Online Training Operating Requirements

Please Read This Before You Begin Your Training

Supported Browsers: In order for this training to work properly, your computer or mobile device must have one of the following internet browsers installed. To download the most current version of each browser, please follow the corresponding link.

Firefox
https://www.mozilla.org/en-US/firefox/new/

Internet Explorer 9+
http://www.microsoft.com/en-us/download/internet-explorer.aspx

Chrome
http://www.google.com/chrome/

Safari
https://support.apple.com/downloads/internet

Opera
http://www.opera.com/

iOS and Android mobile device browsers
Available in your device's app store

If an older browser is detected that may not be supported, you will be prompted to update your browser to get the best possible experience. Having the most current browser improves the quality, interface, stability and security of the training. We strongly advise you to upgrade your browser to the most recent version to enjoy a better experience.

Please Note: Due to the large file size of some lessons, it may take a few moments for the lessons to begin playing. It is recommended that you use a high speed internet connection to view this training.
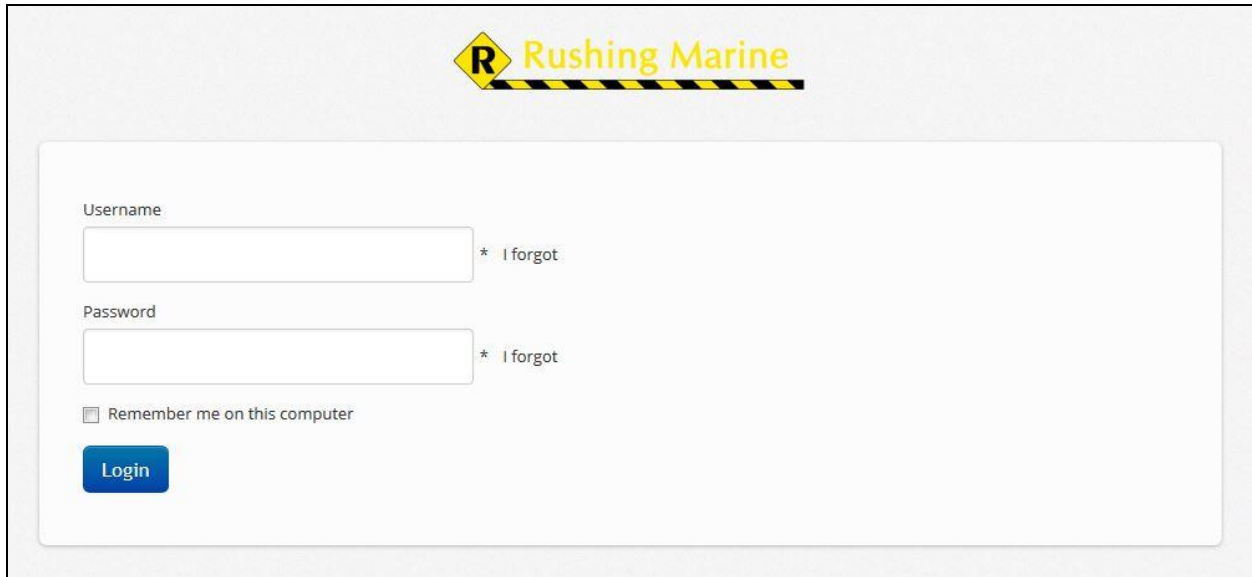
Audio and Video: Our courses include text and audio content in each video lesson. For this training to work properly, you must use either headphones or speakers when viewing the training.

Training Materials: Some courses have PDF files available for you to download and reference during the training. To view these files you will need a PDF viewer installed. To download the current version of Adobe Reader please visit: https://get.adobe.com/reader/

Getting Started

Where to begin: Open your internet browser (e.g. Firefox, Internet Explorer, Chrome) and go to:
www.my.rushingmarine.com

To login: Enter the Username and Password provided to you at the time of your enrollment, and select the "Login" button.

Agree to the Terms of Service: If this is the first time you have logged in, you will be asked to accept the Terms of Service.

Select your course: Once you have logged in and accepted the Terms of Service, a listing of the courses you are enrolled in will appear on your Home screen. You may, however, be enrolled in just one course. Select the course you choose to take at this time by clicking on the course title.


Select your course by clicking on the course title

Completing the Training

Navigating through the lesson: You must move through the training sequentially, completing each section before moving onto the next. After selecting the course, the first video containing audio and animation will automatically begin to play. For video content, you will not be able to move to the next section until the video has completed playing. When the video is complete, a **"Completed. Let's Continue"** button will appear at the bottom of the video; select this button to continue. However, if you wish to play the video again, click on the play button that appears at the bottom of the video.
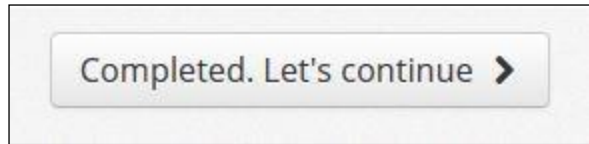
Text content pages that contain reference material and/or links to additional resources do not require you to spend a set amount of time. After you have reviewed the material, select the **"Mark as completed and continue"** button to continue.

