

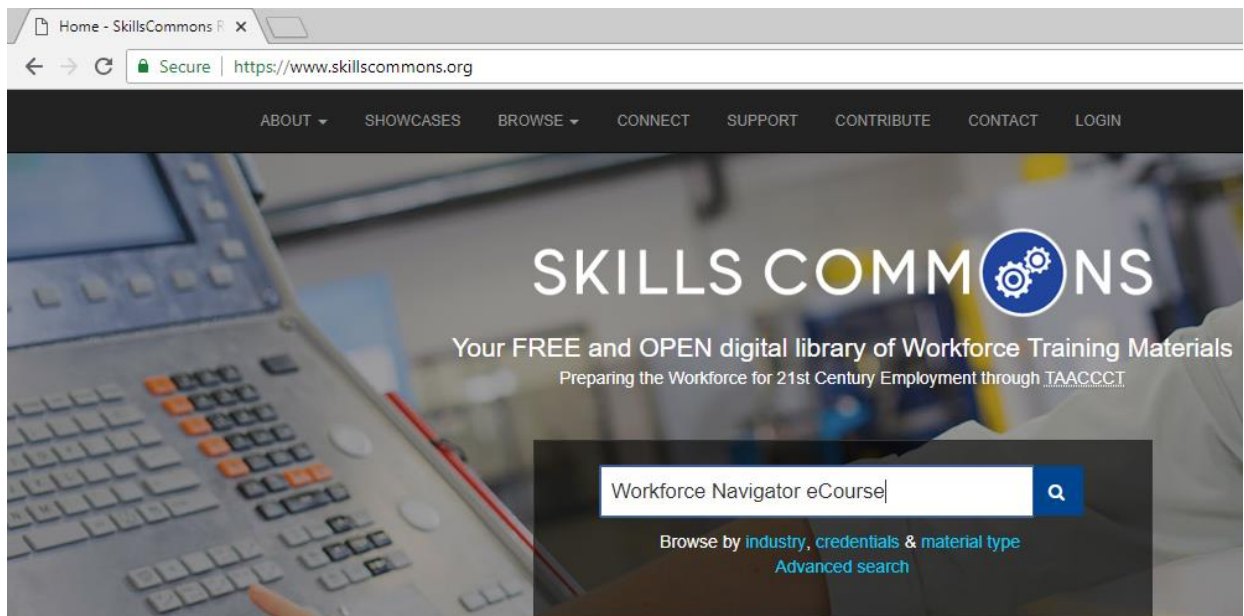
Rev Up Montana

Workforce Navigator eCourse

User Guide

To run the Workforce Navigator eCourse locally on your computer:

1. Visit [skillscommons.org](https://www.skillscommons.org) to download the modules.
2. Search for Workforce Navigator eCourse



3. Download modules by clicking on a file name or by right clicking on a course name and selecting Save Target.

Workforce Navigator Training eCourse

Springer, Matthew ; Brooke, Katy

Interactive training modules for Workforce Navigator Training

- [Workforce Navigator eCourse - Topic 1 Introduction \(30 MB\)](#)
- [Workforce Navigator eCourse - Topic 2 - Assumptions & Acknowledgements \(23 MB\)](#)
- [Workforce Navigator eCourse - Topic 3 - What is a Workforce Navigator \(38 MB\)](#)
- [Workforce Navigator eCourse - Topic 4 - Recruitment \(34 MB\)](#)
- [Workforce Navigator eCourse - Topic 5 - Strengths Based Assessment \(33 MB\)](#)
- [Workforce Navigator eCourse - Topic 6 - Strengths Based Tools \(31 MB\)](#)

