

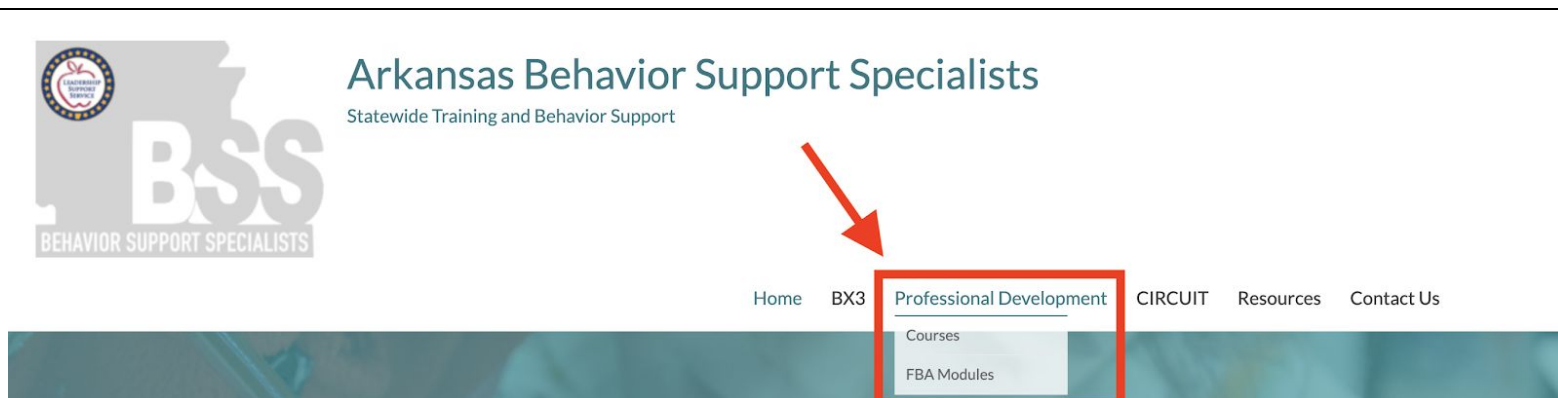
# Course Instructions

Use this document to progress through each online course. Follow the steps below. At the end of the document you will find tips to navigate the courses.

## Step 1:

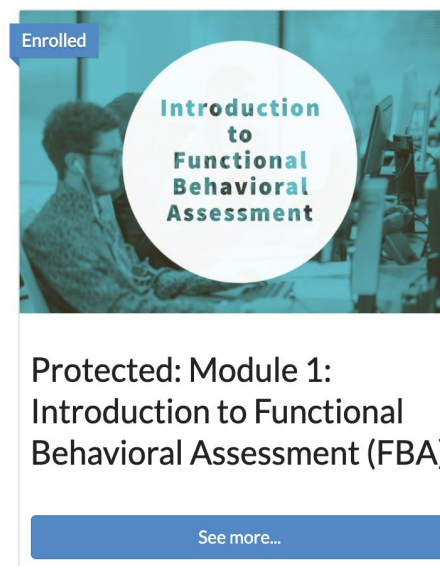
Navigate to the professional development tab.

Use the drop down menu to navigate to the course or FBA modules page



## Step 2:

Select a course.



**Step 3:**

For new users, register for the course.

Current users, use your username and password you created to login.

The screenshot shows a course page for "Targeted Behavior Interventions". At the top, the course title is displayed. Below it, a summary bar shows the "Current Status" as "NOT ENROLLED", the "Price" as "Free", and a "Get Started" button with a "Login to Enroll" option. A red arrow points to the "Login to Enroll" button. Below the summary bar, there are three main sections: 1) A login form with fields for "Username or Email Address" and "Password", a "Remember Me" checkbox, a "Log In" button, and a "Lost Your Password?" link. 2) A "Register" section with the text "Don't have an account? Register one!" and a "Register an Account" button. A red arrow points from this button to the right. 3) A registration form with fields for "Username", "Email", "First Name", "Last Name", "Password", and "Confirm Password", followed by a "Register" button and a note: "Registration confirmation will be emailed to you." The BSS (Behavior Support Specialists) logo is visible in the bottom left corner.

