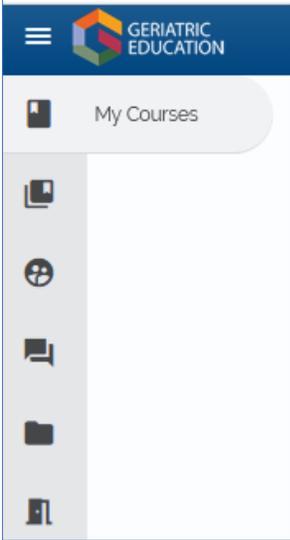
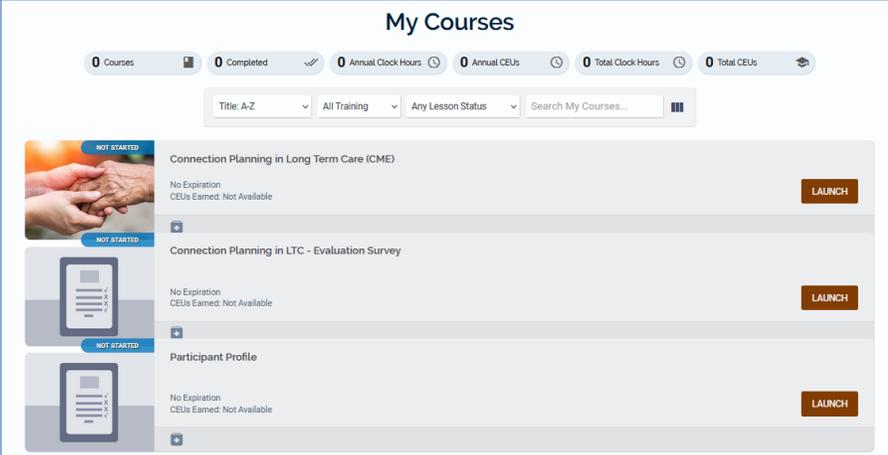


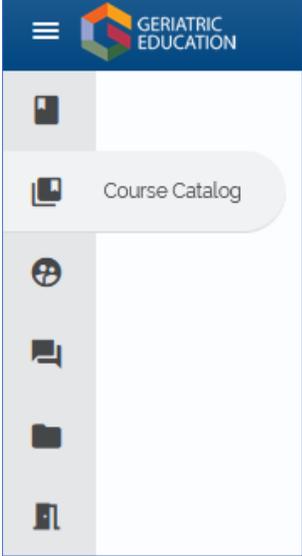
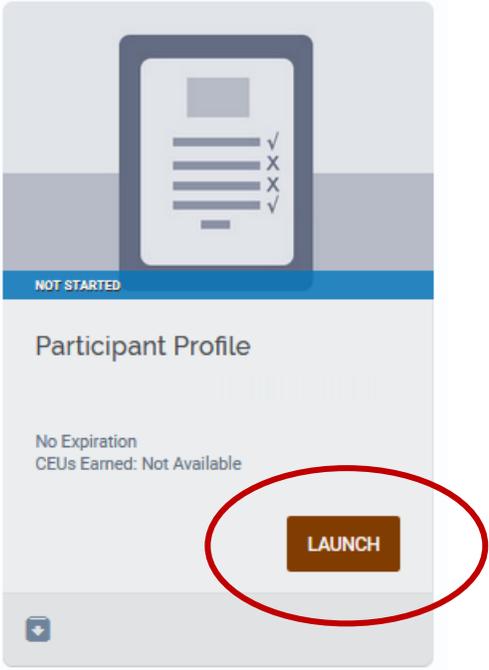


