

Self-Paced Courses

This section outlines:

- Launching a Self-paced Course
- Completing a Self-paced Course
- Reviewing a Completed Course
- Flash Player
- Troubleshooting Tips

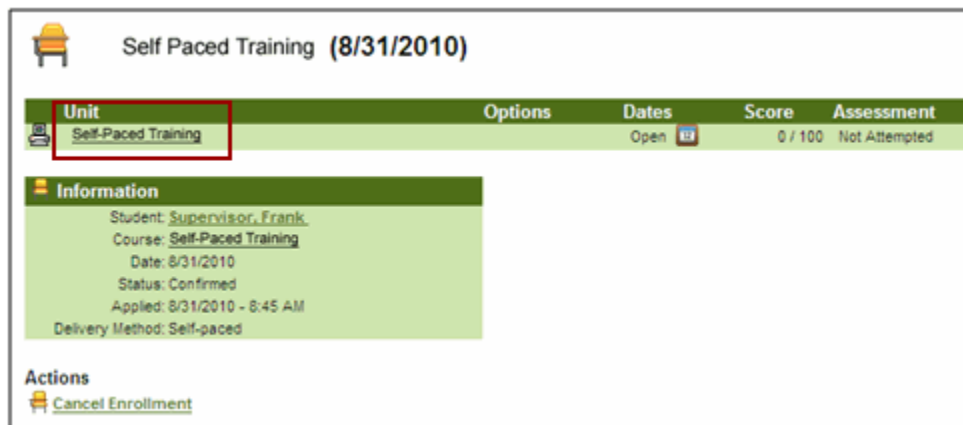
Accessing Self-paced courses require specific Internet settings. Refer to the LMS Required Settings document for details.

Launching a Self-paced Course


Once a Supervisor confirms a students' application for a self-paced course, the course is available on the students' Scheduled Training page under Learning Events Containing Unfinished Units.

To launch a course:

1. Click the date link for the course. The Course Information page appears.



The screenshot shows a web interface for 'Self Paced Training (8/31/2010)'. It features a table with columns for Unit, Options, Dates, Score, and Assessment. The 'Unit' column contains a link for 'Self-Paced Training'. Below the table is an 'Information' section with details about the student, course, date, status, application time, and delivery method. At the bottom, there is an 'Actions' section with a 'Cancel Enrollment' button.

Unit	Options	Dates	Score	Assessment
Self-Paced Training		Open 	0 / 100	Not Attempted

Information

Student: [Supervisor, Frank](#)
 Course: [Self-Paced Training](#)
 Date: 8/31/2010
 Status: Confirmed
 Applied: 8/31/2010 - 8:45 AM
 Delivery Method: Self-paced

Actions

[Cancel Enrollment](#)

2. Under Units, click the course name link. The course opens in a new window.
3. Complete the course as it directs you.

The LMS tracks the following in regards to self-paced courses:

- ◆ Whether you have accessed the course.
- ◆ Whether you have completed the course.
- ◆ And, the score you achieved on the final assessment, if applicable.



Note: *Self-paced training tracks progress and scores for the course. This information becomes a part of your unique training transcript. For this reason, only one student can take the course using a single registration.*

Completing a Self-paced Course

At the end of a self-paced course, you must click Exit Course in the self-paced course window to complete the course and have your status and score recorded. If you click Close in the Internet Explorer window, your status and score may not record.

Your enrollment status is updated during nightly processing, changing from Confirmed to Completed.

Reviewing a Completed Course

After you complete a self-paced course, it no longer contains unfinished units. Therefore, it no longer appears on your Scheduled Training page.

To access the course again, go to your My Training History page and click the course name in the list to launch the course again.

Flash Player

In order to view a Self-paced course, the Adobe Flash Player is required and can be downloaded for free at [Adobe.com](http://adobe.com).

Troubleshooting Tips

Sometimes when launching a self paced course the following issues may occur:

- ◆ When clicking the link to launch a self paced course, nothing happens.
- ◆ You are unable to open materials.
- ◆ You are unable to see or use the buttons to advance the screens in a Self Paced course.

