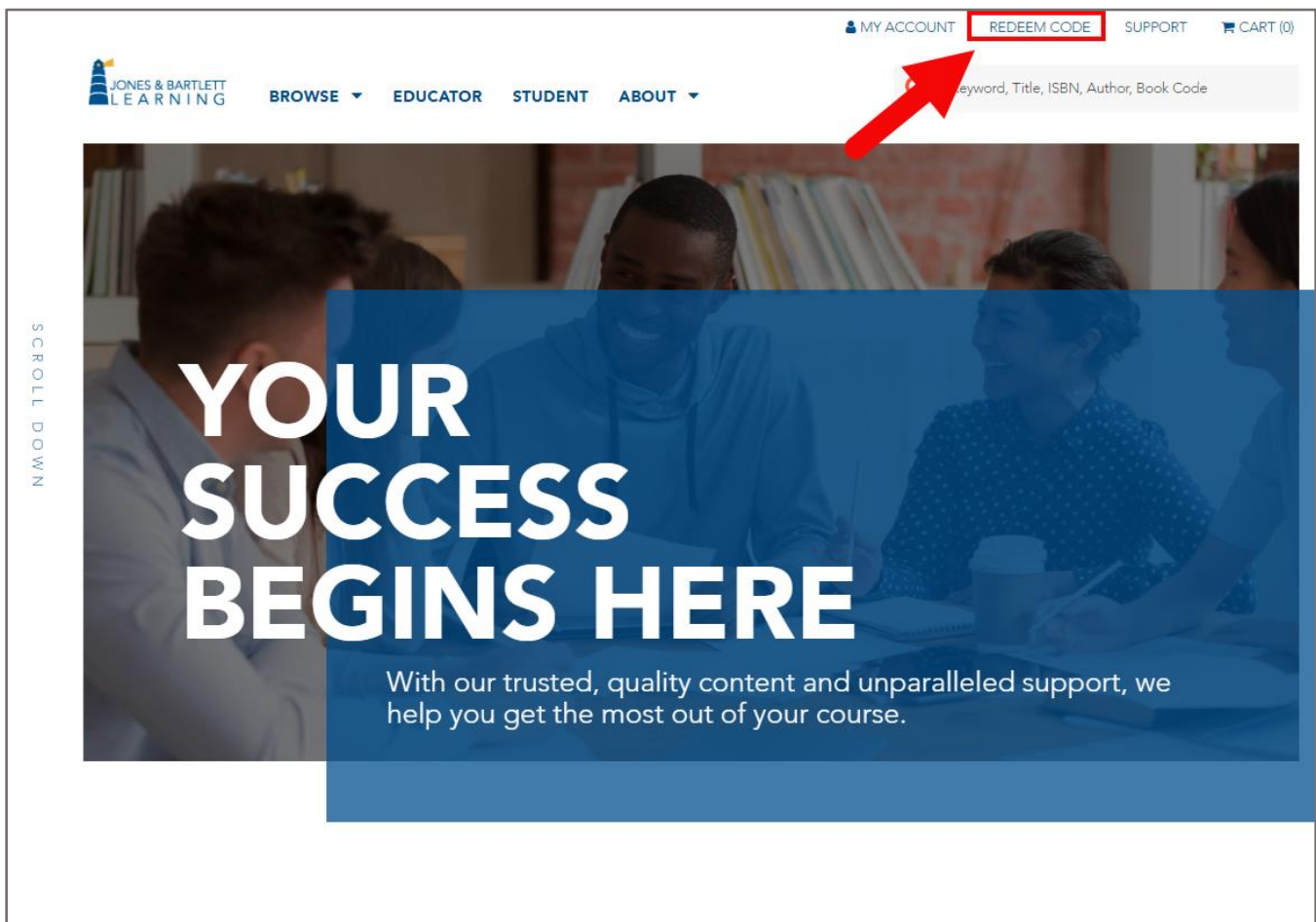


Student Tutorial for the First Day of Class

Welcome to Navigate! This guide will help you create a User Account, access your course, and learn your way around the platform. Let's get started!

1. Your first step will be to create your own user account. To do so, you will need to redeem your 10-digit access code online at www.jblearning.com.
2. With your access code in hand, navigate to www.jblearning.com in your web browser and click the **Redeem Code** link at the top of the page.



