

LEAOnline Course Technical Requirements



LEA online courses include media for which you will need:

- **Adobe Acrobat Reader** - free software for viewing and printing Adobe Portable Document Format (PDF) files. If you do not have the free Adobe Acrobat Reader installed on your machine, click the Adobe icon below to access the Adobe download site.
- **Adobe Flash Player** - free software for viewing web content. If needed, click on the flash icon below to install Flash Player.



<http://get.adobe.com/reader/>



<http://get.adobe.com/flashplayer/>

Also:

***Pop-ups will need to be allowed** for LEA online courses. Add leaonline.clee.utk.edu to allowed sites in your pop up settings (contact technical support for assistance if needed).

Audio files are optimized for use with **Apple Quicktime. If needed, click the Quicktime icon below to install the free Quicktime player.



<http://www.apple.com/quicktime/download/>

LEAOnline Course Media



Within an informational Course Session, there may be the following types of media:

- **Images** (static or animated): Instructions may ask you to click on an image to see additional information
- **Document links**: Typically in MS Word or Adobe pdf format. Click the link to view, save and/or print.
- **Web page links**: click the link to view the page in a new window or pop-up*. Save or print as a normal web page.
- **Audio files**: These are indicated by a black control bar with a small white arrow pointing to the right.



(sample image - NO audio here!)

- **To listen**, click on the white arrow head. **
 - **To adjust volume**, click and drag the slider on the right to the left or right.
 - The center dot indicates how far along you are in the current file.
- **Video files**: Typically these show either an image or a black square, with the black control bar underneath. If the video does not start playing automatically, click on the white arrow head in the control bar.



Course Outline (or course Main Menu):

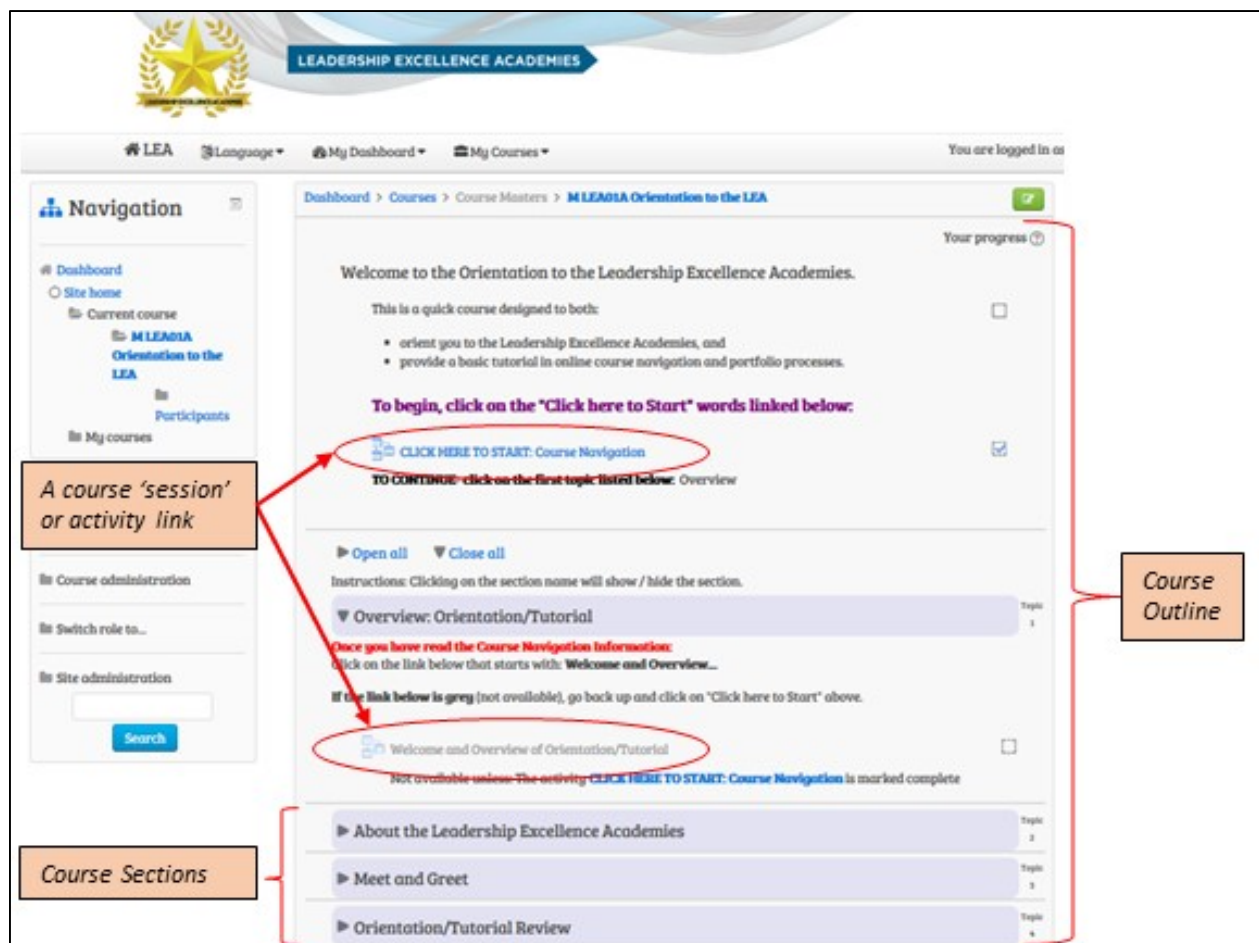
The center of the first screen in any course. All course materials and activities will start from this page/area.

