

# Authoring Tool Training Guide



Name: \_\_\_\_\_

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**DuPont**  
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# Initial Set Up of the DuPont™ eLearning Suite



## ICON KEY

 Valuable information

Tips and Tricks

Popup Blockers turned **OFF**, or allow popups from **\*.claritynet.com**

Recommended minimum screen resolution 1024 x 768

Adobe Flash Player installed, version 9.0 or higher

Internet Explorer installed, version 7 or higher

Latest Windows Media Player installed, operating system dependent

### For the IT Department:

- Ensure that firewall is not blocking:
  - a) Video or Audio data
  - b) Anything from “claritynet.com” domain

Ensure [noreply@claritynet.com](mailto:noreply@claritynet.com) is on the network SPAM filter’s “white list”, if E-mail Notification is used.

## Asset Formats - Summary

For best results, the following file formats are recommended:

Audio	mp3, wma	32 Kbps, 44.1 KHz, 16 bit, mono, CBR
Video	flv, wmv	High Bit Rate: 400x300dpi, 320 Kbps, 15fps Low Bit Rate: 320x240dpi, 100Kbps, 15fps
Graphics	jpg, gif, swf, png	Standard size: 400x300x72dpi



Helpful tips:

**Documents:** PDF preferred

**Hyperlinks:** Allowed

**Text:** All copied text will be stripped of formatting.

Largest file that can be uploaded: 10MB

## Asset Formats – Detail

**Graphics – jpg, gif, and png format** images can be used. Images created at 400 x 300 x 72 dpi will fit most image windows. Other sizes used are 240 x 180, 320 x 240, 960 x 720, 640 x 385 and 1024 x 768. Images will be stretched or shrunk to fit most windows. PowerPoint (ppt) slides can be converted from within the ppt to jpeg format with a set resolution of 960 x 720 x 96 dpi and can be directly used in the FS Graphic image template. Images are not stretched or shrunk in the FS Graphic template; the bottom 80 pixels of ppt slides that have been converted to images will be hidden by the navigation bar in FS Graphic template; you may have to make allowances for this and adjust information at the bottom of your ppt slides.



**NOTE:**

Raw file formats such as: tif or bmp are not accepted; you will need to convert into final edited format: jpg, gif, or png.

**Flash – swf format** is an Adobe animation format. A resolution of 640 x 385 will fill the window in the Flash template. Smaller resolution sizes will work also but will be centered in the template window. Flash files can be created with or without embedded audio. Use of supplementary audio is also allowed.

**Audio – mp3, wma, mpa and asf format** can be used. Good quality audio can be created at 32 Kbps, 44.1 KHz, 16 bit, mono, and CBR.



**NOTE:**

Raw file formats such as: wav, cda and aif are not accepted; you will need to convert into final edited format: mp3, wma, asf, or mpa (mp3 is preferred.)

**Video – flv, wmv format** can be used. High bit rate video can be created at 400 x 300 dpi, 300/320 Kbps and low bit rate video can be created at 320 x 240 dpi, 100 Kbps. The overall bit rate is a combination of the video and audio bit rates and it is also suggested to use a frame rate of 15fps for both bit rates.



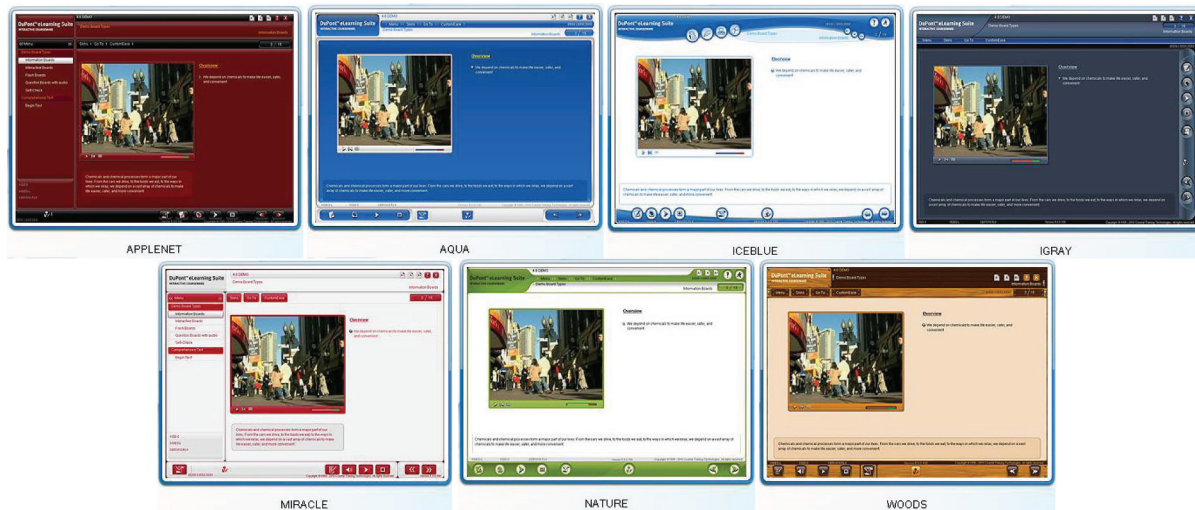
**NOTE:**

aw file format such as avi, mpg and mov are not accepted; you will need to convert into final edited format: flv or wmv. (flv is preferred.)

# Interactive Courseware – Skins

## THE END-USER EXPERIENCE

Seven Skin Options To Choose From:



## THE ADMINISTRATOR EXPERIENCE

In addition to selecting the Skin in which the Interactive Courses will display for the end-user, administrators can also select the same skin environment in the Authoring Tool in which to create the course.

