



Welcome to the new ADAA e-Learning Center. This Guide will help you navigate the new system. For Members, education and learning is now self-directed with 24/7 access to the Center. Follow the steps below to get started in making your first selection and navigating through a course/webinar.

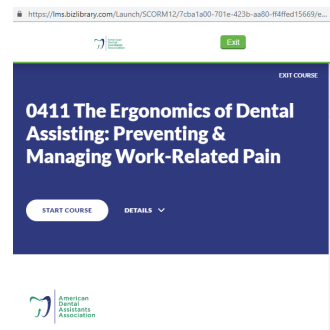
Step 1: Browse topics from your homepage by category by clicking on any of the categories under Browse Topics:

Step 2: Select your course. In the example below the ADAA Webinar topic was selected. The 42 recordings populate the screen. Click on the course/recording you'd like to start.

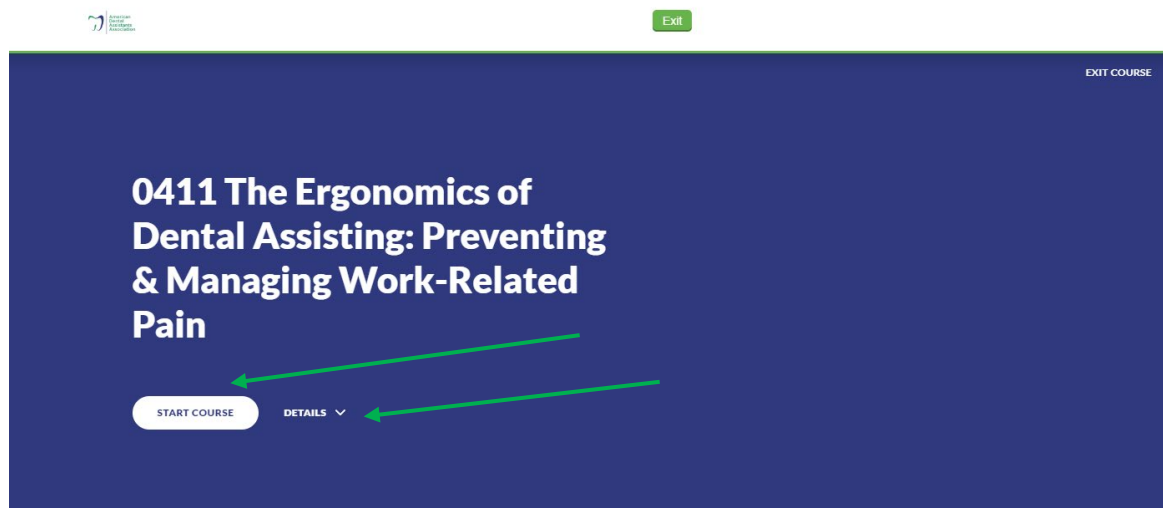
Step 3: Click Launch



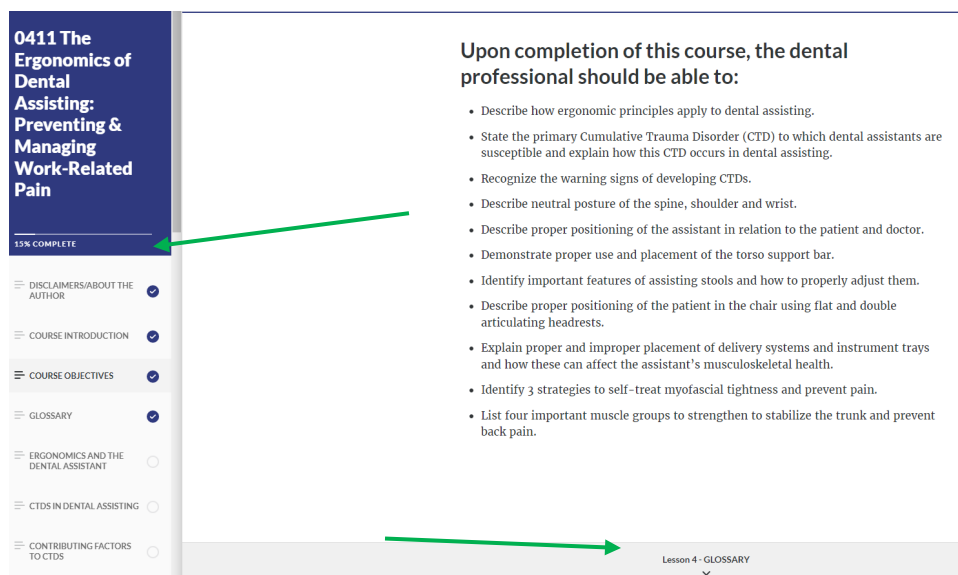
Step 3A. Course Opens in a new Window;
Maximize View to Full Screen



