



Virtual Program Activation Asynchronous Course

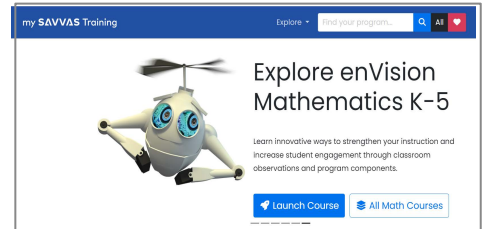
Follow these steps to access your asynchronous Virtual Program Activation training.

1

Navigate to your training using this [link](https://mysavvastraining.com/products/480/tutorials):

<https://mysavvastraining.com/products/480/tutorials>

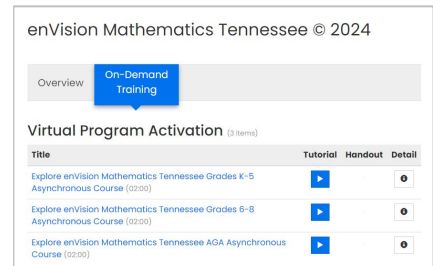
Click the image of the discipline you wish to learn more about.



2

Scroll down to the Program

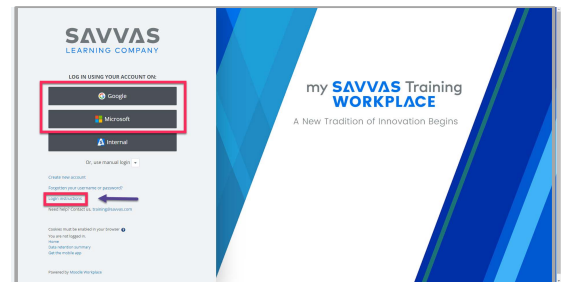
Click the play button to access your Training Course



3

If you are a Google™ or Microsoft™ district, select the corresponding icon and use the same credentials you use to log in to your district account.

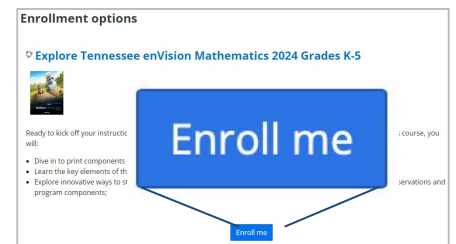
Note: If you don't use Google or Microsoft platforms in your district, select Create new account. It is recommended to use your district email address when creating a new account.



4

After log in, you will land on the Workplace Home page.

Click **Enroll** to access the course content. You will only have to do this once.



