

## Guidance Notes for Home access to GOLD

GOLD supports most web browsers; however some of the courses are not available for use with of you use "Firefox". If you are running a web browser that GOLD does not support, you will get the following message:

### "Oops! There is an issue with your computer"

We are working on upgrading the courses to work with all web browsers and this work will be completed by the end of 2010.

## 1. Setting Your PC to allow access to GOLD

PCs have different screen resolutions, to use GOLD at home you will need to set your PC screen resolution to 1024x768. Here are some easy steps to help you do this:

1. Go to desktop and right click on your mouse
2. Select "Properties" from the drop down box
3. Click on "Settings"
4. Change colour your resolution to 1024x768
5. Click "Apply" to save the changes.

## 2. How to access GOLD

Step 1 you will now need to either click on this link or copy and paste it to your address bar : <http://tracking.brightwave.co.uk/Int/Glasgow/>, then save it in your favourites

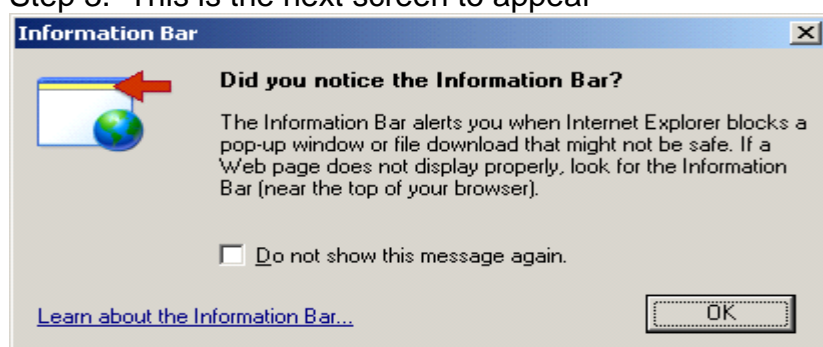
Step 2. Your PC security could cause you to a "pop up blocker" box. If this happens the Steps 3 to 5 will help you resolve this. If this does not happen move to Step 6.

(Note: You will only have to do this the first time that you use GOLD at home.)



This is an example of a "pop up" blocker; you will need to right click here to move forward

