



Cardinal Criminal Justice Academy Distance Learning

We are pleased to present **Cardinal On-Line**, our on-line training program which is available for use by affiliated member agency personnel. Any supervisor can enroll their officers or deputies using the same process as traditional classroom training. Students can access the on-line training program from any computer that is connected to the internet. The following software must be installed on the computer to participate in a training course:

1. **Web Browser** - we recommend using Microsoft Internet Explorer.
This browser is available as a free download.
2. **Adobe Acrobat Reader** - if the computer does not have the Acrobat Reader, the student will not be able to view some of the course materials. The Acrobat Reader is available as free download on the Getting Started page or from the Adobe web site.

ON-LINE TRAINING INSTRUCTIONS

1. **Only supervisors or academy staff personnel can enroll students in on-line courses. The supervisor must contact the academy to enroll their personnel in an on-line course.**
2. **Each student must have a user name and password to access the on-line courses.** The user name will be the student's first initial of their last name (capitalized) and last 4 digits of their social security number, some students will have an extra letter at the end of their log in and they will be notified by staff if that is the case.
3. **On-line courses can be accessed by going to the academy website and clicking on the on-line training link.** This will take you to a page that includes software and instruction links. The student will then click on the right hand bottom

icon (click to enter) and this will take you to a log in page that will require you to enter your username and password to gain access to the courses.

4. **Each student has his own TRAX page that will list the courses in which the student has been enrolled.** The student will click on the course that he wants to take to start the course.

Once the course is opened the student will see the course syllabus. Starting at the top of the page, the student will open the first presentation or download. Each presentation, download or quiz must be taken in sequential order before the student can proceed to the next course resource.

Presentations

Each presentation consists of slides which are timed. The student cannot proceed to the next slide until the timer is up. Students may go back to any presentations that have been completed to review without timers until the course is done.

Downloads

Each download has a timer and the student cannot move to the next section until that time has expired. Students may go back to any download that has been completed to review without timers until the course is done.

Quiz

Each quiz is timed and once the quiz is opened the student must complete the quiz. Upon completion of the quiz the student's grade will be posted on the course syllabus. Student's must achieve a score of 70% on each quiz to pass that section. Students will be given two chances to score 70% on each quiz.

Any student who does not score 70% or above should return to the syllabus and review the reading assignments, prior to taking the quiz a second time. Please note that students are not permitted to use notes or other printed course materials when taking the quiz. This is considered a violation of the Honor Code and could result in disciplinary action being taken against the offending student.

Evaluation

Each student must complete the course evaluation in order to successfully complete the course.

These instructions should get you started, but if you have any problems contact Kip Vickers, Gary Moore or Cindy Sarver at the academy (540) 375-3095. You can also send an e-mail question to gmoore@cardinalacademy.org.

If you have problems, contact the academy and a staff member will make sure that you receive the assistance you need to make you feel comfortable with this new training environment. Good luck!