Step 4: Review Course Details; Click Start Course



Step 5: Note on the left under the title - % Complete; Note at the bottom of the page, a Down arrow to continue to next section of the course. To go back a screen, scroll up until you view the Up arrow.



Step 6: Download any related course documents to your device. Most courses also have a Reference & Resources section at the end of the course. Download any related course documents you'd like to save to your device.



0411 The Ergonomics of Dental Assisting: Preventing & Managing Work-Related Pain

15% COMPLETE

DISCLAIMERS/ABOUT THE AUTHOR ✓

COURSE INTRODUCTION ✓

COURSE OBJECTIVES ✓

GLOSSARY ✓

Lesson 4 of 27

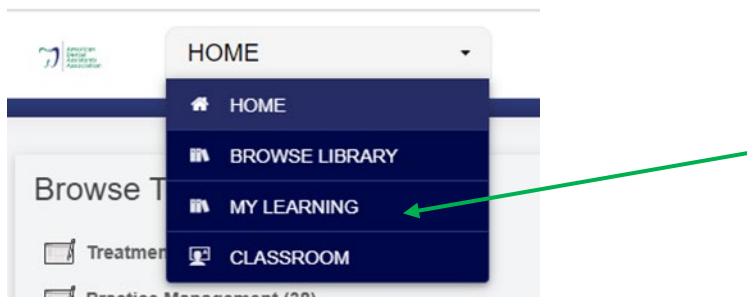
GLOSSARY

PDF 0411 glossary.pdf 56.2 KB

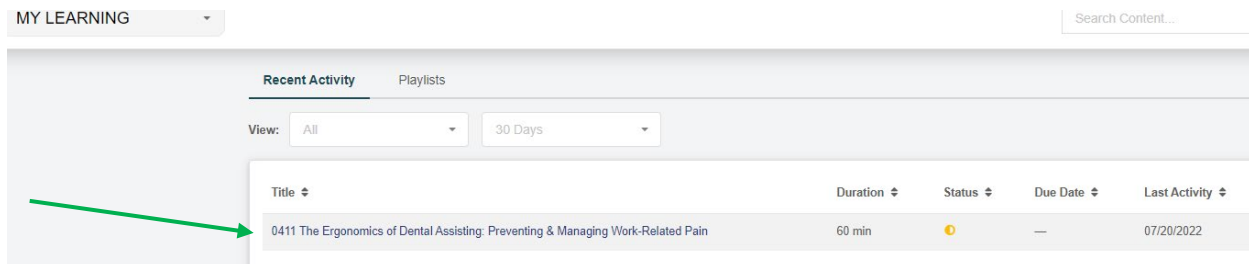
Download icon

LEAVE THE COURSE AT ANY TIME. TO RESUME WHERE YOU LEFT OFF...

1. Log into the ADAA e-Learning Center
2. From the HOME drop-down, click on MY LEARNING



3. Click on the Course Title to resume; then click Launch. The system will take you to the last content reviewed.



MY LEARNING

Search Content...

