



MARINERS LEARNING SYSTEM™

Anywhere. Any Time. Any Device.

User Manual

Email Address: _____

Password: _____

The Password is case sensitive.

Start Date: _____

Start Date = Time student activates their online classroom.
Write the date you first sign in here.

Course expires 1 year from this date.

You must complete the course and pass the final proctored exam online prior to the course expiration date.

The Original License Checklist and Application Forms can be printed from the License Application Forms link found in the Help Center at www.MarinersLearningSystem.com

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The User Manual reflects a general overview of the captain’s license programs. Slight changes may apply depending on what you are enrolled in. 8/11/23.

Course Expectations

Students have one year from activation to complete their online course, which includes passing their online final exam. This self-paced program allows you, the student, to be in control of your learning and offers flexibility. The following tips will help you succeed in the course...

- **Manage Your Time:** The convenience of taking this course online requires good planning on your part, which prepares you for unexpected bumps in the road (sickness, work requirements, Internet outages, etc.). We recommend setting aside time each week to focus on your studies.
- **Keep Track of Your Expiration Date:** Pay attention to this as you work your way through the course. There are a couple of places you can confirm your expiration date:
 - Email received upon activation
 - Course Locker page before you enter the classroom
 - Once inside the classroom, on the
 - main Dashboard page
 - right of your main course page. You will see a countdown timer for your expiration date.

IMPORTANT NOTE: Plan Accordingly - The OUPV/Six-Pack online course was designed to take 63 hours to complete, and the OUPV Upgrade to Master 24 hours. The Assistance Towing Endorsement and Auxiliary Sailing Endorsement online courses each are fashioned to take 4 hours. The Deck License Renewal online course was created for 12 hours of completion. Due to the self-paced nature, students have reported it taking less time.

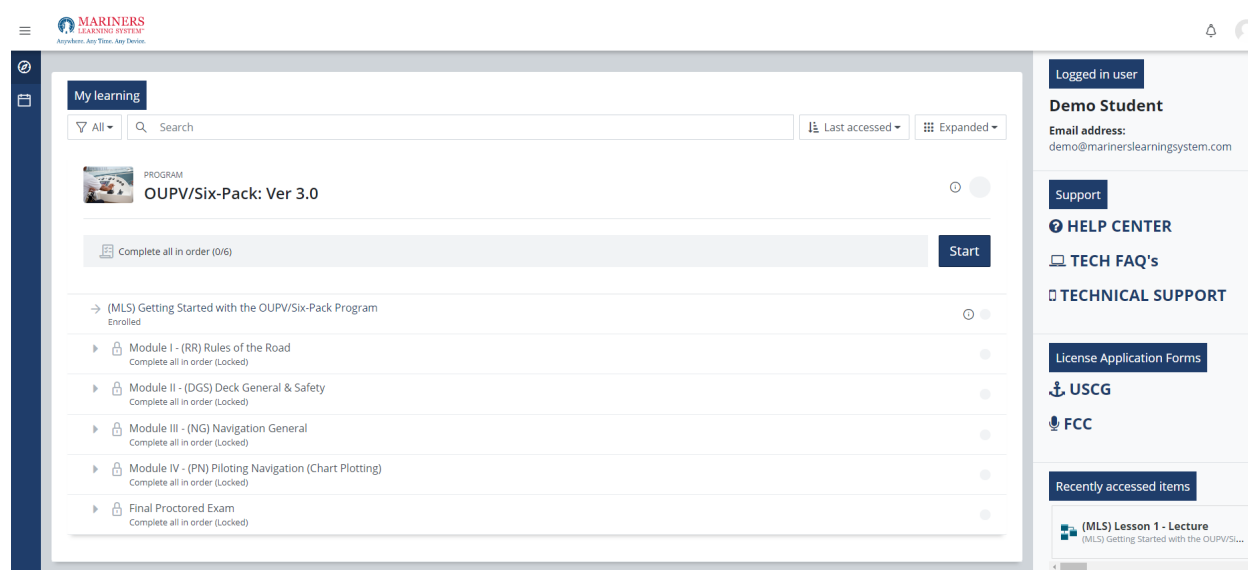
How to Navigate

Congratulations! You successfully activated your Mariners Learning System program(s). We'd like to point out below ways you can navigate throughout your learning experience.

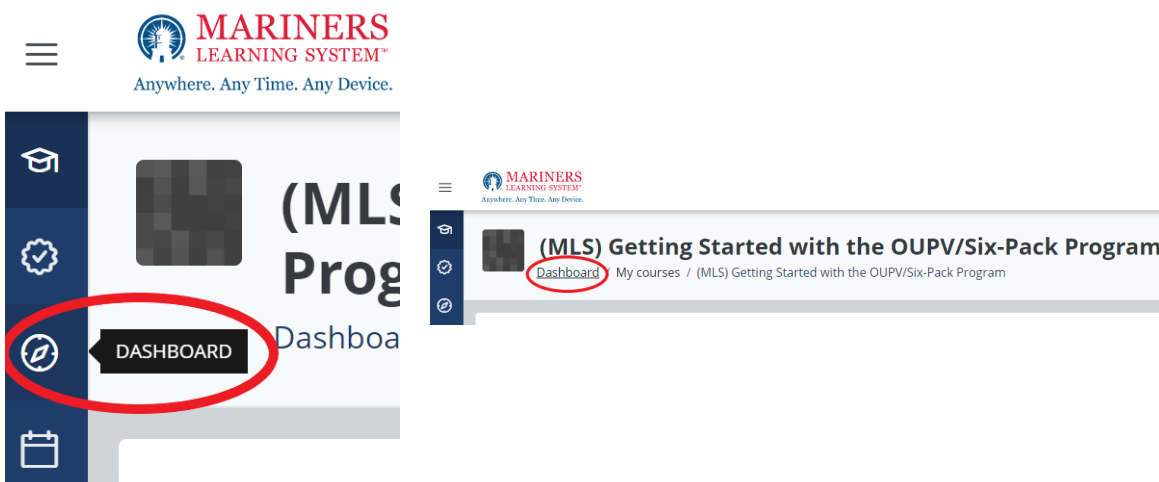
IMPORTANT NOTE: Maximize Viewing - Maximize your browser screen for the best experience! While you can move through the system on a smartphone, we recommend a computer or tablet for a larger screen size.

