

## Navigating through GEARS Courses

This job aid explains basic navigation for GEARS Training Courses which use the Oracle User Productivity Kit (UPK). It includes the following sections. Click on a link to go directly to the section.

[Beginning a Course](#)

[Using UPK Play Modes](#)

[Viewing Course Topics](#)

[Printing a Topic](#)

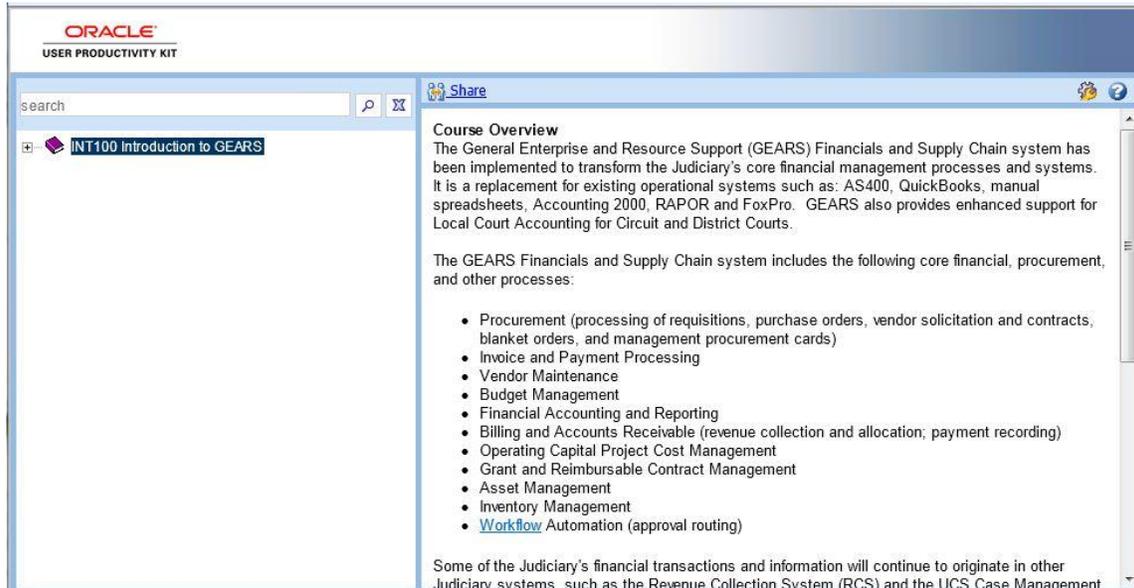
[Viewing Specific Task Steps Using Jump-In Points](#)

