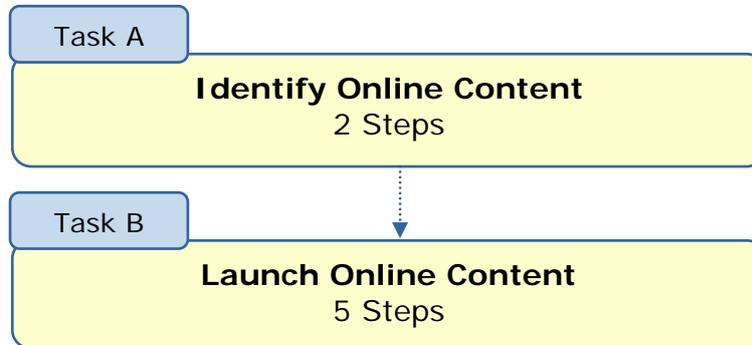


## Job Aid: Launch Online Content

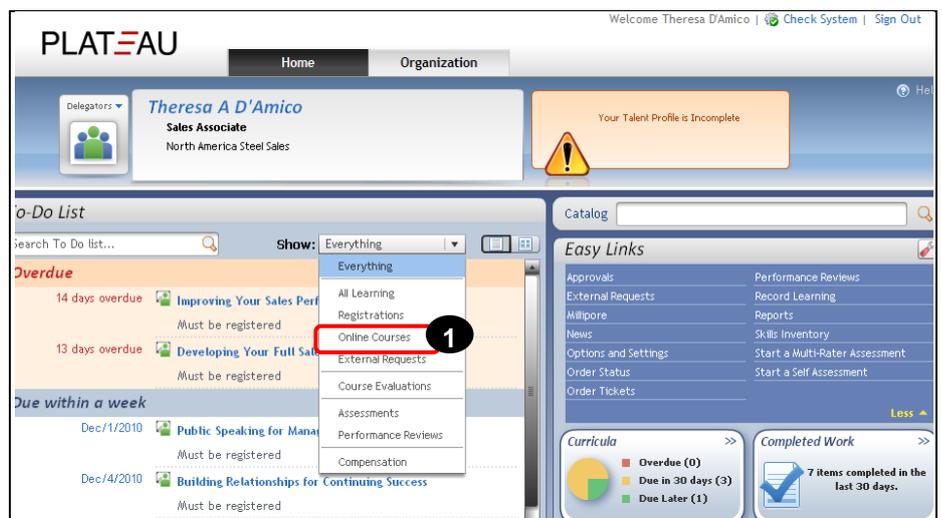
### Purpose

The purpose of this job aid is to guide users through the step-by-step process of identifying and launching online content.



### Task A. Identify Online Content

**1** From the Home page, filter the To-Do List to show Online Courses only.

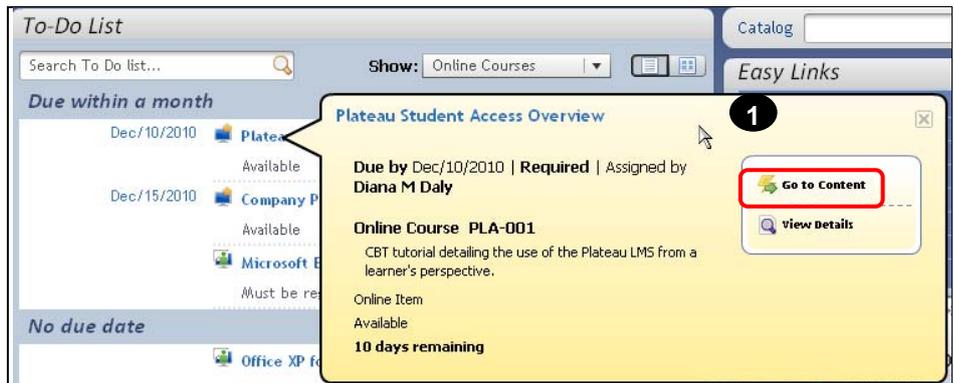


**2** The online icon (  ) in the Type column indicates the content type.



**Task B. Launch Online Content**

**1** From the To-Do List, hover over the title of the item you wish to launch and then click **Go to Content**.



**2** Click the content object title link to launch the content object.

The content launches in a separate window. Complete the content as prescribed in the course.

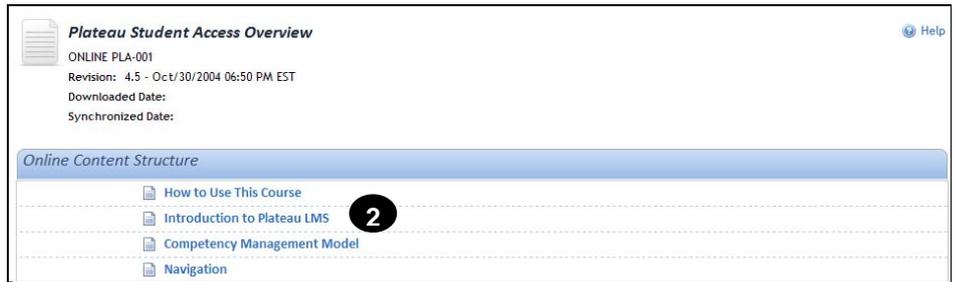


*Note: Previous revisions of online items can now be launched when assigned to a user's To-Do List. If a revision exists, the user is prompted to access the newer version.*

The Online Content Structure page displays. An item may contain one or more content objects.

**2** Click the content object title link to launch the content object.

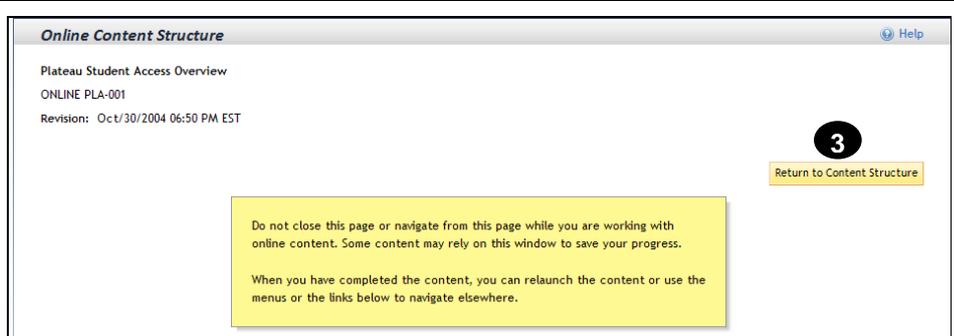
The content launches in a separate window. Complete the content as prescribed in the course.



*Note: If there is one content object within an item the content opens up immediately, skipping the content structure page. Upon closing the content window, the user is presented with a landing page that contains multiple links for the user to complete a logical workflow.*

When the content object is complete, the window closes, and returns you to the Online Content Structure page.

**3** Click **Return to Content Structure** to continue.



**4** The completion date and time of the content object are captured.

If the online item contains more than one content object, all objects typically must be completed in order for the item to be complete.

**5** Click the next content object title link to continue completion of the course.

Online Content Structure		
Content Structure	Status	Completion Date
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li><b>4</b> <a href="#">Unit 1 Overview and Objectives</a></li> <li><a href="#">Word 2002: Starting</a></li> <li><a href="#">Word 2002: Interface</a></li> <li><a href="#">Views: Changing</a></li> </ul> </li> </ul> </li> </ul>		8/11/2009 02:20 PM America/New York

## Notes