


# INSTRUCTIONS

## On Completing ICN Online Courses

1. Each course is broken down into 5 components:

1. Course Instructions 
2. Course Introduction
3. Lesson Material
4. Congratulations and Certificate Instructions
5. Course Evaluation

2. All the items must be taken in sequential order.



= Course material is in progress



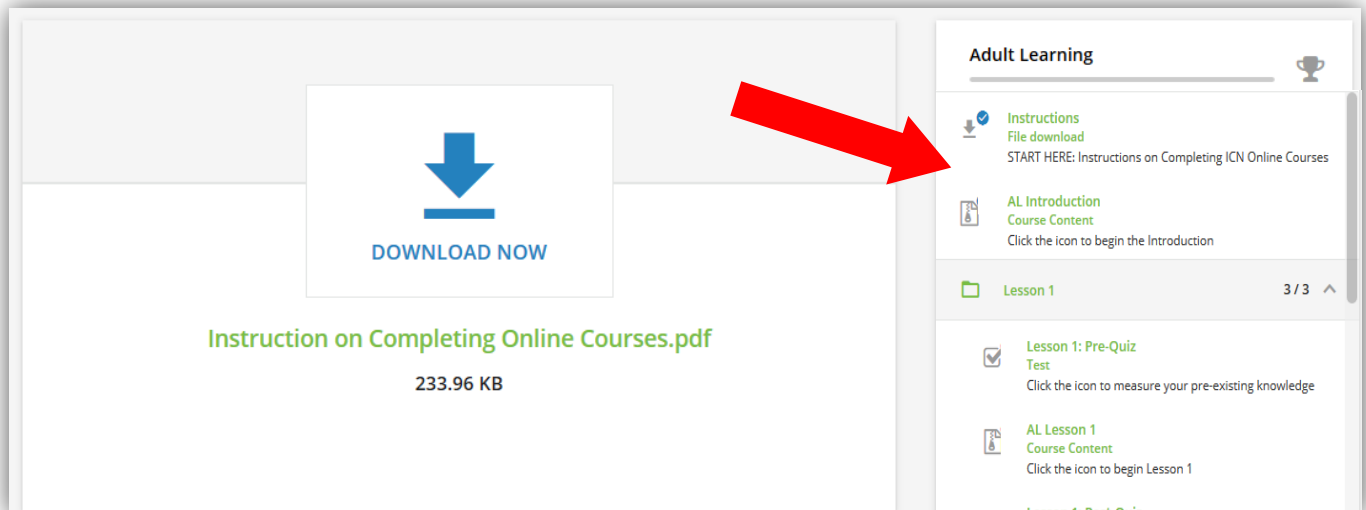
= Course material is complete



= You must complete the previous course material

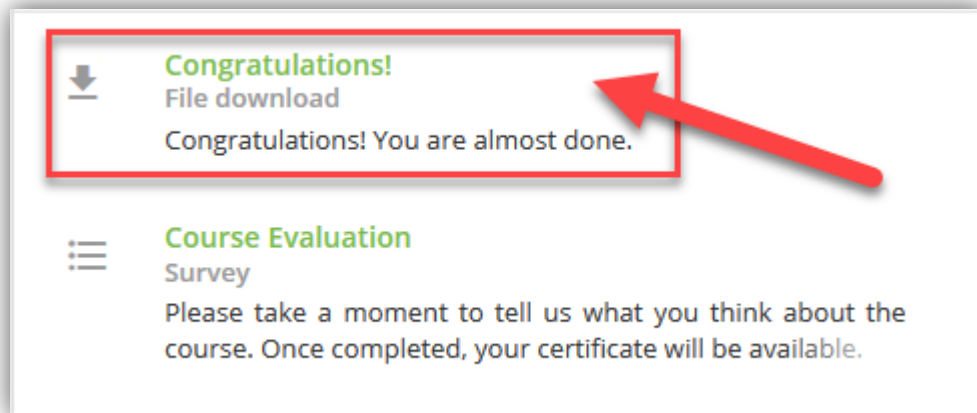
3. Navigate through all of the course material by using the **Table of Contents**.

