



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 FCC Element Exams. Slight changes may apply depending on what you are enrolled in. For example, the MROP course has different aspects than the Element 3 online exam. 6/20/23.

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 FCC MROP online course was designed to take 7 hours to complete. Due to the self-paced nature, students have reported it taking less time. You are allowed 2 hours for the Element Exams.

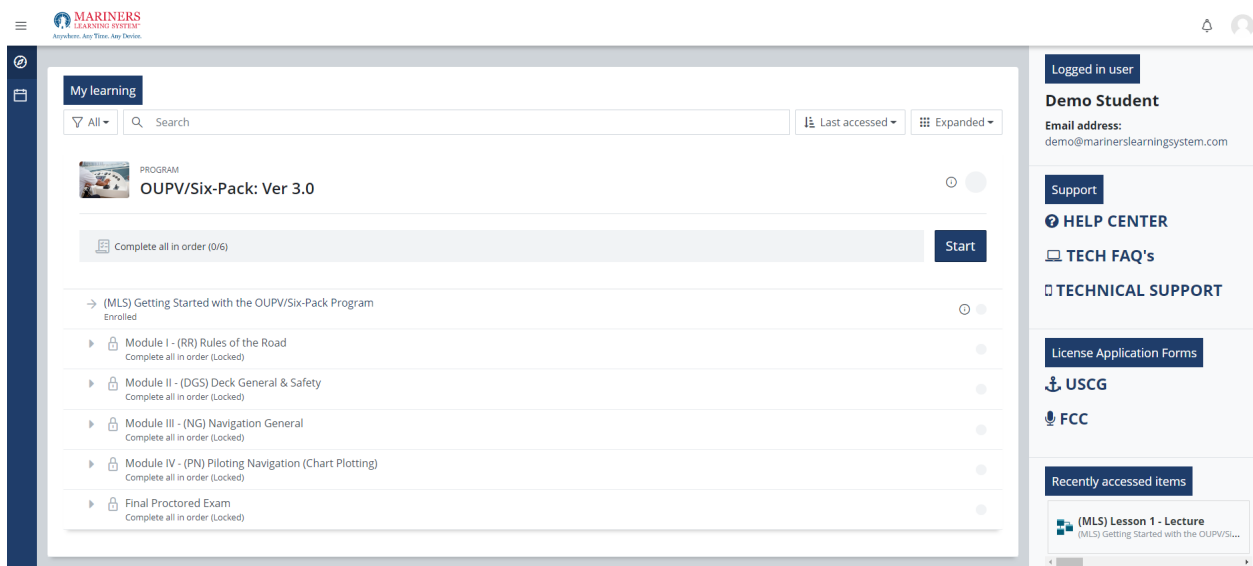
How to Navigate

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.

