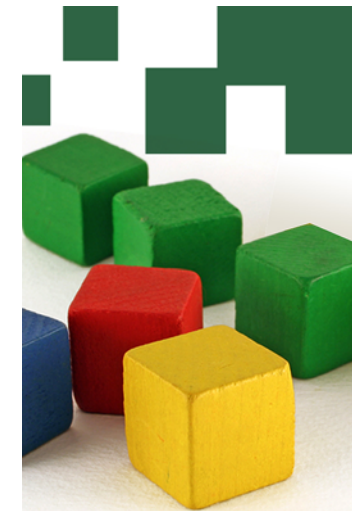


Zoo LDS User Guide



**I N T E L L I G E N T
B U S I N E S S
L E A R N I N G**

Welcome to the Zoologic Learning Delivery System (Zoo LDS)

This User Guide has been designed to introduce you to Zoologic’s Learning Delivery System (Zoo LDS)—a clear, easy-to-use, and effective learning tool which puts you in control of your learning. You set the pace and track your own progress.

This guide presents a simple explanation of the Zoo LDS, providing step-by-step instructions on how to easily access and complete courses.

With Zoologic’s LDS you can:

- Take pre-tests to ascertain your level of knowledge
- Select and complete specific lessons in a course
- Complete exercises to reinforce your learning
- Track your progress through a course
- Take tests to verify your level of retention
- Earn continuing education credits (when applicable)

To Start

To begin taking Zoologic courses you will need to log in to the LDS. Open your web browser and go to Launch page using the address or link made available to you by your training administrator. Click “Launch Zoologic” to get to the login window.



1 **Login:** log in with your assigned username and password.

2 **New Password:** If you have either forgotten your password or if you have not been assigned a password yet, be sure to follow the on-screen directions



How to Use It - Overview

Logging in to the system will display the Home page. The home page displays a snapshot of your progress and provides easy access to all functions of the LDS.

- 1 **Transcript Summary:** Shows your most recently accessed courses with links to quickly resume your courses. Your most recent test results and a summary of your activity is also displayed.
- 2 **Tools Panel:** Allows access to a list of available courses by alphabetical order, a topic list, to a word search as well as to your complete transcript.
- 3 **Topics Panel:** You can go directly to a topic of interest by clicking on the topic on this panel.
- 4 **Password Management:** Is always present in the Tools Panel.
- 5 **Title Bar:** The title bar provides a clear identification of your current location. Using this bar you can also return home or log out.

The screenshot shows the Z•OLOGIC Home page. At the top right, a red 'log out' button is labeled with a circled '5'. Below it is a 'home' button. The main header area displays the user's name 'Allen Claxton', a 'Welcome!' message, and the date 'Jan 29, 2007'. On the left side, there are two panels: 'topics' (labeled with a circled '3') and 'tools' (labeled with a circled '2'). The 'topics' panel lists Accounting, Assessments, Corporate Finance, Compliance - Legal, Compliance, Credit Risk, and Derivatives. The 'tools' panel lists my transcript, list all courses, courses by topic, reports, my password, and Search. A circled '1' points to the 'my transcript' link. A circled '4' points to the 'my password' link. The main content area features a 'Recently Accessed Courses' table and a 'Message Board' section. The table lists courses like 'a-International Trade Introduction' and 'Bond Price Sensitivity' with their respective dates and times. The Message Board contains a notice about a site upgrade.

Recently Accessed Courses	
a-International Trade Introduction	Dec 27 2006 1:12PM
Bond Price Sensitivity	Dec 21 2006 11:06AM
Time Value of Money	Dec 21 2006 12:14AM
Z_Final Assessment - Accounting	Dec 13 2006 9:49AM
A_Pre-Assessment - Accounting	Dec 12 2006 4:25PM

