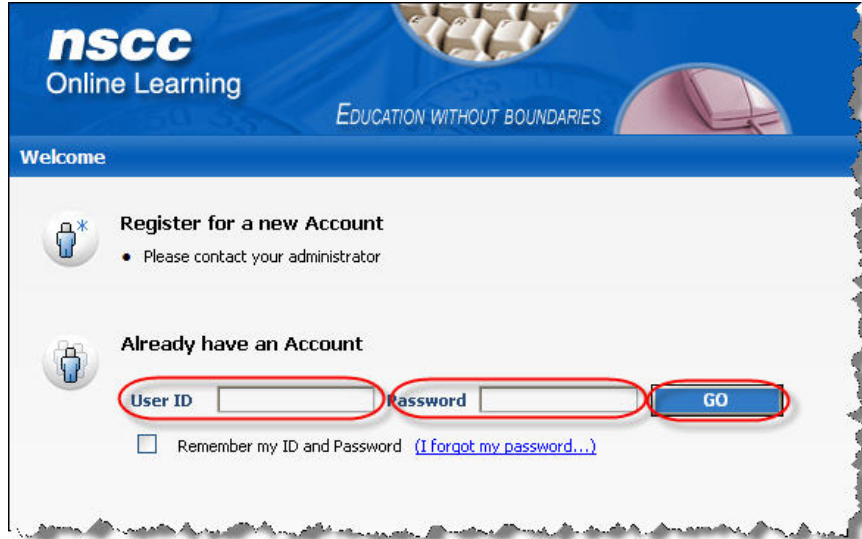
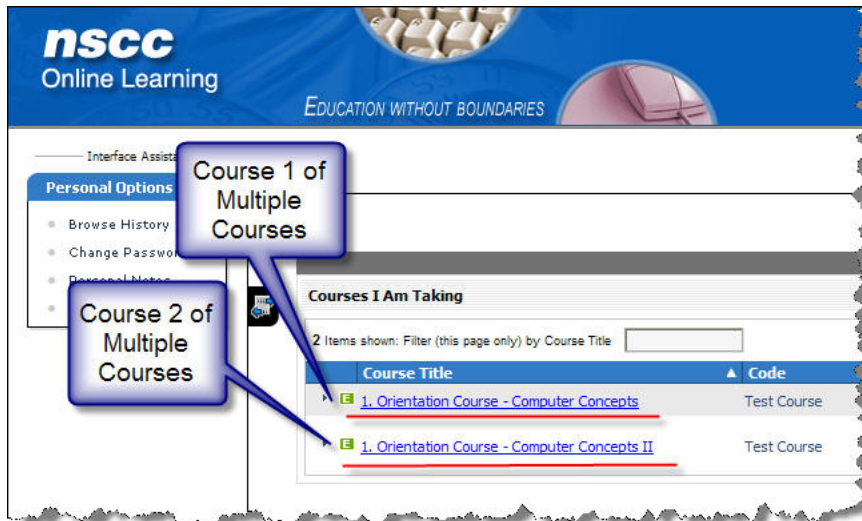


Interacting with TLM's Course Map

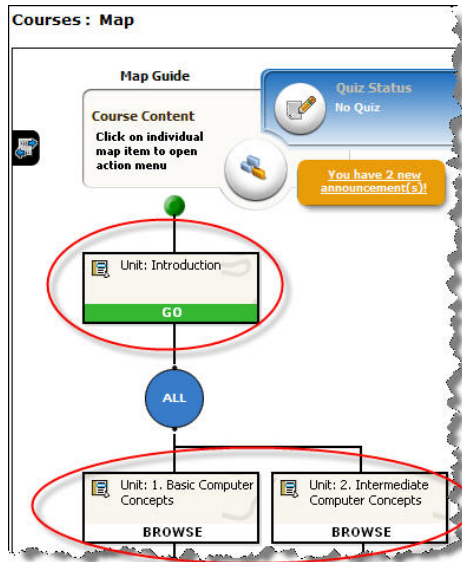
1. Log in using the username (ex. w1234567) and password (ex. N\$123456) sent to your e-mail account.



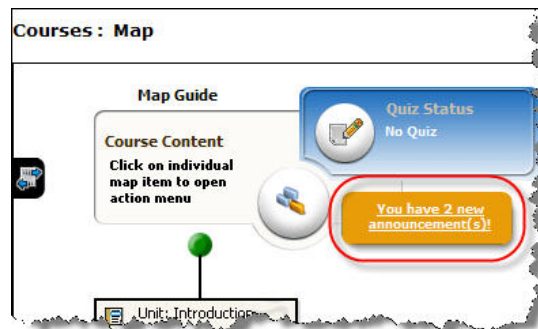
2. If you are taking more than one online course, you will see several courses in a list. To enter a specific course, just click on the course title.



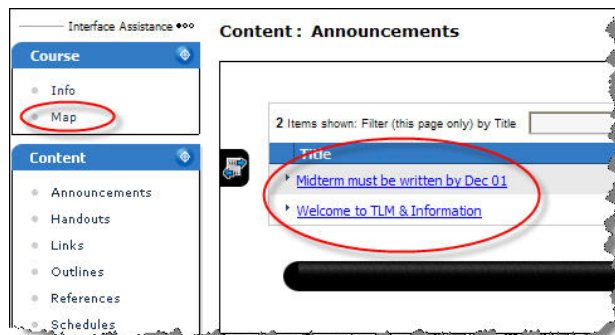
- The next screen will be of a flow chart, called a **Course Map**. Each block represents a unit, an assignment, or a test in your course.



