



Select a frequently asked question (FAQ) to skip to its answer.

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- I want to review some of the information in a lesson. Is there a quick way for me to skip to a particular topic?
- What resources are available to help me study for the final exam?
- How do I find more information about a topic?
- I have questions about the information in the course. Is there someone I can contact?

How is the BESA I course organized?

The BESA I distance learning course uses a blend of traditional content-focused screens and scenario-based instruction to apply the concepts you are learning to actual situations. The course is organized into 16 units:

1. Course Introduction
2. HRA
3. OEHSA
4. Sampling
5. Potable Water
6. Noise Health Threats
7. Confined Space Hazards
8. Radiation Overview
9. Ionizing Radiation
10. Non-ionizing Radiation: Radio Frequency Radiation
11. Non-ionizing Radiation: Laser Hazards
12. Non-ionizing Radiation: UV/IR
13. Biological Health Threats
14. Chemical Health Threats
15. Toxic Industrial Materials
16. Risk Communication

Although HRA, OEHSA, and Risk Communication are separate units, these concepts are revisited throughout the course.

Each unit is made up of lessons. While some units contain only one lesson, others may have as many as six lessons. In addition, there is a Resources page and a Progress Check for each unit.

It is important for you to be aware that this training is the first portion of a larger course. You will apply the concepts you learn in the DL course during the In-Residence BESA II course.

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Who should take this course?

This course is primarily designed for BE enlisted personnel who have attained the 5-skill level. If that description applies to you, this course will help fulfill your 7-level upgrade training requirement. Successful completion of this course will be required before you can take the Final Exam. You must pass the Final Exam prior to enrolling in BESA II, the In-Residence portion of this course.

BESA I can also be used as refresher training for your Readiness Skills Verification (RSV) process or for other ancillary training purposes. If you're using the course as ancillary training, you will be able to access any unit as needed and are not required to complete the entire course or the Final Exam.

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How do I get credit for this course?

If you are taking the course for upgrade training, you must complete every lesson and obtain a passing score on the Progress Check for each unit to be marked as complete. Once you have completed all units, you will receive a Certificate of Completion and will be eligible to take the Final Exam. You can then receive credit for the course by passing the Final Exam, which also makes you eligible for participation in the BESA II in-residence course.

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What do all the navigation buttons do?

- Lesson Menu: Takes you to a list of lessons in the unit.
- Lesson Map: Allows you to skip to a particular page in the lesson.
- Options Menu: Allows you to choose from four options, shown below.
 - Help text: Opens this screen with frequently asked questions (FAQs) about the course.
 - Audio Transcript: Allows you to read the text versions of the audio elements on the screen.
 - Glossary: Contains definitions of terms and acronyms used in the course.
 - Resources: Takes you to a list of reference materials pertaining to the unit.
- Exit: Exits the unit while saving your progress.
- Previous: Returns to the preceding page.
- Repeat: Refreshes the page, resets questions, and replays any animation or audio elements.
- Forward: Takes you to the next page.

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How do I know what to click?

Selectable graphics are usually indicated by the use of a hexagon shape. The cursor will change to a pointing hand when positioned over a selectable or rollover graphic. Also, bold yellow text is generally selectable and allows you to view more information about a topic.

Some pages contain a great deal of information organized by tabs. This interaction is similar to thumbing through a file folder. By selecting the tabs, you can view additional content directly on the screen, one "folder" at a time. Tabbed pages also often contain bold yellow text or selectable graphics which launch popup information. Be sure to click each tab to view all the content.

Always read the instructions in the prompt area of each page to ensure that you don't miss any information.

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When I click a link or a graphic, nothing happens. Why?

You may need to set your browser to allow popups in order for some information to appear. If you are using the Google toolbar in your browser, you may hold the Ctrl key and select the item at the same time, which allows the popup window to open. In Internet Explorer, you can adjust the settings for blocking popups by selecting Internet Options from the Tools menu, then clicking the Privacy tab.

Many of the graphics in the course are not selectable. Selectable graphics are usually indicated by a hexagon shape. The cursor will also change to a pointing hand when positioned over a selectable or rollover graphic.

You may need to click the "Repeat" button to refresh the page. If the problems persist, try exiting the course by selecting the "Exit" button. Then reenter the course.

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What do I do if the page doesn't load properly?

