



# Vignette Online Training Course

## Basic Editing Course for Website Self-Service Users

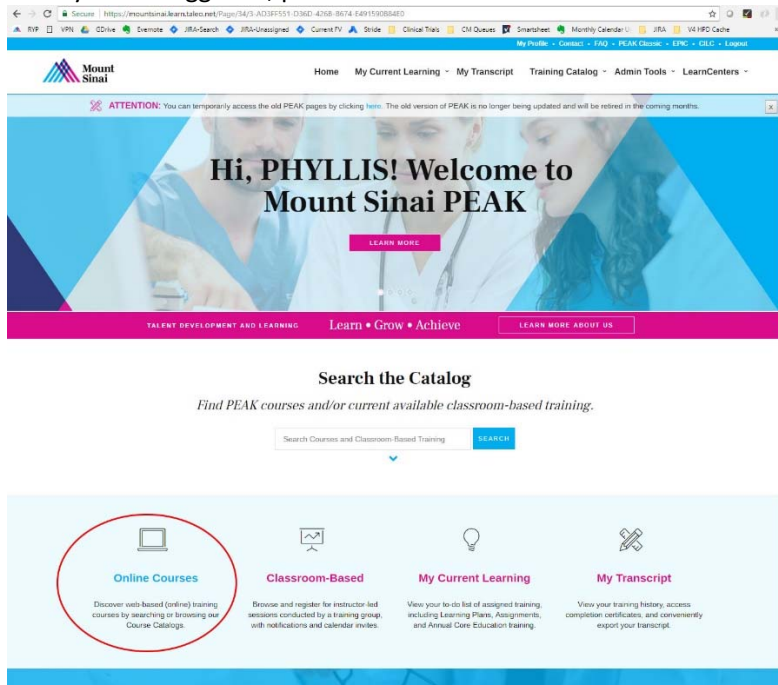
The Vignette Online Training Course is available in *PEAK* (Mount Sinai's Learning Management System) for self-service stakeholders to learn how to use Vignette to edit their department websites.

### This is how it works:

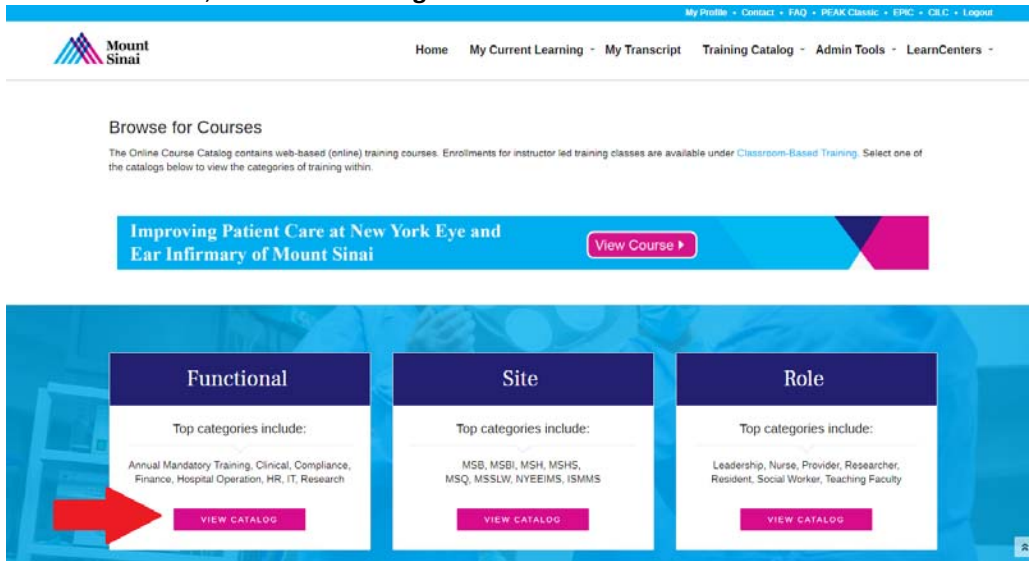
1. You will need to log into PEAK and **watch 7 videos** (ranging in 3-15 minutes each).
2. After watching the videos, you will need to **successfully pass a Quiz** which will ask you to demonstrate your knowledge of what was presented in the videos (note: You do not have to view the tutorials or take the quiz all in one session, although it's recommended so that the content is fresh in your mind. You will be able to stop and return to where you left off, at any time).
  - a. **If you pass**, you will receive a certificate, which you must send to your Web Marketing Manager as proof that you've successfully completed the course and within 3-5 days you will receive login credentials to access to the Vignette Content Management System.
  - b. **If you do not pass**, you will be able to re-watch the relevant video and then re-take the quiz.
3. The videos and quiz in their entirety will take about 1-1.5 hours to complete.