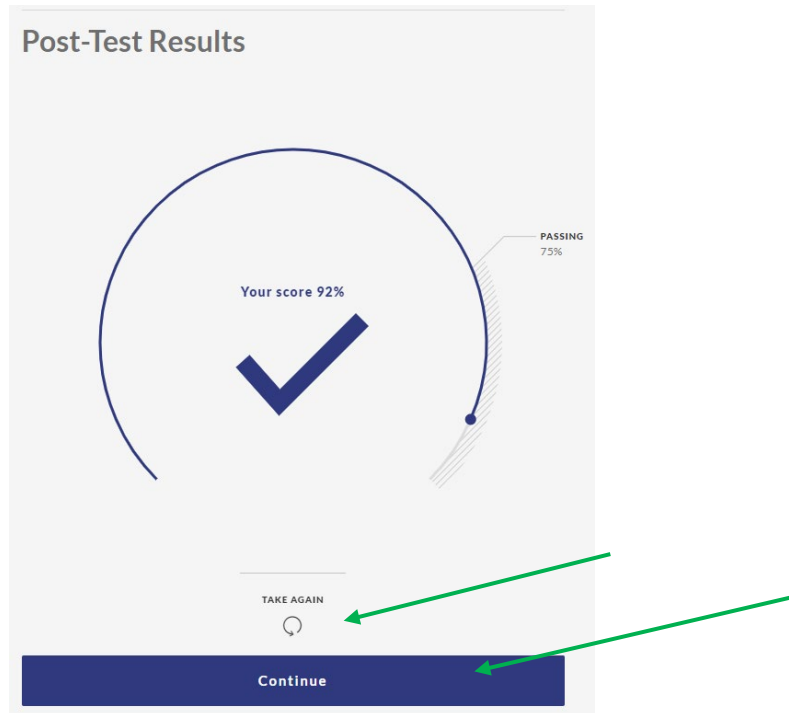
Recent Activity Playlists

View: All 30 Days

Title	Duration	Status	Due Date	Last Activity
0411 The Ergonomics of Dental Assisting: Preventing & Managing Work-Related Pain	60 min	🟡	—	07/20/2022

Step 6: POST-TEST

1. Complete the post-test – a successful score is 75%
 - If you do not have a passing score, click Take Again
 - If you have a passing score, click Continue



Step 7. COURSE EVALUATION

- A completed course evaluation is required to access your certificate and have the course marked as complete in the e-Learning Center. Click Submit at the end of the survey.

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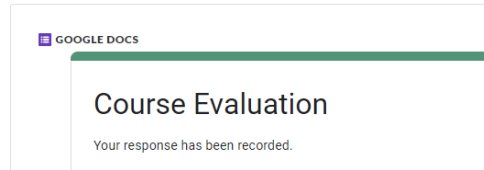
SURVEY

The image shows a survey form. At the top, it says 'GOOGLE DOCS'. Below that are two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons is a text input field with the placeholder text 'If no, please explain.' and 'Your answer'. At the bottom of the form, there is a green 'Submit' button and a 'Clear form' link. A green arrow points to the 'Submit' button.

- Once Submitted you will see the message below.

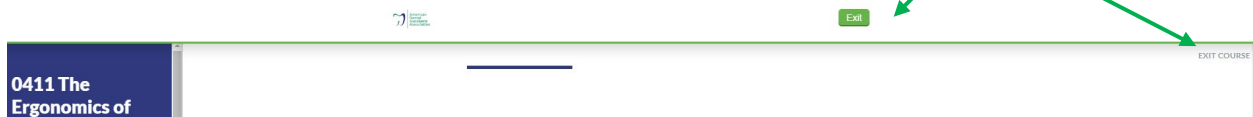
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SURVEY



Step 8: ACCESSING YOUR CERTIFICATE OF COMPLETION

- Exit the course (top of the page or top right)



- Click on the yellow icon to the right of the course title. If you do not see the white check in the blue circle, the course is not marked as Complete – relaunch the course to complete.



- Your certificate will download as a PDF; save and/or print. *Congratulations.* You're completed your 1st course in the new Center. On the next Friday, ADA staff will download your earned CE to your member record; it will be viewable in your Member Dashboard.

