

Technical Instructions for the Further Processing and Labeling Self- Paced Training Course

Welcome to the online Further Processing and Labeling Self-Paced (FPL SP) Training Course!

Technical Assistance

- Send a private chat message to the FPL SP Instructor.
- Call: 1- 833- ASK- OEED during class hours.
- Email (or text): CFLHelpDesk@usda.gov.
- Please **do not** contact the CEC Central Help Desk for technical assistance with this class!

FSIS Training Site Technical Instructions

You will navigate through the training material and spend time reviewing the course materials at your own pace and independently in the FSIS Training site (commonly referred to as “Moodle”). The following instructions will help you log into and navigate the site. Completion of this training is not a condition of employment (TCOE). **NOTE:** The screenshots examples displayed here may not have the same appearance in the FSIS training platform.


Logging In:

- Open your preferred internet browser (Google Chrome or Mozilla Firefox work best).
- Type or paste the FSIS Training Site URL into the browser window:
<https://fsistraining.fsis.usda.gov>.
- This will take you to the Moodle training site, where you will first click the Log In button in the upper righthand corner.

English (United States) (en_us) Log In

FSIS Training

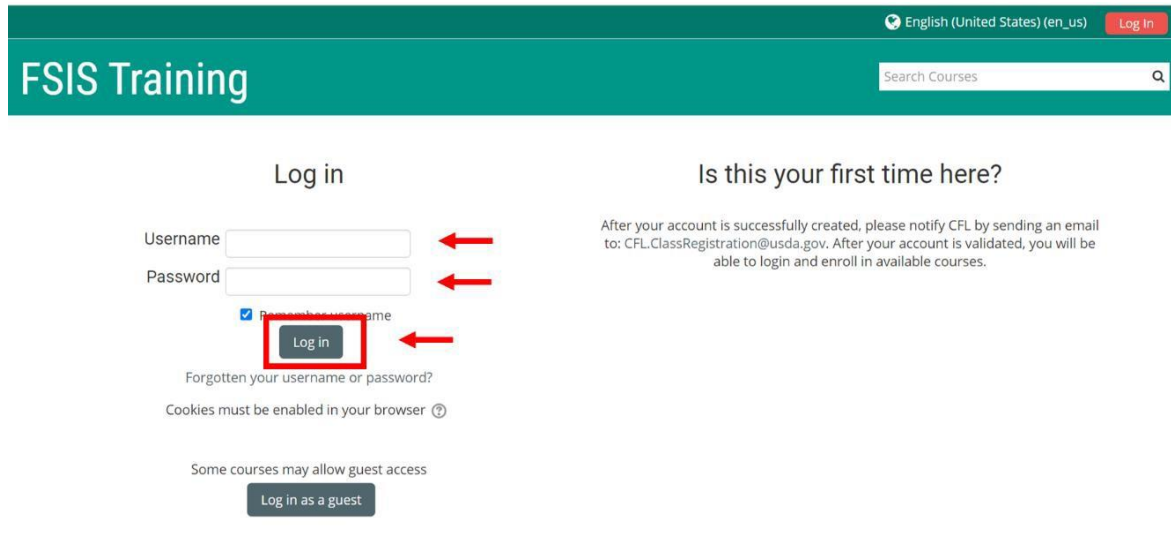
ANNOUNCEMENTS Welcome to FSIS Training!



