RDO – Getting Started

1 Welcome Screen

Notes:

Welcome to the NRA Range Development and Operations Certification program. Select the ***Next*** button located at the bottom of your screen to advance to the next screen.

2 Using Your Computer

Notes:

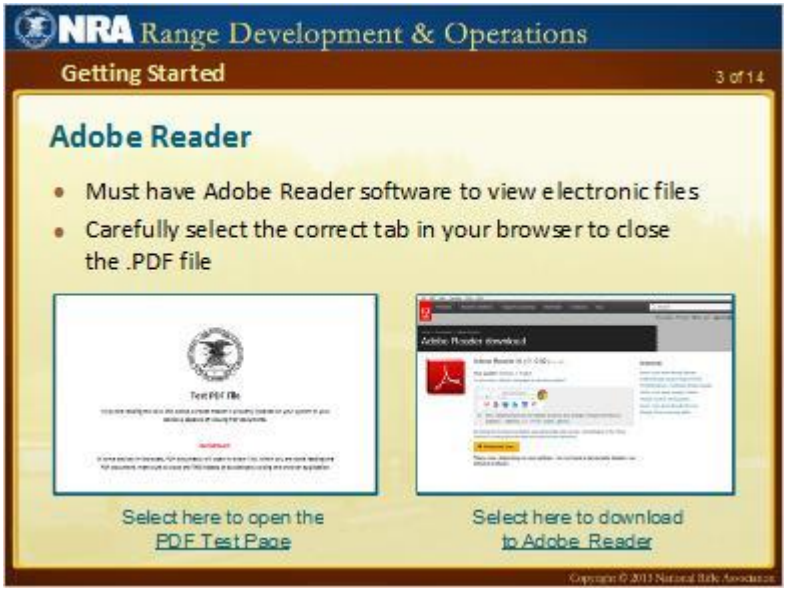
Before you start your first lesson let's briefly review some important course requirements and navigational features.

You control the pace of the presentation - moving from screen-to-screen - by selecting the Next and Back buttons located at the bottom of your screen.

An exact transcript of what I am saying displays by selecting the ***Transcript*** tab located on the left side of your screen.

When you exit this program, or turn-off your computer, you will always resume (or “bookmark”) to where you last left off.

3 Adobe Reader



Notes:

You must have the Adobe Reader software installed on your computer in order to view all electronic documents available for download. Let's do a quick check to see if you can open a .PDF file.

Use your mouse to select the link on your screen called “PDF Test Page.” If you already have the Adobe Reader software you will see a page pop-up that reads, “Test PDF File”, like the example displayed on the screen. Remember to carefully close the .PDF file and not exit out of this program accidentally.

If the “PDF Test Page” did not launch successfully, please select the link on your screen to download Adobe Reader. Adobe Reader software is free and safe to download.

4 NRA Web Links

Notes:

Screens in certain lessons contain hyperlinks to NRA websites that you can launch and read as a valuable resource for additional information. For example, select the sample hyperlink on the screen called http://range.nra.org to go the NRA's main page to view our various range offerings.

A word of caution. Whenever you launch a website in this program, make sure you pay careful attention to the tabs on your screen so you exit the website page and do not accidentally exit out of this program.

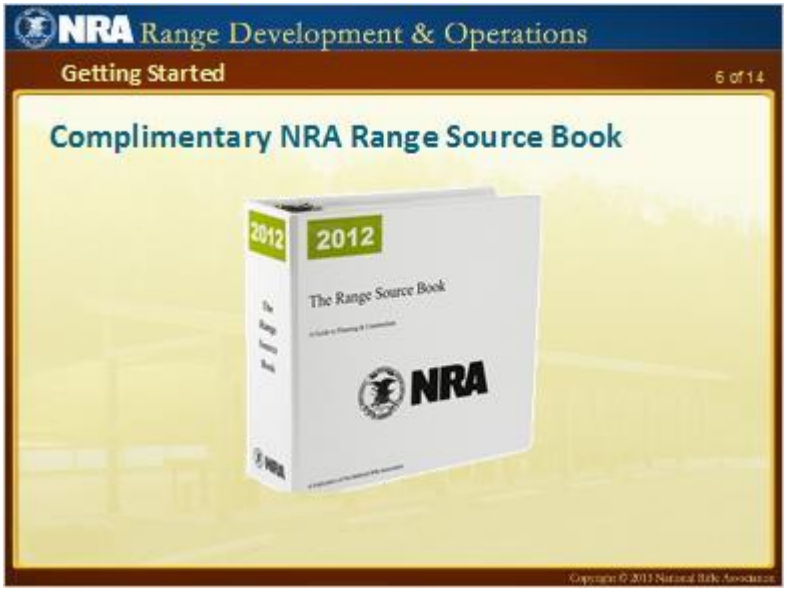
5 Support

Notes:

For technical related questions select the "**Technical Support**" button located on the top navigation bar of the NRA Online Training Website. The Technical Support menu provides you with a list of technical-related frequently asked questions and a System Compatibility Checker that you can use to verify your system is ready to support this program. The menu includes a Help Desk form you can use to request technical assistance.

