Course Instructions

ProEducate offers courses that are regulated by many different regulatory agencies and in several disciplines. Some features described in this document may not apply to your course.

In this illustrated course instruction booklet, you will be able to see the major components of the **ProEducate** system. The purpose of offering these illustrations is to put you at ease with the system, by giving you a tutorial before you begin the course.

After you have reviewed this booklet, you should be able to understand **ProEducate's** format and purpose. Our goal is to assist in making this course user-friendly for you, while maximizing its educational value.

Please be sure to read this entire document.
We also recommend that you print a copy to use as reference throughout your course.

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Login To ProEducate

Open your web browser and type in http://www.proeducate.com/. From the ProEducate web page, go to the "Student Login" area and enter your Username and Password that you provided at registration. Once you have entered your Username and Password, click on the "Login" button to enter your course.

NOTE:

If you do not remember your username and/or password, click on the corresponding link(s) below the "Username" box for assistance.

Home Page

The Home Page is the first page that you view once you login to **ProEducate**. The areas of the Home Page include:

- **My courses**
  This section shows all the user's courses in a tree-like structure.

- Click on the **+** to expand and the **-** to retract.
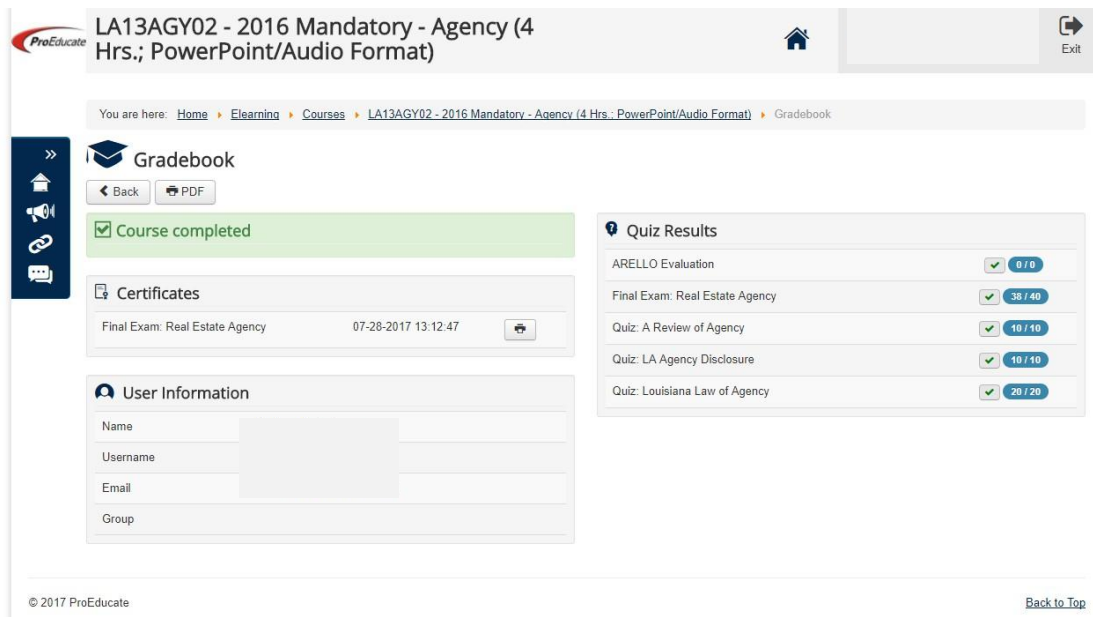
- **Certificates**
  This section displays course certificates the user has earned.
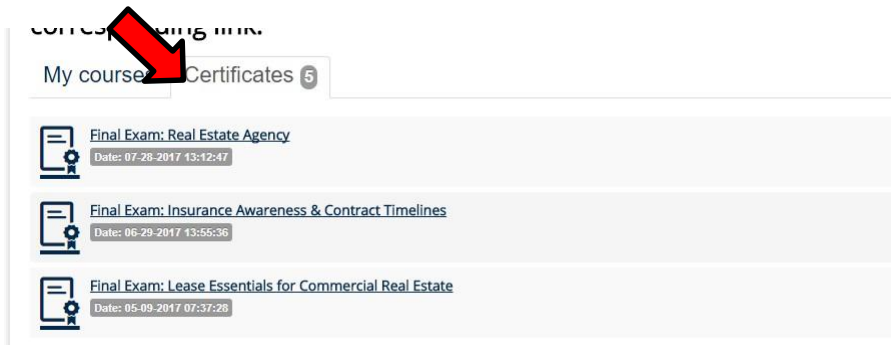
- **Completed Courses**
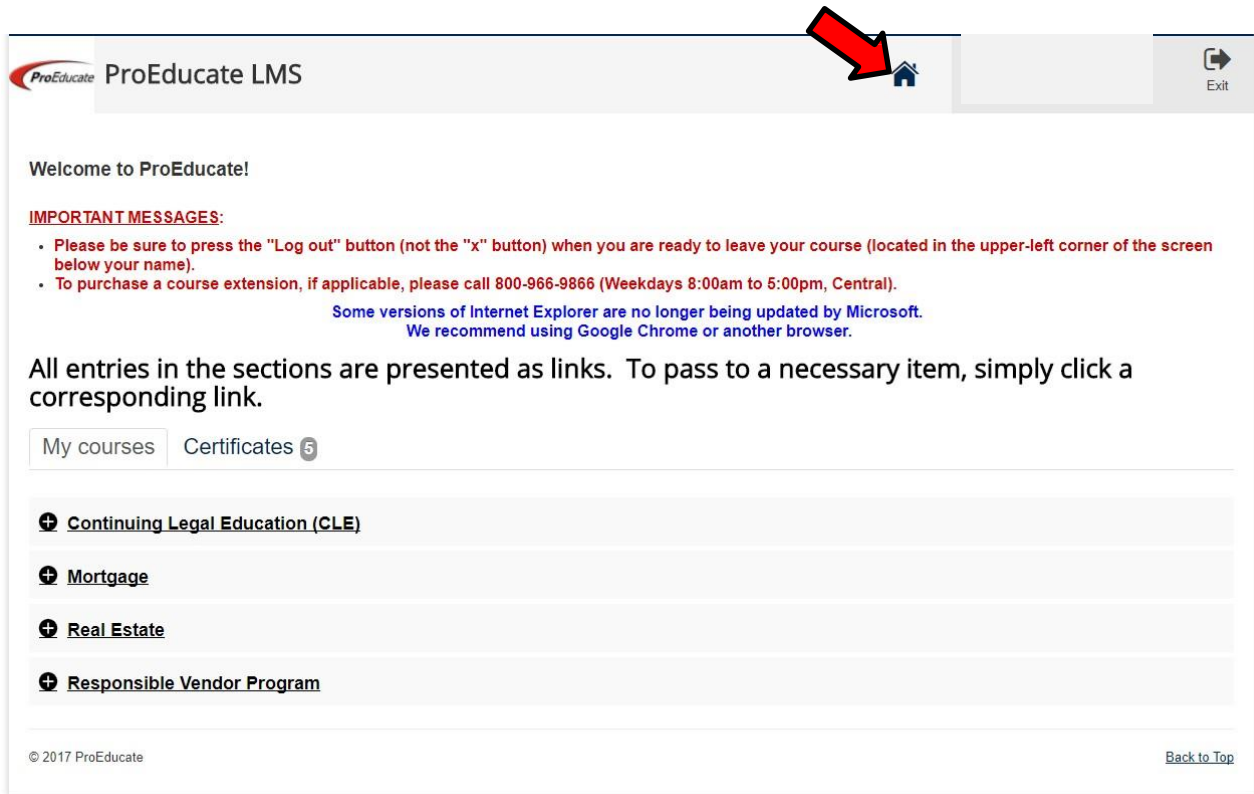 Each completed course will be indicated by the "Course completed" button.

When you click on the "Course completed" button, the gradebook will be displayed.

- **Home**
  When you click on the "Home" link from within a course, it will bring you back to this page.

- **Exit**
  Click on the "Exit" button when you are ready to log-out.
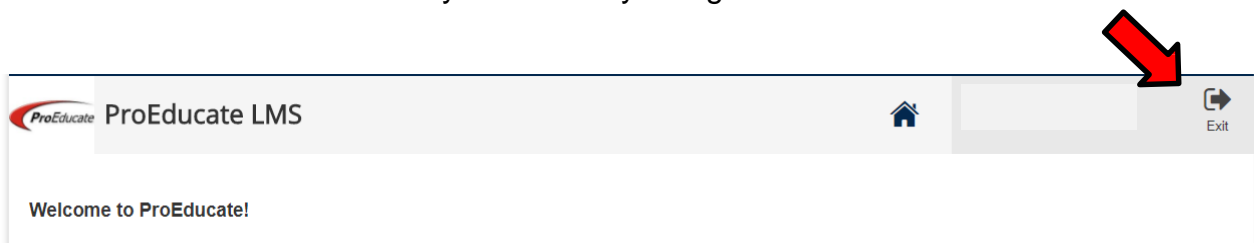
Accessing Your Course

- Click on the link for the course you would like to access.

- Once you select the course you would like to access, it will display the "Course Learning Path(s)". A progress bar will indicate how much of the learning path has been completed.

- Press the link to access the course.

- A reminder of the course expiration date will be displayed each time you access the course.

