Welcome to the Highway Materials Engineering Course (HMEC) Module A, Lesson 1: Introduction. This brief introductory lesson will provide you with an overview of how the HMEC's Web-based training works, including how to access different tools provided exclusively in the Web-based lessons and how to get the most out of your learning experience. We will also review a couple of interactivity examples and explain some of the different icons that you will encounter throughout the course.

Let's get started! Advance to the next screen by selecting the forward arrow in the lower right-hand corner of the screen.

We at the Federal Highway Administration (FHWA) are excited that we have such a high caliber of participants involved in the Highway Materials Engineering Course this year. We understand that this is an immense commitment of your time and talent, and are honored by your dedication to furthering your knowledge of highway materials.

As we explained during the orientation, this experience will help to broaden your knowledge of highway materials, expand your professional network, and provide new and exciting professional experiences.

Again, congratulations on your participation in the Highway Materials Engineering Course. We are very excited to have you.

Next, we will take a look at what we will cover in this lesson. Select the forward arrow to advance to the next screen.

Image description: Collage of transportation engineers and technicians in different settings.

Each Web-based lesson contains a lesson introduction slide. This slide will state the lesson learning outcomes as well as the estimated lesson duration.

In this lesson, we will cover:

• Basic Web-based training (WBT) navigation;
• Resources and tools available specifically in the Web-based lessons;
• Different types of interactions and how to use them; and
• Various icons that you will encounter and what they mean.

This lesson will take approximately 15 minutes to complete.

Advance to the next screen to learn the different ways to navigate this Web-based training.

First, let us review basic navigation. To get to this screen, you have been using the forward arrow in the lower right-hand corner of the screen. Each screen also contains a back arrow in case you want to review a screen you completed previously. These arrows allow you to move forward and backward by only one screen at a time.

If you want to jump to a specific screen, you can use the Outline tab to display a list of all of the screens in the lesson. Then, you can select any screen in the list to go directly to that screen. You can also search the lesson using a keyword by selecting the Search tab and entering a keyword into the search box. Select the magnifying glass button after you have entered your search term and you will see a list of all screens containing the word you searched for. Select the Narration tab to display the narration text. The Narration tab is open by default in each Web-based lesson.

If you do not see the Outline, Narration, and Search tabs, and your screen looks like this, you may have them minimized. Select the movie camera icon to expand the window and open the tabs.

Image description: Example lesson screen.

A printable lesson is available for each Web-based lesson. You can download the PDF for the lesson you have open.

To download the lesson PDF, first select the paperclip icon below the forward and back arrows. A pop-up window will open that contains the lesson PDF. Select the lesson PDF in the pop-up window. A new window will open with a link to download the PDF file. Select the Click to Download hyperlink to download the PDF to your computer. From there, you can save, open, and print the PDF from your computer.

Next, we will review the resources and tools available in each Web-based lesson.

Image description: Screenshot of Click to Download PDF pop-up window.

