

OVERVIEW

Welcome to the KnowledgeWave Learning Site!



Associates for Training and Development is pleased to introduce the KnowledgeWave Learning Site (KLS), a new virtual technology training platform. KLS provides training in a variety of focus areas including Microsoft Word, Outlook, and Excel 2010 in a streamlined fashion that is easy to access. Learning primarily takes place through watching videos, reading Beginner’s Guides, and course activities. KLS is user friendly, flexible to an individual’s learning needs, and self-paced.

Video content in the KnowledgeWave Learning Site is provided in three different ways: 1) as a “Quick Bite”, which are short videos on a topic; 2) as a “Skill Up”, which is a longer collection of videos around a particular topic; and 3) as a “Belt”, which is the comprehensive course on a particular subject. A belt contains a collection of videos which run 4–6 hours. The content of a Quick Bite or Skill Up video will also likely be contained in the Belt video.

There are three kinds of belts – green, blue and black. Green Belts are the basic level courses containing the “Essential” series of videos; this is where you will begin. Blue Belts are “Intermediate” level courses, and Black Belts are “Advanced” level courses.

Your primary focus in using the KnowledgeWave Learning Site will be on watching the series of videos associated with the Green Belts for Microsoft Word 2010 Essentials, Outlook 2010 Essentials, and Excel 2010 Essentials. Upon logging into the site, you will be brought directly to your dashboard (*see illustration on the next page*) where you will see how to clearly access these belts.

The KnowledgeWave Learning Site

USING KLS

THE KNOWLEDGEWAVE LEARNING SITE DASHBOARD

The screenshot shows the KnowledgeWave Learning Site dashboard. At the top, there is a navigation bar with the KnowledgeWave logo and menu items: DASHBOARD, LIBRARY, CLASSES, ACCOUNT, and the user name Melita DeBellis. A search bar is located below the navigation bar with the placeholder text "What do you want to learn today? (ex. Outlook email signature)".

On the left side, there is a user profile section with a circular icon containing the initials "MD" (callout 2). Below this is an "ACTIVITY SUMMARY" section (callout 5) with three circular progress indicators: "QUICK BITES" (0), "SKILL UPS" (2), and "BELTS" (0) (callout 6). A "VIEW ALL ACHIEVEMENTS" button is also present (callout 7).

The main content area is titled "In Progress" (callout 4) and displays three course cards for "Word 2010 Essentials", "Outlook 2010 Essentials", and "Excel 2010 Essentials". Each card shows a "GREEN BELT" status, "In Progress" time, and a "FINISH WATCHING" button. Below the cards, there is a "VIEW MORE" link and a section titled "Green Belts for Microsoft Outlook, Word and Excel 2010".

At the bottom, there is another row of three course cards (callout 3) for "Outlook 2010 Essentials", "Word 2010 Essentials", and "Excel 2010 Essentials", each showing "GREEN BELT" status and "DURATION" (02:10:49, 01:59:51, and 01:49:16 respectively). A help icon (callout 8) is located in the bottom right corner.

The KnowledgeWave Learning Site

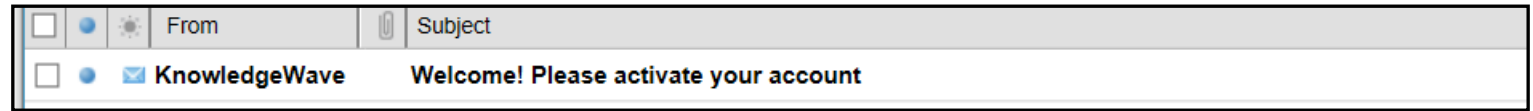
USING KLS

LOGGING IN

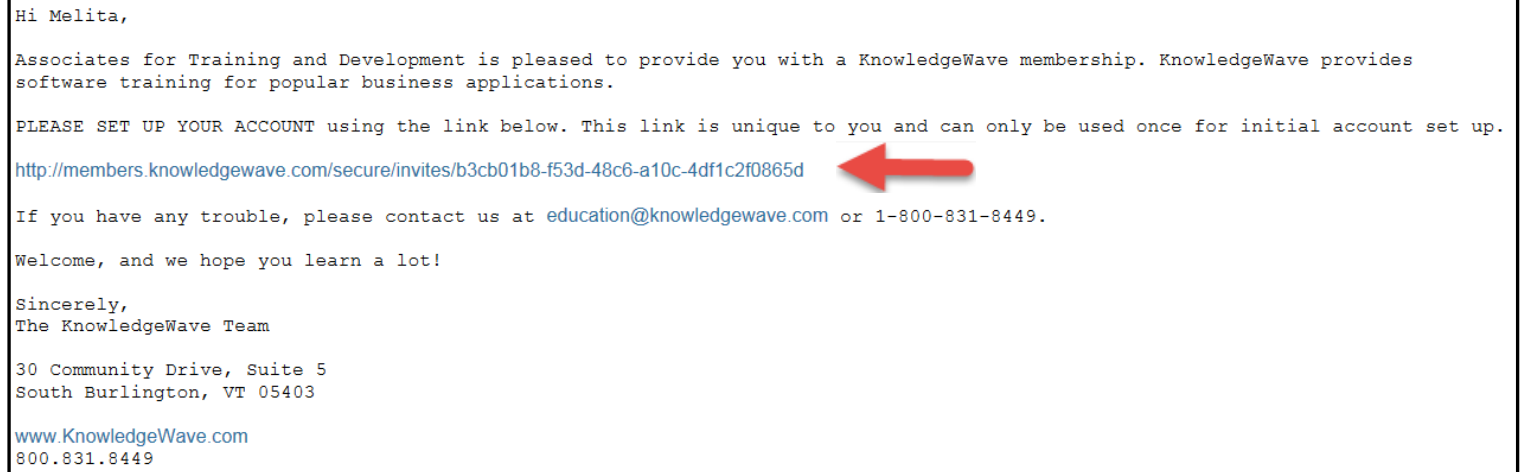
First time:

