

This video is a short tutorial on how to access and use the blog feature of this training program. Throughout the program this blog will be used in two ways. The first way is for end of module evaluations. The blog can be accessed by either clicking on the appropriate tab at the top of the page (demonstrate) or by clicking the button provided in this example at the end of module one. To enter the end of module one evaluation blog click the button as provided (click) This next window is the evaluation blog. For this example we want to navigate to the module one evaluation. To do so navigate to the top right hand side of the screen. Here you will notice blog categories. To enter the module one evaluation click on the category labeled module one evaluation. (click) This next screen displays two questions for the module one evaluation. Click on the first one labeled facilitator training module one evaluation. (click) This next page brings up a window that will allow you to post your response to the first question. You will enter your name (demonstrate), your email address, (demonstrate), and your answer to the first question in the message portion of this screen (demonstrate). Once you have entered all of the information and your answer to the question, input the appropriate information in the captcha field (demonstrate) in this screen they want you to enter 13636 in the field. (enter) once you have entered the information in the captcha field you will then click post comment. This will post your response to the first question of the module one evaluation. To go back and enter your response for question two of the module one evaluation, you will once again navigate to the category section of the page (demonstrate), click on the module one evaluation heading again (click) and then click on the entry for module one evaluation part two (click). You will then post your answer to the question using the same procedure as with question one. By entering your name (demonstrate), your email (demonstrate), and answer to the question in the message field. Answer the captcha question and click on post comment to submit to the blog.

Introduced in module two, this blog page will be used as a platform various discussion posts and forums. To access the discussion forum once again navigate to the category section (demonstrate). Click on module discussion forum (demonstrate), click on the appropriate heading – module two discussion in this example (click), and then by filling out the same form as demonstrated earlier.

I hope this tutorial helps you navigate the blog feature of this training program. Good luck and happy learning!