**Step 4:**

After logging in/registering you will see the following page:

65% COMPLETE Last activity on May 6, 2020 6:33 pm IN PROGRESS

Course Materials

Course Content Expand All

Introduction to This Course

- ✓ About This Course (2 Topics) Expand
- ✓ Targeted Behavior Interventions Pre-Test (1 Quiz) Expand

Introduction to Targeted Behavior Interventions

- ✓ Introduction to Targeted Behavior Interventions Expand

**Step 5:**

Click on the materials tab to view materials needed for this course. Some materials will need to be printed before beginning the course, other materials are available as resources.

Example Course

Course **Materials**

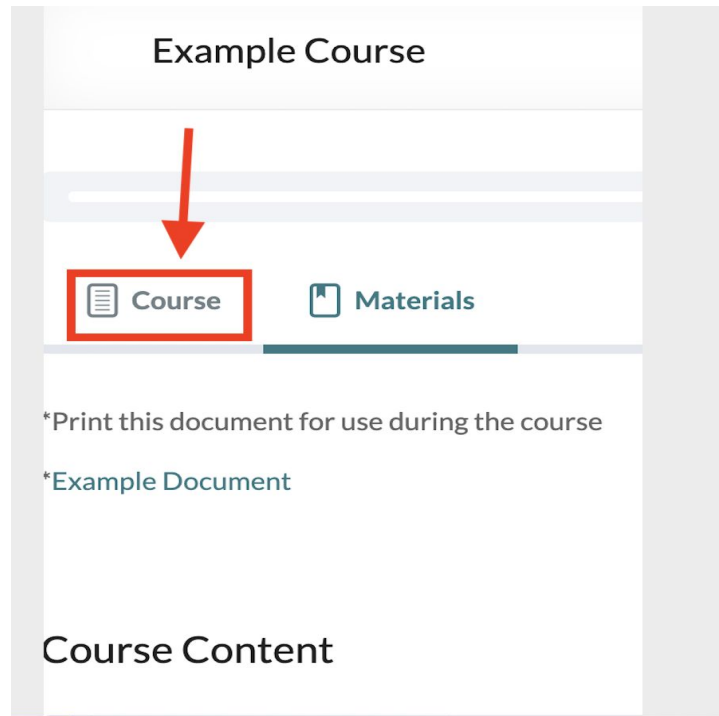
\*Print this document for use during the course

\*Example Document

Course Content

**Step 6:**

Navigate back to the courses page.



**Step 7:**


To start the course, scroll down and select the first lesson. Select the "Expand" button on the right side in order to reveal all lesson content.










## Step 8:

Once you have selected “Expand” you will see topics and quizzes associated with the lesson. Click the first topic or quiz to begin. Lessons (including topics and quizzes) must be completed in the order listed.

Priming  
4 Topics | 2 Quizzes

 Collapse

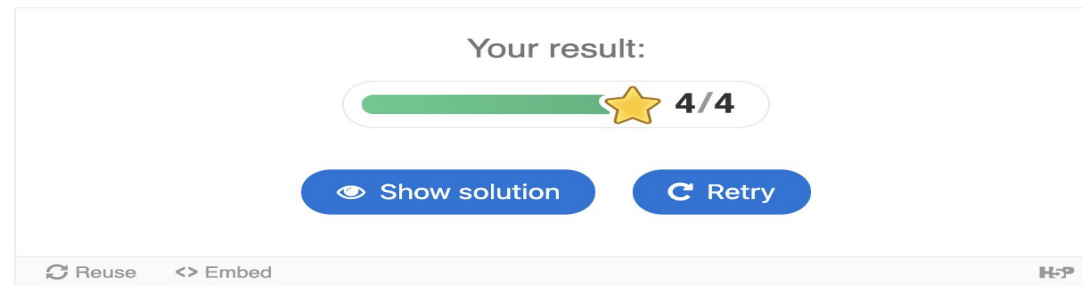
 Lesson Content 0% COMPLETE | 0/4 Steps

-  Priming Overview
-  ABI ASR 1
-  Priming Fidelity Checklist
-  Priming Video Example
-  ABI ASR 3
-  Priming Reflection

### Step 9:

Once you complete a topic or quiz you will see a button to click that will advance you to the next topic or quiz.

## Example Quiz



Your result:

4/4

Show solution Retry

Reuse Embed

The image shows a quiz results interface. At the top, it says "Your result:" followed by a green progress bar that is 100% full, a yellow star icon, and the text "4/4". Below this are two blue buttons: "Show solution" with an eye icon and "Retry" with a circular arrow icon. At the bottom of the interface, there are two small links: "Reuse" with a circular arrow icon and "Embed" with a code icon.