- Press "Start" to take the course.
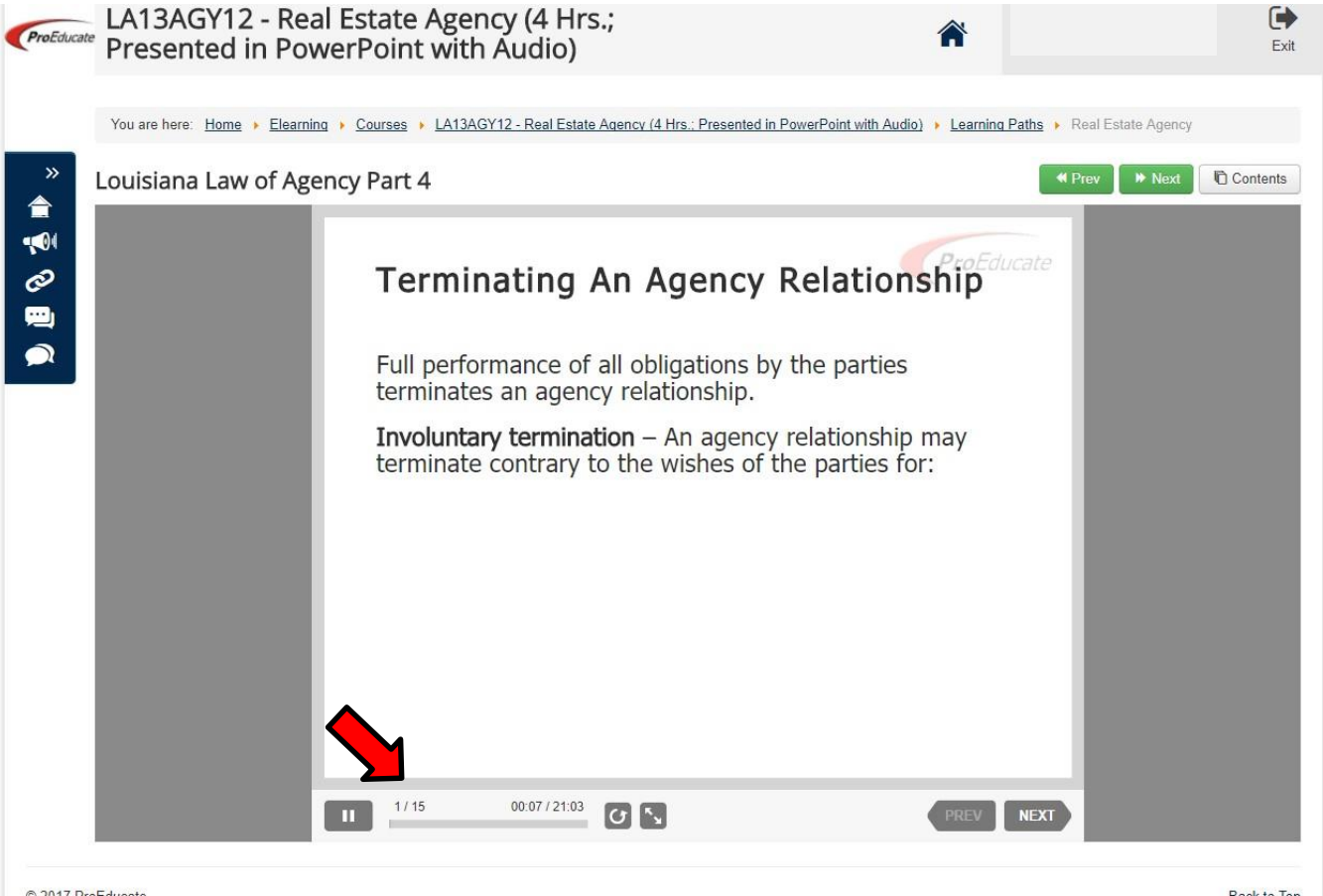
Course Navigation

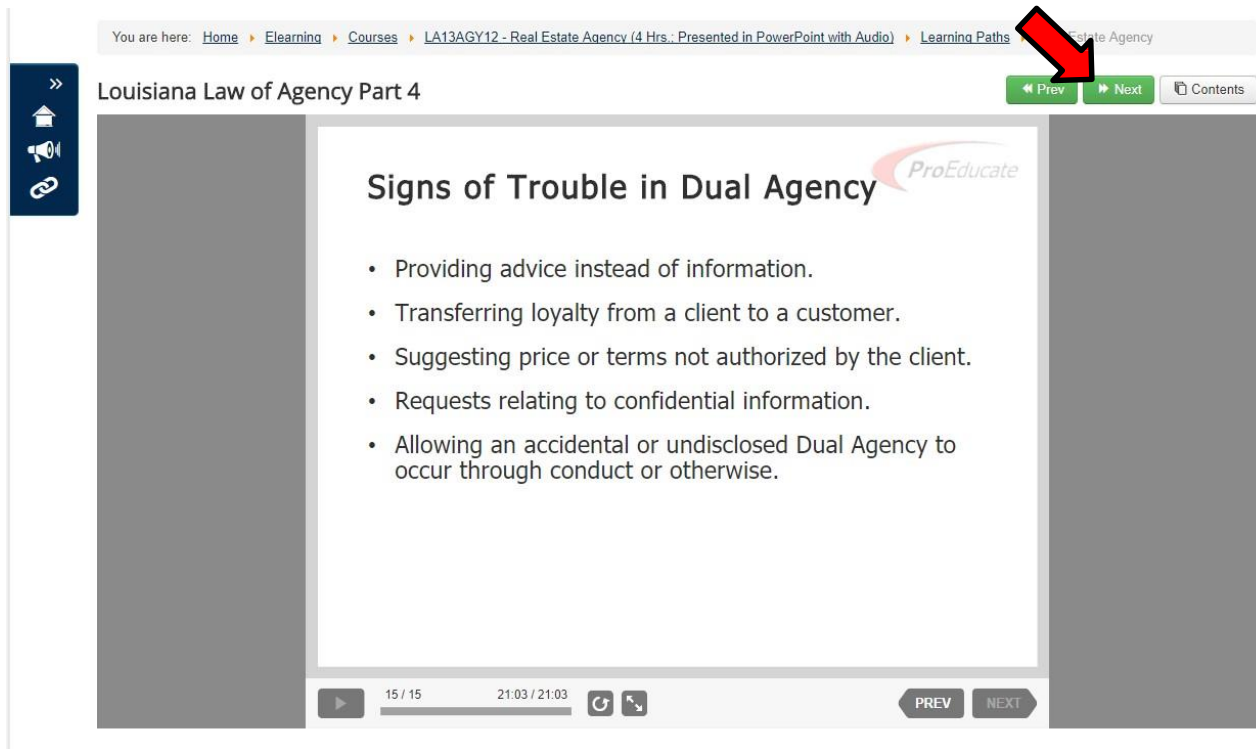| Icon/Name	Description
🏠 Course Home	Brings a user to the Course Home Page.
📢 Announcements	Allows a user to access course announcements.
🔗 Links	Allows a user to access course links.
✖ Assignments	Allows a user to access assignments.
💬 Forum	Allows a user to access the forum.

For PowerPoint/Audio and Video Courses:

The presentation will load and run automatically once you begin the lesson segment. In most courses, the number of slides and/or time length of the course will be displayed at the bottom of the presentation window.

Once the segment has finished playing, click on the "Next" button at the top of the screen to continue.

You can navigate through the course using the previous and next buttons at the top of the page; however, to navigate while watching the presentation, use the "previous" and "next" arrows beneath the presentation.
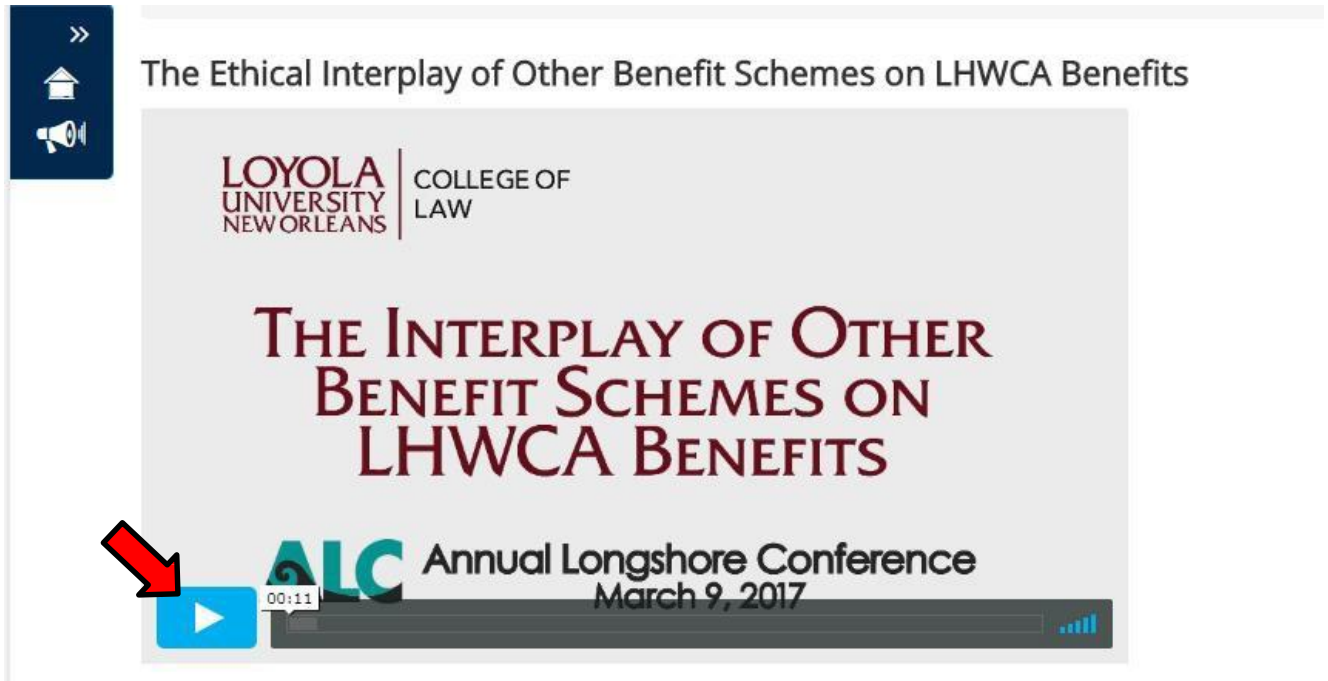
IMPORTANT NOTE: *Some regulatory agencies will require all schools to eliminate the navigation buttons beneath the presentation. Therefore, these buttons may not be available in all courses.*

For Video Courses:

Press the play button to begin the lesson segment.

