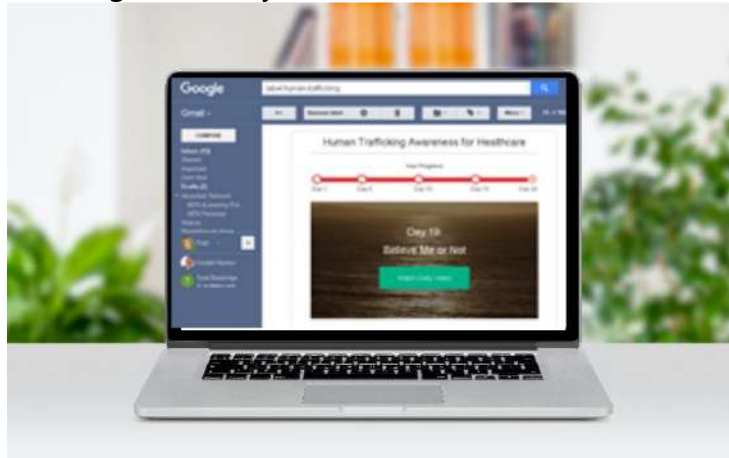


How to Get the Most Out of Your eLearning Program: Avanoo Learner Instructions

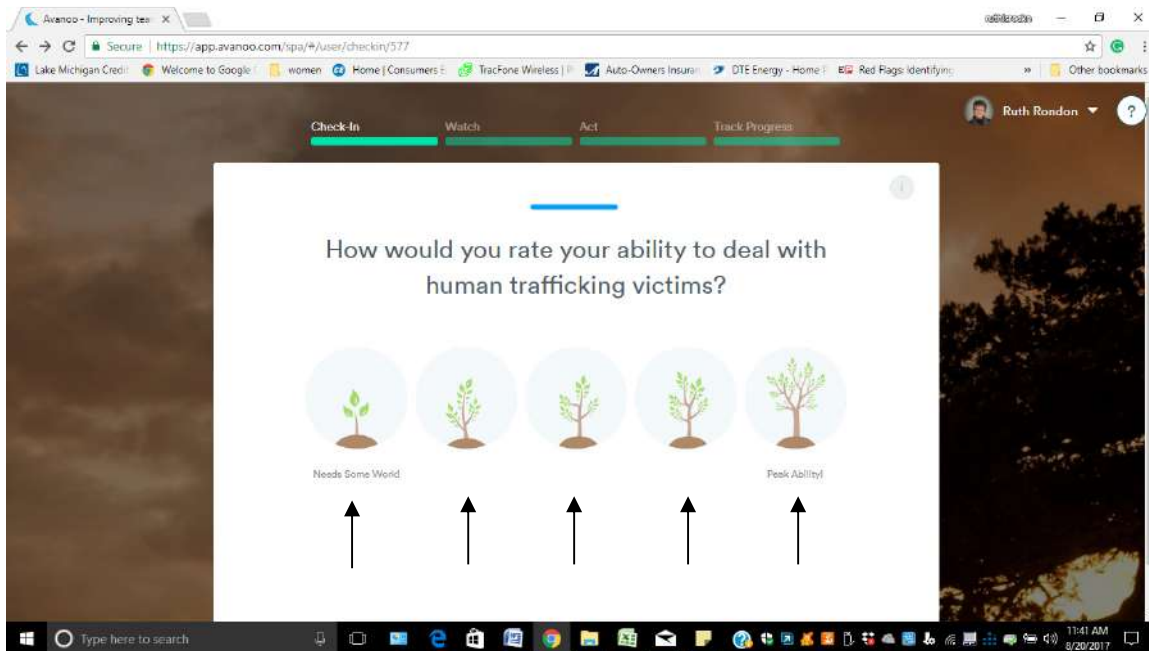
1. BEGIN YOUR ELEARNING PROGRAM

If you are earning Continuing Education credits, please complete the **PRE-Test Survey** in the email you were sent. You will receive daily email reminders alerting you to watch your Program's daily 3-minute video.

