



Introduction

About the Course Navigator

This web-based learning management system enhances students' understanding of core course content through flashcards, quizzes, activities, and assessments.

The Course Navigator also allows instructors to assess students' work, track progress, download results, and view upcoming events.

System Requirements

The following are the minimum system requirements for using the Course Navigator on your computer:

- Broadband Internet Connection: Minimum 128 kbps connection to the Internet
- Screen resolution: 1280 x 768 or higher
- Web Browser: IE9, IE10, IE11, Firefox, Safari, Chrome
- Any popup blocking software disabled for <http://coursenav.paradigmcollege.net/>
- JavaScript enabled
- Cookies enabled
- Security: Firewall(s) configured to allow data transfer to and from <http://-coursenav.paradigmcollege.net/>
- Recommended:
 - Processor Speed: 2 GHz or higher
 - Memory (RAM): 2 GB or higher

Disclaimers: While every effort will be made to support future browser platforms and computer operating systems, Paradigm Publishing cannot guarantee future compatibility.

Registering and Getting Started

Launching the Course Navigator

To Launch the Course Navigator:

1. Launch your web browser.
2. Go to <http://coursenav.paradigmcollege.net/>

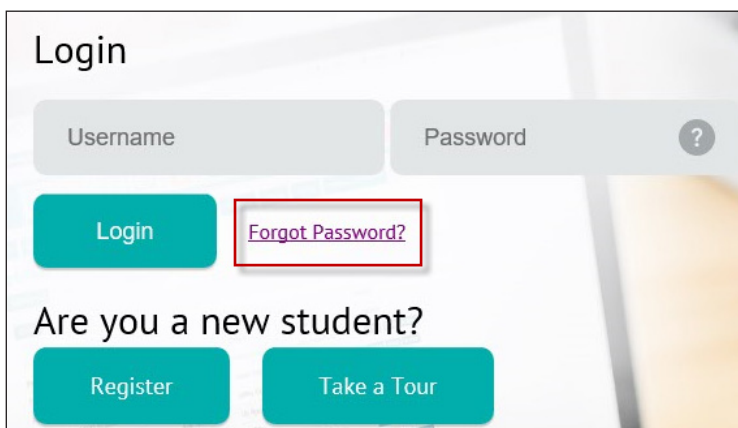
Student Registration

You will need the following to enroll in the Course Navigator as a student:

- Course Navigator **Activation code** (packaged with each textbook)
- **Enrollment key** for the course (see below)
- Email address student will use to register account

How to register:

1. Click the **I need to create a new account** link below the Login button.

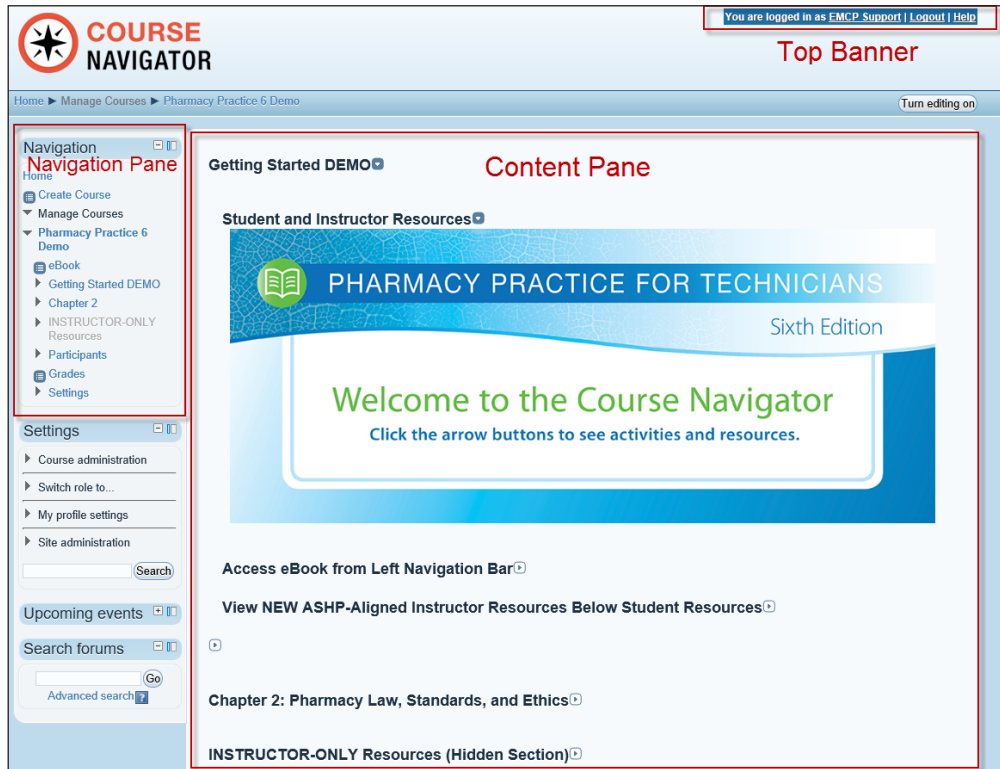


2. Fill out the form by entering a desired *Username* and *Password*, *Email address*, *First name*, *Last name*, *City/town* and *Country*. Also enter the course *Enrollment key* and the *Activation code*.
3. Click the **Create my new account** button at the bottom of the window to submit the form and register your student account.

If all account information was entered correctly, the student version of course home page will immediately load.

Navigating in the Course Navigator

Immediately after logging in, you will be shown your Home page. The Home page is divided into several sections.



Top Banner - Account Maintenance

The top part of the screen displays user information, including your name, a link to view and edit your Profile, view Help, and, if appropriate, access your eBook. There is also a **Log Out** link. The **Help** link that takes you to links for Help, FAQs, Customer Support, as well as a link to About Paradigm.

Navigation Pane

The Navigation pane includes information about your courses. You can also access your Grades from this pane.

Content Pane

Content for the course that is currently available will be shown in the center of the page, also known as the content pane. Using the navigation pane, or by clicking on an activity, you can navigate to a specific activity.

Help Information

The upper right corner of the screen has a Help link that takes you to links for Help, FAQs, Customer Support, as well as a link to About Paradigm.

Using the Navigation Pane

You navigate around your Course Navigator courses by using the Navigation Pane on the left and the Assignments Listing in the center content pane. The navigation pane provides quick access to activities and grades.

Navigation Tree Links

- **Home:** Opens a listing of available courses; click a course name to open the course.
- **Grades:** Access to your grades.

Student Grades

The Course Navigator provides a grade book where you can view and track your grades.



To view your scores, click Grades in the Navigation pane on the left side of the page. The *View* tab is displayed by default, with the *Student grades* tab selected.


Grade item	Grade	Range	Percentage	Letter grade	Feedback
apr 3 test					
Chapter 1					
Write a short response regarding the need for EHRs	-	0-100	-	-	
Describe the three stages of meaningful use	-	0-100	-	-	
Search the internet for careers in EHR	-	0-100	-	-	
Perform an internet search for EHR software systems	-	0-100	-	-	
Conduct an internet job search to identify EHR positions	-	0-100	-	-	
Locate a website that provides information and resources regarding EHRs	-	0-100	-	-	
Locate two certifications that can be awarded to individuals in the EHR field	-	0-100	-	-	
Topic 1 List and briefly explain the goals of the HITECH Act	-	0-100	-	-	
Topic 2 List the three main components of stage 1 meaningful use	-	0-100	-	-	
Topic 3 List the six levels of interoperability	-	0-100	-	-	
Topic 4 Briefly discuss the demand for HIM professionals	-	0-100	-	-	
Topic 5 Name two credentials offered by AHIMA for health information professionals	-	0-100	-	-	
Topic 6 Describe some specific ways in which North City Medical Associates made its practice more efficient	-	0-100	-	-	


The Student grades tab shows all of the graded student assignments for the entire course. For each assignment, the Student grades tab displays your grade, the percentage, the letter, and any feedback your instructor has provided.

To see your overall course grade, select the *Overview report* tab. The course name and an overall grade for the course will display.

Hiding and Docking the Navigation Pane

  If you decide that you do not want to see the contents of the navigation pane, you can minimize it by clicking the hide button. To expand the navigation pane back to its normal size, you can click the show button.

Should you decide that you would like more screen space for the course content section (the center pane of the page), you can choose to dock the navigation pane to the side bar. Click the dock button  to the right of the hide/show button.

