

Table of Contents

Page 3

- System requirements
- How to register

(Registration is not required for members who have already paid through the ADTO office)

Page 4

- How to Log into ADTO's Online Learning System

Page 5

- My Learning page

Page 6

- How to access the resources with required readings

Page 7

- How to access the course

Page 8

- How to Exit from a course
- How to preview the PowerPoint slides
- How to access the Discussion Board

Page 9

- How to create a new discussion

Page 10

- How to reply to a question

Table of Contents

Page 11

- [How to filter the Discussion Board](#)

Page 12

- [How to take a test](#)

Page 13

- [The Completed tab](#)
- [How to purchase a course](#)

Page 14

- [Online Education Catalogue](#)
- [Shopping Cart](#)
- [Removing items from your Shopping Cart](#)

Page 15

- [Help Guide](#)
- [Returning to My Learning](#)

System requirements:

- Browsers: Internet Explorer 7 and above, Mozilla Firefox, Safari, or Google Chrome
- Browsers: allow pop-ups from ADTO's Learning Online site
- Adobe flash player: <http://get.adobe.com/flashplayer/>

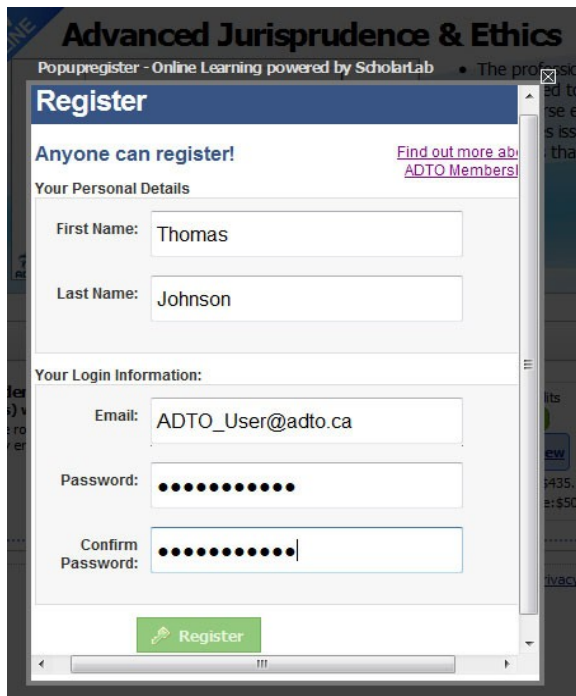
How to register

(Registration is not required for members who have already paid through the ADTO office)

You will first need to access the home page for ADTO's Online Learning System from the ADTO website.



Click on the “Register now” button.



Once successfully registered, you will be automatically logged into ADTO’s Learning Online. Upon your return, you will require your login information to access ADTO’s Learning Online.

How to Log into ADTO's Online Learning Portal



Registered members on ADTO's Learning Online will be able to login via the options displayed above. Click on login to enter.

You will then be prompted to enter your username and password to log in.

Enter your username:

Enter your password:


Then click on the "Login" button.

My Learning page




[Logout](#) | [Help](#) | [Account History](#)

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 **Thomas Johnson**

My Learning In Progress Completed

Online Education Catalogue

	Advanced Jurisprudence and Ethics 8 modules (2hrs 6mins) with 5 quizzes Presented by: Voice over This course explores the role of the College and addresses issues of ethics and jurisdictional practices that RDTs may encounter.	Buy Preview Member price:\$435.05 Non-member price:\$508.05	Shopping Cart 0 items
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This is the default home screen where members can navigate to the **In Progress** tab, **Online Education Catalogue**, **Shopping Cart** and the **Completed** tab.

In Progress tab: In this tab, all your “currently working on” courses are made accessible.


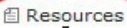

How to access the resources



Step 1: Click on the “Resources” button to access the required reading materials for the course.

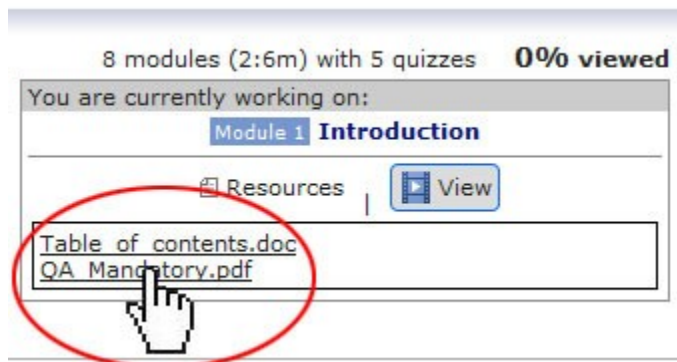
 **Thomas Johnson**

My Learning In Progress Completed

	Advanced Jurisprudence and Ethics Presented by: Voice over	8 modules (2:6m) with 5 quizzes 0% viewed
You are currently working on:		
Module 1 Introduction		
		

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Step 2: Then double click on the individual links from the drop down window to open the each item.



