

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

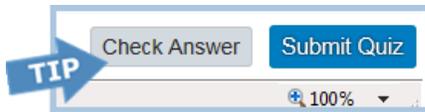
In an instructor-led class, follow the instructor's directions.

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

## 2 Complete the *Course Assessment*

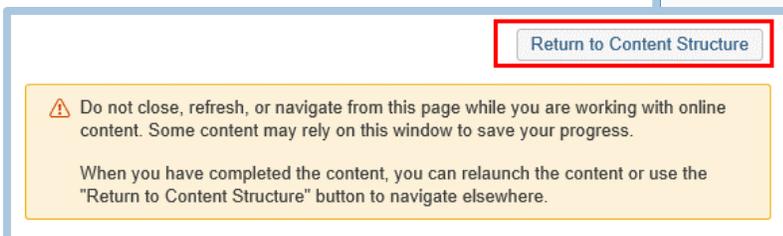
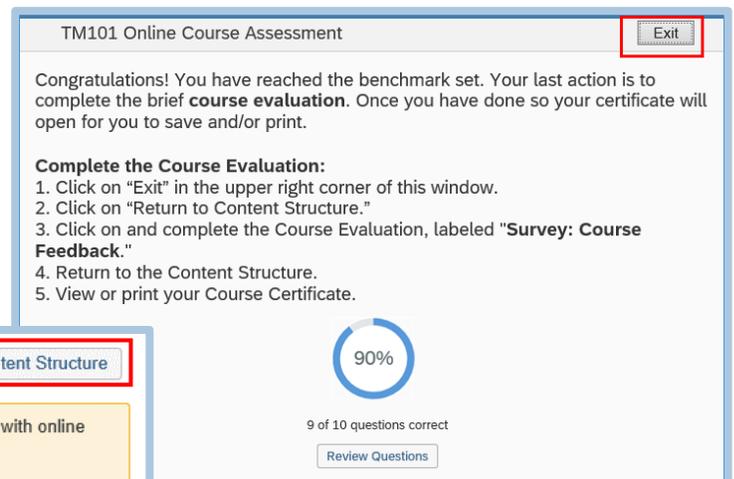
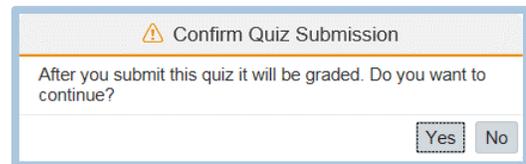
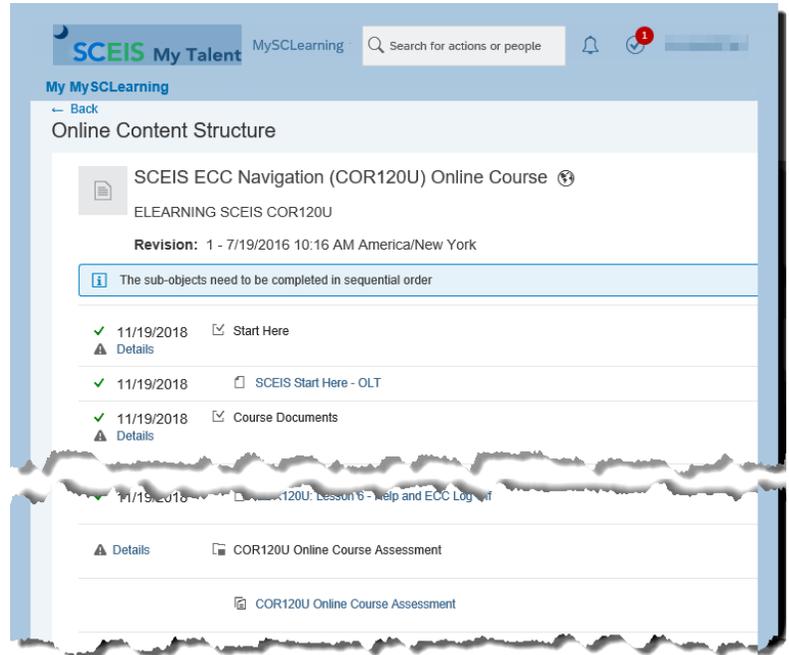
- a) After completing all learning tasks, click *Course Assessment*. Answer all questions.