You can navigate through the course using the previous and next buttons at the top of the page; however, to navigate while watching the presentation, you can use the "play/pause" button or drag the player progress to the portion of the presentation you wish to view.

Once the segment has finished playing, click on the "Next" button at the top of the screen to continue.


IMPORTANT NOTE: *Some regulatory agencies will require all schools to eliminate the navigation buttons beneath the presentation. Therefore, these buttons may not be available in all courses.*

For Text-Based Courses:

There are two different text-based formats, depending on the type of course you are taking (Pre-Licensing or Continuing Education).

- **Pre-Licensing**: There are multiple options available to advance the pages in the text-based courses.

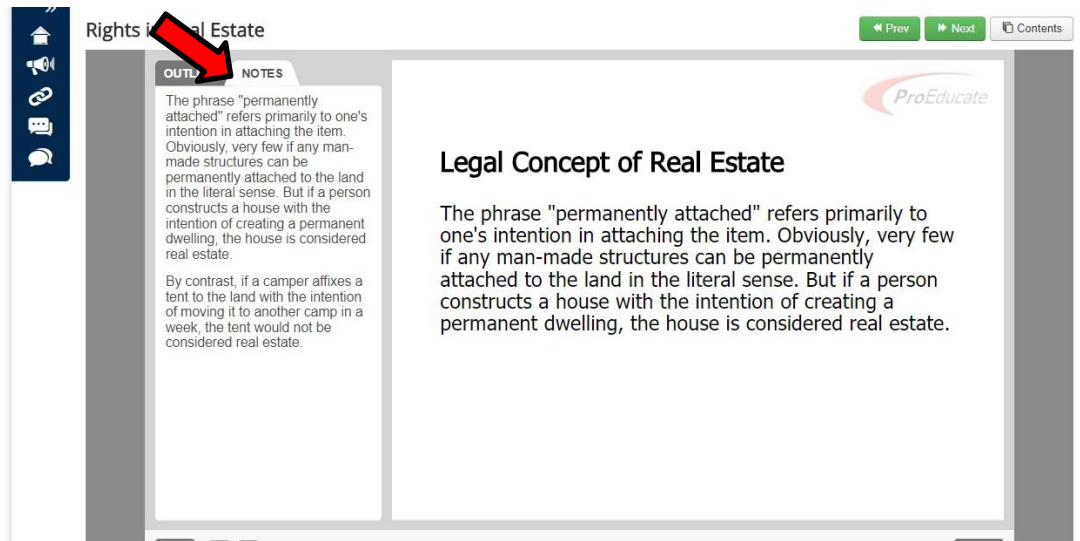   *OPTION 1*: Use the mouse and click on the screen to advance the page.
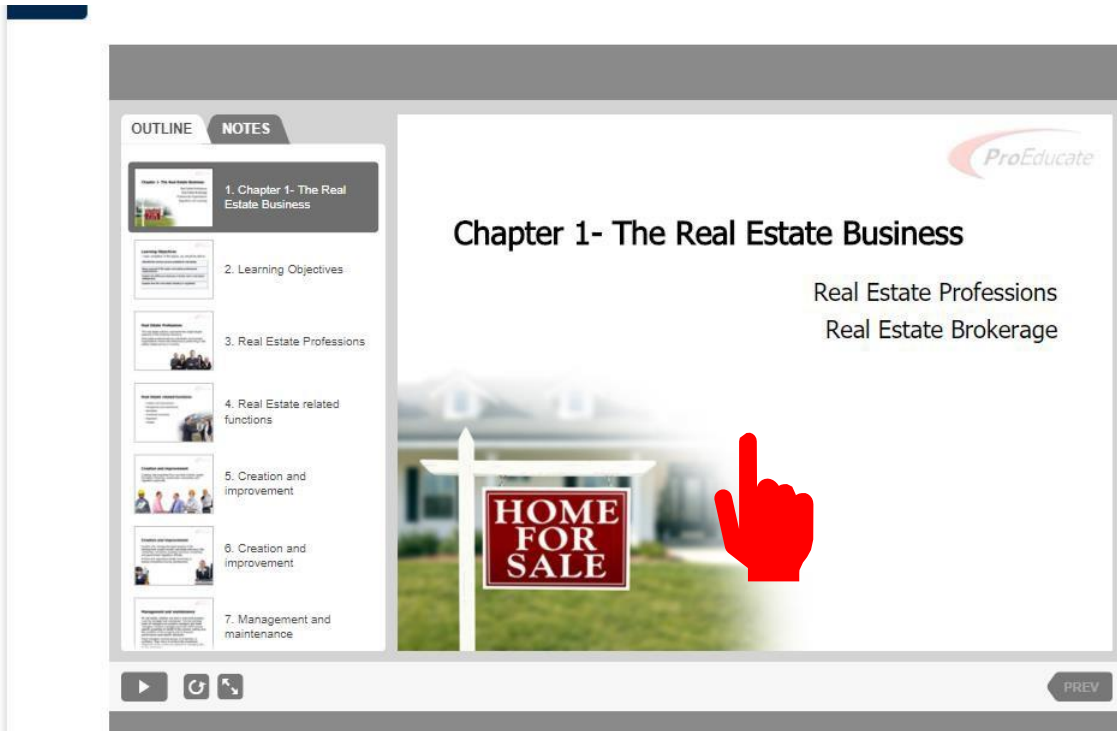