To sign in for the first time:

- 1 Open the Welcome email from KnowledgeWave.



- 2 In order to activate your KnowledgeWave account, click on the link contained within the Welcome email to you. You can also copy and paste this link into your browser's address bar. There is no cost to set up the account.

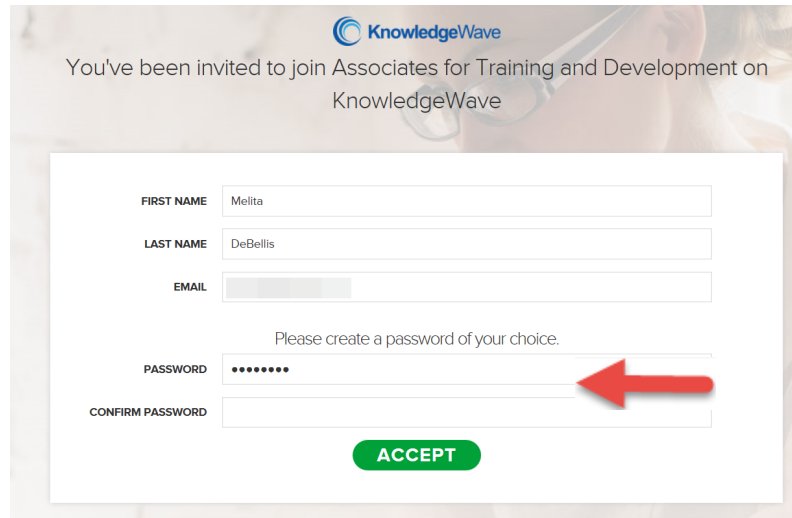


The KnowledgeWave Learning Site

USING KLS

LOGGING IN, continued

- 3 A window opens up and asks you to **create** and **confirm** your password. Then click on **Accept**.



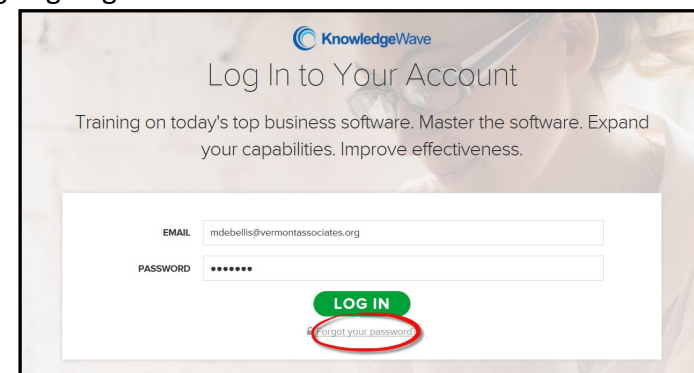
The screenshot shows a registration form on the KnowledgeWave website. At the top, it says "You've been invited to join Associates for Training and Development on KnowledgeWave". The form includes fields for "FIRST NAME" (Melita), "LAST NAME" (DeBellis), and "EMAIL". Below these is a "PASSWORD" field with a red arrow pointing to it, and a "CONFIRM PASSWORD" field. A green "ACCEPT" button is at the bottom.

Ongoing:

After you have activated your account, in order to log in going forward:

Go to <https://members.knowledgewave.com/> and enter your user name (which is your email) and the password you set up at activation.

If you forgot your password, click on "Forgot your Password?" under the green "Log In" box and follow the instructions.



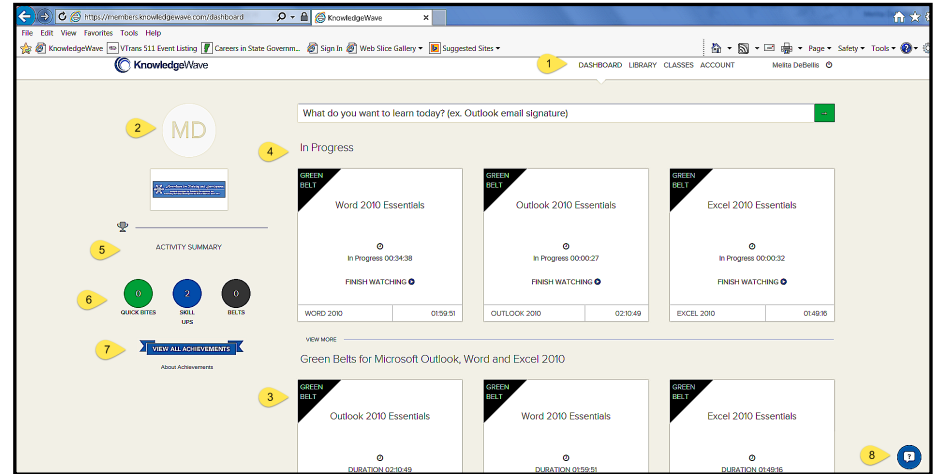
The screenshot shows the "Log In to Your Account" page on KnowledgeWave. It features a "LOG IN" button and a link for "forgot your password" which is circled in red. The form includes fields for "EMAIL" (mdebells@vermontassociates.org) and "PASSWORD".

