

OVERVIEW

Welcome to the KnowledgeWave Learning Site!



Associates for Training and Development is pleased to announce the return of our computer skills training initiative offered in conjunction with our longstanding partner, KnowledgeWave. This offering is a virtual technology training platform called KnowledgeWave Learning Site (KLS). KLS provides training in a variety of focus areas including Microsoft Word, Outlook, and Excel 2013 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 2013 Essentials, Outlook 2013 Essentials, and Excel 2013 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 displays the KnowledgeWave Learning Site dashboard for user Jonathan Tenney. The interface includes a top navigation bar with links for DASHBOARD, LIBRARY, LIVE EVENTS, and ACCOUNT. A search bar at the top prompts the user with "What do you want to learn today? (ex. Outlook email signature)".

On the left sidebar, there is a user profile section with the initials "JT" and a badge "2". Below this is the "A4TD ASSOCIATES FOR TRAINING & DEVELOPMENT" logo. Further down is an "ACTIVITY SUMMARY" section with a trophy icon and a badge "5". Below that are three circular progress indicators: "QUICK BITES" (1), "SKILL UPS" (0), and "BELTS" (1), with a badge "6" next to the first one. At the bottom of the sidebar is a "VIEW ALL ACHIEVEMENTS" button with a badge "7" and a link "About Achievements".

The main content area features a section titled "In Progress" with a badge "4". It contains three course cards:

- How to Create Powerful Visuals**: A "SKILL UP" course, "IN PROGRESS 00:01:08", with a "FINISH WATCHING" button. It is associated with "PROFESSIONAL DEVELOPMENT" and has a duration of "00:28:00".
- An Introduction to Photoshop CC for Beginners**: A "SKILL UP" course, "IN PROGRESS 00:00:34", with a "FINISH WATCHING" button. It is associated with "PHOTOSHOP CC" and has a duration of "00:29:14".
- Word 2013 Essentials**: A "GREEN BELT" course, "IN PROGRESS 00:01:22", with a "FINISH WATCHING" button. It is associated with "WORD 2013" and has a duration of "01:06:44".

Below these cards is a "VIEW MORE" link. A section titled "Green Belts for Microsoft Outlook, Word and Excel 2013" features three more course cards:

- Word 2013 Essentials**: A "GREEN BELT" course, "IN PROGRESS 00:01:22", with a "FINISH WATCHING" button.
- Outlook 2013 Essentials**: A "GREEN BELT" course, "DURATION 01:27:33", with a "START WATCHING" button.
- Excel 2013 Essentials**: A "GREEN BELT" course, "DURATION 01:29:54", with a "START WATCHING" button.

At the bottom right, there is a chat icon with a badge "8".

The KnowledgeWave Learning Site

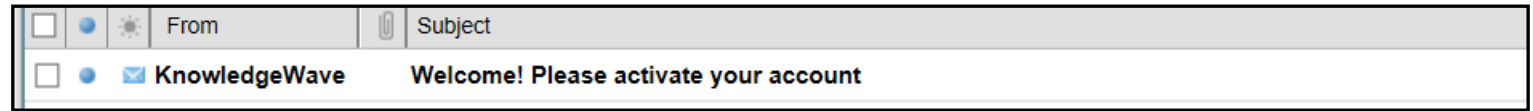
USING KLS

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.

Hi Melita,

Associates for Training and Development is pleased to provide you with a KnowledgeWave membership. KnowledgeWave provides software training for popular business applications.

PLEASE SET UP YOUR ACCOUNT using the link below. This link is unique to you and can only be used once for initial account set up.

<http://members.knowledgewave.com/secure/invites/b3cb01b8-f53d-48c6-a10c-4df1c2f0865d> 

If you have any trouble, please contact us at education@knowledgewave.com or 1-800-831-8449.

Welcome, and we hope you learn a lot!

