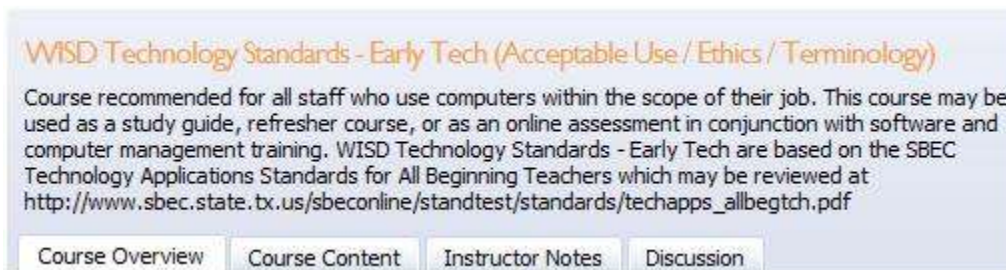**Where to Begin:**

There are some very important things you should know about participating in an eCourse in Workshop. Please take a moment to read the following information, and then view the *Instructor's Notes* tab for additional information.

Use the *Navigation Tabs* in the main eCourse Window to access:

A. **The Course Overview**
      1. Attendee Information
      2. Course Credit earned upon completion
      3. Course Goals
      4. Description of Course Chapters

B. **Course Content**
      1. List of Chapters and descriptions, checked complete if participant has viewed the topics
      2. Click the **View** button to access course materials

C. **Instructor Notes** - global notes entered by instructors / viewed by all
D. **Discussion** - global discussion entered / viewed by all instructors and participants

Course Content:

Select the *Course Content* tab to view descriptions of each chapter. Click the *View* button next to the chapter description to access materials for that lesson.

The check mark in the above image indicates this chapter has been completed. **There must be a check mark next to all chapters before the participant may request credit for the course.**
Participants may review material at any time for all active eCourses in which they are enrolled -- even after they have received credit for the course.
**Navigating the Course Content Window:**
Course creators will do their best to provide you with instructions along the way. Click the **View Topic Files** button at the top left of the window if there are file attachments available for the course. Single left-mouse button click the file to open the resource. There may be a short delay while the attachment opens.

When you are ready to advance to the next section, you may click the right navigation arrow located at the top right corner of the Course Content Window.

Once you have completed the chapter, you will be prompted to move on to the next. Click the prompt to continue or close the window to return to the course another time. The **Course Content** tab in the main window will update to indicate you have completed the chapter.
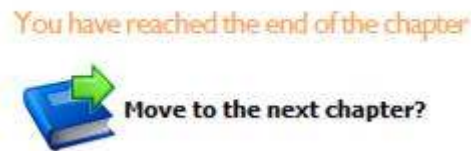
(Image Only)

Taking the Final Assessment:

Please use the following steps to complete the Final Assessment:

A. Access the **Final Assessment** by expanding the **Chapter** and clicking the assignment.
B. Complete the assessment.
C. Click the *Score Assessment* button located on the bottom right of the Assessment window.

D. Click the *Request Credit* button located at the top left of the main course window. *(Reminder: There must be a check mark next to all chapters before the participant may request credit for the course.)* Requesting credit will trigger the course survey which you must complete to earn credit for the course. ***Your assessment is not sent to the instructor for review until you complete this step.***

E. You may view the score you received on the **Course Overview** tab on the main course window.

F. Review any feedback provided by your instructor and (if necessary) repeat the Final Assessment.

Note: This course is set so the instructor must review your final assessment and provide feedback prior to issuing credit for the course. Doing so allows us to help you find target areas in which you may need further study and ensures communication between instructors and participants.

Accessing Your Certificate:

Once you have received credit for the eCourse, you may access your certificate by:

A. Logging in to **Workshop**

B. Clicking the *My Portfolio* link

C. Accessing the course for which you earned credit

D. Selecting *Create Certificate*

Note: This option will allow you to save a digital (pdf) copy of the certificate to your computer or S: drive for later use. Your certificate will be available within Workshop as long as the eCourse is active.