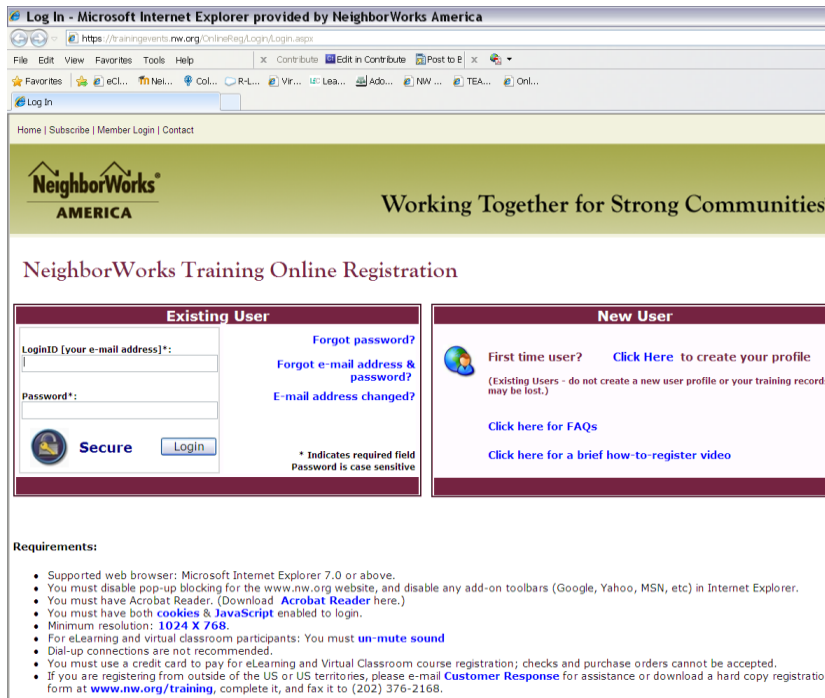**eClassroom How To:**

These instructions will help you navigate your eClassroom Express Training.

Internet Explorer 8 or higher is the supported browser. The course may not run properly if using Google Chrome or Firefox as your browser (if using these browsers, disable pop-up blockers).

After you have logged into NeighborWorks Training Events with your email and password…

Go to the eClassroom tab and click on the course title that you are registered for to open the course homepage.

The course site will open in a new browser window. An example homepage is shown here.

The icons will take you to different parts of the course.

