

⇒ **Read this before you start** ⇐

## **Navigating the Learning Management System**

Welcome to Lactation Education Resources on-line lactation support classes! We hope that you find the Learning Management System easy to navigate and the on-line format convenient and interesting.

You will find 5 parts to each class:

### **1. Notes for the Power Point Presentation**

This is the PDF version of the Power Point Presentation you will watch in the webinar. Print this out so you can follow along and take notes if you choose. If you do not have the Adobe Acrobat reader on your computer, it is free and easy to download <http://get.adobe.com/reader/>

### **2. Webcast of a Power Point Presentation**

The webcast video presentation will take about an hour. No special software is needed to watch the videos, it will play in your internet browser. If you need to pause during the presentation to do something, just put the video on pause and come back later. If you cannot finish at that time, you can access it again later. You can click on the chapter headings on the left side of the image, to move to the part of the video that is closest to where you left off. At the end of the video there is a question about whether you have completed it or not. When you have watched the entire video, answer yes to the Viewer Statement question, click the Send button on the next screen and the video will be marked as Complete on your training program.

*If the Learning Management System does not mark the video completed after you have watched it, you probably did not go to the end and answer the question indicating that you had finished it, or you did not click the Send button.*

### **3. Worksheet and bibliography**

There is a work sheet of activities for you to complete that will take about an hour. These activities will reinforce the learning in the video, provide additional information that was not covered in the video and give you a chance to work with the information. Although you are not required to turn in your worksheets, you will be tested on the information in them.

The worksheet will include a link to a Yahoo Discussion Group for each class. This is the place for you to ask questions of the instructor discuss issues with your classmates and add your own experiences. Please visit the discussion forum and add your comments.

#### **4. Post-test**

The post test consists of 5 questions and will cover material in the webcast and worksheet. The passing grade is 80%, so you can miss one question and still pass the post-test. You can use your notes from the video and worksheet to answer the questions. That is not cheating! If you do not pass the test on the first try, there are unlimited chances to repeat it.

#### **5. Evaluation**

We want your feedback on the speaker, the class, the format of the learning activity and how long it took you to complete the class. Please complete the evaluation so we can improve our programs.

#### **Printing your certificate**

When you have completed all of the components of the class, a PDF icon will appear near the top right of your training plan. You can print that for your records. When printing the certificate, select “landscape” in your printer interface.

*Congratulations! You have completed your course!*

#### **Students taking the Lactation Consultant Training Program:**

We suggest that you print out the Power Point Handouts for note taking as you watch the video lesson. Also print out the worksheet and bibliography. If you put all these in a notebook, you will have an additional resource to use when you are doing your exam prep studying.

You will print your completion certificate when you have completed all of your modules. You will see each course checked off as you complete it.

### **Frequently asked questions**

I watched the video, but the system does not mark it as complete

Go back to the chapter nearest the end of the video, fast forward to the end; answer the Viewer Statement Yes. Click done. Wait for the next window and click the “Send” button.

How soon can I get my CERP certificate?

Most courses take 2 hours and you can print your certificate immediately after completing all 5 sections.

If you are still having problems, don't become frustrated. For technical problems call Doug at 703 244 9829. For questions regarding the program or becoming a Lactation Consultant call Vergie at 703 868 1849.