You may complete the course at one time, or stop and take breaks at any time, however you must complete the course before your enrollment expires, which is typically 30 days from the date of your enrollment. If you choose to take a break, it is highly recommended to complete a video before stopping. If you stop in the middle of the video, the training will not automatically resume at your stopping point. Instead, you will have to restart the video from the beginning.


Use the "Previous" arrow or the drop-down menu to review previously completed content.

Reviewing previously completed content: If you wish to review videos and content that you have previously completed, you may use the "Previous" and "Next" arrows, or select the title of the content you wish to view from the drop-down menu located between the arrows. This drop-down menu will also display your progress in the course.

Training materials: Some courses have training materials available for you to download and reference during the training. These training materials are PDF files that can be downloaded by selecting the "Files" drop-down menu at the top of the page, then selecting the file you wish to download.

If your course has Training Materials available for download, the Files option will appear on your course header.
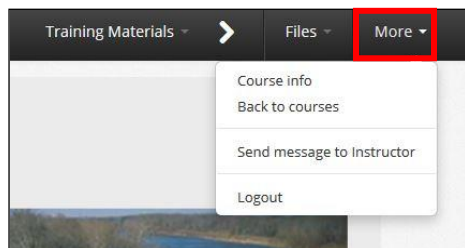
More menu: Additional features available on the "More" menu located at the top of the screen include Course Info, Back to Courses, Send Message to Instructor, and Logout.

Selecting "Course Info" will display the course description, the content listing for the course, and the completion rules for the course.

Selecting "Back to Courses" will return you to your Home screen.

Selecting "Send Message to Instructor" will allow you to communicate with the instructor of the course.

Review Exercises: At the end of each lesson you will be required to complete a review exercise. After the exercise is complete, your results will be provided, including your score and any incorrect answers. *It is recommended that you go back into the lesson and review any material that you did not fully understand.* If you did not pass the review exercise, you will be required to retake the exercise before moving onto the next lesson in the course.

Obtaining Your Certificate of Completion

The course is complete when you have successfully completed all requirements for the course. After completing the entire course, you will have the option to download your Certificate of Completion from your Home screen by selecting the Download icon, shown circled in red in the illustration below.
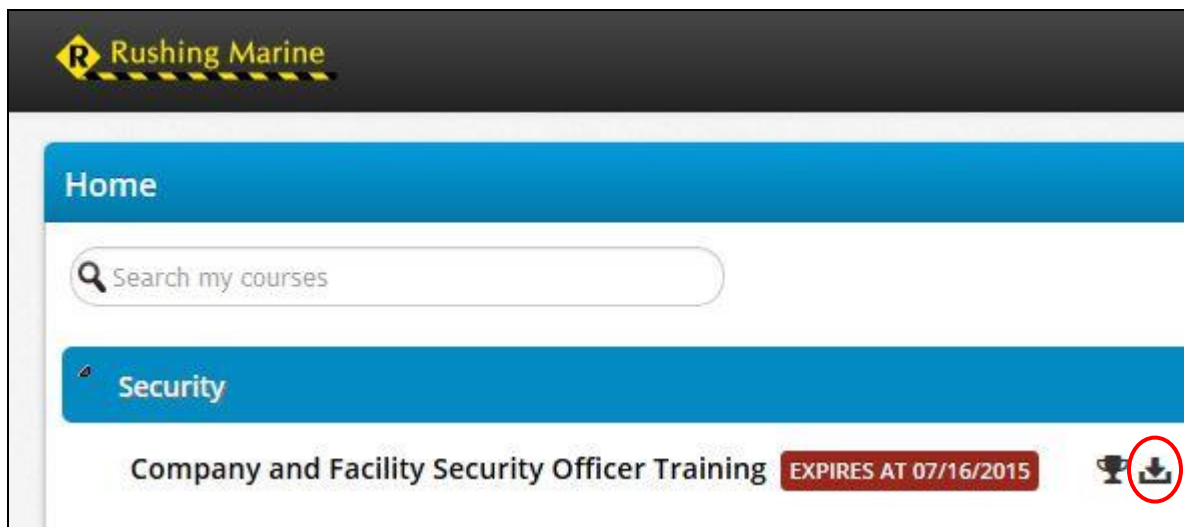
Your Certificate of Completion can be printed and/or saved as a PDF file. Certificates of Completion can be accessed on your Home screen at any time before your course enrollment expires. Your supervisor may request a copy of your Certificate of Completion for recordkeeping purposes, therefore we highly recommend you save and/or print your Certificate of Completion.

Questions

If you have any questions or problems with the online training course, please contact Rushing Marine at 573.243.8504.