

QIS Web-Based Lesson Orientation

Courseware Structure

- The QIS web-based lessons are divided into three modules containing a total of twelve lessons.
 - Introduction
 - Stage I Survey Tasks
 - Stage II Survey Tasks
- Each lesson is accessible via the QIS Module Menu.
- Select the Menu button from the first screen of the courseware then from the Getting Started screen to display the QIS Module Menu.

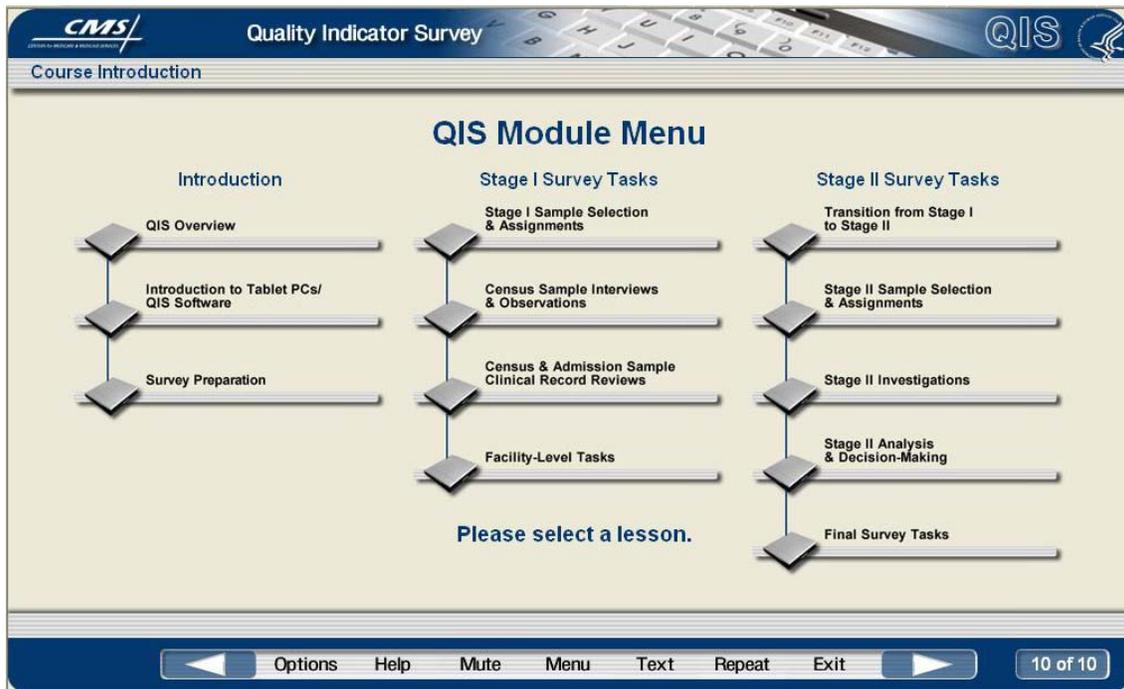


Figure 1: QIS Module Menu

- Each lesson begins with the same three screens:
 - Introduction screen
 - Objectives screen
 - Lesson Menu screen
- The Introduction screen summarizes the content of the lesson.
- The Objectives screen provides learning objectives for the entire lesson.
- The Lesson Menu provides links to all topics within a lesson.

