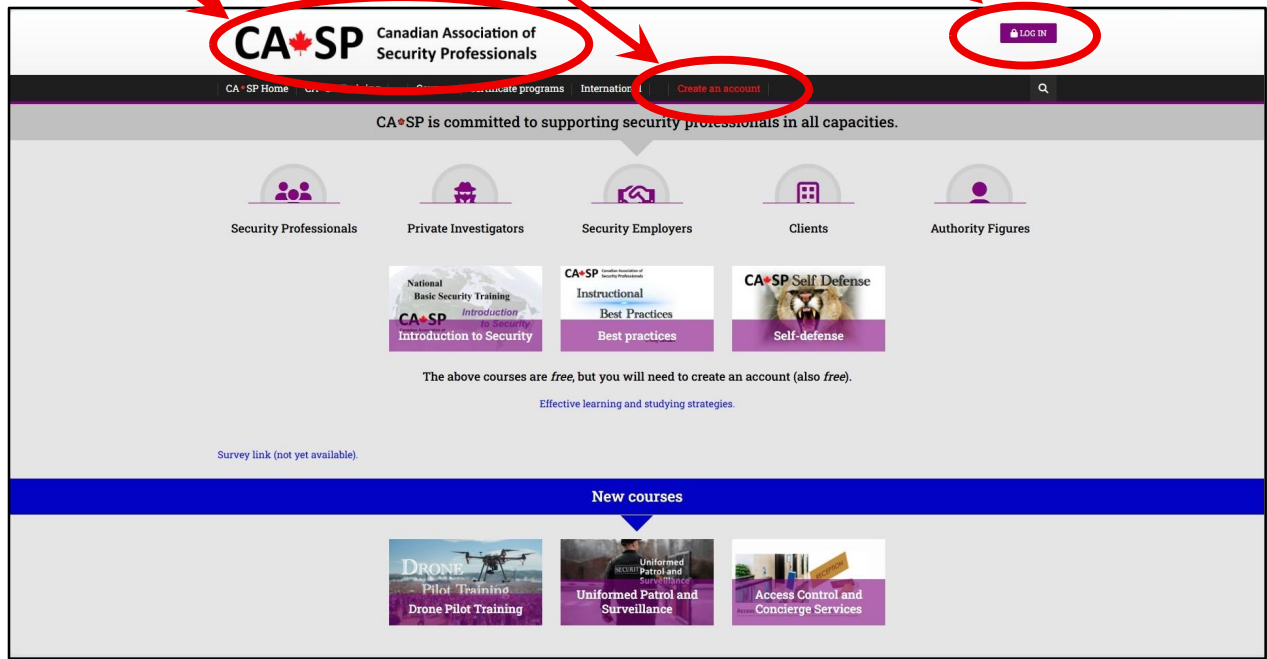


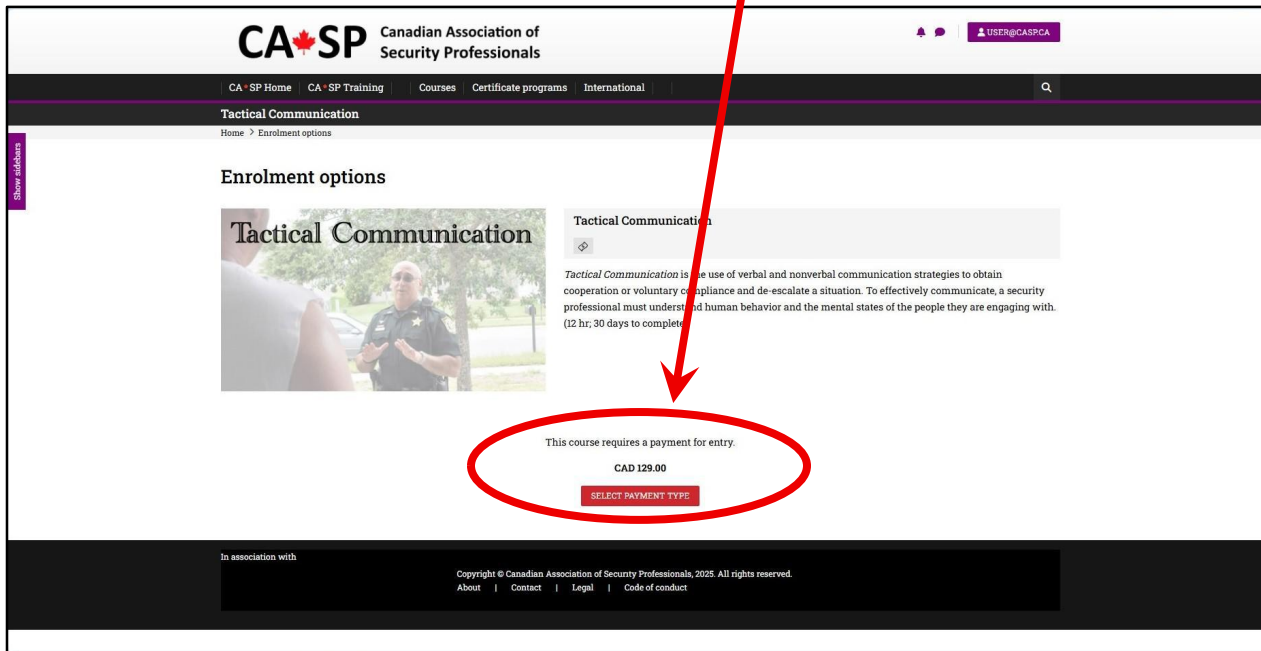
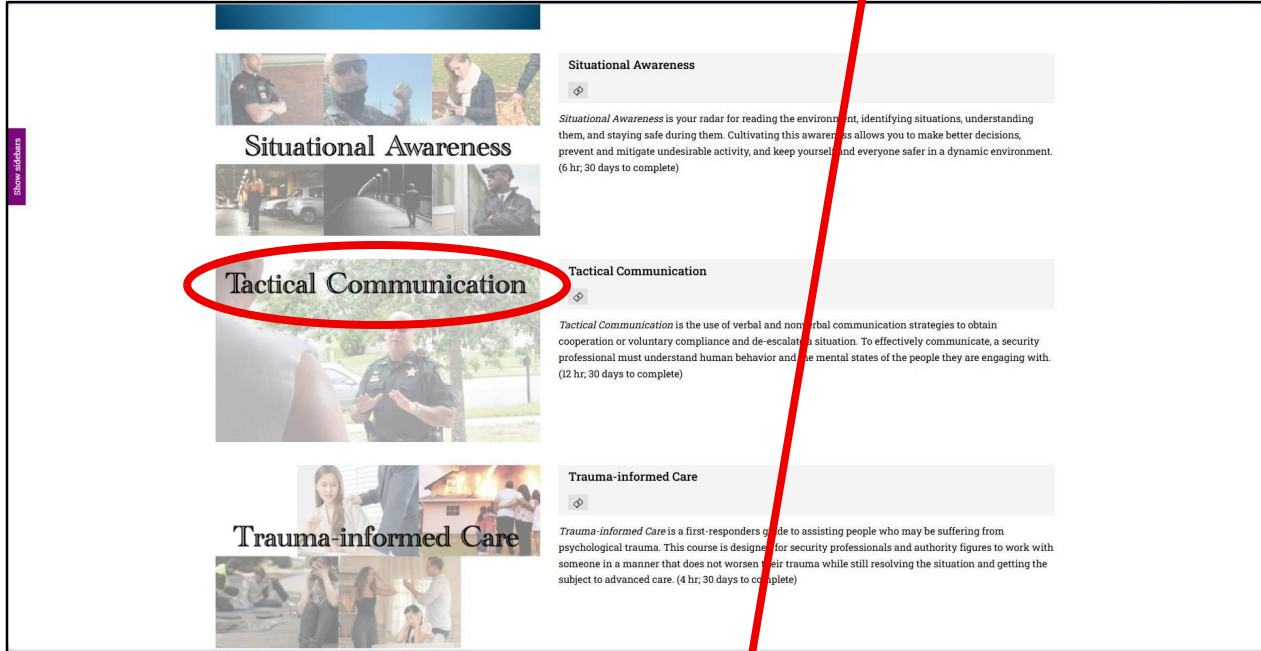
Navigating the CA⁺SP training website

This is the main page of the CA⁺SP training website. If you are every confused click on the CA⁺SP *logo* to return to this page

If you do not have an account, *create one*. If you have an account, *log in*.