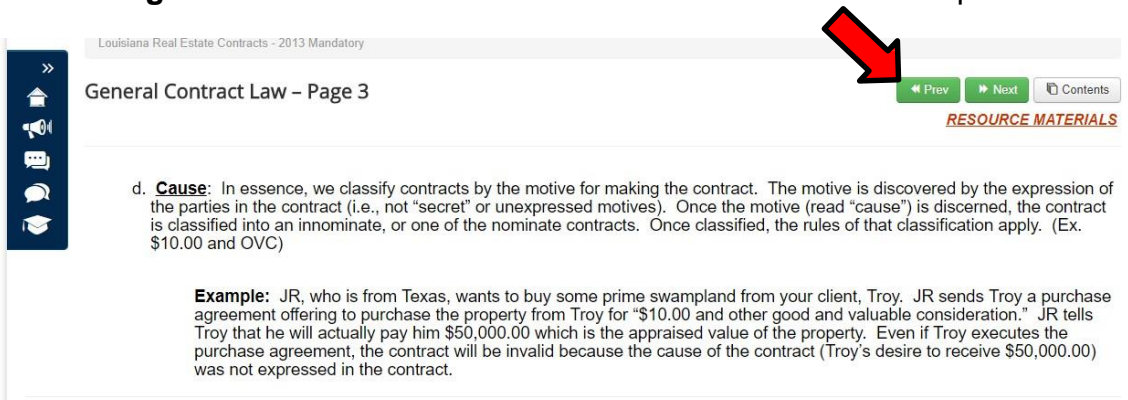   *OPTION 2*: Use the arrow button below the screen to advance the page.
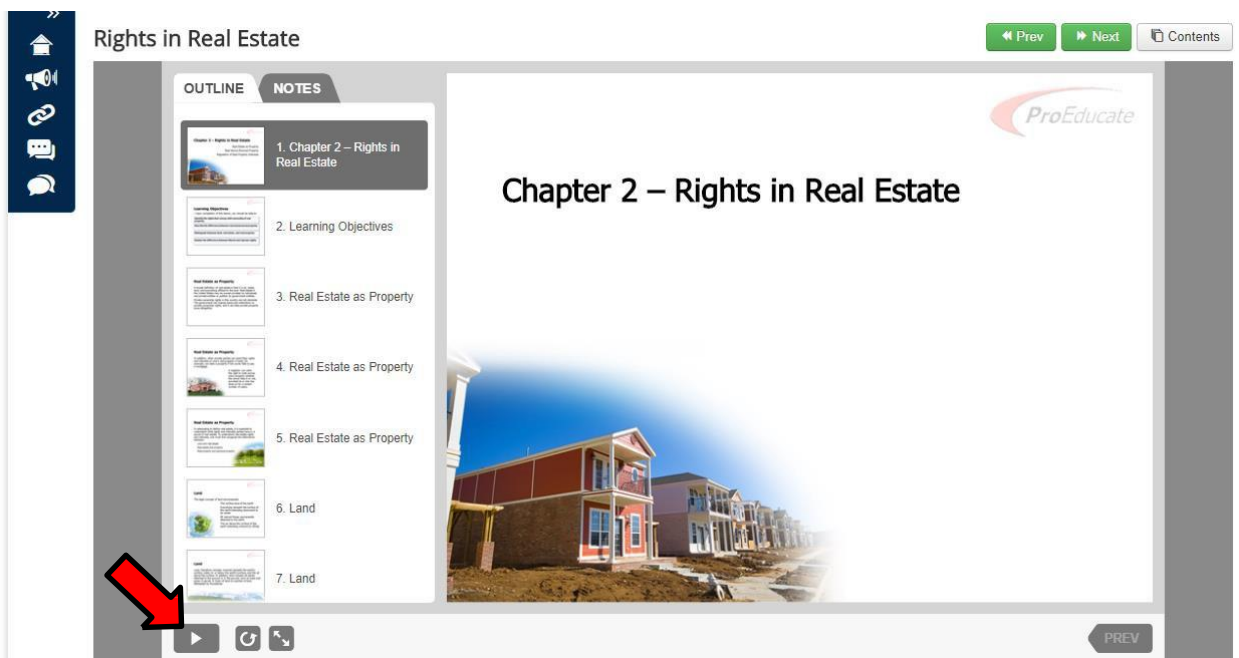
To go back, you can click on the "Prev" arrow, or select the slide from the "outline" menu.
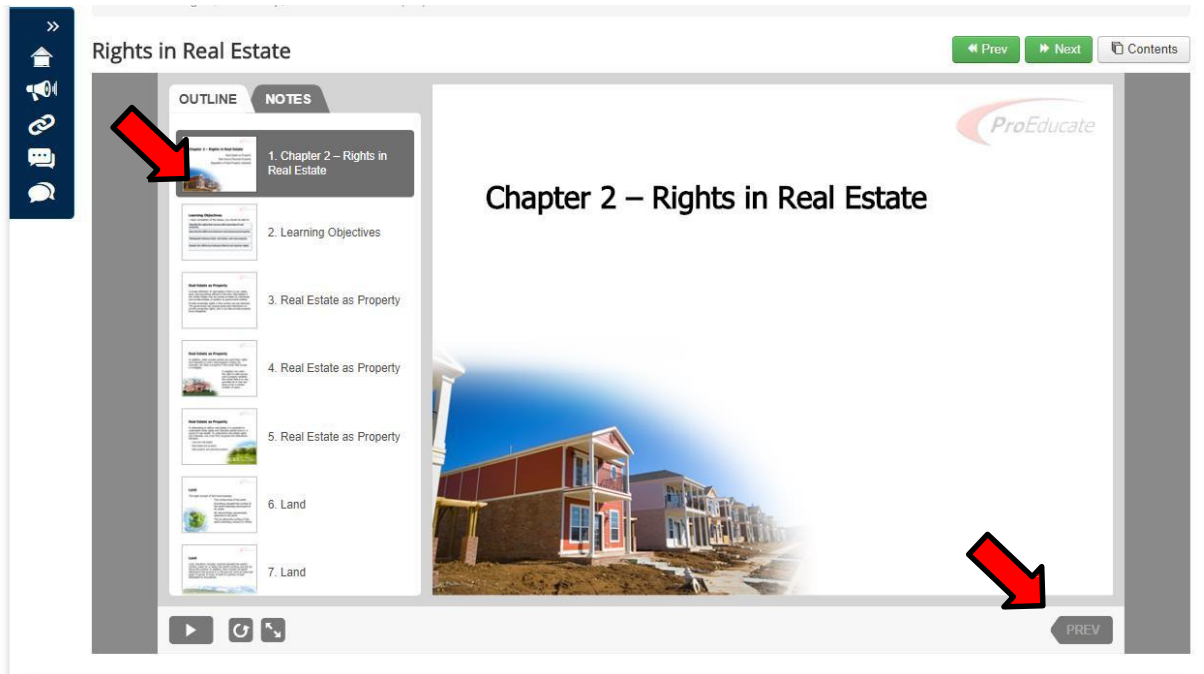
Select the "Notes" tab to view the slide text in its entirety.
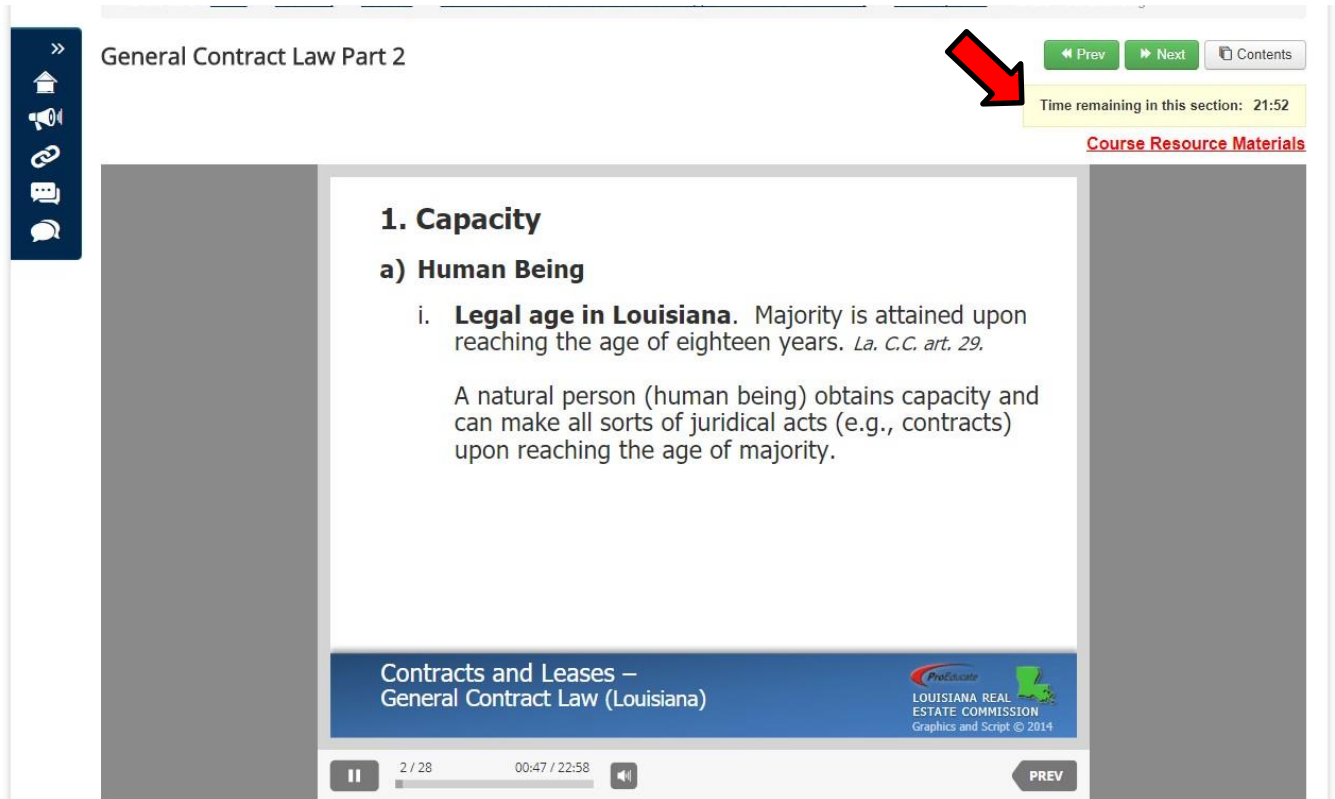
- **Continuing Education**: Use the "Next" and "Prev" buttons at the top of the screen.

Course Timers

Some regulatory agencies require all schools to have page timers in the lessons to ensure that students are spending the mandated length of time in the course. If a course is required to have these page timers activated, the time will be displayed in the right-hand corner of the screen.

If you attempt to advance before the time has expired, you will be instructed that you haven't spent enough time on the lesson. You can click on the link to return to the segement that has time remaining.