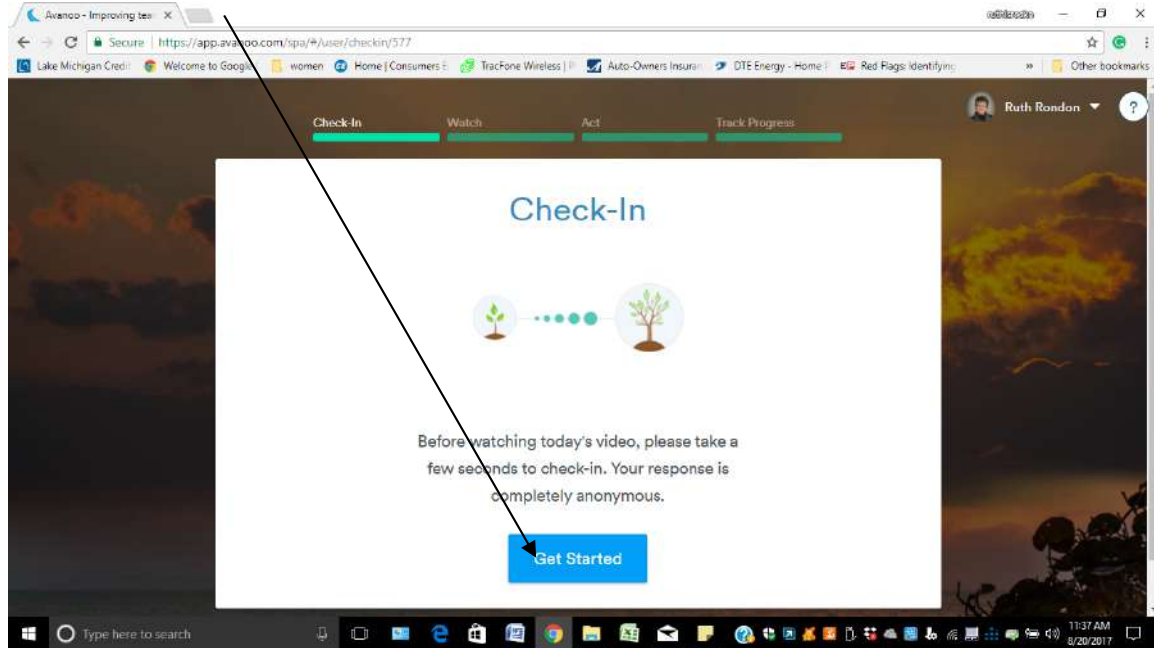


2. CHECK-IN

Rate your progress (black arrows) from “Needs Some Work” to “Peak Ability”

