2022 ANNUAL COMPLIANCE TRAINING QUICK TIPS GUIDE – WORKFORCE LEARN ONLINE (WLOL)

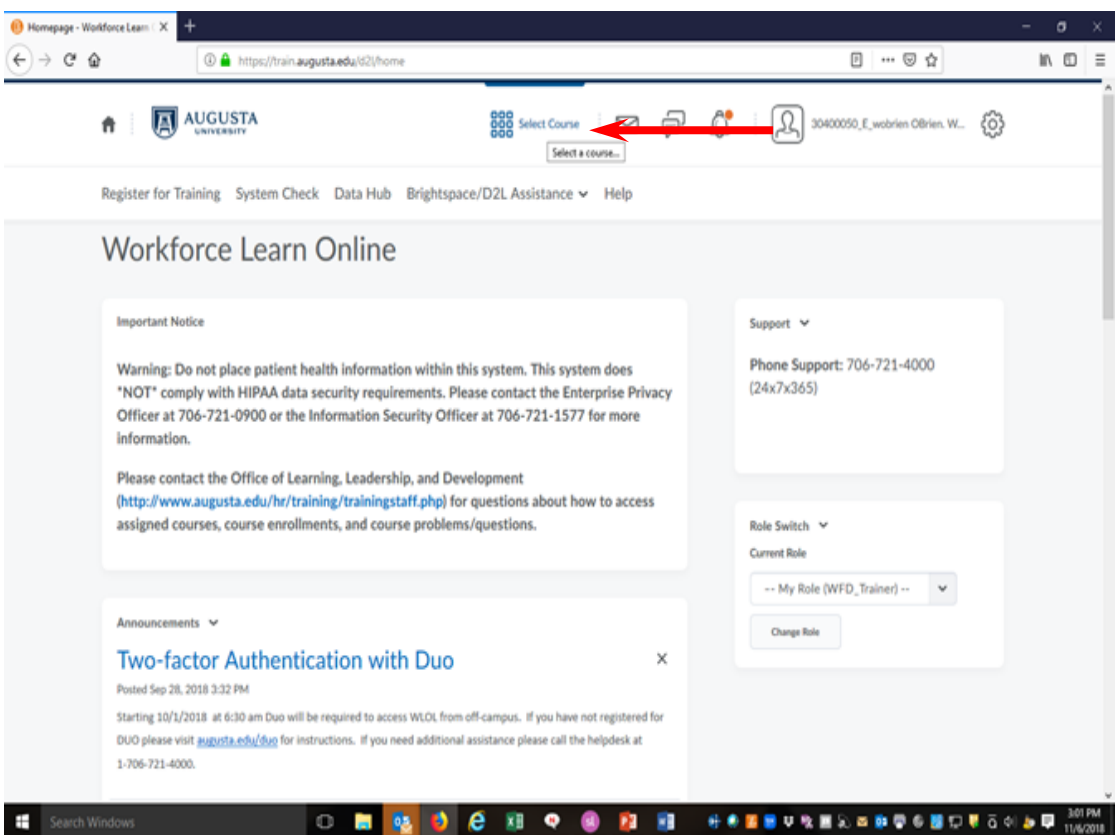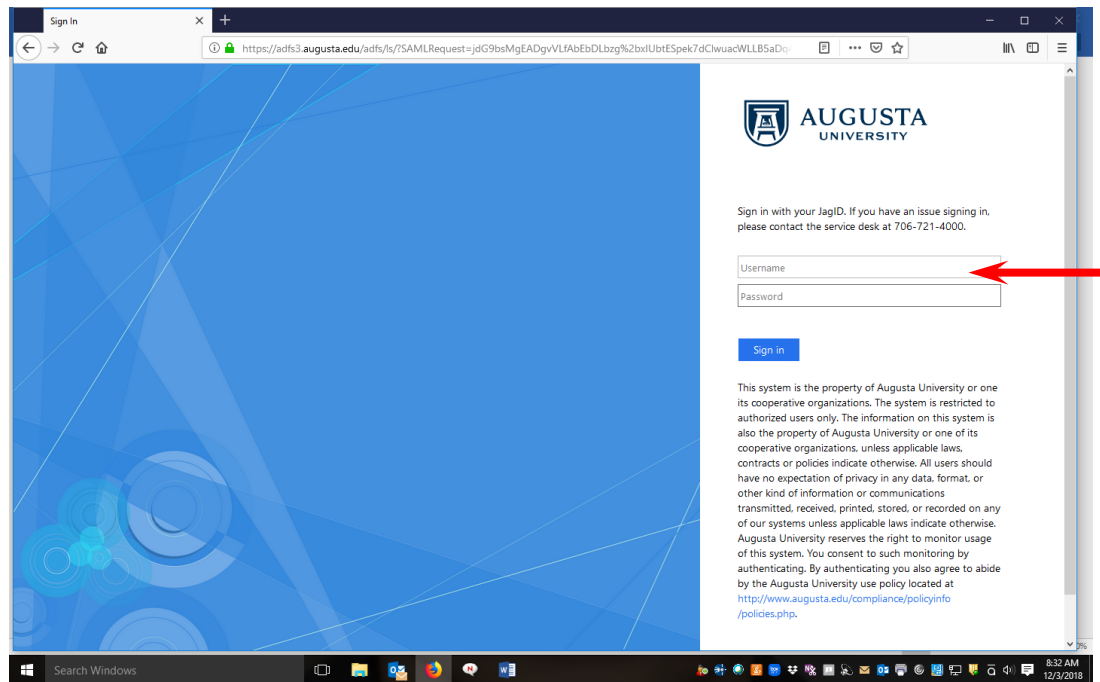# Accessing Compliance Content

•To access your annual training assignment, go to https://train.augusta.edu in your web browser.
*Note: It is recommended to use a browser such as MS Edge, Safari or Google Chrome for this training.*

