

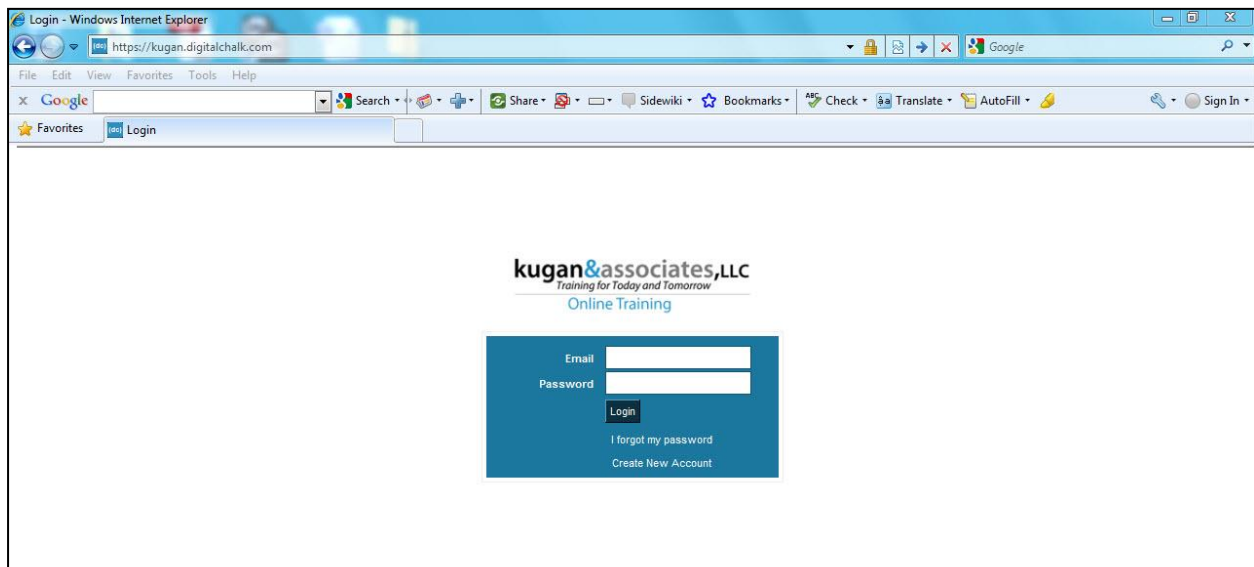
Welcome

Getting Started

Thank you for choosing Kugan & Associates, LLC for your online training needs. This document will identify how to Login to DigitalChalk, Navigate and Update User Information, and how to Re-Perform Completed Tasks.

