

How to Re-register for an Online Course/Quick Assessment

RESOURCES:

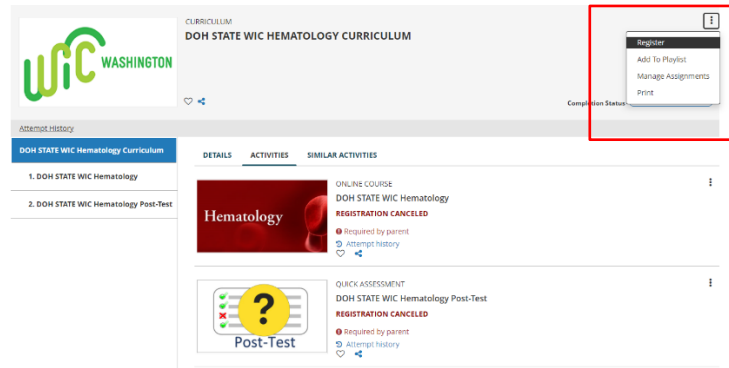
- You can find training resources and forms on [our webpage](#).

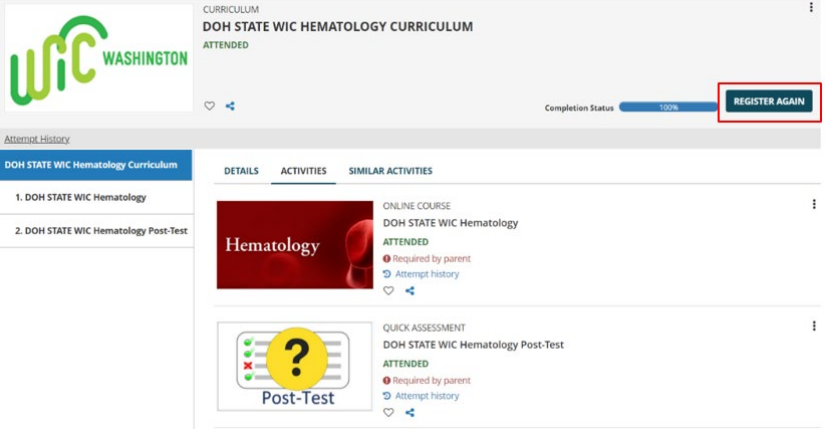
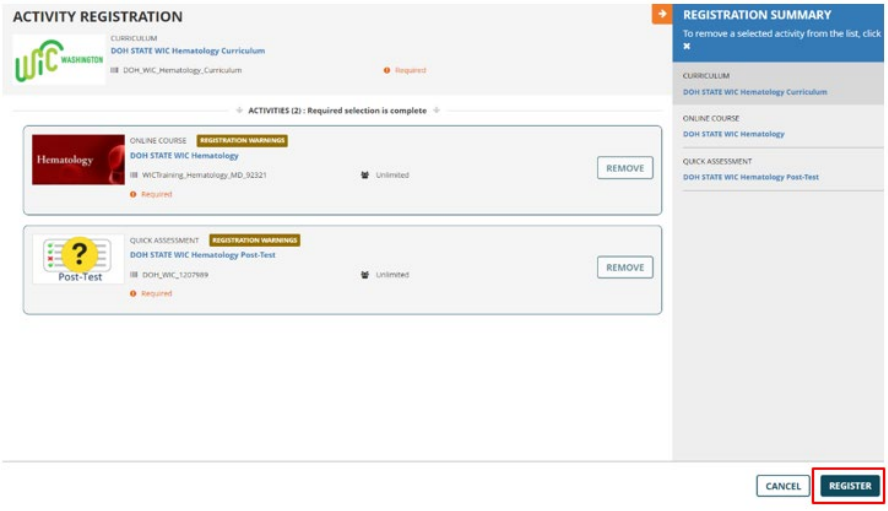
Purpose:

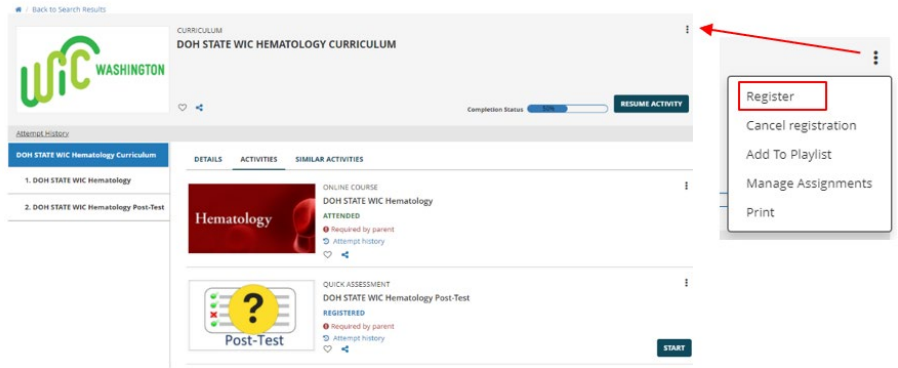
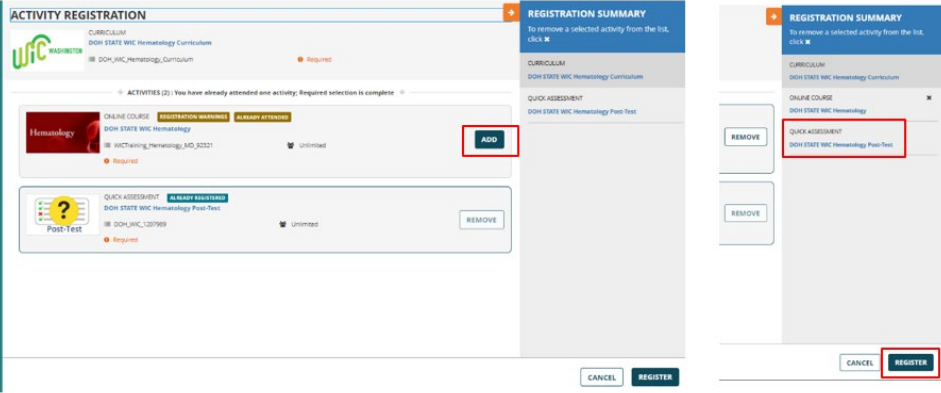
Use this process to learn how to re-register for an online course and/or quick assessment within a curriculum in the event it needs to be reviewed, or to retake the post-test.

