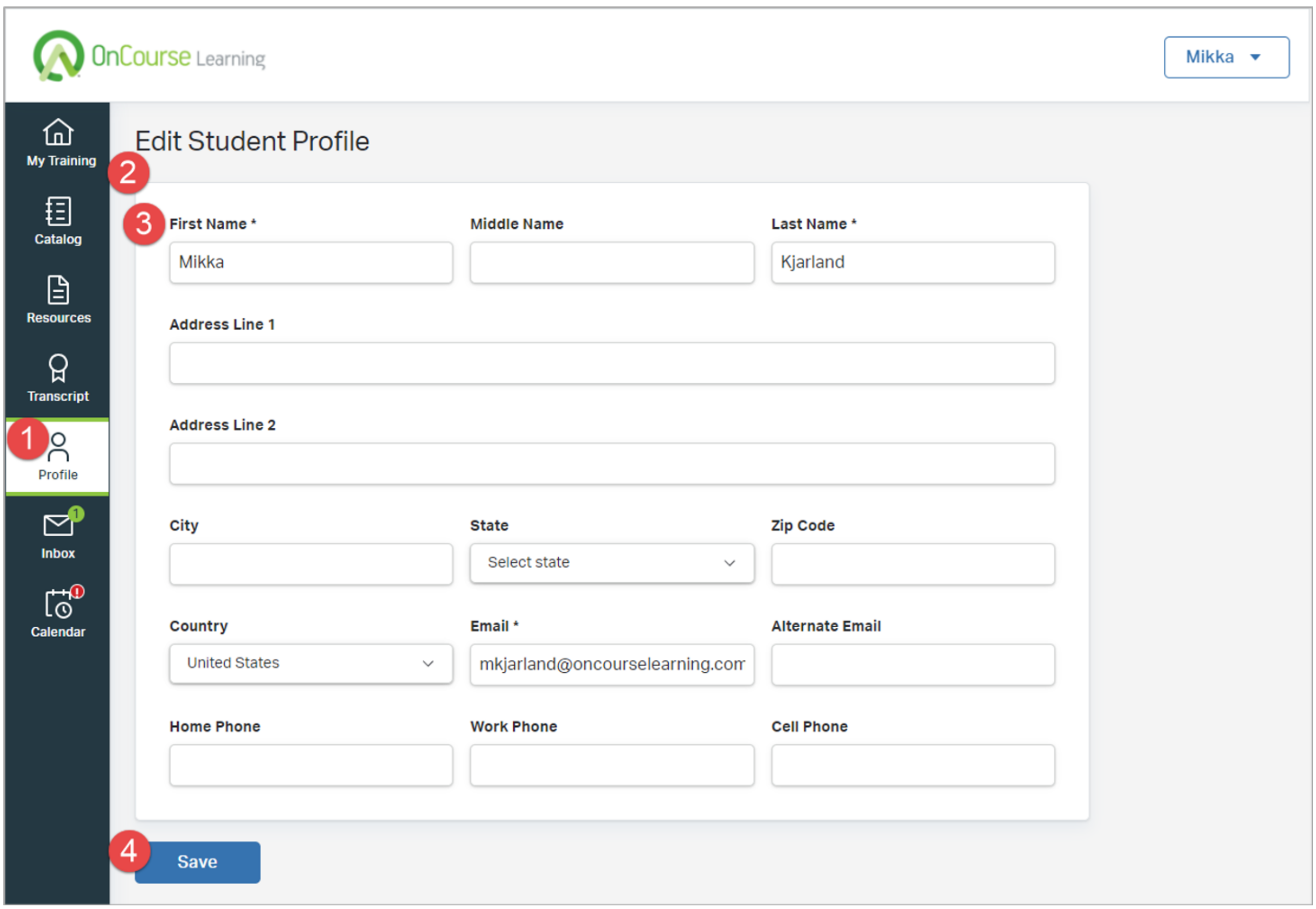
PROFILE

UPDATE CONTACT INFORMATION

Your contact information is available in your profile. Some or all this information may have been entered when your account was created. Your organization may have policies or procedures in place concerning what information you should populate in your profile.