## Beginning a Course

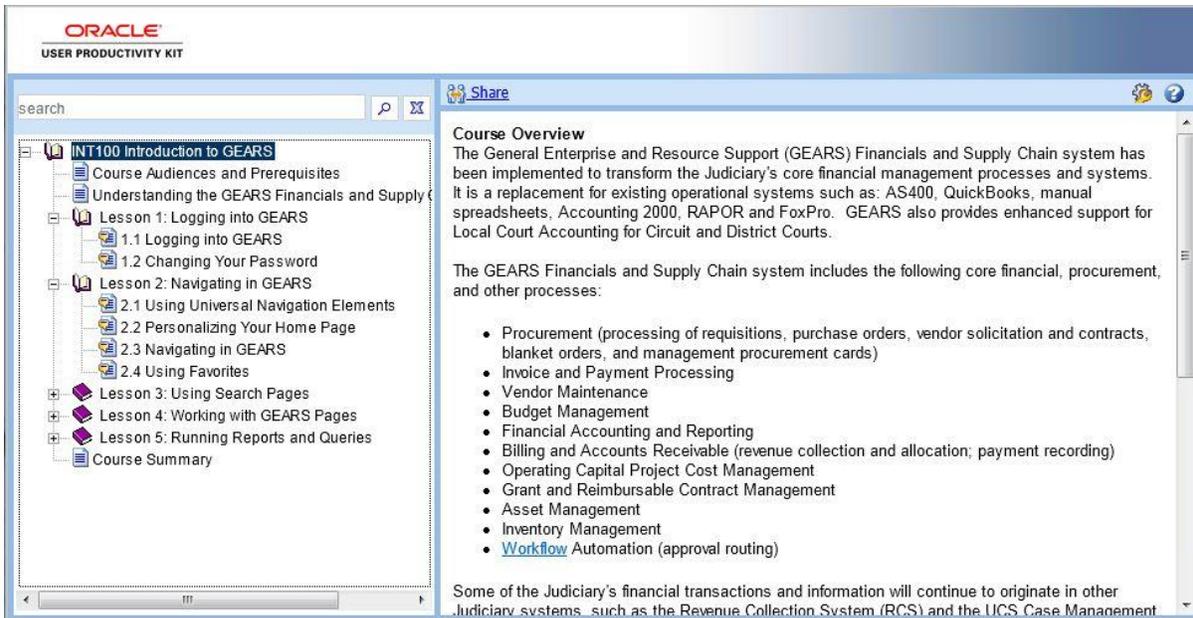


To **begin** the course:

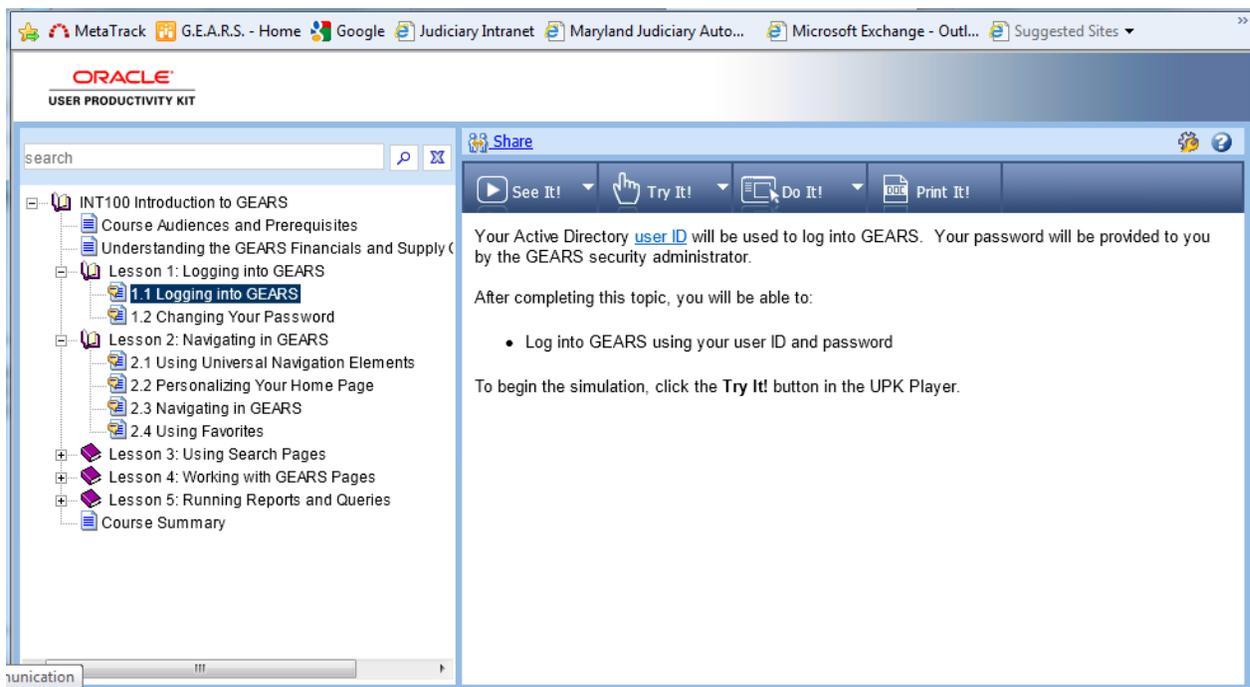
1. Click   [plus sign] next to the course title on the left of the screen.



