



Distance Teaching and
Learning Centre (DTLC)

NORTHERN AND NATIVE HEALTH PROGRAM
Montreal Children's Hospital

User Guide for Mon.CEFD

10/16/2012

Table of Contents

What is Mon.CEFD?	2
Who can register to Mon.CEFD?.....	2
Login.....	3
Set up my Account	4
Search for Courses	5
Search for Upcoming Videoconferences, Certifications and Workshops	5
Register to Live Conferences	6
Register to Certifications and Workshops	6
Search for Newly Uploaded Material.....	7
Obtain Your Certificate	8
Post a Question or Comment.....	9
Receive Email Posts from the Discussion Forum	10
Navigating around Mon.CEFD.....	11
Navigating within Home Page.....	11
Navigating within Courses	14
Navigating within Course Page	16
Navigating within Quiz.....	17
Navigating within Calendar.....	19
F.A.Q.....	20
Computer Literacy.....	21

What is Mon.CEFD?

Mon.CEFD is an online learning space where you can access your learning material (videoconferences, online lessons, articles, quizzes, proof of attestations, and certifications and workshops registration forms) and communicate with the presenters and other nurses and clinicians working in remote areas of Quebec. Mon.CEFD is accessible to everyone no matter the place or time!

The goal of this platform is to create a community of practice where everyone can share their experiences and professional advice.

IMPORTANT! Mon.CEFD is still under development! It may look different from this user guide, but most of the features remain the same. Currently, there are no courses on Mon.CEFD. Courses will also be slowly uploaded onto this learning platform.

Who can register to Mon.CEFD?

Our services are mainly intended for nurses; however, we invite all other health professionals and social services (such as community workers, social workers, midwives and doctors) working for our CSSS partners.

Our CSSS partners are:

- Cree Board of Health and Social Services of James Bay
- CSSS of Lower North Shore
- CSSS Vallée-de-la-Gatineau
- Inuulitsivik Health Centre
- Pakuashipi Health Centre
- Tullatavik Health Centre

IMPORTANT! For other health professionals, please consult your organization to confirm whether or not they accept our credits.

Login

How do I login for the first time?

New Members

If you have not yet registered to the program,

1. Go to <http://mon.cefd.ca>.
2. Below where you enter your username and password, there is a registration link. Click on **Register Me**.
3. Fill in the form.
4. Once we have confirmed that you are an employee of our CSSS partners, an e-mail will be sent to you with your username and temporary password.

Registered Members

If you have already registered to the program, an e-mail with your username and temporary password has been sent to you. If you did not receive the e-mail, please contact us at cefd_dtlc@muhc.mcgill.ca.

1. Go to <http://mon.cefd.ca/login>.
2. Input your username name and temporary password.
3. Change your password.
4. Click **Save Changes**. You will be automatically sent to the homepage.

How do I login after my first time?

1. Go to <http://mon.cefd.ca>.
2. On the top left corner, enter your username and password.
3. Click **Login**.

Set up my Account

1. On the left-hand side, search for **Settings**.
2. Click on **My Profile Settings**.
3. Click on **Edit Profile**.
4. Set your profile as the following:
 - Email display: **Hide my email address from everyone**
 - Email format: **Pretty HTML format**
 - Email digest type: **Complete (daily email with full posts)**
 - Forum auto-subscribe: **Yes: when I post, subscribe me to that forum**
 - Forum tracking: **Yes: highlight new posts for me**
 - When editing text: **Use HTML editor (some browsers only)**.
 - AJAX and Javascript: **No: use basic web features**
 - Screen reader: This feature is usually used by blind or partially-sighted users to interpret what is displayed on the screen. Select
 - **No**, if you do not need this feature.
 - **Yes**, if you need this feature.
 - Preferred Language: **English**

General

First name*	<input type="text" value="demo"/>
Surname*	<input type="text" value="demo"/>
Email address*	<input type="text" value="cefd.cusm@gmail.com"/>
Email display	<input type="text" value="Hide my email address from everyone"/>
Email format	<input type="text" value="Pretty HTML format"/>
Email digest type	<input type="text" value="Complete (daily email with full posts)"/>
Forum auto-subscribe	<input type="text" value="Yes: when I post, subscribe me to that forum"/>
Forum tracking	<input type="text" value="Yes: highlight new posts for me"/>
When editing text	<input type="text" value="Use HTML editor (some browsers only)"/>
AJAX and Javascript	<input type="text" value="No: use basic web features"/>
Screen reader ?	<input type="text" value="No"/>
City/town*	<input type="text" value="Montreal"/>
Select a country*	<input type="text" value="Canada"/>
Timezone	UTC-5
Preferred language	<input type="text" value="English (en)"/>

