
Student Information Guide

You now have access to state-of-the-art e-Learning solutions from the comfort of your home or office with the MindLeaders Web Based Training program. All courses are available interactively over the Internet 24 hours a day, 7 days a week. To learn more about the MindLeaders courses available to you, check with your Training Department. You can also view the entire MindLeaders Course Catalog by visiting the MindLeaders Web Site at www.mindleaders.com

How to Take a Course

1. Using your browser, (Netscape Navigator or Internet Explorer) type in the web address: www.mindleaders.com
2. On the right side of the screen, log-in by entering your User ID and Password, then select Submit.
Your Training Administrator will provide you with your User ID. Upon your first login, you will create your own password by typing it into the password field. Your password can be a maximum of 8 alpha-numerical characters, no spaces or special characters (neither your User ID nor password are case sensitive). Upon creating your password, you will be prompted to type it again for verification purposes. You will need both your User ID and password each time you log on. We have reserved space here so you can record it if desired.

User ID: _____

Password: _____

3. Install the Authorware Web Player.
If the Authorware Web Player is not yet installed on your PC, you will be prompted to install this plug-in. Simply follow the on-screen instructions. This is a one time installation.
(*Note: Authorware Web Player (formally Shockwave) is a plug-in that plays the course simulations. If you choose not to install the player, you will not be able to participate in the simulations; however, you will not miss any course content. We recommend that you do install this player prior to taking your first course, however, it can also be installed at any time while taking any course.)
(If you have installed Authorware Web Player, repeat steps 1 & 2 after the installation)
4. Select the course you wish to take by clicking on the course title.
Your course listing will appear on the screen directly after signing on. To take a course, simply click on the course title. Any course you have accessed in the last 180 days will appear in the Recently Accessed Courses list. All other courses will show in the Available Courses list.
5. Choose the Exit button on the MindLeaders screen (located in the lower right hand corner) to properly exit the course.
By choosing the Exit button to exit a course, this will activate our Bookmarking feature. The next time you log into the course, you will be returned to the page on which you selected Exit.

Most Frequently Asked Questions:

- How do I Complete a Course?
To get full credit for completing a Unit, you must answer every question in that Unit. To get full credit for completing a course, you must answer every question in every Unit.
- How do I check my Scores?
You can view your scores at any time by clicking on the Course Tools tab on the left side of the screen and then clicking View My Scores.
- How can I Improve my Score?
To improve your Unit score, you must re-answer every question in the entire Unit. Once every question has been answered again, a new score will be calculated. The higher score will be displayed in the Course column.
- What is Skill Assessment?
Each course includes a Skill Assessment, which is a group of approximately 30 questions. The Skill Assessment, accessed through the Course Tools tab, may be taken at any time. Your first and best scores are displayed. Immediately upon completion of a Skill Assessment, your Current Score will also be displayed. While you may Exit the Skill Assessment at any time, you must complete it at one sitting to receive a score.
- How do I use Bookmarks?
To bookmark your location when you exit a course, click the Exit button located in the lower right hand corner of the MindLeaders screen. The next time you sign on with your UserID and Password and select that course, you will be taken to the marked location within the course, even if you use a different PC to enter the course. (*Tip...*Do not use your browser to bookmark your place in the course. You must sign in each time for MindLeaders Courses to record your scores correctly.)

Other Course Features

ACCESSIBILITY

Created for the visually impaired, you can log in using the Accessibility link on the sign-on page to view the entire course in text-only mode. This version is compatible with the Jaws Voice Reading program and also doubles as a student guide if you would like to print a portion or the entire course.

BOOKMARKING

The **Global Bookmarking** feature remembers where you were when you left a course. To activate this feature, click the **Exit** button located in the lower right hand corner of the **MindLeaders** screen. If you click the **Exit** button when you leave, you will be returned to the same screen the next time you enter the course.

CERTIFICATES

Once you have mastered every Unit in a course by reaching the mastery percentage through either the Course or the Skill Assessment, a **Certificate** button appears in the lower left corner of the Scores screen. You can print your own Certificate of Completion from most printers. This location can be reached by choosing the **Course Tools** tab, then **View My Scores**.

