

INSTALLATION INSTRUCTIONS FOR ON-LINE TRAINING MODULES

- [1] Please note you will need to download each module separately.
- [2] Click on either the Assessment Administration Part I or the Proposition 2 ½ link.
- [3] A File Download Screen will appear, prompting you “What would you like to do with this file?”
 - Open the file or
 - Save it to your computer
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- [4] Click on the “Save” button.
- [5] Select drive letter and folder where you wish to download the selected on-line training module
Note: it is important to know the drive letter & folder where file is downloaded. Click Save.
- [6] Once download is complete, click on the close button. Then locate .exe file using Windows Explorer and double-click to run executable (.exe file).
- [7] On your screen, under *Unzip to folder*, you will see the default drive letter and the default folder name where the selected on-line training module will be installed, which is C:\Course 101\

Note: You can install this program on a different drive; for example, D:, E:, F:, G:, etc. or with a different folder name. To change the default drive letter, simply click after the “C”, backspace once, enter a different drive letter and proceed to Step 8. If you want to change the folder name, just highlight “Course 101” and enter a new folder name.
- [8] Click on UNZIP button.
- [9] You’ll see on your screen – WinZip Self-Extractor
1 file(s) unzipped successfully
Click OK
- [10] Click “CLOSE” button
- [11] From your computer’s Windows Explorer’s menu, click on View (from menu bar), and then select, “Refresh” to refresh the screen.
- [12] Look in the drive letter and folder name selected in Step 7. You will see the downloaded file.
- [13] Double click on the selected .exe file (AssessmentAdmin.exe or Proposition 2 1_2.exe).