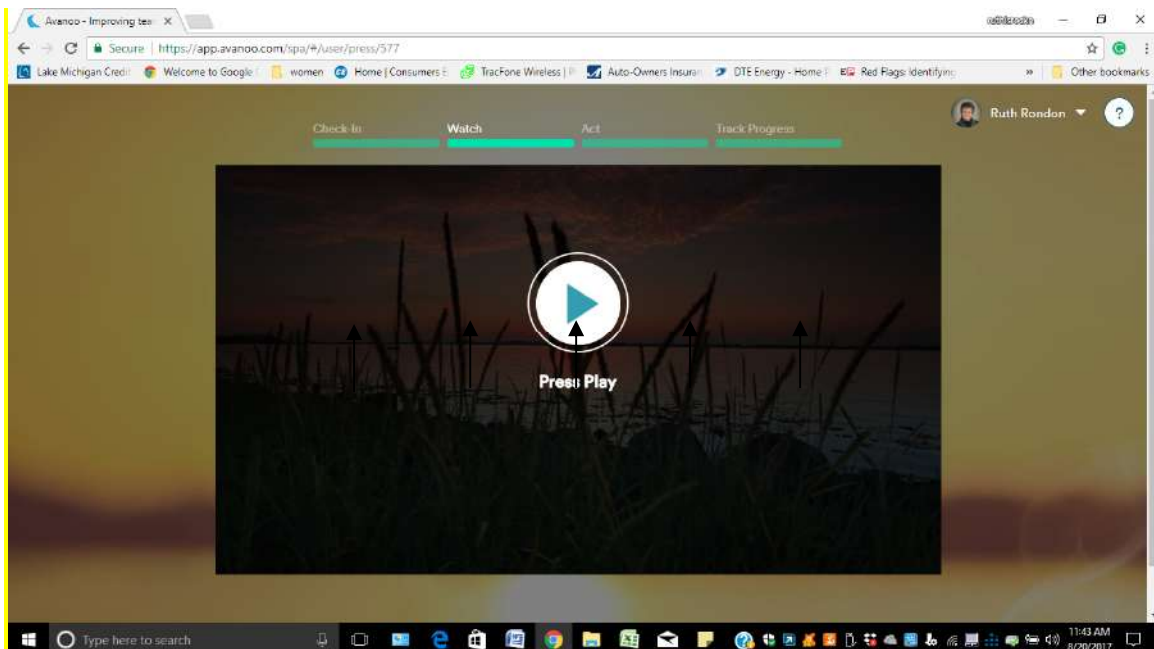


3. Next, click Get started



4. WATCH DAILY VIDEOS (Play)

Each Daily Video contains a story, lesson, and action plan that maximizes your learning and retention as well as your ability to implementing the ideas.



Here's Why Our Elearning Format Works so Effectively:



The Story

You hear a powerful story that helps create a lasting emotional connection with the lesson of the video



The Lesson

Then the lesson explains how the learning can be used to improve your performance at work and/or in your life



The Action

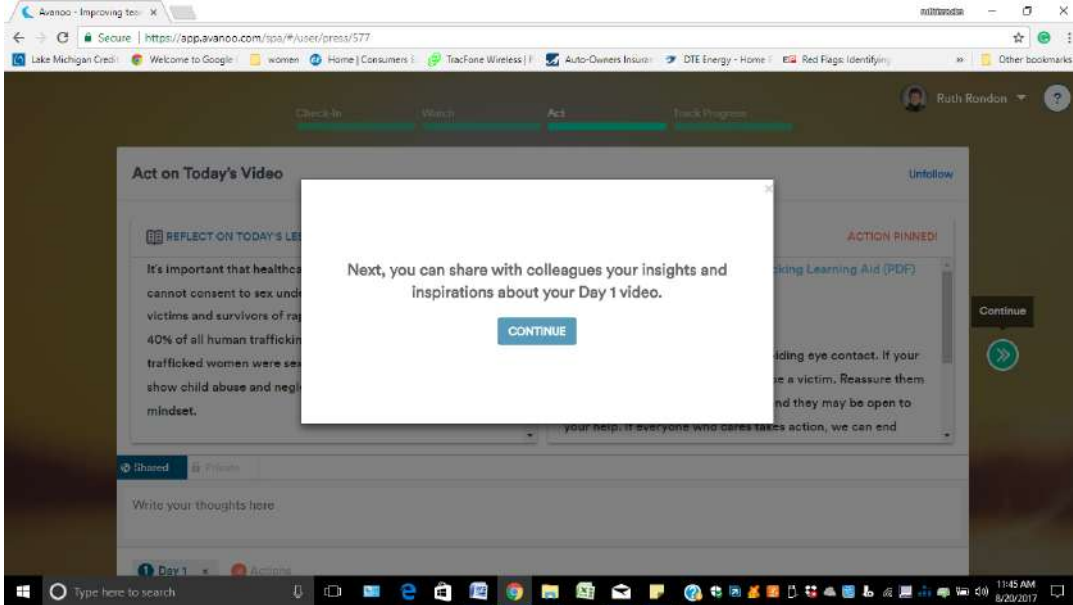
A simple action is provided that can be utilized right away as you integrate what you've learned into your work (and life)

5. Printable Learning Aid

You should have received our four-fold Learning Aid from your supervisor. If not, it is available at the end of the first and second lesson. You'll have the **option to print** it. It is critical that you print it out as it will act as a job aid and it will help you remember the key points of the program.