For course administrative questions select the "**Contact Us**" button.

6 Complimentary NRA Range Source Book



Notes:

When you registered for this course you will receive a complimentary copy in the mail of the ***Range Source Book*** for reference.

The ***Range Source Book*** provides both basic and advanced guidance to assist in the planning, design, construction, and maintenance of shooting range facilities. The book comes mailed on a CD. Please note that the Range Source Book is not required reading for this course.

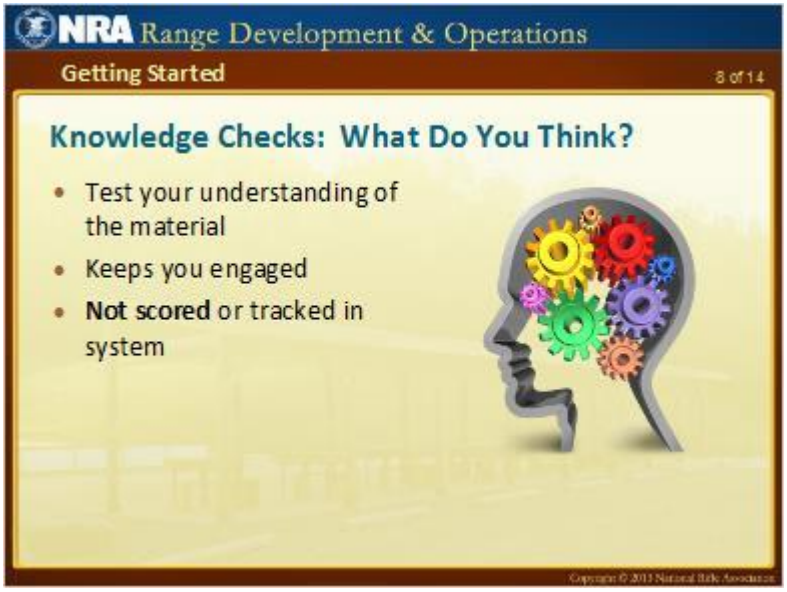
7 End of the Course Exam

Notes:

You must pass an electronically administered 26-question exam using your computer in order to receive RDO course certification. Our system automatically tracks your progress and history through each of the eleven lessons in this course. You must complete all lessons before you can take the final course exam. You will be directed how to take the exam in the final lesson. Your final test score result is automatically tabulated and displayed on your computer screen. You must receive a passing grade of 80 percent.

If you fail the test, you can take it multiple times until you pass. After passing the exam, you will be directed where to print your course completion certificate.

8 Knowledge Checks: What Do You Think?



Notes:

Each lesson contains knowledge checks we call, “What Do You Think?" that are quiz questions designed to test your understanding of the course material. Don't worry, the knowledge checks are not scored or tracked in our system. Advance to the next screen to try one out.

9 Question 1

(Multiple Response, 10 points, 1 attempt permitted)

Correct	Choice
X	a) On-Site assistance
X	b) Educational seminars
X	c) Grants
X	d) Conferences
	e) Range Construction

Feedback when correct:

Okay. This was both practice and a plug to remind you of all the great services we offer.

The correct answer is a, b, c , and d. We do not provide selection e) actual range construction services. However, the NRA does provide extensive consulting and resources that will help you make informed decisions when designing and building a range.

Feedback when incorrect:

Okay. This was both practice and a plug to remind you of all the great services we offer.