5

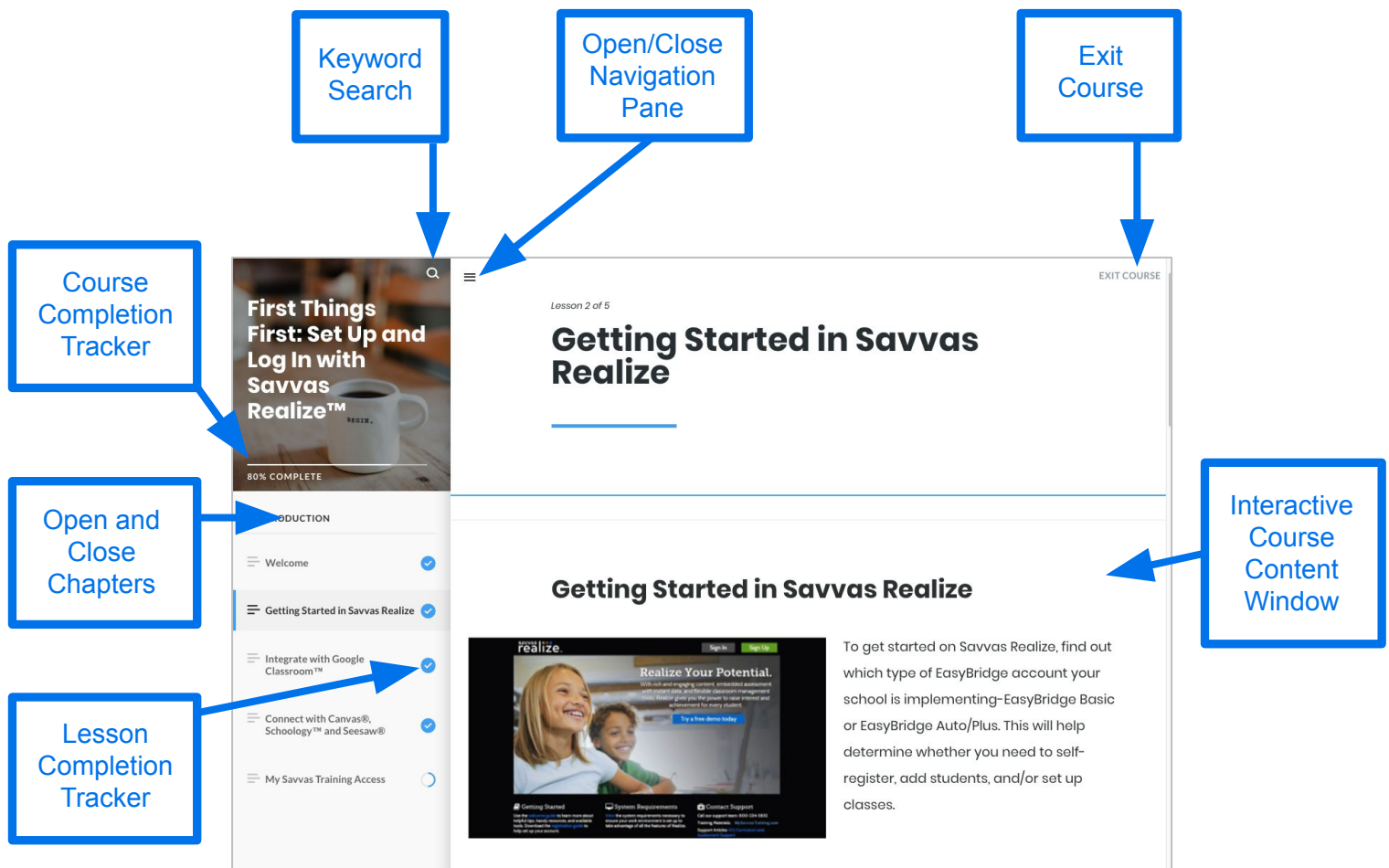
Don't forget to check out your **User Profile**, in the top right corner, for completion reports on all of your courses.



Asynchronous Course Navigation

As you progress through this course, you'll notice interactivities like flip cards, hot spot buttons, scenario simulations, videos, and checks for understanding. These interactivities contain important information that will help you learn your new program; make sure to explore each of them in depth.

Navigate through the modules of this course using the **Continue** buttons at the end of each lesson or by using the menu on the side.



Asynchronous Courses – Frequently Asked Questions

Q: How do I access my course?

A: Use the link on Page 1 to access the course directly. Or, go to

<https://sites.google.com/view/savvas-async-courses/home?authuser=0>

- A. Select your discipline/ subject
- B. Find your program, then click the program name/icon to launch the training.

Q: I see that the course has multiple parts. Do I need to take them all?

A: The course is broken up into smaller parts to make the content more digestible.

NOTE: The First Things First: Getting Started with Savvas Realize portion is optional; you must take the main portion(s) of the course to get a completion certificate.

Q: Why can't I click on the Certificate of Completion? It says it's Restricted.

A: The Certificate of Completion will unlock and become clickable, once you have completed the required parts of the course.

Q: How do I exit my course when I'm done for the day?

A: Use the **Exit Course** link in the upper-right corner of the course window. Click the box with the course title in the upper-left corner to go back to the **Table of Contents**. Exiting the course properly ensures your progress is saved.

Q: How do I print my Certificate of Completion?

A: You will be able to print your Certificate of Completion at point-of-use, as soon as you complete the class. You will also get an email saying you have successfully completed the course, as well as an email containing your certificate. It can take up to an hour to generate your certificate. To view certificates after you have completed the class, click the "My Certificates" link in your **User Profile**, where you can see all the courses in which you have earned a certificate. Find your **User Profile** by clicking the link in the upper right corner of the screen.

Q: Where can I get support?

If you need help or have questions about your asynchronous training course, you can email

training@savvas.com.