

WIC Learning Online

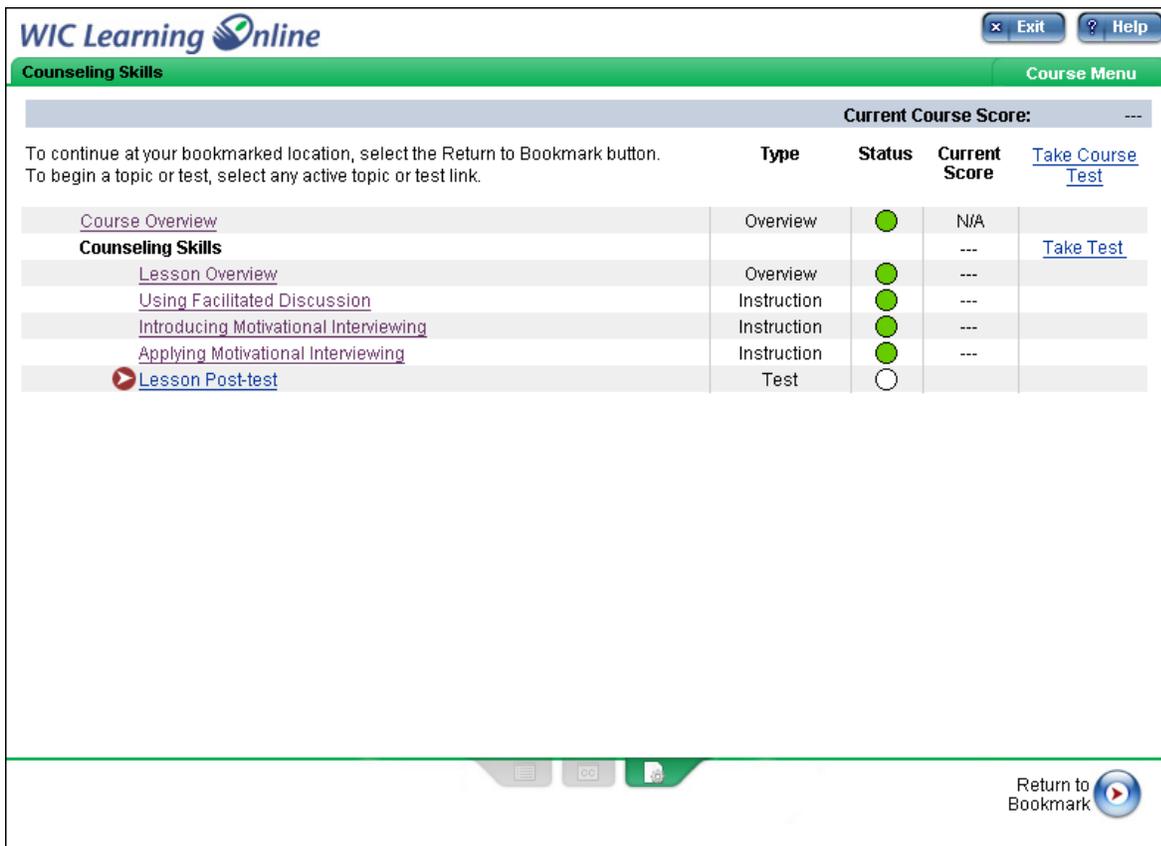
Course Tutorial

Course Features and Navigation

This guide explains various features that will aid in navigating WIC Learning Online.

Prior to using this tutorial launch the course using one of the methods described in the Quick Start Guide http://www.nal.usda.gov/wicworks/WIC_Learning_Online/started.html.

The **Course Menu** is shown below. The course menu displays the hierarchy of the course down to the topic level. Each time you open the course this will be displayed. From here you can access any lesson overview or individual module (also called topics throughout this course). Click on any lesson overview or a module title to begin.



WIC Learning Online				
Counseling Skills				Course Menu
Current Course Score: ---				
To continue at your bookmarked location, select the Return to Bookmark button. To begin a topic or test, select any active topic or test link.		Type	Status	Current Score Take Course Test
Course Overview	Overview		N/A	
Counseling Skills			---	Take Test
Lesson Overview	Overview		---	
Using Facilitated Discussion	Instruction		---	
Introducing Motivational Interviewing	Instruction		---	
Applying Motivational Interviewing	Instruction		---	
 Lesson Post-test	Test			

- Click on any lesson overview or a module title to begin.

Status Bar - Indicates your progress navigating through each topic. A not started icon  displays if you have not opened any of the pages in the lesson. A started icon  indicates that you have opened at least one page. A completed icon  indicates that you have opened and navigated through all pages in the module and/or lesson.

 **References** - Opens a separate browser window from which you can: 1) read about the course and the objectives, 2) view Job Aids, 3) access Learning Aids via the WIC Learning Online Support Center in the WIC Works Resource System and 4) Course Acknowledgements.

To navigate within the References section, use the navigation buttons within your browser. To close the screen and return to the course player, click the **X** in the upper right corner of the browser window.



The Print Scores Button – Allows you to view a printer-friendly version of your scores in the Test Score Report window.



Job Aids - These documents are on-the-job performance support tools. For an updated printable version click on the “Updated & Printable Version (PDF Version)” at the top of the page or visit the WIC Works Resource System at http://www.nal.usda.gov/wicworks/WIC_Learning_Online/support.html.



Return to Bookmark – allows you to continue where you left off the last time you were in the course. It is located button on the right side of the Navigation Bar (See exit below for more information on bookmarking).

After you have started a module the following options will appear:



Audio – Please note at this time there is no audio for this course. Turning it on or off will have no effect on the course.



Page Navigation - You can move forward or backward by pages or modules. Your current location within the module is prominently displayed. You can also return to the Course Menu.



Exit – Found in the upper right hand corner of the screen. Clicking Exit will close the course player.

Note: Using the Exit button to close the course player enables the player to bookmark your place in the course. When you return to the course, you will have the option to return directly to that spot. If you simply close your browser you will lose your course location.

Printing Course Certificate

After completing the course and all assessment (test) questions you will be given the option to view/print your certificate of completion from the Skillport home page (<http://wiclearning.skillport.com>) under the My Report section.



Clicking **Help** (found in the upper right hand corner of the screen) launches a separate browser window. Here you have access to online Help documentation. Some items mentioned in the help section may not be available for this course.

To navigate within the Help section, use the navigation buttons within your browser. To close the screen and return to the course player, click the **X** in the upper right corner of the browser window.

Technical support

Contact 1-866-SKIL-HELP (866-754-5435)

Course Navigation and Content

Contact the WIC Works Resource System staff

Email: wicworks@ars.usda.gov

Phone: 301-504-5414 (8:30 – 4:30 M-F/EST)