


FIRST-TIME USER INSTRUCTIONS

Website: SEATA Athletic Training Student Symposium

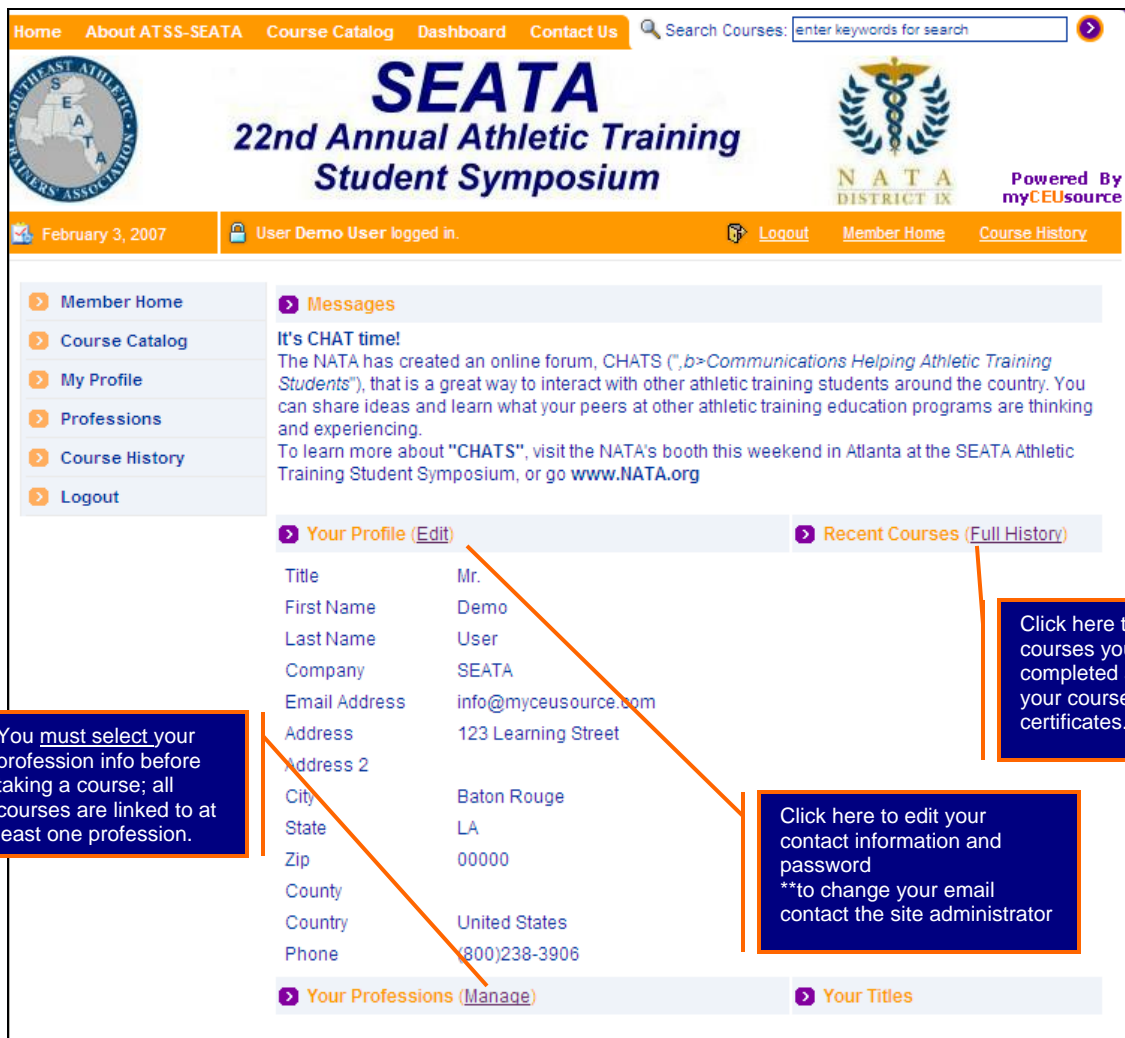
Address: <http://atss-seata.myceusource.com>

To enter the secure section (Members Only) of this website:

- Type your email address (case sensitive)
- Type in the PASSWORD
 - the password is “case sensitive”
- Press the “enter” key or the  button

“MEMBER HOME”

Your first screen you will see each time you log on to the system is your “Member Home”. This section will allow you to manage your contact information, your professional information, view your course history, as well as navigate throughout the website:



Home About ATSS-SEATA Course Catalog Dashboard Contact Us Search Courses: enter keywords for search

SEATA
22nd Annual Athletic Training
Student Symposium

February 3, 2007 User Demo User logged in. Logout Member Home Course History

Member Home Course Catalog My Profile Professions Course History Logout

Messages
It's CHAT time!
The NATA has created an online forum, CHATS ("Communications Helping Athletic Training Students"), that is a great way to interact with other athletic training students around the country. You can share ideas and learn what your peers at other athletic training education programs are thinking and experiencing.
To learn more about "CHATS", visit the NATA's booth this weekend in Atlanta at the SEATA Athletic Training Student Symposium, or go www.NATA.org

Your Profile (Edit) Recent Courses (Full History)

Title	Mr.
First Name	Demo
Last Name	User
Company	SEATA
Email Address	info@myceusource.com
Address	123 Learning Street
Address 2	
City	Baton Rouge
State	LA
Zip	00000
County	
Country	United States
Phone	(800)238-3906

Your Professions (Manage) Your Titles

You must select your profession info before taking a course; all courses are linked to at least one profession.

