

## User Guide – Interactive Learn to Swim Program

### 1) Playing the video

- The video will play automatically or if paused will play by clicking on the play button on the video screen.
- Because the video is viewed over the internet it may take a minute to load.
- During this loading period, the video is buffering, this buffering process allows the video to run without stopping.
- Below right shows the buffering process, the light grey line shows where the video has buffered to, the dark grey line shows where we have watched the video to.
- If the dark grey video line catches up to the light grey buffered video, the video may stop.
- If the video stops wait patiently for the video to start up again.
- The speed of the program will be determined by the speed of your internet connection.
- The system remembers your progress this means the video runs faster on your 2nd view.



### 2) Stage Menu

- The stage menu is seen on the left side of the screen, it lists the names of each lesson.
- For example Stage 1 = Independence and Stage 2 = Breath Control.
- Notice the first stage below is Independence. Because we haven't viewed the first stage, we are unable to view the next stage of Breath Control.
- Users can only move on to the next stage once they have viewed each section and taken the quiz at the end of each stage.
- Once the stage has been viewed, the stage name will turn white and a tick will appear next to the stage name. This enables users to progress.



### 3) Section Menu

- The section menu lists the topics that will be covered in each stage.
- For example section 1 = Introduction, section 2 = Bath Fun, section 3 = Pool Fun, etc
- To view the section menu, run the cursor to the section menu and click.
- The section menu lists the running time of each section'
- Users can not progress to the next section until they have viewed the previous section.

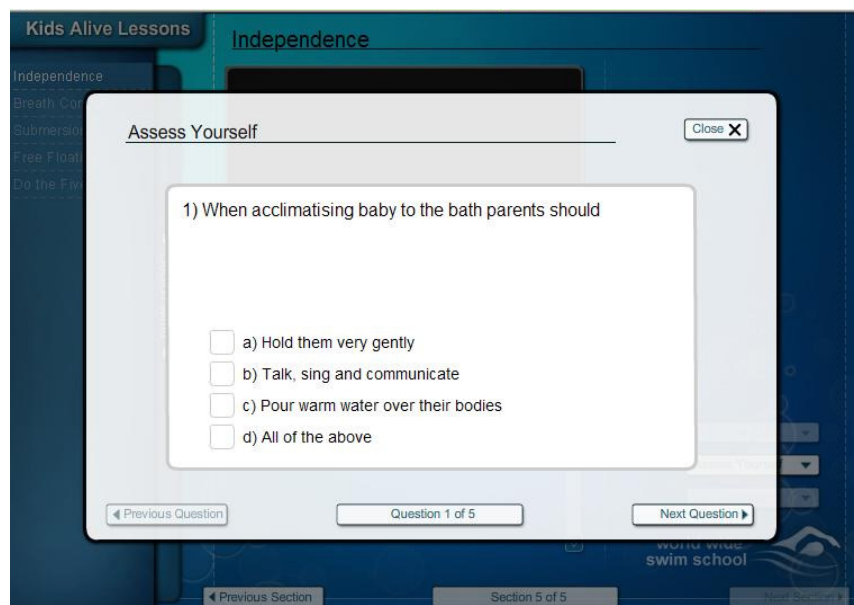


### 4) Downloading the PDF

- Once users reach the second last section of each stage, the Download PDF button will turn white.
- Once the Download PDF turns white, you can view this document.
- View the PDF by clicking the Download PDF button on the right hand side of the screen.

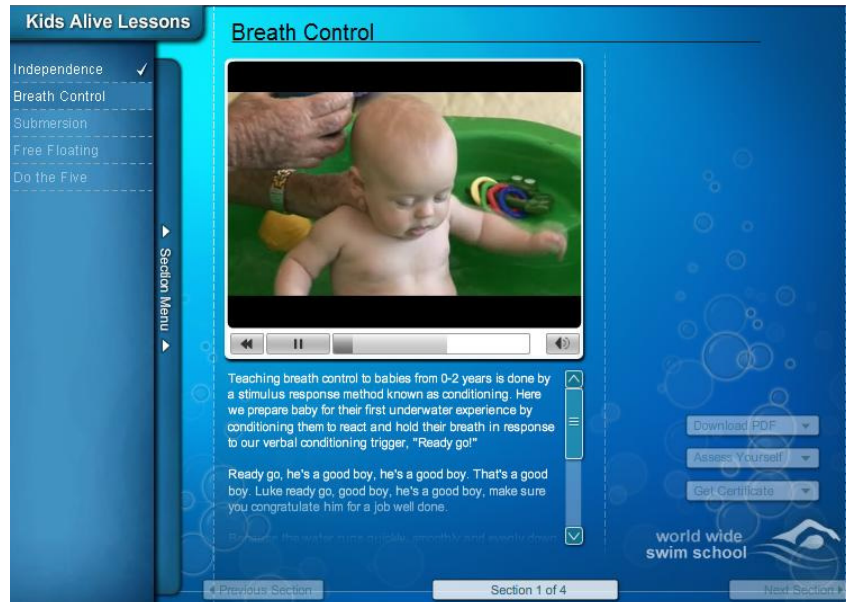
### 5) Taking the quiz

- Once you have viewed all the sections of a stage you will be prompted to take a quiz.
- The quiz tests your knowledge and determines if you can progress to the next stage.
- If you answer incorrectly you will be prompted to repeat the quiz or review the content.
- Once you answer all the questions correctly you will be able to progress to the next stage.



## 6) Moving to the next stage

- Once you have viewed all the sections of a stage and answered all the questions in the quiz correctly, you will be able to progress.
- To view the next stage, move the cursor to the stage menu and click on the next highlighted stage.
- See below the next highlighted stage is Breath Control.



## 7) Downloading Certificate

- Once you have viewed all the content and answered all the questions in the quizzes correctly you will be eligible to download a certificate.
- You will be prompted to get your certificate on the very last quiz.
- Users will be asked to submit a username and password.
- Your username is the e-mail address you used to become a member
- Your password is the password you chose when you became a member.