DEFENSE INFORMATION SCHOOL

STRENGTH THROUGH TRUTH

Social Media Managers Course - Navigation Guide

Log In

Visit dinfos-lms.goaclc.com and enter your username and password.

Click the "Login" Button.

Diagram 1

Note: If you forget your username or password, follow the directions on the login page. Make sure to check your inbox and junkmail for an email with your temporary login information. The email will come from SMMtechsupport@goaclc.com.

Featured Courses Page

Here you will see all of the courses available. Click on your course to visit your course's main page.

Take note of the "Site News" section.

Diagram 2

Main Page

This is the main page of the Social Media Managers Course.

The Navigation Menu is on the left, with expandable menu items.

Below the Navigation Menu is your Tool Box, where you can access your grades and competencies.

Take note of the "Announcements" section, where you will find course updates.

Lessons available to you are listed below the "Announcements" section.

Diagram 3

Main Page (contd)

This is the main page of the Social Media Managers Course.

Take note of your name and avatar in the top right corner. Clicking on your avatar will take you to your "Profile". Here, you can upload a personal image for your avatar and send messages to course instructors or classmates. (See below)

Take note of the "Home" button. This button appears on most course pages. Clicking this button with bring you back to the course page.

Click on the arrow beside each menu item and explore the options for each menu item.

Take note of the navigation items within the "My Profile" box.

DEFENSE INFORMATION SCHOOL
STRENGTH THROUGH TRUTH

John Smith
Authenticated user
Messages   Log out

⌂ Home

Navigation

Registered Courses

∨ Current course
Social Media Managers Course
  ∨ Participants
    ▪ Course blogs
    ▪ Sarah Bee
  ∨ Badges
    🏆 Course badges
  ∨ General
    Announcements
    Introduction & Course Administration Activities
    Course Pre-Assessment
    Standards of Student Behavior (Administrative Acti...

Available Courses

Tool Box
∨ Course administration
  Grades
  Competencies

Social Media Managers Course

💬 Announcements

Welcome to the Social Media Managers Course!

This course has multiple activities for you to complete as you work through each lesson. Please make sure you access all activities - in order. Check marks will appear to the right as you complete each activity.

If you have questions, please contact your instructor through the course message function, the link to which can be found in the upper right corner of your

Activities: 2
Progress: 0 / 2

Diagram 4

👤 My Profile ✕

John Smith (Authenticated user)   ⚙ Edit Profile ⚙ Change Password

Active Courses : Social Media Managers Course - DRAFT
Department
Email address
Contact
City/town

Forum Posts   Blogs   Messages

🕐 Last access: Wednesday, 21 December 2016, 2:50 PM (1 hour 7 mins)

Diagram 5

Introduction & Course Administration Activities

Your first task is to complete your Introduction & Course Administration Activities.

The activities consist of two quizzes:

1. Course Pre-Assessment
2. Standards of Student Behavior

Click on the "Course Pre-Assessment" or "Standards of Student Behavior" menu item to access either quiz.

These activities can also be accessed by clicking the heading "Introduction & Course Administration Activities."
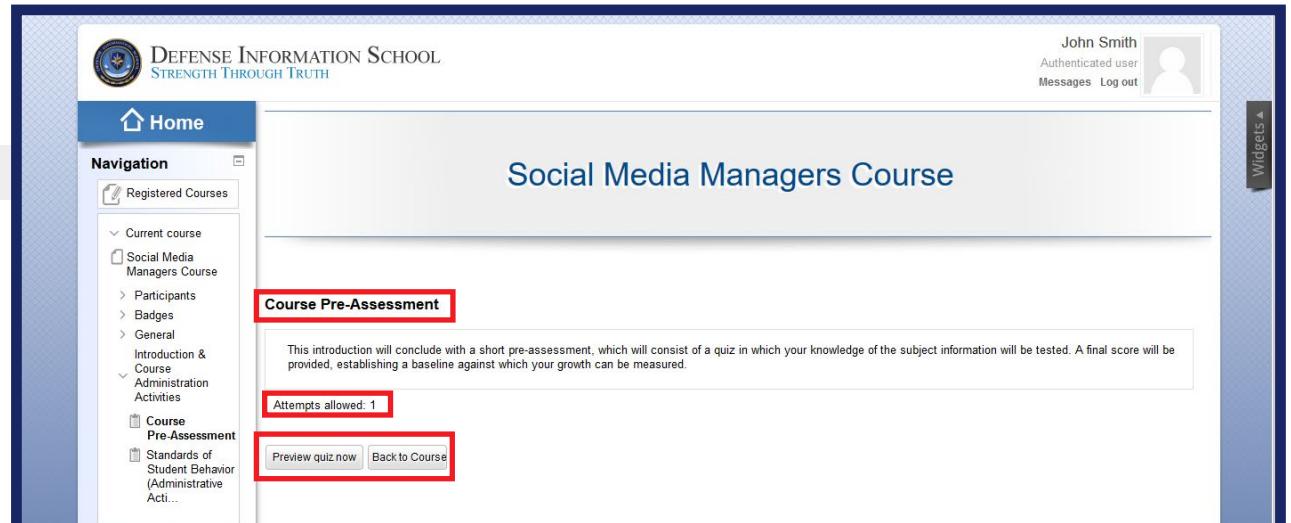

Diagram 6

Introduction & Course Administration Activities: Quizzes

Course Pre-Assessment Quiz:

