

Web Learning Center (WLC) Guide For Taking Titles

(Courses and Assessments)

Version 2

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1. Introduction

WLC users including Students, Instructors and Account Administrators can take the course and assessment titles that are assigned to them using two methods:

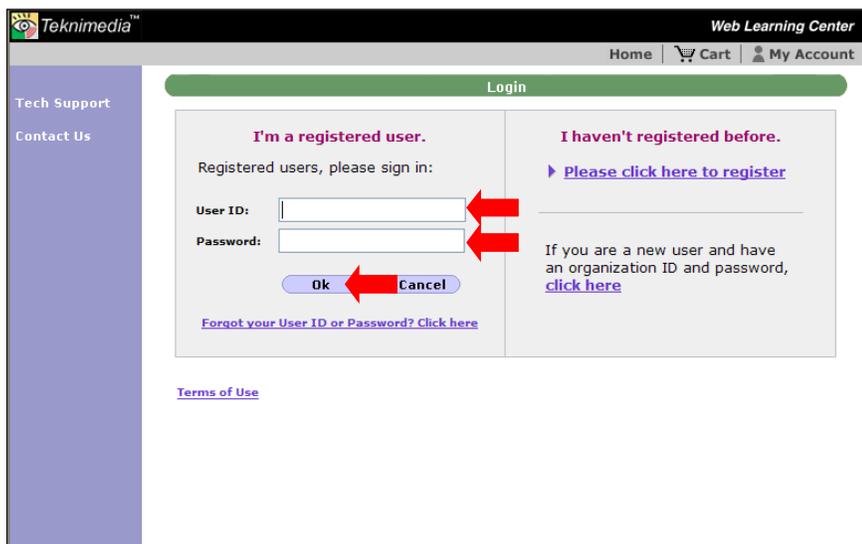
1. **Web Browser and Adobe Shockwave** – A Web browser with the Adobe Shockwave player add-on can be used to take titles on WLC.
2. **WLC Client App** - The WLC Client App is a Windows application that can be used to take titles on WLC without using a browser or add-on. This application does not require installation.

Both methods are only available on a Windows PC, and require high-speed Internet access. For system requirements, please go to: <http://www.teknimedia.com/html/system-requirements.html>

2. Taking Titles Using a Web Browser and Adobe Shockwave

WLC users can take the courses and assessments that are assigned to them using a Web browser (Internet Explorer or FireFox) and the Adobe Shockwave player. If your computer does not have Shockwave, please go to the following link to obtain instructions for downloading and installing Shockwave: <http://www.teknimedia.com/html/shockwave.html>.

2.1. Logging On



From your web browser, go to <https://www.e-learning.com/html/login.asp>

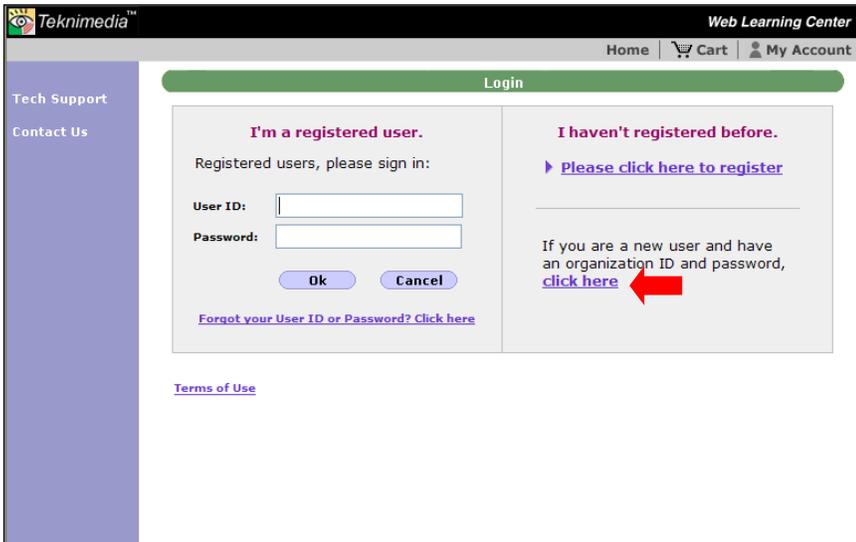
NOTE: The following customers should use the URL indicated below to access their accounts:

Arkansas Adult Education & WAGE Programs: <https://ar.e-learning.com/html/loginok.asp>

Kansas Adult Education Programs: <https://kansas.e-learning.com/html/loginok.asp>

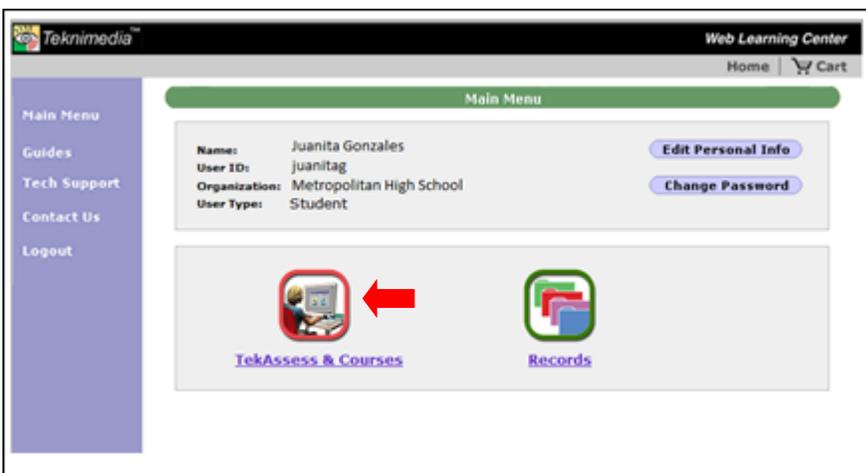
South Dakota AEL Programs & Local Offices: <https://sd.e-learning.com/html/loginok.asp>

At the **Login** screen, type your User ID and Password under **I'm a Registered User**, and click on **OK**.



If your administrator or instructor has given you an **Organization** ID and password, and asked you to register yourself, click on the **click here** link under **I haven't registered before**. Then follow the instructions to create a user ID and password.

2.2. Taking a Title



From the **Main Menu** screen, select **TekAssess & Courses**.

Note: Depending on the User Type, the WLC Main Menu will contain different icons. The Main Menu for Students contains only the **TekAssess & Courses** and **Records** icons.

TekAssess & Courses

Please select a title from the list below and click on the "Go" button.

Title:

- MOUSE - Mouse Tutorial
- PC100-Win7 - Basic Skills
- PC101-Win7 - Computer Basics
- PCIC3A-GS3 - Computing Fundamentals
- PCIC3B1-GS3-2010 - Key Applications-Word
- PCIC3B2-GS3-2010 - Key Applications-Excel
- PCIC3B3-GS3-2010 - Key Applications-PowerPoint
- PCIC3C-GS3-2010 - Living Online

Go

By viewing any of our title, you agree to the terms of our [Usage Agreement](#).

From the **TekAssess & Courses** screen, select the desired title from the list, and click on the **Go** button.

PC100-Win7 - TekAssess

PC100-Win7 - TekAssess - Basic Computer Skills Assessment

TekAssess™

Pre Assessment

Basic Skills
Windows 7

Welcome to the Pre-Assessment module for PC100-Win7. Please click on "Continue" to begin the Assessment.

[Continue](#) [Skip Pre-Assessment](#)

[View Assessment Guide](#)

The screen that appears when a title is selected will vary depending on whether the Pre-Assessment is required, optional or disabled.

If the Pre-Assessment is optional, the **Continue** and **Skip Pre-Assessment** links will be displayed.

Clicking on **Continue** will allow you to take the Pre-Assessment.

Clicking on **Skip Pre-Assessment** will begin the course.

PC100-Win7

Table of Contents

Index

Exit

PC100-Win7 - Basic Skills



Welcome to PC100-Win7. Please click on "Continue" to begin the course.

[Continue](#)

If both the Pre-Assessment and Post-Assessment have been disabled, only the **Continue** link will be displayed.

Clicking on **Continue** will begin the course.

2.3. Assessment Guide

PC100-Win7 - TekAssess

Exit

PC100-Win7 - TekAssess - Basic Computer Skills Assessment



Welcome to the Pre-Assessment module for PC100-Win7. Please click on "Continue" to begin the Assessment.

