

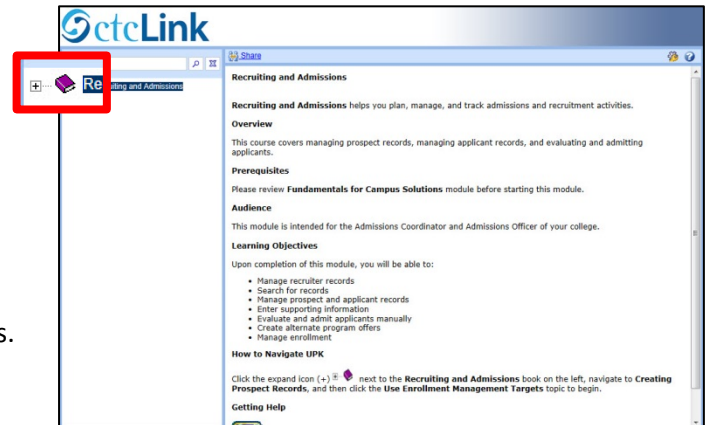
Introduction to UPK

Currently, Washington State Community and Technical Colleges are transitioning to new software called **PeopleSoft** for their Campus Solutions, Financial and HCM needs. Staff from our community and technical colleges will be using **UPK** for their online training.

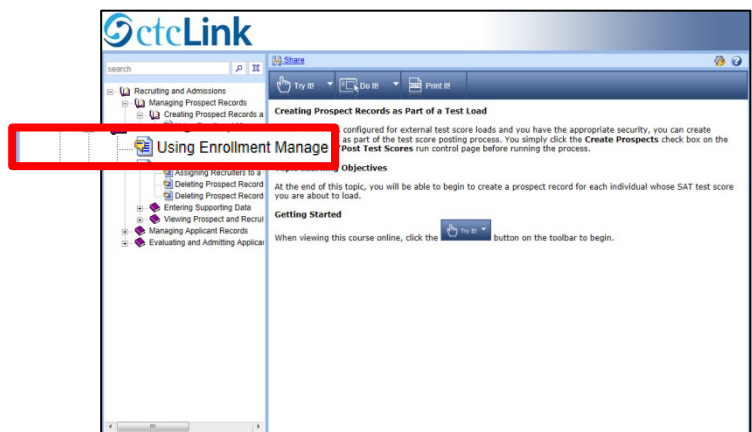
UPK Basic Navigation

Menu Items

Use the **expand icon** to see the available **lesson** items. There may be several levels of lesson items.



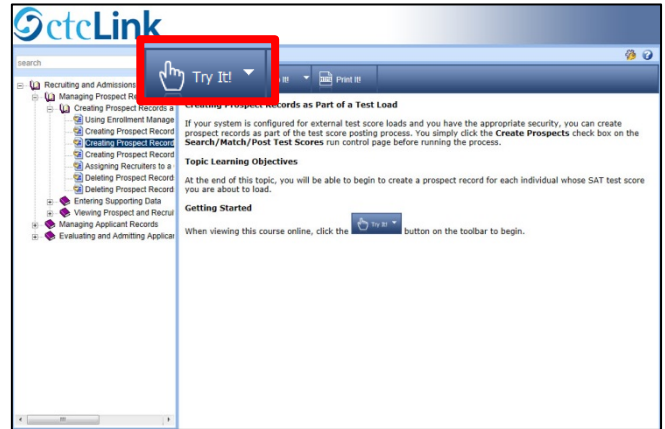
Select a **topic** from the menu list.



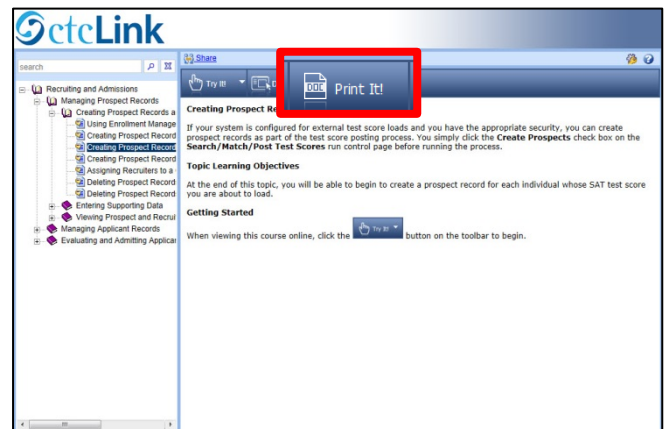
Player Modes

After reading the basic description of the topic on the right hand side of the screen, various buttons may appear above the description known as **Player Modes**. These modes allow you to view or try out different tasks associated with the topic presented.

Try It – This mode enables you to try out the selected task in a simulated environment. UPK will provide instructions to complete the task. Try It mode provides the options to return to previous slides, restart, and display concepts. In addition, Try It mode requires the learner to advance manually through the slides.