The screenshot shows the top navigation bar of the Jones & Bartlett Learning website. The 'REDEEM CODE' link is highlighted with a red box, and a red arrow points to it from the right. The navigation bar includes 'MY ACCOUNT', 'REDEEM CODE', 'SUPPORT', and 'CART (0)'. Below the navigation bar is a search bar with the placeholder text 'keyword, Title, ISBN, Author, Book Code'. The main content area features a large blue banner with the text 'YOUR SUCCESS BEGINS HERE' and a sub-headline: 'With our trusted, quality content and unparalleled support, we help you get the most out of your course.' On the left side of the banner, the text 'SCROLL DOWN' is written vertically.

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

3. Read the Terms and Conditions on the following page and click **Agree** when finished.

JONES & BARTLETT LEARNING
An Ascend Learning Company

English - EN TECHNICAL SUPPORT REDEEM CODE

Terms and Conditions

THE TERMS AND CONDITIONS SET OUT BELOW ARE A LEGAL AGREEMENT ("AGREEMENT") BETWEEN YOU AND JONES & BARTLETT LEARNING, LLC, ON BEHALF OF ITSELF AND ITS AFFILIATES, ("JB LEARNING") AND GOVERN YOUR USE OF JB LEARNING ONLINE MATERIAL, INCLUDING, BUT NOT LIMITED TO, JB LEARNING EBOOKS, COURSE CONTENT, AND TESTING AND ASSESSMENT RESOURCES (COLLECTIVELY REFERRED TO HEREIN AS "JB LEARNING EARNING COURSEWARE") MADE AVAILABLE TO YOU BY JB LEARNING'S ONLINE EARNING SERVICES ("JB LEARNING EARNING SERVICES"). YOU MUST AGREE TO THESE TERMS BEFORE ACCESSING ANY JB LEARNING EARNING COURSEWARE. TO AGREE TO THESE TERMS, CLICK "AGREE." YOU REPRESENT THAT YOU HAVE SUFFICIENT LEGAL AUTHORITY TO ENTER INTO THIS AGREEMENT. IF YOU DO NOT AGREE TO THESE TERMS, DO NOT CLICK "AGREE," DO NOT ACCESS ANY JB LEARNING EARNING COURSEWARE, AND CONTACT JB LEARNING CUSTOMER SERVICE FOR A REFUND OF AMOUNTS YOU PAID TO JB LEARNING FOR USE OF THE JB LEARNING EARNING COURSEWARE THAT YOU NO LONGER DESIRE TO ACCESS AND USE.

YOUR JB Learning ACCOUNT

[Do Not Agree](#) **Agree**

4. On the next page, enter your 10-digit access code into the field provided and click **Redeem**. Please note, you should not use any spaces while you are inputting the code.

Redeem an Access Code

Redeem your Access Code below to set up an account and access your content.

Access Code (Required) [?]

Access Code

Redeem

Enter access code here, then click the "Redeem" button.

[→ Already have an account?](#)
Log in to redeem your Access Code.

[? Need help?](#)
Contact us today.

The course may require Adobe Flash to deliver the content. Over 98% of computers on the internet have Flash already installed, but you may want to visit the Adobe web site to download and install the latest version: <http://get.adobe.com/flashplayer>. Adobe will be ending support of Flash Player on December 31, 2020. To ensure that there is no interruption to your course, Jones & Bartlett Learning is currently in the process of converting all online courses to HTML5.

5. The code is processed, and a new optional **Course ID** field will open if applicable. Course IDs are required in the event you are enrolling in an instructor-led course.
- If you know your course ID at this time, you may enter it in the **Course ID** field provided.
 - If not, you may leave it blank and click the Continue button as you can enroll in your course ID at any time.
 - If your access code has unlocked multiple products requiring course IDs, this page will not appear, and you will instead be directed to the page in the next step (#6).
The option for entering your course IDs is covered in Step 9 of this document.

Redeem an Access Code

If you have your Course ID enter it now, or leave this field blank and enter it after you have registered.

Redeem your Access Code below to set up an account and access your content.

Access Code (Required) ⓘ

Course ID (Optional) ⓘ

Enter your Course ID if you have it. If you do not, leave it blank and hit the "Continue" button.

[Already have an account?](#)
Log in to redeem your Access Code.

[Need help?](#)
Contact us today.