Quizzes and Exams
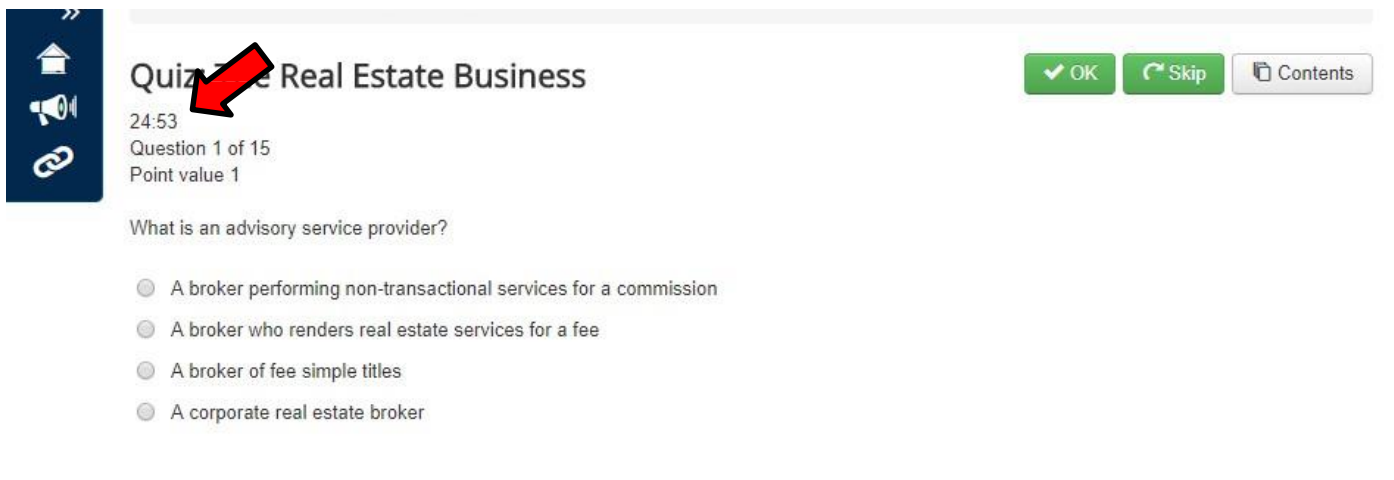
To take the quiz/exam, please select your answer then press "Ok" to continue, or you can press "Skip" to bypass the question and return to answer the question at the end of the exam. The exam instructions will provide you with the number of questions, the amount of time in which you will be given to complete the quiz/exam, and the minimum grade required to pass the quiz/exam.

The countdown timer will be located in upper left-hand corner of the screen. While you are taking the exam, you must answer at least one question each 5 minutes or the system will time you out and you will have to begin the exam again.

NOTE: Make sure you have enough time to take the exam before you begin. Once you enter the exam, the timer will start and you must complete the exam. If your time expires, you will have to retake the exam.

Your exam/quiz results will be provided at the end of the test. When you are ready to continue with your course, press the "next" button.
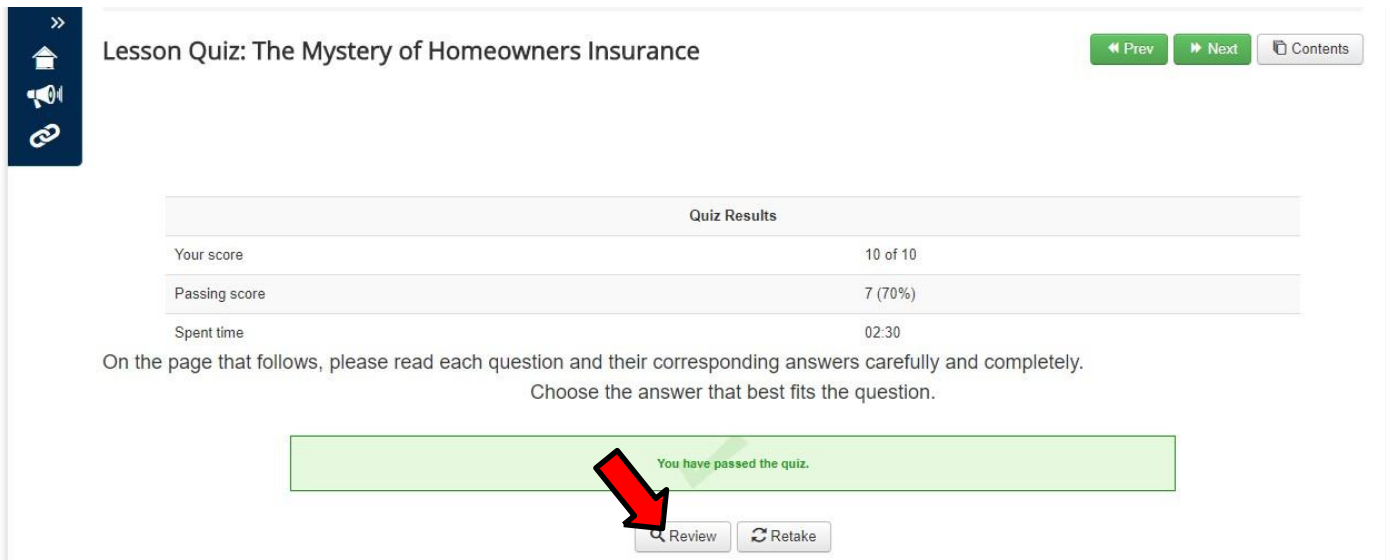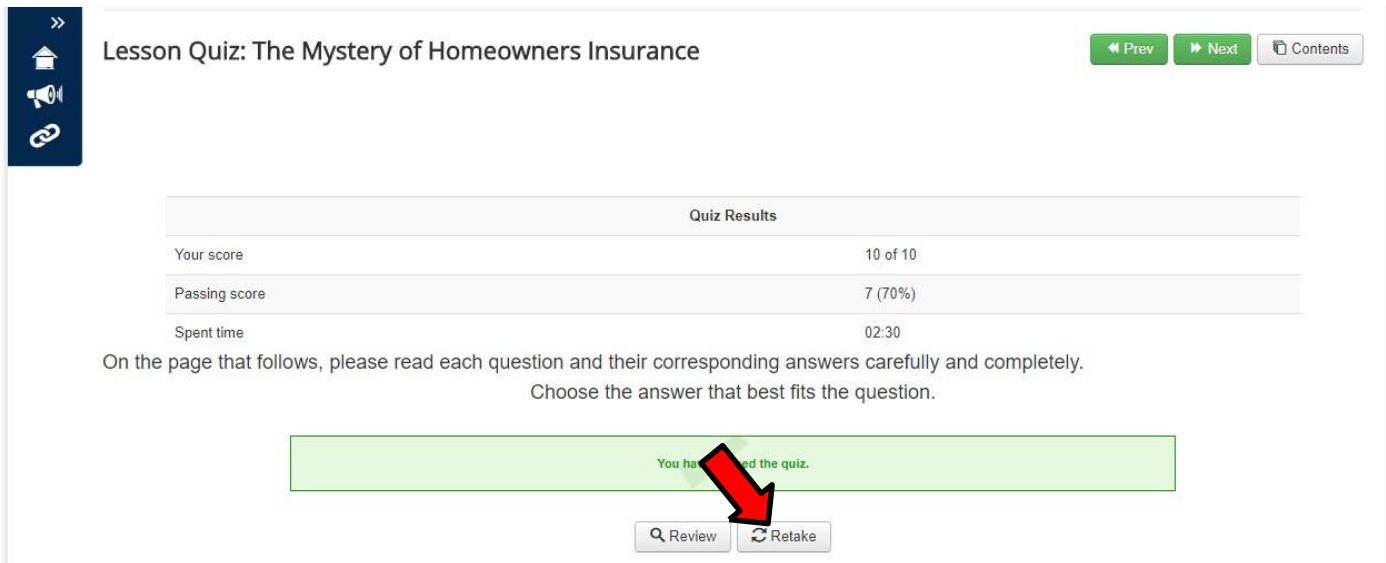
To review the exam/quiz, press the "Review" button at the bottom of the exam results screen. Once you have completed your review, press the "Next" button to continue with the course.

To retake the exam/quiz, press the "Retake" button at the bottom of the exam results screen. The exam/quiz will reset and allow you to retake (may not be allowed in all courses).
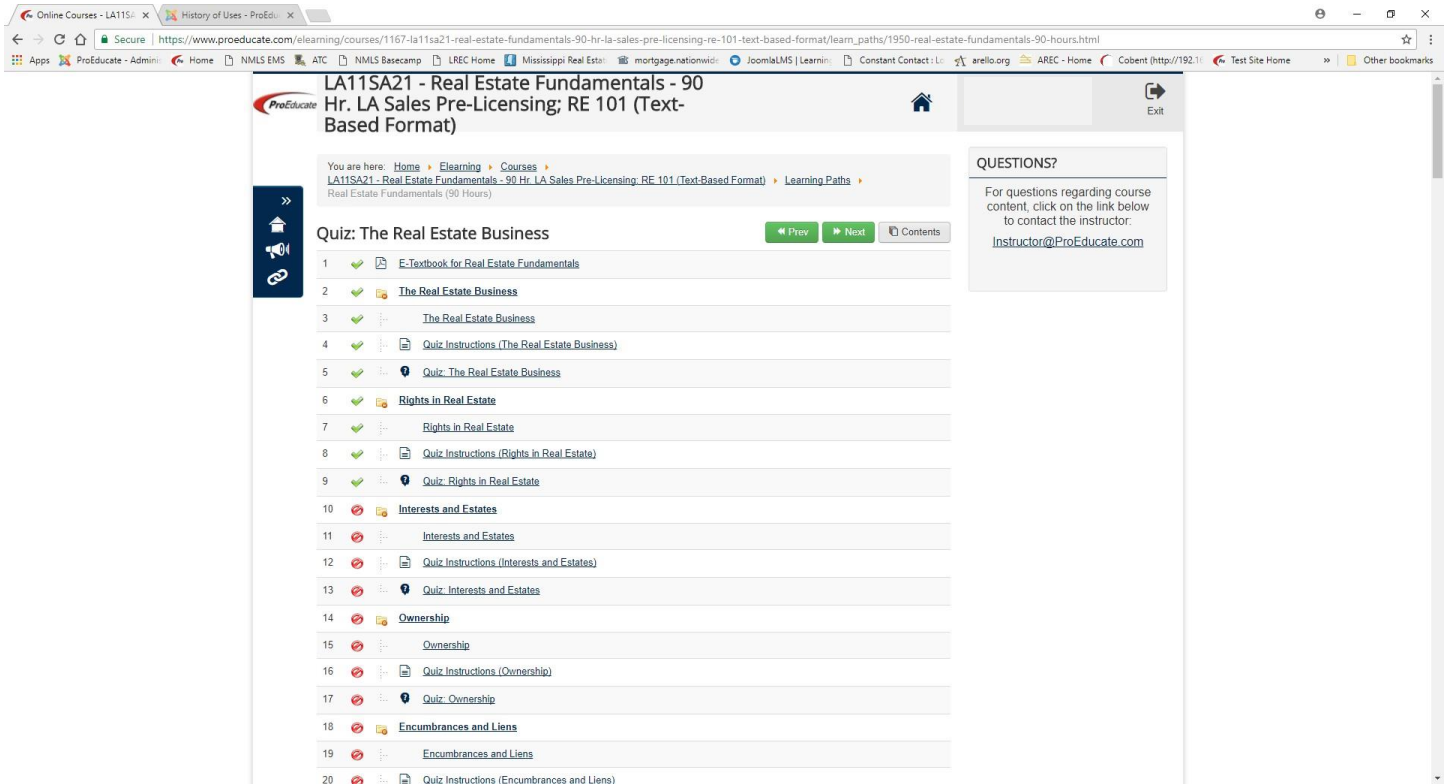
Once you have completed the review and/or retake, press "Next" to mark your course as completed.

