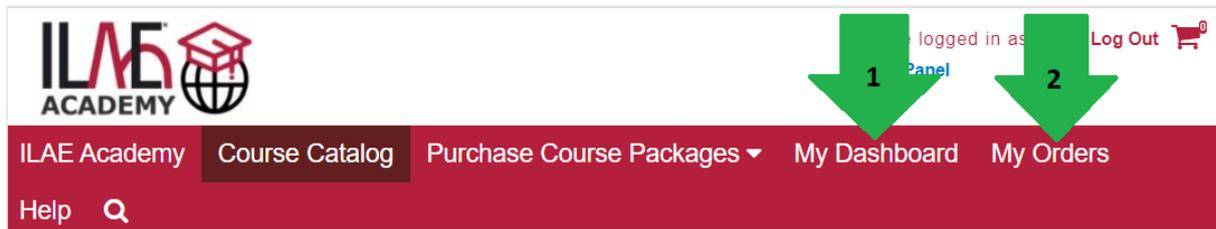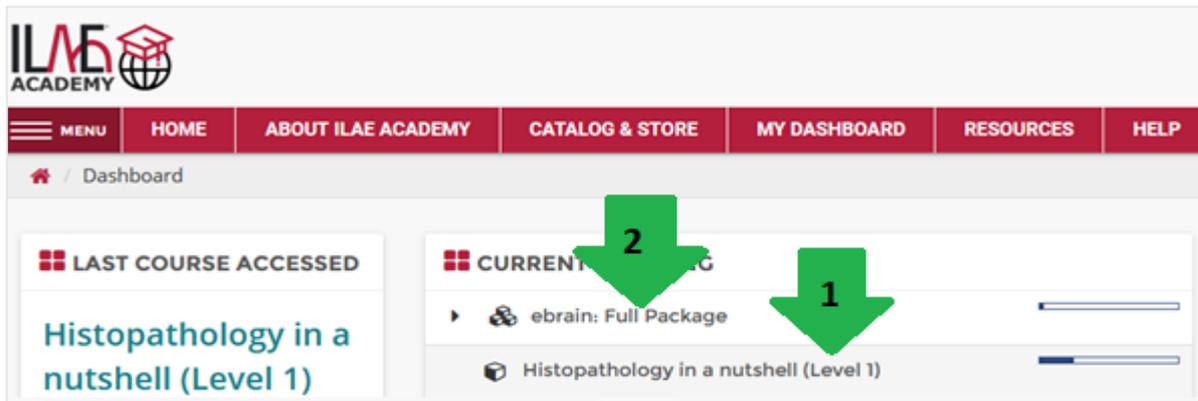## How to Launch and Navigate Courses

1. **My Dashboard:** Here you will see all courses for which payment has been made
2. **My Orders (in Store):** Here you will see the payment status of any courses you have ordered or purchased. 'Pending' means wire transfer funds have not been received yet.
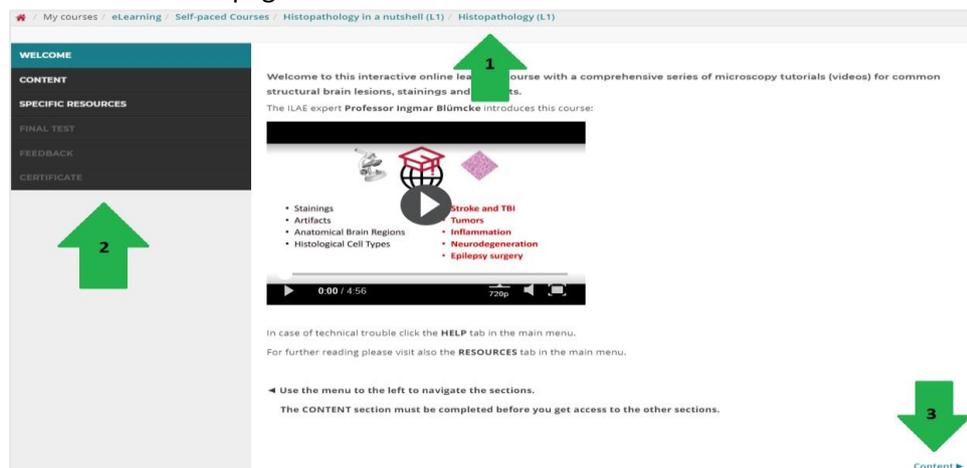

Launch a course: You are enrolled in a course and ready to start

- LOG IN
- Click My Dashboard
- Your Course will appear in the centre of the page in the block '**Current Learning**':
    1. Standalone course. Click on the name to get to the course content.
    2. Course package. Click on the triangle to get to all courses in this package.

