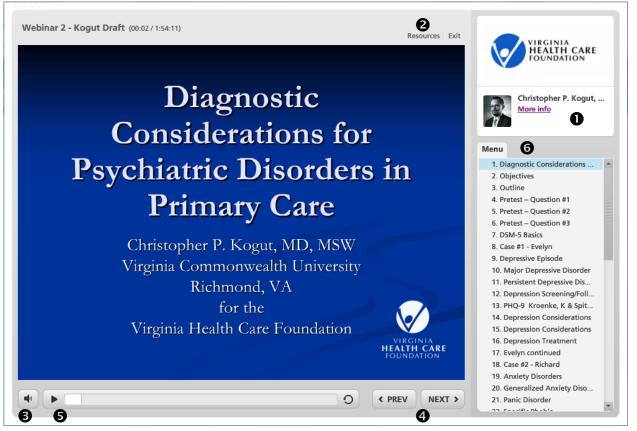## Viewing VHCF Webinars:

The webinar you are about to view is hosted online and can be viewed with a PC or Mac*. It consists of a presentation with a voiceover, a graded Post-Test, and Evaluation Questions. Printable slide notes and other helpful information may be accessed under the "Resources" tab.

Note: While the presentation may be watched on an ipad, the quiz and evaluation information cannot be collected from this device.

Course Navigation:

❶ Presenter information – Click where it says "More info" for the bio of the presenter. *Note: this will pause the presentation and open a small window containing the information. To close it click on the X or the word "close" and the presentation will resume.*

❷ Resources - Click on "Resources" to view a list of any handouts or website links for the course. The presentation will continue while you access this menu. When you click a listed resource, it will open in a new window where you can print it out or browse the new web page. To close the resources tab, click on "Resources" again.

❸ Volume Control - Click on this button for a slider that will allow you to adjust the volume of the course

❹ PREV/NEXT - Click on these buttons to move to the next page or return to the previous page in a course. In order to advance to the next page you must click on the "next" button, which points to the right.

❺ Play/Pause Button - Click on this button to play or pause the course any time.

❻Menu – This is a listing of the titles of each slide. You can jump to a specific slide by clicking on its title.

Watching the course:

Upon payment, you will be taken to the webinar. You will be asked a few required registration questions (*name, address, phone, etc.)* before the content will be displayed.

You do not have to watch the webinar all in one sitting. If you need to leave the course, when you return (*provided you return on the same computer you watched it on the first time*) you will be asked if you wish to start where you left off or start again from the beginning. The system will remember you and will not ask the registration questions again.

Proceed through all the slides and there will be a 10 question graded post-test and several evaluation questions.

To exit the course, click on "Exit" (in upper right corner of the player next to "Resources") or close your browser window.

Troubleshooting:

If you click on the "Resources" tab and it does not open, simple refresh your screen and that should activate the link.

If you run into any other issue(s), please email kimb@vhcf.org to report it.