Image description: Screenshot of the location of the Resources, Glossary, and Help links.
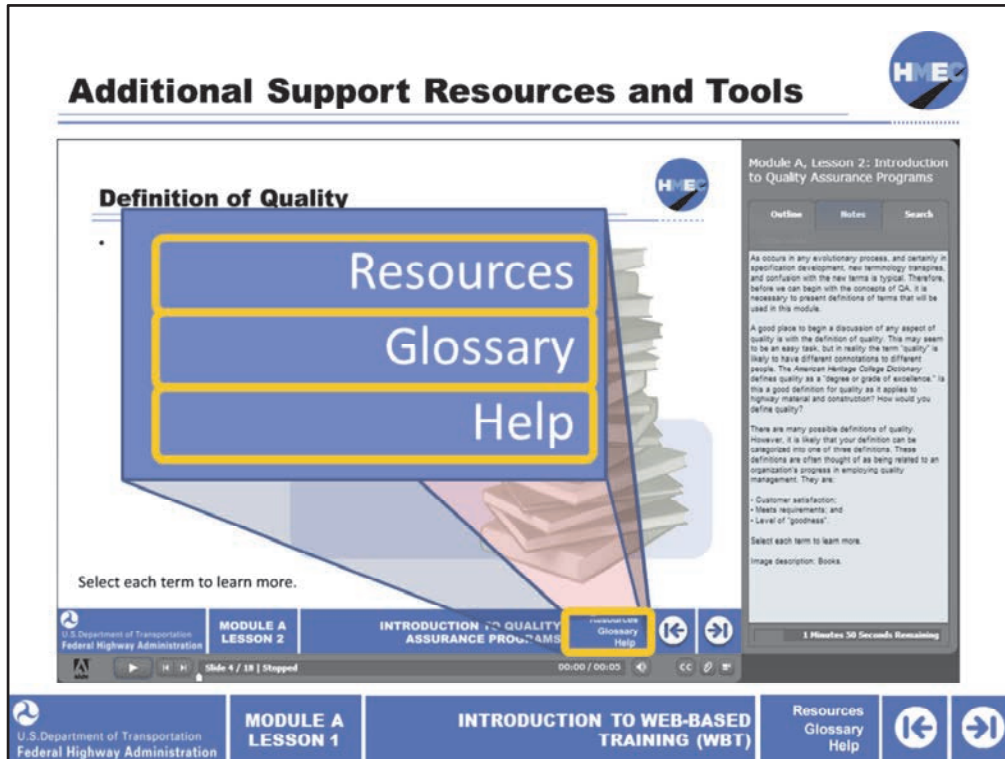
Each Web-based lesson contains links to resources, a glossary of terms, and online help or technical assistance. These additional materials may be helpful to you as you complete the lesson.

Another tool you will likely use is automatic bookmarking. If at any time you need to close the lesson, the system will automatically bookmark where you are. When you return to the curriculum to launch the lesson again, the lesson will open where you left off.

Next, let us talk about interactions. Some slides contain what we call interactions, which are words, pictures, or other objects on the screen that you can select—or interact with—to reveal additional content. We will look at some examples of interactions now so that you get an idea of how they work and how you can navigate them.

Image description: Screenshot of the location of the Resources, Glossary, and Help links.
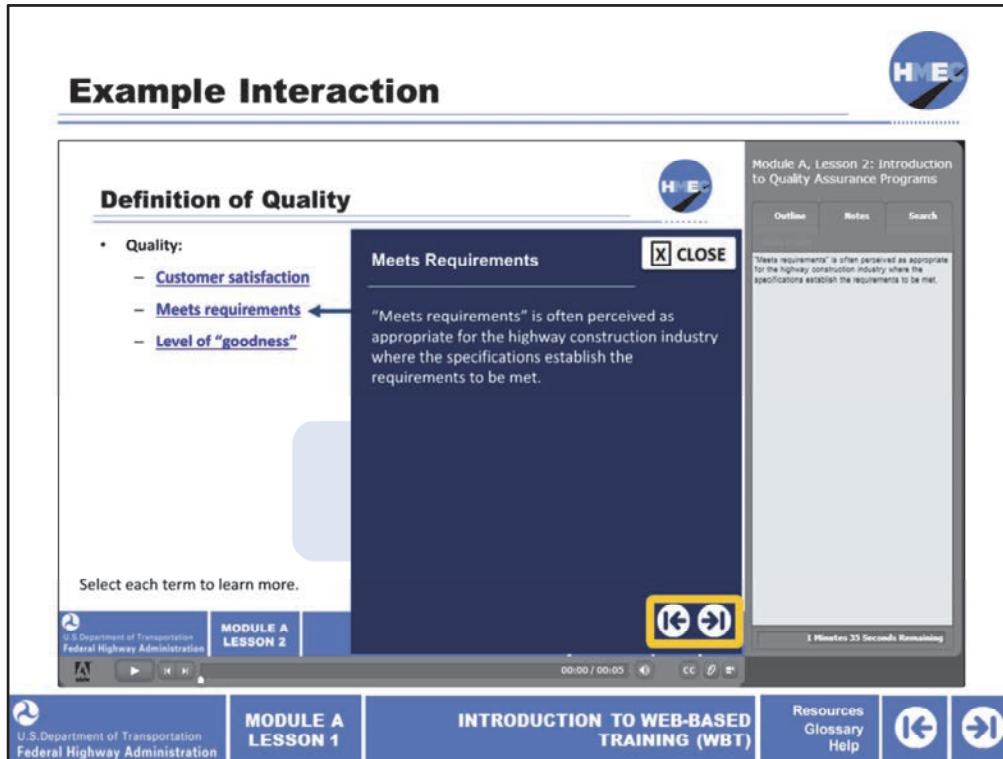
This screen contains an interaction. You can select one of the three quality terms to reveal its definition. Notice that there are directions on the bottom of the screen that explain what to do in this interaction.