The image shows the DuPont eLearning Suite Authoring Tool interface. On the left, a vertical menu contains several options, with a red arrow pointing to the 'Skins' option. On the right, the 'Skins' configuration panel is visible, showing three dropdown menus for selecting skins. A red arrow points to the 'Course Skin' dropdown, which is currently set to 'Iceblue'. A green callout box points to the 'Skins' menu item, and another green callout box points to the 'Course Skin' dropdown.

Administrator can select/change their **Skin** choice for the Authoring Tool within the **Authoring Tool**.

Skins	
Default CustomEase Skin	Nature
Default Authoring Tool Skin	Nature
Course Skin	Iceblue

Default Authoring Tool Skin can be set globally in **Global Options** under **Settings & Configuration**.

## Course Authoring Permission



### Content Management

- Course Authoring Permission
- CustomEase Courses
- Authoring Tool



**Course Authoring Permission** is used to give 'minor' administrative users the right to access and edit Interactive Courses that have been created by other administrative users in the **Authoring Tool**.

Administrative users with assigned permissions can access the **Authoring Tool** to create custom interactive courses. Initial permissions are established through **Roles** under **User Management** via the **Permissions** tab. **Super Administrators**, by default, will have access to all courses created in the Authoring Tool. 'Minor' Administrators will only have access to the course(s) they have created and will need to be granted **Course Authoring Permission** to any course(s) created by other Authoring Tool administrators. The purpose of assigning permission to a Course is to limit who can access and make edits to the Course via the **Authoring Tool**. This is important for version control and locking down any potential of **Authoring Tool** authors overwriting each other's work.

**Course List**

Filter Courses  
Language, Version, Course Type, Category  
Current Filter  
No Filter  
**Click to Show Records**

Filter By Curriculum: -- None --  
Courses From: Authoring Tool  
Sort By: Course Name  
Search By: Course Name **Go**

Accident Investigation(ACCDEFV2)  
Arc Flash(ELE016EFV2)  
Demo Course(DEMO)  
Electrical Safety(ELE5BEFV)  
Ergonomics 101(ERGAFRENCH)  
Ergonomics 201(ERGAEFV)  
Ethical Issues(ETH1EFV2)  
Forum - 2nd Session(FORUM2ND)  
HazCom: Basics(HAZ2EFV)  
Lockout/Tagout: Policy & Procedure(LOT9BEF)  
New Hire Orientation(NEWHIRE)

**Select**

Be sure to **Filter By Curriculum** if the Course has been added to a Curriculum.

Select **Authoring Tool** from **Courses From** drop down list.

Highlight the Course or Courses to be assigned and then click the **Select** button.

Administrator assignments can be made by applying filters by **Groups** or **Roles** to narrow down the list of users. After applying the filter, click the **Click to Show Records** button.

The screenshot shows the 'Course List' interface. At the top, under 'Selected Course(s)', two courses are listed: 'Ethical Issues(ETH1EFV2)' and 'New Hire Orientation(NEWHIRE)'. A callout points to this list, stating: 'The Course or Courses selected on the previous screen will appear here at the top.' Below this is the 'Filter Users' section, which includes filters for Region, Division, Department, Job Title, Location, and Roles. The 'Current Filter' is set to 'Roles' with the value 'Content Manager'. A callout explains: 'Group Filter(s) (i.e. Role) can be used to shorten the list of available users. Apply the required Group filter(s), then Click to Show Records button to display list below.' A red button labeled 'Click to Show Records' is visible. The bottom section shows two boxes: 'Available' and 'To Assign'. The 'Available' box contains a list of users: Carter Sam (scarter), Sing Fred (fsing), Dumphey Phil (pdumpey), Pritchard Jay (jpritchard), Pritchard Gloria (gpritchard), and Cooper Sheldon (scooper). The 'To Assign' box contains 'Atkins Blake (batkins)'. A red arrow points from the 'Available' list to the 'To Assign' box, with a callout stating: 'Select the user(s) and click arrow keys to move the user(s) from the Available box into the To Assign box. Then click Save to confirm the assignment.' The interface also includes search bars for both boxes, 'Go' buttons, and 'Reset' and 'Save' buttons at the bottom.



**NOTE:**

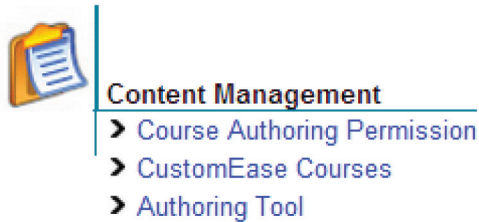
Course/Administrator **Course Authoring Permission** assignments can be made to a single course or to multiple courses at the same time (as in the example above). However, to view the Course assignments (to see who the course is assigned to) or to make un-assignments you would need to select one course at a time, separately (vs. selecting several courses at the same time).

## Preparing to Build Your Custom Interactive Course

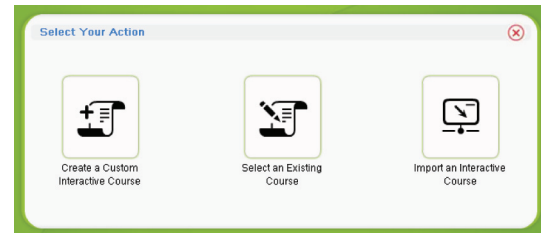
1. Prepare a Learning Objective for your course. Determine what your students should be able to accomplish when they complete your proposed new course. Use Principles of Instruction Systems Design (ISD) to create your course.
2. Create a Course Outline. Your course outline will become the Course Menu. What topics do you want to cover in your course? Create Main Modules for your outline. These are placeholders that contain sub-modules (called Training Modules). Create sub modules that will be contained within each main module. Sub-modules contain course storyboards. Make descriptive entries for each sub-module concerning scenes that will be displayed within that sub-module. These scenes will be used to determine what assets need to be acquired, edited, format converted and implemented.
3. Content Creation. Consult with all subject matter experts to collect all relative course content. Organize all content for each storyboard (i.e. narrative, bullet points, etc.)
4. Develop Test Questions. Develop questions for testing course objectives. If a self check test is used, the last sub-module within a main module must be the self-check. The sub-module test questions are automatically placed within the course Post Test. A Post Test is the only sub-module within the final main module of the course. The final test is used to track student course mastery/certification.
5. Create, Collect and Organize Course Assets. Assets are digital files that contain essential course content. They include audio, video, graphics, and text files. Before creating a course, make sure your assets meet the following criteria:
  - a. You must have legal right to use the assets
  - b. The assets are in a final edited form and format (see pages 1 & 2 of this guide).  
The Authoring Tool does not provide the capability convert assets. Audio files can be created and edited within the Audio Editor. Images can be edited within the Image Editor.
6. Asset Housekeeping
  - a. Use a common naming convention for all assets within a course
  - b. Store assets in a convenient directory structure
  - c. Create a folder for the course, named after the course to hold all assets
  - d. Create sub-folders for Graphics, Audio, Video and Text



