



Ready, Willing and Able (Course # 1010882)

www.train.org, or
<http://ks.train.org> for Kansas Learners

Rev. 7/31/2008

Ready, Willing and Able, includes handouts, a 25 minutes video, a 60 minute video, pre/post assessment and an evaluation. The course will take approximately 2 hours to complete. We highly recommend high speed internet access.

1. Turn on/up the volume of your computer.
2. Make sure that the Pop-Up blocker on your web browser is **OFF**.
3. **Important!** Check the compatibility of your computer with this online course!
 - Click **Help** in the TRAIN taskbar on the homepage;
 - In the left-hand menu, click 'Test Your Environment';
 - Follow the prompts if you do NOT see all **green** buttons.
4. On the second page of the course there is a 'Handouts' button, print a copy of the course material to follow along with the speaker and to complete the exercises.
5. **Important:** If you 'Quit' or exit the course during the middle of the video you will NOT return to where you left off in the video.
 - At the end of video #1, below the video screen, click  to save your completed course work and navigate to the next section of the course;
 - At the end of video #2, below the video screen, click  to save your completed course work and navigate to the end of the course.
6. **Important:** To return to the course, login to TRAIN at www.train.org (or for Kansas users, <http://ks.train.org>)
 - Click '**My Learning**' on the right hand side of the homepage;
 - Click the **course title**;When returning to the course there will be a popup box with the following language: **You have previously been in this lesson. Would you like to return to the last visited location in the lesson? You must click OK.** This will ensure that the previous information you completed is recorded.
7. All '**Pending Assessments**' and '**Pending Evaluation**' links will be viewable on the right hand side of the homepage or through 'My Learning'.
8. A 'TRAIN Certificate of Attendance' is available through the 'Certificates' link, in the My Learning Record folder, on the right hand side of the homepage.
9. If you have course navigation difficulties contact the KS-TRAIN Administrator, Debbie Nickels at 785-291-3457 or dnickels@kdhe.state.ks.us.