2. Click   [plus sign] next to each item to expand the course menu hierarchy.



3. For each item, click on the item name, and read the concept overview on the right of the screen.
4. For each topic within a lesson, click on a play mode button (See It!, Try It!, or Do It!) to view the topic. **NOTE:** for the Introduction to GEARs course (INT100), you will use the Try It! mode.



## Using UPK Play Modes

The following play mode buttons appear above the Concept pane when a topic is selected in the UPK outline.

Mode	Description
 A blue button with a white play icon, the text "See It!", and a small downward-pointing triangle.	<p>Use the See It! mode to display a topic in an animated demonstration of a task being completed.</p> <p>Use the See It! or Try it! modes to complete a course.</p>
 A blue button with a white hand cursor icon, the text "Try It!", and a small downward-pointing triangle.	<p>Use the Try It! mode to perform the selected task in a simulated environment.</p>
 A blue button with a white computer monitor icon and a mouse cursor, the text "Do It!", and a small downward-pointing triangle.	<p>Use the Do It! mode to guide you as you perform the selected task in the live application.</p>

## Viewing Course Topics



### To play a topic in See It! mode:

1. Expand the UPK outline as necessary to display topics.
2. Click a topic.
3. Click  to watch the simulation.



### To play a topic in Try It! mode:

1. Expand the UPK outline as necessary to display topics.
2. Click a topic.
3. Click .
4. Press ENTER or click the **Start** link to begin the topic playback.
5. Follow the instructions in the bubbles. NOTE: This is a simulation. You are not in a live GEARS application.
6. Press ENTER to advance, or click **Close [X]** to complete the topic.

