



END USER GUIDE: TRAINING PLAYER

The training player is an online video training database. This system allows for the employees to complete their required trainings online inside of DCI. Now let's learn how to use the Training Player and all it has to offer.

Training Player Overview

The training player offers a variety of online training hosted in a database within DCI. Once certifications are completed via the Training Player, the system automatically creates the profile certification and adds the certification documentation PDF certificate to the profile certification.

To view the available trainings in the system simply:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. On the homepage (Home → Dashboard) below the Overtime Gauge, Total Hours, and Expiring Certifications, you will see 'Online Training'
3. Within this widget you will see a plethora of online video trainings that are available to you
4. If you wish to search for a particular training, enter the search term into the search bar and the results will populate below

Using the Training Player

Once you login to the DCI portal, below the Overtime Gauge, Total Hours and Expiring Certifications widgets you will see 'Online Training'.

You have two options to complete your trainings via the Training Player.

Option 1:

- 1) Login to a profile with the appropriate role and/or permission via the DCI website
- 2) On the homepage (Home → Dashboard) underneath the Overtime Gauge and the Total Hours widgets, you will see your Expiring Certifications.
- 3) Click the link under the header 'Link to Certification Course'. This will open a new window with the Training Player.
- 4) On the top of the window, you will see the title of the training you are completing in the top left-hand corner as well as the status of the training in the top right-hand corner.
- 5) If you would benefit from closed captioning, hover your mouse near the bottom of the video window. To the right of the video timer in the bottom right-hand corner you will see a white rectangle with a 'cc' symbol inside.
 - a) Choose 'English' to turn closed captioning on, or 'captions off' to turn them off.
- 6) If you need to take a break or finish the course at a later time, your progress will be saved. You will *not* have to re-start the course from the beginning.
 - a) Please note:
 - i) You must watch the entire video and pass a short quiz at the end of the video in order to complete the course
 - ii) You cannot skip ahead
- 7) Please watch the video and take notes as there will be a test at the end.
 - a) Your results will be recorded once you complete the quiz

- 8) Once the video has finished, there will be a multiple choice exam. Select the radio dial next to the most probable answer, then click 'Next'.
- 9) After all questions have been answered, a window will appear with the grade you received on the exam and if you passed or failed. You must retake the exam if you fail.
 - a) If you fail the course:
 - i) You will be given the option to retake the certification
 - ii) After your first attempt, you will be able to skip around in the video or jump straight to the quiz
 - b) If you pass the course
 - i) You will be informed that you successfully completed the course. You can click "done" on the training player window.
 - ii) A new profile certification will be created for you by the end of the day. If you renewed an expiring certification, the requirement will be removed from the Expiring Certifications widget once the new profile certification is created.
 - (1) Please note that it will take some time for the widget to be refreshed. If you click the course again, the player will let you know when you last passed the course and give you the option to renew. You do not need to retake the test if you passed it.
 - iii) You will receive a notification when the profile certification has been created.
- 10) Click 'Finish' then 'Done'.

Option 2:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. On the homepage (Home → Dashboard) underneath the Expiring Certifications, you will see 'Online Training'
1. In the search bar, enter the criteria to search for the certifications you wish to renew
2. Click anywhere in the line to open the online training. This will open a new window with the Training Player.
3. Please watch the video and take notes as there will be a test at the end.
4. On the top of the window, you will see the title of the training you are completing in the top left-hand corner as well as the status of the training in the top right-hand corner.
5. If you would benefit from closed captioning, hover your mouse near the bottom of the video window. To the right of the video timer in the bottom right-hand corner you will see a white rectangle with a 'cc' symbol inside.
 1. Choose 'English' to turn closed captioning on, or 'captions off' to turn them off.
6. If you need to take a break or finish the course at a later time, your progress will be saved. You will *not* have to re-start the course from the beginning.
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 3. You will receive a notification when the profile certification has been created.
10. Click ‘Finish’ then ‘Done’.

*Note: Some requirements do not have a video, but are linked to a website. If this is the case, the website will open in a new window when you click the link.