### Results

1 of 1 questions answered correctly

Your time: 00:00:02

You have reached 1 of 1 point(s), (100%)



View Questions Restart Quiz Click Here to Continue

The image shows three buttons at the bottom of the quiz results. From left to right: a dark grey button with white text "View Questions", a dark grey button with white text "Restart Quiz", and a green button with white text "Click Here to Continue". A red arrow points from the top right towards the "Click Here to Continue" button, and a red box highlights this button.

### Step 10:

Once you complete all topics and quizzes within a lesson you will see a button to click that will advance you to the next lesson.

## School-Home Note Reflection

Targeted Behavior Interventions > School Home Note > School-Home Note Reflection

COMPLETE

- Use the reflection form you downloaded and printed from the materials tab.
- In the section for school-home note, answer the questions to make some notes of what you learned and how you will use this intervention.

< Previous Topic

Back to Lesson

Next Lesson >

### Step 11:

Once you have completed a topic or a quiz the icons to the left of the title will change colors.

#### Priming

4 Topics |  2 Quizzes

- Priming Overview
- ABI ASR 1
- Priming Fidelity Checklist
- Priming Video Example
- ABI ASR 3
- Priming Reflection

**Incomplete Lesson**

#### School Home Note

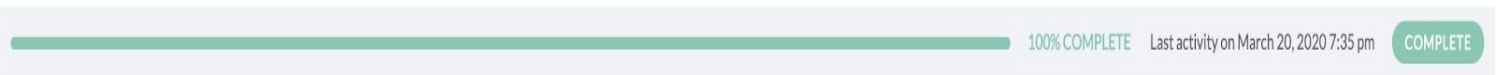
4 Topics |  4 Quizzes

- School-Home Note Overview
- Targeted Training ASR 2
- School Home Note Fidelity Checklist
- School-Home Note Video Example
- Targeted Training ASR 3
- School Home Note Form
- School Home Note Video Activity
- School-Home Note Reflection

**Complete Lesson**

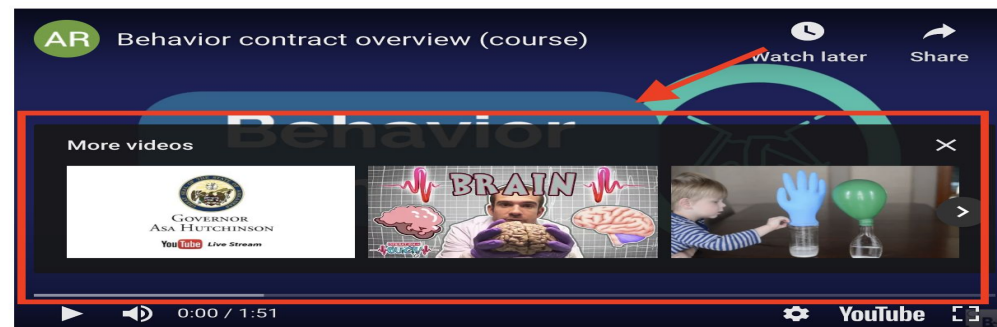
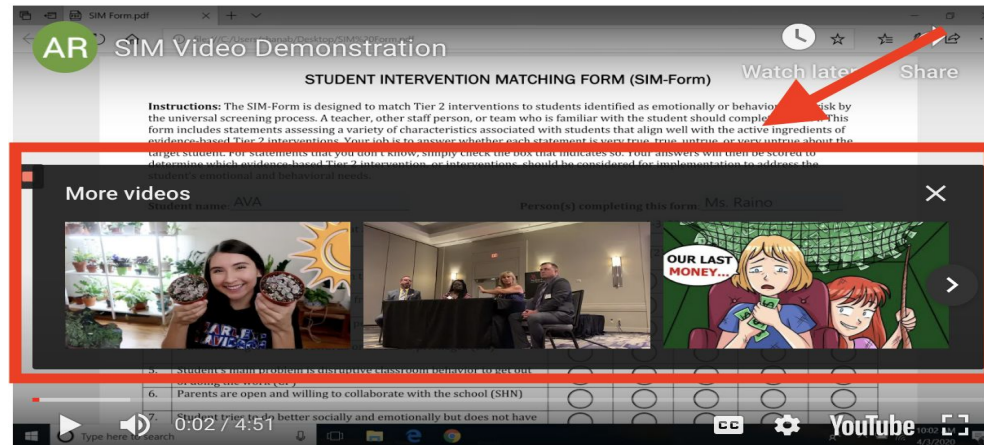
### Step 12:

Once you complete the final task you will have the option to download the certificate of completion or you will automatically receive an email documenting your completion.