When you select a term, a pop-up box opens that reveals that term's definition. Once you have reviewed the content in the pop up, you can close the pop-up window and either select another term, or, once you have reviewed all of the content on the screen, advance to the next screen.

In some cases, there may be additional content that can be accessed by selecting the back and continue buttons on the bottom of the pop-up window.

Let us review another interaction.

Image description: Example interaction screen.
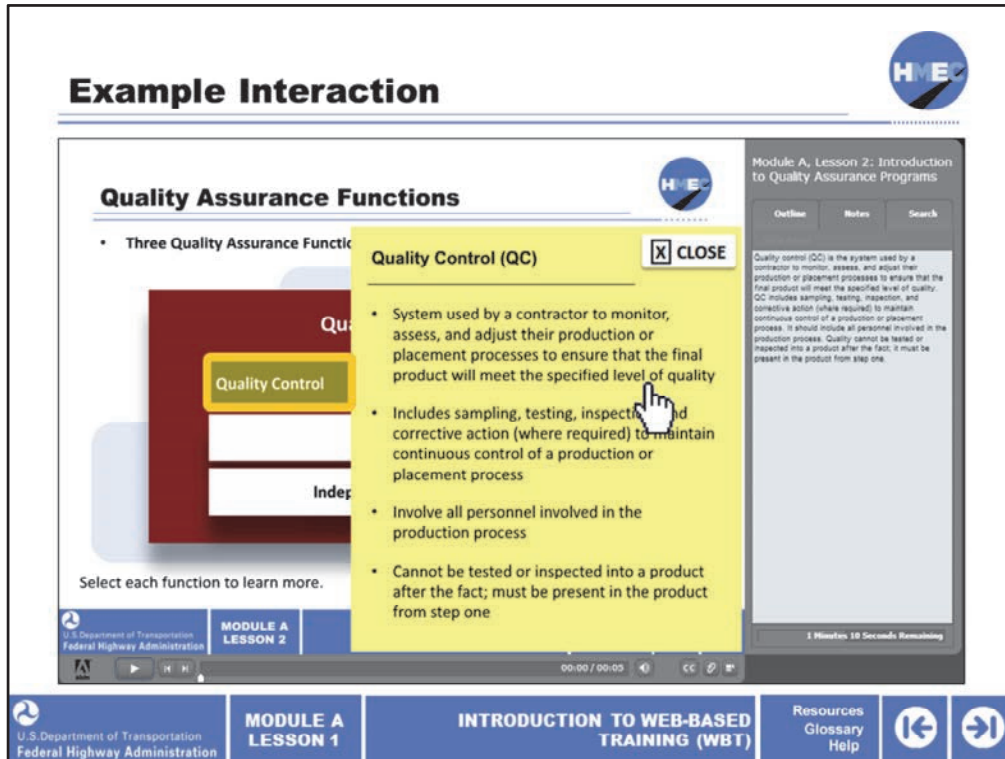
This interaction contains three boxes that you can select. Each box contains one of the quality assurance functions. Again, notice that the directions at the bottom of the screen explain what you need to do. When you select a box, a pop-up window appears that contains additional content.

