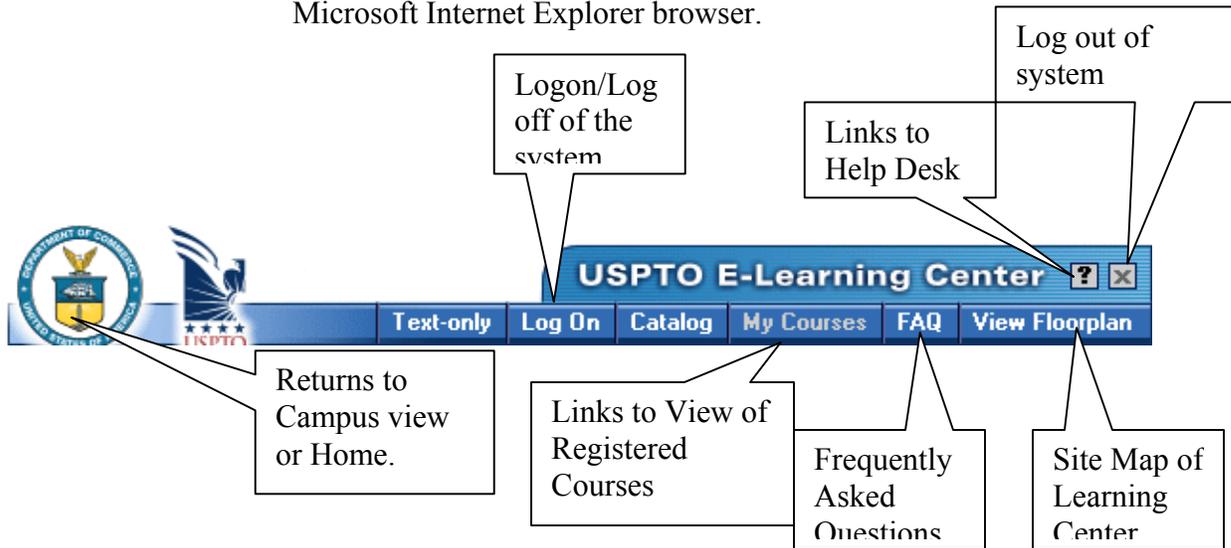


Navigating USPTO E-Learning Center

USPTO E-Learning Center is an easy-to-navigate virtual campus that will help you access online courses, bulletin boards, chat groups, and other learning resources. Because USPTO LC is online, you can access it through your Netscape Navigator or Microsoft Internet Explorer browser.

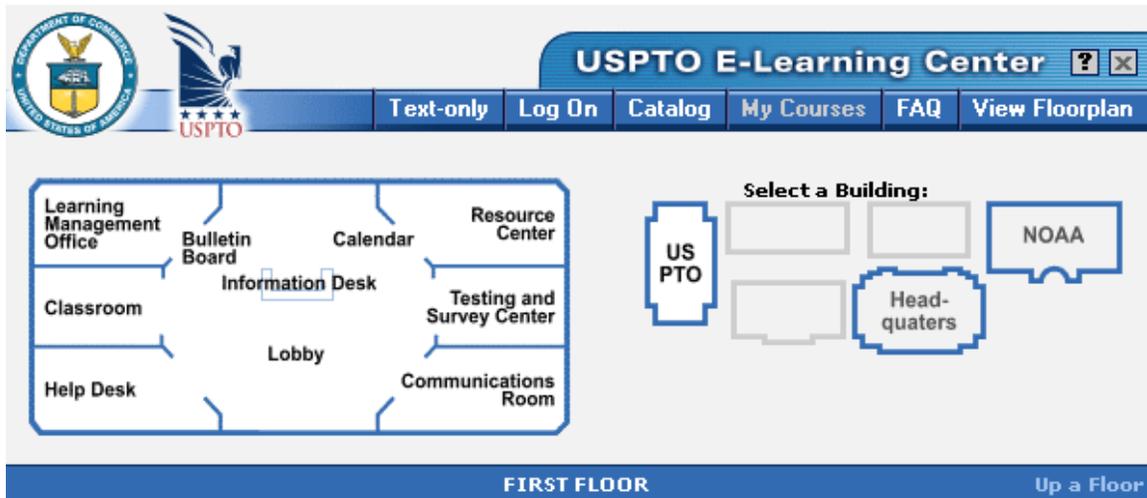


The Navigation Bar is conveniently located throughout the site. It contains the following options for quick navigation:

- **My Courses** – Fast link to a personal web page of registered courses.
- **FAQ**- Fast link to Frequently Asked Questions about E-Learning@USPTO.
- **View Floorplan** – Fast link to Site Map of USPTO LC.
- **Logon/Logout** – Used to logon or logout of the system (E-Learning@USPTO also has automatic Logout features).
- **?** – Fast link to the Help Desk for assistance.
- **X** – Logs out or Closes the window or screen.
- **DOC Logo** – Fast link to the Campus view.
- **Text Only**-For use with screen readers.

