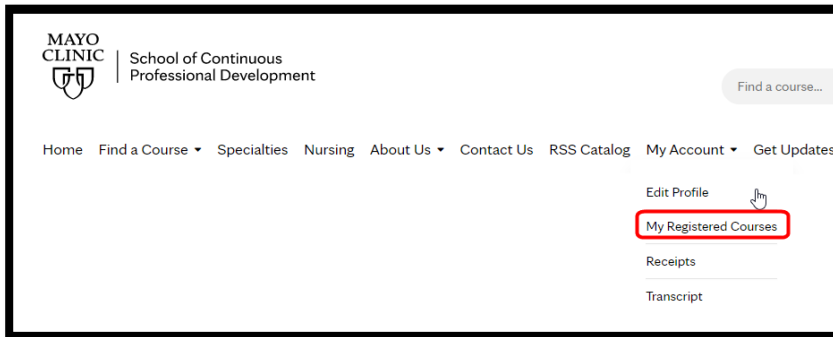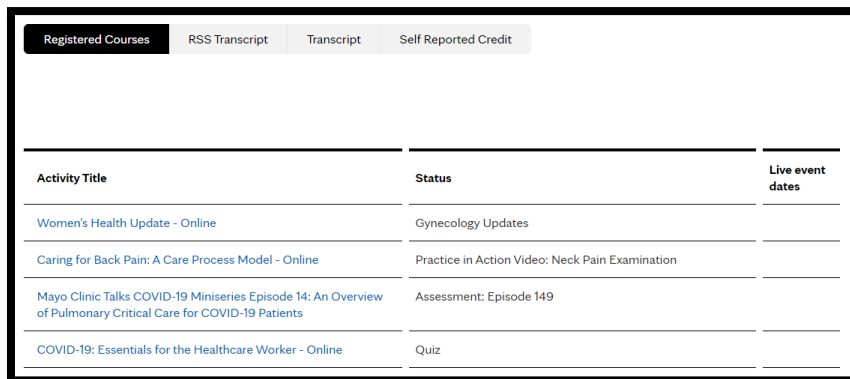**Course Navigation:**
Go to ce.mayo.edu

1. Click **Log In** (upper right corner)
2. Click **My Account**
3. Click on **My Registered Courses**
    *Smartphone users click the three-bar icon in the upper right corner to access My Courses.
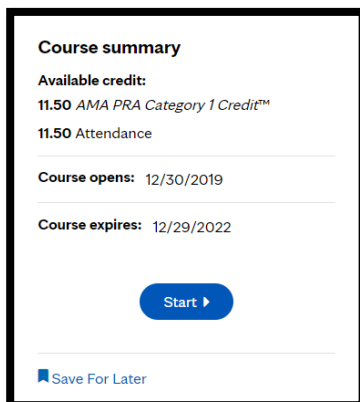

4. Under Registered Courses click on the Course Title to access the course
    *Smartphone users click the three-bar icon again to access Registered Courses.


5. In the Course Summary box click on **START** button

6. Click on **Start Course** button

This will take you to the first course object. Examples of course objects are: Syllabus, Evaluation, Quiz, etc. Use the **Previous** and **Next** button to move between the course objects. Course objects have **set release dates**, daily evaluations will be released each day of the course and course credit will be released the last day of the course.
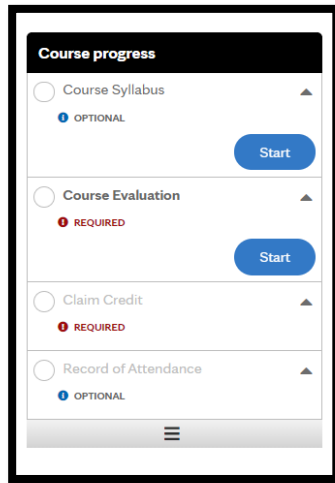
Completing the Course Evaluation:

1. Once you have entered the course by clicking on the **Start** button, click on the title of the evaluation in the **Course progress** navigation menu, and then click **START** (see screen shot below).

2. Complete the evaluation, be sure to answer all of the required questions indicated by a red asterisk *

3. You have the option to **Submit** or **Save Draft** once you click submit you will no longer have the option to make changes. The option to review your answers is available; however no changes can be made at this point.

4. If you choose to save as draft, click on the resume button located in the evaluation listed on the **Course progress** navigation menu when you return to the course. Or choose the Previous button, this will take you to the last course object you were at when you left the course

Claiming Credit and Printing the Record of Attendance:

Note: some course objects may require completion prior to claiming credit. Required course objects will be indicated with ❶ REQUIRED

If you are unable to click on the **Credit** link in the **Course progress** navigation menu, it most likely means you have not completed the required objects. Required objects could include; a course evaluation, a quiz, etc.

Course is complete when this item is in your course progress navigation menu.

1. Once you have entered the course by clicking **START** button, click on **Credit** in the **Course progress** navigation menu, and then click **START**.

2. Enter the amount of credits to claim and check the checkbox next to the "agree" statement

3. Click **CLAIM CREDITS** then **Next**, this will take you to the Certificate download

4. Click the **Download Certificate** link, this will generate a pdf file (most often found in the bottom left corner of your screen). At this point you can open, then print or save the certificate to your computer.

For technical support contact: *Education Technology Center (ETC) priority line* (507) 266-9087 or 77-6-9087.