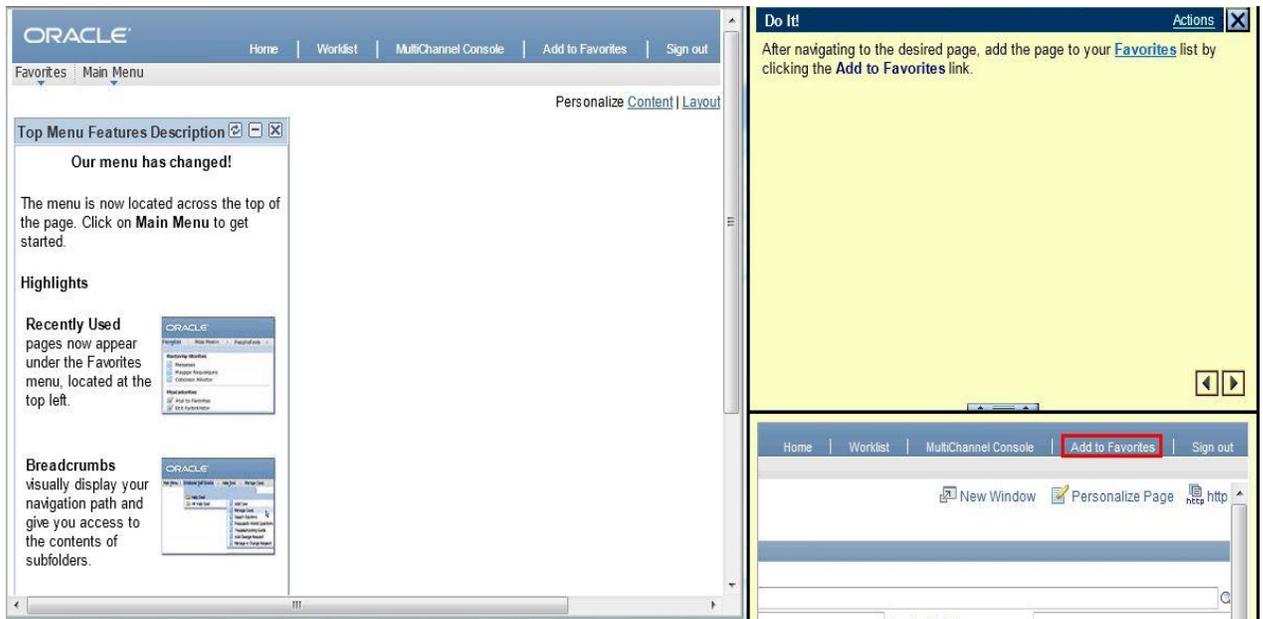


### To play a topic in Do It! mode:

1. Open a new window, start the GEARS PeopleSoft application and log in. NOTE: This is a live GEARS application. It is not a simulation.



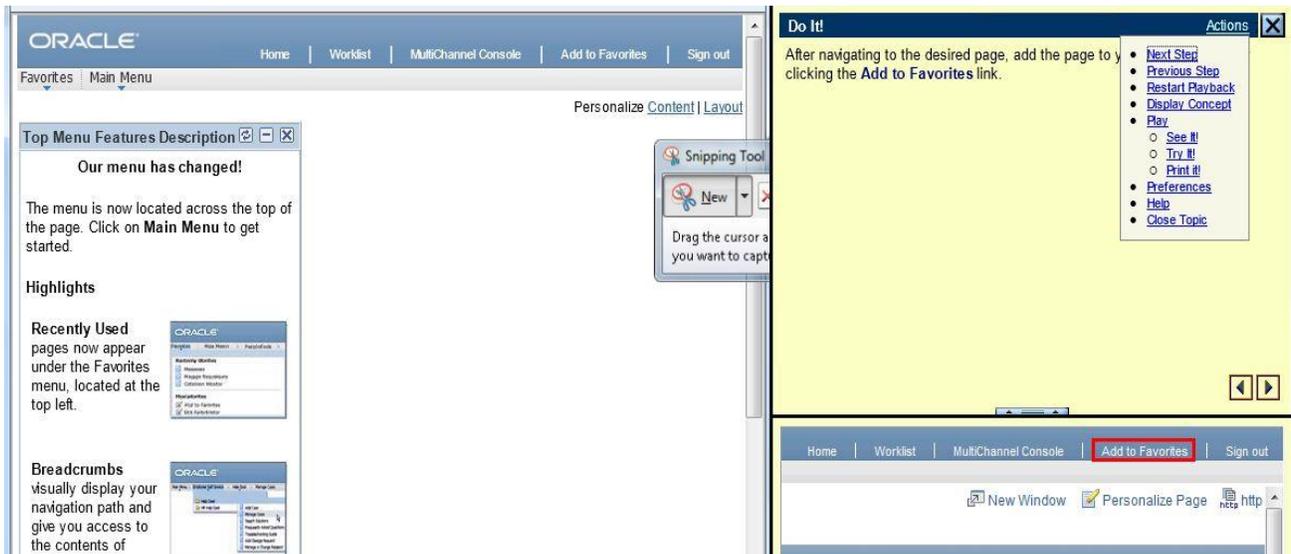
5. Line up the two windows, GEARS and UPK side-by-side so that both are visible.
6. In the yellow Do It! widow, click **Next Step** (right arrow) to start the topic, if necessary.



7. Perform the currently displayed step as indicated in the yellow Do It! window. The top half of the Do It! window tells you what to do in the GEARS application. The bottom half demonstrates how to do it.
8. Click **Next Step** (right arrow) after completing the step.
9. Repeat steps 7 and 8 to complete all steps for the topic.
10. Click **Close** to complete the topic.

## To control the topic playback:

While playing a topic, control the topic playback using the **Actions** link that appears in the top right corner.



