# How to Navigate Softchalk©

This training was built in Softchalk Cloud©. You can access it by selecting 'Enroll' on the Course Description page. Once you open the training (also called a lesson), you have multiple ways to move through the content.

**The Overview Page contains:**

- Acknowledgements
- The Table of Contents for the entire lesson. Clicking on any item will bring you to that lesson page. The up arrow allows you to collapse the Table of Contents.
- Funding Attribution and Disclaimers
- A white "Continue" button (top, center) which will bring you to the first page of the lesson.

**All other pages contain:**

- "On this Page" (top right, below the green navigation bar). Clicking on any item will bring you to that section on that page.  You can toggle this on or off using the toggle sidebar icon (  ) above the box.
- A page listing (top left) in the green navigation bar under the Course Title. Clicking on the arrows or the page titles will move you.
- A "Next" and/or "Previous" option at the bottom of the page.

Hyperlinks in the lesson will generally open in a new window so you must go back to the lesson window to continue. Use the navigation options described above to move around the lesson.

You have the option of completing the lesson in any manner although we recommend moving from page 1 sequentially through the last page. Knowledge or Self-Checks and quizzes within the lesson are not scored – they are only used to reinforce your learning. The Check Answer option provides feedback and correct answers.

When you're done with the lesson, the last page contains the hyperlink to the Post-test. Complete the post-test and evaluation survey at the end to access your certificate.

**Please note:** All pages contain a "print all" option in the footer. By selecting this, a new window opens with the lesson content and images. To save, type "Ctrl A" then "Ctrl C" and then open WORD or another word processing file. In a new file, type "Ctrl V" and print or save. Be aware that the "print all" option doesn't include Softchalk© activities such as self-checks, timelines, tabs, and slide shows – these can only be viewed from your web browser.