The navigation pane will now shrink to a small tab on the far left of your screen. To view the contents of the Navigation pane, mouse over it. To undock it back to its original location, click the undock button  to the right of Navigation.

NOTE: You can also use these steps to dock any blocks that appear on the other side of the content pane (such as Forums or Upcoming events).

Using the Content Pane

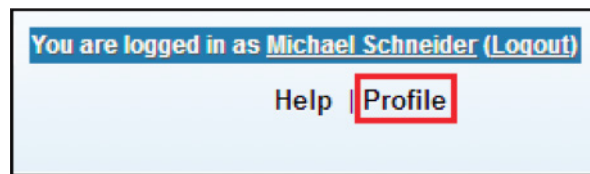
Course content is shown in the center part of the screen, which is referred to as the Content Pane.

By using the Navigation pane to drill down to a specific chapter or activity, you can narrow the results that display in the content pane.

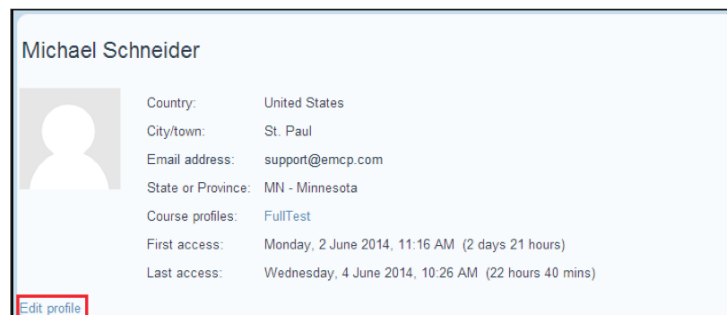
Maintaining and Changing Your Profile

At the top section on the home page is information about you and your courses.

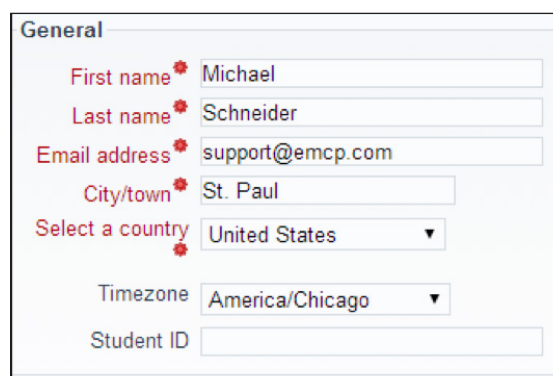
To view your current account settings click **Profile** in the upper right part of the screen. The current profile settings will be displayed.



To edit your current profile settings click **Edit profile** in the lower left hand corner of the profile overview screen. The current profile settings will be displayed.



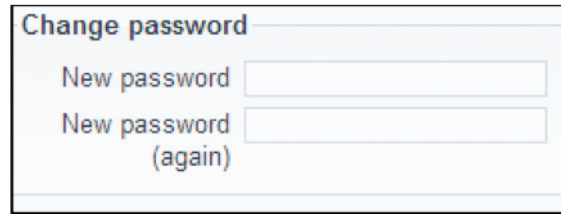
To edit your current profile settings change any value in the General section, such as your *First name*, *Last name*, *Email address*, *City/town*, *Country*, or *Timezone*.



A screenshot of the "General" profile settings form. It contains the following fields:

- First name: Michael
- Last name: Schneider
- Email address: support@emcp.com
- City/town: St. Paul
- Select a country: United States (dropdown menu)
- Timezone: America/Chicago (dropdown menu)
- Student ID: (empty text field)

To reset your password, enter your new password twice in the *Change password* section.



A screenshot of a 'Change password' form. It features a title 'Change password' at the top. Below the title are two input fields: 'New password' and 'New password (again)'. The form is enclosed in a light blue border.

