

# **Navigating Edvance360 (LMS)**

## **2020 Online Supplemental Training course**

Follow the steps below to complete each module of the 2020 Online Supplemental Training course (required for re-certification). Each lesson and its test are in consecutive order. Therefore, you must complete module one (YHI Basics) before moving on to the test and you must complete the test for module one before moving on to module 2 (YHI Advanced).

Please contact **Connectors** if you do not see the details mentioned below in your account.

#### The Lessons

- 1. Log in to your Edvance360 account, https://yourhealthidaho.edvance360.com/
- 2. Click the "Courses" tab. The new page should show all the courses that are currently assigned to you.
- 3. Click the title of the course, "2020 Online Supplemental Training".
- 4. Select "Lessons" in the menu to the left
- 5. Click the hyperlink "YHI Online Supplemental training" to start the appropriate module.
- 6. Once complete, check mark the "Mark Complete" box (required). Also check marks the module within the table of contents.
- 7. Click "Next" in the Lesson Content tool bar to proceed to the test.

### The Tests (no accumulative final exam)

After completing each module:

- 1. Click "Next" in the Lesson Content tool bar.
- 2. Click the YHI Knowledge Check link indicated below the slide window. Then, "Start Test" and confirm.
- 3. Once you complete the knowledge check, your score will be displayed at top in a green banner
- 4. Click "Next" in the Lesson Content tool bar to proceed to next module.

### The Certificate

After completing the last test, you will automatically be taken to your certificate page. Otherwise, follow the instructions below:

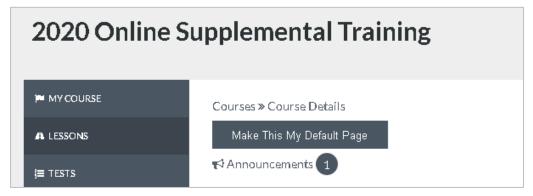
- 1. Click "Home" within the top tool bar.
- 2. Click "Certificates" in the menu to the left.
- 3. Click "Print Certificate" to view your certificate for the 2020 Online Supplemental Training course



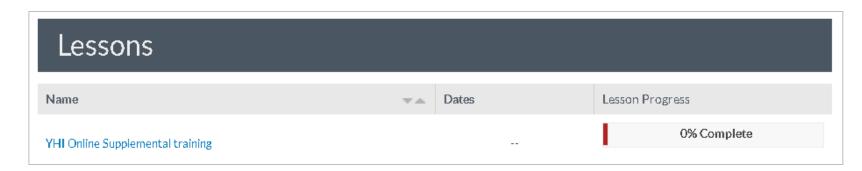




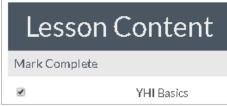














Lesson Content Next