Sincerely,
The KnowledgeWave Team

30 Community Drive, Suite 5
South Burlington, VT 05403

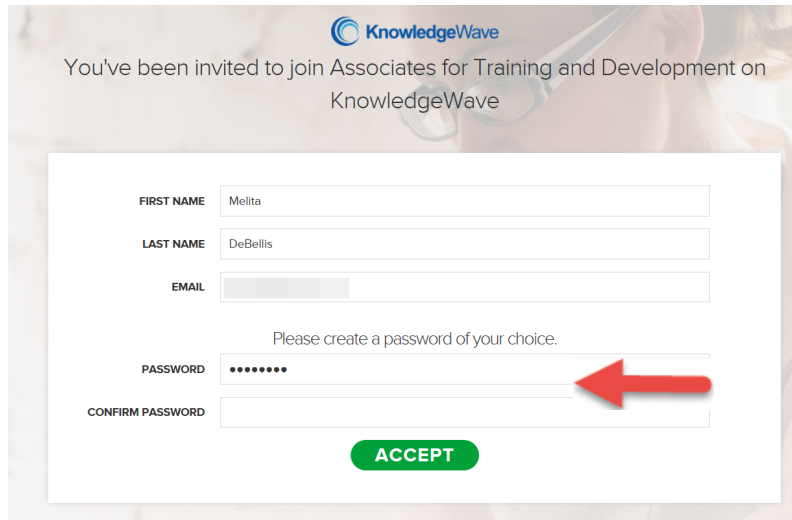
www.knowledgewave.com
800.831.8449

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**.



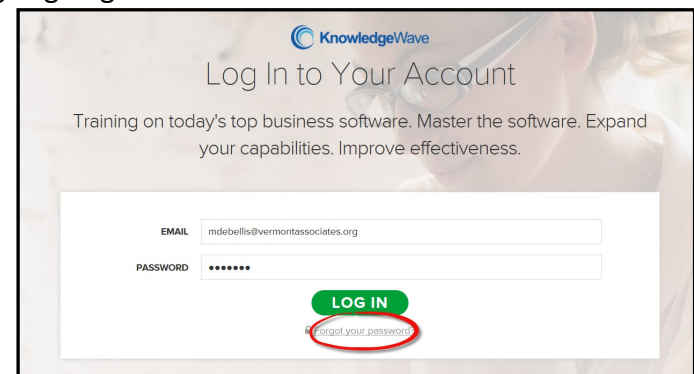
The screenshot shows a web form for creating a new account. At the top, the KnowledgeWave logo is displayed. Below it, the text reads: "You've been invited to join Associates for Training and Development on KnowledgeWave". The form contains several input fields: "FIRST NAME" with the value "Melita", "LAST NAME" with the value "DeBellis", and "EMAIL" which is partially obscured. Below these is a "PASSWORD" field with a prompt "Please create a password of your choice." and a "CONFIRM PASSWORD" field. A red arrow points to the "PASSWORD" field. At the bottom of the form is a green button labeled "ACCEPT".

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.



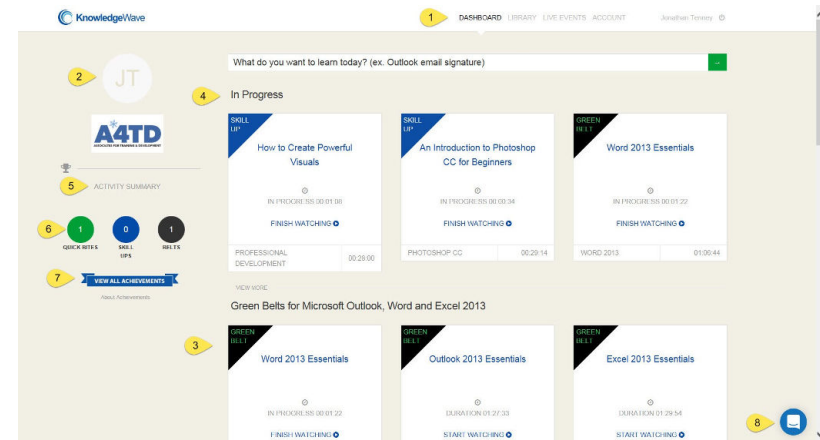
The screenshot shows the KnowledgeWave login page. At the top, the KnowledgeWave logo is displayed. Below it, the text reads: "Log In to Your Account". Underneath, a motivational message says: "Training on today's top business software. Master the software. Expand your capabilities. Improve effectiveness." The login form has two input fields: "EMAIL" with the value "mdebells@vermontassociates.org" and "PASSWORD" with a masked password "*****". Below the password field is a green button labeled "LOG IN". Underneath the "LOG IN" button is a link that says "Forgot your password?" which is circled in red.