•Log-in by using your Net ID and password (this is the same username and password you use to access Outlook and login to your workstation each day):
If you have any issues or questions with login, contact the Help Desk at 706-721-4000.
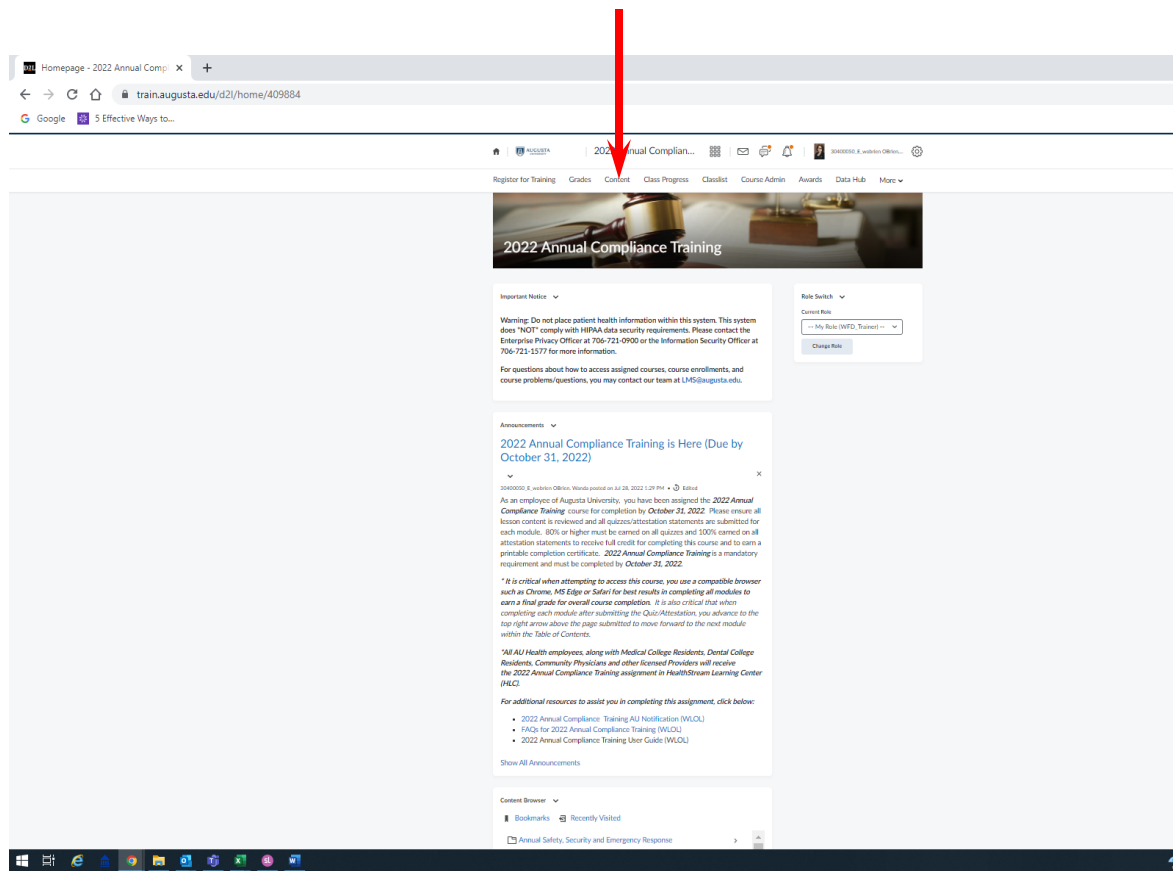
•Once you've logged in to Workforce Learn Online (WLOL), click on the drop-down arrow next to *Select a Course* at the top of the page.

•Click on the title of the *2022 Annual Compliance Training* course to open the course page.
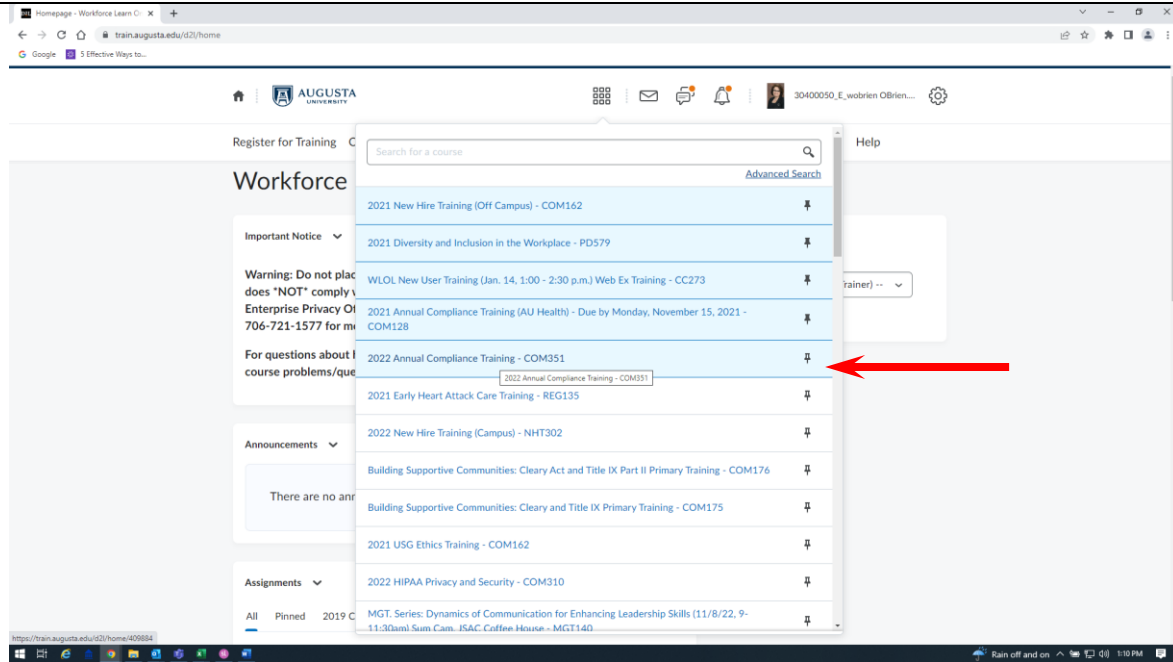
•Once the course page opens for *2022 Annual Compliance Training,* click on the *Content* tab at the top to access the *Table of Contents* page.

