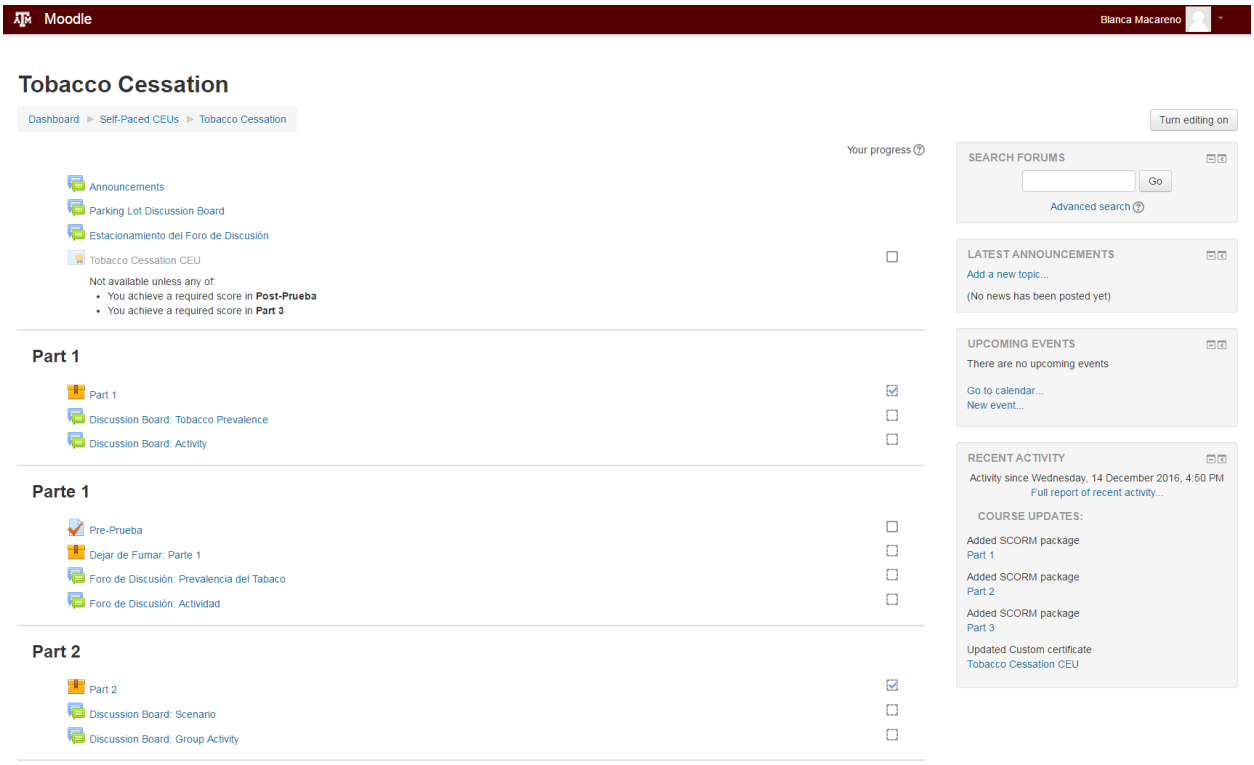
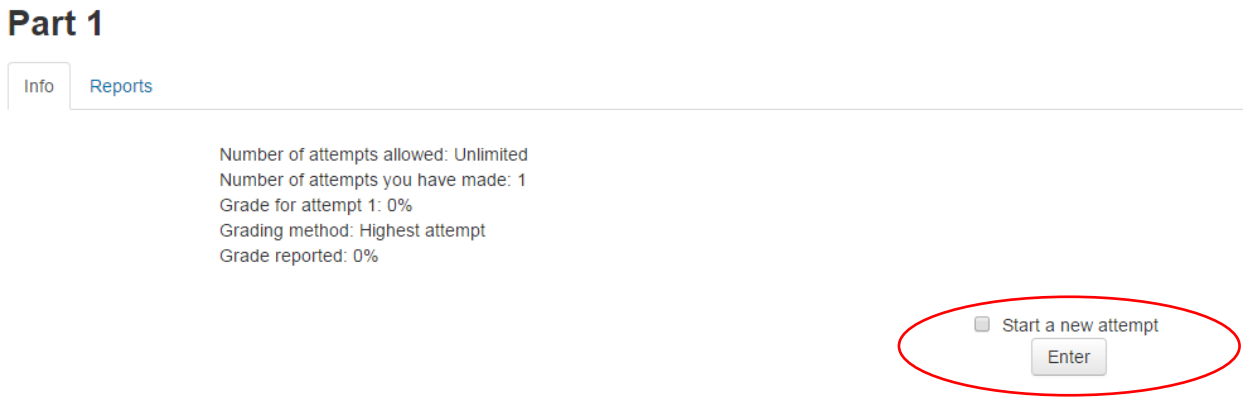
Taking the course:

1. This module is divided into three parts. There will be course videos, handouts, and discussion board posts associated with each part, if applicable. You can take this course in English or in Spanish.