Take note - This quiz allows only one attempt.
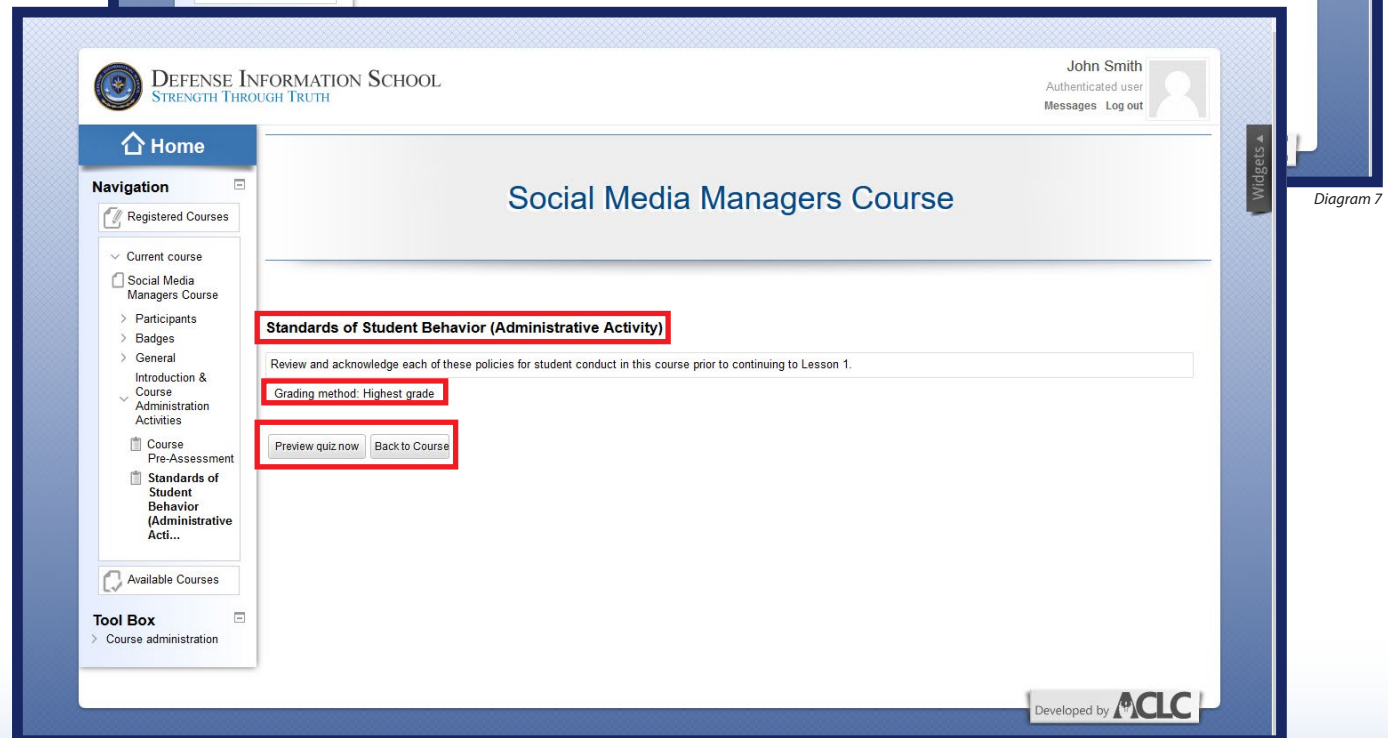
When you are ready to take the quiz, click the "Preview quiz now" button.

Diagram 7

Standards of Student Behavior Quiz:

When you are ready to take the quiz, click the "Preview quiz now" button.

Diagram 8

Introduction Video

Access the Introduction Video by returning to the Main Page and selecting the link for "Introduction & Course Administration Activities" below "Announcements".

See Diagram 3.
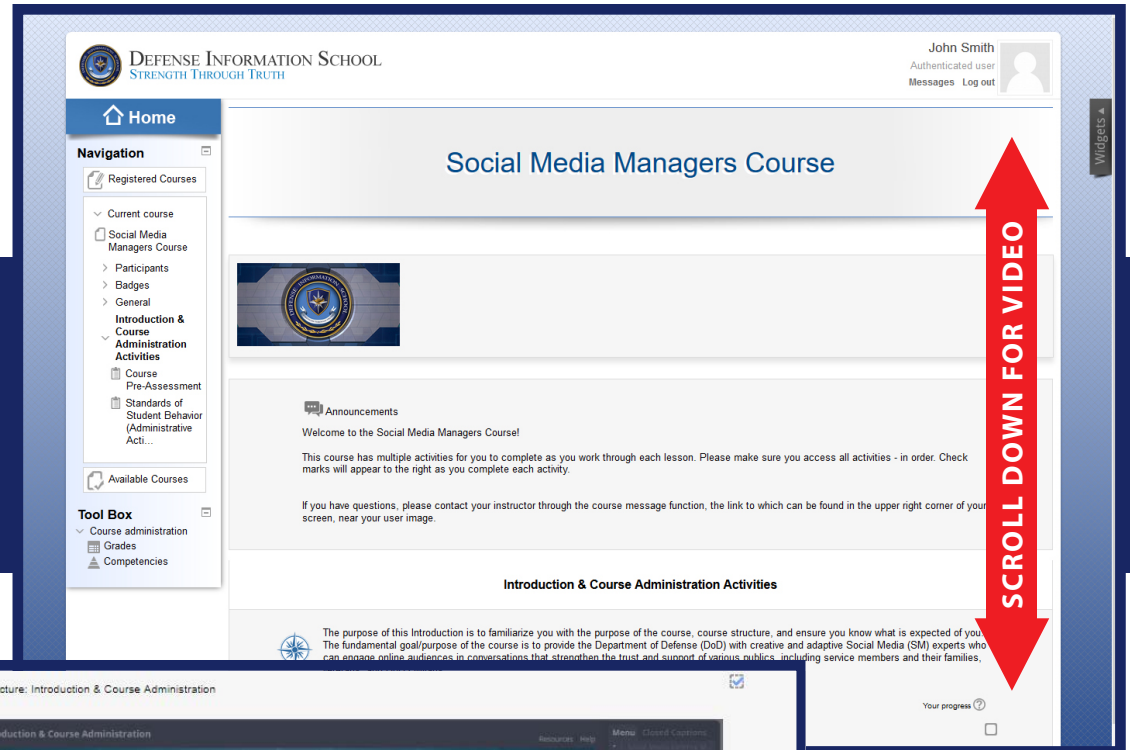
Diagram 9

Scroll down to find the video.