•Begin completion of this course by selecting the first module within the *Table of Contents*. Each module is completed once you review all content within the lesson and complete the quiz/attestation statement.
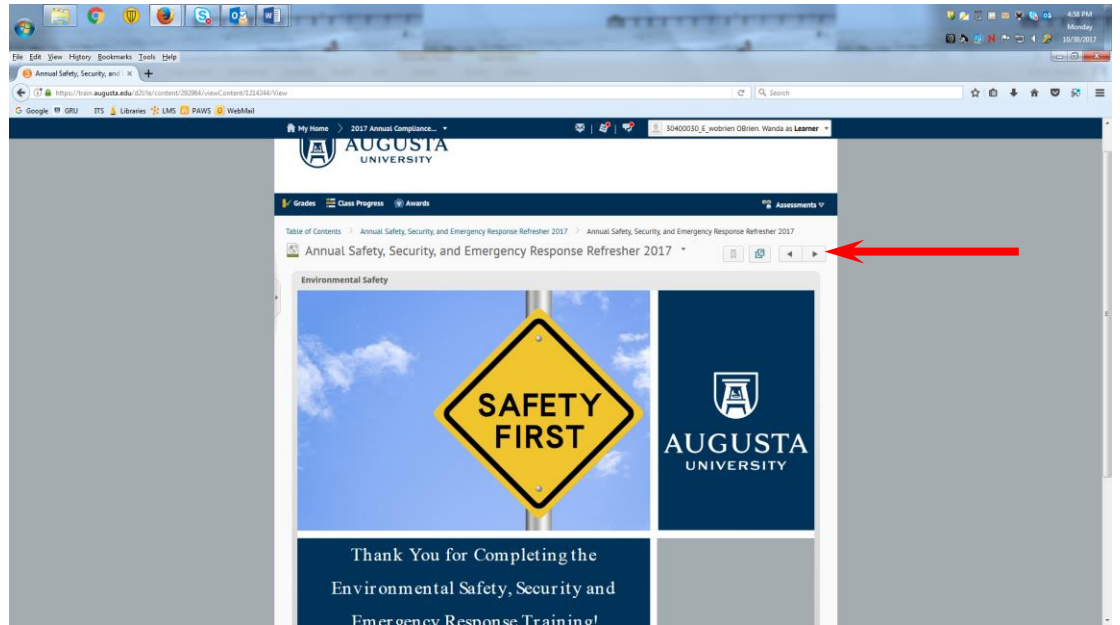
•Move to each module under the *Table of Contents* by clicking on the module title to open that particular module.
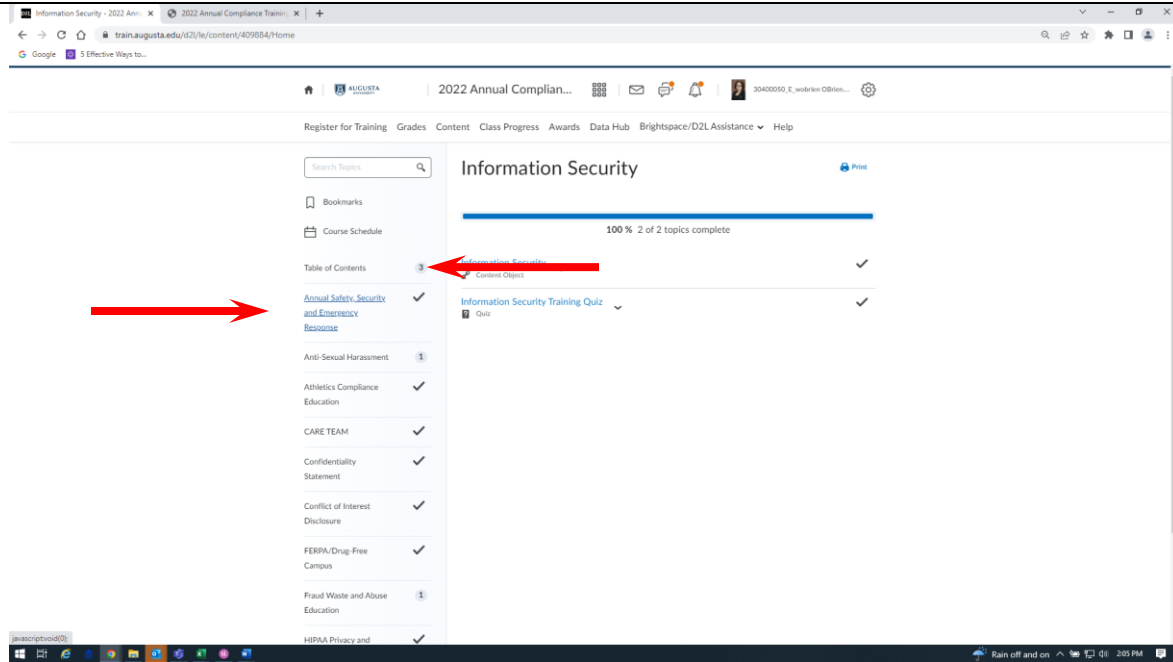
•Click the *Next* button to progress through the slides. Please note, that you must go through all tabs in the slide before you can progress to the next slide.
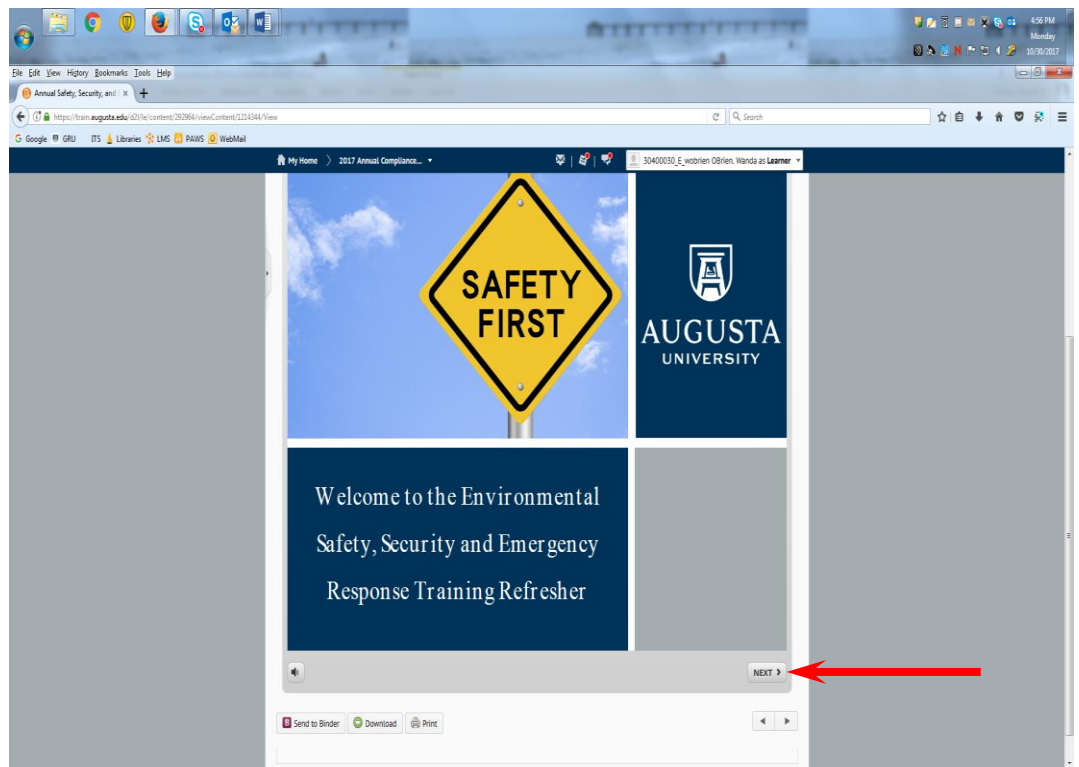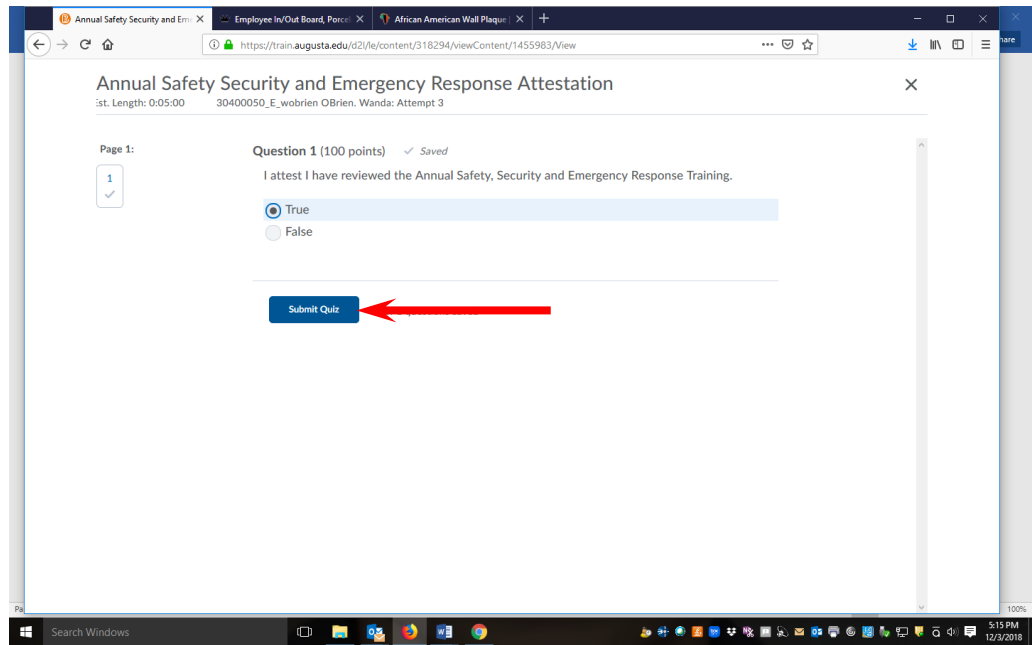
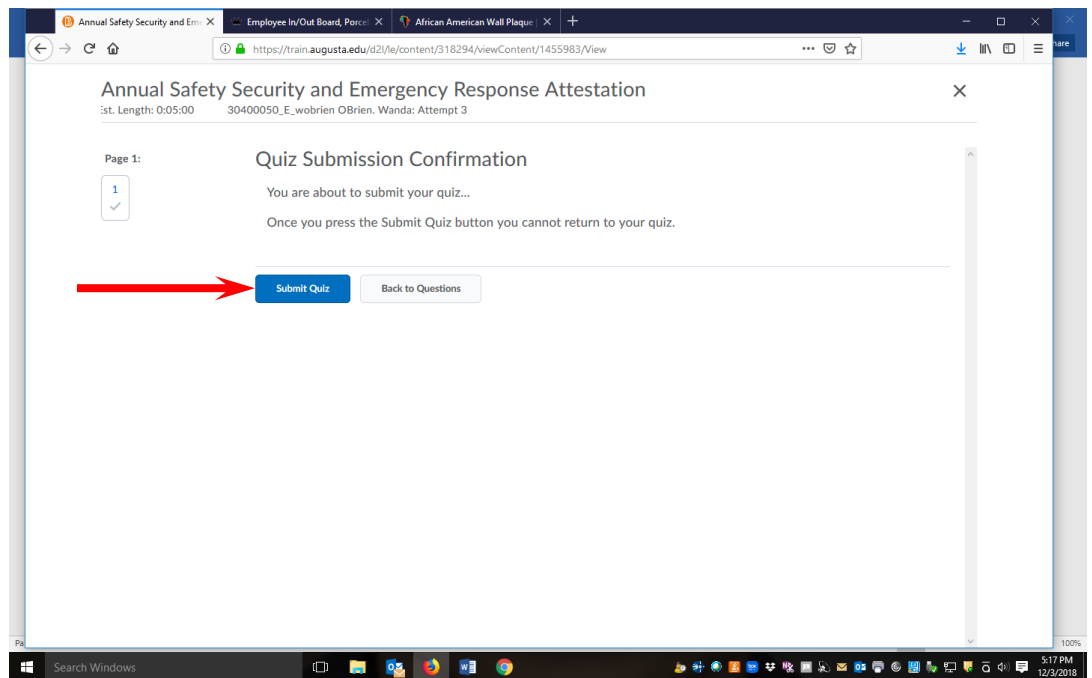•When you have reached the last slide, click the arrow as indicted at the top to launch the quiz.

