

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

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

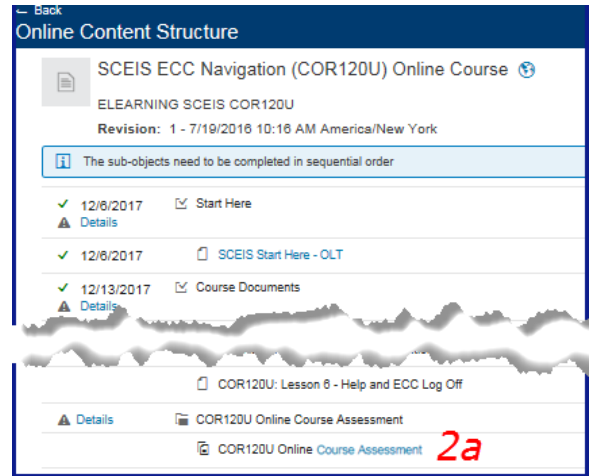
For an online course, see “Take an Online Course” to complete the learning modules before beginning these tasks.

## 2 Complete the Course Assessment

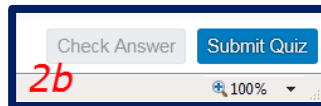
After completing all learning tasks –

- a) Click *Course Assessment*. Answer all questions.

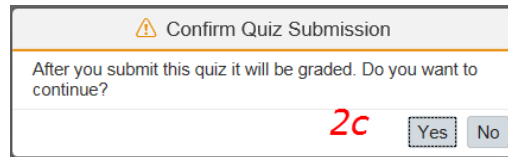
**TIP:** You can “Check Answer” during the assessment, although you can’t change an answer after it’s checked.



- b) Click *Submit Quiz*.

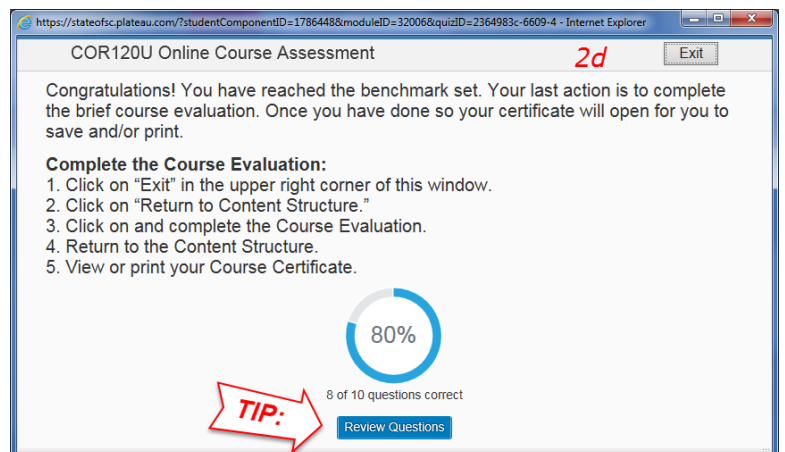


- c) At “Confirm Quiz Submission,” click Yes.

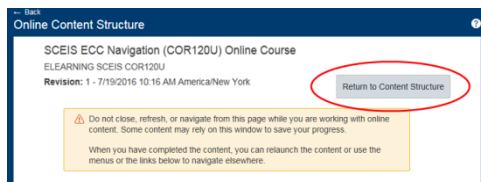


- d) Click the Assessment’s *Exit* button.

**TIP:** Before you “Exit” from the quiz, you can click “Review Questions” to check your answers again.



- e) Click *Return to Content Structure*.



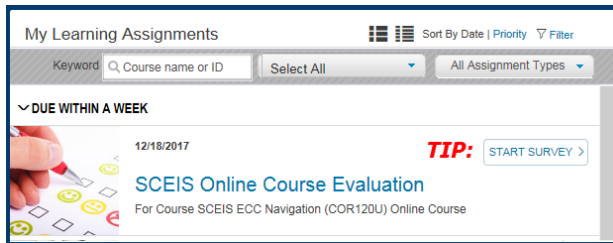
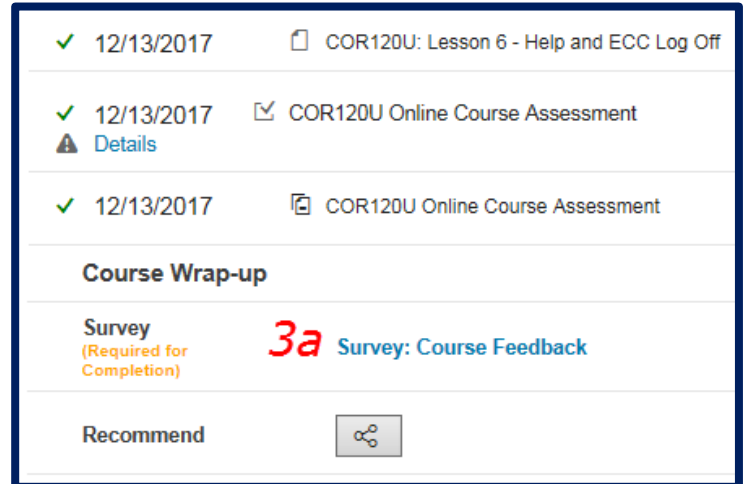
You may repeat the Assessment as needed to reach the 70% benchmark.

**TIP:** After completing the Assessment, do NOT use a back-arrow, or you won't be able to return to Online Content Structure to complete the Evaluation and get your Certificate.



## 3 Complete the *Evaluation*

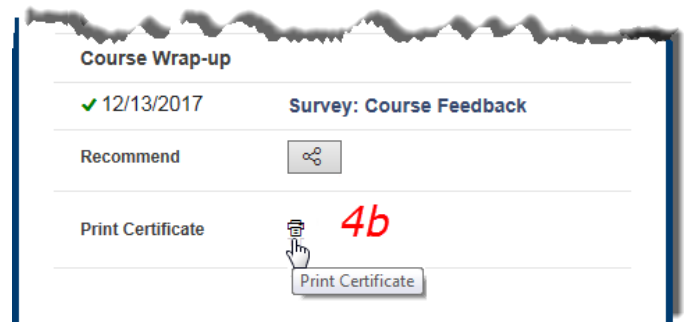
- After completing the Assessment –
- Click *Survey: Course Feedback*.
  - When you have responded to all questions, click *Submit*.
  - Click *Return to Content Structure*.



**TIP:** If you forget to complete the Evaluation, you'll find a reminder in My Learning Assignments. Plus, you'll get an email reminder.

## 4 Get your *Certificate*

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



**TIP:** Later, you can always get to your certificates using the Learning History tile. See "Access your Course Certificate after Class."