

Student Guide

Overview

SSWLHC Education on Demand is an exciting new interactive learning environment developed by SSWLHC. Its Webinar Replay Program makes it easy for you and your entire team to access the topics and presenters that are of most interest to you at a time and place of your own choosing.

The Webinar Replay Program enables students to register and view, at their convenience and for a 90-day period, prior live webinars conducted by SSWLHC. It offers students an opportunity to learn from many of the top experts in the field of healthcare social work. The topics and speakers are often selected from the best presentations featured at our national conferences. Upon completion, a student can then receive CE credits, after downloading and successfully completing a short exam.

Registering for Courses

When registering for your first Webinar Replay, you will also be creating your SSWLHC Education on Demand Student profile. Upon returning to register for additional Webinar Replay courses, Students will be required to login to the registration form and their Student Profile information will then pre-populate the registration form. Changes made to information on the registration form will also update the student's profile record.

Upon successful registration students will receive two email notifications: *A Webinar Replay Order Registration Confirmation* and a notification of *Webinar Replay Access Information*.

Webinar Replay Order Registration The order registration email contains student profile and Webinar Replay order billing information.

Webinar Replay Access Information This email notification contains your Student ID Number and Password. It also contains the title of the Webinar Replay, your Course Access Code, and the end date of your 90-day viewing access period. The Course Access Code must be entered each time a student views a Webinar Replay presentation.

SSWLHC Members If you are an SSWLHC Member, please use the link provided on the Webinar Replay Registration form to "Login with your SSWLHC Member UserID and password." This login process will pre-populate the Registration form with your member profile information. It will also authenticate your SSWLHC membership and enable you to receive the discounted member pricing rate. SSWLHC Members note that your Member Profile and your Student Profile will remain synchronized. Updating one of your profile records, either on the SSWLHC Member website or the SSWLHC Education on Demand website, will update both records.

If repeated login attempts fail, follow the "Retrieve Student/Member Login Information" link. You will be asked to enter the email address in your Student/Member profile in order to send the form. Your member login information will be immediately emailed to you. For more information, see "**Retrieve Student/Member Login Information**" section, below.

Login to the Student Section

As an SSWLHC Education on Demand student, you will receive login information in an email notification, as described above. This information enables you to enter the Student section of the Education on Demand website. Here you will find information about all currently available and upcoming Webinar Replay programs. You will also be able to view Webinar Replay programs for which you have previously registered.

To access the Student section of the SSWLHC Education on Demand website, enter your Student ID Number and Student Password into the form fields on the Student Login Page. The login page is located at <http://www.sswlhc.org/education/login.php>

SSWLHC Members Remember that your Student login information is the same as your SSWLHC Member login information.

Retrieve Student/Member Login Information

If you mistype or forget your password, your login attempt will fail and you will be returned to the login screen to try again. Your password is case sensitive, so "MyPwd23" is different from "mypwd23".

If succeeding attempts continue to fail, follow the "Retrieve Student Login Information" link. You will be asked to enter the email address in your Student profile in order to send the form. Your student login information will be immediately emailed to you.

If you do not receive an email containing your password within an hour, please email support@proaccess.net. Include your **full name**, **phone number** and **Student ID Number** in the body of your email message.

View a Webinar Replay Presentation

A separate webpage has been created in the Student section of the Education on Demand website for each currently available Webinar Replay presentation. On this dedicated webpage you will find a login area in which you can enter your Course Access Code and view the webinar presentation. In this login area box you will also find links to the related CE Package examination question set and the complete Slide Handouts. Both downloadable documents are provided in Adobe Acrobat (PDF) format.

Note: Each Webinar Replay presentation is accompanied by audio narration. Please allow a minute for the full presentation to load. The audio narration will begin shortly after the presentation has fully loaded.

CE Package The CE Package contains your CE examination and webinar evaluation questions. It also contains instructions for submitting and obtaining CE credit for having successfully completed the Webinar Replay.

Managing Your Account

As an SSWLHC Education on Demand student, you can change your Student password and modify your Student profile. These features can be reached from most Student Section pages, by using the **My Account** button at the top of the page or from the related link at the bottom of the page.

