FVAP Learning Site

Training Instruction Manual

August 2012

Training Instruction Manual for the FVAP Learning Site

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Introduction

This Training Instruction Manual (TIM) contains information on how to use the FVAP Learning Site for FVAP Web-based Training courses. In order to use this site to access and complete your training, you must first verify your workstation settings by following the instructions that follow.

Verifying Your Workstation Settings

Verifying Your Workstation Settings on a Local Workstation

When accessing the FVAP Learning site on your local workstation, you should verify that the workstation's internet options are appropriately set. It is recommended that you verify settings for Temporary Internet Files, Flash, Trusted Sites, and Pop-up Blockers to avoid complications when accessing the FVAP Learning site and loading courses.

Temporary Internet Files

1. From the Internet Explorer (IE) browser menu, select **Tools** > **Internet Options**.
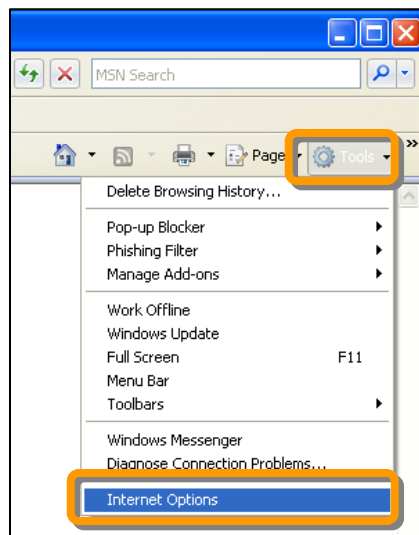

Figure 1 - Microsoft Explorer Internet Options Tab

2. In the *General* tab of the **Internet Options** window, under *Browsing History*, click **Settings**.

Note: This screen will display differently depending on what version of Internet Explorer is on your workstation,
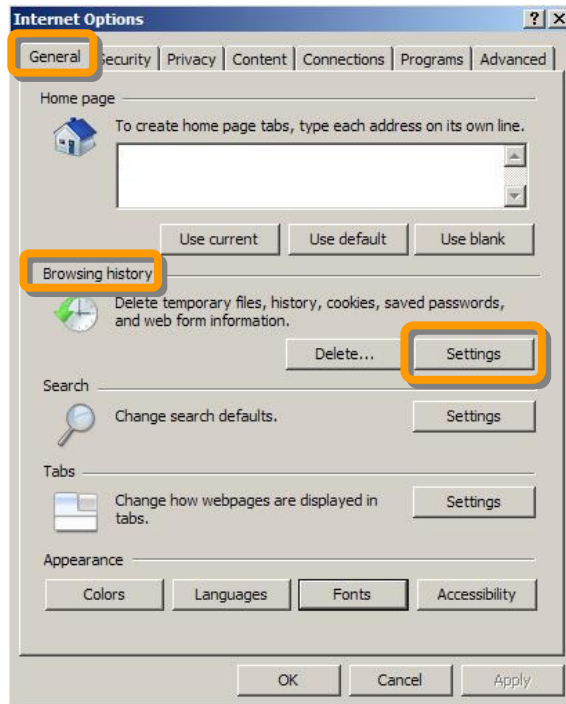
Figure 2 - Internet Options Window

3. Verify that your browser is checking for new versions of stored pages.
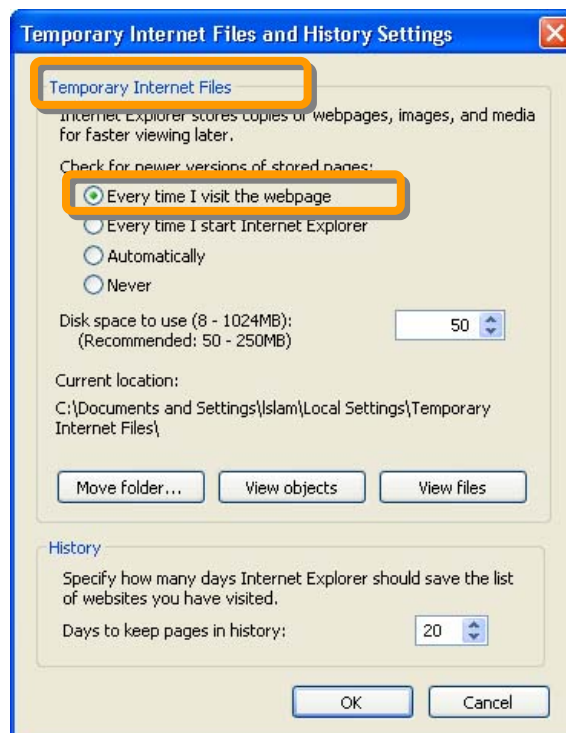   a) Confirm **Every visit to the page** is selected.

   b) Click **OK**.

Figure 3 - Settings Window under Temporary Internet Files

4. Verify that temporary internet files are cleared.
   a) In the *General* tab of the **Internet Options** window, under *Browsing History*, click Delete

   b) Click on Delete files under Temporary Internet Files
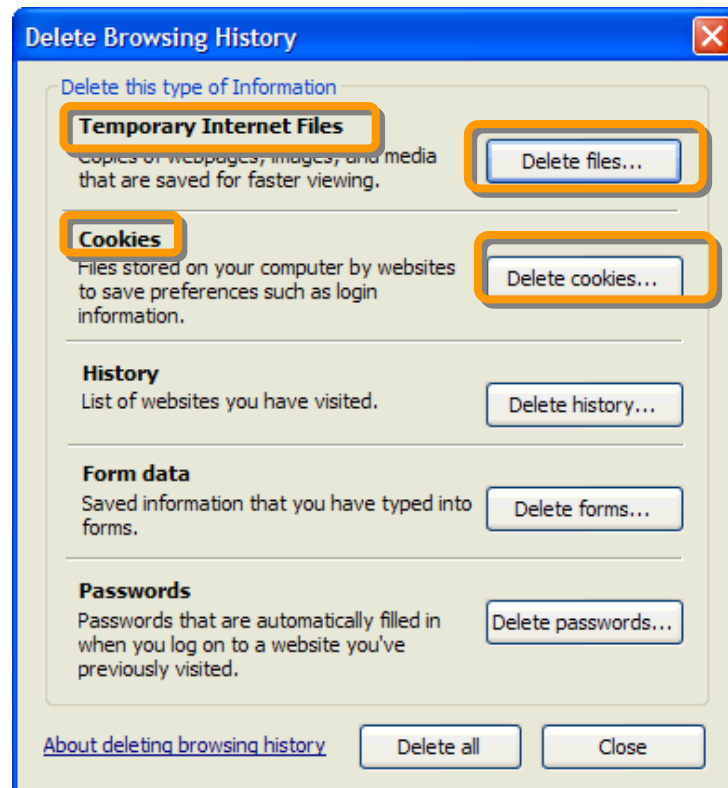
   c) Click on Delete cookies under Cookies.