## Authoring Tool



## Accessing Authoring Tool:



## Three Action Icons

1. Create a Custom Interactive Course: Allows user to add and create a new course
2. Select an existing Course: Select an existing course to make modifications to
3. Import an Interactive Course: Import an existing Interactive Course to modify



### NOTE:

To update previously published courses assigned to Curriculums, you must re-import the course from the assigned Curriculum back into the Authoring Tool.

## Creating a Custom Interactive Course

**Course ID:** 1-64 alphanumeric characters. Hyphens allowed. Must be unique; cannot be duplicated.

**Course Long Name:** up to 255 alphanumeric characters; only 100 displayable.

**Description:** up to 512 alphanumeric characters; all displayable.

**Video Bit Rate:** selecting both Low and High will require you to upload your video assets in both formats.

**Course Property**

Course ID  \*

Course Version  \*

Course Long Name  \*

Description

Video Bit Rate  Low  High \*

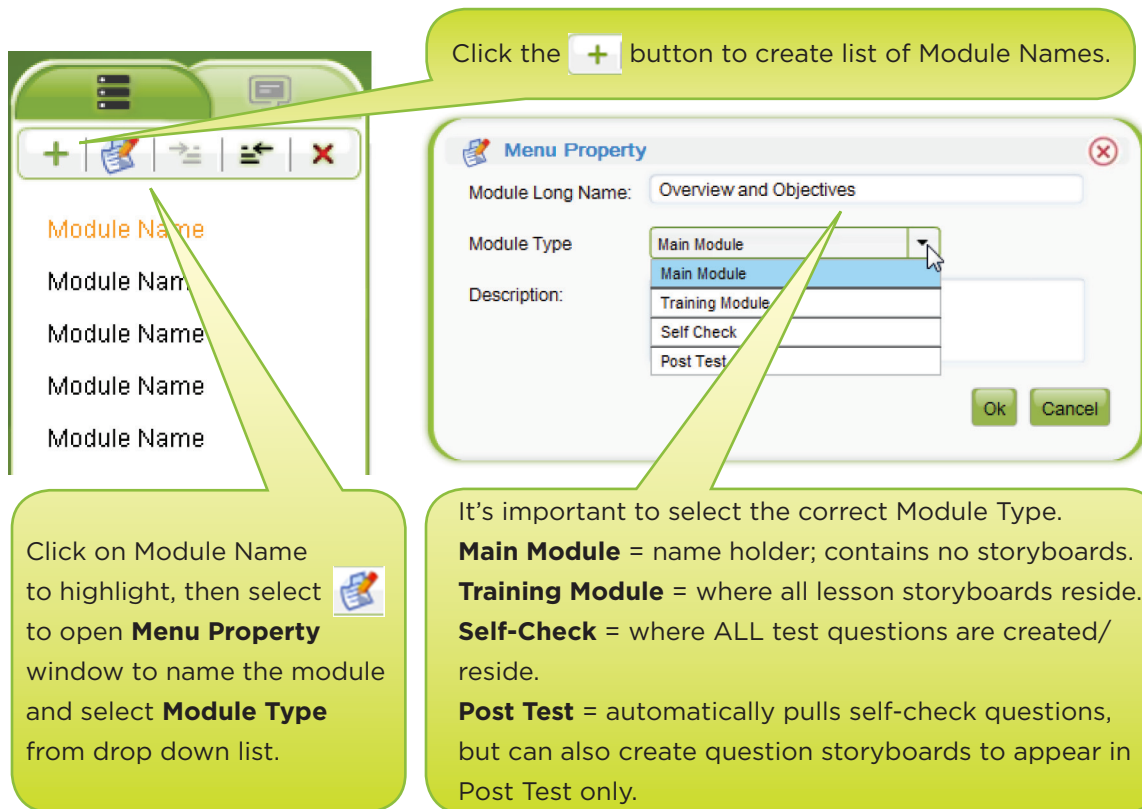
Category  \*

Language  \*

Course Font Size

\* Required

## Creating & Validating the Course Menu




Click the **+** button to create list of Module Names.

Click on Module Name to highlight, then select to open **Menu Property** window to name the module and select **Module Type** from drop down list.

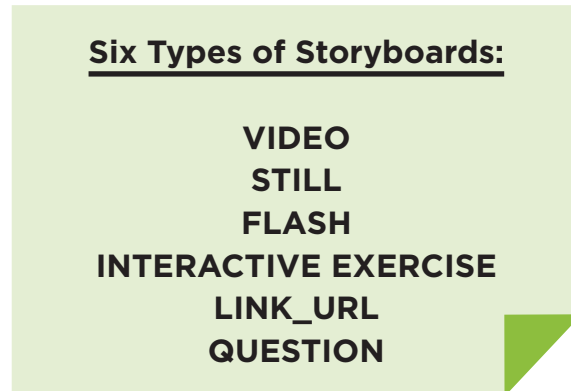
It's important to select the correct Module Type.  
**Main Module** = name holder; contains no storyboards.  
**Training Module** = where all lesson storyboards reside.  
**Self-Check** = where ALL test questions are created/ reside.  
**Post Test** = automatically pulls self-check questions, but can also create question storyboards to appear in Post Test only.

