



Job Aid: Online Content Changes

Purpose

The purpose of this job aid is to guide you through the step-by-step process of changes made to your online content and learning history options. This job aid is intended for existing users.

In this job aid, you will learn how to:

- A. Launch online content
- B. Manage your completed work (Learning history)

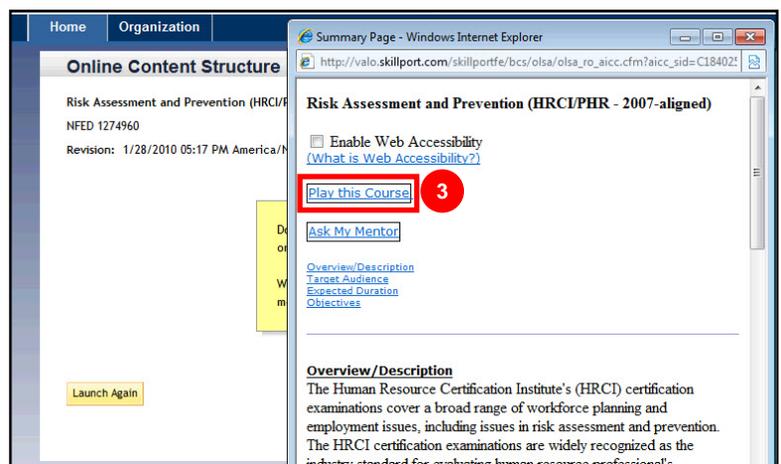
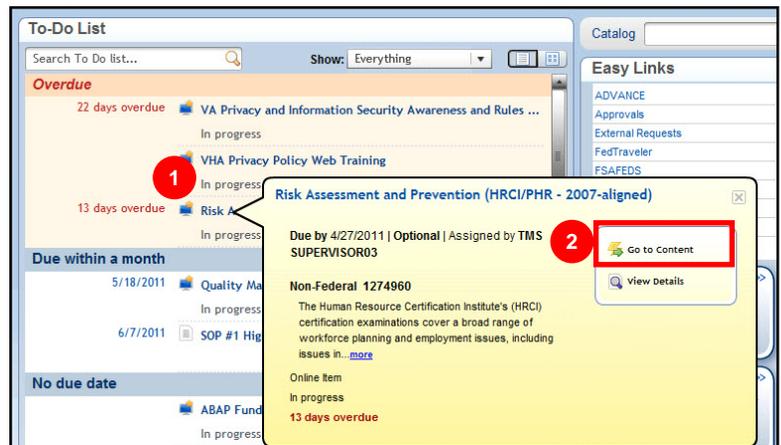


Task A. Online Content Changes

Launching a Single Content Item

An online item may contain one or more content items. Follow the steps below if you are launching a course containing only one content item. If you are launching a course with two or more content items, refer to the *Launch Online Content* job aid.

1. Hover over an **Online Item** on your *To-Do List*.
2. Click the **Go to Content** button when the item pop-up menu appears.
3. Click the **Play this Course** link from the *Content Summary* page to launch the course.
 - The *Content Summary* page provides additional information about the online training, such as an overview and description of the course, target audience, expected duration, prerequisites and objectives
 - Do not close the *Online Content Structure* window after you launch course. This window must stay open to record the completion of the content
 - When the content comes to an end, the window closes and returns you to the *Online Content Structure* page





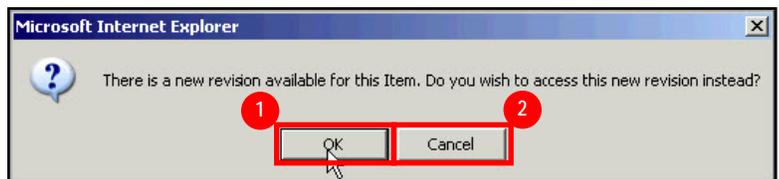
4. Click the **Launch Again** button in case you ended the course early and would like to continue.
5. Click the **Home** link to return to the *Home* page and continue to manage your course.
6. Click the **Completed Work** link to visit the status of your completed learning activities and assessments.



Launching a Revised Content Item

You can launch a revised content item that has been placed on your *To-Do List*. If you are prompted to access the newer version of the item you have selected:

1. Click the **OK** button to access the new revision available.
Or
2. Click the **Cancel** button to access the older version.





Task B. Managing Completed Work (Learning History)

You can access a list of learning or performance activities that you have completed on the *Completed Work* page. To see your records for work completed:

1. Click the **Completed Work** status pod, from the *Home page*.
2. To sort a column, click the column header (**Type**, **Title**, **Status**, or **Completion Date**).
 - Click the **up arrow** icon to sort in ascending order
 - Click the **down arrow** icon to sort in descending order
3. To filter your completed work by title, click in the **Title** text field and type your search criteria. This “type-ahead” search feature updates your list as you enter your keyword to show only items meeting your search criteria. This search feature is not case-sensitive.
4. To filter your completed work by *Type*, *Status*, or *Completion* date, click on the respective drop-down list.

