



# DANTES OASC & CPST

*Learner Guide*

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## Register at [www.dantes.petersons.com](http://www.dantes.petersons.com)

Peterson's OASC and CPST courses are free to all active duty military personnel, DoD, and their families. The first step in using the courses is to create an account at [www.dantes.petersons.com](http://www.dantes.petersons.com).

### Tips:

Military members must use their military email address at registration. This helps DANTES track the academic progress of various branches and units.

Passwords must be between 8 and 50 characters. For enhanced security, Peterson's recommends including lowercase and uppercase alphabetic characters, numbers, and symbols.

To easily access this site in the future, Peterson's recommends bookmarking the log in page in your favorite browser.

# Log in to [www.dantes.petersons.com](http://www.dantes.petersons.com)

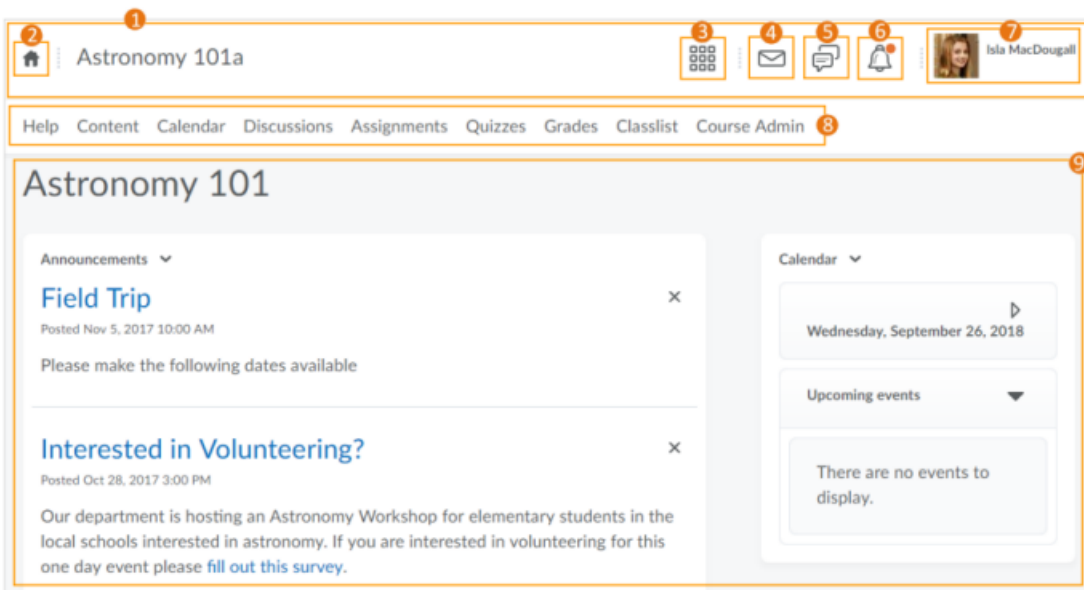
Note the following:

If this is your first time accessing Peterson's OASC / CPST for DANTES, you may not be registered yet. Please use the registration instructions to create a new account.

1. From a supported browser, go to [www.dantes.petersons.com](http://www.dantes.petersons.com).
2. Enter your **Username** and **Password**.  
**Tip:** If you forget your password, click **Forgot your password**. You will receive a password reset link to the email address associated with your account.
3. Click **Log In**.

# Navigate Peterson's OASC & CPST Platform

The following common interface elements help you navigate the Peterson's learning environment:

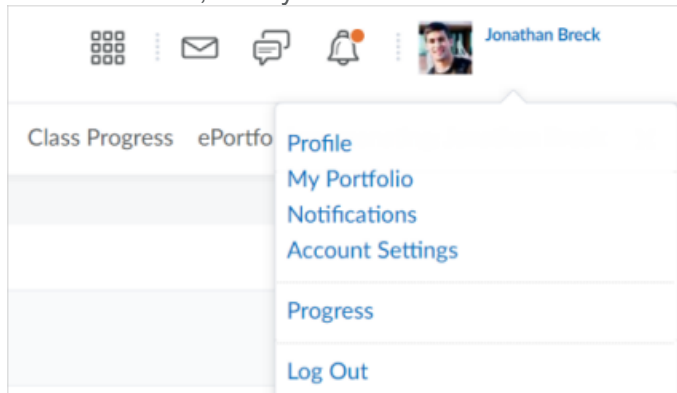


1. **Minibar** - The minibar is always visible and helps you navigate the learning environment.
2. **My Home** - Returns you to the DANTES homepage. You can usually find important information regarding updates and new features on the homepage.
3. **Course Selector** - Use the course selector to access your courses. For easy access, you can pin your courses to the top of the list.
4. **Messages** - Notifies you about unread mail and instant messages from other learners.
5. **Updates** - Notifies you about new and updated announcements.
6. **Subscriptions** - Notifies you about new subscribed discussion forums, topics, and threads.
7. **Username** - Allows you to make changes to your notifications, account settings, and log out.
8. **Navbar** - Provides links to course-specific tools.
9. **Course Homepage** - Provides quick access to important information related to the course. The course homepage for each course may be different.