Follow the steps below to update the basic information in your profile:

1. Click **Profile** in the left menu
2. Review your profile information and update if necessary
3. All required fields are marked with an asterisk (*)
4. Click **Save** if you made updates



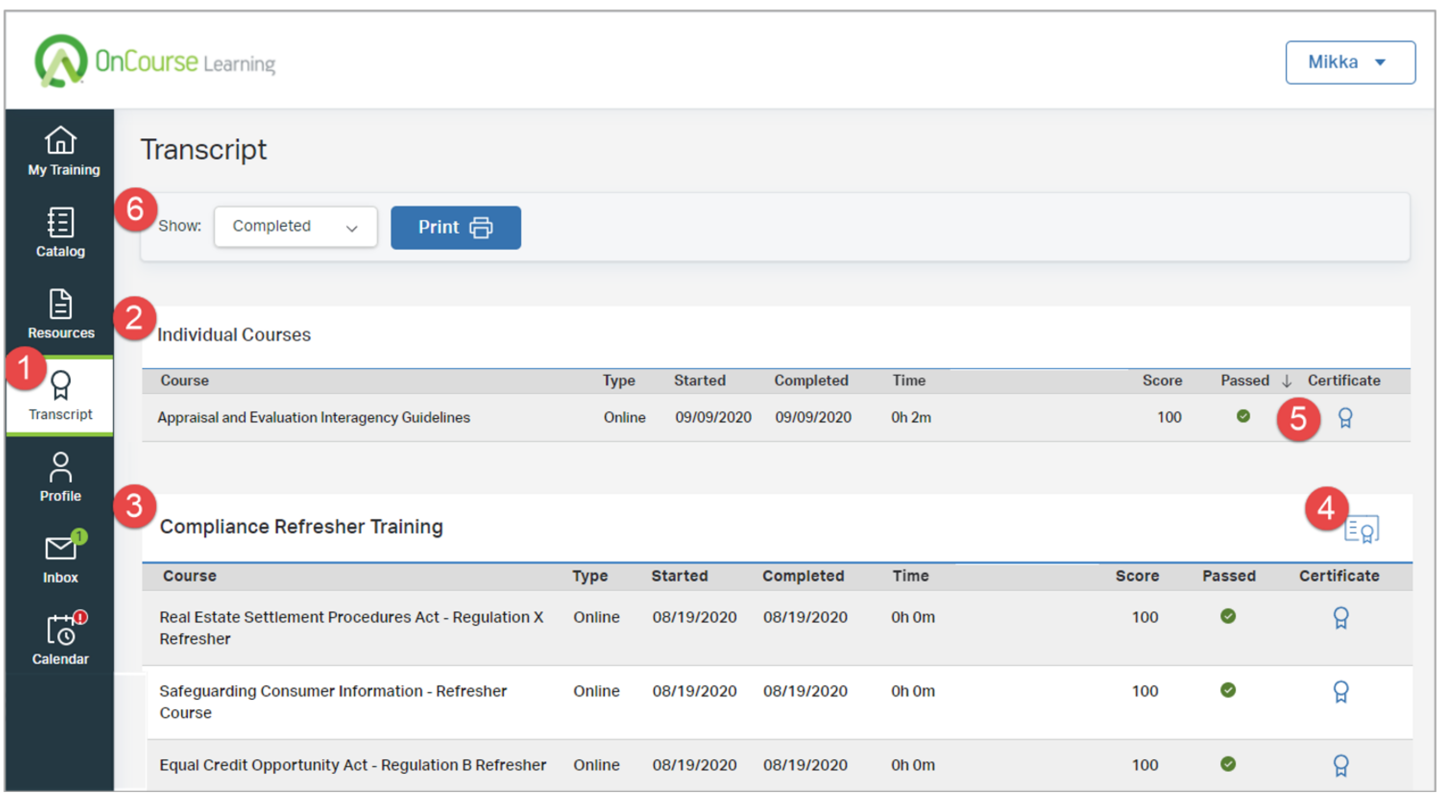
TRANSCRIPT

VIEW YOUR TRANSCRIPT

Your transcript will display all current and past training that has been assigned to you. This includes all required and elective training. Required training will appear in the transcript upon assignment while elective training will appear once progress has been made.

