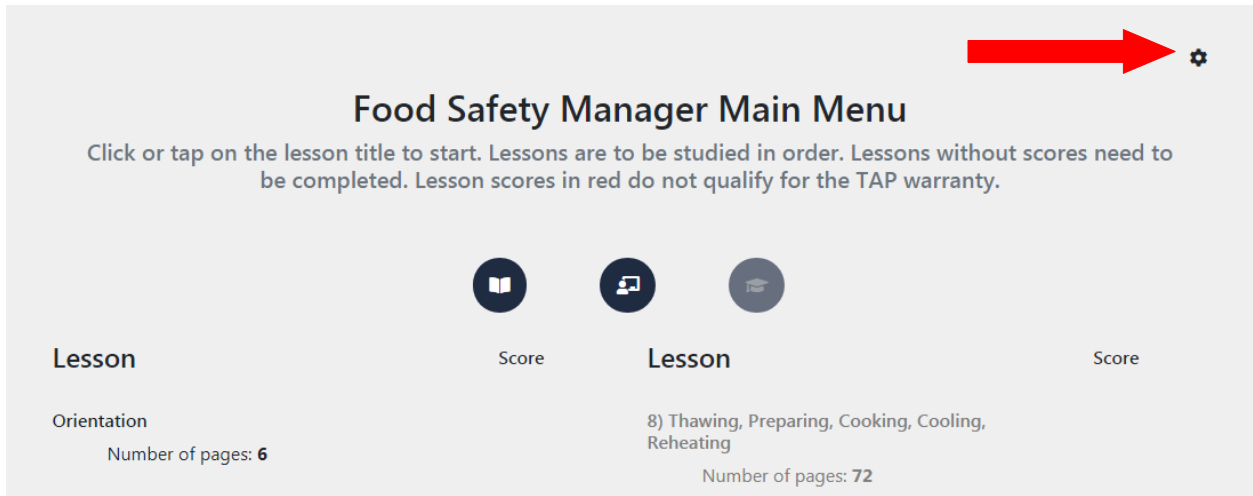
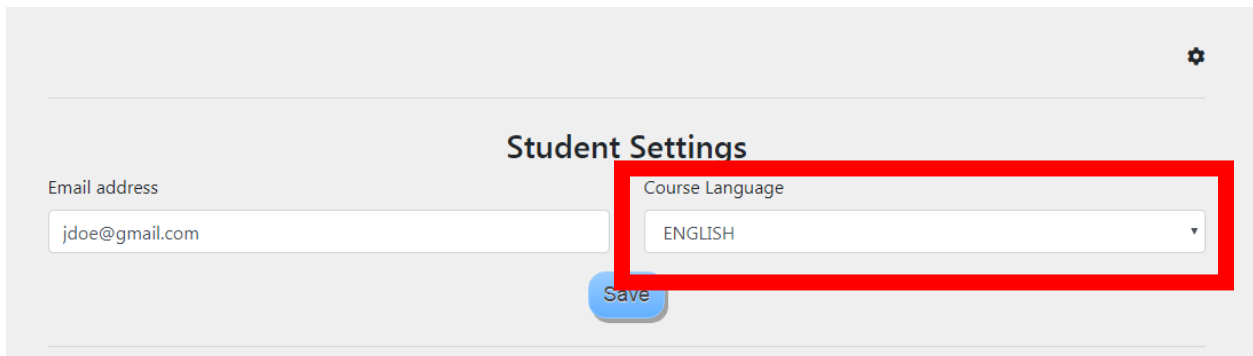


