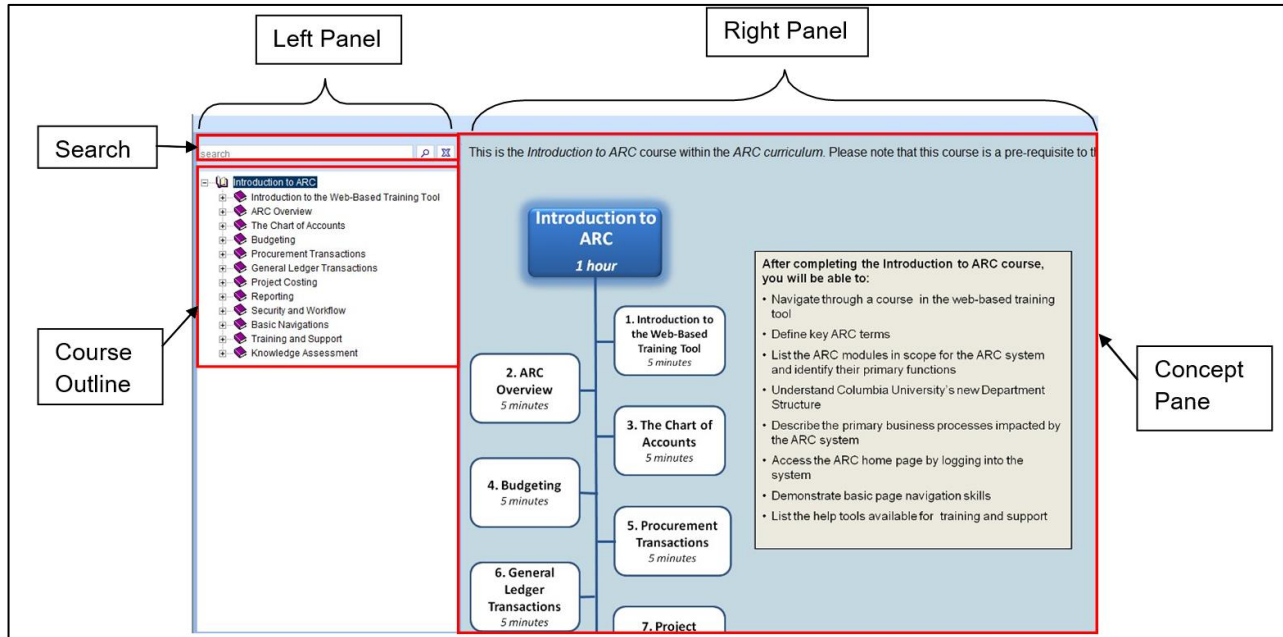
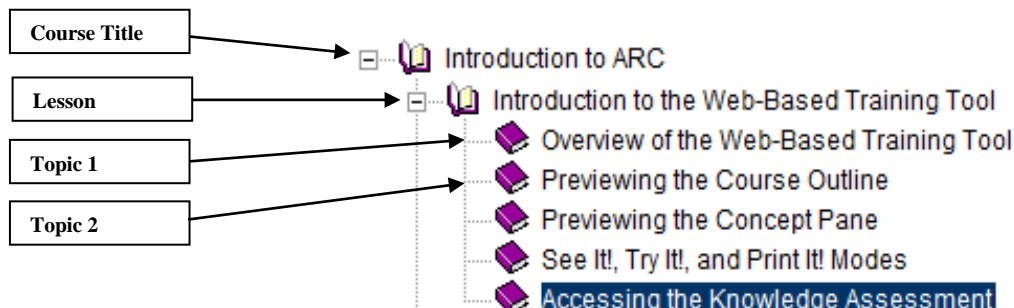


Course View



| Section | Description |
|----------------|---|
| Course Outline | The Course Outline appears on the left panel of the course window. This panel shows all lessons and topics available within the course. To expand the outline, click on the + plus signs next to the course title and the course lessons. |
| Concept Pane | The Concept Pane appears on the right section of the course window. This panel contains information in the form of text, graphics, and/or hyperlinks to documents or web pages. |
| Search | The course outline pane also includes a Search textbox to help users find lessons and topics containing a specific keyword. |

- The left panel displays the course outline and the search textbox
- The right panel displays the concept pane and the playback modes for recorded topics
- The course outline is organized in a hierarchical fashion with the course title at the top level, lessons in the intermediate level, and the topics at the lower level
- To expand the outline, click on the **+** plus signs next to the course title and the lessons
- To collapse the outline, click on the **-** minus signs






Within each lesson, multiple topics may be available. A topic is denoted with a paper icon or a purple book icon. Topics denoted with a paper icon have a recorded simulation to preview. Topics denoted with a purple book icon do not have a recorded simulation to preview. There are three Playback modes that a recorded topic can be previewed in: See It!, Try it!, and Print It! modes.

Information within a Topic

Icons or hyperlinks may appear in See It! and Try It! modes during playback. Clicking an icon or hyperlink will display text information, a graphic, an external document, or a webpage.

Help Menu

The Help menu in the course window provides access to the Help system and tutorials. The tutorial provides guidance on the general features of the course player and the individual Playback Mode tutorials.

| Modes | Functionality |
|---|--|
|  | Clicking this icon launches the See It! mode, which enables the user to learn about the selected topic by watching an animated demonstration of a task being completed. |
|  | Clicking this icon launches the Try It! mode, which allows the user to perform the selected task in a simulated environment with simulated data. Be careful to follow the instructions provided to complete the task. |
|  | Clicking this icon launches the Print It! mode, which allows the user to display linked documentation in the form of Transaction Steps. |

Getting Help

Please contact the Finance Service Center
<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now
<https://columbia.service-now.com>

Or, you can contact the Service Center by phone: (212) 854-2122