Follow the steps below to view your transcript:

1. Click **Transcript** in the left menu
2. If you have courses that you self-registered for from the catalog that are in progress or completed, you will have an **Individual Courses** section at the top of your transcript
3. After that, each assigned training program will appear within its own section with course-level information. The information will provide details based on your progress and status within the training.
4. Once you have successfully completed a training program the training program completion certificate icon will be available. Click **Program Certificate** to view then download or print your certificate.
5. If you have course-level complete certificates available, the course completion certificate icons will be available.
6. Your transcript will default to display all completed training



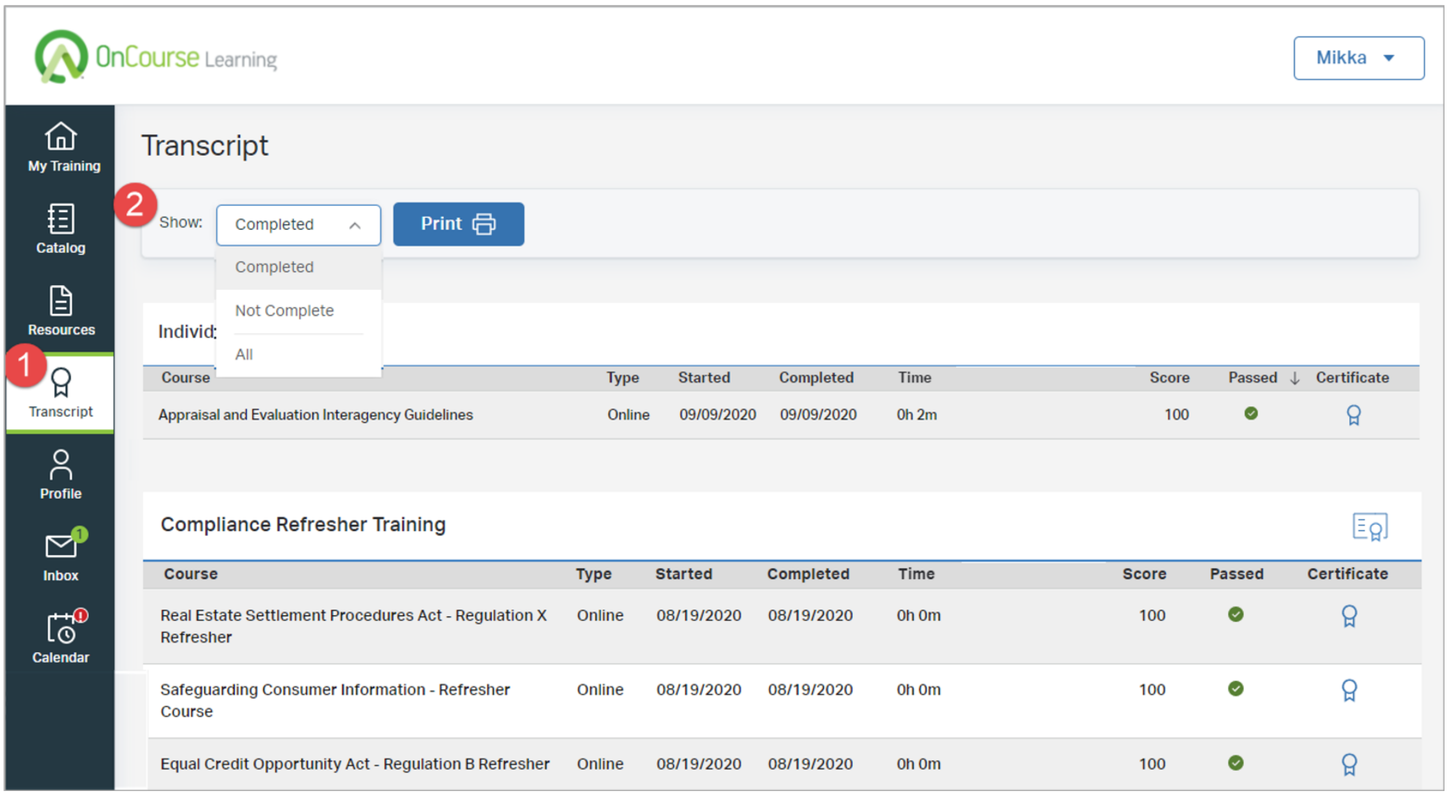
TRANSCRIPT

FILTER YOUR TRANSCRIPT

By default, the transcript will display your completed training. To view other options, use the **Show** dropdown.