Similar to the last interaction we looked at, once you have reviewed the content in the pop up, you can close the pop-up window and either select another term, or, once you have reviewed all of the content on the screen, advance to the next screen.

Now that you have a feel for some of the interactions you will see in the training, let us take a look at another type of screen: knowledge checks.

Image description: Example interaction screen.
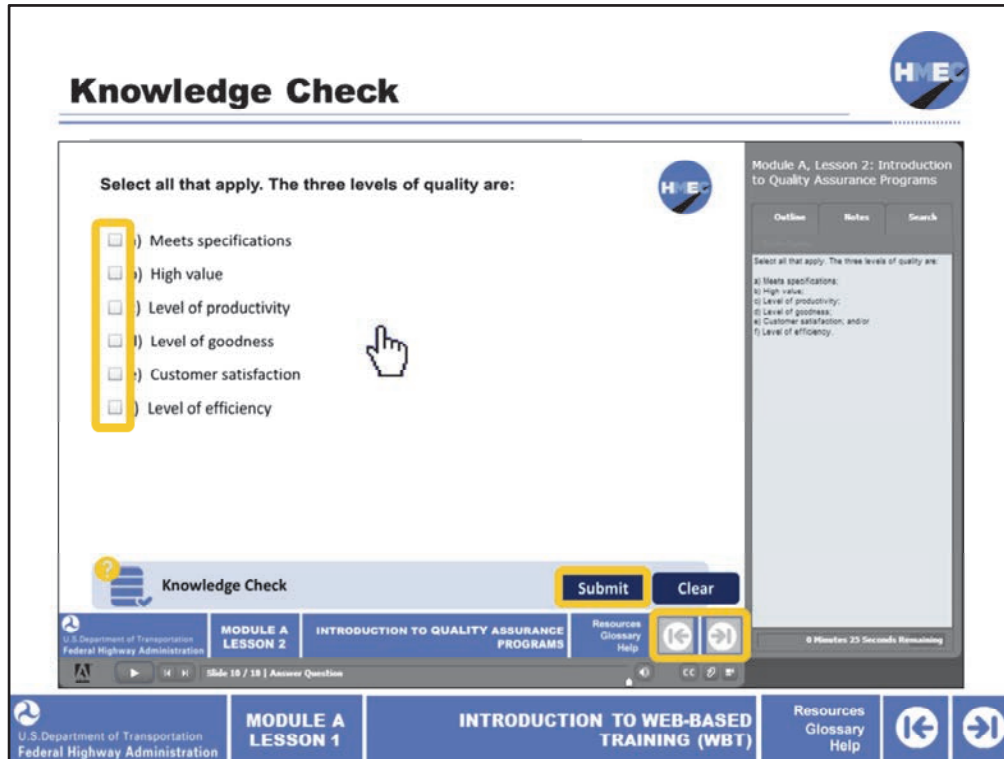
This is an example of a knowledge check. Knowledge checks are provided in each lesson and help you check your understanding of the material. Knowledge checks are graded, which means that there is a correct answer, but not scored, which means that you do not need to answer the knowledge checks correctly to pass or complete the lesson. As we explained during the orientation, you complete a lesson by reviewing all of the content in the lesson.

There are several different kinds of knowledge checks: multiple-choice questions with multiple correct answers, multiple-choice questions with only one correct answer, matching questions, sequencing questions, and true/false questions.

This example shows a knowledge check with multiple correct answers. To complete the knowledge check, you would select all correct answers and then select the Submit button. Notice that the forward and back arrows are grayed out. After you select the Submit button, you will receive feedback on your answer.