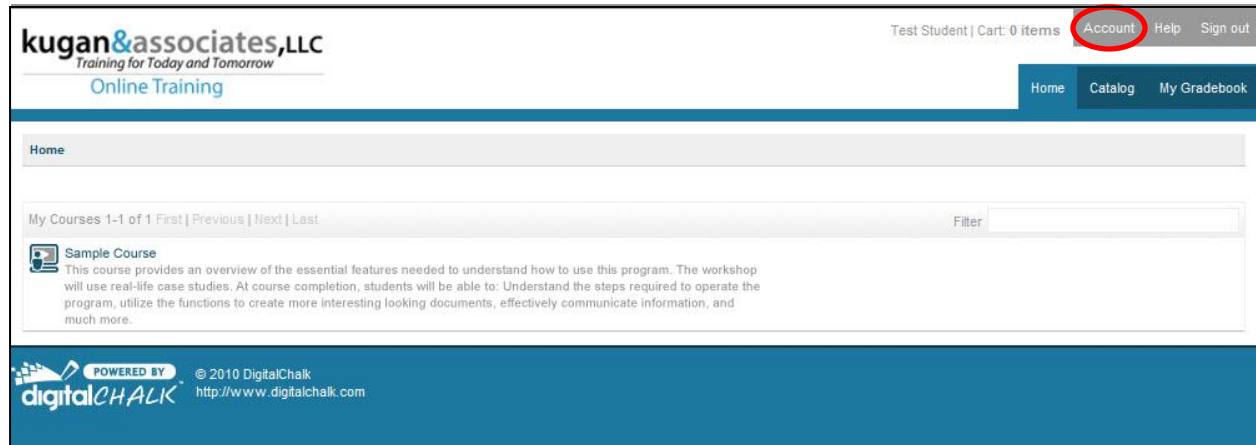
DigitalChalk Login

- Our online training platform is located at **kugan.digitalchalk.com**

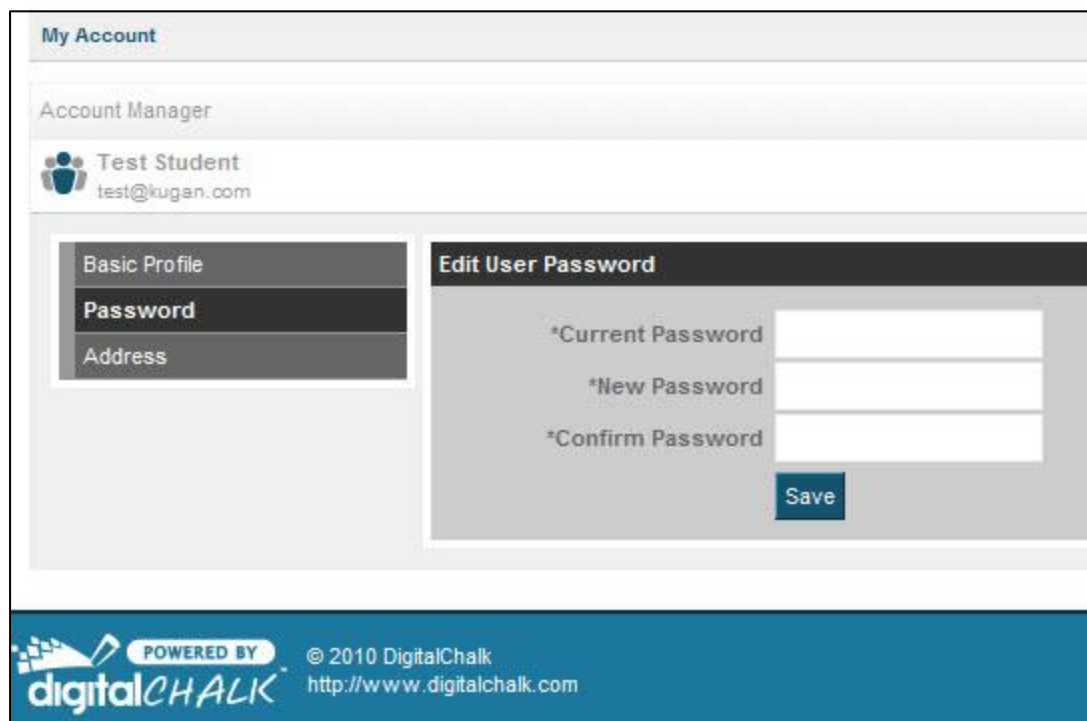


- Provided in your Welcome Email was your **Email Login** and **Password** to login to the training site.

Changing Your Password

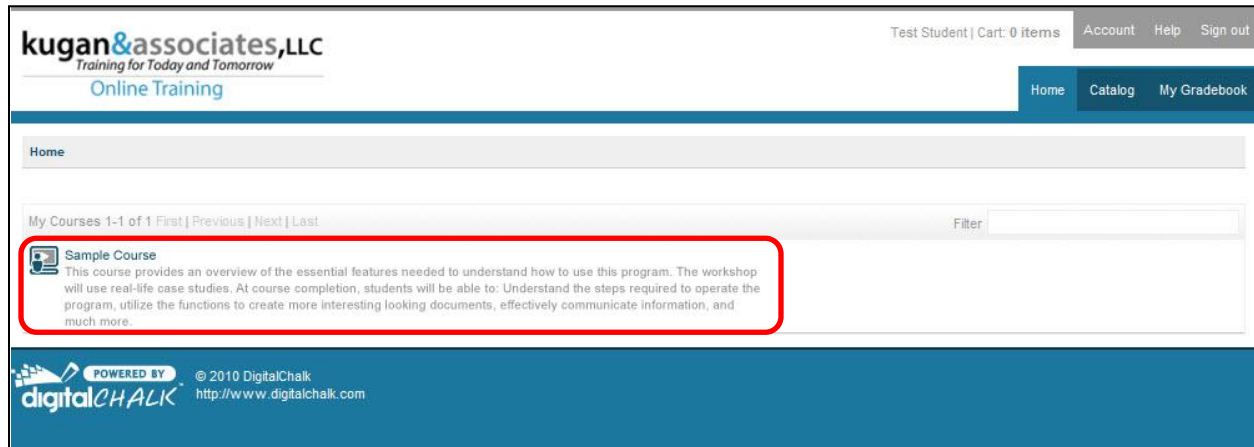


- Once logged in, your home page will look like this. To change your Password, select **Account** from the top menu.