Browse all of SkillsCommons

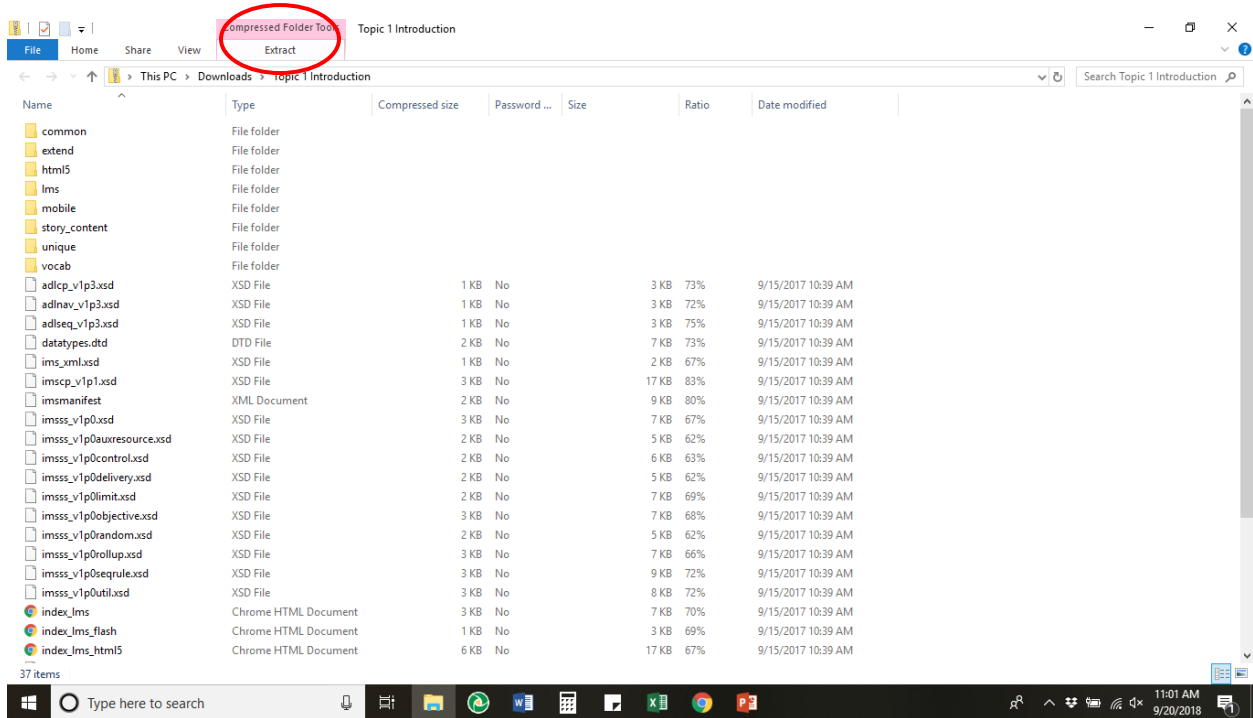
- Grant Projects
- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

Browse this Collection

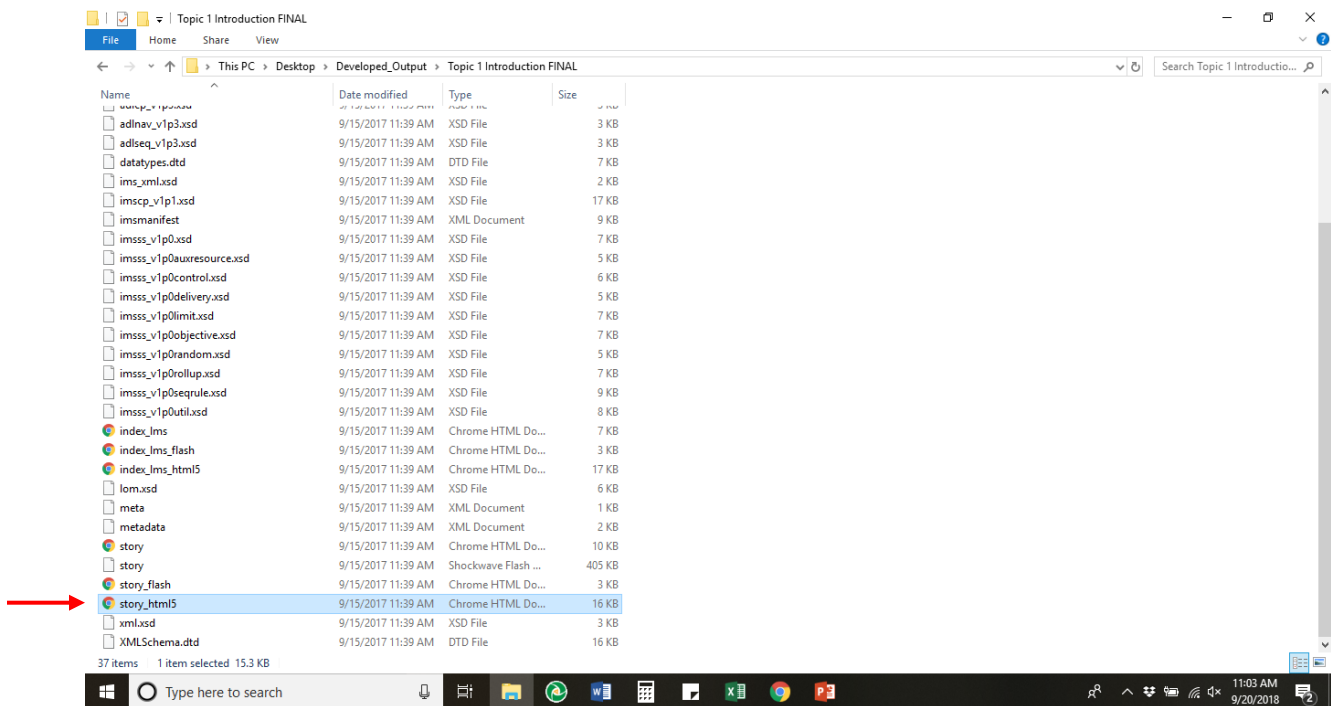
- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