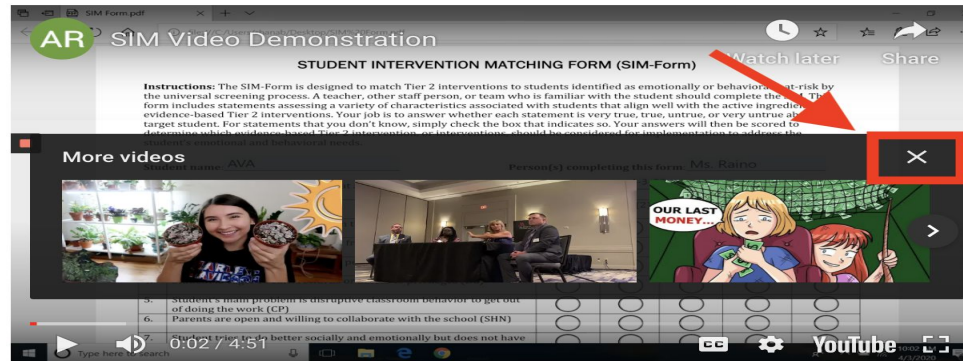
## Important tips:

- You must get 100% on the quizzes to advance, excluding the pretest and posttest.
- You do not have to click on and watch videos that may pop up as options when a video that is embedded in the course is paused or completed.

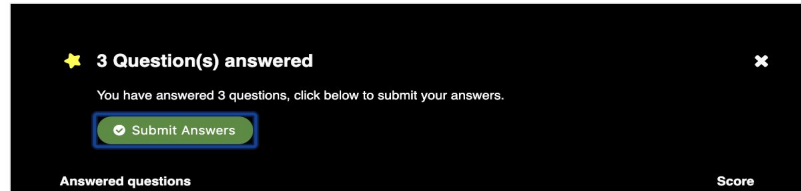


- Click the "x" in the right hand corner to remove the pop up video options





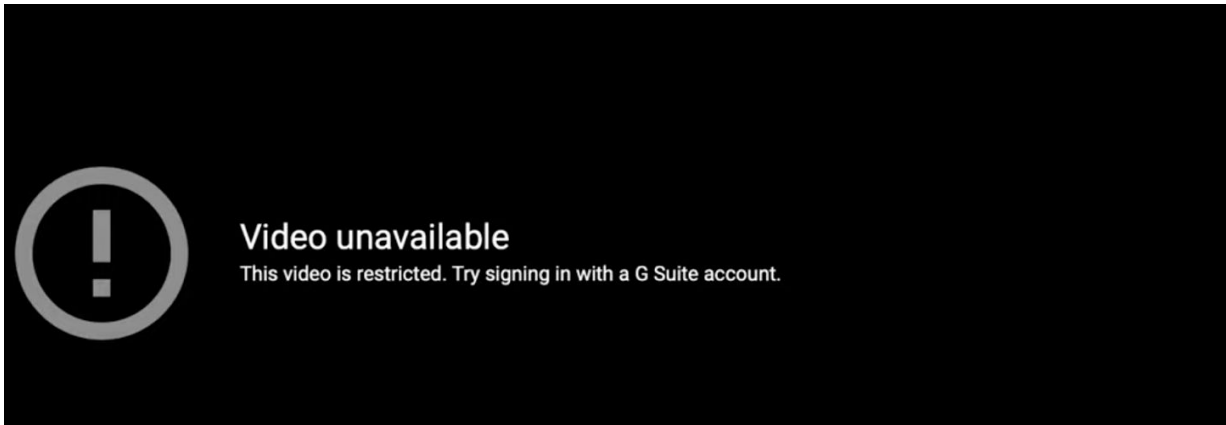
- When you complete an interactive video you must click “submit answers” in order to select the “Start Quiz” button below the video.



- After clicking “Start Quiz” you will answer one question and then advance.



- If you see the following message when attempting to access a video:



Call your district tech person or G suite administrator. They will have to change the access permissions in G suite. If you get this message while using a personal computer you may have to:

- Use a different browser
- Change Ad block and/or Youtube Ad Block settings
- Check browser security accessibility settings for filters
- Change parental control permissions/access permissions in your router settings
- Change parental control permissions/access permissions in your internet provider settings.

Helpful video on restricted video access:

<https://www.youtube.com/watch?v=v684Um-CsCM>