

Employee Self Service (ESS) Overview Online Course

Instructions for ESS Navigators

(08/18/10)

1. To display the ESS Overview online course for a group session, you will need the following equipment:

- Desktop Computer/Laptop with External Speakers
- LCD Projector
- Access to internet

2. Connect the equipment and access the internet.

NOTE: You will be given the web link to access the online ESS Overview presentation at the conclusion of the regional Train-the-Trainer sessions. Additional information shall be forthcoming.

3. Once you are given the web link, allow the link to load and the following screen will appear:

The screenshot shows the interface for the 'Employee Self Service Overview' course. The top navigation bar includes 'es200 (00:10 / 66:09)', 'ATTACHMENTS', and 'EXIT'. The main content area features a 'Welcome to the Employee Self Service Overview' message and a 'PLAY' button. A large image collage is displayed in the center. The bottom control bar includes a volume control icon, a 'SLIDE 1 OF 151' indicator, a 'CLICK NEXT TO ADVANCE' button, a play/pause button, back/forward buttons, and a 'Change View Button'.

Displays Length of Time of Presentation

To Print Slides, click on "Attachments."

To show "Outline" view, or "Thumbnails" of the slides, click on the appropriate tab.

Volume Control

Slide #

Play/Pause Button

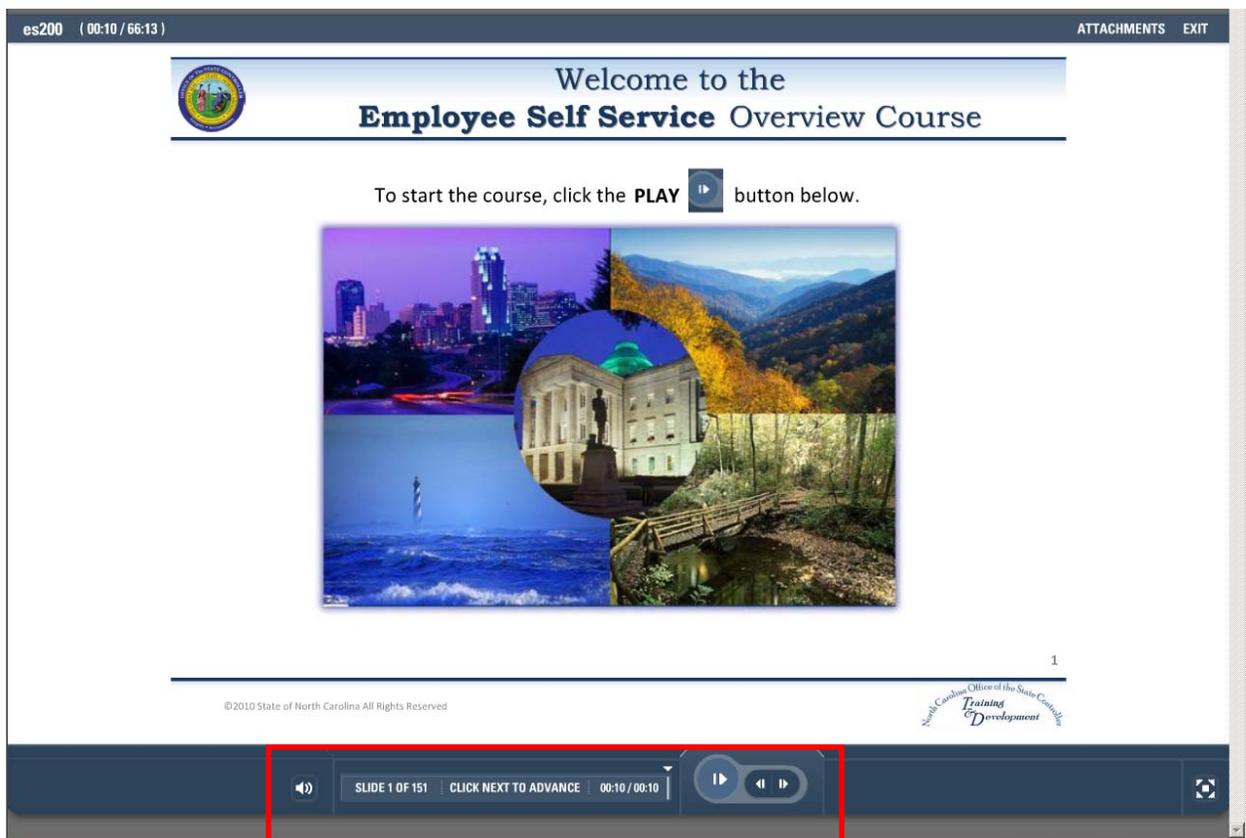
Back/Forward Buttons

Change View Button

4. Once the Welcome screen appears, the presentation will automatically begin. The presentation contains audio for each slide. Adjust the Audio volume by clicking on the  **Volume Control** button.

5. The  **Change View** button (located at the bottom right side of the screen) gives three different views of the presentation.

Click once on the  **Change View** button and the following view will be displayed:



Please note that this view is bigger than the previous. In this view, you still have your information and navigational buttons at the bottom of the screen.

If you click the  **Change View** button again, the following view is displayed:



This is the **LARGEST** view. Please note in this view, you **ONLY** have a **Play/Pause** button. This view does **NOT** give you the **Back Arrow** button.

*NOTE: When showing this presentation in a group session, it is recommended to use one of the **LARGER** views.*

6. Once you have selected a **LARGE** view, click the  **Play** button to begin and follow the *Lesson Plan for ESS Navigators*.

Additional Information:

Printing Attachments (i.e. Printing the ESS Overview Slides):

By clicking on , you will have three options for printing this presentation.

1. The ES200 WBT – Handout option will print three slides per page.
2. The ES200 WBT – Blank Notes option will print one slide per page (151 pages).
3. The ES200 WBT – Handout (2) option will print two slides per page.



Slide “Interactions”:

Some slides in this presentation have “Interactions.” Interactions are usually noted with the



Mouse Interaction icon. Whenever you see the  Interaction icon, please follow the instructions given and click where it asks you to. This will usually result in the presentation advancing to the next slide.

Potential Glitches:

If you experience a “glitch” when navigating through the presentation, please proceed to the next slide.

Some potential glitches include:

1. If the audio cuts off prematurely on the slide, please click the forward arrow button and advance to the next slide.
2. If the Knowledge Check does not launch correctly, click “Retry Quiz.” If the Knowledge Check still does not launch, please skip and click the forward arrow button to advance to the next slide.