4. Extract all files in the zipped folder.

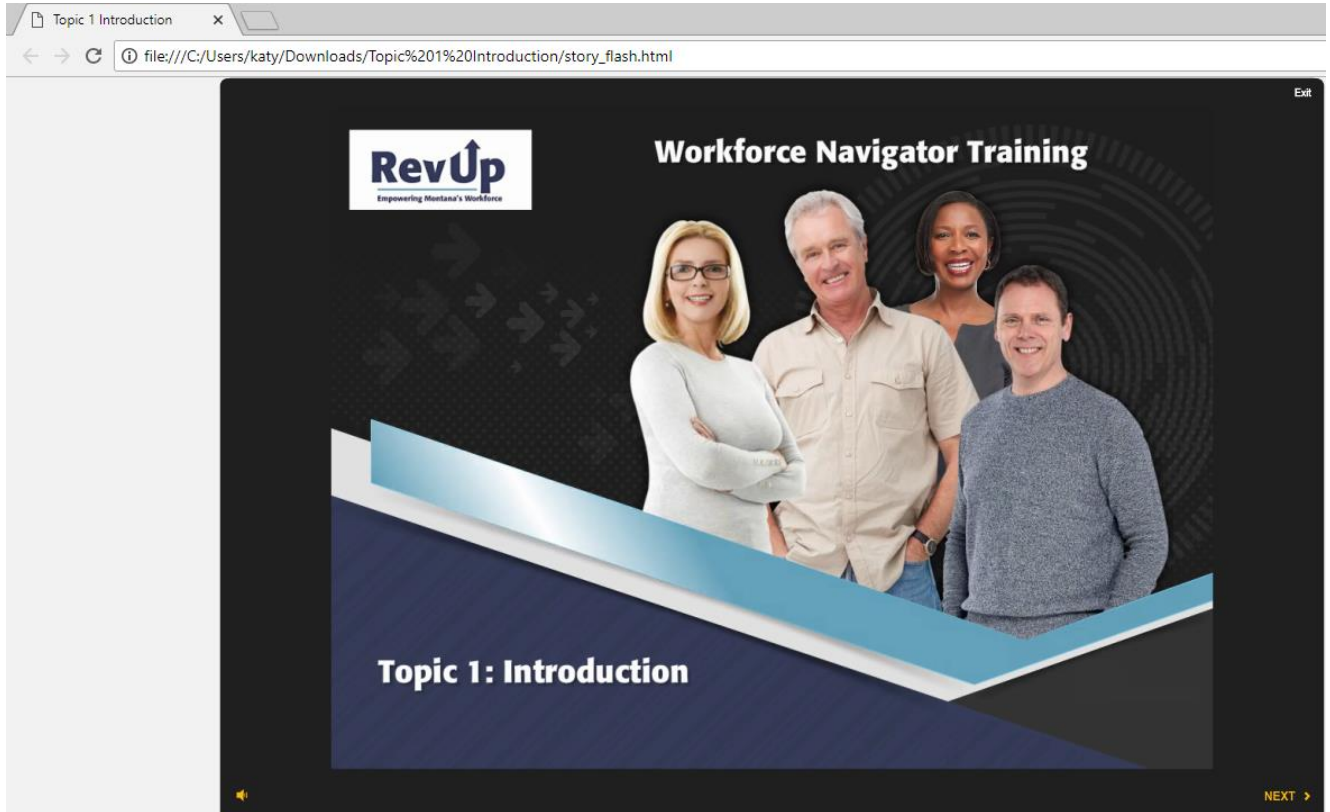
- a. Note: It is important that you do not move individual files within the folder or extract only one folder in the topic otherwise the module might not play correctly.