The course may require Adobe Flash to deliver the content. Over 98% of computers on the internet have Flash already installed, but you may want to visit the Adobe web site to download and install the latest version: <http://get.adobe.com/flashplayer>. Adobe will be ending support of Flash Player on December 31, 2020. To ensure that there is no interruption to your course, Jones & Bartlett Learning is currently in the process of converting all online courses to HTML5.

6. Once the code is processed, verify the product you have accessed by reviewing its name and details, then click the **Confirm and create new account** button. If you already have a User Account with us, you should click **Confirm with existing account** button and login using your current credentials.

Confirm Your Selection

Confirm the details of your Access Code below.

ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition
Access Code: 3985632263

[Confirm with existing account](#) [Confirm and create new account](#) [Cancel](#)

[→ Already have an account?](#)
Log in to redeem your Access Code.

[? Need help?](#)
Contact us today.

7. On the next page you must fill in all required fields to complete your account setup. Please note, you must enter a valid email address for your account to ensure that you receive important course notifications and retain the ability to retrieve or reset your password in the future.

Create an Account

All information is required unless otherwise noted.

Account Information

Email Address

Re-enter Email Address

Password (minimum 8 characters, including one capital letter, one numeral, and one special character (example: !, #, %))

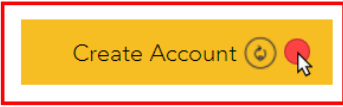
Re-enter Password


Contact Information

First Name	Last Name
<input type="text"/>	<input type="text"/>

8. When you're finished, click the **Create Account** button at the bottom of the page. Your My Account page will then open, displaying the courseware and/or eBook available to you.

Phone (Optional) Institution Name (Optional)


Create Account 

 **JONES & BARTLETT LEARNING**
An Ascend Learning Company

English - EN TECHNICAL SUPPORT REDEEM CODE

Lisa | Log Out **PRODUCTS** ACCOUNT

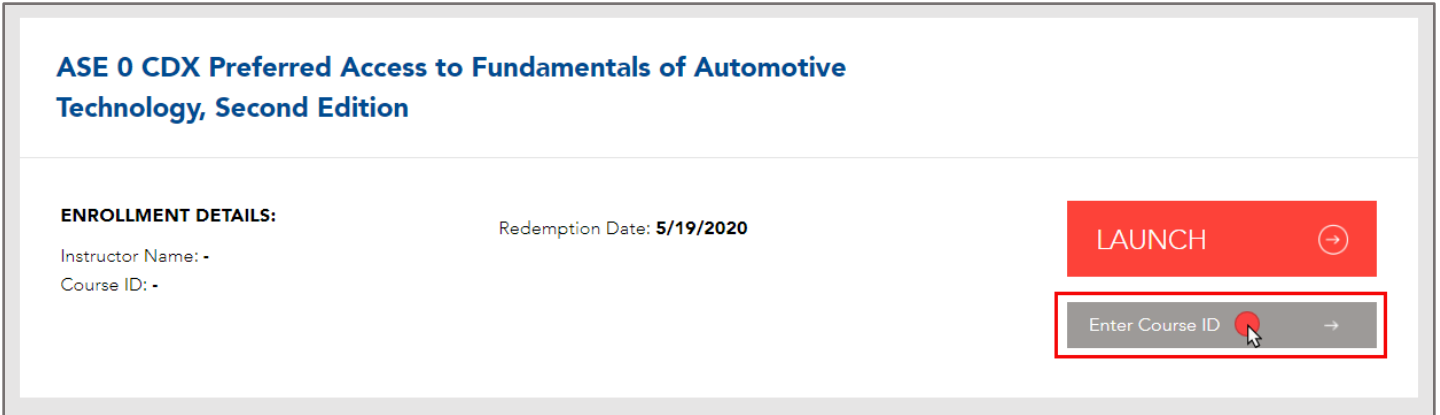
ACTIVE EXPIRED NOTIFICATIONS 12 Show/Hide Products Redeem Access Code

HIDE	PRODUCT ↓	NICKNAME ? ↓	COURSE ID ↓	ALERT ↓
	ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition		82F383	

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9. To enroll in and access a course, click on the course name you would like to access. You will be brought to the course launch page, where you must click the **Enter Course ID** button to enter in your 6-character course ID (if you did not previously enter your Course ID during the setup process back in Step #5). If you don't know your Course ID, consult with your instructor or course administrator.



ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition

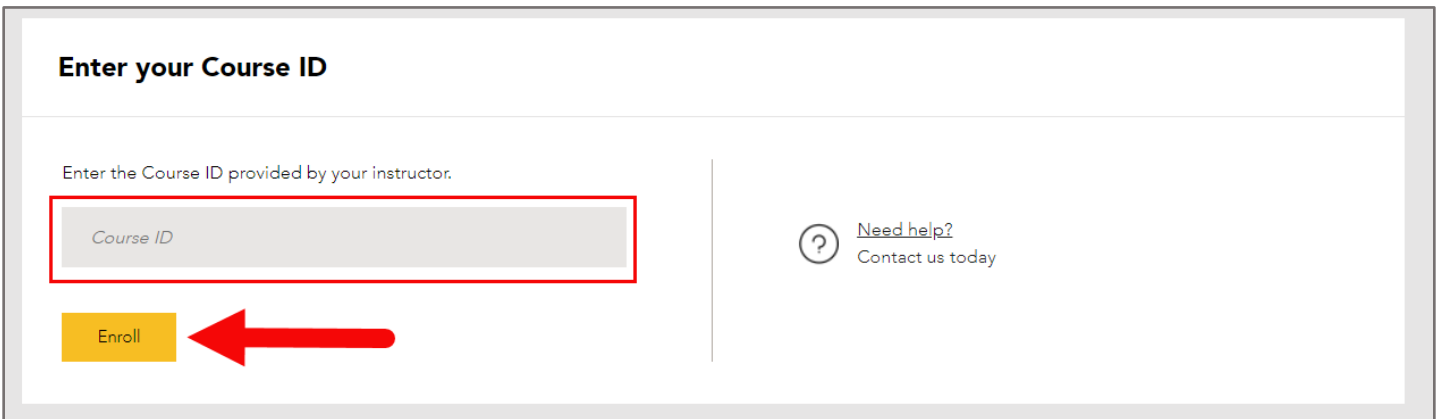
ENROLLMENT DETAILS: Redemption Date: **5/19/2020**

Instructor Name: -
Course ID: -

LAUNCH →

Enter Course ID →

10. After entering your course ID in the field provided, click the **Enroll** button.



Enter your Course ID

Enter the Course ID provided by your instructor.

Course ID

Enroll ←

Need help?
Contact us today

11. You are now enrolled in the course and may click the **Launch** button to open it and begin your work.

JONES & BARTLETT LEARNING
An Ascend Learning Company

English - EN TECHNICAL SUPPORT REDEEM CODE

Michelle | Log Out PRODUCTS ACCOUNT

ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition

ENROLLMENT DETAILS: Redemption Date: 5/19/2020

Instructor Name: **Jones Bartlett**
Course ID: **82f383**

LAUNCH

12. Your course homepage will open in a new browser tab. Before beginning any work, it may be necessary to adjust your profile's timezone. Your course profile's timezone is set to Eastern Standard Time by default. If you are located in a different timezone, click on the **Profile** button at the top right of the page and select the **Profile** option from the dropdown menu.

JONES & BARTLETT LEARNING NAVIGATE

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

Dashboard > My courses >

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e

Chapter 1 EMS Systems Chapter 2 Workforce Safety and Wellness

Chapter 3 Medical, Legal, and Ethical Issues Chapter 4 Communications and Documentation

Michelle Doe

- Dashboard
- Profile**
- Grades
- Messages
- Preferences
- Log out

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13. On the next page, under **User details**, click the **Edit profile** option.

The screenshot shows the user profile page for Michelle Doe. At the top, there is a profile picture placeholder, the name 'Michelle Doe', and an 'Edit Mode' toggle set to 'OFF'. Below the name are two buttons: 'Reset page to default' and 'Customize this page'. The main content area is divided into several sections: 'User details' (with an 'Edit profile' button highlighted in a red box), 'Miscellaneous' (containing links for Blog entries, My certificates, Forum posts, Forum discussions, and Learning plans), 'Reports' (containing links for Browser sessions and Grades overview), and 'Login activity' (showing the first access to the site on Tuesday, May 19, 2020, at 5:22 PM, lasting 2 minutes and 58 seconds). The 'User details' section includes fields for Email address (mdoe@ascendlearning.com), Country (United States), and City/town (Burlington). The 'Course details' section shows the course profile for 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)'.

