



## Course Player Overview

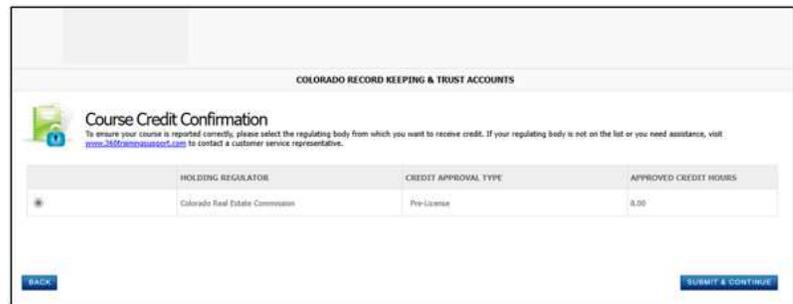
Once you've located your course in the LMS, click the course title or play icon to launch the course player. Before the course begins, you'll go through a few preliminary steps. This guide will walk you through those steps and highlight key features and functions of the course player.

### Starting Your Course

- a. If applicable, you will see the jurisdiction Course Credit Confirmation screen. Click **SHOW ME ALL REGULATORS**.



- b. The applicable regulator for the course will appear on screen along with any required reporting fields for the course. Once you have filled them out, please click **SUBMIT & CONTINUE**.

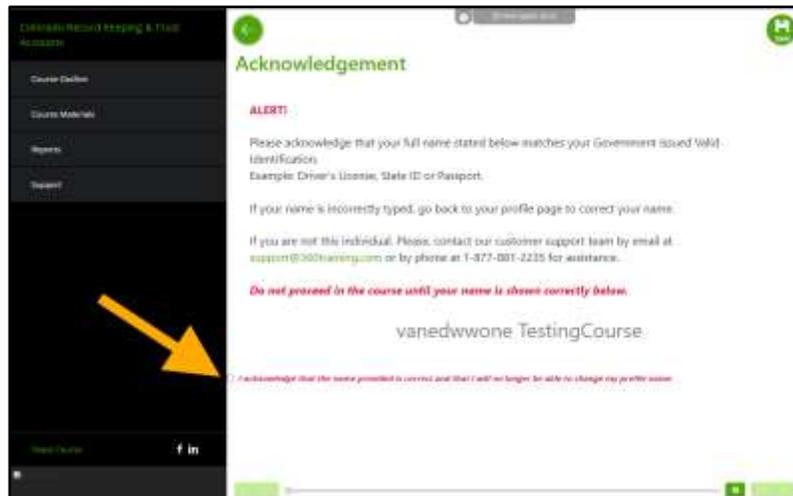


**Note:** The reporting field refers to any information we collect from you at the course launch to report credits or completion data after finishing the course.

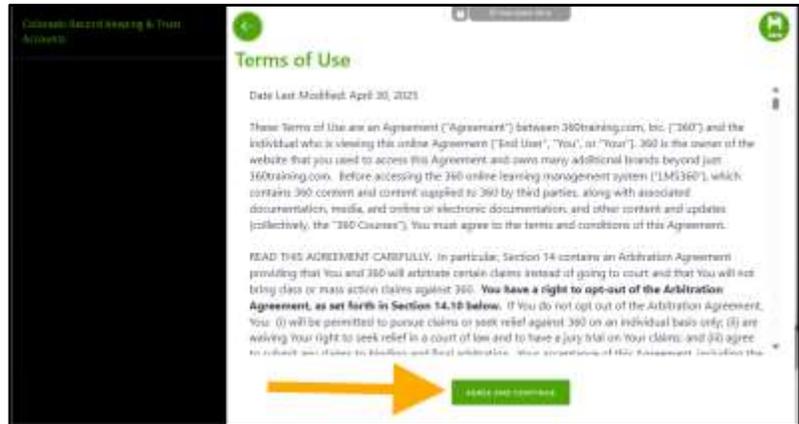
- c. When you launch the course for the first time, the first page you'll see is the **Name Acknowledgement**:

*"I acknowledge that the name provided is correct and that I will no longer be able to change my profile name."*

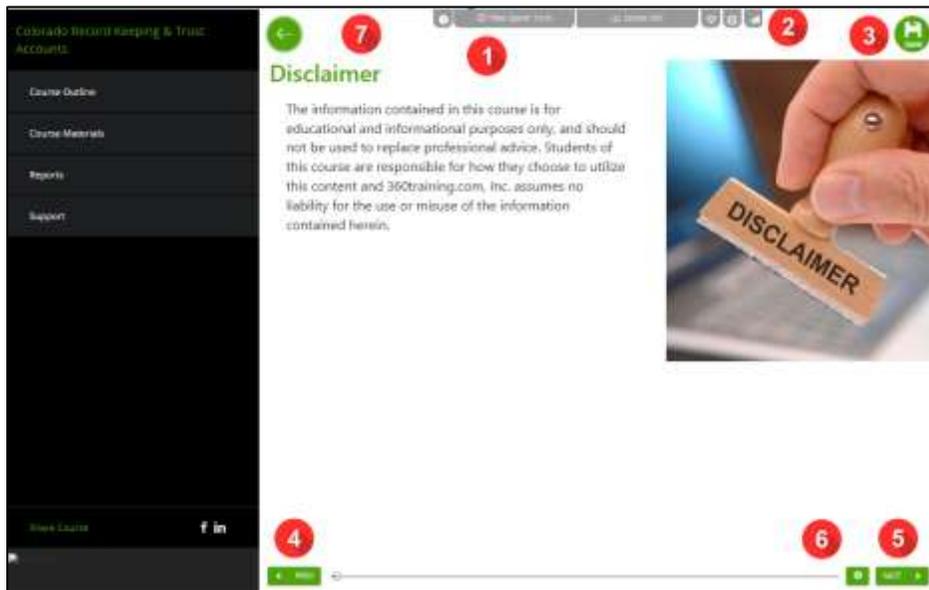
Please read through the information on this page carefully, then select the radio button to confirm and click **Next** to continue.