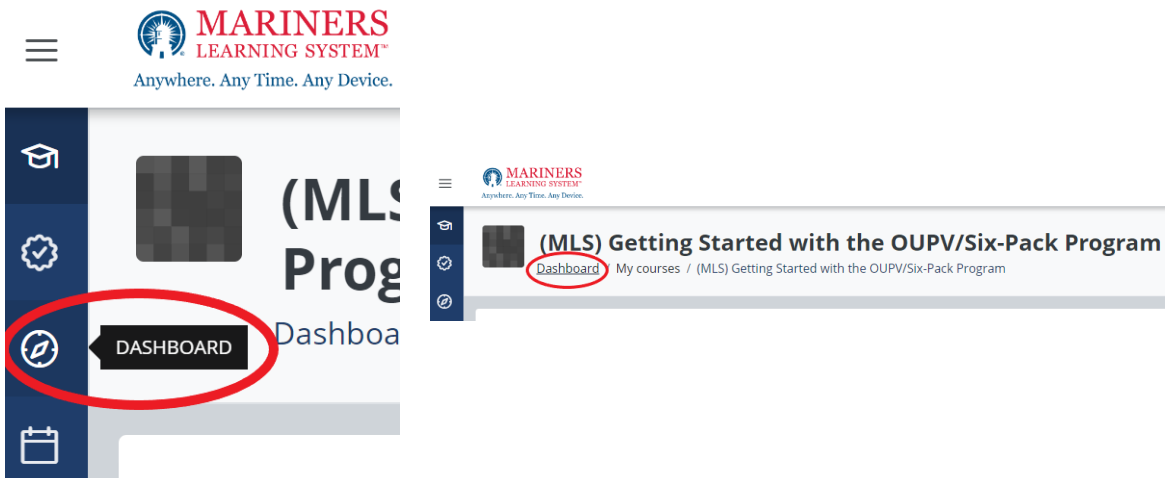
Dashboard

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:



The screenshot shows the user interface of the Mariners Learning System. At the top left is the logo and tagline "MARINERS LEARNING SYSTEM™ Anywhere. Any Time. Any Device.". The main content area is titled "My learning" and features a search bar, a filter dropdown set to "All", and a "Start" button. Below this, a program titled "OUPV/Six-Pack: Ver 3.0" is listed with a progress indicator "Complete all in order (0/6)". Underneath the program, a list of modules is shown, all marked as "Complete all in order (Locked)": "(MLS) Getting Started with the OUPV/Six-Pack Program", "Module I - (RR) Rules of the Road", "Module II - (DGS) Deck General & Safety", "Module III - (NG) Navigation General", "Module IV - (PN) Piloting Navigation (Chart Plotting)", and "Final Proctored Exam". On the right side, a sidebar indicates the user is "Logged in user Demo Student" with email "demo@marinerslearningsystem.com". It also provides links for "Support", "HELP CENTER", "TECH FAQ's", "TECHNICAL SUPPORT", "License Application Forms", "USCG", and "FCC". A "Recently accessed items" section at the bottom right shows "(MLS) Lesson 1 - Lecture".

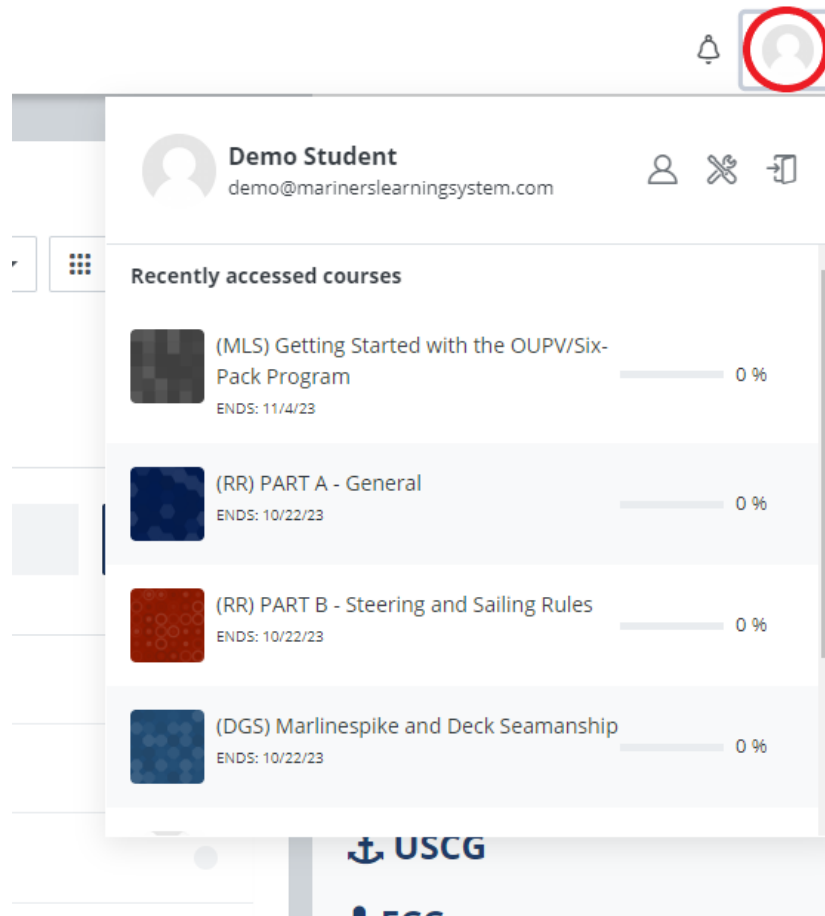
You will always be able to return to your Dashboard by clicking on the Dashboard icon contained in the left navigation panel or the Dashboard link at the top of your page.