To play the video in your browser, simply click on the video. The video will load and you can click on either the start icon or the "Enter" icon under the video image to begin.
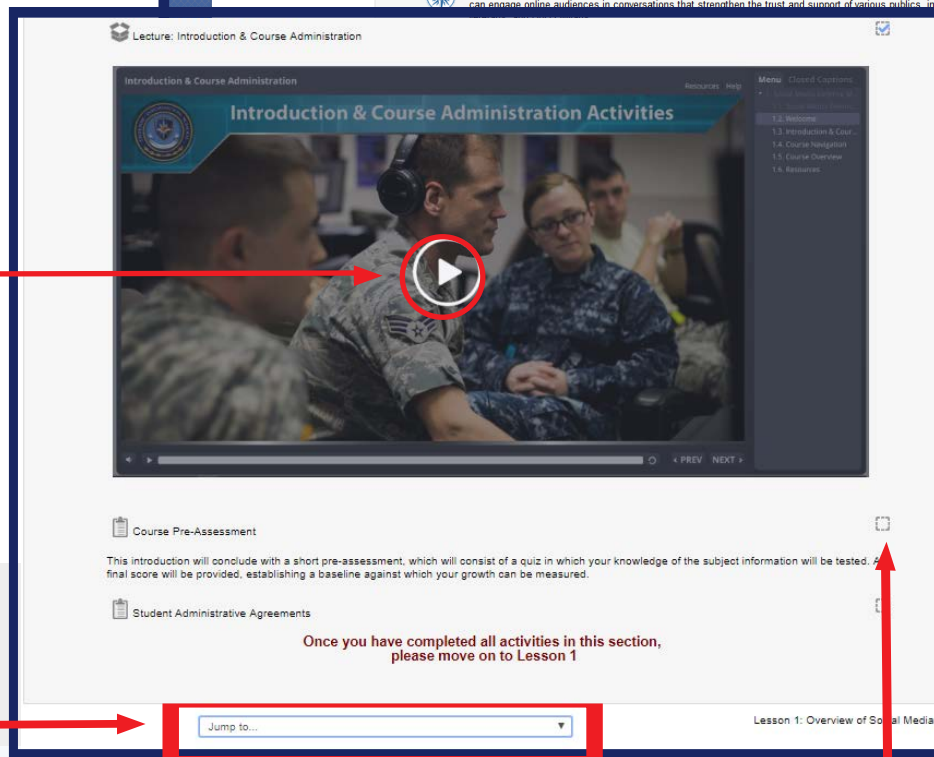
Take note of the "Jump To" menu at the bottom of each lesson page. You can use this to return to the Main Course page (if needed) before you begin a video.

Diagram 10

Note: An activity with a dotted box will check itself as complete once you complete the entire activity. An activity with a solid box will need to be manually checked (click in the box) once the activity is complete. To see the check marks in either type of box, you may need to refresh the browser.

Video Navigation

Diagram 11

Diagram 12

Your video/lesson navigation is to the right of the video. You can access the menu by clicking on the "Menu" tab. Viewing your menu is a good way to determine how far along you are in your lesson. You will not be able to advance to the next slide unless you have viewed the current slide.

Navigation Tip: If your slide becomes stuck or you cannot get to the slide you want to access, use the menu to access slides you have already completed and move forward.

Note: This course has a conditional release setting. This means that you will need to view each slide and access all tabs in the video. You will also need to close any external windows opened during the video lecture. Doing so activates conditional release-- allowing you to move to the next activity or lesson in the course.
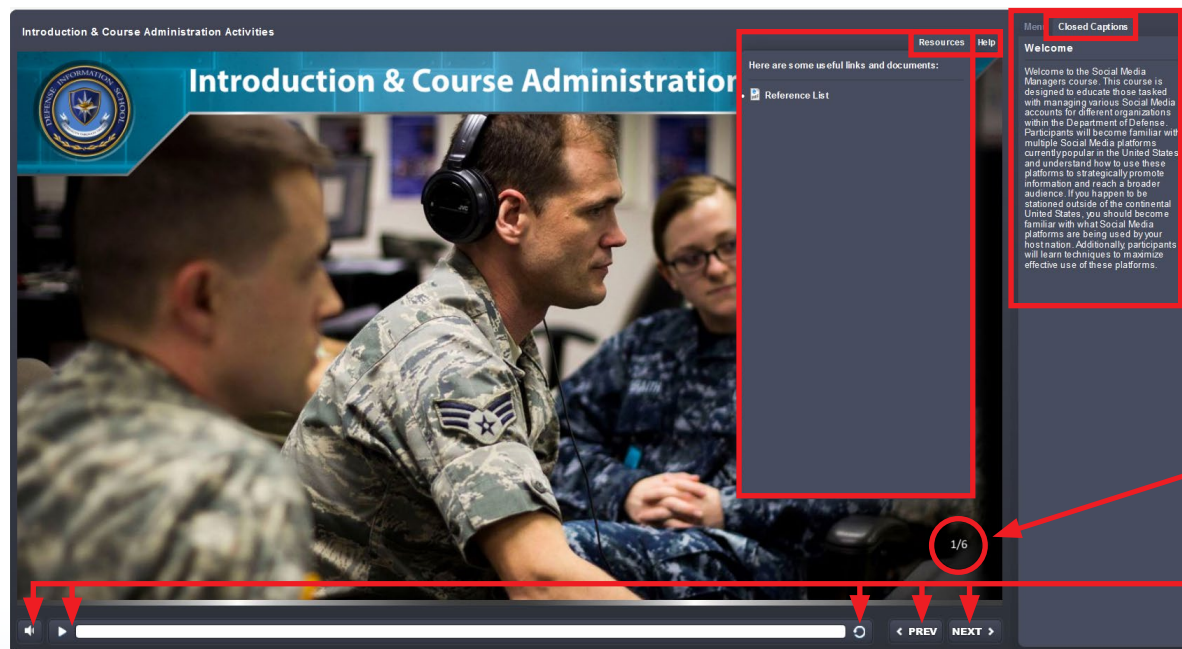
Closed Captioning is available for all lessons. You can access the closed captions by clicking on the "Closed Caption" tab.