Figure 4 - Internet Options Window

If you need assistance with your *Temporary Internet Files Settings*, please contact your local Network Administrator.

Flash

1. Verify that you have Flash Version 7 or higher installed.
   a) Browse to: www.adobe.com/software/flash/about

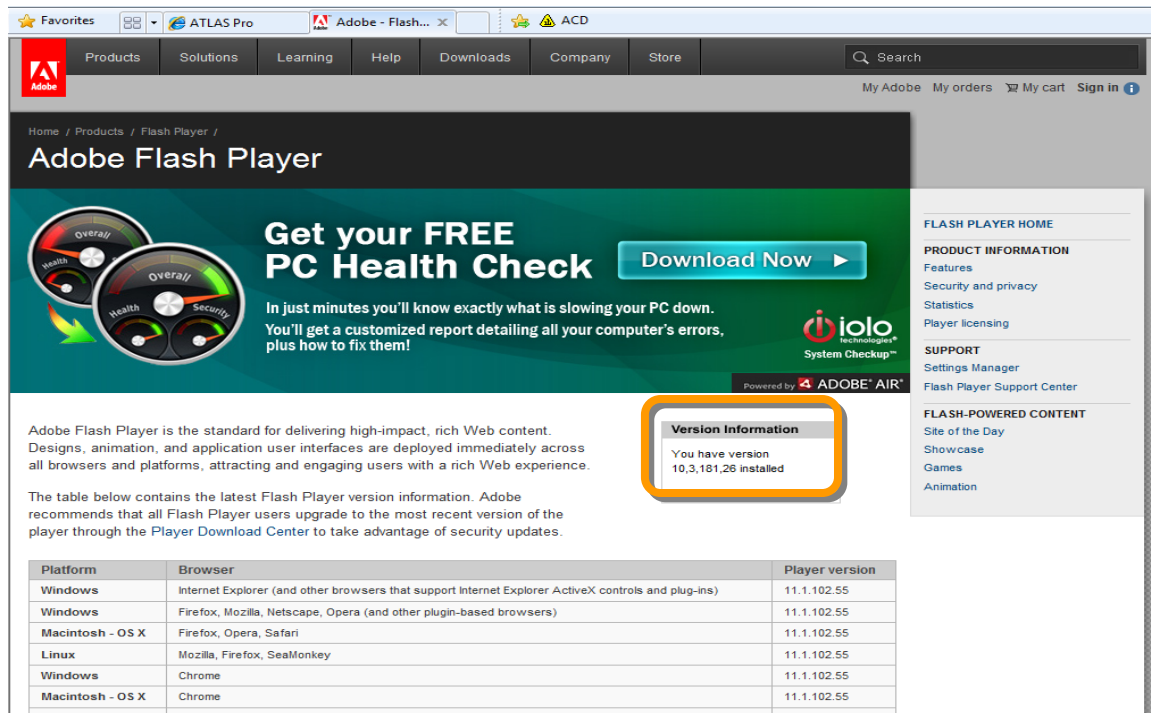   b) Confirm Your Player Version is 7 or higher.

Figure 5 - Adobe Flash Version Test

If you do not have Flash Player Version 7 or higher installed, please contact your local Network Administrator.

Trusted Sites List

1. From the Internet Explorer (IE) browser menu, select **Tools** > **Internet Options**.
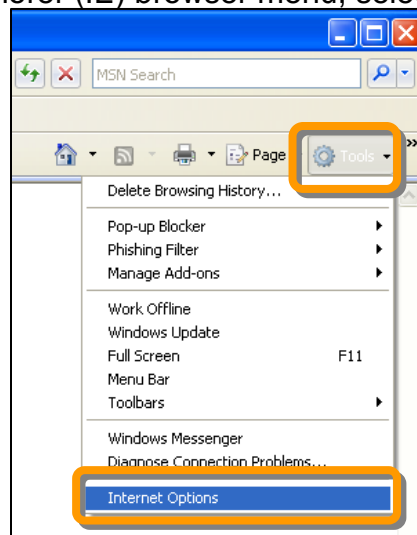

Figure 6 - Microsoft Explorer Internet Options Tab

2. Verify the FVAP Learning Site is listed as a Trusted Site on your workstation's browser.
   a) Click the **Security** tab in the Internet Options window.

Figure 7 - Internet Options Window

   b) Click on the **Trusted Sites** icon
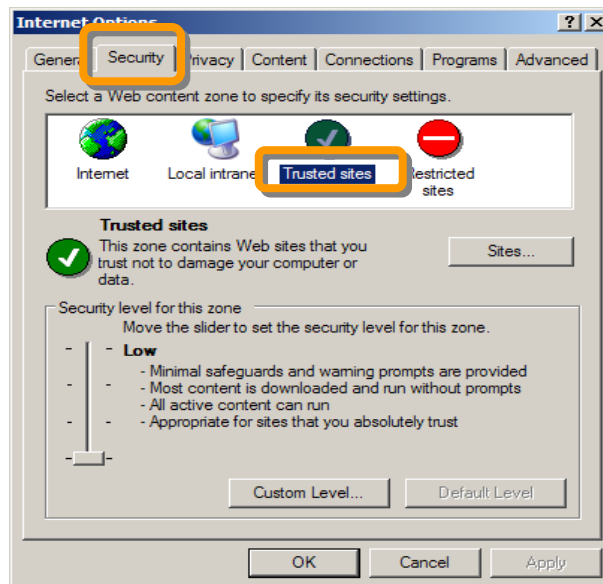   c) Click on **Sites** to open the Trusted Sites window.

