

## How to Use HRSS Tutorials

**Note:** This document provides helpful tips and instructions to complete your self-directed training.

### Navigation Buttons

- 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, e.g. Start the Viewlet, and are normally found on pages that have hyperlinks associated with a Table of Contents or various locations on the website.
- 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 or repeat sections, if necessary. This feature is not used as a tracking or monitoring device. A green check in front of a link appears when that link is accessed.

### Timing

- These self-paced tutorials are timed for the average reader. If the Viewlet advances too slowly or too rapidly, use the *Slide Player Bar* at the bottom of the screen to adjust it accordingly. The Player Bar is pictured below.



### Sound

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

### Self-directed Training Structure

- HRSS contains several Modules with applicable Learning Cycles. Complete the Module Learning Cycles in the order they appear on the eLearning – Human Resources Self-Service (HRSS) website.

### Learning Cycle Elements

- Each tutorial will provide Introductory slides to introduce the content. Section slides introduce a different topic and a Summary slide is provided near the end. The last slide contains a link back to the eLearning – Human Resources Self-Service (HRSS) website to continue your self-directed training or close the browser to end the session.
- Within the tutorials, *need-to-know* information, as well as actions to be taken, will be presented by callouts in the form of Notes and Balloons.

NOTES like this provide general information.

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

- Graphics or small images may also be used to draw your attention to important information or points of interest.
- A *Printable Version* of the tutorial's content will be available.