POLIQUIN

EDUCATION ONLINE

Learning Management System Guidelines

Poliquin International Certification Program © 1982-2011

Guidelines and Support

• **Internet environment**:: The best possible Internet environment for the LMS is as recent of a machine you can find with Windows 2000 or XP, Flash Player 8, Internet Explorer 7+ or Mozilla Firefox, and an Internet connection of a 56KB minimum modem. We highly recommend a cable modem or DSL Internet connection. Please disable your pop-up blockers for the LMS website and any firewalls if you are having issues with viewing the online content.

• **Internet Connection**:: The more secure your Internet connection is, the easier it will be to view the online content and the less likely you will be to lose your online connection. You will be viewing online videos, taking exams, and viewing online PPT movies. If you know your Internet connection is unstable, please source another connection that is more stable, if possible. A wired connection is more secure than wireless.

• **Required to Complete**:: You will be required to view certain documents before you begin your online courses. Please read these thoroughly. Your course material is set up as though each section must be completed and/or passed before you can gain access to the next course section.

• **Screenshots/Print Screen**:: For online exams -- The LMS may time out a session after 30-60 minutes. This means if there is no activity within the LMS it will automatically log you out. If you do not finish all of the questions and your session ends automatically, the exam will account for one attempt. This one attempt will not be a complete or passing score. At your next login, you will be required to start exam from the beginning for your second attempt.

• **Course Term**:: Each student has 18 months from the start of their 1st course to complete the full level. We will send reminders to alert you of the remaining days and when to start thinking of signing up for your in-person Practical session.

• **Student Account**:: Your new student account with your course registrations, address, username, password, payments is not a part of the LMS. If there are any changes to your student account, please make those changes on the account where you registered for classes.

• **Support**:: You can contact Poliquin Education Online support at +1 (401) 398-7845 Monday-Friday 8:30am-4:30pm EST or via email info@poliquineducationonline.com.

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