

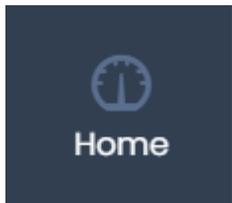
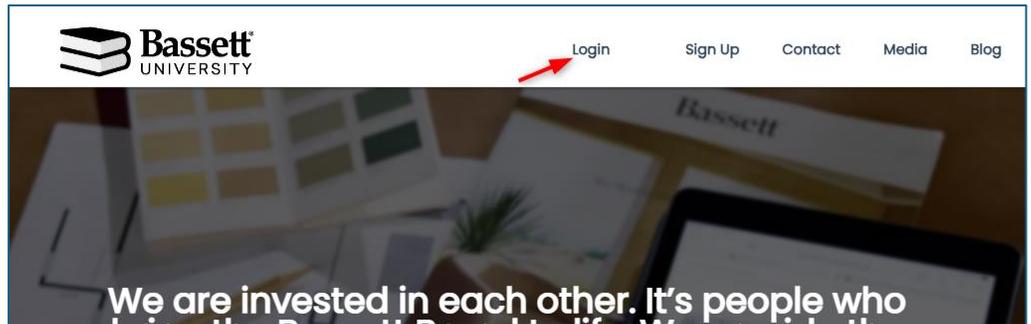
Navigating Bassett University Open Market Users

Login

Open Market users will access BU Online through the URL

<https://bassettom.tovuti.io>

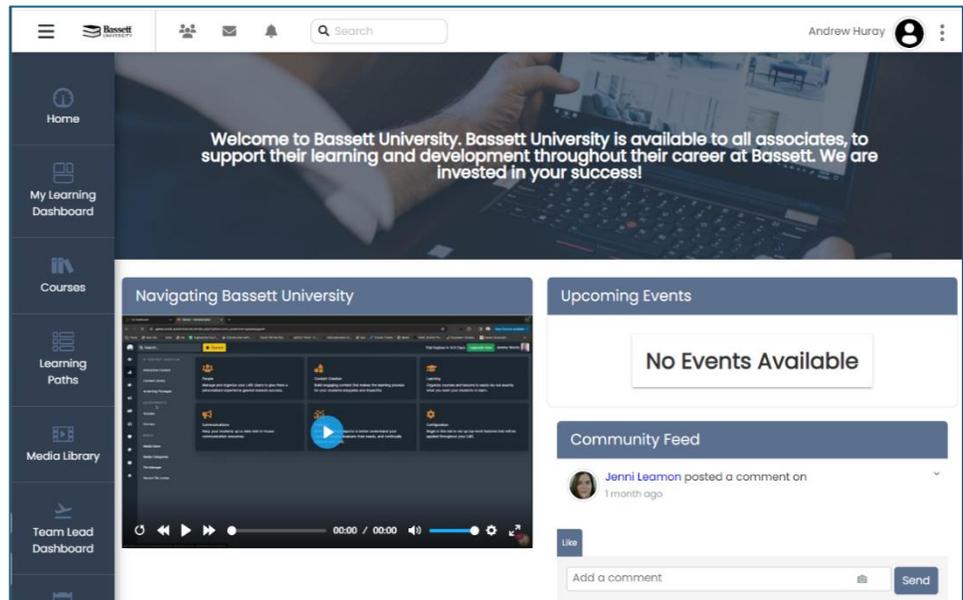
Sign in with the credentials you created when you created your account in the sign up process.