This image provides a close-up of the navigation elements. On the left, a vertical navigation panel contains several icons, with the "Dashboard" icon (a square with a circle) circled in red and labeled "DASHBOARD". To the right, the top of the main content area is shown, featuring the "MARINERS LEARNING SYSTEM™" logo and a breadcrumb trail: "(MLS) Getting Started with the OUPV/Six-Pack Program" followed by "Dashboard" (circled in red) and "My courses / (MLS) Getting Started with the OUPV/Six-Pack Program".

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.



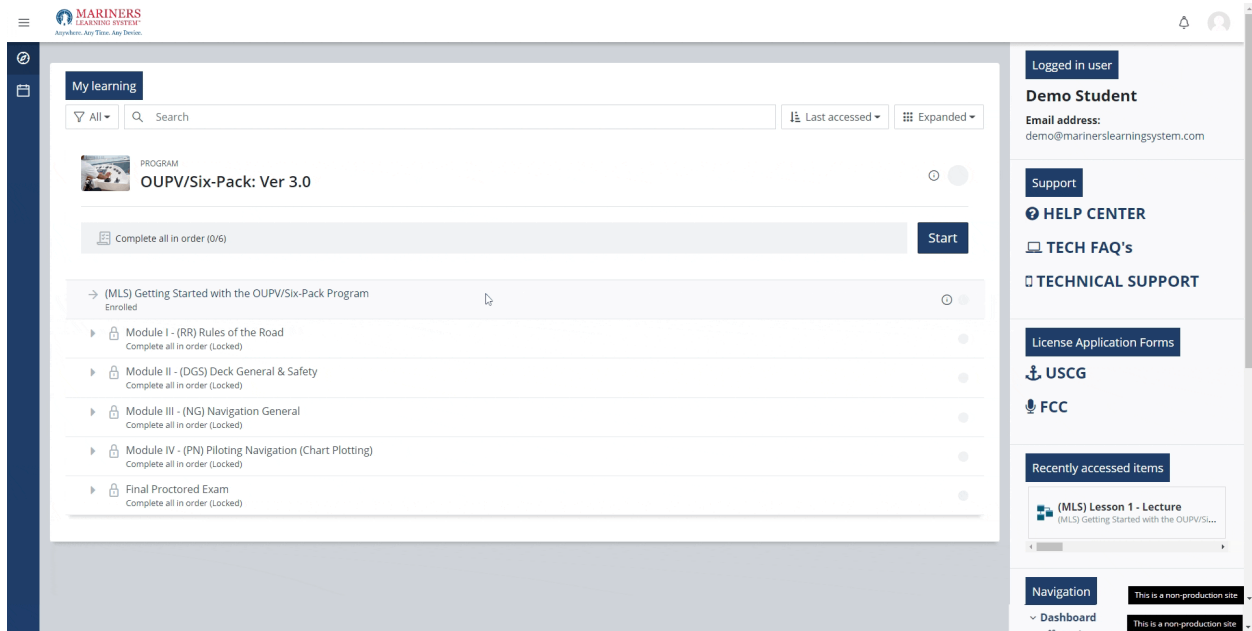
Right Navigation Panel

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.

The screenshot displays the 'My learning' interface. At the top, there's a search bar and filters for 'All', 'Last accessed', and 'Expanded'. The main content area features a program titled 'OUPV/Six-Pack: Ver 3.0' with a 'Start' button and a progress indicator 'Complete all in order (0/6)'. Below this, a list of modules is shown, all marked as 'Complete all in order (Locked)'. The right sidebar includes user information for 'Demo Student', support links, and a 'Recently accessed items' section showing '(MLS) Lesson 1 - Lecture'.

