

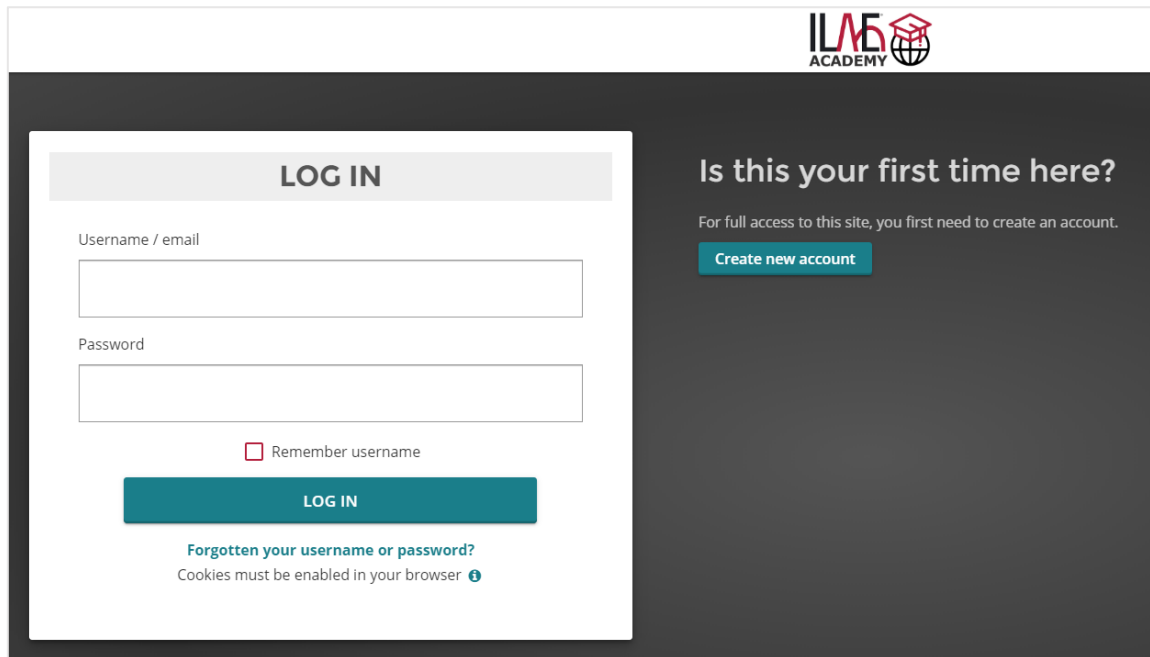
How to Register with an Account and Log In

- Go to [ILAE Academy](#)

Note: If you have logged into the ILAE Academy before or are a VIREPA alumnus, please do not create a new account since your prior activities will not be linked to the new account. If you have forgotten your username or password, or are unsuccessful logging in, select **Forgot username/password** in the [LOG IN](#) on this page.

If you have never logged into the VIREPA or ILAE Academy before, create a new account.

