4-H Volunteer eLearning Course Introduction

Welcome to the on-line course for New Hampshire 4-H volunteers!

- **New 4-H volunteers** – this is part of your orientation, designed to help you start with a rich understanding of the breadth and depth of the 4-H youth development program.
- **Experienced 4-H volunteers** – return to this site as often as you'd like for new ideas and answers to common questions.

Helpful Hints

Through experience, we've learned a few things to make your journey through this course more satisfying and meaningful. **We *strongly* suggest you print out these instructions and read through them before accessing any of the modules.**

1. **Getting Started** - You can log in directly on the WSU site:
   http://4hvolunteerelearning.wsu.edu/volunteertraining/course.html
2. **Log-in Screen:**
   - Select **New Hampshire** as your state.
   - When prompted, enter the password "**volunteer**".

3. **Modules** – This site contains the following modules. **If you are new to 4-H, we recommend you take these in the order listed below.**

   1. About 4-H
   2. Positive Youth Development
   3. Getting Started in 4-H
   4. Leadership & Teaching
   (NOTE if you are a project leader or resource direct volunteer you need only complete modules 1, 2, 4)

4. **Resizing the screen** – once you get into the lessons, if the frame is too small, use your browser feature to enlarge it. If you use Internet Explorer, go to the *PAGE* button. With FireFox, go to *VIEW* on the tool bar. Click on *ZOOM IN* several times until the frame is as large as you want.

5. **Navigating the e-Learning Course**

   Go to "About the Course". READ the course instructions carefully! Note: Do NOT use the browser's back and forward buttons or arrows or you will be disconnected from the course. Instead, use the *BACK* and *FORWARD* **buttons** on the **lower right corner of each frame.**

6. **Getting the most from the course**

- The first time through, **follow the course in order**. Finish each section before moving on. You do not have to take the entire course at once. It is recommended that you try to finish a lesson, but if that is not possible, you can begin the lesson again when you return to the course. If you have already completed the course, you may go directly to any section.

- The side bar on the left lists each lesson. When a lesson is open, the side bar also opens the table of contents for that lesson. Navigate to the lesson of choice with a click of the mouse on the title in the side bar.

- Many of the pictures, including the 4-H clover, have additional text that will be visible when you *click on each picture*. This text is important for a complete explanation and greater understanding.

- There is a **quiz** at the end of each lesson. If you need to review the lesson to decide on an answer, you may go back through the lesson using the *BACK* button. However you will have to start the quiz again. Take the quiz as many times as you wish. You must complete the quiz to reach the **certificate of completion**.

7. **Completing a Lesson - Certificate of Completion**

Completion of each lesson is required as part of the orientation of new 4-H volunteers. We will know you have completed a lesson when you submit your **certificate of completion**. There are 4 important steps:

1. Write any **COMMENTS** about the lessons, or questions that weren't answered. All comments are read by UNH Cooperative Extension 4-H staff to provide you with any additional information you request or need, and to improve training for all 4-H volunteers.

2. Enter the **COUNTY** that provides support to the 4-H group where you are, or will be, a volunteer.

3. **Print** a copy of the certificate for your files

4. Click the *SUBMIT* button – this is <u>very important</u>! It gives us documentation for our records to show you have completed the lessons for the *type of volunteer role* you will be performing.

If you are reviewing a lesson that you previously completed, you do not need to resubmit the certificate unless you'd like to send additional comments. Click SKIP in the upper right corner of the certificate.

We hope you enjoy this eLearning Course for 4-H Volunteers!