

Instructions for Purchasing and Starting your Course

Included below are instructions for purchasing and starting a Bright Minds Training course. It is rare that these are needed by a customer, but in the event that they are needed, we want to provide clear instructions to you. Although this document is 21 pages in length, the vast majority of the content is illustrations.

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From our home page the easiest way to locate our course listing page is to click on the picture illustrated in figure – 1.

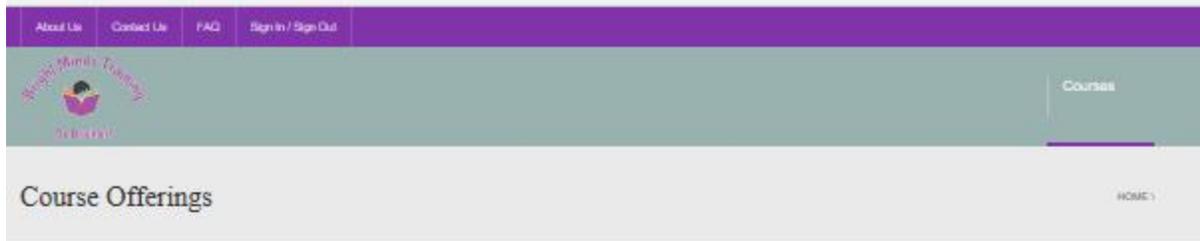
Figure – 1



Courses

After Clicking on the courses picture, you will arrive at our courses page. The top section of the courses page is illustrated in figure – 2.

Figure – 2



A course does not have to be completed in one session. You can stop at any point in a course and resume from that point at a later time.



All About Sensory

This course introduces the vestibular, proprioception and interoception senses. What are they and how do they work? We then go into depth about the senses of sight, hearing, touch, taste and smell. There are many great activities to explore and teach about each sense. The course provides basic information about sensory processing disorder and includes testimonials from mothers of children with SPD. This course has audio. 4.0 Hours

[See more...](#)



Art and Writing: Thinking Creatively Outside the Box

This course delves into your art and writing centers. We discuss how to choose the right items for each age group and how to teach the children to use these materials properly. There are multiple activities explored giving ideas for ways to use your art and writing centers for more than coloring and finger painting. This course has audio. 1.5 Hours

[See more...](#)



Back to Basics: Teaching Colors, Shapes, Letters and Numbers

Early childhood education requires teaching the basics! Some of these basics are colors, shapes, letters and numbers. These concepts begin as early as the infant and toddler classroom! This course gives ideas for introducing these through every day activities like diaper changing and pulling out snacks. The course covers methods used for teaching these basics through the preschool classroom. Audio coming soon. 3.0 Hours

[See more...](#)



Blocks, Math & Manipulatives: Building and Learning

The block, math and manipulative centers are described and explored as we discuss a variety of ways to blend or separate them into one, two or three centers. What is different and what is the same about the materials contained? The materials in these centers are ideal for teaching so many important lessons. This course has audio. 1.0 Hour

[See more...](#)

Here's what our customers are saying about us.

Course - Safety and Basic First Aid

"It covered all of the basic training needed for my job, and it is a cheap, accessible site that allows me to complete these trainings at any time."

Adriana - Spokane Valley, WA 10/23/2018

Course - Little People - Big Emotions: Identifying and Dealing with Emotions

"I liked the fact that practical and useful examples were given on how to accomplish the theory. Example: It wasn't just stated to encourage acts of kindness; it went on to give examples of how to go about it."

Carol - O'Fallon, MO 10/22/2018

Course - Circle Time: The Importance of Planning

"The course was easy to follow"

Susan - Louisville, KY 10/19/2018

Click on any of the "See more" buttons to view the details about a course.

After you click on the “See More” button you will arrive at a course page such as the Art and Writing course page illustrated in figure – 3.

Figure – 3

Art and Writing: Thinking Creatively Outside the Box



Art and Writing can be about so much more than crayons and pencils. This course explores how to choose great materials that are appropriate for your age group. We cover how to teach the children proper use of art materials and we provide great tips and ideas for activities. Learn about the importance of the pincher grasp, process vs product art and much more!

The course answers the following questions:

- What are the best materials to go into the art center for MY age group?
- What are the best materials to go into the writing center for MY age group?
- When is it good to combine the centers or keep them separate?
- At what age should scissors be introduced?
- Does it matter what kind of scissors I use?
- How can you teach the pincer grasp?
- What does product vs process mean?
- What are some educational and engaging activities in these centers for MY age group?

Click on the browser refresh button if you are using the Google Chrome browser and the orange course “Launch” button does not appear after you purchase this course.