- [LOG IN](#)
- Create New Account

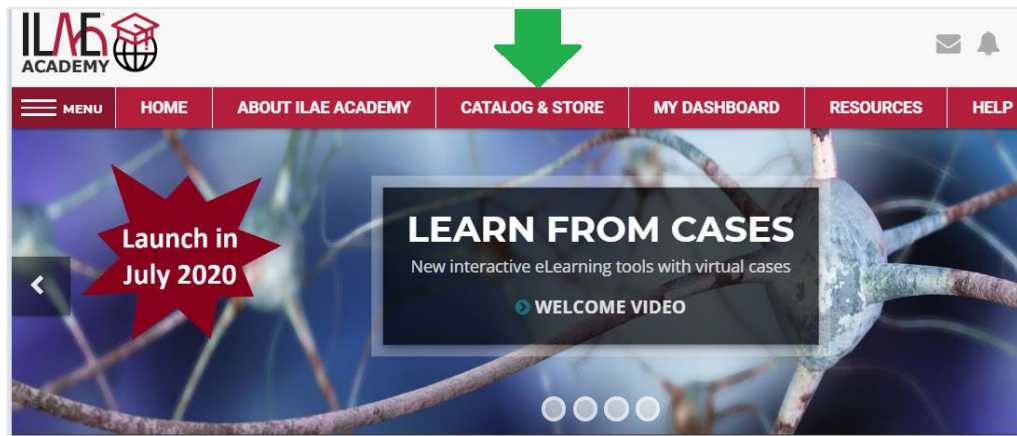


The screenshot shows the ILAE Academy website interface. At the top right is the ILAE ACADEMY logo. The main content area is split into two sections. On the left, under a 'LOG IN' header, there are input fields for 'Username / email' and 'Password', a 'Remember username' checkbox, a 'LOG IN' button, and a link for 'Forgotten your username or password?'. A note at the bottom of this section says 'Cookies must be enabled in your browser'. On the right, under the heading 'Is this your first time here?', there is a message: 'For full access to this site, you first need to create an account.' and a 'Create new account' button.

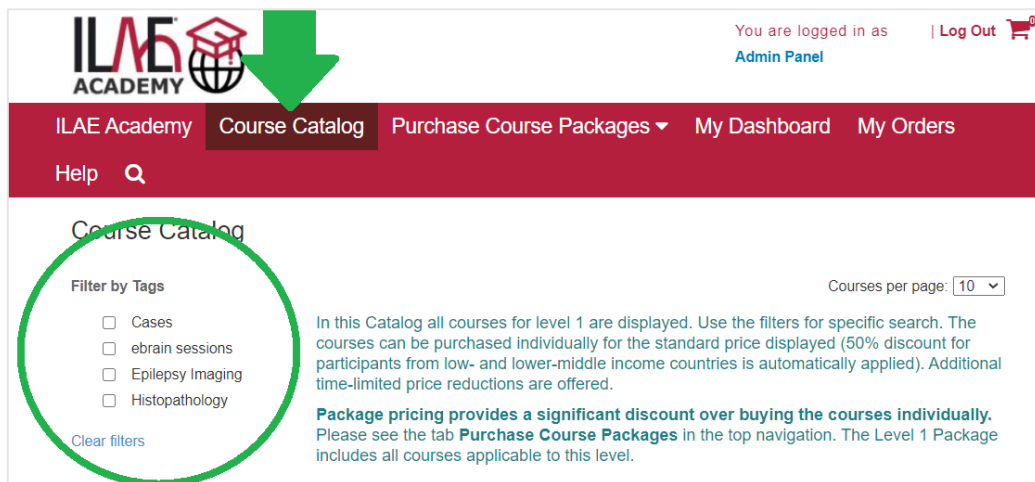
- Read the User Agreement and Agree to proceed (scroll down)
- Read the Privacy Policy and Agree to proceed (scroll down)
- Choose a User Name and the Password must have
 - at least 8 characters
 - at least 1 digit(s)
 - at least 1 lower case letter(s)
 - at least 1 upper case letter(s)
 - at least 1 non-alphanumeric character(s) such as as *, -, or #
- Add your personal details
- An email will be sent to your email account. You must open it and click on the link therein to validate your account. **Don't forget to check your SPAM folder and to whitelist emails from noreply@lmscheckout.com**