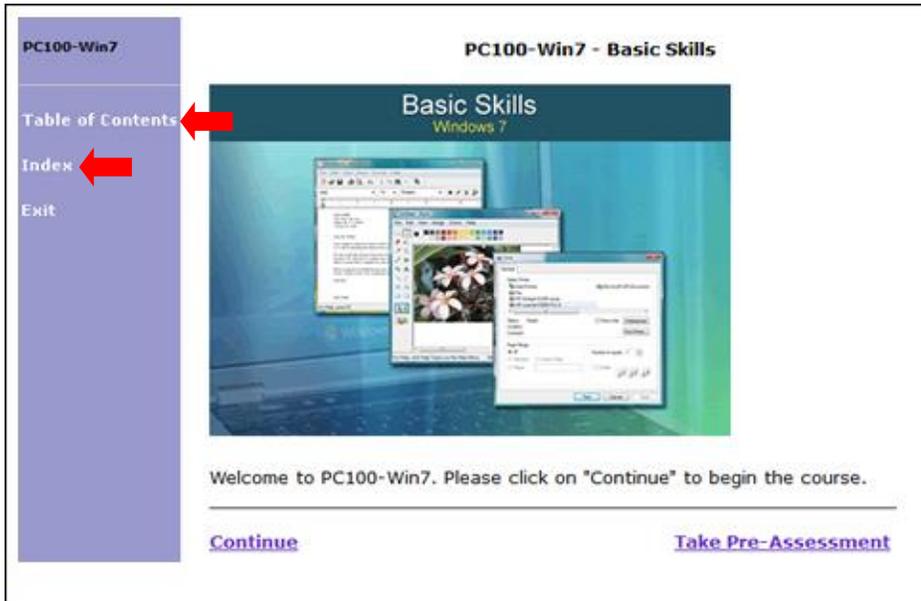
[Continue](#) [Skip Pre-Assessment](#)

[View Assessment Guide](#)

An **Assessment Guide** is available to familiarize you with the structure, navigation and scoring of the TekAssess pre/post-assessments.

If you are taking an assessment for the first time, you can view this guide by clicking on **View Assessment Guide**.

2.4. Course Table of Contents and Index



Every course has a **table of contents** containing the list of course sections, and an **index** containing the list of topics covered by the course.

Click on **Table of Contents** to view the list of course sections.

Click on **Index** to view the list of topics covered by the course.

2.5. Course Navigation



When the title window opens, you can navigate through the course as follows:

Click on the **Section** buttons to move to the previous or next sections of the course.

Click on the **Frequently Asked Questions** button to view additional information pertinent to the lesson topic.

Click on the **Play/Stop** button to start or stop the lesson narration.

Rewind and **Fast Forward** buttons allow users to move backward and forward in the lesson.

The **Continue** button becomes active when the lesson has completed and will allow the user to move to the next section in the course.

2.6. Adjusting Course User Settings



Users may customize the following course settings for each title assigned to them.

Play Speed: Use the drop-down list to adjust the playback speed. The speed of the narration can be increased or decreased.

Display Text: The text of the narration will be displayed at the bottom of the screen if the **Display Text** checkbox is selected.

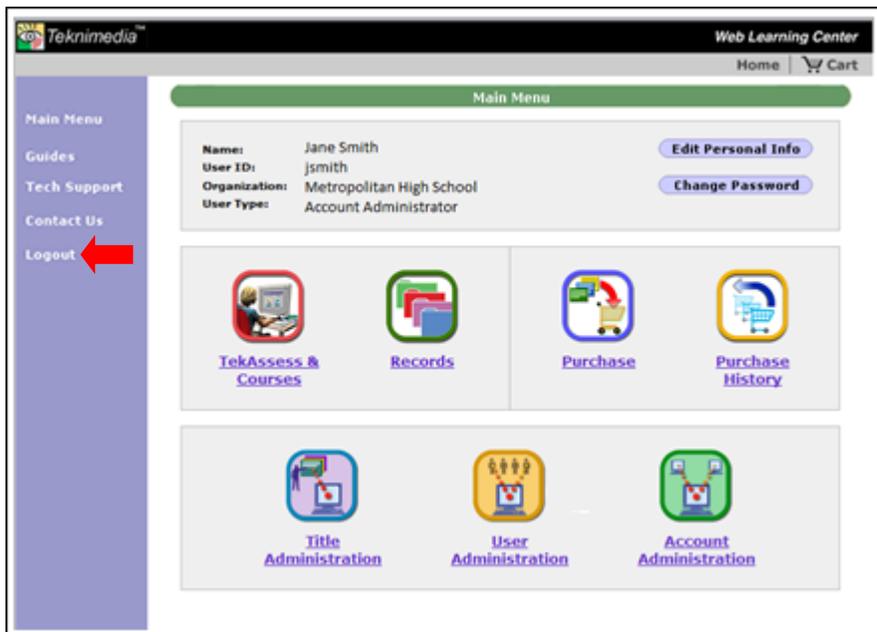
Use Custom Path: A third checkbox will appear if the User has completed the TekAssess pre-assessment for a particular title. When the checkbox is checked, a custom learning path is created based on the User's assessment results. The custom path feature will "exempt" a User from course sections that correspond to test questions passed in the pre-assessment.

