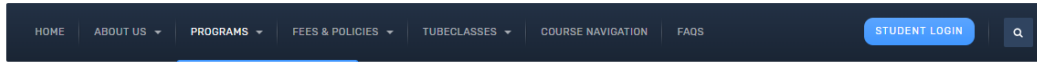


CHOOSING COURSES IN A PROGRAM

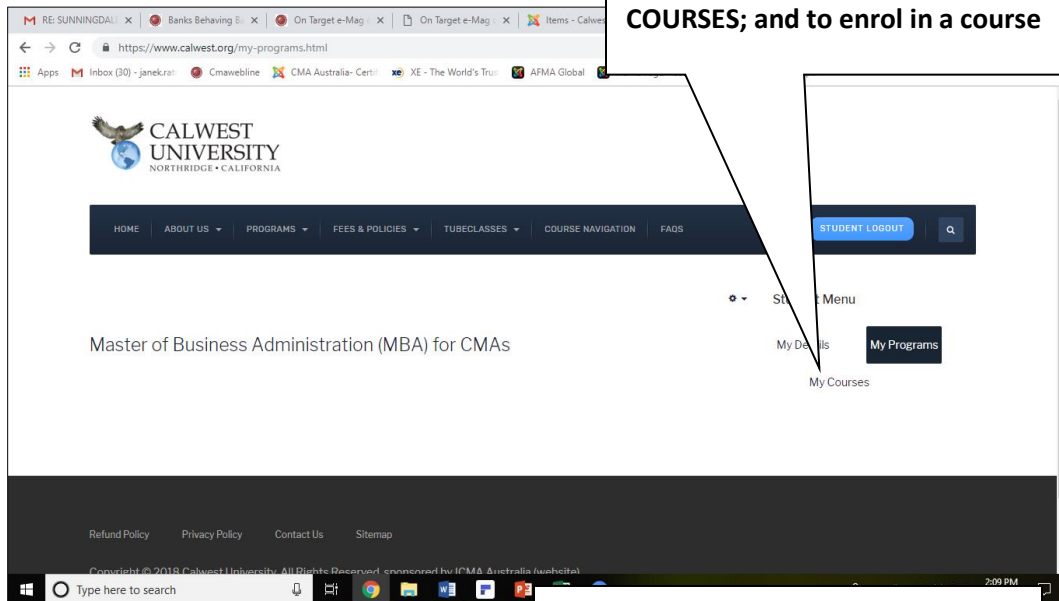
IF YOU ARE ALREADY LOGGED-IN (OR WHEN YOU LOG-IN)

To see your PROGRAMS and COURSES go to any tab on the Navigation Bar and see on the Right-Hand Side (RHS) menu bar. On HOME it is on the bottom of page.



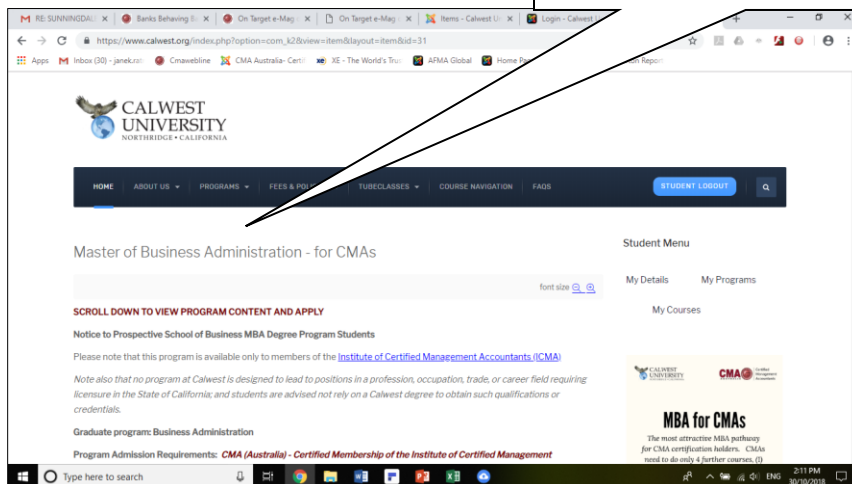
WHEN YOU LOG IN TO YOUR PROGRAM

Click here to see all the Program COURSES; and to enrol in a course



CHECKING PROGRAM PROGRESSION

To see how you are progressing in your degree program, click the name of program you are enrolled in



ENROLLING IN A COURSE

When you click on your PROGRAM, all available COURSES will be displayed.

Click on COURSE you wish to do. The Course syllabus will be then provided for you to see if you wish to undertake the course

Download Syllabus if interested in course

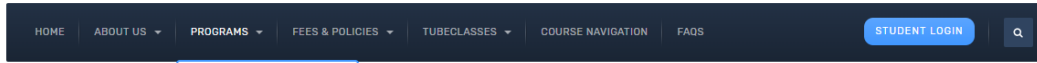
Register for Course.