User Portal and Home Page

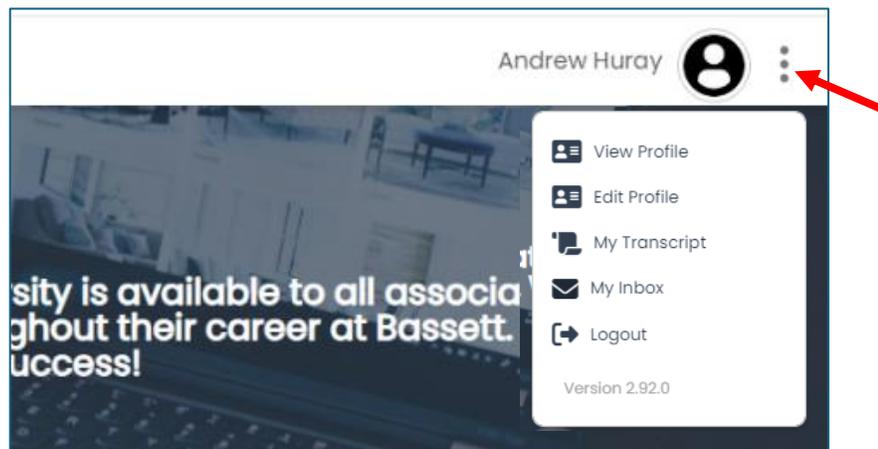
Once logged in you will land on the Home Page. You will navigate through the portal by using the left side menus.

Click the Home button to return to the Home Page.



User Account

Click the 3 dots in the upper right corner by your name to access your Account menu.





My Learning Dashboard

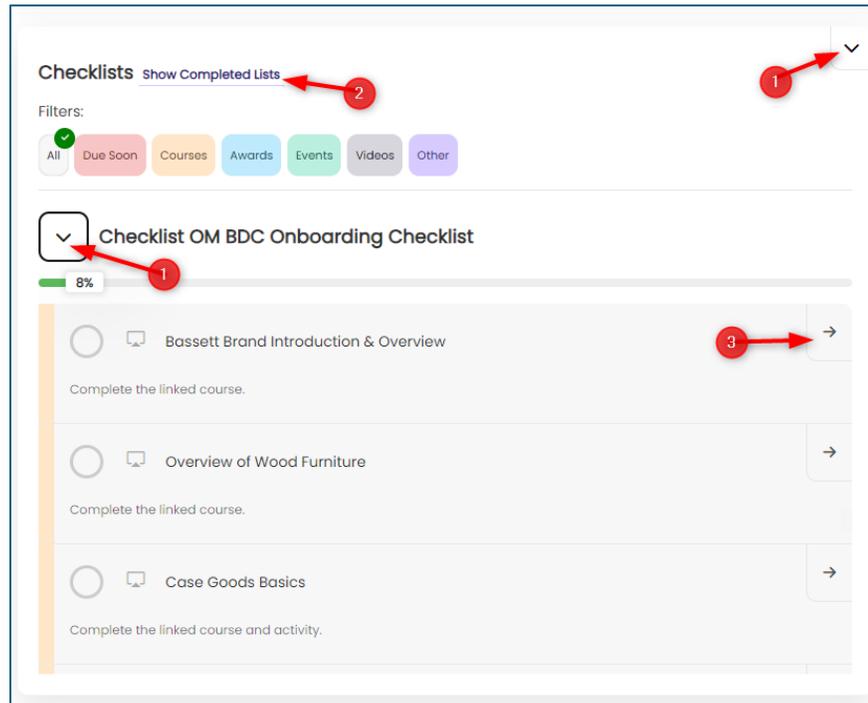
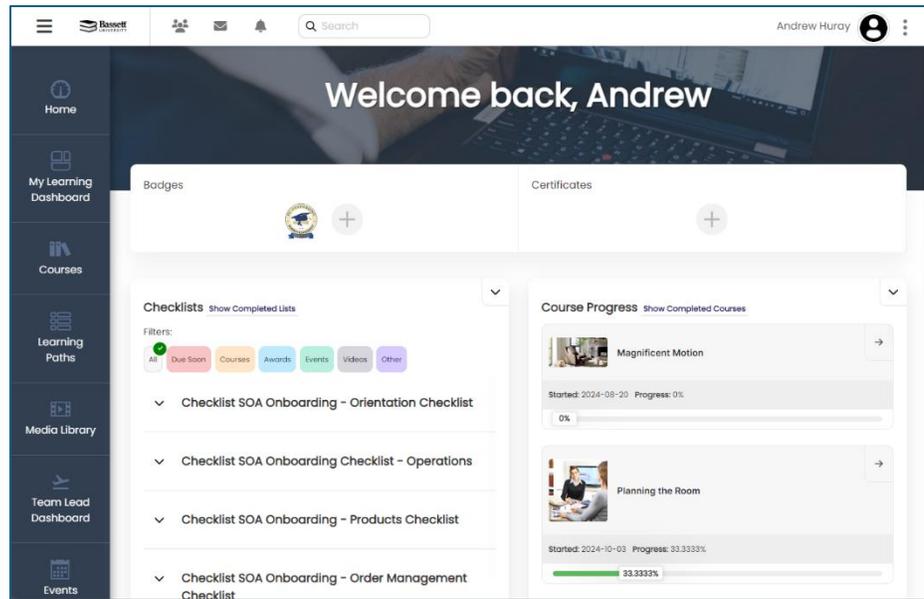
The Learning Dashboard will show important information about your learning progress.

