SENTURUS

Self-Paced Training
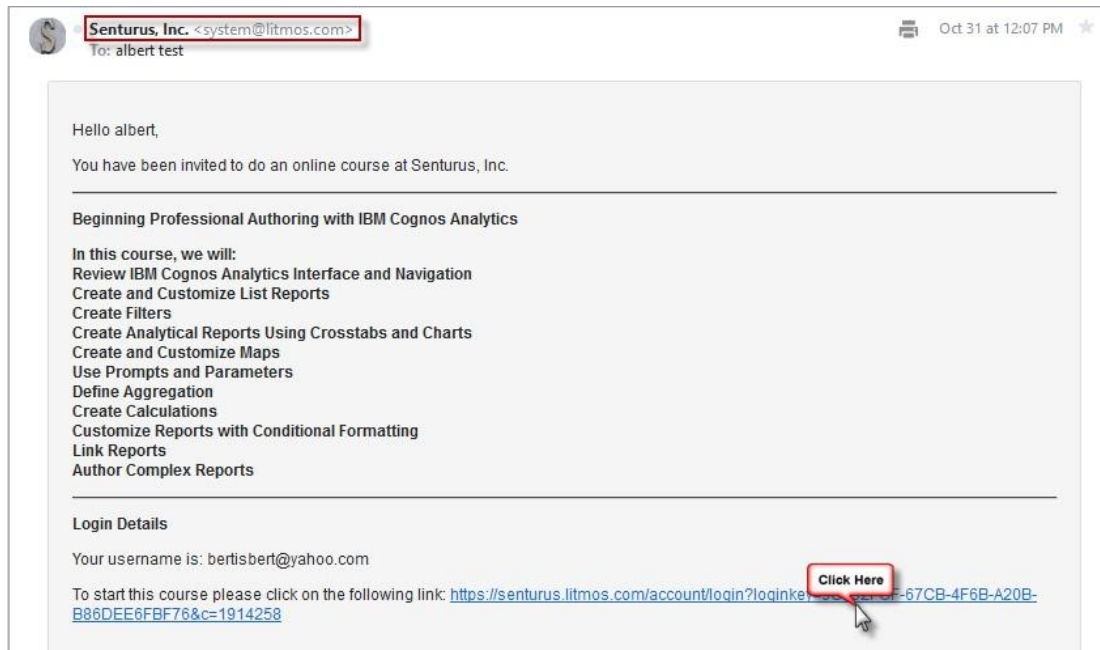## User Guide

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Getting Started

After your subscription is processed, you will receive an email for each course you purchased. The email(s) will come from *Senturus, Inc.< system@litmos.com>*.

Please be on the lookout for this message as it may get incorrectly filtered or placed in a Junk email folder.

The email will look like this:

Click on the link under **Login Details** at the bottom of the email. It will take you to the course home page.

Course Home Page

 Click **Start this course** to begin the training class (or click any of the modules listed if you have more than one course). You will be taken to the course navigation window.

 Click **Modules** to view a list of modules (or chapters) associated with your course. Courses can be made up of ONE OR MORE modules. For example:

Additional References   Click **Additional References** to access and download the course manual and any supplemental files (varies by course). Any additional references appear in a list below the **Additional References** button. For example:

Course Library / Beginning Professional Authoring with IBM Cognos Analytics

NOTE: We recommend you download the course manual for easy reference. You may print a copy for your personal reference. No other distribution or reproduction of this material is allowed. These materials are protected by the Senturus copyright.

Taking the Course

From the home page, click **Start this course** to go to the navigation window. Use the vertical scroll bar on the right side of the screen to access the bottom of the page where additional course navigation tools may be hidden.

Click **START MODULE** to begin the lesson.