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

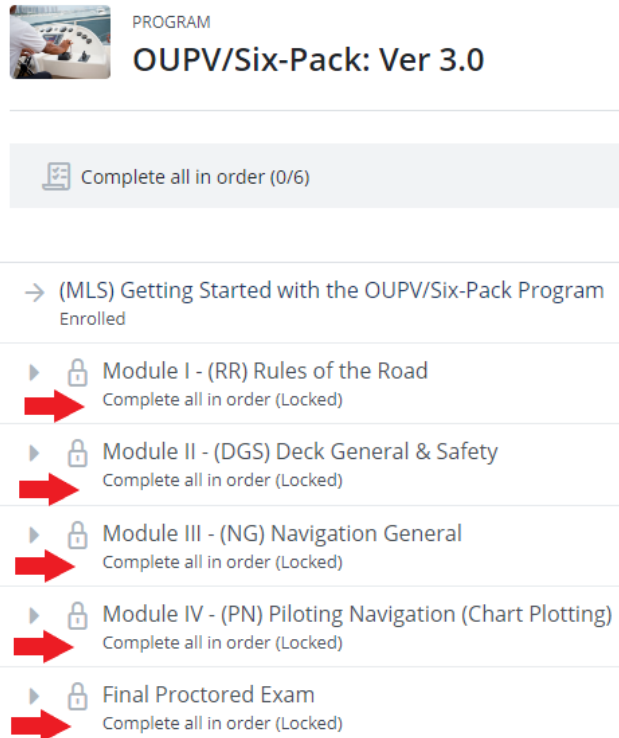
Additional Study Aids

(H-P) (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.





The screenshot shows a course interface. At the top left is a small image of a boat. To its right, the word 'PROGRAM' is written in small letters, followed by the course title 'OUPV/Six-Pack: Ver 3.0' in a larger font. Below this is a light gray button with a checklist icon and the text 'Complete all in order (0/6)'. Underneath is a list of course items, each with a right-pointing arrow, a lock icon, and text. The first item is '(MLS) Getting Started with the OUPV/Six-Pack Program' with 'Enrolled' below it. The next four items are 'Module I - (RR) Rules of the Road', 'Module II - (DGS) Deck General & Safety', 'Module III - (NG) Navigation General', and 'Module IV - (PN) Piloting Navigation (Chart Plotting)'. The final item is 'Final Proctored Exam'. Each of these five items has a red arrow pointing to the right, indicating they are locked.


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.

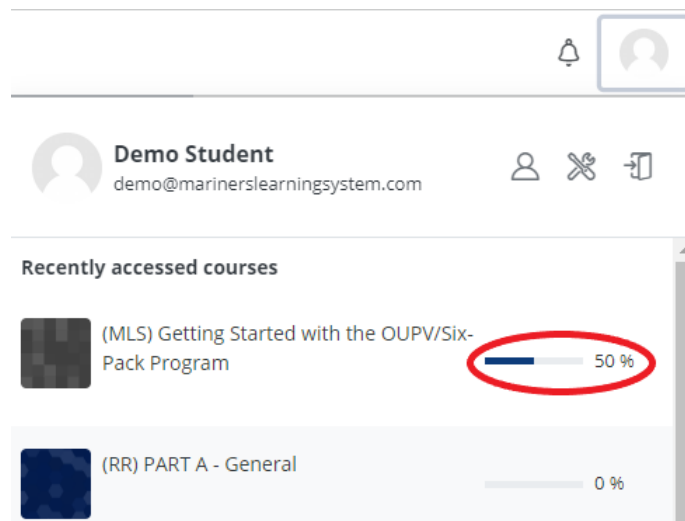
Progress Wheel

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 **i**), 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 displays the Mariner's Learning System interface. The main content area shows a course titled "(MLS) Getting Started with the OUPV/Six-Pack Program" with a status of "In progress". The course content includes a welcome message from Captain Bob Figular, emphasizing the importance of learning and the "crawl before you walk" methodology. The right-hand sidebar contains a "Course completion status" section with a table of required criteria and a "Support" section with links to the User Manual, Help Center, Tech FAQs, and Technical Support. At the bottom of the sidebar, there are links for "License Application Forms" and "Merchant Mariner Credential".