All of these issues can be resolved by completing the LMS Required Settings. Please refer to the LMS Required Settings link under Help.

If you are still having trouble, after you've checked all the required settings, try downloading the current version of the flash player, located at [Adobe.com](http://adobe.com).

Materials

This section outlines:

- Downloading and viewing Materials
- Troubleshooting Tips

Accessing Materials require specific Internet settings. Refer to the LMS Required Settings document for details.

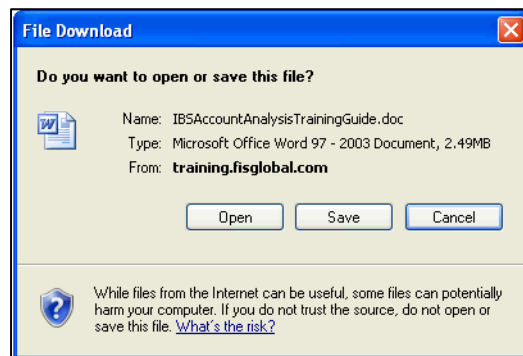
Downloading and Viewing Materials

Materials may be standalone course documentation available for download or may be attached to another course.

Not all courses have materials available. If materials are available you will either see a separate link on the Course Information page or it may be available within the self-paced course.

To download or view Materials:

1. Click the date link for the course or material name. The Course Information page appears.
2. Under Units, click the material name link. The file download window appears.



3. Select Open to view the document.
4. Or Select Save to save the file and open later.

To access the materials again, go to your My Training History page and click the course name repeat the download process.

Troubleshooting Tip

If you have difficulty opening materials, please ensure all Required Settings have been enabled on your PC. Refer to the LMS Required Settings link under Help.

If you have any questions, please contact your Training Representative listed in the LMS Contact Us page at: <http://training.fisglobal.com/TPOnline/TPOnline.dll/Contact Us>

Recorded Virtual Class

This section outlines:

- Launching a recorded virtual class
- Troubleshooting Tips

Accessing a recorded virtual session requires specific Internet settings. Refer to the LMS Required Settings document for details.

Launching a recorded virtual class

Not all courses have materials available. If materials are available you will see a separate link on the Course Information page.

To launch a recorded virtual class:

1. Click the date link for the course or material name. The Course Information page appears.
2. Under Units, click the unit name link. The recording information window appears;

Recording Information: 1Getting Started - BeB ACH Processing

Author:	FIS	English New York
Email address:	ibs.training@fisglobal.com	
Date:	Monday, May 3, 2010	
Duration:	5 minutes	
Description:	N/A	
Agenda:		
File size:	823.36 KB	
Password:	Not required	
View/Download:	Attendees can only view this recording	


View
Close


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3. Click View to launch the recorded session. The session will begin in a new window.

To access the units again, go to your My Training History page and click the Enrollment Date field and repeat the process.

Catalogs 

Training Calendars 

Student 


[My Calendar](#)


[Scheduled Training](#)

[Personal Information](#)

[Change Information](#)







[My Training History](#)

Travel Information 


Help 

Training History

Training History 2012

Enrollment Date	Event	Enroll Status	Expiration Date	Completion Date
 3/22/2012	Consumer eBanking Custom Content	Incomplete	9/21/2012	
 4/2/2012	IBS IRS Government Reporting	Completed	10/2/2012	
 4/3/2012	Bank Alerts Administration	Completed	10/3/2012	4/5/2012
 4/12/2012	Security for Card Management Users	Confirmed	10/12/2012	
 4/13/2012	Introduction to IBS Insight	Confirmed	10/13/2012	
 4/18/2012	Business eBanking ACH Processing	Confirmed	10/18/2012	

Actions

 [Print Transcript](#)

The Expiration Date identifies the last date you have access to this course.

Troubleshooting Tip

If you have difficulty opening materials, please ensure all Required Settings have been enabled on your PC. Refer to the LMS Required Settings link under Help.