5. Once extracted, you will play the course by clicking on the **story_html5** file from the main folder.



6. This will launch the module in your default browser and you may begin!
 - a. Note, this desktop method will allow you to complete the module offline (after the initial download)
 - b. You must have updated flash player installed to run the modules.
 - c. If you are having trouble with flash player, check out this link:
<https://articulate.com/support/article/local-playback-of-published-content-doesnt-work-with-flash-player-23-and-later-in-google-chrome>

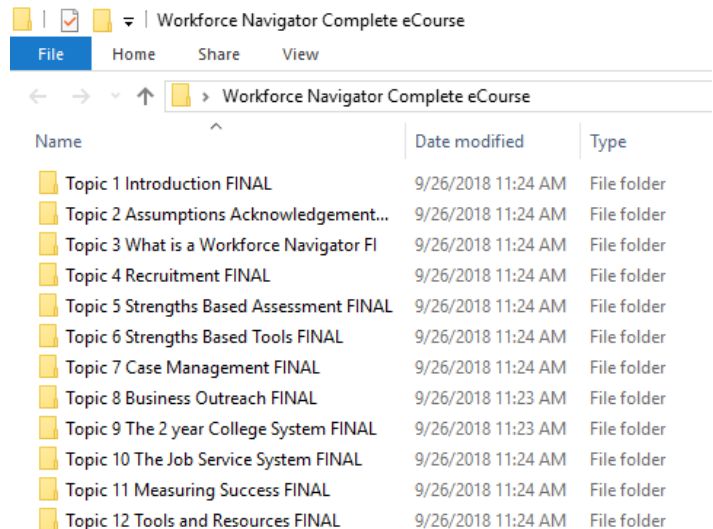


Creating a Shortcut

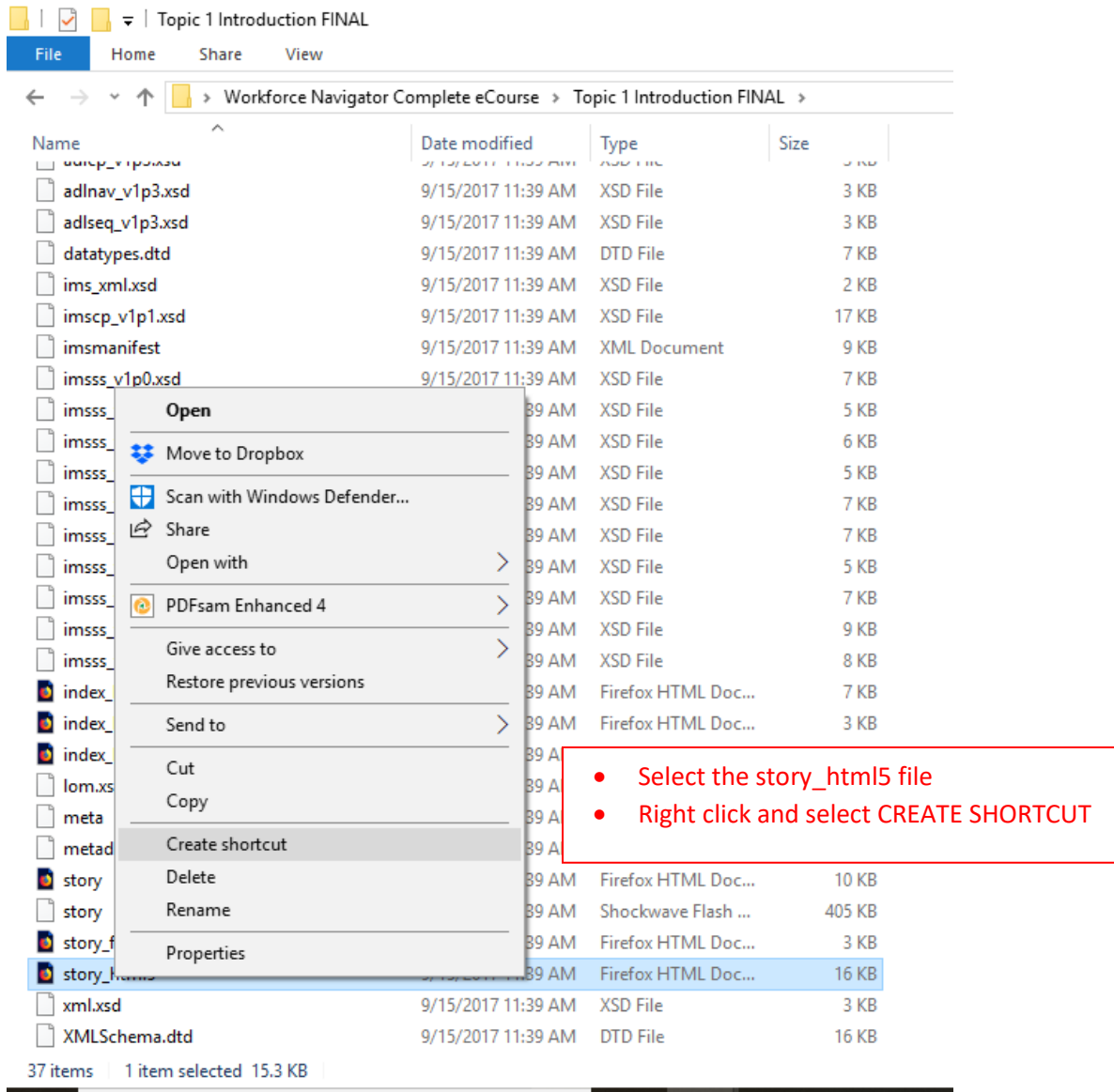
If you intend to have several people accessing the modules within your organization, it might work best to create a folder in a shared or network drive and create shortcuts to launch each module.