•Select *Start Quiz* to begin the Quiz or complete the Attestation for a module.
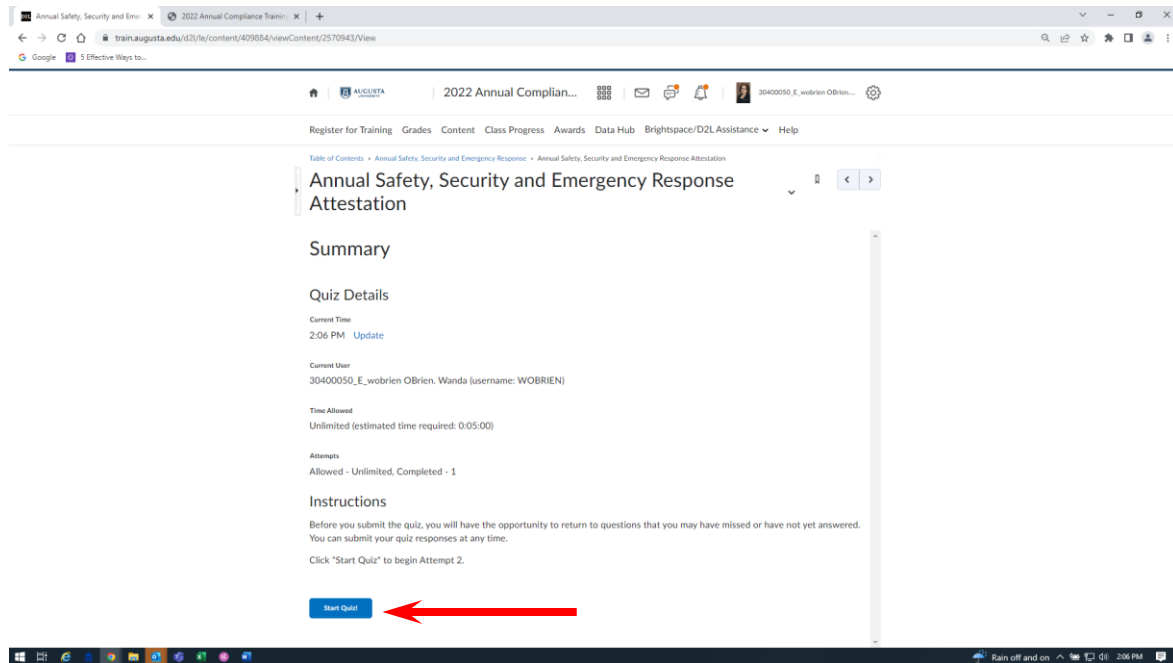
•Select the bubble next to your response and select *Submit Quiz*.