Follow the steps below to filter your transcript:

1. Click **Transcript** in the left menu
2. In the **Show** dropdown, select either the ***All***, ***Not Complete*** or ***Completed***



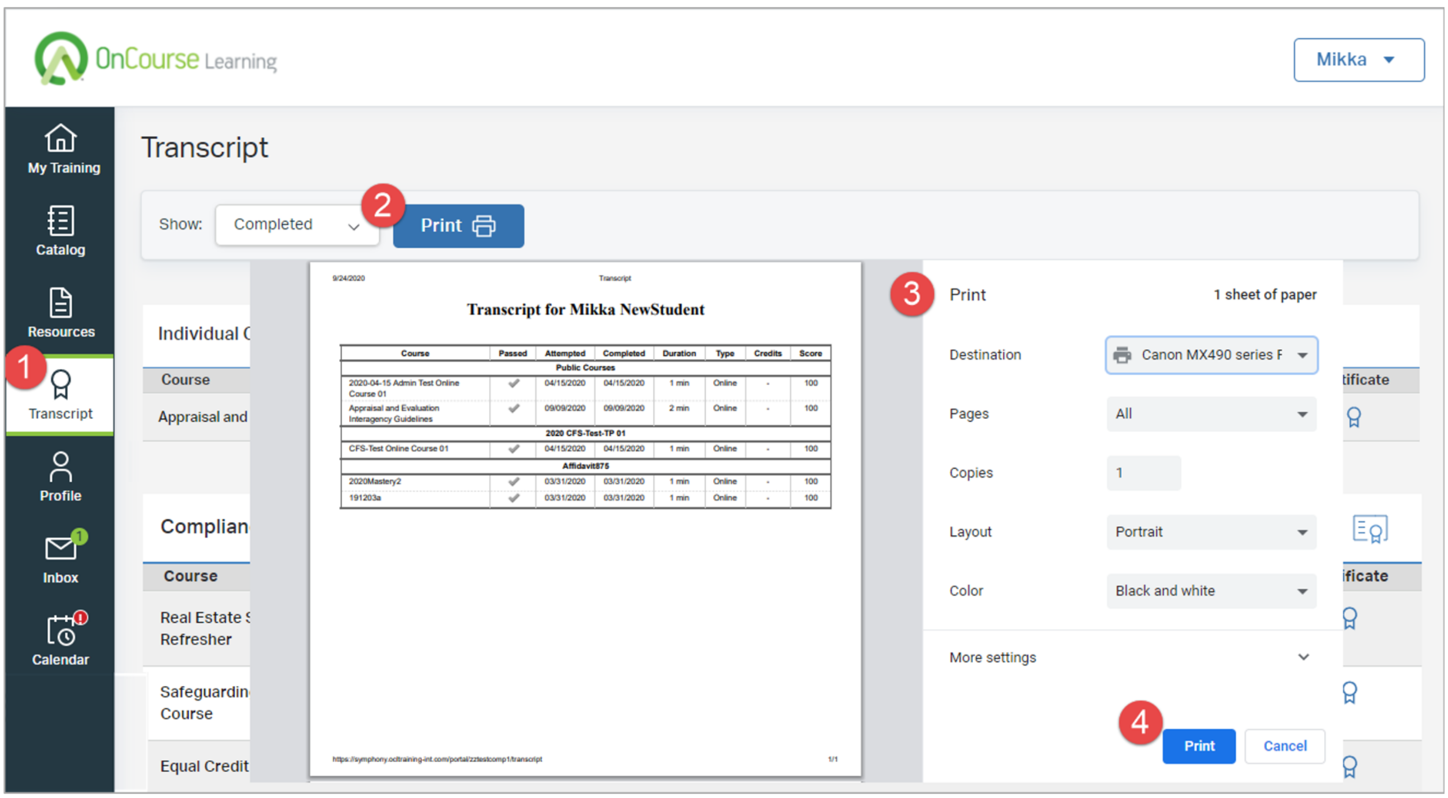
TRANSCRIPT

PRINT YOUR TRANSCRIPT

Printing your transcript will provide you an electronic or hard copy of your training. The active filter will be applied when printed.