USDA NOTIFICATIONS

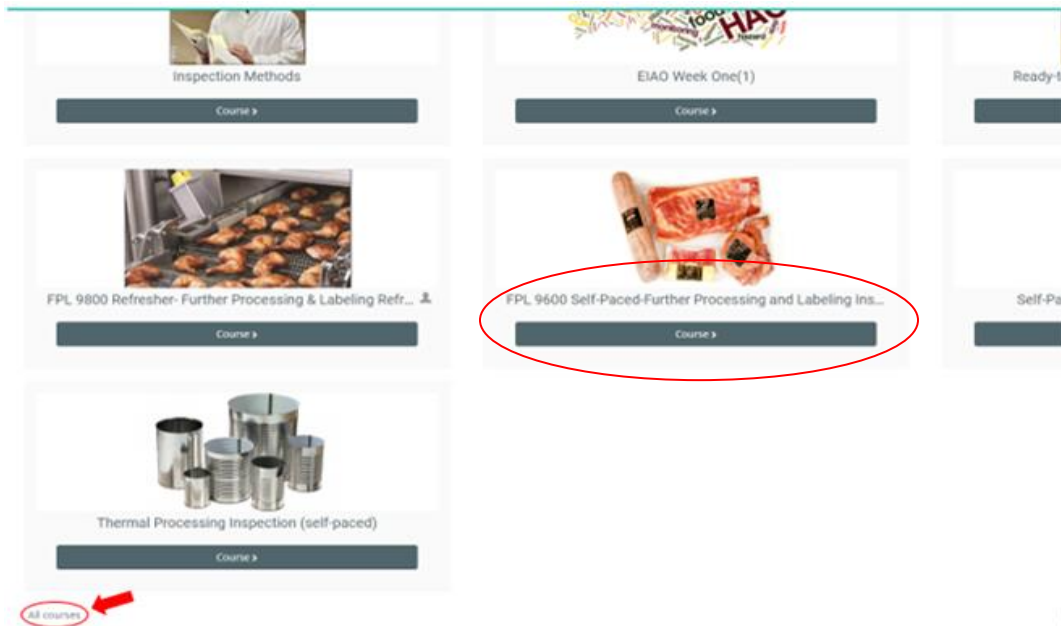
Site announcements

- Enter a username and password, then click **Log In**. Remember to save your username and password! (You will not be able to log in to Moodle again without it.) Follow any instructions for notifying CFL Class Registration of your new Moodle account.

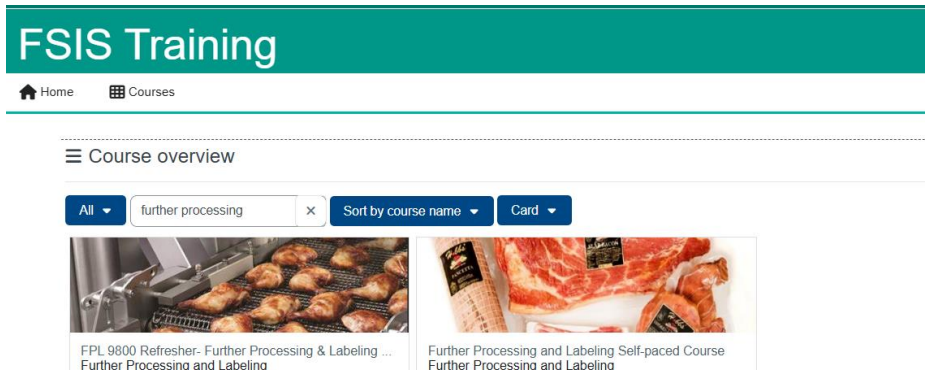


Navigating the FSIS Training Site

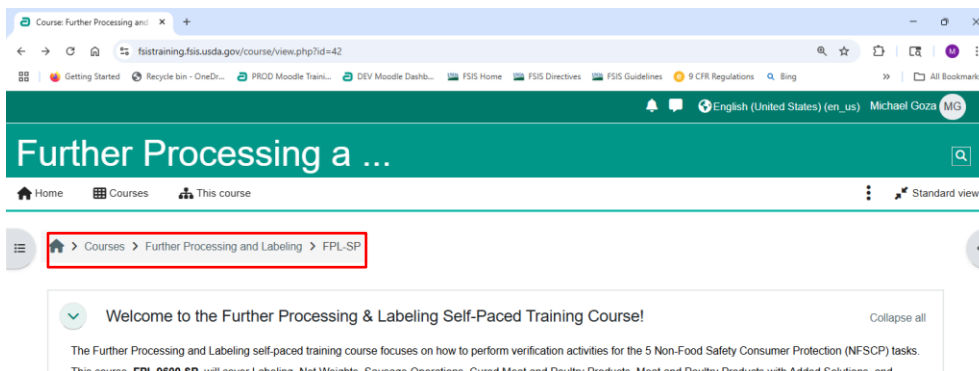
Once logged in to the FSIS Training Site, scroll down to find the **Further Processing and Labeling Self-paced Course** and click on the gray **Course** button. (Note: This may be listed as Further Processing and Labeling or FPL and may include the specific course number.) If you do not see the course listed, scroll down and click on the “All courses” link near the bottom left corner of the page, then click on the appropriate course link.



