

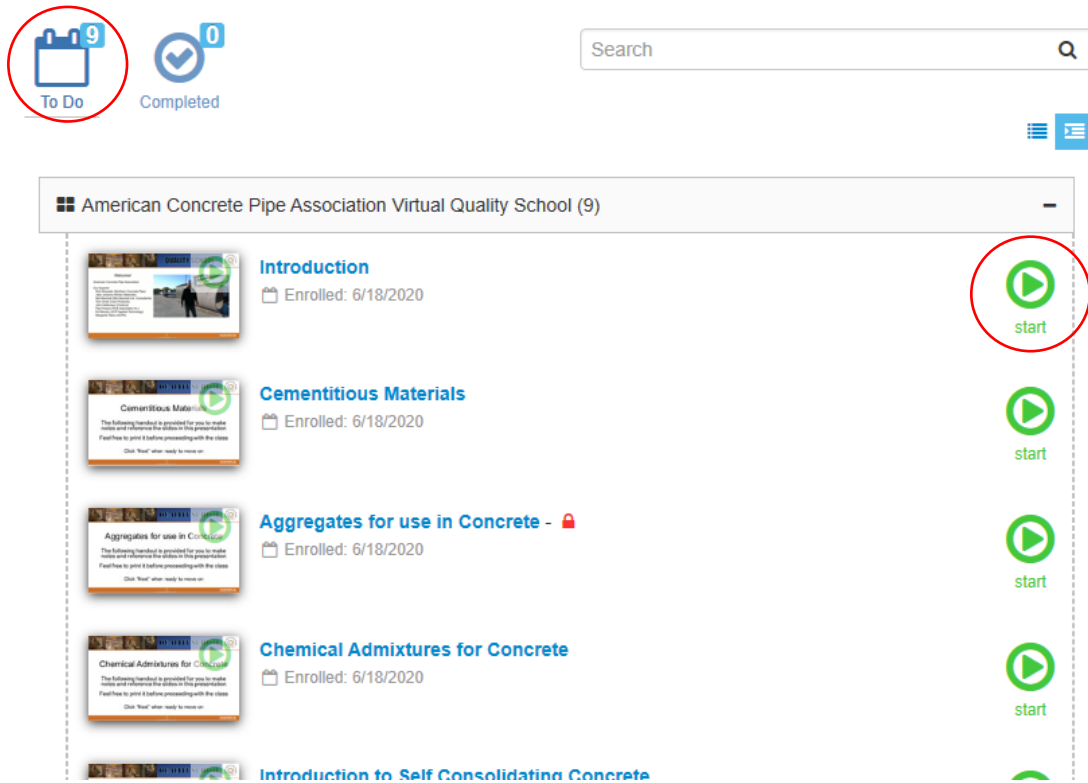
We are excited to have you on our team. We hope you will enjoy this course.

Here is a short guide on how to take a course with Traineaze. Subjects explained on this document are:

- Starting a course
- Basic screen layout when taking a course
- Navigating through a course
- Video sessions
- Answering questions