### Table of Contents

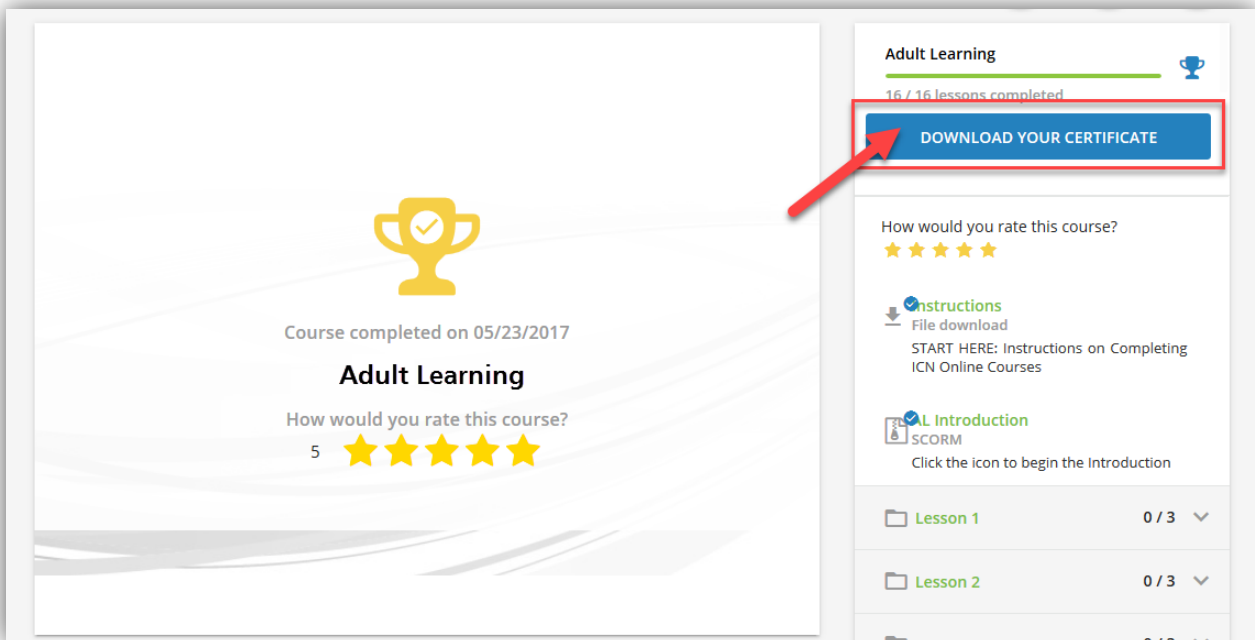


The screenshot displays the ICN online course interface. On the left, a large blue download arrow icon is centered above the text "DOWNLOAD NOW". Below this, the file name "Instruction on Completing Online Courses.pdf" is shown in green, followed by the file size "233.96 KB". On the right, a sidebar titled "Adult Learning" contains a table of contents. A red arrow points from the download button area to the "Instructions" item in the sidebar. The sidebar items include: "Instructions" (File download, START HERE: Instructions on Completing ICN Online Courses), "AL Introduction" (Course Content, Click the icon to begin the Introduction), "Lesson 1" (3 / 3), "Lesson 1: Pre-Quiz" (Test, Click the icon to measure your pre-existing knowledge), "AL Lesson 1" (Course Content, Click the icon to begin Lesson 1), and "Lesson 1: Post-Quiz".

4. Once the lesson material is complete, click on **Congratulations!** This will provide instructions on completing the Course Evaluation and accessing your certificate.