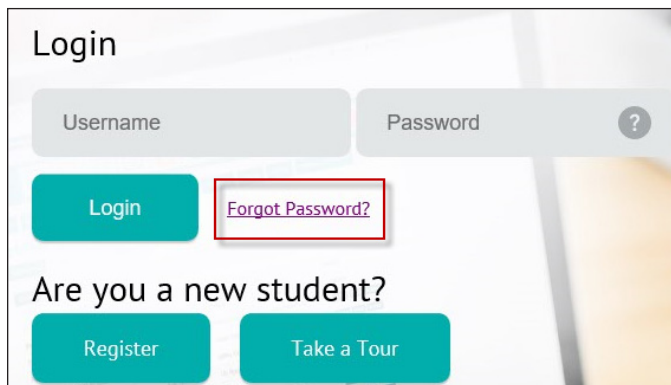
Once you are satisfied with your changes, click the **Update profile** button at the bottom of the page.

If you have forgotten your password and cannot log in, see the *Using the Forgot Password Function* below. If you do not receive the password reset email, or you would like your User name changed, please contact [Technical Support](#).

Using the Forgot Password Function

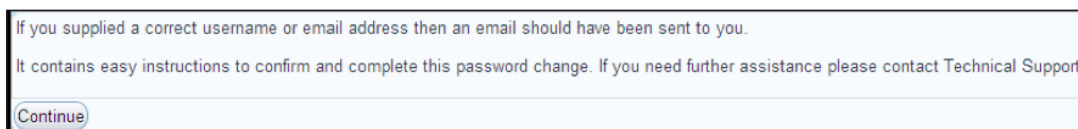
If you have forgotten your password, and need to reset it, take the following steps:

1. Click **I forgot my username or password** link on the Course Navigator login page.



A screenshot of a login page. At the top is the heading 'Login'. Below it are two input fields: 'Username' and 'Password'. The 'Password' field has a question mark icon to its right. Below the input fields are two buttons: a teal 'Login' button and a purple 'Forgot Password?' button. Below these buttons is the question 'Are you a new student?' followed by two teal buttons: 'Register' and 'Take a Tour'. The 'Forgot Password?' button is highlighted with a red rectangular border.

2. Enter either your Username or your email address, and click **Search**. You will then receive the below message.



A screenshot of an email confirmation message. The text reads: 'If you supplied a correct username or email address then an email should have been sent to you. It contains easy instructions to confirm and complete this password change. If you need further assistance please contact Technical Support.' At the bottom of the message is a blue 'Continue' button.

3. Check your email. If you entered valid account information, you will receive a similar email to the above image.

Your temporary password is shown in the email. Use this the next time you log in. It is strongly advised that you then change your password. For information on how to change your password, see **Maintaining and Changing Your Profile** above.

If you do not receive an email regarding your password reset request, this likely means there is a typo in either your username or email address. To correct this, please contact Technical Support.

Using The Courseware

Textbook courseware is usually made up of flashcards, discussion questions and web activities, and quizzes.

Links and Web Activities

Here you will find of activities and resources such as Web Activities, Content Links, and Flash Cards.

Web Activities

Web Activities are tasks given to students to complete via research on the Internet. The result of their work is then compiled in a document and uploaded, by the student, to the Instructor within the Course Navigator.

Content Links

These are links to content relevant to the chapter. These may be multimedia files or website links that are associated with a Web Activity or may simply stand alone as a reference.

Flashcards

Flashcards are a “memory training” device that uses the concept of repetition. A flashcard deck will present the student the couples of relationships to be memorized. Flashcards are available for every chapter of the textbook.

To use the Flashcards for review, take the following steps:

1. Log into your course.
2. Choose a chapter.
3. In the *Links and Web Activities* section, click the **Flashcards** link.
4. To flip the current card, click it! To move the current card to one of the three colored boxes (Remaining Cards, Correct Cards, Incorrect Cards), click on the box. You may also click on the card displayed in any of the three boxes to bring that card back to the center.
5. A Pause/Continue timer button allows you to time how long it takes you to review the cards.

Discussion Questions

Discussion questions are an opportunity for the student to provide feedback about course concepts. Click the title of the discussion topic, write a response to the question in a document, and then click the Upload this file button to upload the document to the LMS for the instructor to grade.

View Discussion Question Attempts

To view Discussion Question attempts:

1. Click the name of the Discussion Question on the Home page.
2. Click on the name of your uploaded document on the left above the **Upload this file** button on the center pane.
3. The last submitted document will then be downloaded for your review.

