To begin completing an assigned online course, click the **Start** button to the left of its title. Over time, different tools have been used to create courses available within the myLearningPointe online library, so not all will function the same way.

Click the **Details** link to the left of a course title to view additional information about the course, such as the credits, a description and approval bodies.

To the right of a course title, icons will appear to indicate if the course contains audio and/or video and if it is mobile ready.

ⓘ If the course includes audio, be sure the computer's sound, speakers and/or headphone are turned on. If the computer doesn't have sound or you prefer to read along, most courses contain a printable transcript within the **Attachments** or **Resources** section of the course player.

Read-Only Courses

Some myLearningPointe online courses are read-only and contain no audio. You will know the course is read-only if, to the right, on the top, and bottom of the screen there are navigation buttons available.

1. **PREV:** Move back a slide.
2. **NEXT:** Move forward a slide.
3. **DOWNLOAD COURSE PDF:** Will be available if a PDF has been attached to the course that you can open, save and/or print.
4. **TABLE OF CONTENTS:** A list containing links to each course slide will appear for navigation to a specific section of the course.

When the last slide appears, clicking the **NEXT** button will take you to the course test.

Course Player

myLearningPointe courses containing audio will appear in a course player that can be used to navigate the course and make other tools available. Appearance and behavior of the player will vary but each will include Course Player Instructions available for review and some consistent elements.

1. **Play Button:** Allows you to pause or restart a course.
2. **Slide Controls:** Allows you to move to the previous or next slide in the course.
3. **Menu/Outline Panel:** Move directly to a slide by clicking on its title.
4. **Resources/Attachments:** Click to open a separate panel. Contains links to additional items such as the course transcript and reference websites.

ⓘ
 If you need to step away from a course before completing it, close the course window and sign out of your mLP account rather than leaving your computer idle.
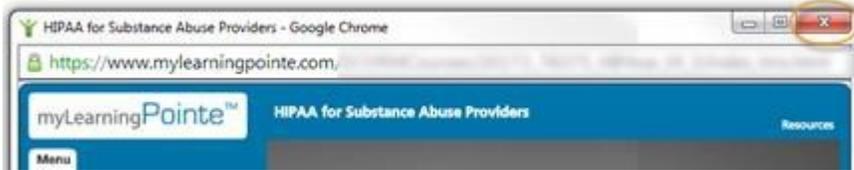
Course Test

All courses in the myLearningPointe online library require that you pass a final test upon completion to receive credit. All mLP library courses will give you three attempts to pass the test. When you reach the end of a course, it will either close

automatically (if not, close the course window) or you will be prompted to click a button on the final slide to be taken to the course test.

ⓘ

 Some courses include quiz questions as activities. These are not a part of the course test and results are not saved.

ⓘ

 If, at the end of a course, you are taken back to your user inbox or the mLP homepage rather than to a course test, your sign-in has timed out. You will need to sign-in again. Click the course Start button and when asked if you want to resume, answer Yes. If necessary, navigate to the final slide of the course and either click the test button or close the course window. The test will then appear as available to you.

Read the test instructions prior to clicking the Start Test button. Most importantly, <u>do not use your browser buttons to return to a previously answered question</u> as it can affect your score. Answer all questions as they are presented.

When you have answered all test questions you will be taken to a Results Report screen where you can view the answer you've selected for all questions and make changes if desired. Click the **Grade Test** button when you are ready to submit your answers. You must first complete a course survey before you will see your test results.

mLP Admin Functions

Response Review

Below are the answers you have selected. To submit these responses for grading, click the Grade Test button below. To make a change to a question's answer, click the Change Answer link to its right. Once you have reviewed your answer, click the Response Review button to return to this screen.

Click either button to submit answers for grading

#	QUESTION	YOUR ANSWER	ACTION
1	This is an example of what app	myLearningHub	Change Answer
2	When a user leaves an organization and comes back, a new user profile must be created.	True	Change Answer
3	myLearningPointe previous name was	Netsmart University	Change Answer
4	What tab must be clicked to display the page shown?	Email Log	Change Answer
5	What is the mLP tag line?	Where Learning Points to Knowledge	Change Answer

mLP Admin Functions

Course Test

Q3):What is the mLP tag line?

- ○ a) Where Learning Points to Knowledge
- ○ b) Learning is Fundemental
- ● c) We'll Pointe You in the Right Direction
- ○ d) Netsmart's Premier eLearning Solution

Next

Response Review

Click to review another question

Click to Return to Response Review

When a course exam and survey are successfully completed, a screen will appear with your results. If you have passed the course, you are presented with a button to print a certificate of completion.

mLP Admin Functions

Congratulations! You have passed the test.

Results:

Correct answer(s): 5

Incorrect answer(s): 0

Grade: 100.00%

Print Certificate

#	QUESTION	YOUR ANSWER
1	This is an example of what app	myLearningHub
2	When a user leaves an organization and comes back, a new user profile must be created.	False
3	myLearningPointe's previous name was	Netsmart University
4	What tab must be clicked to display the page shown?	Email Log
5	What is the mLP tag line?	Where Learning Points to Knowledge

If you have not passed, as long as additional attempts remain you will see a link to return to your Inbox and retake the course.	**mLP Admin Functions** **We are sorry. You have not passed the test.** Results: Correct answer(s): 3 Incorrect answer(s): 2 Grade: 60.00% ⚠ You may try this test again. Click on <u>My Inbox</u> to retake course.
If you have exhausted all attempts, you will be instructed to contact your supervisor or site administrator to be given additional attempts. You will not be able to complete the course until additional attempts have been awarded.	**mLP Admin Functions** **We are sorry. You have not passed the test.** Results: Correct answer(s): 3 Incorrect answer(s): 2 Grade: 60.00% ⊘ This was your final allowed attempt at taking this test. Please notify your supervisor so they may give you more attempts

Printing A Certificate

Clicking the **Print Certificate** button takes you to a screen containing all available certificates for passed courses. The one most recently completed will be at the top of the list. If CE credits are available and needed, choose the appropriate approval body from the available list and click the **Print Certificate** button.

ⓘ
 If the only approval available for a myLearningPointe course is *Professional Development*, the course is not approved for CE credits by any current licensing bodies.

Print Certificates for Passed Courses

Course Name	Course Type	Passed Date
Crisis Intervention and Verbal De-escalation	Online	7/8/2011

Select an Approval Organization:

Step 1. | Alabama State Board of Social Work Examiners ▼ | Step 2. | Print Certificate |

Alabama State Board of Social Work Examiners
American Psychological Association
Association of Social Work Boards Approved Continuing Education (ACE)
CAADE - California Association for Alcohol/Drug Educators
California Board of Behavioral Sciences
California Board of Registered Nursing
CFAAP, California Foundation for Advancement of Addiction Professionals
Connecticut Certification Board, Inc. 2011/2012
Florida Board of Nursing
Florida Dept. of Health (Board of Social Work, Marriage & Family, Mental Health Counseling)
Illinois Department of Financial and Professional Regulation, Marriage and Family Therapist
Kentucky Board of Licensure of Marriage and Family Therapist 2010/2011

Safety | 5/30/2011

Select a

Step 1. | | Step 2. | Print Certificate |

When the screen refreshes, a certificate will appear in the browser window. Use the browser controls to print a copy.

ⓘ

 If you misplace a certificate, it can always be opened and printed again from the **My Certificates** link in the Communication Center.

Once a course is successfully completed, it will no longer appear in the My Trainings section of your Inbox. All passed courses are available for review by clicking the **My Passed Courses** link in the Communication Center.