14. On the following **Edit Profile** page, you will find a setting for **Timezone**. Click on the dropdown menu to the right of this setting and select an option that is nearest to you or shares your local time zone. Please note, all options are in alphabetical order.

The screenshot shows the 'Edit Profile' page for Michelle Doe. The 'General' section is expanded, showing fields for First name, Last name, Email address, Email display, City/town, Select a country, and Timezone. The 'Timezone' dropdown menu is open, displaying a list of time zones in alphabetical order: America/Monterrey, America/Montevideo, America/Montserrat, America/Nassau, America/New_York (highlighted in blue), America/Nipigon, America/Nome, America/Noronha, America/North_Dakota/Beulah, America/North_Dakota/Center, America/North_Dakota/New_Salem, America/Ojinaga, and America/Panama. A red callout box points to the 'Server timezone (America/New_York)' option, with the text: 'Reminder: Eastern Standard Time (America/New York) is the default setting.'

15. After you have selected the appropriate time zone, scroll to the bottom of the page and click the **Update profile** button to save your changes.

▶ Additional names

▶ Interests

▶ Optional

Update profile **Cancel**

There are required fields in this form marked ⓘ .

16. Then, to return to the course homepage, hover over the **My courses** button in the **Navigation drawer** to the left of the page and click on the name of your course.

Dashboard

Calendar

My courses

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e ⓘ

Michelle Doe

Edit Mode **OFF** ⚙️

Dashboard Profile

Reset page to default Customize this page

User details Edit profile

Email address mdoe@ascendlearning.com

Country United States

City/town Burlington

Miscellaneous

Blog entries

My certificates

Forum posts

Forum discussions

Learning plans

Reports

Browser sessions

Grades overview

17. All course content is organized into topic blocks displayed on the homepage. If your course is associated with a textbook, you will find that each chapter has a matching topic dedicated to storing its relevant activities and resources.

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

Dashboard > My courses >

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e

Chapter 1 EMS Systems

Chapter 2 Workforce Safety and Wellness

Chapter 3 Medical, Legal, and Ethical Issues

Chapter 4 Communications and Documentation

UPCOMING EVENTS

- No Class - Memorial Day
Monday, May 25, 9:00 AM
- Exam Study Day
Tomorrow, 12:52 PM
- Attendance
Thursday, May 21, 8:00 AM
» 12:00 PM
- Attendance
Thursday, May 28, 8:00 AM
» 12:00 PM
- Attendance
Thursday, June 4, 8:00 AM
» 12:00 PM

Go to calendar...

18. Click on any topic to open it and access its contents, listed vertically. Individual items available within the topic can be launched or opened by clicking on them.

CHAPTER 1 EMS SYSTEMS

Comprehensive Slides: Chapter 1
Review your comprehension of key concepts.

Flashcards: Chapter 1
Test your knowledge of key terms.

Focused Slides: Chapter 1
Review your comprehension of key concepts.

Comprehensive Lecture Outlines: Chapter 1
Prepare for assessments.

Focused Lecture Outlines: Chapter 1
Prepare for assessments.

Case Study: Chapter 1
Review your comprehension of key concepts.

