

## Help CBT

Welcome to the Defensive Driving Help Module. To begin select the Start button or press Shift+N on your keyboard.

This Defensive Driving course is designed to be completed at your own pace. The course is separated into eleven modules, each module with its own topic. A check mark will appear next to the name of every individual module completed. You may have to refresh your browser window if the check mark does not appear. Once you have completed module 11, you may take the final exam. Upon receiving a passing grade, print the certificate, sign it, have your manager sign it, and turn it in to your TRESS coordinator.

Now, let's go over how to navigate through the module. At the bottom of the training, there is a charcoal colored playbar. Located on the playbar are the following:

- the rewind button, takes you all the way back to the beginning of the module.

- The play button allows you to play and pause the module.

- The back button allows you to step backwards one slide.

- The progress bar indicates your current position in the module. Keep in mind that the progress bar is locked and cannot be moved to advance or rewind the training.

- The audio button allows you to mute or resume the audio.

- The CC button allows you to toggle the closed captioning on and off. It is displayed directly over the playbar.

- And the exit button allows you to exit the module by closing the training window. You may see a window pop up confirming if you would like to close the window.

The question mark icon on the top right of the module takes you to this Help CBT to assist you on how to navigate through the training course.

The book icon is a link back to the glossary of terms to further assist your understanding of terms or statutes.

The road sign will link you back to the Defensive Driving SharePoint site.

Within the modules are interactive activities or review questions. The activities allow you to select the appropriate items by clicking on them using the mouse. The review questions are answered by choosing the corresponding button with your mouse or by pressing the corresponding letter on your keyboard.

If you have to step away or are unable to complete a module for any reason, don't worry. When you return to complete the module, a window will pop up asking you if you would like to return where you last left off. You may choose to continue or restart the module by selecting cancel.

This concludes the Defensive Driving Help Module.