## Adding Storyboards

After creating the course menu, select a training module to create storyboards. Click the  **Add Storyboard** button and the **Storyboard Type** page will open, as depicted below:

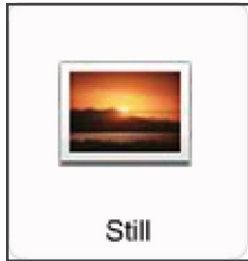


## Storyboard Types

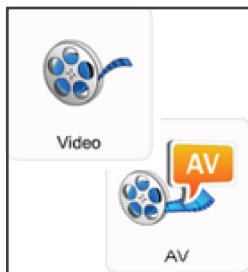


- There are 6 **Types** of Storyboards: Video, Still, Flash, Interactive Exercise, Link\_URL, Question.
- There are 24 different storyboard **Templates** available. Each is described in detail on pages 10-13 of this guide.
- Each Storyboard is designed for a specific purpose or function.
- The **VIDEO** storyboard is the only one that can contain video clips. FLV and WMV are the only file format types it is designed to accept. It cannot accept JPG, MP3 or any other type of file format. Audio should be embedded within the FLV file; there is no ability to upload a separate audio file (MP3) on the Video storyboard – only on the AV storyboard.
- **STILL** storyboards are designed to accommodate JPG, GIF, PNG, SWF files for the Graphic upload and MP3, WMA files for the Audio upload. They are not designed to accept Video (FLV, WMV) files. Storyboard variations include: Still, FS Graphic, Still-F, Still-3, Still-5.
- The **FLASH** storyboard is designed to run SWF files – with or without embedded audio.
- **INTERACTIVE EXERCISE** storyboards include: Buttons, ClickDrag, ClickDragImage, Matching, MultiQ, SelfEval, SeSummary, Toggle. These storyboards can only be used in a Training Module (as part of a lesson). They are not available as ‘test’ questions (in the Self-Check Module).
- The **LINK\_URL** storyboard is designed to accept a web address (include the full http:// part of the URL). This storyboard can be used to direct the user to a website or to attach a document within the course.
- **QUESTION**. There are two types of questioning techniques utilized within the Authoring Tool:
  1. **Embedded** (Content) Questions – part of a lesson module, to provide remediation. Created in ‘Training Module.’ Not for test score.
  2. **Test Questions** (Self-check, Post-test) for a SCORE. Created in the Self-Check Module. Post-Test questions pull from Self-Check question banks. All questions pulled randomly from question banks. (Detailed description on page 19.)

## Storyboard Templates – 1



**STILL:** Graphic Image can be Left, Right or Centered at 400x300x72dpi. JPG, PNG, GIF, animated GIF. Support 9 Elements (except centered) and can be expanded. Narration Box, Audio file. Element image: 240x180



**VIDEO:** Video display can be Left, Right or Centered at 400x300x72dpi. FLV, WMV. Supports 9 Elements (except centered) and can be expanded. Narration Box. Element image: 240x180. Audio must be embedded in FLV file.

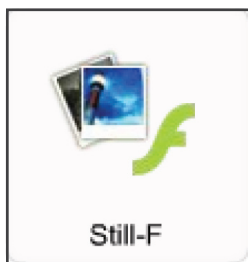
**VIDEO-W:** same as Video (above), except video display can be Left, Right or Centered at 448x252x72dpi.

**AV:** same as Video (above); except that Video and Audio files can be uploaded separately, to playback simultaneously.

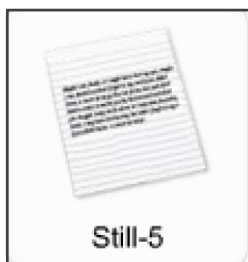


**VIDEO-FS:** Video display can be Left, Right or Centered at 400x300x72dpi. FLV, WMV. Supports 9 Elements (except centered) and can be expanded. Narration Box. Element image: 240x180. User can select full screen mode, 903x678.

**VIDEO-WFS:** same as Video-FS (above), except video display can be Left, Right or Centered at 448x252x72dpi.

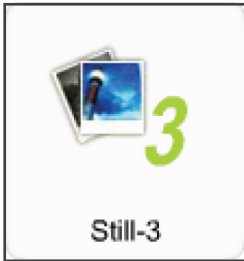


**STILL FADE:** Graphic Images can be Left, Right or Centered at 400x300x72dpi. JPG, PNG. Support 9 Elements (except centered) and can be expanded. Narration Box, Audio file. Images (2-9) fade in/out at 3-60 second intervals (set by Author) at same location. (Single image will remain still, not flash.) Element image: 240x180



**STILL-5:** Left or Centered. 9 Elements (and can be expanded), Narration Box, Audio File. Image files (part of Element Text only) can be maximum of 640 wide and unlimited heights. Scroll bar created if screen is overly long.

## Storyboard Templates – 2



**STILL - 3:** Graphic Image in 2 Columns at 400x300x72dpi. JPG, PNG, GIF. 9 Scrollable images (with scroll bar). Narration Box. Audio file. (No place for text elements/bullet points)



**QUESTION:** Question with 2-9 text answers. 1 correct answer. Graphic image 400x300x72dpi. Audio File. Self-Check & Training Module. Remediation in Training Module only.

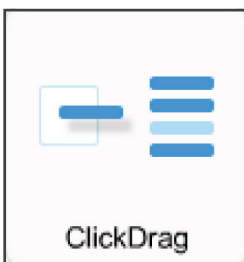
**QUESTION BANKS:** Contain multiple variations (i.e. 4) of a question. One variation from each bank will appear in Tests.



