
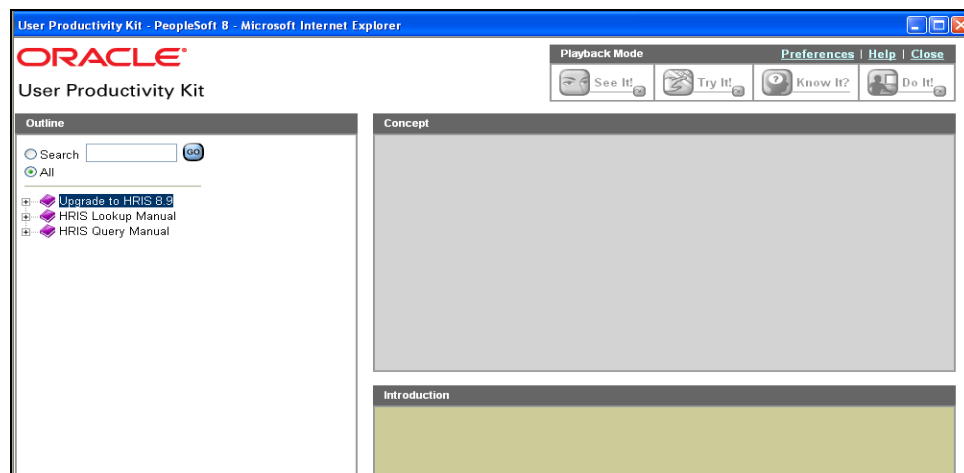


## How to Use Computer Based Training

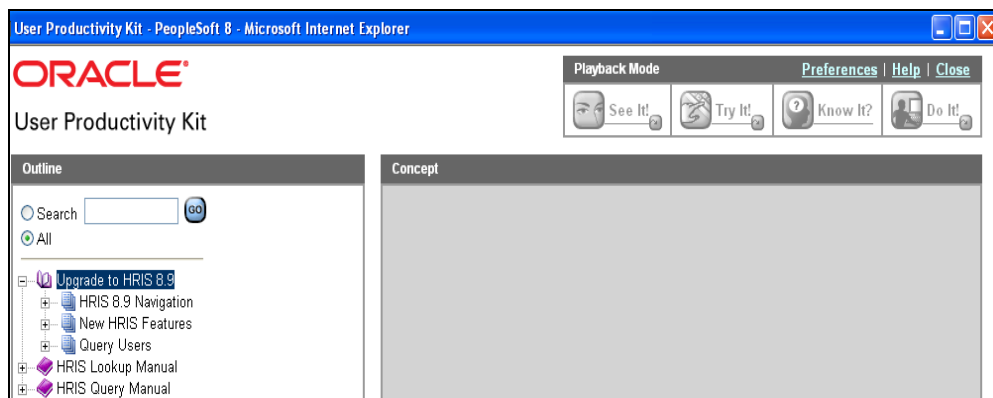
This lesson demonstrates how to use HRIS Computer Based Training. HRIS Computer Based Training allows users to view a tutorial, practice the training lesson in a demo environment and run the training tutorial while in the real HRIS database. In addition, users can click on topic hyperlinks which download the topic into a Word document.

\*Please take the time to read the Troubleshooting Tips at the end of this document.