You can view checklists which have been assigned to you, your course progress, learning paths, and any upcoming events and classes.

Checklists will be assigned when a specific sequence of classes needs to be completed, such as for onboarding or design certification.

Tips:

- 1) Expand and collapse lists and modules by clicking the down arrow icons.
- 2) Show or hide completed items.
- 3) Click the arrow icons to access the linked materials.





The Courses Page

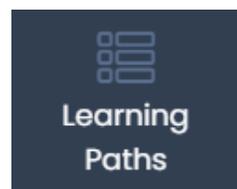
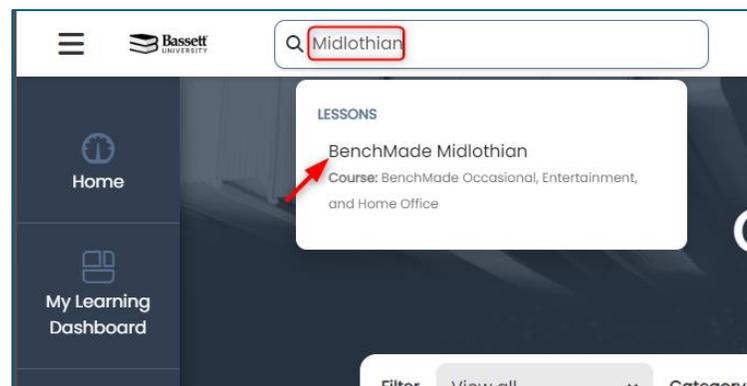
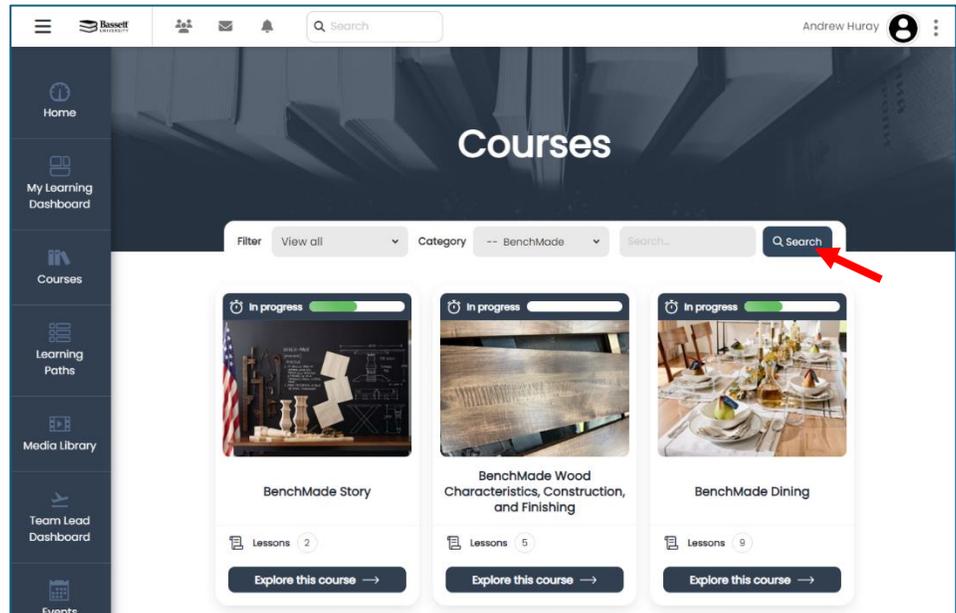
Users can access any course at any time through the Courses page. The course menu can be filtered to make them easier to find.

