How to Complete eLearning Training (ELT)

We have included two printable documents that will help you complete eLearning Training (ELT).

- The first document is the **Steps for Completion** document.
  - Details exactly what you need to do, step-by-step.
  - Provides written directions on where to click to accomplish each step.
- The second document is the **ELT Objectives** document.
  - Provides all necessary information to pass the 10 question quiz included in ELT.
- The documents are provided in PDF format and can be printed and used to guide you through ELT.
- You will find these documents in ELT on the **Getting Started** page.

**What is required for completion of ELT?**

- Review all information on the **Getting Started** page.
- Click on the link to the **Content** page.
- Review and complete all sections under the **Required Steps for Completion** link.
  - Common Elements of a Blackboard Course
  - Using Course Mail
  - Using Discussion Boards
  - Check My Grades
  - Completing an Assignment
  - Completing a Quiz
  - Assignment and Quiz (actually complete a sample assignment and short quiz)
  - **NOTE:** To be approved to register for online courses at WCC you must complete the assignment and the quiz. Both the assignment and the quiz must have a score of 100%. You can submit the assignment and take the quiz as many times as you like. Attempts are unlimited for both.

**How can I check my progress in completing ELT?**

- Use the **My Grades** link on the left side of the screen to check your progress.
- **If you have a Final Average of 100% you are complete with ELT.**
- **If you have a Yes in the Able to Register for Online Courses section of My Grades you are approved to register for online courses.** This can take up to two business days for processing.
- You can contact the Helpdesk if you are unsure of your status.