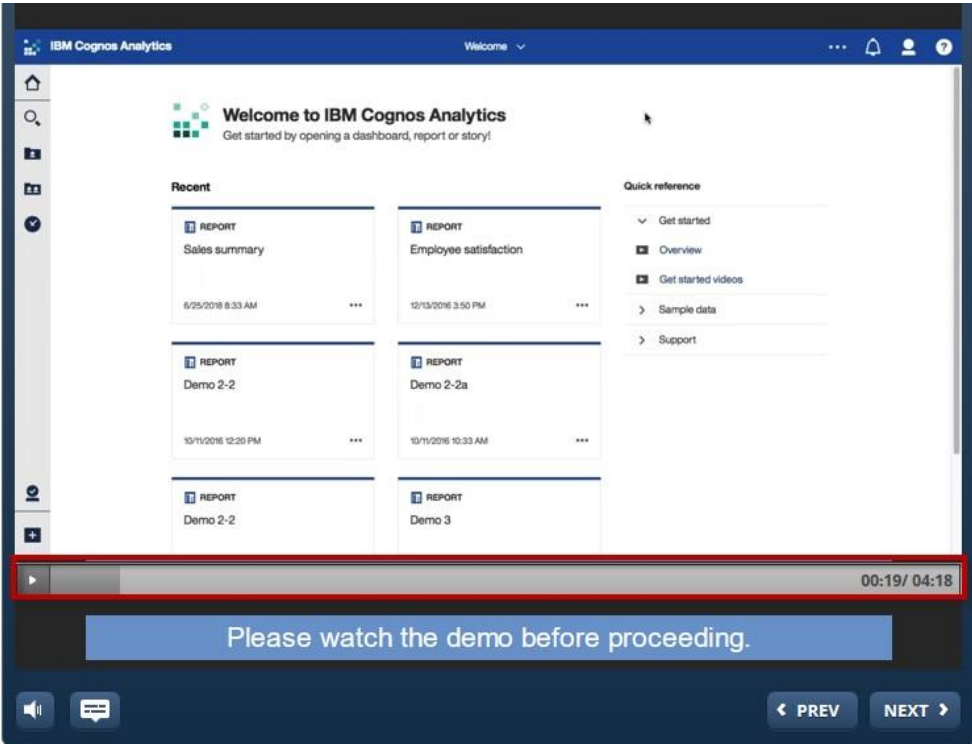The navigation bar at the bottom of every slide has seven controls:

1: Volume control
2: Closed Caption toggle button (for 508-compliant courses)
3: Play/Pause button
4: Progress bar (can be dragged in either direction)
5: Repeat button
6: Navigate to previous slide
7: Navigate to next slide

Video Demos

When viewing the video demos, a separate video progress bar is embedded within the frame.

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Progressing through the Course

You can pause a lesson and resume it at any time. The course home page shows your progress on the course and within each module. From here you can pick up where you left off, review any module or skip to subsequent modules.

After you have completed a module, you can

- Click **NEXT MODULE** to advance to the next module

- Click **EXIT** to return to the course home page

- Click **RESTART MODULE** to repeat the module
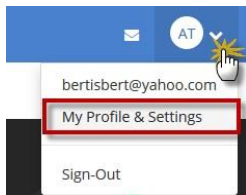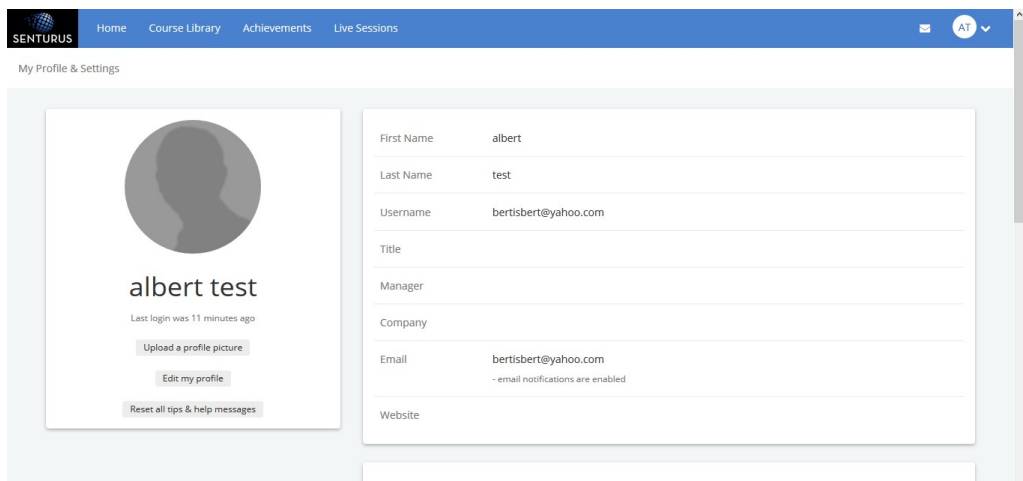
General Navigation

While progressing through the course, use the tools on the top left to navigate quickly from module to module and to access Additional References:

Click **My Profile & Settings** on the course home page to modify your profile and settings. The only required fields are First Name, Last Name, Username and Email.

Questions

Email at training@senturus.com

Learn More

Want to learn more? Senturus offers additional Power BI, Tableau and Cognos self-paced training classes and dozens of regularly scheduled courses taught live online by expert instructors.