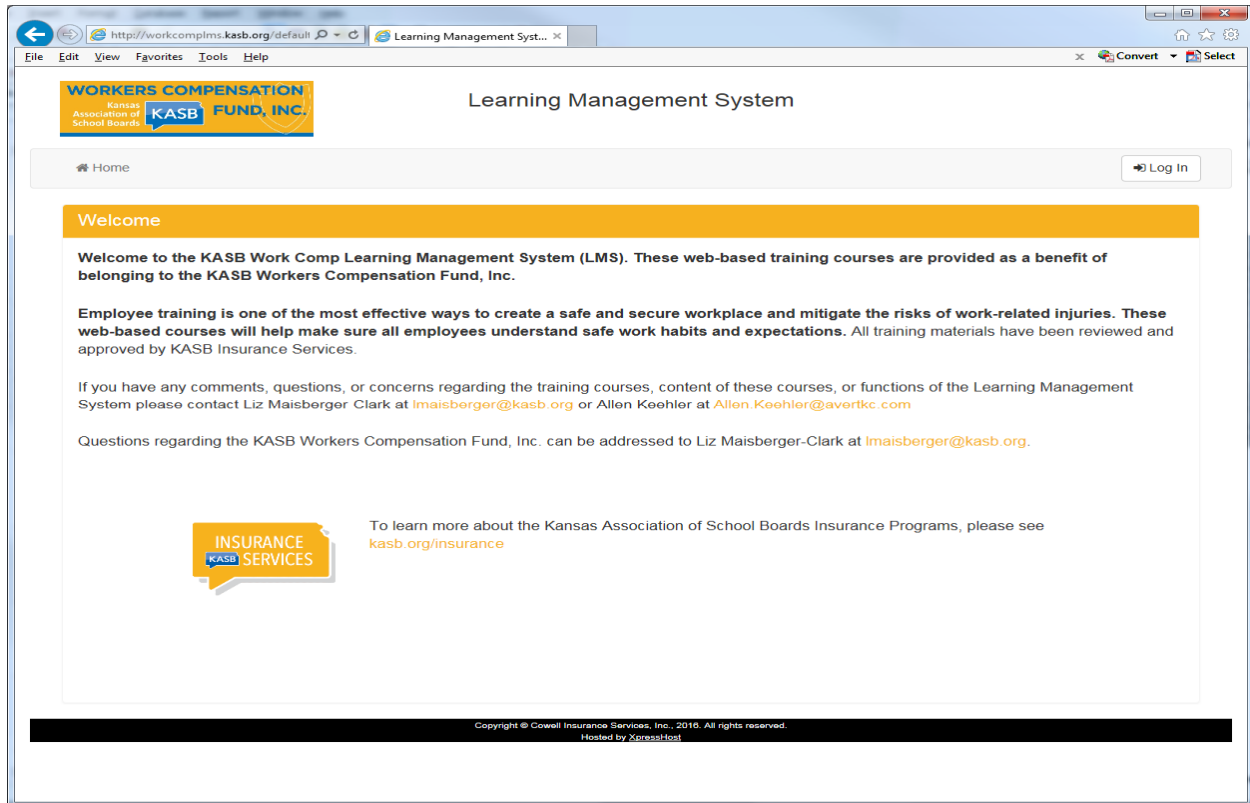


KASB Workers' Compensation Fund Learning Management System



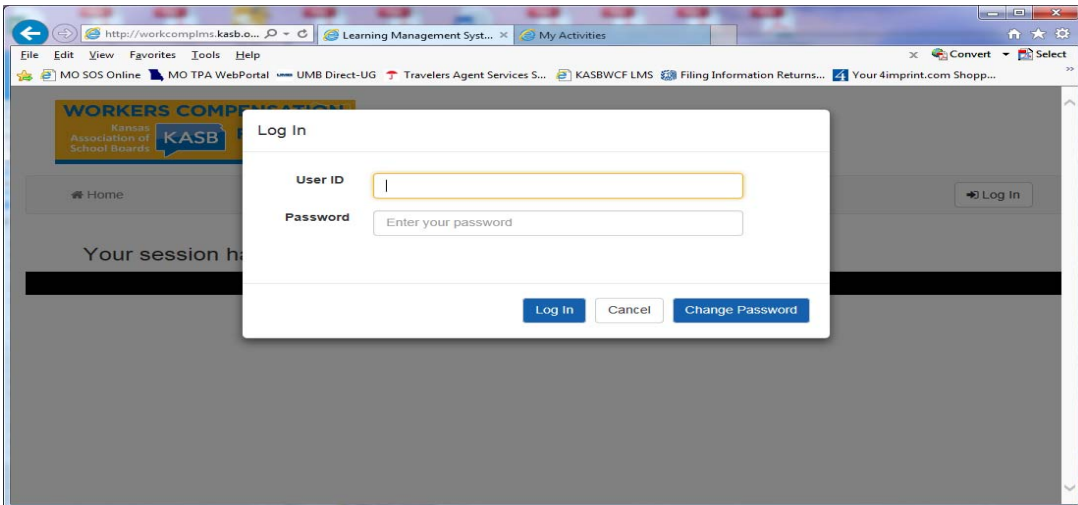
Employee User Manual

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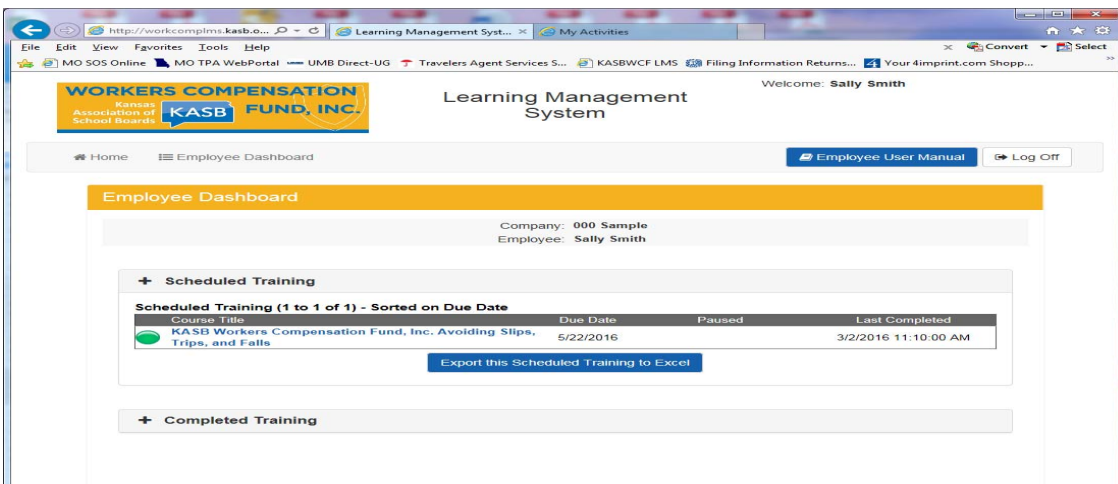
I. Introduction

Welcome to the KASB Work Comp Learning Management System (LMS). You have been selected, by your employer, to participate in on-line training courses. The intent of these courses is to provide you with the knowledge and skills necessary to be successful, and safe, during your employment.



II. Employee Dashboard

The Employee Dashboard allows you to see, at a glance, which training courses have been assigned to you and their corresponding 'due date' for completion. You have access to scheduled courses as well as completed courses. To view the training course you will select the course you wish to view by clicking the course title link. This will take you to the course to start your training. The search grid also allows you to click on any column to sort ascending or descending.



