Web Learning Center (WLC) Guide
For Taking Courses and Assessments

Version 3

Copyright © 2019 Teknimedia Corporation
Teknimedia grants permission to organizations that have active accounts on WLC to duplicate the contents of this guide for educational purposes. Use of these materials is restricted to the organization’s employees, volunteer staff, and students, and may not be distributed outside the organization without written permission from Teknimedia Corporation.
# Table of Contents

1. **Introduction** ........................................................................................................... 1

2. **Taking Titles Using a Web Browser** ........................................................................ 1
   2.1. **Logging On** ....................................................................................................... 1
   2.2. **Taking a Title** .................................................................................................. 2
   2.3. **Assessment Guide** ........................................................................................... 4
   2.4. **Course Table of Contents and Index** ................................................................. 5
   2.5. **Course Navigation** .......................................................................................... 5
   2.6. **Adjusting Course User Settings** ..................................................................... 6
   2.7. **Exiting a Title** .................................................................................................. 6
   2.8. **Logging Out** ...................................................................................................... 7

3. **Taking Titles Using the WLC Client App** ................................................................. 7
   3.1. **Logging On** ....................................................................................................... 8
   3.2. **Taking a Title** .................................................................................................. 9
   3.3. **Assessment Guide** ........................................................................................... 10
   3.4. **Course Table of Contents and Index** ................................................................. 11
   3.5. **Course Navigation** .......................................................................................... 11
   3.6. **Adjusting Course User Settings** ..................................................................... 12
   3.7. **Exiting a Title** .................................................................................................. 12
   3.8. **Logging Off** .................................................................................................... 13
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** – A modern Web browser can be used to take the latest Teknimedia titles on WLC.

2. **WLC Client App** - The WLC Client App is a Windows application that can be used to take any of Teknimedia’s courses, including Teknimedia’s legacy courses. This application does not require installation.

For system requirements, please go to: [http://www.teknimedia.com/html/system-requirements.html](http://www.teknimedia.com/html/system-requirements.html)

2. Taking Titles Using a Web Browser

WLC users can take Teknimedia’s latest courses and assessments using a Web browser (Chrome or FireFox). If you attempt to take a course that is not available for delivery via the browser, the WLC web site will inform you as to how to download the WLC App and use it to access the legacy course.

2.1. **Logging On**


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


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 **If you are a new user and have an organization ID and password**. Then follow the instructions to create your user ID and password.

2.2. **Taking a Title**

From the **Dashboard** screen, select **Courses & Assessments**.

**Note**: Depending on the User Type, the WLC Dashboard will contain different icons. The Dashboard for Students contains only the **Courses & Assessments** and **Records** icons.
From the **Take Course** screen, select the desired title from the list, and click on the **Go** button.

**NOTE:** Any courses listed with the # sign, require using the WLC Client App and cannot be accessed using a browser.

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.

### 2.3. 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 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 **FAQ** (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 Out

To log out of WLC, click on Logout on the Dashboard 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 Dashboard 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 Teknimedia’s courses and assessments that are assigned to them using the Web Client App. This includes Teknimedia’s legacy courses which can only be accessed using the Web Client App, as well as Teknimedia’s newer courses which can also be accessed via a browser (see Taking Titles Using a Web Browser.) The WLC Client App is a Windows application that allows you to access assessments and courses from Teknimedia’s Web Learning Center on the Internet. This application does not require installation. You can simply download and run it. You can also copy it on the Desktop for easy access.

Note: If you get an error when running the WLC Client App, please click here.

Download WLC Client App (V2.5)
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:

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

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

Certiport: ic3.e-learning.com

CDCR: cdcr.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](http://www.teknimedia.com/docs/TekAssess-Guide-IF.pdf).
3.4. **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.

3.5. **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.
3.6. **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.

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.