Introduction to AIS Self-directed Training

Note: This document provides helpful tips and instructions on completing AIS self-directed training.

Navigation Button

- When you see buttons similar to the ones below, the Viewlet pauses automatically on that window.

- The buttons are used for a variety of reasons and is normally found on pages that have hyperlinks associated with a Table of Contents or various locations on the web-site.

- You must click the button to resume the Viewlet.

Table of Contents

- A Table of Contents is provided on the left side of the Viewlet for your convenience. It allows you to keep track of your progress. AIS does not use this as a monitoring device.

Timing

- These self-paced tutorials are timed for the average reader. If the Viewlet advances too slowly or too rapidly, you may use the Player Bar to adjust it accordingly. Due to software upgrades, you will encounter different types of Player Bars in the various tutorials.

- In some instances, a Slide Player Bar is used. These appear at the bottom of the screen and look similar to the one shown below.

- Or, you may find a Kiosk Player Bar, as shown below. If a Kiosk Player Bar is used, it will appear in the upper right corner of the screen when the tutorial starts. It will then retract. To make the Kiosk re-appear, mouse-over it.

Sound

- Some tutorials contain sound. If you have speakers, make sure the volume is turned up. If you don’t have speakers, the text on the screen will be sufficient.

Interaction

- Some tutorials may require interaction from you; others will not. Instructions will be provided when you need to interact.

Unit Structure

- Within each Unit, there will be several Modules. Each Module will contain several Learning Cycles. Once it is determined which Units you need to review, the Modules/ Learning Cycles should be completed in the order they appear on the eLearning web-site.

Example:
Unit 2: Navigation
Module 1: Getting Started
Learning Cycle 1: Logging On & Off
Learning Cycle 2: E-Business Suite Navigator
Learning Cycle Structure and Elements

- The first slide of each Learning Cycle contains:
  - Unit, Module and Learning Cycle identifiers.
  - The approximate time it should take to complete the tutorial.
  - A Start button that you must click to begin.

- The second slide will provide a brief Overview section that explains the purpose of the Learning Cycle.

- What Will I Learn slides introduce a specific function that relates to your job. That introduction is followed by simulations performed in AIS.

- Within the simulations, need-to-know information, as well as actions to be taken, will be presented by callouts in the form of Notes and Balloons.

  ![A BALLOON like this appears prior to an action being performed.]

  ![NOTES like this provide general information.]

- Graphics or small images may also be used to draw your attention to important information or points of interest.

- To reinforce concepts or processes relative to your job duties within AIS, Self-check Questions are sometimes used. You must answer the Self-check Questions to continue. Results are not recorded or reported.

- Each Learning Cycle will contain a bullet-point Summary that reviews the Learning Cycle.

Completion

- When the tutorial is complete, a message will appear with further instructions.
  - When appropriate, a link to a Printable Version of the tutorial’s content will be available.
  - A link that Returns you to the eLearning web-site is also available or you may choose to close your browser to end the session.
  - Upon completion of each Module, a link to notify the AIS Education Coordinator that you have reviewed the information is also available; please complete the e-mail.