**TOGGLE:** Left, Right or Centered. 8 Elements Statements. Correct and Incorrect Choices. Question, Incomplete, and Answer Audio Files. 8 Feedback Audio Files.

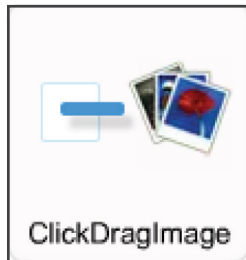


**MULTI Q:** Left or Right. 8 text statements. User compares his/her answers to correct answers. 8 Feedback Audio files consisting of Question, Incomplete, Answer, Partially Correct, Incorrect.

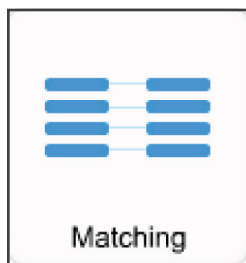


**CLICKDRAG:** Left or Right Graphic Image 400x300x72dpi. 8 text statements that can be dragged onto image. Audio files consisting of Question, Answer, Correct, Incorrect, Partially Correct, and Incomplete.

## Storyboard Templates – 3



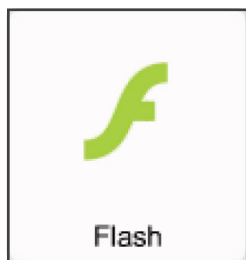
**CLICKDRAGIMAGE:** Contains Question, Drop Image and up to 9 Drag Images. JPG, PNG only. No GIF. Graphic Images can be sized (based on Hot Spot size) anywhere on the screen. Total work area 640x385. Multiple correct answers (1-9). Audio files consisting of Question, Answer, Correct, Incorrect, Partially Correct, and Incomplete.



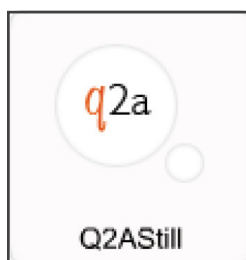
**MATCHING:** 8 Statements Left and 8 Statements Right. Software will juggle statements. User to click Left statement and Right statement for match. Audio files: Landing, Incomplete, Correct, Incorrect, and Partially Correct.



**FULL SCREEN GRAPHIC:** Supports Graphic image to maximum size of 1024x768x72dpi (JPG only), Audio File. Bottom 80 pixels of image are opaque due to window navigation bar.



**FLASH:** SWF, JPG, PNG, GIF images, 640x385. Smaller images will be centered. Audio File. Narration Box optional, size adjustable. Audio can be embedded in SWF file.



**Q2A STILL:** Image 640x385. Question Audio. Question Text displays on image. 9 **text** answers display on image; 1 correct answer. Answer choices can be labeled or translucent. Self-Check & Training Module (w/remediation).

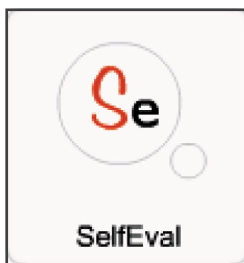
## Storyboard Templates – 4



**Q2 STILL:** same as Q2AStill, except 9 transparent **hotspot** answer areas on image. **One correct hotspot answer** area. User will see green checkmark or red X for answer display. Training Module only with 9 Audio Remediation files.



**Q3 STILL:** same as Q2Still, except **multiple correct** hotspot answer areas. Training Module only with 9 Audio Remediation files.

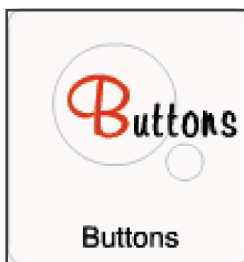


**SelfEval:** Supports 1 Graphic (JPG, no GIF), 1 Header Text, 1 Question, & 9 Hot Spots. Image can be manually resized; Maximum image 640x385. Audio files: Question, Incomplete. User answers are tracked and displayed on SeSummary board of the same module.

**SeSUMMARY:** this storyboard is created after the series of SelfEval storyboards. Displays Header Text, User Answers and Correct Answers. 1 Graphic Image.



**LINK\_URL:** Must enter a complete Web address (including http://) for asset. Will display web pages, PDF, PPS, DOC, GIF, JPG files. 700 pixels for centering. PDF files (preferred) are printable and savable. Asset application program must exist on user computer for asset to display.

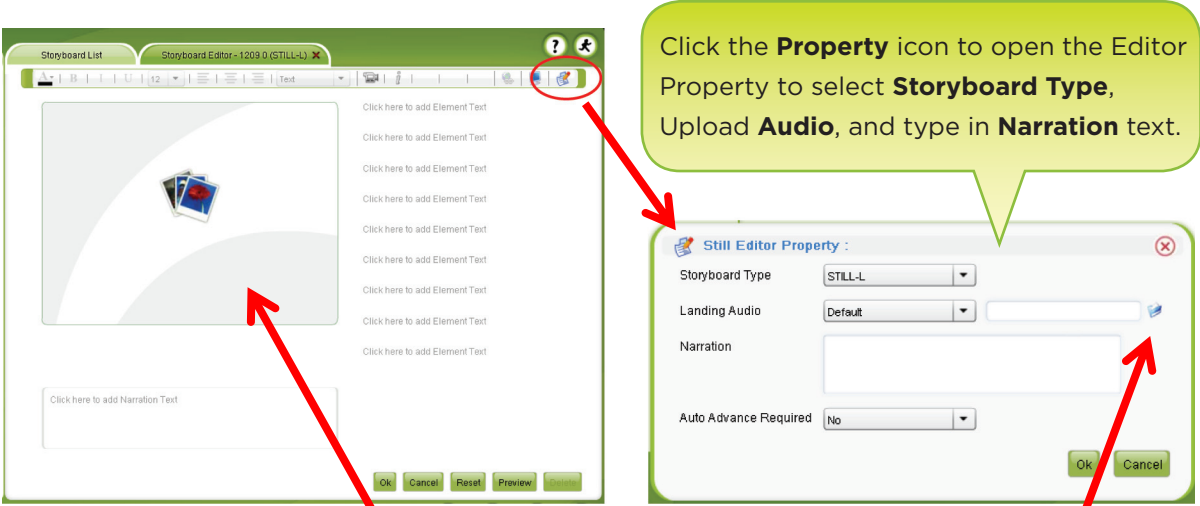


**BUTTONS:** This storyboard imparts information to the user by use of a series of storyboards to explain a concept. Contains images as hyperlinks. Mouse over the image and a hand icon appears. Clicking the image takes the user to a series of boards (all with same storyboard number.) Graphic image to maximum size of 640x385. 9 maximum Hot Spot areas.

