CRITICAL THINKING
AN ONLINE COURSE

USER GUIDE

START YOUR CRITICAL THINKING ADVENTURE TODAY!
**ABOUT THE COURSE**

*Critical Thinking: An Online Course* builds your reasoning, argument and analysis skills, improves your planning, research and writing habits, and helps you develop transferrable skills for your future career.

**FIND OUT HOW TO:**

THINK CLEARLY, WRITE CONFIDENTLY, ASK POWERFUL QUESTIONS, STRENGTHEN YOUR ARGUMENTS, OVERCOME INFORMATION OVERLOAD, EQUIP YOURSELF FOR WORK AND LIFE.
GET INTERACTIVE

As you work through a topic or module you’ll come across interactive features that will get you thinking...

- **Interactive quizzes and exercises** to challenge your thinking
- **Video segments** bring each topic to life
- **Reflective questions and tips** to help you apply the skills to everyday life.

TIME TO DIVE IN

**HOW TO ACCESS**

**Critical Thinking: An Online Course** sits in your institution’s VLE or LMS so you can access it anytime, anywhere from your laptop or tablet, as long as you can access your VLE/LMS. Whether you’ve been assigned the full course by a tutor, or directed to complete a single topic by a lecturer, they will direct you to the right page in your VLE/LMS where the course is hosted – simply click on the link (and if you were given a password, enter it now).

**SELECTING YOUR WEB BROWSER**

You can view the course on every web browser except for Internet Explorer.

**TECHNICAL SUPPORT**

If you have any technical issues or questions please speak to the tutor or lecturer that assigned the course to you.
START THE COURSE

01. If you've been assigned the full course...
   Follow the link you've been given in your VLE

02. Next you'll see the **welcome and introduction** page

03. Scroll down and you'll see a course introduction and all the modules and topics in the course

04. To progress through the course simply click on the More button in the bottom right of your screen.
To keep progressing through the course, return to the main welcome and introduction page, close the new window that opened up with the course introduction and navigate back to the window you first logged into.

You'll see a message and link like this — click the link to go back to the main course page.
SPECIAL FEATURES

WATCH THE VIDEOS

When there’s a video to watch you’ll see a TV like this: click on the screen to launch the video.

You can also download transcripts for the videos, to review again in your own time and help you recap the topic.

TOP TIPS

Ensure the volume on your laptop or tablet isn’t muted

If you’re watching a video as part of the module introduction, when you’ve finished the video close the window and return to the welcome and introduction window

If you’re watching a video elsewhere in the course, click on the more button in the bottom right of the screen to continue on with the module
**TAKE THE QUIZZES**

Click on the answer you want to give, or for more help hover over the asterisk to get a clue. You can see how many questions you need to answer in the bottom left corner.

If you selected the **correct** answer you’ll see something like this:

If you chose the **incorrect** answer, you’ll be given the chance to think again.

If you chose ‘not sure’ you’ll be given feedback to deepen your understanding.

Keep going until you get the correct answer then click **more** to continue.

Some quizzes are drag and drop: using your mouse, drag your chosen answer over to the box.

GOOD THINKING!

It's important to scrutinize claims so you know why they are being made and on what evidence. This example is harmless, but advertising claims are often made to sound more believable by providing facts and figures.
NEED MORE HELP?

HOW FAR THROUGH THE COURSE AM I?

Monitor your progress by checking the pie chart in the top right corner of your screen. This shows how much of the module you’ve completed.

HOW WILL I KNOW WHEN I’VE FINISHED A MODULE?

You’ll know when you’ve reached the end of the module because you’ll see a checkbox appear at the bottom of the screen. Now you can move on to the next section.

ARE THERE ANY COURSE HANDOUTS?

There are downloadable handy reminders and ‘end of topic’ lists of what you’ve learned.

IF YOU’VE BEEN ASSIGNED A SPECIFIC TOPIC...

When you see the welcome and introduction page simply jump straight to the topic you’ve been assigned.
CAN I PAUSE A MODULE HALF WAY THROUGH?

You can dip in and out of a module as each one is split into several topics (plus an introduction and conclusion). So you can work through each topic and take a break between if you like. However you can’t save your progress within a topic – you have to complete each topic in full otherwise your progress won’t be saved. As long as you’ve planned your time you should be able to complete a topic in no time.

I’M WORRIED ABOUT MY SCORE – IS THERE A PASS MARK I HAVE TO REACH?

The course is focused on helping you understand the topic, not to pass or fail you. So don’t worry – if you don’t get the quiz answers right first time you can keep answering until you do. You’ll get instant feedback to help you understand where you went wrong, and give you a hint to help you do better with your next answer. Your tutor or lecturer can see how you did at the end of the module or course and may use this to help you with any topics you struggled with.

HOW DO I SIGN OUT OF THE COURSE?

When you reach the screen confirming the end of the topic or module simply close the window.