



RETRAINING THE GULF COAST WORKFORCE

CYBERSECURITY \ \ HEALTH INFORMATION TECHNOLOGY \ \ INDUSTRIAL TECHNOLOGY

ENTER

Procedure Training Manual

Edition 1.1 – June 2014

NTER Procedure and User Guide: Navigating Courses and Activities

This guide describes the NTER Learning Platform tools used in using and creating GCIT Career Pathways courses and is designed to help instructors and students use the software tools as they were implemented to enhance online/hybrid learning deliverables to the Department of Labor established for the TAACCCT grant.

To fully use this guide, you must have an NTER login and access to one or more courses. While most courses have followed a consistent template, there may be variations in courses that differ from the sample screen displays.

Microsoft, Internet Explorer, Word, Excel, PowerPoint, and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Firefox is a registered trademark of the Mozilla Foundation.


Adobe and Flash are registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.

OS X and Safari are registered trademarks of Apple Inc.

Java is a registered trademark of Oracle and/or its affiliates.

UNIX is a registered trademark of The Open Group.

Chrome is a trademark of Google, Inc.

 by [College of Lake County](#), licensed under a [Creative Commons Attribution 3.0 Unported License](#).

Except where indicated otherwise.

This workforce solution was funded by a grant awarded by the U.S Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.

NTER Procedure and User Guide: Navigating Courses and Activities

Quick Start

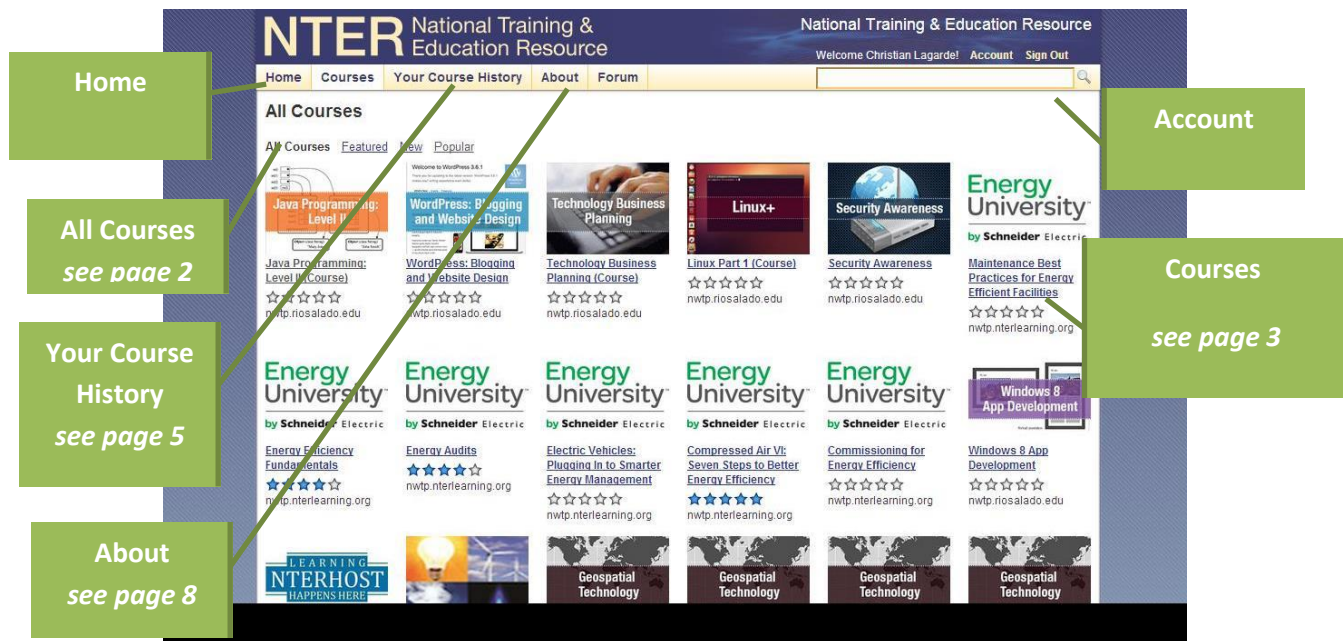
This overview covers basic navigation of GCIT Career Pathways courses offered in the NTER online learning platform.

After signing into NTER, you will see a list of courses. Click on the course to go to its home page.

The **Course Home Page** is where you access all the courses offered on NTER: All Courses, Featured, New, and Popular.

Each **Course Content Page** is your center for the class objectives, course contents, learning modules, syllabi, and course resources.

The sample page below shows the layout of the **Course Home Page**. To learn more about these options see the pages listed for each item.



NTER Procedure and User Guide: Navigating Courses and Activities

The sample page below shows a layout of a **Course Content Page**. Activities required for a course can vary within a course, and not all the activities listed here may be available for every course. Some courses may be divided into lessons/module, and then each lesson will have a **Lesson Home Page** with similar options.

