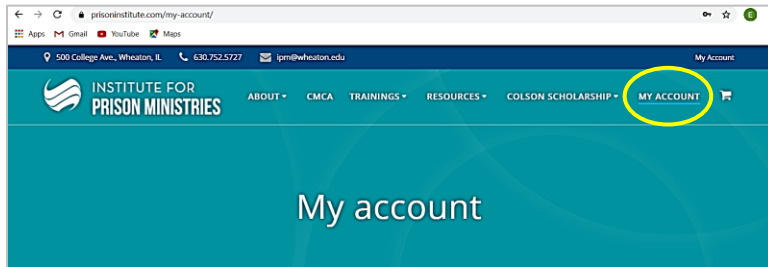


QUICKSTART GUIDE

How to utilize our online learning tool



GETTING STARTED

Go to <https://correctionalministries.org/> and click on "My Account."

Course Profile
Purchase Info
Login Register

Username or email address *

Password *

Log in Remember me

[Lost your password?](#)

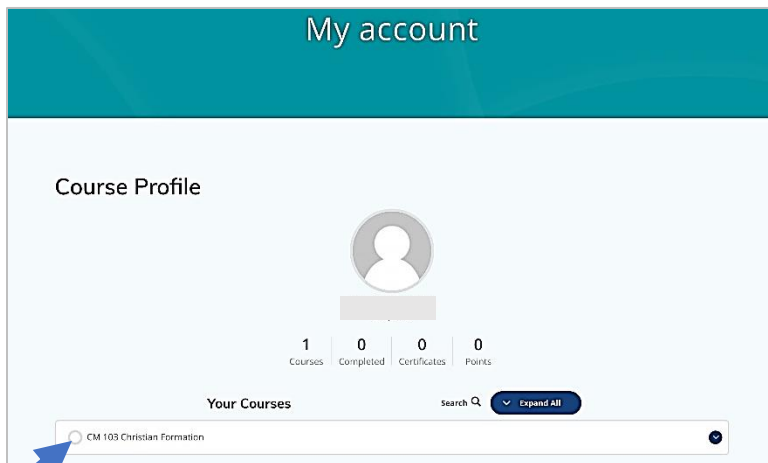
Email address *

A password will be sent to your email address.

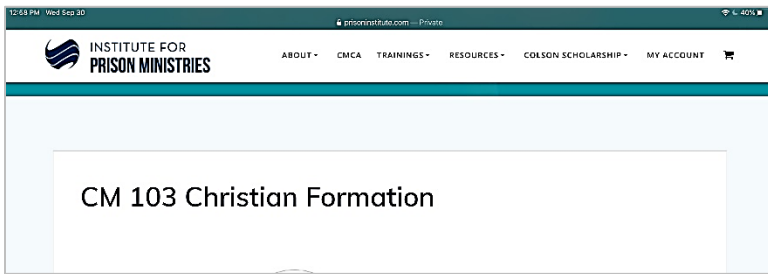
Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).

Register

LOG IN if you have created a password, or **REGISTER**, and a password will be emailed to you.



After you log in, your **COURSE PROFILE** page will open. And you can select your course to begin.

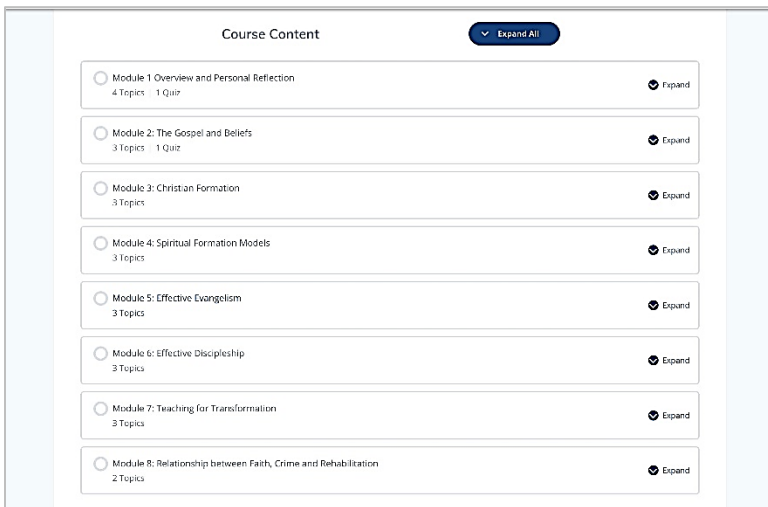
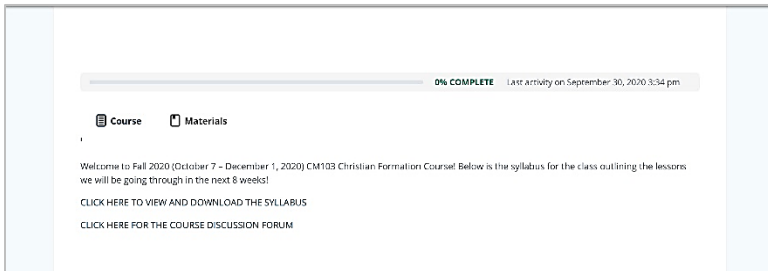


COURSE PAGE

The **COURSE** and **MATERIALS** headings are included in every section. The Title section includes the Syllabus and a link to the Discussion Forum. (Note: The Discussion Forum process will be shown on the next page of this document.) To see the entire course, click on the **EXPAND** icon.

MODULES

Scroll down and you will see that the course is divided into 8 modules. Each module presents one week of the course. When you are ready to start Module 1, click on the **EXPAND** icon, and Module 1 will open.