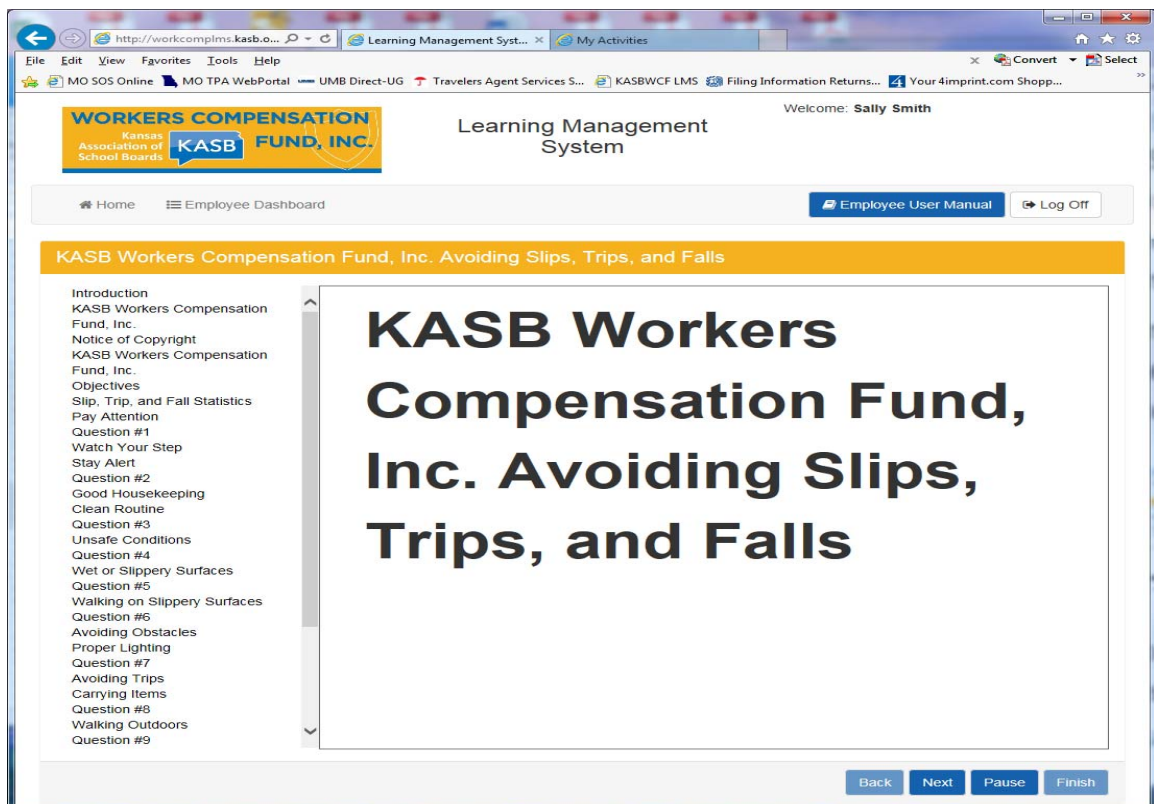
III. VIEWING YOUR SCHEDULED COURSE

Once you enter your course you will view each slide, read the material, listen to the narration or watch a video. After each segment of the training course you will need to answer a series of questions relating to the material you just viewed. If you answer the questions correctly you will be able to proceed to the next segment of the training course. If you answer any of the questions incorrectly, you will be required to return to the beginning of the segment just viewed to revisit the material.