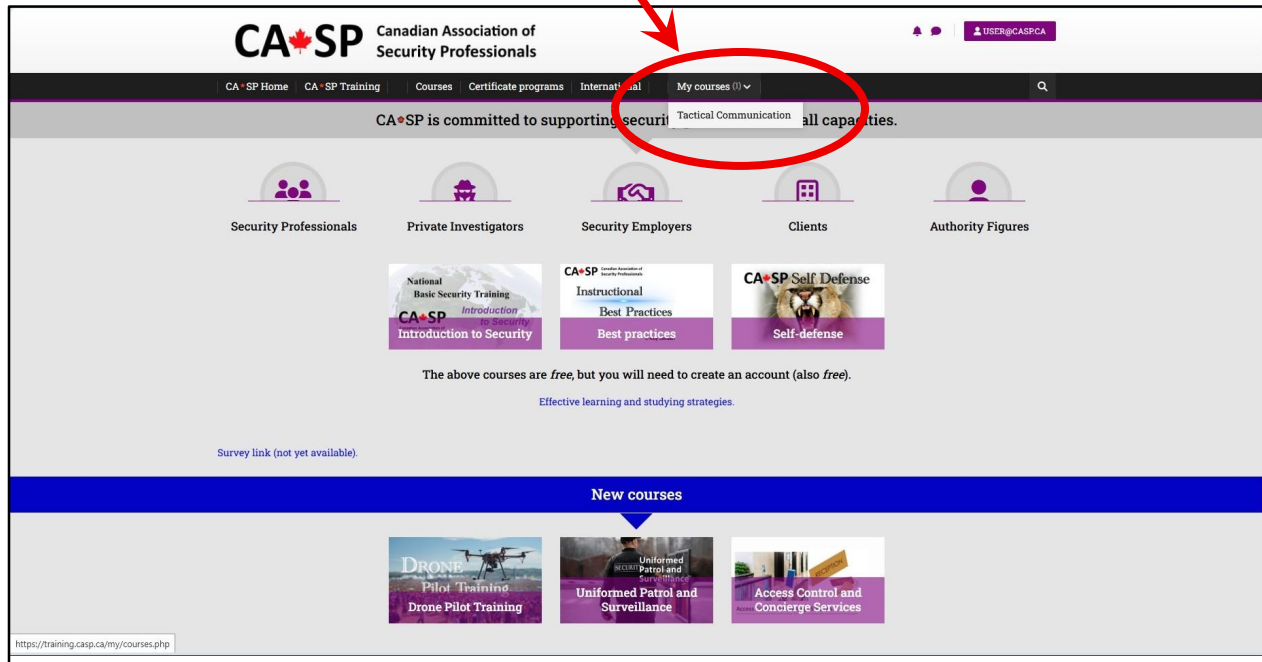


To register for a course, find the course you want, select it, then *register*.

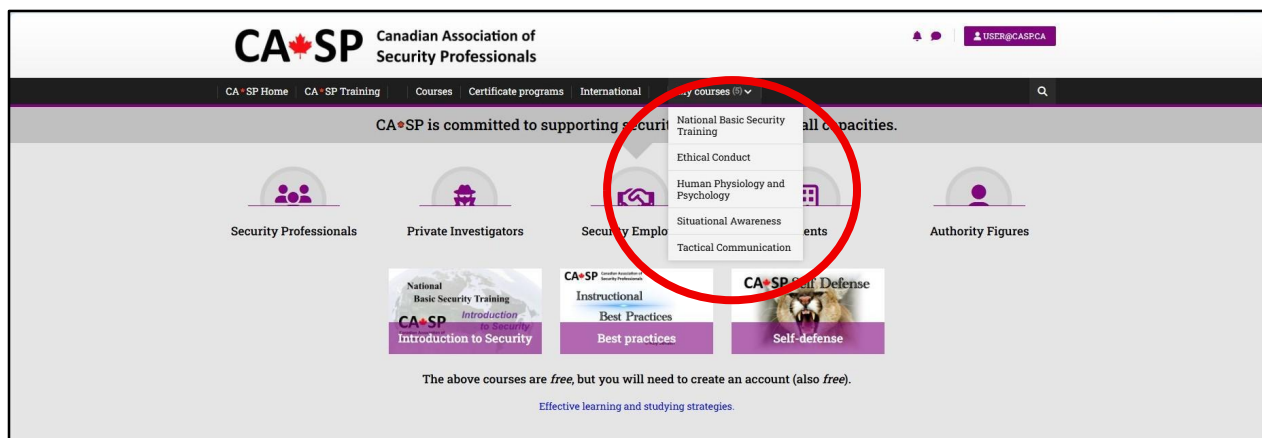


The course will now appear in the 'My courses' tab on the menu bar.