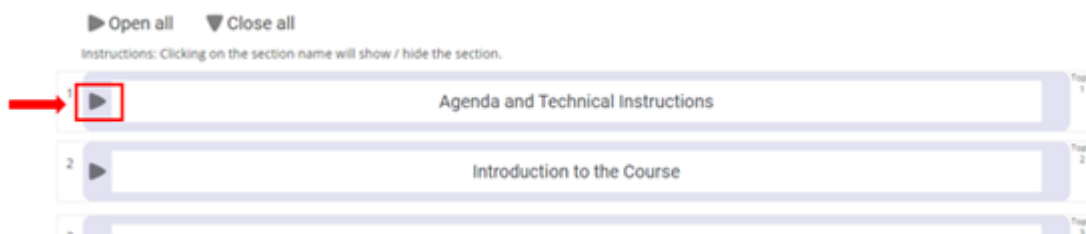
If you click the “All courses” link, be sure to select the link to the **Further Processing and Labeling Self-paced Course**.



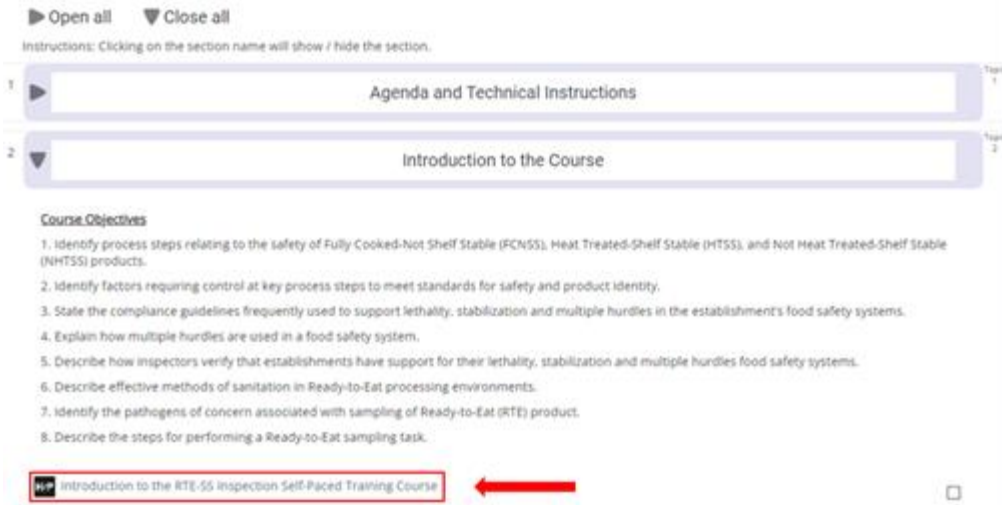
Clicking the FPL SP link will take you to the homepage for the current self-paced course. Note the “breadcrumb” trail at the top of the screen. This is one way you can navigate back and forth throughout the course.



As you scroll down through the Welcome instructions, you will see the course topics and modules. Clicking the arrow icon on the left-hand side of each topic block will enable you to view the agenda and technical instructions documents, course objectives, and individual training modules.



Open individual training modules by clicking on the topic title (which may include a black-and-white **H5P** icon).