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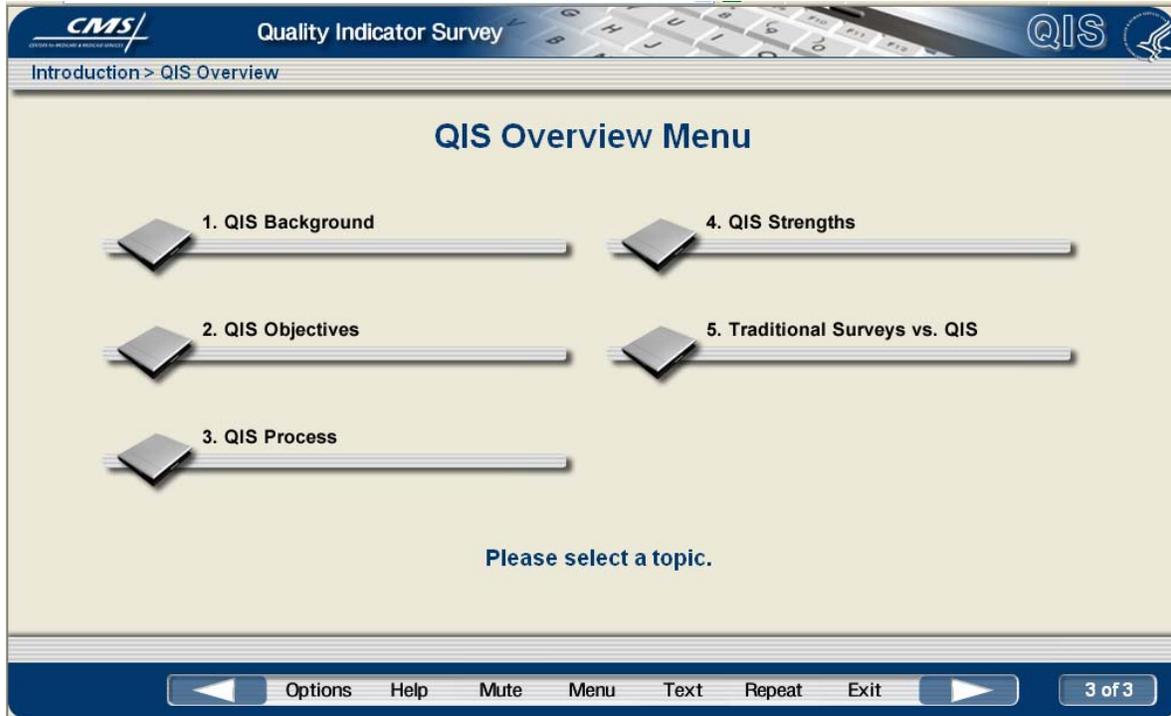


Figure 2: Example of a QIS Lesson Menu

- Each lesson is divided into 2 or more topics.
- Selecting a topic from the Lesson Menu goes directly to the first screen of the topic.
- Selecting the Menu button from any screen within a topic returns to the Lesson Menu.
- Selecting the Menu button from the Lesson Menu returns to the QIS Module Menu.

- Each topic consists of 3–20 screens.
- All screens include text, graphics, and audio.
- Some screens include additional media:
 - Animations
 - Video
 - Software demos
- The navigation bar includes a screen counter.
 - Indicates the total number of screens in the lesson.
 - Indicates which screen is currently displayed.



Figure 3: QIS Screen Counter

QIS Web-Based Lesson Orientation

- A “cookie crumb” line indicates the location of the screen in the courseware by displaying the applicable module, lesson, and topic.



Figure 4: Example of a QIS “Cookie Crumb”

Navigation Bar



Figure 5: QIS Navigation Bar

- **Forward and Back Arrows**
 - These buttons move forward or back one screen within the structure of the courseware.
 - This does not necessarily mean users will go back to the screen they were just viewing.
 - If users have been moving through menus or using one of the supplementary features, they will not return to these screens.
 - The arrows move backward and forward through the structure of the courseware – they do not follow user movements through the courseware.
- **Options**
 - This button displays a menu of supplementary and reference material available.
 - This menu may be displayed at any time from any screen in the courseware.
 - Selecting an option opens that item in a new browser window.
 - Users can either close the window or switch to the courseware window.
 - Select the Close button to close the Options menu.
- **Help**
 - The Help button displays a file including information about navigation features and supplementary material.
- **Mute**
 - The Mute button “turns off” the audio portion of the screen.
 - When Mute is activated, the audio file is not activated or played, so the buffer indicator will not appear.
 - The audio will stay muted until the Mute button is selected again to turn the audio back on.
 - The Mute button is a blue (or dark) color when activated.

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Figure 6: QIS Navigation Bar with Mute Button Activated

- **Menu**
 - The Menu button takes users to the next highest menu as determined by their current location in the course.
 - If users are located in the course introduction or on the first three screens of any lesson, they will return to the Module Menu.
 - Once users have selected a topic and have started a lesson, the Menu button will return them to the Lesson Menu.
 - Selecting the Menu button from any Lesson Menu will take users to the Module Menu.
- **Text**
 - The Text button displays a transcription of the audio for the screen currently displayed.
 - The text for a screen will continue to appear until the Text button is selected again to turn off this function.
 - The Text button is a blue (or dark) color when activated.



Figure 7: QIS Navigation Bar with Text Button Activated

- **Repeat**
 - The Repeat button resets any functionality on the screen including animations and audio.
- **Exit**
 - The Exit button displays options for exiting the course.
 - Users can either exit the courseware or close the menu.
 - Select the Close button to close the Exit menu.