Search for Courses

1. Go to **Home** page.
2. Under **Courses**, click on the course you would like to learn.
3. If you have not enrolled in the course, click on **enrol me**. You will be directed to the Course page.
4. If the course contains more than one topic, click on the **title of the topic** in the table of content.
5. Download your PowerPoint presentation, watch the recorded videoconference, complete the quiz and obtain your certificate.

Search for Upcoming Videoconferences, Certifications and Workshops

Searching for the upcoming live videoconferences, certifications and workshops can be done in two ways:

Option 1

1. Go to **Home** page.
2. At the left side of the screen, there is a calendar. The following describes how to use this calendar:

The image shows a calendar interface titled 'CALENDAR' for 'SEPTEMBER 2012'. The calendar grid shows days from Sunday to Saturday. A callout box on the left explains that clicking on the month will display the calendar in full screen. Another callout box on the left explains that placing the mouse over green squares (representing events) will show the event title. On the right, two callout boxes explain that clicking on the left arrow (<) displays the previous month's calendar and clicking on the right arrow (>) displays the next month's calendar. A third callout box on the right points to the date '6' (Monday, 3 September) and explains that this is today's date. The event 'First Aid and CPR' is listed for Monday, 3 September.

Option 2

1. On the top of the page, click on **Calendar**.
2. See page 19 for instructions on how to use the calendar.



Register to Live Conferences

There are limited seats available for the live videoconference. **First come, first serve!** You can register by:

- Community – a representative of each community must register their community.
- OR**
- Yourself – you can only register yourself if you are attending the videoconference outside the working environment (such as at home or on site at the Montreal Children’s Hospital).

Instructions

1. Go to **Home** page.
2. Under Upcoming Videoconference, there will be a short description of the videoconference.
3. Click on **Registration**. You will be directed to a full description of the videoconference.
4. Click on **Register**.
5. Fill in the form.
6. A confirmation email will be sent to you shortly.

Important! Registration is done by community. A representative of each community must register their community and provide us with their list of participants.

OR

You can register yourself if you are attending the videoconference outside of your work environment.

Register to Certifications and Workshops

1. Go to **Home** page.
2. Scroll down to **Upcoming Certifications and Workshops**.
3. Click on **more info** for registration and more information.
4. Click on **Register** to register to the certifications and workshops.
5. Fill in the form.
6. A confirmation email will be sent to you.

Search for Newly Uploaded Material

There are two ways to find out what new educational material have been put onto the platform or changed (such as recorded videoconference, articles and job aids):

Option 1

1. Go to **Home** page.
2. Scroll down to **News**. There will be 2-3 most recent posts. These posts will mention whether there have been any updated courses or not. For older posts, click on **Older Topics** at the bottom of the page.

The screenshot shows the main interface of the platform. At the top is a navigation bar with links: HOME, NEWS, CALENDAR, DISCUSSION, NEED HELP?, CONTACT US, MY COURSES. Below this is a sidebar with 'NAVIGATION' and 'CALENDAR' sections. The main content area is titled 'COURSES' and lists various subjects like Cardiovascular, Digestive, Musculo-skeletal, Nervous, Skin, Nose, Eyes, Mouth, Reproductive, and Respiratory. It also lists 'Diseases and Conditions' such as Cancer, Growth and Development, Infections, Intoxication, Metabolic Problems, Mental Health, Wound Care, and Trauma. Below the courses is a section for 'UPCOMING VIDEOCONFERENCES' with details for a Cardiovascular session on October 24, 2012. At the bottom of the main content area is a table for 'UPCOMING CERTIFICATIONS AND WORKSHOPS'.

NEWS

The news post is titled 'New Recorded Videoconference' by Olivia Yu on Tuesday, 11 September 2012, 11:27 AM. The title is 'Gunshot Wound'. The description states: 'This session reviews how to assess a patient with a gunshot wound, which injuries to prioritize and why.' The hours of accreditation are 2 hrs, non-accredited. The speaker is Dr. Tarek Razek. At the bottom of the post, there is a link labeled 'Older topics'.

