The Violand Institute
Basic Instructions for Mobile Devices

Preparation

- **IMPORTANT!** All Courses require you to download and print course documents. You must have apps installed on your device to manage files and view PDF, Word, and Excel documents, as well as a printing app. You may, instead, choose to download and print the documents on a computer, and then view the Course on your mobile device.
- Create a folder titled "TVI Courses" on your device or computer to store the Course documents that you will download. You will later add subfolders for each Course.
- Use Chrome or Safari browsers for best performance.
- Make sure pop-ups and cookies are enabled on your browser.
- Adjust your screen's timeout settings to at least 30 minutes.

To Log in

- Web address: www.violandinstitute.com
- Tap the Login link at the top. Another Login link is 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 File Manager app or computer 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 tapping the arrows, tap on Course name.
    - My Courses, tap 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 tap on the Module name beside the gold box icon to start the Module.
- Tap "Enter" on the next screen. This will start the Course Player in a new window.
- If the Course Player does not automatically open in a new window, tap "Open Player."
- Tap the Play icon.
- Rotate your device to landscape view.
- If necessary, scroll up to display the course in full screen mode to access the "next" and "previous" arrows.

Navigating the Modules

- View the Module by tapping the arrows to move to the Next or Previous screens.
- Tap the checkmark to enter an answer to a quiz.
- Tap the Menu icon to quickly navigate to any previously viewed screens.
- When the Module is done, or to exit early, tap the Menu icon and then "Exit." If your device appears to freeze after tapping "Exit," use the device's back button.
- You will return to the Course Player launch window. Close the browser <u>tab</u> 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, tap your name in the upper right and select "Log Out" from the drop-down list.
- If your name is not visible in the upper right, "Log Out" is also located by your name in the footer.

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 tapping the Menu icon, selecting "Exit," and then closing the browser <u>tab</u> on the Course Player launch window. If your device appears to freeze after tapping "Exit," use the device's back button to return to the Course Home Page.
- When you are ready to resume, navigate to the Course Home Page and tap on the name of the unfinished Module.
- You will be asked if you want to Continue or Restart where you left off.
- "Continue" will take you to the last screen that you viewed.
- "Restart" will start the Module over again from the beginning, allowing you to fully view all learner interactions. Restart is suggested if it has been several days since you first started the Module.
- **TIP:** Do not exit early when in the middle of an interaction that requires tapping the "Next" arrow 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 "back" arrow to get to the beginning of the slide, and then use the "next" arrow to advance through the slide.

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How to View a Module You Have Already Completed

- Tap 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 have 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.