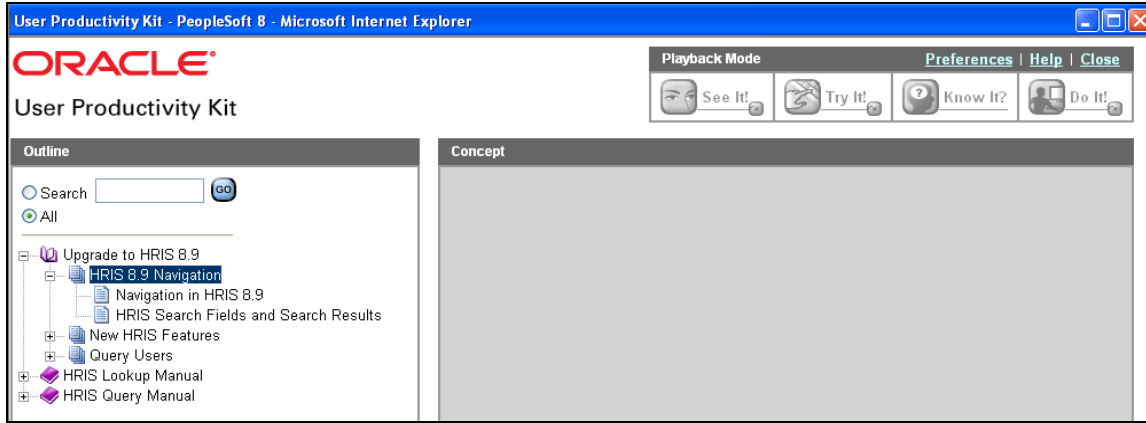
Step	Action
1.	The items displayed under the <b>Outline</b> section is the computer based training content available to HRIS users. The Purple Books are called modules which contain a grouping of lessons users may select based on the information they would like to obtain.
2.	To expand this item, click the plus button to the left of the module. 



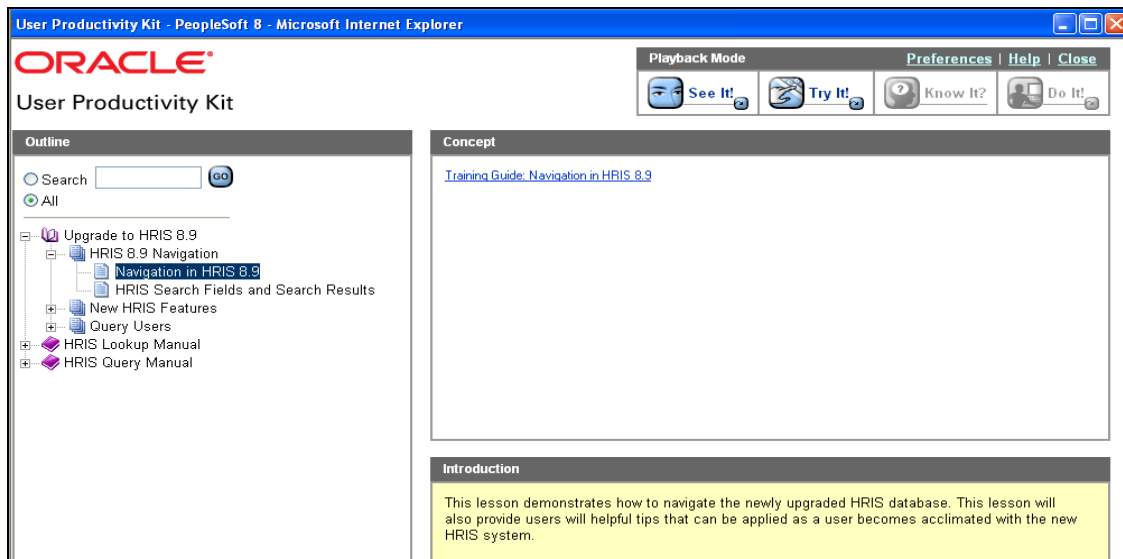
Step	Action
3.	As you can see, there are three items contained in the "Upgrade to HRIS 8.9" module.
4.	Click the plus button next to "HRIS 8.9 Navigation" to view the lesson/topics within the "HRIS 8.9 Navigation" folder.



