

# How to Navigate the Course

## Tips for Navigation

It's best to either print this document or position it onscreen, so you can still see the National Safety Code Training for Carriers website window, as you refer to these tips.

## Getting Around

The National Safety Code Training for Carriers website is organized within five modules. From the home page, you can link directly to any of the modules through the picture icons. To move to another module from elsewhere in the site, click on the Module title in the dark blue navigation menu up top.

Once inside a module, you will move through the pages in sequence using the "Next" button at the bottom of each page.

This screen shot shows Module 1 open, with the dark blue nav bar at the top. Within each module, you will move through each module in sequence using the "Next" button at the end of the pages. Use the "Back" button to return to any page you wish to review.

The screenshot displays the website's navigation menu at the top with options: OVERVIEW, MODULE 1, MODULE 2, MODULE 3, MODULE 4, MODULE 5, RESOURCES, and SITE MAP. Below the menu is the British Columbia logo and the text "CVSE National Safety Code for Carriers". The main content area shows the breadcrumb "Home > Module One: Setting Up Your Business Records" and the title "Module One: Setting Up Your Business Records". Underneath is the "Introduction" section, which states: "In this module, you'll learn what records you need to keep to comply with the National Safety Code, and the best way to keep these records." It then lists the objectives: "In this section you will:" followed by three bullet points: "• identify what kinds of records you need to maintain as a carrier", "• make decisions that support compliant record keeping", and "• establish good record keeping practices". A circular progress indicator shows a portion of the circle filled, with the text "Timeframe: 10 minutes" next to it. At the bottom of the page, there are two yellow buttons: "<< Home" on the left and "Next >>" on the right. An image of a filing cabinet is visible on the right side of the page.

## Increasing/Decreasing the Font Size

Depending on your computer's settings, you might find the text either too small or too large for viewing. Options for increasing or decreasing the text size are usually available under your browser's View menu. You can also consult your browser's Help to find out how to adjust text size.

## Videos

As you work through the orientation, you will encounter video components that illustrate key points of the module. To play a video, click on the play button arrow directly and the video will play. You can pause the video using the pause/play button on the bottom left.



## Activities

As you complete each slide of the activities you will encounter navigation buttons located at the bottom right hand side of the screen. Be sure to click the "Submit" on each of the captivate responses before you click "next" button.

Module 1 File Matchup

Match each file with the folder or place it belongs.

File	Folder
<input type="checkbox"/> accident report - from five years ago	A) binder
<input type="checkbox"/> trip inspection from today	B) driver's file
<input type="checkbox"/> vehicle repair receipt	C) truck
<input type="checkbox"/> policies	D) vehicle file
<input type="checkbox"/> copy of a driver's license	E) recycling