

User Manual Email Address: Password: The Password is case sensitive. Start Date: Start Date=first time student signs into online classroom. Write the date you first sign in here.

Course expires 1 year from this date. You must complete the course and pass the final proctored exam at one of our scheduled test dates prior to the course expiration date.

The Original License Checklist and Application Forms can be printed from the License Application Forms link found in the Resource Center at www.MarinersLearningSystem.com

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Manufactured by Mariners Learning System™, 800 Denow Road. Suite C330 1-866-SEA-CAPT www.MarinersLearningSystem.com

System Requirements

Computer & sound equipment

You will be able to work in your courses on your desktop, laptop, tablet (iPad) or your smart phone. All you need is a recent browser. We recommend Google Chrome. Here is where you can download a free upgrade if you fall below the minimum version:

- Minimum Microsoft Internet Explorer 9.0
- Minimum Mozilla Firefox 25.0
- Minimum Google Chrome 30.0
- Minimum Apple Safari 6

All lectures are accompanied by an audio version, some have videos. All you need is sound; ear buds or headphones if you like or if you are in a noisy environment.

Internet connection

If you can comfortably watch a YouTube video – you will be able to view course videos without trouble. If you have an unpredictable internet connection, you will still be able to work through lessons and quizzes, you will just need patience.

How to Access the Mariners Learning System™ Courses

1. Go to www.marinerslearningsystem.com



2. In the upper right corner, click Log In



3. Enter your email and password, then click the **Login** button

Customer Login

Registered Customers If you have an account, sign in with your email address. Email * Password * Remember Me LOGIN Forgot Your Password?

* Required Fields

4. This is your Account's **Dashboard**! Click on the Access My Courses in the upper right hand corner.



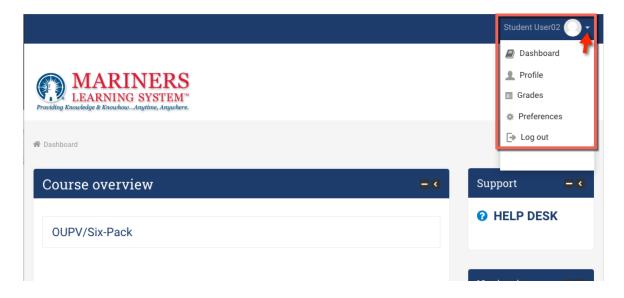
5. Next you need to Register or Activate your course if you haven't already. If you see the control code, your course has already been registered and you do not need to input the activation code and control code. Once your course has been activated, simply click on the Course Name-Enter Classroom of the class you wish enter.



6. You can start work on the classroom when ready. You can view other courses by selecting My Courses in the upper right. Or you may use the **HELP DESK** link to ask a question.



7. You will always be able to return to your Dashboard of courses by clicking on your user menu in the upper right corner, then select **Dashboard**. Here is where you will also Log Out of your classroom and Mariners Account.

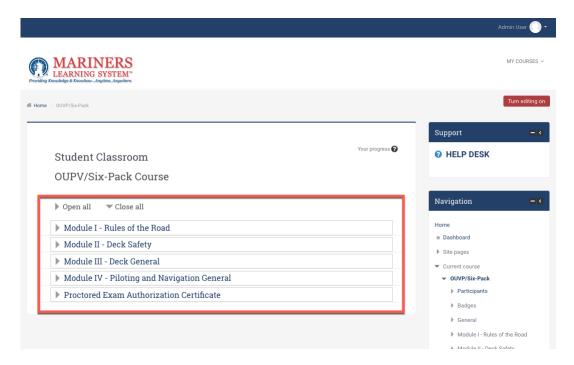


How to Navigate Mariners Learning System™ Courses

All courses work the same way. Maximize your browser screen for the best experience!

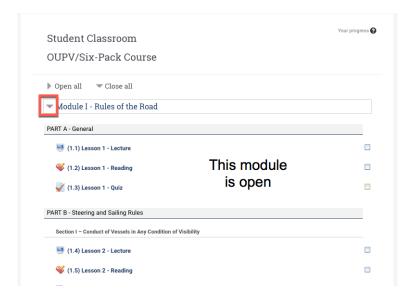
If you are sharing a computer with another user, you must logout from the User menu (see above) otherwise you won't get credit for taking the quizzes!

When you first enter your course, all of the modules will appear as below, with an open/close button for each module.