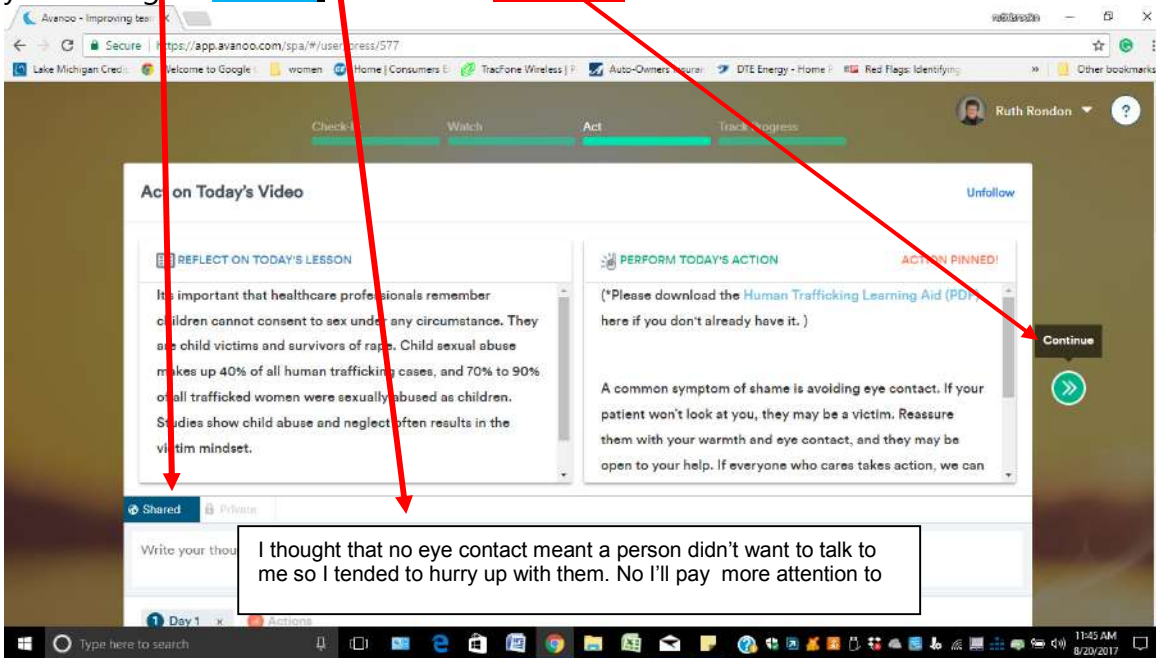
6. SUMMARY OF THE LESSON

After viewing the Daily Video, each lesson is summarized with a Reflection and Action Plan. You can put your own comments here.



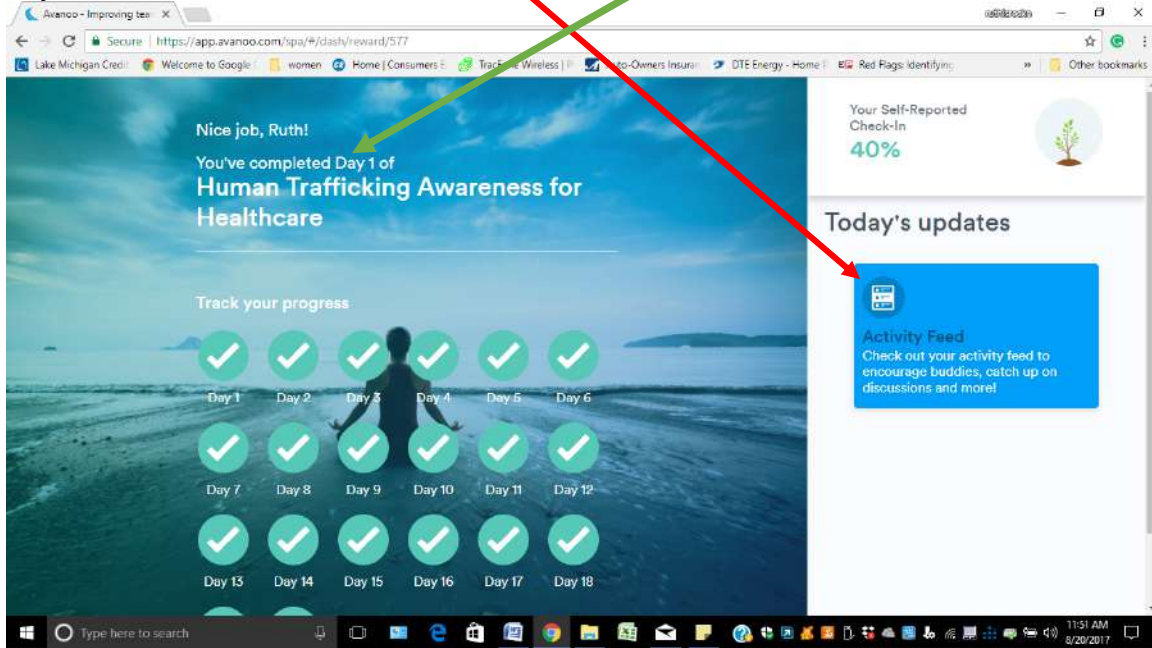
7. SHARE

You can **share** your **thoughts** on today's lesson after watching it. By sharing, everyone on your team can read what you wrote. You can also choose to keep your thoughts **Private**. Then click "**continue**"