Quizzes

Quizzes are available for each chapter. To start a new attempt, review a previous attempts, or complete a previously unfinished attempt, click on Attempt quiz now to start.

To complete an attempt, take the following steps:

1. Answer all of the questions.
2. When finished answering the questions on the page, click the **Next** button.
3. Click any question number to review the question.
4. When finished, click the **Submit all and finish** button.

Forums

Forums are where you, the other students, and your instructor can exchange ideas by posting comments.

To add a topic to the forum take the following steps:

1. Click the name of the forum on the home page. The forum page will be displayed.
2. Click the **Add a new discussion topic** button on the top left of the center pane.
3. Fill out the required fields: *Subject* - The title of your new discussion, *Message* - The text of the question or topic you wish to discuss.
4. Click the **Post to forum** button at the bottom of the center pane.

To reply to a topic on the forum take the following steps:

1. Click the name of the forum on the home page. The forum page will be displayed.
2. Click the name of the discussion topic in the discussion column.
3. Click the **Reply** button in the lower right hand corner of the center pane.
4. Enter your desired text in the *Message* box.
5. Click the **Post to forum** button on the bottom of the center pane.

Upcoming Events Calendar

The calendar can display site, course, group, and/or user events in addition to assignment and quiz deadlines, chat times and other course events. To view events in the calendar, click the **Go to calendar** link in the Upcoming Events block.

Messaging and Blogs

Sending Messages

To send a message to your instructor from the Messages block or from your profile, **take the following steps:**

1. Click on the blue link **Messages** in the Messages block or click the **Messages link** from on your Profile page. The messaging contacts page will display.
2. Type a name into the *Search people and messages* box. To narrow the search down further, click the blue **Advanced** link to search for a person “only in my courses” or with keywords in messages.
3. Type the message in the box and click the **Send a message** button

To send a message to an individual from the Online users block, **take the following steps:**

1. Click the name of one of the people currently online.
2. Click the **Send message** link in their profile.
3. Type the message in the box.
4. Click the **Send a message** button.

To read and reply to a message, **take the following steps:**

1. If the Messages block shows you have a message, click the envelope icon (with the number of messages).
2. Type your reply into the box and then click on the **Send a message** button.

If you receive a pop-up notification of a message, click **Go to message** to read and reply to it.

People may be added to your list of contacts (or blocked from contacting you) by clicking the **Add contact** (or **Block contact**) icon under their name in the **Messages** window.

By default the contact list is empty. In order to send a message or to create a shortcut to the person you are sending, search for them in the search box.

A record of messages sent to/from a person may be obtained by clicking the History icon by their name or by clicking **Recent messages/All messages** when they are displayed on the page.

BLOGS

The word ‘blog’ is a contraction of ‘web log’. Blogs are a form of online journal used by millions of people around the world for self-expression and communicating with family and friends. Blogs are usually organized as a chronological series of postings created by the author of the blog. Blogs usually are written by one person, although some blogs can be authored by groups of people.

Blog comments are enabled by default, though may be disabled if required. To make a blog comment, **take the following steps:**

1. Click the **Add an entry about this course** link under the *Blog menu* to the right of the center pane.
2. Fill in the *Entry title* field and write your blog entry in the text box provided.
3. If you want to attach a file, click the **Add** button to access to locate a file. Be sure your document is smaller than the maximum attachment size.

4. Choose who you wish to publish the entry to i.e. who may see the entry. There are three options:
 - Yourself i.e. your blog entry is a draft
 - Anyone on your site
 - Anyone in the world
5. Select appropriate official tags for your entry and/or add one or more user defined tags. If you add more than one, they should be comma separated.
6. Click on the **Save changes** button.

Technical Support

Our Technical Support Team is dedicated to providing responsive and helpful support to all of our customers. To ensure that you make the most of the Course Navigator and our Support Team expertise, we recommend that you call, email, chat with us or view our [Technical Support page](#).

Our Technical Support Department is available to our customers to answer questions pertaining to our software. Customers can reach Technical Support by:

Chat

Click LIVE HELP for 24/7 support or visit our [Technical Support Website](#).

Phone

We are available every day from 8AM to 10PM (CST). Call 1-800-328-1452 (press 2) for Technical Support.

Email

Email us at support@emcp.com or [Ask Us a Question](#).