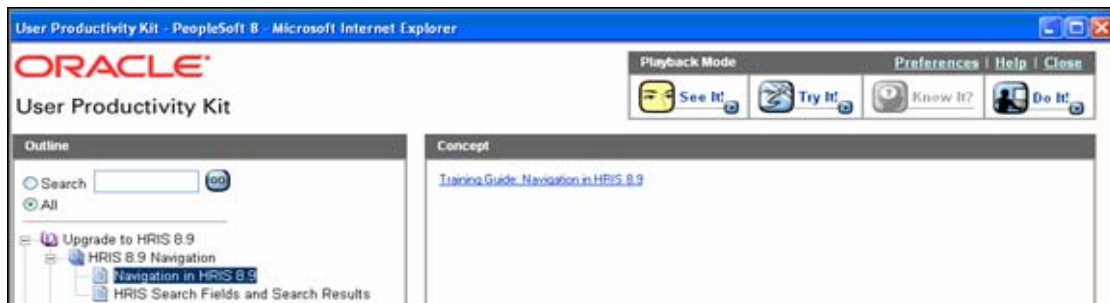
Step	Action
5.	There are two available topics or lessons under the folder "HRIS 8.9 Navigation."



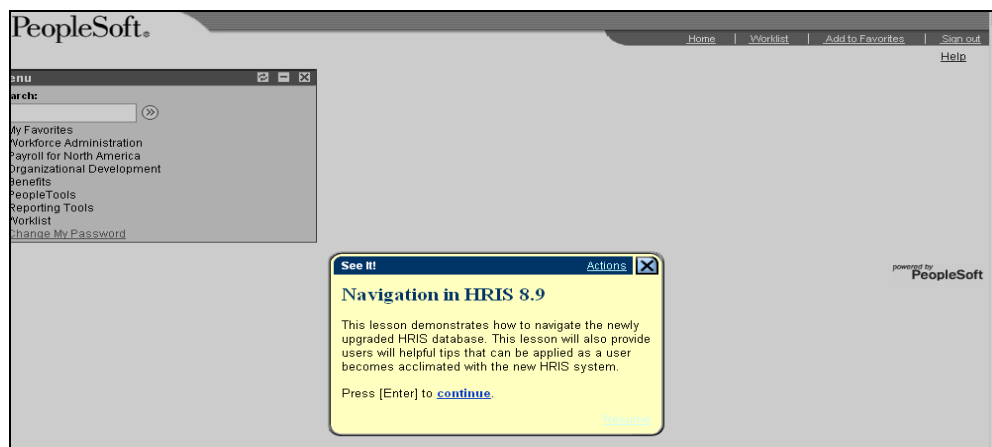
Step	Action
6.	Click the one of the topic names. In this example, we would like to learn about <i>Navigation in HRIS 8.9</i> . <a href="#">Navigation in HRIS 8.9</a>
7.	Once a lesson is selected from the Outline that particular lesson's information appears on the screen.  The <b>Introduction</b> section gives a brief explanation about what the user will learn from selecting this particular lesson.
8.	Under the <b>Concept</b> section, users may click on the hyperlink which will download the training lesson into a Word document. This allows users to print the procedure and keep it by their desk for reference. The Concept section may also contain another links to related documents about that particular topic. Take the time to review these if needed.



Step	Action
9.	The <b>Playback Mode</b> section allows users to play the selected topic in different training modes. Notice that the See It!, Try It!, and Do It! modes are lit. Only lit modes are available for users to use.
10.	<b>See It!</b> mode allows the user to learn from an animated demonstration in a stimulated environment. This mode does not require any interaction from the user. Click <b>See It!</b> to view the "Navigation in HRIS 8.9" tutorial. *Please remember that the lesson must be selected and the mode must be lit and available to use.