Your certificate (if applicable) will be available under the "Certificates" tab on the student's home page.

If you would like to view the entire learning path, or go back to review any lesson or quiz that has been completed, select the "Contents" button. Click on the corresponding link of the lesson segment you would like to access.

The ✔ indicates an item has been completed. The 🚫 indicates an item has not been completed. You may review any completed item by clicking the title of any item listed. To return to your lesson, click the last item in the list that contains the ✔ symbol.

Forum

The **Forum** section allows the teacher to post a topic so that other course participants can view the topic and leave their response regarding the topic. If your course instructs you to post in the forum, you can access the forum by clicking on the forum icon located in the left-hand column on your screen.

To post a response to the forum topic:

Step 1: Click on the corresponding topic link.
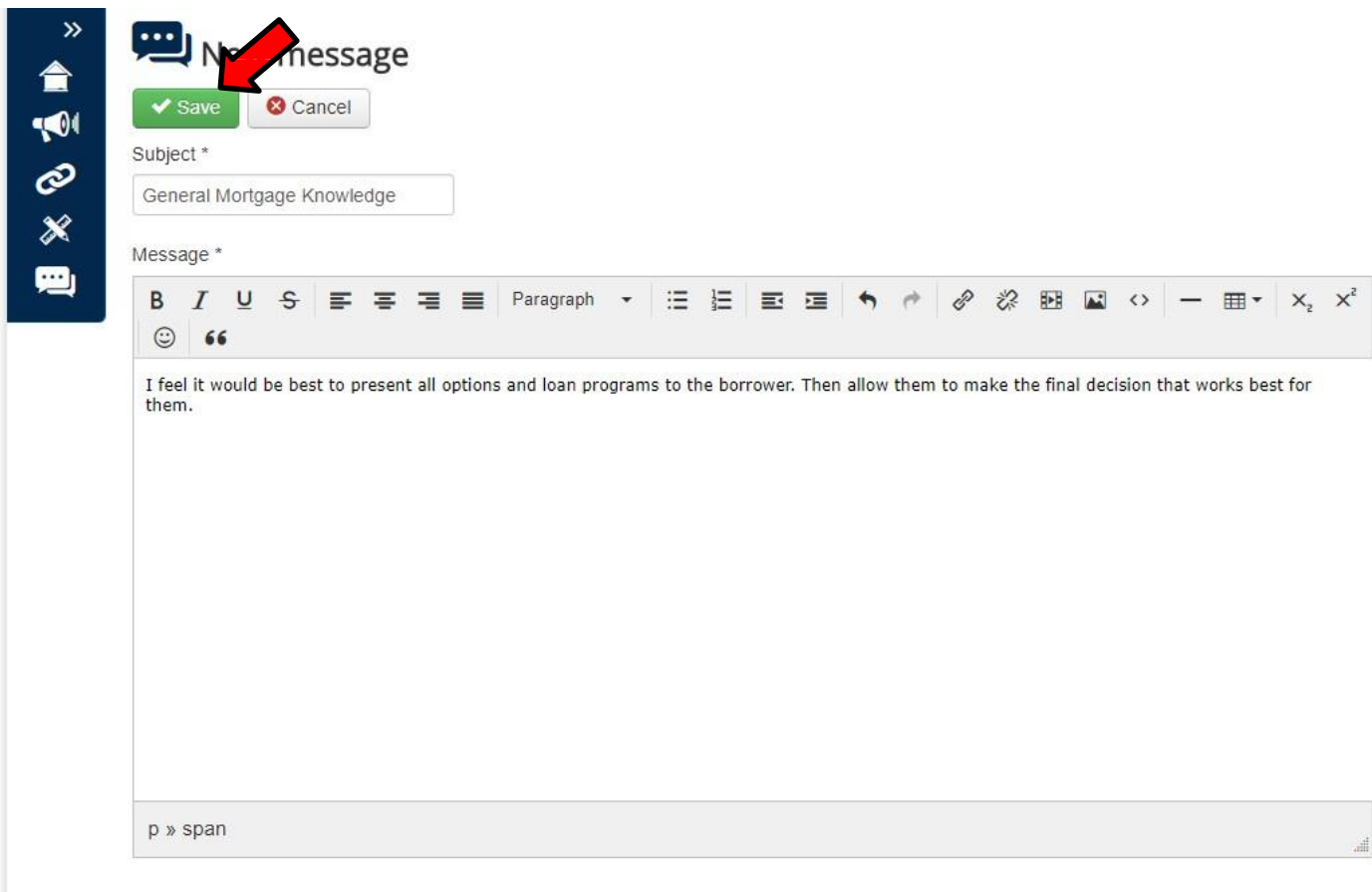
Step 2: Read the instructor's topic. Click on the "New message" button when you are ready to post your response.

Step 3: Type your response in the text box provided. Click the "Save" button to post your response.

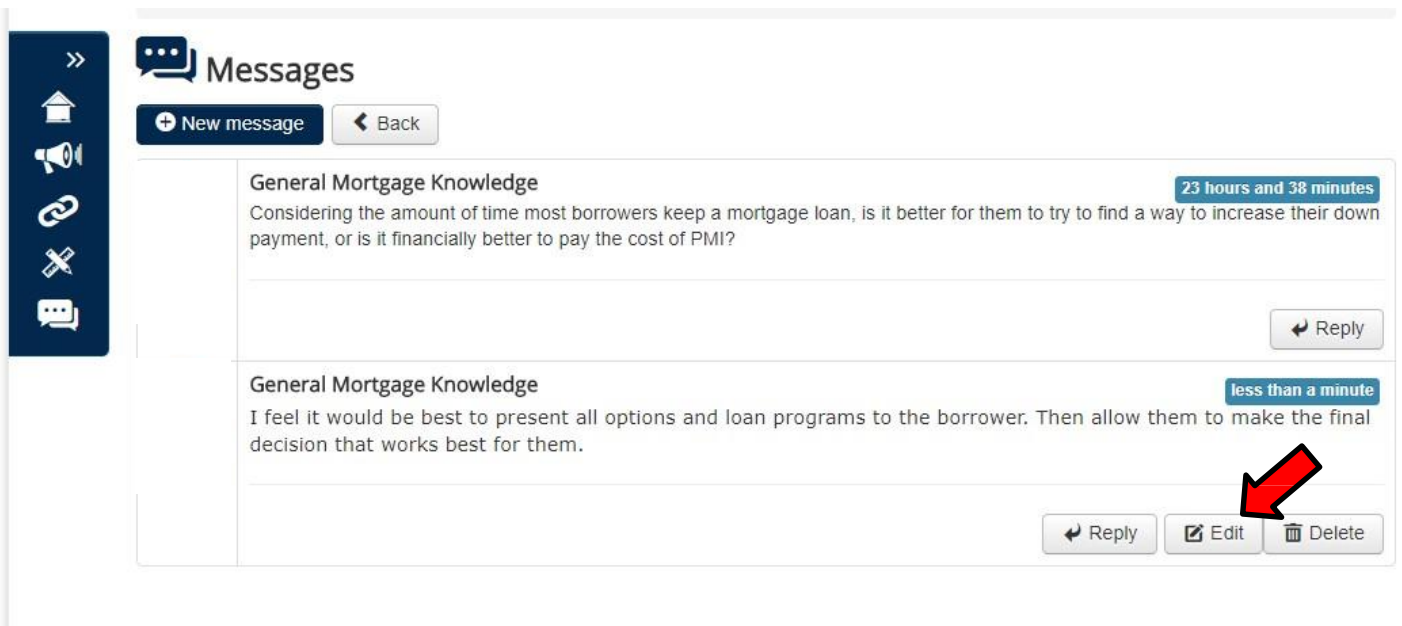**Step 4:** Once you have posted your response, click on the "Course Home" button to return to the course learning path.
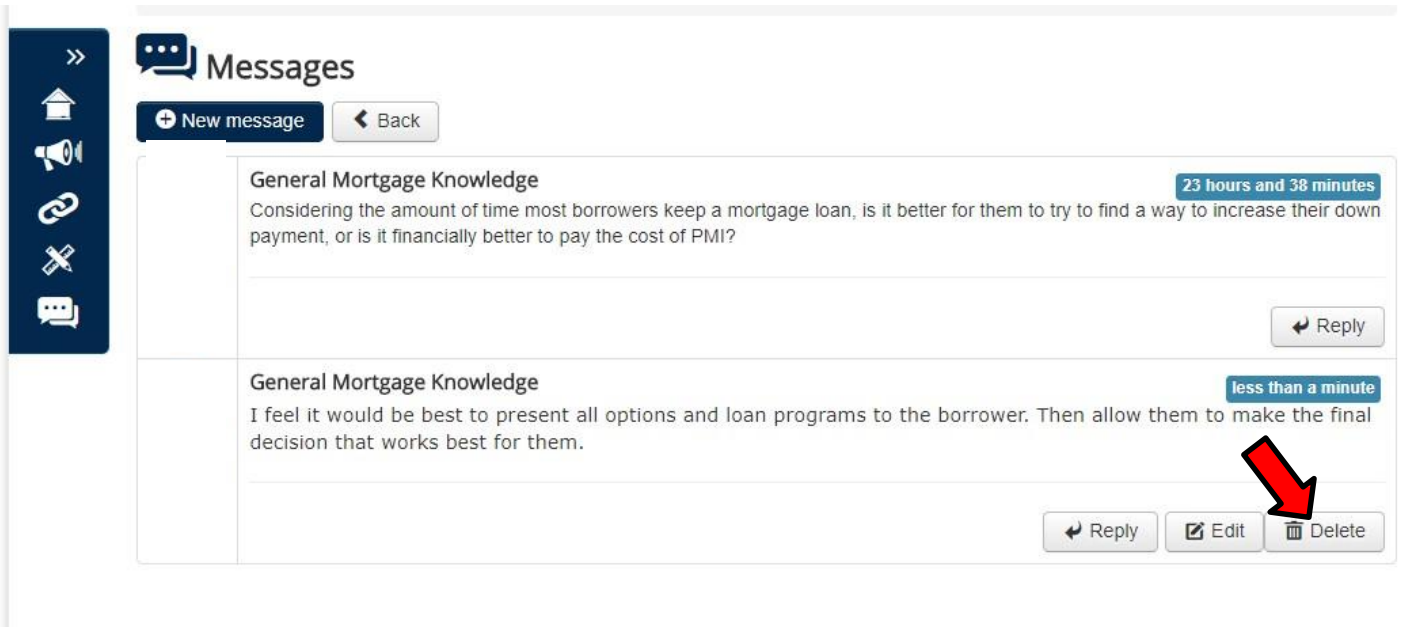

