

Navigating Your Online Training In Articulate

Before you begin your course, we would like to introduce you to the Articulate course platform. To the right is a snapshot of a sample course with numbered yellow ovals indicating parts you will use frequently. Each of these items is explained in greater detail below. To skip to an individual section, use the links below.

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The screenshot displays the Articulate course interface. At the top left, it shows 'ECO-RBI (00:01 / 13:24)' and 'ATTACHMENTS'. The main header features logos for the Center for Developmental Disabilities, New Mexico Family Infant Toddler Program, and The University of New Mexico Health Sciences Center. The slide title is 'Concerns, Priorities and Resources in the IFSP' with a subtitle 'Our Family Life Parts I & II'. The left sidebar contains navigation tabs: 'Outline' (marked with a yellow oval 1), 'Thumbnail' (marked with a yellow oval 2), 'Notes', and 'Search'. Below the tabs is a list of 16 slides, with slide 9 'The RBI in the IFSP' highlighted (marked with a yellow oval 2). The bottom of the interface shows a control bar with a volume icon (marked with a yellow oval 4), a play/pause button (marked with a yellow oval 5), and a full-screen icon (marked with a yellow oval 6). The status bar indicates 'SLIDE 1 OF 16 PAUSED 00:01 / 00:10'.

1. Course Navigation Tabs

Each of the words located immediately below the CDD logo is a tab to additional information.

- If you click on the word **Outline**, then a list of all the slides in the course will appear under that tab. With a few exceptions, you may jump from slide #1 to slide #16 by clicking #16 while the audio is playing on slide #1. This is a great tool if you have to leave your course half-way through the day before completing it all at once. If you are unable to leave the slide currently playing because an error message appears, then please refer down to the section [Current slide/content](#).
- If you click **Thumbnail**, the list will switch to small “thumbnail” images of each slide.
- If you click **Notes**, notes for the current slide will appear.
- If you click **Search**, you will have the opportunity to search the course for a key word.

2. Outline of Slides

As mentioned above, simply click *Outline* tab in order to view the outline of slides. Within this area, you may select specific slides to repeat. If, when covering a slide at the end of the course, you identify a correlation with information mentioned in slide #2 and want to return to that slide, simply click the #2 slide in the outline; the information and content of slide 2 will begin to replay.

If the slide outline is too long for the course window, use the scroll bar located to the right of the outline. If there is no scroll bar, then you are viewing the complete list of all slides in the course.

Occasionally, the instructor will choose to not allow you to skip past a certain slide. Therefore, if you skip backwards to #2 and slide #3 has such a restriction, you may not return to your previous slide without passing, once again, through the information and/or activity located within slide #3.

3. Current slide/content

The current slide will take up the largest amount of space in your window. Some slides use animation and interaction to create learning activities.

For example, take a look at this slide to the right. The instructor of this course created it to help guide learners through the process of Routines-Based Interviews. The slide has sections creatively placed in the format of “stairs.” Each stair step is a gateway to a new concept, information, or process. In order to continue beyond this slide, you will need to click on each “stair.”

You can also navigate through a single slide like this using the blue arrow buttons at the top right hand corner. When you have completed all portions of the slide, you can click “Next slide” at the upper right, or use the forward button at the bottom of the screen to proceed.

The screenshot shows a presentation window titled "Routines-Based Interview" with navigation arrows in the top right corner. The main content area is divided into two sections. On the left, a white box contains the text: "Routines-Based Interviewing. As we discussed earlier in this lesson, the process of using a routines-based interview is a way for the service coordinator to ask the family about their typical day. Click on each of the steps to the right to view the typical progression of a Routines-Based Interview." Below this text is a cartoon character of a yellow smiley face with arms and legs, sitting at a desk with a notepad and a magnifying glass. On the right, a staircase of six white steps descends from top-right to bottom-left. Each step is labeled with a step in the interview process: "Summarizing for the Family", "Taking Notes", "Facilitating the Interview", "'How Does Your Day Begin?'" (in quotes), "Beginning the Interview", and "Explaining the RBI to the Family".

4. Volume Control



At the bottom of the screen, there is a small speaker button. Click this button to adjust your volume according to your needs. The number 100 indicates the highest volume while 0 indicates lowest volume. Moving your mouse up and down will change that number. When the volume number is where you want it, simply click your mouse to activate that volume level.

If you are having trouble hearing and the volume of the course is already at its highest volume, please check the volume on your computer speakers. Then check the volume on your computer, which is typically a small speaker icon located in the lower right hand corner of your computer screen just beside the time.

5. Navigation Buttons



These navigation buttons provide another way for you to advance or rewind from slide to slide and pause/play the course. The largest button on the left functions as the Pause and Play button. While a slide is playing, the || (pause) icon will appear in the middle of the circle. If you have paused a slide, then the play arrow will appear in the middle of the circle.

To advance to the next slide, click the forward arrow on the right. To go back a slide, press the left-facing arrow in the middle.

Please note, these navigation buttons will not allow you to skip directly to slide #16 if you are on slide #2. Please refer to the section [Outline of Slides](#) for further navigation assistance.

6. Changing Your View



In the lower right hand of your window there is a small box with arrows on each corner either pointing outward or pointing inward. This button will change the slide view, removing/replacing some screen elements to make the slide larger or smaller. Click the square in the lower right hand corner until you are seeing the view you desire.