Dashboard

You will be taken to the Dashboard page upon entering the classroom. This personal page will show any and all programs you are currently enrolled in. A program can have multiple courses within it:

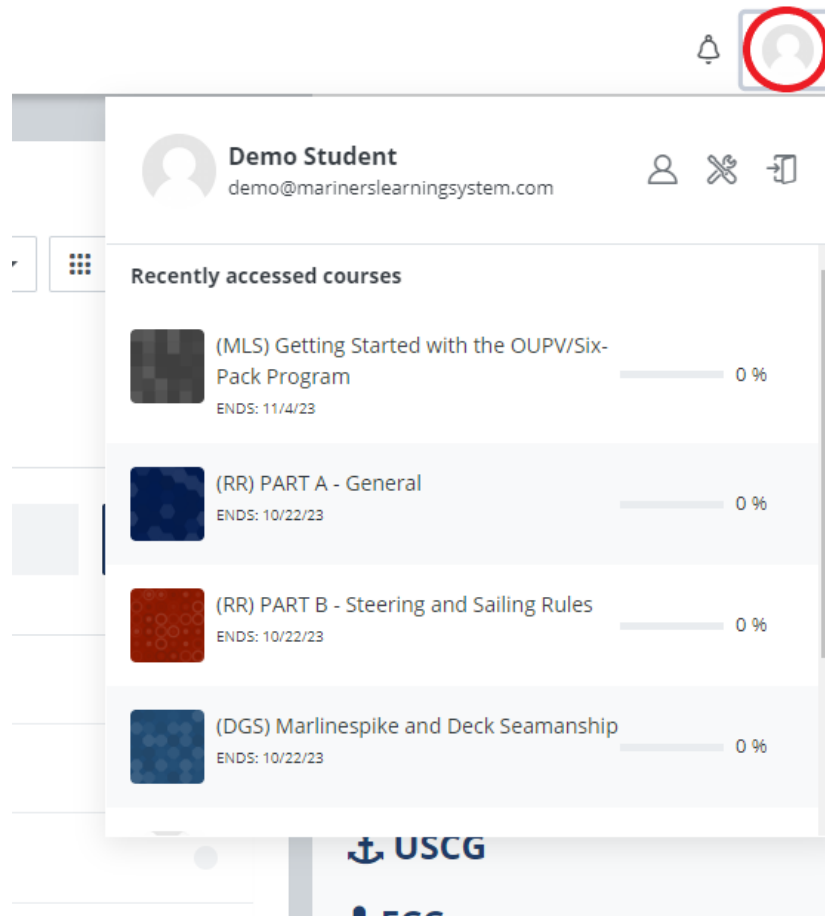


You will always be able to return to your Dashboard by clicking on the Dashboard icon contained in the left navigation panel or the Dashboard link at the top of your page.



Profile

You will see your Profile icon at the upper right corner of your screen. Here is where you can view course progress and log out of your account.



