LIGHTHOUSE
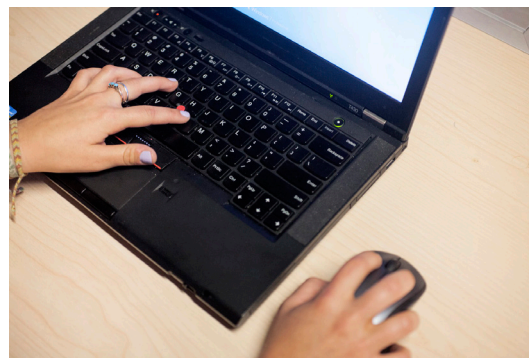Obtaining information. Delivering solutions.

Specializing in Ethics & HR Compliance Training

COURSE FEATURES

COURSE INDEX

Lighthouse's online courses are designed to address the most pressing and broadly applicable business ethics and HR compliance training issues. Each customizable course provides practical guidance on employment laws and other legal and ethical concerns that may arise in the workplace.

SYSTEM REQUIREMENTS

A list of minimum systems requirements to seamlessly run the latest in Lighthouse courseware.

PAGE 2

COURSE FEATURES: BASIC OVERVIEW

A review of the latest Lighthouse courseware features, designed to enhance user experience and satisfy training needs.
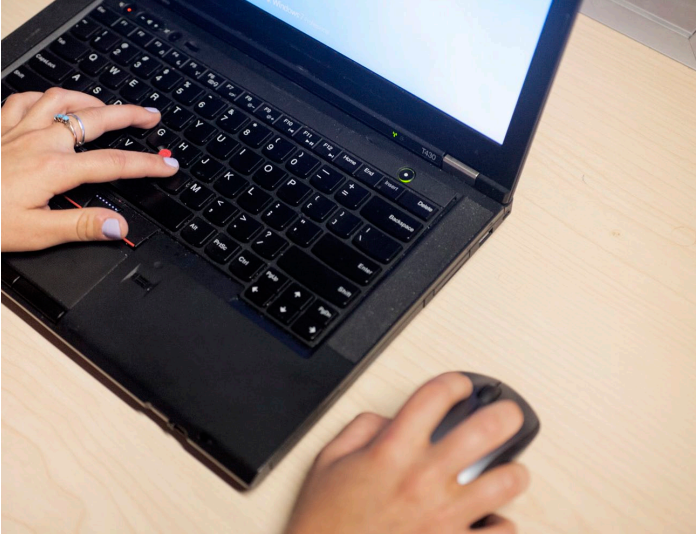
PAGE 3

COURSE FEATURES: CUSTOMIZATION AND BRANDING

Built-in customizations to full custom courseware design.

PAGE 5

SYSTEM REQUIREMENTS

Our goal is to help your organization realize the benefits of online learning by bringing our courses to your employees in the way that works best for your organization. Our turnkey application is rigorously tested to ensure seamless access on multiple browsers and platforms.

DELIVERY

Lighthouse courseware can be implemented in LMSs that support the following standards:

AICC
SCORM 1.2
SCORM 2004

MINIMUM SYSTEM REQUIREMENTS FOR YOUR LIGHTHOUSE COURSEWARE

WINDOWS

Intel®/AMD compatible multimedia computer

Windows® XP or newer

Speakers/Headphones (Rich-Media Option)

Screen Reader (Accessibility Option)

JavaScript enabled

Internet Explorer 8.0 and above or Latest Firefox or Latest Chrome*

MAC (Desktop/Laptop/iPad)

Mac OS X 10.6 and above and iOS
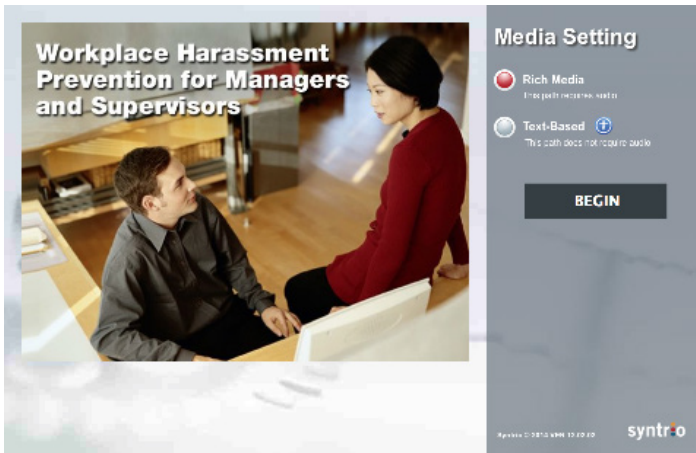
Javascript enabled