Figure 8 - Internet Options Trusted Sites Icon

3. If the FVAP Learning website is not listed under "Web sites:" within the Trusted Sites window, add the site to the Trusted Sites List.

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a) Click in the text field titled "*Add this Web site" to the zone* and type in the URL in the image below.
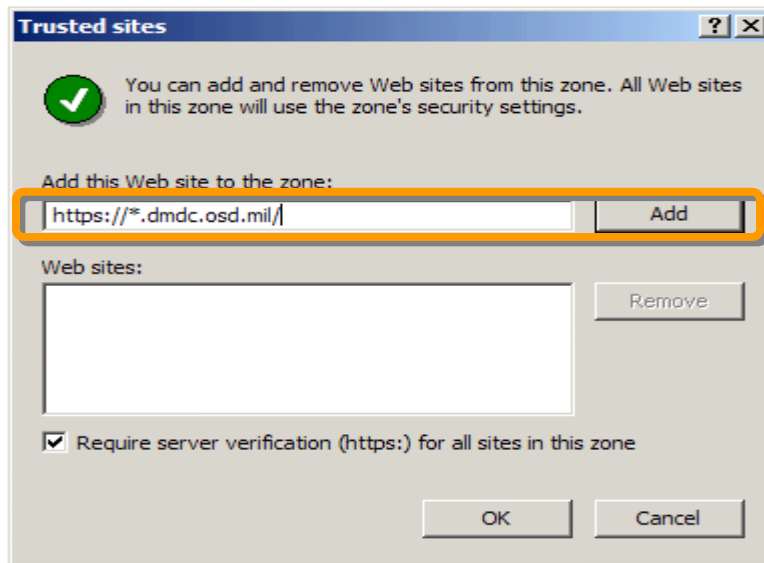b) Click on **Add** to add the FVAP Learning Site as a trusted site.

Figure 9 - Trusted Sites Window

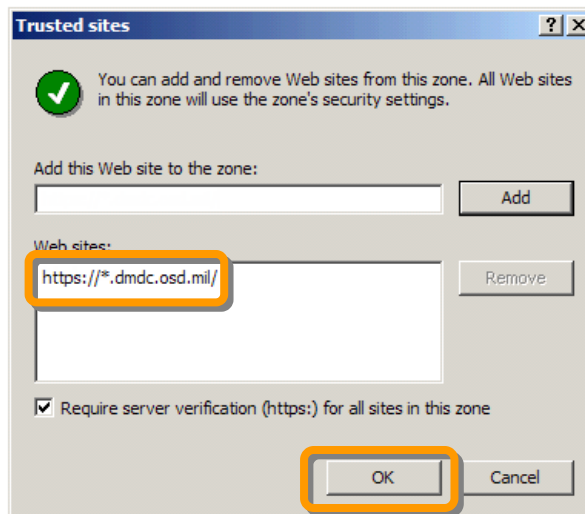4. Verify FVAP Learning Site is in "Web sites" list and then click OK


Figure 10 - Populated Trusted Sites Window

If you need assistance with your *Trusted Sites List settings*, please contact your local Network Administrator.

Pop-up Blocker

If you are unable to open Course Completion Notices, your browser's Pop-up Blocker may be enabled. Please follow the steps below to disable your Pop-up Blocker.

1. Verify that your workstation's Pop-up Blocker is turned off.
   a) From the Internet Explorer (IE) browser menu, select **Tools** > **Internet Options** > **Privacy**
   b) Ensure that Turn on Pop-up Blocker is *unchecked*
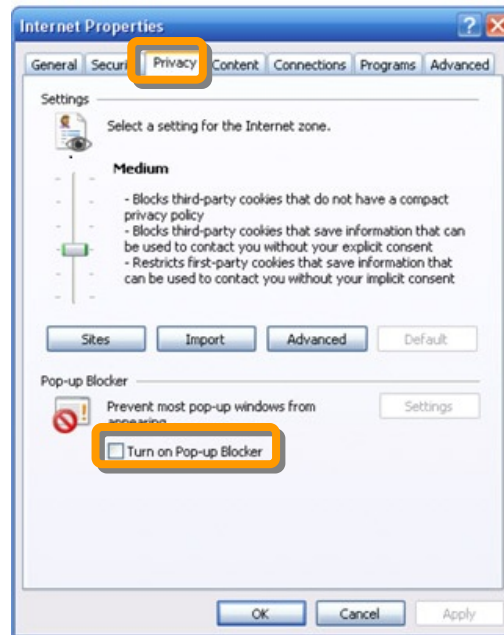
Figure 11 - Pop-up Blocker Settings

> **Note:** If you are unable to disable the Pop-up Blocker due to insufficient privileges on your workstation, please contact your local system administrator for assistance

Screen Resolution

FVAP web-based training courses are designed for 1024 x 768 screen resolutions or higher. If you have trouble viewing courses and find that course pages, graphics, and animations are cut off the screen; try changing your screen resolution. Follow the steps below to change screen resolution to 1024 x 768 or higher.

