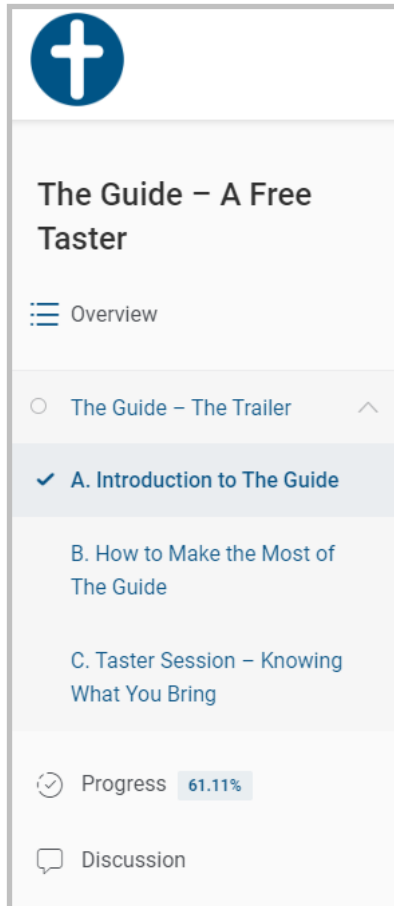




THE GUIDE: HOW TO NAVIGATE THE LEARNING PLATFORM



This is a basic introduction to the core components of the learning platform we are using for The Guide. There is also a video you can watch that demonstrates how to navigate your way around.



1. THE MENU

On the left of the window is the Menu (see left). In descending order you will find:

- **Overview/Course** You can alternate between two different views. The overview gives you an overview of the entire course and access to course tools such as bookmarks. Course gives you access to the course content.
- **Progress** You can see your total course progress as a percentage and if you click on Progress a more detailed breakdown.
- **Discussion** Takes you to discussion topics, including FAQs. You can add a post or respond to ones already posted.

When you are in a course you can see the different parts in the Menu. The title is at the top, and you can see the Trailer has three parts:

- A. Introduction to The Guide
- B. How to Make the Most of The Guide
- C. Taster Session - Knowing What You Bring

You can click on the relevant part you want to engage with. The session of the course appears on the right. Scroll down using the slider on the right of the screen to see more and access other sections.

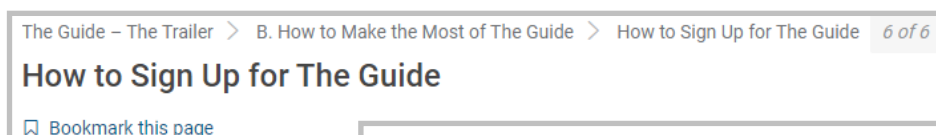
2. NAVIGATION BAR

At the bottom of your screen is the Navigation Bar (see below). This enables you to easily move between the various sessions, either by pressing the 'Next' button ('Previous' to go back) or selecting the particular session you want to go to. You can see in the example below that there are three sessions in the Introduction to The Guide. If you hover over them with your mouse it will tell you the name of that session.



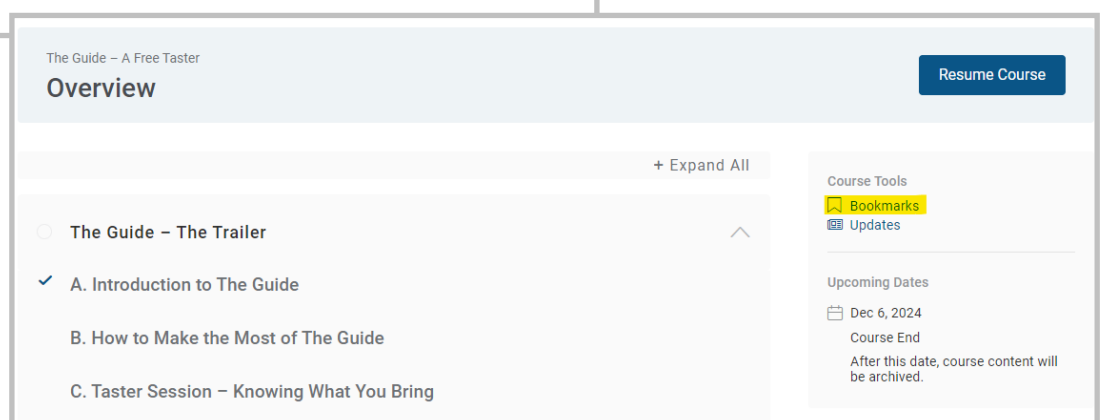
3. BOOKMARKS

You can bookmark a particular page towards the top under the Section Header (see below), and then quickly access your bookmarks on the Overview page (highlighted bottom image).