# Change personal settings in Peterson's Learning Environment

To change personal settings:

1. On the minibar, click your username.



2. Click a setting:

**Note:** Depending on your permissions and what tools are enabled, additional settings may appear.

**Profile** - set your profile picture.

**Notifications** - control how you receive notifications about activity in your courses. You can receive a periodic summary of activity, or receive individual notifications as things happen. Specifically, you can:

- set how often you want to receive an email summary of activity for each of your courses

- exclude specific courses from notifications

**Log Out** - log out of Peterson's Learning Environment.

## Log out of Peterson's Learning Environment

1. On the minibar, click your username.
2. Click **Log Out**.

## Navigate course content (Lessons)

To navigate the Lessons

For learners, the table of contents allows you to explore all available content within the course (modules, topics, activities).

The state of the table of contents persists from session to session, allowing you to easily resume from where you left off. For example, an open module in the table of contents remains open after logging in again.

When you initially access a course, a **Get Started** tile prompts you to start the first course module. When you finish viewing content and come back to the course later, a **Continue** tile displays, allowing you to quickly resume from where you last finished viewing content.

When you navigate to the Table of Contents, only top-level units and the active lesson are expanded. All other modules are collapsed. When you expand a module (unit or lesson), a temporary placeholder appears for each expected topic and module while they are being retrieved and rendered. When you click a lesson name, it expands or collapses the contents of the module. To view the lesson description and topics within the module, click **Launch Lesson**.

The table of contents also provides completion tracking information, which details your progress in course modules. This helps you see the completion status of topics in each module and easily identify which modules you haven't started.

Completion tracking information is also visible from the navigation panel for modules and topics.

For learners, when you decide what you want to view, click content from the table of contents. The item displays in a full screen viewer, allowing you to focus exclusively on the content, free from distractions in the interface.

From the title bar, navigate sequentially through content by clicking the arrow buttons or choose specific content to view by clicking the collapsed menu icon. At any time, you can return to the table of contents by clicking **Content**.

The screenshot displays a course navigation interface. On the left is a table of contents for 'Combustion and Change • Unit 2 of 5 Chemistry'. The 'Content' item is selected and highlighted in blue. The table lists various topics with their completion status:

Topic	Completion
Plastics Plastics Plastics!	1/2
<b>Content</b>	<b>✓</b>
Combustion and Change	1/3
Zooming into the Building Blocks of Matter...The Atom!	1/3
Turning Mercury into Gold	1/3
Unit Culminating Task - Forensic Chemist	0/3
End of Unit	

The main area shows a full-screen viewer for the 'Learning Skills and Work Habits' lesson. The title bar includes 'Content' and navigation arrows. The lesson content includes:

- Organization**
- The student:**
  - devises and follows a plan and process for completing work and tasks;
  - establishes priorities and manages time to complete tasks and achieve goals;
  - identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks.
- Ask yourself:**
  - Am I able to organize information in a way that is useful and helps me understand what the information means and helps me complete the task?
  - Did I use the learning skill self-check rubric tool to monitor my organization?



To provide you with more contextual course information, a section in the table of contents menu displays the name of the course and overall course progress.

When you reach the end of a module, a dynamic page congratulates you on your achievement and displays completion tracking information for the module; a reminder about incomplete content may display. Clicking on content in the list takes you to that content. To return to the table of contents, click **Back to Table of Contents**.

Plastics Plastics Plastics! • Unit 1 of 5  
Chemistry  
Completed 6/14

Plastics Plastics Plastics!	✓
Combustion and Change	1/3
Zooming into the Building Blocks of Matter...The Atom!	1/3
Content	✓
Turning Mercury into Gold	1/3
Unit Culminating Task - Forensic Chemist	1/3

### Nice work so far!

You have 8 items left in this module.

- Teacher Notes
- Edit LG, SC, LS
- Teacher Notes
- Edit LG, SC, LS
- Teacher Notes
- Edit LG, SC, LS
- Teacher Notes
- Edit LG, SC, LS

Back to Table of Contents

## View course announcements with the Announcements tool




Use the Announcements tool to read messages, course information, and other Announcements updates.

Announcements items appear in the Announcements widget, but you can also receive instant notifications about postings through email, SMS, and RSS feeds.