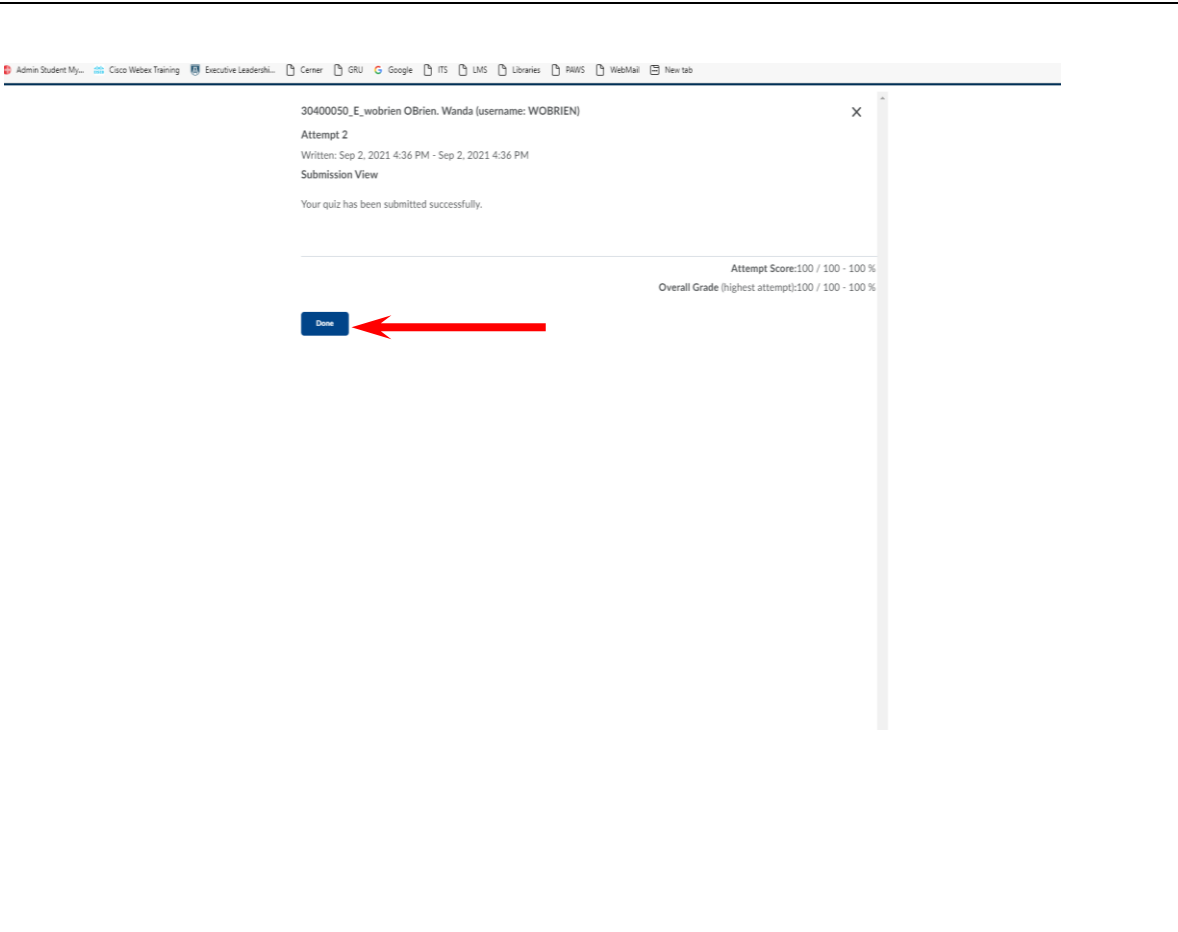•Once the *Quiz Submission Confirmation* page opens, select *Submit Quiz*.

