

# UAS-NY Training Environment

## Quick Reference Guide



### UAS-NY Training Environment—An Overview

The UAS-NY is simple to use; yet it is also a complex system. To effectively utilize all of the features in the UAS-NY, it is recommended that you take advantage of the many flexible training options made available:

- All training for the system is found online and is accessed from the UAS-NY Training Environment.
- Training is available 24/7 to provide maximum flexibility for trainees.
- Training modules can be revisited at any time.

### Pop-Up Blocker Must be Off

To participate in training activities in the UAS-NY, the pop-up blocker must be turned off. You can access your web browser's Tools menu by using the keyboard shortcut Alt + T. Then select Internet Options, and use:

Privacy Tab for Internet Explorer

Content Tab for Mozilla Firefox

### Courses in the UAS-NY

The UAS-NY Training Environment contains four Course Categories. These categories are:

Course Level	Description
<b>Fundamental Courses</b>	These courses will provide basic information about the UAS-NY and allow you to become immediately productive
<b>Intermediate Courses</b>	These courses provide a more detailed instruction on specific topics
<b>Advanced Courses</b>	These courses provide detailed information on the unique features which are often specific to certain user roles
<b>References and Resources</b>	These include references such as user manuals, FAQs, and other related resources

### Accessing the Training Environment

After logging in the UAS-NY, the Organization/Role Selector page is displayed.

### Organization/Role Selector Page



- Be sure to select the correct role as training for the UAS-NY is role-specific.
- The page will refresh and will outline the training courses that are required and recommended for the user role.
- Click the Show All Courses button to view courses that have already been completed.



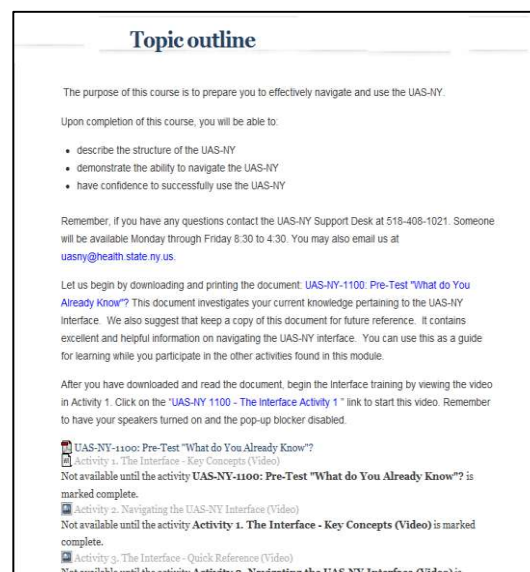
**\*\*Important Note:** All required courses must be completed before you can access the UAS-NY

### Accessing a Training Course

To access and take a course, point to and click on the training link.



The page will refresh. The training module page for the selected course is displayed:



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### Training Content

Each training course consists of a group of one or more activities or modules. These must be completed in sequential order. The table below describes the types of activities that may be found in a course.

Activity	Purpose
<b>Video/Watch</b>	Presents key concepts or skill necessary for processing in the UAS-NY.
<b>PDF/Read</b>	Presents additional information about a topic. These may be printed for future reference.
<b>Quiz/Take</b>	Used to measure your knowledge gain or to allow you to practice applying certain concepts.

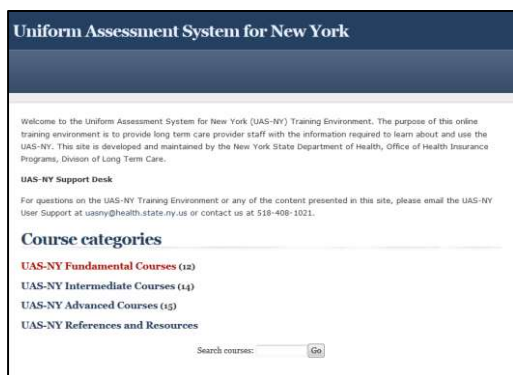
### Other Training Resources

Other courses and resources that are part of the UAS-NY may be accessed directly from the UAS-NY Training Environment.

- Access other training categories by selecting the **Home** link on the “**breadcrumb trail**” from within an open course.



- After selecting the Home link, the UAS-NY Training Environment home page will be presented.
- The home page provides a link to each of the course categories.
- Click on the Course Category to expand and review the course listing.



### Navigation and Settings Blocks

Within the training environment are Navigation and Settings blocks. Blocks are not accessed during training but can be used to review the course you are enrolled in.