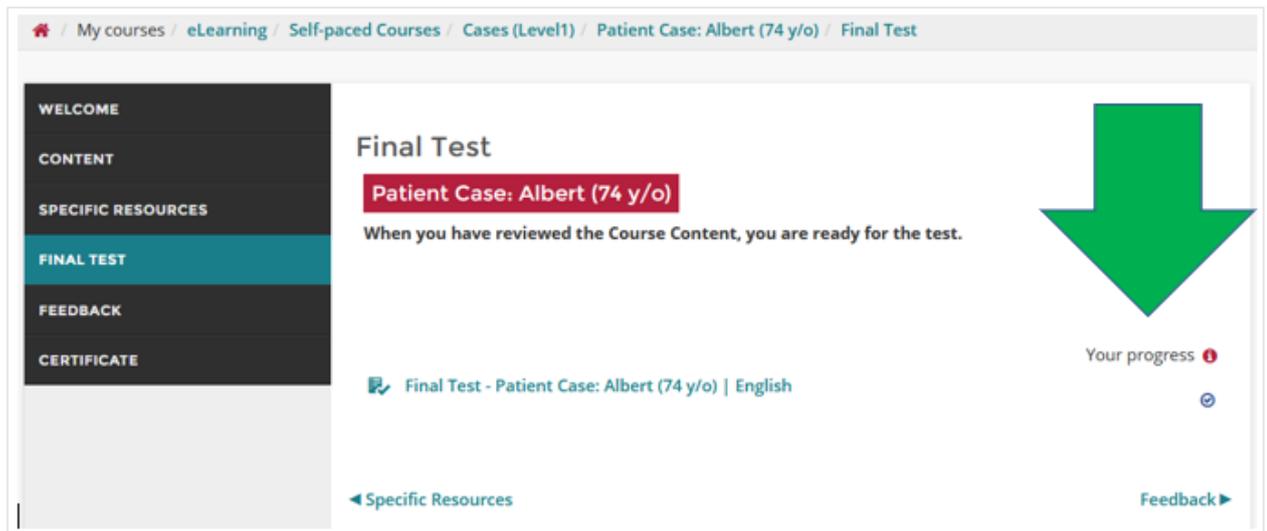**Navigate a course:** There are three ways

1. Breadcrumbs
2. Menu on side
3. Links at bottom of page

- If content opens in a new pop-up, exit or close this pop-up by clicking **X** in the top right corner. Please follow also instructions given on the specific page.

- ➢ Courses in the Level 1 portfolio must be completed in the following order to obtain your certificate of completion for this specific course:
  - Content
  - Final Test
  - Feedback Questionnaire

- ➢ Once a course component is completed, the progress is expressed by a tick box

Navigate a final test (see screenshot with the marked numbers below):

- ➢ Each Final Test (or Quiz) permits either a specific or unlimited number of attempts (1). This is explained together with the passing score for completion in the instructions of each course. Read them carefully for each course, as various course categories have different rules for completion.
- ➢ You can access the final test/quiz until the maximum number of attempts allowed has been reached. You can access a final test/quiz as often as attempts are possible.
- ➢ Even if you have achieved the passing score, you can attempt again to improve your score.
- ➢ Once the passing score is achieved, the system will automatically record your 'Highest grade' (2) on the certificate.
- ➢ Once you have reached the last attempt, a 'Back to course' button (3) guides you back to the course overview. If you want to exit before or in case of unlimited attempts, click 'Back To Top' (4) and use the breadcrumps to navigate back to the course overview.
- ➢ After each attempt you can review your answers and will get a feedback regarding correct and incorrect answers. Please be aware, that in some assessments the questions can randomly change in a new attempt. Therefore, read the instructions carefully and repeat the content in case you face knowledge gaps.
- ➢ In a new attempt you have to answer all presented questions again.
- ➢ When you have successfully achieved a passing score, you have to complete the feedback questionnaire to obtain your certificate for this course. This will allow you to reflect about your learning and help us to improve the course content and usability.

Get your Certificate:

➢ Once you have successfully passed the final test/quiz AND submitted the feedback questionnaire, you will be eligible to get your certificate

➢ Approach the course section overview and you will see that the certificate section is now visible. Click 'Certificate' and follow the instructions.

➢ You can download your course certificate as a PDF. Additionally, your certificates will be archived in My dashboard in the block 'Certificates' ready for download.

Course completion:

➢ Once have completed a course – either a standalone course or a course within a package - it will move from the block 'Current Learning' in the block 'Completed Courses …' in your dashboard.