HOW TO COMPLETE A COURSE QUESTIONNAIRE

Ensure you are logged in when following these steps.

STEP 1 – Go to the MY PROFILE menu item
On the website menu bar, select the MY PROFILE menu item. A list of menu items will appear. Select the ENROLLED COURSES page:

STEP 2 – Choose the course you would like to complete
A list with the courses previously enrolled into will be displayed. Choose the one you are ready to complete.
**STEP 3 – Expand all or only individual sections**

On the course’s page you will have 5 sections with all the relevant information and instructions regarding the course. Select any blue section bars to open the section. You can select the same blue bar again to close the section. Alternatively, select the ‘Open all’ on the maroon bar to view all the sections at once.

**STEP 4 – Select the QUIZ tab**

Within the questionnaire tab, select the QUIZ tab to enter into the online quiz.
STEP 5 – Select the ATTEMPT QUIZ NOW button
The new page will give you an option to start with the quiz questions or to return to the course. To proceed, select the ATTEMPT QUIZ NOW button:

Confirm your choice by selecting the START ATTEMPT button in the pop-up block:

STEP 6 – Complete the questions
Within the quiz page, you can select the correct answers. Easily jump to specific questions by using the QUESTIONNAIRE NAVIGATION block:
Once all the questions are filled in, then please select the NEXT button at the bottom of the page:

**STEP 7 – Review the summary of your attempt**

Review the summary of your attempt by viewing the column indicated what questions you have answered and what you have not answered. In the example below, question 3 has not been answered yet. If you would like to return to your attempt to complete the questions, then either select the question’s number in the QUESTIONNAIRE NAVIGATION block or the RETURN TO ATTEMPT button below the column:
If all your questions are filled in and you are confident to proceed, select the SUBMIT ALL AND FINISH button below the column:

Confirm your selection by selecting the SUBMIT ALL AND FINISH button on the pop-up block:
STEP 8 – Review your grade
You will view the page that displays your grade obtained for the questionnaire. As you have 3 attempts to pass a questionnaire, you can either choose the RE-ATTEMPT QUESTIONNAIRE button or the GO BACK TO COURSE button, depending on your grade obtained.

Note: All the sections in the course must be completed before your CPD certificate is saved in your CPD manager.