How to Navigate a Course

Course materials are presented in a series of steps. Sometimes finishing each step in the order presented is mandatory to complete the course, while other times it's not.

1. To view a step, just click its **name**.

2. The time you spend in a course and your completion status is tracked in real time. Once you have viewed and completed all the materials in a step, just close the pop-up window and that step will appear in green as **Completed**.
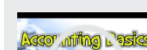3. Then, you can move on to the **next step**.