Each knowledge check is followed by a knowledge check debrief slide. Let us review that screen next.

Image description: Example of a knowledge check screen.

This is a knowledge check debrief. Knowledge check debriefs show the correct answer, or answers, and provide an explanation or additional information about the question as needed.

Now that you have got an idea of how to navigate interactions and knowledge checks, let us review the different icons you will find in the training and the types of information these icons represent.

Image description: Example of a knowledge check debrief slide.

The first icon we will review is the clock or time icon. This icon is always found on the lesson introduction slide and indicates the estimated lesson duration. As explained earlier, each lesson contains a lesson introduction slide that lists the lesson learning outcomes as well as the estimated lesson duration.

Image description: Screenshot with clock icon.

The hyperlink icon indicates that the screen contains a live hyperlink. Selecting this hyperlink will open the hyperlinked Web page or content in a new window.

Image description: Screenshot with hyperlink icon.

Image description: Screenshot with information icon.

The information icon is used to emphasize specific content on a screen. You will see this icon   when a particularly important or significant piece
of information is explained and needs to be called out.

Image description: Screenshot with information icon.
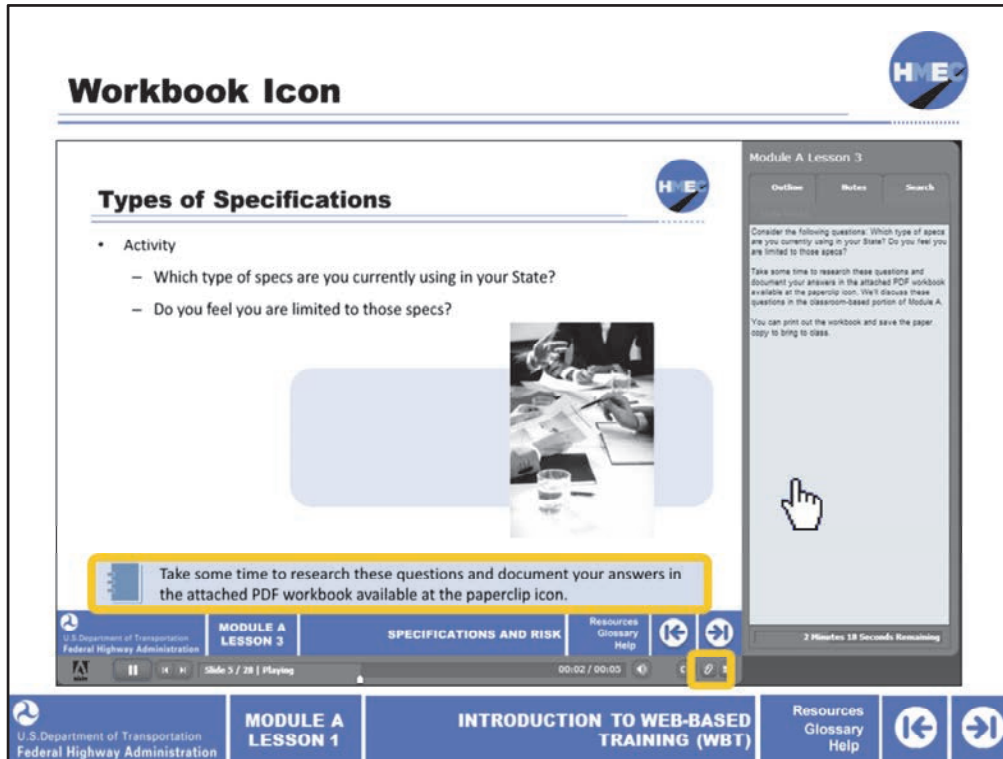
In each Web-based lesson, you will need to print out a companion workbook, which is available from the paperclip icon, just like the lesson PDF we discussed earlier. This workbook contains space and directions for you to complete any offline activities or exercises as directed in the lesson. You will need to bring the companion workbook with you to the classroom part of the module as you will review your findings as a class with the instructor.