How to Change the Language of a Course

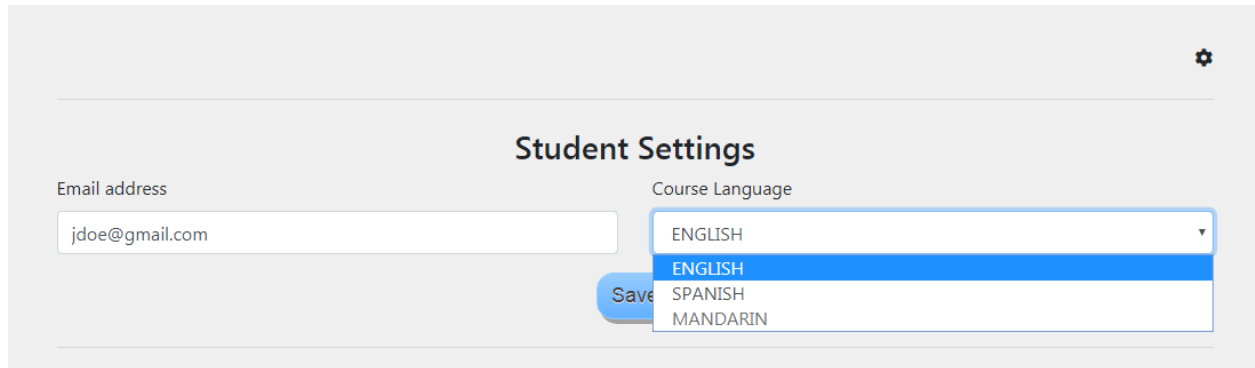
1. Open an Internet browser (Google Chrome or Firefox is best) and navigate to www.tapseries.com.
2. Click the "Login to Course" button in the top navigation bar. Sign in with your username and password.
3. Once you have logged into your course, click the gear icon in the upper right hand corner of the screen.



4. A "Student Settings" panel will drop down. Click the "Course Language" dropdown bar to show different language options.

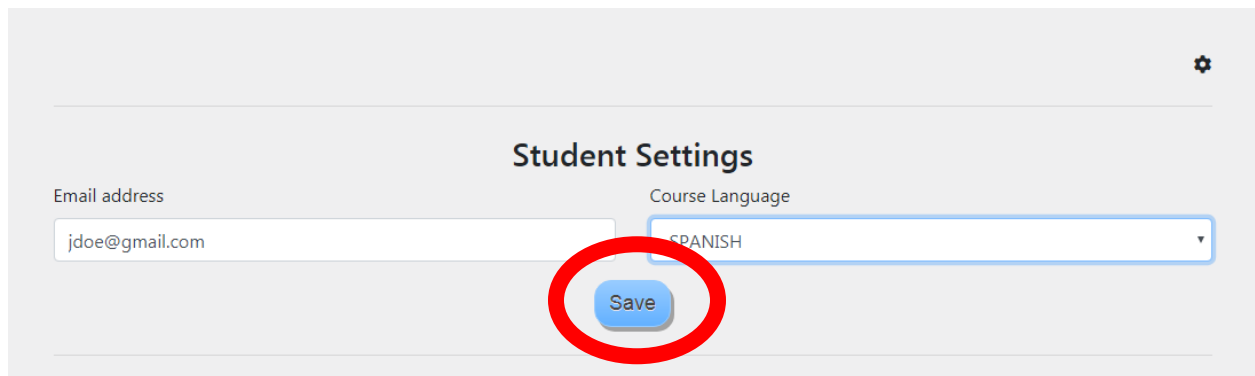


5. Select the language you would like the course to be presented in from the dropdown menu.



The screenshot shows the 'Student Settings' form. The 'Email address' field contains 'jdoe@gmail.com'. The 'Course Language' dropdown menu is open, showing options: ENGLISH (selected), ENGLISH, SPANISH, and MANDARIN. A blue 'Save' button is visible below the dropdown.

6. Once you have made your selection, click the "Save" button to save your changes.



The screenshot shows the 'Student Settings' form. The 'Email address' field contains 'jdoe@gmail.com'. The 'Course Language' dropdown menu is set to 'SPANISH'. The blue 'Save' button is circled in red.

7. The course will then update to be presented in your chosen language.



The screenshot shows the 'Menú Principal del Gerente de Seguridad Alimentaria' (Main Menu of the Food Safety Manager). The text reads: 'Haga clic o toque el título de la lección para comenzar. Las lecciones deben estudiarse en orden. Las lecciones sin puntajes deben completarse. Los puntajes de las lecciones en rojo no califican para la garantía TAP.' Below the text are three circular icons representing a book, a person, and a graduation cap. The page is divided into two columns. The left column is titled 'Lección' and contains 'Orientación' with 'Número de páginas: 6'. The right column is titled 'Lección' and contains '8) Descongelar, preparar, cocinar, enfriar y recalentar' with 'Número de páginas: 72'. The word 'Puntuación' (Score) is centered under each column.