Most recent posts

Click here to go to older posts

Option 2

1. On the Top Navigation Bar, click on **News**.
2. Search for any posts related to newly uploaded material.



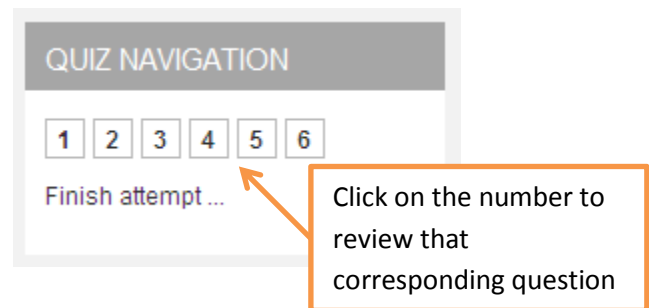
Obtain Your Certificate

The certificate is a proof that you have attended the videoconference, either live or recorded. This is needed to claim your continuing education hours. **Please print or save the certificate and keep it somewhere safe.**

There are certificates for each videoconference. You must score at least 75% on the quiz to obtain the certificate.

Instructions

1. Find the quiz you would like to complete.
2. Click on **Quiz**.
3. Click on **Attempt the quiz**.
4. Complete the Quiz.
5. At the bottom of the page, click on **Next**.
6. Click **Submit all and finish**.
7. A confirmation pop-up window will be displayed, if you
 - Are finished with the quiz, click on **Submit all and finish**.
 - Would like to review your answers before submitting, click on **Cancel**. On the left side of the screen, click on the number of the questions you would like to review. Once you are done reviewing, repeat steps 5-6.
8. Complete and score at least 75% on the quiz.
9. On the left hand side, click on **Certificate**. You will automatically download the certificate.



HOME > MY COURSES > TRAUMA > TOPIC 1 > QUIZ > INFO

NAVIGATION

- Home
 - My home
 - Site pages
- My profile
- My courses
 - Trauma
 - Participants
 - Topic 1
 - PowerPoint Presentation
 - Article
 - Videoconference
 - Quiz
 - Info
 - Certificate**

QUIZ

Quiz- Mechanism of Injury

Grading method: Highest grade

SUMMARY OF YOUR PREVIOUS ATTEMPTS

Attempt	Completed	Marks / 6.00	Grade / 100.00	Review
1	Friday, 7 September 2012, 08:28 AM	6.00	100.00	Review

HIGHEST GRADE: 100.00 / 100.00.

[Re-attempt quiz](#)