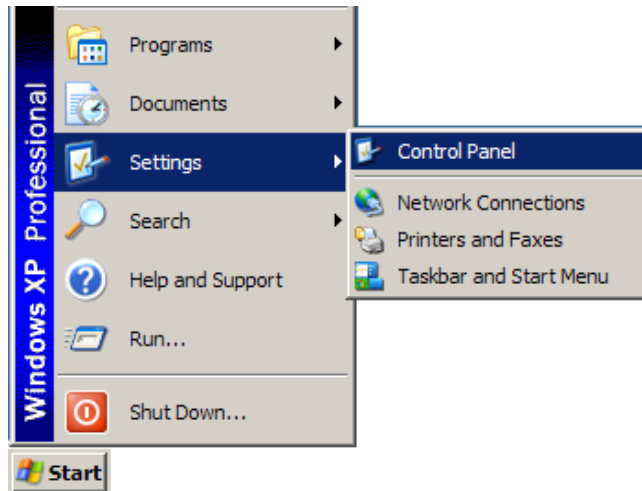1. From the **Start** menu, go to the **Settings** tab and click on **Control Panel.**

Figure 12 - Windows Control Panel

2. When in the **Control Panel,** open the **Display** icon.

Display

3. In the **Display Properties** window, click on the **Settings** tab and adjust the resolution to **1024 by 768 pixels or higher.** Click **Apply** and then **OK**.
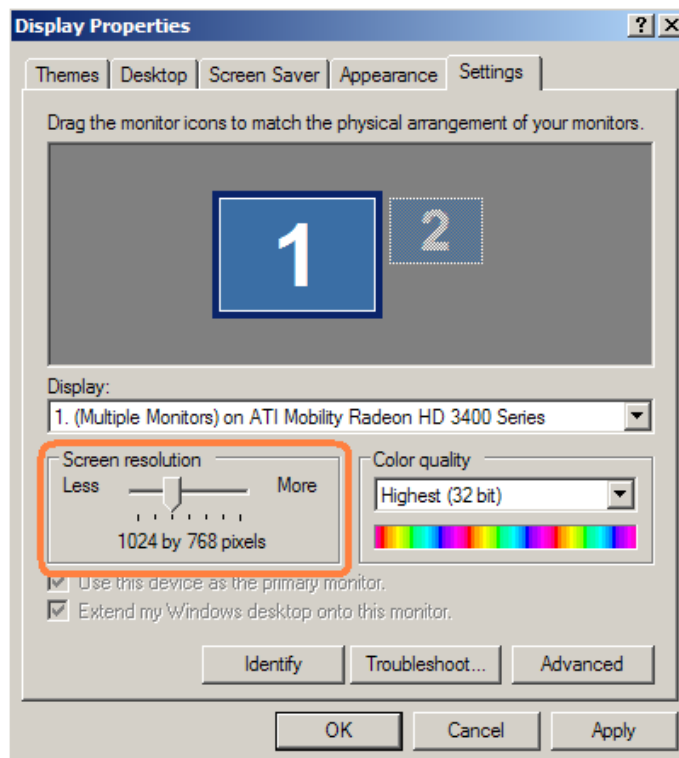

Figure 13 - Screen Resolution Display Properties

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> **If you need assistance changing your *Screen Resolution*, please contact your local Network Administrator.**

<u>Registering to the FVAP Learning Site</u>
Creating a User ID

Before you can enroll in a course on the FVAP Learning Site, you must register to the site. In order to register, you will need a valid email address for your user ID.

> **IMPORTANT!**
> 1. **The email address you provide becomes your user ID.**
> 2. **Once you have completed the site registration process, you must wait 24 hours for the system to activate your account before you can log in to access your training.**
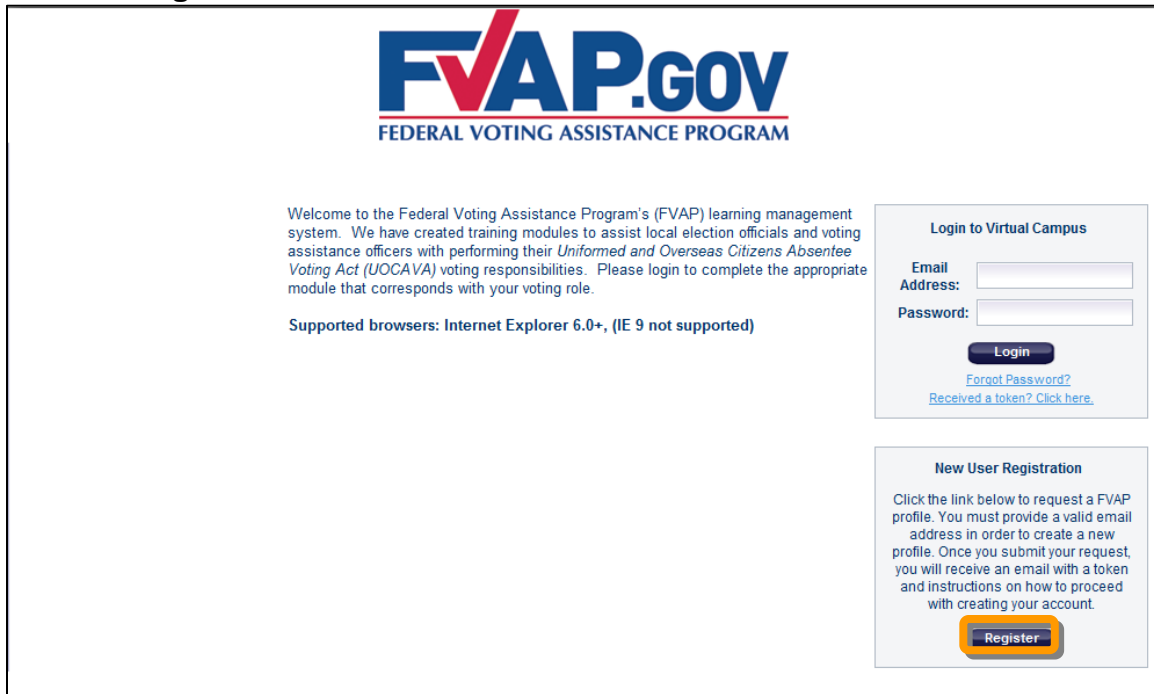
To create your user ID, complete the following steps:

1. Navigate to http://learning.dmdc.osd.mil/fvap.html
2. Click **OK** to acknowledge the DoD Consent to Monitoring Warning Banner.
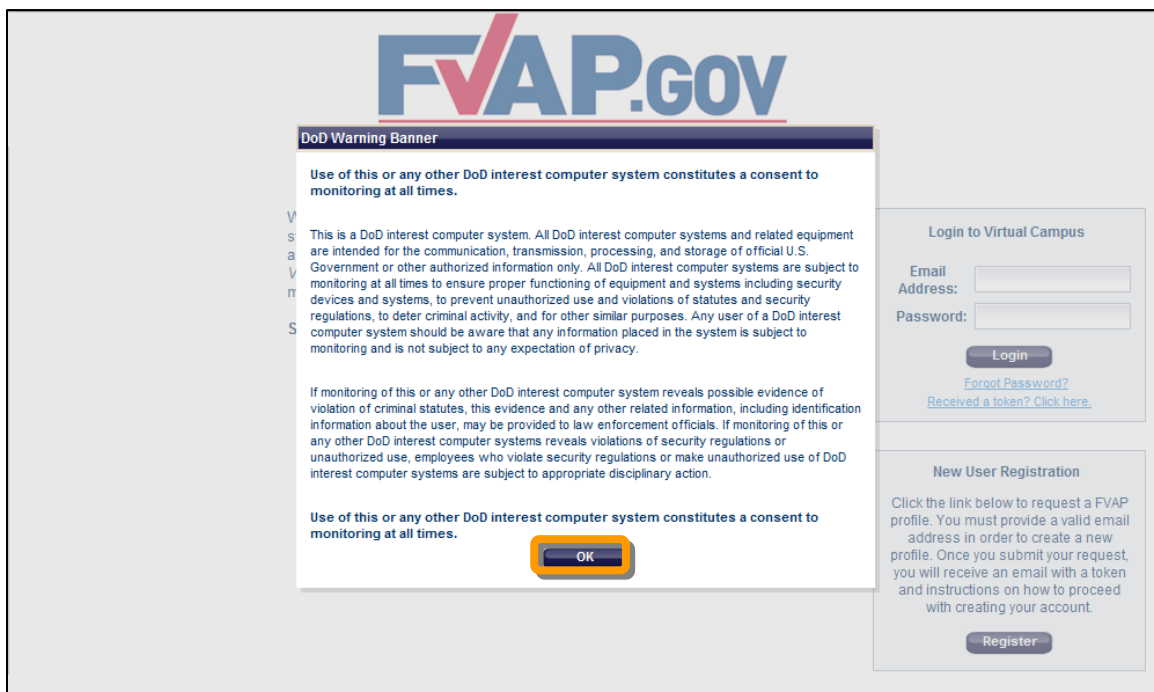
Figure 14 - DoD Warning Banner

3. Click **Register**.

Figure 15 - Register Button on FVAP Login Page

4. Complete the required fields and click **Send Token**.

Figure 16 - Registration Screen

5. The FVAP Learning Site sends an automatically generated security token to the email address you provided.

6. Once you receive your token via email, from the FVAP Learning Site log in page, click the *Received a token? Click here* link.

Figure 17 - Received a new token link

7. Then type your email address and your token in the required fields and click **Submit**.

Figure 18 – Submit Token

8. Then *follow instructions on the page for creating a strong password*. Enter your password, confirm your password and click **Reset Password**.

Figure 19 - Reset Password Button

9. **In 24 hours, your user ID will be active and you may return to the site to Log in.**

Log in to the FVAP Learning Site using your active account

To log in to the FVAP Learning Site, complete the following steps:

1. Navigate to http://learning.dmdc.osd.mil/fvap.html
2. Click **OK** to acknowledge the DoD Consent to Monitoring Warning Banner.

Figure 20 - FVAP Login Screen

3. Type your email address and password, and then click **Login**.
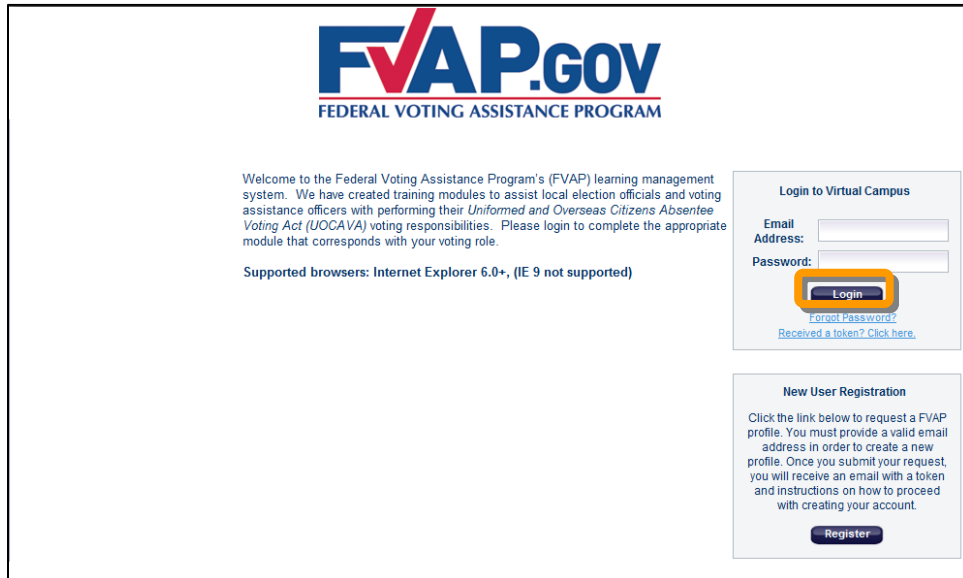
Figure 21 - Login button

Upon your first time logging in, you must first complete your user profile:

4. Follow the instructions on the screen to update the profile information that **applies to your role**, then click **Save**.
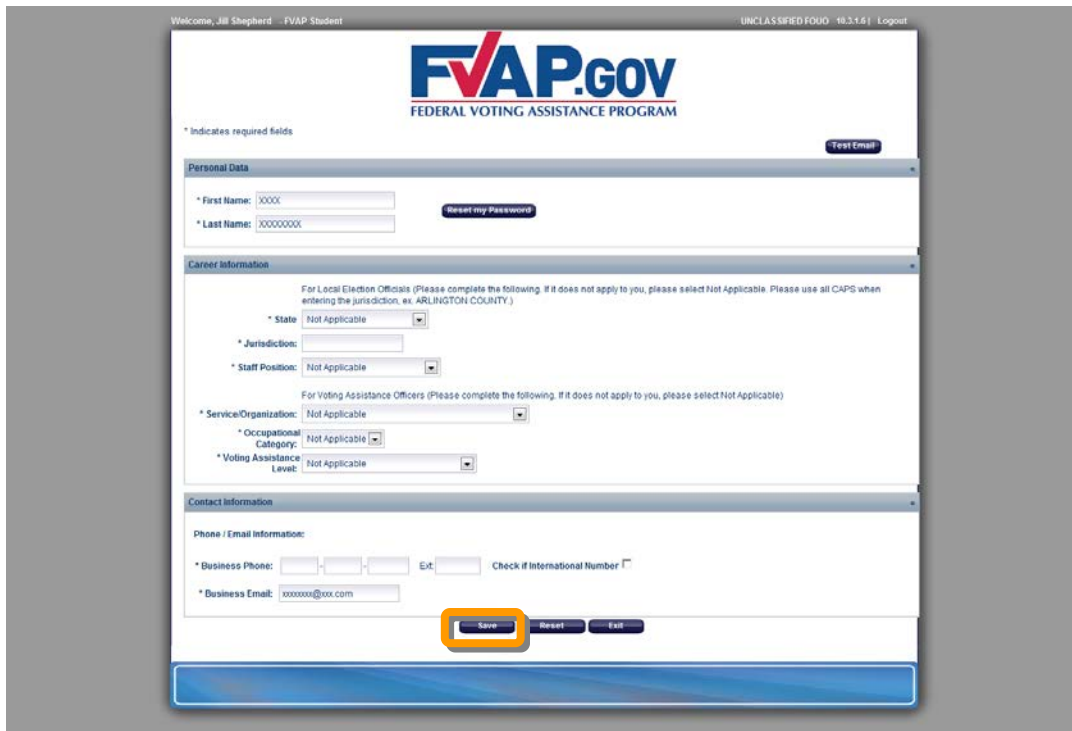
Figure 22 - Profile information

Accessing and Completing an FVAP Course

Enrolling in an FVAP course

1. Log in to the FVAP Learning Site as described in *Logging in to the FVAP Learning Site*.
2. Click **Course Catalog**.
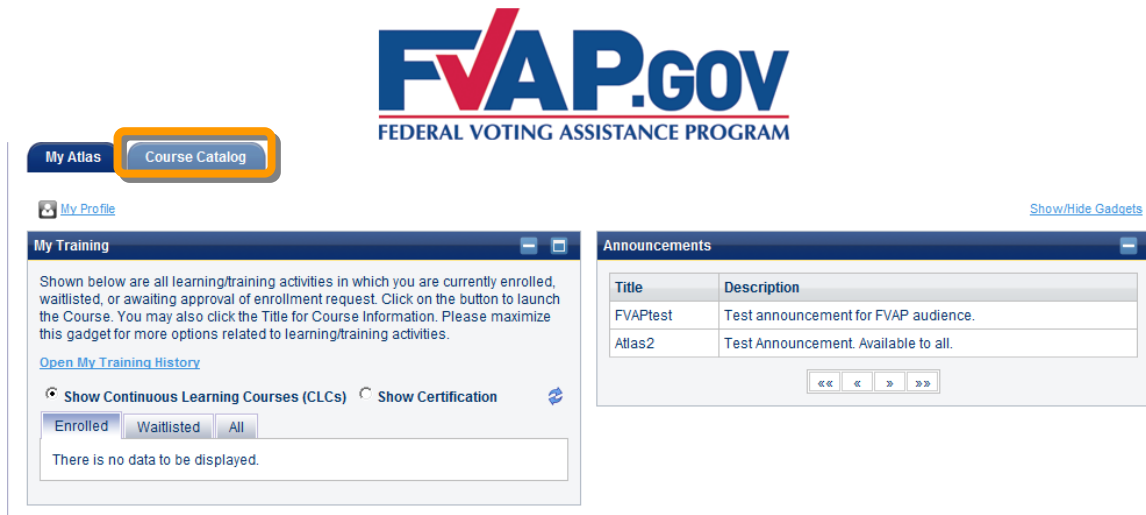
Figure 23 - Student homepage

3. Locate your course in the *Browse Course Catalog* gadget and click **Enroll**.

> **IMPORTANT!** – In order to receive credit for completing a course, you must enroll into the course following the instructions provided within this document. You will NOT receive credit if you complete the course using the **Preview** button shown in the figure below.

Figure 24 - Enroll button

4. Click **Continue**.

Course Enrollment - DBDFVAP711 ✕

Would you like to enroll in FVAP 001 -FVAP Course?

Continue | Cancel
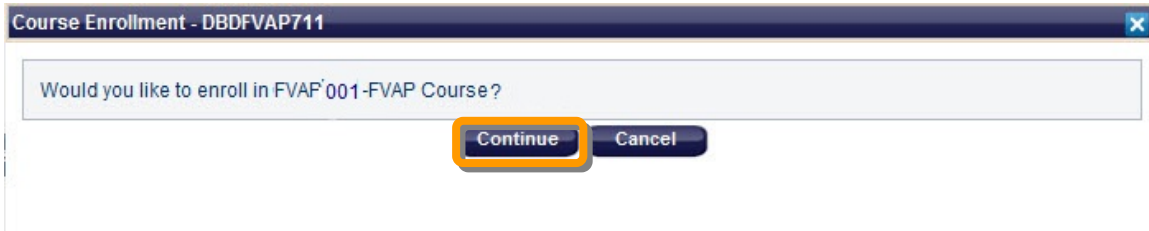
Figure 25 - Continue course enrollment

5. You will see a message at the top of the screen confirming your enrollment.

Launching an FVAP Course

1. Log in to the FVAP Learning Site as described in *Logging in to the FVAP Learning Site*.
2. Enroll in the course as described in *Enrolling in an FVAP Course*.

NOTE: The first time you log in to the FVAP Learning Site after you have enrolled in the course, you will be prompted to click an "I Acknowledge" button to acknowledge the enrollment.

3. Locate the course in the *My Training* gadget and click **Launch**.

My Training

Shown below are all learning/training activities in which you are currently enrolled, waitlisted, or awaiting approval of enrollment request. Click on the button to launch the Course. You may also click the Title for Course Information. Please maximize this gadget for more options related to learning/training activities.