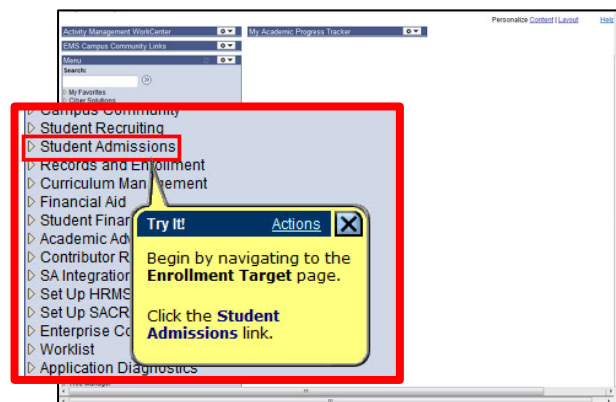


Print it – Provides access to a printable job aids or training guides in a PDF. Job aids in UPK have no screenshots while the training guides include screenshots.



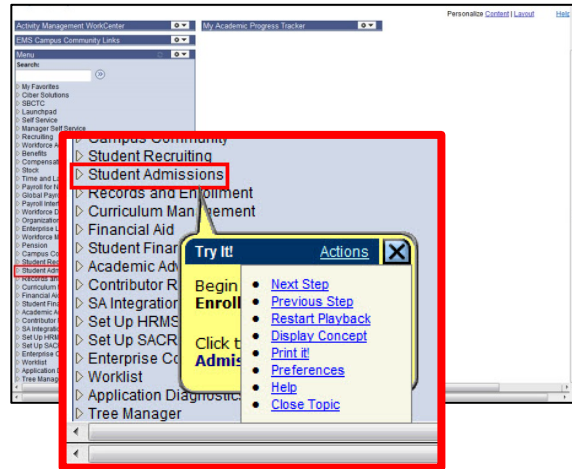
Mode Navigation

Yellow Bubble – After clicking on the Try It player mode, a yellow bubble will appear on the screen, guiding you through each step of the task.



Action Menu Items – The top right of the bubble links to an **Action** menu. The **Action** menu may include items such as

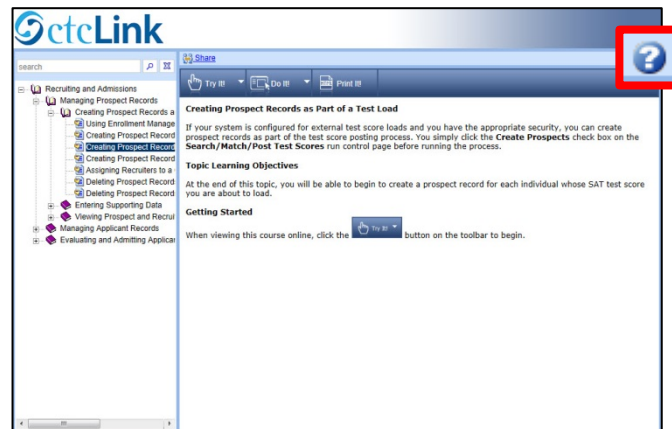
- **Next step**
- **Previous step**
- **Restart playback**
- **Resume**
- **Display Content**
- **Play**
- **Print It!**
- **Preferences**
- **Help**
- **Close Topic**



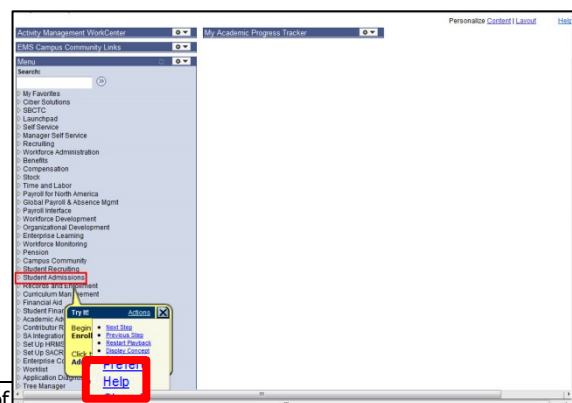
Help

Lost? Unsure of what to do next? Help resources are located in the UPK player. Two ways to find the Help menu in UPK:

1. Click the **question mark** icon on the top right hand corner of the UPK player.



2. In the Try It player mode, visit the **Help** link in the UPK Player's actions menu.



Technical Specs/System Requirements

Before starting training, make sure your computer is compliant with one of the following browsers.

Browser	Operating System
Microsoft Internet Explorer 7.0, 8.0, 9.0 or 10.0	Microsoft Windows XP Professional 32-bit SP3 Microsoft Windows 7 32-bit SP1 Microsoft Windows 7 64-bit SP1 Microsoft Windows 8
Mozilla Firefox 17.x (ESR) or 23	Microsoft Windows XP Professional 32-bit SP3 Microsoft Windows 7 32-bit SP1 Microsoft Windows 7 64-bit SP1 Microsoft Windows 8 Macintosh OS X 10.2.x or later Modern Linux distribution
Apple Safari 5.0, 5.1, 6.0	Microsoft Windows XP Professional 32-bit SP1 Microsoft Windows 7 32-bit SP1 Microsoft Windows 7 64-bit SP1 Microsoft Windows 8 Macintosh OS X (10.2 or later) Apple iOS 5.0, 5.1, and 6.0 (iPad only)
Google Chrome 29 (Requires patch 17341051)	Microsoft Windows XP Professional 32-bit SP3 Microsoft Windows 7 32-bit SP1 Microsoft Windows 7 64-bit SP1 Microsoft Windows 8 Macintosh OS X (10.5.6. or later) Modern Linux distribution
Other required applications	Adobe Flash 10 or 11 required for sound playback on desktop operating systems.

Contact Us

For any additional questions about UPK Training, feel free to email us at askctclink@sbctc.edu