The screenshot shows the NTER website interface for a course titled "Networking Plus (Course)". The page includes a navigation menu with "Home", "Courses", "Your Course History", "About", and "Forum". A search bar is located in the top right corner. The course description states: "This course will assist individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional." The "Course Contents" section lists various topics such as "Introduction to Network Plus", "Hosts, Models and Topologies", "Host Communication", "IP Address Management and Subnetting", "DNS, DHCP and Well-known Ports", "Network, Fiber, and Wireless Network Media", "WAN Technology", "Installation and Configuration", "Wireless Network Installation and Configuration", "Network Management", "Network Security", and "Remote Access and Network Protection". The "Course Resources" section includes "Course Development Documents.zip" and "Course Download.zip". The page also displays "Estimated Duration: Unknown", "Last Modified: 4 months ago By NISGTC", "Average Rating: ☆☆☆☆☆ (from 0 reviews)", "Categories:", and "Keywords:". Three callout boxes provide additional information: a blue box on the left points to the "Home" link in the navigation menu; a green box on the left points to the "Course Contents" list; and a green box on the right points to the "Course Resources" list.

Click here to return to Course Home

Learning Modules and Assignments see page 3

Course Resources see page 4

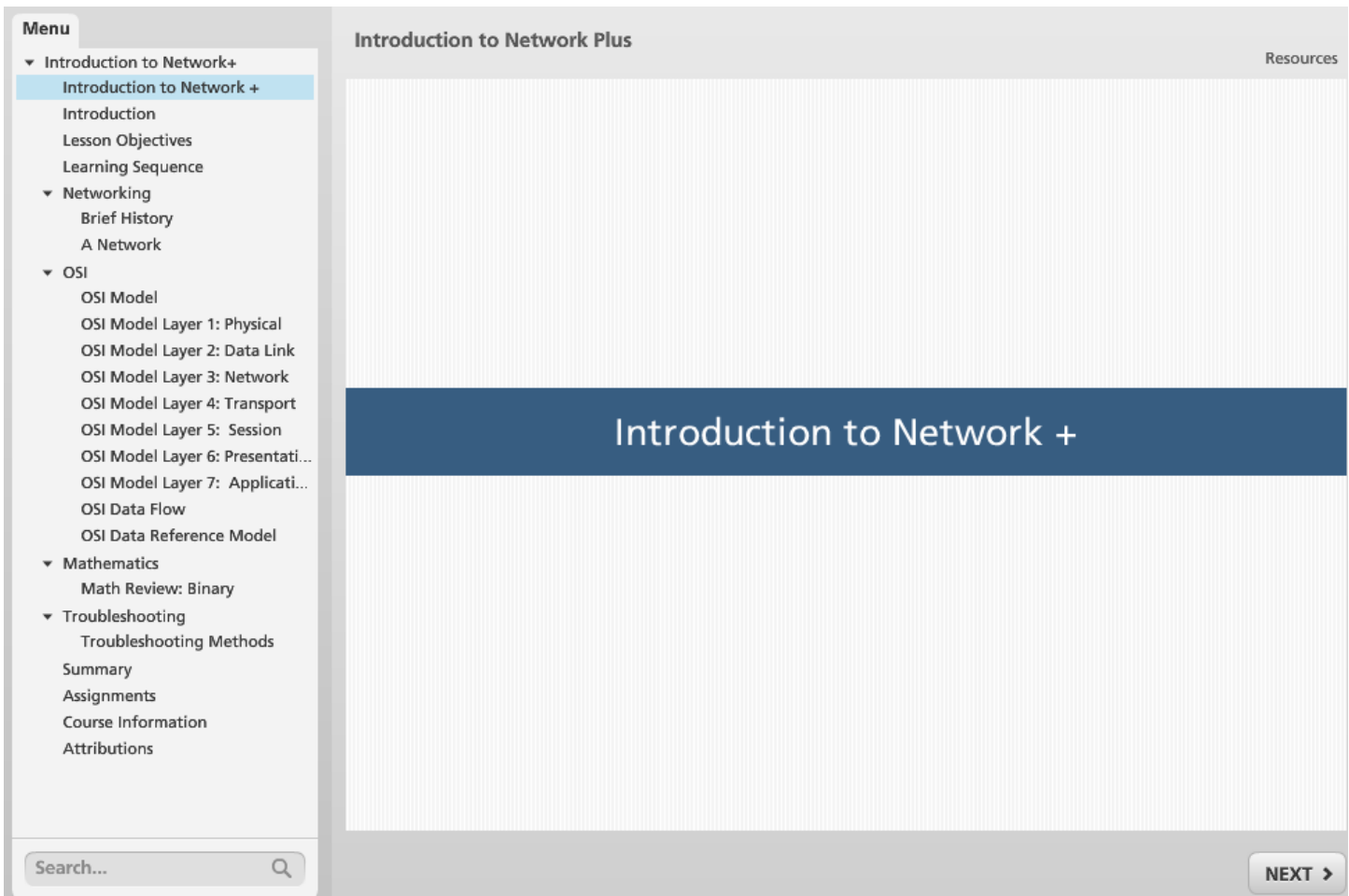
Course information in expanding folders:

- Course outcomes
- Syllabus
- Grading
- Instructor Contact
- Course Materials

NTER Procedure and User Guide: Navigating Courses and Activities

Learning Modules and Assignments

The presentation of content and directions for assignments are displayed in one or more learning modules that can include pages of information to read or videos to watch. When you click on one of these items from a unit or lesson home page, you see the first page of the learning module, which can scroll vertically. If there are more pages to the learning module, you will see navigation arrows at the top and bottom of the page.



The screenshot displays the NTER Learning Management System interface. On the left is a 'Menu' sidebar with a search bar at the bottom. The menu items are:

- Introduction to Network+
 - Introduction to Network + (highlighted)
 - Introduction
 - Lesson Objectives
 - Learning Sequence
- Networking
 - Brief History
 - A Network
- OSI
 - OSI Model
 - OSI Model Layer 1: Physical
 - OSI Model Layer 2: Data Link
 - OSI Model Layer 3: Network
 - OSI Model Layer 4: Transport
 - OSI Model Layer 5: Session
 - OSI Model Layer 6: Presentati...
 - OSI Model Layer 7: Applicati...
 - OSI Data Flow
 - OSI Data Reference Model
- Mathematics
 - Math Review: Binary
- Troubleshooting
 - Troubleshooting Methods
- Summary
- Assignments
- Course Information
- Attributions

The main content area is titled 'Introduction to Network Plus' and features a large blue banner with the text 'Introduction to Network +'. A 'Resources' link is visible in the top right corner. At the bottom right, there is a 'NEXT >' button.

The above is an example of the learning module in the Introduction to Network+ course. The author of this class created the modules using the SCORM Player built into the NTER Platform. See the NTER Authoring Course Training Guide for the how-to on creating a class in NTER.

NTER Procedure and User Guide: Navigating Courses and Activities



Course Resources

Course Resources will include all pertinent documents for the course, i.e. PPTs, assignments, syllabus, lesson plans, etc...

Lessons	File folder						1/27/2014 12:16 PM
Course_Attributions_Network+_final	Microsoft Word Document	29 KB	No	32 KB	10%		1/22/2014 1:24 PM
Network+_Syllabus-16 week	Microsoft Word 97 - 2003 ...	46 KB	No	148 KB	70%		1/22/2014 1:42 PM
Network+_Course_Alignment_Matrix	Microsoft Word 97 - 2003 ...	51 KB	No	154 KB	68%		7/19/2013 12:47 PM
Network+_Course_Submission_Form	Microsoft Word 97 - 2003 ...	38 KB	No	92 KB	59%		3/26/2013 1:59 PM

As you can see in the picture below, the instructor has placed all lesson and course materials in the Course Documents in WORD for available download.

L1_Introduction to Network+	Microsoft Word Document	278 KB	No	285 KB	3%		1/21/2014 12:28 PM
L2_Hosts, Models and Topologies	Microsoft Word Document	1,514 KB	No	1,531 KB	2%		1/14/2014 1:01 PM
L3_Host Communication	Microsoft Word Document	101 KB	No	107 KB	6%		1/16/2014 6:36 AM
L4_IP Address Management & Sub...	Microsoft Word Document	117 KB	No	127 KB	8%		1/16/2014 6:36 AM
L5_DNS, DHCP and Well-known Po...	Microsoft Word Document	28 KB	No	33 KB	15%		12/9/2013 8:43 AM
L6_Network, Fiber, and Wireless Ne...	Microsoft Word Document	1,789 KB	No	1,801 KB	1%		1/22/2014 1:27 PM
L7_WAN Technology	Microsoft Word Document	46 KB	No	51 KB	10%		1/14/2014 1:06 PM
L8_Installation and Configuration	Microsoft Word Document	45 KB	No	50 KB	11%		1/16/2014 6:39 AM
L9_Wireless Network Installation an...	Microsoft Word Document	48 KB	No	53 KB	10%		1/16/2014 6:39 AM
L10_Network Management	Microsoft Word Document	212 KB	No	216 KB	2%		1/22/2014 1:29 PM
L11_Network Security	Microsoft Word Document	233 KB	No	260 KB	11%		1/15/2014 10:23 AM
L12_Remote Access and Network P...	Microsoft Word Document	126 KB	No	131 KB	5%		1/22/2014 1:31 PM

NTER Procedure and User Guide: Navigating Courses and Activities



Quizzes and Tests

If your instructor has included a quiz or test for a unit or lesson, make sure you have prepared for it by first completing all readings and other assignments. Check the to-do list and watch for announcements. Know the due date and any conditions associated with the assessment. Your instructor may make the quiz or test available for you within a limited time period and might not accept late submissions.

