

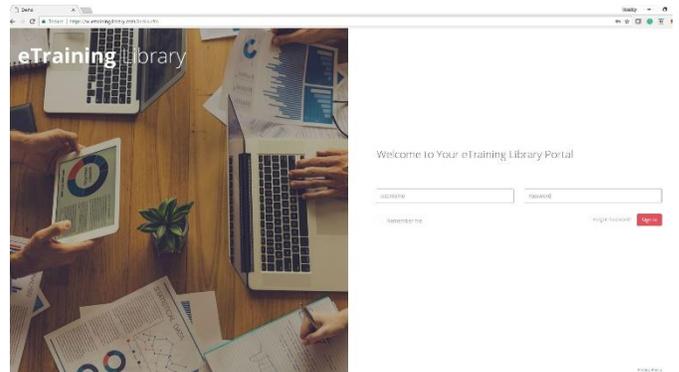
# THE END-USER FRIENDLY, ALWAYS UP-TO-DATE, COMPREHENSIVE LEARNING SOLUTION!

## Getting Started

eTraining allows you to learn new subjects from start to finish or search the library to learn specific tasks.

It all begins with your Sign-In Screen. Use your Username (email address) and Password to sign into the portal.

Once inside, powerful learning tools are at your fingertips!



Assignment	Progress	Due Date
Windows 10 Courses	0%	May 31, 2018
Office 365 Learning Path	0%	May 31, 2018
Office 2016 Core	1%	May 31, 2018

Newest Courses
Office 365 Administration (for the Non-IT Admin) 13 Lessons   Running Time: 1h 26m
Office 365 Calendar 10 Lessons   Running Time: 41m
SharePoint 2016 (On-Premises) Essentials 23 Lessons   Running Time: 1h 43m
Windows 10 Fall Creators Update 18 Lessons   Running Time: 45m
Power BI Essentials 50 Lessons   Running Time: 2h 25m
Windows 10 Creators Update 22 Lessons   Running Time: 57m

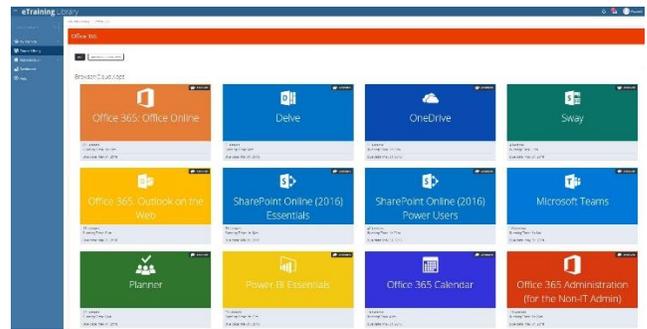
- 1. Hamburger Menu:** Allows you to expand/contract the navigation options.
- 2. Navigation:** Navigate through your options. As an end-user you will see My Training, Course Library and Help. Administrators will see other items. Note: There is a Search bar at the top of the navigation pane to find specific training lessons.
- 3. Channel Tiles:** Select a channel tile to dive deeper into a specific training subject.
- 4. Reminders:** Displays reminder messages for you to follow up on.
- 5. Notifications:** Displays notifications like "New Achievements".
- 6. Account:** Personalize your experience. Add an avatar, edit profile settings, or make a support request.
- 7. Assigned Training:** View your assignments and easily navigate to the details to complete the training requirements.
- 8. Newest Courses:** Displays the latest courses added to the library within your organization's portal.