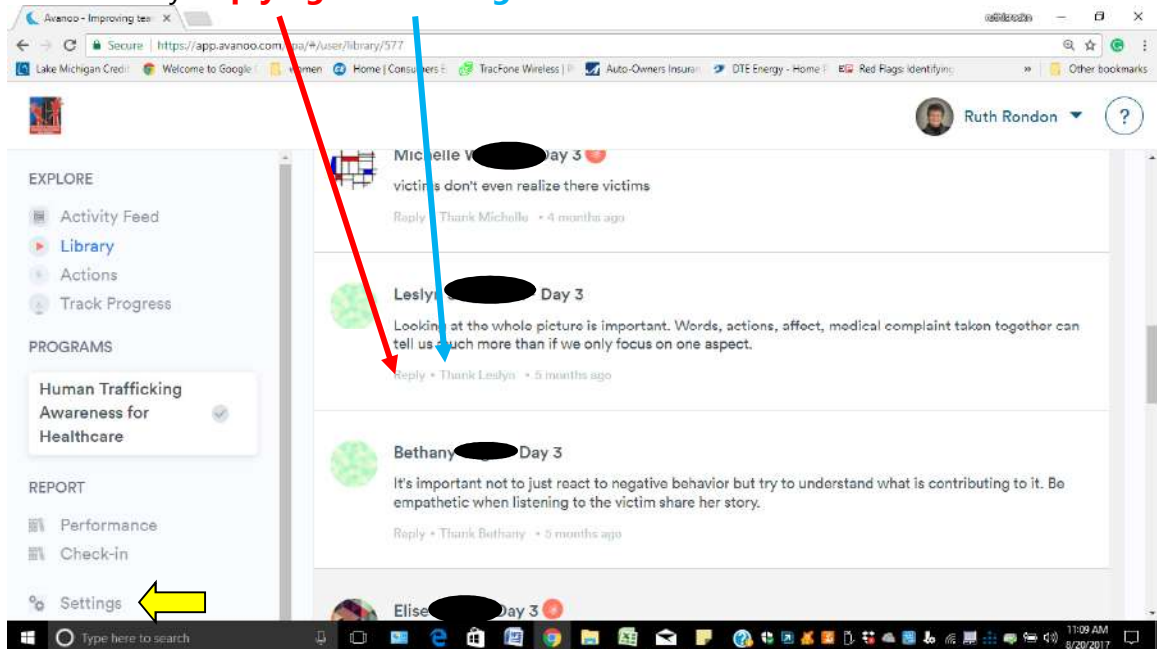
8. PROGRESS

Next, you'll be able to see your progress and how many **lessons** you've completed. Click on **Activity Feed** to be directed back to the dashboard. On average, team members see a 47% improvement across Programs from Day 1 to Day 20.



