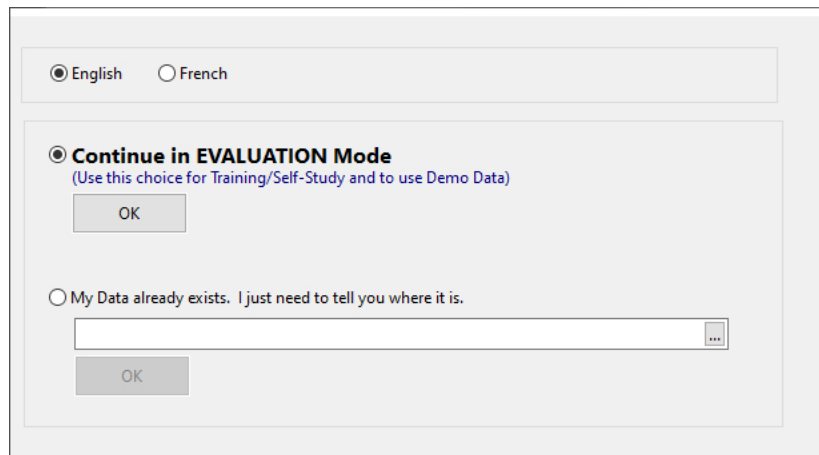


## How to use the Self Study Trainer

The Self-Study Trainer is designed as a collection of short videos that demonstrate how to use certain pieces of the **W.I.S.H.**™ program. Each lesson (step) concludes with a “Validation” that tests you on your ability to follow the steps of the lesson. At the end of the course, you will be emailed a certificate confirming your successful completion of the course.

When you first start **W.I.S.H.**™, you may be presented with a screen that looks like this:



The screenshot shows a dialog box with two radio button options. The first option is selected: **Continue in EVALUATION Mode**, with a subtext "(Use this choice for Training/Self-Study and to use Demo Data)" and an "OK" button below it. The second option is "My Data already exists. I just need to tell you where it is.", followed by a text input field with a browse button (three dots) and an "OK" button below it. At the top, there are radio buttons for "English" (selected) and "French".

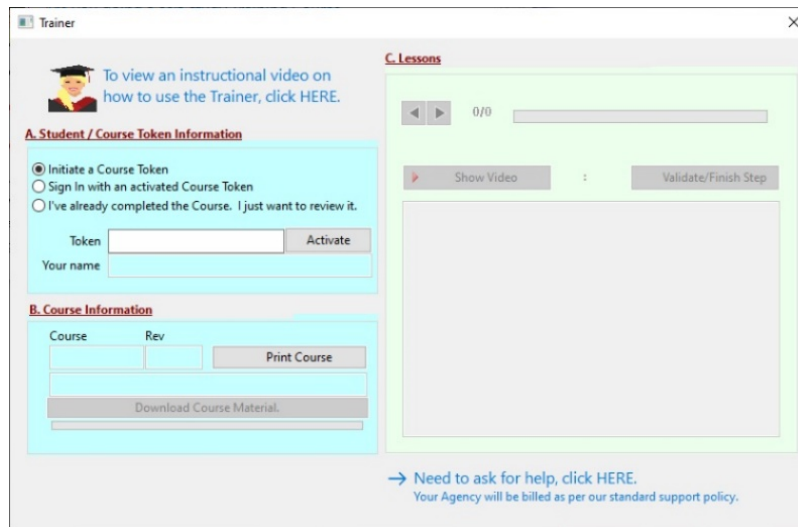
If you do get this screen when starting **W.I.S.H.**™, Choose the **Continue in EVALUATION Mode** option.

On the **W.I.S.H.**™ start screen, you can open up the Trainer by selecting the option at the top:



The screenshot shows the main start screen of the W.I.S.H.™ software. A red callout box highlights a button at the top that says "Are you doing a self-study Training Course for Certification? Click here to Start." with a graduation cap icon. Below this, the text "Current Version: 3.8.03" is visible. The main area features the "Women In Safe Housing" logo (Version 3) and a list of buttons for different regions: "Start / Ouvrir", "Alberta (DEMO)", "British Columbia (DEMO)", "INAC funded (DEMO)", "Manitoba (DEMO)", "New Brunswick (DEMO)", and "Ontario (DEMO)". A copyright notice at the bottom states: "The WISH logo and 'Women In Safe Housing' are registered trademarks of their respective owners. All rights reserved."

The Self-Study Trainer screen looks like this:



Note: You can also open the Self-Study Trainer once you log into **W.I.S.H.™** by clicking on the Tutor icon button near the bottom of the left hand menu bar.



