Course Navigation:
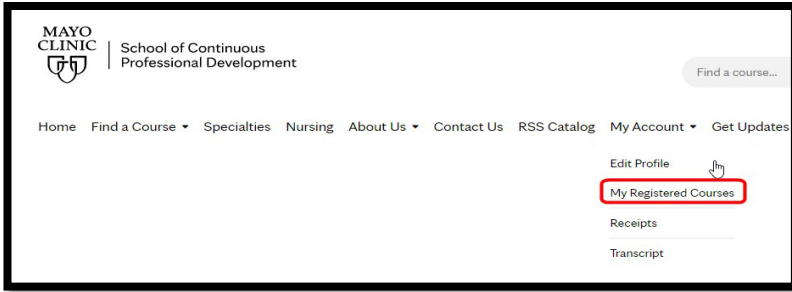
Go to ce.mayo.edu

1. Click **Log In** (upper right corner)
2. Click **My Account**
   * Smartphone users click the three-bar "hamburger" icon in the upper right hand corner of website
3. Click on **My Registered Courses**
   *Smartphone users click the "4 >" link to the right of My Account, then click on **My Registered Courses**

4. Under Registered Courses click on the blue hyperlinked Course Title you wish to access (generic example below)
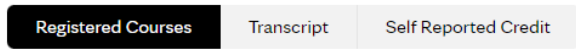

5. In the Course Summary box click on the blue **START** button (on right-side of webpage)
   *Smartphone users click blue **START** button at bottom of page**.**

6. Click on the blue **Start Course** button near bottom of webpage.
   *Smartphone users skip this step, you will have already reached this section.

This will take you to the first course object. Examples of course objects: Disclosure Summary, Syllabus & Recordings, Evaluation, etc. Use the Previous and Next button to move between the course objects (or click the dropdown arrow to right of item). 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.
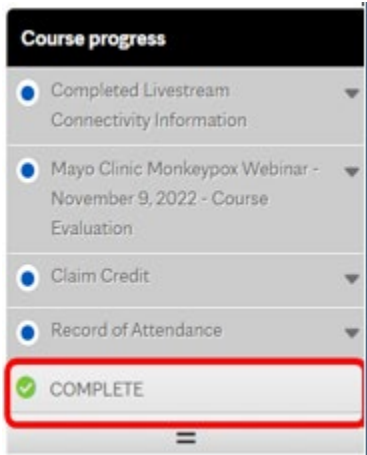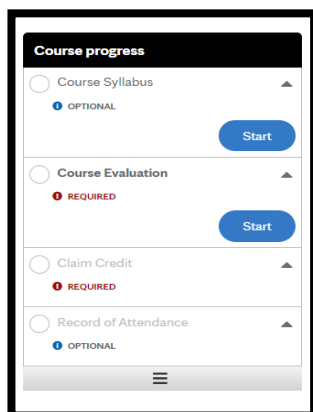
Completing the Course Evaluation:

1. Once you have entered the course contents by clicking on the **Start** button, click on the title of the evaluation you wish to complete in the **Course progress** navigation menu, and then click **START**.

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

If you are unable to click on the **Claim 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 COMPLETE displays in your **Course progress** navigation menu (see sample **Course Progress** navigation menu at left)

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.

==NOTE: Once you have completed a course and claimed credit, it will move to the My Courses/Transcript section of your account and will remain there indefinitely==.

For technical support contact:

Education Technology Center (ETC) during normal business hours Monday – Friday; 8 am – 5 pm Central Time:
Phone (507) 266-9087
Email: etc@mayo.edu