Click to download your certificate

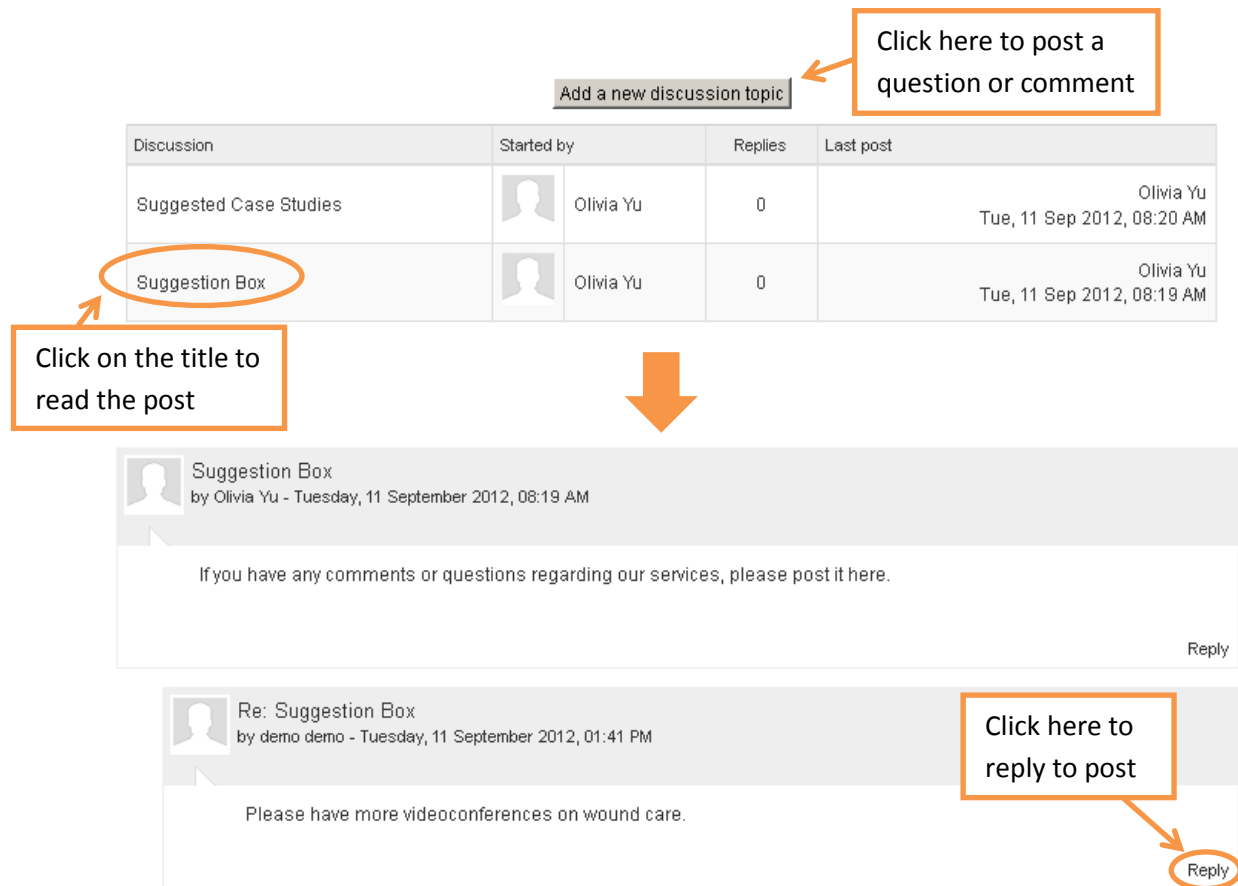
IMPORTANT! If you do not obtain at least 75% on the quiz, the Certificate link will not appear.

Post a Question or Comment



1. On the top menu, click on **Discussion**.



2. If you want to
 - i. Start a new discussion, click on **Add a new discussion topic**.
 - ii. Reply to an existing post, click on the title of the discussion and click **reply**.



The screenshot shows a discussion forum interface. At the top, there is a button labeled "Add a new discussion topic" with an arrow pointing to it from a callout box that says "Click here to post a question or comment". Below this is a table of discussions:

Discussion	Started by	Replies	Last post
Suggested Case Studies	 Olivia Yu	0	Olivia Yu Tue, 11 Sep 2012, 08:20 AM
Suggestion Box	 Olivia Yu	0	Olivia Yu Tue, 11 Sep 2012, 08:19 AM

An arrow points from the "Suggestion Box" title to a callout box that says "Click on the title to read the post". Below the table, a large orange arrow points down to a detailed view of the "Suggestion Box" post. The post header shows the title "Suggestion Box" by Olivia Yu - Tuesday, 11 September 2012, 08:19 AM. The content area contains the text "If you have any comments or questions regarding our services, please post it here." and a "Reply" button. Below this is a reply post titled "Re: Suggestion Box" by demo demo - Tuesday, 11 September 2012, 01:41 PM. The content of the reply is "Please have more videoconferences on wound care." and a "Reply" button. A callout box points to the "Reply" button with the text "Click here to reply to post".

Navigating around Mon.CEFD

Navigating within Home Page

The Home page contains all the important information that you will need to navigate around Mon.CEFD. There are eight components on the Home page:

The screenshot shows the Mon.CEFD Home Page with the following components identified by callouts:

- 1 Navigation:** A sidebar menu on the left containing sections like Home, My profile, Forum posts, My private files, My courses, and Trauma.
- 2 Calendar:** A calendar widget for September 2012, with the 11th highlighted.
- 3 Profile Settings:** A settings section in the sidebar with options like Edit profile, Change password, and Messaging.
- 4 Connection and Language Settings:** A top right area showing the user is logged in as 'demo demo' and a language dropdown set to 'English (en)'.
- 5 Top Navigation Bar:** A horizontal bar with links for HOME, NEWS, CALENDAR, DISCUSSION, NEED HELP?, CONTACT US, and MY COURSES.
- 6 List of Courses:** A central section titled 'COURSES' with two columns of course categories: 'Body System' (Cardiovascular, Digestive, Musculo-skeletal, Nervous, Skin, Nose, Eyes, Mouth, Reproductive, Respiratory) and 'Diseases and Conditions' (Cancer, Growth and Development, Infections, Intoxication, Metabolic Problems, Mental Health, Wound Care, Trauma).
- 7 Upcoming Videoconference:** A section titled 'UPCOMING VIDEOCONFERENCES' with details for a 'Cardiovascular - Clinical Assessments' session on October 24, 2012, including a description, time, and registration information.
- 8 Upcoming Certifications and Workshops:** A section titled 'UPCOMING CERTIFICATIONS AND WORKSHOPS' with a table listing events like 'Advanced Cardiac Life Support (ACLS)' and 'Trauma Nursing Core Course (TNCC)'.
- 9 News:** A section titled 'NEWS' featuring a 'New Recorded Videoconference' by Olivia Yu on September 11, 2012, about 'Gunshot Wound'.

1 Navigation

This section is mainly what you will use to navigate around Mon.CEFD. The following describes each link in the Navigation section:

- **Home** – brings you to the Home page.
- **My home** – lists the courses you enrolled in.
- **Site pages** – contains links to go to the New, Calendar, Discussion and Need Help sections.
- **My profile** – contains links to view your profile, posts and private files.
 - View Profile – contains details about you, such as your name and email address.
 - Forum Posts/Discussion – contains all the comments and questions that you have created in the discussion board, including posts from other users who have responded to you.
 - My Private Files – allows you to upload and manage your documents.
- **My courses** – lists all the courses available to you. Clicking on any of these courses will direct you to them.

NAVIGATION

Home

- My home
- Site pages
- ▼ My profile
 - View profile
 - ▼ Forum posts
 - Posts
 - Discussions
 - My private files
- ▼ My courses
 - Digestive
 - Nervous
 - Skin, Nose, Eyes, Mouth
 - Reproduction
 - Cancer
 - Growth and Development
 - Infections
 - Intoxication
 - Mental Health
 - Trauma

2 Calendar

This section displays all of CEFD's events, such as videoconference, workshops and certifications.

The screenshot shows a calendar for September 2012. The calendar is displayed in a grid format with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates (1-30). A callout box points to the left arrow (<) and right arrow (>) at the top of the calendar, explaining that clicking on < will display last month's calendar and clicking on > will display next month's calendar. Another callout box points to the date 3, which is highlighted in green, explaining that placing the mouse over the green squares will automatically show the title of the event. A third callout box points to the date 6, which is highlighted in red, explaining that this is today's date. A fourth callout box points to the date 3, explaining that clicking on the month will display the calendar in full screen.

Clicking on the month will display the calendar in full screen.

Clicking on < will display last month's calendar.

Clicking on > will display next month's calendar.

Placing your mouse over the green squares will automatically show you the title of the event.

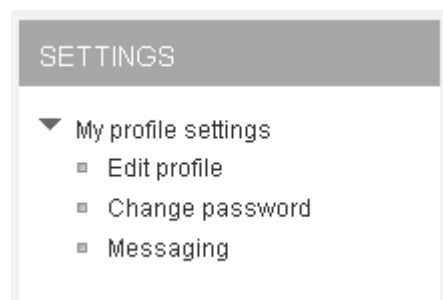
Today's date

3 Profile Settings

This section allows you to change your profile details, password and email settings (whether you want to receive emails when a new course and discussion posts have been added).

The following describes each link in the Profile section:

- **Edit profile** - allows you to change the details in your profile.
- **Change password** – allows you to modify your password.
- **Messaging** – allows you to change whether or not you want to receive an email or a pop-up notification when there is a new course, posts and more.



4 Connection and Language

This area shows whether you are signed into your account or not, and which language is being displayed.

- **Login and Logout** - allows you to connect or disconnect from Mon.CEFD.
- **Language Settings** - changes the language to either English or French.