2.7. Exiting a Title

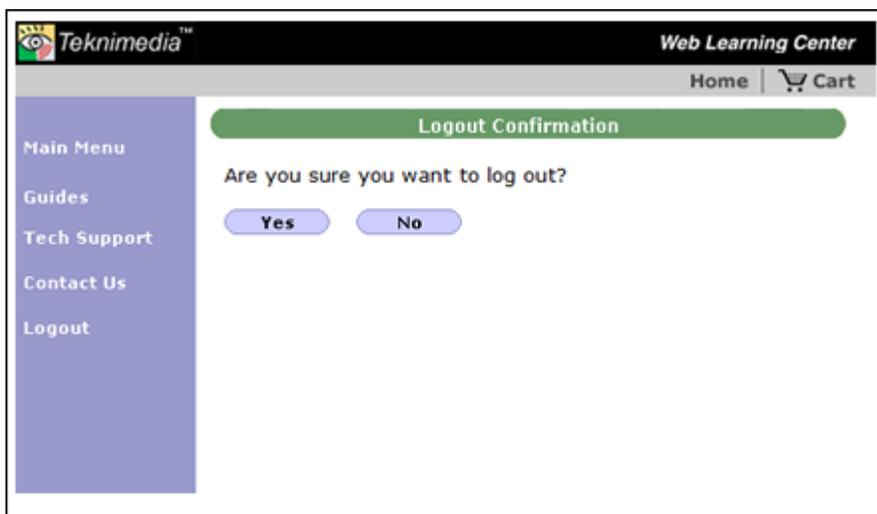


You can click on **Exit** to exit a course and close the course window.

2.8. Logging Off



To log out of WLC, click on **Logout** on the **Main Menu** screen.



At the **Logout Confirmation** screen, click on the **Yes** button to log out of WLC and return to the **Login** screen.

Click on the **No** button to return to the **Main Menu** screen.

Note: Users should properly log out of WLC before closing their browser window.

3. Taking Titles Using the WLC Client App

WLC users can take the course and assessment titles that are assigned to them using the Web Client App. To download this app, please go to the following link: <http://download.teknimedia.com/cldl/wlcapp-win.exe>. You'll have the option to run the app without saving it, or save the app on your computer so you can run it whenever you want without having to download it again.

For detailed instructions on how to download and run the WLC Client App, please open the following link: <http://www.teknimedia.com/docs/wlcapp-win-download-instructions.pdf>.