Take note, your current slide number and the total number of slides in the course are located in the bottom right corner.

Controls for Volume, Play/Pause, Rewind, and Previous/Next Slide are located at the bottom of your screen. Note: The PREV function may sometimes take you back several screens if you are in a set of grouped or tabbed slides.
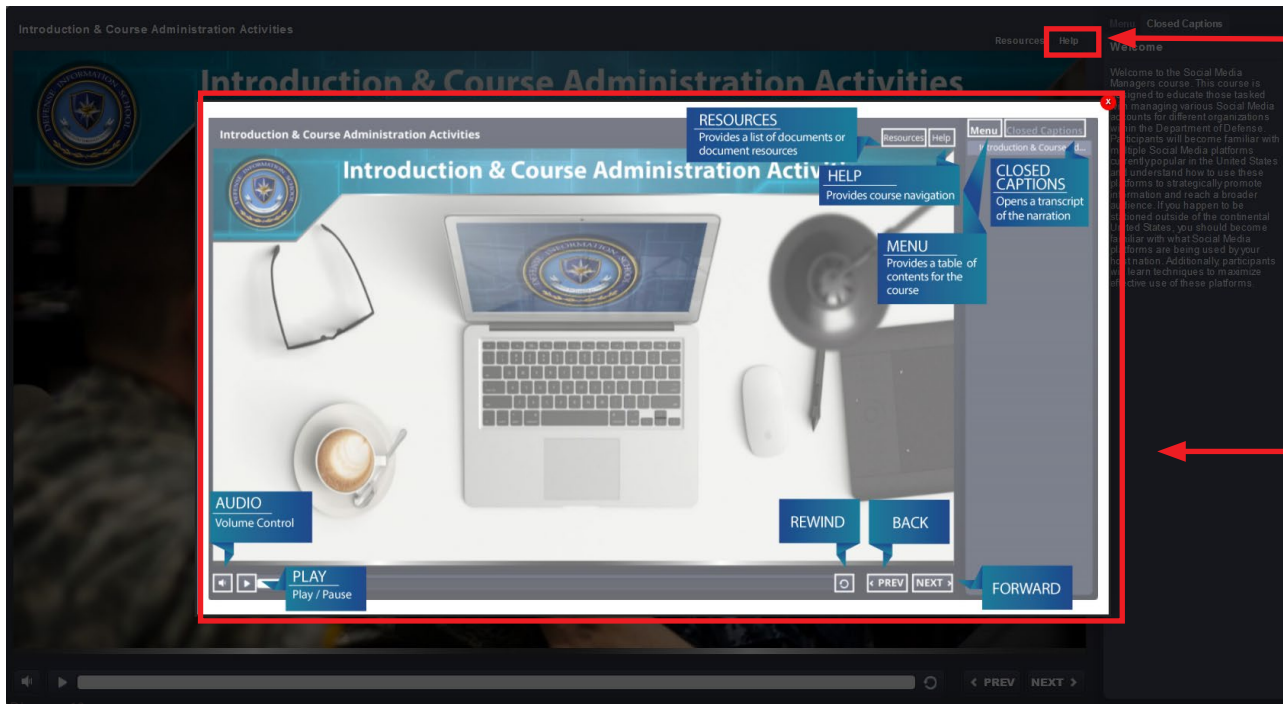
Video Navigation (contd)

Diagram 13

If you need assistance with Video Navigation, click the "Help" tab (located to the right of the "Resources" tab), and this help screen will appear. This is available in all lessons.