How to access the course



Step 1: Double click with the left mouse button on the image or “View” button to launch the course.

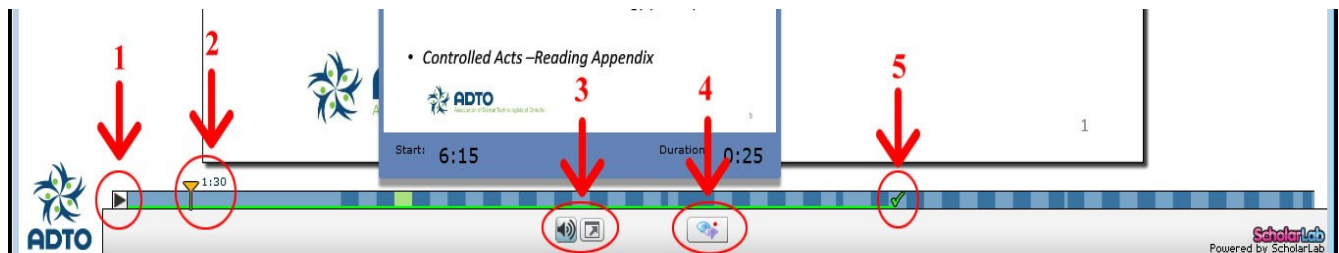
Thomas Johnson

My Learning In Progress Completed

COURSE **Advanced Jurisprudence and Ethics** 8 parts (2:31m) with 5 final quiz **0% complete**
 Presented by: Voice over You are currently working on: **Introduction**

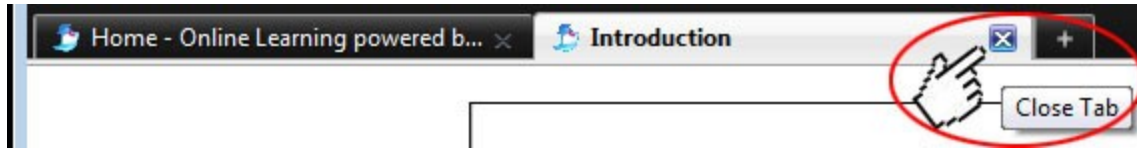
0 PD Credits [View](#)

Step 2: Using the navigation bar to play the course.



1. Click on the arrow to play the course.
2. This marker will assist you in showing your current position and time within the course. You can also use this marker to fast-forward or rewind through the course. Just click and drag it across the blue bar.
3. These buttons are used to configure audio and video settings in the player. These include: adjusting the volume, selecting an appropriate video window, or setting the full screen mode to ON or OFF.
4. This button launches the discussion board.
5. This checkmark tracks your progress through the course. This tool is activated and moves across only when you play through segments of a course for the first time.

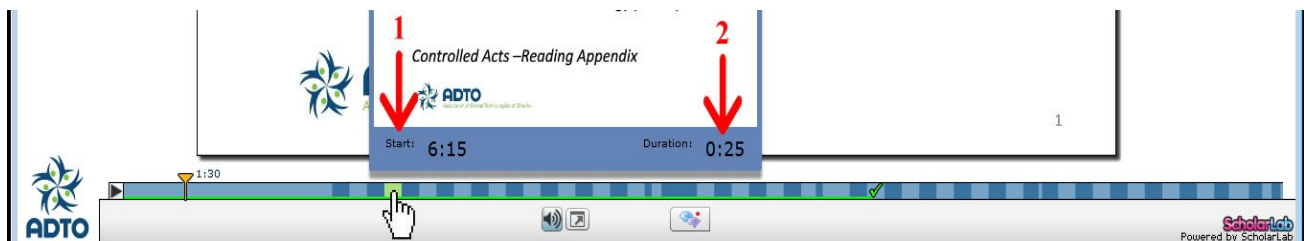
How to Exit from a course



To close the module, go to your browser, locate the tab with the name of the module and click on the “X”, as demonstrated above.