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Navigation for the Options Menu

- The Options menu provides reference and supplementary resources to support the information provided in the lessons.
- Select the Close button in the upper right-hand corner of the menu to close the menu.



Figure 8: Options Menu

- Selecting any item from the Options menu opens an applicable menu or displays the selected information in a new browser window.
- Selecting an item from this menu displays the selected information.



Figure 9: Options Example

QIS Web-Based Lesson Orientation

- Select the Forward or Back button in the navigation bar to return to the menu for the selected Options resource.
- Select the Close button in the navigation bar to close the browser window that the Options resource is displayed in.
- Selecting the Close button in the navigation bar does not close the browser window that the courseware is displayed in.



Figure 10: Options Screen Navigation Bar

Tracking Progress through the Courseware

- The QIS courseware provides a tracking feature for marking user progress through the lessons and modules.
- This tracking feature relies on a persistent cookie to track user progress through the courseware.
 - The browser must be set to accept cookies for this feature to work.
 - Deleting all cookies will remove the tracking information collected by the cookie.
 - No identifying information is collected by this cookie.
- Selecting a lesson from the QIS Module Menu “opens” the computer for that lesson on the Module Menu.

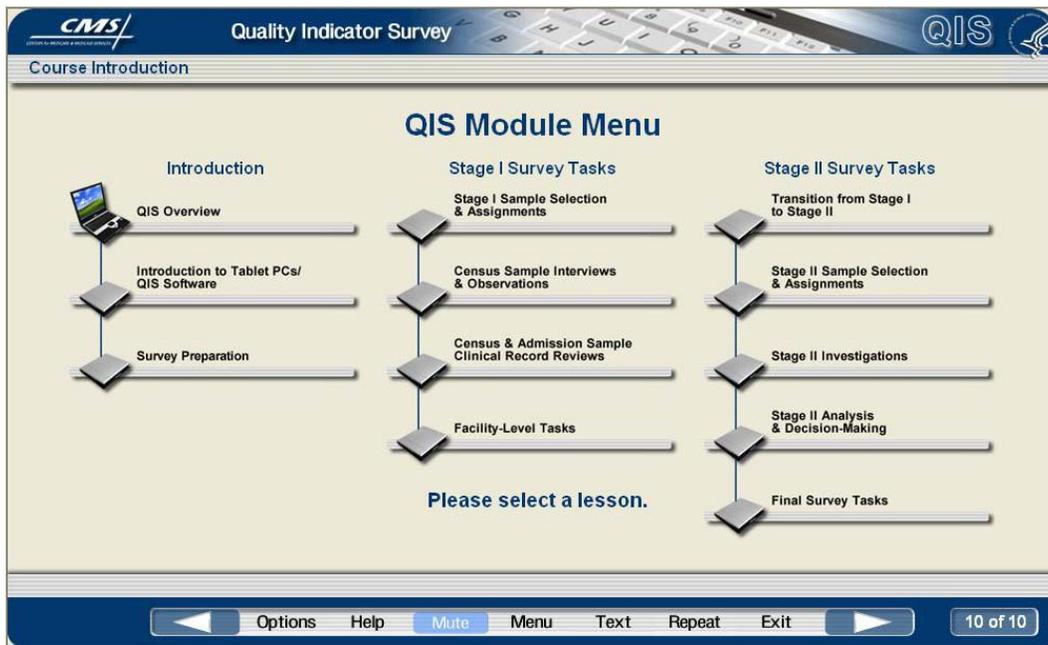


Figure 11: Example of Tracking for a Module in Progress

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- Selecting a topic from a Lesson Menu “opens” the computer for that topic on the Lesson Menu.