To exit the help screen, click the "x" highlighted in red, located in the upper right corner.
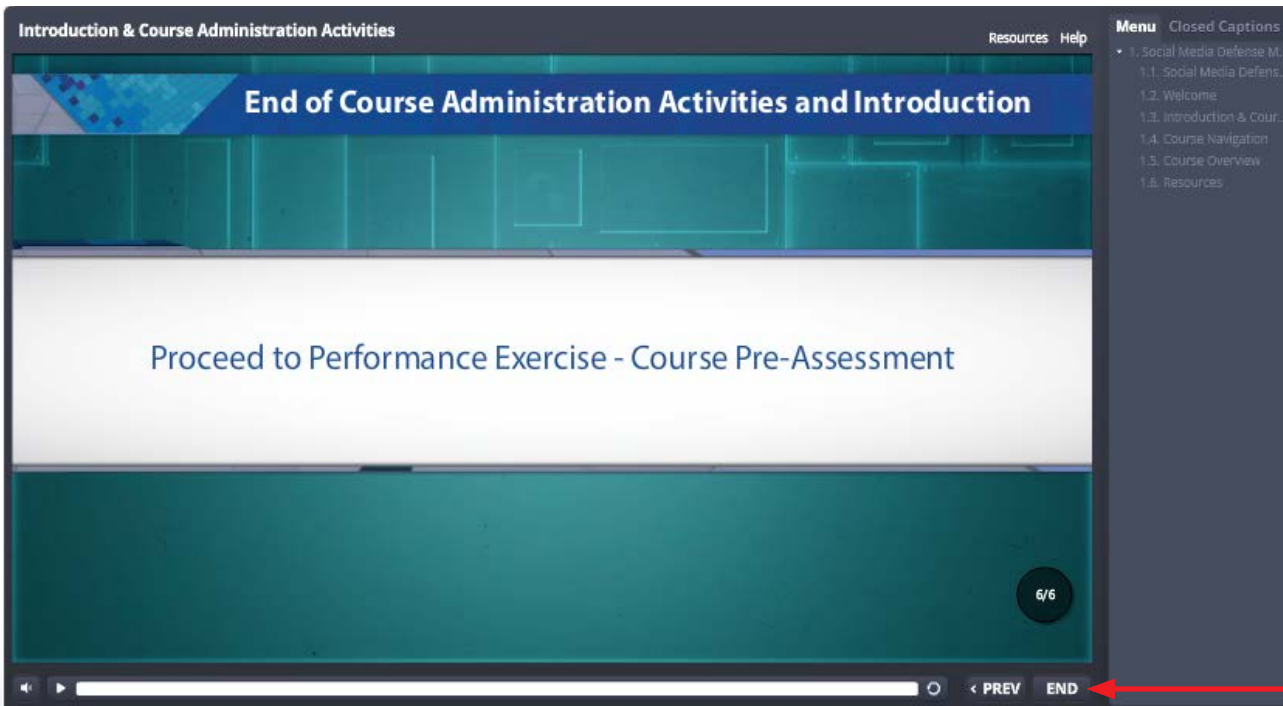
Final Lesson Slide

Diagram 14

The final lesson slide will give instructions as to what step should be completed next.

When you have completed the video lecture, click on the "END" button in the bottom right corner. You may use the navigation menu on the left or click on "Go Back to Lesson" to continue.

Send a Message

You can access the messages function from any page in the course by navigating to the top of a page and clicking on "Messages" - located in the page header beside your avatar.
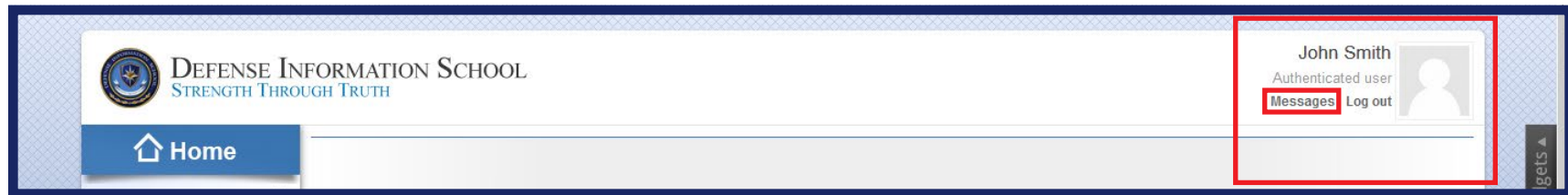
Using the "Messages" function is great for when:

• *You want to interact with your classmates*

• *You have trouble with the course and need Technical Support*
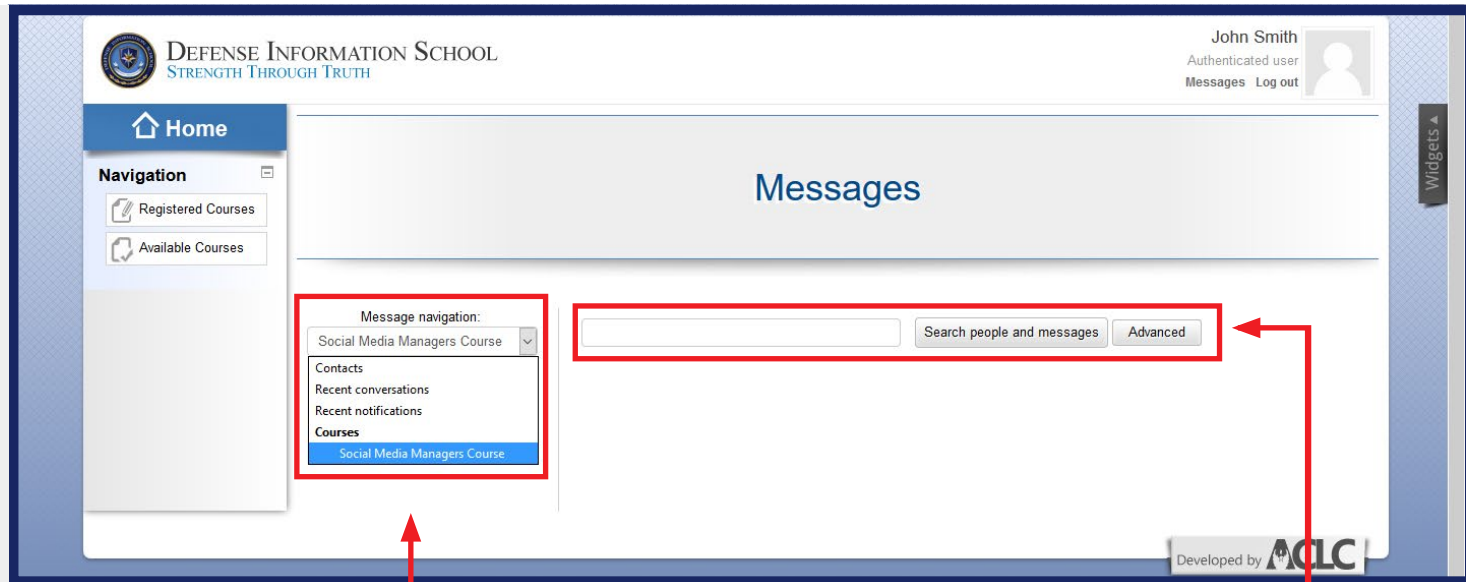
When you reach the "Messages" page, click on the drop down menu underneath "Message navigation" to select in which course you would like to search for Contacts. You can also view Recent Notifications, Recent Conversations, and Contacts from here.