•When the *Submission View* page opens, select *Done*.

•Upon completion of the Quiz or Attestation, a *Submissions* page reflecting your attempts on the Quiz or Attestation will appear. You can then click the arrow at the top right as indicated to proceed to the next module within the course, or select *Table of Contents* at the top left, to return to the *Table of Contents*.

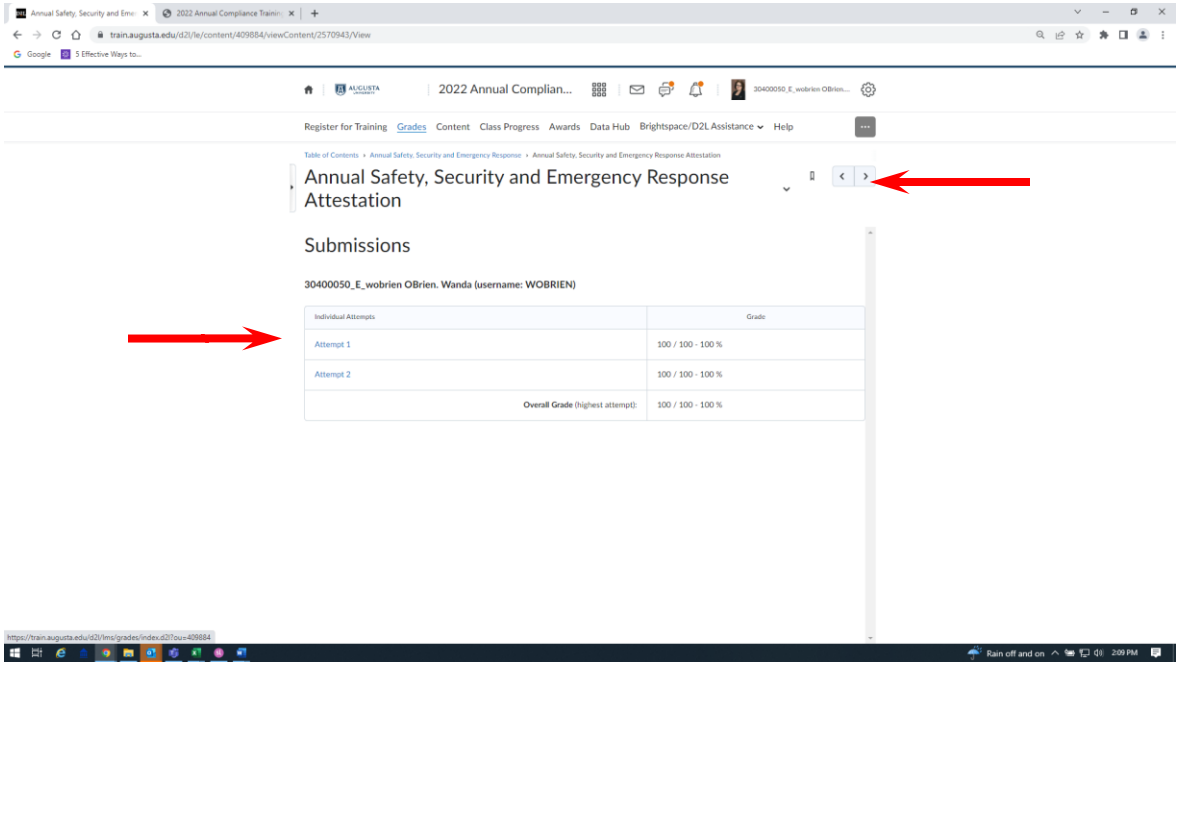***Please ensure that you have received an 80% or higher on ALL quizzes. 100% must be earned on all Attestations.**

If you received a grade of less than 80%, please return to the Table of Contents, review the content again and retake the Quiz.

Accessing Your Grades Report and Creating an Award Certificate for Completion of a Course

•To get a copy of your *2022 Annual Compliance Training Grades Report*, select *Grades* at the top left.