# Creating Storyboards

## EDITOR PROPERTY

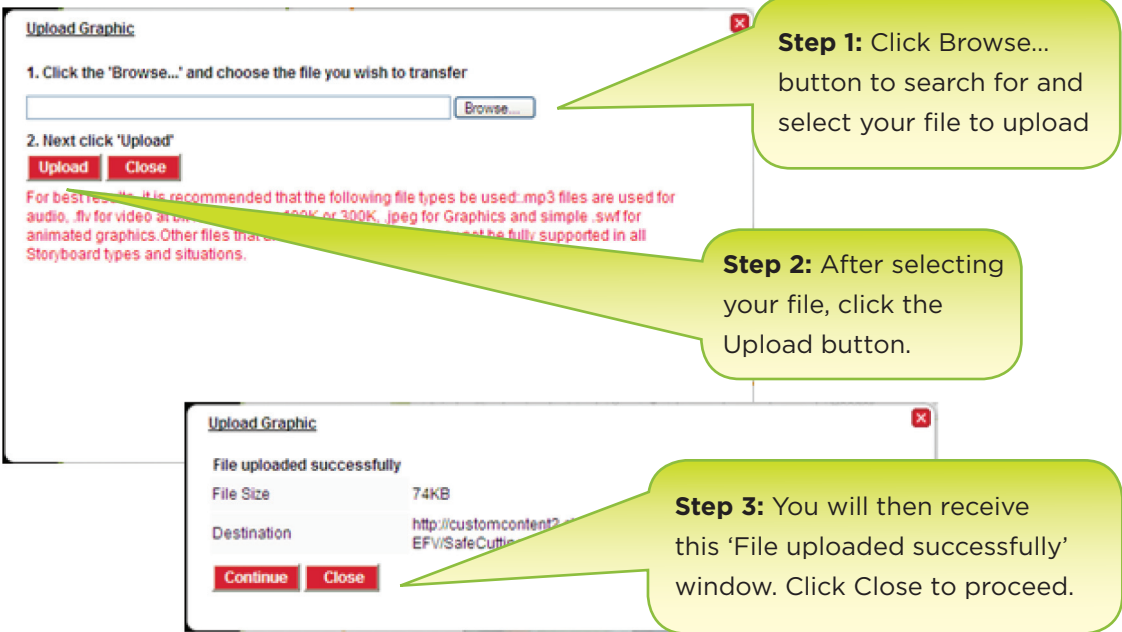
Double-clicking on the Storyboard icon will open the Editor Property window:



Click the **Property** icon to open the Editor Property to select **Storyboard Type**, Upload **Audio**, and type in **Narration** text.

## Uploading Assets

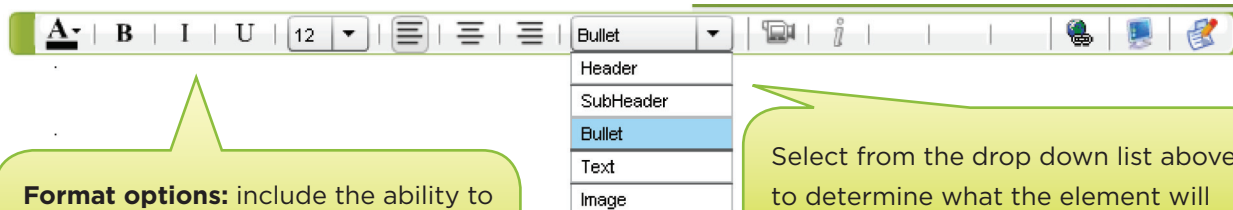
Double-click on image area (above left arrow) to upload **Graphic** or **Video** asset. (Double-click upload folder (above arrow right) to open upload window to upload **Audio**. Example **Upload** Screen:





## Formatting Storyboards

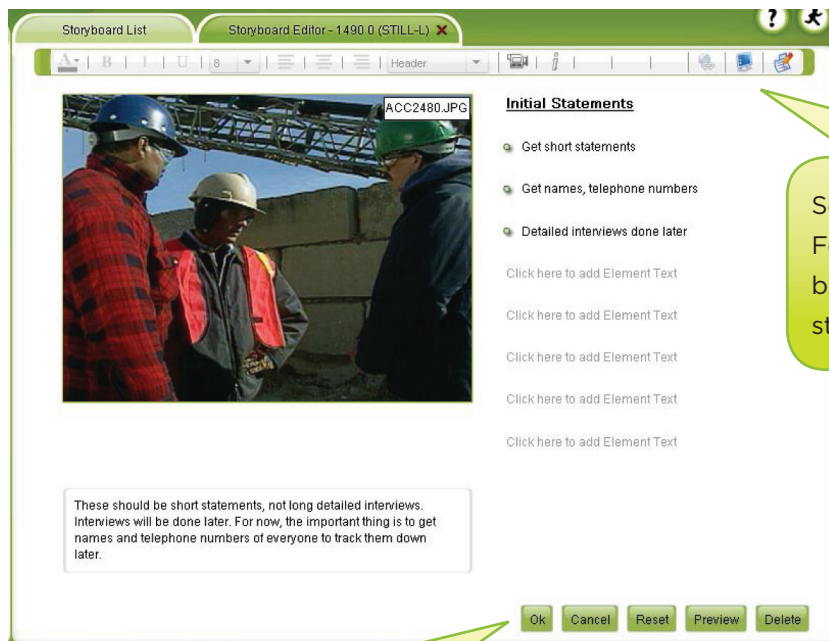
The format bar appears across the top of each storyboard. Storyboard text that is added in Element Text Boxes, Narration Text Boxes, Header Text Boxes and Question Text Boxes can be formatted with the help of the buttons seen on the Formatting Panel depicted below:



**Format options:** include the ability to change font color and size, Bold, Italicize, Underline, and Align text.

Select from the drop down list above to determine what the element will be: **Header, SubHeader, Bullet, Text, or Image.**

## Previewing Storyboards



Select the **Preview** icon from the Formatting Panel or the **Preview** button at the bottom of the storyboard to preview the storyboard.

Click the **OK** button to **save** the storyboard.


## Assigning & Moving Storyboards

Before creating storyboards, **select the training module** you want them to appear in, otherwise they will go to the “unassigned” area at the bottom of the screen.

To move a storyboard, left-click your mouse over the icon; while holding the left-click key drag the icon to the desired location. Drop the icon on top of the icon in the location you want it moved to.

## Previewing the Course & other Options

Click the Preview Button  (in the lower right corner) to Preview the course.

Click on the Button  (lower left corner) to access other options:

Click here to **Preview** the course (user view.)

DuPont™ eLearning Suite  
AUTHORING TOOL

Version 5.0.0.100

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## Creating the Glossary

Creating the glossary involves two primary tasks: (1) Adding the Glossary Word and its Definition to the Glossary; then (2) Assigning the Glossary Word to the word used on a storyboard as follows:

1. **Adding** the Glossary Word and its Definition to the Glossary

Click on **Glossary** tab, adjacent to **Menu** tab in upper left corner of the screen.

Next, click on the + sign to open the **Glossary Property** screen (below):

Type the Glossary Word and its Definition in the designated boxes.

If needed, you can upload an associated **Audio File**.

Click **OK** to add the word to the Glossary list.

2. **Assigning** the Glossary Word

- a. Create your storyboard. In the Element Text bar, **type** in the word you want to assign as a glossary term and **highlight** it, simultaneously:
- b. **Highlight** the matching Glossary word from the list
- c. Then click the “**Assign**” icon to turn your word into a glossary word (hyperlink).

Click Here to Add Element Text

**Glossary** terms are useful to help employees understand terminology that may be new to them

## Questions with Remediation

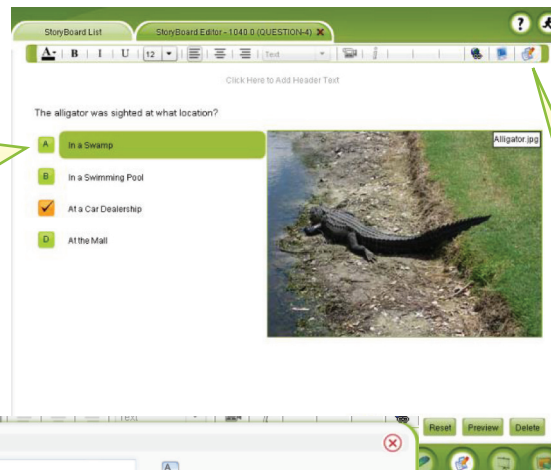
Training Modules may contain Questions. These questions can be designed to provide remediation if the question is not answered correctly. Remediation is the process of directing the user back to the learning screen (storyboard) which contains the correct answer to the question. The purpose of this type of questioning technique is to reinforce learning, to test comprehension and to keep the user from proceeding forward if they have not grasped the material.

### Steps to Creating Questions with Remediation:

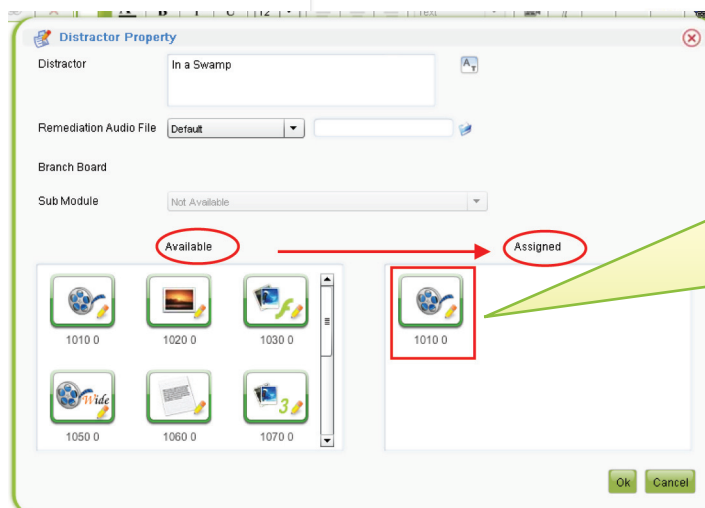
1. ALL remediation questions are created in a "Training Module" as part of a lesson.
2. Create the storyboard question and answers as you would for a test question.
3. The "Property" screen affiliated with each multiple choice answer is what differentiates a test question from a remediation question.

#### Example Question with Remediation Storyboard:

#1 - Highlight a multiple choice response that is the **wrong answer**; then click the "Property" icon (see #2 to the right). Repeat this step for **each wrong answer**.



#2 - Click the "Property" icon to open the "**Distractor Property**" window below.



Drag and Drop the storyboard icon(s) from the **Available** box to the **Assigned** box that the user is to be **remediated** back to for the correct answer.