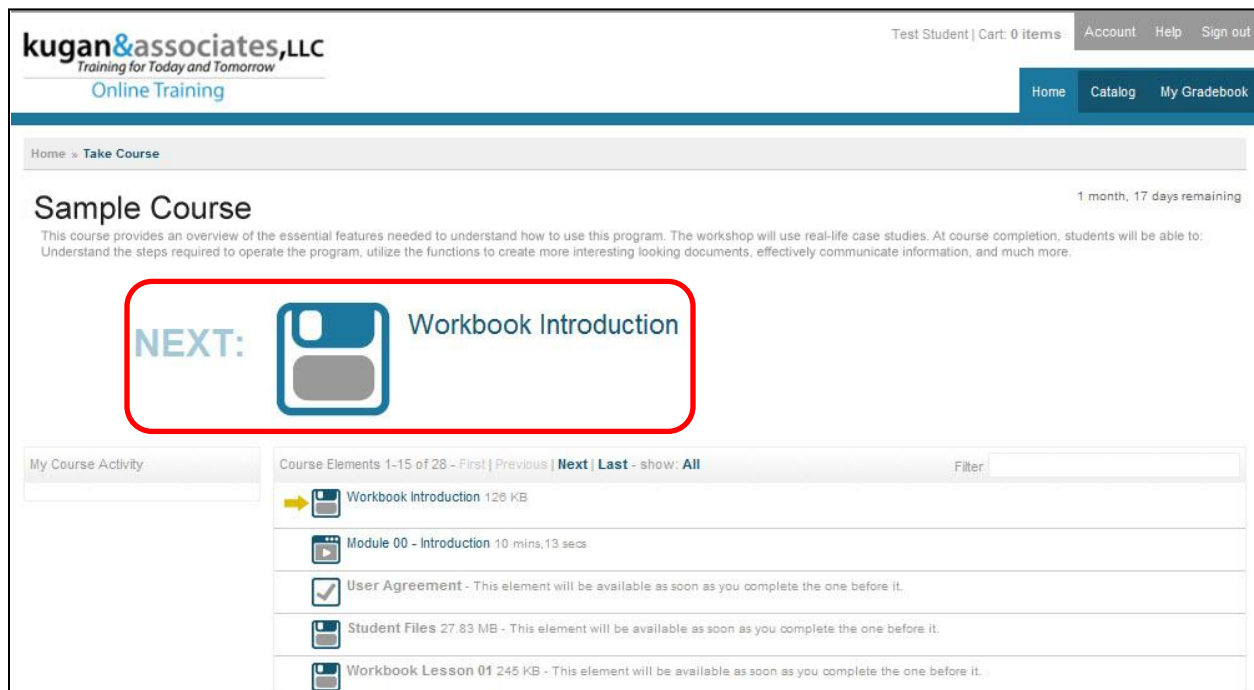


- Under **My Account**, select **Password** from the side menu. Enter your **Current Password** and **New Passwords**, then choose **Save**.

