



## How to Get Around a Course on ArchNYLAB

Each course consists of a series of course contents, called modules. You can access individual modules from the “Course Contents” button at left or the top of the screen, depending upon your device.

*Login and click into a course from the Dashboard.*

The screenshot shows the ArchNYLAB course interface. At the top right, there is a 'Start' button with a right-pointing arrow, labeled 'D'. On the left side, there is a 'Course Contents' sidebar. At the top of this sidebar is a 'Return to Dashboard' link, labeled 'A'. Below it is the course title 'Orientation for Subject Matter Experts'. Underneath the title is a 'My Progress' section. Below that is a 'Course Description' section, labeled 'B', which contains a list of nine modules, each with a green checkmark: 1. Got Sound?, 2. Introduction, 3. About Online Courses, 4. Course Planning, 5. About Modules, 6. Course Submission Practicalities, 7. Best Practices, 8. Conclusion, and 9. SME Resources. A red bookmark icon is located at the bottom of the sidebar, labeled 'C'. The main content area on the right is titled 'Description' and contains the text: 'An orientation for subject matter experts to help become familiar with the online platform, course creation and the expectations required for course submission.' Below the description is an 'Objectives' section with the text: 'By the end of this orientation, you will be able to:' followed by a list of five objectives. To the right of the objectives is a red target icon with an arrow hitting the bullseye. At the bottom of the main content area, there is a text prompt: 'Click the the start button above to begin!'.

You'll see something similar to the above.

***A = Course Name***

***B = List of Modules (Course sections)***

***C = Bookmark of where you left off***

***D = Start button to begin the course***

Read each screen carefully. If there is a narration, and that would be helpful for your learning style, then make sure your speakers/headphones are on a suitable volume. Click Start to begin the course. Some courses will require that you take each module in a sequence. In this case, the software will prevent you from skipping modules or taking them out of order.

There are two ways of navigating through the sections (called “modules”) of the course, there are regular modules and slide modules.

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### **Regular Module**

***Click the “Next Module” or right arrow button in the upper right of the screen.***



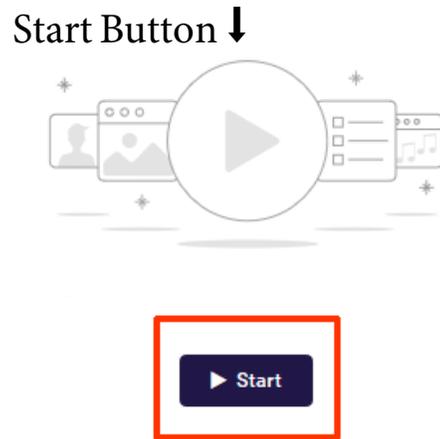
Once you complete a module, progress to the next module by clicking the “Next Module” button or the arrow button, depending upon your device. This is the way you progress through the course.



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## ***Slide Module***

***When a section looks like the image at the right, a slide player needs to load. To load and play, click the “Start” button in the middle of the screen; it is the gray triangle in the circle.***



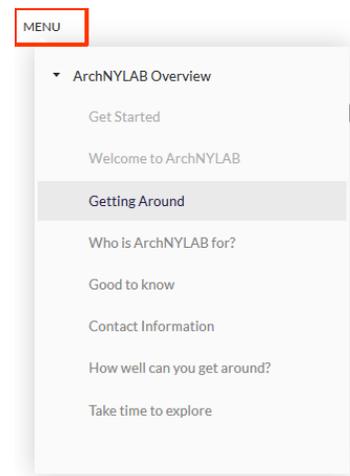
Clicking “Start” will load the deck of slides for you to view. Use the navigation on the bottom of the slides to progress through the series of slides. (See below)



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***You can click the Menu within the slide deck to get around the slides.***

Using the Menu works well when you want to review or find a particular slide. Note: if your course is sequential, you must take the modules in order. You won’t be able to view any module, only the next one until you finish the course.



*To close a slide deck, use “Save and Exit” button in the upper right.*

Don't worry about losing your place! As long as you “save and exit”, the software will keep track of where you left off, and prompt you to start a module over (you'll see a button called “Relaunch”) or pick up where you left off (you'll see a button called “Resume”).



Save and exit

**Hint:** Some modules have audio narration to bring you through the slides. Make sure that your device's sound is adjusted to take advantage of this feature. If your device does not have audio capabilities or you would prefer to read along with the narration, click the “transcript” or “notes” tab on the player.

*After a little practice, you will be able to get around effortlessly. Be patient with yourself.*

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