Fast Site Navigation Using View Floorplan

The USPTO LC is organized just like a bricks-and-mortar campus with a classroom, conference room, testing facilities, an administration office, and a communications room for informal conversation. You can access the various parts of USPTO LC through the Floorplan, as well as other links provided throughout the Center.



Exploring Level 1

USPTO LC consists of the following areas:

- Main Lobby
- Information Desk
- Calendar
- Learning Management Office
- Testing and Survey Center
- Classroom
- Help Desk
- Resource Center
- Communications Room
- Bulletin Board

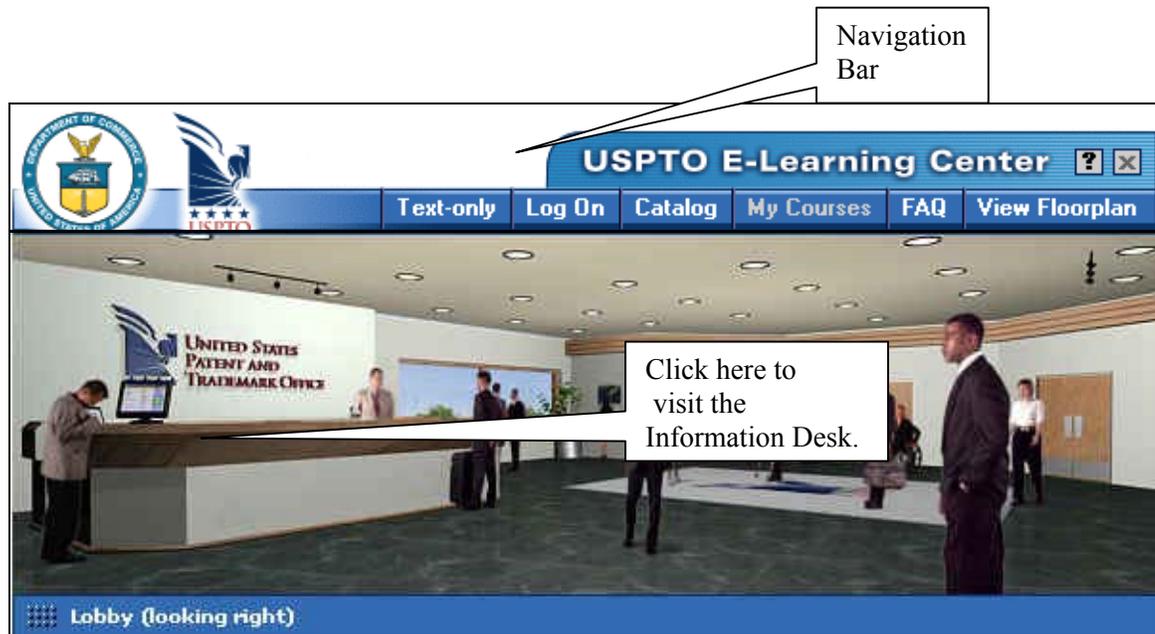
Entering the Center (Main Lobby)

When you first enter USPTO LC, you will see a graphic of the Main Lobby.

Like the lobby of any building, the Main Lobby is your gateway to the rest of USPTO LC. You can go to other parts of the building by clicking:

- The **Navigation Bar** at the top of the screen.
- **Links** in the text below the graphic.

Navigating
the Center



Learning About the Center (Information Desk)

1. To learn more about USPTO LC and its features, visit the Information Desk:
 - Click **Info Desk** in the Floorplan.
 - OR
 - Click the Information Desk in the Main Lobby graphic.
 - OR
 - Click the Information Desk link under the graphic.



2. Click the Monitor to see a list of topics; then click the topic you would like to learn more about.

Checking the Schedule (Calendar)

The Calendar is the Center's main Calendar. It lists courses and events that will be happening.