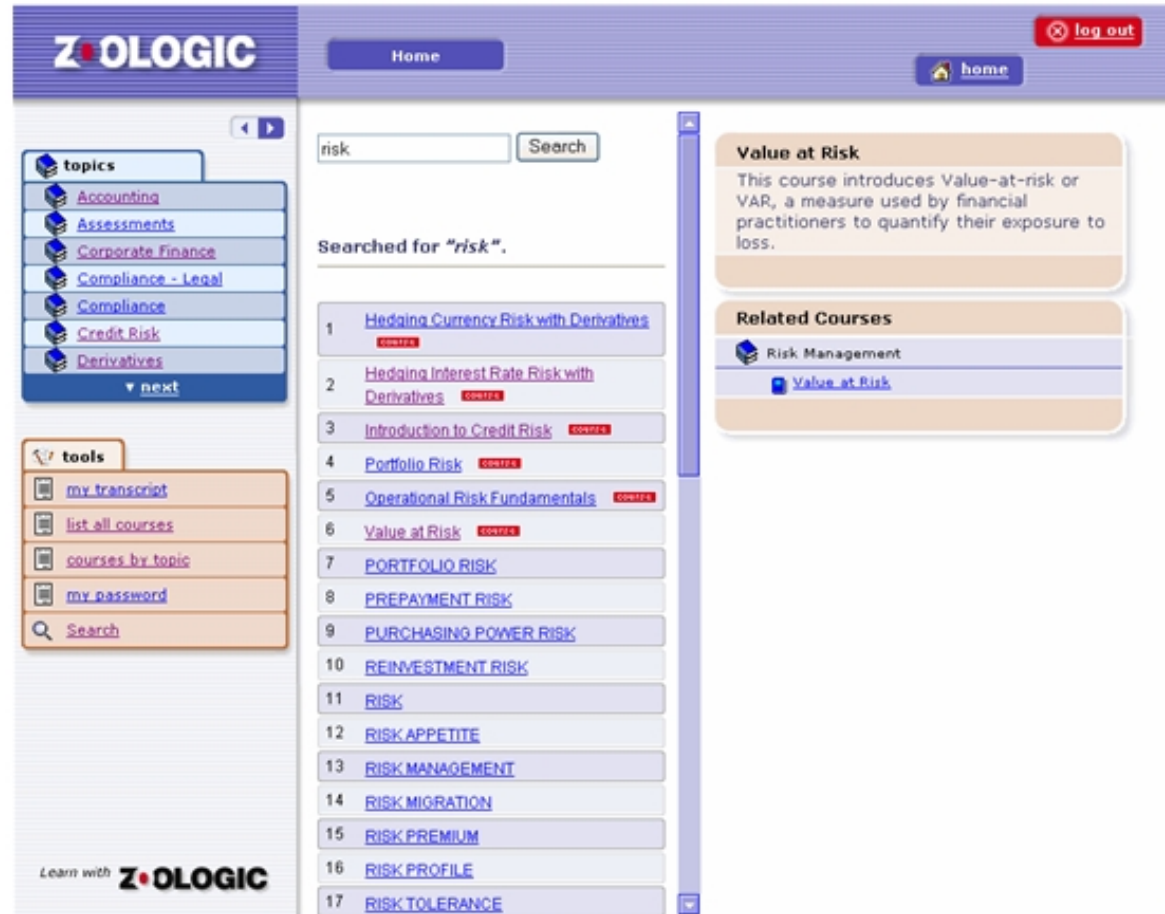
To return to the Home page at any time, simply click the home button on the title bar.

SEARCH FUNCTION

Using Course Titles

In the example the word risk was entered as the search term and the course Value at Risk was selected.

