NTER

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.

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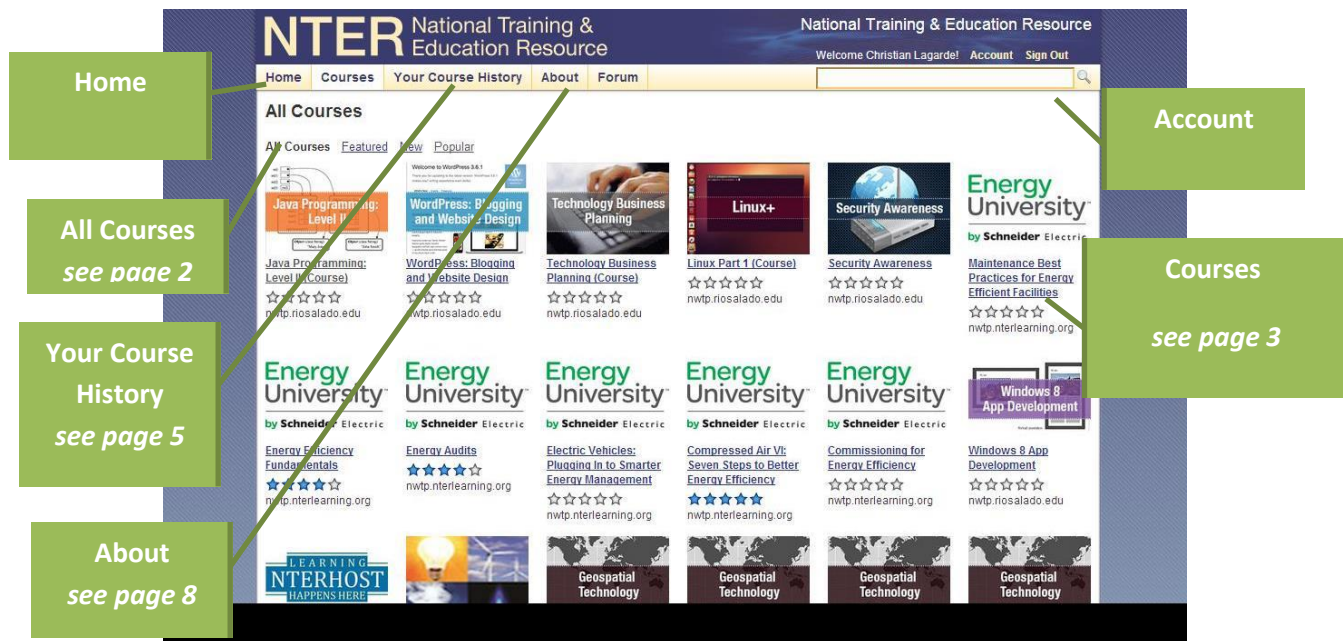
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The sample page below shows a layout of a **Course Content Page**. Activities required for a course can vary within a course, and not all the activities listed here may be available for every course. Some courses may be divided into lessons/module,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

Click here to return to Course Home

Learning Modules and Assignments *see page 3*

Course Resources *see page 4*
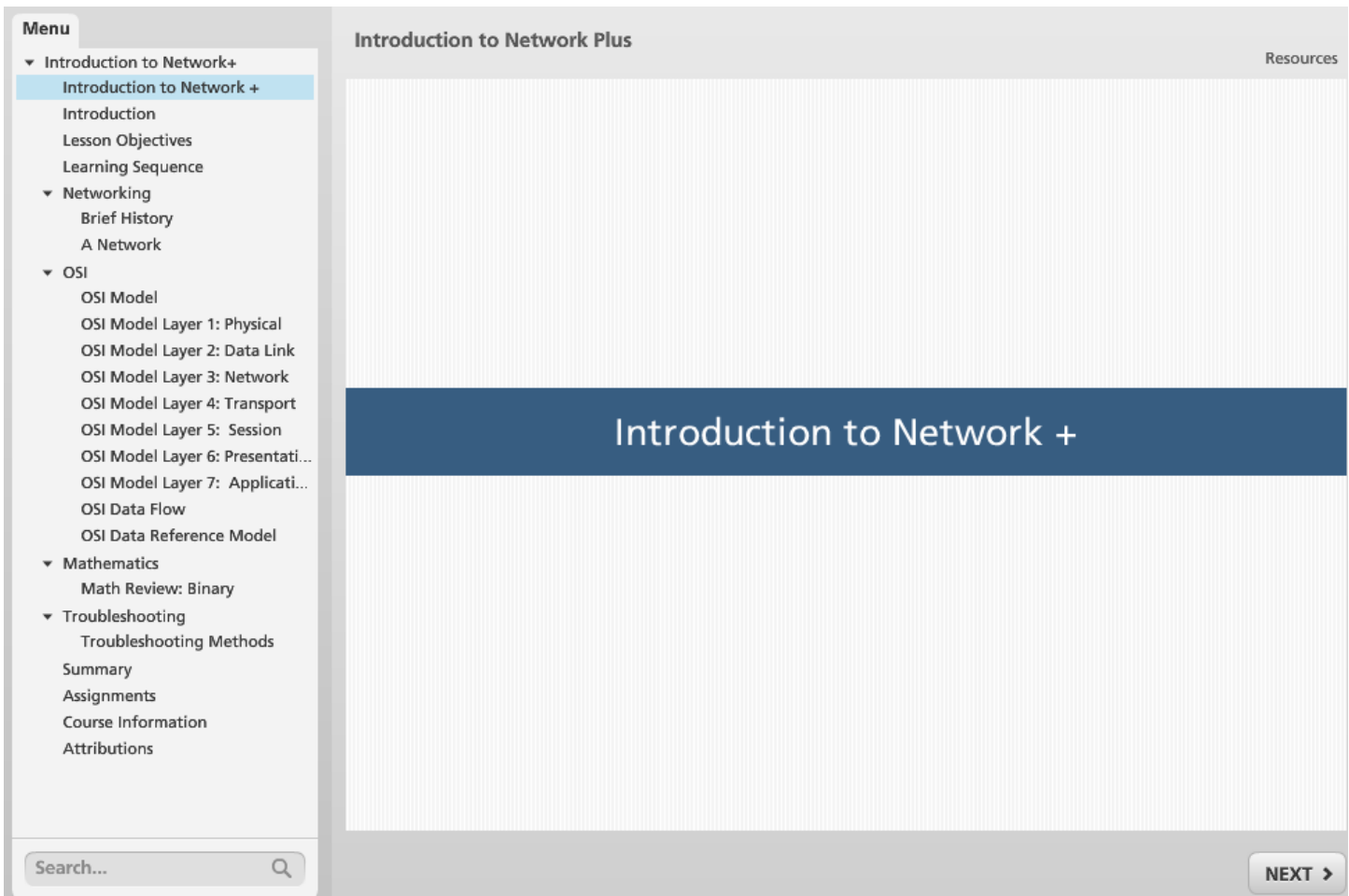
Course information in expanding folders:

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

📙 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 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.

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

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.

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 nor longer taking it
- export your transcript to PDF

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