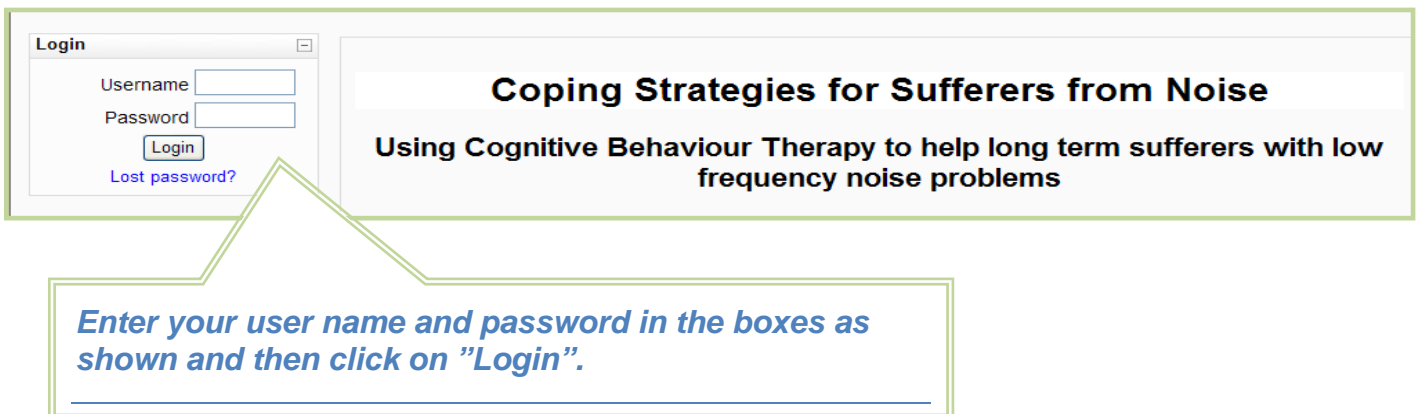


## How to access the on-line course

- 1) You will have received a **User Name and Password** in an e-mail. These are unique to you and should not be shared with others. Only those who have been enrolled on the course are permitted to have access to it.
- 2) Go to the course web page [www.copingwithnoise.org.uk](http://www.copingwithnoise.org.uk) . The speed of your internet connection will determine how quickly the pages open. If you have a slow speed connection, such as dial –up, please be patient.
- 3) You will see the following at the top of the screen:



- 4) If you enter the information incorrectly and are taken to the screen shown below, **Figure 1 Alternate login screen**
  - a) check to see if you have CAPS LOCK set by mistake, as capital letters are not part of your username or password.
  - b) Recheck your username<sup>1</sup> and password and re-enter.
  - c) Click on the button that will allow you to reset your password if you forgot it.

<sup>1</sup> Note: you should use your personal username which you were sent by email, not your email address when logging in.