The workbook icon is used to signify that there is an activity or exercise on the screen that you should complete in your workbook.

Image description: Screenshot with workbook icon.
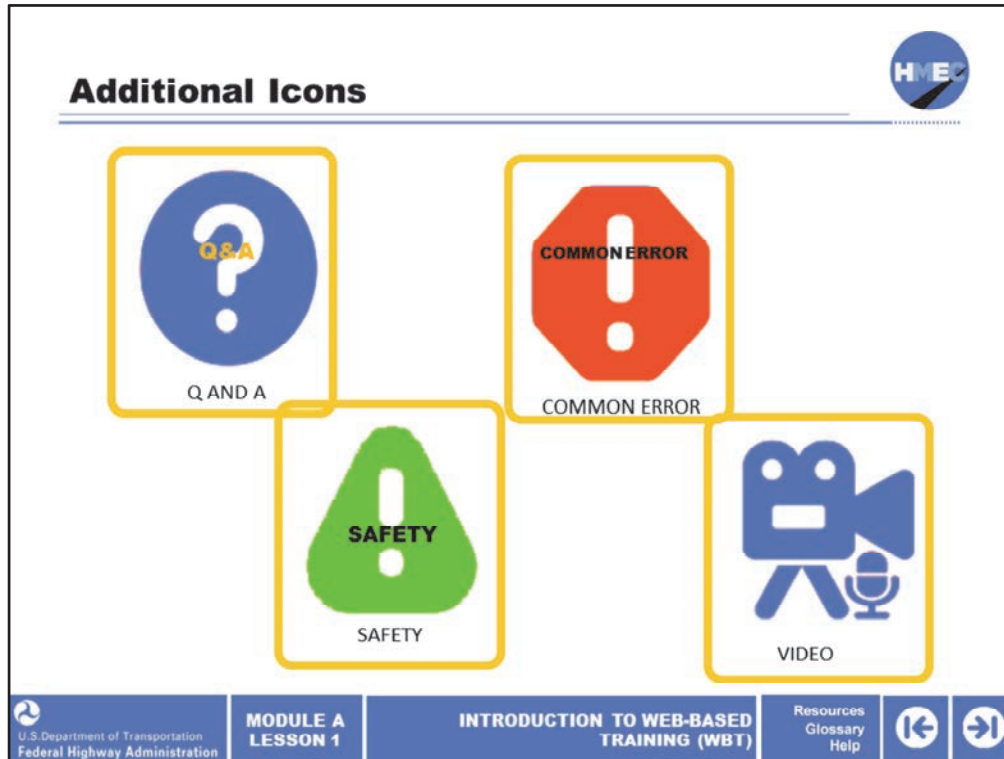
This screen presents several additional icons that you will see used throughout the course.

The Q&A icon indicates a thought-provoking question and potential answers for your consideration.

The common error icon is used to call out a frequently encountered error in a process or a procedure. This information can help you avoid this commonly seen error in the future. This may be especially helpful to you in the laboratory portions of the course.

The video icon will bring your attention to an embedded video in the lesson.

The safety icon signifies a safety concern in the content presented. Like the common error icon, safety concerns may be especially helpful in keeping you safe in the laboratory.

Image description: Q & A icon, safety icon, common error icon, and video icon.