How to Select a Course or Course Package

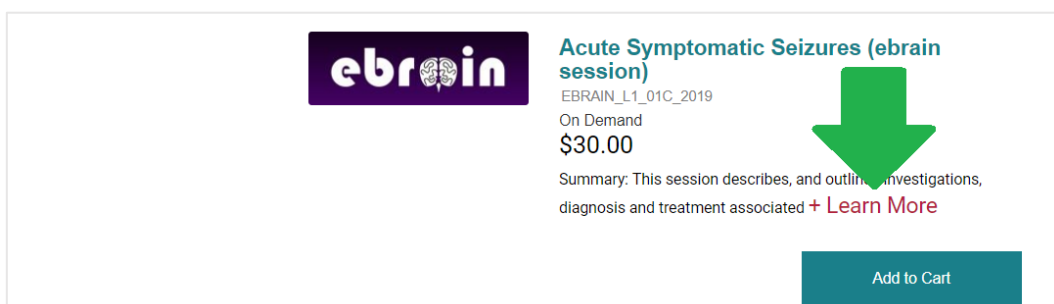
- Go to [ILAE Academy](#)
- [LOG IN](#) (If you do not have a user account, see the section [‘How to Create a New User Account’](#))
- Click [CATALOG & STORE](#)



- Use the filters in the **Course Catalog** to search for single courses
 - Cases
 - ebrain sessions
 - Epilepsy Imaging
 - Histopathology



- Click **Learn More** for detailed information about each course



- Click **Purchase Course Packages** (1) and select the package from the drop down menu (2)

The screenshot shows the ILAE Academy website interface. At the top right, it says "You are logged in as Admin Panel" with a "Log Out" button. The main navigation bar includes "ILAE Academy", "Course Catalog", "Purchase Course Packages", "My Dashboard", and "My Orders". A dropdown menu is open under "Purchase Course Packages", listing several options: "Level 1 Package", "ebrain: Full Package", "ebrain: Children Package", "ebrain: Treatment Package", "ebrain: Diagnostics Package", and "Test Program Bundle". A green arrow labeled "1" points to the "Purchase Course Packages" link, and another green arrow labeled "2 (Pick one of these packages)" points to the dropdown menu.

- Click **Learn More** for detailed information about this package

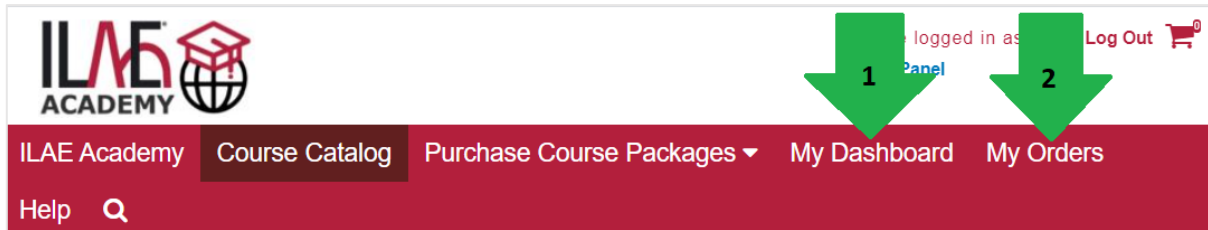
The screenshot shows the product page for "ebrain: Full Package". The page includes the ILAE Academy logo, navigation bar, and user information. The product details show "ebrain: Full Package" with a price of "\$500.00" (crossed out) and "\$250.00". There is a "Quantity" input field and a "+ Learn More" link. A green arrow points to the "+ Learn More" link, with the text "Click 'Learn More' for detailed information about each package".

- Click 'Add to Cart'
- Click 'Check Out'
 - **Credit Card:** Click 'Check Out' again on next page
 - Click the PayPal icon
 - To pay by credit card or PayPal, click "Check out with PayPal."
No PayPal account required to pay by credit card. To use your PayPal account, login at the next screen.
 - You will receive an email with the confirmation of your course order and your enrolment into the course. **Don't forget to check your SPAM folder and to whitelist emails from noreply@lmscheckout.com**
 - It may take **up to a few minutes** for the courses to appear in 'My Dashboard'
 - **Wire / Bank Transfer:** Click 'To pay via wire transfer, click here'
 - You will receive an email with wire transfer instructions.
Don't forget to check your SPAM folder and to whitelist emails from noreply@lmscheckout.com
 - If you do not receive the instructions, please contact ilaeacademy@ilae.org
 - Once your fee is received (allow several days), we will process your order and you will receive an email confirmation that the course content is available to you in the 'My Dashboard'
 - It may take up to 60 minutes for the package to be processed for you. You will receive an email from the ILAE Academy when the enrollment is processed and this package will be available in 'My Dashboard'

ILAE Academy - Cancellation Policy: All order cancellations must be sent in writing including your name and order number via e-mail to Priscilla Shisler at pshisler@ilae.org or via fax at +.860.201.1111. No refunds will be given for eLearning courses enrolled. Forfeited fees cannot be applied to other courses.