Open My Training History

⦿ Show Continuous Learning Courses (CLCs) ○ Show Certification

Enrolled | Waitlisted | All

Course	Title	Primary Instructor	Due Date	
FVAP 001 Launch	FVAP Course			🍎

«« « » »»

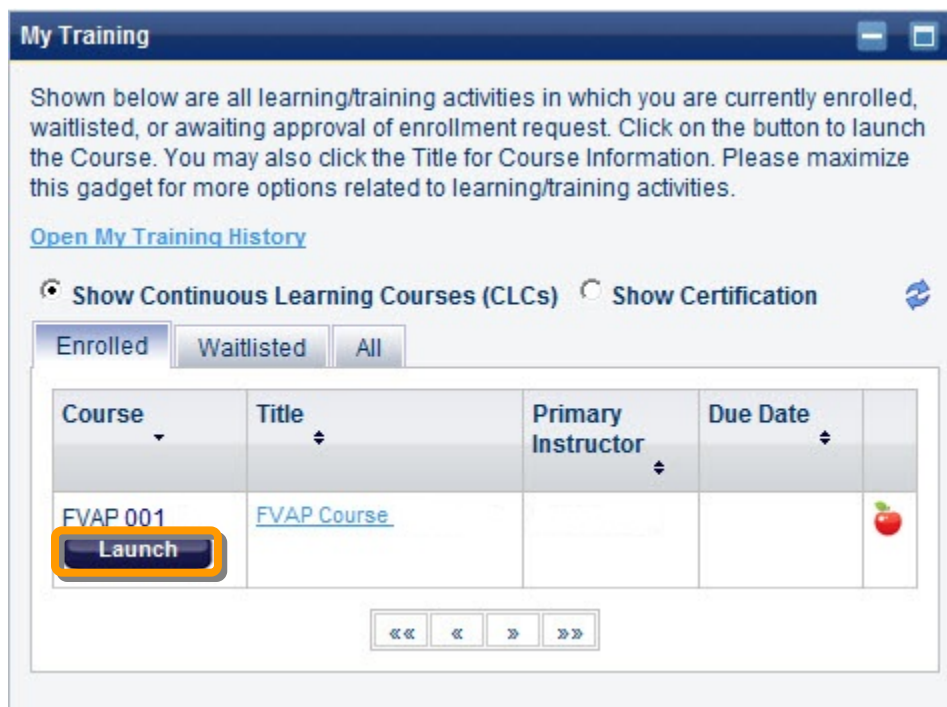**Figure 26 - Launch course button**

4. The course launches in a new browser window. Wait for the course settings to load.

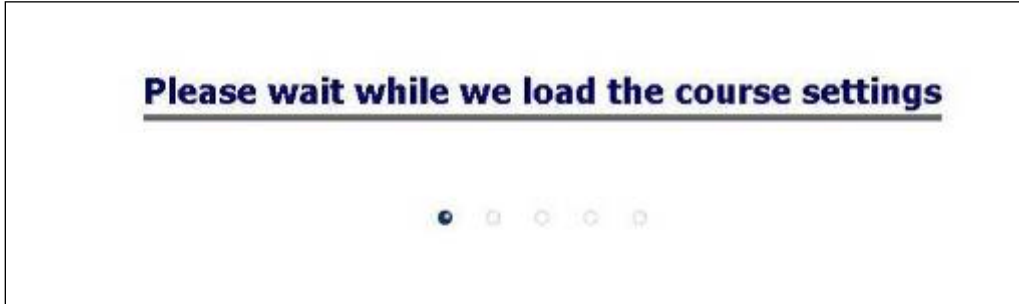**Please wait while we load the course settings**

Figure 27 - Course Loading Screen

5. Click **Start**.

FVAP Course

Start ● | Help ● | Exit Course ✖ | Hide TOC ✖

Figure 28 - Start button

IMPORTANT! – Once you have completed your course, you MUST exit the course by clicking **Exit Course** in order to successfully graduate the course. In order to receive and view your course completion certificate, you MUST log out of the FVAP Learning Site. *Your certificate will be available to you the NEXT time you log in to the site.*

Navigating an FVAP course

There are two levels of navigation:

1) **The first level (Learning Site Level)** allows you to move between lessons, bookmark your page, and exit the course. Review the following chart to learn how to navigate the top level of the course.
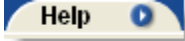
Help ●	Click the **Help** button to access contact numbers and user's guides for the course.
Suspend Lesson ●	Click the **Suspend** button if you want to bookmark your current place in the training for easy access the next time you enter the course. Note that there is only one bookmark stored at a time.
Exit Course ✖	Click the **Exit Course** button to close the training window and return to the FVAP window that launched the training.
Resume ●	Click the **Resume** button to return to the set bookmark the next time that you enter the course.

Figure 29 – Learning Site Level navigation buttons

2) **The second level (Course Level)** allows you to control what is happening in the main content window. The course gives specific guidance on how to navigate the content pane.

Figure 30 - Course Level content navigation

Tracking Your Progress

As you complete the lessons, use the icons in the Table of Contents (located in the left panel of the course page) to follow your progress:

Icon	Description
	Not started: The lesson has not been started.
	In progress: Some pages in the lesson have been viewed but it has not been completed. The icon will not become a checkmark until you have viewed all of the pages in the lesson.
	Completed: The lesson was completed by reviewing all lesson pages.

Reviewing completed course material

You can review material from a course you have completed at any time. To access your completed courses, use the instructions below:

1. Log in to the FVAP Learning Site as described in *Logging in to the FVAP Learning Site.*
2. From the *My Training* gadget, click **Open My Training History**.
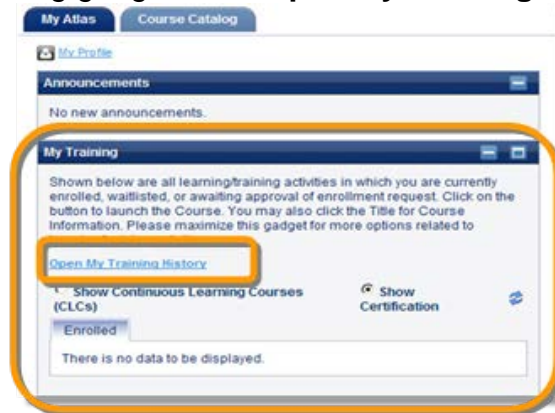

Figure 31 - My Training gadget

3. Click the course ID you want to review (ex. FVAP 001).
4. After the course has successfully reloaded, click the lesson link in the Table of Contents (TOC) that you wish to review.