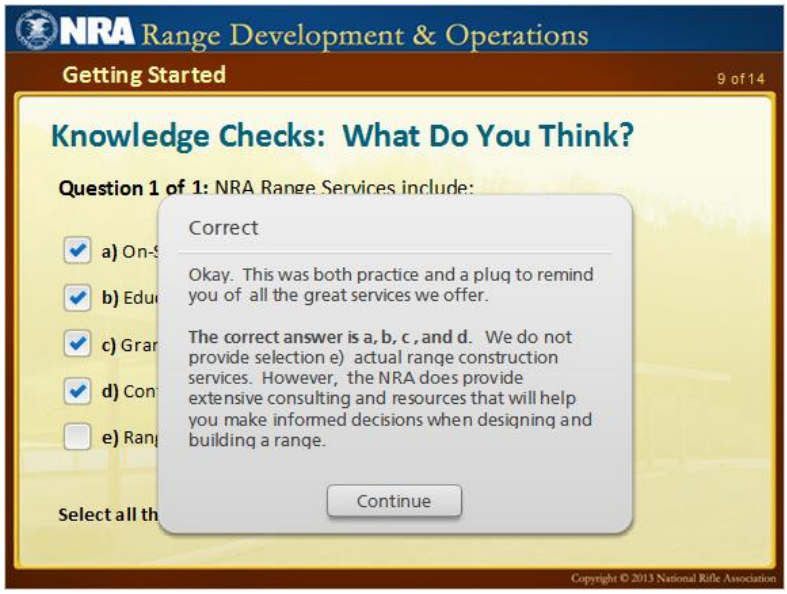
The correct answer is a, b, c , and d. We do not provide selection e) actual range construction services. However, the NRA does provide extensive consulting and resources that will help you make informed decisions when designing and building a range.

Notes:

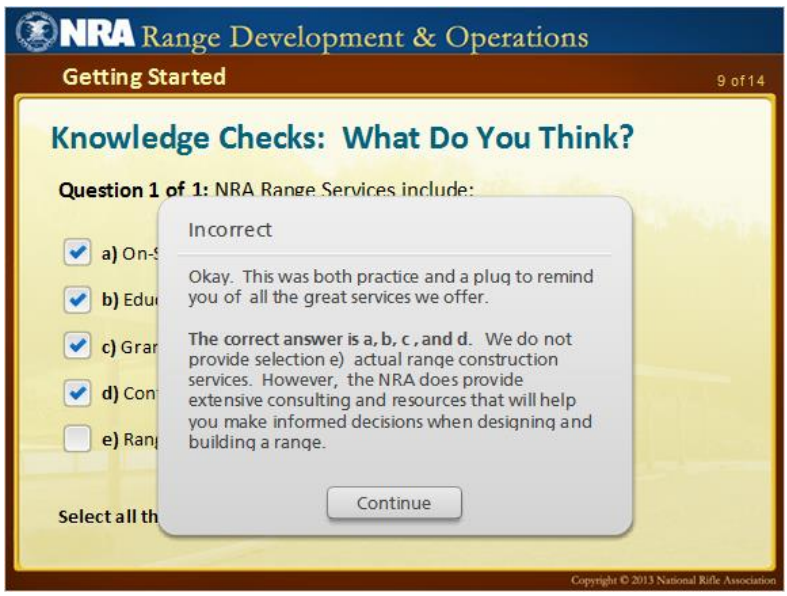
Select all that apply.

NRA Range Services include:

Correct (Slide Layer)



Incorrect (Slide Layer)



10 Time to Complete Course

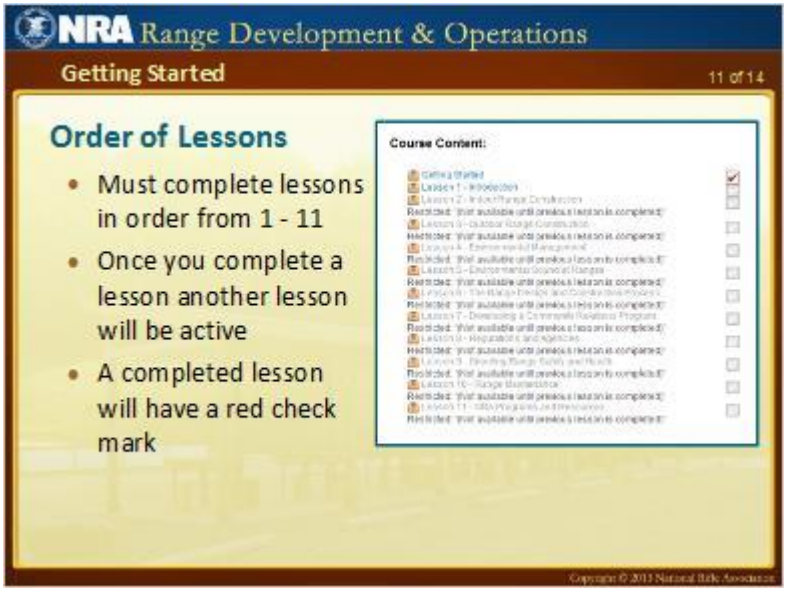
Notes:

This course is comprised of 11 lessons.

The total course time for this program runs approximately 5 hours, which does not include this unit “Getting Started” or the final exam.