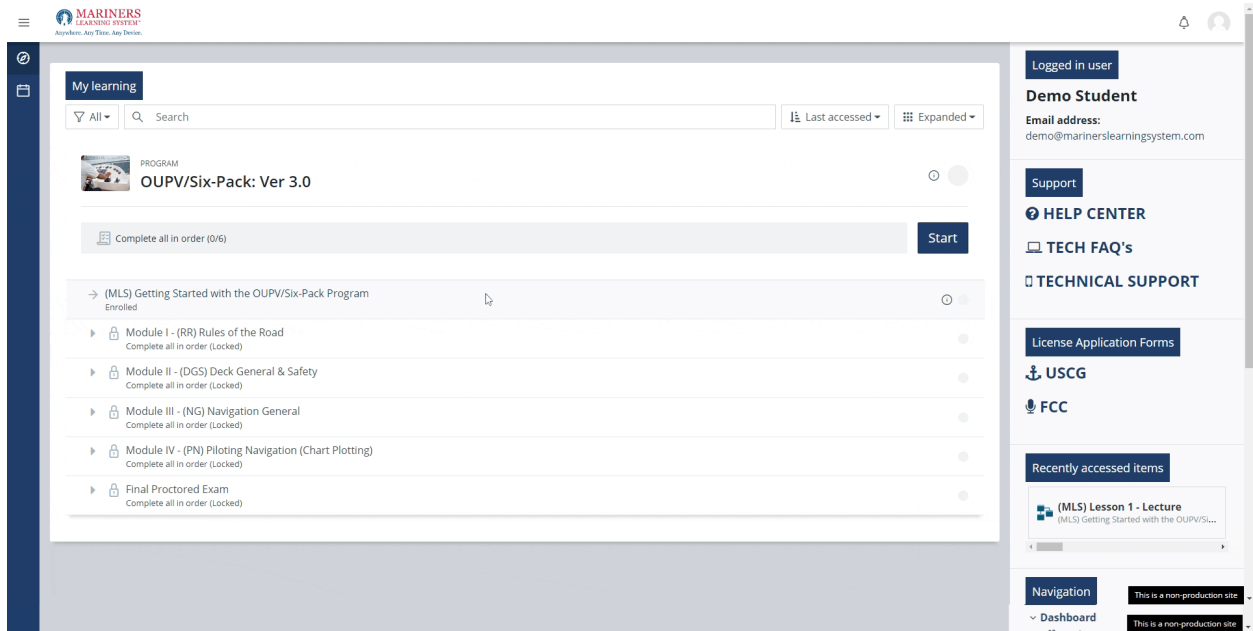
Right Navigation Panel

Take some time to click through the right navigation panel information. You will find:

- What user is logged in
- Support articles
- Application forms
- Recently accessed items
- Quick navigation links
- Enrollment timer
- And more!

Access Any Enrolled Course

You may use the Dashboard or Profile to see the list of your enrolled courses, navigate to them with ease, and see your progress. Click on the course name to enter the coursework.



You can enter that course if the course status is available, enrolled, in progress, or complete.

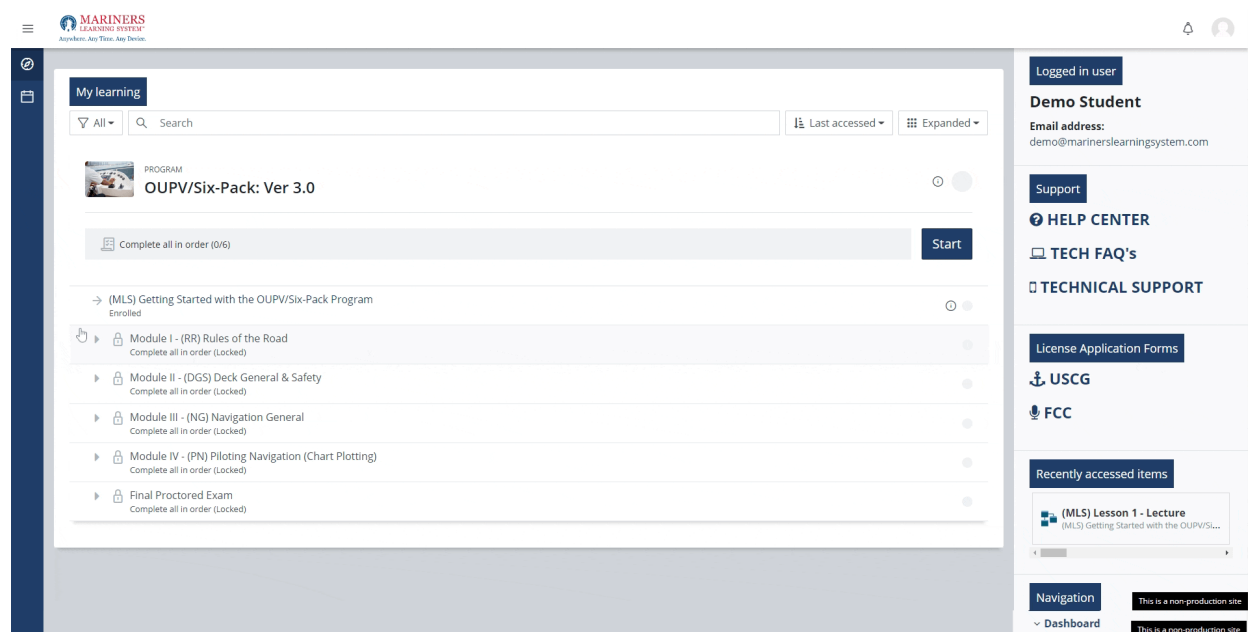
Course Status

On the Dashboard, you will see a list of courses within a program. The course status labeled under the course name will dictate your accessibility. Course statuses can be:

- Locked = Unable to enter the course until a previous course is complete
- Available = You are able to enter the course but have not done so yet
- Enrolled = You have entered the course but have not done any work yet
- In Progress = You are actively working inside this course
- Completed = You successfully completed all course requirements

Module Contents

Click the arrow to **open or close a module**. There are a series of courses that make up each module. If you leave the course with a module open, that module will still be open when you return – to help you track where you left off.



Course Contents

Each course has one or more series of **Lectures**, **Quizzes**, and **Additional Study Aids**. You will be told under the activity name if there are completion requirements:

- At the end of a Lecture, you will click "Click to Complete Lecture," and then the system will check that activity off as finished
- The Quiz progress box will only be checked off by the system when you pass the quiz with a **minimum score of 90%**

IMPORTANT NOTE: Restricted Activities - Activities may be locked due to a previous activity still needing to be completed. The restricted activity will tell you what activity needs to be completed, along with a helpful link right to it!

