

## ► Logging In to Element K

- 1) **Open your browser and type** <https://www.bridgew.edu/elementk/> in the Address bar at the top of the window
- 2) **Type your BSC username and password.**

- 3) **Click Log Into ElementK button.**
- 4) The Element K home page will appear.

## ► Locating Courses on Element K

### Find courses via the Course Catalog

At the top of the page, **point to the Catalog tab** and **select the desired primary and secondary categories** from the drop-down lists.



Courses and resources display under secondary categories, organized by content type.

## Find courses via Search

Search is found in the upper-right corner, above the navigation menu headings. From the drop-down list, **select a content type. Type a keyword** (for example, Word) **and click Search.**

Search will display a list of self-paced courses, BSC Instructor-led courses and online technical references containing the term keyword in the title or contents.

## Search Results

Word 2003: Making Information Accessible
<a href="#">Microsoft® Office Word 2003: Level 3</a>
<a href="#">Microsoft® Office Word 2003: Level 1</a>

## ► Accessing Courses and Resources

### To access online technical references

**Click the reference title to open the reference.** If you bookmark a reference, it will display on your My Resources page.

### To enroll in BSC instructor-led courses

**Select the Upcoming Sessions tab.**

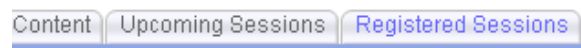


**Click Register** to enroll in the corresponding course.



### To drop a BSC instructor-led courses

**Select the Registered Sessions tab.**



**Click Drop Registration** to cancel your registration.

## To access self-paced courses

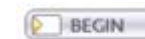
You may need a one-time download of Macromedia Shockwave (and Flash Player) to run the self-paced courses. If you do not have Shockwave, instructions will pop up to guide you through the installation.

## ► Starting a Self-Paced Course

**Select the Course Content tab.**



**Click Begin** to start the corresponding topic.



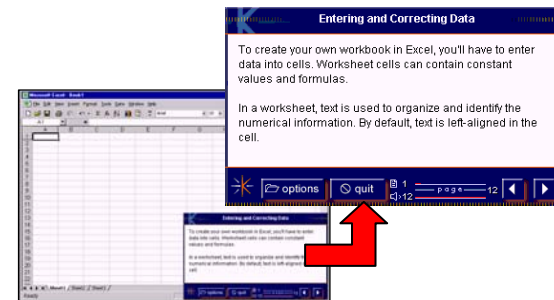
To begin an assessment to identify skill gaps, **select Course Assessment. Click Launch Assessment.**

Passing Score	# of Questions	Time Allowed	Attempts Remaining
100	19	Unlimited	Unlimited

Most Recent Score: Not Assessed

[LAUNCH ASSESSMENT](#)

## ► Self-Paced Course Navigation



Four basic controls run these courses:

- 1) The Options button displays a dialog box with additional user options, such as audio on/off, help, and restart.
- 2) The Quit button quits the course.
- 3) The Rewind button goes to the previous page.
- 4) The Advance button goes to the next page.

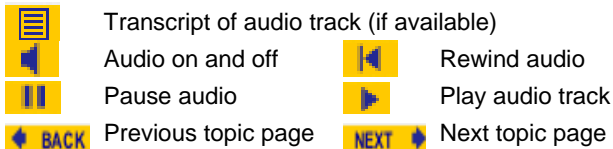
When you complete a topic, you are returned to the Course Content page. A link for the course is automatically added to your My Training page. You can also click the Add Bookmark button to add a link.

## ▶ SPARK Self-Paced Course Navigation

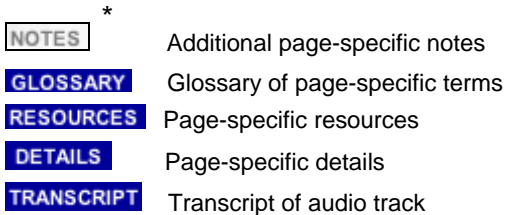
Use the left navigation frame to quickly access other lessons and topics within these courses.



Basic controls are on the lower navigation bar.



“Nice-to-know” information is available via tabs on the right. \*Note: Tab not available when gray.



## ▶ Exploring Professional Development

Point to **Professional Development** and select the appropriate item from the drop-down list.



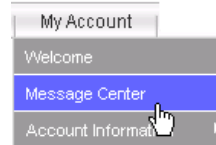
Development Paths are created by your organization to document job skills.

Certification Paths are created by vendors to help students prepare for vendor certification tests. Brainbench Exams test knowledge of a software application or business skill.



## ▶ Viewing the Message Center

From the My Account drop-down list, **select Message Center**.



Click **View All** to see all the messages under each heading.

### KnowledgeShare

is a message board mentoring option. **Click View All and select from four topics. Click Enter Message Board. Click the plus sign ( + ) to expand any category.**

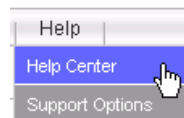
## ▶ Printing a Transcript

From the My Account drop-down list, **select Account Information**→**Transcript**. Your attendance and assessment history will display, with a Certificate link corresponding to any completed course. To print a certificate, on the browser’s toolbar, **click the [Print] button**.

## ▶ Using Support Options

### Contacting Element K Tech Support

In the upper-right -corner, from the Help drop-down list, **select Help Center** to view frequently asked questions.



**Select Support Options** to contact technical support directly.



Quick  
Reference  
Guide