OTHER OPTIONS:

To edit your post, click on the "Edit" button located below your post. Then press "Save" when the edit has been completed.
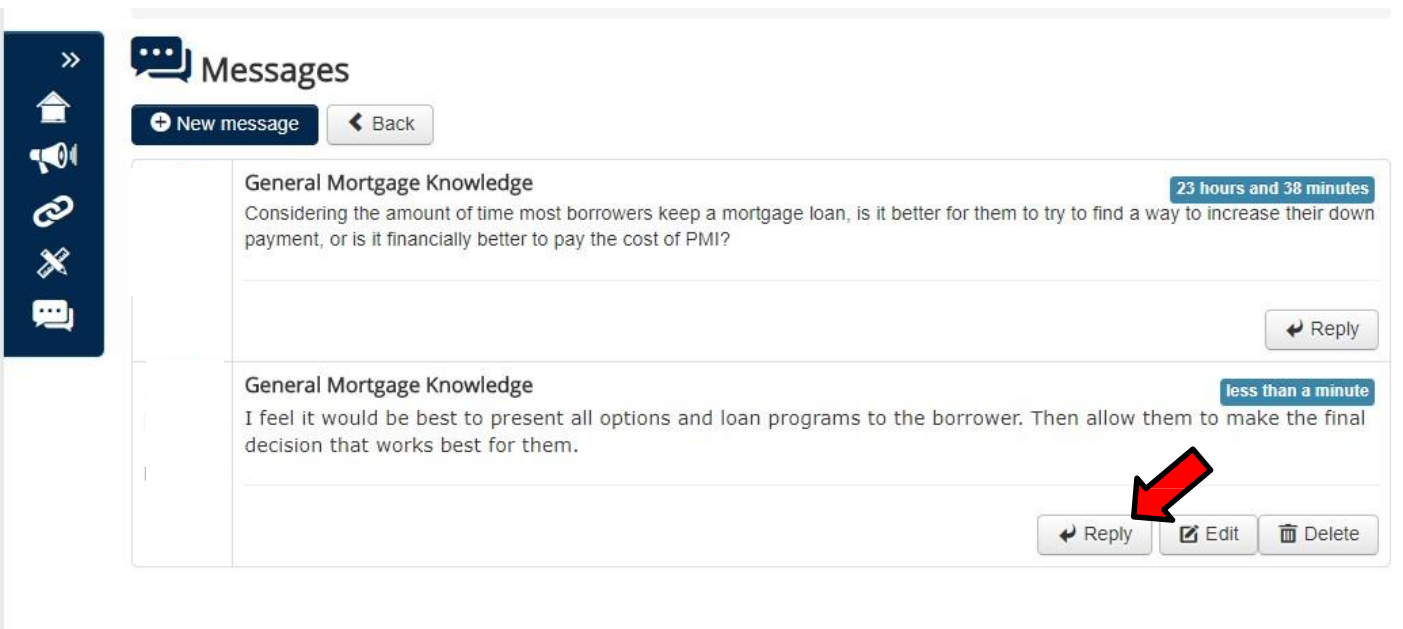
To remove your post, click on the "Delete" button located below your post.

To respond to a specific post in the thread, click on the "Reply" button and type your response.
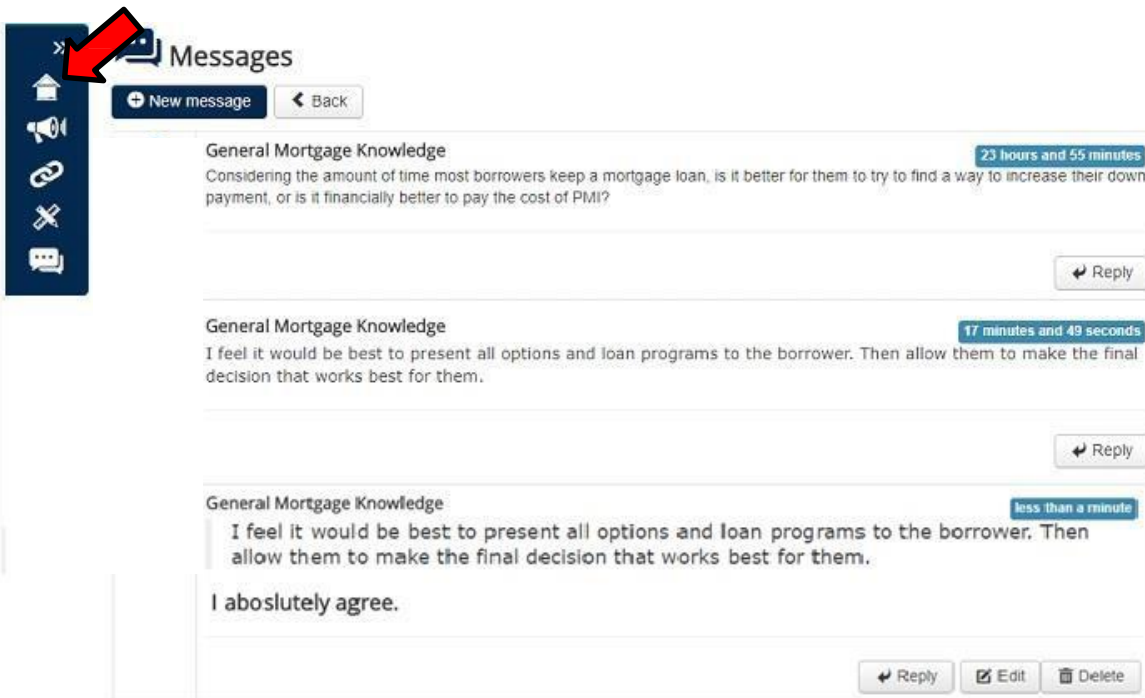
Press "Save" after typing your response.

Then click on the "Course Home" button to return to the course learning path.