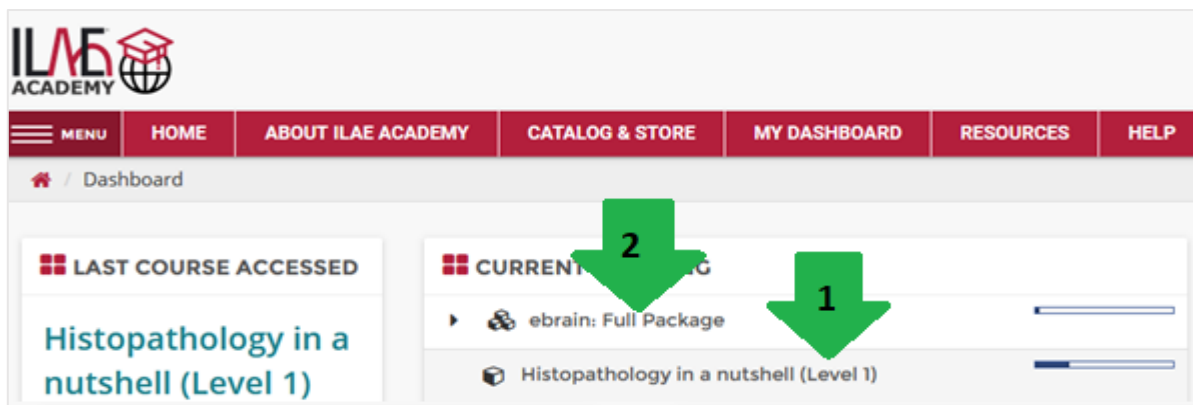
How to Launch and Navigate Courses

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.



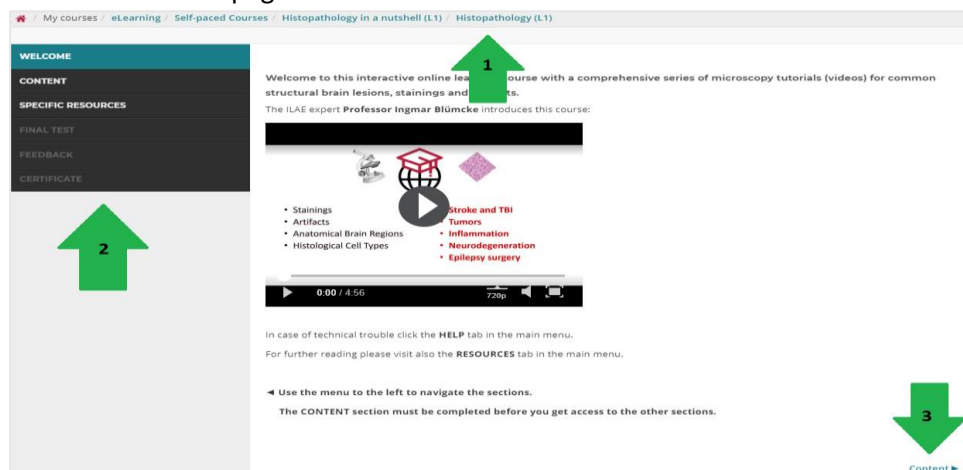
Launch a course: You are enrolled in a course and ready to start

