

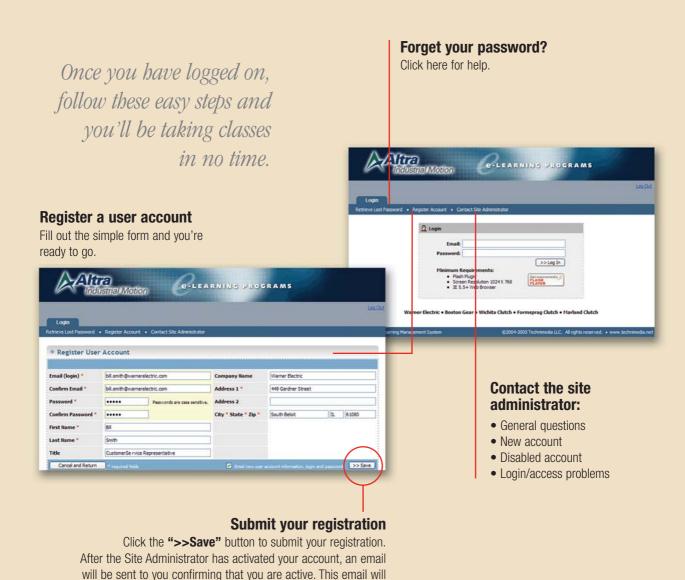
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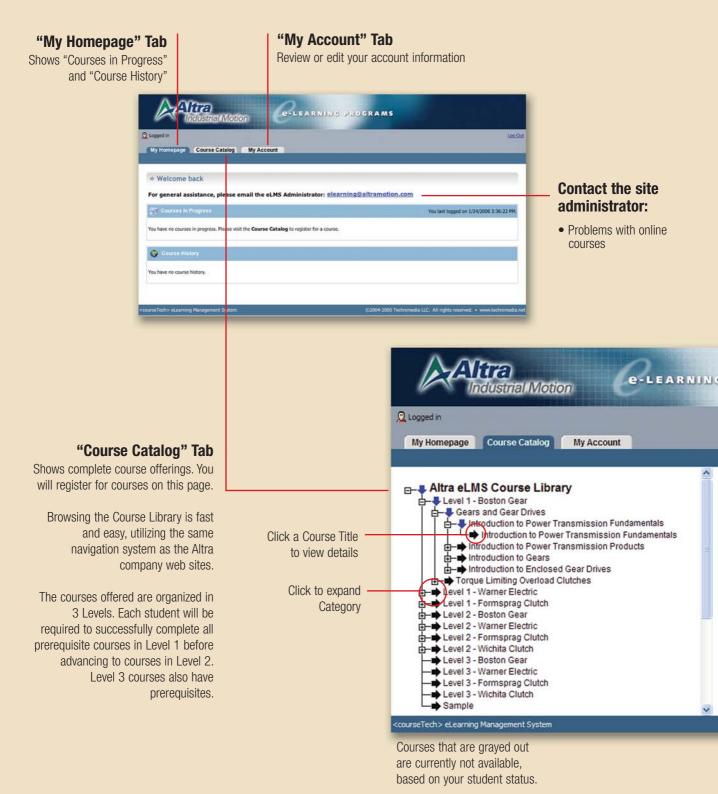
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also contain your login and password information.

Once you've registered, you can access courses through your personal Homepage...



Register for a Course

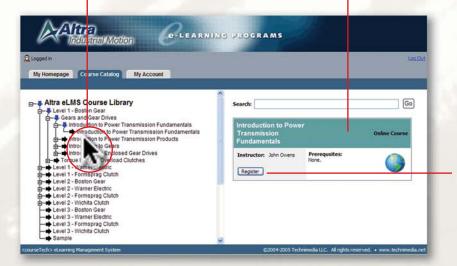
The online course registration is streamlined for hassle-free usage.

Select a Course

Simply click on the title of the course you wish to take from the Course Library.

Course Information

When a course is selected, a registration box will appear containing the name of the course, instructor, and any course prerequisites.



Register for a Course

Click on the "Register" button.

A confirmation screen will appear.
You must confirm registration of the course before you can begin.



If the "Register" button is grayed, you are currently taking this course. See "Course in Progress" on the "My Homepage" tab.

Launch Course

Following confirmation of your course registration, you will return to the "My Homepage" screen. The course you registered for under "Course in Progress" will appear. Under "Requirements" you will see the following options:

- Pre-Test
- Course
- Final Exam
- Survey

You must begin by clicking on the first option listed, complete it and continue to the next. Our example starts with "Course". Click "Launch Course" (in blue) to begin. A "Welcome" screen will appear at the beginning of every course.