We suggest you use one of these web browsers when using Learning Center (LC): Microsoft Edge, Mozilla Firefox, Google Chrome.

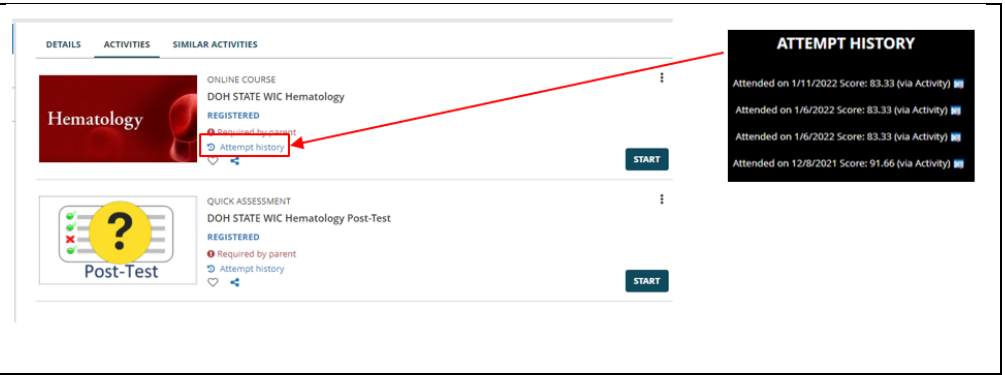
PROCESS:

Actor	Step	Activity	Visual/Notes
<i>Person/system/thing performing step</i>	#	<i>Step being performed</i>	
Learner	1.	<p>From the DOH STATE WIC Curriculum page review the current status of the course.</p> <p>If the curriculum registration was canceled, locate the three vertical dots in the top right corner, select Register.</p> <p>Go to step 2.</p>	 <p>The screenshot shows the 'DOH STATE WIC HEMATOLOGY CURRICULUM' page. A dropdown menu is open in the top right corner, with the 'Register' option highlighted in a red box. The page also shows a list of activities, including 'Hematology' and 'Post-Test', both with a 'REGISTRATION CANCELED' status.</p>

	<p>If the status of the course and quick assessment are complete, locate the main curriculum page and select Register Again button.</p> <p>If one course shows completed, but not another.</p> <p>Go to step 3.</p>	
<p>Learner</p>	<p>2.</p> <p>On the registration page, select Register button at the bottom of the page to re-register and access both activities again.</p> <p>Once registered, go to step 5.</p>	

<p>Learner</p>	<p>3.</p>	<p>If you have completed one of the courses in a curriculum and would like to re-access that course, select the three ellipses at the top right when in the curriculum.</p> <p>You have the option to Register for the course again.</p>	
<p>Learner</p>	<p>4.</p>	<p>On the registration page, select Add for the course you need to add.</p> <p>Once added select the Register button at the bottom right to complete registration for the course.</p>	 <p>- You can re-add the course or quick assessment needed on the Activity Registration page.</p>
<p>Learner</p>	<p>5.</p>	<p>The course will reset, and you can access the course again by selecting the Start button.</p>	

Your account will retain your attempt history for the course and quick assessment.



The screenshot displays a user interface for a learning management system. It features two main sections: 'ONLINE COURSE' and 'QUICK ASSESSMENT'. The 'ONLINE COURSE' section is for 'DOH STATE WIC Hematology' and includes a 'REGISTERED' status, a 'Required by parent' notification, and an 'Attempt history' link. The 'QUICK ASSESSMENT' section is for 'DOH STATE WIC Hematology Post-Test' and also includes a 'REGISTERED' status, a 'Required by parent' notification, and an 'Attempt history' link. On the right side, there is a dark sidebar titled 'ATTEMPT HISTORY' which lists four attempts with their respective dates and scores: 'Attended on 1/11/2022 Score: 83.33 (via Activity)', 'Attended on 1/6/2022 Score: 83.33 (via Activity)', 'Attended on 1/6/2022 Score: 83.33 (via Activity)', and 'Attended on 12/8/2021 Score: 91.66 (via Activity)'. A red arrow points from the 'Attempt history' link in the 'ONLINE COURSE' section to the 'ATTEMPT HISTORY' sidebar.

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