

# Using HE@RTH Online Training

With a subscription

HE@RTH Online Training has changed. We have just completed a major transition in our online system. The number of people using Mac computers and Windows 7 created some issues with the old system. The new system is better able to handle these operating systems and will adapt quicker to whatever new operating systems come along in the future. Here's how to use it:

## *Playback a recording from an OnDemand session*

1. Go to: <http://www.hpbef.org>
2. In the lower left hand corner you will see a Log In link. Click on “HE@RTH Online Training Log in”
3. Enter your user name and password
4. Click on “Public recordings”



5. You can search for a session by typing a course number or simply enter a word like “wood” (if you want to see all the classes with wood in the title). Or simply scroll through the listing of over 100 different choices.
6. Click on the course title to see a description of the class.
7. Select “Playback”.
  - a. Recorded sessions can be accessed 24 hours a day.
  - b. You will have three options to listen to the recording

- i. **Download** This is the most reliable way to view a session. It takes a little longer to load, but once it is finished you no longer need internet access.
- ii. **Launch on Desktop** This uses the same technology we have been using for the past few years. The system loads a small client software file on your computer. Normally works great but you may experience momentary audio glitches if there is any interruption in your Internet provider's system.
- iii. **Playback in Browser** This is a new option that does not load any files onto your computer. Our service provider is still working on all the behind the scenes details to make this totally functional. It will be a great option once all the features are installed.

**Playback Now**

The file will be streamed from the server. You can play it back in the browser or launch it in the desktop client.

[Playback in Browser](#) [Launch on Desktop](#)

**Download the Playback File**

The file is a self-extracting executable which includes the recording and the software necessary to view the recording. Some event features such as Evaluations are not supported when viewing recordings offline.

**Instructions:**

1. Download the file to your computer.
2. Find and run the file.

**Duration:** 00:16:24  
**File size:** 11544 KB

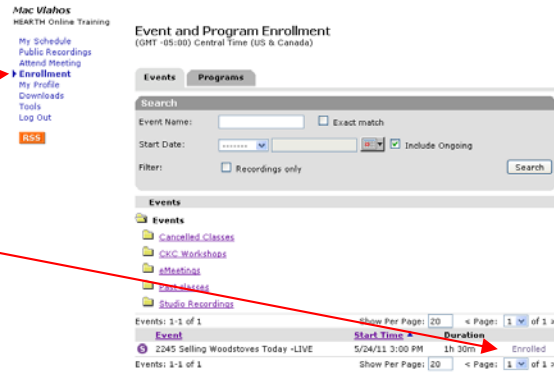
[Download](#)

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## Registering for a LIVE class

1. Click on “**Enrollment**”
2. Select the class you want to attend
3. Click On “**Enroll**”
4. Remember, LIVE classes require that you attend at a specific date and time. Make sure the time zone is correct in your online profile.



## Attending a “Live” class

1. When it is time for your class, log in to HE@RTH Online Training
2. Enter your user name and password
3. Click on “**Upcoming**”



4. You can “**Launch on Desktop**” or “**Attend in Browser**”
  - a. You can log in to a class up to 30 minutes before class time