### **COURSE TOKENS**

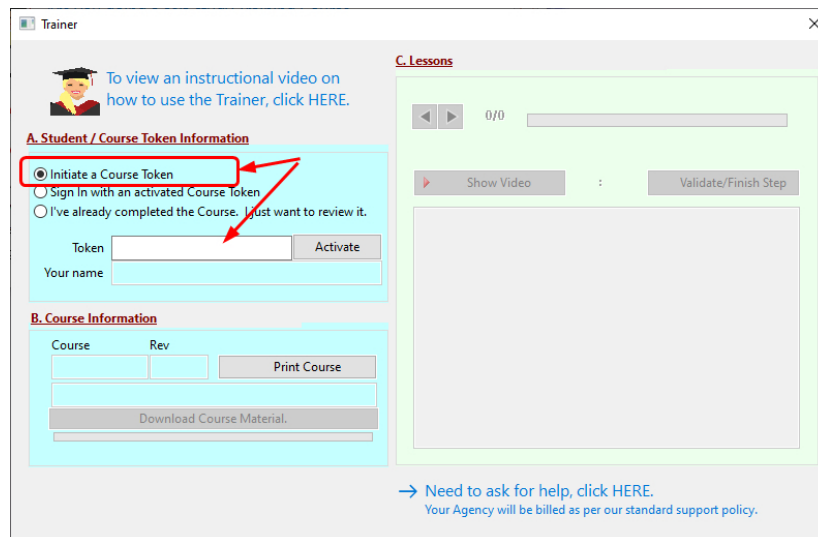
To complete a Course, you must activate a Course “Token”. Tokens are purchased from **Grasp Software Corporation** for specific Courses and each Token is intended for single person use. For example, if your agency had 10 employees that wanted to get certified for a specific Course, 10 Tokens would be required – one for each employee.

Each Token is designated for a specific Course and the list of Courses are being added to all of the time. Furthermore, if your agency wanted a custom course to be designed, we could design a course just for you.

The Token is assigned to the employee/worker during the **Initiate a Token** stage.

## INITIATING A TOKEN

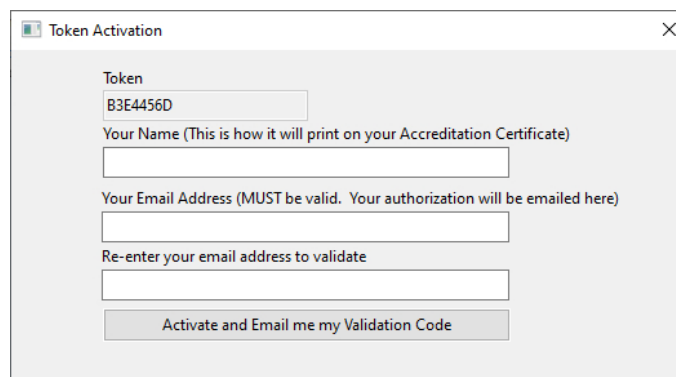
Once you have a Token, and are ready to start the Self-Study Course, you first have to initiate the Token. You do this from the Trainer Screen.



The screenshot shows the 'Trainer' application window. It is divided into three main sections: A. Student / Course Token Information, B. Course Information, and C. Lessons. In section A, the radio button for 'Initiate a Course Token' is selected and highlighted with a red box. Below this are input fields for 'Token' and 'Your name', and an 'Activate' button. Section B contains a table for course information with 'Print Course' and 'Download Course Material' buttons. Section C is currently empty. At the bottom, there is a link for help and a note about billing.

On the Trainer Screen:

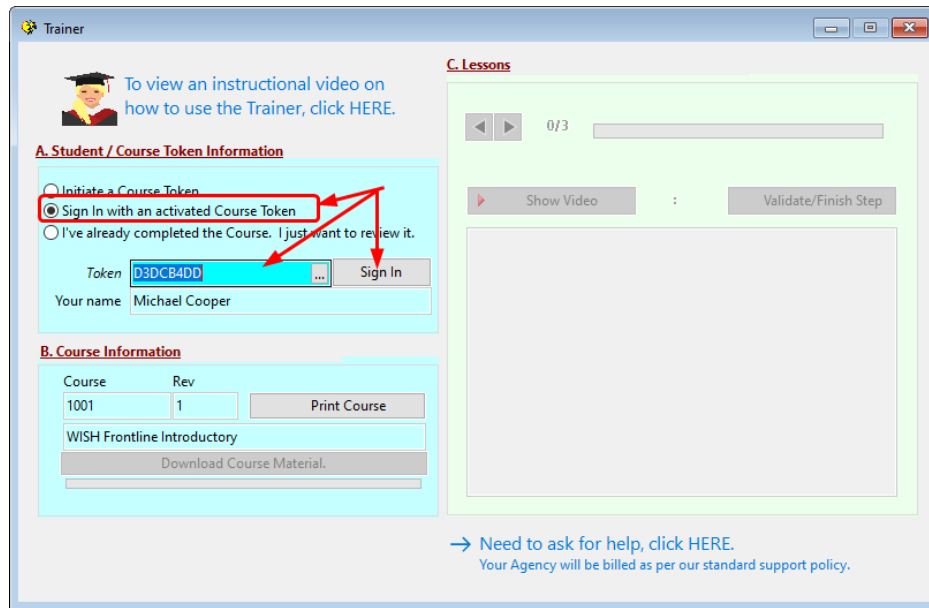
- Select **Initiate a Course Token**
- Enter the Token into the **Token** field
- Click the **Activate** button. The following pop-up screen will appear.