Follow the steps below to print your transcript:

1. Click **Transcript** in the left menu
2. Click the **Print** button
3. Select the desired print settings based on your browser
4. Click **Print** or **Save** button based on the selected settings



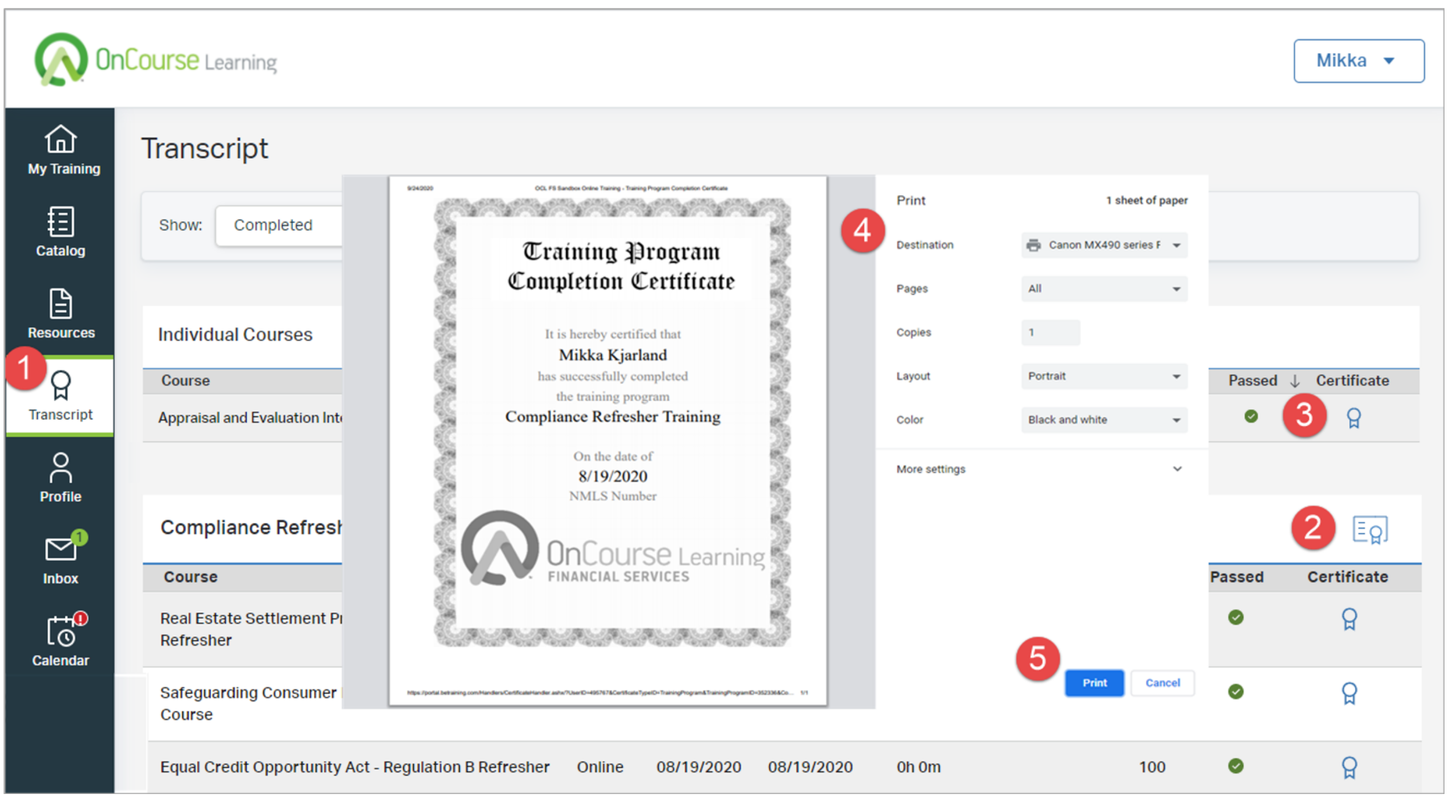
COMPLETION CERTIFICATE

For the training you have completed, you will have training program completion certificates, and depending on how your training is set up, you may have course-level completion certificates too. There are two page you can print completion certificates from -- your transcript and the training details pages if you still have access to review the training.

