

1 Take a Course

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

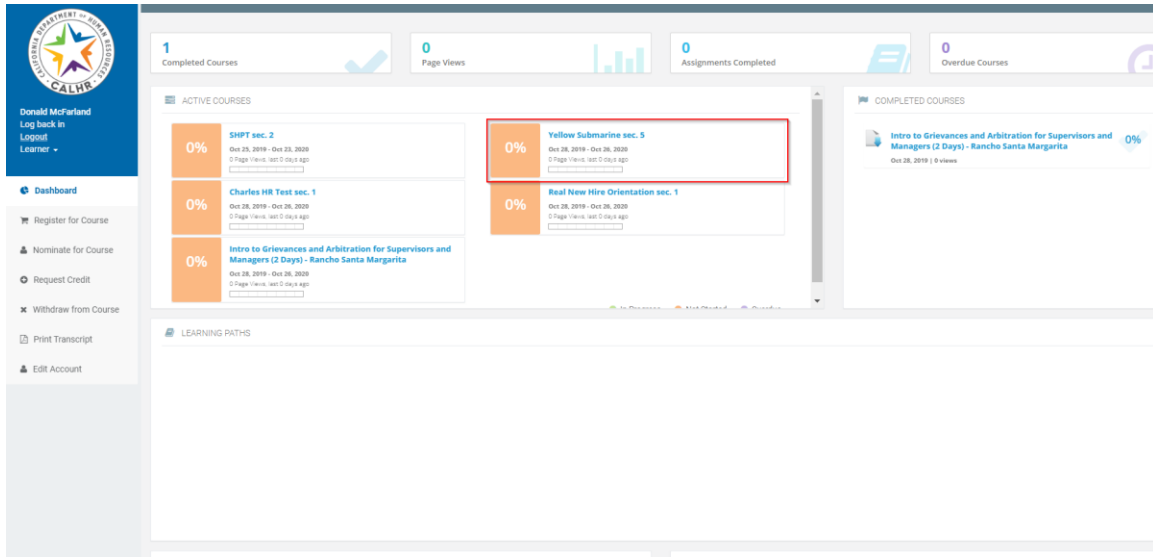


Figure 1: Learner Dashboard (Active Course Details)

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

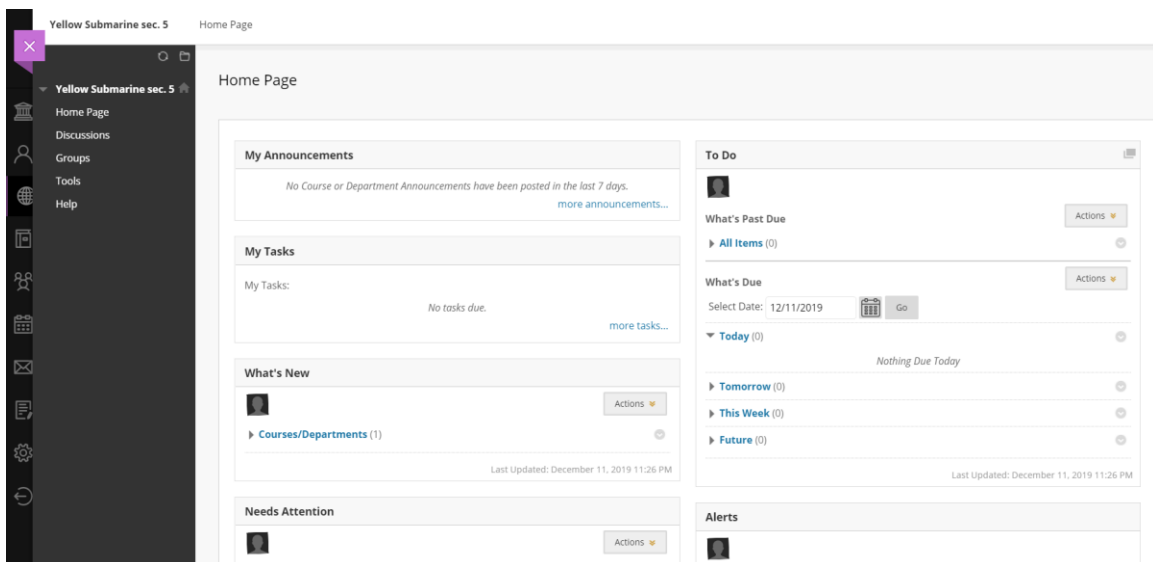


Figure 2: Course Home Page

To get back to the **Learner Dashboard**, use the “X” in the upper left corner of the screen:

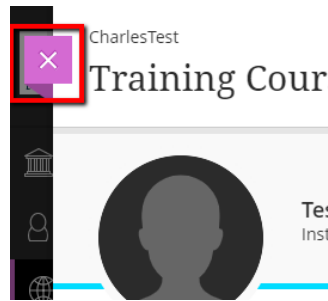


Figure 3: Course Page (Close)

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

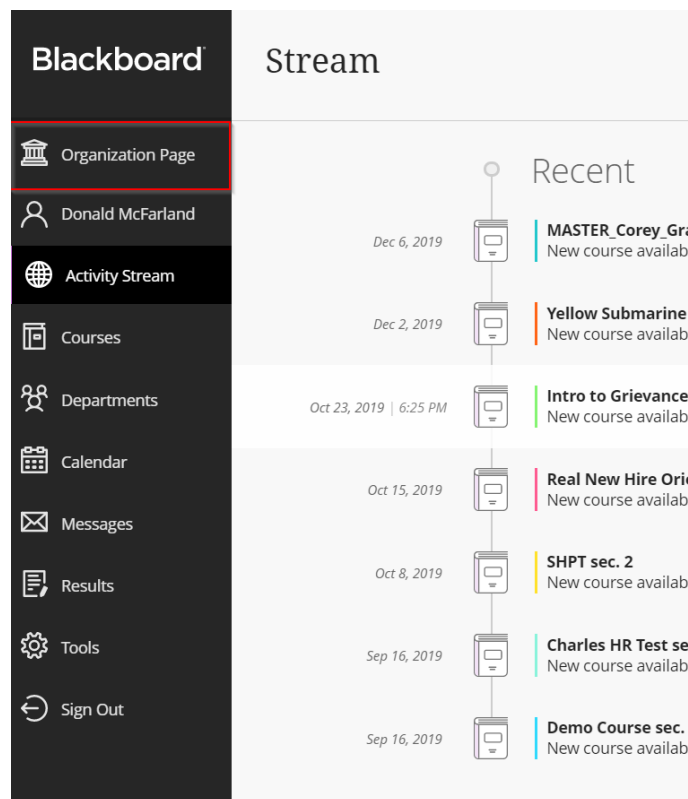


Figure 4: Course Page Menu

On the **Organization Page**, select the “Training Dashboard” link in the middle of the page.

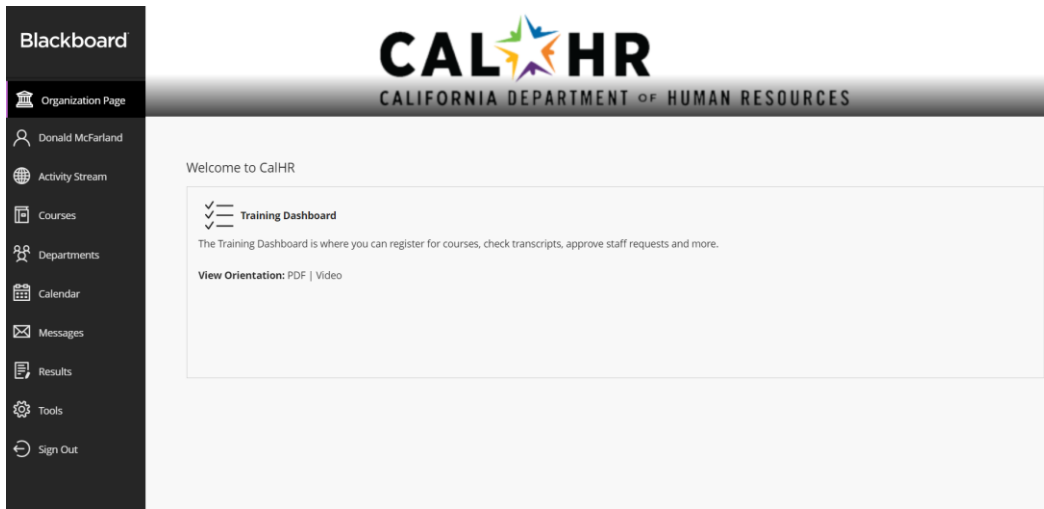


Figure 5: Organization Page

This takes you back to the Learner Dashboard.