The KnowledgeWave Learning Site

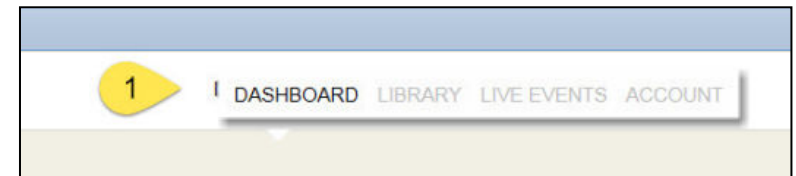
USING KLS

NAVIGATING YOUR DASHBOARD

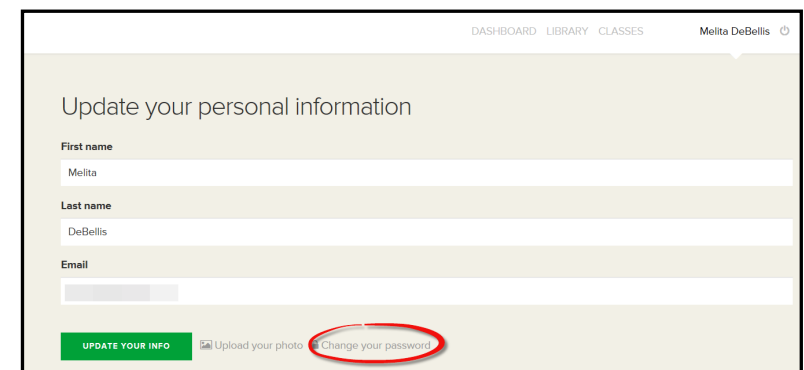
Upon logging in you are brought to your **Dashboard** (see p. 2 for enlarged image).



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

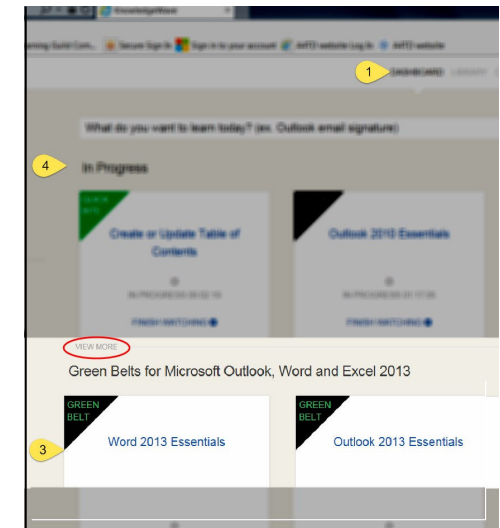
USING KLS

NAVIGATING YOUR DASHBOARD cont'd.

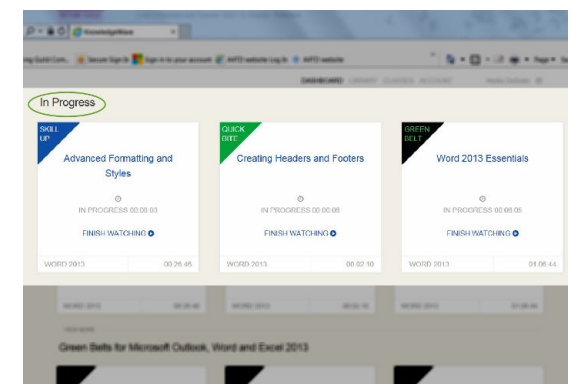
- 2 Notice that your initials are contained in a circle, telling you this is your personal dashboard.



