



# How to Navigate the Platform

## 1 Course Title Panel

This section contains the course title and a progress bar to show you how much of the course you've completed. The "Get Your Certificate" option will appear after you complete the course.

## 2 Course Chapters Panel

This section contains the chapter titles for the course and an indicator of how many lessons you've completed. Once you've completed all the lessons, the circle to the left of the title will contain a checkmark.

## 3 Course Lessons

Click the triangle to the right of the chapter panel to expose the lessons in this section. Once you've completed the lesson, the circle to the left of its title will contain a checkmark.

## 4 Lesson Content Area

This section contains the lesson content. Lessons will usually be a video but may also be text with instructions or downloadable content. The gray control bar at the bottom of the video will disappear to allow undistracted viewing of the lesson. If you need to access the video controls, hover your cursor over the video window to make it visible. You will be able to pause the video, control the volume, and jump to a specific part of the video using the progress bar.

Be sure to check the section beneath the video. There will be additional information with some lessons, such as links to resources mentioned during the lesson.

The screenshot shows the NFI Academy platform interface. The top navigation bar includes a 'Go to Dashboard' link and the 'NFI Academy' logo. The main content area is divided into two panels. The left panel, titled 'Recruitment & Retention Certificate™', shows a progress bar at 31% complete and a search bar. Below this is a list of chapters: 'Welcome!' (2/2), 'Part 1' (2/2), 'Part 2' (1/2), 'The Build - Measure - Assess - Refine Loop' (9 MIN), 'Reinforce Your Learning!' (3 QUESTIONS), 'Part 3' (0/2), 'Part 4' (0/2), 'Part 5' (0/2), 'Part 6' (0/2), and 'Recruitment & Retention Certificate™ Exam' (0/2). The right panel displays a video player for 'The Build - Measure - Assess - Refine Loop' with a 'Welcome to Part 2!' message. Below the video, there are instructions on how to access and complete the MVP, including a link to a Google form and a 'CONTINUE' button.

If you decide you need to repeat a lesson later, you have a couple of options. You can click the "Cancel" button before the next lesson loads at the end of that lesson allowing it to remain incomplete in the lessons panel. Alternatively, you can return to a completed lesson at any time and click the "Mark Incomplete" button at the bottom of the screen, removing the checkmark from the lesson in the lessons panel.