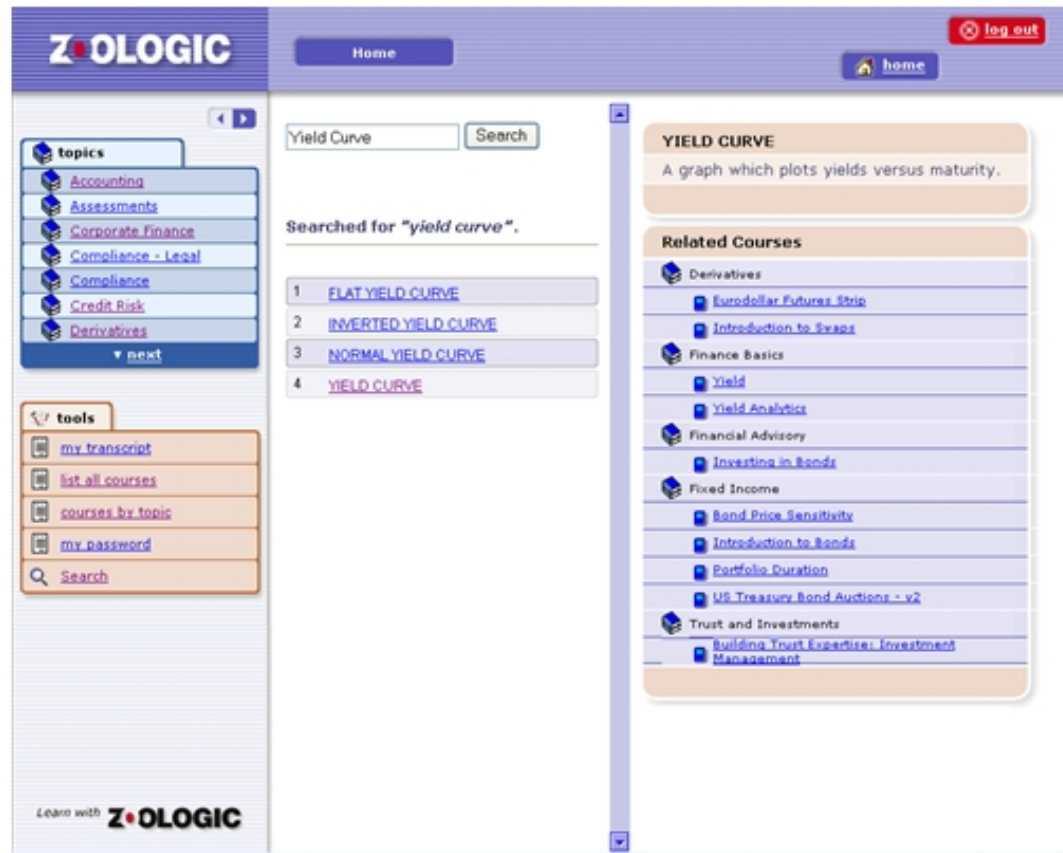
- The search function matches the search term with a word in a course title or to a reference term contained in a course.
When there is a match in a course title the course title is shown with a red indicator. A reference term is shown with no indicator.
- If a course title is selected from the search results the course description is displayed and the launch link to the course details page is listed.
- If a reference term is selected from the search results the definition of the reference term is displayed and the launch links for the courses containing the reference term are listed



SEARCH FUNCTION Using Reference Terms

In the example the word Yield Curve was entered as the search term. **No** Courses have this term in the title but there are four reference terms which contain the search term.
Selecting the Reference Term Yield Curve from the search results returns the definition of Yield Curve and the courses which contain this term listed in their Topic Areas.

- The search function matches the search term with a word in a course title or to a reference term contained in a course.
When there is a match in a course title the course title is shown with a red indicator. A reference term is shown with no indicator.
- If a course title is selected from the search results the course description is displayed and the launch link to the course details page is listed.
- If a reference term is selected from the search results the definition of the reference term is displayed and the launch links for the courses containing the reference term are listed



You can navigate through the available courses in various different ways. From the list of topics you can go to either the courses in a specific topic or to an alphabetical list of all courses.



Course Description

When a course is selected, a general description of that course appears on the content area. It lists the individual modules comprising that course, the course's learning objectives and a list of professional credits associated with the course.

Description

An option is a contract offering the right, but not the obligation, to buy or sell an asset at a predetermined price. Options are the prototypical derivative product. This course introduces options and explains how investors use them to implement various investment strategies.