## The Finger Lakes Geriatric Education Center's Online Learning Modules via Collabornation

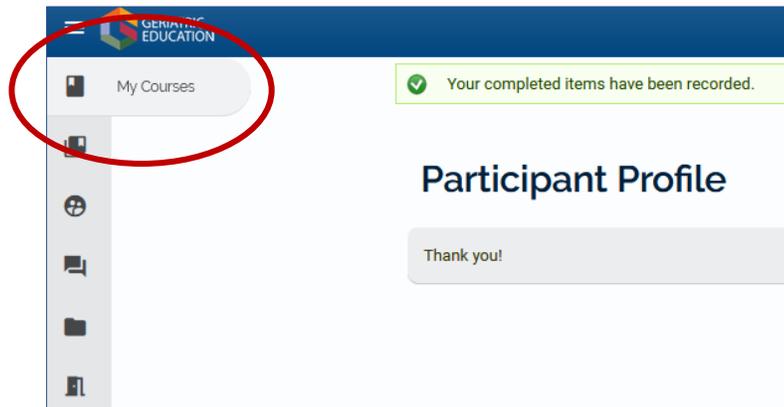
### How to Complete the Steps for Each Course

Read the instructions in the left column, and look for the red circles on the screen shots in the right column.

<p>Once you have logged in, use the tool bar on the left side of the screen to navigate to "My Courses"</p>	
<p>If you have already added a course, it will appear under "My Courses"</p> <p>If not, go to the "Course Catalog" icon on the left</p>	

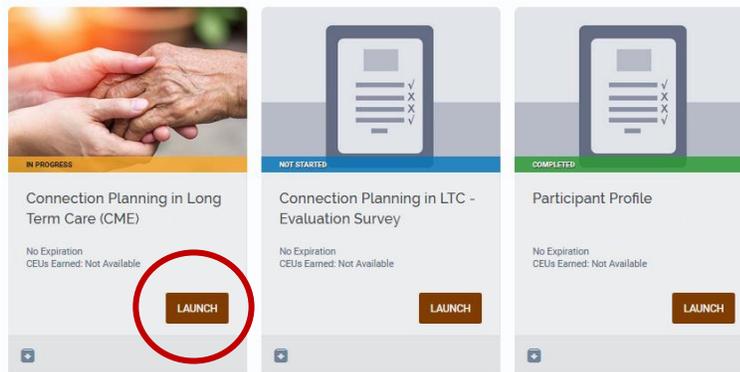
<p>If you do not have any courses listed yet, go to the tool bar on the left side of the screen select, “Course Catalog” and select the courses you would like to take, then return to the “My Courses” page</p>	
<p><b>You must complete all 3 Steps in each course to receive a certificate of completion</b></p>	<p><b>Step 1.</b> The Participant Profile  <b>Step 2.</b> The Module  <b>Step 3.</b> The Evaluation Survey</p>
<ul style="list-style-type: none"> <li>• <b>Step 1:</b> Launch the Participant Profile by clicking the “Launch” button</li> <li>• You only need to complete this survey ONCE</li> <li>• You will be able to skip this Step for all additional modules</li> </ul>	

Once you have completed the Participant Profile, click the “My Courses” icon to continue with Step 2.