Course Session (or activity or module): A 'chunk' of information within a course, organized around a topic or activity. Course sessions are shown on the Course outline as text links (sometimes referred to as session or activity links).

Course Section (or Topic):

A group of sessions or activities, divided by a header. There are 4 sections shown in the image below, plus an introduction which is usually at the top of a Course Outline. Course Sections may be "opened" and "closed" (expanded or collapsed) by clicking on the section header bar.

Each of these three items is labeled on the screen shot below:



Session Slide (or page):

A single page of information within a Course Session. Generally, you must click on a Next button or a link in order to continue to the next slide or to return to the Course Outline (and the next Course Session or activity).

LEAOnline Course Navigation – Completing an Accessing Sessions



Once you have completed a Course Session or activity, you will return to the Course Outline.

IMPORTANT: You must view ALL slides in a lesson in order for the activity to be considered complete. A 'complete' activity will show a check in the box out to the right of the activity link (see example below).

CLICK HERE TO START: Course Navigation

Session/Activity marked complete

TO CONTINUE- click on the first topic listed below: Overview

All course sessions/activities must be completed in sequential order. Therefore, completing an activity will "activate" the link for the next Session/activity (change it from grey to blue). This process is illustrated in the Screen shots below.

Welcome and Overview of Orientation/Tutorial

Session/Activity NOT available

Not available unless: The activity [CLICK HERE TO START: Course Navigation](#) is marked complete

Welcome and Overview of Orientation/Tutorial

Session/Activity available

Note that some activities (discussion forum posts, quizzes) will mark themselves complete when you submit your information.

LEAOnline Course Navigation – “Home” & Participant Library



One last thing - if you ever "get lost" while in an online course, **you can always click on the word "Dashboard"** in the upper left-hand corner. This will bring you back to the first page you see after logging in - called the "Dashboard" page (see below).

This page also has a link to the **LEA Participant Library** of materials above the links to all available online courses and your Syllabus, Transcript and Electronic Portfolio (you'll learn more about this in the first face-to-face workshop). So the "Dashboard" is always a good place to go to find things!

LEA Language My Dashboard My Courses [Duren Thompson] You are logged in as

Navigation

Dashboard

Important Links

LEA Participant Library

LEA Participant Library - Interim Activities, Schedules, Workshop materials, resources, etc.

Course overview

13MA01 Orientation to the Leadership Excellence Academies

13MN00 Syllabus, Transcript, and Electronic Portfolio

13MN02 Introduction to Program Improvement