

Virtual Program Activation Asynchronous Courses

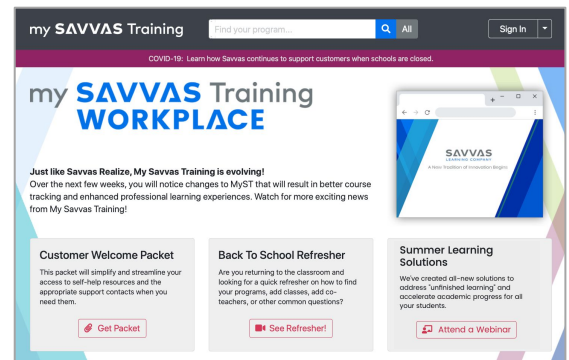
Want to check out one of our new asynchronous courses, but have already implemented your program? You can still check out these courses to expand your product knowledge, or just brush up on your skills for Back-to-School.

Follow these steps to access one of our interactive asynchronous training courses.

Start here:

<https://mysavvastraining.com>

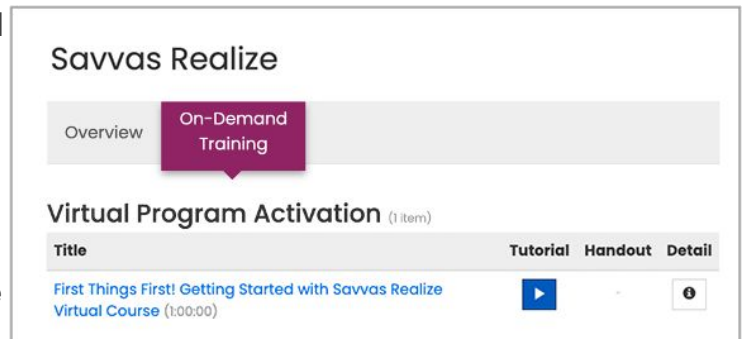
To find your program, use the **Search** bar. Click **All** to see all programs. Click on the program name to launch the page.



Click the **On-Demand** tab and find your course under **Virtual Program Activation**.

Bookmark it in your browser to return to this page at any time.

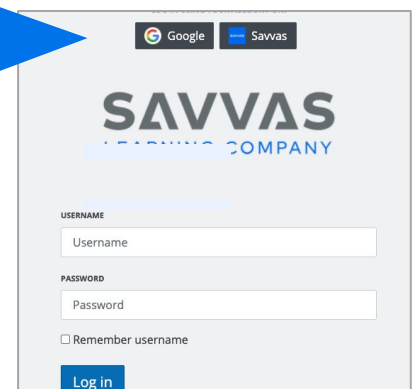
Click the **blue** button next to the course to log in to the LMS.



Use your **district/school Google** or **Microsoft credentials** to log in.

After log in, you will land on the Workplace Home page. Use the link you bookmarked to access your course. Click **Enroll** to access the course content. You will only have to do this once.

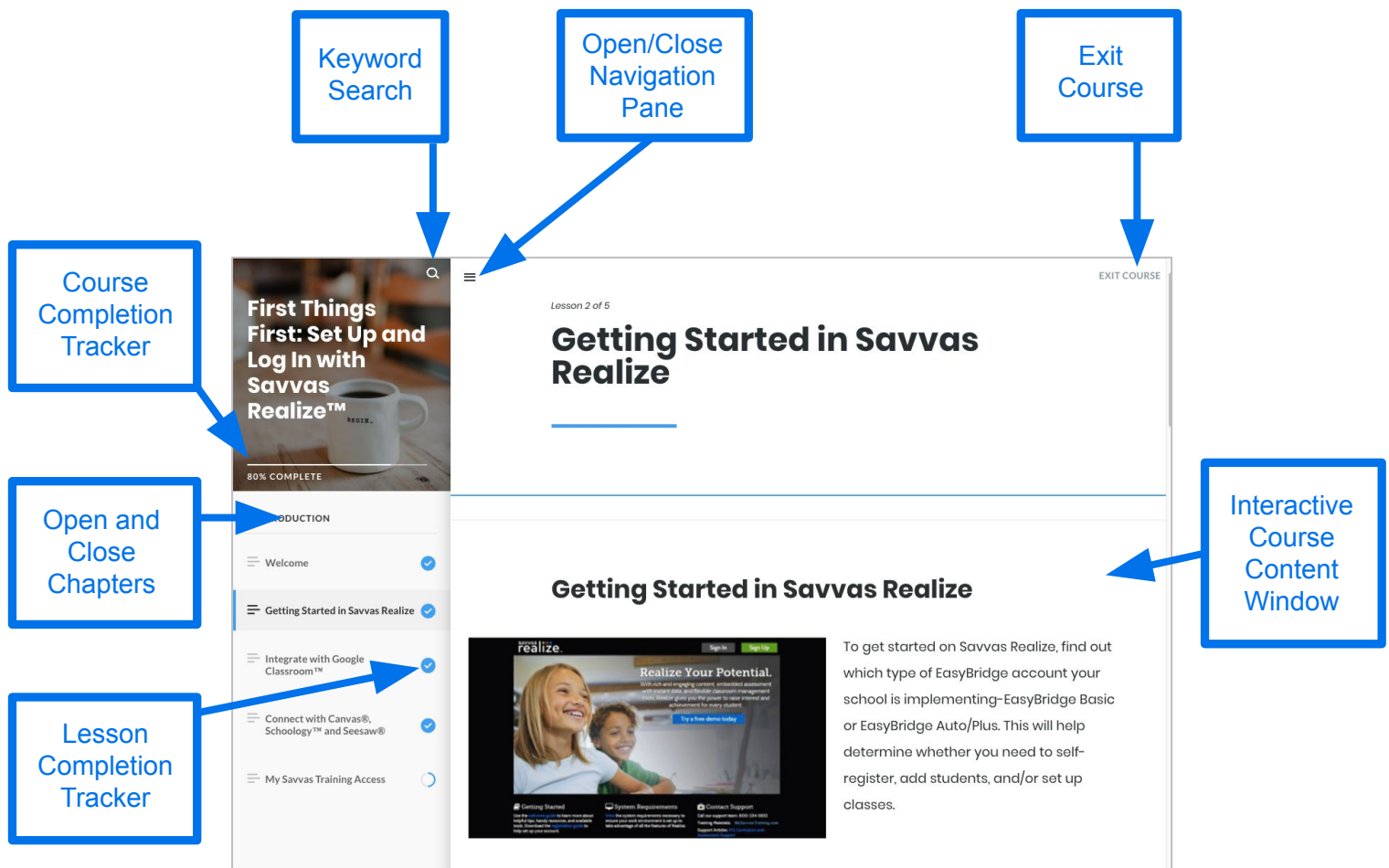
Don't forget to fill out your **User Profile**, in the top right corner, after you finish the course.



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://mysavvastraining.com/> and find your program, then click the program name to launch the program page.

1. Click the **On-Demand** tab.
2. Under the **Virtual Program Activation** section (top), click the blue **Play**  button next to the course you wish to take. Check out the course details by clicking the info  button.

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. **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.