PART A - General

(RR) Lesson 1 - Lecture

To do: Go through the activity to the end

(RR) Lesson 1 - Quiz

Restricted Not available unless: The activity **(RR) Lesson 1 - Lecture** is marked complete


Additional Study Aids

(RR) Lesson 1 - Electronic Flashcards

(RR) Lesson 1 - Download Folder


At the end of most Modules is an exam. The exam is similar in function to the Lesson quizzes. However, the link for the exam will only be available once you have completed all the required Quizzes.


The details under the Module title will tell you what is required and in what order; the checkmarks to the right of the course names will tell you which are complete.


 PROGRAM
OUPV/Six-Pack: Ver 3.0


Complete all in order (0/6)


→ (MLS) Getting Started with the OUPV/Six-Pack Program
Enrolled

▶  Module I - (RR) Rules of the Road
Complete all in order (Locked)

▶  Module II - (DGS) Deck General & Safety
Complete all in order (Locked)

▶  Module III - (NG) Navigation General
Complete all in order (Locked)

▶  Module IV - (PN) Piloting Navigation (Chart Plotting)
Complete all in order (Locked)

▶  Final Proctored Exam
Complete all in order (Locked)

WARNING! If you are sharing a computer with another user, you MUST log out from the Profile icon (see above); otherwise, you won't get credit for taking the quizzes! We recommend using private web browser windows when logging in each time or two separate web browsers.

Progress Milestones

You will be able to track your progress throughout your learning experience through several channels. The progress tracker keeps count of the required activities to complete.

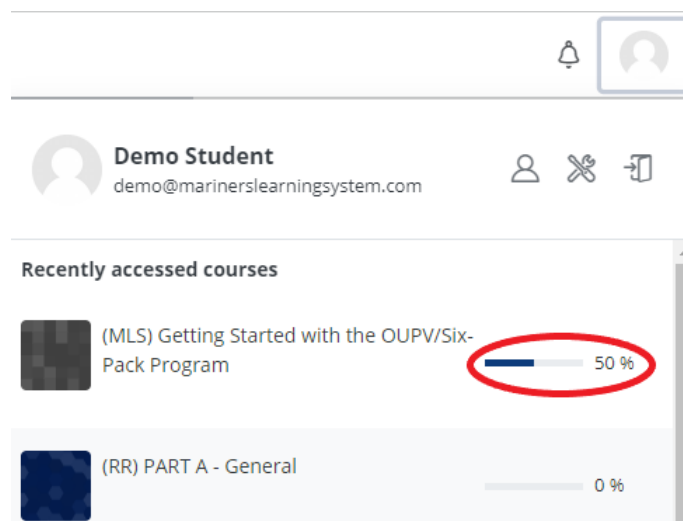
Progress Wheel

On the Dashboard page, you will be able to see overall program progress and individual course progress. If you hover your mouse over the progress wheel (or click the information circle ⓘ), it will tell you the percentage completed. Upon successful requirement completion, the progress wheel will turn into a green check mark!



Course Completion Percentages

The Profile Icon will show you recently accessed courses, along with the percentage of completion for each.



Course Completion Status

Inside every course, you will be able to track the completion of the course. The top block on the right panel, "Course completion status," shows what has been done toward completing the course.

You can see a progress summary by looking at the block or clicking "More details" to see a detailed report.

The screenshot shows the Mariner's Learning System interface. The main content area displays a welcome message from Captain Bob Figular, encouraging learners to embrace the experience and providing tips for success. The sidebar on the right contains a 'Course completion status' section showing 'Status: in progress' and a table of required criteria. Below this are links for 'Support', 'USER MANUAL', 'HELP CENTER', 'TECH FAQ's', and 'TECHNICAL SUPPORT'. At the bottom of the sidebar, there are links for 'License Application Forms', 'MERCHANT MARINER CREDENTIAL', and 'Need More Time?'. A footer note states 'This is a non-production site'.

Badges

Badges are used to celebrate your achievements. These can be found under your Profile Icon, then select Profile again. If you are awarded badges, you can click on the badge name to view what criteria was met, and you can download the badge.

OUPV/Six-Pack: Ver 3.0 - Piloting Navigation (Chart Plotting) Module Badge

[Dashboard](#) / [Preferences](#) / [Badges](#) / [Manage badges](#) / [OUPV/Six-Pack: Ver 3.0 - Piloting Navigation \(Chart Plotting\) Module Badge](#)



OUPV/Six-Pack: Ver 3.0 - Piloting Navigation (Chart Plotting) Module Badge

Awarded to

Issued May 15 2023, 7:28 PM

Issued by Mariner's Learning System

Congratulations! You have successfully passed all Module IV - (PN) Piloting Navigation (Chart Plotting) requirements.

Criteria

- ALL of the following courses have to be completed:

"(PN) Piloting Navigation (Chart Plotting)"

"(PN) Piloting Navigation (Chart Plotting) - Module Exam"

[More details](#)

Badges are only for personal achievement reflection.

Lectures

Several key lecture components have been selected to guide you on your learning journey:

- Written Text
- Audios
- Videos
- Learning Experience Callouts

Lecture Features

Some main features to be aware of when going through the lectures are:

1. All pages have links in the Lesson Menu
2. All pages have a page reference
3. Except for the Lesson Plan and Lesson Syllabus, all pages have a link to the audio reading of the page contents
4. Many lecture pages have a link to watch a video
5. All pages have buttons at the bottom to navigate back and forth in the lecture

The screenshot shows a lecture page titled "(RR) PART A - General" with a breadcrumb trail: "Dashboard / My courses / (RR) PART A - General / PART A - General / (RR) Lesson 1 - Lecture".