Navigating Course Elements



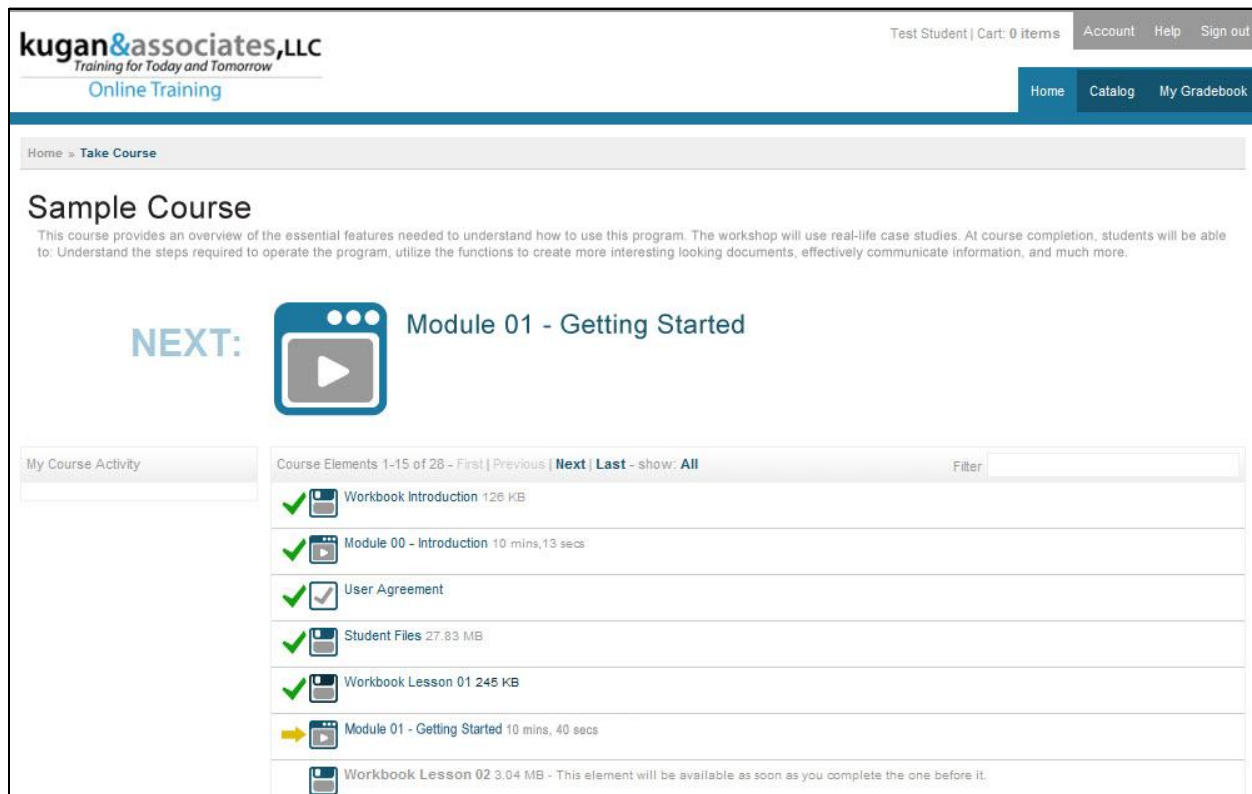
- From the **Home Page**, select your course.



- The **Course Elements** are located on this page and a prompt for what is **Next** appears in the center of the page.

*Note: The modules are locked in a specific order. Once a task is completed, the next task becomes available for selection. You will have the opportunity to go back and re-perform any task previously completed at any time.

Re-Perform a Task (Option 1)

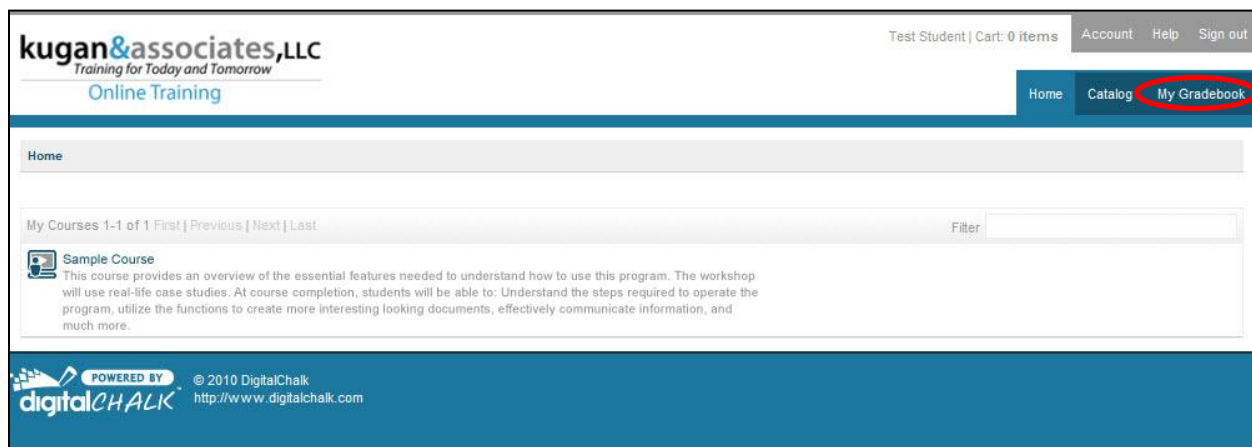


The screenshot shows the 'Sample Course' page in the Kugan & Associates, LLC Online Training system. The top navigation bar includes 'Home', 'Catalog', and 'My Gradebook'. The main content area displays a list of course elements under the heading 'Module 01 - Getting Started'. The elements are:

- Workbook Introduction 126 KB (checked)
- Module 00 - Introduction 10 mins, 13 secs (checked)
- User Agreement (checked)
- Student Files 27.83 MB (checked)
- Workbook Lesson 01 245 KB (checked)
- Module 01 - Getting Started 10 mins, 40 secs (highlighted with a yellow arrow)
- Workbook Lesson 02 3.04 MB - This element will be available as soon as you complete the one before it.

