



The Violand Institute

Basic Instructions for Desktop and Laptop Computers

Preparation

- Create a folder on your computer to store the Course documents you will download.
Go to your Desktop and create a folder titled “TVI Courses.” You will later add subfolders for Courses.
- Recommended browsers: Firefox, Chrome, IE, Safari. We do not recommend Edge at this time.
- Make sure pop-ups and cookies are enabled on your browser.

To Log in

- Web address: www.violandinstitute.com
- Click on the Login link in the upper right corner. Another Login link is also in the footer.
- The Login screen opens. We recommend bookmarking this page for future reference.
- Enter Username and Password.

Arrive at the Dashboard

- Read the Welcome Area information about navigating the site.
- Go back to your Desktop and create subfolders for your Courses. The Courses in which you are enrolled can be found under “My Courses.”
- There are two ways to get to your Courses:
 - Navigation > My Courses > expand lists by clicking on the arrows, click on Course name.
 - My Courses, click on Course name.

Course Home Page Appears with Welcome at Top

- Read the instructions.
- Print the Instructional Handout.
- Download/print other Course Materials and save them in the Course subfolder you have created.
- After you have viewed/printed/downloaded the documents, you may check the small box to the right of each document name to indicate completion. This is optional and for your convenience.

Start a Module:

- Scroll down and click on the Module name beside the gold box icon to start the Module.
- Click “Enter” on the next screen. This will start the Course Player in a new window.
- If the Module does not automatically open in a new window, click “Open Player.”
- To increase screen size, click on the square “full screen” icon in the upper right of the new window to view in full screen mode.

Navigating the Modules

- Go through the Module by clicking on “Next” at the end of each slide.
- You may navigate backward but not forward through the Module using the menu on the left.
- When the Module is done, or to exit early, click on the word “Exit” in the upper right.
- You will return to the Course Player launch window. Close the browser tab to finish exiting.
- You will be returned to the Course Home Page.
- The box to the right of the Module will display a checkmark to indicate that you have completed the Module. There may be a slight delay before the box is checked.
- From the Course Home Page, you can start the next Module, or use the Navigation area to navigate to another Course, or return to the Dashboard.

Completing a Course

- After you have completed all the requirements of a Course, you will be able to download and print a Course Completion Certificate.
- After you have downloaded your Certificate, the completion box will display a checkmark.

Earning a Badge

- Upon completing a Course, you will receive a Badge that will appear on your Dashboard page.
- The Dashboard page will display badges for the last six Courses you have completed.

Log out

- To log out, click your name in the upper right and select “Log Out” from the drop-down list.

How to Exit Early and Later Resume a Module

- At any time while you are viewing a Module (*note Tip below*) you may exit the Module by clicking the word “Exit” in the upper right of the Module screen, and then closing the browser tab on the Course Player launch window.
- When you are ready to resume, navigate to the Course Home Page and click on the name of the unfinished Module.
- You will be asked if you want to resume where you left off.
- If you answer “yes” you will be taken to the last screen that you viewed.
- If you answer “no” you will start the Module over again from the beginning.
Answering “no” is suggested if it has been several days since you initially started the Module.
- **TIP:** Do not exit early when in the middle of an interactive slide that requires clicking “Next” to view information about different items shown on the same slide. When resuming, you will have to start from the beginning of that slide and view each item again. You will not be able to advance to the next slide until you have viewed all items during the same session. If you get stuck, use the “Prev” button to get to the beginning of the slide, and then use “Next” to advance through the slide.

How to View a Module You Have Already Completed

- Click on the Module you wish to repeat.
- You will see a box labeled “Start a new attempt” along with the Enter button.
- If you check the box, you will start at the beginning as if you had never viewed the Module.
- If you do not check the box, the Player remembers that you have viewed the Module and you will briefly see “Review Mode” in the upper left of the Course Player launch window. You will then be asked if you want to resume where you left off, which could be the very last slide. You will be able to navigate backward through the Module, but you will not be able to retake quizzes or view interactive slides.