Course completion status

Status: *In progress*

All criteria below are required:

Required criteria	Status
Activity completion	1 of 2

More details

Support

- USER MANUAL
- HELP CENTER
- TECH FAQ'S
- TECHNICAL SUPPORT

License Application Forms

- MERCHANT MARINER CREDENTIAL

Need More Time? This is a non-production site

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" in the top right corner, 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", and "(RR) Lesson 1 - Rule 3 - General Definitions".

Callout 2: Points to the page reference "Page 3 of 5" in the top right corner.

Callout 3: Points to an audio player interface showing "0:00 / 1:55" and a play button.





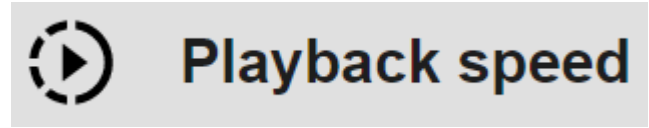
Callout 4: Points to a video player interface showing "International Rule 1 - Application" and a globe image.

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

The main content area includes the title "(RR) Lesson 1 - Lecture", a "To do: Go through the activity to the end" instruction, and the sub-title "(RR) Lesson 1 - Rule 1 - Application". Below this is the text for "Rule 1 - Application" and a list of sub-points (a, b, c) detailing the application of international rules. A list of footnotes (1-4) is provided at the bottom of the page.

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!

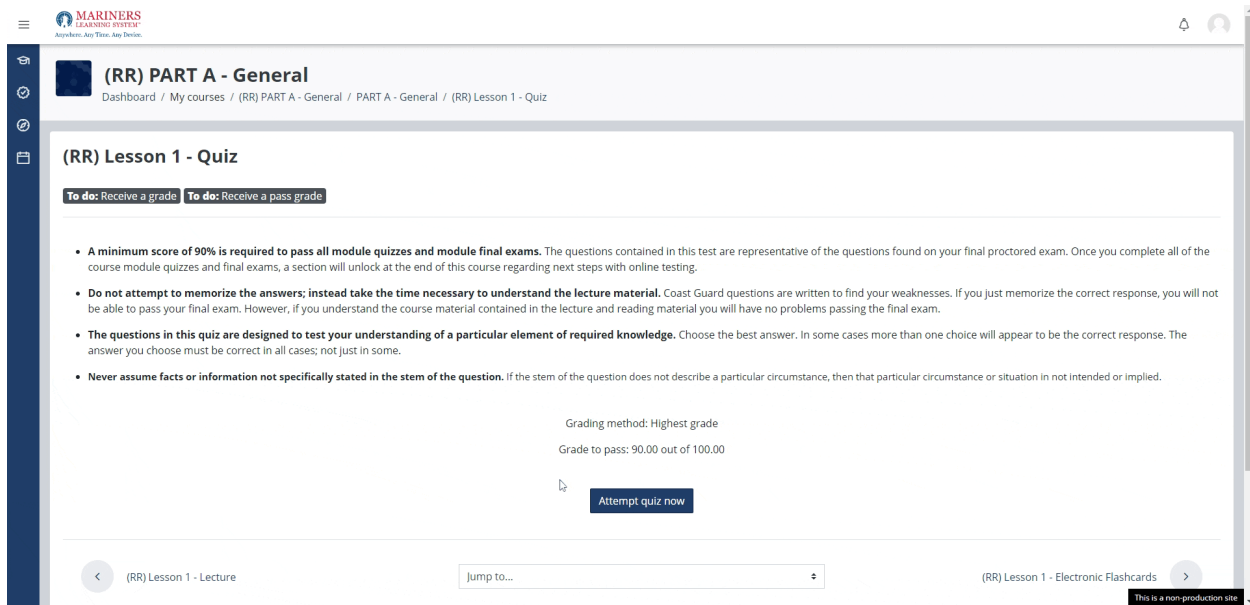
[Review lesson](#) [Go to \(RR\) Lesson 1 - Quiz](#) [Return to \(RR\) PART A - General](#)