DISCUSSION FORUM

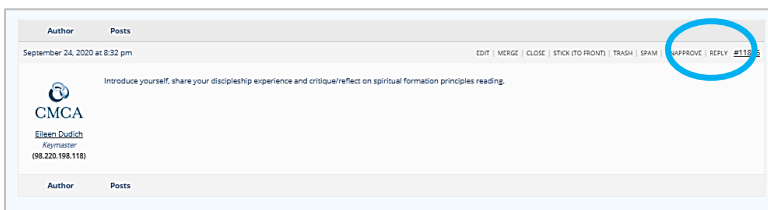
Discussion questions related to each week's lecture are posted in the **DISCUSSION FORUM**. From the **COURSE PAGE**, click on the **DISCUSSION FORUM** link.

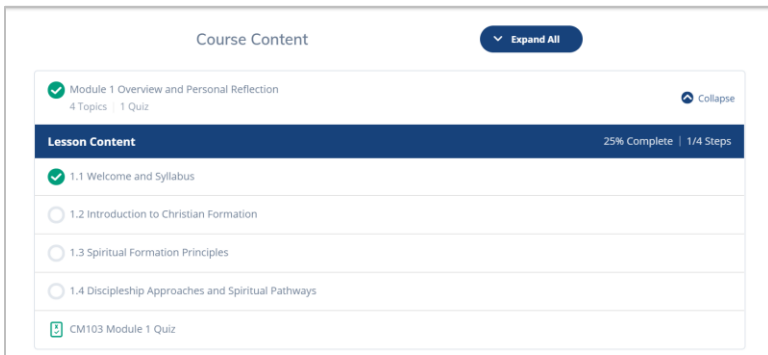
For week one, click on **MODULE 1 QUESTION**. To make your post, click on the **REPLY** button in the upper right corner, and a text box will open (below) for you to begin typing your response.

When you are done typing your response, click on the **SUBMIT** button in the lower right corner.

To reply to a classmate's post. Click on **REPLY**, type your post, and click on the **SUBMIT** button.

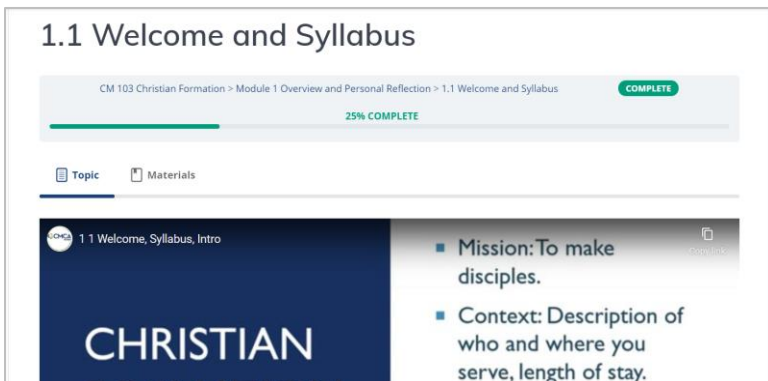
Submit your first post by Wednesday each week. You are required to post your initial response and respond to two other posts each week.





MODULE CONTENT

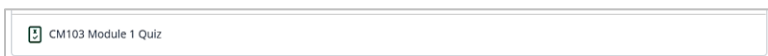
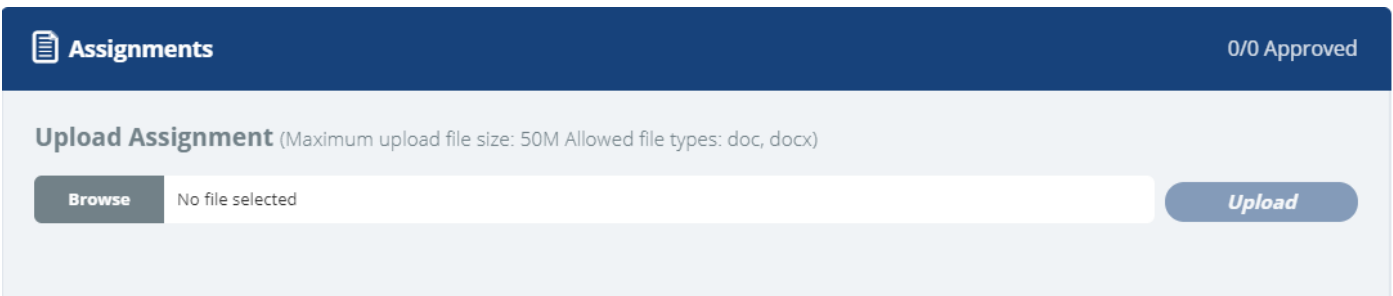
To begin Module 1, click on the **EXPAND** button and you will see the Lesson Content Headings for the week. A **QUIZ** is given in each Module **after** you have completed the lectures and readings.



LESSON CONTENT

When Lesson 1.1 opens, the **TOPIC** section will present the **PowerPoint with a lecture by your instructor**. You may pause, rewind, or replay the PowerPoint at any time. The **MATERIALS SECTION** will contain readings and handouts.

To upload assignments, go to the Assignment Page, click on Browse, select your file from your computer, and upload.



When you have completed a topic, you can go to the next **TOPIC**, return to the previous **TOPIC**, or go to the **MODULE PAGE**.

RETURN to the MODULE PAGE to ACCESS the DISCUSSION FORUM AND ACCESS THE QUIZ.

QUIZZES

AFTER completing the lectures and readings, return to the **MODULE PAGE** and take the **QUIZ**.