- [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

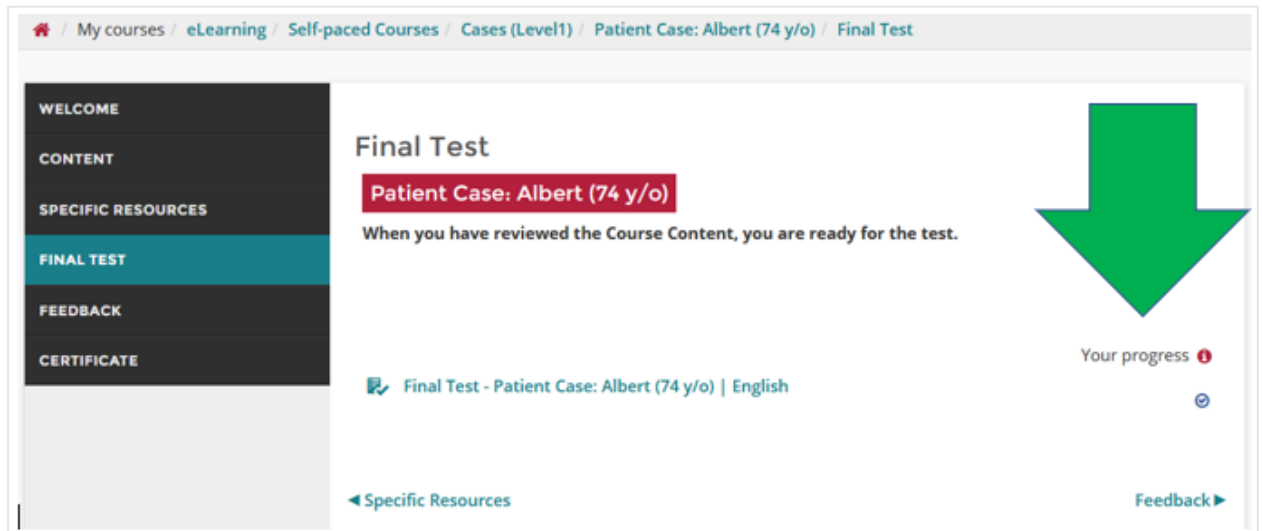
1. Breadcrumbs
2. Menu on side
3. Links at bottom of page



- 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.

How to Navigate Course Assessments and Get a Course Certificate

- 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 breadcrumbs 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.

Attempts allowed: 3
Grading method: Highest grade

1

Summary of your previous attempts

Attempt	State	Grade / 10.00	Review	Feedback
1	Finished Submitted Saturday, 4 April 2020, 1:46 PM	1.50	Review	Sorry, you have not passed the final test. Please try again. You have 3 attempts. We recommend to look at the case again or reach out for resources.
2	Finished Submitted Saturday, 4 April 2020, 1:58 PM	6.50	Review	Sorry, you have not passed the final test. Please try again. You have 3 attempts. We recommend to look at the case again or reach out for resources.
3	Finished Submitted Saturday, 4 April 2020, 1:59 PM	9.00	Review	Congratulations! You have passed the final test for this case. You will receive your certificate after completion of the course feedback.

2

Your final grade for this quiz is 9.00/10.00

Overall feedback

Congratulations! You have passed the final test for this case. You will receive your certificate after completion of the course feedback.

No more attempts are allowed

3 [Back to the course](#)

4

[▲ Back To Top](#)

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.

[Home](#) / [My courses](#) / [eLearning](#) / [Self-paced Courses](#) / [Cases \(Level1\)](#) / [Patient Case: Albert \(74 y/o\)](#) / [Certificate](#)

WELCOME

CONTENT

SPECIFIC RESOURCES

FINAL TEST


FEEDBACK

CERTIFICATE

Certificate

Patient Case: Albert (74 y/o)

⚠ The certificate for this course will only be awarded once the quiz has been passed with a score of 80% and this feedback form has been completed.

 [Certificate for Patient Case: Albert \(74 y/o\)](#)

- 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.