Global Announcements items appear in the same My Home, Course Home pages, and Announcements widgets as course-related Announcements items.

## Subscribe to an Announcements RSS feed

You can subscribe to an Announcements RSS feed and receive daily updates of all Announcements items in an RSS reader. This allows you to access an aggregate of Announcements items without logging into Peterson's Learning Environment.

1. On the navbar, click  **Announcements**.
2. Do either of the following:
  - On the **Announcements** page, from the **More Actions** button, click  **RSS**.
  - From the **Announcements** widget menu, click  **RSS**.
3. From the **Subscribe to the feed using** drop-down list, select an option.
4. Click **Subscribe Now**.

## Enable notifications in Announcements

You can sign up to receive immediate text or email notifications when new and updated Announcements items appear.


**Before you begin:** You must set up a contact method before subscribing to notifications.

1. From your personal menu on the minibar, click **Notifications**.
2. For the **Announcements - item updated** option and **Announcements - new item available** option, select if you want to receive email or SMS notifications.

# Take a quiz

Use the Quizzes tool to take a quiz, review your quiz results, and see class statistics for a quiz.

To take a quiz

1. On the navbar, click  **Quizzes**.
2. On the **Quiz List** page, click on the quiz you want to take.
3. Read the instructions and details for the quiz, and when you're ready, click **Start Quiz!**
4. Answer each question. As you complete the question, the answer will automatically save. You can see which questions have saved answers in the Questions section of the quiz's left panel. You can also click the question number in the quiz's left panel to go back to the question.
5. To navigate between pages, click **Next Page** or **Previous Page**.
6. Click **Go to Submit Quiz** after you answer all quiz questions.
7. If you are not ready to submit the quiz, click the question number in the quiz's left panel to go back to the question or if you are ready to submit the quiz, click **Submit Quiz**.

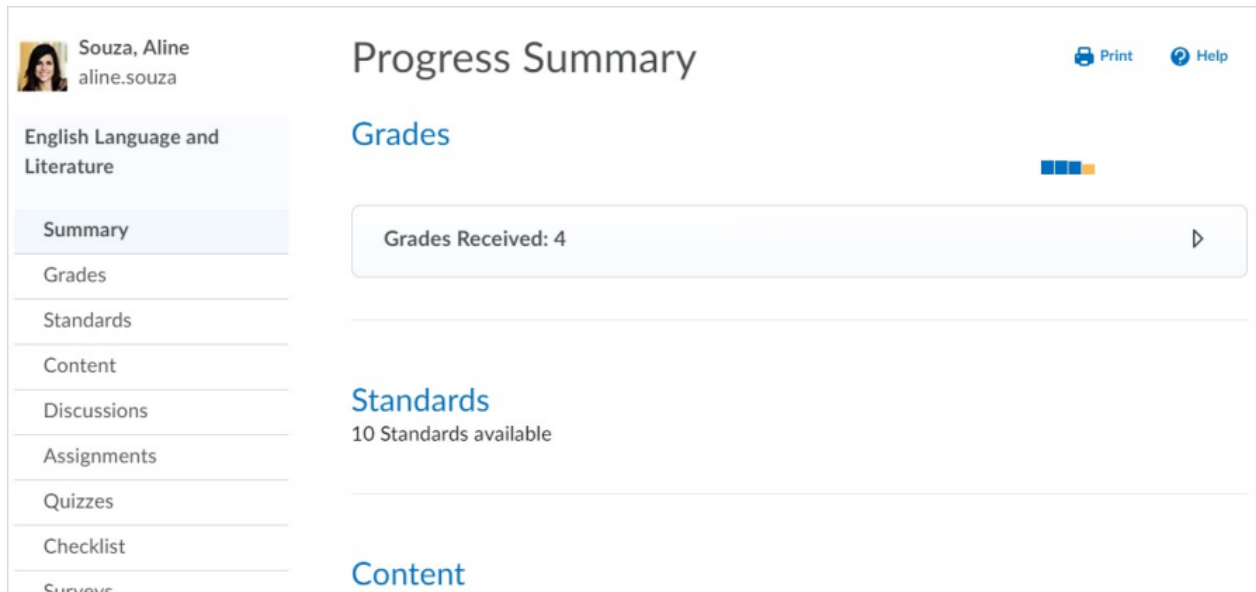
## View course progress with the Class Progress tool

The Class Progress tool helps track your progress in a course by measuring the completion of different progress indicators.

**Note:** Based on your course's settings, some tabs may have a different label and some of the tabs may not display.

To view your course progress in the Class Progress tool

From the navbar, click **Class Progress**. The **Summary** tab displays.