As an example:

Here's a folder holding all downloaded and extracted modules:

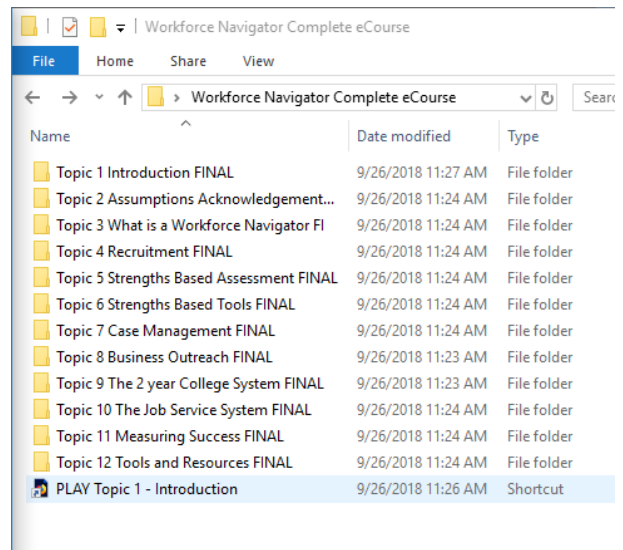
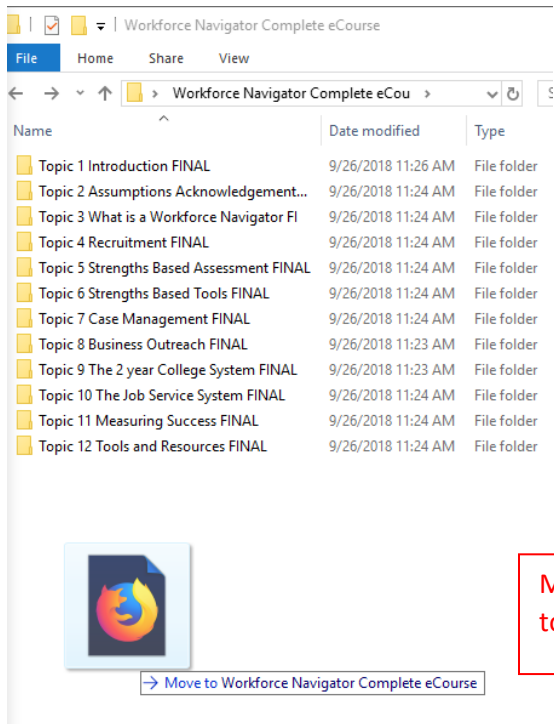


In each module, find the story_html5 file and CREATE A SHORTCUT. Again, it's important you don't rename this file or move it otherwise the modules won't play correctly.



After creating the short cut, move it out of the module file and put is somewhere easily accessible. As an example, in the main shared/network folder or on your desktop.