[TAKE THIS COURSE](#)

Course Content

Lessons	Status
1 Art and Writing: Thinking Creatively Outside the Box - With Quiz	✓

Click on the “Take This Course” button to purchase a course. You will then arrive at the product page which is illustrated on the next page in figure – 4.

Figure – 4

Art and Writing: Thinking Creatively Outside the Box



Art and Writing: Thinking Creatively Outside the Box

\$7.50

Select Individual unless you are purchasing a group quantity. If you select Group, you must register each individual that will take the course on the group registration page. Then make sure each individual takes the course under their own registered name. Otherwise the group leader will receive the credit for the course.

Individual Group

Add to cart

Leave the individual option selected unless you are making a group purchase for several people and simply click on the “Add to Cart” button. Afterwards the product page will be redisplayed with the “View Cart” button now visible. This is illustrated on the next page in figure – 5.

Figure – 5

Art and Writing: Thinking Creatively Outside the Box

"Art and Writing: Thinking Creatively Outside the Box" has been added to your cart. [View cart](#)



Art and Writing: Thinking Creatively Outside the Box

\$7.50

Select Individual unless you are purchasing a group quantity. If you select Group, you must register each individual that will take the course on the group registration page. Then make sure each individual takes the course under their own registered name. Otherwise the group leader will receive the credit for the course.

Individual Group

[Add to cart](#)

Click on the "View Cart" button to travel to the cart page.

The cart page is illustrated in figure – 6. If you have a coupon code enter it into the coupon code text box and then click the “Apply Coupon” button.

Figure – 6

Cart

Product	Price	Quantity	Total
  Art and Writing: Thinking Creatively Outside the Box	\$7.50	1	\$7.50

COUPON CODE



CART TOTALS

Subtotal	\$7.50
Total	\$7.50

Figure - 7 illustrates that the coupon code was successfully applied and the price of the course was reduced according to the value of the coupon. In this case the coupon code was for 100% off the course price.

Figure – 7

Cart

Coupon code applied successfully.

Product	Price	Quantity	Total
 ✕ Art and Writing: Thinking Creatively Outside the Box	\$7.50	1	\$7.50

COUPON CODE

CART TOTALS

Subtotal	\$7.50
Coupon:	[Remove] -\$7.50
Total	\$0.00

Click on the “Proceed to Checkout” button to proceed to the order checkout page. This is illustrated on the next page in figure – 8 .

Figure – 8
Checkout

The image shows a checkout page layout. At the top, there is a grey header with the text "Checkout". Below this are two light blue horizontal bars. The first bar contains the text "Returning customer? Click here to login" with a red arrow pointing to the text. The second bar contains the text "Have a coupon? Click here to enter your code". Below these bars is a section titled "Billing Info" with a sub-header "Review and Payment" in purple. The "Billing Info" section contains three input fields: "First name *", "Last name *", and "Company name (optional)". Red arrows point to the "First name" and "Last name" input fields.

If you are a returning customer click on the “Returning Customer” link and sign in with your user name or email address and your password. This is illustrated on the next page in figure – 9. If you are a new customer enter the required billing information in the fields marked with a red asterisk. Just two of those fields are illustrated in figure – 8.

Figure – 9 Checkout

Returning customer? [Click here to login](#)

If you have shopped with us before, please enter your details below. If you are a new customer, please proceed to the Billing & Shipping section.

Username or email *

Password *

Remember me

[Lost your password?](#)

Click on the continue button after you have entered the required information including your email address and password. This is illustrated in figure – 10.

Figure – 10

ZIP *

Phone *

Email address *

Create an account by entering the information below. If you are a returning customer please login at the top of the page.

Create account password *

Strong

After you have entered your payment information you will arrive at the Review and Payment section of the checkout page. This is illustrated in figure – 11.

Figure – 11

Billing Info
Review and Payment

Review and Payment

Detail Information	Total
 <p>Art and Writing: Thinking Creatively Outside the Box</p> <p>Quantity: 1</p>	\$7.50
Cart Subtotal	\$7.50
Coupon: test4ll [Remove]	-\$7.50
ORDER TOTAL	\$0.00

I have read and agree to the website terms and conditions *

Place order

Click on the “I have read and agree to the website terms and conditions” check box and then click on the “Place Order” button. Then you will arrive at the order “Thank You” page. This is illustrated on the next page in figure – 12.

Figure – 12

Thank you

Troy, Thank you for your order. Click on the Go to Student Profile button included below to go to your student profile page where you can take your course.