ONCE YOU REGISTER FOR A COURSE RETURN TO NAVIGATION BAR

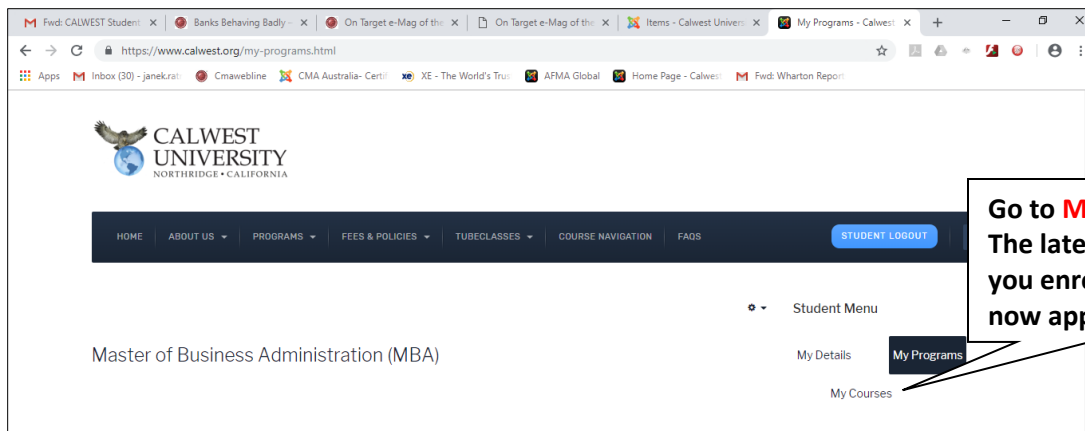
FOLLOWING A COURSE

To see your **PROGRAMS** and **COURSES** go to any tab on the Navigation Bar and see on the Right-Hand Side (RHS) menu bar. On **HOME** it is on the bottom of page.

IF YOU ARE ALREADY LOGGED-IN (OR WHEN YOU LOG IN)

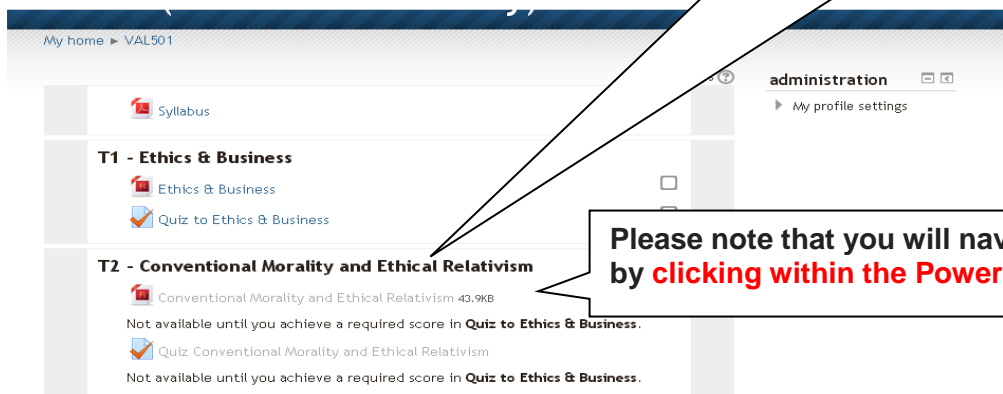
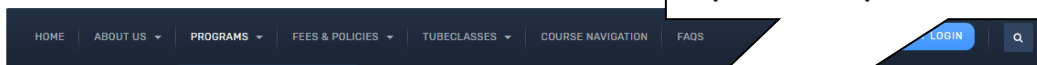


TO SEE YOUR COURSE ENROLLMENTS



Go to **My Courses**. The latest Course you enrolled in will now appear.

WHEN YOU CLICK ON YOUR COURSE YOU WILL SEE



When you go to **My Courses**, the latest Course you enrolled in will now appear. Click on it to access Course Syllabus, PowerPoints, Videos, etc. The topic questions are also provided. The **FINAL EXAM** may also be provided but cannot be accessed till all topics are completed

Please note that you will navigate the topics by **clicking within the PowerPoint** slides.

WHEN YOU WISH TO RETURN TO YOUR PROGRAM AND COURSES, GO TO THE NAVIGATION BAR.

ASSESSMENTS

For Online Courses:

If a topic has assessments, please note that you need to complete these assessments before you will be permitted to access the next topic. You can re-sit the topic assessments as many times as you wish until you get a score (usually 50%) that will enable you to continue and access the materials of the next topic.

Once you have completed all the topics in the course, you will be given access to the **FINAL EXAM**, which is a composite of all the topic assessment questions. You will be allowed only **One Attempt** at the final exam. The final exam is 3-hours in duration. After 3-hours, whatever you have attempted will be submitted automatically to Calwest for assessment, and you will get your final grade soon after.

For Research Courses:

The requirements for these are different to the online courses and the details are provided in the Course Syllabus.