PRINT FROM THE TRANSCRIPT

Follow the steps to print your certificates from your transcript:

1. Click **Transcript** in the left menu
2. Training program completion certificates are located in the title section of each training program to the far right
3. Course completion certificates are located in each course row to the far right
4. Select the desired print settings based on your browser
5. Click the **Print** or **Save** button based on your browser settings

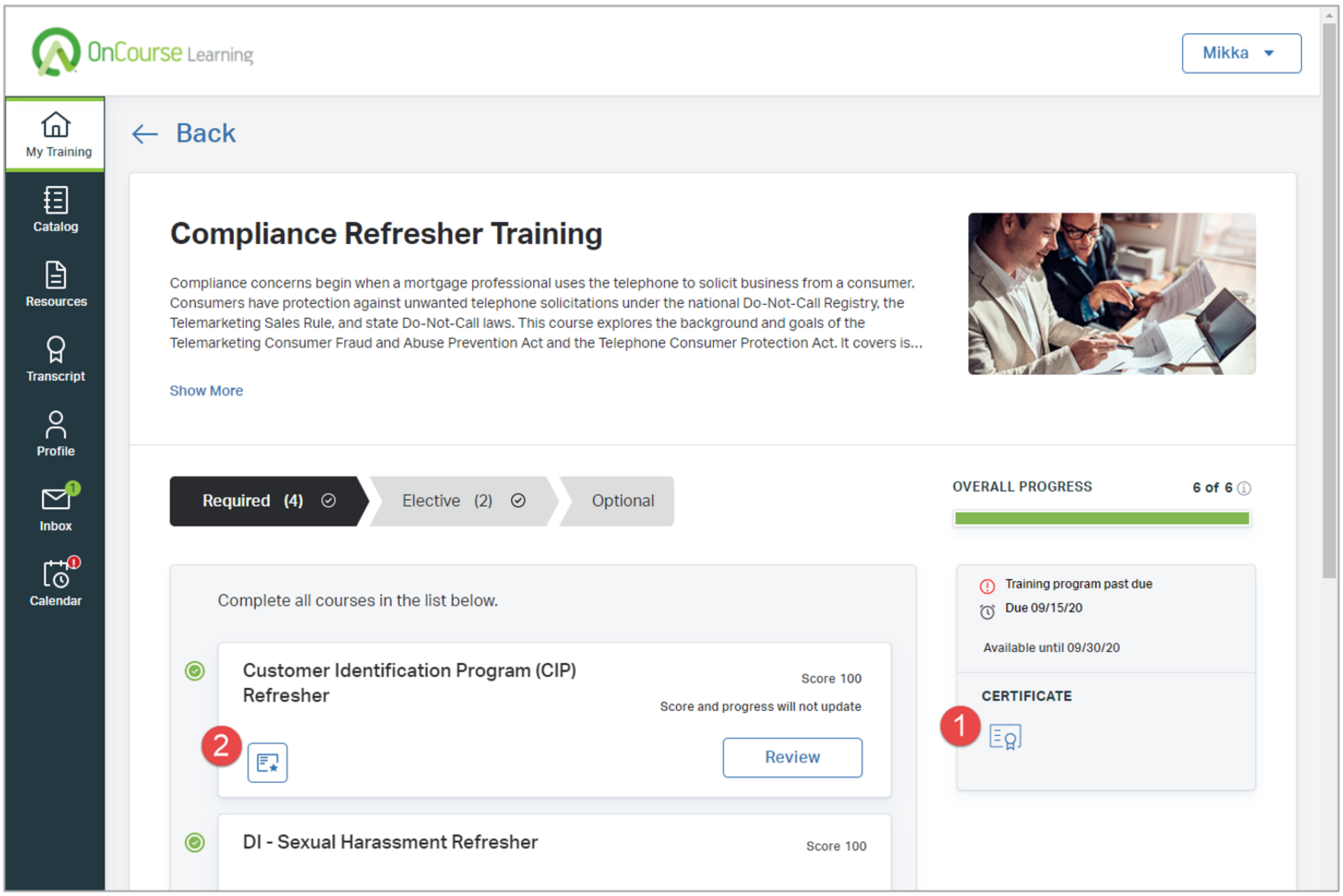


COMPLETION CERTIFICATE

PRINT FROM TRAINING DETAILS

While you have access to the content of your training on your **My Training** page, you can also access the certificates on the training details page.

