



# ADDY NOTES



## Using UPK

This Addy Note explains how to use the User Productivity Kit (UPK) player. UPK uses an outline structure to present course content. To view the course content, you'll need to perform three main tasks, each of which this Addy Note describes in detail.

- First, completely expand the outline.
- Second, select a topic.
- Third, select a playback mode.

Step	Action
1.	<p>From the course Home Page in Webcourses, click the <b>Module</b> link. Then, click the “click here” link to open UPK</p> <p>The UPK program will open in a new window, which contains an <b>Outline</b> pane on the left side. The outline contains three levels:</p> <ul style="list-style-type: none"> <li>• <b>Module</b> (an icon resembling a purple book) is the first level.</li> <li>• <b>Lessons</b> (an icon resembling a stack of papers) comprise the second level.</li> <li>• <b>Topics</b> (an icon resembling a single sheet of paper) are the third level.</li> </ul>
2.	<p>Completely expand the outline by clicking the plus (+) symbols until the third level, the topic level, displays (Figure 1).</p>



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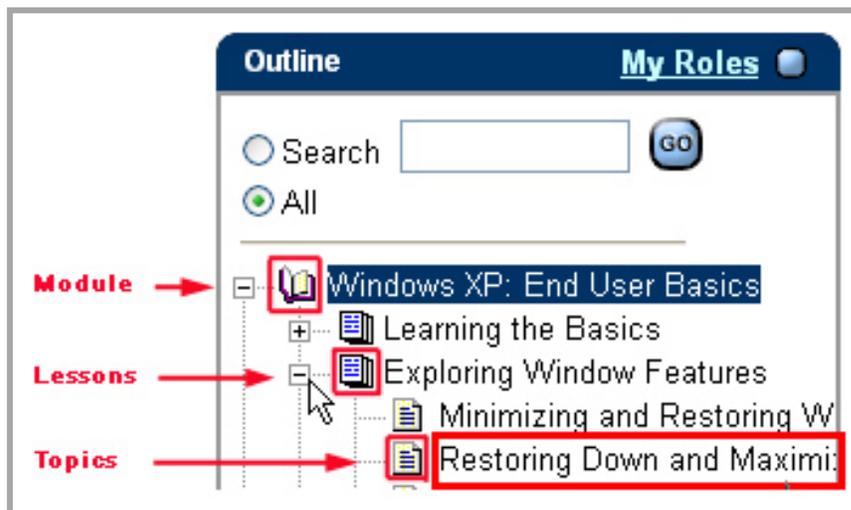


Figure 1. UPK Outline Levels

Step	Action
3.	<p>Select a topic from the outline by clicking its icon or its title.</p> <p>The <b>Playback Mode</b> selections at the top of the screen will become active (Figure 2).</p> <ul style="list-style-type: none"> <li>• <b>See It!</b> Learn by watching an animated demonstration of the steps needed to perform a task. All activities, such as moving the mouse, will be completed automatically for you.</li> <li>• <b>Try It!</b> Learn interactively in a simulated environment. The system will prompt you with the actions you should perform to complete a task.</li> <li>• <b>Do It!</b> Learn interactively using live data. Test the knowledge you gained from training by completing a task on your own.</li> </ul>



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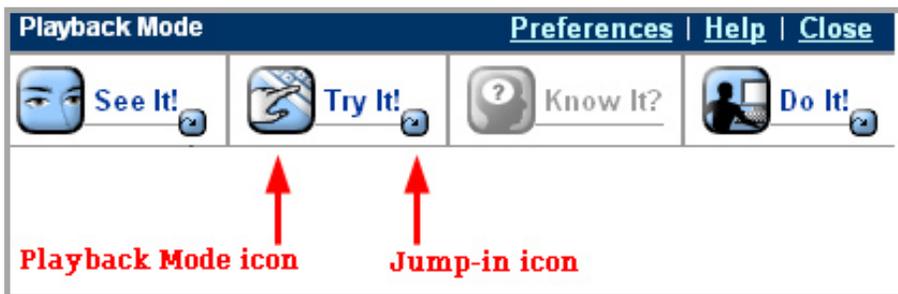


Figure 2. Available Playback Modes



- If the instructions in a text bubble say, “Click here,” you must be in either the **Try It!** mode or the **Do It!** mode for the link to become active. Links are inactive in the **See It!** mode.
- UCF Financials courses do not use the **Know It?** mode.

Step	Action
4.	<p>Click the icon for the <b>Playback Mode</b> you selected. The UPK player for the topic you choose will launch in a new window.</p> <p>Alternatively, you can click the <b>Jump-in</b> icon (shaped like an arrow) located to the right of each <b>Playback Mode</b> icon. The <b>Jump-in</b> icon will open a pop-up window containing <b>Jump-in</b> points. Click any link to start the topic at that point.</p>
5.	<p>When the topic playback finishes, the player window will close automatically and return you to the outline.</p> <p><b>Note:</b> If you need to return to the outline before the topic’s playback concludes, press the <b>ESC</b> key to terminate the player.</p>
6.	<p>Select another topic from the outline, or close the UPK window to return to the course Home Page.</p>