Take note that you can search people and messages or conduct an "Advanced" search.

Send a Message (contd)

A list of participants will populate below the Message navigation menu. Select whom you would like to send a message to by clicking the appropriate name.
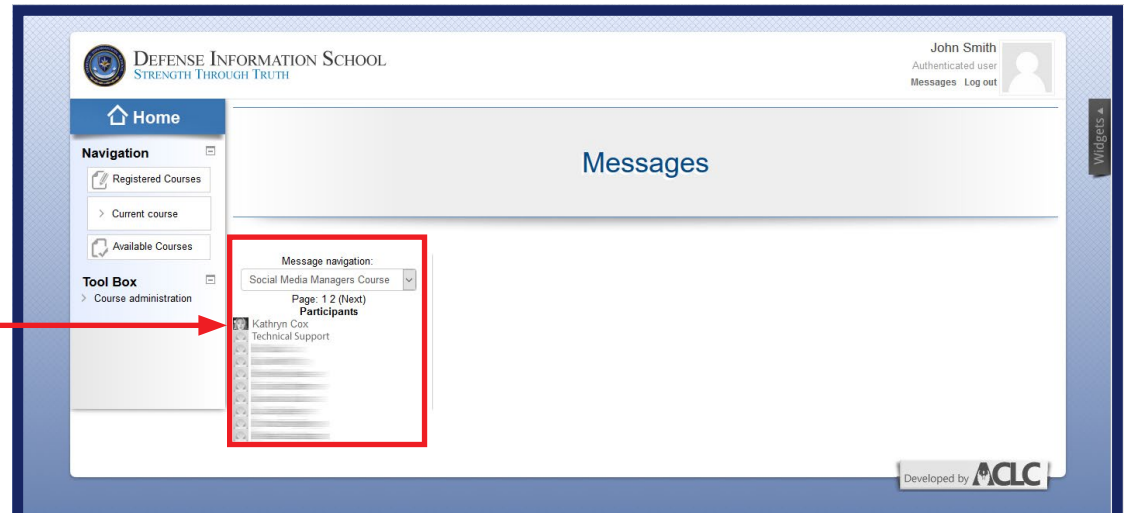
Diagram 17

A blank message pane will appear on your screen.

Enter the message you would like to send in the text field below "Message", and click the "Send Message" button.
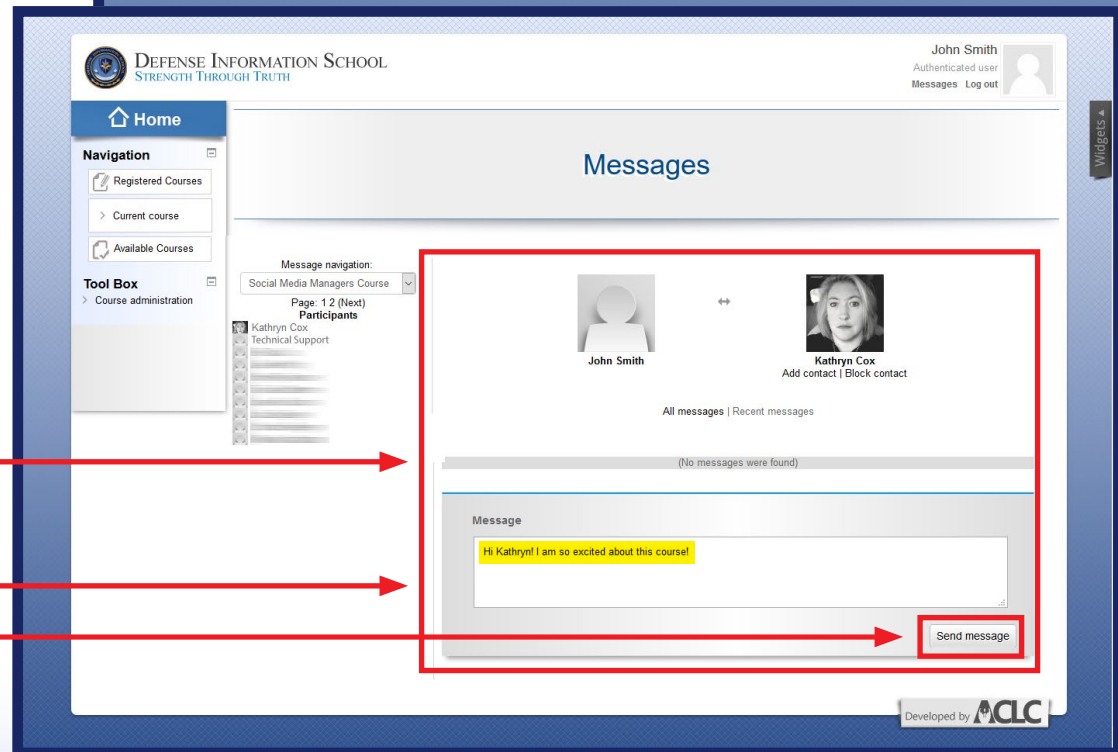
Diagram 18

