



Quick Reference Guide: How to Take a Course

BASIC COURSE NAVIGATION

Each course delivered in *PD Now* may consist of multiple modules including a Pre-Test Module, Course Objectives Module, Learning Module, and/or Post-Test Module.

When you open the course, you will find the course's structure along the left side of the screen. That structure will indicate which module(s) the course contains.

To navigate through the course—from module to module and within each module, follow these steps:

- Click the right arrow beside “Next” on the bottom right side of your screen to advance through the pages in each module. *Note: Learning Modules may consist of units and pages. If a Learning Module has units, use the navigation along the bottom left side of the screen to advance from unit to unit.*
- To advance to the next module, click the **Next** button on the bottom left side of the screen. *Note: You will repeat this step throughout every course to advance to a new module.*

Use this **Next** button to move between the modules of each course.

All **units** must be accessed before you can get to the posttest.

All **pages** must be accessed before you can move on to the next unit.

IMPORTANT: You must go through every page and/or unit in every module before you can advance to the next module. You can click the **Save & Exit** button on the bottom left if you don't have time to complete a course in one sitting. The system will bookmark where you left off.

TAKING A COURSE

As mentioned above, each course delivered in *PD Now* may consist of any of the following modules:

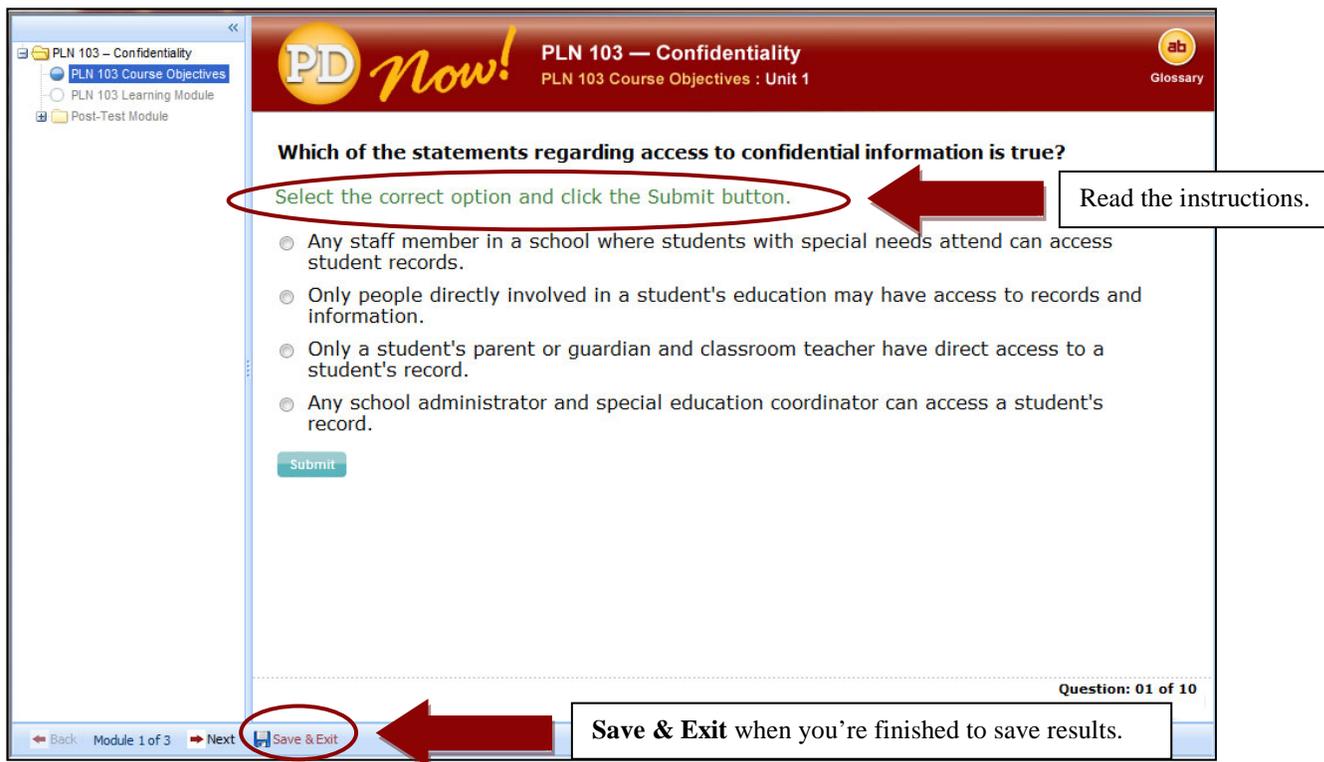
Course Objectives Module: This module typically contains Course Objectives and may also contain Instructions if they're available.

Pre-Test Module: If a course has a Pre-Test Module, you must complete the pretest before you access the Learning Module. Page through each question and Submit your answer. *Note: Your pre-test score will not count toward your final score.*

Learning Module: Learning Modules may consist of just **pages** or **units and pages**. If a course is organized in units, you'll see unit navigation on the bottom left and page navigation on the bottom right.

Post-Test Module: If a course has a Post-Test Module, you must take and successfully pass the posttest in order to get credit for the course. Page through each question and Submit your answer. A few tips:

- Pay special attention to the instructions for each question. Some questions may have multiple correct answers—and you must select them *all* in order to get the question correct.
- When you're finished completing the test, make sure that you click the **Save & Exit** button to save your results. *Note: If you exit a course in the middle of a test, you will be required to start over.*
- If you don't pass the test, you can review the Learning Module and re-take the test again anytime. Depending on the course, you may be asked different questions.



The screenshot displays the PD Now interface for a course titled "PLN 103 — Confidentiality". The interface includes a navigation pane on the left with options for "PLN 103 Course Objectives", "PLN 103 Learning Module", and "Post-Test Module". The main content area shows a question: "Which of the statements regarding access to confidential information is true?". Below the question are four radio button options. A red oval highlights the instruction "Select the correct option and click the Submit button." with a red arrow pointing to the "Submit" button. Another red oval highlights the "Save & Exit" button in the bottom navigation bar, with a red arrow pointing to it and a callout box that says "Save & Exit when you're finished to save results." A third callout box says "Read the instructions." with a red arrow pointing to the question text. The bottom right corner of the interface shows "Question: 01 of 10".

Note: For more information on using *PD Now*, locate the **Help Documents** button on the top right side of your screen.