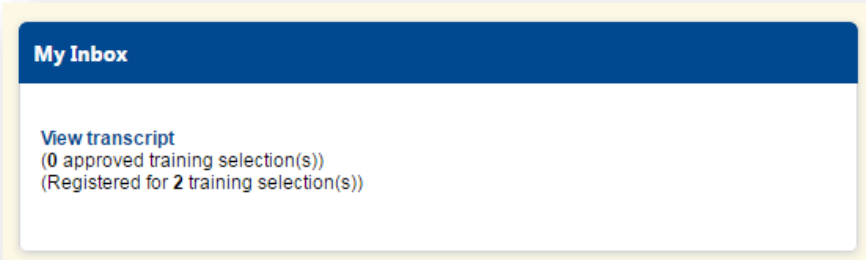
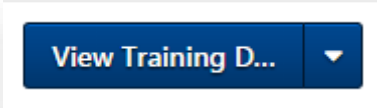



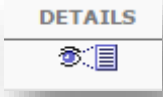
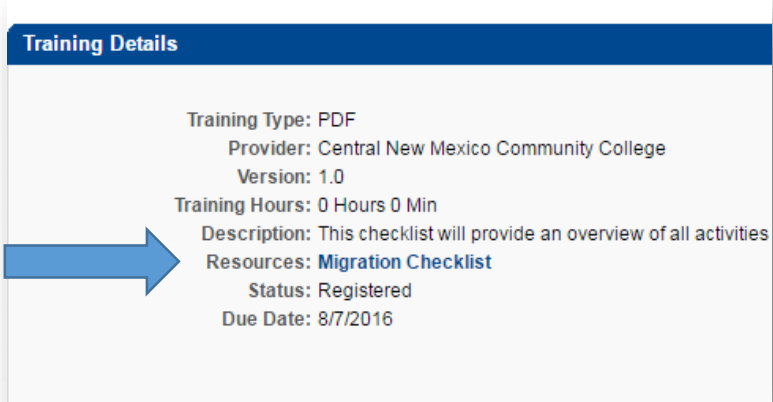
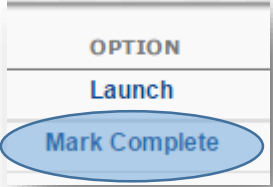
How to activate Pre-Work Assignment

Introduction The CNM Talent Management system includes training courses for CNM Staff, Faculty, and Student Employees. For some classes, there will be required pre-work.

Important System note Not all courses will include pre-work. Review the notification of the course to determine the appropriate next steps.

Step by Step:
PDF/Word/Video

Step:	Action:
1	After successful registration for the course, navigate to the transcript to view pre-work assignment. 
2	Select View transcript.
3	Click on View Training Details button. 
4	Scroll down the screen to the Pre-Work section. From here you will have listed the different pre-work assignments.

5	<p>For this description, notice the Type of pre-work.</p> 
6	<p>Scroll to the Option and select Activate. For Video selection, the Launch option will appear. Select Launch to view the video. For PDF or Word documents, go to step 7.</p>
7	<p>Then move cursor to Details and click on icon.</p> 
8	<p>On the Training Details page, scroll down to the Resources line and select the resource to launch the document.</p> 
9	<p>The resource may open in a new window located on the lower left side of the screen.</p>
10	<p>Select the document and single click to open.</p>
11	<p>Once the Resource is activated and reviewed, the pre-work status can now be marked complete. Repeat this step for every resource listed.</p> 

If you have questions regarding Training, contact the Employee Training at 224-4600 or by e-mail at EmployeeTraining@cnm.edu.