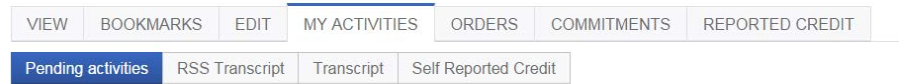## Course Navigation:

1. Go to www.ce.mayo.edu
2. Click **Log In** (upper right corner)
3. Click **My Account** (upper right corner)
4. Click **My Activities** tab
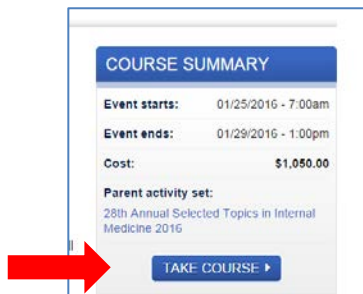5. Click **Pending Activities** tab

NOTE: Courses that have additional sessions will appear in Pending Activities until credit has been claimed.
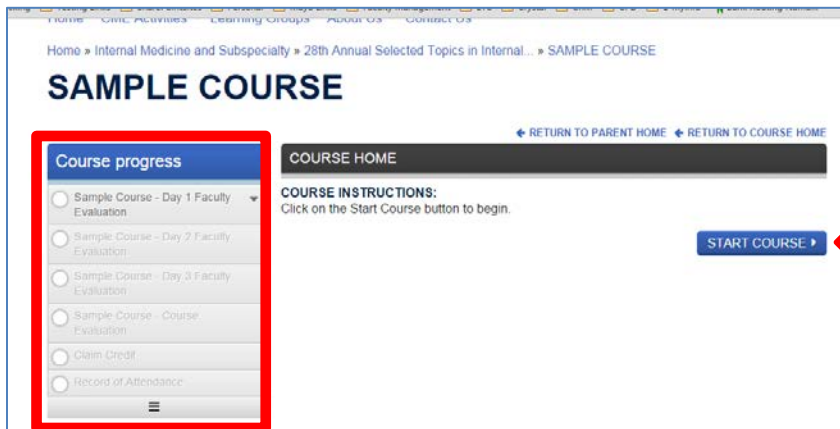
6. Click the **Activity/Course Title** to access the course

7. In the Course Summary box click on the **TAKE COURSE** button
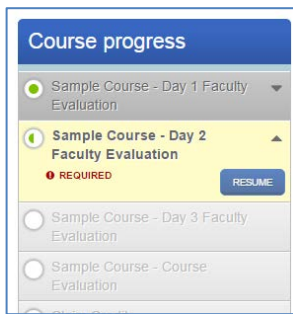

8. Click on the **Start Course** button

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.

The Course progress outline displays the course materials.
Next to each course object the button will indicate your progress for that particular course object. (See key below)

Full Green Circle = Completed
Partial Green Circle = Started (Click on the **RESUME** button to reaccess the course object**)**
No Color in the Circle = Not Started
Note: Course Objects that are required to claim credit will be indicated with ❶ REQUIRED

Completing the Course Evaluation:

1. Once you have entered the course by clicking on the TAKE COURSE ▶ button, click on the title of the evaluation in the **Course progress** navigation menu, then click **START**.

2. Complete the evaluation, be sure to answer all of the required questions indicated by a red asterick *

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 RESUME COURSE ▶ button, this will take you to the last course object you were at when you left the course.
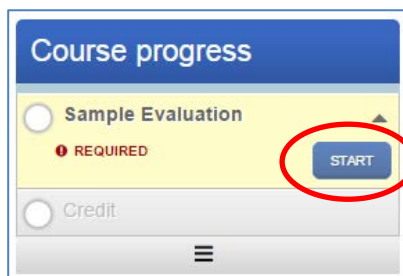
Claiming Credit and Printing the ROA:

Note: Some Course Objects may require completion prior to claiming credit. Required course objects will be indicated with ❶ REQUIRED

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.
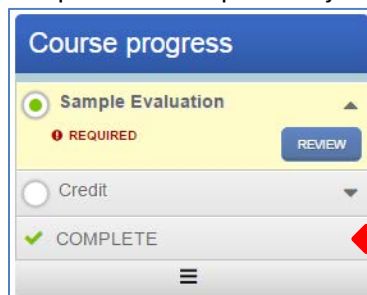
Course is complete when this item is in your Course progress navigation menu.

1. Once you have entered the course by clicking the TAKE COURSE ▶ button, click on **Credit** in the **Course progress** navigation menu, 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.