Locating Courses on Element K

Once you've logged in to Element K, the Welcome page will be displayed. You may access courses in the following ways:

**Via My Training:**

With the My Content menu item selected at the top of the page, click the My Training category.

This contains courses that are recommended for you to take and also ones you select from Professional Development (see Via Professional Development) or from the Catalog (see Via the Course Catalog). Click on a Course title to enter the course.

**Via My Professional Development:**

With the My Content menu item at the top of the page, click the My Professional Development category.

This contains development paths that are recommended for you to take and also ones you select from Professional Development (see Via Professional Development). Click on a Development Path and then a Course title to enter the course.

**Via Professional Development:**

At the top of the page, select the Professional Development menu item.

Next click Development Paths to display the development paths on the page. Clicking a development path or a category on the page will display the courses for your group. Click a Course title to enter the course.

**To Add Development Paths, Certification Plans or Brainbench Exams to My Professional Development**...so that you can easily access them from your My Professional Development category accessed from the My Content menu item, have the Professional Development menu item selected or click on it to select it. Click on either Development Paths, Certification Plans or Brainbench Exams from the menu. Then, on the page displayed, click the development path, certification plan or Brainbench Exams that you would like to place on your My Professional Development page. Click the Add Bookmark link.

Click a Category title to view the courses.

**To Add the Course to My Training**...so that you can easily access it from your My Training category accessed from the My Content menu item, have the Catalog menu item selected or click on it to select it. Click on either the Catalog or My Resources menu item. Click on the course you would like to place on your My Training page. Click the Add Bookmark link.

**Via the Search Function:**

The Search function is available in the upper-right side of the page. Enter a keyword (for example, pivot tables) and click Search. Advanced Search is also available.

This will display a list of self-paced and online instructor-led courses as well as online technical references containing the term “pivot table” in the title or contents. You may add...
**Courses & Resources on Element K**

**To Access Online Instructor-led Courses**
*Click* the course title. *Select* the Upcoming Sessions tab. *Register* for the course.

**To Access Online References**
*Click* the online technical reference title.

**To Access Self-paced Courses**
You may need a one-time download of Macromedia’s Shockwave player to run the self-paced courses. If you do not have Shockwave, instructions will pop up and walk you through the installation.

*Note:* If you are unable to download Shockwave, contact the ECC CITS Helpdesk at x1835 or helpdesk@ecc.edu.

**Visiting the Message Center**

*Select* the My Account menu item. Then *click* Message Center.

This area allows you access to Messages about Training or General Information as well as the KnowledgeShare. *Click* View All to see all messages under each topic. *Click* the KnowledgeShare link. *Select* a topic. *Post* your question or *comment* on the message board.

**Printing Out a Transcript**

*Select* the My Account menu item. Then *select* Account Information and *click* Transcript.

**Obtaining Support**

Please contact the ECC CITS Helpdesk at x1835 or helpdesk@ecc.edu if you need assistance with accessing your Element K courses. Or you may also access help on the ElementK.com website as follows.

*Click* the Help button in the upper-right corner to view frequently asked questions.

*Click* the Support Options link to contact technical support at Element K directly.

**Starting a Self-paced Course**

*Select* the Content tab.

Next *Select* a topic and start the course.

*Select* the Assessment tab.

To take a pre-test to identify skill gaps or take a post test to check acquired skills. *Click*

**Navigating through a Self-paced Course**

Basic controls:

- **Rewind** Goes to the previous page of the topic.
- **Advance** Goes to the next page of the topic.
- **Options** Displays a dialog box with additional user options such as audio on/off, help, and restart.
- **Quit** Quits the course prior to completion.

When you complete a topic you are returned to the Content page. You may add a link for this course to the My Training page either by launching a [topic] or by clicking on the [Add Bookmark] link.