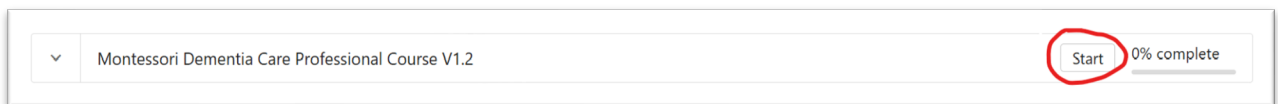
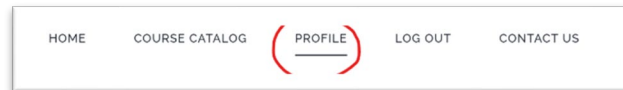


Quick Start Guide - Online Coursework on the new CARD Online Portal

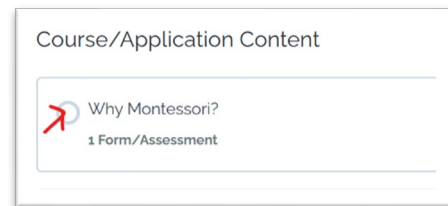
[for MDCP, Responsive Behavior, and Advanced Courses]

1. Login to the Online Portal at portal.cen4ard.com

2. Click “Profile” in the menu to view your list of enrolled courses, and click Start next to the course name you want to begin.

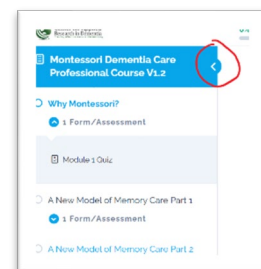


3. When you arrive on the Course Description page, scroll down to the Course Content list and click on the first module.

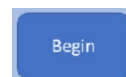


4. Once inside the Course, a list of all the modules and quizzes is on the left side of the screen. Use the arrow at the top of the list to minimize the list or expand it.

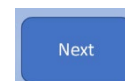
Click the course name in this menu anytime to return to the main Course Description page.



5. Click Begin on the first slide to start the module.



Each slide of the module will have a blue “Next” button which you will click to proceed once the audio or video is complete.



Navigating Course Modules and Completing Quizzes

6. Use the playback controls to pause a slide, jump backwards/forward, mute/unmute, or to toggle the Table of Contents.

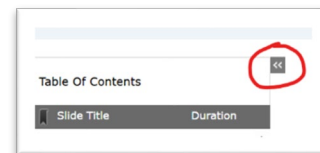


Note – The Table of Contents can also be accessed anytime using the small arrow at the top left of each slide.

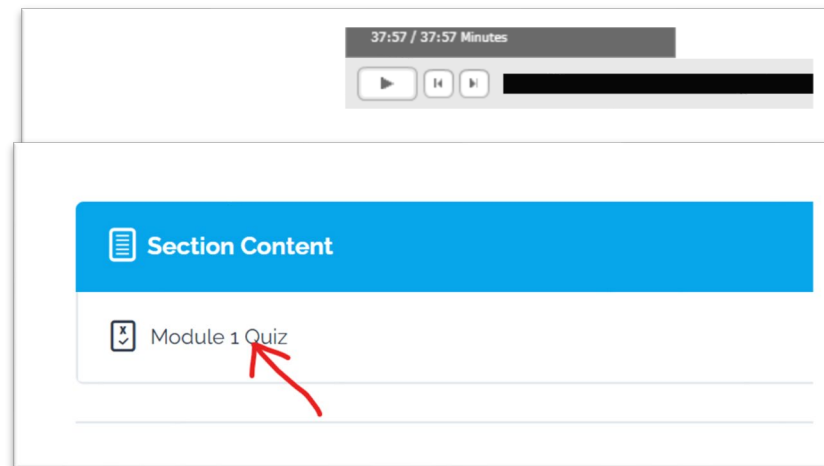
To open:



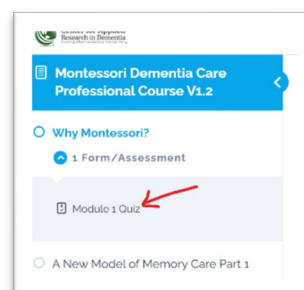
To close:



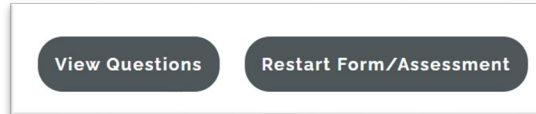
7. Most modules include a short quiz that must be passed in order to proceed. At the end of the module, navigate to the quiz by clicking on the Quiz name below the content window,



or using the menu on the left.



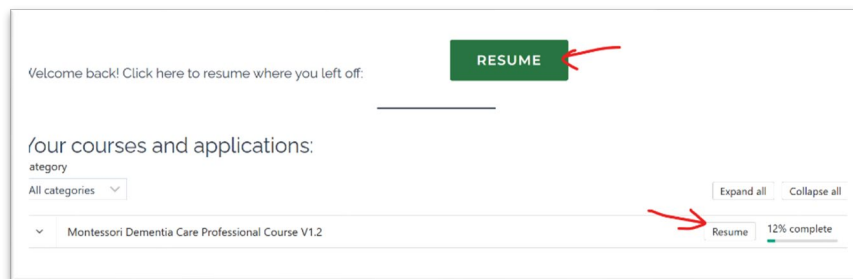
8. At the end of each quiz, you will see your results. If you did not pass, you can view your results by clicking “View Questions”, then “Restart Form” to try again.



When you pass a quiz, click the green button to continue to the next module.



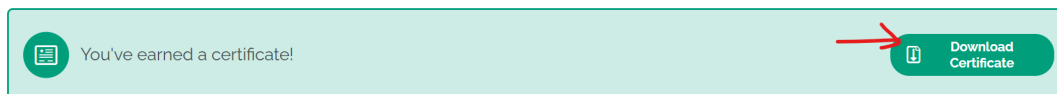
9. Continue through each module and complete any associated quizzes, through to the Final Quiz for the Course. Your progress will be saved at the end of each module, and you can return to the course later from your Profile page by clicking the Resume button at the top or next to the course name.



10. After the Final Quiz is completed and passed, you can download a copy of your certificate anytime by the Course name on your Profile page



or from the Course Description page.



Good luck and enjoy your course!

Contact us at info@cen4ard.com with any questions