The KnowledgeWave Learning Site

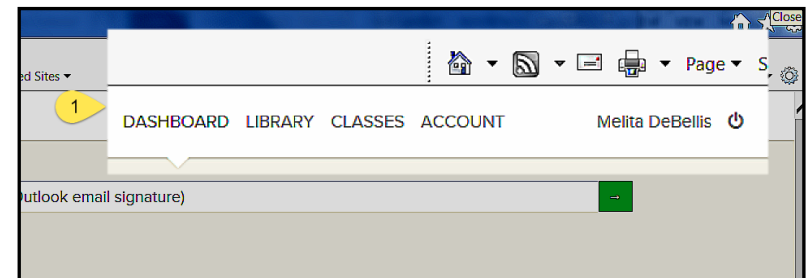
USING KLS

NAVIGATING YOUR DASHBOARD

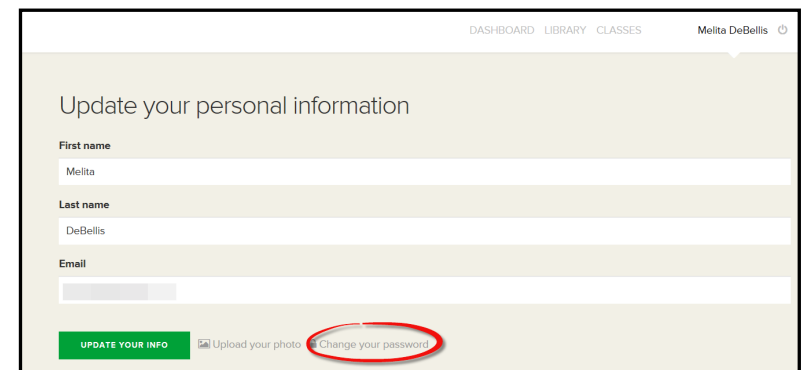
Upon logging in you are brought to your **Dashboard** (see p. 2 for enlarged image).



The menu bar lets you navigate between your **Dashboard** and the master **Library** of all videos offered by KnowledgeWave.



When you click on **(Your Name)**, you are brought to your personal information page. Here you may change your password if you wish.



The KnowledgeWave Learning Site

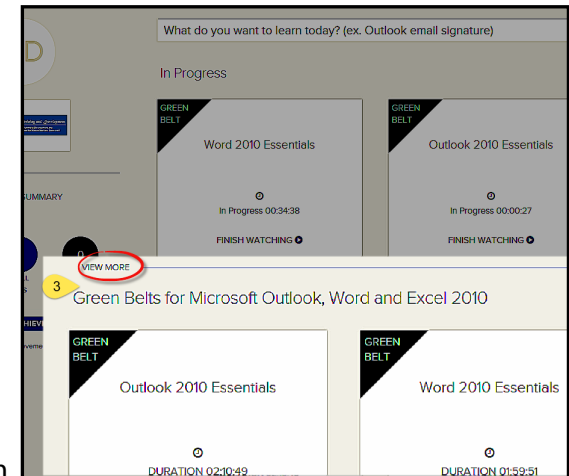
USING KLS

NAVIGATING YOUR DASHBOARD cont'd.

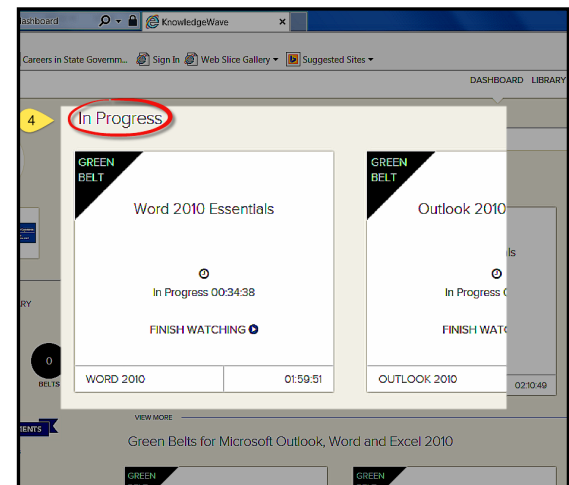
2 Notice that your initials are contained in a circle, telling you this is your personal dashboard.