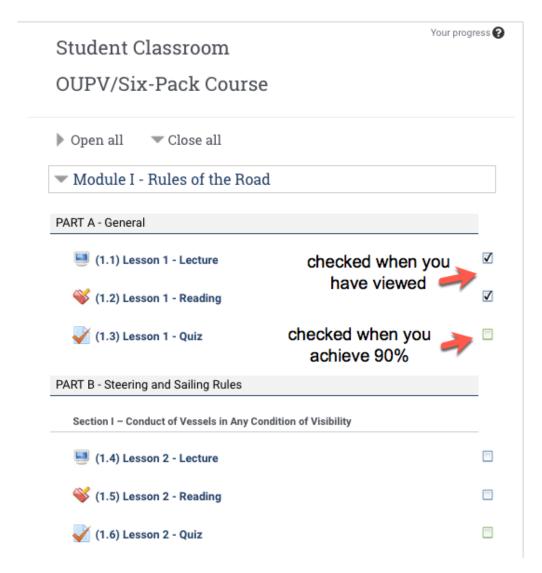


Module Contents

Click the arrow to open or close a module. If you leave the course with a module open, that module will still be open when you return – to help you track where you left off.

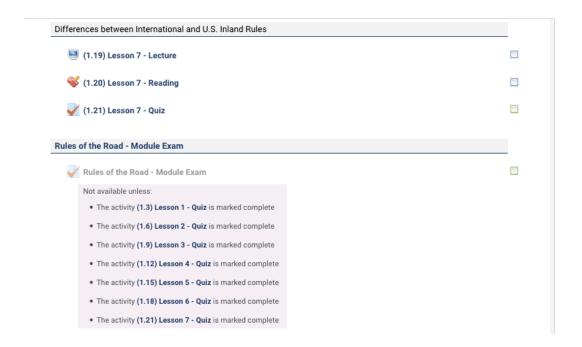


In each module there are one or more series of **Lecture, Reading and Quiz.** There is a progress box to the right of each link. When you view the Lecture or Reading, the progress box can be checked to help you keep track. The Quiz progress box will only be checked off by the system when you pass the quiz with a minimum score of 90%.



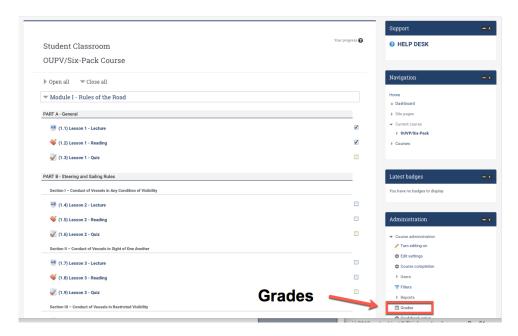
At the end of most Modules is an exam. The exam is similar in function to the Lesson quizzes, however the link for the exam will not be active until you have completed all the required Lesson quizzes.

The detail under the Module exam will tell you what is required; the checkmarks in the module will show you what Lesson guizzes are complete.



Grades

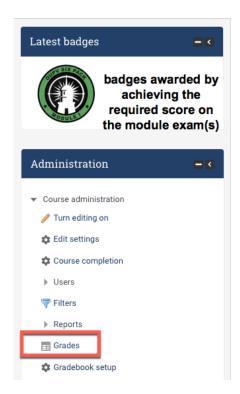
You may also see your current grades for all the course quizzes and exams using the Grades link on the right. There will be a line for each quiz/exam.



Badges

Badges appearing in the Latest badges block are awarded you if you achieve the required score on the Module exam. You will not be awarded the Module Final Exam badge until all Module exams are complete.

Your earned badges also appear on your dashboard.



Course Certificate

At the end of all courses you will find a link to a certificate you will be able to use to take the proctored exam for the course.

The link for the certificate will not be active until you have completed all the required Module exams. The certificate is required in order to take the proctored test.

The detail under the Certificate will tell you what is required; the checkmarks in the module will show you what Module exams are complete.

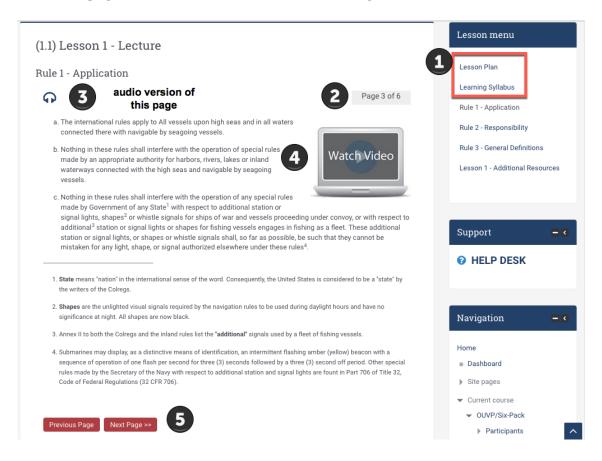


- The activity Deck Safety & Deck General Module Exam is marked complete
- The activity Navigation General Module Exam is marked complete
- The activity Chart Plotting Module Exam is marked complete