1. To view upcoming events:
 - Click **Calendar** in the Floorplan.
 - OR
 - Click the Calendar in the Main Lobby graphic.
 - OR
 - Click the Calendar link under the graphic.



2. Click the Calendar graphic or the Calendar link under the graphic. The Level 1 Calendar appears.



Click here to view a single month, quarter

Today | Week View | Month View | Quarter View | Year View

Days with scheduled events are noted with an "E".
Click on the letter "E" to get information on "E"vents scheduled for that day.

Previous Month | Next Month

May 2003

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

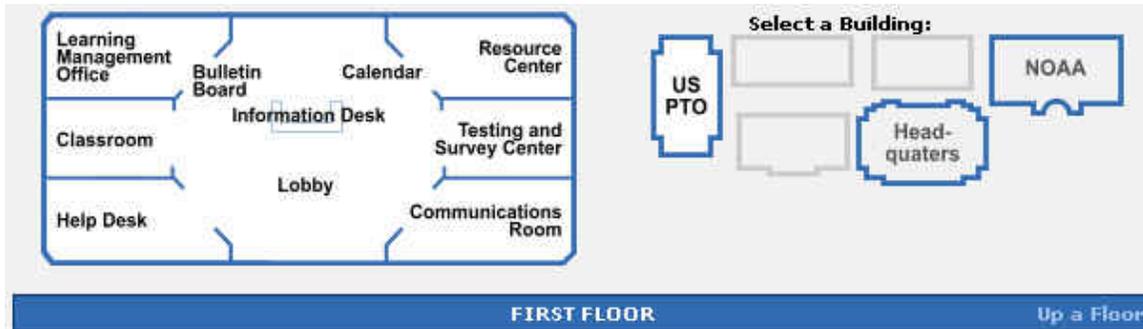
Click an individual date to view its events in detail.

3. View a single month, quarter or year by clicking on the text in the upper portion of the screen.
4. To view a specific day or event in detail, click the date in the Calendar.

Moving to Different Rooms (Floorplan)

You can also use the Floorplan to move to different parts of USPTO LC.

1. To use the Floorplan, click **View Floorplan** at the right of the Navigation Bar at the top of the screen.



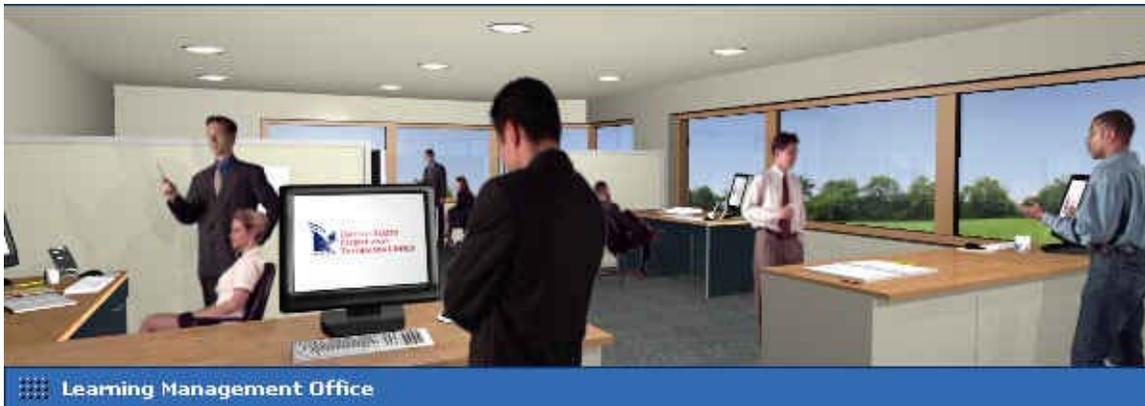
2. The Floorplan diagram at the left of the screen shows the complete plan of the level you are currently on. To go to a room on that level, click its name on the Floorplan.
3. The diagram at the right of the screen shows the various buildings of E-Learning@DOC. To move to a different building, click that building.

Learning Management Office

Personnel (System Administrator, Sub-Administrator, Bureau Administrator, Office Instructors, and Instructors can access the Learning Center Administration System through the Learning Management Office.

The Administration System allows users to:

- Create courses.
 - Create and score tests and surveys.
 - Register students for courses.
 - Monitor student performance.
1. To visit the Learning Management Office:
 - Click the Learning Management Office door in the Main Lobby graphic (looking left view).
 OR
 - Click the Learning Management Office link under the Main Lobby graphic. The Learning Management Office appears.