5 Top Navigation Bar

This is another section which is used to go around Mon.CEFD. The following describes each link in the Top Navigation Bar:

- **Home** – returns to Home page.
- **News** – lists all the updates on Mon.CEFD.
- **Calendar** – displays a calendar of events (videoconferences, workshops and certifications).
- **Discussion** – lists all the comments and questions created by you and other users.
- **Need Help** – contains user guides and contact information for the support team.
- **Contact Us** – displays our mailing and email address, and phone and fax number.
- **My Courses** – lists all the courses you are enrolled in.

6 List of Courses

This section lists all the subjects available on Mon.CEFD. Clicking on any subject will bring you to the Course page.

Note: Mon.CEFD is still under development, courses will be uploaded gradually.

7 Upcoming Videoconference

This section provides a short description of the upcoming videoconference.

8 Upcoming Certification and Workshops

This section lists all the upcoming certifications and workshops.

9 News

This section contains the most recent updates on the site. Older news can be found by clicking on **News** on the Top Navigation Bar, or click on **Older Topics** at the bottom of the page.

Navigating within Courses

Once you click on any of the subjects listed in the Home page, you will be directed to the Course page. The following is an example of a Course page:

The screenshot shows a course page for 'Trauma' with several annotated features:

- 1 Bread Crumb:** Located at the top left, it shows the navigation path: HOME > MY COURSES > TRAUMA.
- 2 List of Courses:** A sidebar menu under 'NAVIGATION' lists various course categories, with 'Trauma' selected and expanded to show 'Participants'.
- 3 Grades:** A sidebar menu under 'SETTINGS' includes 'Course administration' and 'Grades'.
- 4 List of all the Topics within the Course:** A 'TOPIC OUTLINE' section titled 'Trauma - Table of Contents' lists seven topics: Mechanism of Injury, Primary Assessment for Trauma, Shock, Fluid Replacement, Pediatric Polytrauma, Trauma during Pregnancy, and Gunshot Trauma.
- 5 Description of Topic:** The first topic, 'Mechanism of Injury', is expanded to show a description, 'Continuing Education Hours: 2 hrs, non-accredited', and 'Speaker: Josée Larocque, instructor for TNCC, Emergency Nurse Educator'. A 'Resources' section lists PowerPoint Presentation, Article, Videoconference, Quiz, and Certificate.
- 6 Completion Progress:** A vertical progress indicator on the right side of the topic description shows five checkmarks, indicating completion status.

1 Breadcrumb Trail

This section shows you where you are in Mon.CEFD and how you got there. For example, in the above screen shot we have **Home > Courses > Trauma**. This implies that you started on the Home page, went into the list of courses and selected on Trauma.

2 List of Courses

You can easily change the course you want to learn by clicking on them.

3 Grades

You can view your grades and review your completed quizzes here.

Important! Not all your grades are here. This section only lists the grades you have obtained on quizzes completed in the Trauma course. Each course has its own set of quizzes and grades section. For example, the Cancer course will only contain grades on the quizzes offered in the Cancer course.

4 List of all the Topics within the Course

You can quickly scan for the specific topic you would like to learn.

5 Description of Courses

This section contains a short description of the course, number of accredited or non-accredited hours, and presenter's name.