If all elements of the page haven't loaded properly, click the "Repeat" button in the course to refresh the page.

If an animation won't play, you may not have the Adobe Flash Player installed. Obtain approval and/or install the Adobe Flash Player on the computer. You can find information about the Adobe Flash Player at www.adobe.com.

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Why am I being asked a question about a topic that hasn't been taught in the course yet?

This course uses experiential learning techniques which allow you to learn by reflecting on something you're asked to do. By answering Scenario Challenge Point questions *before* reading the associated content, you can challenge yourself to figure out the answers based on your prior knowledge and experience and then to reflect on your choices once you've read the information. Don't worry – these questions are not scored, and most of them allow a second attempt once you've read content associated with the question. Scenario challenge point questions are designed to get you thinking about the content – *not* to test what you've been taught.

Appraisal questions, on the other hand, are traditional questions, presented after the associated content, that are designed to test your understanding and retention of what you've learned. You should try your best on all the questions in the course, because they are similar to the questions you'll see on the Final Exam for the course.

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Why is there an "a" after the page number on some screens?

For pages that appear as feedback after a Scenario Challenge Point question, the page number will have a letter after it. This is to remind you that the content page is connected to a scenario question. For example, if the Scenario Challenge Point was on page 6, the content associated with that question may be numbered 6a. After you have answered the question correctly or you've attempted it twice, you will proceed with the rest of the lesson.

There are a few styles of Scenario Challenge Point questions that only allow one attempt (e.g., a Yes or No question). In these instances, you will move forward through content pages without returning to the question unless you select the Previous button to read the question again.

There are a few occasions where scenario-related questions are asked but there is no additional content to provide after the question. In those rare instances, the question page will still be labeled as a Scenario Challenge Point, but the feedback box will instruct you to try the question again immediately if you answered it incorrectly the first time.

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Can I skip the questions in the course?

The Appraisal questions are provided for your benefit so that you may practice the new information in order to learn it more effectively. You may skip them if you like by selecting the Forward button to continue to the next page. Scenario Challenge Point questions cannot be skipped.

Occasionally, a question will be in the form of a drill and practice interaction which contains multiple questions. After you select Start to begin this type of question, you will not be able to select Forward until you have either answered all questions correctly or you have attempted each question twice.

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When I entered the course today, the lessons I did yesterday weren't marked as completed. Why wasn't my progress saved?

Make sure you always exit the course by clicking the Exit button, located on the left side of the screen. Simply closing the browser window will NOT save your data. If you properly exit the course but still experience problems, contact the Med+Learn Site Administrator at 1-866-400-2641.

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How can I see a transcript of the audio in the course?

Select the Options menu on the left side of the screen, and then select Audio Transcript. You can repeat these steps to remove the transcript as well.

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How do I find out what the acronyms used in the course mean?

Select the Glossary from the Options menu at the left of the screen to launch a popup box containing terms used throughout the course with their definitions.

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I want to review some of the information in a lesson. Is there a quick way for me to skip to a particular topic?

By selecting the Lesson Map from the left side of the screen, you can skip to a certain point in the lesson. When using this feature, you may notice that question pages and some pages related to the scenario are not linked in the lesson map.

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What resources are available to help me study for the final exam?

In addition to the questions inside the lessons to help you learn the content, Progress Checks have been included for additional practice. Once you have successfully completed the Progress Checks, you can go back and review them as many times as you'd like to help you prepare for your exam. In addition, a print version of each Unit is available. Clicking "Print this Unit" from the bottom of the Lesson Menu will open a file in portable document format (pdf) that you can print or save to use as a study tool. Finally, each unit contains a Resource page which provides references for more information and guidance about the topics in that unit.

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How do I find more information about a topic?

A list of resources appears in every unit and is accessible from the Lesson Menu. Click on the Resources link to view a page showing a briefing room with selectable graphics. When you select the items on the bulletin board, they will open pdf versions of various reference documents. For some units, you can view related websites by selecting the computer and clicking the link you'd like to visit. All links will open in a new window. Items appearing on the white board are not linked and represent additional resources you may be able to obtain from your shop library, if available.

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I have questions about the information in the course. Is there someone I can contact?

For questions, concerns, or comments related to BESA, send an email to the following address: USAFSAM.BECOURSES@brooks.af.mil.

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