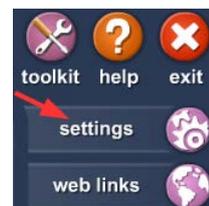## Equality and Diversity Course Guide

Voice Narration

Listening to the voice narration in the course is not necessary but strongly advised; therefore you may need to acquire a set of headphones if you cannot listen to the narration through the PC speakers.

It is possible to add subtitles to the multimedia content by clicking on the '**Toolkit**' at the top of the page and selecting '**Settings**' > '**Subtitles**'
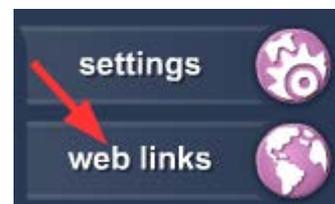

All other instructions are included within the course, but it is important that you always exit by clicking on the button at the top right of the course screen. Note this is not the same as the Internet Explorer exit button, it is the exit button within the software.

This is the way the program remembers what you have already done if you cannot complete the course in one sitting and wish to continue the course later. If you do not exit the software correctly you may find that you do not get credit for what you have already done on the course.

Within the course you will be presented with links to the Equality and Diversity documentation at Colchester Institute.

These links, and other sources of relevant information, can also be accessed by clicking on '**Tookit**' at the top of the page and selecting **Web Links**'.

The course takes on average about 60 minutes to complete.

Printing Your Certificate

Once you have passed, the '**Print your course completion certificate**' button will be activated. Print your certificate and keep it in a safe place. The college will also keep a record of your successful course completion.