

How to Take an On Line Course

On Line Courses that were assigned to you ('My Required Learning') or that you enrolled in using the course Catalog ('My Elective Learning') display on your Learning and Metrics home page.

To take the course, simply (1) click on the course name to open the course Activity page then (2) click on Launch

The screenshot shows the 'Learning and Metrics Home' page. In the 'My Required Learning' section, the course 'LBM/MCHLB Safety Fair RN/LVN 2014' is listed. A red circle with the number '1' is placed over this course name. A red arrow points from this circle to the 'Launch' button in the 'Activities' table of the course details page shown on the right.

The screenshot shows the course details page for 'LBM/MCHLB Safety Fair RN/LVN 2014'. The 'Progress' is 'Not Attempted', 'Status' is 'Enrolled', and 'Required' is 'Yes'. In the 'Activities' table, the course is listed with a 'Launch' button. A red circle with the number '2' is placed over this button, and a hand cursor is shown clicking it.

Activity Name	Type	Score	Progress	Last Accessed	Time Taken	Attempts	Action
LBM/MCHLB Safety Fair RN/LVN 2014	Online Course		Not Attempted				Launch

Details

Course Name: LBM/MCHLB Safety Fair RN/LVN 2014
 Status: Active
 Description: LBM/MCHLB 2014 annual Safety Fair on-line module.
 Delivery Type: Online Course
 Course Code: TEST LCMS COURSE

In tracking your progress, a course is:

- **Not Attempted** if you have not yet launched it
- **In Progress** if you have started but not yet finished it. If you need to log out before reaching the end of the course content, your place in the course will be 'bookmarked'. Posttests are not bookmarked.
- **Completed** if you have finished the course, including the posttest when applicable. Once completed the course will move to the History tab of either your My Required Learning or My Elective Learning. You can launch and review course content from the History tab. Reviewing the course it will not change your complete date or test score.