3 On the Dashboard you will find boxes in the “*View More*” section that provide you with direct links to the three different Green Belts for Microsoft Word 2010 Essentials, Outlook 2010 Essentials, and Excel 2010 Essentials. Select the box for the belt you wish to work on. We recommend starting with Microsoft Word—if you have not already completed it— then moving on to Outlook, and finishing with Excel.



4 In the “*In Progress*” area of the Dashboard, towards the top of the window, you will see boxes for any belt you have begun work on. When you click on one of these boxes you will be brought directly back to the place in the videos for that belt where you last left off.



The KnowledgeWave Learning Site

USING KLS

NAVIGATING YOUR DASHBOARD cont'd.

5 In the Activity **Summary** area you will see all of your achievements. An achievement is the completion of a Quick Bite, Skill Up, or Belt.

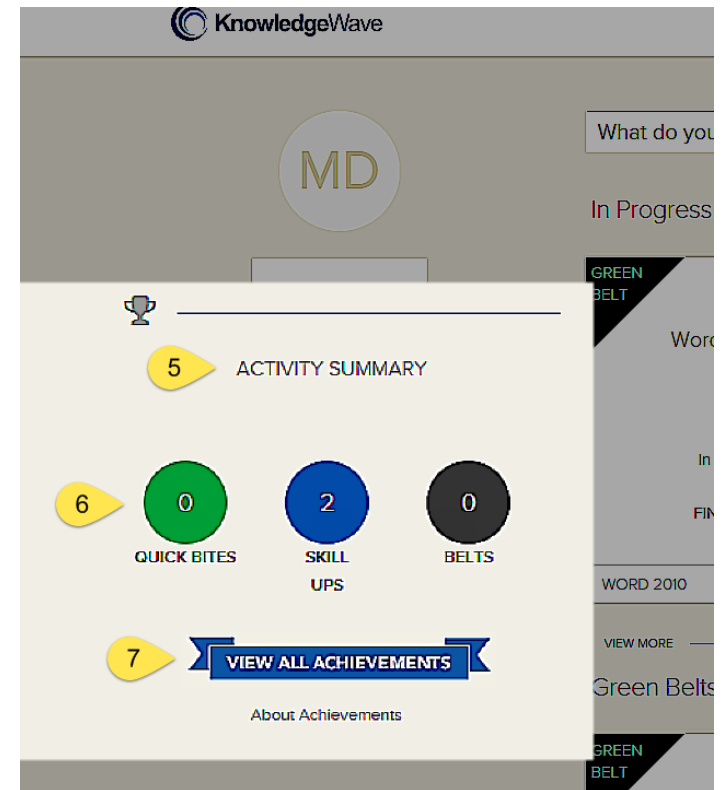
.....

6 This part of the **Activity Summary** shows you how many videos you have completed and whether they were a Quick Bite, Skill Up, or entire Belt course of videos.

.....

7 If you click on the “**View All Achievements**” ribbon you will be brought to a page that details exactly which videos you have completed.

.....



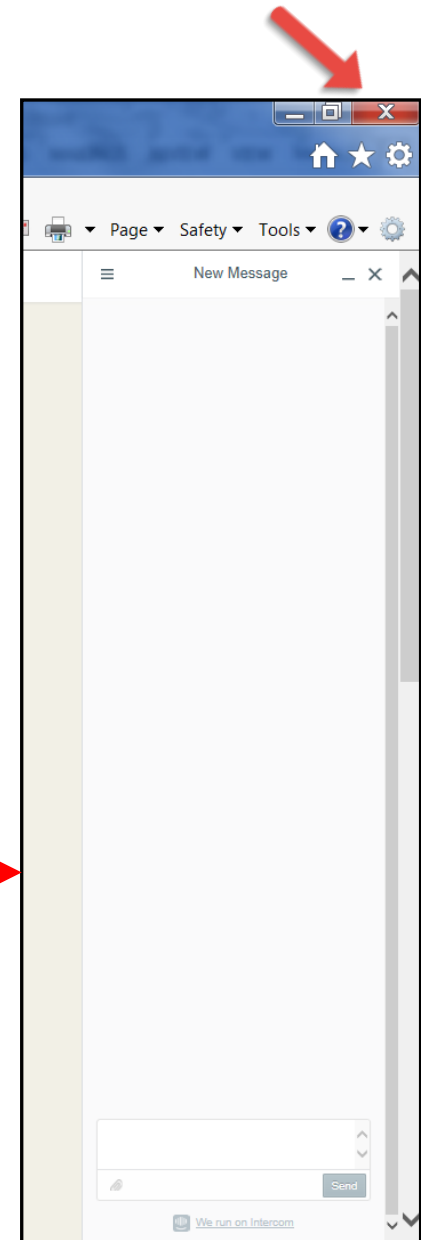
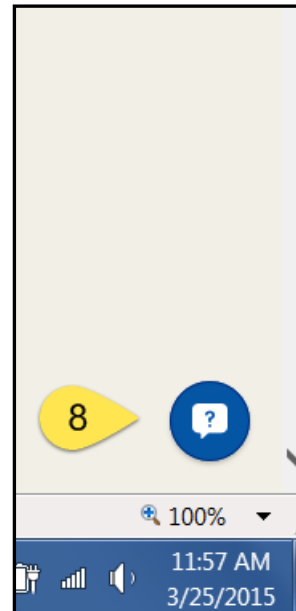
The KnowledgeWave Learning Site

USING KLS

NAVIGATING YOUR DASHBOARD cont'd.

