

Nurses on the Front Line – Preparing for Emergencies and Disasters

Instructions for Tracking Your Progress and Completing the Course

The Nurses on the Front Line online course is designed to track your progress. You will need to complete a Pre-test to gain access to the main course content. You will then need to view all of the course content, with the exception of the Practice Scenarios, in order to gain access the Post-test.

To ensure that your progress is tracked properly, it is important for you to understand how data is transferred between the Learning Management System (LMS) and the course. This process is illustrated on the next page.

When you launch the course from the LMS, it displays in a new browser window. Your progress is tracked within the course, but is not transferred to the LMS until you Exit the course. You **MUST** click the Exit tab in the course window in order to send your data to the LMS.

If you inadvertently click on the LMS window without properly exiting the course, the LMS window will move to the foreground and your progress will not be recorded. **If you close the LMS window without clicking the Exit tab, your data will be lost.**

When you click the Exit tab in the course window, you will be returned to the LMS where you will see a screen that says Data Processing – Do Not Close this Window. **Be patient! If you close the window too soon, your data will be lost.**

We know your time is valuable, so for your own protection:

- (1) Save your data incrementally by exiting the course after completing the Pre-test and after completing each subsequent module. When you return to the course, you should see that your progress has been saved. If your data has not been saved, make sure that you are using Internet Explorer and try again, taking care to click on the Exit button. If your data is not saved, contact info@NNEPI.org **before** continuing with the course.
- (2) When you reach the course completion screen showing that you have passed the post test, print and save your screen for your records. This will provide evidence that you have indeed completed the course should you experience a technical problem with your certificate.
We can NOT issue certificates without evidence of completion.

Thank you for doing your part to prevent technical difficulties with data tracking. We hope you enjoy the course!



LMS: My Courses & Information
Click the GO button to launch the course.



Course Launches in New Browser Window



Main Course Menu
Complete the Pre-test to access content modules



Main Course Menu
After completing the pretest, you will have access to all modules except the Post-test.



Module Menus
You must complete ALL selectable sections (orange and blue), to have the module checked-off as complete.



Main Course Menu
After completing all of the content modules, the Post-test becomes available. Note: You do not need to complete the Practice Scenarios in order to access the post-test.



Course Completion Screen
Important: After completing the course, You MUST click the Exit button in the course window to send your data to the LMS. PRINT THIS SCREEN FOR YOUR RECORDS!



LMS: Data Processing Screen
If you close the Course Window properly, You will see this screen. DO NOT close the window until your data has finished processing.



LMS: Course Completed
Once your data has been processed, you will see your results in the LMS. You can now click the My Certificates link on the left to print your certificate.