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 left, there is a logo for "MARINERS LEARNING CENTER" with the tagline "Anytime. Anywhere. Any Device." Below the logo, the page title is "(RR) PART A - General" and the breadcrumb trail is "Dashboard / My courses / (RR) PART A - General / PART A - General / (RR) Lesson 1 - Quiz". The main heading is "(RR) Lesson 1 - Quiz". Below the heading, 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, the grading method is "Highest grade" and the grade to pass is "90.00 out of 100.00". A blue button labeled "Attempt quiz now" is centered below this information. At the bottom of the page, there is a navigation bar with a left arrow, "(RR) Lesson 1 - Lecture", a "Jump to..." input field, "(RR) Lesson 1 - Electronic Flashcards", and a right arrow. A small black box at the bottom right corner contains the text "This is a non-production site".

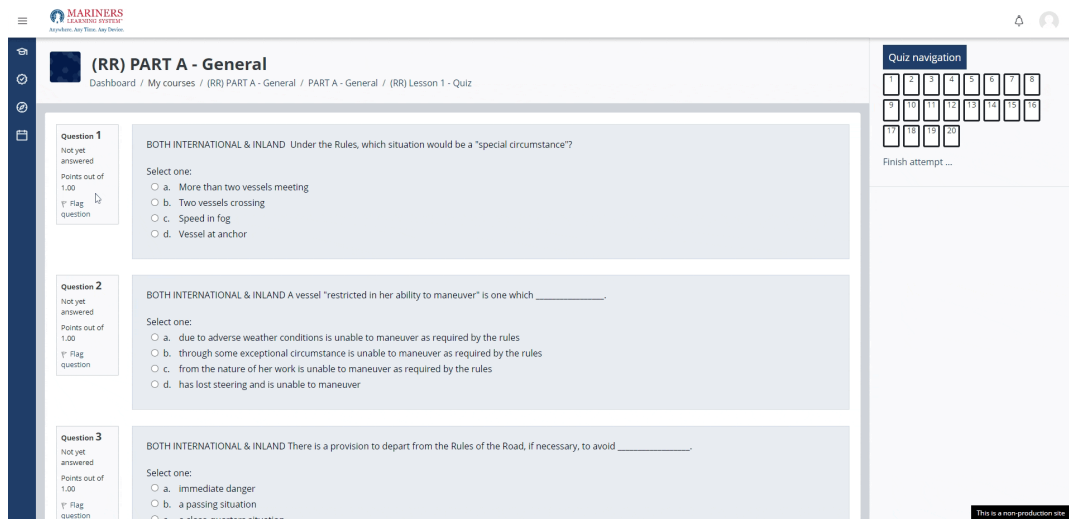
Quiz Navigation

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.

Check these out, as they contain helpful information.

Online 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.

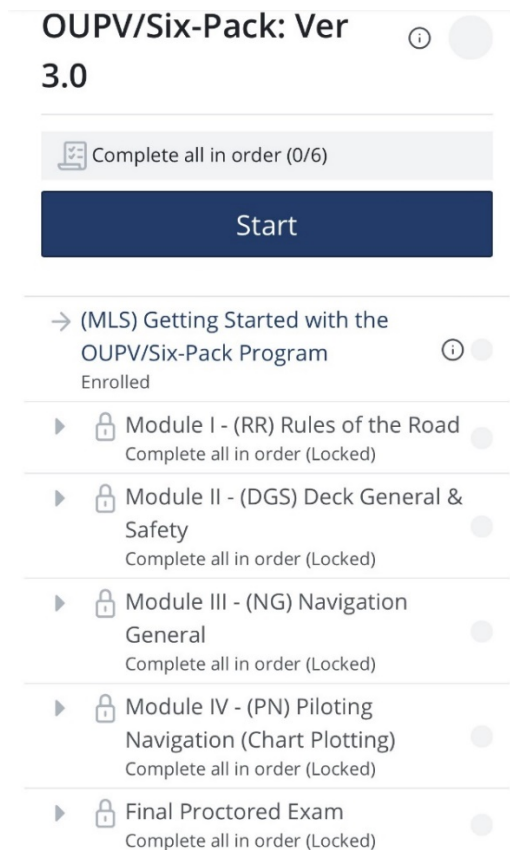
A section will unlock after this section called "Final Proctored Exam," which goes over guidelines, downloading the testing software, then actual final exams.

