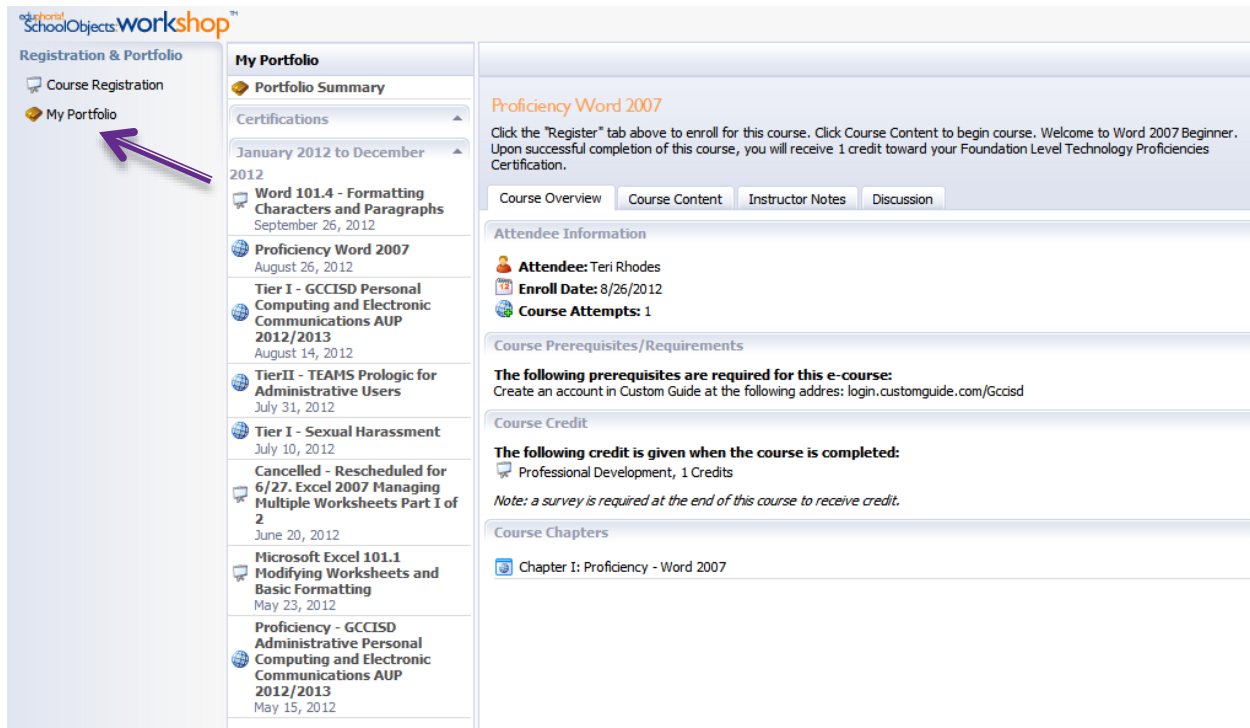


Step by Step

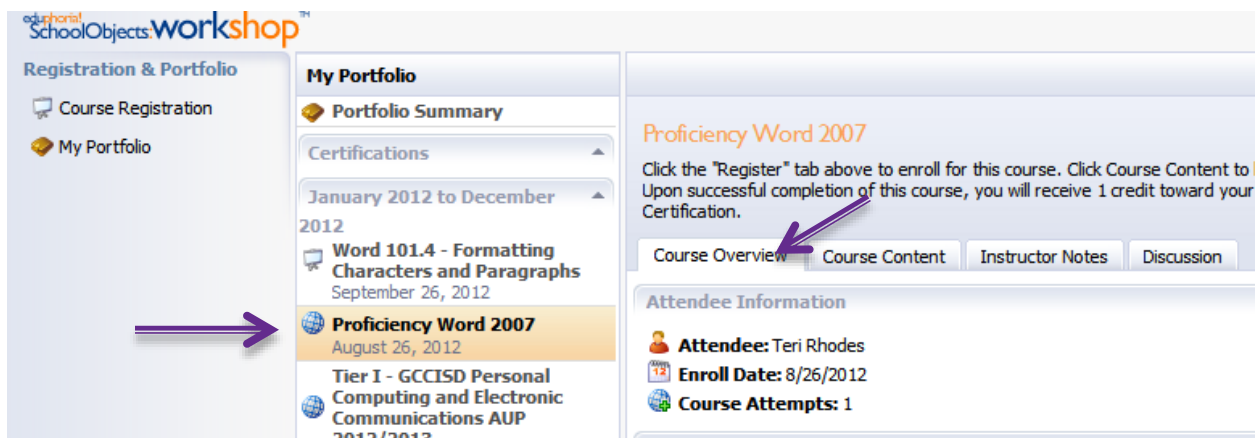
Taking the eCourse

To begin the eCourse, Click on **My Portfolio**



The screenshot shows the 'SchoolObjects workshop' interface. On the left, under 'Registration & Portfolio', there are links for 'Course Registration' and 'My Portfolio'. A purple arrow points to 'My Portfolio'. The main content area is titled 'My Portfolio' and contains a 'Portfolio Summary' section with a 'Certifications' dropdown menu. Below this, a list of certifications is shown for 'January 2012 to December 2012', including 'Word 101.4 - Formatting Characters and Paragraphs', 'Proficiency Word 2007', 'Tier I - GCCISD Personal Computing and Electronic Communications AUP 2012/2013', 'TierII - TEAMS Prologic for Administrative Users', 'Tier I - Sexual Harassment', 'Cancelled - Rescheduled for 6/27. Excel 2007 Managing Multiple Worksheets Part I of 2', 'Microsoft Excel 101.1 Modifying Worksheets and Basic Formatting', and 'Proficiency - GCCISD Administrative Personal Computing and Electronic Communications AUP 2012/2013'. The 'Proficiency Word 2007' certification is highlighted. To the right, the 'Proficiency Word 2007' course details are shown, including a 'Register' tab, course overview, attendee information (Teri Rhodes, 8/26/2012), and course prerequisites.

