

# Assessment, Evaluation and Certificate

## 1 Attend an instructor-led class, or take an online course

In an **instructor-led class**, follow the instructor's directions.

For an **online course**, complete all modules. See "Take an Online Course."

Complete all learning tasks, then navigate to the course's Online Content.

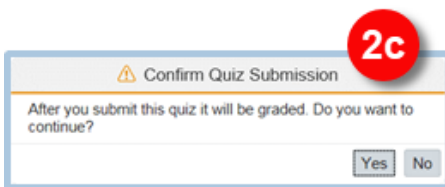
## 2 Complete the Course Assessment

a) Click *Course Assessment*. In the Assessment popup, answer all questions.

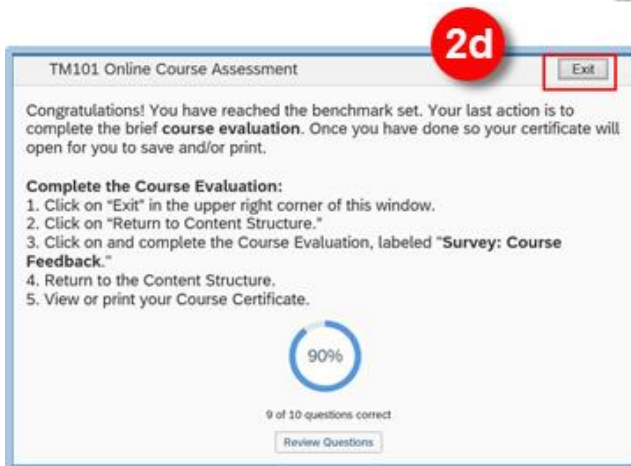
b) Click *Submit Quiz*.



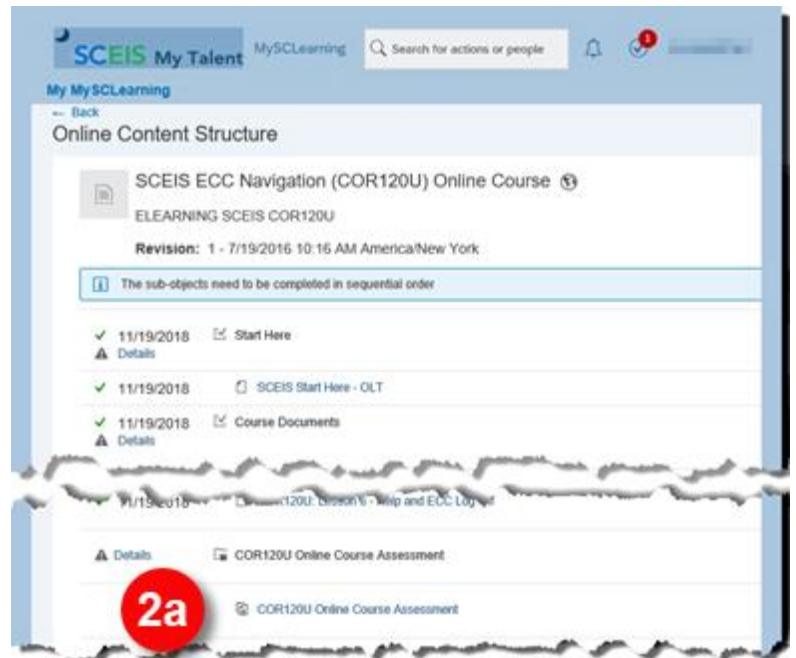
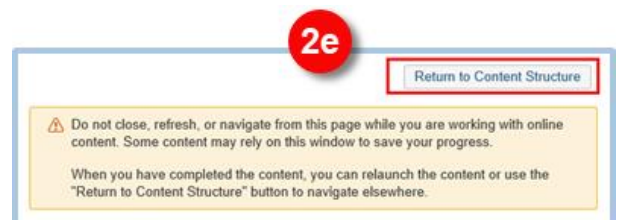
c) At "Confirm Quiz Submission," click Yes.



d) Click the Assessment's *Exit* button.



e) Click *Return to Content Structure*.



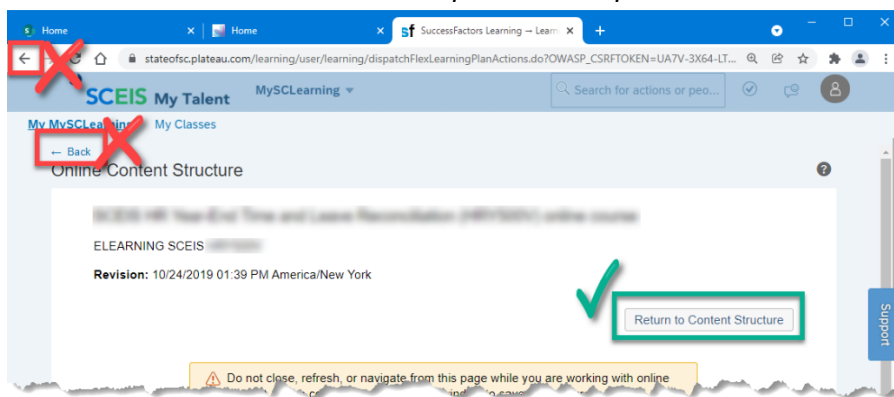
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**TIP**

You can repeat the Assessment as needed to reach the 70% benchmark. Click the Assessment's Exit button, then click Return to Content Structure and restart the quiz as before.

**TIP**

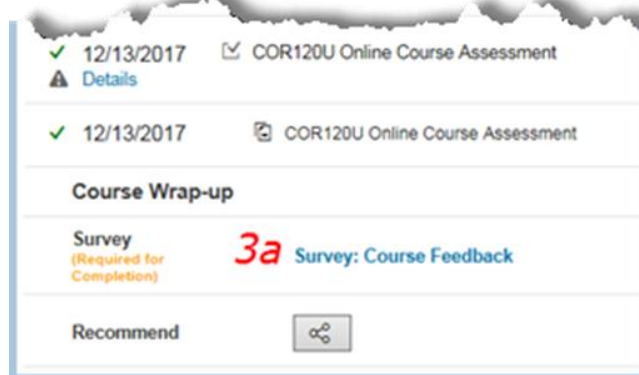
At the end of the Assessment, **do not use a back arrow** in MySCLearning or Chrome. Instead, click Return to Content Structure to complete the Steps 3 and 4.



## 3 Complete the *Evaluation*

In the Online Content Structure screen:

- Click *Survey: Course Feedback*.
- Click *Start Survey*.
- After answering all questions, click *Submit*.
- Click *Return to Content Structure*.



## 4 View your *Certificate*

In the Online Content Structure screen:

- Scroll to the end of *Online Content Structure*.
- Click the *Print* icon to view, download or print your certificate.

**TIP**

Later, you can access your certificates in History. See "Access Your Certificate after Class."



Find more tip sheets at [MySCLearning Tools](#).