Instructor
Bio   Resources   Quiz Access   Webinar Sign-in
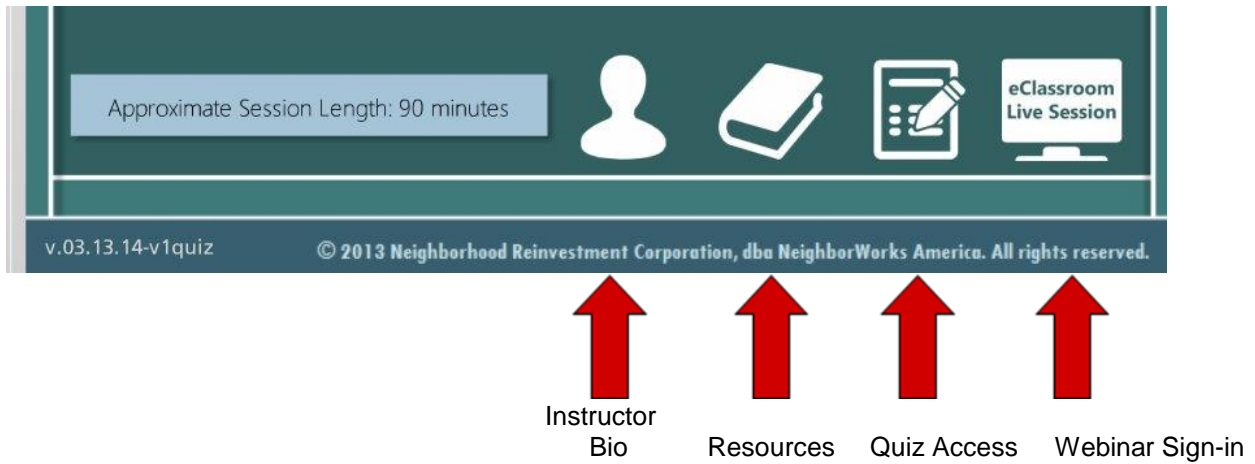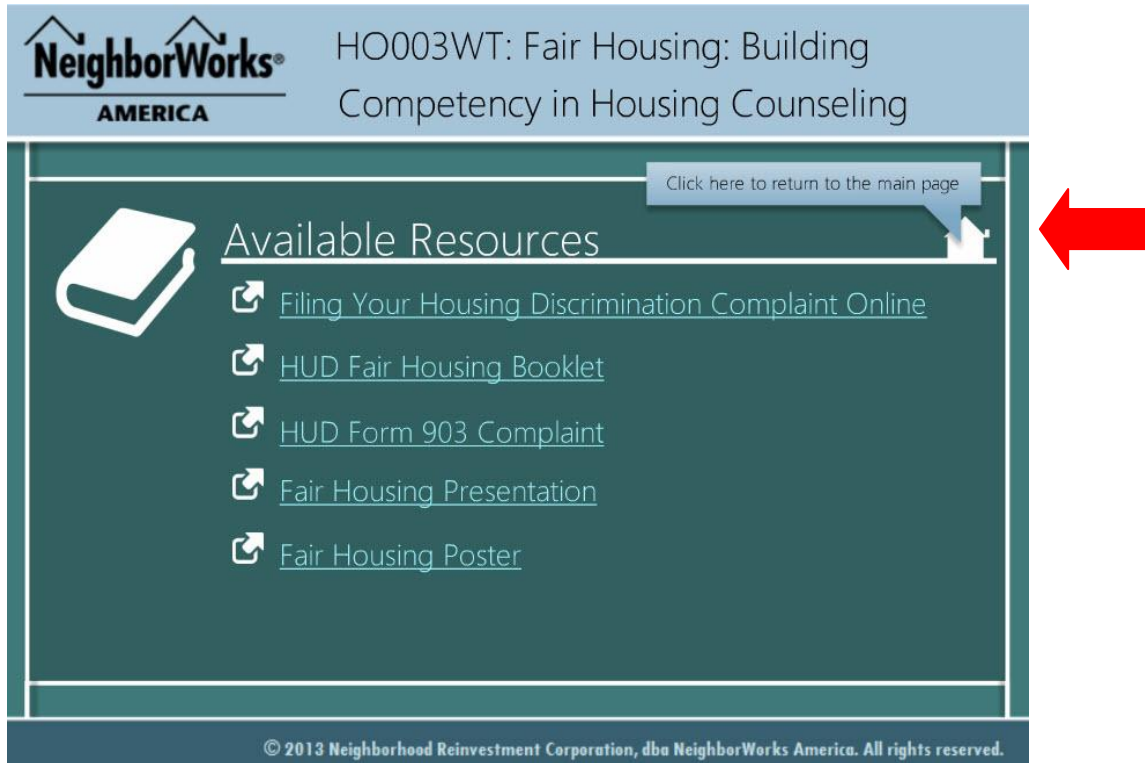
Use the eClassroom Live Session icon to open the webinar on the day of the live webinar training session. You will need to sign in with your name and email address to launch the webinar.
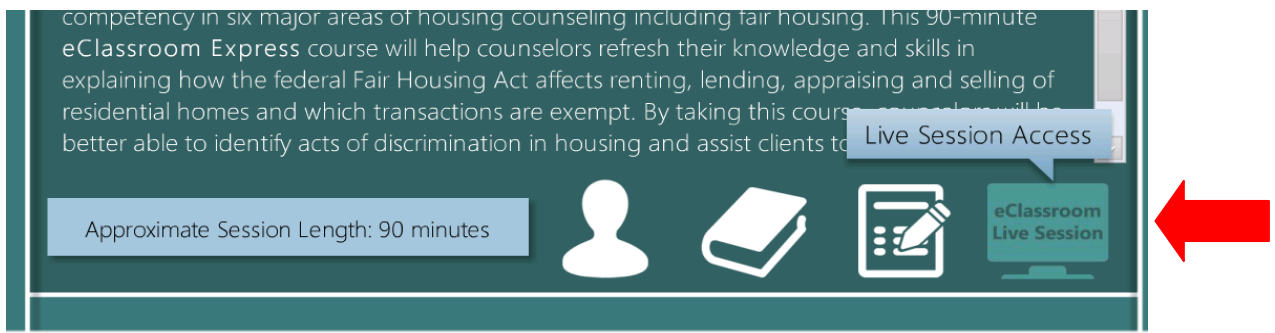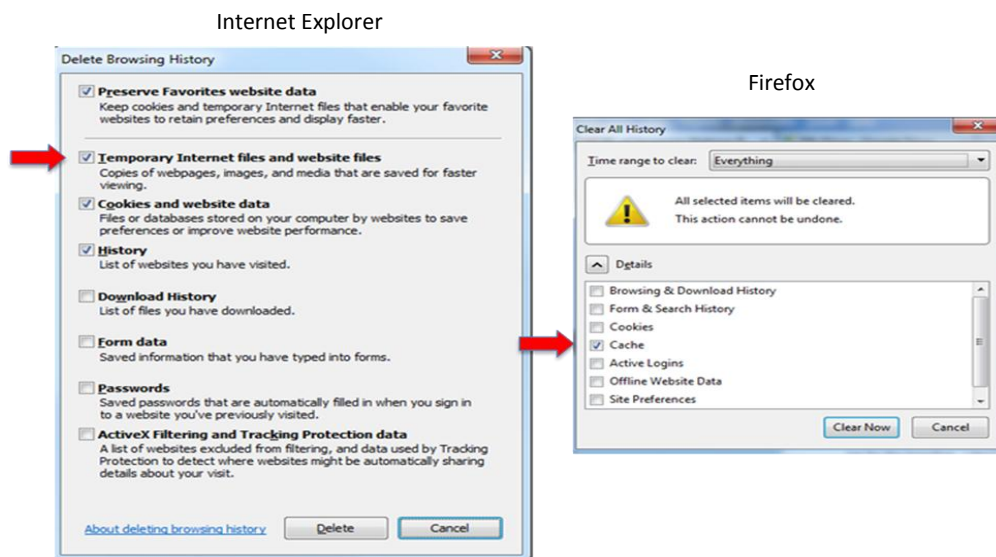
Resources can be opened, saved and printed from the book icon – this can be done at anytime between the date of your registration and the course offering date.