Each lesson takes approximately 15 minutes to complete.

11 Order of Lessons



Notes:

You must take all lessons in order, 1 through 1

Only after you complete an entire lesson can you move on to the next. A lesson becomes active when it turns from gray text to light blue text in the "**Course Content**" section located on the "**Course Menu**" page.

A completed lesson is indicated by a red check-mark.

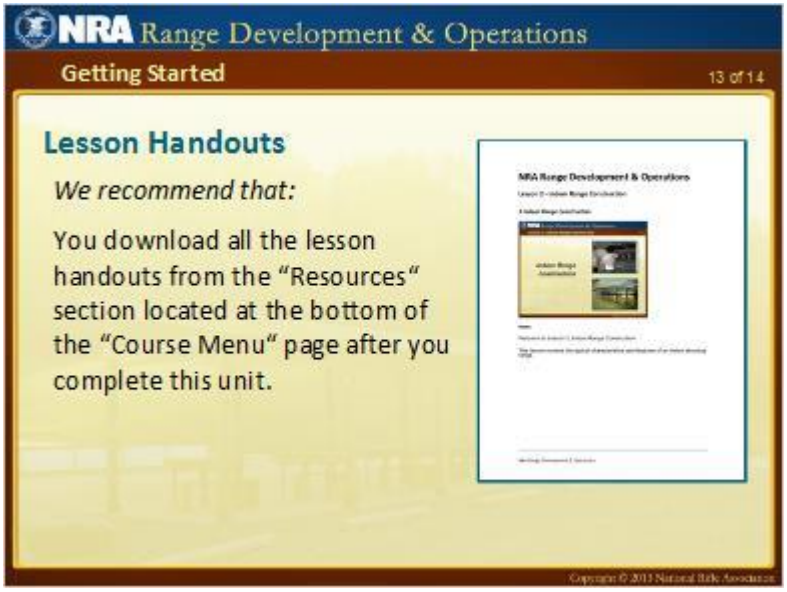
You can always go back to any lesson that you have already taken for review.

12 How Long Will This Course Remain Active?

Notes:

You will have **30 days** access to this program starting on your enrollment date.

13 Lesson Handouts



Notes:

We have provided downloadable copies of all lessons for this course.

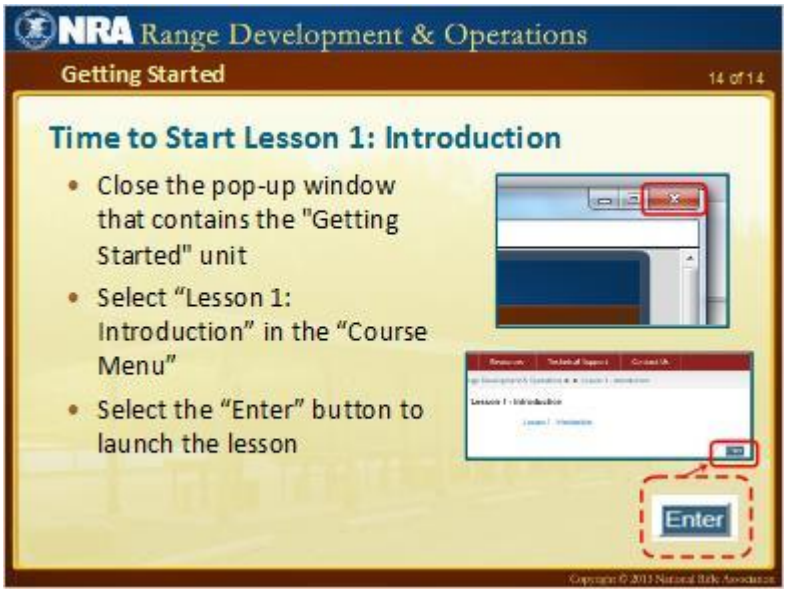
The lessons contain the screens and transcripts.

Given that this program will expire in thirty days, we strongly recommend that you download all the lesson handouts after you finish this unit.

To download the handouts go to the "**Resources**" section located at the bottom of the "**Course Menu**."

However, it is not required to print copies of the lessons while taking this course since they are a duplicate of what is displayed on your screen.

14 Time to Start Lesson 1: Introduction



Notes:

It is time move on to the first lesson - "Introduction". If you are using a standard PC browser close the pop-up window that contains this unit "**Getting Started**" and return to the "**Course Menu**" to select Lesson

In the "**Course Menu**" page select "Lesson 1: Introduction", then in the "Course Content" window select the blue "Enter" button located on the right side of the screen to launch the lesson.

This concludes “Getting Started”.