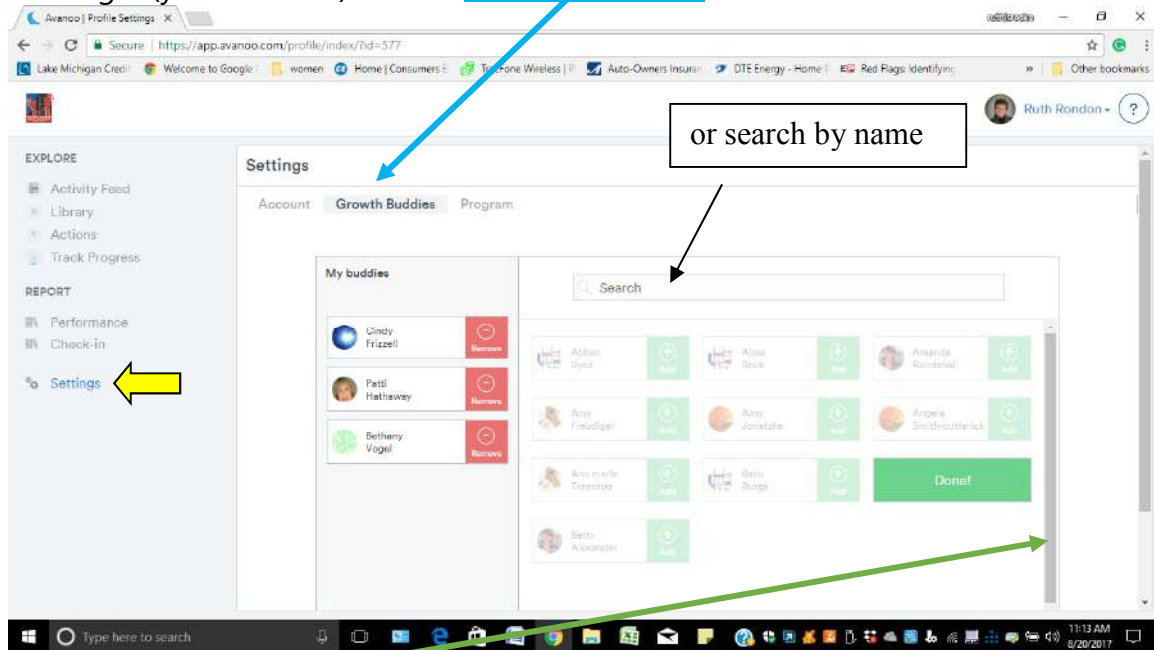
9. ENCOURAGE OTHERS

When you read a team member's comment, let them know you like their comment by **Replying** or **Thanking** them to their comment.



10. BUDDIES

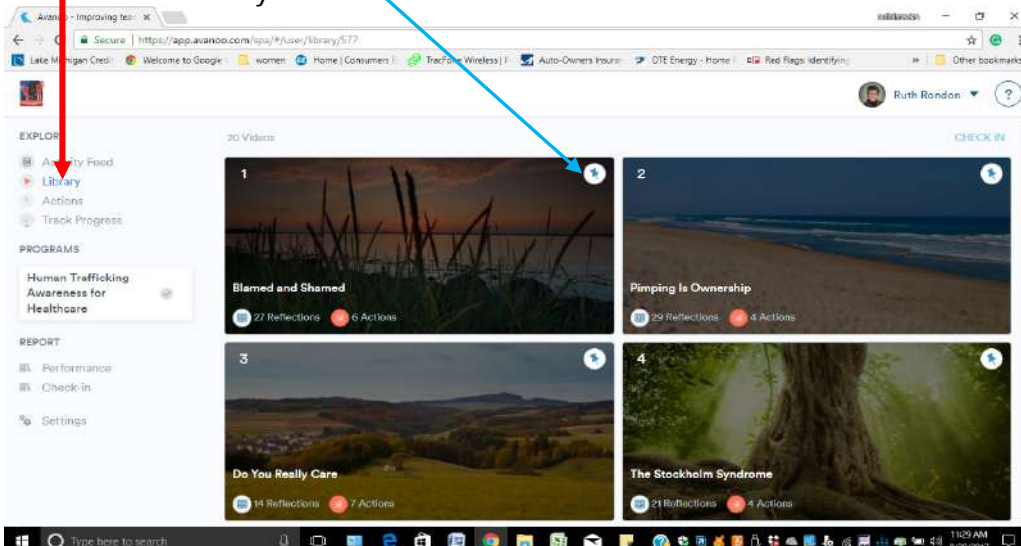
You may want to get a “Buddy” to interact with. You can find this under “Settings” (yellow arrow). Go to “[Growth Buddies](#)”.



You can then scroll down by name and select the person you want as your Buddy by clicking on the “+ Add” button. You can select people you already know OR ask someone who’s comments you really appreciate to become your buddy. If they are interested, they will accept your Buddy Request.

11. REPLAY LESSONS ALREADY WATCHED

You will have ongoing access to ALL the lessons you’ve already watched under **LIBRARY**. You can “[Pin Action](#)” to save your favorite videos for easier access. Feel free to share your favorite video with others.