1. Training program certificates are located in the right panel once all required training has been completed
2. Course completion certificates, if available, are located in the course card



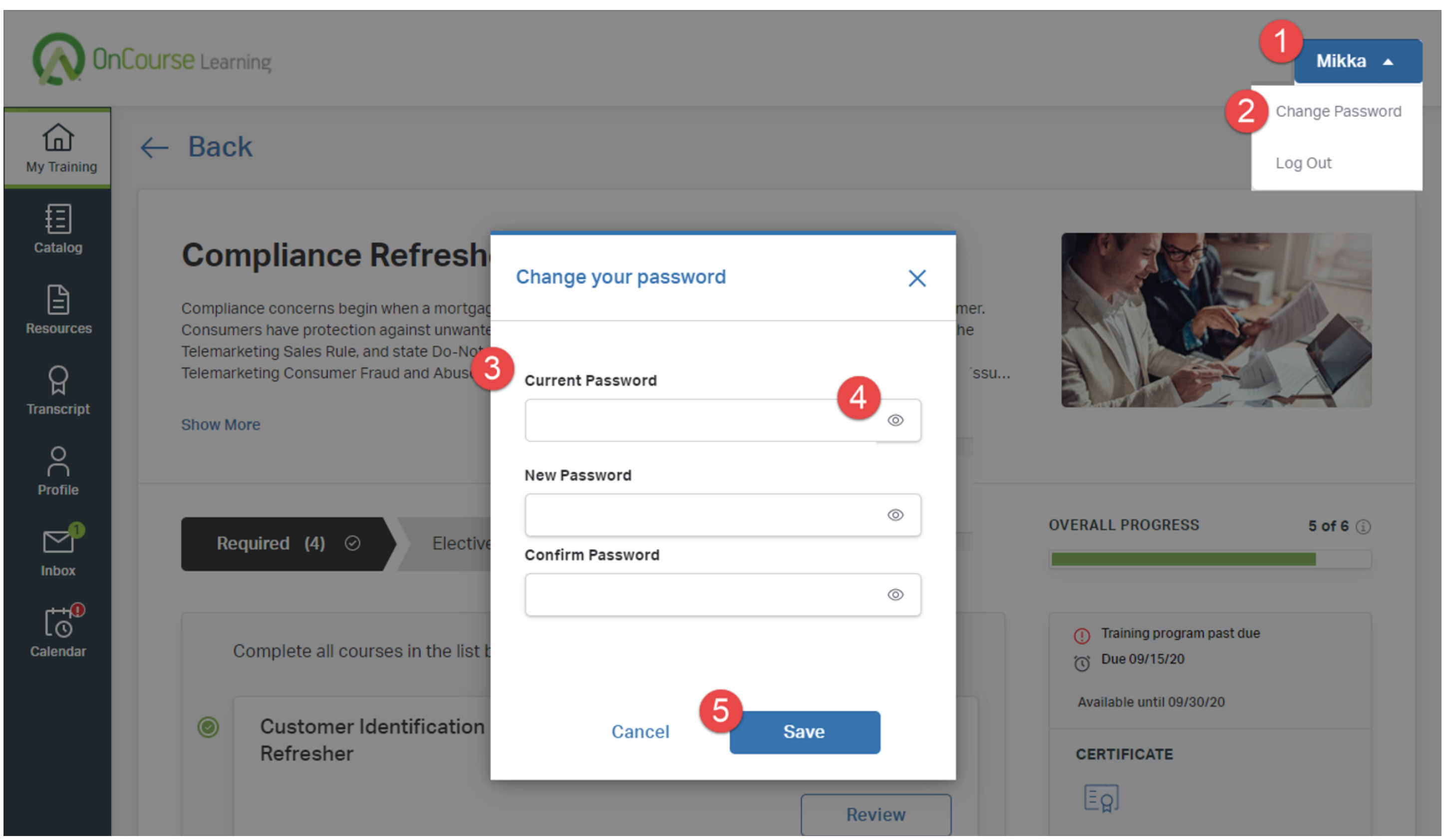
PASSWORD

CHANGE YOUR PASSWORD

There are times when you may be prompted to change your password for security measures or if you have forgotten your password when attempting to login. You also have the ability to voluntarily change your password if necessary. The process to actually change your password is very similar regardless of the reason you have to change your password.

