

# How to launch an online course

Course Title

Due Date

The screenshot shows a 'My Learning Assignments' page with a blue header. Below the header, there are three course entries. The first entry is 'Official Languages at Canada Post' with a due date of '2015-NOV-27' and a 'START COURSE >' button. The second entry is 'Care to be Fair: Fostering Respect and Fairness at Canada Post' with a due date of '2015-DEC-31' and a 'START COURSE >' button. The third entry is 'Orientation on Health and Safety for Workers (CCOHS online)' with a due date of '2015-DEC-31' and a 'START COURSE >' button. A red exclamation mark icon is positioned to the left of the first entry, and a blue circle with the number '1' is positioned to the left of the 'START COURSE >' button for the first entry. A blue circle with the number '2' is positioned to the right of the 'START COURSE >' button for the first entry.

Start the course by clicking on **START COURSE**. The Online Content Structure will display.

Click **back** to go back to the **My Learning Page**

The screenshot shows an 'Online Content Structure' page. At the top left, there is a 'Back' button. The main heading is 'Online Content Structure'. Below this, there is a course card for 'Official Languages at Canada Post' with the course ID 'COURSE CPC-19761' and revision information 'Revision: 1 - 2014-Jan-1 09:00 <<< EST/HNE >>>'. Below the course card, there are two buttons: 'Start the course in English' and 'Commencer le cours en français'. A red exclamation mark icon is positioned to the left of the 'Back' button, and a blue circle with the number '3' is positioned to the right of the 'Start the course in English' button.

Start the online module by clicking on the language you prefer to complete the course in.

*The course will launch in a new window*



**WARNING!** Once you launch a course, do not close the parent window with the yellow box in it or your learning will not be recorded in the system.

The screenshot shows the 'Online Content Structure' page with a yellow warning box. The warning box contains the text: 'WARNING Do NOT close, refresh, or navigate from this page while working with online content.' There is a 'Return to Content Structure' button in the top right corner of the page.