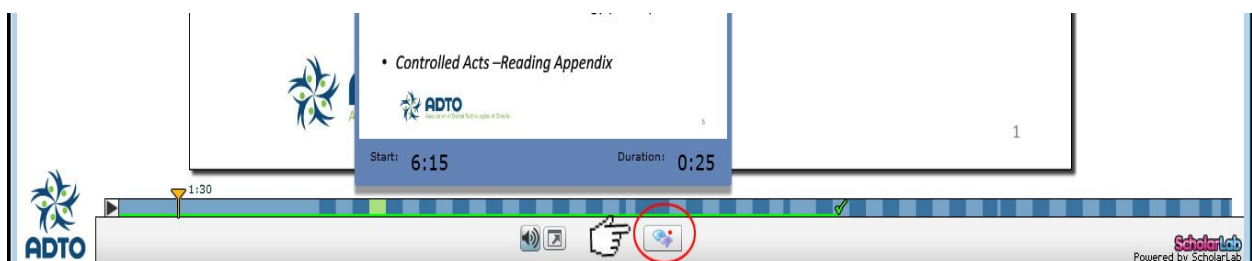
How to preview the PowerPoint slides

Place your mouse over the color coded time bar at the bottom.



1. Start: shows the start time of the Power Point slide.
2. Duration: shows the length of time the previewed slide will be displayed.

How to access the Discussion Board



The discussion board may be accessed while playing a course. Click on the button highlighted in the diagram above to launch the discussion board.



A new window will open next to the slides.

Create a new discussion



Once on the Discussion Board, click on “New Topic” on the top left hand corner of the window.



Now enter your question or comments in the newly open window and click on “Post Question”.

How to reply to a question

Step 1



Step 2

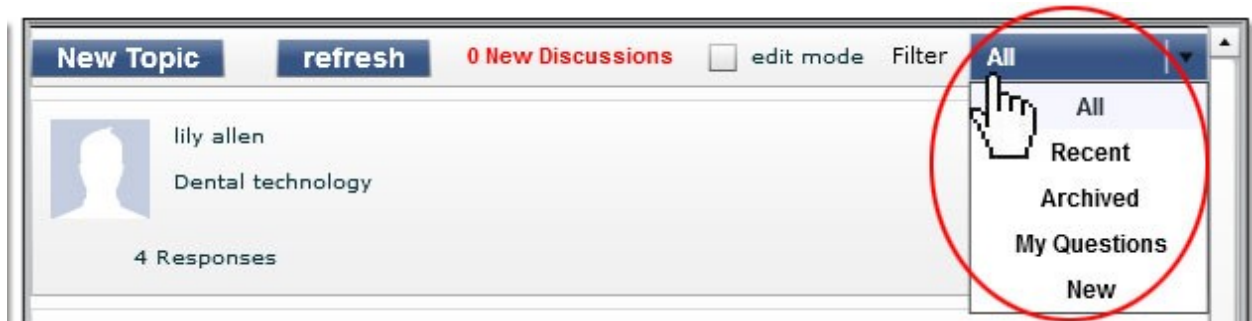


Step 3



1. To reply to a question, you first have to have to click on the “View” button displayed on the question you want to reply to.
2. Then click on “Reply” button in the newly open window.
3. Type your reply in the text box provided and click the “Post Response” button.

How to filter the Discussion Board



If you're looking for specific discussions, our "Filter" feature is here to help you. By clicking on the drop-down list located next to "Filter", you will have the option to browse the "Discussion Board" by the following search criteria. Here is a brief description of the options offered:

- All: will show you all the discussions that are registered in the "Discussion Board"
- Recent: will show you the most recent discussions
- Archived: will show you the discussion that are not visible anymore on the "Discussion Board" homepage
- My Questions: will show you all the questions you previously posted
- New: will show you all the new discussions

Taking a Test

Click on the "Take Test" button to launch the exam. These will only be accessible within the "In Progress" tab.

Thomas Crown

My Learning In Progress Completed

COURSE Advanced Jurisprudence and Ethics
Presented by: Voice over

8 parts (2:6m) with 5 final quiz **25% viewed**

You are currently working on:
Part 2 About the College and Governance

View Take Test

Or you can also access the exam within the player by clicking on the “Take Exam” button.

ADTO

ADTO

Take Exam

ScholarLab
Powered by ScholarLab

Completed tab

In this tab, all your completed courses are made accessible.