UPCOMING EVENTS

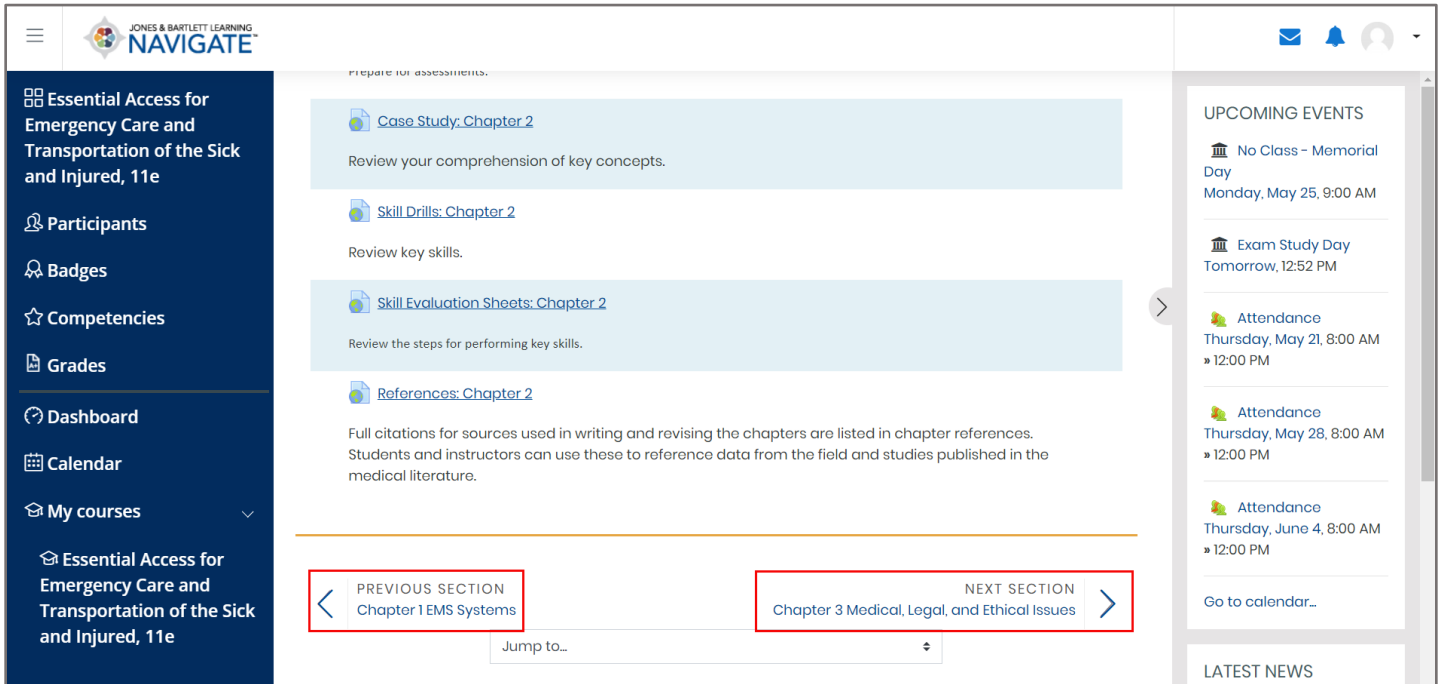
- No Class - Memorial Day
Monday, May 25, 9:00 AM
- Exam Study Day
Tomorrow, 12:52 PM
- Attendance
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» 12:00 PM
- Attendance
Thursday, May 28, 8:00 AM
» 12:00 PM
- Attendance
Thursday, June 4, 8:00 AM
» 12:00 PM

Go to calendar...