- 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 2013 Essentials, Outlook 2013 Essentials, and Excel 2013 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.

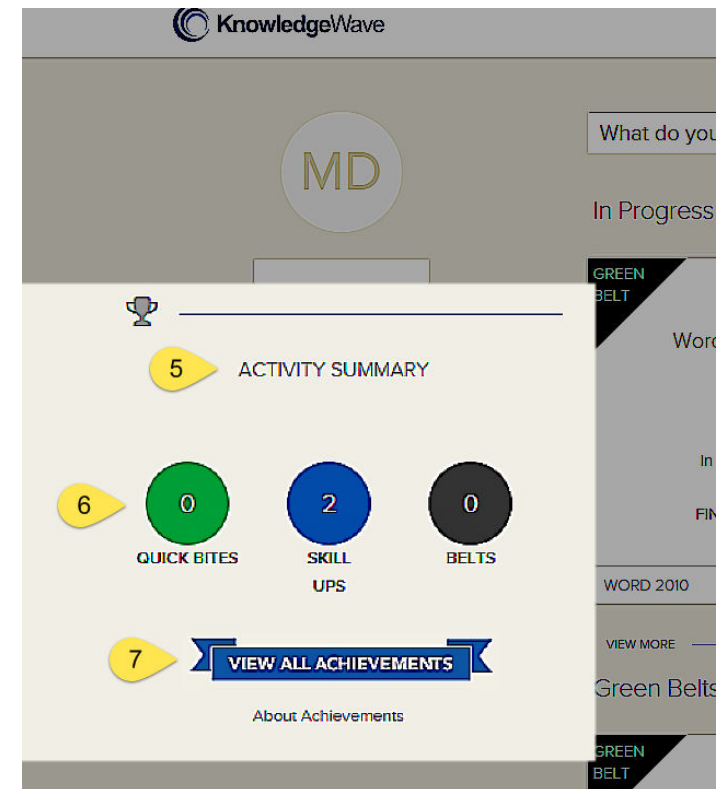
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6 This part of the **Activity Summary** shows you how many videos you have completed and whether they were a Quick Bite, Skill Up, or entire Belt course of videos.

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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.

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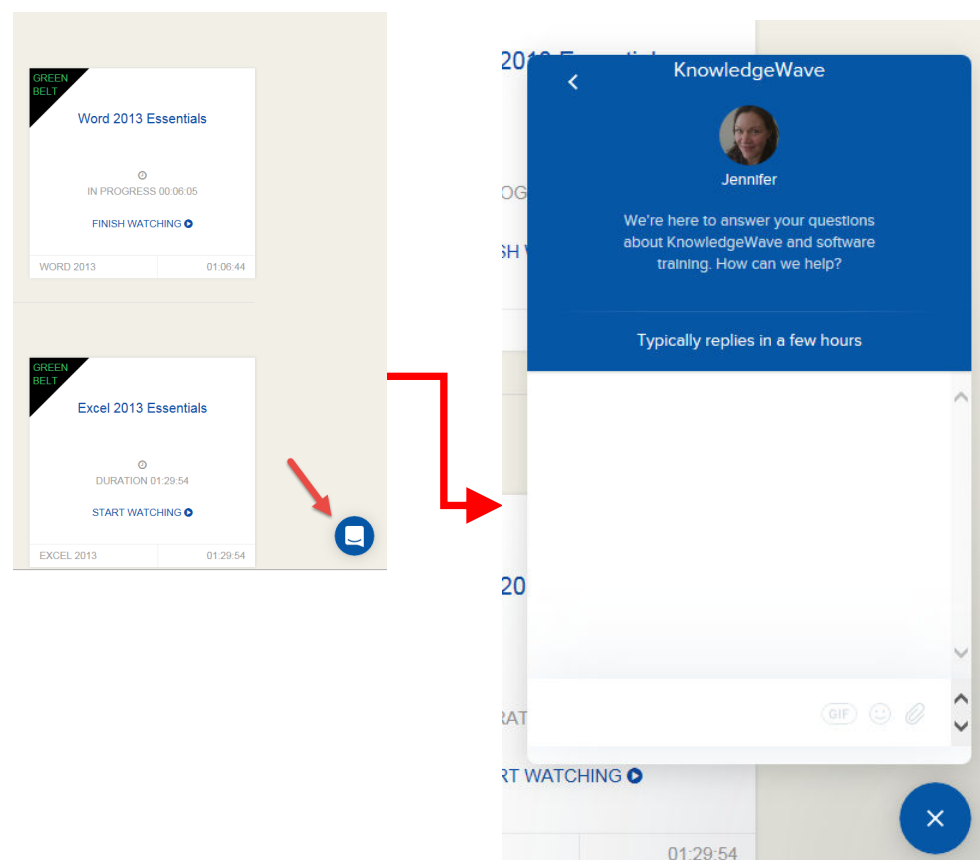
The KnowledgeWave Learning Site