- 8 In the bottom right corner of your screen you will find a “**Questions**” icon. When you click on this icon, you are brought to an area where you can write and send a message or question to the KnowledgeWave staff.

Click on the X in the upper right corner to exit this area and return to your Dashboard.

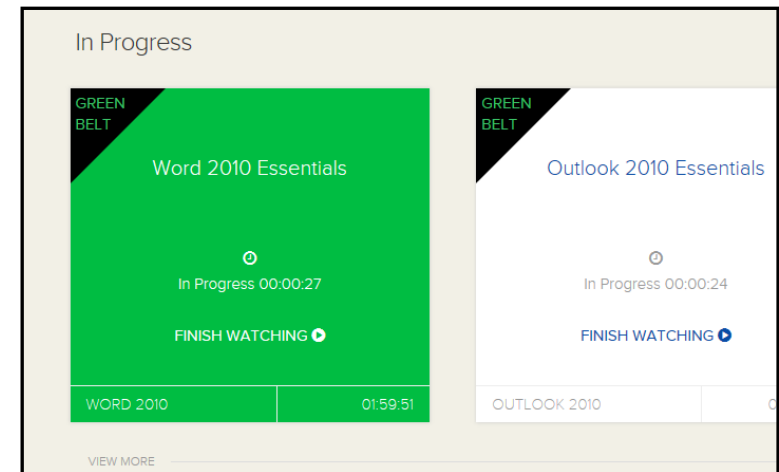


The KnowledgeWave Learning Site

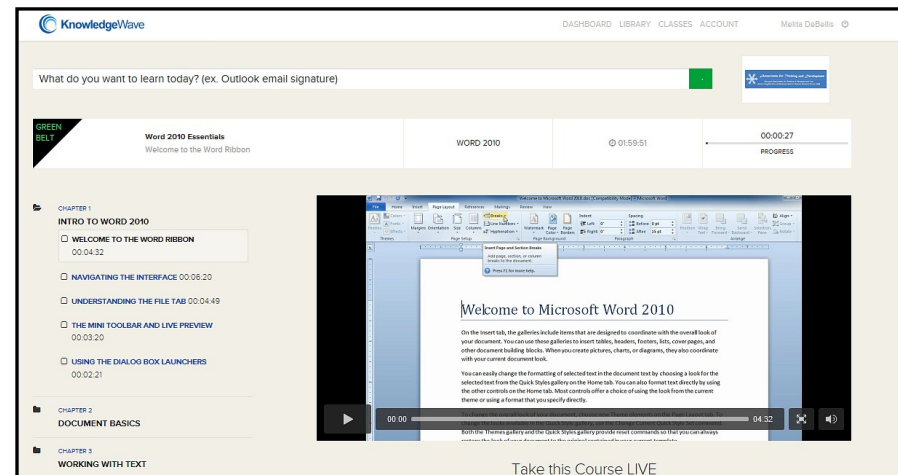
USING KLS

COMPLETING A COURSE (BELT)

In your Dashboard, hover your mouse over your desired belt; notice the box turns green. Left click on the box to select and start the corresponding course. (In this example we are selecting Word 2010 Essentials.)



When you click on the box you are brought to the *main page for that particular belt course*.



The KnowledgeWave Learning Site

USING KLS

COMPLETING A COURSE (BELT)

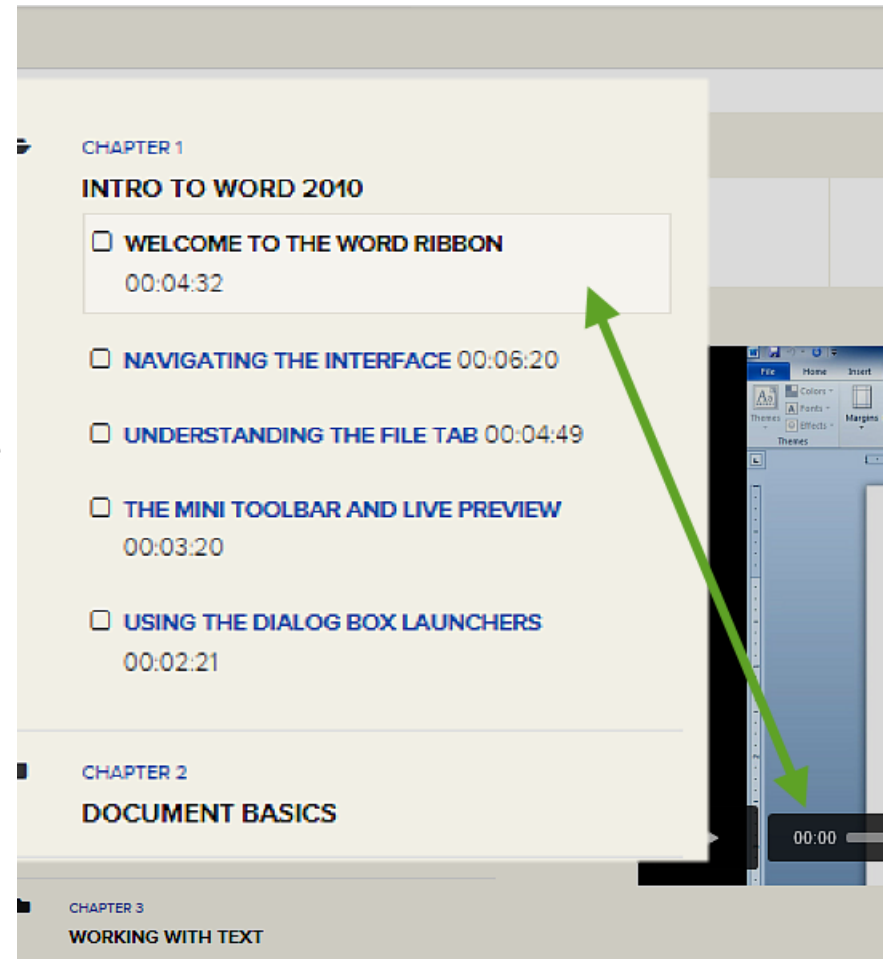
The course is broken down into chapters along the left side of the page.

