

## ▶ Logging in to Element K

- 1) **Open your browser and type <http://knowledge.elementk.com>** in the location bar at the top of the screen. **Click Go or press Enter.** The Element K home page will appear.
- 2) **Enter your [username](#) and [password](#).** (They're case-sensitive.) **Click [Login](#).**

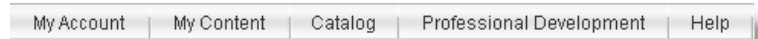
**Current Students**

Please enter your username and password.

**Username:**

**Password:**

## ▶ Navigation



Once you've logged in to Element K, you are on the **Welcome** page. Navigate by choosing one of the tabs across the top, then selecting a page in the drop-down menu. We will work with the **My Content** Tab most often. A "breadcrumb trail" shows your current location.

## ▶ Locating Courses on Element K

### Find recommended course paths:

Most of you should find at least one or two packages of courses recommended for you. You can find them by hovering your cursor over **My Content** and clicking on **My Professional Development**. You might also find recommended individual courses under **My Training** Page.



## ▶ Accessing Courses and Resources

### To Access Online Instructor-led Courses

**Click the course title. Select the Upcoming Sessions tab. Register for the course.** The course will now display on your **My Training** page.

### To Access Online References

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

### To Access Self-paced Courses

You may need a one-time download of Macromedia's Shockwave (and Flash) player to run the self-paced courses.

**Note:** If you do not already have Shockwave and/or Flash, please contact the Helpdesk at ext. 7109 for a technician to download/install for you.

## ▶ Starting a Self-paced Course

Select Course Content.



Click Begin to start the topic.



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

Assessment/Acrobat® 6.0: Standard			
Passing Score	# of Questions	Time Allowed	Attempts Remaining
90%	22	Unlimited	Unlimited
Most Recent Score: Not Assessed			<input type="button" value="LAUNCH ASSESSMENT"/>

Assessment.

## ► Self-paced Course Navigation

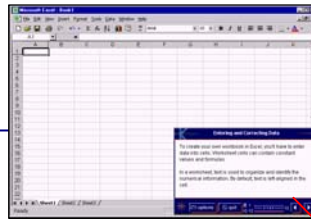
Four basic controls run these courses:

**options** Displays a dialog box with additional user options such as audio on/off, help, and restart.

**quit** Quits the course prior to completion.

**Rewind** ◀ Goes to the previous page of the topic.

**Advance** ▶ Goes to the next page of the topic.



**Entering and Correcting Data**

To create your own workbook in Excel, you'll have to enter data into cells. Worksheet cells can contain constant values and formulas.

In a worksheet, text is used to organize and identify the numerical information. By default, text is left-aligned in the cell.

options quit 1 page 12

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



## ► SPARK Self-paced Course Navigation

Use the left frame navigation window 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)

- NOTES** \* Additional page-specific notes.
- GLOSSARY** Glossary of page-specific terms.
- RESOURCES** Page-specific resources.
- DETAILS** Page-specific details.
- TRANSCRIPT** Transcript of audio track.



## ► Support Options:

### Contacting Element K Tech Support

In the upper right corner, click **Help/Help Center** to view frequently asked questions.

Click **Help/Support Options** to contact tech support directly.

**We also offer:**

- **24X7 Live Chat**
- **Email Support**
- **Phone Support 1-800-250-5013 (Option 1)**  
7 A.M. to 8 P.M. EST, Monday through Friday