# Start Learning in 3 Easy Steps

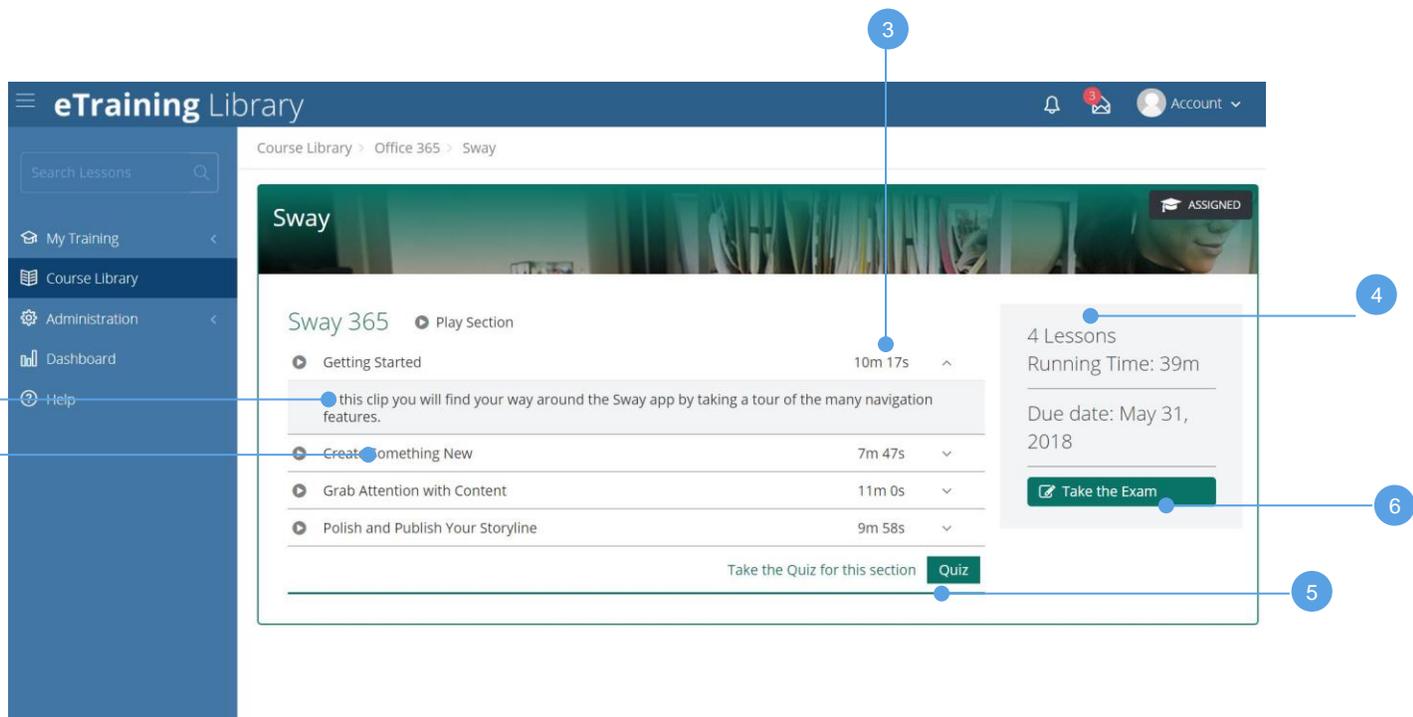
## 1. Select a Channel



## 2. Choose your Course



## 3. Watch a Lesson



1. **Video Link:** Select a lesson and a new player screen appears with the Table of Contents on the right side.
2. **ClipNotes:** Quickly see what information this lesson will cover.
3. **Viewing Time:** Know how long a video is going to take before you play it.
4. **At-A-Glance Course Metrics:** See the number of lessons and total run time for the entire course.
5. **ClipQuiz:** Reinforce what you are learning by taking a quiz. These results are just for you.
6. **ClipExam:** Prove your mastery over a subject and earn your certificate of achievement with ClipExams.

## My Training Dashboard

The screenshot shows the 'My Training' dashboard in the eTraining Library. It features a navigation menu on the left with items like 'My Training', 'Achievements', 'Course Library', 'Administration', 'Dashboard', and 'Help'. The main content area is divided into four numbered sections:

- 1. Summary of Your Training:** A row of four cards showing '120m Time Savings', '19% Skill Increase', '12 Lessons Viewed', and '1 Courses Completed'.
- 2. Assigned Training:** A table listing assignments such as 'Windows 10 Courses', 'Office 365 Learning Path', and 'Office 2016 Core' with their respective progress percentages and due dates.
- 3. Achievements:** Two achievement cards: 'Competitor' (230 Award Points) and 'SOS' (Achieved: September 30, 2017).
- 4. Active Courses:** A table listing active courses like 'Planner', 'Microsoft OneNote 2016', 'Microsoft Word 2016 Power Users', 'Microsoft Excel 2016 Essentials', 'Microsoft Word 2013', and 'The 101 Series' with their lesson progress and exam status.

- 1. A Summary of Your Training:** This includes your Time Savings, Skill Increase, Total Lessons Viewed and Courses Completed.
- 2. Assigned Training:** View your assignments and easily navigate to the details to complete the training requirements.
- 3. Achievements:** Most recent achievements including your Award Level and most recent digital medal. Click View All to be taken to the Achievements page for additional details.
- 4. Active courses:** Quickly navigate back to your current training and continue making progress.

## Achievements (Gamification)

The screenshot shows the 'Achievements' page in the eTraining Library. It features a navigation menu on the left. The main content area includes:

- 1. Quick Stats:** A bar at the top showing '12 Lesson views', '46m Viewing time', 'Member since: 3/26/2016', and '230 Award Points'.
- 2. Achievement Cards:** A grid of cards representing different achievement levels and milestones, such as 'Competitor', 'Veteran', 'Window Washer', 'Windowzer', 'Window Shades', 'Digital Dynamo', 'Watercooler Wonder', 'Productivity Prodigy', 'Security Hound', and 'SOS'.
- 3. Leaderboard:** A 'New Leaderboard' button is located at the top right of the achievements section.

- 1. Leaderboard:** See the top "players" in your environment and where you rank amongst all learners.
- 2. Award Levels:** As points accumulate you will reach milestone ranks that include new titles and level badges (from Competitor on up to Guru).
- 3. Trophy Cards:** Click a card to see the prerequisites. Once you complete all of the items, the card will light up signifying you've earned it!
- 4. Completion Cards (not shown):** A course completion card is shown for each individual course. When you watch all the lessons, you'll get a check mark. Pass the exam you'll get another check mark. Do both? The card will light up!
- 5. Rules:** Points earned by watching lessons, taking quizzes and passing exams will only be added one time. If you watch a lesson twice, you'll only get points for the first time. Same goes for taking quizzes and exams.

Points	Level
10-499	Competitor
500-999	Professional
1000-2499	Expert
2500-4999	Master
5000+	Guru