Modules

This course is comprised of the following modules:

	Status	Length	
Pre-Test		--	
Lesson 1: What is an Option?	In Progress	90 min	open lesson
Lesson 2: Positions in Options	not attempted	60 min	open lesson
Lesson 3: Options Strategies	not attempted	90 min	open lesson
Final Test		--	

Learning Objectives

Upon completing this course you will be able to:

- Describe what options are, how they work, and why they are used
- Determine the nature of the potential payoffs and inherent risks associated with basic option positions
- Discuss the mechanics of various popular option strategies

Credits

- Registered Financial Planners Institute
4 credits : Registered Financial Planner (RFP)
- 4 credits : University of Phoenix
- American Institute for Chartered Property Casualty Underwriters
4 credits : Chartered Property Casualty Underwriter (CPCU)

Course Modules






A course's modules include a pre-test, one or more lessons and a final test. It's quick and easy to check the status for each module and the approximate amount of time it takes to complete the module. For more detail on a module, click on the hyperlink. For a shortcut to start a lesson module, click the "open lesson" button.

	Status	Length	
Pre-Test		--	
Lesson 1: What is an Option?	Completed	90 min	open lesson
Lesson 2: Positions in Options	In Progress	60 min	open lesson
Lesson 3: Options Strategies	not attempted	90 min	open lesson
Final Test		--	

Take a Test

Before you start on the first lesson of a course, you may want to complete a pre-test to gauge your understanding of the course material.

Pre-tests are available in three different levels: basic, intermediate, and advanced. Not all levels are available on every course. Click on the Pretest link to chose a level.

-  [Pre-Test](#)
-  [Lesson 1: What is an Option?](#)
-  [Lesson 2: Positions in Options](#)
-  [Lesson 3: Options Strategies](#)
-  [Final Test](#)

Select a level of proficiency to take or review a test:

Level	Date	Score
<input checked="" type="radio"/> Basic	not taken	--
<input type="radio"/> Intermediate	not taken	--

 **begin test**

Select a Pre-test Level

You will be prompted to select the level of the test that you want to take. Select a level of proficiency to take a test.

Click **begin test**, and the display will show testtaking directions.



Read Pre-test Instructions

Click continue once you are ready to begin the pre-test.

starting test

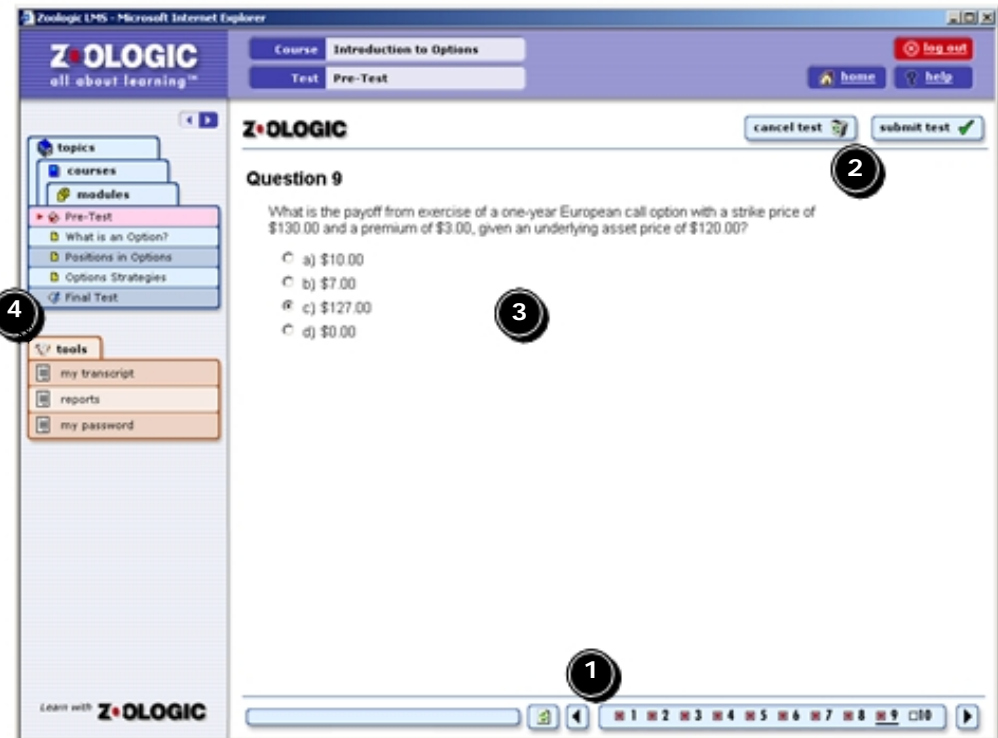
Please review the instructions below while the test is being loaded:

1. During the test you will not be able to view any lessons and exercises.
2. Answer the questions in any order by clicking on the question numbers.
3. Feel free to go back and change your answers.
4. When you are ready, submit your test for correction.

 **exit test**  **continue**

When taking a test the following controls are available:

- 1 Test Navigation Bar:** The bottom of the window displays a navigation bar that allows you to move through the questions in a test in whatever order you choose.
- 2 Cancel and Submit Buttons:** After answering all question, you can submit the test for correction. If you decide not to continue with the test, click on the cancel test button.
- 3 Questions:** Test questions are displayed in the main content area. There are multiple types of questions: multiple-choice, numerical, multiple select, drag and drop. The types of questions will depend on the specific course you are taking.
- 4 Navigation and Tool Panels:** During the test the navigation and tool panels are disabled to prevent losing test data.



Answering Test Questions

When taking a test, each question is displayed individually as you navigate through the test.

There's no need to submit answers to individual questions and you can change your answer at any time prior to submitting the test for grading.

Question 9

What is the payoff from exercise of a one-year European call option with a strike price of \$130.00 and a premium of \$3.00, given an underlying asset price of \$120.00?

- a) \$10.00
- b) \$7.00
- c) \$127.00
- d) \$0.00

Test Results

Test results are available immediately upon submitting your test for correction. To see more detailed test result click on the review or retake test button. Note that you can review in detail your most recent test for each level. However, all your test results are tracked and can be seen in your transcript.



Select a level of proficiency to take or review a test:

Level	Date	Score	
<input checked="" type="radio"/> Basic	Sep 3 2003 2:23PM	70%	◀ most recent test
<input type="radio"/> Intermediate	not taken	--	

review or retake test

welcome back

Your test has been submitted and the results recorded:

Name : Oleg Arsky
Score : 70%
Level : Basic
Course : Introduction to Options
Duration : 17 minutes
Questions : 7 correct
 2 incorrect
 1 unanswered

review test

exit test retake test

Detailed Results

Detailed results of your test display the test duration as well as the breakdown of the number of questions answered correctly, incorrectly or unanswered.

You have the choice of reviewing the test or retaking it. If you choose to retake it, a new set of questions will be randomly selected.

Reviewing a Test

During test review, you can see corrections for each individual question. The test summary page shows which questions were answered correctly, incorrectly or unanswered. Links to the question pages allows you to review your answer and see the correction answer along with a set-by-step solution.

Name : Oleg Arsky
Date : Wed Sep 3 14:31:05 EDT 2003
Course : Introduction to Options
Level : Basic
Score : 70%

✗	Question 1	Positions in Options
✓	Question 2	The Right to Sell an Asset
✓	Question 3	The Right to Sell an Asset
✓	Question 4	The Right to Buy an Asset
✓	Question 5	Synthetic Forward
✓	Question 6	Straddle
✓	Question 7	What is an Option?
✓	Question 8	In, At- and Out-of-the-Money
✗	Question 9	The Right to Buy an Asset
?	Question 10	Call Spread

Reviewing Questions

The bottom of the window shows a navigation bar similar to the one used when taking a test. In this bar, the correction for each question is indicated next to the question number. You can go directly to a question by clicking on the question number.



Solutions

As you review each question, you can see the correction for the question along with the correct answer and the solution for the question.

Remediation

You can go directly to the page that teaches the concept tested in the question by clicking on the remediation button on the navigation bar at the bottom of the screen.