Tip: When filtering, you will need to click the search button to see results.

Global Search

A global search box is always available in the header. This search box will search the entire site for the keywords you type in.

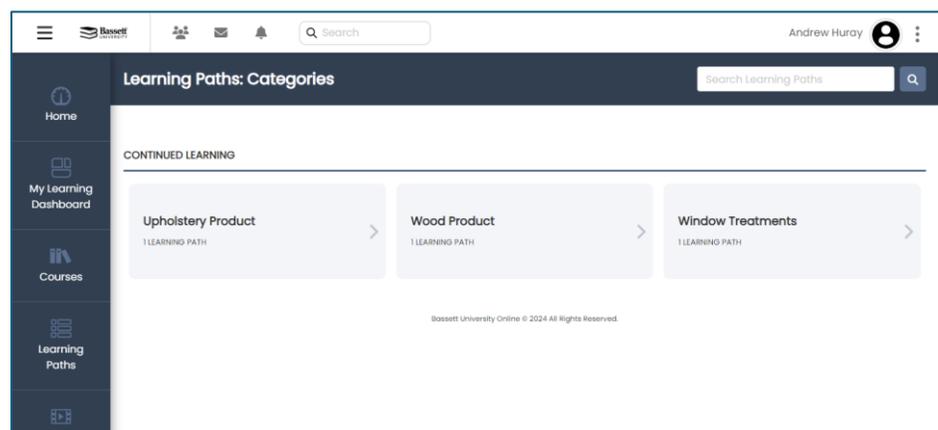
Tip: Type in product or collection names to find a specific course or lesson.

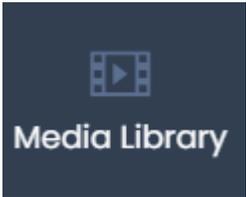


Learning Paths

Learning Paths are groups of courses bundled around different categories.

Example: If you were looking for all of the upholstery product classes in one place, you would open the Upholstery Product learning path.

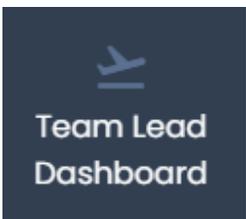
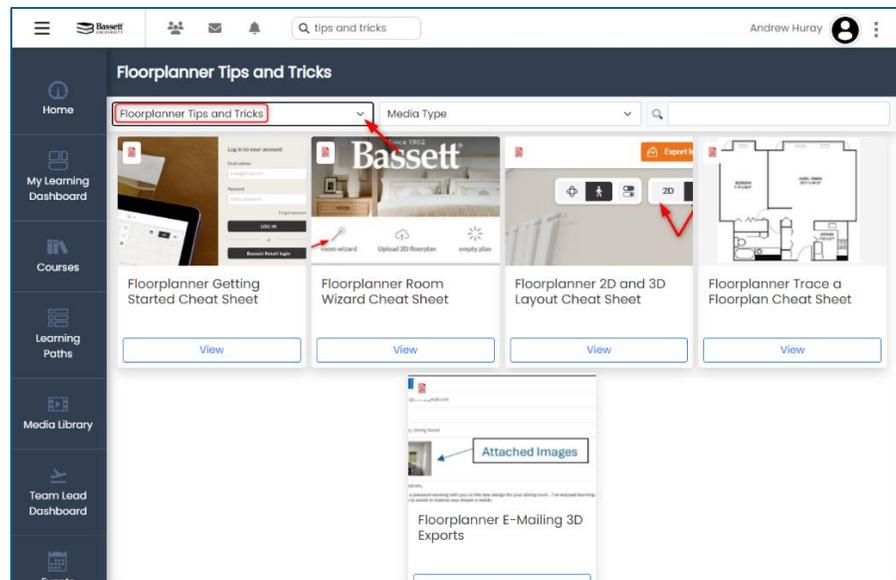
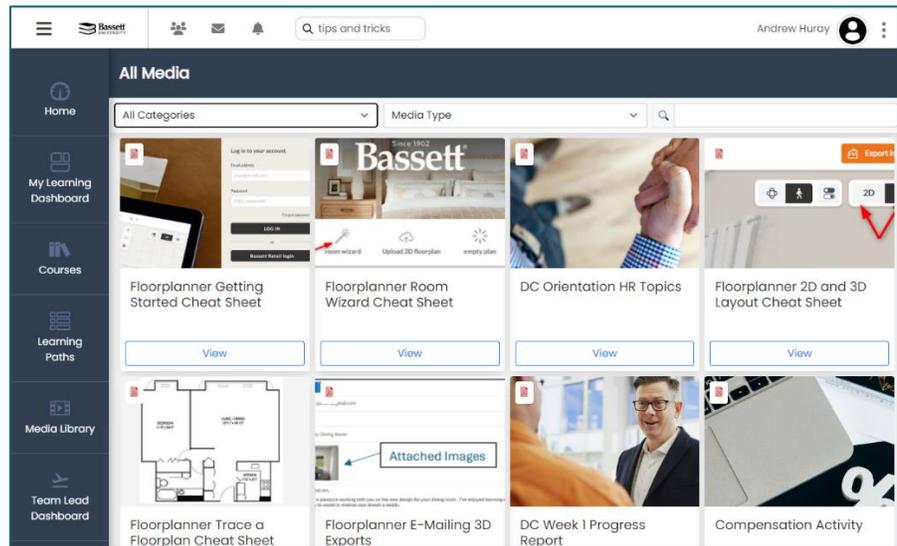




