

Instructions for Completing Courses

Note - Only courses launched from the Home Screen / Current Enrollments are tracked. Launching a course from the Student Records page is for review purposes only and the results are not tracked.

In order to have a course be deemed complete you must successfully satisfy all learning components contained within the course. For example, most courses are composed of a module and a test so you must complete both in order to be deemed successful:

BDOU - Common Frauds	and Scams		
Test	This is the course grade book. It contains the current status f individual test/exam results and the weight of each test/exam navigation to individual course elements.	or each element of t within the course. T	he course, his page enables
Level	Title	Score	Weight
completed	Common Frauds and Scams Module		
completed	Common Frauds and Scams Test	100.00	100
Total Score		100	100.0

Completing the Module:

In order to complete the module you must click the **YES** bu

button on the last page of the module:



Completing the Test:

In order to complete the test you must score 80% or higher. If you exceed three attempts you will be locked out. In order to gain access again you must contact ICBA Education Support using the link at the top of the screen.

Closing a Course

It is important that you properly close a course once you have completed it. If you close the ICBA Online Education Center before the course or simultaneously the course completion data will **not** be sent to the system for tracking. Be sure to use one of the following **two** options:

1. The close button in the player:

Section 1 - Overview			
Overview			
This course provides you with b your current level of employmen information. Not only does the c communications, it also provide online course to be as valuable	both the process and the products nt is – from CEO to front line emplo course contain the fundamentals c is a solid grounding in business et as their daily planner.	of effective communi- loyee – you'll find it an of both interpersonal a thics. That's why man	cation. No matter what i invaluable source of ind organizational y employees find this
The workplace is undergoing pr communicator, you will be affect include global competition, flattr reflect our constantly evolving in emergence of a knowledge-bas workplace depends on excellen	rofound changes. As a businesspr ted by many of these changes. So ened management hierarchies, ar nformation technology, new work ed economy. The following cours t communication skills.	erson and, especially, ome of the most signi nd more team-based p environments, a diver e reveals how your su	as a business ficant transformations projects. Other changes se workforce, and the iccess in the new

The following message will be displayed when you can close the browser window:

Thank you.

You may now navigate to the next module or close this window.

2. The return button on the bottom left corner (if available) which takes you back to the student syllabus:

