KSDE has created an online training website with lessons about how to use Foundations for School Success. At this time, this software only works on a PC that has the most recent version of Java enabled; it will not work on Macs or iPads unless the Mac operates Windows and has the most recent version of Java enabled.

If you need any help with the training portal, you may call the KSDE IT HelpDesk at 785-296-7935, M-F 8AM-5PM.

Use the instructions below to access the training website:

1. Using a PC, or a Mac that operates Windows, launch your web browser and go to this website: [http://training.ksde.org/foundations/trainingportal/web/index.htm](http://training.ksde.org/foundations/trainingportal/web/index.htm)
2. On the left side of the screen you will see three categories, to open a category, click on the name of the category:

3. Click on the name of the lesson:

4. Click on the “Guided Practice” link:
5. Click on “Launch Guided Practice”

![Guided Practice button](image)

6. If you see a pop-up window from Java asking if you want to allow or block content, click “Allow.”

7. You may also see a pop-up window asking if you want to run or cancel, click “Run.”

![Application run pop-up](image)
8. When the lesson opens, you will see a floating window called an “Enote” that will prompt you every step of the way.

9. You can move the Enote anywhere on your screen by clicking and dragging the Enote:
10. You can change the settings of the Enote by clicking on the icon at the top of the Enote.

11. The Enote offers 3 help options:
   a. The statement icon will show an explanation of the lesson.
   b. The light bulb icon will trigger a laser pointer to the section of the screen where you need to complete the next step and the Enote will display a picture of the action you need to complete.
c. The movie icon will turn the mouse pointer red and you can watch as the next step is completed for you.
12. You can go back and forward in the lesson based upon which steps you have completed. You can always go back but you can’t go forward to a screen that you haven’t visited yet.

13. To close the lesson, close the Enote. The training lesson will not close if you attempt to close the window, only the Enote closes the lesson.

14. Note: Do not attempt to open more than one lesson at a time, if you fail to close a lesson before attempting to launch a new one, it will create an error and you will have to close your web browser and start over.
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