Lesson Lectures

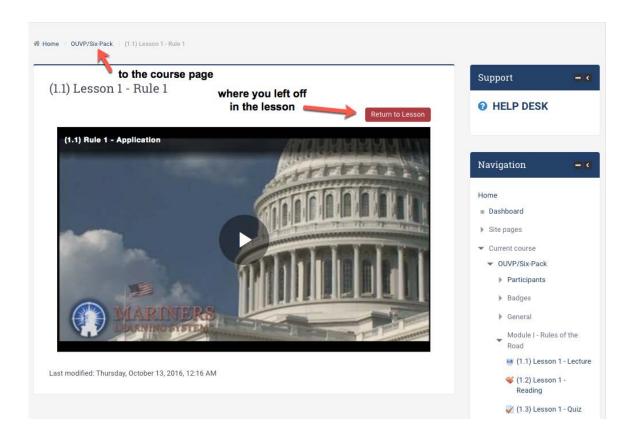
Here are the components of the Lesson Lectures:

- 1. All pages have links in the table of contents
- 2. All pages have a page reference
- 3. Except for the Lesson Plan and Lesson Syllabus, all pages have a link to the audio reading of the page contents.
- 4. Many lecture pages have a link for a video
- 5. All pages have buttons at the bottom to navigate back and forth in the lecture



Lecture Videos

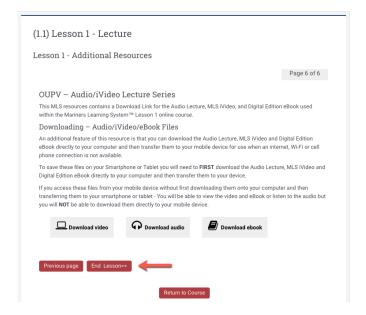
The video will open in a page by itself. When you are done viewing, use the **Return to lesson** button to go back to your place in the lesson. Or use the breadcrumb link to go back to the course page.

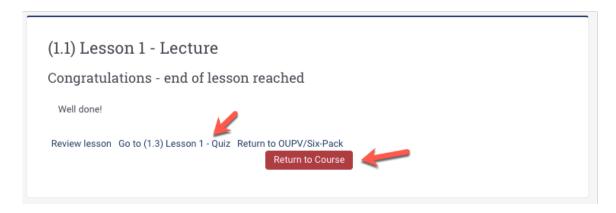


Lecture Additional Resources

The last page in each lecture will have buttons to download lecture resources for viewing, listening or reading offline.

Click that **End lesson** button and mark the Lecture as complete. You'll find a link to move on to the Lesson quiz as well.





All course pages have a button at the bottom to help you quickly return to the course main page.

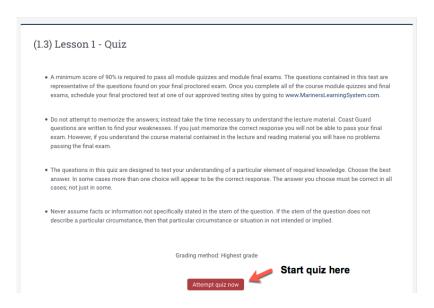
Lesson Readings

Lesson readings are in PDF form. Your computer and browser will determine how the PDF files appear:

- you may see a prompt to Open or Download the PDF
- the PDF may open in the same window if it does, hit your browser back button to return to the course

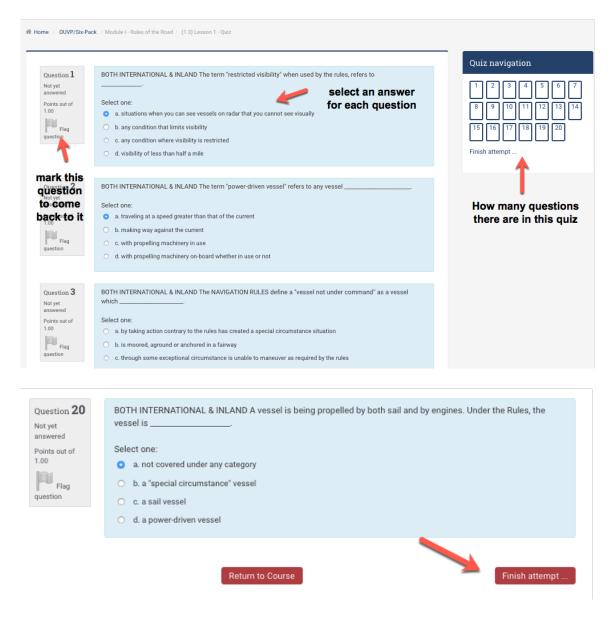
Lesson Quizzes

All Lesson quizzes start with a page of instructions that will also tell you how many attempts you have made to complete the quiz.