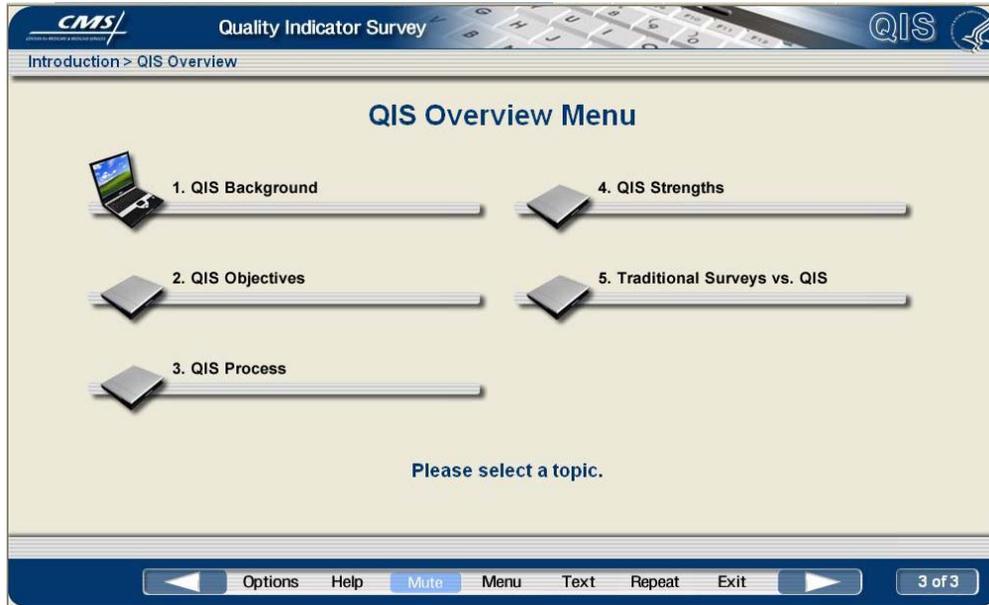


Figure 12: Example of Tracking for a Lesson in Progress

- Completing all screens for a topic “closes” the computer and displays a green checkmark for that topic on the Lesson Menu.

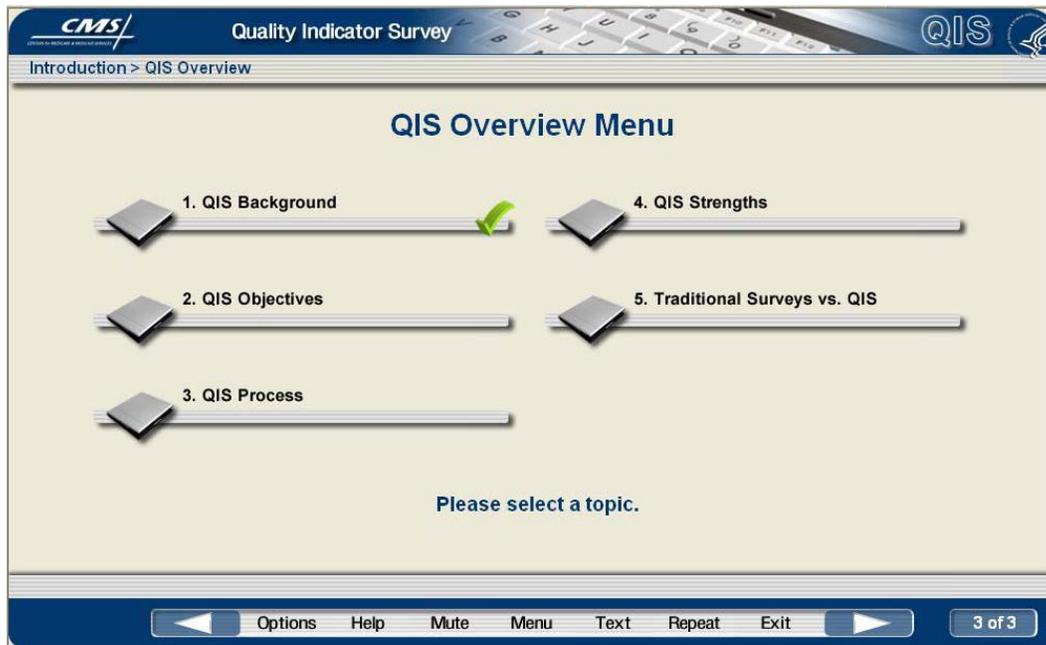


Figure 13: Example of a Completed Topic on a Lesson Menu

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- Completing all the topics for a lesson “closes” the computer and displays a green checkmark for that lesson on the QIS Module Menu.

