

# Course Collection How To Guide



Below are the step-by-step instructions for accessing and using the courses available on our site. This document may be printed to use as a “cheat sheet” or can be viewed online at: [www.coursecollection.com/UserGuide.pdf](http://www.coursecollection.com/UserGuide.pdf).

To access the online courses go to: <http://www.coursecollection.com/>

Before you begin the training you should read the system requirements to be sure you have everything you need on your PC to successfully view the online courses. The system requirements can be found at: <http://www.coursecollection.com/requirements>.

Once you have reviewed the system requirements and verified that your pc has everything necessary to view the courses you can return to the main page.

If you HAVE NOT received a user ID and password you must first register with the course collection training system. To register follow the steps under ‘*Student Registration*’. If you already have a User ID and password you may skip to the section ‘*Course Login*’.

## Student Registration

If your organization has purchased Professional Development Online Training program you will be required to register yourself to the ‘Course Collection’ training system before you can use the training courses. You should do this one time only.

In order to register you will first need your organization’s Registration Code that has been provided to you. If you do not have this code please contact someone from the administration staff at your site before you continue.



Click on “Course Login”

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1. The first part of the Student Registration process is to enter your Registration Code.
2. After you enter your Registration Code click Continue.
3. Enter the following information to complete the registration process.

**Email address** ..... *This will become your User ID for accessing the course*

**Password** ..... *You may, optionally, enter a password; or you may leave it blank and a password will be assigned to you.*

**First and Last name** .... *Enter your first and last name as you would like it to appear on your course certificates*

4. Click Submit

Once you submit your registration information you will be sent to a page confirming the successful completion of the process.

After you register you will, also, receive an email with your User ID and Password that has been registered. The email will, additionally, contain information on how to access the Professional Development Online Training.

## Course Login

After you have received your email confirmation with the user ID and password, you can go to [www.CourseCollection.com](http://www.CourseCollection.com) to invoke the course login. On the Course Login page enter the appropriate information as shown in the steps below.

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**Course Login**

View the [system requirements](#) for all related information on viewing the course.

Please enter your user id and password, then click Login.


[New students – Register here!](#)

User ID:

Password:

[Need help signing in?](#)

[Forgot your password?](#)

For technical support:  
 [support@mindcross.com](mailto:support@mindcross.com)

**Instructions:**

1. Type the User ID that has been provided to you.
2. Type your Password.
3. Click the Login button.

After you enter your User ID and Password, and click Login you will be sent to a Course Collection page that contains a list of all the available courses for your organization. To begin a course click on the name of the course you would like to take.

This will send you to a page where you can do the following:

- Begin the course (the course will begin in a popup window)
- Take the course test
- Fill out the course evaluation
- Print/save a course certificate

**Note:** *You must complete the course evaluation before you can get a course certificate.*

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The course will begin in a new popup window that is automatically sized. The first page of the course will look similar to what you see here. Some of the most important functions of the course navigation are shown.

The screenshot shows the course navigation interface for "Bullying, Harassment & Intimidation in School". The title bar includes the MindCross logo and the course title. Below the title bar, there are four icons: a document (Course menu), a book (Course glossary), a question mark (Course help), and a right arrow (Course exit). A callout box on the right explains these icons. The main content area features the MindCross logo and the course title. At the bottom, there is a "Next" button and a "Review the Course Navigation" link. A callout box at the bottom left explains the "Next" button, and another callout box at the bottom right explains the "Review the Course Navigation" link.

Click on the icons at the top of the page to invoke the following functions:


- Course **menu**
- Course **glossary**
- Course **help**
- Course **exit**

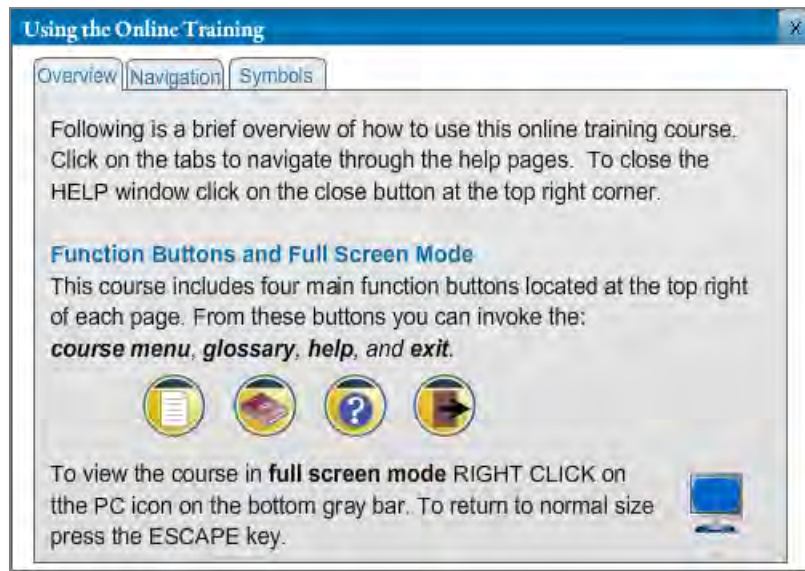
RIGHT click on the screen icon to go to Full Screen View


Use the "Previous" and "Next" buttons to move forward and backward within the course.

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When you begin the course the first thing you should do is click on the  (help) icon. The online help, which is available from within the course, will explain everything you need to know about using the course in detail. The help window looks similar to what you see below. It contains three tabs: Overview, Navigation, and Symbols. Be sure to read through each tab so you can become familiar with the course structure.



When you are ready to exit the course you should exit by clicking on the  (exit) icon in the top right corner of the course window. After you click exit you will be sent to the course page where you can logout or continue with the course test, evaluation, and certificate.

If you have any additional questions or need technical support on using the online courses send an email to: [support@mindcross.com](mailto:support@mindcross.com)

We hope you enjoy the training.