### HOW TO ACCESS THE VIGNETTE ONLINE TRAINING COURSE ON PEAK:

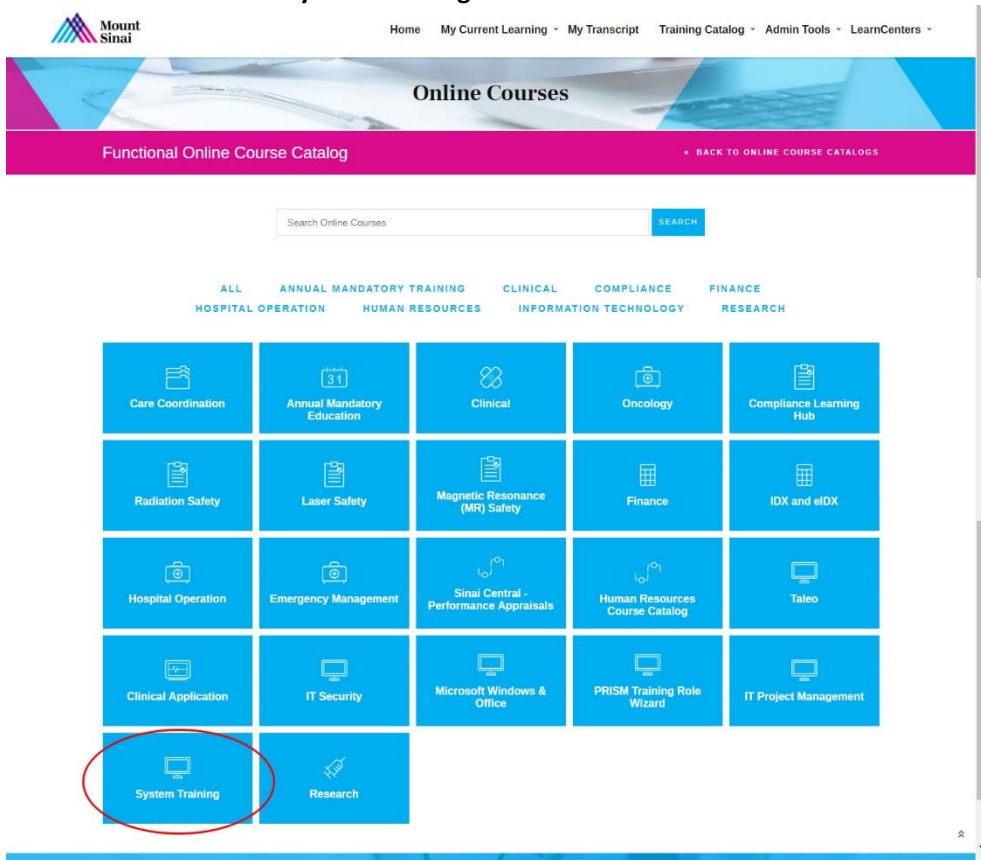
1. Go to <http://peak.mountsinai.org>, and log in with your Mount Sinai network username and password.
2. Once you are logged in, please **click on Online Courses**:



3. Under **Functional**, click **View Catalog**:



4. Scroll down and click on **System Training**:



5. Scroll down to the bottom for “**Vignette Training: Basic Editing for Website Self-Service Users**”, and **click the button** to start the course:



VIGNETTE

**Vignette: Basic Editing for Website Self-Service Users -**  
 For more information about this training, please contact Phyllis Crandall at [phyllis.crandall@mountsinai.org](mailto:phyllis.crandall@mountsinai.org). For technical support, please contact the Help Desk at 212-241-HELP (4357).

[CLICK HERE TO START THIS COURSE](#) 

6. You should see the “Vignette: Basic Editing for Website Self-Service Users” Learning Plan. **Click on the [+] plus sign to expand the Vignette learning plan.**

1 learning plan available, showing 1-1

		Learning Plan Name▲	Learning Plan Due Date	Learning Plan Status
1	 	Vignette: Basic Editing for Website Self-Service Users	N/A	Incomplete

Show Legend

7. The learning activity is provided in the order that you must view/complete the items. You will need to **watch all the 7 videos and then successfully pass the Quiz** in order to be marked as completed for the Learning Plan.

TO DO LIST						
▼ Learning Plans						
1 learning plan available, showing 1-1						
		Learning Plan Name▲			Learning Plan Due Date	Learning Plan Status
1		Vignette: Basic Editing for Website Self-Service Users			N/A	Incomplete
		Mapped Item Name	Optional	Mapped Item Due Date	Mapped Item Completed Date	Mapped Item Status
1		Vignette: Shortcuts	No	N/A	N/A	Incomplete
2		Vignette: Editing Text Blocks	No	N/A	N/A	Not Attempted
3		Vignette: Contact Modules	No	N/A	N/A	Not Attempted
4		Vignette: What is an Accordion?	No	N/A	N/A	Not Attempted
5		Vignette: Editing Accordions	No	N/A	N/A	Not Attempted
6		Vignette: Adding Hyperlinks	No	N/A	N/A	Not Attempted
7		Vignette: Starting a Workflow	No	N/A	N/A	Incomplete
8		Vignette: Basic Editing Quiz	No	N/A	N/A	Not Attempted

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QUESTIONS?

Please contact your Web Marketing Manager or contact Phyllis Crandall, Associate Director, Web Production at [phyllis.crandall@mountsinai.org](mailto:phyllis.crandall@mountsinai.org).