1 Take a Course

When you log on, you will see the Learner Dashboard. Click one of the courses listed under “Active Courses.”

![Image: Learner Dashboard (Active Course Details)]

You’ll then go to the Course Home Page, where you can see materials and tasks for the course.

![Image: Course Home Page]
To get back to the **Learner Dashboard**, use the “X” in the upper left corner of the screen:

![Course Page (Close)](image)

**Figure 3: Course Page (Close)**

Next, select “Organization Page” at the top of the left-hand menu:

![Course Page Menu](image)

**Figure 4: Course Page Menu**

On the **Organization Page**, select the “Training Dashboard” link in the middle of the page.
This takes you back to the Learner Dashboard.