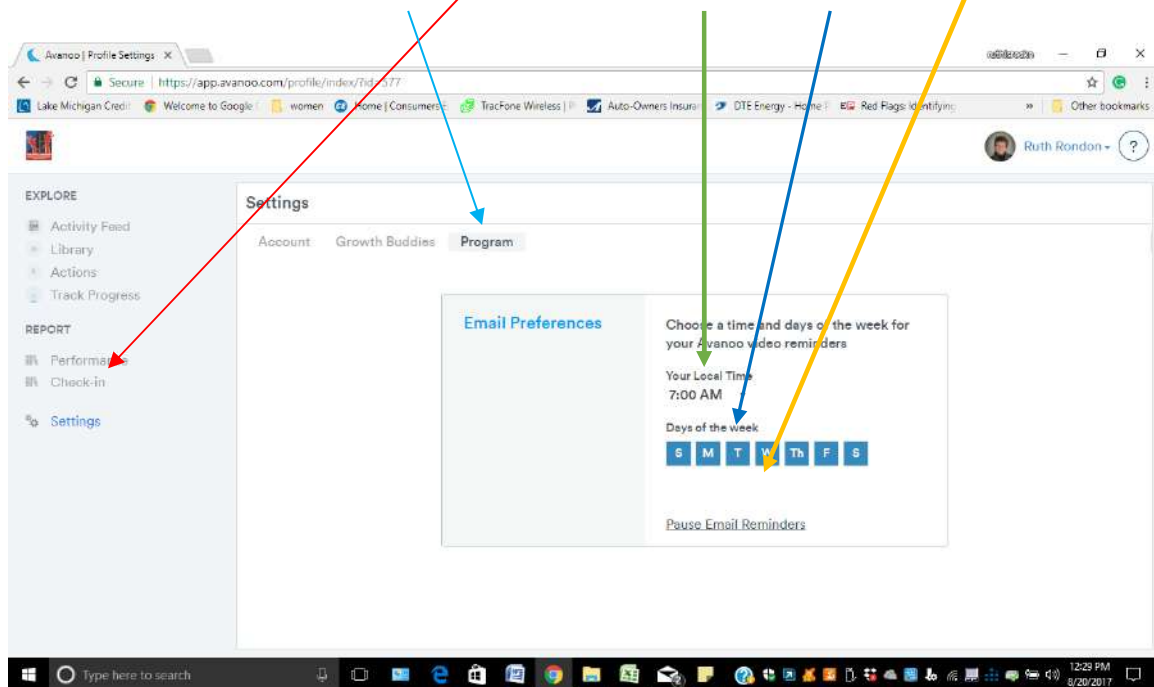
Frequently Asked Questions:

Changing Daily Email Reminder Times

Avanoo learners can set their preferred email delivery time by going to Settings > Reminders > clicking on a Program Time (which will pop up a box), and setting your preferred time for email delivery.

Step 1: While in Dashboard, go to "**Settings**"

Step 2: Then go to "**Program**" tab and choose **time** and **days** or **pause reminders**



When all 20 lessons are complete you'll be prompted to print your certificate of completion. This Program meets all state and federal mandates for Human Trafficking Awareness training. Your certificate of completion and/or continuing education certificate proves completion of this mandate.