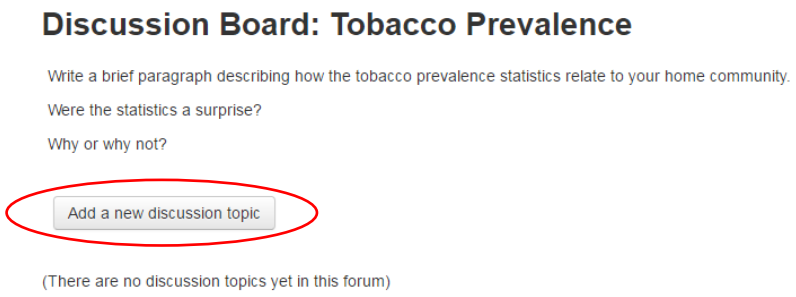


2. Begin the class by watching the videos in each part. Open each video by clicking on its title. Click “Enter” to watch the video. If you would like to start over, please click on “Start a new attempt” icon. Please watch the videos in the order they are listed.

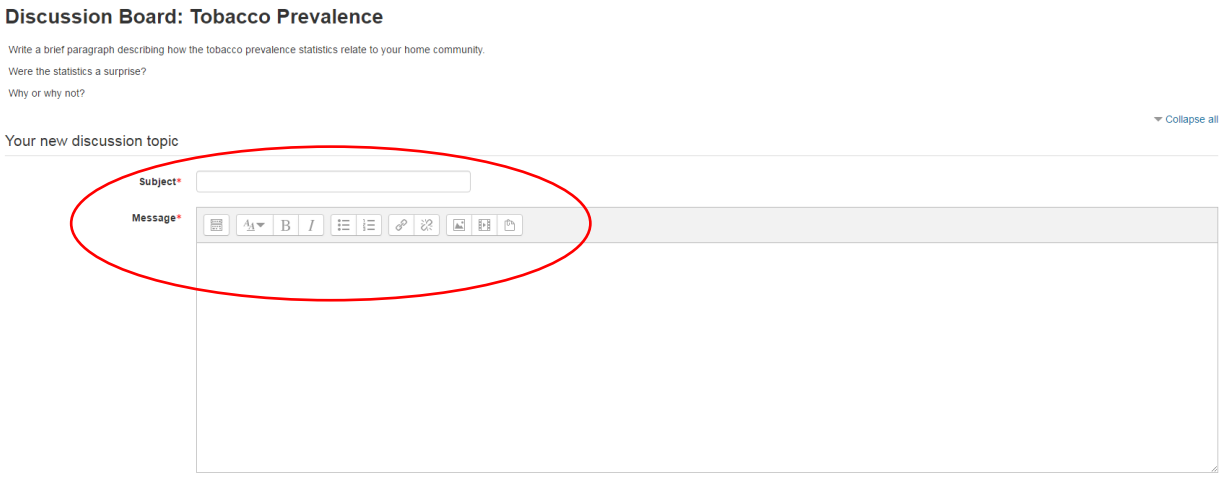


3. After watching the course videos, post in the discussion board(s) for each lesson. Open the discussion board by clicking on the “Discussion Board” link.

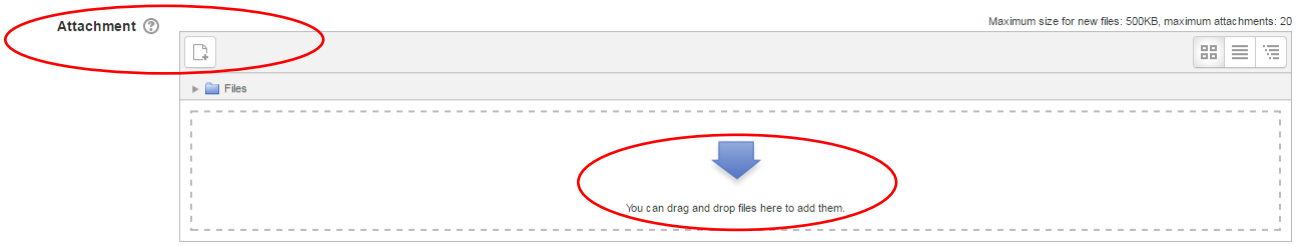
4. To post in the discussion forum, select the “Add a new discussion topic” icon.



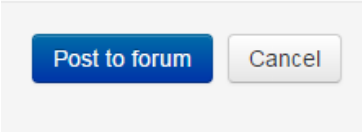
5. Then, title your post in the “Subject” field and enter the text of your post in the “Message” field.