2. Click the Monitor in the Learning Management Office graphic or the [Learning Management System](#) link under the graphic to access the Administration System.
3. Enter your Logon Name and Password. The Welcome screen appears.
Note: Users who are registered as Students cannot access the Administration System.

Testing & Survey Center

Students can take tests and surveys related to specific courses through the Evaluation & Survey Center.

1. To visit the Testing & Survey Center:
 - Click the Testing & Survey Center in the Main Lobby graphic.OR
 - Click the [Testing & Survey Center](#) link under the Main Lobby graphic. The Testing & Survey Center appears.



2. To *take* a test or survey, click the link [Register for a Test or Survey](#) under the Testing Center graphic. The Logon screen appears.

- Enter your logon name and password. The Welcome screen appears. Choose the appropriate test from the list on the Welcome screen.

Classroom

USPTO has organized the courses and content into categories and sub-categories. Users are also assigned a Library Access, which is stored within the student's personal information.

1. To access classes in a particular subject, click the links under the graphic to see a complete listing of available courses in that topic area.
2. The Classroom will show courses and classes that are available to the student.
3. Students can click on a course to register and then begin the course.
4. Students can also access their courses directly by clicking on the My Courses button on the navigation bar.



Welcome to the Classroom. Here you can enroll in classes on a variety of subjects or competencies. Click on the competency listed below to display courses to help you improve your work performance. Then, follow the instructions to enroll in a class.

[USPTO Required Training](#)
[Patent Business Area Training](#)
[Trademark Business Area Training](#)
[Office of the Chief Information Officer Training](#)
[General Counsel Training](#)

[Career and Personal Development Training](#)
[Office of the Chief Financial Officer Training](#)
[Office of the Chief Administrator Training](#)
[Other Training](#)

Help Desk Office

Users can access information about USPTO LC through the Help Desk Office. This office offers access to:

- Technical and customer support (e-mail and phone numbers).
 - Technical updates bulletin board.
 - Minimum and recommended system requirements.
 - Player/plugin installation center.
1. To visit the **Help Desk** Office:
 - Click the **Help Desk** office door in the Main Lobby graphic (looking left view).
- OR
- Click the **Help Desk** link under the Main Lobby graphic. The Help Desk Office appears.



2. To learn about various features, click on the highlighted features in the room, or click the links under the graphic.

Resource Center

The Library has been customized and offers links (internal and external) to a number of resources and sites, including:

- Some of the world's largest libraries: the U.S. Library of Congress, the Harvard Law Library, and the New York Public Library.
 - A number of periodicals, including the *New York Times Online*, etc.
 - Telephone directories.
 - Maps.
 - News and weather services.
 - Stock reports.
1. To visit the Library:
 - Click the Resource Center in the Hallway graphic (looking left view).OR
 - Click the Resource Center link under the graphic. The Library appears.