CHOOSING A COURSE

After signing on, you will see a list of available courses. Select a course by clicking on the course title. If you had been in the course previously and exited using the Exit button you will be returned to the last screen you viewed.

CONTINUING EDUCATION UNITS (CEUs)

CEUs are a nationally recognized measure of completion of non-credit professional development learning activities by an approved provider. If you are interested in obtaining Continuing Education Units (CEU's) for mastery of the course, choose the **Course Tools** tab, then choose **Continuing Education Units (CEUs)**. The next screen will provide the information about this program. Don't forget to send in the completed **Course Evaluation**, your **Scores** page and the necessary fees along with the application.

This feature may not be available to all students.

COURSE CATALOG

Detailed information on the Objectives and Topics covered in each course, along with an estimated completion time, is available from the online Course Catalog. Go to www.mindleaders.com and click **Course Catalog**.

EVALUATING A COURSE

After you complete a course, course evaluations are available. Choose **Course Tools** and then **Evaluate This Course**. Once the form is complete, click **Submit** to send the evaluation.

GLOSSARY

There is a glossary for reference to define unfamiliar technical terms. Click on the **Course Tools** tab, then **View Glossary** to access this feature.

Some Courses do not include a glossary.

MASTER TOPICS

This feature allows you to link directly to the topic of interest regardless of which course it is in. To view a list of all courses and their associated topics, click on the **My Learning** tab and choose **Master Topics**. Available courses will be listed with unit titles underneath. To view the topics within the units, expand the "+" found to the left of each unit title. Select a topic from the list to hyperlink to where that topic is discussed. The Master Topics also includes a **Find** feature **CTRL+F** to help you locate a key word or phrase quickly.

NAVIGATION - COURSE TOPICS

To move forward one screen, click the forward arrow found in the lower right corner of the **MindLeaders** screen. To move back one screen, click the back arrow in this same location. You can move around the course quickly using the **Course Topics**. Click the **Course Tools** tab, and then click **Course Topics**, which shows the topics and subtopics included in the course.

SCORES

While you are taking a course, the system is tracking your answer to each question. When all questions within a Unit have been answered, a Score will be displayed. To view your scores at any time, click the **Course Tools** tab, then **View My Scores**.

SEARCH THE COURSES

Designed to be a powerful performance support tool for students needing a quick answer, our Search function lets you rapidly search all the text in all your courses, including coding examples. Search is available from the **Search** tab on the left side of the screen.

SIMULATIONS

Throughout the courses there are multi-step simulations to give you an opportunity to practice what you have learned. The **Steps** button provides step-by-step instructions on how to perform the simulation, while the **Hint** button will give you a hint for each step. You can repeat the simulation and try to complete it without the hints and steps by clicking **Try Again** at the conclusion of a simulation. Simulations use the **Authorware Web Player** plugin.

SKILL ASSESSMENT

PRE-TEST

Before starting a course, you can take a "Pre-Test" to determine your starting level of knowledge on the course material. This is called the **Skill Assessment**. The Skill Assessment is composed of thirty randomly selected course questions. When completed, a summary of Skill Assessment scores by Unit is displayed. You can link from the Scores page to any Unit. To begin the pre-test, choose **Skill Assessment** upon entering the course. To skip the pre-test, select **Begin The Course**.

SKILL ASSESSMENT

POST-TEST

At any time during the course, you can choose to take a **Skill Assessment** by clicking on the **Course Tools** tab. If you took the Skill Assessment before you started the course, this second test is considered a "Post-Test". As with the pre-test, it is also composed of thirty randomly selected course questions. Once you have completed the post-test you will see a summary of your scores by unit. You can then return to those areas to improve your performance. The system will track your first attempt (pre-test) and your best attempt (post-test).

SUPPLIED FILES & EXERCISES

Many of the courses contain supplied files that you can use to enhance learning through practice in a live application. These application files are accessed by clicking the **CourseTools** tab and then **Copying Supplied Files** (if there's no link, the course has no supplied files). Exercises can be printed individually or all at once by following the onscreen instructions within the course, or you can access them any time by clicking **Course Tools**; then **Printing Exercises** and following the instructions.