To return to the test question click on the back button.

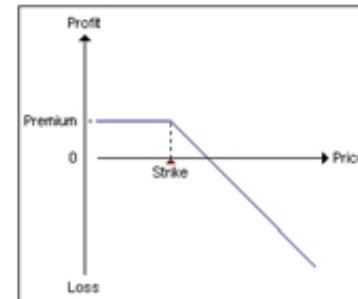


Question 1

Identify the following illustration.

- a) Long call
- b) Short call
- c) Long put
- d) Short put

Your answer is incorrect...



Answer: b

A short call position has upside potential limited to the option premium. Downside risk is unlimited.

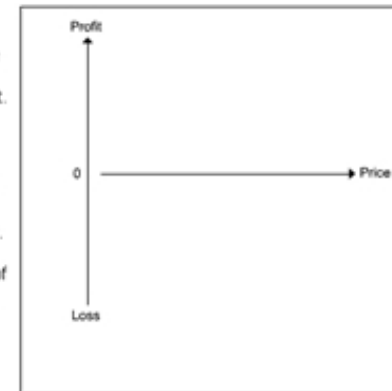
Positions in Options

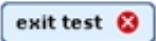

Calls and **puts** can be bought or sold.

An investor who is long a call has bought the right to buy an asset. An investor who is short a call has sold the right to buy an asset. If the call holder exercises the option, the seller, or writer, is obligated to deliver the asset under the terms of the agreement.

An investor who is long a put has bought the right to sell an asset. An investor who is short a put has sold the right to sell an asset. If the put holder exercises the option, the seller, or writer, is obligated to take delivery of the asset under the terms of the agreement.











Each position carries associated risks.



When you have finished reviewing your test results, you can exit the test by pressing the exit test button on the top right hand side of the window,  and return to course description page . The steps needed to take a final test are follow those for a pre-test.

Opening a Lesson

The course description page allows you to see your progress through a courses lessons. To return, resume or start a particular lesson, click on the open lesson button.


	Status	Length	
 Pre-Test		--	
 Lesson 1: What is an Option?	 Completed	90 min	 open lesson
 Lesson 2: Positions in Options	 In Progress	60 min	 open lesson
 Lesson 3: Options Strategies	not attempted	90 min	 open lesson
 Final Test		--	

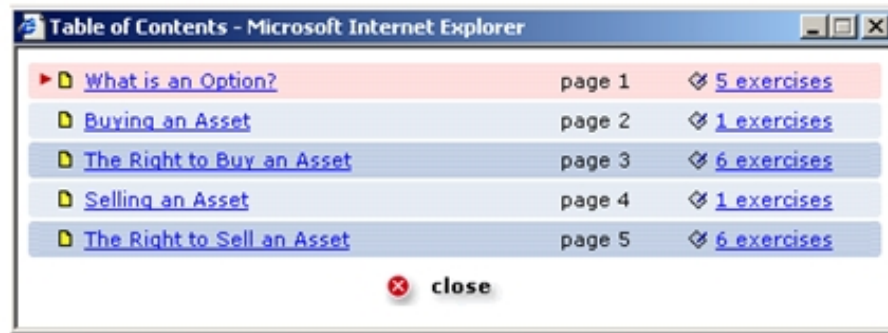
Navigating Lesson Pages

The bottom of the window shows a navigation bar that allows you to move through the pages of a lesson. A lesson guide can also be opened when clicking on the help button . Lesson guides provide online help on how to interact with the lessons screen elements (play animations, use menus, sliders, drag and drop, rollovers, etc.)



Lesson Contents

Clicking on table of contents button  opens a window that displays the content of a lesson. To navigate directly to specific page in the lesson, simply click on the page hyperlink.



Lesson Progress

As you go through a lesson's pages, your progress is tracked. The table of contents displays your progress through a lesson using check marks.



Exit a Lesson

When you reach the end of a lesson, you can exit back to the course description page. To exit a lesson at any time prior to the end, use the exit lesson button at the top right hand side of the window.