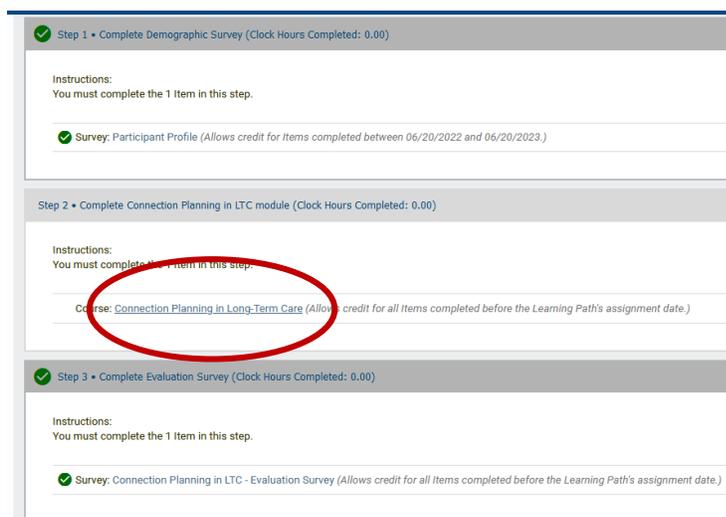


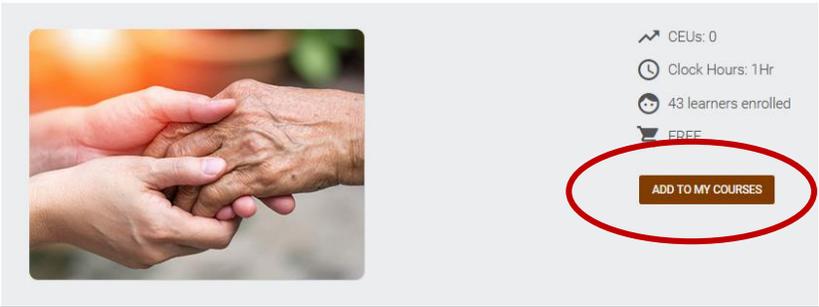
**Step 2:** On the home page for “My Courses,” launch the actual course you are taking.

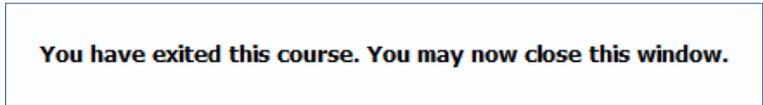
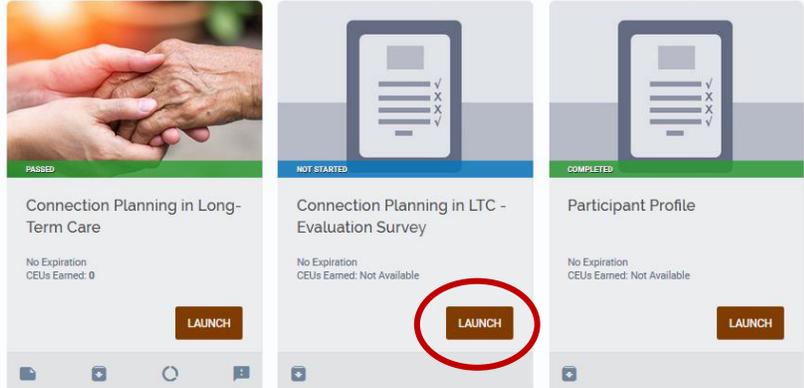
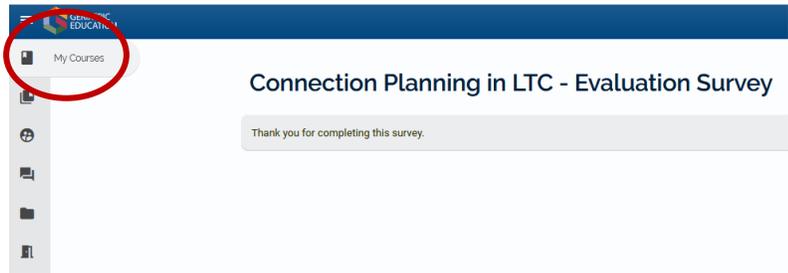
**Notice:** The Participant Profile step has a green “completed” stripe.