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. **NOTE: In most instances, questions should be brought to the CMPAs and then forwarded to the Employability Trainers.**

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

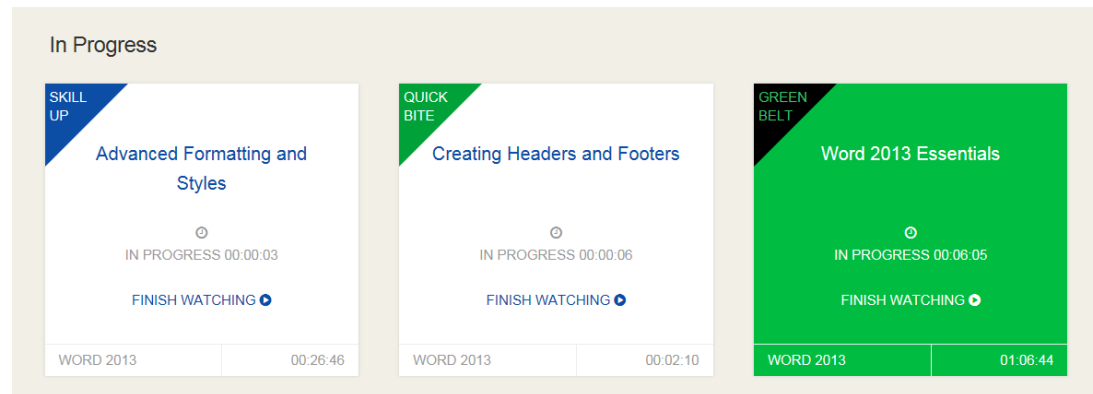


The KnowledgeWave Learning Site

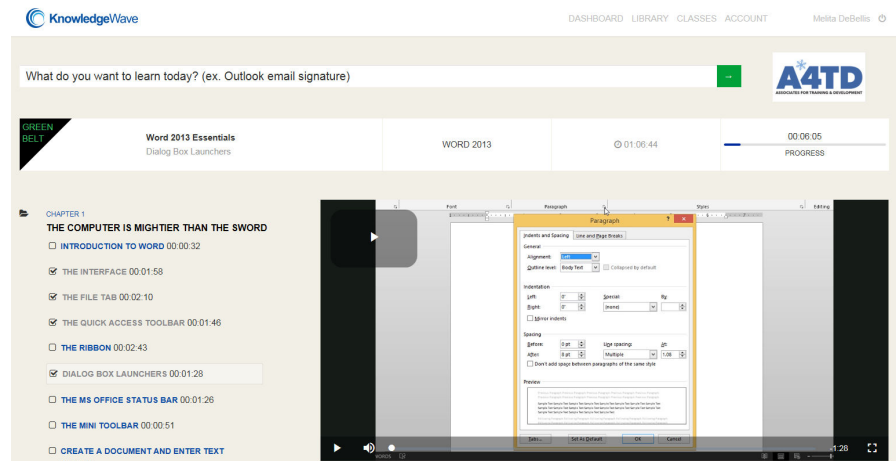
USING KLS

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 2013 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