When you click on a chapter, a drop down list of videos will appear. Click on a video's name (in blue hyperlink format) to open that video.

The active video screen in the middle of the page corresponds to the video selected from the drop down list. That video's name will be in black and have a box around it. (*"Welcome to the Word Ribbon" in this example.*)

Note: When you open the main page for a course / belt, a video will automatically be opened.

.....
Watch the videos in sequence. Once you complete watching a video, a checkmark is automatically inserted in the box next to the video name. This will help you to keep track of your progress.



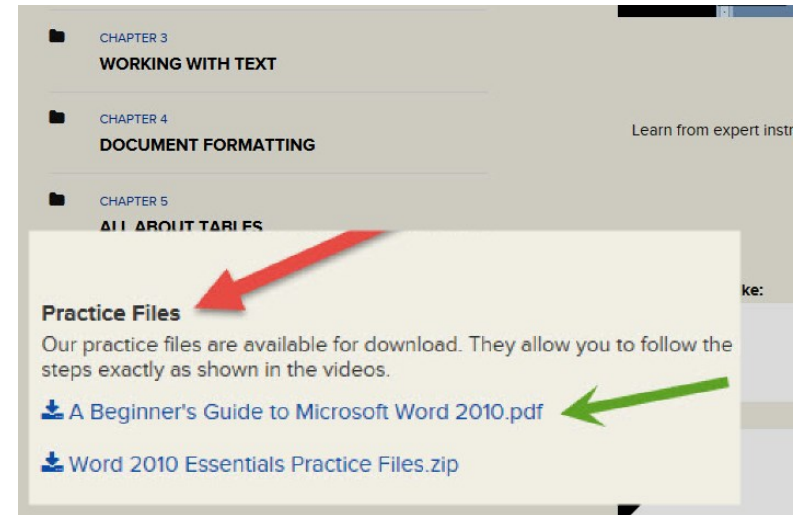
The KnowledgeWave Learning Site

USING KLS

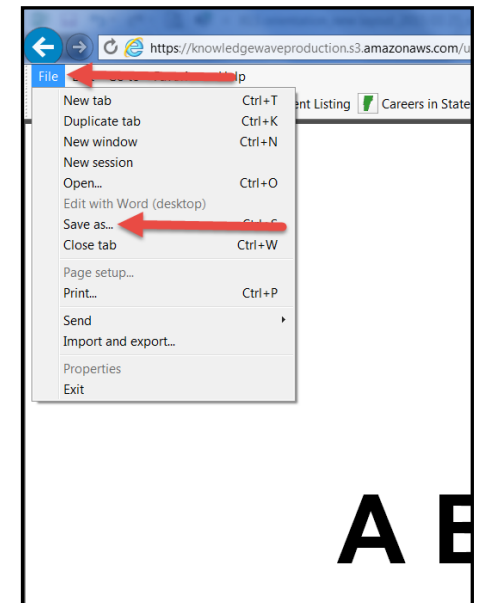
COMPLETING A COURSE (BELT) - PRACTICE

At the bottom left of the main belt page below the Chapter listings you will see a section called ***“Practice Files”***.

Click on a blue hyperlink in this section to open the Beginner’s Guide to supplement your learning.



Save the Beginner’s Guide to your flash drive for your ongoing use and reference. (Alt + F if you do not see the File menu tab.)