Click here to edit your contact information and password
**to change your email contact the site administrator

Click here to see all courses you have completed and print your course completion certificates.

MANAGE YOUR PROFESSIONS:

You must select your profession before can complete a course; all courses are assigned to at least one profession. From the "**Member Home**", you should select "**Professions**", which will direct you to this page.

Read the instructions on the page to **ADD, EDIT, or REMOVE** a profession.

****NOTE:** some profession credentials (see the 2nd image below) may not have a license # or dates; in this case enter today's date as the "**Valid From**" and at least one calendar year for the "**Valid To**" field.

The screenshot shows the 'Select applicable professions' page. At the top, there is a navigation bar with 'February 3, 2007', 'User Demo User logged in.', 'Logout', 'Member Home', and 'Course History'. A left sidebar contains a menu with 'Member Home', 'Course Catalog', 'My Profile', 'Professions', 'Course History', and 'Logout'. The main content area is titled 'Select applicable professions' and includes instructions: 'This is where you manage your profession information. Please follow the steps below to enter/manage your license/certification information for your profession(s). You may add more than one profession to your profile. You may see professions listed that identify credentials for state and/or national levels.' The instructions are: 1. Click on your profession listed in the box below (the profession will be highlighted). 2. Click on the 'Update' button to add the profession to your profile. 3. Repeat #1 and #2 to enter other profession(s) that apply to you. 4. Click on a profession listed under 'Your Current Profession(s)' to enter your license/certification information. Below the instructions are two columns: 'Your Available Professions' and 'Your Current Professions'. Under 'Your Available Professions', there is a list: Athletic Training (AT), Emergency Medical Technician (EMT), Massage Therapy (MT), Occupational Therapy (OT), Physical Therapy (PT), and Nurse - Registered (RN). Each item has an '[add]' link next to it. Under 'Your Current Professions', there are no items listed.

The screenshot shows the 'Manage Your Certifications' page. It features the same navigation bar and sidebar as the previous page. The main content area is titled 'Manage Your Certifications:' and includes a list of instructions: 1. Select the appropriate agency (state or national) that issues your current license/certification; 2. Select the appropriate certification you possess; 3. Select the state in which you currently live (this can be different than a state credential); 4. Click on the 'Valid From' box to enter the date in which your current license/certification is issued (a calendar box will appear); 5. Click on the 'Valid Until' box to enter the date in which your current license/certification expires (a calendar box will appear); 6. Enter your license/certification number in the 'License' box; 7. Click on the 'Submit' button to enter your credential information, which will then show a graphical summary (below); 8. You can update this information at any time, and will also be asked to verify your credentials which are applicable to the course prior to payment; 9. Repeat the steps above to enter additional license(s)/certification(s); Depending on your professional background you may hold more than one credential (e.g., state, national) in one profession. Below the instructions is a form titled 'Add New Certification'. The form has the following fields: 'Agency' (dropdown menu with 'Southeast Athletic Trainers' Association (SEATA) selected), 'Certification' (dropdown menu with 'Athletic Training Student (ATS)' selected), 'State' (dropdown menu with 'Alabama' selected), 'Valid From' (calendar box showing '1/1/2006'), 'Valid Until' (calendar box showing '1/1/2006'), and 'License' (text input field). There are 'Submit' and 'Cancel' buttons at the bottom of the form. Below the form is a section titled 'Your Certifications' with the text 'You currently have no certifications for this field.'

SELECTING A COURSE:

Select the "**Course Catalog**" link on the top menu or on the menu to the left if you are already logged into the system.

Courses will be listed under "**Categories**" which will appear in the left menu "**Course Catalog**", and are *italic*.

Select a "**Category**" to view all courses available under the category. In the image above, you will see a "**course summary**"; click on the course title to view the "**Course Detail**".

In the "**Course Detail**" page, you select the "**Take this course now**" link to gain access to the course material, test, and post-course survey.

The screenshot shows the website interface for the SEATA 22nd Annual Athletic Training Student Symposium. The top navigation bar includes links for Home, About ATSS-SEATA, Course Catalog, Dashboard, and Contact Us. A search bar is located on the right. The main header features the SEATA logo and the text "SEATA 22nd Annual Athletic Training Student Symposium". Below the header, a secondary navigation bar shows the date "February 3, 2007" and the user status "User Demo User logged in.", along with links for Logout, Member Home, and Course History. A left sidebar menu contains links for Member Home, Course Catalog, Mock Exams, My Profile, Professions, Course History, and Logout. The main content area displays a course summary for "Mock Written Examination #1", including a description of the examination (200 questions, multiple choice, true-false), credit hours (0), and cost (\$0.00). The course faculty is listed as SEATA Faculty.