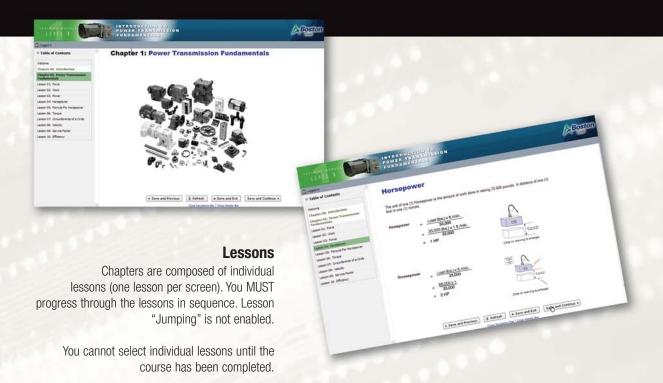
Take the Course

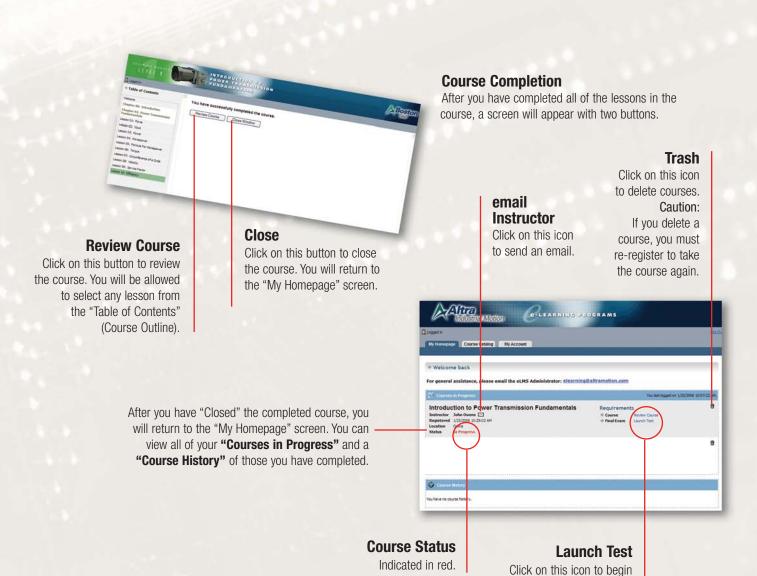
After you have clicked "Launch Course" on the "My Homepage" screen, a "Welcome" screen will appear. A series of function buttons are located at the bottom of each screen, which allow you to progress easily through the course.

Print

Right click your mouse on the course page and select "Print" from the drop-down menu.







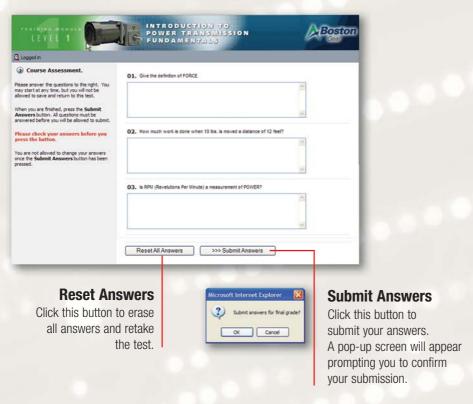
chapter test.

Take the Test

Course Assessments are designed for easy use. The tests consist of multiple choice, true/false, and fill-in-the-blank questions. For multiple choice and true/false, click on the appropriate button. For fill-in-the-blank questions, type your answers into the dialog box.

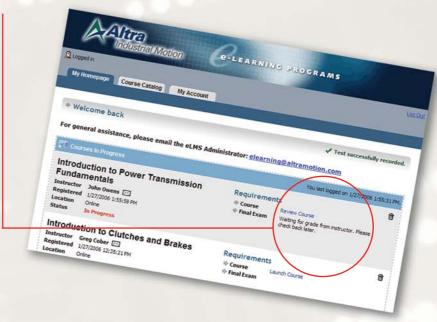
When you are finished, click on the "Submit Answers" button. ALL questions must be answered before you will be allowed to submit.

Be sure to check your answers before you submit.



Grades

After you submit your answers, you will return to the "My Homepage" screen.
A message will appear to confirm that your submission was received and graded results will be posted soon.





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