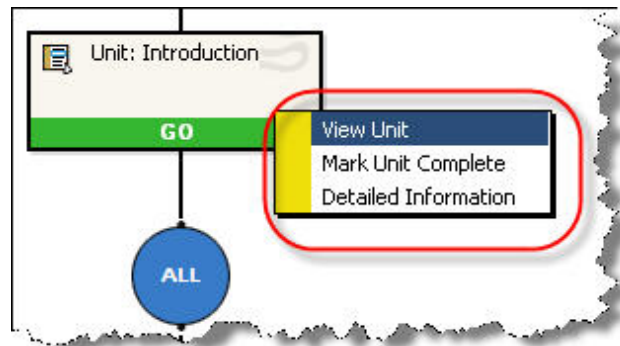
- There *may* be orange blocks at the top right of your course map signifying that your instructor has made an announcement to the class.



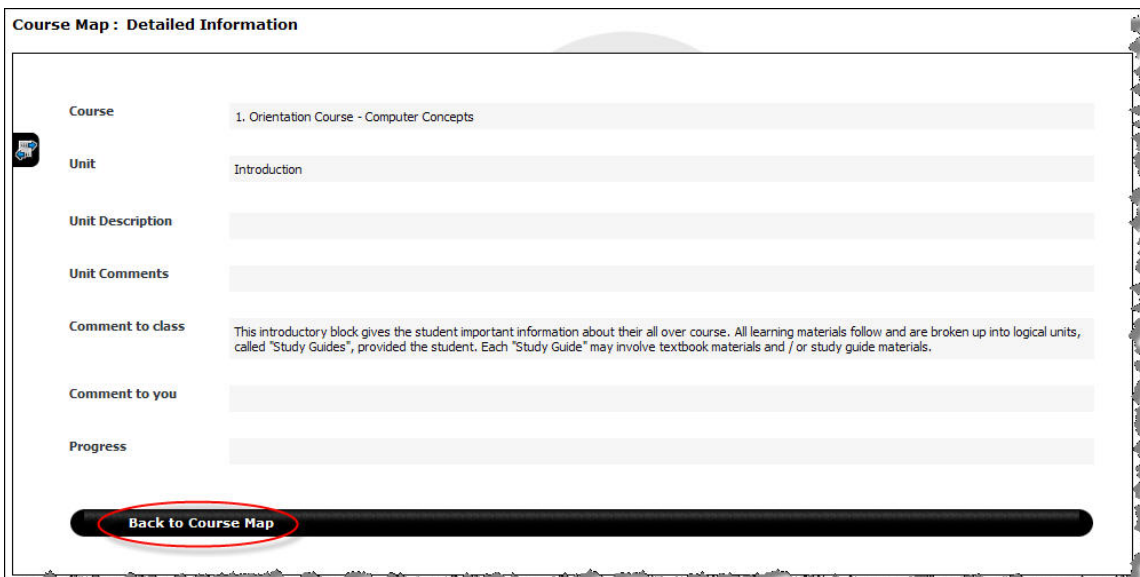
- To view the announcement, just click on the block stating “**You have __ new announcement(s)**”. You will go directly to the Announcements page and be able to read the announcement(s). Click Map to take you back to the course map page.



- To view the content of a Unit, left click of the block. A new block will pop-up and allow you 3 choices. Click on **View Unit** to see the contents of that block (usually an Adobe Acrobat PDF document).



- Click Detailed Information to view any additional information about that block the facilitator wishes to add.

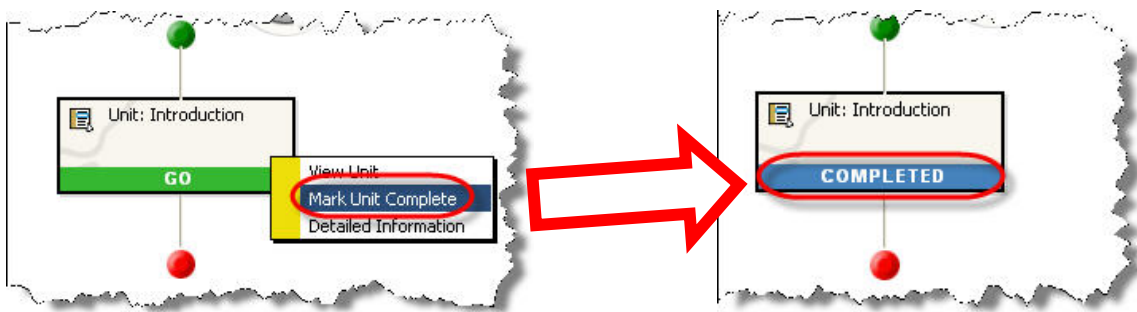


- After you have read the material, click the block and select **Mark Unit Complete** to progress forward in the map.

Note:

You will be prevented from continuing on in your course if you do not select “Mark Unit Complete” and complete each module.

To track your progress on the map, you can mark some map items complete. To do this, click “Mark Unit Complete”.



- Continue this process until all blocks have a blue bottom (Completed) on them. You can go back and re-access the information from any block at any time.
- All additional information will be found on the side bar. The sub menus on the side bar will differ in each course, depending on what sections the instructor needs to use to convey the documents to you.