- d. On the following screen, you will see the Terms of Use. Please read it carefully, then click **AGREE AND CONTINUE**.



## Course Player Functions



### Function

### Description

1. **Time Spent**

Indicates your time spent in the course.

2. 

The **heart** icon can be used to bookmark a page that you want to access. If you click it, you will be routed directly to that page or lesson.





The **notes** icon allows you to add and save your notes or documentation for reviewing purposes.



The **flying paper/paper airplane** icon allows you to report an issue on any page.

- Select the type of issue
- Add details
- Then click **SUBMIT FEEDBACK**

The Content Development Team will receive your comments, investigate and resolve the issue. You will not receive an email notification but can contact us directly if you would like to follow-up.

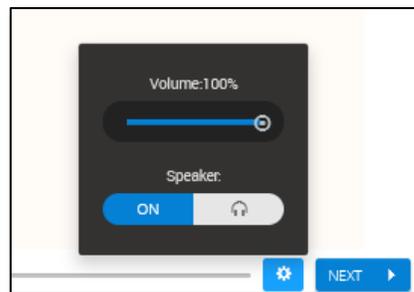


**3. Save** Click this icon to **save** your progress. After you save and exit, you may log back in and start from where you left off.

**4. Previous** This button will take you to the previous page.

**5. Next** This button will take you to the next page/slide.

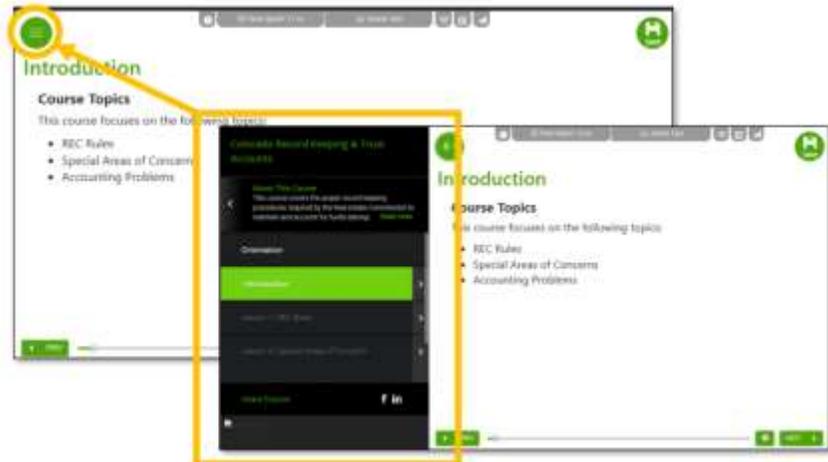
**6. Gear** The **gear** icon allows you to adjust the volume of the narration. You can also turn on your speaker or headset.



**7. Left Arrow** The **left arrow** allows you to maximize the course player by closing the course details.

## Menu Function

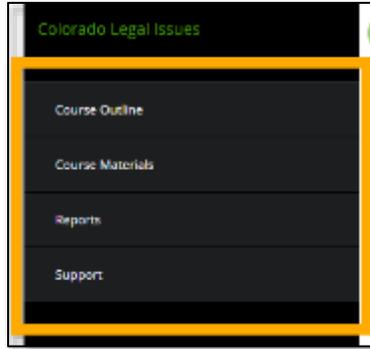
 **Menu button**, also called a hamburger button or the encircled three lines, allows you to open the options on the left side.



 To maximize the course player and close the menu, click the **Left Arrow** button.



## Course Details



**Course Outline** – When expanded, this button shows the course content, including the lessons, quiz assessments, and the final exam.



**Glossary** – When expanded, this button shows the key terms and definitions in the course.



**Course Materials** – When expanded, this button displays the materials related to the course that you may use or download.



**For Immediate Assistance:**

Visit our [Support](#) page

[Chat with us live on our website](#)

[support@360training.com](mailto:support@360training.com)

**Reports** – When expanded, this button shows the completion criteria. If you meet all the required criteria, the course will appear as completed.



**Support** – When expanded, the **GET SUPPORT NOW** button will appear. This will allow you to access our support page and knowledge base. You can also chat with our Support Team and access additional features through 360training.