Thomas Crown

My Learning In Progress Completed

COURSE Advanced Jurisprudence and Ethics
Presented by: Voice over

8 parts (2:6m) with 5 final quiz
Completed: 01-26-11

Certificate

Here you can print your certificate by clicking on the “Certificate” button.

How to purchase a course

The screenshot shows the 'Online Education Catalogue' interface. On the left is a course thumbnail. The main content area displays the course title 'Advanced Jurisprudence and Ethics', its duration '8 parts (2hrs 31mins) with 5 final quiz', and the presenter 'Presented by: Voice over'. Below this is a brief description: 'This course explores the role of the College and addresses issues of ethics and jurisdictional practices that RDTs may encounter.' To the right of the description are two buttons: a green 'Buy' button and a blue 'Preview' button. A red circle highlights the 'Preview' button, and a mouse cursor is pointing at it. Below the buttons, the pricing is shown: 'Member price: \$435.05' and 'Non-member price: \$508.05'. On the far right is a 'Shopping Cart' box showing '0 items'.

A preview of the courses may be accessed throughout ADTO’s Learning Online. “Preview” buttons can be seen within “My Learning”, the “Online Education Catalogue”, and a few other places. A preview of the courses may be accessed by clicking on the “Preview” button before making a purchase.

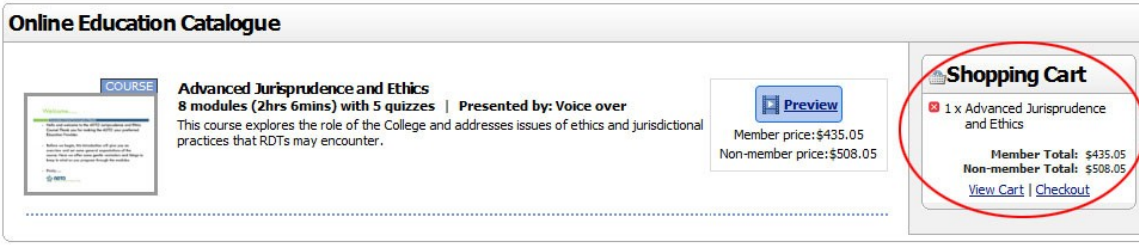
This screenshot is identical to the one above, showing the 'Advanced Jurisprudence and Ethics' course listing. In this version, the green 'Buy' button is highlighted with a red circle, and the mouse cursor is pointing at it. The 'Preview' button is also visible. The pricing and 'Shopping Cart' information remain the same.

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Online Education Catalogue

All available courses are listed with their pricing and can be purchased at anytime by clicking on the “Buy” button shown above.

Shopping Cart



A summary of the courses selected for purchase and their prices can be seen listed in your **Shopping Cart**. The following options are also made available: preview of selected course details, viewing of shopping cart and checking out items in your cart.



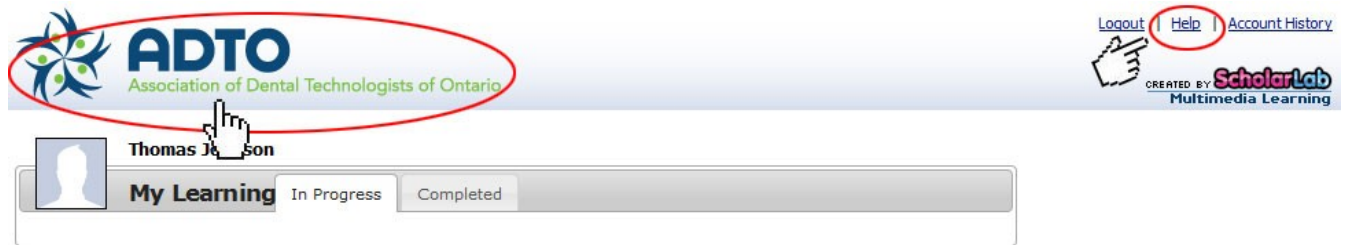
Removing items from your Shopping Cart

To remove an item from your Shopping Cart, simply click on the button shown above and the selected item will be removed.

Help Guide

Although our “Online Learning System” is pretty simple, our help guide is available and will definitely simplify the way you navigate and access items

throughout ADTO’s Learning Online. The online help guide is accessible by clicking on the “Help” link at the top right-hand side available on every page.



Returning to My Learning

Click on the “ADTO” logo at the top left-hand side, available on every page, to return to the home page.