If you purchased the course on the main CA⁺SP training website, you will automatically be registered in the course.

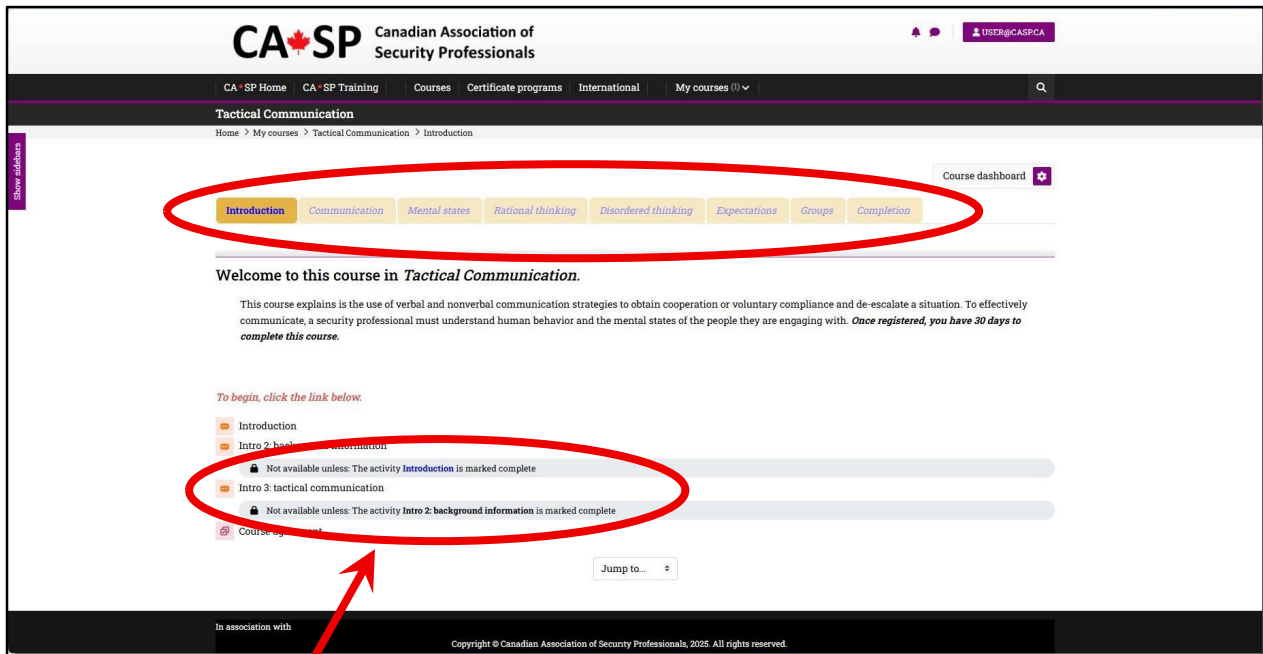


As you register for more courses, they will appear here, and you can access them from here.



When you access a course, you will see the course modules in a gold tab.

- dark gold tabs are accessible by you
 - the darkest tab is the one you are currently on
- light gold tabs are not accessible; they become accessible as you go through the course



CA⁺SP courses are moderated. This means that your progression through the course is controlled.