**TIP:** You can "Check Answer" during the assessment. You can't change an answer after it has been checked.



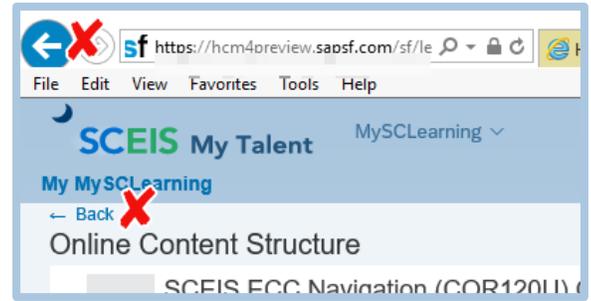
- b) Click *Submit Quiz*.
- c) At "Confirm Quiz Submission," click *Yes*.
- d) Click the Assessment's *Exit* button.
- e) Click *Return to Content Structure*.

**TIP:** You can repeat the Assessment as needed to reach the 70% benchmark. To repeat the assessment, click the Assessment's *Exit* button, then click *Return to Content Structure*.



**TIP:** At the end of the Assessment, DO NOT USE A BACK-ARROW in either MySCLearning or your browser.

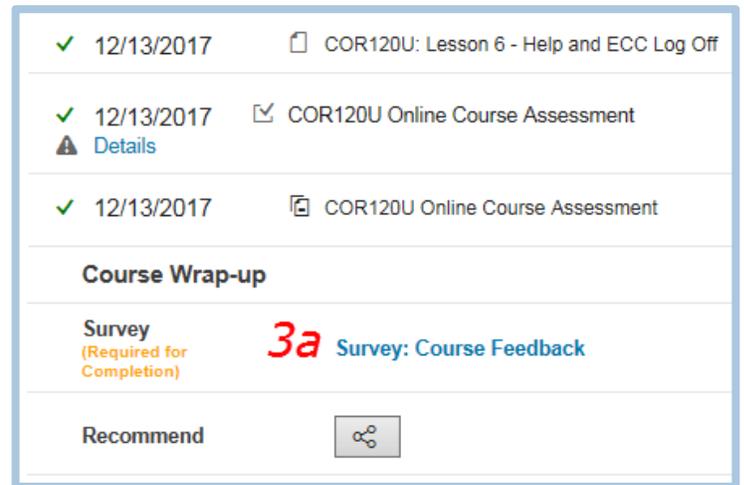
Instead, click Return to Content Structure to complete the Steps 3 and 4.



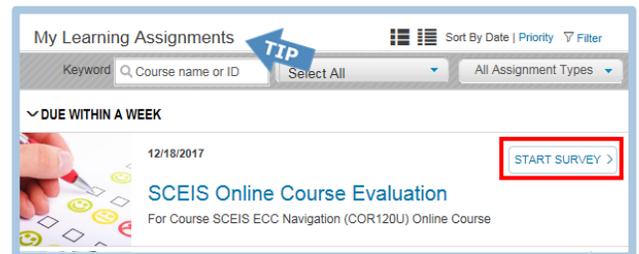
## 3 Complete the Evaluation

In the Online Content Structure screen:

- Click *Survey: Course Feedback*.
- Click *Start Survey*.
- When you have responded to all questions, click *Submit*.
- Click *Return to Content Structure*.



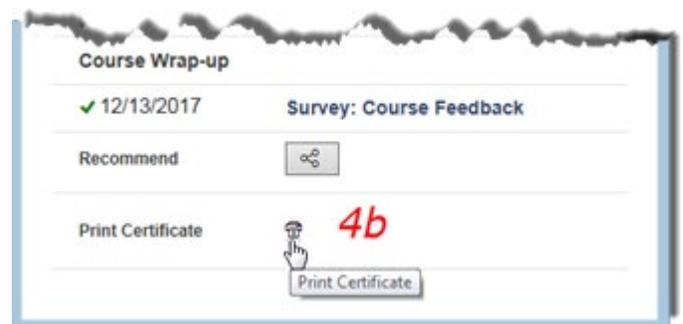
**TIP:** If you close Online Content Structure before completing the Evaluation, you'll get a reminder in My Learning Assignments. Click Start Survey.



## 4 Get 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 always get your certificates using the Learning History tile. See "Access Your Certificate after Class."

Find more tip sheets on the SCEIS website's "MySCLearning Tools" page (<http://sceis.sc.gov/page.aspx?id=345>).