Step 3. This is the next screen to appear



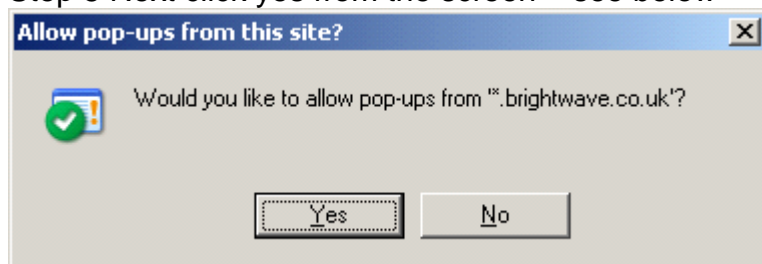
Click OK

## Step 4 the next screen will be

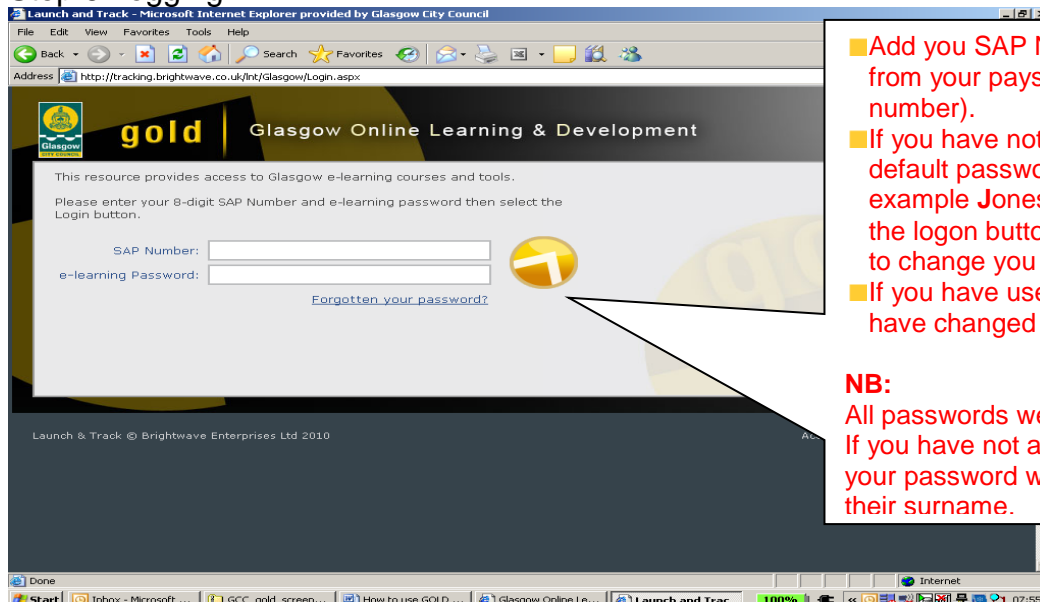


You need to right mouse click and it will ask you if you "You need to select **always allow pop ups** from this site".

## Step 5 Next click yes from the screen – see below



## Step 6 Logging in



- Add you SAP No here (you will get this from your payslip it is your contract number).
- If you have not used GOLD before your default password is your surname for example **Jones** or **McLeod**. Next click on the logon button. GOLD will then ask you to change you password information
- If you have used GOLD before you will have changed your password.

### NB:

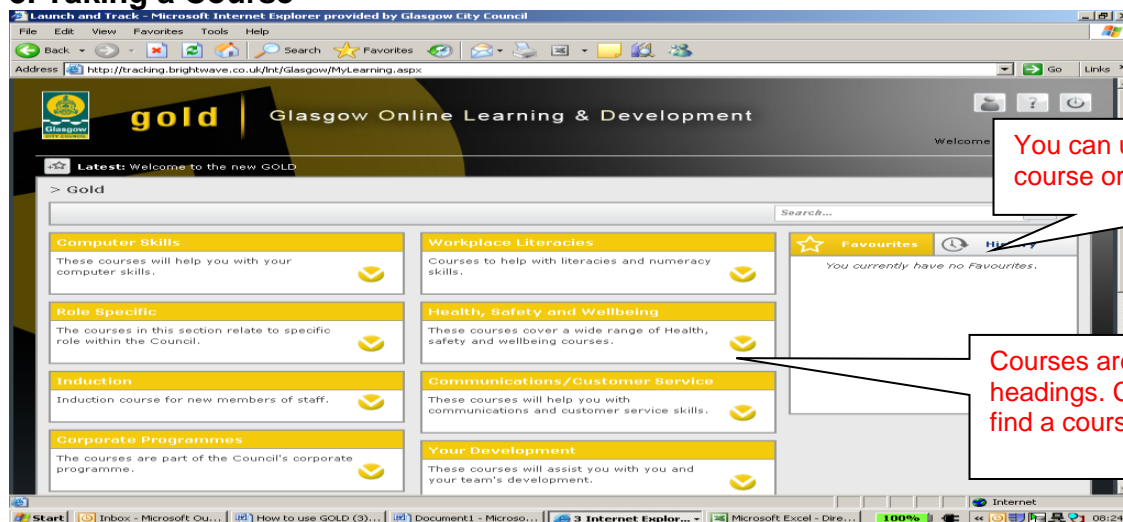
All passwords were reset on 3<sup>rd</sup> March 2010. If you have not accessed GOLD since then, your password would have been reset to their surname.

You are now ready to start using the courses.