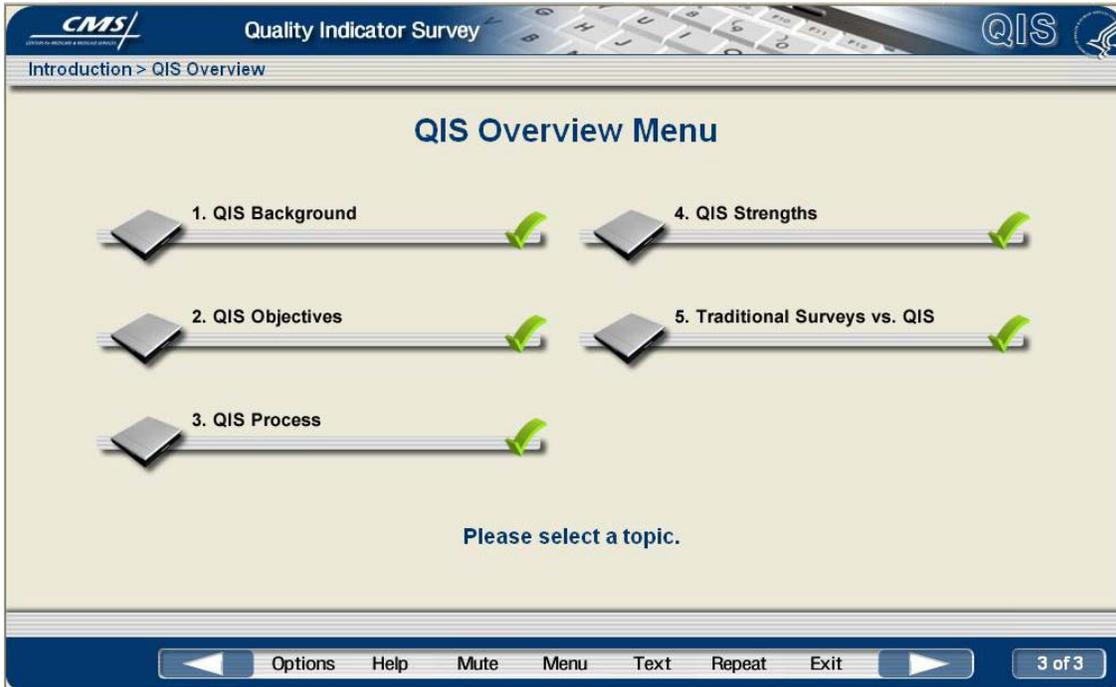


Figure 14: Example of a Lesson Menu for a Completed Lesson

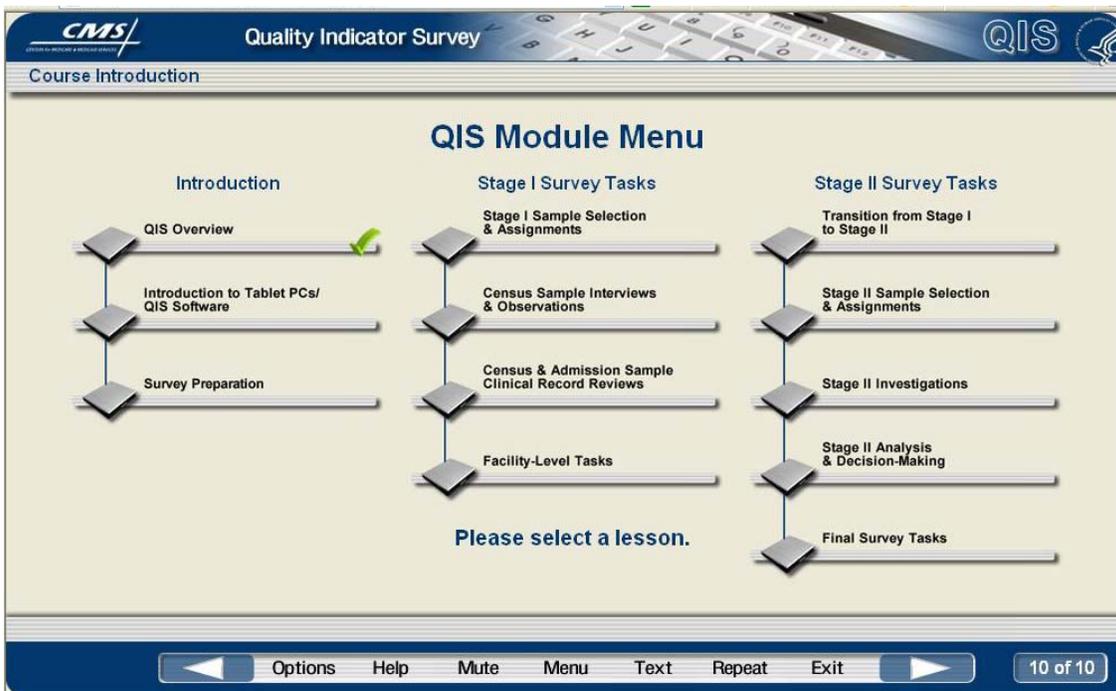


Figure 15: Example of the Module Menu Indicating a Completed Lesson