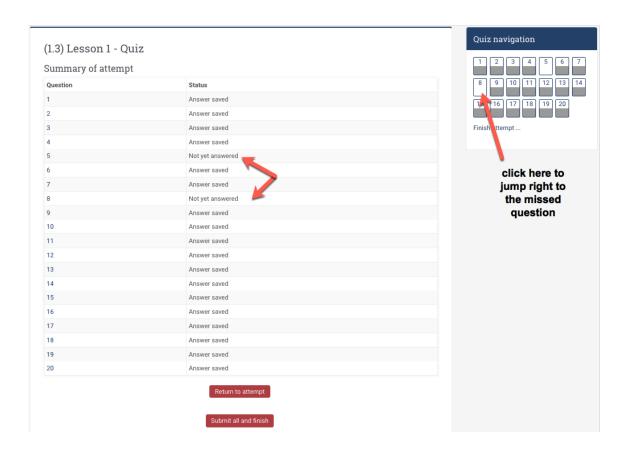


All the questions in the quiz will appear on one page. The total number of questions is indicated on the right. Click those question numbers on the right to jump back to a question you've missed.

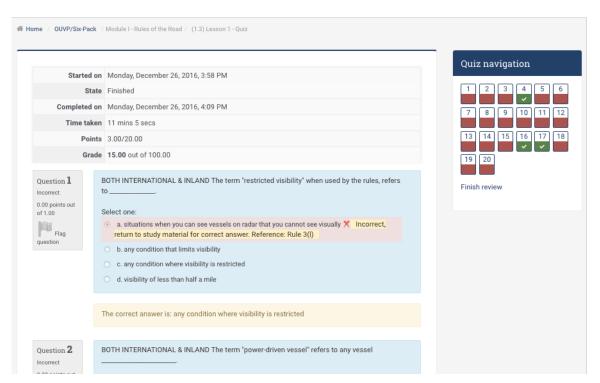
Select your answer choice for each question. You may change your answer as often as you like until clicking **Finish attempt** at the end.



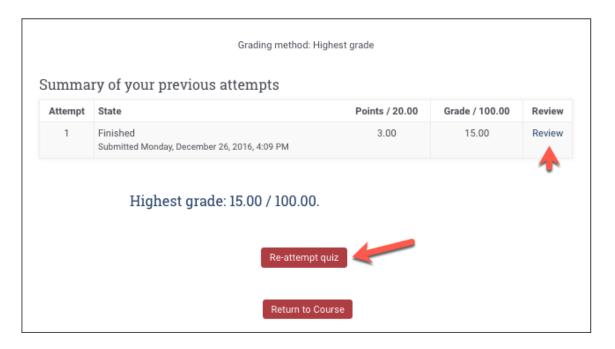
After you click Finish, the quiz will tell you if you have missed answering any questions. You may Return to the attempt or click the question number in the box on the right. Or **Submit all and finish.**



When you finish the attempt, you will be able to see what questions you missed. You may review now, or return to review this attempt later by clicking the Lesson Quiz link on the course page.

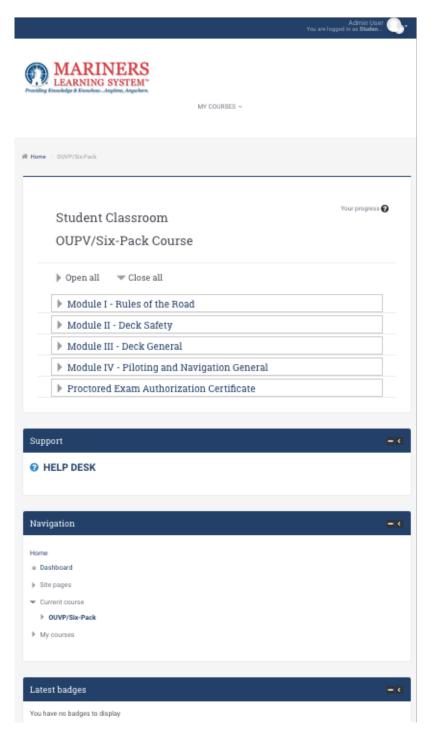


If you click a Lesson Quiz link for a quiz you have attempted, you will see your results, a link to review each attempt and a button to attempt again.