Safari 5.1.9 and above or Firefox**

Flash plugin 10 and above is required for older non-HTML5 browser (for ex: IE 8)
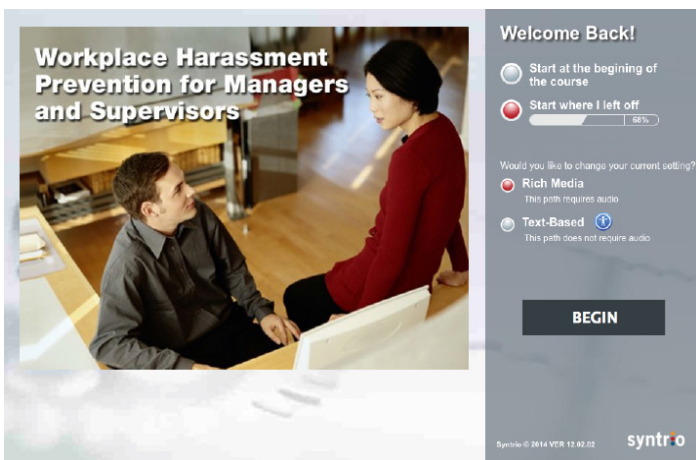
LIGHTHOUSE COURSE FEATURES: BASIC OVERVIEW

Lighthouse courseware offers multiple features and settings to meet all of your training needs including customizable content, dual path options and more!
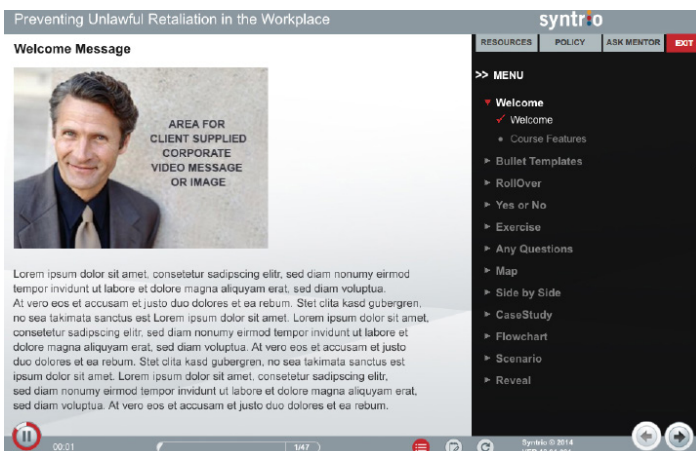

MEDIA SETTING

Choose your path. For full narration and animated content, users can take the Rich-Media path. Users with Accessibility (Section 508 compliance) requirements that may require the use of a screen reader, display options or just wish to read at their own pace can take the Text-Based path.

BOOKMARKING

Need to exit the course while training? Not a problem, our course will bookmark where you left off. Upon your return to the course you can start from where you left off or go back to the start. If you want to, you can even change your media path.

WELCOME PAGE

Our welcome page offers our clients the opportunity to customize a greeting specific to their users. We can put in a welcome video, or a photo and welcome message. If you do not require this it is simply turned off and you can go back and add at any time.

LIGHTHOUSE COURSE FEATURES: BASIC OVERVIEW

1. Dynamic Feature Tabs

RESOURCES: Click this tab to view additional information related to the course content.

POLICY: Click this tab to view your organization's policy (if required).

ASK MENTOR: Click this tab to send a question via email to your designated administrator (e.g. your Human Resources Department).

EXIT: Click this tab to exit the course. Your progress will be bookmarked, allowing you to return to the point from which you left off.

2. Pause/Start

Interrupted while taking a course? You can simply click this button. It will pause the course, audio and animation; click again to resume. The outer red circle indicates the amount of audio remaining on the current screen.

3. Progress Bar

See your progress through the course and what page you are on.

4. Added Features

MENU: Click the menu button to view the course menu at any time. Menu elements become active only after you have accessed that page.

NOTES: The 'Notes' feature allows you to type and print notes as you take the course. Your notes are saved until you exit the course.

REFRESH: Click the 'Refresh' button to restart the current screen.

5. Navigation

Next/Back buttons. Use these buttons to move forward or backward between screens. Note that the Next button will remain inactive until you have completed any required exercises or quizzes on the current screen.

BUILT-IN CUSTOMIZATIONS

Our online training programs include built-in customization options for honing key content, as well as tailoring the look and configuration settings for navigation and scoring test grades. The customization included with each course allows clients to adjust the content to match their organization's needs and include the following:

- Add your organization's name, policies, and procedures
- Brand the course with your organization's logo
- Welcome page with video or text message, image and audio
- Selected courses allow for customizable content to include specific state laws and scenarios
- Dictate the way course quizzes are structured and how and when they are scored to a learner's transcript
- Add a mentor to direct questions via e-mail within your organization
- Include your organization's specific resources

The end-result: More effective, custom-feeling courses at off-the-shelf prices.