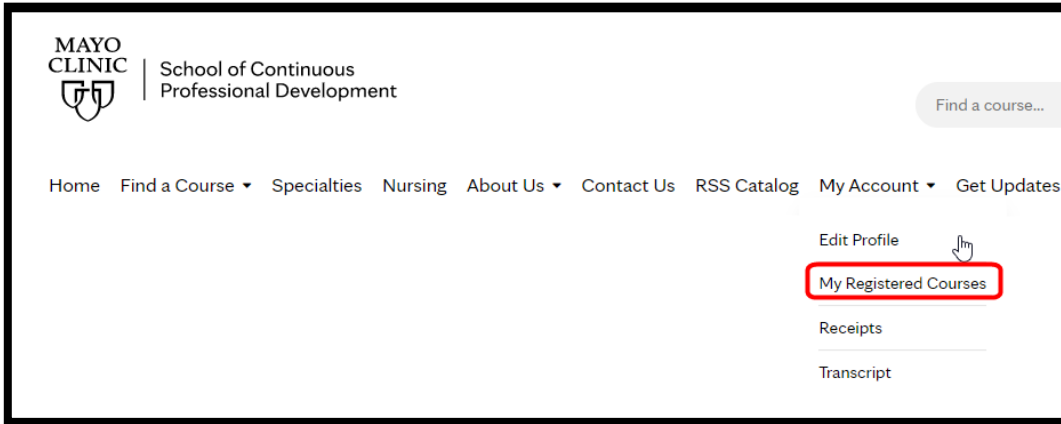


**Course Navigation:**

Go to [www.ce.mayo.edu](http://www.ce.mayo.edu)

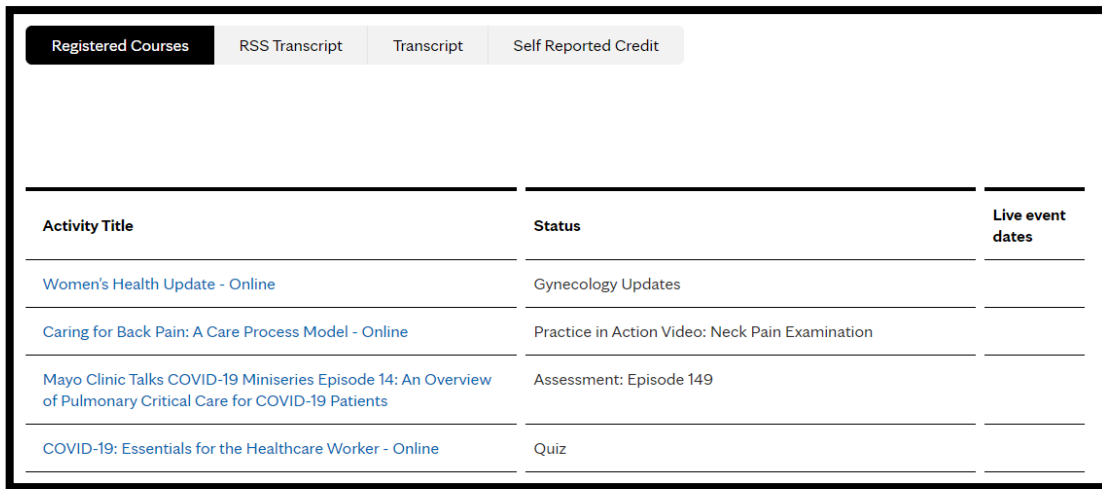
1. Click **Log In** (upper right corner)
2. Click **My Account**
3. Click on **My Registered Courses**

\*Smartphone users click the three-bar icon in the upper right corner to access My Courses.



