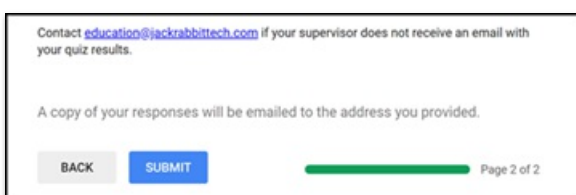# Instructions

The Jackrabbit Training System is intended for any business who needs a focused process to follow in order to train staff on the core functions of Jackrabbit.

Each lesson in the system includes a quiz that feeds results to an assigned email address. A Jackrabbit database, separate from your own, is provided to allow trainees to practice as they are working through the lessons without affecting your data.

The lessons in Jackrabbit Basics learning series are designed to get you familiar with navigating and searching in Jackrabbit.

When you have worked through all of the articles outlined in a lesson plan, you may take the quiz where you can test your understanding of the concepts in the lesson.

You will be asked to enter an email address for quiz results to be sent. This may be your supervisor's email address. When you have completed a quiz, select Submit.
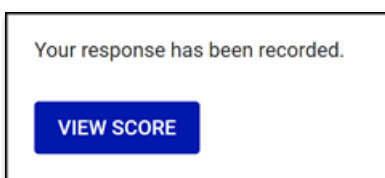

Next, select View Score to view your results and receive feedback.

The email address entered on the quiz will receive an email that includes the quiz responses and a View Score button to view the answers/score.

Tue 5/14/2019 3:35 PM

GF Google Forms
Lesson #1 - The Basics

To   tbath@jackrabbittech.com

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Google Forms

Thanks for filling out **Lesson #1 - The Basics**
Here's what we got from you:
VIEW SCORE

Click on View Score to view the quiz score and feedback for questions

Lesson #1 - The Basics

Test your understanding of the basics of Jackrabbit.

****** Enter the email address below that will receive quiz results. ******

Email address *

tbath@jackrabbittech.com

Date: *

[May \/] [14 \/] [2019 \/]

The Executive Dashboard is your starting point but you may not be able to see all portions of it because it contains sensitive financial information. *

[X] True
[ ] False

Quizzes	Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
The Basics	11	11	9	8	7
Searching in Your Database	8	8	7	6	5

QUICK tip! The Help Center has a full range of help articles beyond what is included in this Training System and also includes additional training options. Select the ? icon on the menu bar in the Jackrabbit database to access the Help Center.

QUICK tip! It is possible you may not have access in your Jackrabbit database to all areas mentioned in this Training System as access depends upon your user permissions.

If you have questions regarding using this Training System, contact **Education@JackrabbitTech.com.**

See **Supervisor Instructions** for information to give staff. Includes a **Lesson Checklist** you can download or print.

Click here to provide feedback on the Jackrabbit Training System.

Click here to begin Lesson #1 - The Basics

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