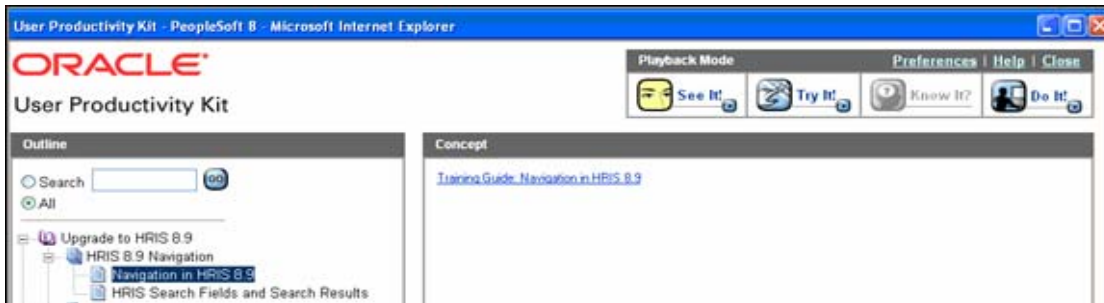


Step	Action
11.	This is the first frame of the lesson. To continue, press the Enter key or click continue.
12.	The speed of the demonstration is set during development of the tutorial. However, we recognize that everyone learns at a different pace. Please note the following tips on how to speed up or slow down the tutorial.  <ul style="list-style-type: none"> <li>- If the demonstration is moving too slow: Use the Enter Key to move through the frames.</li> <li>- If the demonstration is moving too fast: Click the Pause Link at the top of each bubble to freeze the frame.</li> </ul>
13.	To close the tutorial at any time, click the <b>X</b> button in the top right hand corner of the bubble.

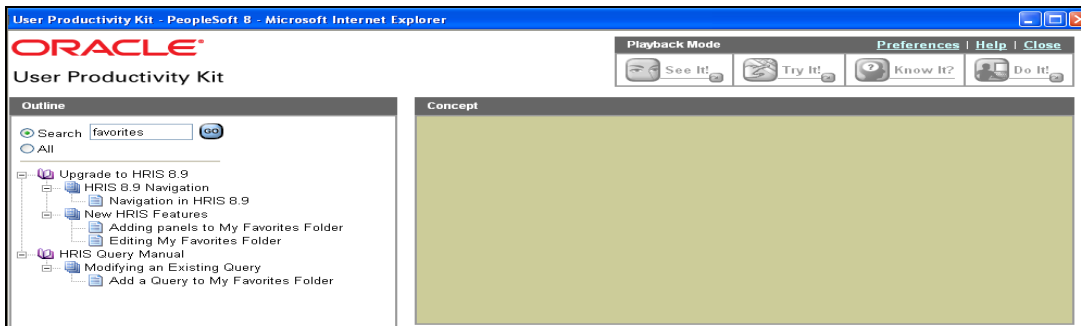


Step	Action
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14.	<b>Try It!</b> mode allows users to learn interactively in a stimulated environment. The users is prompted for actions such as “Click the Save button”.
15.	<b>Know It?</b> mode provides users with a test on the selected topic. Currently, this is unavailable to users but HRIS plans to have the Know It? mode available for a few topics.
16.	<b>Do It?</b> mode provides users with the opportunity to play the tutorial <i>while</i> working in HRIS. This allows users to learn as they actually complete their work in HRIS.



Step	Action
17.	Users may search computer based training content by clicking the <b>Search</b> radiobutton.
18.	Enter a keyword into the search field. For instance, let's say we are interested in learning about adding panels to the My Favorites folder.
19.	Click the blue <b>GO</b> button to search for the content.
20.	The search results appear in the Outline. Users can easily see and find the topic they would like to learn more about.



**Troubleshooting Tips for Computer Based Training:**

- Please remember to disable any pop-up blockers when using this feature. If you have pop-up blocker questions, contact your technical support. (If using an XP machine, try holding down the CTRL key on your keyboard while clicking the HELP link in HRIS).
- If you are using an XP Machine and using the Do It mode, you must add the following URL to your trusted site: <http://upk2005.itsc.northwestern.edu>. Detailed instructions can be found at: <http://www.northwestern.edu/hr/hris/hris/upgrade/addtrustedsites.pdf>
- This feature is not compatible with MAC computers