- You can select any Course Element that has a check mark to redo the task.

Re-Perform a Task (Option 2)



The screenshot shows the 'Home' page in the Kugan & Associates, LLC Online Training system. The top navigation bar includes 'Home', 'Catalog', and 'My Gradebook', with 'My Gradebook' circled in red. The main content area displays a list of courses under the heading 'Sample Course'. The footer includes the Digital Chalk logo and copyright information: © 2010 DigitalChalk, http://www.digitalchalk.com.

- To review results or redo a task, select **My Gradebook** from the top menu.

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Test Student | Cart: 0 items | Account | Help | Sign out

Home | Catalog | My Gradebook

My Gradebook

Courses 1-3 of 3 First | Previous | Next | Last - show: All

Course	Status	Registration Date	Begin Date	Last Active Date	Completion Date	Grade	Actions
Sample Course	In Progress	8/02/2010 6:31:42 PM	9/04/2010 5:48:15 PM	9/18/2010 6:48:12 PM			View Grades View Certificate

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- Select **View Grades** for your course located under the Actions group.

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Test Student | Cart: 0 items | Account | Help | Sign out

Home | Catalog | My Gradebook

My Gradebook » Grades

View Grades - show: All

Course Element	Status	Begin Date	Last Active Date	Completion Date	Grade	Actions
Module 00 - Introduction	Passed	9/18/2010 6:45:36 PM	9/18/2010 6:46:53 PM	9/18/2010 6:46:18 PM	100%	Rewatch Chalkboard
Workbook Lesson 01	Passed	9/18/2010 6:48:12 PM	9/18/2010 6:48:12 PM	9/18/2010 6:48:12 PM	100%	Download File
User Agreement	Passed	9/18/2010 6:47:31 PM	9/18/2010 6:47:39 PM	9/18/2010 6:47:39 PM	100%	Review Test
Workbook Introduction	Passed	9/17/2010 11:25:29 PM	9/17/2010 11:26:23 PM	9/17/2010 11:25:29 PM	100%	Download File
Student Files	Passed	9/18/2010 6:47:50 PM	9/18/2010 6:47:50 PM	9/18/2010 6:47:50 PM	100%	Download File

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- Select the appropriate **Action** listed for the Course Element you wish to redo.

Course Duration

The screenshot displays the 'Sample Course' page. At the top right, there is a navigation bar with 'Home', 'Catalog', and 'My Gradebook' links. Below this, a breadcrumb trail shows 'Home > Take Course'. The main heading is 'Sample Course', with a red-bordered box highlighting the text '1 month, 17 days remaining'. A description follows: 'This course provides an overview of the essential features needed to understand how to use this program. The workshop will use real-life case studies. At course completion, students will be able to: Understand the steps required to operate the program, utilize the functions to create more interesting looking documents, effectively communicate information, and much more.' Below the description is a 'NEXT:' section with a floppy disk icon and the text 'Workbook Introduction'. A 'My Course Activity' sidebar is on the left. The main content area shows 'Course Elements 1-15 of 28 - First | Previous | Next | Last - show: All' with a 'Filter' dropdown. The list of elements includes: 'Workbook Introduction 126 KB' (with a yellow arrow icon), 'Module 00 - Introduction 10 mins, 13 secs' (with a video icon), 'User Agreement - This element will be available as soon as you complete the one before it.' (with a checkmark icon), 'Student Files 27.83 MB - This element will be available as soon as you complete the one before it.' (with a folder icon), and 'Workbook Lesson 01 245 KB - This element will be available as soon as you complete the one before it.' (with a document icon).

- The amount of time you have remaining is indicated near the top of the home page. When this date reaches zero, your course enrollment has expired and will be over.

Questions

- If you have any other questions or concerns, please email us at **elearning@kugan.com**