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

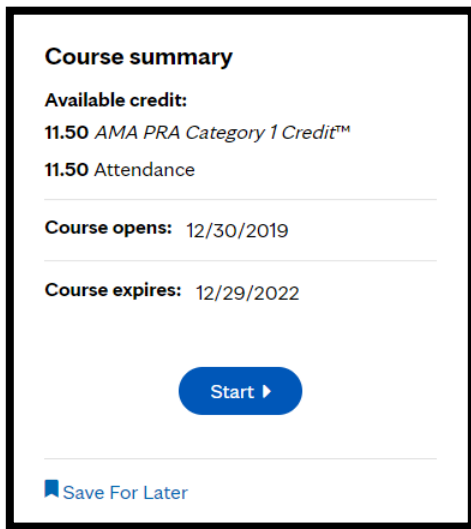
\*Smartphone users click the three-bar icon again to access Registered Courses.



The screenshot shows the 'Registered Courses' page with a navigation bar at the top containing 'Registered Courses', 'RSS Transcript', 'Transcript', and 'Self Reported Credit'. Below is a table with the following data:

Activity Title	Status	Live event dates
<a href="#">Women's Health Update - Online</a>	Gynecology Updates	
<a href="#">Caring for Back Pain: A Care Process Model - Online</a>	Practice in Action Video: Neck Pain Examination	
<a href="#">Mayo Clinic Talks COVID-19 Miniseries Episode 14: An Overview of Pulmonary Critical Care for COVID-19 Patients</a>	Assessment: Episode 149	
<a href="#">COVID-19: Essentials for the Healthcare Worker - Online</a>	Quiz	

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



**Course summary**

**Available credit:**  
11.50 AMA PRA Category 1 Credit™  
11.50 Attendance

---

**Course opens:** 12/30/2019

---

**Course expires:** 12/29/2022

[Start ▶](#)

---

[Save For Later](#)

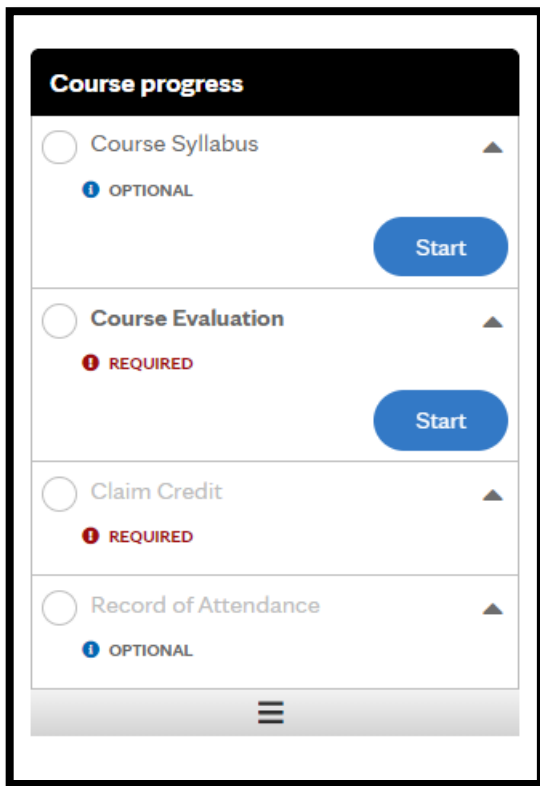
6. Click on **Start Course** button



**Course navigation**

[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.



**Course progress**

- Course Syllabus ▲  
**OPTIONAL**  
[Start](#)
- Course Evaluation ▲  
**REQUIRED**  
[Start](#)
- Claim Credit ▲  
**REQUIRED**
- Record of Attendance ▲  
**OPTIONAL**

☰



## 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 **Submit** or **Save Draft** 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 Previous 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 the "Course progress" navigation menu. It lists four items: "Course Syllabus" (OPTIONAL), "Course Evaluation" (REQUIRED), "Claim Credit" (REQUIRED), and "Record of Attendance" (OPTIONAL). Each item has a radio button and a "Start" button. To the right of the screenshot, there is a yellow box with text explaining that if the "Credit" link is not clickable, it means required objects are not completed. Below that is a blue box with text stating that the course is complete when the "Credit" item is in the navigation menu.

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 **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.