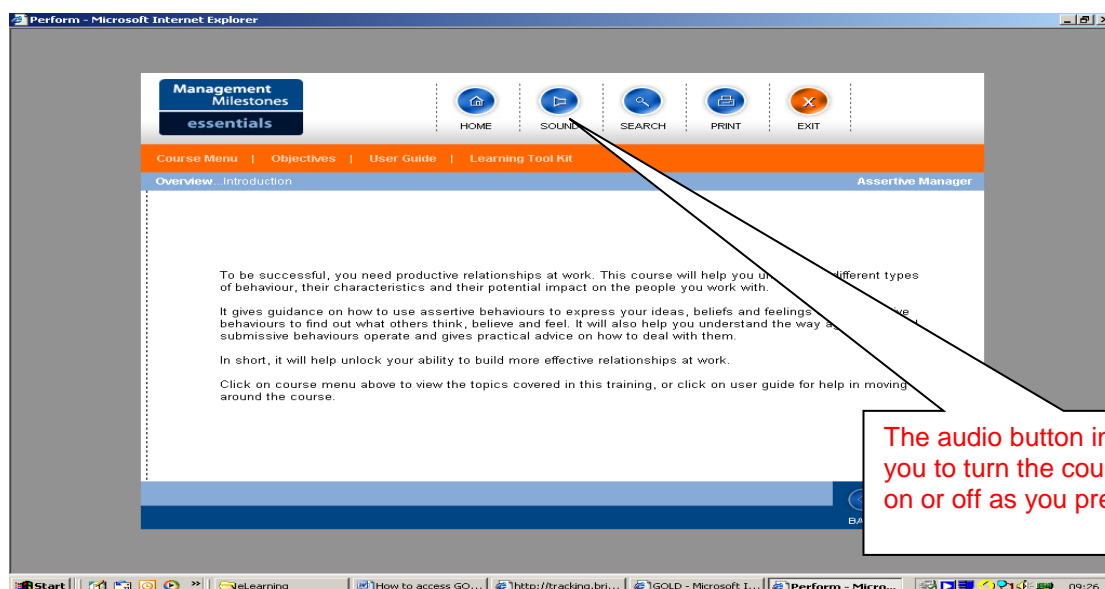
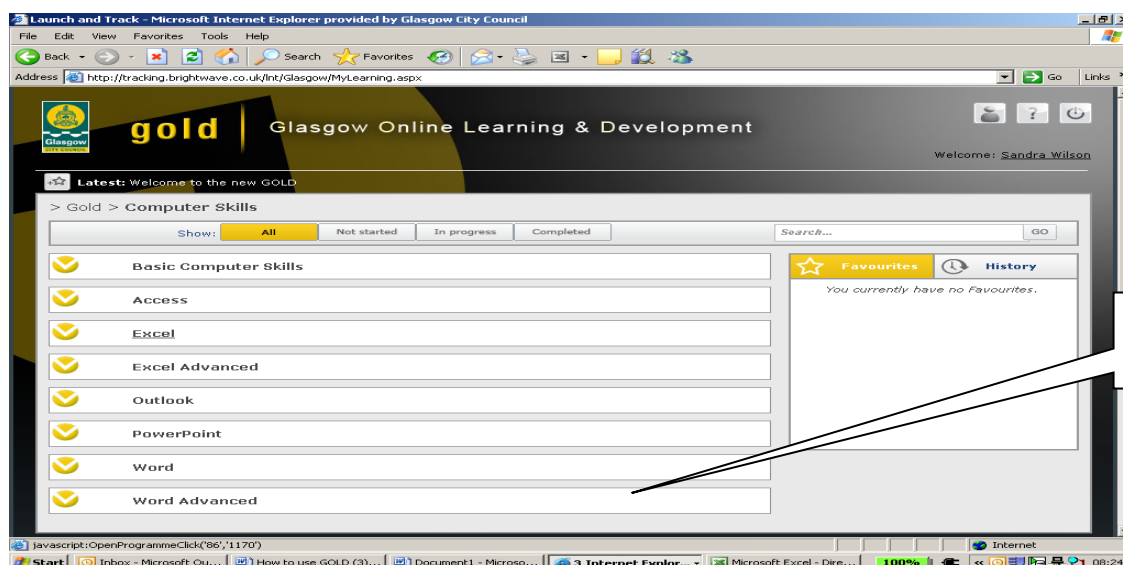
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## 3. Taking a Course



The courses are divided into sections. Each section is accessed by clicking course menu (See picture below). When you select a section, you are shown the courses.