Callout 1: Points to the "Lesson menu" on the right side of the page, which contains a list of links: "(RR) Lesson 1 - Lesson Plan", "(RR) Lesson 1 - Learning Syllabus", "(RR) Lesson 1 - Rule 1 - Application", "(RR) Lesson 1 - Rule 2 - Responsibility", "(RR) Lesson 1 - Rule 3 - General", and "Definitions".

Callout 2: Points to the page reference "Page 3 of 5" located at the bottom right of the main content area.

Callout 3: Points to the audio player controls at the bottom left of the main content area, showing a progress bar and a play button.





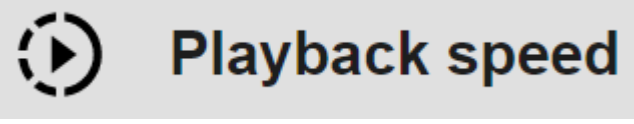
Callout 4: Points to a video player on the right side of the page, displaying a globe and the text "International Rule 1 - Application".

Callout 5: Points to the navigation buttons at the bottom left of the page, labeled "Previous Page" and "Next Page".

The main content area includes the title "(RR) Lesson 1 - Lecture", a "To do: Go through the activity to the end" button, and the sub-title "(RR) Lesson 1 - Rule 1 - Application". Below this, the "Rule 1 - Application" section contains text and a list of rules. The text states: "a. The international rules apply to All vessels upon high seas and in all waters connected there with navigable by seagoing vessels." and "b. Nothing in these rules shall interfere with the operation of special rules made by an appropriate authority for harbors, rivers, lakes or inland waterways connected with the high seas and navigable by seagoing vessels." The list of rules includes: "1. State means 'nation' in the international sense of the word. Consequently, the United States is considered to be a 'state' by the writers of the Colregs.", "2. Shapes are the unlighted visual signals required by the navigation rules to be used during daylight hours and have no significance at night. All shapes are now black.", "3. Annex II to both the Colregs and the inland rules list the 'additional' signals used by a fleet of fishing vessels.", and "4. Submarines may display, as a distinctive means of identification, an intermittent flashing amber (yellow) beacon with a sequence of operation of one flash per second for three (3) seconds followed by a three (3) second off period. Other special rules made by the Secretary of the Navy with respect to additional station and signal lights are found in Part 706 of Title 32, Code of Federal Regulations (32 CFR 706)."

Lecture Audios

You will see an audio bar at the top of each lecture page:

Icon	Name	Feature
	Play	Start the audio
	Pause	Stop the audio
	Volume	Increase, decrease, or mute the sound level
	Download*	Download the audio to your device to take offline
	Playback Speed*	Speed up or slow down the pace the audio is played at

*For Download and Playback Speed, select the three vertical dots first.






Lecture Videos

If there is a video for that lecture page, it is embedded within the content. Simply click the play button to begin the video.



When you hover your mouse over the video, a bar appears at the bottom of the video.



Icon	Name	Feature
	Play	Start the video
	Pause	Stop the video
	Volume	Increase, decrease, or mute the sound level
	Picture-in-Picture	Shrink the video into the bottom right corner to scroll through the lecture while still playing the video
	Fullscreen	Expand the video to fullscreen

Learning Experience Callouts

The following format will be used for "Warnings, Cautions, Notes, Important Notes, Memory Aids, and Discussions" found throughout this training.

WARNING

Operating procedures or techniques that must be carefully followed to avoid personal injury or loss of life.

CAUTION!

Operating procedures or techniques that must be carefully followed to avoid equipment damage.

NOTE

An operating procedure or technique that is essential to emphasize.

IMPORTANT NOTE

Learning considerations to keep in mind as you study a topic.

MEMORY AID

A slogan, acronym, or other devices that help commit a principle to memory.

DISCUSSION

Key information to spend time on when studying.

End of Lecture

Click the "Click to Complete Lecture" button at the end of the lecture to complete the lecture. The system will automatically mark it complete.

You'll find a link to review the lesson, move on to the Lesson Quiz, or return to the main course page.

(RR) Lesson 1 - Lecture

Done: Go through the activity to the end

Congratulations - end of lesson reached

Well done!

[Review lesson](#) [Go to \(RR\) Lesson 1 - Quiz](#) [Return to \(RR\) PART A - General](#)

Quizzes and Module Exams

IMPORTANT NOTE: Instructions - All quizzes and module exams start with a page of instructions and the grade needed to pass. Read this BEFORE attempting the quizzes and module exams.

Click "Attempt quiz now" when you are ready to start! All the questions in the quiz will appear on one page.

You can select your answer choice for each question. You may change your answer as often as you like until you officially submit the quiz for grading.