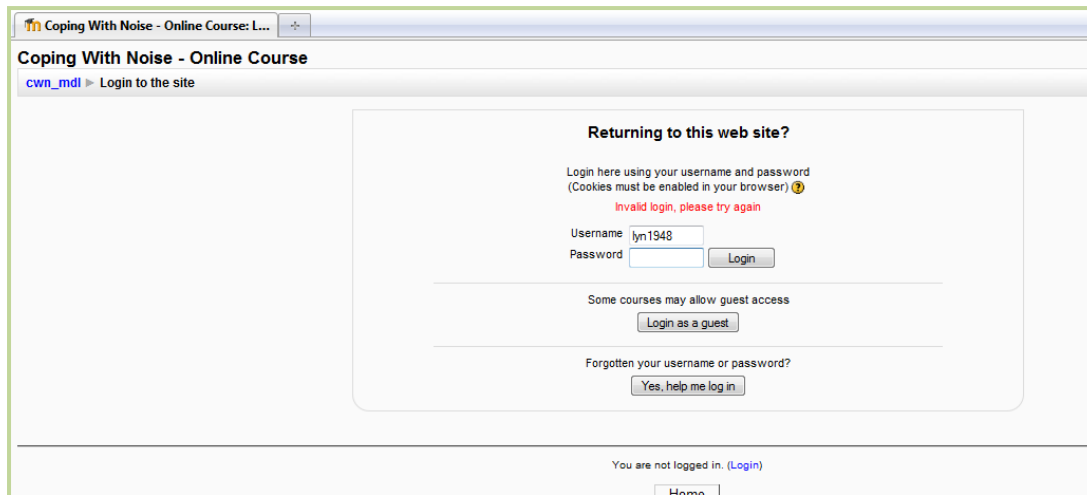


Figure 1 Alternate login screen

You should then see the first page with a list of current courses,




## Coping with Noise (09A1): Preparation

Click on this one to go to the main page for the Preparation Course, where you will see the following screen which starts with introductory information.

### Coping with Noise™ Preparation Stage

Welcome to the online version of the *Coping with Noise™* self-help CBT course for noise-related stress.

The course material has been split into separate topics, which will be made available in steps and stages. Just click on the links for each lesson below to start using the online course. The progress measures on the left automatically show the self-ratings given by the top three (anonymous) students who are currently reporting the most improvement in terms of their stress level and sleep quality.

-  [Listen to this welcome message from Donald Robertson](#)
-  [Newspaper Clipping from The Guardian](#)
-  [Visit this forum for help](#)

## Introductory information

To **listen to the welcome message** you will need either

- a computer with loud speakers or
- a laptop with integrated loudspeakers or
- a suitable set of headphones you can plug into your computer.

Please ensure your computer is set up for sound by playing a music CD, for instance, so you can adjust the levels to suit you.

To hear the message, click on the blue text and another two little windows will open: the first will just have a message, the second is shown below in **Figure 2 Audio controls** with some sound controls so you can adjust the volume and start and stop the message here. Close these windows when you have finished listening.

If your computer is set up to use Windows Media Player or some alternative software that plays your audio files may open in this instead.



Figure 2 Audio controls: Click on the black triangle to start playing the message.

If you **do not have sound**, you can use the audio CD that will be sent once you have started the course. But this may not contain this welcome message.

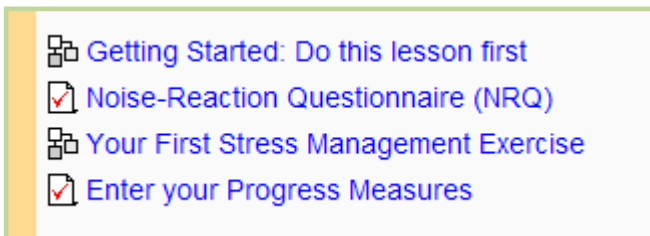
To view the **Newspaper clippings** just click on the blue text.

- You can post to the Help Forum and receive replies. This Forum is strictly for matters related to the Course, not for discussing your individual noise problem.
- If you wish to “talk” to each other, we can set up another forum for this, if required.
- 

You can now go to

## Introduction & Initial Assessment

Here there are links to click on, which you should follow in the sequence shown



The **Getting Started** lesson describes some background to noise related stress and its management. Read each page carefully and click on “Next page” at the bottom to move through the pages. You can go back using the Back Button on your Internet Browser. In Microsoft Internet Explorer this is at the top left of the screen. The final page of this lesson asks you to give a rating and some comments. When you have entered these in the main box, click the small box [Please enter your answer in the box] below it. This sends us your answers and returns you to the main page. Now move down to the **Noise Reaction Questionnaire**

The **Noise Reaction Questionnaire** is a very important indication of how you feel about the noise and what it is doing to you. In clicking on the boxes think about how you have been over the past few weeks – how the noise has affected you. Make sure that you enter a response to ALL the questions – check that you have done so before clicking on the “**Submit all and Finish**” button. You are allowed only one attempt at the questionnaire, so check it carefully before sending it. Note the system calls this a quiz but there are no right or wrong answers.

You then progress [through Your First Stress Management Exercise](#) and the [Enter Your Progress Measures](#). The Stress Management Exercise gives a link to material which will also be sent to you on a CD, so you do not need to download it if you have a slow internet connection.

This completes the first lesson. You can now go on to the next section [Boost your Confidence & Motivation](#), followed by other sections which will be made available over the coming weeks, as the course progresses.