**Tutorials**

This is a good place to start if you are new to TERA or your job function.

1. **TERA Tutorials** – contain user guides and guided tours of the TERA interface.

2. **Job Tutorials** – Learn the basic functions of the job roles exercised by TERA.

3. Some tutorials will link to outside courseware and open in a new browser window.

**Individual and Team Exercise Scheduling**

An exercise allows you to become more familiar with a role and its responsibilities by executing that role in a simulated or live team.

1. Define the exercise by choosing the organization to be a part of, the scenario to play, and your role in the exercise.

2. Start with the “Learn the Interface” scenario and “Novice” skill to learn your way around the exercise.

3. Optionally, you can customize locations and other scenario variables.

4. To schedule a team exercise, go to **Staff Training - Host an Exercise**.

**Staff Exercise Calendar**

The Staff Exercise Calendar allows you to view upcoming exercises and join today’s scheduled exercises.

1. See Exercises in a list, on a calendar, or on a map that shows where TERA is being used across the country.

2. Select an exercise to view details about it.

3. Join an exercise in progress, or if you are an exercise host, start an exercise for others to join.
**EXERCISE INTERFACE**

1. **Controls**
   - If you are in an Individual Exercise or hosting a Team Exercise, Start, Pause, Fast Forward and Control the Pace of the exercise.

2. **Shows Progress through exercise timeline.**
   - Handle the situation, then use the Fast Forward button to go to next exercise segment.

3. **Timeline Segment**
   - A highlighted button means new messages are waiting.

4. **Your current progress**
   - Carry out tasks in the main content window, while the secondary content window allows you to chat, talk on the phone or watch TV as you work.

5. **Your role**
   - TERA tracks your actions and provides an After Action Report. Your AAR can be found in Exercise Records under Records Room.

**EXERCISE RECORDS**


- **Exercised is incomplete**
- **Taska for:** Battle Captain (mbaker)
- **Assess:** Collect and assess information and understand the situation
  - Acquire situational awareness
  - Remind MAC/CA to submit lesson
  - Fill in the HOB form to capture lessons
  - Determine what missions to expect.

**Key:**
- Executed to standard
- Executed primarily to standard
- Not executed to standard
- Pending
- Not activated
- Self-assessed