[Go to Student Profile](#) 

ORDER NUMBER: 4872 DATE: January 5, 2019 TOTAL: \$0.00

Order Details

Product	Total
Art and Writing: Thinking Creatively Outside the Box × 1	\$7.50
	Subtotal: \$7.50
	Discount: -\$7.50
	Total: \$0.00

From the order “Thank You” page click on the “Go to Student Profile” button. This is illustrated in figure – 12. You will then arrive at your student profile page.

Figure – 13 illustrates the student profile page. Click on the course link for the course that you just purchased and the course page with course launch button will be displayed.

Figure – 13

Student Profile

To receive credit for any course you must achieve a minimum quiz score of 80%. You can retake a quiz as many times as necessary. You can print your course certificate when you have achieved a passing score.

[Expand All](#) | [Collapse All](#)

Profile



[Edit profile](#)

Name: Troy Adams

Username: TroyAdams

Email: TroyAdams@gmail.com

Earned Course Points: 0

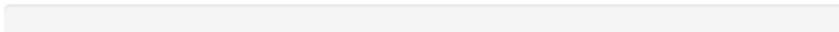
Registered Courses

[Certificate](#) [Status](#)

▼ [Blocks, Math & Manipulatives: Building and Learning](#)

-

Course Progress Overview

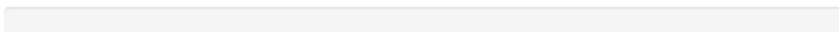


0% Complete

▼ [Art and Writing: Thinking Creatively Outside the Box](#) ←

-

Course Progress Overview



0% Complete

Figure – 14 illustrates the course page with the course “Launch” button. Click on the Launch button to start your course. Refresh your browser If the course Launch button is not visible and you are using the Chrome browser.

Figure – 14

Art and Writing: Thinking Creatively Outside the Box



COURSE STATUS: NOT STARTED ✦

Art and Writing can be about so much more than crayons and pencils. This course explores how to choose great materials that are appropriate for your age group. We cover how to teach the children proper use of art materials and we provide great tips and ideas for activities. Learn about the importance of the pincher grasp, process vs product art and much more!

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- When is it good to combine the centers or keep them separate?
- At what age should scissors be introduced?
- Does it matter what kind of scissors I use?
- How can you teach the pincher grasp?
- What does product vs process mean?
- What are some educational and engaging activities in these centers for MY age group?

Click on the browser refresh button if you are using the Google Chrome browser and the orange course “Launch” button does not appear after you purchase this course.



Course Content

Lessons	Status
1 Art and Writing: Thinking Creatively Outside the Box - With Quiz	✓

Figure – 15 illustrates the last page of a course. Click on the “Survey” button to proceed.

Figure – 15

Art and Writing Center Resources

This concludes the main portion of this course.

Next there will be a survey followed by a quiz. Upon successful completion of these, you will receive 1.5 credit hours towards your required training.

Thanks so much from Bright Minds Training! We hope you enjoyed the course and learned things that can make your job easier and enrich the lives of the children you work with.

Check out our other courses and consider using us again!

www.brightmindstraining.com

Bright Minds Training

Be Brighter!

Survey (indicated by a red arrow)

◀ PREV NEXT ▶

Figure – 16 Illustrates the survey introduction on the survey page.

Figure – 16

Survey - Art and Writing: Thinking Creatively Outside the Box

It is very important to Bright Minds Training that you received the benefits that were expected from the course that you just completed. Your feedback will enable us to deliver quality and value in our elearning products. State government agencies that maintain records of training hours for childcare professionals require that Bright Minds Training survey you about the course you just finished. The course quiz will start when you finish the survey. Thank you for taking the survey.

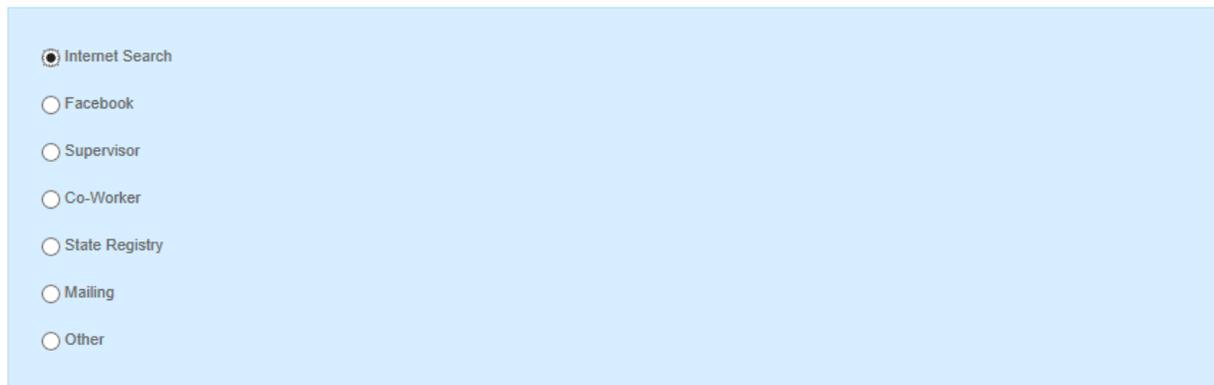
The first 4 statements address this question: How do you rate this course?
1=Poor 2=Fair 3=Average 4=Good 5=Excellent