Sent Messages

Sent messages will appear in the Message pane above the text entry field.
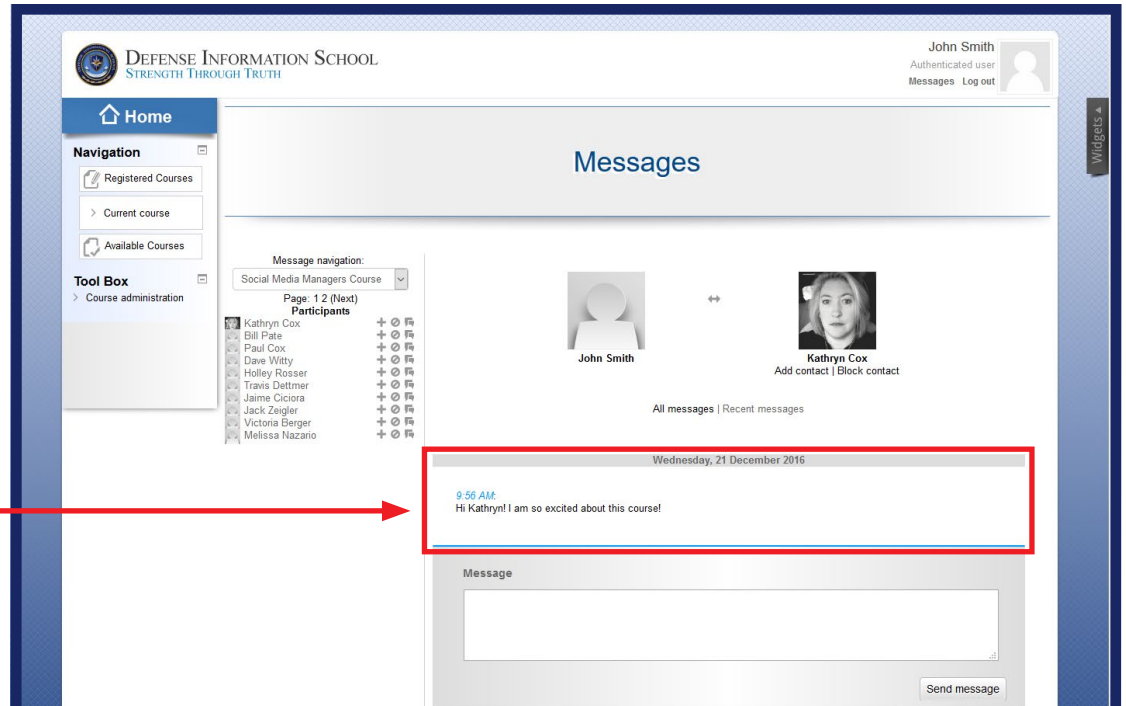
Diagram 19

Delete a Message

To delete a message, click on the message you would like to delete. When the message shows as highlighted, click the small "x" located in the upper right hand corner of the message.
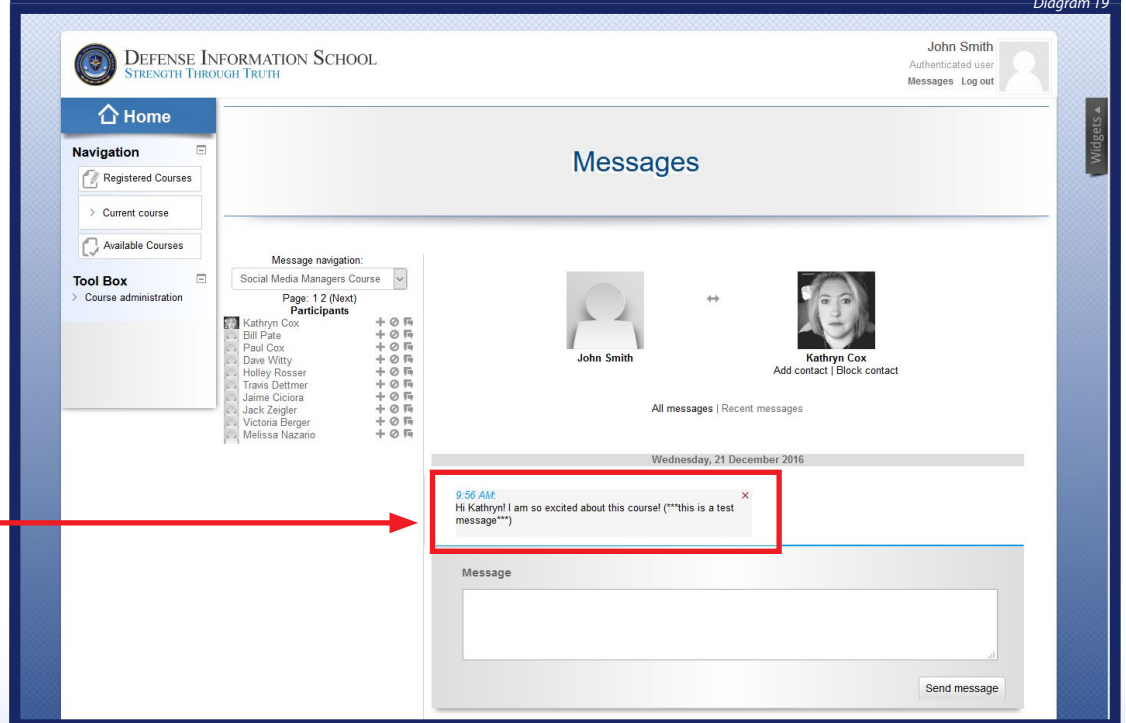
Diagram 20

New Messages (Receiving Messages)

You will receive two notifications when a new message is received.