Click on the eCourse you would like to start. The eCourse opens to the Overview tab.

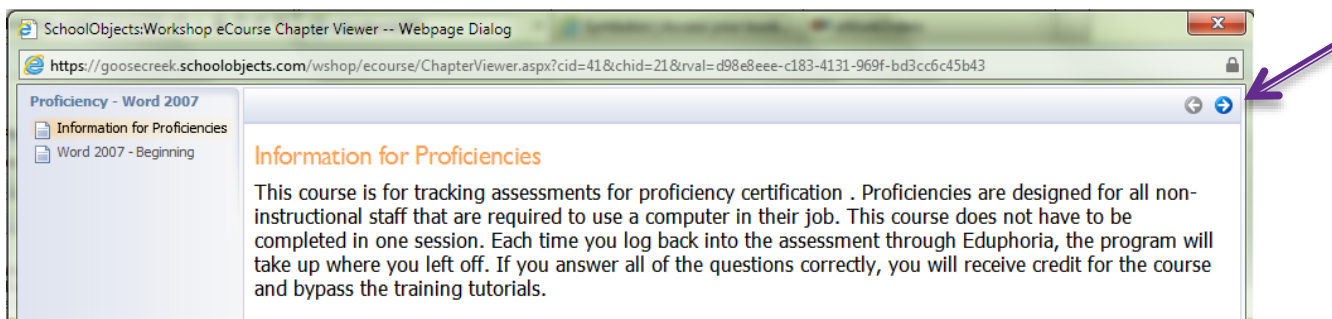


The screenshot shows the 'SchoolObjects workshop' interface. On the left, under 'Registration & Portfolio', there are links for 'Course Registration' and 'My Portfolio'. A purple arrow points to 'My Portfolio'. The main content area is titled 'My Portfolio' and contains a 'Portfolio Summary' section with a 'Certifications' dropdown menu. Below this, a list of certifications is shown for 'January 2012 to December 2012', including 'Word 101.4 - Formatting Characters and Paragraphs', 'Proficiency Word 2007', 'Tier I - GCCISD Personal Computing and Electronic Communications AUP 2012/2013', and 'TierII - TEAMS Prologic for Administrative Users'. The 'Proficiency Word 2007' certification is highlighted. To the right, the 'Proficiency Word 2007' course details are shown, including a 'Register' tab, course overview, attendee information (Teri Rhodes, 8/26/2012), and course prerequisites. A purple arrow points to the 'Course Overview' tab.

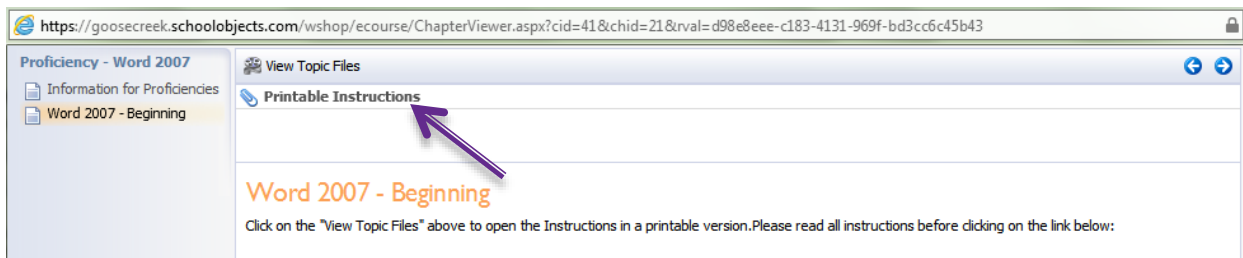
Click the Course Content Tab. Then click the Chapter View Button.



Click the blue arrow to continue to the next topic.



Check at the top to see any files attached to the topic (View Topics).



If files are attached, click the Attachment to View. It may be a video or a PDF file. The Attachment opens.