The screenshot displays the 'Progress Summary' interface for a user named Aline Souza (aline.souza) in the course 'English Language and Literature'. The interface is divided into a left sidebar with navigation tabs and a main content area. The 'Summary' tab is selected in the sidebar. The main content area shows the 'Progress Summary' title, a 'Print' button, and a 'Help' button. Below the title, the 'Grades' section shows a progress bar with 4 out of 5 segments filled, and a 'Grades Received: 4' indicator with an expand icon. The 'Standards' section indicates '10 Standards available'. The 'Content' section is partially visible at the bottom.

To view details of your progress within each category, click the Expand icon.

**Souza, Aline**  
aline.souza

## Content Progress

Print Help

Topics Visited: 1 / 30    Total Visits: 1    Time Spent: 0d 0h 0m 0s    13 % Completed: 4 / 30

**Table of Contents**

- Introduction**
  - 0 % Completed: 0 / 1
  - ▶ 1 Topics, 0 Modules Never visited
- Plays**
  - 14 % Completed: 1 / 7
  - ▶ 2 Topics, 2 Modules Never visited

## View course progress against learning outcomes

To view a learner's progress against learning outcomes in a course, the Class Progress tool includes a **Standards** tab. This tab displays a history of the learner's submissions and assessments against all learning outcomes aligned to activities in the course.

For learners, this enables you to:

- View all the learning outcomes that are aligned to activities in the course, so that they can understand all the learning outcomes they are expected to demonstrate in the course.
- View their current assessment against each outcome, so that they can understand their progress against each learning outcome.
- View a list of all the feedback their instructor has provided for a specific learning outcome, so that they can understand where they might need to make more effort.
- If the organization has provided the ability for learners to view outcomes aligned with quizzes, learners can see if more than one attempt was made, and the results for each attempt.

To view progress against learning outcomes:

1. As a learner, navigate to **Class Progress**.
2. Click **Standards**. The overview for the course lists all the learning outcomes that are aligned to activities in the course, with a mini visualization of the last few assessments made for the learner against each learning outcome.

Souza, Aline  
aline.souza

## Standards Progress

Print Help

English Language and Literature

- Summary
- Grades
- Standards**
- Content
- Discussions
- Assignments
- Quizzes
- Checklist
- Surveys

Understanding Media Texts: demonstrate an understanding of a variety of media texts  
English Overall Expectation 1.

Understanding Media Forms, Conventions, and Techniques: identify some media forms and explain how the conventions and techniques associated with them are used to create meaning  
English Overall Expectation 2.

Creating Media Texts: create a variety of media texts for different purposes and audiences, using appropriate forms, conventions, and techniques  
English Overall Expectation 3.

Reflecting on Skills and Strategies: reflect on and identify their strengths as media interpreters and creators, areas for improvement, and the strategies they found most helpful in understanding and creating media texts

3. Clicking a learning outcome provides a detailed view of an individual learning outcome. The **Trend** section displays a trend visualization of assessments. The **Evidence** section displays a list of all the activities that have been assessed so far. Clicking an activity displays the feedback and assessment area for the learner's submission of that activity.

Souza, Aline  
aline.souza

## Standards Progress


Print Help

English Language and Literature

- Summary
- Grades
- Standards**
- Content
- Discussions
- Assignments
- Quizzes
- Checklist
- Surveys
- Login History

Understanding Media Texts: demonstrate an understanding of a variety of media texts  
English Overall Expectation 1.

**Trend**



Jul

**Evidence**

Merchant of Venice Essay Assignment  
Jul 16

Got It

## Reflect on your learning with the Self Assessments tool

Self-assessments are a series of questions, similar to quizzes, that provide the opportunity to reflect on your learning and course material comprehension. Responses to self-assessments are not graded; they are meant to help your instructor evaluate learner learning and their course material on an informal basis.

1. From the navbar, click **Self Assessments**.
2. On the **Self-Assessment List** page, click the self-assessment you want to take.
3. Answer the questions.
4. Click **Submit**.

## Submit course feedback with the Surveys tool

Surveys are an excellent way to solicit feedback from participants regarding any aspect of a course. Navigate to a course.

1. From the navbar, click **Surveys**.

### Anonymous participation in a survey

If a survey is anonymous, your user data is hidden in survey results. The responses to survey questions are available for all users, but the system does not report who made which response.



## About Peterson's

Peterson's is the world's leading educational services company dedicated to furthering education after high school and beyond. From culinary school to medical school--and everything in-between--Peterson's helps you discover, prepare for, and fund your education.

[www.petersons.com](http://www.petersons.com)

[www.dantes.petersons.com](http://www.dantes.petersons.com)

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Phone: 800-338-3282

Our focus is your success. Our support team is available Monday to Friday, 9 am to 5 pm US Mountain Time. Send us an email any time and we will get back to you as soon as possible.

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