

## Frequently Asked Questions

### 1. Which browser can I use with the tutorials?

**Answer:** The tutorials are developed to run on Web browser 6.0 or higher (Internet Explorer or equivalent).

### 2. What are the preferred browser settings for the tutorials?

**Answer:** Most of the tutorial content is run through Web browser 6.0 or higher (Internet Explorer or equivalent). Audio narration is played with Flash. See System Requirements in FAQ #17 below or in [Getting Started](#).

### 3. I am having trouble with my Internet Explorer. What should the settings be?

**Answer:**

Internet Explorer:

Select the menu option Tools then Internet Options.

- Click the "Advanced" tab in the upper right-hand side of the screen, beneath the "Multimedia" heading. Ensure "Play Sounds" and "Play Animations" are selected.
- Click the "Security" tab at the top of the screen. Select the "Custom Level" button, beneath "ActiveX controls and plug-ins." Ensure the "Script ActiveX controls marked safe for scripting" setting is "Enabled."

### 4. Do I have to complete the entire tutorial before exiting?

**Answer:** If the learner desires acknowledgment for tutorial completion, he or she must complete the tutorial Final Quiz prior to exiting. The tutorial is self-paced and available from the EMI SIG Web site 7/24.

Approximately two or three hours maybe required to complete each tutorial; it may take more or less time, depending on how in-depth the Learner chooses to study the additional resources, examples, and activities.

Because each tutorial is frame-based, the learner cannot bookmark a specific page or save work. The learner may bookmark the EMI SIG Web page <http://orise.orau.gov/emi/>. However, the learner is responsible for keeping track of the completed tutorial steps, activities, and quizzes.

### 5. Do I get credit for taking this training?

**Answer:** Continuing Education Units (CEUs) are not provided. A Completion Certificate is available for the learner's training records.

### 6. What is the best way to study this material?

**Answer:** There are several ways to work through the tutorials. The learner chooses his or her own approach.

Method A: Everything-in-Order, One-Thing-at-a-Time

1. Start at the Introduction section, work through each section and subsection, as appropriate.
2. Review the learning content and the linked examples. Complete activities and section quizzes as they appear in the tutorial.
3. Take the final quiz; complete the Comment Form; and create a Completion Certificate.

Method B: I-Want-to-DO-Something

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1. Precede directly to the Practice section(s) and complete all activities.
2. Select the Final Quiz and answer questions
3. Complete the Comment Form, and create a Completion Certificate.

### 7. Is there a time limit for completing each tutorial?

**Answer:** No. Each tutorial is self-paced and available from the EMI SIG Web site 7/24. The Learner may complete as much of each tutorial as desired in one sitting and return at convenience to complete it. However, the tutorial does not bookmark the location or save data that was completed prior to the exit.

The time required to complete a tutorial is approximately two or three hours; more or less time may be used, depending on how in-depth the Learner chooses to study the additional resources, examples, and activities.

### 8. Can I save my work -- my quiz scores and the activities I've completed?

**Answer:** The tutorial does not save quiz scores or completed activities.

### 9. Are the practice activities graded?

**Answer:** No. There are no scores or grades for the activities. The activities are for practice only. Most activities provide feedback, as appropriate. The learner may re-take an activity as many times as desired.

### 10. Can I test out of the sections instead of working through them?

**Answer:** Yes, the Learner may go directly to the Final Quiz to test competency.

### 11. Are there other tutorials or products related to drills and exercises available?

**Answer:** Yes, for more information, check the EMI SIG Website at the following URL:  
<http://orise.orau.gov/emi/>

### 12. Is there a prerequisite for taking the tutorials?

**Answer:** Yes. The Developing Exercise Objectives tutorial should be taken before the Developing Exercise Scenarios tutorial because exercise objectives are normally developed prior to developing exercise scenario materials. The Basic Exercise Controller and Evaluator tutorial does not require a prerequisite but it must be taken prior to the Controller and Evaluator site specific training.

### 13. How do I print the screens that do not have the browser toolbar displayed?

**Answer:** To print specific sections of the tutorial, you will be provided a screen to choose your printing selection(s).



### 14. Is there a final test or evaluation to take when I complete the tutorial?

**Answer:** Yes, a Final Quiz is provided; however, scores are not kept.



### 15. What are the minimum system requirements for the Web-based tutorials?

**Answer:** These Web-based tutorials require the following minimum workstation or laptop configuration:

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- 32 MB memory
- Web browser 6.0 or higher (Internet Explorer or equivalent)
- Web access
- Monitor with color settings greater than 256 colors
- Screen resolution setting of 1024 x 768 or higher
- System font setting of *small* or *normal*
- Adobe Acrobat Reader for viewing resource files in .pdf format  ([download](#))
- Adobe Flash Player for audio capability for narration  ([download](#))

### 16. The audio is not playing.

**Answer:** Ensure that the audio button  is turned on, and/or check that the Flash plug-in  is installed.

### 17. Who do I contact if I experience software problems with the tutorial?

**Answer:** Please e-mail Louise Wyatt at: [louise.wyatt@orise.orau.gov](mailto:louise.wyatt@orise.orau.gov) and provide your name, address, organization, contact number, and short description of the problem.

Or send information to these alternative means of communications.

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Oak Ridge, TN 37831-0117

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