Using the User Productivity Kit (UPK)

Before You Begin
The **User Productivity Kit** (UPK) offers online training for Illinois State University employees and students. This document covers browser settings that should be applied before using UPK and basic tips about using it. Because you are using a simulated environment, your actions will have no impact on actual system data or settings.

**NOTE:** There is no sound associated with the UPKs.

**Pop-up Blockers**
If you have a pop-up blocker installed on your computer, it will prevent some windows from opening in UPK. Most pop-up blockers allow a window to open if the Ctrl key (Ctrl) is held down while clicking a link or button (this works for Internet Explorer…not Firefox). If this does not work for you, or if you are having trouble using the UPK Player, refer to the directions below:

If there is a Google, Yahoo, etc. toolbar installed for your browser, turn-off the pop-up blockers included with the toolbar. If after following all these instructions, you still have problems accessing UPK, completely uninstall these toolbars. Instructions can be found within the toolbar.

To disable **Internet Explorer** Pop-up blockers, follow these steps:
1. Open Internet Explorer
2. Choose **Tools** from the Menu
3. If there is a **Pop-up Blocker** option in the drop-down list, select the option to turn it off

Please contact your area’s computer support for additional assistance.

**Outline Pane**
The left side of the page shows an outline of all UPKs currently available.

**Player Window**
The Player window is the central area from which you can view and find available UPK demos in 2 different modes: **See It!** or **Try It!** Subject areas are organized in the UPK outline by modules, sections and topics. Click on the + to Expand or collapse Modules and Topics to navigate to the topic you are interested in. Click on a topic to activate the Playback modes.

**See It! Mode**
If you double-click a topic link, the **See It!** mode will automatically launch or you can click on the **See It!** link on the right side of the page. The **See It!** mode enables you to learn about the selected topic by watching an animated demonstration of a task being completed. You can pause the playback by clicking on **Pause** or clicking the **Actions** link. Then when you are ready to resume the playback, you can click **Resume**.
Try It! Mode
If you click the Try It! mode, it allows you perform the selected task in a simulated environment. Be careful to follow the instructions UPK provides to complete the task. If you click on the Actions Link in the Try It! You have more options than in the See It! mode. Notice in the Try It! Mode you can see the previous step or the next step. You can also restart the playback if you need to view it again.

Print It! Mode
Print it mode will open a word document with screen shots along with a step-by-step guide to help you complete the task.

Preferences
Selecting the Preferences (in the action menu or ) link allows you to set options that affect how the Player functions.

The Concept pane
The Concept pane appears in the upper-right section of the Player window. Text or graphics may appear here when you select an item in menu list on the left hand side of the page. Additionally, hyperlinks to related web pages might appear in the Concept pane.

Search
The Outline pane also includes a Search textbox. You can enter a keyword to find all related topics through a keyword or full text search. For example, you could type the word "timesheet" and click on or hit enter to find those topics that include the timesheet. After performing a search, you can redisplay the entire table of contents by clicking that appears to the right of the Search Textbox.

Player Help
If you have questions about using the Player, online help is available in many forms. The Help Menu in the UPK window provides access to the Player Help system and tutorials. The Player tutorial provides guidance on the general features of the Player and the individual Playback Mode tutorials show you how to use the features of each mode. Please note that Illinois State University is not using all of the playback modes at this time.