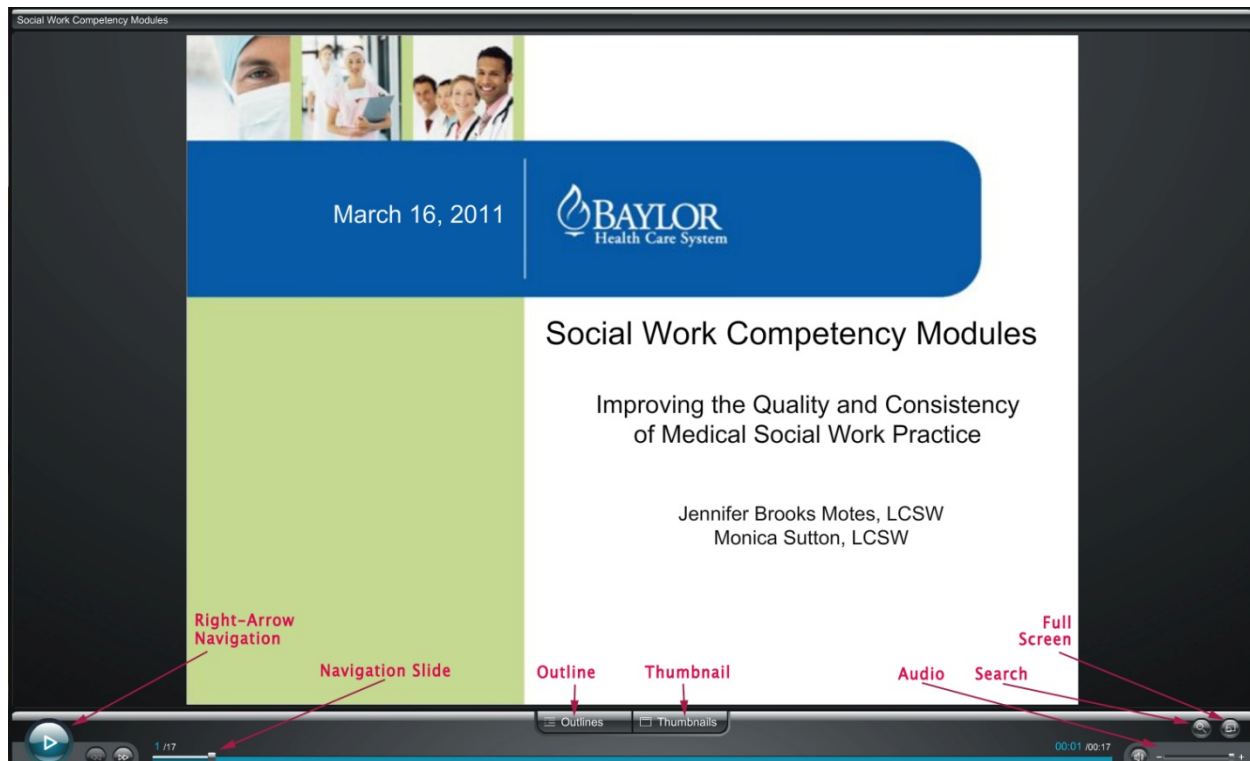
We suggest that you change your password the first time you access the new Student Section. To insure security, choose a password that is between 6 and 10 characters in length. The most secure passwords

contain both alphabetic characters and numbers. Remember that your password is case sensitive, so "MyPwd23" is different from "mypwd23".

SSWLHC Members Remember that updating your Student profile or password also updates your Member profile or password.

Navigating a Webinar Replay

The Webinar Replay presentation viewer has a number of features to enhance your viewing experience. The following is an example screen shot of the presentation viewer. Each presentation control has been labeled and highlighted with an arrow, and is further described below.



Right-Arrow Navigation Pressing the Right Arrow Navigation button moves the presentation ahead one slide. However, if you are using a slow internet connection to access the Webinar Replay, you may experience a short delay of a second or two while the slide fully loads and before the Right-Arrow Navigation button will advance to the next slide.

Navigation Slide Drag the Navigation Slide to move the presentation forward or back to a particular slide.

Outline Button Pressing the Outline button will display a listing of presentation slides at the top-left side of the presentation webpage window. Clicking any of the slide headings will display that slide.

Thumbnail Button Pressing the Thumbnail button will display a thumbnail graphic representation of each presentation slide along the bottom of the presentation webpage window. Clicking any of the slide thumbnails will display that slide.

Audio Controls The Audio Controls include an Audio On/Off button and an Audio Volume slide.

Search Webinar Text You can search through the text of the entire presentation to find occurrences of words or phrases. Pressing the Search button opens the Search Controls Display at the top-left side of the presentation window. Pressing the Search button again closes the Search Controls Display.

Full-Screen Mode Pressing the Full-Screen button changes the presentation viewing window to Full Screen mode. Pressing the Full-Screen button again returns the presentation screen to its prior size.

A Note About Narration Audio **The narration audio plays independently of the slides.** You can move the slides either ahead or back without interrupting the flow of the narration. To pause the narration audio, double-click the Right-Arrow Navigation button. Navigating to another slide will continue the audio.

If you would like to restart the narration audio from the beginning, click your browser’s Refresh or Reload button. This will reload the presentation webpage in your browser and restart the audio.

Other Navigation Tips

- If a keyboard shortcut does not respond, you may first need to click anywhere on the slide itself to shift focus to the keyboard shortcuts.
- To quickly navigate more than one slide ahead or back, use the Page Up and Page Down keyboard shortcuts.
- Clicking the navigation right-arrow button advances immediately to the next slide.

Keyboard Shortcuts

The following are additional keyboard navigation shortcuts:

Action	Shortcut key :
Play / Pause	Space
Next slide	PageDown
Previous slide	PageUp
Next step	Enter
Previous step	Shift+Enter
Seek forward	Right
Seek backward	Left
First slide	Ctrl+Home
Last slide	Ctrl+End
Last viewed slide	Backspace
Replay current slide	Home
To the end of the slide	End
Sound volume +	Up
Sound volume -	Down
Fullscreen mode	Ctrl+F

Additional Assistance

If you need technical assistance, please email support@proaccess.net. Direct all non-technical questions to the Education Coordinator at education@sswlhc.org.