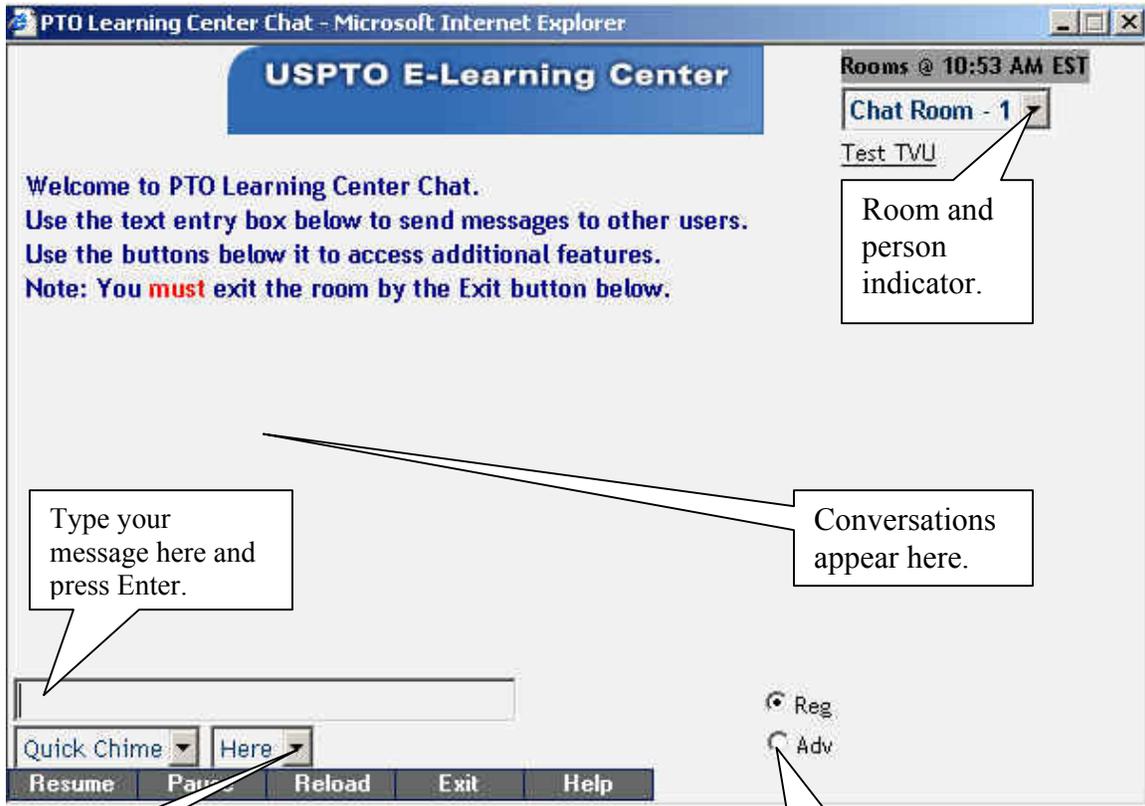
2. To use library resources, click the link under the graphic.

Communications Room

1. To begin chatting:
 - Click the chat room.OR
 - Click the chat room link under the graphic.

Holding a Chat Session

1. To begin chatting, type your message in the empty field at the bottom of the screen and press **Enter**. Your message appears at the top of the screen. *You must first login*
2. To add emphasis to a statement, use the **Quick Chime** dropdown list to add expressions, such as *frown* and *laugh*.
3. To access other chat functions, use the Toolbar at the bottom of the screen:
 - To scroll through existing messages, click .
 - To stop the scrolling of new messages, click .
 - To reload the chat interface, click .
 - To exit the chat room, click .
 - To change your user information, click **OPTIONS**.
 - To view the Help window, click .



Leaving Messages (Bulletin Board)

- To see Bulletin Board:
 - Click **Bulletin Board** in the Floorplan.
 - OR
 - Click the Bulletin Board in the Hallway graphic.
 - OR
 - Click the [View the Bulletin Board](#) link under the Hallway graphic.
- To read or leave messages, click the Bulletin Board graphic or the [View the Bulletin Board](#) link under the graphic.



3. To see new messages that have been entered since you last used the Bulletin Board, click on the topic of the message or Forum.
4. To start a new Message Thread, click **Posts**.
5. To read a Message Thread, click on Forum and then click the title of the message. Once you have read the message, you can post a reply.

Click here to read a message.

	Forum	Topics	Posts	Last Post	Moderator
Open Classroom Discussions					
	Test Forum This is a test	2	3	2:02 PM Monday Aug 6, 2001 by: John Shrader	
	Idea Forum Tell us what you would like to see in a learning center.	0	0		
	Coreen's Forum Test	2	3	10:54 PM Saturday Aug 11, 2001 by: John Shrader	John Shrader
	Discussion Thread #1 Hello and welcome.	0	0		Coreen Witke
	Investment Strategies Exploring ways to maximize your return on capital through smart investment.	2	2	11:00 PM Saturday Aug 11, 2001 by: John Shrader	Graham Raspass
	The Weather Isn't it wonderful!	1	1	1:50 AM Monday Aug 13, 2001 by: John Shrader	John Shrader

5. Click on Reply and then post the response.

Click here to reply to this message.

Open Classroom Discussions >> Test Forum >> LMS Training

Author	Post
Demo User	Posted: 9:07 AM on Monday Jul 23, 2001 What is the best way to conduct LMS training? <input type="button" value="Reply"/>
Jane Crandall	Posted: 3:04 AM on Monday Aug 6, 2001 <hr/> On Jul 23, 2001 at 9:07 AM, Demo User posted: What is the best way to conduct LMS training? <hr/> I have found that utilizing webcasting has proven to be very effective. <input type="button" value="Reply"/>

[New Topic](#)

Open Classroom Discussions >> Test Forum >> LMS Training

6. You can then review your response and post it.