6. You may also upload additional files as attachments.



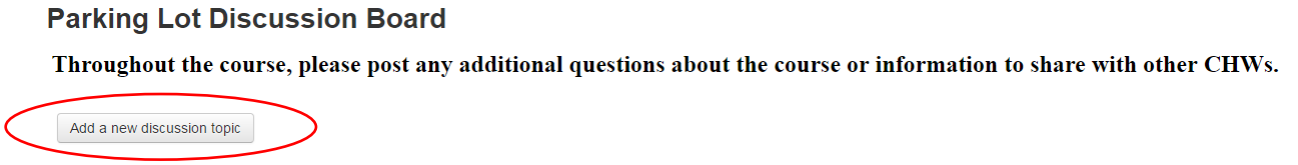
7. When finished writing, select the “Post to Forum” button.



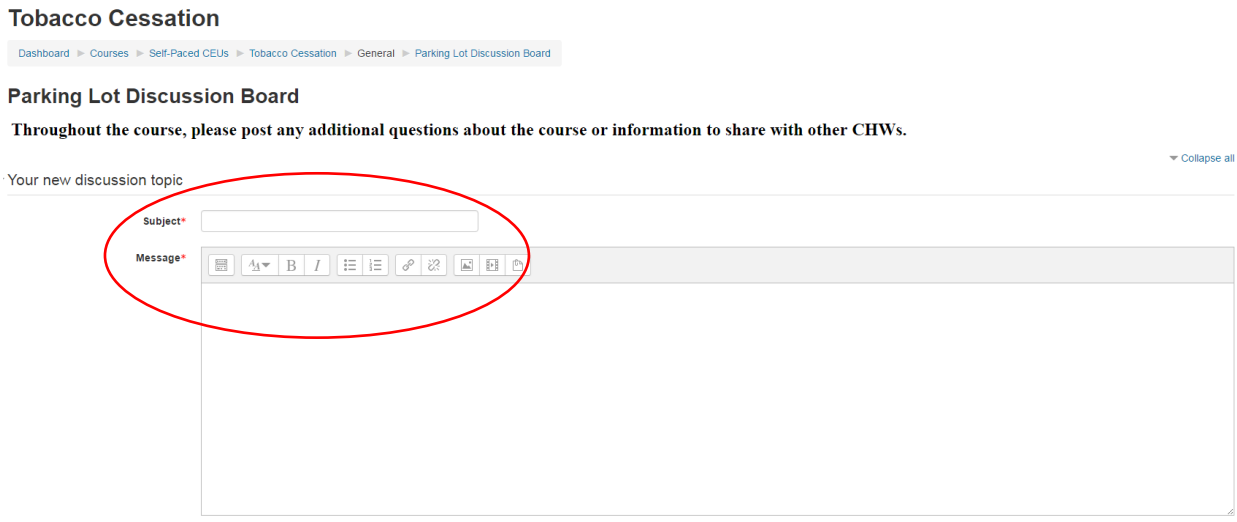
8. As a reminder, the number of CEUs for each course indicates how many hours it should take to complete the course. Since this is a 4.0 CEU course, the entire training is designed to be completed in four hours.

9. If you have any questions and/or information to share with other CHWs or students taking the course, please post in the “Parking Lot Discussion Board” found at the top of the course home page. Open the discussion board by clicking on the “Parking Lot Discussion Board” link.

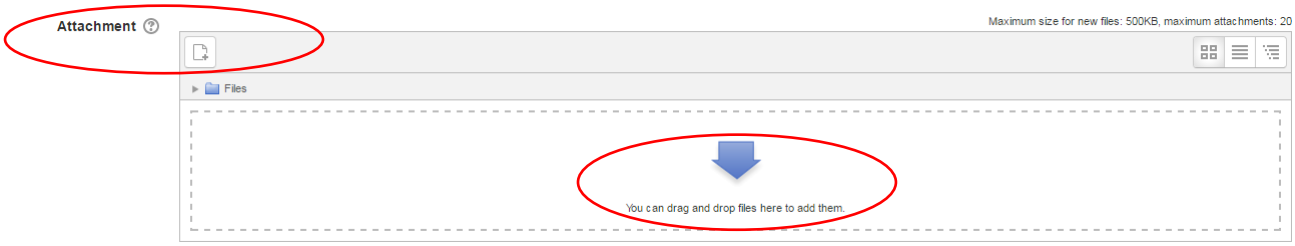
10. To post in the discussion forum, select the “Add a new discussion topic” icon.



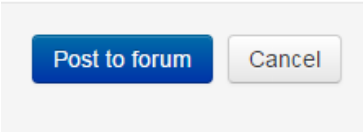
11. Then, title your post in the “Subject” field and enter the text of your post in the “Message” field.



12. You may also upload additional files as attachments.



13. When finished writing, select the “Post to Forum” button.



14. Please make sure to also complete the pre-test (located in “Part 1” video), post-test (located in “Part 3” video), and evaluation (located in Part 3 “Handouts” folder) in order to access your certificate of completion.

Accessing your certificate:

1. Once you have watched the videos and passed the post-test, you will be able to view and download your certificate of completion. Click either on the “Certificate of Completion” icon at the bottom of the course home page or the “Certificate of Completion” menu item on the left-hand “Navigation” toolbar.