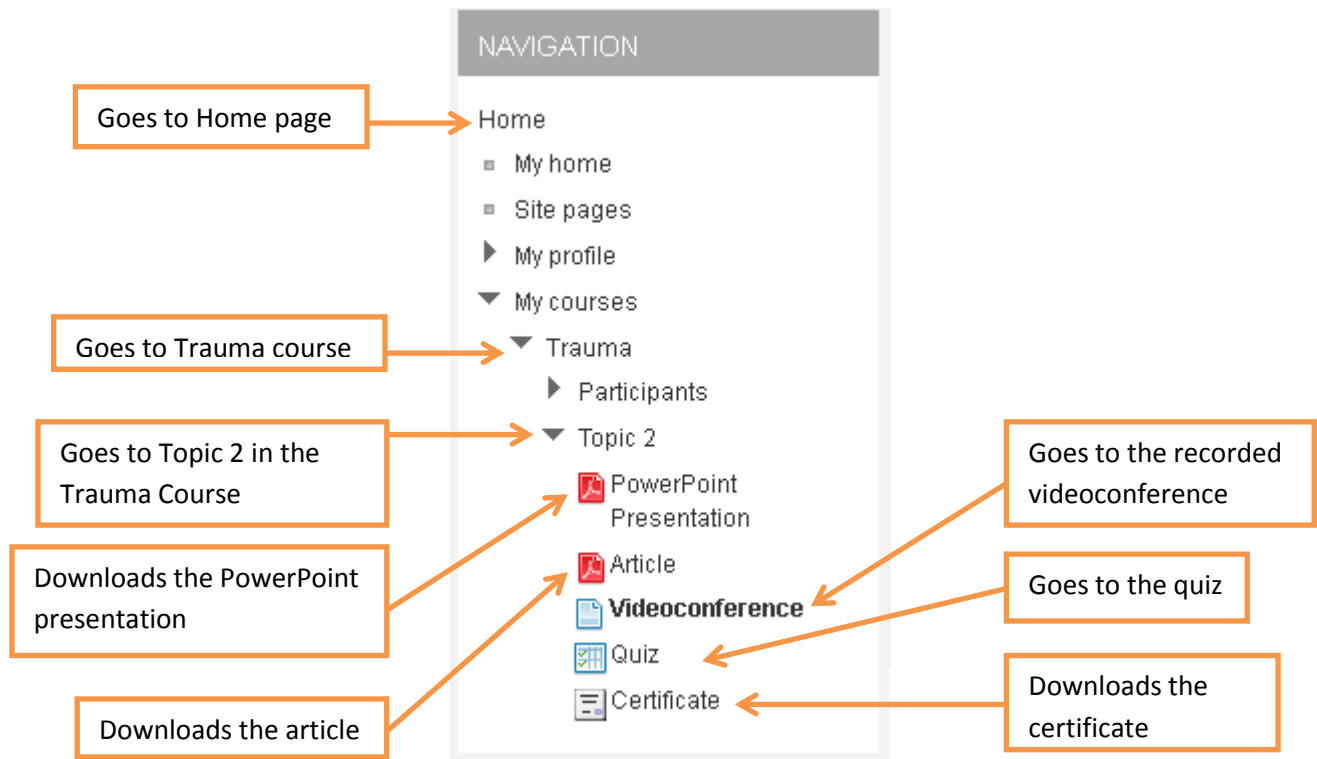
6 Completion Progress

The checked boxes indicate that you have downloaded and/or completed the educational resource (such as downloaded the PowerPoint presentation and completed the quiz).

Important! You can only access the Certificate link after obtaining at least 75% on the

Navigating within Course Page

If you are watching the recorded videoconference or attempting the Quiz, you can access all the other educational resources using the Navigation section. The following describes each link in the Navigation section:



Navigating within Quiz

Each topic has a quiz. You must score at least 75% on the quiz to obtain a certificate (a proof of attestation). If needed, you can re-attempt the quiz. You have unlimited tries on the quiz.

Completing the Quiz

The following describe the links within the quiz:

The screenshot shows a quiz interface with a top navigation bar containing links for HOME, NEWS, CALENDAR, DISCUSSION, NEED HELP?, CONTACT, and MY COURSES. Below this is a breadcrumb trail: HOME > MY COURSES > TRAUMA > TOPIC 2 > QUIZ. On the left, a 'QUIZ NAVIGATION' box contains three numbered buttons (1, 2, 3) and a 'Finish attempt ...' link. The main area displays three questions, each with a 'Flag question' icon. Two callout boxes provide instructions: one points to the navigation numbers, and another points to the flag icon in the third question. A 'Next' button is located at the bottom.

HOME > MY COURSES > TRAUMA > TOPIC 2 > QUIZ

QUIZ NAVIGATION

1 2 3
Finish attempt ...

Question 1
Not yet answered
Marked out of 1.00
Flag question
1+1=3
Select one:
 True
 False

Question 2
Not yet answered
Marked out of 1.00
Flag question
3-2=1
Select one:
 True
 False

Question 3
Not yet answered
Marked out of 1.00
Flag question
5-5=1
Select one:
 True
 False

Next

Click on any of these numbers to go directly to the corresponding question

Click on the flag image to mark the question as important

Reviewing the Quiz

Once you have completed the quiz, you can review your responses.