•The *Grades Book* for this course will open. All modules should reflect a grade. Incomplete modules will reflect a grade of "0" percent.
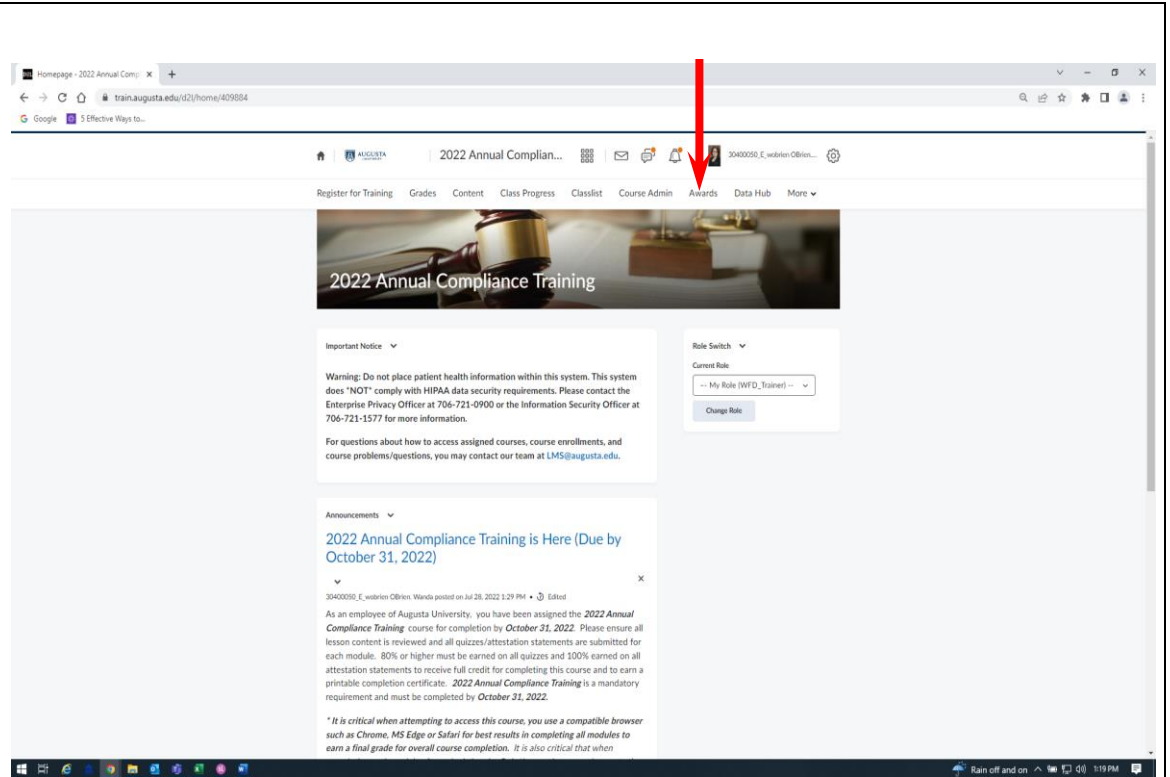
•This will also help you in identifying which modules you still need to complete.
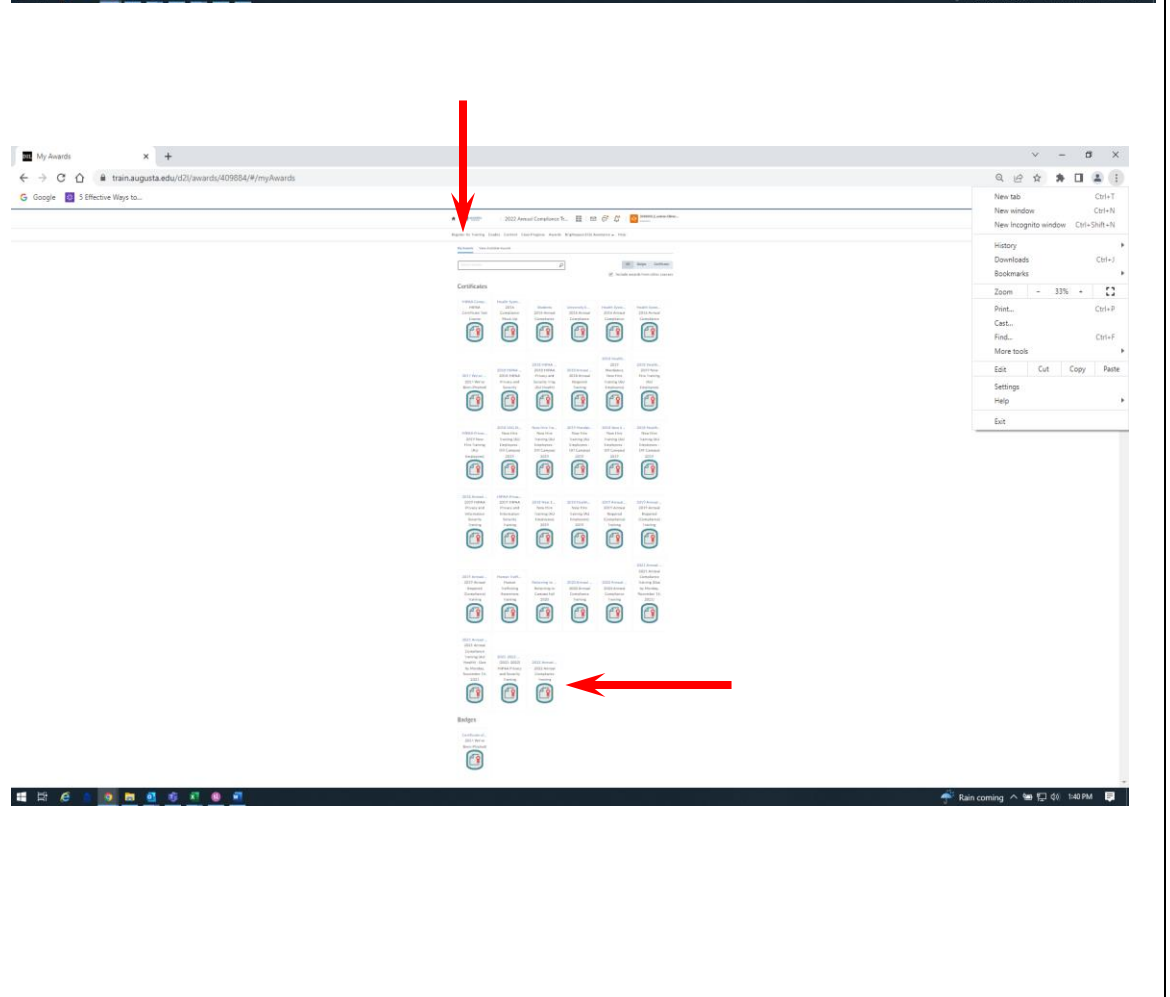
•To get a certificate of completion for completing all modules within a course, click on *Awards* at the top of the page.