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

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

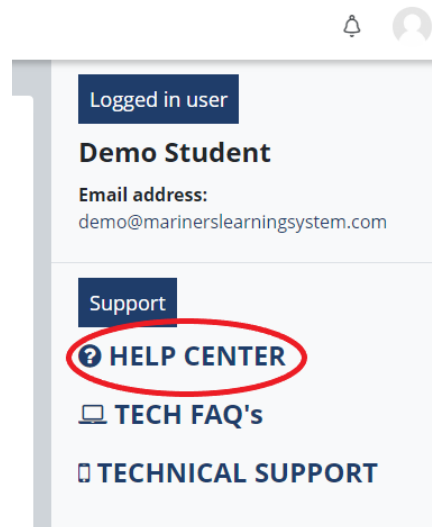
When you download the companion app to the MLS courses, you'll get access to course content wherever you are on your smartphone. With the app, you can...

- 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

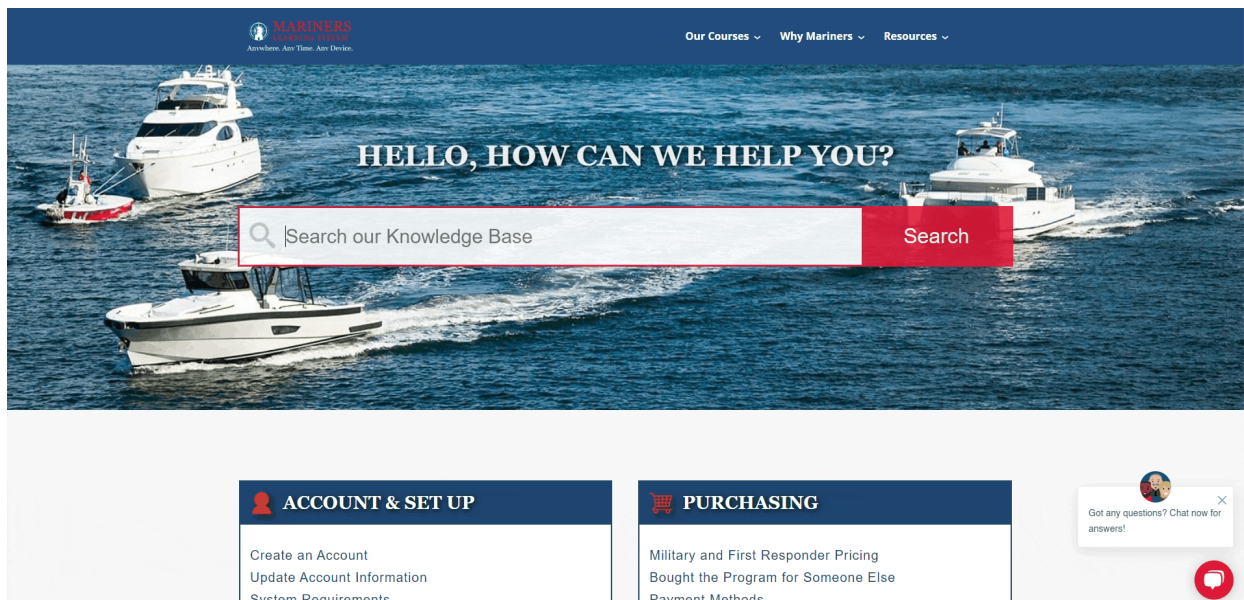
You may click the [HELP CENTER](#) link to check out our Knowledge Base, reach Technical Support, or submit a ticket to our staff. This is located on the right navigation panel throughout your time inside the classroom.



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 Federal Communications Commission 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 to Mariners Learning System. We will electronically file to the FCC for you.

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.