Follow the steps below to voluntarily change your password once you are logged in:

1. Hover over your name button in the top right of the screen
2. Click the **Change Password** link
3. The following password fields are all required:
    » **Current Password**: Type current password
    » **New Password**: Type desired new password
    » **Confirm Password**: Type desired new password again
4. Click the **Eye** icon to view the text you entered if necessary
5. Click **Save** to change your password or **Cancel** to exit without saving



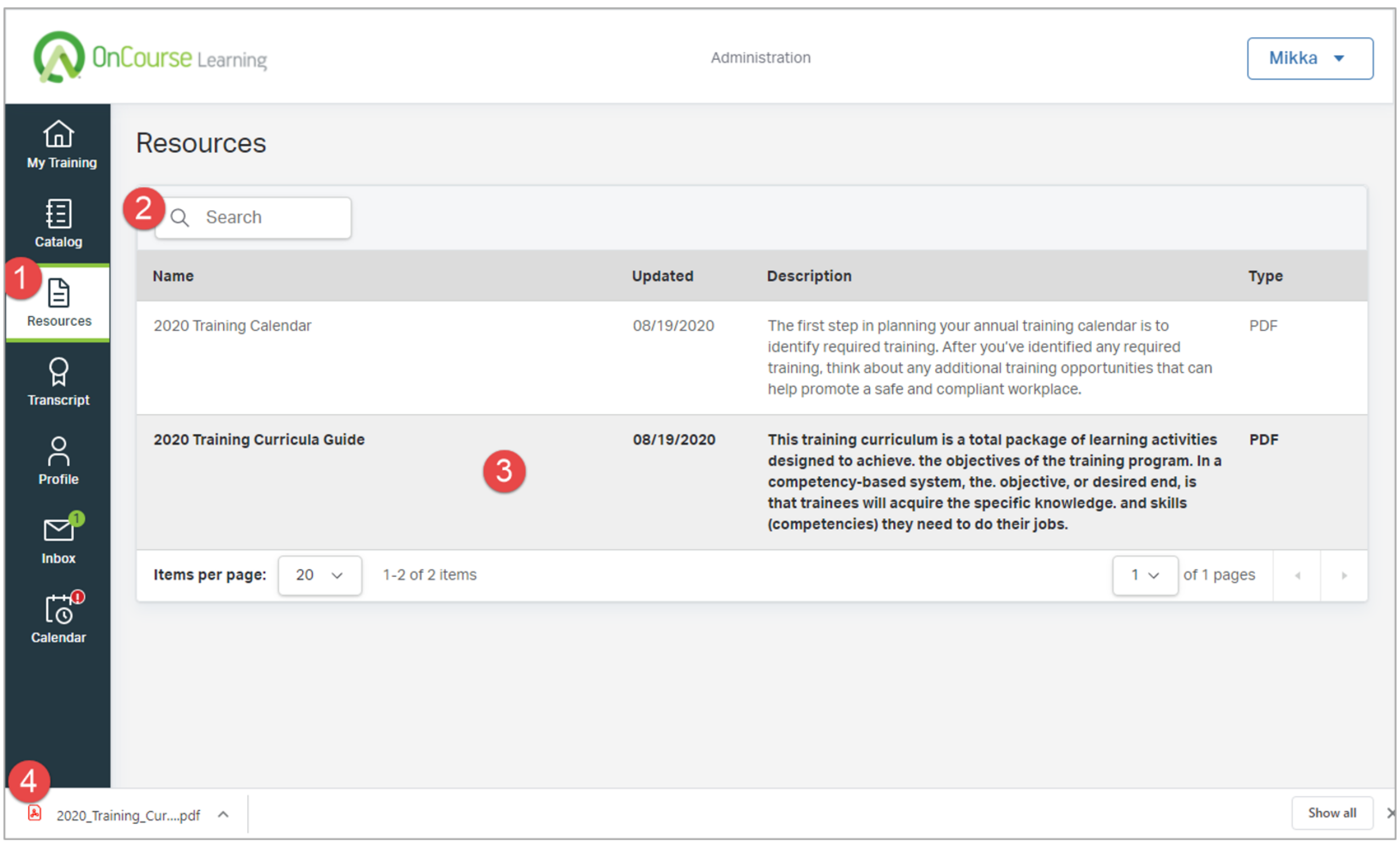
RESOURCES

DOWNLOAD A RESOURCES

If resources are available, you can download them to your computer. If you do not have access to resources, you will not see the Resources menu icon.

Follow the steps below to view a resource:

1. Click **Resources** in the left menu
2. If necessary, search for the desired resource. The search will search both the name and description fields
3. Click anywhere in the resource row to download the resource
4. Access the downloaded file based on your browser settings



LOG OUT

LOG OUT OF THE STUDENT PORTAL

Once you are finished you can log out.

Follow the steps below to log out of the student portal:

1. Hover over your name button in the top right of the screen
2. Click the **Log Out** link to return to your login page