At anytime click on the home button to return to the course homepage

Once the live webinar training session has ended, return to the course page and clear your "cache" to enable the quiz button. Click on the CTRL and SHIFT and DELETE buttons to bring up one of the following windows. In Internet Explorer, choose to delete "Temporary Internet and Website files" – in Firefox, choose "Cache".

Internet Explorer

Firefox

NOTE: If the quiz icon does not enable after this step. Close the course page, log completely out of NeighborWork training events page. Then log back in and re-open the course.

Click on the quiz icon to open and complete the quiz
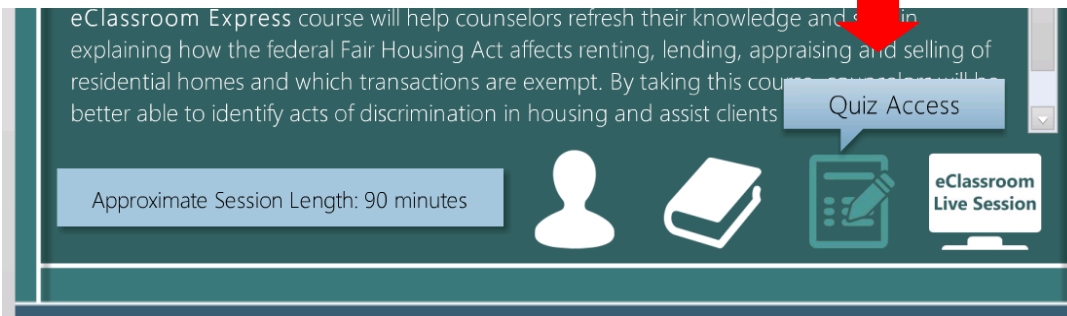
Once the quiz is passed you will see your results, and a link to the course evaluation to complete.
You will see a certificate notification on the left and a certificate button at the top. If these don't appear right away, close and re-open the course.

You will also receive an email from Collabornation that you have been granted a certificate. It contains a link to your certificate as well. Check you junk mail/spam folder if you don't see the certificate email.