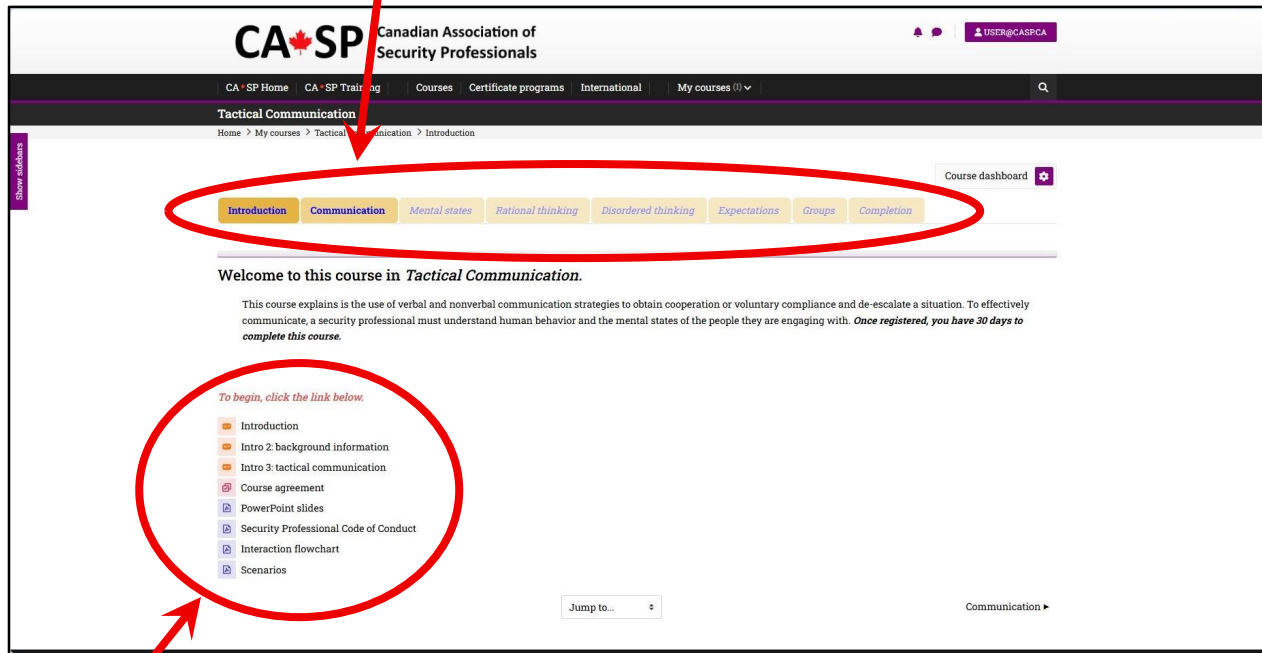
- you must complete a lesson for the next lesson to become available
- you must complete a module for the next module to become available

The **completion activity** is listed below the lesson.

Once you have completed the necessary activity, the completion activity disappears.

In some cases, several lessons or several modules become available at the same time. This indicates that these lessons/modules can be completed in any order.

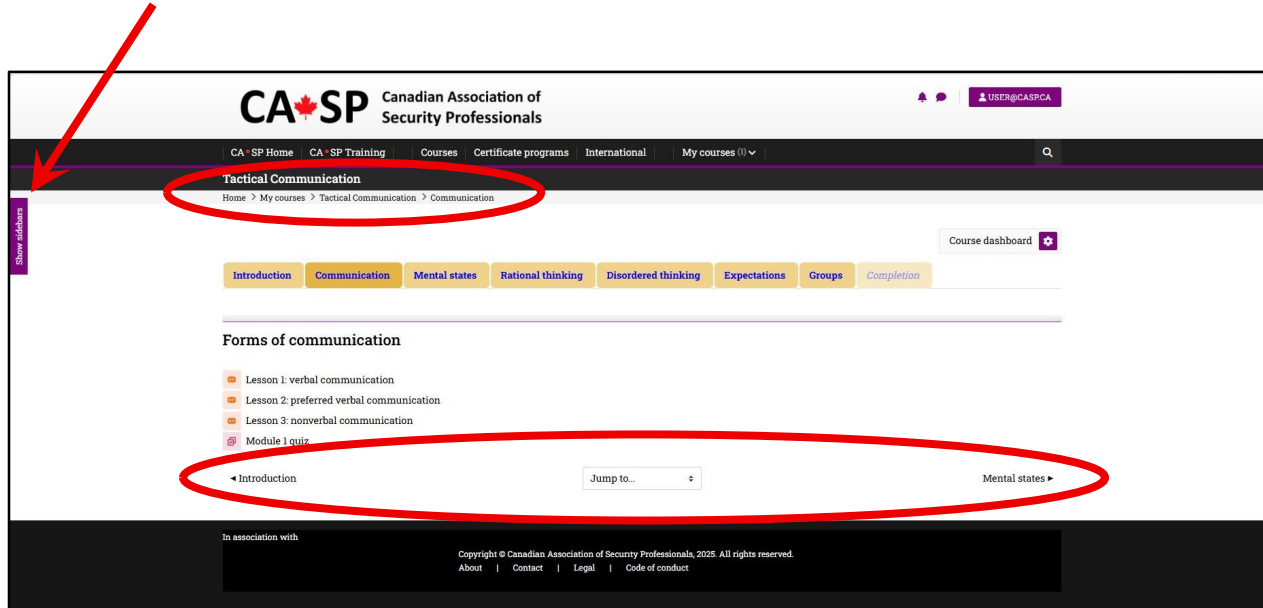
This image shows that the activities on the **Introduction** tab are complete. The completion criteria are removed and the **Communication** tab becomes available.