### Re-docking the Navigation and Settings Blocks



Occasionally, these blocks may become undocked and will be located on the right side of the training environment. These can be re-docked by selecting the “move this to the dock” button located in the upper right corner of the navigation or setting block.

### Course Completion

The UAS-NY training and support team recommends taking courses in sequential order. For example, you should complete 1500 Understanding the UAS-NY Community Assessment before proceeding to course 2510 on Assessment Outcomes Reports.

We also strongly recommend that upon completing your 1000 level courses that you use the UAS-NY application for a while before beginning the intermediate or advanced level courses. This will give you context for understanding the advanced concepts.

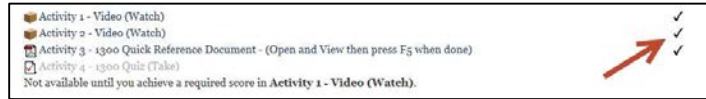
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### Recording Completion of Watch or Read

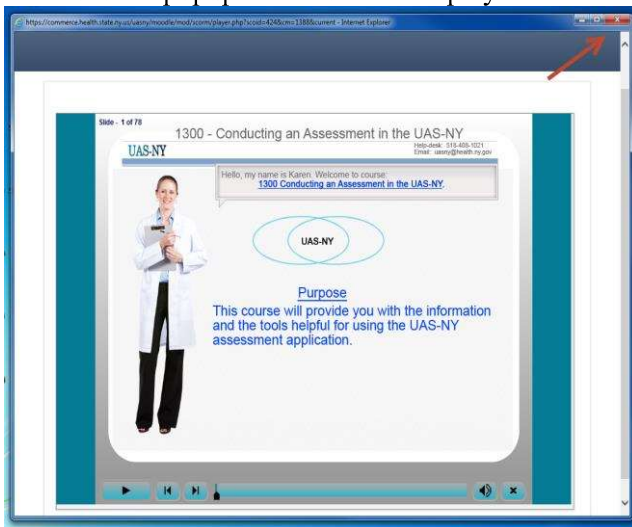
When accessing a training video or downloading PDF training documents, completion will be signified by check mark to the right of the activity. This is required in order to move forward with additional training activities.



Watch activities must have a passing grade to accompany the check mark in order to advance to the next activity. There are two steps to record the completion of a training video or PDF.

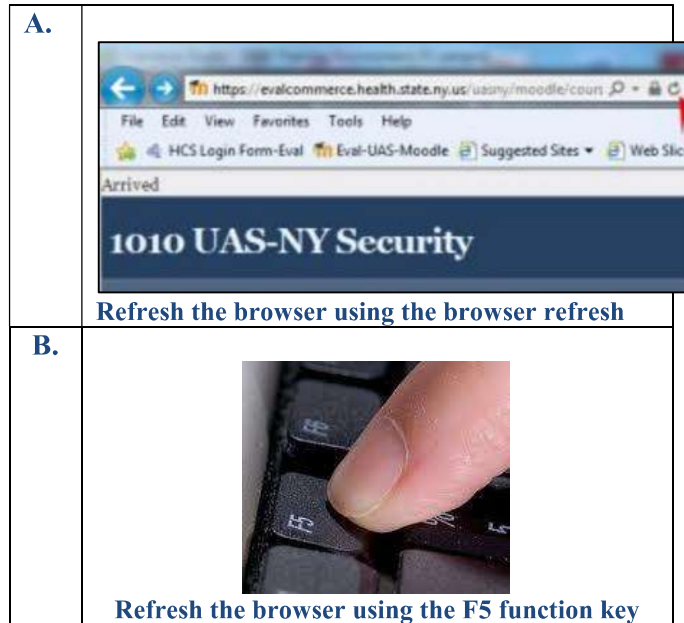
To record an activity as completed, there are two steps:

1. Close the popup the video was displayed in

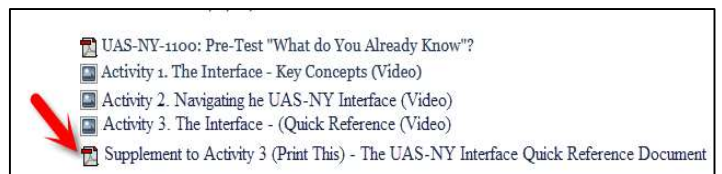


### Close pop-up window

2. Refresh the page if no check is visible by:
  - A) selecting the browser's refresh icon or
  - B) pressing the F5 function key on your keyboard.



A quick reference document is provided in each training course. These are to be printed for future reference.



- Select the document by clicking on the link.
- When the document opens in a popup window, select the print icon to print the document.

