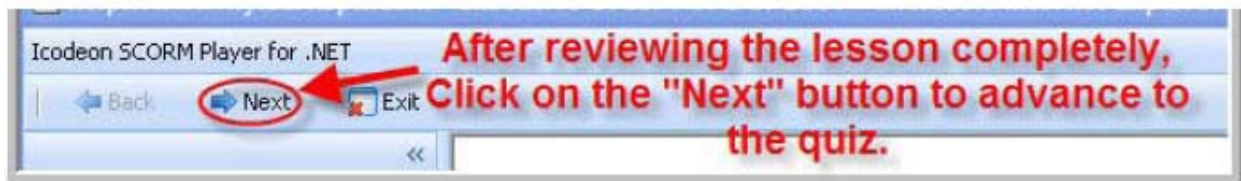


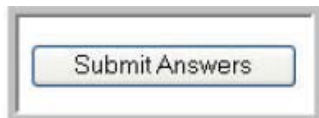
LMS INSTRUCTIONS for ONLINE COURSES

Completing Online Modules and Quiz In SCORM Package

- Read the content in its entirety then complete the quiz that follows. The quiz must be completed successfully to complete the course.
- The course “tree” is shown on the left side of the screen. **You are not able to navigate through the course from this tree.**
- In order to advance through the course, use the "**Back, Next and Exit**" buttons that appear in the blue navigation bar (up and to the left).



- After selecting your answers in the quiz, be sure to click on the "Submit Answers" button.



- Once answers are submitted, a confirmation message will appear as a score for the quiz.

If you do not achieve a passing score, you will have to click on the “Back” button, review the lesson (if necessary), and re-answer the questions.

- Once you have completed the quiz successfully, click the “Next” button to advance to the Course End Page. Click the “Next” button one more time and then click “Exit”.
- Close the page in your browser by clicking on the red box.