The screenshot shows the 'Token Activation' pop-up window. It contains the following fields and buttons: a 'Token' field with the value 'B3E4456D'; a 'Your Name (This is how it will print on your Accreditation Certificate)' field; a 'Your Email Address (MUST be valid. Your authorization will be emailed here)' field; a 'Re-enter your email address to validate' field; and an 'Activate and Email me my Validation Code' button.

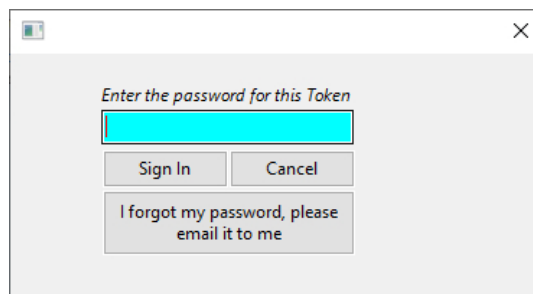
- Fill out the fields on this screen accurately and click the **Activate and Email me my Validation Code** button. An email will be sent to the address provided with the Login Validation (Password). NOTE: It is important to be accurate on this screen. The **Your Name** field will be what prints on your certificate at the end of the course, and if your email is not valid, then you will not be able to receive the Login Validation (Password) or your certificate.

Once you have received the email with the Login Validation (password), you can “Sign In” to the Trainer.



When you click on the **Sign In** button one of two things will happen.

1. IF the Course has already been downloaded onto your computer, a popup screen will appear. Here you will enter the password that was emailed to you and click the **Sign In** button

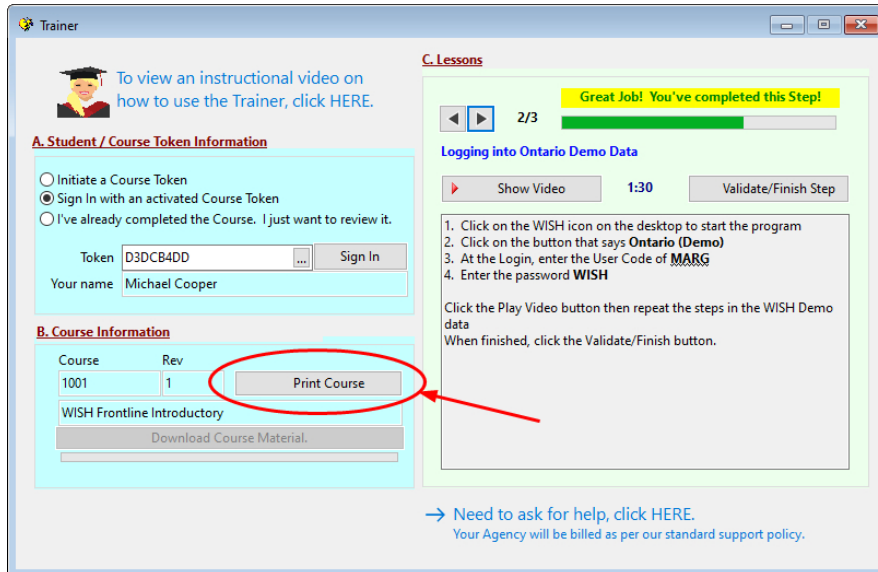


2. More likely, your computer will not have the Course downloaded yet, and it will lead you through the steps to download and install the Course Material to your computer. Because the Course Material will contain several videos, the content can be quite large and therefore this step will take several minutes to complete. Just keep following the program prompts to download and install the Course Material. Once this is finished, you will click on the **Sign In** button again, and then you will be able to sign into the Course.

Once you are signed in, you are ready to complete the Lessons.