The screenshot shows a web interface for a quiz. At the top, there's a header with the MARINERS logo and navigation icons. Below the header, the page title is "(RR) PART A - General". The breadcrumb trail reads: Dashboard / My courses / (RR) PART A - General / PART A - General / (RR) Lesson 1 - Quiz. The main heading is "(RR) Lesson 1 - Quiz". Below this, there are two buttons: "To do: Receive a grade" and "To do: Receive a pass grade". A list of instructions follows:

- A minimum score of 90% is required to pass all module quizzes and module final exams. The questions contained in this test are representative of the questions found on your final proctored exam. Once you complete all of the course module quizzes and final exams, a section will unlock at the end of this course regarding next steps with online testing.
- Do not attempt to memorize the answers; instead take the time necessary to understand the lecture material. Coast Guard questions are written to find your weaknesses. If you just memorize the correct response, you will not be able to pass your final exam. However, if you understand the course material contained in the lecture and reading material you will have no problems passing the final exam.
- The questions in this quiz are designed to test your understanding of a particular element of required knowledge. Choose the best answer. In some cases more than one choice will appear to be the correct response. The answer you choose must be correct in all cases; not just in some.
- Never assume facts or information not specifically stated in the stem of the question. If the stem of the question does not describe a particular circumstance, then that particular circumstance or situation is not intended or implied.

Below the instructions, it says "Grading method: Highest grade" and "Grade to pass: 90.00 out of 100.00". There is a button labeled "Attempt quiz now". At the bottom, there's a navigation bar with a back arrow, "(RR) Lesson 1 - Lecture", a "Jump to..." dropdown, "(RR) Lesson 1 - Electronic Flashcards", and a forward arrow. A small black box at the bottom right says "This is a non-production site".

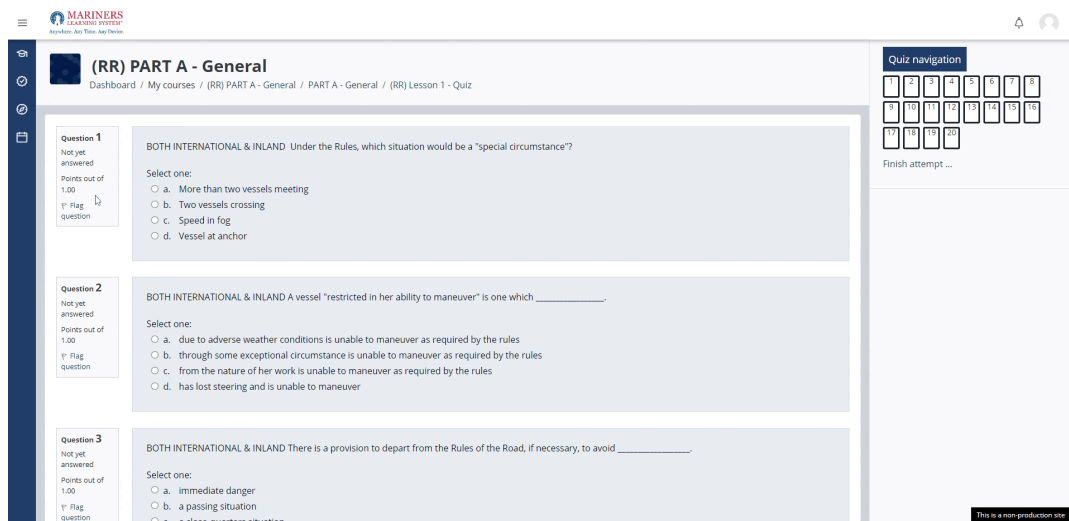
Quiz Navigation

The right panel will show the total number of questions. Click a question number to jump back to a question you've missed.

Flagging Questions

You can manually flag a question under the question number if you want a reminder to return to it.

When you flag a question, the Quiz navigation will put a red mark in the upper corner of the question.



How to Submit a Quiz for Grading

Once you have answered all the questions, scroll down to the bottom and click Finish attempt...

- The quiz will tell you if you still need to answer any questions.
- You may go back to the quiz by clicking Return to attempt or the question number in the box on the right.
- You can click "Submit all and finish" if you are ready to submit. Confirm this action. This will trigger the **system to automatically grade your quiz**.

Review Graded Quiz

When you finish the attempt, you will be able to see what questions you missed.

- Quiz and module exam attempts are saved
- You may review it now or return to review the attempt later

When you enter the quiz activity, you will see the results of all attempts and links to review each attempt.

Re-Attempt Quiz

You can take the quizzes and module exams as many times as you need or want. Simply enter the quiz activity to re-attempt the quiz.

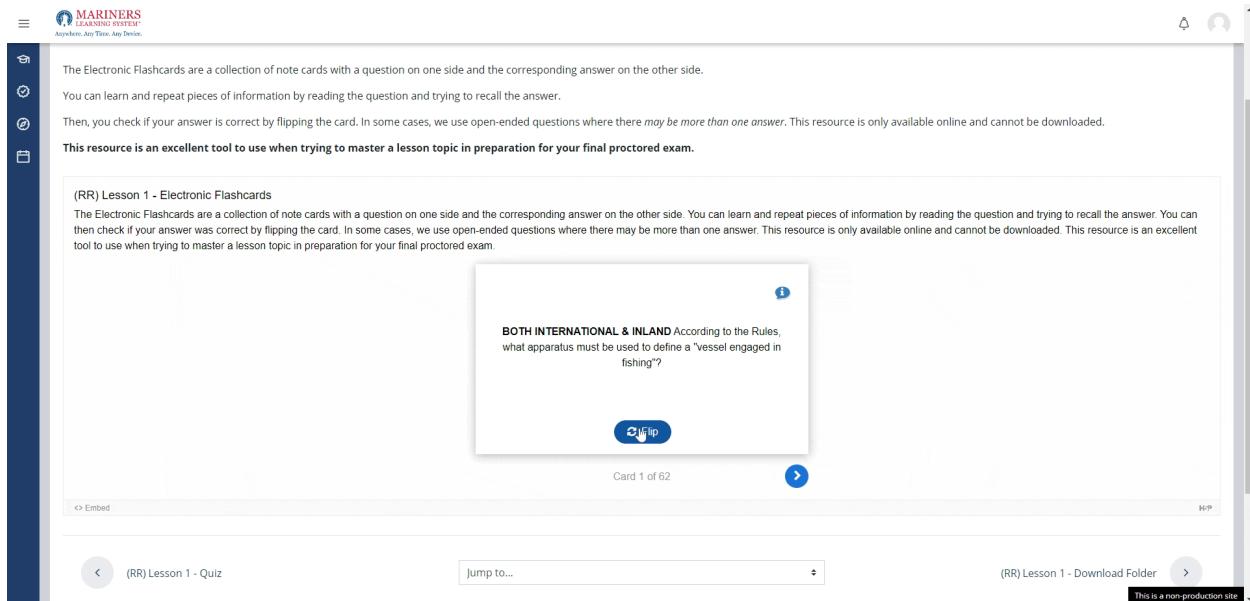
- Your highest score will be saved, so do not worry about losing your completion status