Image description: Highway Materials Engineering Course schedule.
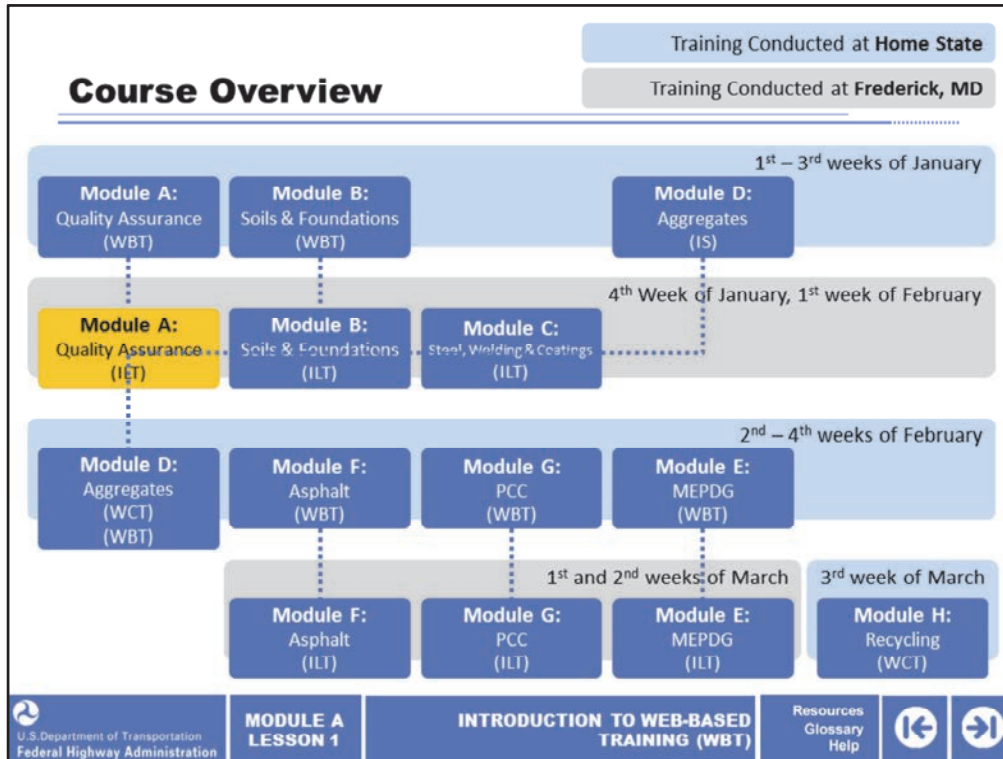
Before we conclude the introduction lesson, let us take a moment to review the course schedule.

The course material was previously presented in a traditional instructor-led course over a 6-week period. The course is now being presented in a blended format over an 11-week period.

In the orientation session, you learned about the blended format of this course. There are several delivery types that make up this blended format. WBT stands for Web-based training, IS stands for independent study, ILT stands for instructor-led training, and WCT stands for Web-conference training.

You are currently in Module A: Quality Assurance, which is the first module in this course.

On the next screen, we'll review the lesson structure for Module A.

Image description: Highway Materials Engineering Course schedule.

Image description: Highway Materials Engineering Course Module A lesson schedule.

Module A consists of 15 lessons. Lessons 1–9 are Web-based lessons that you are completing now. The total estimated time to complete Lessons 1–9 is 9.5 hours. Lessons 10–15 and the final assessment are instructor-led lessons, which you will complete in Fredrick, Maryland.

Image description: Highway Materials Engineering Course Module A lesson schedule.

Help

- **To Get Help**
  - Refer to the Help document for more information
- **To Get Started**
  - Close this introduction and return to the training curriculum
  - Select Lesson 2 to begin
  - To close this window, select the "X" in the upper right-hand corner of your screen

Return to the module curriculum to select the next lesson. To close this window, select the "X" in the upper right-hand corner of your screen.

| U.S.Department of Transportation Federal Highway Administration | MODULE A LESSON 1 | INTRODUCTION TO WEB-BASED TRAINING (WBT) | Resources Glossary Help | |

If you need assistance during the training, you may refer to the Help document as needed. Select the Help link to access this document.

Now let's get started. Close this introduction and return to the training curriculum. Select Lesson 2. To close this window, select the X in the upper right-hand corner of your screen.