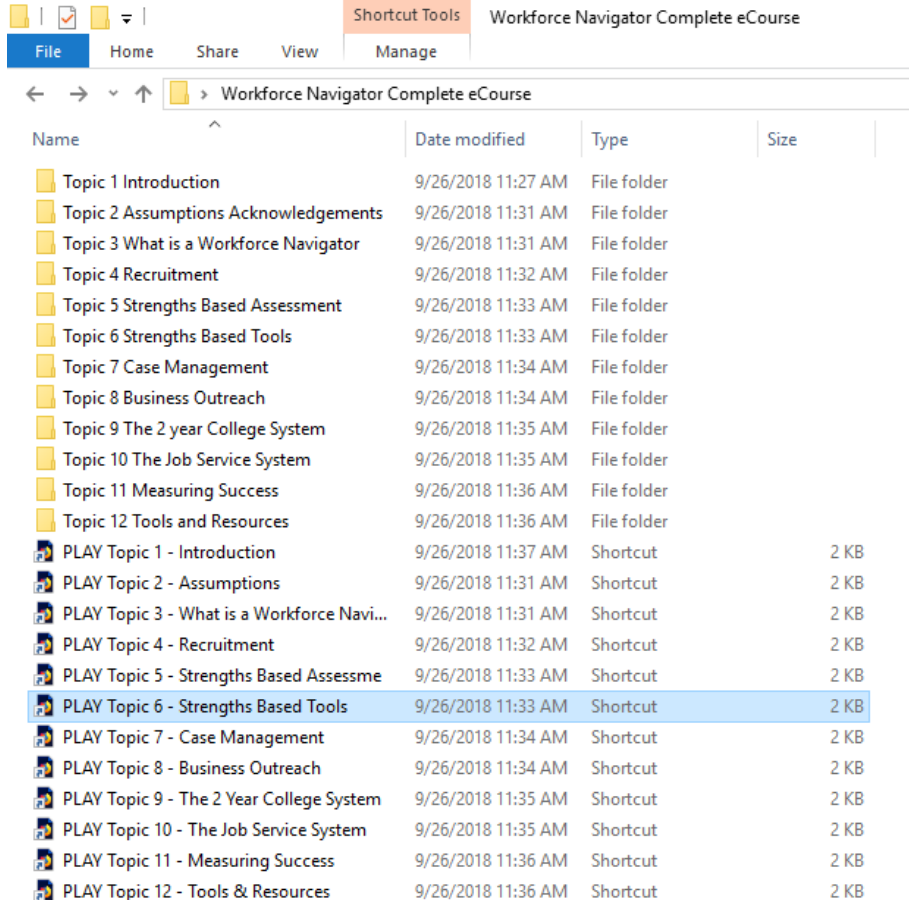
AFTER moving the shortcut, you can rename it to something easy for user to access:



Move the shortcut then rename the shortcut to something easy to access.

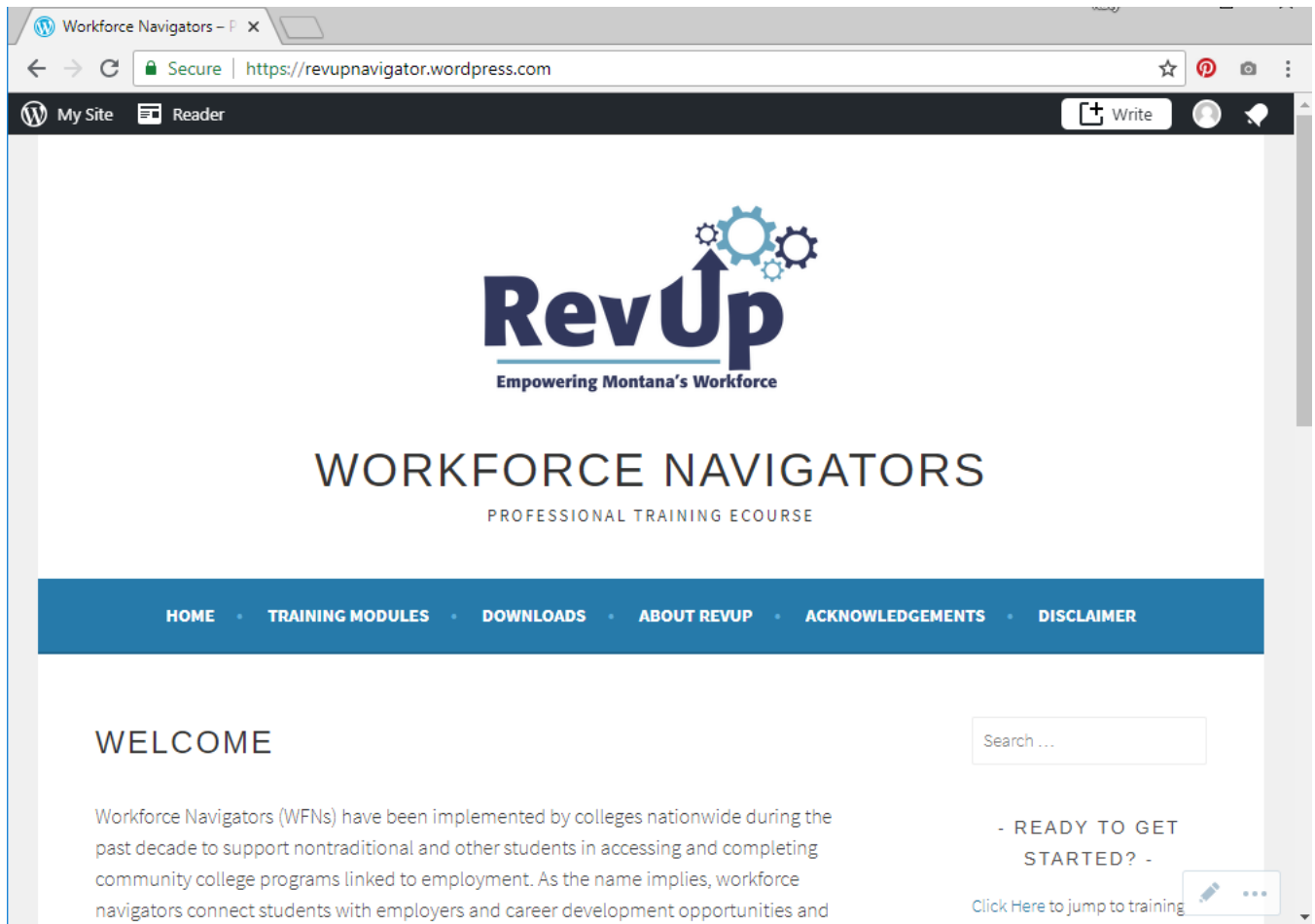
Now, clicking on the shortcut will launch the module in an offline browser.