Because you will be taking the quiz or test online, make sure your computer and Internet connection are reliable. Avoid losing points due to technical reasons. Most tests cannot be interrupted or suspended to be completed at another time.

When you click on the quiz or test, read the first screen of instructions carefully. Many assessments can only be accessed once or are timed. If you need to back out of the test, click the back button labeled with the unit or lesson number at the top of the window. Click **Start** when you are sure you are ready.

Questions will appear one at a time on the screen. Select the appropriate answer for multiple-choice items, and type in responses to short-answer or essay questions. Click **Next** when you are ready to go to the next item. You can also click **Previous** to review any answers you have given.

When you reach the end of the quiz or test, a screen will let you know you are about to finish. If it is a one-try test, you may want to review your answers before selecting to finish the test.

Your test score may not be immediately available if there are items that the instructor must assess. If it is a multiple-choice test that the computer can check, the score screen will appear right away.

◀ [Unit 2](#) Info Learning Progress

Start

Introduction

10 points

This Homework Assessment is designed to reflect the Seminar. You are permitted **one chance** to take this a complete the assessment. You are allowed to use all n by yourself. The nature of this assessment is to help r

Click the **Start** button above to begin.

Back to Introduction Print PDF Export

Test Results for Nancy Tassler

Name: Nancy Tassler

Date of Test: 2013-05-08 21:17:27 GMT

Congratulations, you passed the test.
Your resulting mark is: "passed"
Percent solved: 80.00

NTER Procedure and User Guide: Navigating Courses and Activities



Your Course History

Access your course history from the NTER navigation bar at the top of the screen. This screen lists all the courses you are taking and have taken since you logged into NTER.



The tabs on this screen also allow you to:

- continue your course exactly where you left off
- see all course contents and resources
- check your status of the components/module of the class
- remove a class if you are no longer taking it
- export your transcript to PDF

Course	Status	Last Visited	Your Rating
 Networking Plus (Course) nwtp.riosalado.edu Estimated Duration: Unknown Show Course Contents Show Course Resources Continue Course Remove	In Progress 0 of 12 Components Completed	17 minutes ago	You have not yet reviewed this course. Write a Review
 Health Informatics 101 nwtp.nterlearning.org Estimated Duration: Unknown Show Course Contents Continue Course Remove	In Progress 0 of 8 Components Completed	1 week ago	You have not yet reviewed this course. Write a Review

[Export Transcript to PDF](#)

National Training & Education Resource
[Home](#) [Courses](#) [About](#) [Terms of Service](#) [Privacy Policy](#) [Contact Us](#)

NTER Procedure and User Guide: Navigating Courses and Activities

About

The About Page is available on the NTER taskbar. This page has links to the NTER Support Page as well as additional FAQs and training guides. Below are links to several of the NTER created guides. All NTER questions should go to support@nterlearning.org or visit <https://www.nterlearning.org/support>

NTER Authoring Course Training Guide

https://www.nterlearning.org/documents/10181/594466/NTER%20Authoring%20Training%20Participant_Guide_2012.pdf

NTER Advanced Authoring Training Guide

https://www.nterlearning.org/documents/10181/594466/Advanced%20Authoring%20Training%20Participant_Guide_2012.pdf

NTER Test Creation Training Guide

https://www.nterlearning.org/documents/10181/594466/Creating%20a%20Test%20in%20NTER%20Participant_Guide_2012.pdf

NTER User Guide Course

<https://www.nterlearning.org/web/guest/course-details?cid=2403>

NTER National Training & Education Resource

National Training & Education Resource

Welcome Christian Lagarde! Account Sign Out

Home Courses Your Course History About Forum

NTER User Guides

In this course you will find guides for beginning NTER users, as well as for course authors. Content includes, how to take and create courses, accessibility of content and teaching online. This content was created by SRI in partnership with DOE.

Course Contents

- [Getting Started](#) Not Started
- [Introduction to Teaching Online](#) Not Started
- [NTER Overview](#) Not Started
- [Building a Learning Module \(SCORM Content\)](#) Not Started
- [Accessibility Training](#) Not Started

Estimated Duration: Unknown
Last Modified: 7 months ago By SRI
Average Rating: ☆☆☆☆☆ (from 0 reviews)
Categories:
Keywords: [training course](#) [nter authoring](#) [creation](#) [getting teaching started online](#)

Enter Course

Course Reviews

There are no reviews for this course. Be the first!

[Write a Review](#)