In this case, files also become available. You are strongly encouraged to save these files to your computer, and print out the PowerPoint slides.

There are three ways to navigate through a course:

- **breadcrumbs** under the main menu bar
 - the breadcrumbs are the easiest way to navigate within a course
- **activity links** at the bottom of the course page
- **sidebar** on the side of the page



The strong recommendation is to view the lessons in *full screen mode*.

This is achieved using the double arrows on the bottom right of the video.

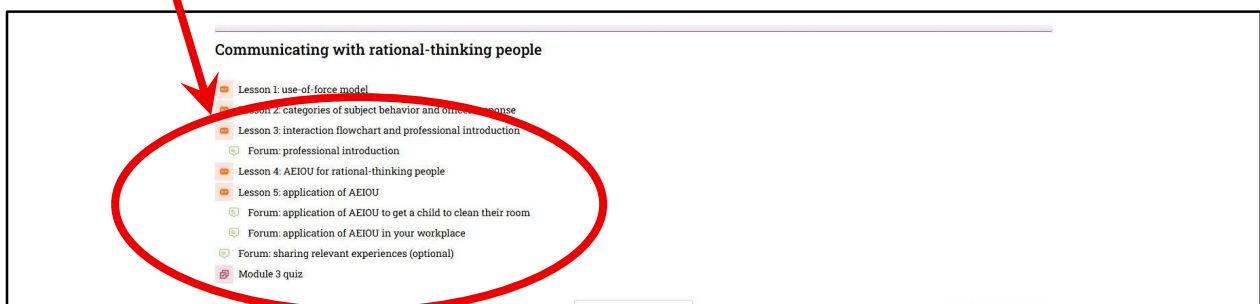


Each module has several lessons.

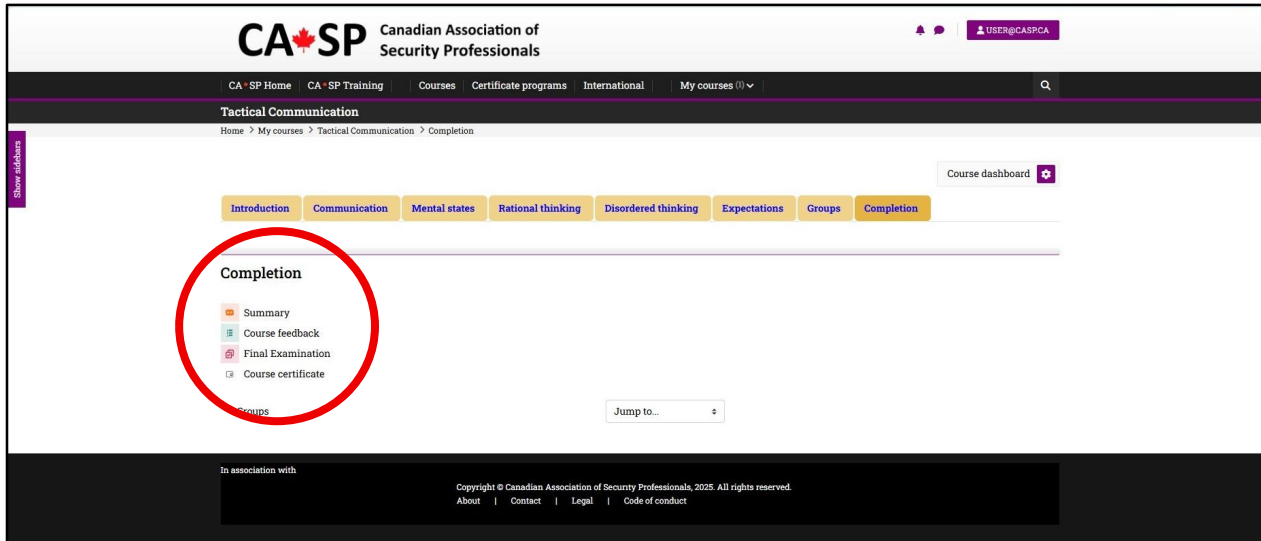
Each lesson has one or more interactive learning activity.

You complete the course by completing the lessons, forums, and module quizzes.

- *forums* are where you publish your work to other learners, and learn from what other learners have published



The Completion tab contains a *course summary*, course *feedback form*, *final examination*, and *course certificate*.



Every certificate contains a verification link that allows anyone to verify *who the certificate was issued to, when it was issued, and for which course*.

