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Understanding the Course Menu

When you first launch a course or select the **Course Menu** button  within a course, the Course Menu opens. The left side of the course menu displays the hierarchy of the course down to the topic level. It contains links that allow you to go directly to a particular topic. The right side of the course menu provides information about each course component or allows you to take a specific test.

COURSE SCORE—Displays your current score for the course. This score is an average of the current score on all tests in the course. All tests that you have not attempted display as “---” and are scored as 0% until you take them.



TYPE—This column describes the *topic type*.

STATUS—This column indicates your progress navigating through each topic. A not started icon 

displays if you have not opened any of the topic pages. A started icon  indicates that you have opened at least one page in the topic. A completed icon  indicates that you have opened and navigated through all pages in the topic.

CURRENT SCORE—This column displays your current score for each lesson or topic.


TAKE COURSE TEST/PRE-TEST—This is both an active link, as well as a column heading. The entries in this column launch the test for the entire course, an entire lesson, or a single topic within a lesson. The testing options may vary depending on the course.

BOOKMARK—The bookmark icon  indicates the last topic you were viewing when you exited the course or selected the Course Menu button. 

making the most of e-learning

Once you've successfully completed a course, **GIVE YOURSELF A PAT ON THE BACK!** Let your supervisor know of your achievement by printing out a report (**My Report**).

ORGANIZE YOUR NOTES AND PRINTOUTS AND STORE IN A FILE OR FOLDER. It's important to keep your training materials together and in a logical place so that you can access them easily in the future.

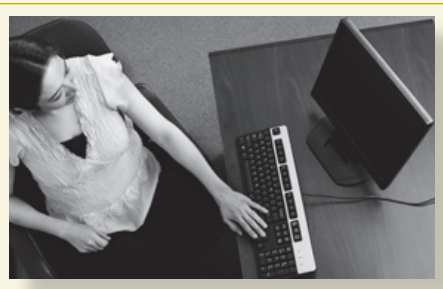
REVIEW MATERIAL WITHIN 24 HOURS. Research shows that this practice dramatically increases retention, so schedule time for this the day after you complete a course. Reviewing your notes and looking at the online References, Job Aids, and SkillBriefs are great ways to assimilate the concepts you have learned. 

You can view and print course results by clicking on the My Report link (accessible from the Shortcuts menu on your e-Learning home page).



tips

CURRICULUM SPOTLIGHT: CHANGE



Are you or your team experiencing a lot of organizational change? If so, we recommend the *Dealing with Organizational Change* curriculum series. It consists of three courses and a simulation. Do a CTRL + click on the course code for detailed information on each.

- [PD0191 Perspectives on Organizational Change](#)
- [PD0192 Being Prepared for Change](#)
- [PD0193 Communicating During Organizational Change](#)
- [PD0190 Dealing with Organizational Change Simulation](#) 