Additional Study Aids

After the Lecture and Quiz, you will see Additional Study Aids.

Electronic Flashcards

The Electronic Flashcards are a collection of note cards with a question on one side and the corresponding answer on the other side.



- You can learn and repeat pieces of information by reading the question and trying to recall the answer
- Then, you check if your answer is correct by flipping the card
 - In some cases, we use open-ended questions where there may be more than one answer
- This resource is an excellent tool to use when trying to master a lesson topic in preparation for your final proctored exam

This resource is **only available online** and **cannot be downloaded** (unless you use our mobile app).

Download Folder

The Download Folder of each course section will have buttons to download for viewing, listening, or reading offline. You can download the entire folder, with all resources, by clicking Download folder, or you can individually download each asset by clicking on the specific one you want.

These files have been specifically formatted to be compatible with most portable devices when working offline or an internet connection is unavailable.

Lecture Audio

- Download the complete .mp3 format audio from the entire lecture

Lecture eBook

- Lecture eBooks are in PDF format

Lecture Notes

- The Lecture Notes, in PDF format, are a great study tool when used with Electronic Flash Cards, Online Course Quizzes, and the Module Exam to prepare for the final Proctored Exam

Online Testing

Mariners Learning System was the first in the nation to be USCG-approved for online captain's licensing courses and testing.

Upon course completion, you will be taking our final exam **ONLINE!** The entire exam must be **entirely passed before the student's expiration date.**

A section will unlock after QuizMe (Optional) called "Final Proctored Exam," which goes over guidelines, downloading the testing software, then actual final exams.

IMPORTANT NOTE: System Requirements - Review the specific requirements for online testing [here](#).

Official Test Packet

Included in your original shipment was the *Chart Plotting Final Proctored Exam Official Test Packet* for your 1st attempt at the Chart Plotting final proctored exam. If you need to take a re-attempt, a form will unlock inside your classroom to request another test packet.

IMPORTANT NOTE: DO NOT OPEN the Test Packet until prompted to do so while taking the online exam. If opened/tampered with, the entire test will be scored as a failure. There is an additional fee for a replacement packet.

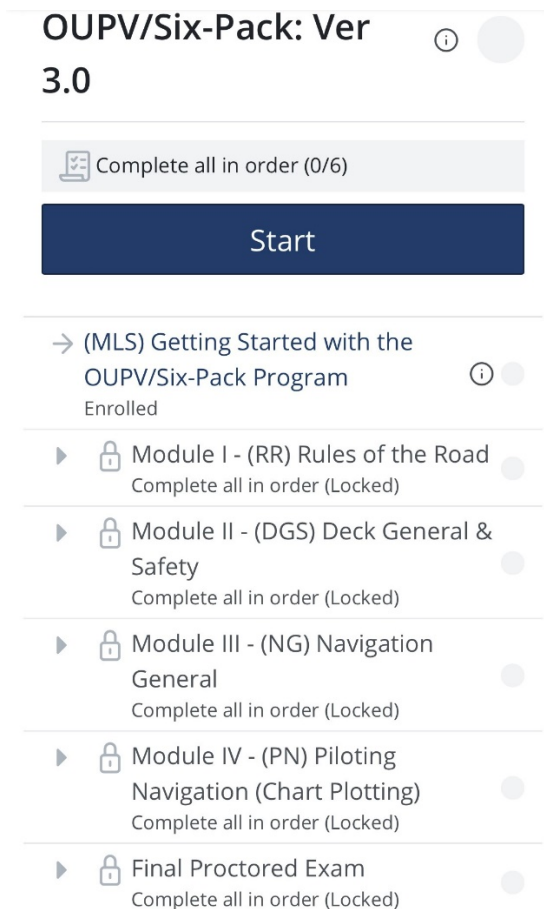
As long as this policy is followed, there is NO additional charge for taking the online proctored exam.

IMPORTANT NOTE: Version 1.0 (Captain in a Box) and Version 2.0 - Your original orders did not contain the Chart Plotting Final Proctored Exam Official Test Packet. Please email testing@marinerslearningsystem.com requesting one to be shipped.

