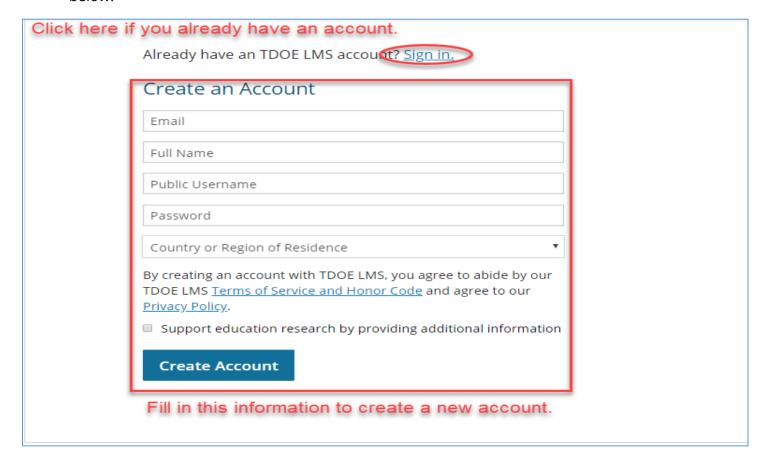


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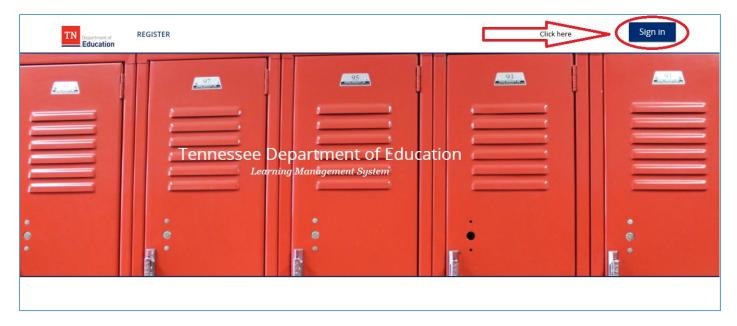
### Registering

- Follow the link in your email.
- The link will take you to a page that looks like the one below where you will fill-out the information below:

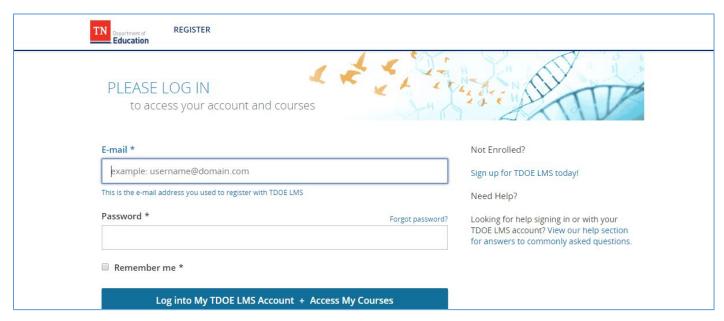


### Signing in

- Go to the link provided to you in your email
- Click "Sign in"



Sign in using your email address and password



**NOTE:** If you type in the wrong username and password you may need to refresh the page to re-enter it.

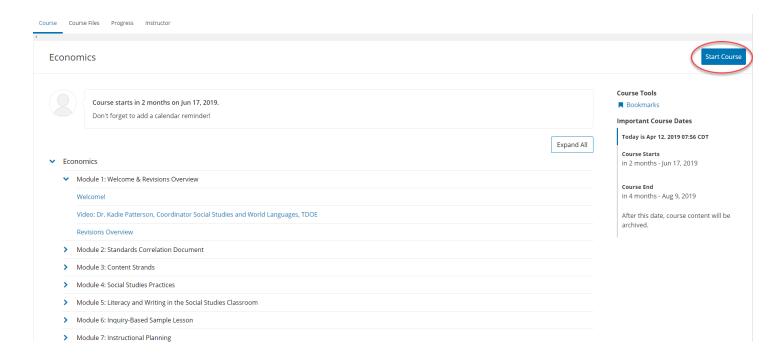
## Navigating the Learning Management System and Course

### Dashboard

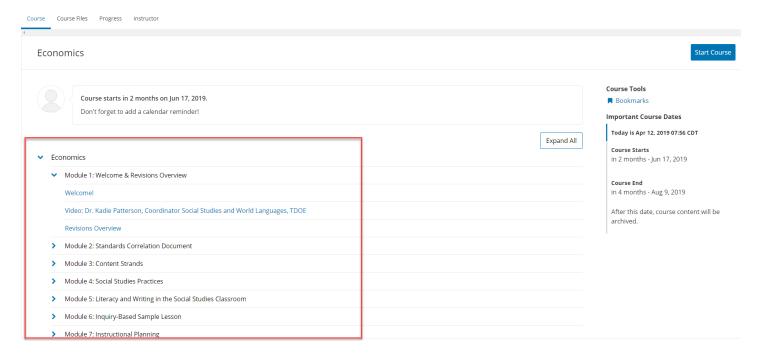
- After signing in you will be presented with your "Dashboard"
- To start you can click on the course title or the "View Course" button