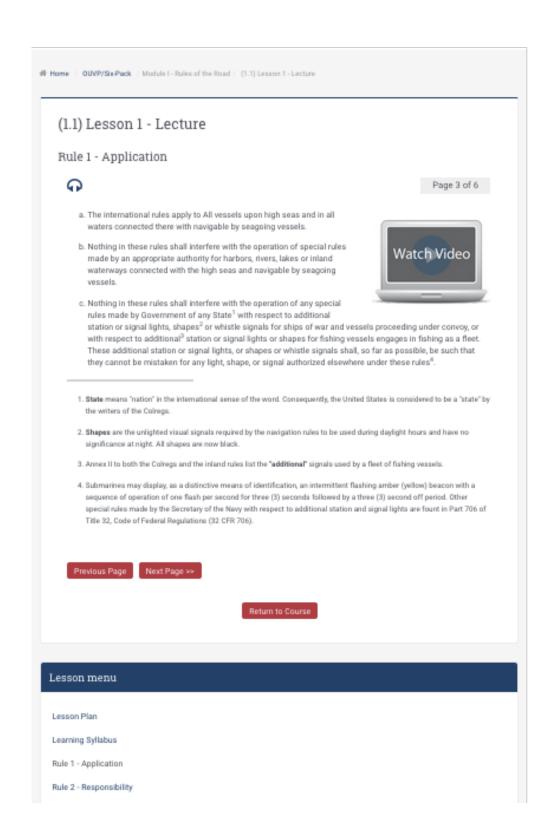


Using a Smart Phone or Small Tablet

When viewing a course on a smaller device, the blocks that were on the right will move below the course Modules. You may find some course components to be easier to view or use on your desktop or larger tablet, but all functions will work the same!

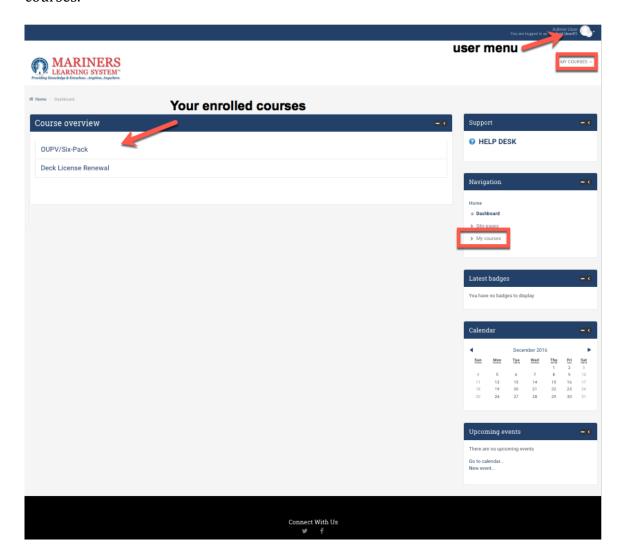


The Lecture Table of Contents will appear below the Lecture pages as well.



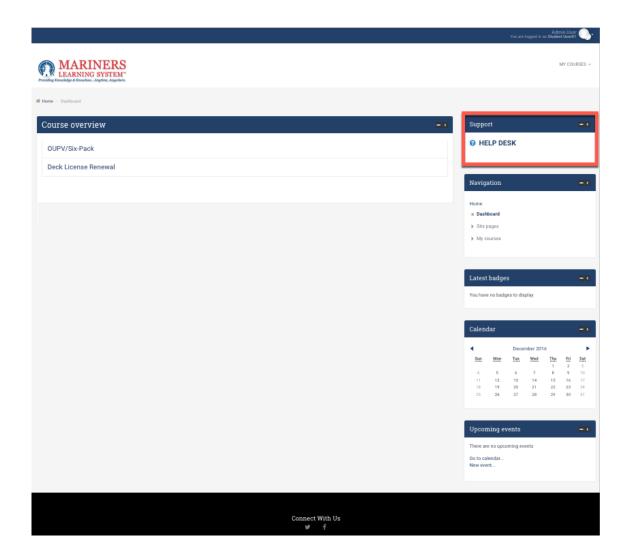
To access any course

You may use the Dashboard or My Courses links to see the list of all of your enrolled courses.



Troubleshooting

At any time you may click the **HELP DESK** link to check the Support Center or post a question.



Testing/Next Steps

For further information on the final proctored test and steps after proctored testing, visit our website, www.MarinersLearningSystem.com and click the Testing tab at the top. The Resources tab has an application checklist and the necessary forms needed to submit to the US Coast Guard in order to obtain the License.