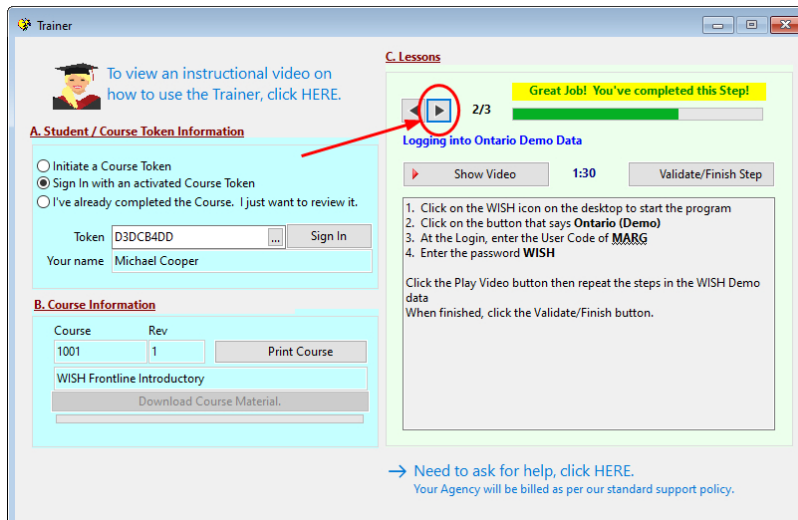
## THE LESSONS

Before starting the Lessons, it is advised that you print out the Course Material so that you have a listing of all of the Lessons and the steps in each one:



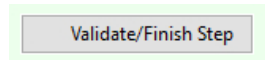
The screenshot shows the 'Trainer' application window. On the left, under 'A. Student / Course Token Information', there are radio buttons for 'Initiate a Course Token', 'Sign In with an activated Course Token' (selected), and 'I've already completed the Course. I just want to review it.'. Below this is a 'Token' field with 'D3DCB4DD' and a 'Sign In' button, and a 'Your name' field with 'Michael Cooper'. Under 'B. Course Information', there is a table with columns 'Course' and 'Rev'. The first row contains '1001' and '1'. To the right of this row is a 'Print Course' button, which is circled in red with an arrow pointing to it. Below the table is a 'Download Course Material.' button. On the right side, under 'C. Lessons', there is a progress indicator '2/3' and a green bar with the text 'Great Job! You've completed this Step!'. Below this is the title 'Logging into Ontario Demo Data' and a 'Show Video' button with a '1:30' duration and a 'Validate/Finish Step' button. A list of four steps is provided: 1. Click on the WISH icon on the desktop to start the program; 2. Click on the button that says **Ontario (Demo)**; 3. At the Login, enter the User Code of **MARG**; 4. Enter the password **WISH**. Below the list, it says 'Click the Play Video button then repeat the steps in the WISH Demo data' and 'When finished, click the Validate/Finish button.'. At the bottom, there is a link: '→ Need to ask for help, click [HERE](#). Your Agency will be billed as per our standard support policy.'

You step advance through the Lessons using the forward arrow button



This screenshot is similar to the previous one, showing the 'Trainer' application window. The 'Print Course' button is no longer highlighted. Instead, the forward arrow button in the lesson progress indicator (2/3) is circled in red with an arrow pointing to it. The rest of the interface, including the sign-in options, course information table, and lesson steps, remains the same as in the previous screenshot.

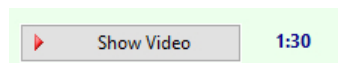
You cannot advance to a new Lesson in the Course until the Validate the Lesson that you are currently on. Validate by clicking the **Validate/Finish Step** button



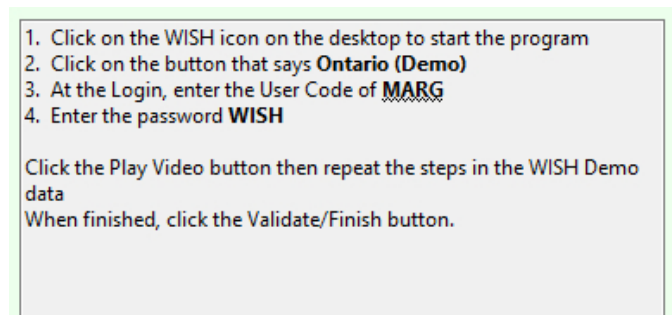
The section to the right of the Advance button shows the current lesson you are on and the total number of lessons in the Course. The example here shows that we are on Lesson 2 of 3.



Each Lesson contains a video for you to watch by clicking the **Show Video** button and the length of the video is shown to the right of this button.



Finally, each Lesson includes a series of steps similar to what is shown in the video. These are the same steps that are printed in the Course Material outline.



**You've Got This. Good luck.**