The KnowledgeWave Learning Site

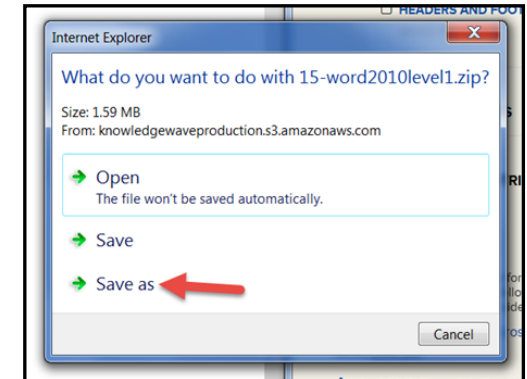
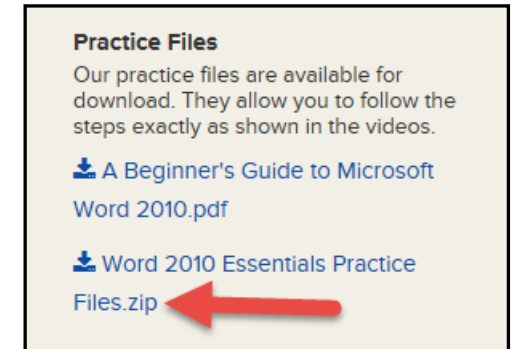
USING KLS

COMPLETING A COURSE (BELT) - PRACTICE

In the Practice Files area you will see a practice file with a .zip extension that includes practice activities. A “Zip” file contains a number of documents that have been compressed so that they can be easily gathered together or transmitted.

Here’s how to access these .zip files:

- a. First, be sure you have inserted your flash drive into the computer.
- b. Left click on the hyperlink for “Word 2010 Essentials Practice Files.zip”
- c. A dialogue box will open; left click on “Save As”
 - d. A new “Save As” box opens in Windows Explorer.
 - 1) Left click once on the (E:) drive to indicate where you want to save the documents;
 - 2) In the “File Name” box, type something like “KLS Word Practice Files”
 - 3) **You do not need to change** “ Save As Type” option
 - 4) Left click on “Save”



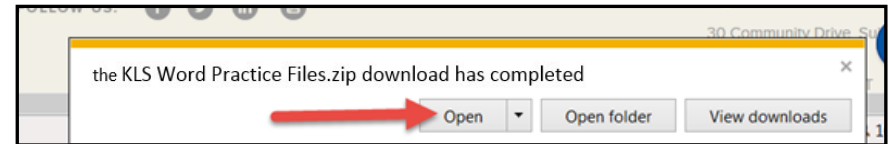
The KnowledgeWave Learning Site

USING KLS

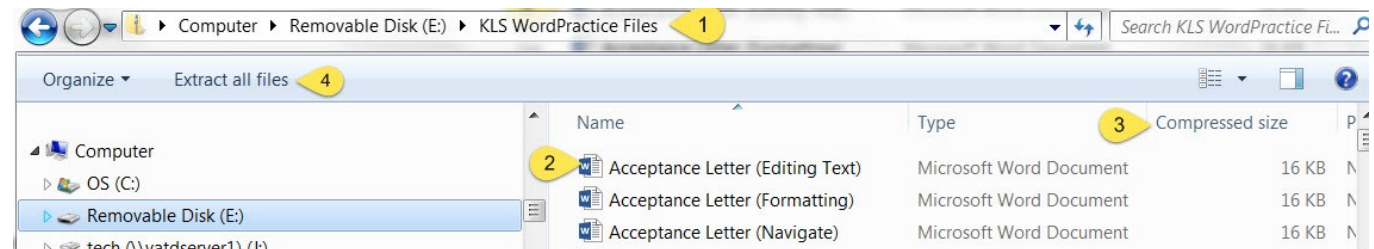
COMPLETING A COURSE (BELT) - PRACTICE

After clicking on “Save”, this box will appear indicating that the download of the compressed Zip file has been completed:

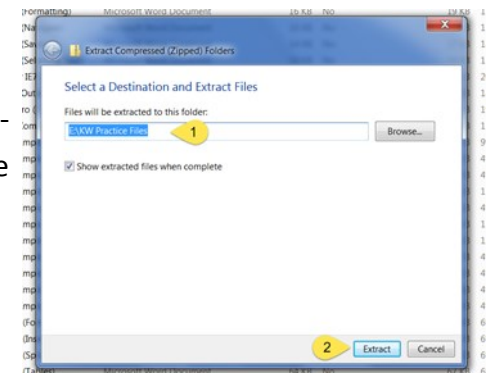
Left click on the “Open” button.



Windows Explorer opens up and indicates the “KLS Word Practice Files” folder (#1) where the documents have been stored. You will see a list of the various documents in that folder (#2). Notice that list shows the compressed size and “ratio” of these documents (#3). This shows that the documents are still compressed. In order to be uncompressed, it is necessary to “extract” them. Left click on the “Extract All Files” link (#4).



Another dialogue box opens up. It asks in which Folder to save the extracted files. (#1). Keep the default name that appears and is highlighted. Make sure the “Show extracted files when complete” box is checked. Then, left click on “Extract” (#2).

