CENTER FOR HEALTH EDUCATION AND PROFESSIONAL LEARNING

Getting Started with Your Course

Follow the steps below to gain access, navigate and complete your online, self-paced module successfully.

> **Whether you have questions or need additional support, assistance is available Mon–Fri, 9 AM–5 PM ET. Email us at info@chepl.org.**

Technical Requirements

Before you begin, please ensure your device meets these requirements:

Supported Browsers:

- Google Chrome (version 76 or newer) - Recommended
- Mozilla Firefox (latest version)
- Safari (latest version)
- Microsoft Edge (latest version)

Audio:

- Working speakers or headphones required
- Please ensure your device volume is turned up and not muted

Internet Connection:

- Stable broadband connection recommended for video playback

Device:

- Desktop, laptop, tablet, or smartphone
- Screen resolution of at least 1024x768 recommended for optimal viewing
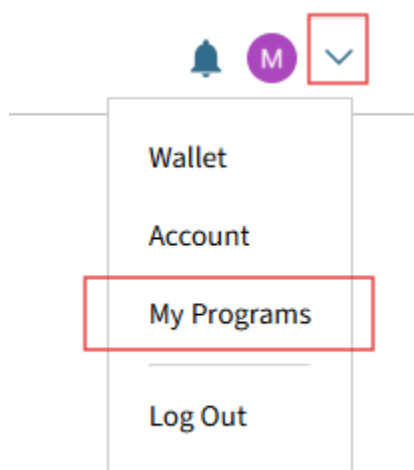
How to Access Your Course

You can access your course in two ways:

Option 1: Through Your Email

1. Check your email inbox for the ***Course Enrollment Confirmation*** email.
2. Click the "Access Course" link in the email
3. You'll be directed straight to your course

Option 2: Through the CHEPL Website

1. Visit the [CHEPL](#) website
2. If not logged in, click the "Login" button located in the top, right corner of the home page. Log in with your email and password.
3. Click the downwards arrow in the top, right corner of the home page. If already logged in (as pictured below), select the "My Programs" button

4. Under the *Active* tab, find the course you're enrolled in. Select "View Program" to begin the course.

Navigating Your Course

Once you're in your course, there will be a panel to the left of the video presentation, outlining the steps of the course. The video presentation is located in the middle. You may scroll down within the video presentation window to view additional content (e.g., resources, links, information). To exit the course, click the "Return to Profile" button at the top of the page.

Follow these steps to move through the content:

Completing Steps:

1. Before you begin, check your audio volume levels. Please ensure your device volume is turned up and not muted
2. To begin, click on the play button. Watch the video lesson or read the content on your screen
3. When you've finished reviewing the material, look at the bottom left corner of the screen
4. Click the "Complete Step" button (or checkmark icon)
5. This marks the step as complete and unlocks the next section

Moving Between Pages:

- Click "Next Page" (bottom right) to move forward to the next lesson or step
- Click "Previous Page" (bottom right) to go back and review earlier content
- You can also use the course menu/sidebar to jump to specific sections (if available)

Taking Quizzes:

1. Pulse Checks and Quizzes appear as part of your course content
2. Read each question carefully and select your answer
3. Review your results and any feedback provided
4. Click "Submit" (bottom left) when you've completed all questions - you must do this before moving on to the next page.
5. After finishing the quiz or pulse check, click "Next Page" (bottom right) to move forward to the next lesson or step
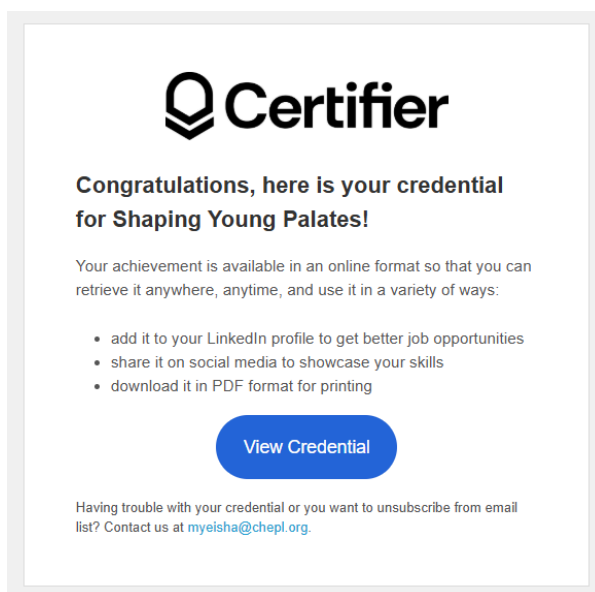
Tracking Your Progress:

- Your progress is automatically saved as you complete each step

- You can see your overall course completion percentage in the left panel on the course page.
- Completed steps will show a blue checkmark icon

Certificate of Completion

- Certificates of Completion are issued upon successful completion of the training course and evaluation survey. Unless otherwise noted in the course description, all courses are accepted by Bright From the Start: Georgia Department of Early Care and Learning and counts toward professional development hours.
- After completing the course, you will receive an email from **Certifier**, containing a link to your certificate of completion. If you do not see it in your inbox, check your spam or junk folders.

- After receiving the email, click "View Credential". You'll then be taken to a webpage containing a preview of the training certificate and the options to download and share.
- For additional support, please email **info@chepl.org**.

Tips for Success

✓ Check your Audio - Please ensure your device volume is turned up and not muted

✓ Don't rush - Take time to absorb the material before clicking "Complete Step"

✓ Review as needed - You can go back to previous steps anytime

✓ Take notes - Consider keeping a notebook for key takeaways. Also - prepare to open and bookmark links to resources as they are shared.

✓ Check your internet - Ensure stable connection before starting video content

Troubleshooting

Video won't play?

- Refresh your browser
- Check your internet connection
- Try a different supported browser

Can't find the "Complete Step" button?

- Scroll down to the bottom left of the content area
- Make sure you've finished viewing all content on the page

Lost your course link?

- Log in through the CHEPL website and go to "My Programs"
- Check your email spam folder for the enrollment confirmation

Need Help?

If you experience technical difficulties or have questions about your course, please contact us at info@chepl.org. We're available Mon–Fri, 9 AM–5 PM ET.

We're excited to have you learning with CHEPL. *Enjoy your course!*