Media Library

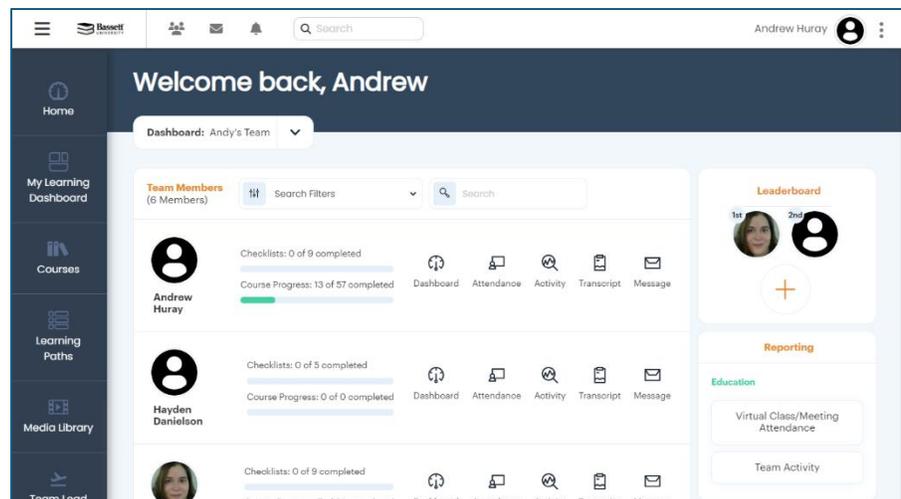
The Media Library is a collection of materials that are not included in classes. This could be additional documents, videos, etc...

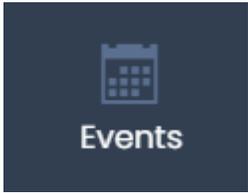
Tip: The media can be filtered at the top of the page.



Team Lead Dashboard (for managers)

The Team Lead Dashboard will show you the training progress of your team.