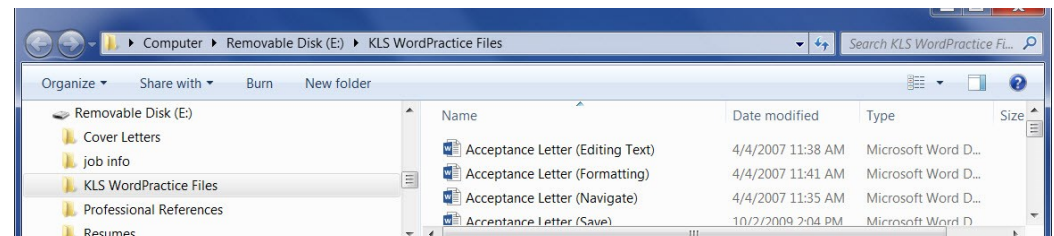


The KnowledgeWave Learning Site

USING KLS

COMPLETING A COURSE (BELT) - PRACTICE

Finally, Windows Explorer will again open up to show you the extracted files that have been placed in the KLS Word Practice Files folder. Notice that the file “Size” for each document is larger than the “Compressed Size” shown when Windows Explorer previously opened.

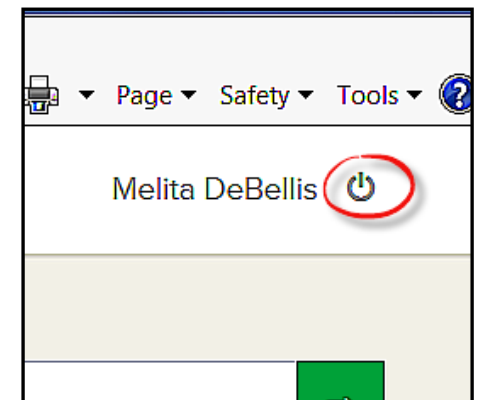


These practice file activities are now stored on your flash drive in the “KLS Word Practice Files” folder for your ongoing access and use.

The Beginner’s Guide and practice files provide an opportunity to practice the skills taught in the video. Using these tools are an important piece of your computer training.

LOGGING OFF

When you are finished with your studying and wish to leave the KnowledgeWave site, please log off by left clicking on the “on / off” icon found to the right of your name on your Dashboard.



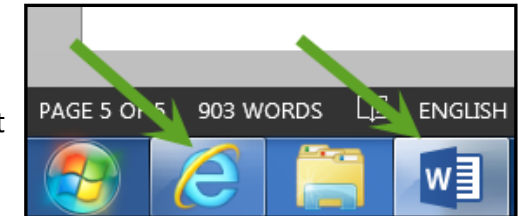
The KnowledgeWave Learning Site

USING KLS

POINTERS FOR LEARNING

The best way to learn and remember is to practice or review the video content at the same time in a separate window opened in Word, Outlook or Excel. You can **pause the video** and then practice what you just learned in the other window.

Here's how to do this. First, open a Word document (or Excel, or Outlook). In your Task Bar at the bottom of the screen you will see that the icons for Internet Explorer and for Word are in shaded boxes. This means that these programs are open.



You now have two options:

- 1) If you are practicing in a Word document and you want to return to the KnowledgeWave web page and video, hover your mouse cursor over the highlighted Internet Explorer icon. A preview box will pop up to show you what is open in Internet Explorer. In this example the preview box displays the KnowledgeWave site. Click on the preview box for that page to go to the KnowledgeWave video.

To return to the Word document, repeat this process by clicking on the shaded Word icon to display the Word document you wish to select.



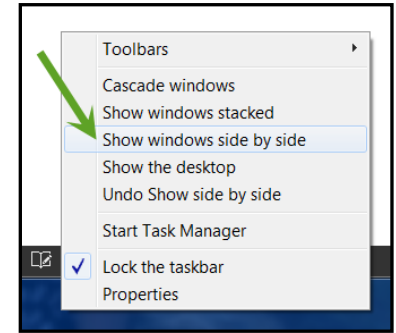
NOTE: *if only one window is open in each program, you can click directly on the shaded icon to move between those windows.*

The KnowledgeWave Learning Site

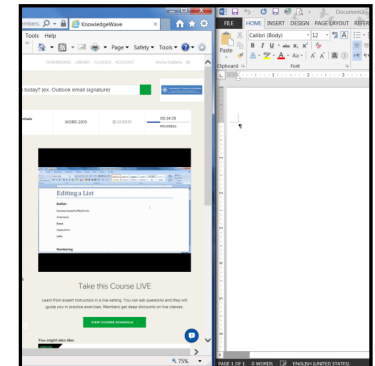
USING KLS

POINTERS FOR LEARNING

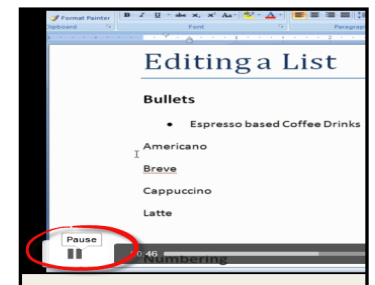
- 2) The most effective option is to have both the KnowledgeWave window and the Word (or Outlook, or Excel) window open and displayed side by side on your screen. To do this, put your cursor in the Task Bar at the bottom of your screen and **right** click. **A dialogue box will pop up. Left click on the option "Show windows side by side".**



This will snap the two open windows together side by side. Simply left click in the window where you wish to work.



If you have more than two Windows open, minimize those you aren't using or they will also appear side by side.



DON'T FORGET TO PAUSE YOUR VIDEO!

Good luck and enjoy learning new computer skills using KLS! Contact your Mature Worker Specialist with any questions you may have.