
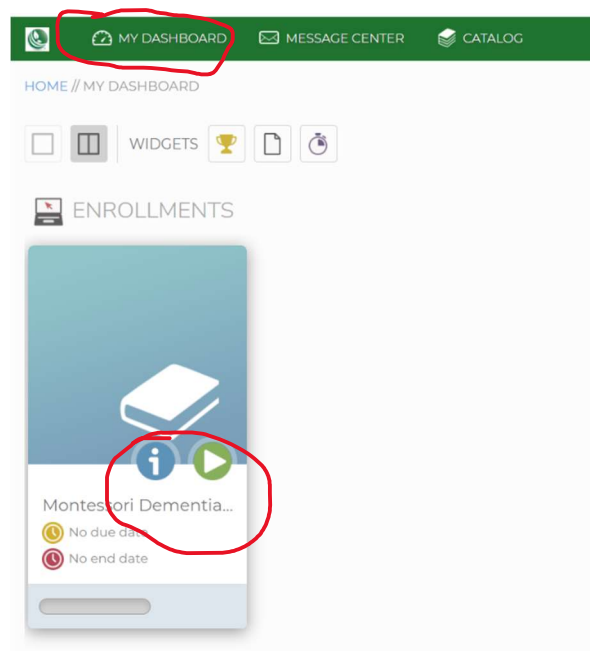


ACCESSING AND COMPLETING COURSES IN THE LEARNING PORTAL

Use these instructions to find a course in which you enrolled and begin the curriculum. Sample screen shots demonstrate using the Montessori Dementia Care Professional Course, but the instructions apply to any enrolled course.

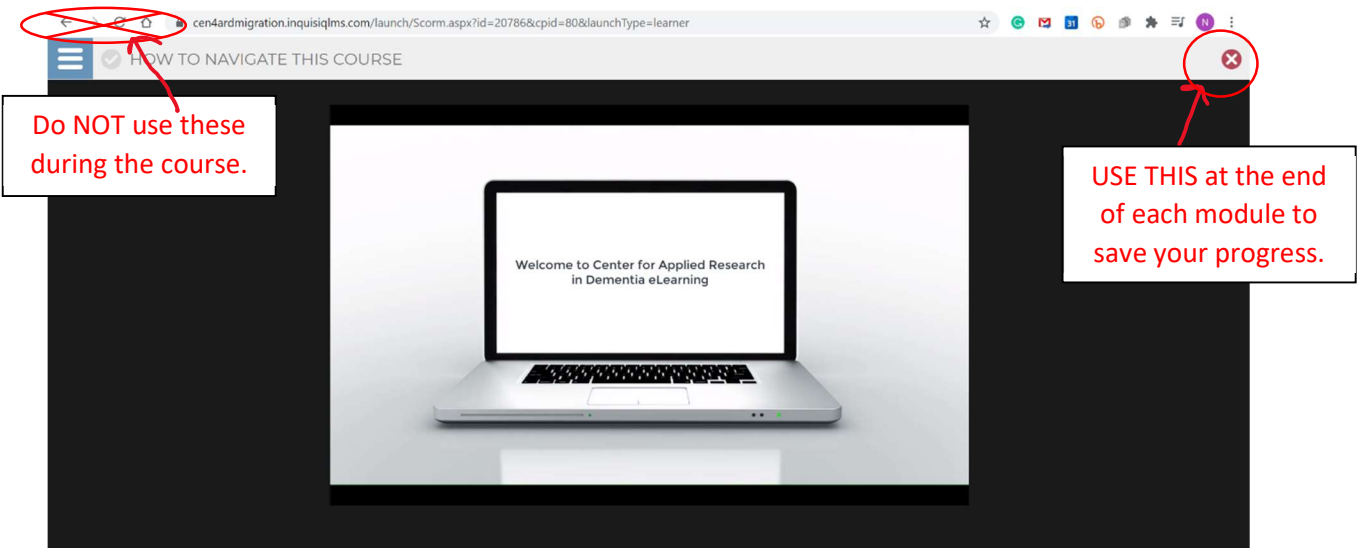
1. After logging in, click on “My Dashboard” in the top left menu. The course will appear in the “Enrollments” section. Clicking the green arrow to initiate the first module. Clicking the blue “i” icon  will take you to a page that lists all the course information, including a list of each lesson in the course, your current progress, and additional course resources.



2. To access course modules from the information page, simple scroll down until you see the list of modules. Click the green arrow next to the first module. This module will show you how to complete the rest of the course. Be sure to watch it in its entirety. Subsequent modules can only be unlocked by completing previous ones in their entirety.



3. IMPORTANT! After each module, be sure to close the window using the red X in the right corner to ensure that your progress is saved. DO NOT use the back button or refresh your browser, which may lock your account and/or require you to repeat the module.



4. After you close the window, wait until you see a message indicating your data is being saved. You'll then return to the course information page where you can begin the next module.

If the course includes any additional materials, you'll find these under the "Resources" tab of the course information page.