• Once you are in the course you can click "Resume Course" or "Course" to begin

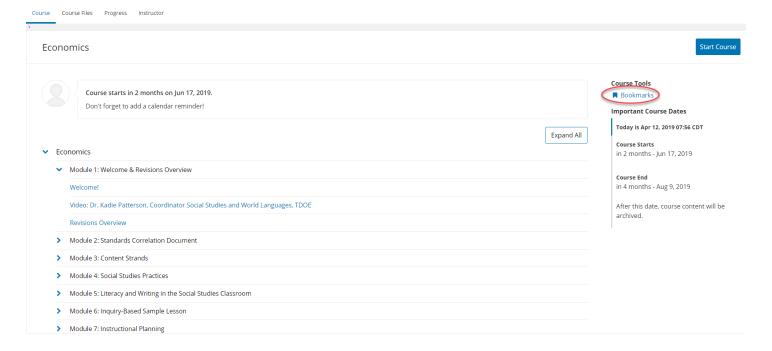


- Once you have logged in and worked on the course, the resume button will take you back to your last location
- After clicking on "Course" or "Resume" you will be taken to the course outline
  - Click the first module and start, or if you are returning then you can select any module that is open



### Bookmarks

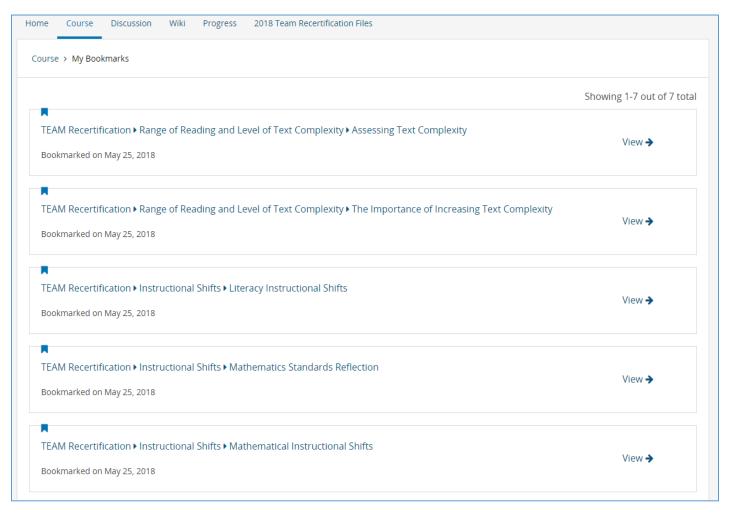
- Courses feature a "Bookmarks" tool that allow you to mark content that you want to be able to easily find
- The "Bookmarks" tool can be found on the Dashboard



• Each page of the course has a button that allows you to bookmark the page

☐ Bookmark this page

• When you click this button the page it is on gets added to the "Bookmarks" tool for easy access later



### In-course Navigation

- Once you are inside the course there are multiple ways to navigate your way through it
- Along the top of the page you will find "bread crumbs" that will let you move between pages



• At the bottom of every page you will also find "Previous" and "Next" buttons to move you to the page immediately before or after the page you are on



### **Submitting Work**

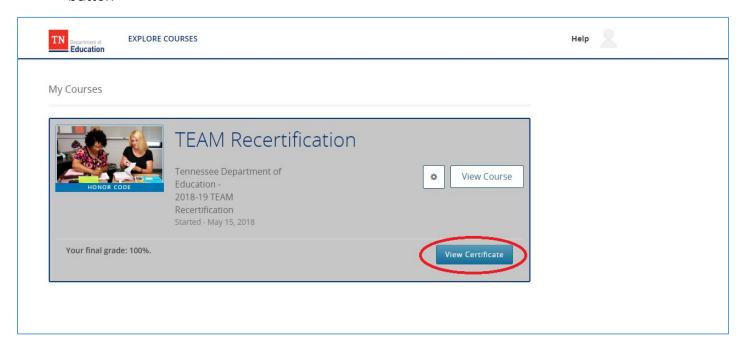
 All activities and assignments have a submit button that must be pressed in order to save your work



o If you do not submit your work before logging out you will lose your progress

#### Certificate

- If your course offers a certificate it will be available upon completion of enough work to obtain the certificate
  - o Each course will have different requirements
- To obtain your certificate you must go to your dashboard and click the "View Certificate" button



• After clicking "View Certificate" your certificate will pop-up and you can print it by clicking the "Print Certificate" button