You can set this up for each module, making it simple for participants to access courses in one place.



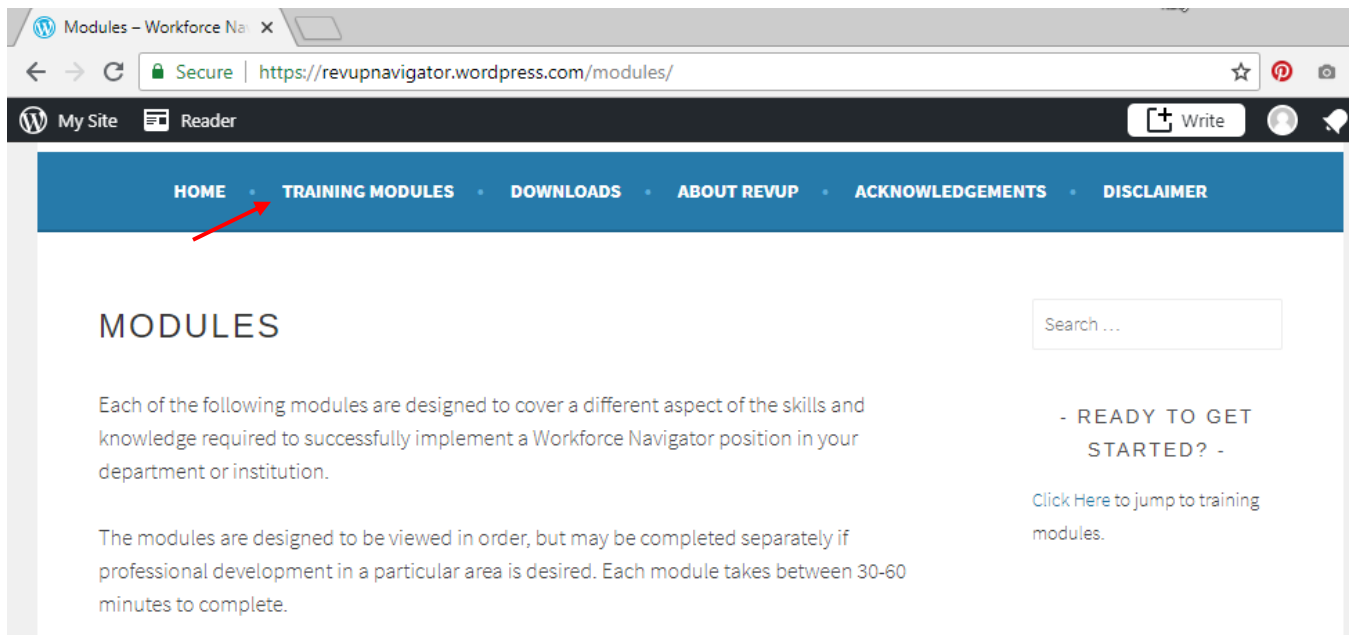
To run the Workforce Navigator eCourse online:

1. Visit revupnavigator.wordpress.com



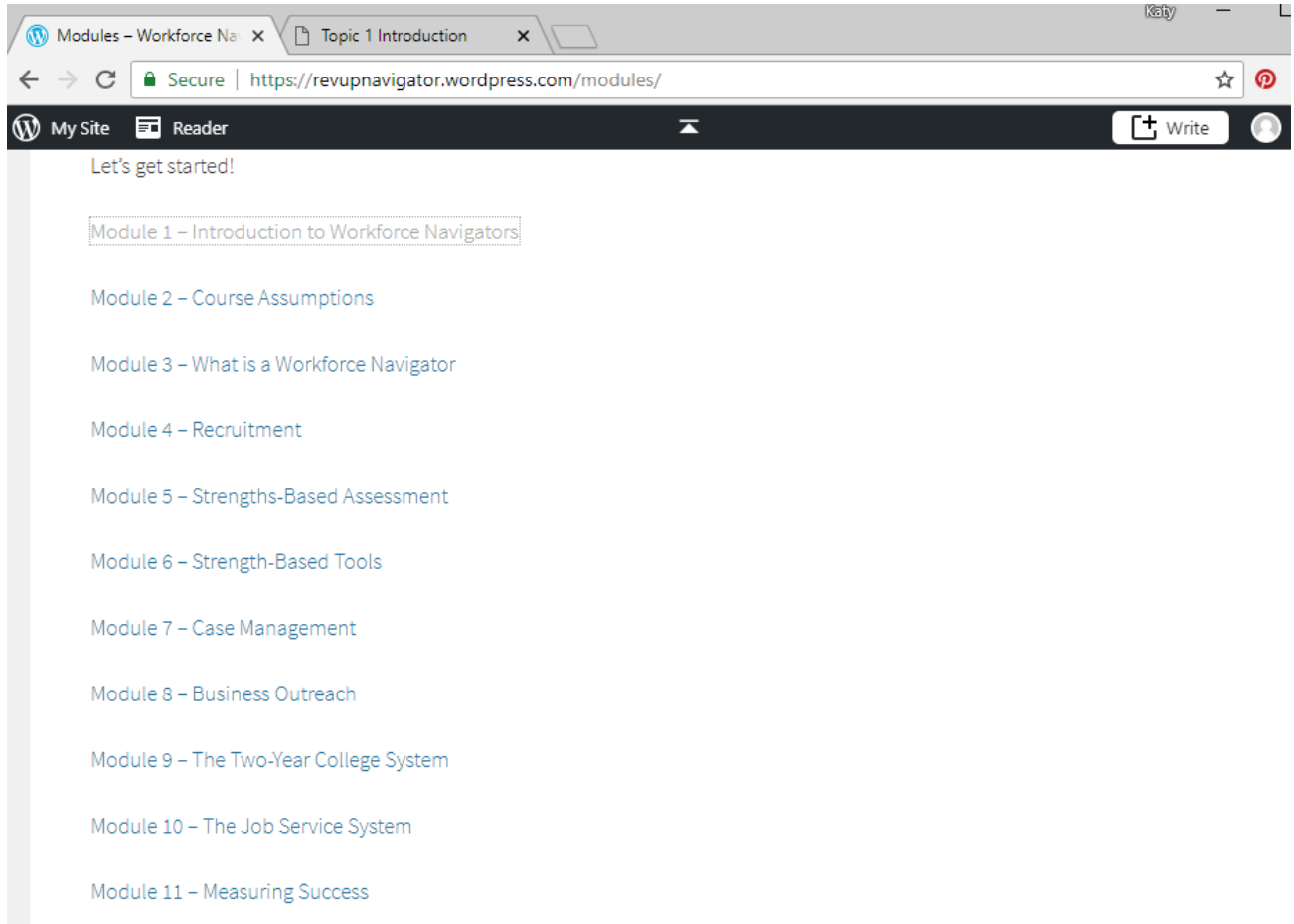
The screenshot shows the homepage of the RevUp Workforce Navigators website. The browser address bar displays "https://revupnavigator.wordpress.com". The page features the RevUp logo, which includes an upward-pointing arrow and three gears, with the tagline "Empowering Montana's Workforce". Below the logo, the text "WORKFORCE NAVIGATORS" is prominently displayed, followed by "PROFESSIONAL TRAINING ECOURSE". A blue navigation bar contains links for HOME, TRAINING MODULES, DOWNLOADS, ABOUT REVUP, ACKNOWLEDGEMENTS, and DISCLAIMER. The main content area has a "WELCOME" heading and a paragraph explaining that Workforce Navigators (WFNs) have been implemented by colleges nationwide to support nontraditional and other students. A search bar is located in the top right, and a call-to-action button reads "- READY TO GET STARTED? -" with a link "Click Here to jump to training" below it.

2. Click on **Training Modules**



The screenshot shows the "Training Modules" page on the RevUp website. The browser address bar displays "https://revupnavigator.wordpress.com/modules/". A red arrow points to the "TRAINING MODULES" link in the blue navigation bar. The page features the heading "MODULES" and a paragraph stating that each module is designed to cover a different aspect of the skills and knowledge required to successfully implement a Workforce Navigator position. Another paragraph explains that the modules are designed to be viewed in order but can be completed separately. A search bar is in the top right, and a call-to-action button reads "- READY TO GET STARTED? -" with a link "Click Here to jump to training modules" below it.

3. Select the desired training module from the list by clicking, it will launch the module in your current browser.



4. Begin your training!