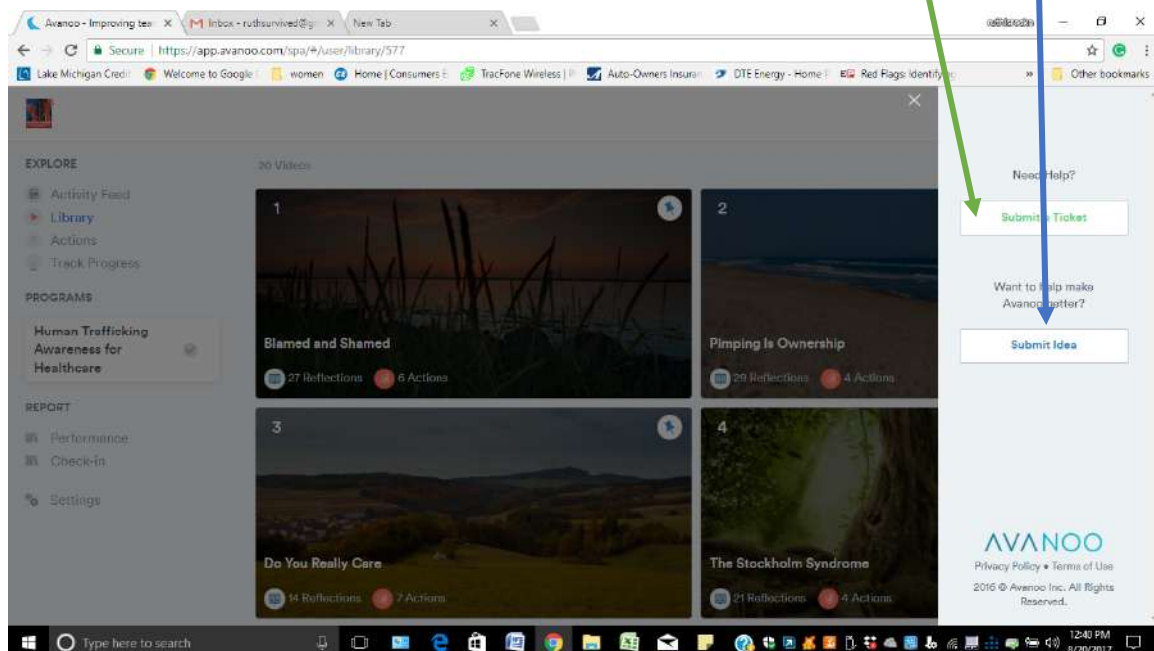
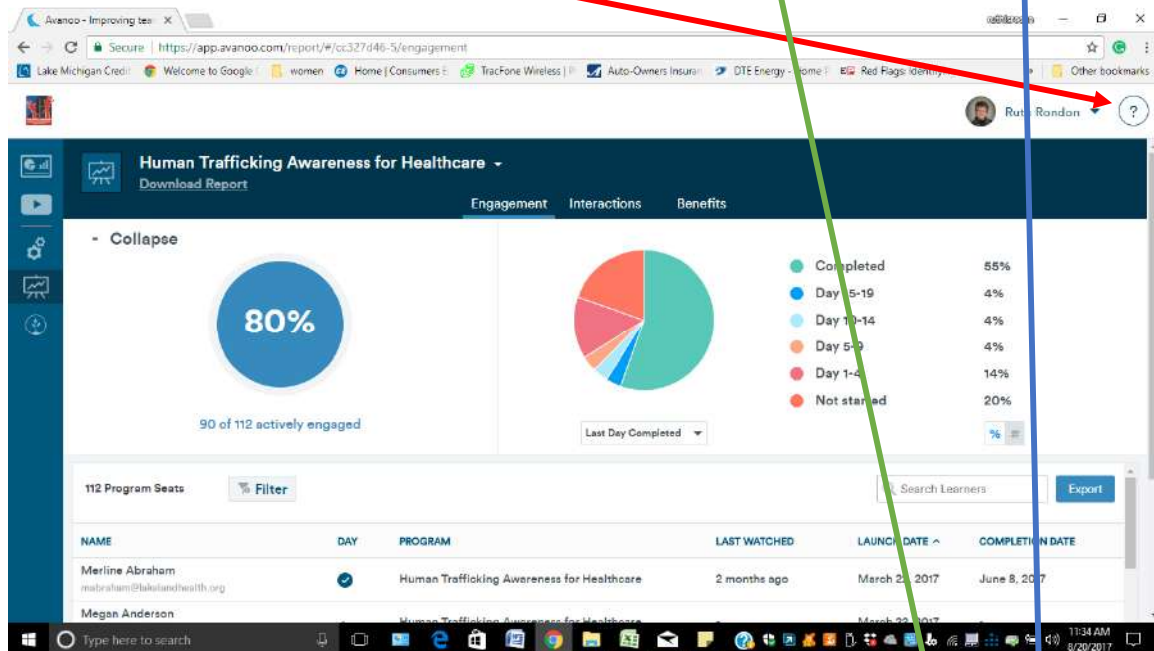
Continuing Education Credits

If you are receiving Continuing Education credits for this Program, you will be prompted to complete the POST-Test survey. Once your POST Test survey is submitted your CE certificate will be sent within 30 days. If you have additional questions, please contact: CEInfo@mphi.org.

How to Get Help:

There are 2 ways you can get technical help:

1. Send an email to info@avanoo.com
2. Click on the **circled question mark** where you can [submit a ticket](#) or [offer ideas](#).



PRESTO!

In just 3 minutes a day, you can support fellow team members and together create a culture of excellence and service to HT victims in your workplace.

Welcome to Avanoo!