3.1. Logging On

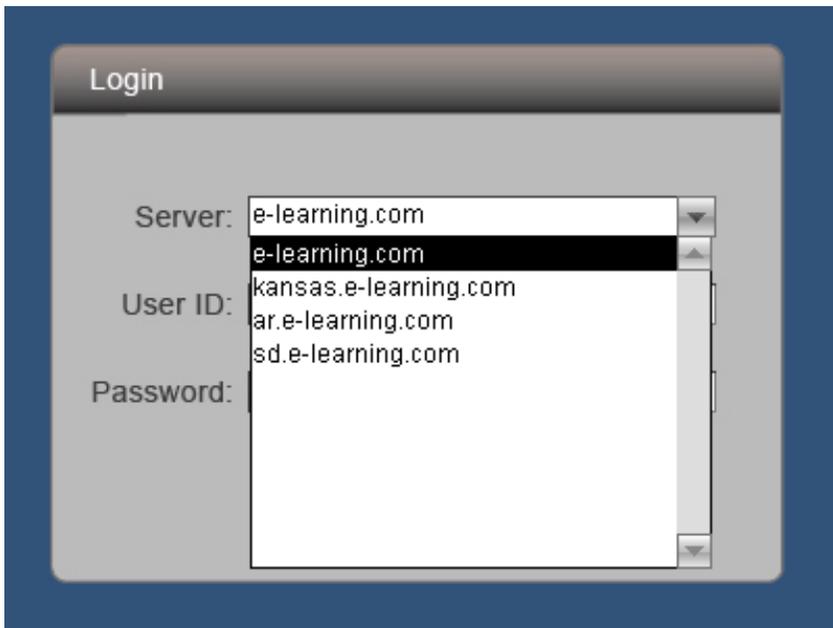


Once the WLC App is started, the **Login** screen will be displayed.

From the **Server** drop-down list, select the server where your WLC account is hosted. Then type in your user ID and password, and click on **OK**.

Notes:

- 1) Most WLC accounts are hosted on the **e-learning.com** server, but some are hosted on other servers (see below). If you don't know which server your WLC account is hosted on, please contact your WLC account administrator or instructor.
- 2) You must be a registered WLC user, and have a user ID and password. If you don't have a user ID and password, please contact your WLC account administrator or instructor.



NOTE: The customers below should select the server indicated from the drop-down list:

Kansas Adult Education Programs:
kansas.e-learning.com

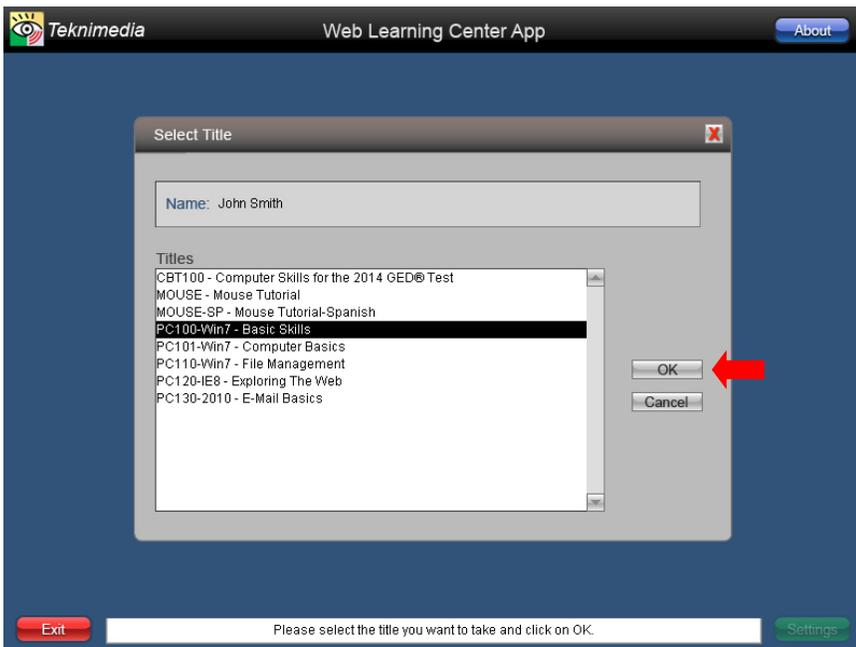
Arkansas Adult Education & WAGE Programs: ar.e-learning.com

