

Course Navigation:

Go to www.ce.mayo.edu

1. Click **Log In** (upper right corner)
2. Click **My Account**
3. Click on **My Registered Courses**



4. Under Registered Courses click on the Course Title to access the course

Activity Title	Status	Live event dates
23rd Mayo Clinical Reviews and Primary Care Update 2016- General Session	23rd Annual Clinical Reviews and Primary Care Update 2016 - Syllabus	Jun 20 - Jun 24, 2016
Mayo Clinic Symposium on Anesthesia and Perioperative Medicine 2016 - Wednesday, Master Class	Master Class Faculty Evaluation, Wednesday, February 10, 2016	Feb 10 - Feb 10, 2016
Psychiatry Board Reviews 2017	Claim Credit	Jun 29 - Jul 1, 2017
Sample Course	Sample Course - Faculty Evaluation	Jan 23 - Jan 23, 2016

5. In the Course Summary box click on **START** button

COURSE SUMMARY

Available credit:
7.25 AMA PRA Category 1 Credit™

Event starts: 01/23/2016 - 6:30am

Event ends: 01/23/2016 - 4:00pm

Cost: \$160.00

START ▶

6. Click on **Start Course** button

Sample Course

Course progress

Your enrollment in this course has been recorded.

COURSE HOME

COURSE INSTRUCTIONS:
Please note, the syllabus will only be available here on the course website – a USB drive of the syllabus is not being provided. We highly suggest that you download the syllabus (below) or print the syllabus prior to your arrival at the course. The syllabus is quite large, so it may take time to download. If you are planning on following along with the presentations using the electronic syllabus during the course on your laptop or tablet device, please save the file to your device before arriving.

COURSE SYLLABUS

Information & Tips Regarding the Electronic Syllabus
This document linked below includes instructions such as printing multiple slides per page and downloading the course syllabus.

COURSE SYLLABUS TIPS

START COURSE ▶

This will take you to the first course object. Examples of course objects are: Syllabus, Evaluation, Quiz, etc. Use the **Previous** and **Next** button to move between the course objects. Course objects have **set release dates**, daily evaluations will be released each day of the course and course credit will be released the last day of the course.

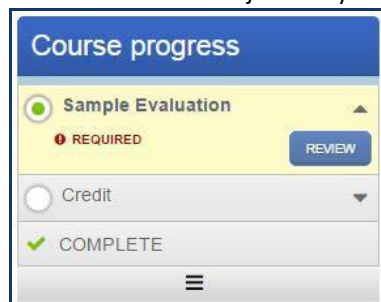
Completing the Course Evaluation:

1. Once you have entered the course by clicking on the **START ▶** button, click on the title of the evaluation in the **Course progress** navigation menu, and then click **START** (see screen shot below).
2. Complete the evaluation, be sure to answer all of the required questions indicated by a red asterisk *
3. You have the option to **SAVE DRAFT** or **SUBMIT** once you click submit you will no longer have the option to make changes. The option to review your answers is available; however no changes can be made at this point.
4. If you choose to save as draft, click on the resume button located in the evaluation listed on the **Course progress** navigation menu when you return to the course. Or choose the **Back to course** button, this will take you to the last course object you were at when you left the course



Claiming Credit and Printing the Record of Attendance:

Note: some course objects may require completion prior to claiming credit. Required course objects will be indicated with **REQUIRED**

 A screenshot of a mobile application interface titled "Course progress". It shows a list of items: "Sample Evaluation" with a green checkmark and "REQUIRED" label, and "Credit". A blue "REVIEW" button is visible next to "Sample Evaluation".	<p>If you are unable to click on the Credit link in the Course progress navigation menu, it most likely means you have not completed the required objects. Required objects could include; a course evaluation, a quiz, etc.</p> <p>Course is complete when this item is in your course progress navigation menu.</p>
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1. Once you have entered the course by clicking **START ▶** button, click on **Credit** in the **Course progress** navigation menu, and then click **START**.
2. Enter the amount of credits to claim and check the checkbox next to the "agree" statement
3. Click **CLAIM CREDITS** then **Next**, this will take you to the Certificate download
4. Click the **Download Certificate** link, this will generate a pdf file (most often found in the bottom left corner of your screen). At this point you can open, then print or save the certificate to your computer.

For technical support contact: Education Technology Center (ETC) priority line (507) 266-9087 or 77-6-9087.