

OnlineExpert

Student Getting Started Guide



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Welcome to OnlineExpert.com®

To ensure you have a successful training experience, please carefully read through this Getting Started Guide. The Getting Started Guide will walk you through the first steps required to properly register as a user, set up your workstation, and begin your OnlineExpert training.

What is an OnlineExpert.com® Enterprise?

An OnlineExpert Enterprise is the access point for all OnlineExpert training and administration. This Enterprise can be accessed 24 hours a day and 7 days a week from any Internet connection.

If you do not know the OnlineExpert web address for your OnlineExpert Enterprise, please contact your Enterprise Administrator or the

LearnKey Client Services Team

800.984.9476

clientservices@learnkey.com

Available Monday through Friday, 8 AM - 5 PM (MST).

My OnlineExpert Enterprise Web Address:

http://

My OnlineExpert Enterprise or Group Administrator is:

Administrator:

Technical Requirements & Setup

Visit your OnlineExpert web address and click the Getting Started link. Each workstation that will be used for training purposes must meet or exceed the requirements stated on the System Requirements tab.

Required minimum hardware

- 1 GHz processor
- 1 GB RAM
- 200 MB free disk space (or greater)
- Video hardware capable of 800×600 resolution at 16 bits per pixel and 4 MB VRAM
- 500 Kbps Internet download speed
- Sound card and either speakers or headphones

Required minimum software

- Microsoft Windows or Mac OS, any current version with most recent updates
- Firefox, Chrome, or Internet Explorer, most recent version
- Adobe Flash Player plugin for each used browser
- PDF reader software, such as Adobe Reader, most recent version

For questions or technical assistance, please contact:

LearnKey Technical Support

800.482.8244

techsupport@learnkey.com

Available Monday thru Friday, 7AM – 5PM (MST)

Start Training

Logging In

Go to your OnlineExpert web address, and at the home page:

- **Enter email address**
-
- **Enter password**
-
- **Click LOGIN**

Remember:

When logging in, your password is case sensitive. Your email address ties you to your training records in the OnlineExpert database; be sure to log in with the same email address your account was created with.

The first time you log in, you might be prompted to change your password. You also have the option to change your user information at any time by clicking the PROFILE link at the top of the page.

Selecting a course:

On the left side of the screen under QUICK LIST, select the desired course title to begin the course. To change the courses that appear on the QUICK LIST, panel, click the ALL COURSES button in the bottom left corner. On the Top 5 Courses or Top 5 Exams tab, choose up to five courses or exams by selecting the check boxes next to the desired course or exam titles. Click the Update Quick List button once you have chosen your top 5 courses or exams. Click the x button in the top right corner, and the page will reload with your new QUICK LIST courses.

Standard Training Model

Pre-assessment

The pre-assessment is used to determine prior knowledge of the subject matter. It will also help you identify strengths and weaknesses, allowing you to focus on improving your understanding about specific subject matter.

Video training session

Each course of training is divided into sessions that are approximately two hours in length. Each session is divided into topics and subtopics.

LearnKey recommends incorporating into your training all the available external resources, such as student workbooks, glossaries, course support files, and additional customized instructional material. These resources can be found on the MY TOOLS panel on the right side of the window.

Labs

Labs are interactive activities that simulate situations presented in the training. Step-by-step instructions are provided.

Post-assessment

The post-assessment is used to determine knowledge gained from interacting with the training. A passing score is 80 percent or higher.

If you have questions or concerns, please contact your administrator.

We hope you have a wonderful training experience!



