

CTU Online Anytime User Guide

Here are a few tips about how to get around inside the CTU OA e-learning platform.

Orientation

Dashboard

Logging in lands you on the **Dashboard** page. This provides a basic orientation when you first arrive and later gives access to your most recently watched videos. The *Go To Modules* button will take you to the page where you can see all modules in the program and easily take the next one.

A note on organization: CTU OA modules are organized in learning units by installation category: Prep, Set, Grout and Care. Standard modules consist of a short video course followed by a quick quiz. Information continues building along the way so we suggest watching the video modules in numerical order.

Navigation Bar

The left-side **Navigation Bar** supplies access to **My Courses**. From here, any link goes to the **Progress** page. A **Menu Bar** can also be opened/closed on the right with the orange arrow for searches or status.

Progress

This important page allows you to see how far you have gotten in each unit and provides the path to explore each installation category. **Progress** also has prominent links to *Resume Activity*, *All Modules*, *Key Takeways* (module summaries) and *Resources* (including industry links discussed in the program). Once on Progress, the **Navigation Bar** will open up an optional path to investigate units, modules and other content. From the **Progress** page, you can reach any other page or content in the entire platform.

Tip: Your path inside the platform is shown at the top of most pages. If you are ever lost navigating in the program, choose the top offering in the left hand **Navigation Bar**. This will be **Course Overview** or **CTU Online Anytime**; both will take you back to the **Progress** page.

E-learning Courses

Viewing modules

The videos will begin playing automatically once you open the module. Options at the bottom of the video player window will allow you to pause, adjust volume, go back 10 seconds and view as full screen. (If you experience any blurriness or issues with your connection speed, reduce the video resolution with the settings gear icon.)

Viewing the video earns 50% credit for completing the module. At any point, you have the option to view and download the *Key Takeaways* specific to the video topic. After watching the video, *Next Activity* will take you to the Quiz for that module.

Quizzes

Completing a Quiz will bring you to 100% credit for the module, plus you have the opportunity to earn points for each correct answer. Standard quizzes are five questions each and are worth five points towards your overall total score. Hit *Next Page* to bring up the next question. If you are unsure of the answer, you can use *Previous Activity* to take you back to review the video, then *Next Activity* to *Continue Attempt* of the Quiz. During the Quiz, you can go back and change any answer, but you can only take the quiz once.

Points

Once you *Submit Quiz* answers, you will see your results and score. (Correct answers are shown if you miss any of the questions.) Scroll down and hit *Finish Review* or *Next Activity* to continue your path to the next module. View **Points** totals at any time from the **Navigation Bar**. Note: the Final Exam has 10 questions and is worth 20 points.

Badges

When you complete a module, you will also receive a badge. Badge notifications appear at the top of the screen on the bell icon and you can view **Badges** via the **Navigation Bar** or **Menu Bar**.

Certificates

After you complete all of the modules and quizzes in a unit, you will be able to view and download a *Certificate of Completion*. Once you have also taken the final exam, you will earn a *CTU Online Anytime Course Requirements Completion Certificate*.

Summary

The goal: watch the videos, take quizzes, rack up points and start the next module. Rinse, repeat and **have fun!**

Still have questions about using the CTU OA program? Please send an email to:
ctuonline@cbpmail.net