The screenshot shows the "Course Detail" page for "Mock Written Examination #1". The layout is similar to the previous screenshot, but the main content area provides more detailed information. It includes the course title, a description of the examination (200 questions, multiple choice, true-false), credit hours (0), test questions (200), minimum passing grade (70%), and price (0.00). A prominent orange link labeled "Take this course now" is visible. Below the course details, there are sections for "Learning Objectives" (Provide athletic training students attending the SEATA Athletic Training Student Symposium with an analysis of content strengths/weaknesses.) and "Intended Audience(s)" (Athletic Training Students eligible for BOC Certification Examination).

TAKING A COURSE:

The screen to the right is the main course page, and provides an "Overview" of the course, "Course Materials" (video; audio; Adobe PDF; Macromedia Flash; etc.) associated with the specific course, and "Test Materials".

The onscreen instructions provide detailed information on completing the course.

The "Course Material" link provides a graphical link and description on about the material. While taking a course test you may keep the a course material window open in addition to the course test window.

Home About ATSS-SEATA Course Catalog Dashboard Contact Us Search Courses: enter keywords for search

SEATA
22nd Annual Athletic Training
Student Symposium

February 3, 2007 User Demo User logged in. Logout Member Home Course History

Course Progress

- Overview
- Course Material
- Test Questions
- Score
- Survey
- Verify Profile
- Checkout
- Print Certificate

Mock Written Examination #1 Began: 2007-2-3 10:34:48

Questions: Total: 200 Answered: Remaining: 200

You may begin

Click on the "Course Material" link on the left menu to watch/review this CE course. When finished, go the "Test Questions" page to answer the test questions to complete this course.

If you answer a question, it will be temporarily stored until you either: A) answer all questions and select "finish" to grade your course test; or B) select to "cancel" the test, which will erase all progress with this course.

You may return to this course at any time to complete the test; simply log-in to your "Member Home", and click on "Course History" to complete this course.

You must score a grade of 70% or better to pass this course and receive your certificate.

After answering all questions and clicking on the "Finish Test" link, your test will be automatically graded and your results provided to you. Upon successful completion, you will be prompted to complete a short post-course survey, and then directed to the payment system so that you can receive your online certificate of completion, located in the "Member Home: Course History".

Home About ATSS-SEATA Course Catalog Dashboard Contact Us Search Courses: enter keywords for search

SEATA
22nd Annual Athletic Training
Student Symposium

February 3, 2007 User Demo User logged in. Logout Member Home Course History

A course was already in progress. You must continue or cancel to take a new course.

Mock Written Examination #1 Began: 2007-2-3 10:58:44

Questions: Total: 200 Answered: 0 Remaining: 200

Course Material

The educational material(s) associated with this course is(are) material is listed below. Your computer must allow a "pop-up window"; the video and associated presentation materials will be presented in a separate window.

Some courses may have supporting materials formatted as an Adobe PDF document. Your computer must have Adobe PDF Reader available to view/print these materials. Click on the link(s) below to begin this course.

You may return as often as you wish to view this material. Good luck!

Course Media

- Open this document to review how to complete a test.

Course Links

TEST QUESTIONS:

This screen provides a sample test question screen. At the top you will see a time-stamp for the date/time you started your test.

Additionally, you will see the total number of questions possible and the total you have completed. When you select a response, you will see a red "saved" message blink to the right of the question. This means that your question has been temporarily saved in the system, and is kept until you cancel the test or you finish the exam.

February 3, 2007 User Demo User logged in Logout Member Home Course History

Course Progress

Mock Written Examination #1 Began: 2007-2-3 11:51:50

Questions:
Total: 200 Answered: 2 Remaining: 198 [Cancel Test](#)

Below are the test questions for this course; take your time and answer all questions before proceeding. Our system automatically records your answer selections, but does not grade your test until you select the "Finish Test" button/link. Once you have answered all questions a "Finish Test" link will appear above.

GOOD NEWS! Don't worry if your computer has a power failure, or you accidentally close your internet browser; our system temporarily stores your answers until you either select the "Finish Test" or "Cancel Test" button.

The LisFranc joint is composed of which of the following: [\(Click for picture\)](#)

None of the above

Only the 1st and 2nd tarsometatarsal joints

All 5 tarsometatarsal joints (TMT)

Articulation between the 1st metatarsal, 1st cuneiform, and navicular

Articulation between the 1st metatarsal and 1st cuneiform

The knee alignment depicted by the illustration is referred to as: [\(Click for picture\)](#)

Overview
Course Material
Test Questions
Score
Survey
Verify Profile
Checkout
Print Certificate

Only when you select the **finish test** button at the top (*this will only appear when all test questions have been answered*) will your answers be recorded as a permanent entry into your records in the database.

After test completion, you will also be prompted through several screens to verify your profile, answer an optional post-course survey, and check-out, which also includes printing your certificate.

**** If you do not receive the minimum passing score you will not be issued a certificate of completion. ****