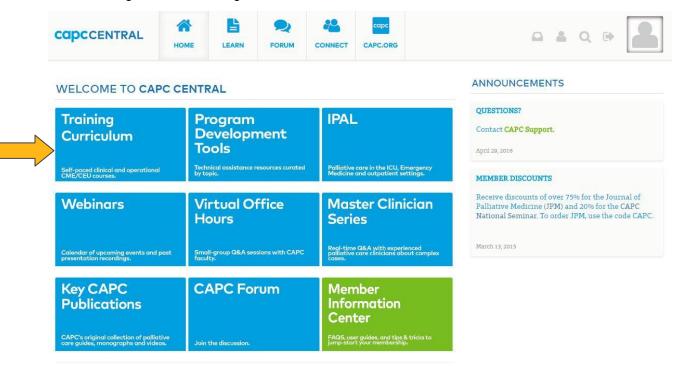# CAPC Central User Guide: How to Complete an Online Course

1. All of CAPC's online courses are accessible from CAPC Central's homepage. To browse the complete course catalog, click on "Training Curriculum."
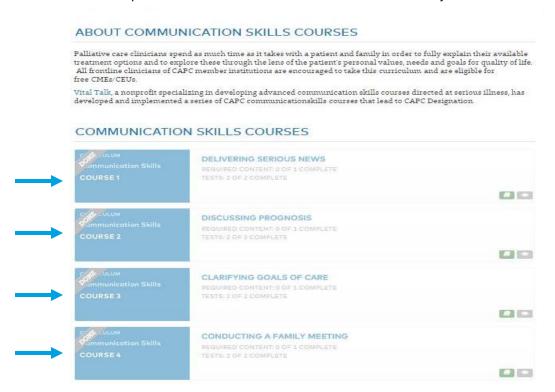

2. Click on your topic of interest. This will lead to you to the curriculum page which features all courses related to the topic.

3. Click on a specific course within the chosen curriculum unit that you wish to take.

4. Once you have selected a course, you will be taken to the course page. Review the learning objectives, continuing education information, faculty and review information, and supplemental materials related to the course. To launch the course, scroll down to **"Step 2: Start Course."** Click on the link within this section to launch course content (see yellow arrow).
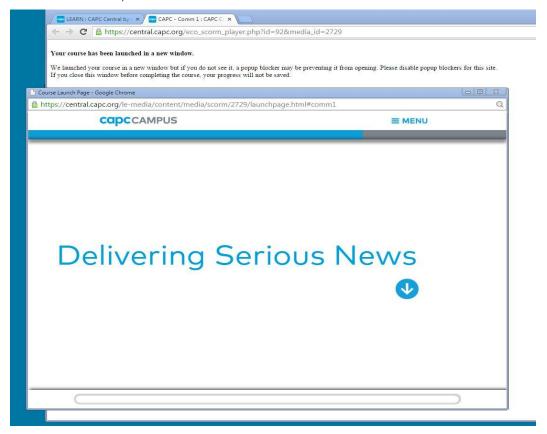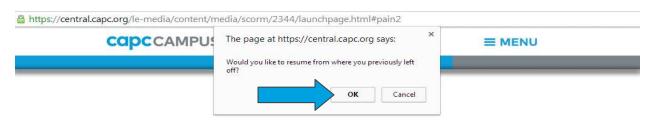
5. Depending on your computer settings, the course will launch in a new window AND a new tab will open in your browser (pictured below). **You MUST keep this tab open as you take the course because it records your progress.** To save your progress at any time during the course, first close the window with the course content, and then close the tab.

6. When the course launches, a pop-up message will appear in your browser (see blue arrow). Click "OK" in order to resume the course from where you previously left off. Clicking "Cancel" will take you back to the beginning of the course.

7. Click on the blue downward arrow buttons (see yellow arrow) and follow the subsequent instructions to complete the course.

8. Once you reach the end of the course, a "Congratulations" pop-up message will appear in your browser (see yellow arrow). Click "OK."