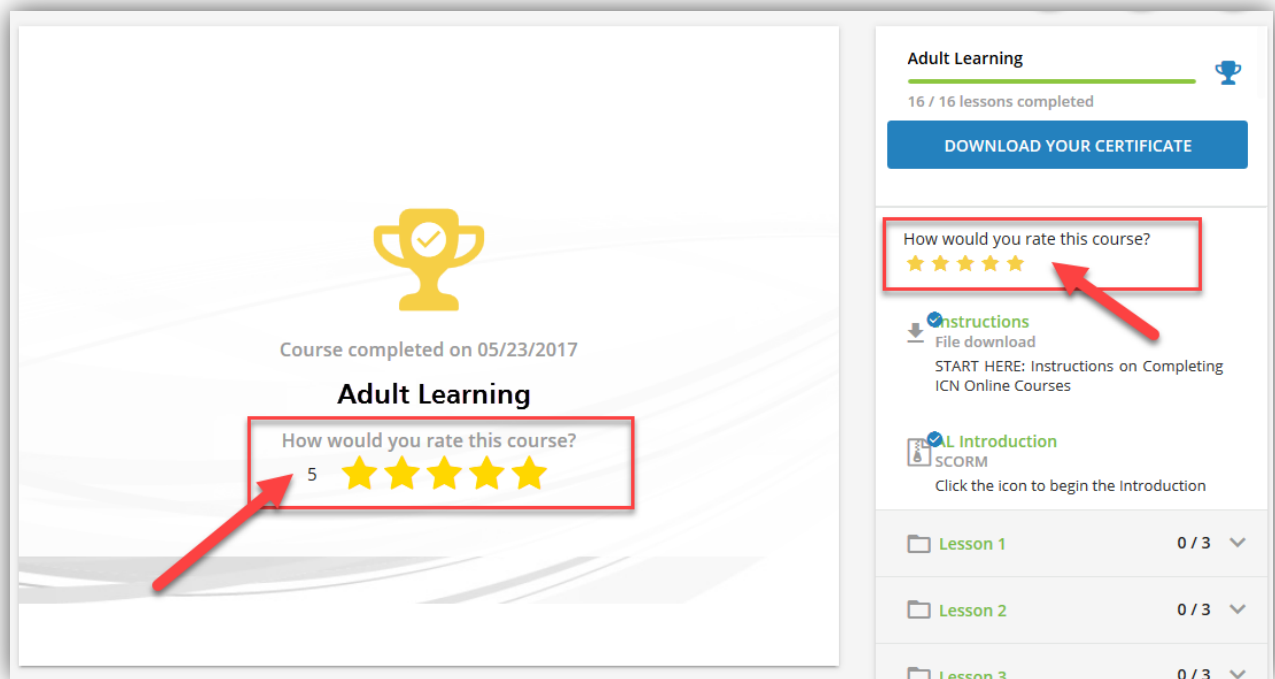


5. To receive your Certificate of Completion, you must complete the **Course Evaluation**. Upon completion of the course evaluation, your certificate will be available for download under the course menu.

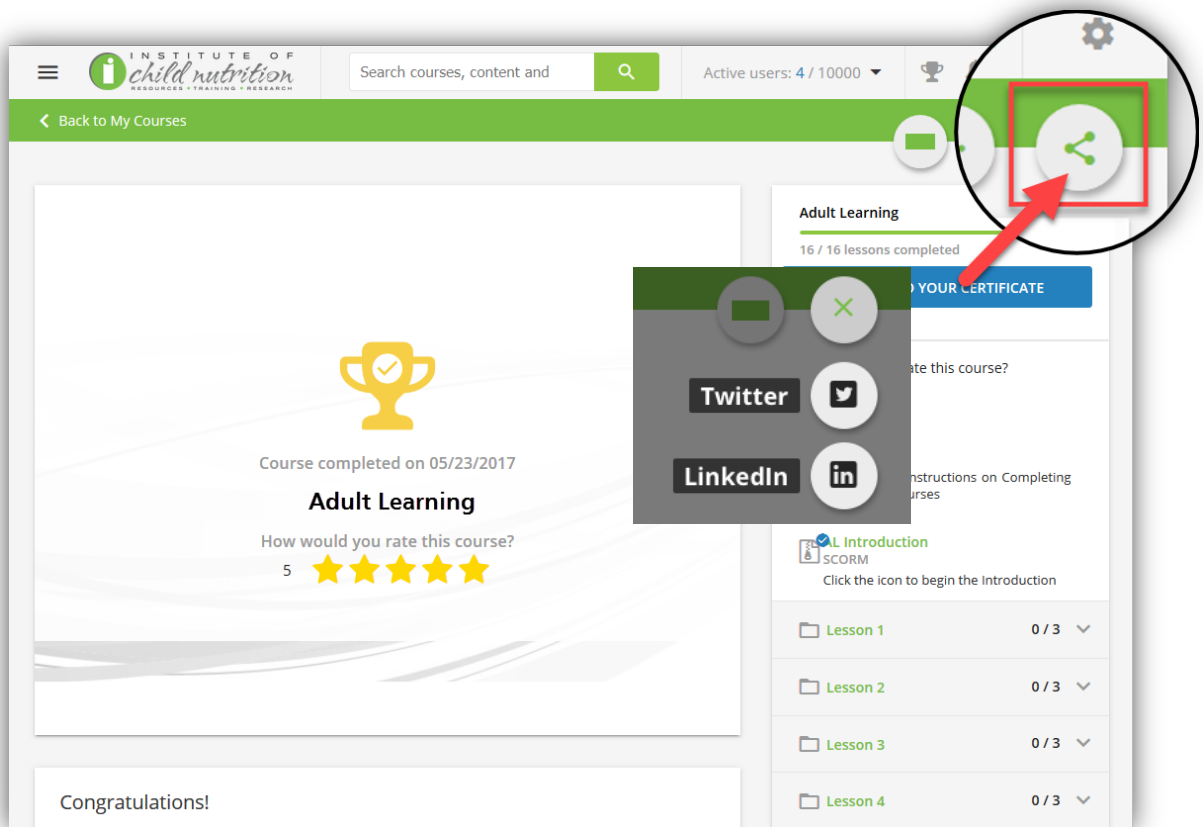


Other ways to access your certificate can be found in the **Congratulations** document access later in the course or in our **End User Manual** at [www.theicn.org/ilearn-how-to](http://www.theicn.org/ilearn-how-to).

6. After completing a course, please **Rate** the course using the **5 stars** under **Course Menu** or on the **main screen**.



You may also share the course on **Social Media** by clicking the button shown below.



## SYSTEM REQUIREMENTS



1. You will need **Adobe Reader** downloaded on your computer to view some documents through the course.

**Download or get the latest version of Adobe Reader at**  
<https://get.adobe.com/reader/>.

2. Make sure you are getting the best experience. [View supported browsers and a full list of our system requirements here.](#)

For all browser and system requirements, see the **End User Manual** at <http://www.theicn.org/ilearn-how-to>.