Click the “Finish Quiz” button after you have completed the Survey. This is illustrated in figure – 17.

Figure – 17

8. Question

How did you hear about Bright Minds Training?



- Internet Search
- Facebook
- Supervisor
- Co-Worker
- State Registry
- Mailing
- Other

 [FINISH QUIZ](#)

Figure – 18 illustrates the survey page after completion of the survey. Click on the “Click Here to Continue” button. The course quiz will then be displayed.

Figure – 18

Survey - Art and Writing: Thinking Creatively Outside the Box

It is very important to Bright Minds Training that you received the benefits that were expected from the course that you just completed. Your feedback will enable us to deliver quality and value in our elearning products. State government agencies that maintain records of training hours for childcare professionals require that Bright Minds Training survey you about the course you just finished. The course quiz will start when you finish the survey. Thank you for taking the survey.

The first 4 statements address this question: How do you rate this course?
1=Poor 2=Fair 3=Average 4=Good 5=Excellent

Results

Your time: 00:07:05

CLICK HERE TO CONTINUE



Figure – 19 illustrates the introduction and summary portion of the course quiz. Scroll down the page to see the actual quiz questions.

Figure – 19

Art and Writing: Thinking Creatively Outside the Box

After you complete the quiz you will be asked to provide a few items of information about yourself. This information is required by state government agencies for awarding course credits.

If someone referred you as a first time customer to Bright Minds Training you can optionally provide their email address and they will receive a discount on their next course.

1 2 3 4 5 6 7 8 9 10

■ Answered ■ Review

Click on the “Quiz Summary” button after you have answered all of the quiz questions. This is illustrated in Figure – 20.

Figure – 20

10. Question

What are some ways to to avoid babies eating clay or dough? Check all that apply.

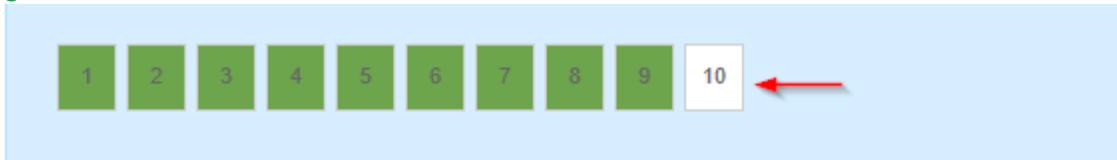
1. Watch them extra close.
2. Make edible play dough.



Figure – 21 Illustrates the quiz summary. Note that question 10 is not highlighted in green because it was not answered. Click on the box corresponding to any unanswered question to go back to that question. Then you can answer the skipped question and click again on the "Quiz Summary" button to return to the quiz summary.

Enter the requested personal information after you have answered all of the quiz questions. If your state has provided to you a state identification number for child care, enter that number in the pertinent field. Click on the "Finish Quiz" button after you have finished entering the requested information.

Figure – 21



Information

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Email Address*	<input type="text"/>
Last 5 digits of social security number*	<input type="text"/>
Date of birth*	<input type="text"/> <input type="text"/> , <input type="text"/>
Employer Name*	<input type="text"/>
ID #: i.e. in MO, your MOPID #, in WA, your STARS ID, etc.	<input type="text"/>
Email Address of person who referred you to BMT	<input type="text"/>

Figure – 22 illustrates the quiz completion page. Click on the “Click Here to Continue” button to return to the course page where you can print your certificate.

Figure – 22

Click on the “Click Here To Continue” button to return to the course, then select Student Profile from the main menu. If you did not already print your certificate you can do so by clicking on the certificate icon for this course on the student profile page.



Figure – 23 illustrates the course page with the “Print Your Certificate” button. Click the “Print Your Certificate” button to display and print your certificate.

Figure – 23

Art and Writing: Thinking Creatively Outside the Box



COURSE STATUS: COMPLETED ★



Figure – 24 Illustrates a course certificate. Note that your certificate will be a PDF document that you can print or download and save on your device.

Figure – 24