South Dakota AEL Programs & Local Offices: sd.e-learning.com

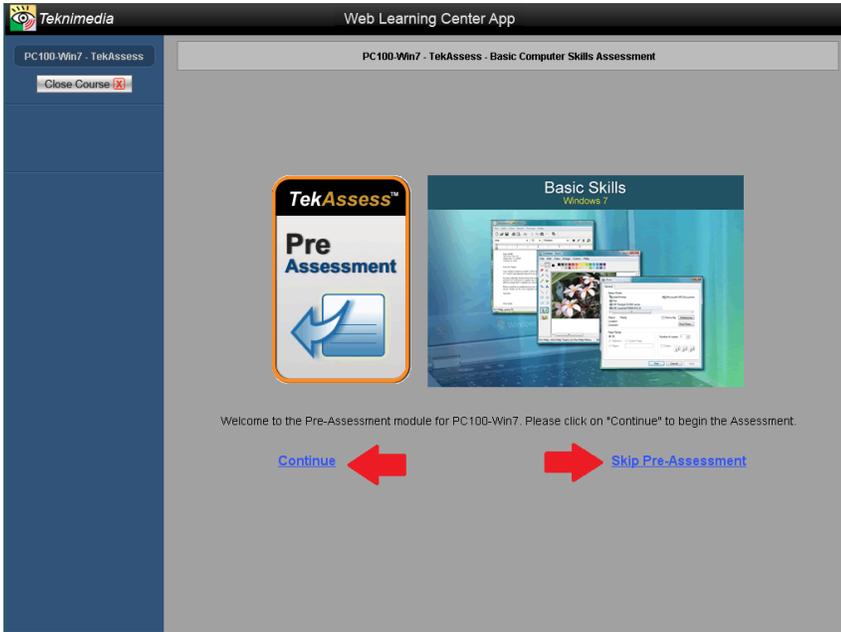
3.2. Taking a Title



From the **Main Menu** screen, select **TekAssess & Courses**.



From the **Select Title** screen, select the desired title from the list, and click on the **OK** button.

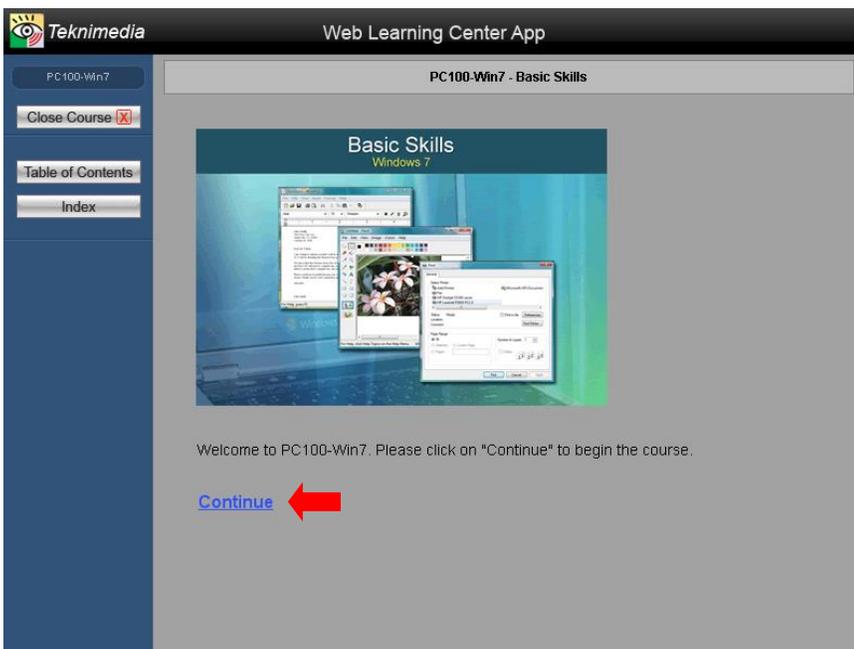


The screen that appears when a title is selected will vary depending on whether the Pre-Assessment is required, optional or disabled.

If the Pre-Assessment is optional, the **Continue** and **Skip Pre-Assessment** links will be displayed.

Clicking on **Continue** will allow you to take the Pre-Assessment.

Clicking on **Skip Pre-Assessment** will begin the course.



If both the Pre-Assessment and Post-Assessment have been disabled, only the **Continue** link will be displayed.