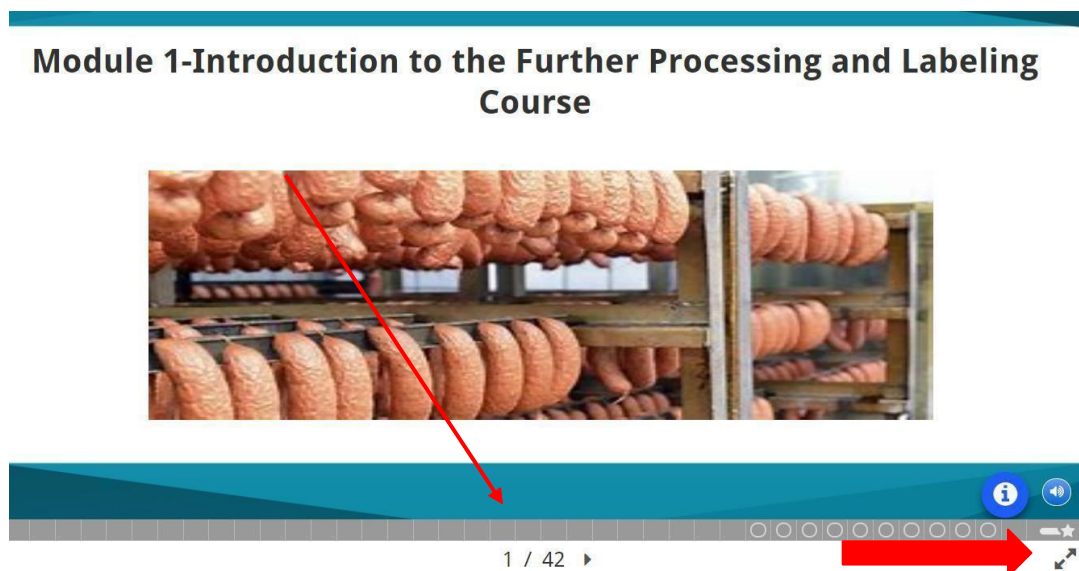
The “Introduction to Further Processing Labeling” module will demonstrate more of the features of the FSIS Training Site.

Users should view and complete each module in the order listed. Be sure to complete the FPL SP quizzes in order to receive credit for completing the course.

There should be a small square to the right of each module that you should check once you have finished that lesson. You will need to check these boxes and complete the 3 quizzes in order to generate a Certificate of Completion at the end of the course. There should also be a “Mark as done” button in each module that you can click to acknowledge the lesson has been completed.

Navigating Presentations

- **Fullscreen Mode** - For optimal viewing, click onto the “Full Screen” option or the two diagonal arrows at the bottom right of the screen to maximize the screen size.



- **Slides** - Each presentation consists of multiple slides. The current slide number and the total number of slides in the presentation is displayed at the middle-bottom of the page. The slides can be advanced using the right and left arrows or by clicking on the small squares at the bottom

of the page (there is one square for each slide). The squares with a circle in them indicate that there is an activity on that slide.

- **Info buttons** – Some slides may contain a blue button with the letter “i” in a white circle. Click on the button to open a panel with additional information about that topic.
- **Links** - Slides may contain links to documents or websites which open in a separate browser tab.
- **Close** the presentation by clicking the link on the last slide of each lesson, clicking the Exit Fullscreen button in the lower right of the screen, or pressing the “Esc” key.
- **Breadcrumbs** at the top of the presentation can be used to open the topic view or return to the main menu.
- **Video playback** – The videos will either open up in a new browser window or play within the presentation slide. The videos may be viewed in full screen mode. Click on the play button in the lower left corner of the video to start. Click in the lower right corner on the full screen button to view in full screen mode. Use the slider bar at the bottom to replay parts or skip ahead. Depending on your internet connection speed, the video may take a few minutes to load.

At the bottom of the home screen, you will see the **Course Completion** and **Evaluation** sections that provide information on how to ensure that you receive a Certificate of Completion and AgLearn credit for completing this course.