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## NAVIGATION TIPS - Hot Text

Hot text is any text which causes the cursor to change to a hand when the cursor is passed over it. Such text enables a selection to be made by positioning the mouse pointer over the text and clicking with the left mouse button.

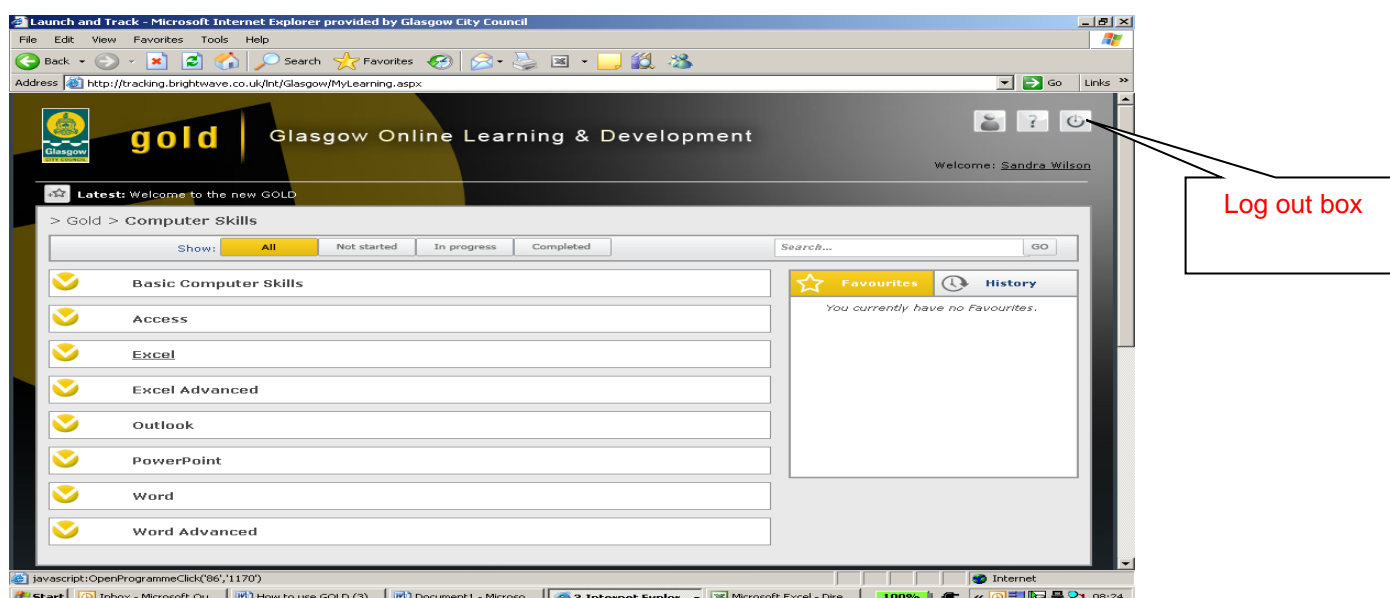
Hot text is used in the menu screens and also as answer choices in questions within the section blocks and in the tests.

You can jump out of any part of the course at any time by selecting course menu from the menu at the top of the screen.

Here are details of some of the buttons you will have to use, these are called Navigation Buttons:

	Means move to the next screen. It appears on each screen within a course section, the first screen of check my understanding and after each question in the course test.
	appears within blocks and takes you back to the previous screen
	Returns you to the first screen of the course
	Mutes or Un-mutes the audio within the course
	Allows you to search the entire course for individual keywords
	Prints the current page

Step 4. When you have finished just click on the logout box – see below:



The screenshot shows the Glasgow Online Learning & Development (GOLD) interface. The browser title is "Launch and Track - Microsoft Internet Explorer provided by Glasgow City Council". The address bar shows "http://tracking.brightwave.co.uk/Int/Glasgow/MyLearning.aspx". The page content includes the "gold" logo, "Glasgow Online Learning & Development", and a list of course modules under "Computer Skills". A red box with the text "Log out box" points to a power button icon in the top right corner of the page.