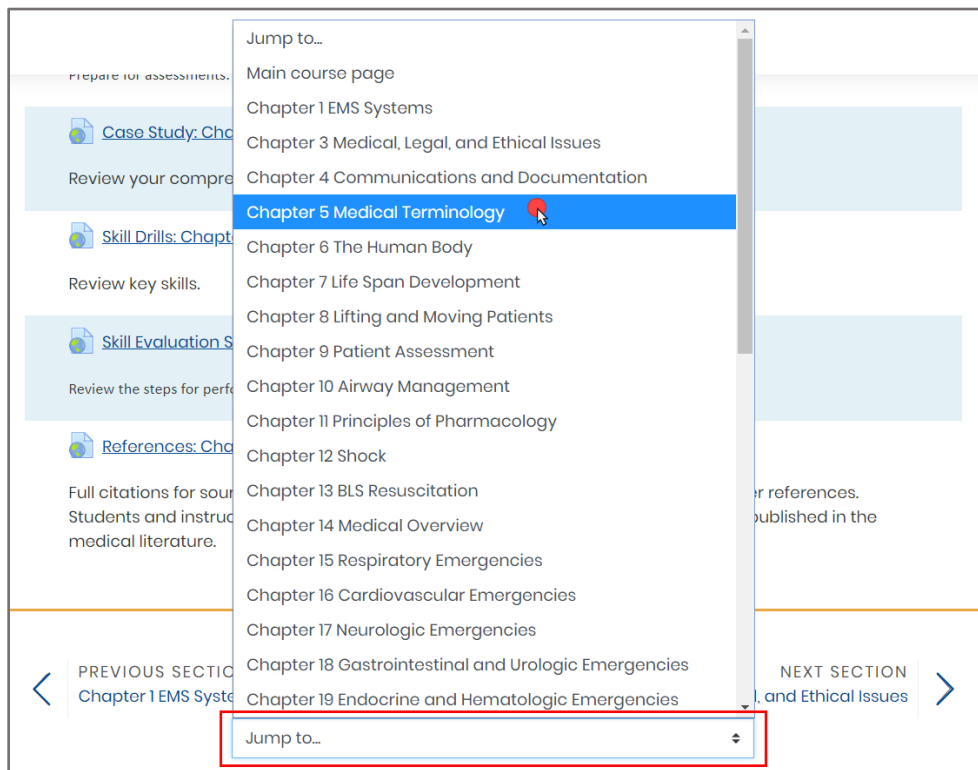
LATEST NEWS

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19. At the bottom of each topic's contents page, you will find navigation buttons, which may be clicked to move to the previous or next topic within the course.



20. Together with the Jump to dropdown menu, these buttons are convenient options for navigating to different sections of the course without having to return to the homepage.



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21. On the left side of the page, your Navigation Drawer displays links to important pages in the course, such as the course homepage, your Gradebook, and the Calendar. This menu may be expanded or collapsed as needed.

The screenshot shows a course interface with a dark blue navigation drawer on the left. The drawer contains the following items: 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e', 'Participants', 'Badges', 'Competencies', 'Grades', 'Dashboard', 'Calendar', and 'My courses'. A red callout box with the text 'Click to expand/collapse the navigation bar.' points to the hamburger menu icon at the top left of the drawer. The main content area displays the course title 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)' and the current chapter 'CHAPTER 2 WORKFORCE SAFETY AND WELLNESS'. Below the chapter title are three resource cards: 'Comprehensive Slides: Chapter 2', 'Audio Book: Chapter 2 LISTEN TODAY', and 'Flashcards: Chapter 2'. On the right side, there is an 'UPCOMING EVENTS' sidebar with a list of events including 'Bring Book to Class', 'Attendance', and 'Chapter 1 Quiz - Night Class opens'.

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22. You may always return to the homepage by clicking the first button at the top of the Navigation Drawer or by clicking the Main Course Page link in the breadcrumb trail of links at the top of the page.

The screenshot shows the JBLearn NAVIGATE interface. On the left is a dark blue navigation drawer with icons and text for: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e; Participants; Badges; Competencies; Grades; Dashboard; Calendar; My courses; and a sub-menu for the current course. The main content area has a header for the course, a breadcrumb trail (Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 2 Workforce Safety and Wellness), and a section for Chapter 2 Workforce Safety and Wellness with links for Audio Book, Flashcards, and a test. On the right is a sidebar with 'UPCOMING EVENTS' and 'LATEST NEWS'.

23. This linked pathway offers an easy way to retrace your steps as you navigate through the course material.

This screenshot is similar to the previous one but highlights a more detailed breadcrumb trail. The trail is: Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 2 Workforce Safety and Wellness. The navigation drawer is also visible on the left.

24. On the right side of the course contents page is a second collapsible tab hosting course blocks, which are chosen by your instructor. These may include helpful tools to quickly access course tools, see upcoming assignments, or view assignment details.

The screenshot shows the course interface for 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)'. On the right side, there is a sidebar titled 'UPCOMING EVENTS' which lists several events such as 'Bring Book to Class' and 'Attendance'. A red callout box with a white border points to a right-pointing arrow button located between the chapter blocks and the sidebar, with the text: 'You can expand/collapse the Course Blocks with this button.'

25. If your instructor has applied due dates or deadlines for course activities and assignments, these will be displayed in your course Calendar. You may use the calendar to keep track of upcoming assignments and jump directly to them from here when needed.

The screenshot shows the 'Calendar' view for the course. It displays a detailed month view for May 2020. The calendar includes several events: 'Chapter 5 Quiz op...' on May 4th, 'Attendance' on May 7th, 'Bring Book to Class' on May 12th, 'Exam Study Day' on May 20th, and 'No Class - Memori...' on May 25th. There are also 'Attendance' events on May 8th, 14th, 21st, and 28th. At the bottom of the calendar, there are two buttons: 'Export calendar' and 'Manage subscriptions'.

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26. Thank you for reading this tutorial. We hope that it was helpful, and we wish you the very best of luck in your course!

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