#### NOTE:

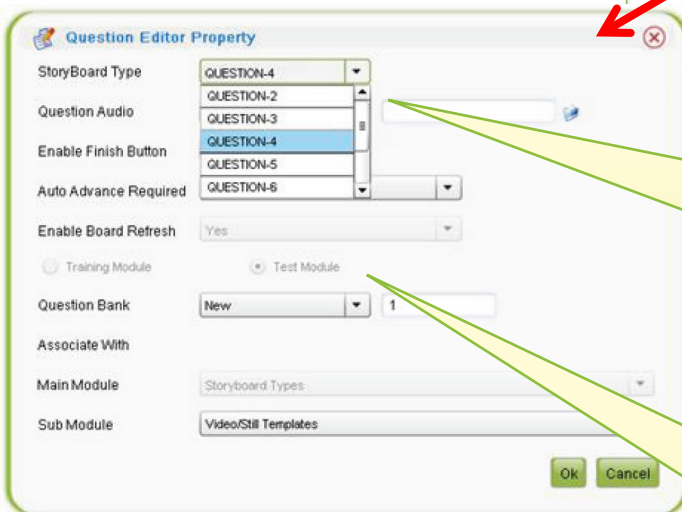
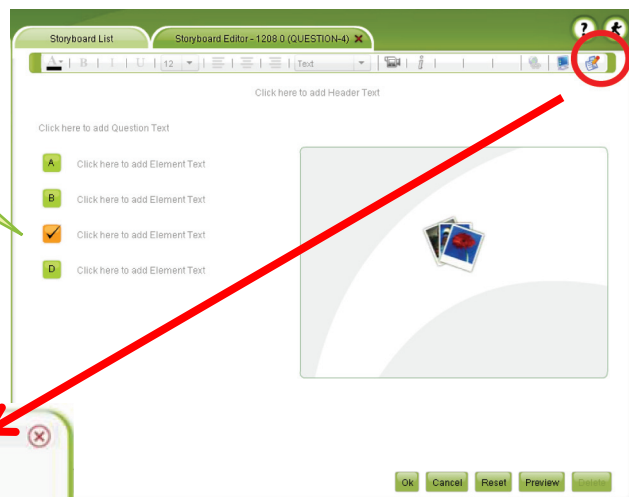
Question Storyboards created in Training Modules can only be moved to Self-Check modules if they are unassigned first and the Question Editor Property is updated.

## Test Questions & Question Banks

### Steps to Creating Test Questions:

1. ALL **Test Questions** in the course must be created in the “**Self-Check**” Module
2. Only 2 storyboards are available; all others are translucent. Click on the Q storyboard (example below) to create a text question (or q2a still for a visual question).
3. Click “**Property**” icon (upper right corner, shown with red circle) to open “**Question Editor Property**” window (below) and select the “**Storyboard Type**” (number of possible answers)
4. Type the question and each possible answer in their designated locations
5. Click “**Property**” icon (red circle) to upload Audio asset and select **Question Bank** number; Click on Graphic image to upload Graphic asset.

Enter Question and Answers here. Select which choice is the **correct answer** (will show on screen with checkmark over the letter, as depicted.)



Select the storyboard type from the drop down list: **QUESTION** denotes the storyboard type; the number (i.e. 4) denotes number of multiple choice answers on the screen.

Test Module is auto-selected because this storyboard is being created in a **Self-Check** module. This can only be changed or moved to a Training Module by un-assigning the storyboard first and updating the Question Editor Property Screen in the Unassigned Storyboard area.

Select **Question Bank** or create new one. Each question belongs to a question bank. Only variations of same question belong in same question bank. All questions will default to one (same) question bank if one is not selected. (This results in only one Test Module showing on test.)

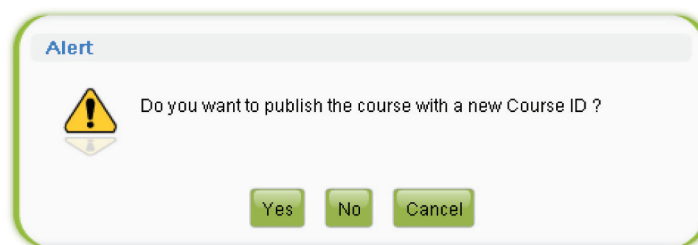
## Publishing a Course


Once the course is created, the final task is to Publish it.



To publish the course, click the Course Finisher  button in the lower right corner of the screen.











An Alert message will display asking if you want to publish the course with a new course ID. Select Yes if you want to change the course ID; select No if you do not.



A green checkmark  will be displayed beside published courses on the Authoring Tool Course List page:

 denote courses that are published; Dots  represents courses in progress, not yet published.'" data-bbox="243 508 791 757"/>

Course Name	Modified	Version	Course ID	Language	Curriculum	Category
• Accident Investigation		2012	ACCDEFV2	English	NONE	Safety
• Arc Flash		2.0	ELE016EFV2	English	NONE	Safety
✓ Demo Course		1.0	DEMO	English	NONE	Other
• Electrical Safety		4.8.1	ELE5BEFV	English	NONE	Safety
✓ Ergonomics 101		101.2010	ERGAFRENC	English	NONE	Safety
• Ergonomics 201		201.2011	ERGAEFV	English	NONE	Safety
✓ Ethical Issues		4.9.1	ETH1EFV2	English	NONE	Ethics & Complia
• Forum - 2nd Session			FORUM2ND	English	NONE	Custom
• HazCom: Basics		4.8.2		English	NONE	Safety
• Lockout/Tagout: Policy & Procedure		4.8.2	LOT9BE		NONE	Safety
✓ New Hire Orientation		2013				



### NOTE:

Each edit to a course requires that the course be re-published for users to see the changes. If a previously published course was added to a Curriculum, the course will need to be imported to the Authoring Tool from the Curriculum, edited, then re-published (via Course Finisher) back to the same Curriculum for users to see the updated course.

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