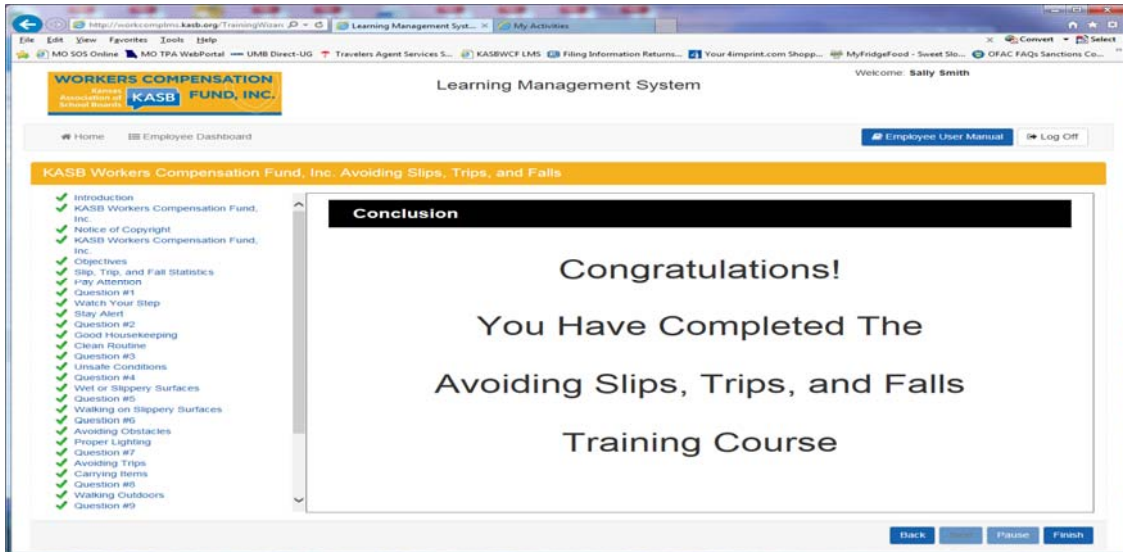
To advance through the slides, you will select the 'NEXT' button in the bottom right corner of the screen. You will also be allowed to move 'BACK' as needed.

If there is narration on a particular slide, you will see the play button on the upper right corner of the slide along with a mute button.

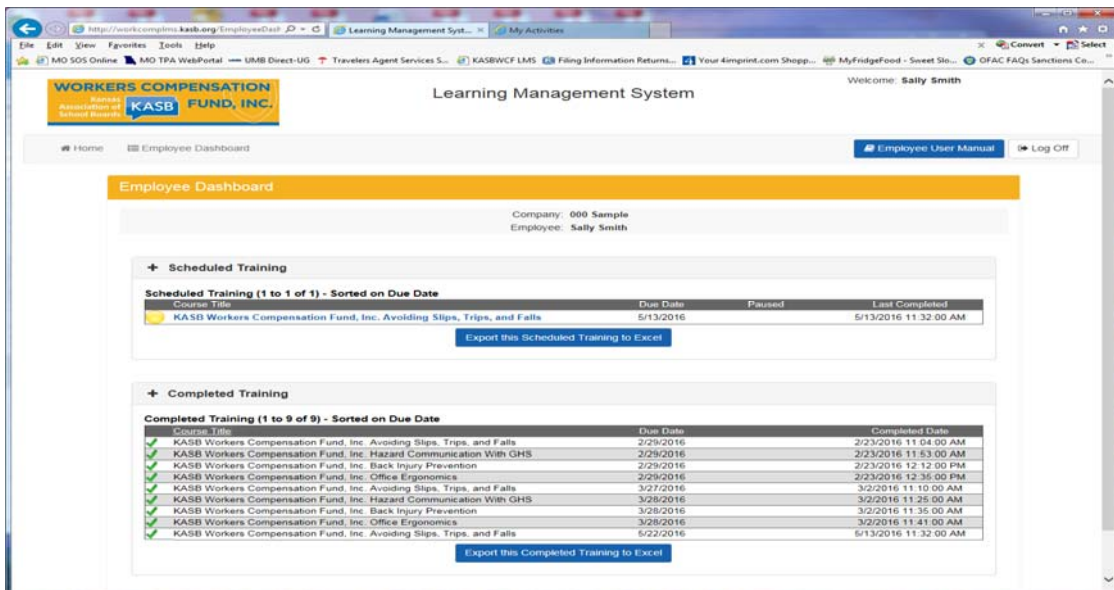
You may 'Pause' the course at anytime and be allowed to come back to complete the training where you left off when the training was paused.



As you advance through the course you can see your progress on the right hand side of the screen. Once you have reviewed the material, and answered all the training questions correctly, you will have completed the course. Once you are finished click the 'FINISH' button to return to your 'Dashboard'.



Upon completion of a course you will notice that a new 'scheduled' course may have been assigned, these re-occurring courses are assigned by your employer and will be required on a pre-determined interval set by your employer. You will also be able to view all your completed courses.



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