Using a Smartphone or Smaller Tablet

When viewing a course on a smaller device, the navigation turns condensed to accommodate the screen size. You may find some course components easier to view or use on your desktop, laptop, or larger tablet, but all functions will work the same!

- Example: Lesson menu is found at the bottom of the lecture pages on a smartphone



Mobile App

When you download the companion app to the MLS courses, you'll get access to course content wherever you are on your smartphone. With the app, you can...

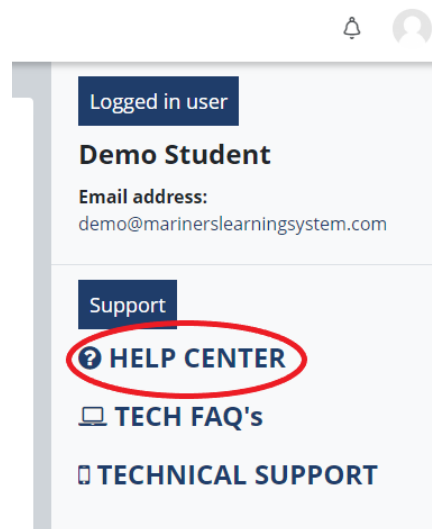
- Access your course content with ease
- Download material for offline usage, including quizzes (which can be synced back up once connected to cellular data/Wi-Fi)
- Want to download the app for your Android or Apple device? [Follow these steps.](#)

CAUTION! When you download the companion app, you'll get access to your course content via Apple or Google devices. You **MUST** activate your online course via a web browser **FIRST** before

downloading the app to your device. The app will only work properly if you activate the content this way.

Support

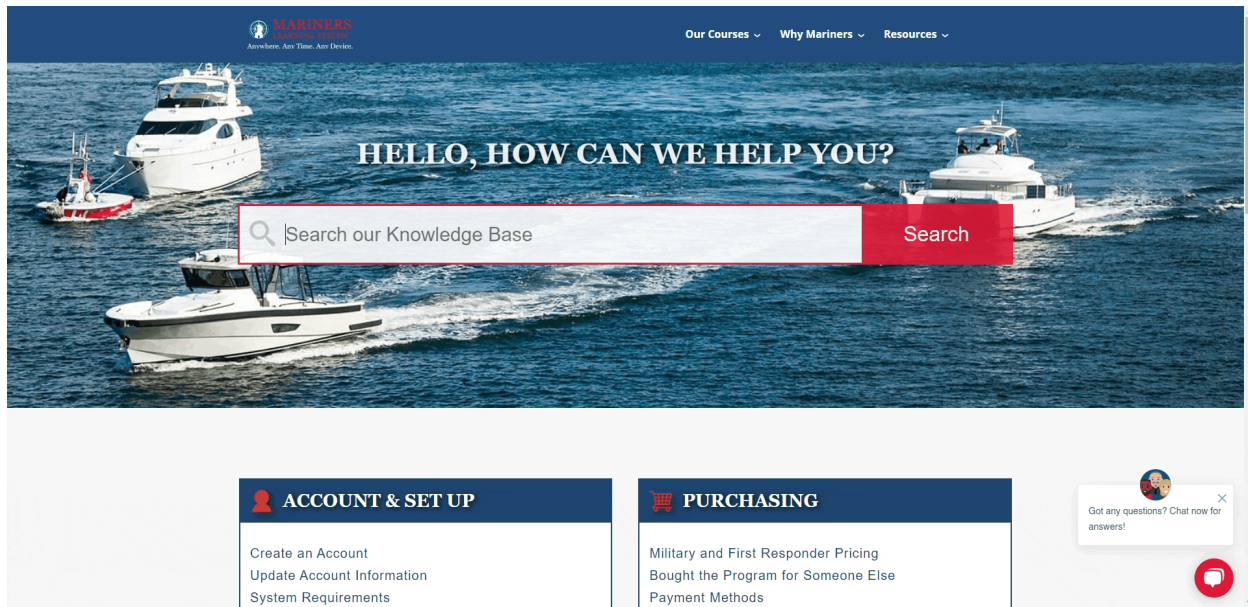
You may click the [HELP CENTER](#) link to check out our Knowledge Base, reach Technical Support, or submit a ticket to our staff. This is located on the right navigation panel throughout your time inside the classroom.



Knowledge Base

Browse an array of articles on topics related to your journey. A few examples of what you will find are:

- System requirements
- General licensing information
- Application forms
- And more!



Technical Support

Need help logging in? Did you forget your password? Get assistance and troubleshooting steps to steady the ship through articles or with our technical support team.

Ticketing System

Submit a question directly to our team for an answer. This is the **BEST** way to get in contact with an instructor! Be as detailed as possible in your ticket description so the right person reaches out to you.

Application Process

Once the student passes our multiple-choice exam, they will receive a Mariners Learning System certificate recognized by the United States Coast Guard for the written requirement. This can be found on the Course Locker page. This certificate is good for one year from the date you pass your final proctored exam.

Within one year of successfully passing the final proctored exam, you **MUST** submit the original certificate along with an application package and applicable fees to the USCG Regional Exam Center (REC).

You can find the application forms and helpful articles surrounding them [here](#).

IMPORTANT NOTE: Mariners Learning System Assistance - While Mariners Learning System can help answer general application form questions, **WE CANNOT COMPLETE THE FORMS** on your behalf; this is your responsibility.