Click the links on the Actions menu to navigate through a topic. These links include:

1. **Next Step:** Advance to the next step.
2. **Previous Step:** Return to the previous step.
3. **Restart Playback:** Return to the first step in the topic and restart the task.
4. **Display Concept:** Display the conceptual information for the topic. This link appears only if conceptual information exists.
5. **Print It!:** Display a document that was provided for the topic. The document can be printed with MS Word. **NOTE:** This link only appears if a document was provided for [Print It!](#) mode.
6. **Close Topic:** Close the topic in the current play mode and return to the topic launch point.

## Printing a Topic

### To print a topic:

1. Expand the UPK outline as necessary to display topics.

2. Click a topic.

3. Click . This will open the document in MS Word where you can print it.

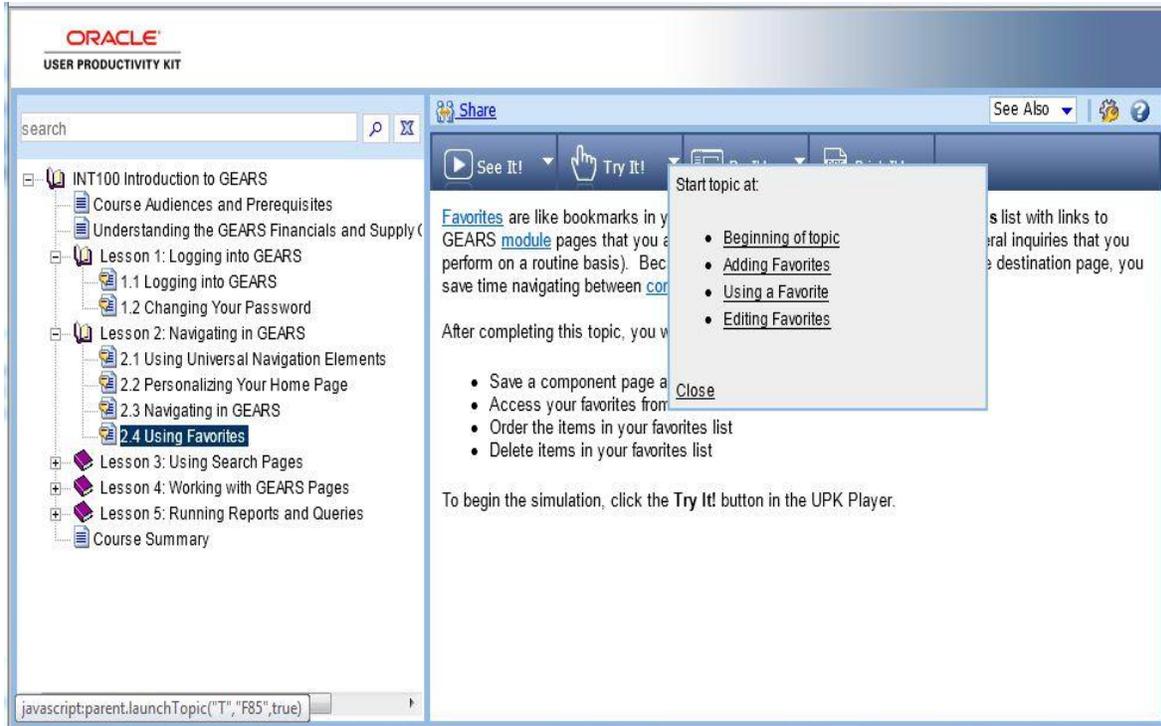
## Viewing Specific Task Steps Using Jump-in Points

After you have completed the entire topic, you may want to go back to view specific steps. Some topics include Jump-in Points, which allow you to start a topic at a point other than the beginning. Jump-in Points are helpful when you need to learn only a portion of a task, particularly for topics with many steps.



### To choose jump-in points:

1. Expand the UPK outline as necessary to display topics.
2. Click a topic.
3. Click  in the See It!, Try It! or Do It! play mode button.
4. Click the link for the desired Jump-in Point.



5. When finished, exit the current play mode as prompted.