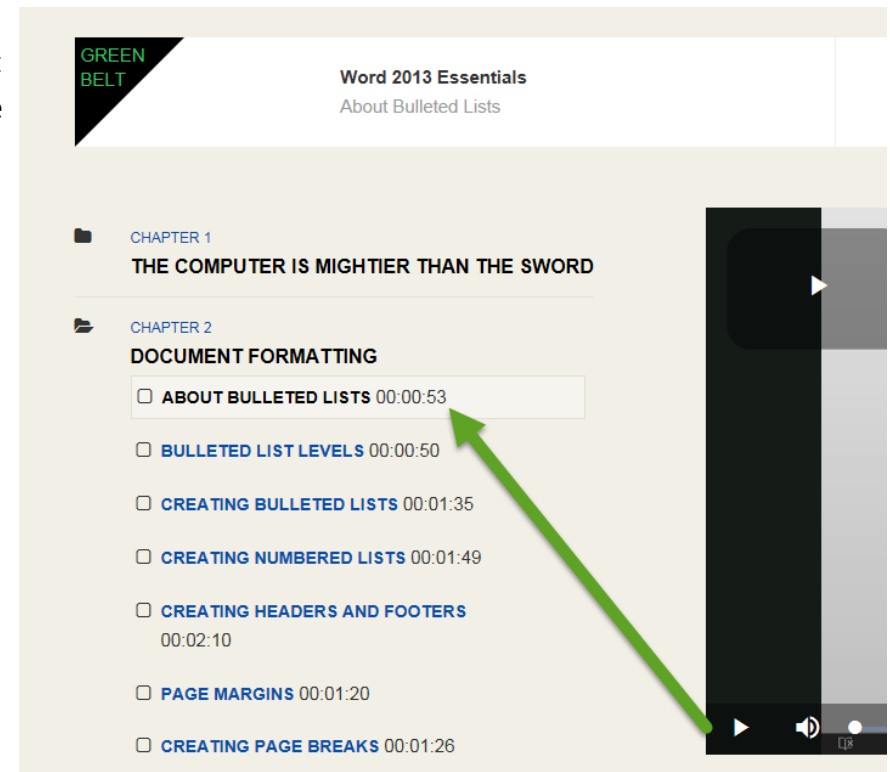
COMPLETING A COURSE (BELT)

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. (*"About Bulleted Lists" in this example.*)

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



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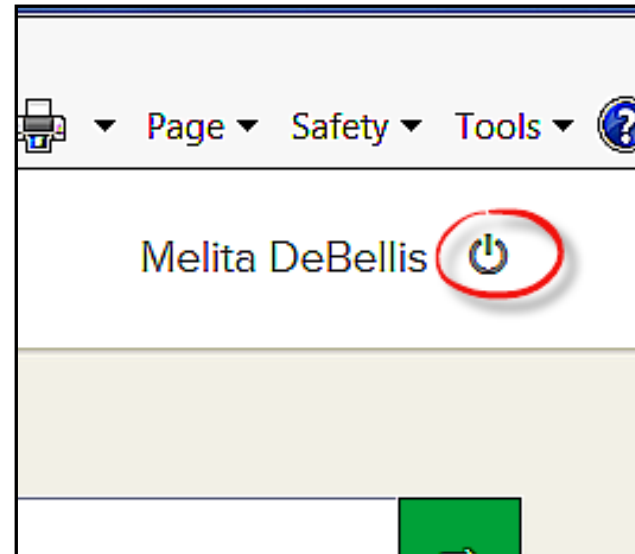
Watch the videos in sequence. Once you complete watching a video, a checkmark is automatically inserted in the box next to the video name. This will help you to keep track of your progress.

The KnowledgeWave Learning Site

USING KLS

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.



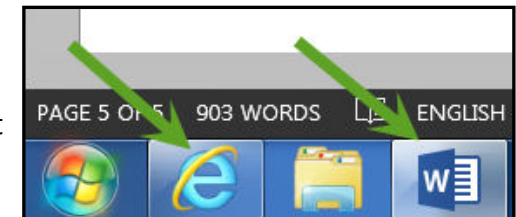
The KnowledgeWave Learning Site

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.



