

KnowledgeWave Learning Site Quick Start Guide

Once your KnowledgeWave Learning Site account is activated and you have entered your name, email address and password, you will be relocated to your dashboard (similar screen shot below).

1. You can change your password by clicking on your name in the upper right.
2. You will have easy access to the 3 Green Belts in 2010 for your focus areas of Word, Outlook and Excel.
3. Click on the box for the Green Belt you wish to study and it will open a page with the videos, Beginner's Guide and practice files (activities).
4. To track your progress , go to the “View All Achievements”.
5. Log off when you have finished your session.

The screenshot shows the KnowledgeWave Learning Site dashboard for user Jonathan Tenney. The interface includes a top navigation bar with links for DASHBOARD, LIBRARY, CLASSES, and ACCOUNT. The user's name and a power icon are in the top right. A search bar is present with the placeholder text "What do you want to learn today? (ex. Outlook email signature)".

On the left, there is a profile section with the initials "JT" and an "ACTIVITY SUMMARY" section showing progress for QUICK BITES, SKILL UPS, and BELTS. A blue arrow labeled "4" points to the "VIEW ALL ACHIEVEMENTS" button.

The main content area is titled "In Progress" and displays three "GREEN BELT" cards: "Excel 2010 Essentials", "Word 2010 Essentials", and "Understand Your Audience". Each card shows "In Progress" status and a "FINISH WATCHING" button. A grey box labeled "2" with the text "Start with these three topics" is positioned over these cards. A blue arrow labeled "1" points to the user's name in the top right, and another blue arrow labeled "5" points to the power icon.

Below the "In Progress" section, there is a section titled "Green Belts for Microsoft Outlook, Word and Excel 2010" which displays three more "GREEN BELT" cards: "Outlook 2010 Essentials", "Word 2010 Essentials", and "Excel 2010 Essentials". Each card shows "DURATION" and a "START WATCHING" button. A blue arrow labeled "3" points to the "Outlook 2010 Essentials" card, and a blue arrow labeled "4" points to the "track progress" button on the left.

A URL bar at the bottom left shows "https://members.knowledgewave.com/achievements/mine".