9. The "Next Steps" screen pictured below is the final screen of the course. Once you reach this screen, you may close the course launch window.
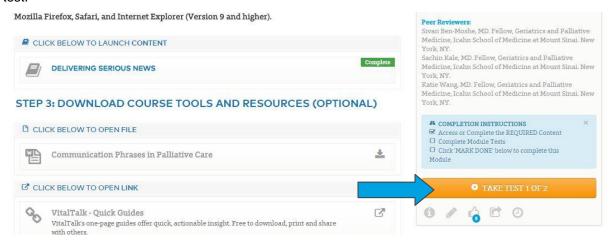
10. **To complete the course you must close the course launch window AND the tab tracking your progress** (see yellow arrow). The tab underneath the course launch tab is the course page in CAPC Central.
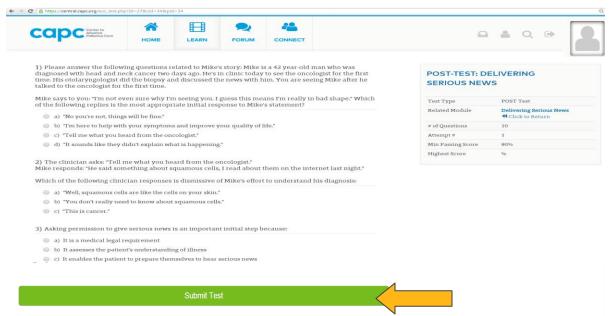

11. Once you close the tab, return to the course page in CAPC Central. The Post-test will now be unlocked. Click the orange "Take Test 1 of 2" button on the sidebar (see blue arrow) to take the Post-test.
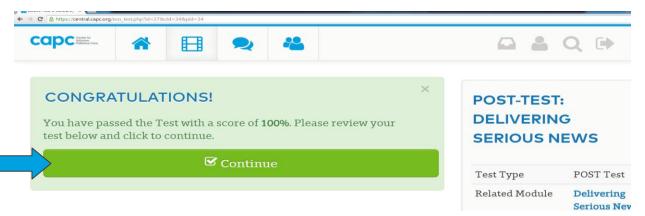

12. Complete the Post-test by clicking on the radio buttons next to the best answer. Once you have answered all of the questions, click "Submit Test" (see yellow arrow).
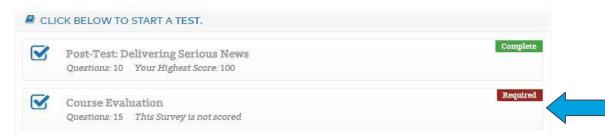
13. Once you submit your test, a box will pop up displaying your score. You will have the opportunity to review your answers and, if needed, retake the test. Please note that a minimum score of 80 percent is required to pass the test. Once you have reviewed your answers, click on the green "Continue" button (see blue arrow).
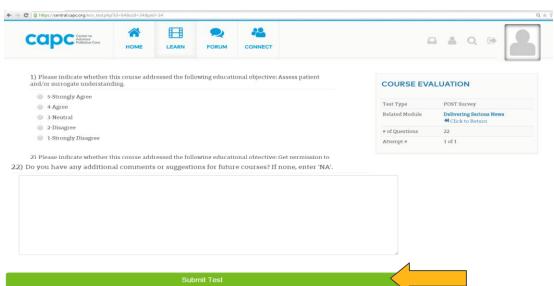

14. After you have completed the Post-test, you will be returned to the course page. Scroll down to "Step 4." The Course Evaluation (see blue arrow) will now be unlocked; click on the link to take to the course evaluation.
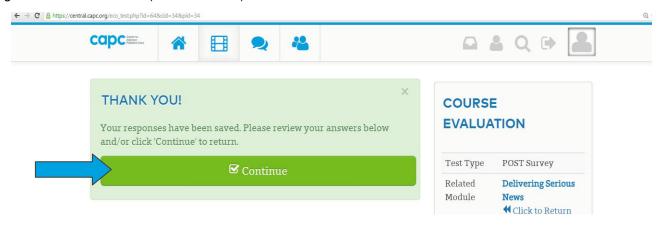

15. Complete the evaluation by clicking on the radio buttons next to the answer that best reflects your opinion of the course and/or typing your answer in the open-ended fields. Once you have answered all of the questions, click on "Submit Test" (see yellow arrow).
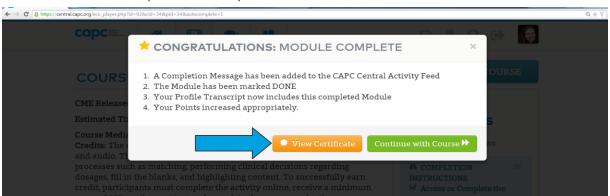
16. After you submit your evaluation a box will pop up showing that your responses have been saved. You will have the opportunity to review your answers. Once you have reviewed your answers, click on the green "Continue" button (see blue arrow).

17. The following screen will pop up notifying you that you have completed the course. Click the orange "View Certificate" button (see blue arrow).

Note that the "View Certificate" button will now appear on the specific course page when you return to it in the future (see blue arrow). Click on this button to view/download your certificate at any time.