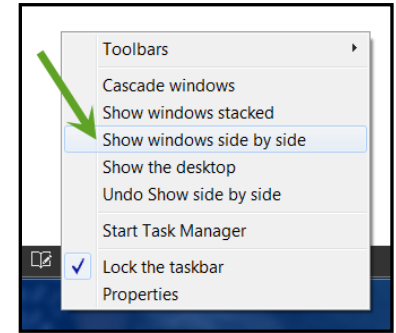
NOTE: *if only one window is open in each program, you can click directly on the shaded icon to move between those windows.*

The KnowledgeWave Learning Site

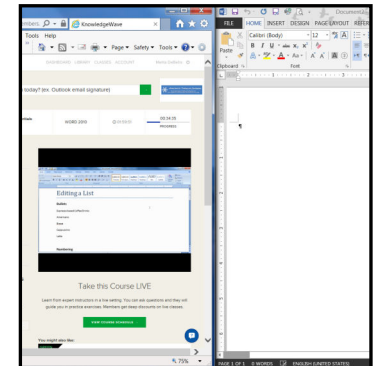
USING KLS

POINTERS FOR LEARNING

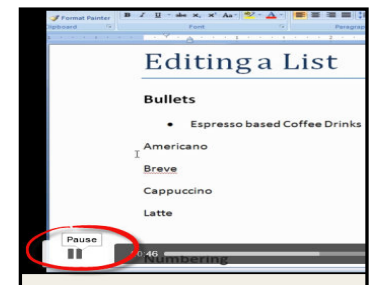
- 2) The most effective option is to have both the KnowledgeWave window and the Word (or Outlook, or Excel) window open and displayed side by side on your screen. To do this, put your cursor in the Task Bar at the bottom of your screen and **right** click. **A dialogue box will pop up. Left click on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

The KnowledgeWave Learning Site

Completing your Timesheet

POINTERS FOR GETTING PAID!

You will be paid for the time you spend working on KLS at your Host Agency or at the A4TD office. This time is considered "Off Site Training Hours"; please record those hours in the Off-Site Training Hours column. In the explanation box you should write "(Microsoft Word OR Outlook OR Excel) - KLS". See example below:

Associates for Training & Development - SCSEP Participant Timesheet

Please FAX Timesheet to: 800-901-1531 or Scan & email to finance@a4td.org Due the last Friday of the 2 week Payroll cycle by 4pm.

Participant Name: Jane Doe Host Agency Name: ABC Public Library

DATE	A TOTAL HOURS	= B HOST AGENCY TRAINING HOURS	+ C OFF-SITE TRAINING HOURS	EXPLANATION of OFF-SITE Training Hour Activities (Column C)
Monday <u>7 / 11 / 16</u>	4	4		
Tuesday <u>7 / 13 / 16</u>	4	2	2	Microsoft Word - KLS
Wednesday <u> / / </u>				
Thursday <u> / / </u>				
Friday <u> / / </u>				
Saturday <u> / / </u>				There is no participation on Saturdays without prior A4TD staff approval.
Monday <u> / / </u>				
Tuesday <u> / / </u>				
Wednesday <u> / / </u>				
Thursday <u> / / </u>				
Friday <u> / / </u>				
Saturday <u> / / </u>				There is no participation on Saturdays without prior A4TD staff approval.
Total Hours				The undersigned hereby certifies that the hours reported above are correct for the period indicated and DO NOT include lunch time.

Participant Signature _____ Date _____

IN KIND Donations by HOST AGENCY (Site Supervisor Completes)

Please enter the value of in-kind wages (multiply the Supervisor's wage rate times the # of hours spent training / supervising the participant): \$ _____

w30-36-13

I certify that this is a true and accurate reporting of time worked and reported for the SCSEP Program. I also certify that in-kind contributions are from **NON-FEDERAL** sources and these contributions have not been claimed on any other federal program.

Host Agency Signature _____ Date _____