Figure 32 - Reviewing lessons in a completed course

Viewing and Saving a Copy of Your Course Completion Notice
1. Click **Exit Course** within the course window to return to the *Student Homepage.*
2. **Log out of the FVAP Learning Site and log back into the site.**
3. Click the **My Atlas** tab.
4. Click **Open My Training History** under the *My Training* gadget.
5. Click the **Certificate** icon link next to the course to view the notice.

Figure 33 - Save Course Completion Notice

> **Note:** If you cannot view your course completion notice, you may have a pop-up blocker enabled on your workstation. Reference the section titled *Verifying Your Workstation Settings: Pop-up Blocker* for instructions on how to disable your browsers pop-up blocker.

6. Click the **Page > Save As** to save a copy of the PDF file to your computer or another location.
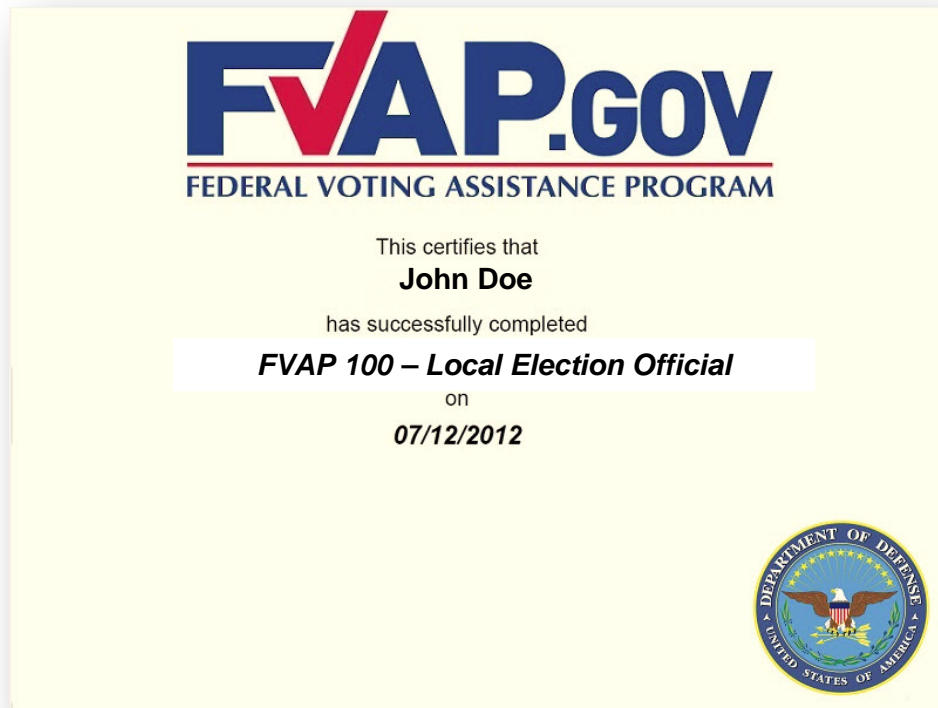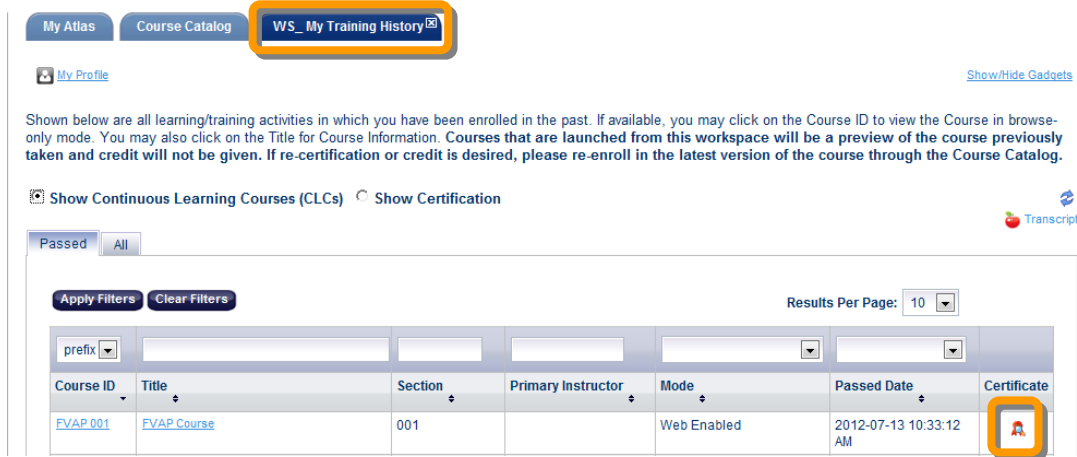

Figure 34 - Course Completion Notice

Printing a Copy of Your Course Completion Notice

1. Click **Exit Course** within the course window to return to the *Student Homepage*.
2. Click the **My Atlas** tab.
3. Click **Open My Training History** link under the *My Training* gadget.
4. Click the **Certificate** icon link next to the course to view the notice.

Figure 35 - Course Completion Notice icon

Note: If you cannot view your course completion notice, you may have a pop-up blocker enabled on your workstation. Reference the section titled *Verifying Your Workstation Settings: Pop-up Blocker* for instructions on how to disable your browsers pop-up blocker.

5. Click the **Printer** icon to print a copy of the PDF file with your default printer.

FVAP Learning Site Help Desk Support

For issues concerning FVAP Learning, please contact the FVAP Learning Site User Help Desk at: **703-377-4857**.

The FVAP Learning Site Help Desk is available from **8:00am – 4:00pm Eastern Time Monday – Friday**.