The screenshot shows a quiz review interface. At the top, the breadcrumb path is "HOME > COURSES > TRAUMA > TOPIC 2 > QUIZ". Below this is a "QUIZ NAVIGATION" section with three numbered buttons (1, 2, 3) and a "Finish review" button. The main content area displays quiz statistics and three questions.

Quiz Statistics:

Started on	Friday, 7 September 2012, 08:09 AM
Completed on	Friday, 7 September 2012, 08:10 AM
Time taken	1 min 24 secs
Marks	2.00/3.00
Grade	66.67 out of a maximum of 100.00

Question 1: 1+1=3. Incorrect. Mark 0.00 out of 1.00. Select one: True False. Incorrect.

Question 2: 3-2=1. Correct. Mark 1.00 out of 1.00. Select one: True False. Correct!

Question 3: 5-5=1. Correct. Mark 1.00 out of 1.00. Select one: True False. Correct.

Annotations:

- A box on the left points to the navigation buttons: "The answers highlighted in
 - red are incorrect answers
 - green are correct answers"
- A box at the top right points to the statistics table: "Describes when you started and completed the quiz, how long it took and your grade".
- A box at the bottom left points to the "Finish review" button: "Ends your review".

Navigating within Calendar

Once you have clicked onto **Calendar** on the top menu. You can observe all the previous and upcoming events. The following describes each link in the Calendar:

The screenshot shows a web interface with a top navigation bar containing links: HOME, NEWS, CALENDAR, DISCUSSION, NEED HELP?, CONTACT US, and MY COURSES. Below the navigation bar is a 'Detailed month view' section with a dropdown menu set to 'All courses'. The main calendar displays 'August 2022' with navigation arrows for '< July 2012' and 'September 2012 >'. Two 'Videoconference' events are listed on August 8th and 22nd. A 'MONTHLY VIEW' sidebar shows three months: July 2012, August 2012, and September 2012. A tooltip for 'Monday, 3 September events' shows a 'First Aid and CPR' event. An 'Export calendar' button with a 'ical' icon is also visible.

Annotations:

- Preferences:** Points to the 'MY COURSES' link in the top menu.
- Sets how you want your Calendar to look:** Points to the 'All courses' dropdown menu.
- Goes to previous or next month:** Points to the '< July 2012' and 'September 2012 >' navigation arrows.
- Goes to more detail about the event:** Points to the 'Videoconference' event entries in the main calendar.
- Events:** Points to the 'MONTHLY VIEW' sidebar.
- Today's date:** Points to the date '7' in the August 2012 monthly view.
- Holding your mouse over the green square will show you the title of the event:** Points to the tooltip for 'Monday, 3 September events'.

F.A.Q

1. Can I access Mon.CEFD from home?

Yes. Mon.CEFD can be accessed anywhere with Internet services. Open any Internet browser (Google Chrome, Firefox, and Internet Explorer) and type the web address in your browser: <http://mon.cefd.ca>.

2. How come when I click on the title of the topics, I am not directed anywhere?

You must be using Internet Explorer 8 or higher. If that is the case, you will not be able to click on it. Instead, you must scroll down to the topic you would like to learn.

3. When I click on grade, I only get some grades not all.

Each course has their own set of quizzes and grades. Those grades are scores that you have obtained in the quizzes of that course. For example, the Trauma course has its own set of trauma quizzes. The Cardiovascular course has its own set of cardiovascular quizzes.

4. I cannot register to the live videoconference.

This could be because there are no more remaining seats for the live videoconference.

5. How do I change my answers on the quiz when I get a pop-up confirming that I want to submit?

Click cancel and look at the top left corner of the quiz, there are little squares with numbers in them. These numbers represents the number of the questions.

6. I subscribed to email notification but I do not receive them.

Check your spam and junk mail. If it is there, set our email as 'is not junk mail'. If it is still not there, please contact us at cefd_dtlc@muhc.mcgill.ca.

7. I did the quiz, but I cannot click on the certificate.

You must score at least 75% on the quiz to be able to click on the certificate.

8. How do I post a suggestion or comment?

See page 9.

Computer Literacy

Word	Definition
Link	A reference to data that the reader can directly follow. If clicked on, it will direct the reader to that resource.
Page	A text document that is viewed on the Internet
Screen shot	A photograph of what is being displayed on a computer.
Upload	Putting images or documents onto the Internet.