•When the *Awards Book* opens, select *My Awards*. Select the course certificate you would like to print by clicking on the certificate *(2022 Annual Compliance Training)*.

• Click on the *Generate Certificate* button to generate the course completion certificate within the box that opens within the Awards page.
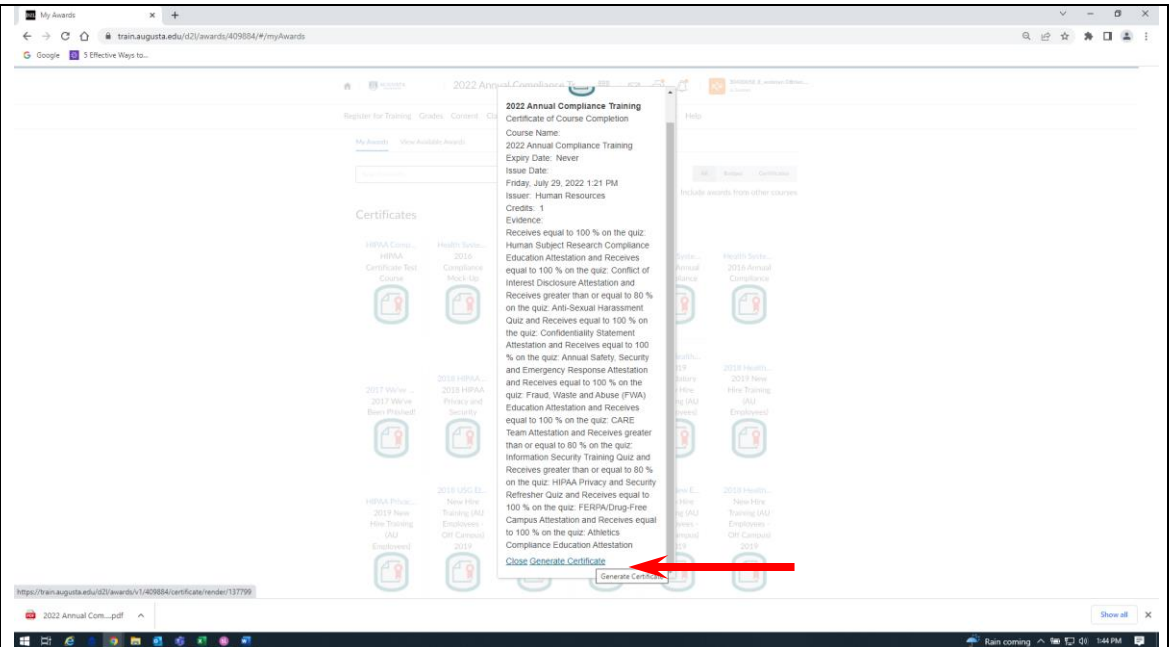
• Click the download arrow at the top right of the page to download your Award (Course Certificate of Completion).
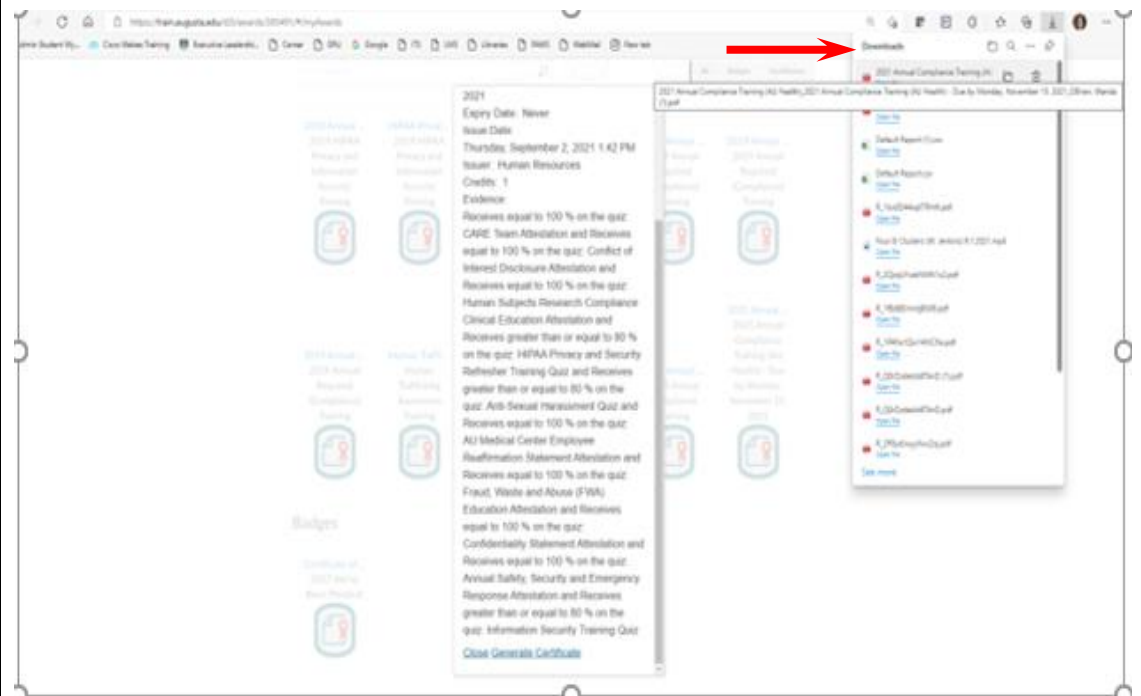
•A *Certificate of Award* reflecting your completion of a course will generate in PDF format. You may save or print this award.	 OBrien. Wanda **CERTIFICATE** *Of* **AWARD** 2022 Annual Compliance Training *Certificate of Course Completion* *2022 Annual Compliance Training* *Friday, July 29, 2022*
•*Please note the following contacts for questions about this course assignment.*	• *For questions about this course content, how to access your grade item or access the course, please contact* LMS@augusta.edu. • *For problems logging in to WLOL that may be related to Username or Password issues, please contact the Help Desk at (706) 721 – 4000.*