4. RESUME COURSE

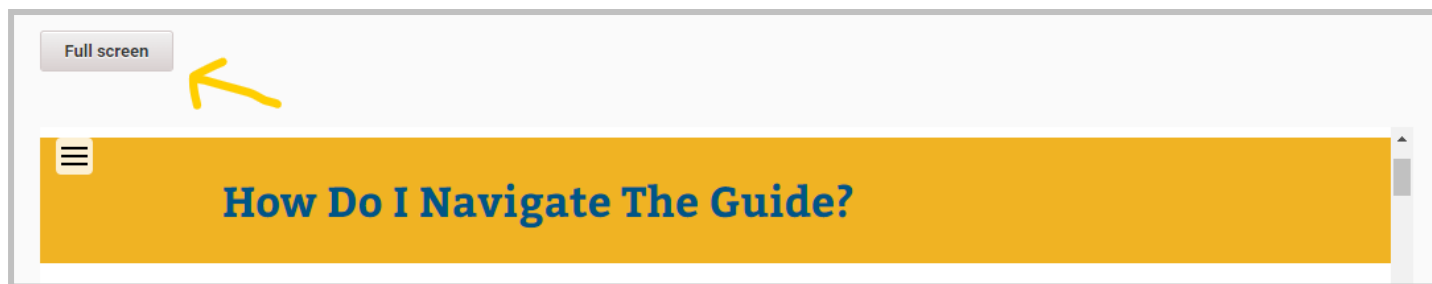
On the same Overview page you can click the blue button 'Resume Course' (see right/top right) and it will take you back to where you left off.



Much of the material for The Guide has been created using a tool called Rise 360. Here are some tips on accessing the content.

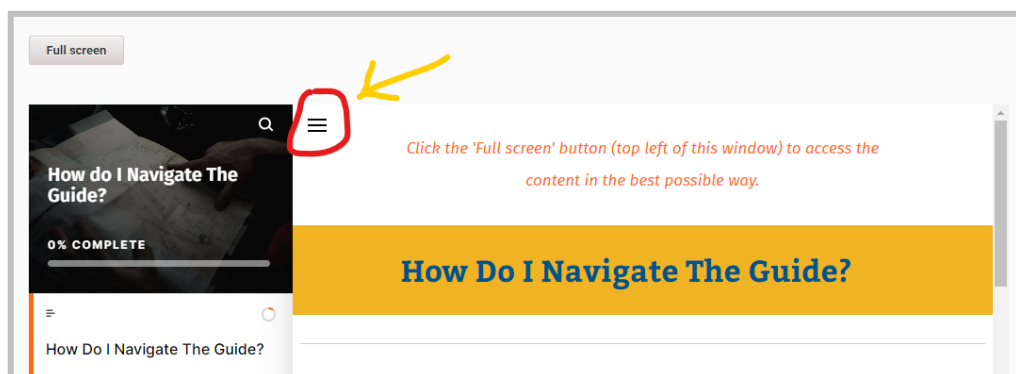
1. FULL SCREEN

We suggest you click on the 'Full screen' button to have the best experience (see below). At the end of the section you will need to click 'Exit full screen' so you can see the Navigation Bar at the bottom of your screen again.



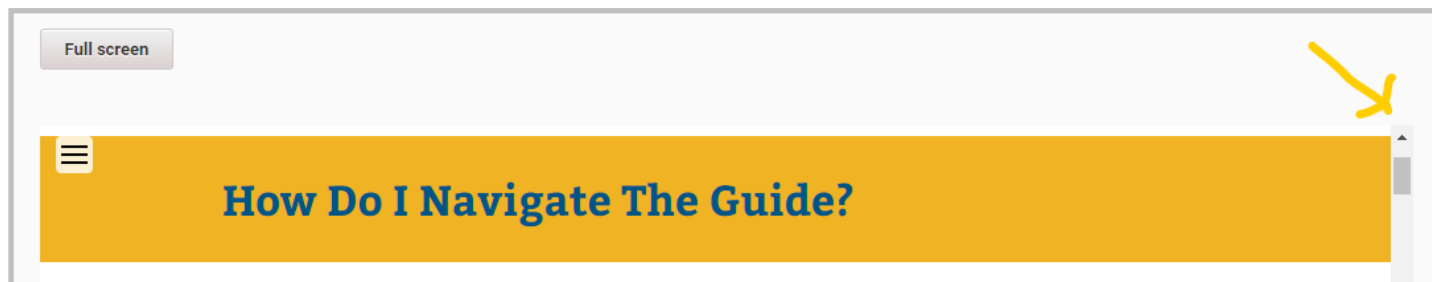
2. PROGRESS BAR

If the Progress Bar is open on the left when you enter simply click on the three lines to hide it (see right). At any point you want to check your progress on that site click the three lines to reveal the Progress Bar.



3. NAVIGATING

Simply scroll down through the material using the slider bar on the right of the window (see below). Prompts for what to do will be in *blue italics*. The Guide is interactive and offers lots of ways of accessing and engaging with the content. You can't do anything wrong, so if in doubt click on things and see what happen! Links to additional material will be in **orange** and **underlined**. Every now and then you will come across an orange bar with the word 'Continue' in it (or a variation of that). Simply click on it to open up access to further material.



HELP

If you are new to online learning then it will take a little while to familiarise yourself with how it all works, but you will find you pick it up quite quickly. If you need help, please take a look at the FAQs first to see if your question has already been answered. If it hasn't, do post a question there, or contact us directly at info@cpas.org.uk.