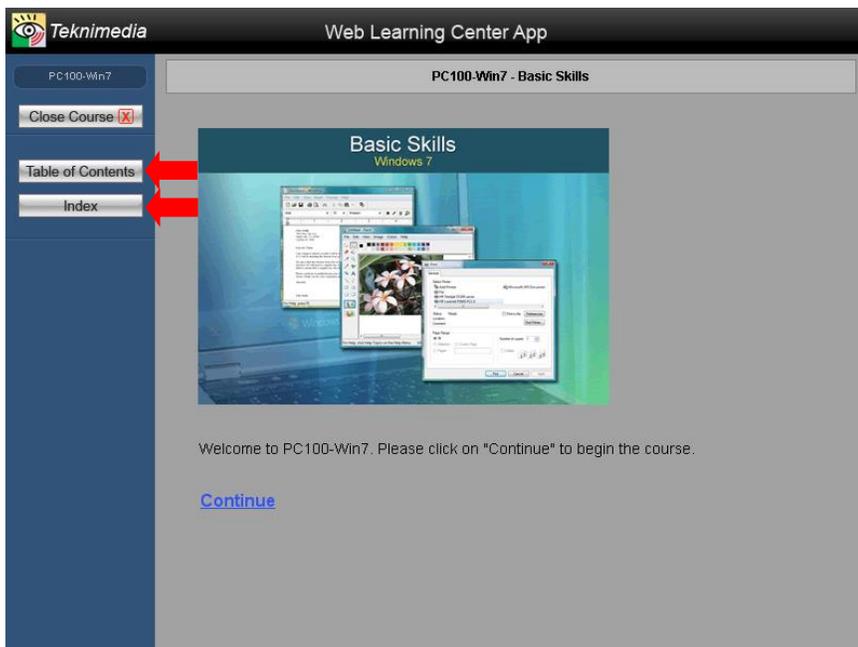
Clicking on **Continue** will begin the course.

3.3. Assessment Guide

An **Assessment Guide** is available to familiarize you with the structure, navigation and scoring of the TekAssess pre/post-assessments.

If you are taking an assessment for the first time, you can view this guide by opening the following link:
<http://www.teknimedia.com/docs/TekAssess-Guide-IF.pdf>.

3.4. Course Table of Contents and Index

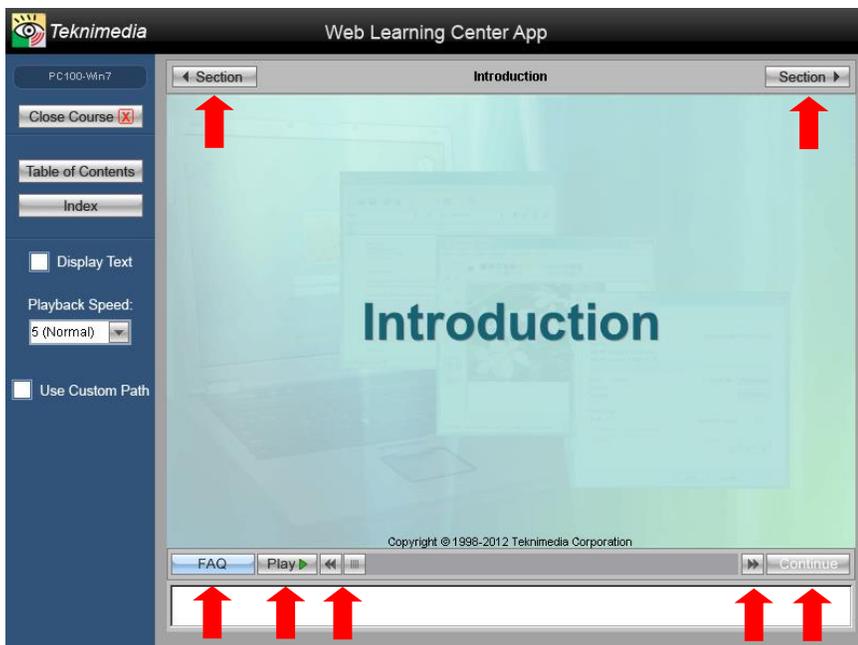


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Display Text: The text of the narration will be displayed at the bottom of the screen if the **Display Text** checkbox is selected.

Use Custom Path: A third checkbox will appear if the User has completed the TekAssess pre-assessment for a particular title. When the checkbox is checked, a custom learning path is created based on the User's assessment results. The custom path feature will "exempt" a User from course sections that correspond to test questions passed in the pre-assessment.

3.7. Exiting a Title



You can click on **Close Course** to exit a course and close the course window.

3.8. Logging Off



To log out of the WLC App, click on **Logout** on the **Main Menu** screen.