Assignments

1. Click on the "homework" icon in the left-hand column:

2. Click on the corresponding link for the assignment you would like to access:
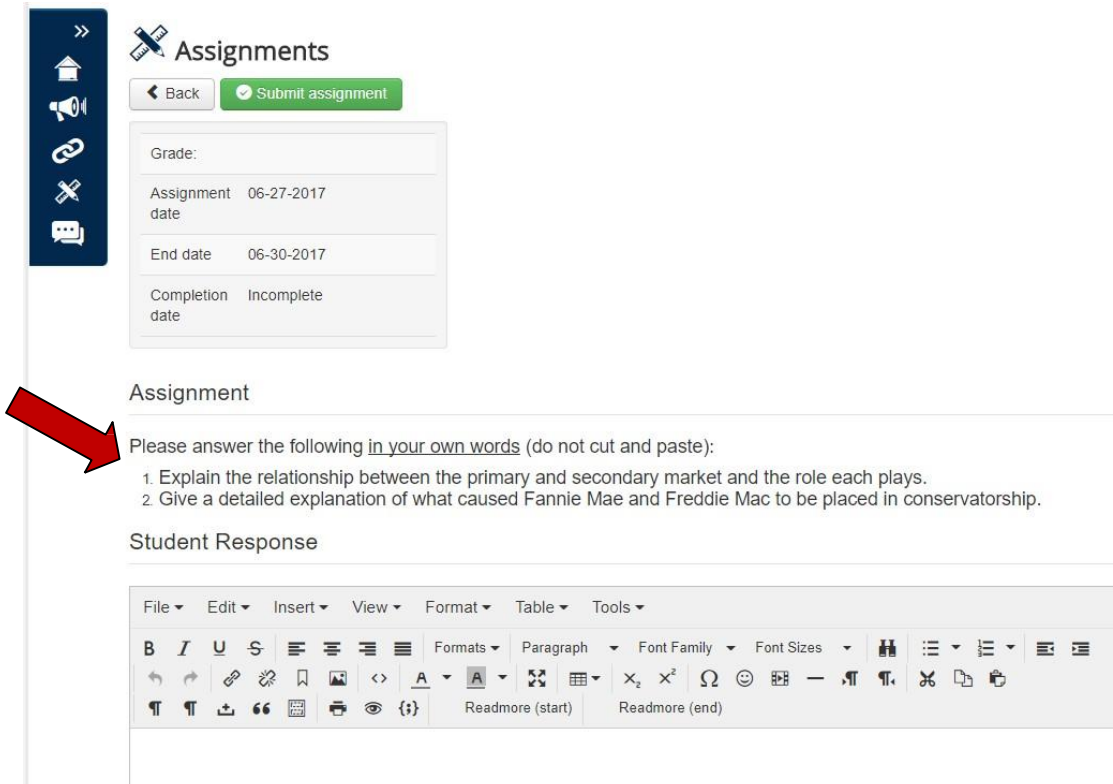
3. You will be presented with a question below the "Assignment" heading.
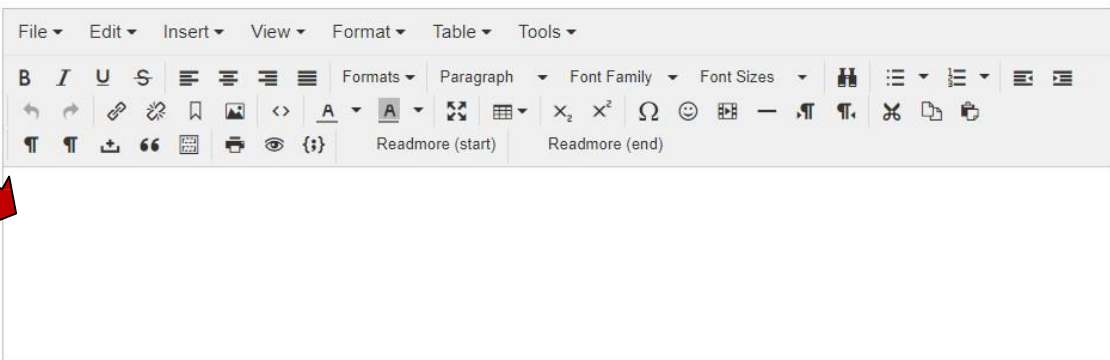
4. A text box is located under the "Student Response" heading that will allow you to type in your response.
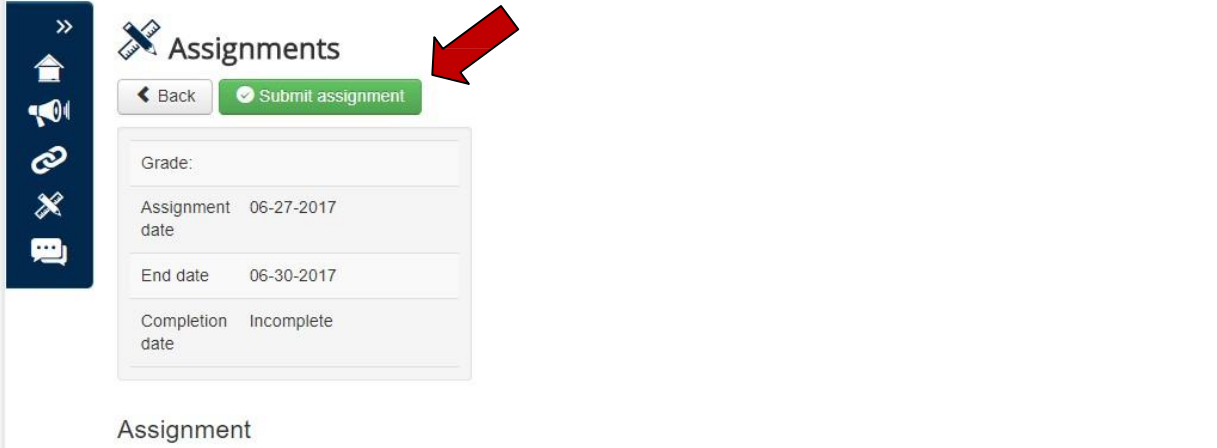
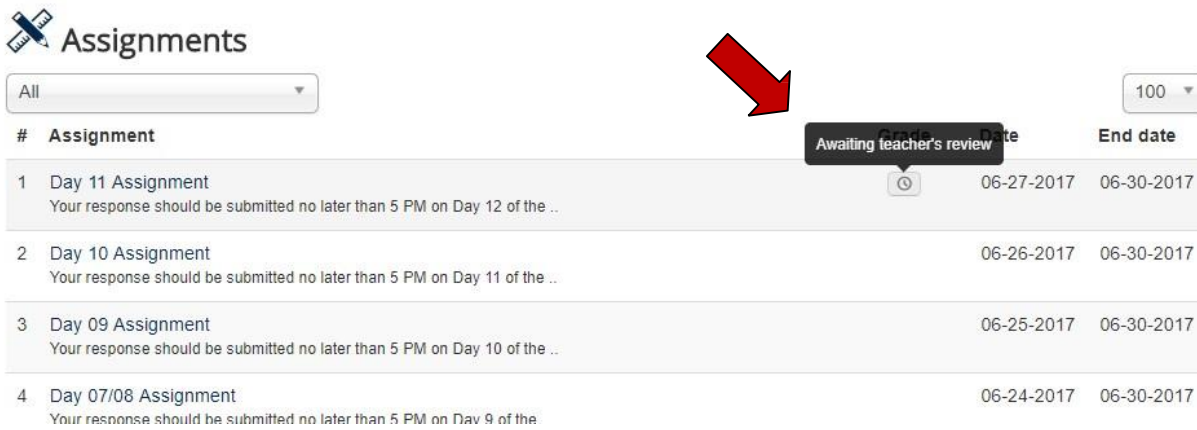**5. Once you have typed your response in the text box, press the "Submit assignment" button at the top of the page**. NOTE: Once the response has been submitted, you will not be able to edit. Please be sure to review your response before submitting.

6. **A lock icon will indicate that you have completed the assignment and you are awaiting teacher's review.**
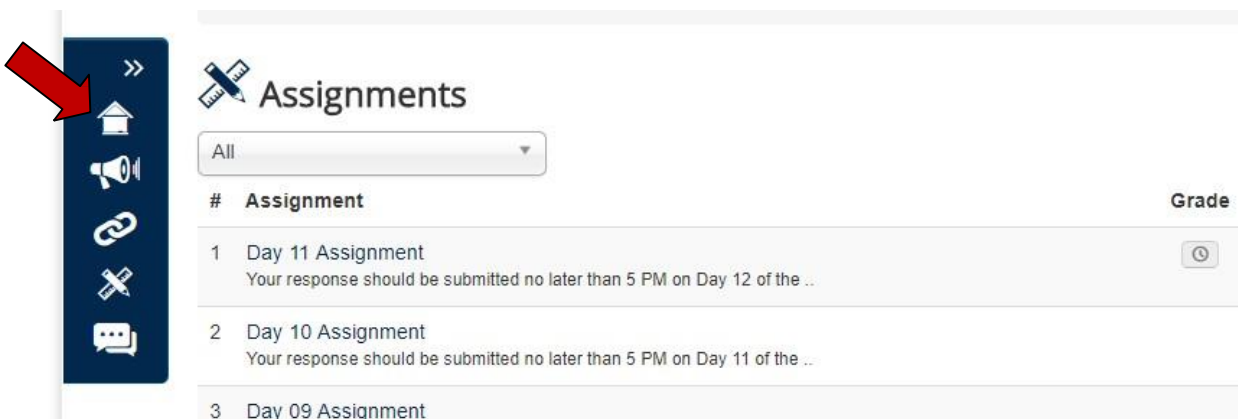
7. **Once you have completed the assignment for the day, you can return to your lesson (press the "course home" button) and continue with the course.**

8. **All acceptable assignments will be marked "Completed" once they have been reviewed by the instructor. You can click on the assignment link to view any instructor comments regarding the assignment.**

9. **All unacceptable or incomplete assignments will be reset by the instructor. You can click on the assignment link to view the instructor's comments regarding the assignment and resubmit a response.**

<u>Need Assistance?</u>

If you have any questions or require assistance, please contact Student Services:

StudentServices@ProEducate.com

or

800-966-9866