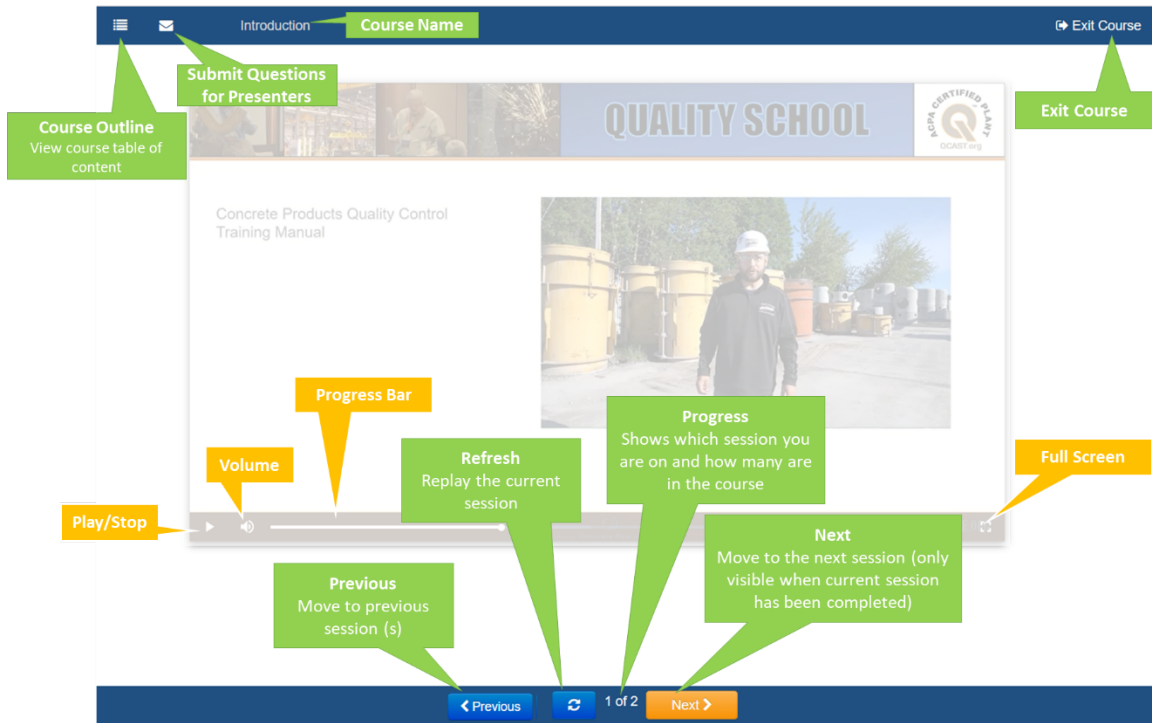
### Starting a Course

1. After you login, you will see a screen showing all training you have "To Do". The courses are set to follow the order shown on your 'To Do' list, so please start with the "Introduction" course first. By clicking the Start button the class will start.



### Basic screen layout

Once the course starts, you will see a similar screen to the one below. Please be familiar with the tools explained on the figure below.



### Navigating through a course

1. The first two sessions of each course are an introduction page with instructions and a downloadable document that includes the course presentation with space for notes on the side. Use the tools below to download, print, or view the document on a new tab on your browser:



2. To move forward through the course, you use the orange "Next" button located at the bottom of the screen. When the next button is visible, click it to move to the next session.  
**Note:** In most cases the 'Next' button won't be visible until the current video has finished playing, or until any session delay has expired.



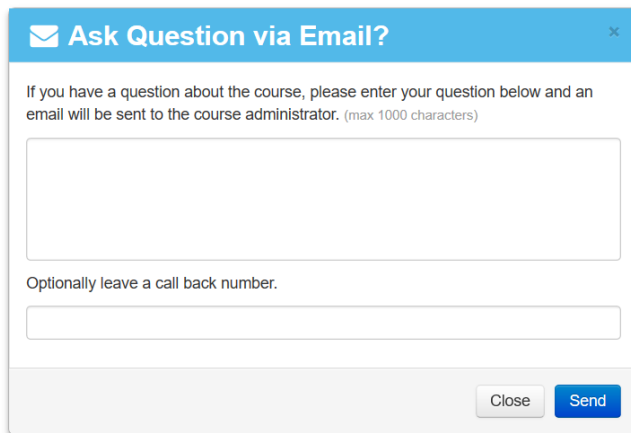
3. If you need to go back to review a session, click the Previous button.



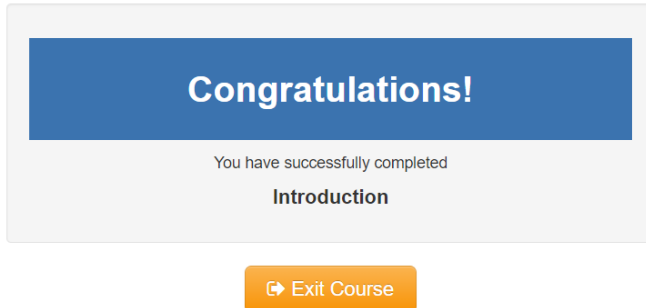
4. You can enter and exit 'full screen' mode anytime, but please note that you will not be able to see the navigation tools when you are in a full screen mode.

Note: At the end of the session the screen will automatically exit "full screen" mode and you can proceed to the next session.

5. If you have a question on the course material, please use the mail icon at the top left corner and a box will pop up where you can write your question for the presenter. The email will be forwarded to ACPA and you will hear back from us soon.

A dialog box titled "Ask Question via Email?" with a close button (X) in the top right corner. The text inside reads: "If you have a question about the course, please enter your question below and an email will be sent to the course administrator. (max 1000 characters)". Below this is a large text input field. Underneath the input field, it says "Optionally leave a call back number." followed by a smaller text input field. At the bottom right of the dialog are two buttons: "Close" and "Send".

6. Continue through the course until you get to the Course Complete screen.



## Video Session


Please note that when you watch a video session for the first time you cannot move forward; you must go through the whole video once before you are allowed to move forward. You can always move backward if you want to review part of the video session and turn back where you left off.

## Answering questions

When taking a course, you will come across question sessions. To answer the question:

1. Select an answer from the choices provided

2. Click the orange Submit button below the answers



**Portland Cement gets it's name from:**

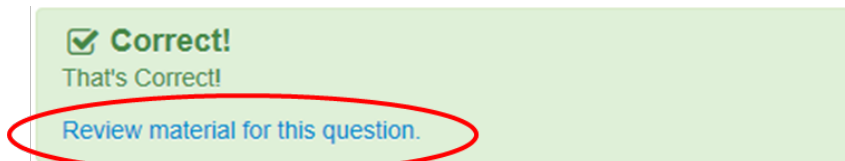
- Portland Cement Works in New Zealand
- The City of Portland, ME
- The City of Portland, OR
- The color of the rock on the Isle of Portland, England

**Question**

**Select an answer**

**Click Submit**

3. After clicking Submit, the system will let you know if you got the question correct.
4. You will not be able to proceed to the next session until you answer the question correctly.
5. You have the option to go back and review material related to this question by clicking “review material for this question, which will take you back to the video.



**Correct!**  
That's Correct!

[Review material for this question.](#)