On the next screen, look for “Step 2” and click the hyperlink to the course

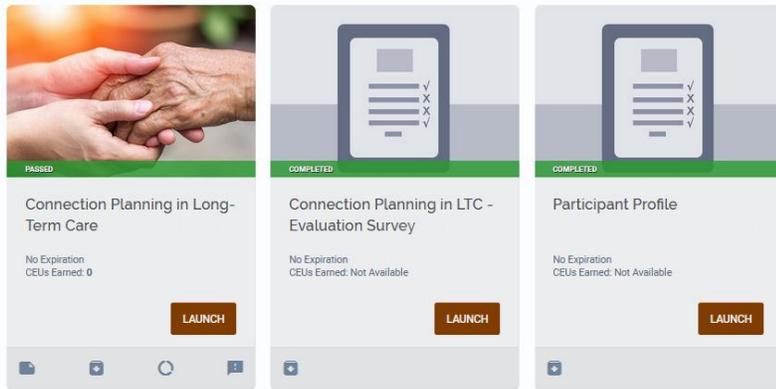


<p>On the next screen, click “ADD TO MY COURSES”</p>	<p style="text-align: center;"><b>Connection Planning in Long-Term Care</b></p> 
<p>To access the course, click “TAKE COURSE”</p> <p><i>(our apologies for all of the steps/clicks)</i></p>	<p>You have added <i>Connection Planning in Long-Term Care</i> to your account</p> 
<p>A new browser tab will open with the course.</p>	
<p>If you are taking a CME or SW continuing education credit course, there is a quiz/test at the end requiring a score of &gt;80%.</p> <p>If you are taking the “General” course, you will not see this screen.</p>	

<p>Upon completion of the quiz, review the last few pages of the course, and then click “Record Progress and Exit” in the <b>upper right</b> corner of the screen</p>	
<p>Close the browser window to return to Collabornation and go back to “My Courses”</p>	
<p><b>Step 3:</b> Click “LAUNCH” on the Evaluation Survey</p> <p><b>Notice:</b> The course now has a green “passed” stripe.</p>	
<p>Click “START” and answer the 10 questions</p>	<p><b>Connection Planning in LTC - Evaluation Survey</b></p> <p>Instructions</p> <p>Please complete the evaluation survey.</p> 
<p>Once you have completed the evaluation survey, click on “My Courses” to return to your home screen</p>	

At this time, you have completed all 3 Steps of the course. Congratulations!

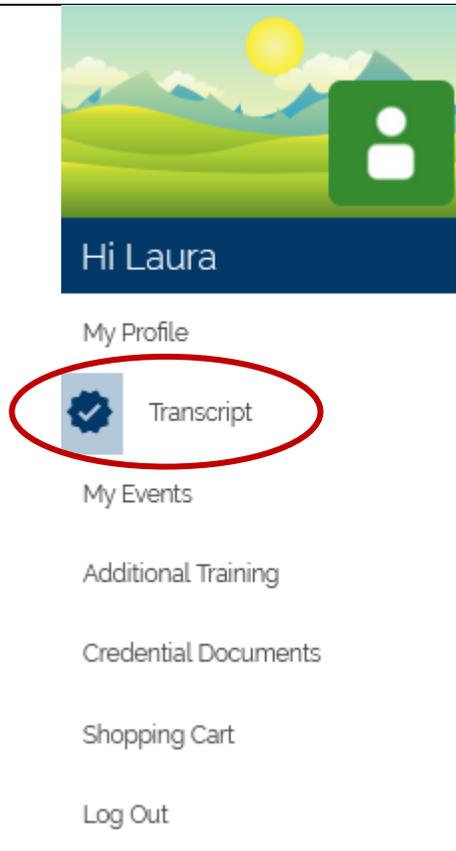
Notice: all three steps have green stripes



To access your certificate(s), click the green account icon in the upper right corner of the screen



In the dropdown, select "Transcript"



Click “DOWNLOAD CERTIFICATES” to access your certificate(s)

Training Records and Documents

CEUs and Clock Hours with a \* are counted within a corresponding Course Collection, or with items from their classroom.

**DOWNLOAD CERTIFICATES** EXPORT (PDF) Search:

Training Title	Type Of Event	First Access / Issue Date	Last Access / End Date	CEU	Clock Hours	Event Status	Score	Mastery Score	Cert. Given	Provider Name
Connection Planning in Long Term Care (CME)	Learning Path	-	-	-	-	Completed	-	-	Jun 20, 2023	-
Connection Planning in Long Term Care	E-Learning Course	Jun 20, 2023	Jun 20, 2023	-	1.00	Passed	80	-	No	-

The system will download ALL of your certificates. Look for the download icon for your particular internet browser.



Contact

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