In the header beside your avatar, a numerical value will appear in red beside the messaging function. This indicates how many new messages you have received.

Click either notification to view new messages

A "New messages" pop-up will appear, located in the lower right corner of your screen. From here you can choose to view your message, or to ignore the message.

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John Smith
Authenticated user
Messages(1) Log out

...dia Managers Course - DRAFT

Introduction &
Course
Administration
Activities

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Tool Box
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Announcements
Welcome to the Social Media Managers Course!

This course has multiple activities for you to complete as you work through each lesson. Please make sure you access all activities - in order. Check marks will appear to the right as you complete each activity.

If you have questions, please contact your instructor through the course message function, the link to which can be found in the upper right corner of your screen, near your user image.

Introduction & Course Administration Activities

...ze you with the purpose of the course, course structure, and ensure you know what is expected of you.
...s to provide the Department of Defense (DoD) with creative and adaptive Social Media (SM) experts who
...s that strengthen the trust and support of various publics, including service members and their families,

Activities: 2
Progress: 0 / 2

New messages (1)
Go to messages Ignore

Diagram 21

John Smith
Authenticated user
Messages(1) Log out

Diagram 22

New messages (1)
Go to messages   Ignore

Diagram 23

New Messages (Receiving Messages)

You will receive two notifications when a new message is received.

In the header beside your avatar, a numerical value will appear in red beside the messaging function. This indicates how many new messages you have received.

Click either notification to view new messages

A "New messages" pop-up will appear, located in lower right corner of your screen. From here you can choose to view your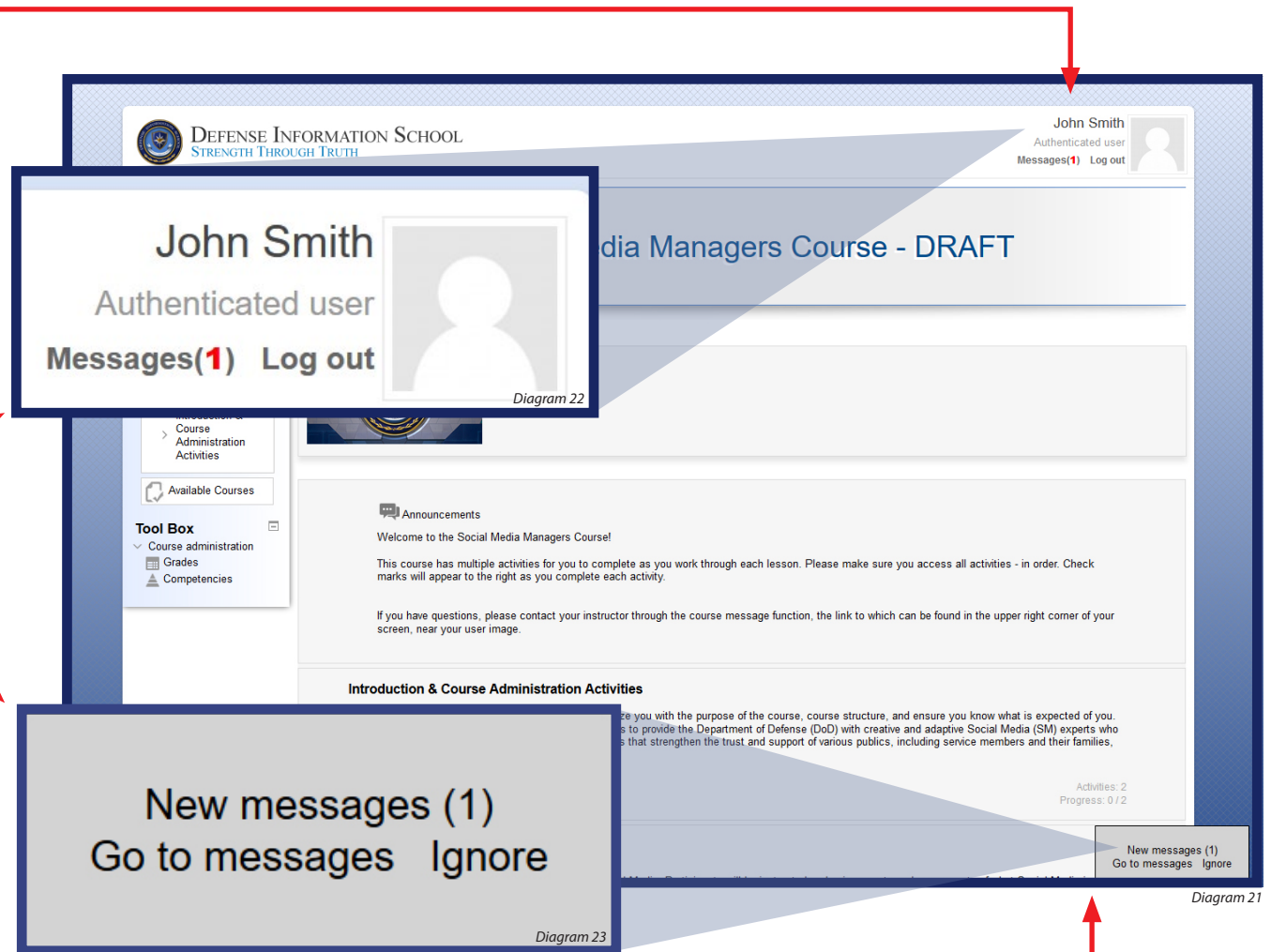 message, or to ignore the message.