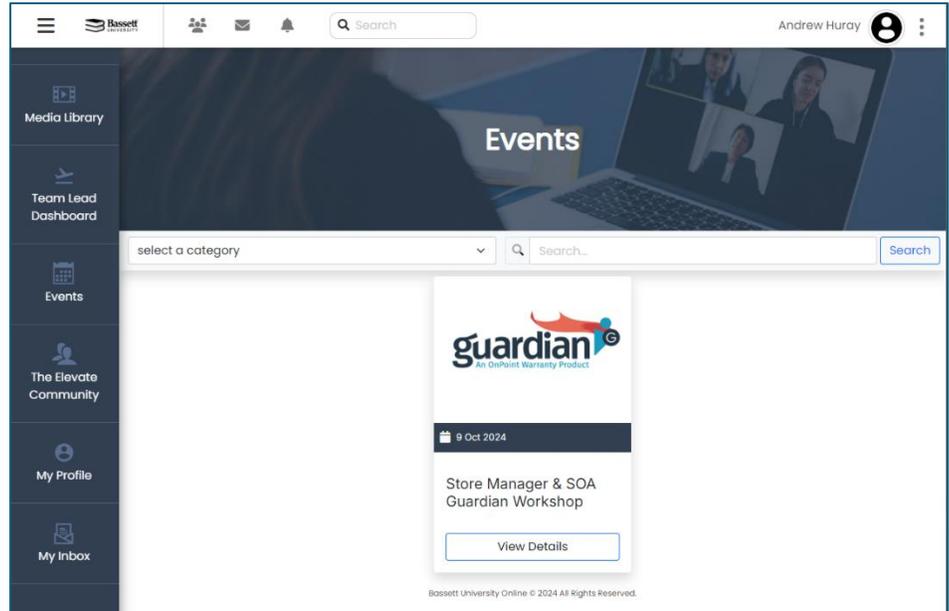




Events

Events will be scheduled for Virtual Instructor Led Training, like webinars and workshops.

Upcoming events like Guardian Workshops, etc.. will be visible on the Events page.



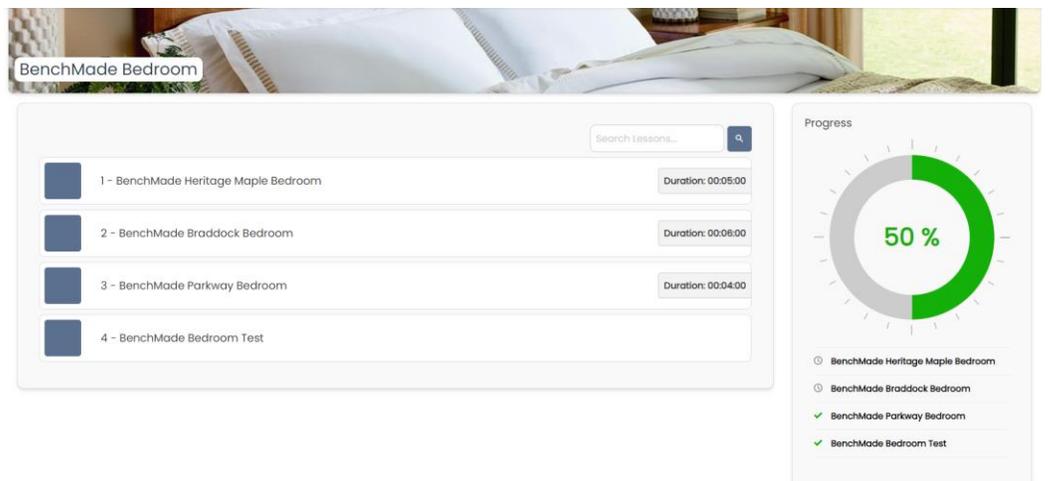
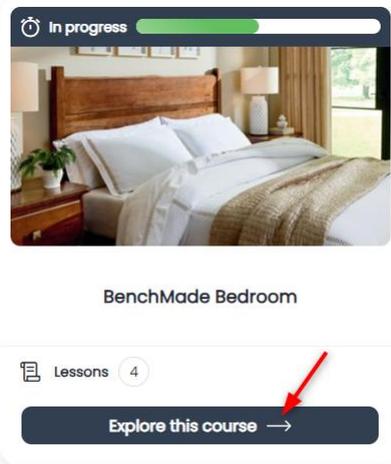
All About Courses

Courses can contain more than one lesson and quizzes, or other materials.

Click the Explore This Course button to view the contents of the course.

For a Course to be complete all parts of the course will need to be completed.

Progress charts will show completion % and which items have been completed.



Viewing a Lesson

Click on the lesson inside the course to view it in the player.

The lesson will launch and begin to play.

Depending on your computer monitor size, you may need to open the FullScreen view to see the entire player.

Press the Esc button to exit FullScreen view.

BenchMade Heritage Maple Bedroom

Describes the design, construction and features/benefits of the BM Maple Heritage bedroom.

