N4a Volunteer Engagement Course Navigation Guide

Center for Aging and Disability Education and Research
Boston University School of Social Work

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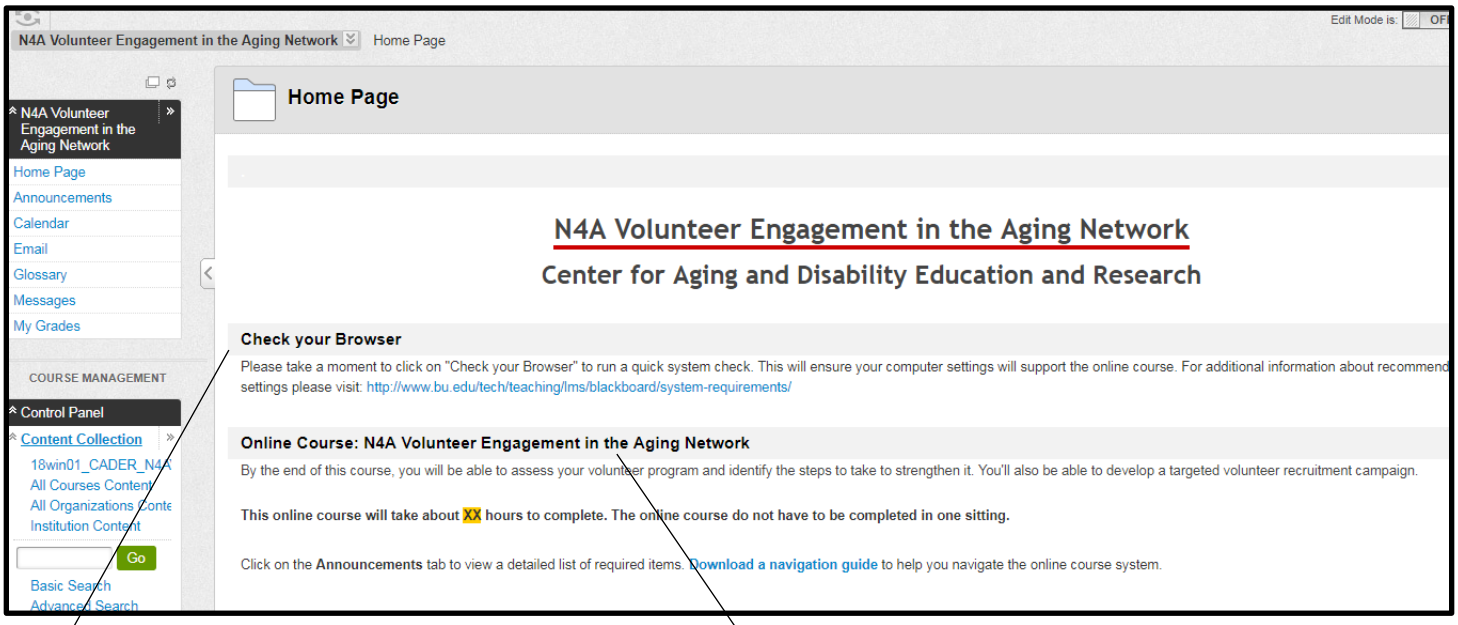
Section 1: Introduction to Homepage

Please note, the certificate program outlined in this guide is one of the certificates offered by CADER. The title may not necessarily match with the program you select, but the process will be the same.



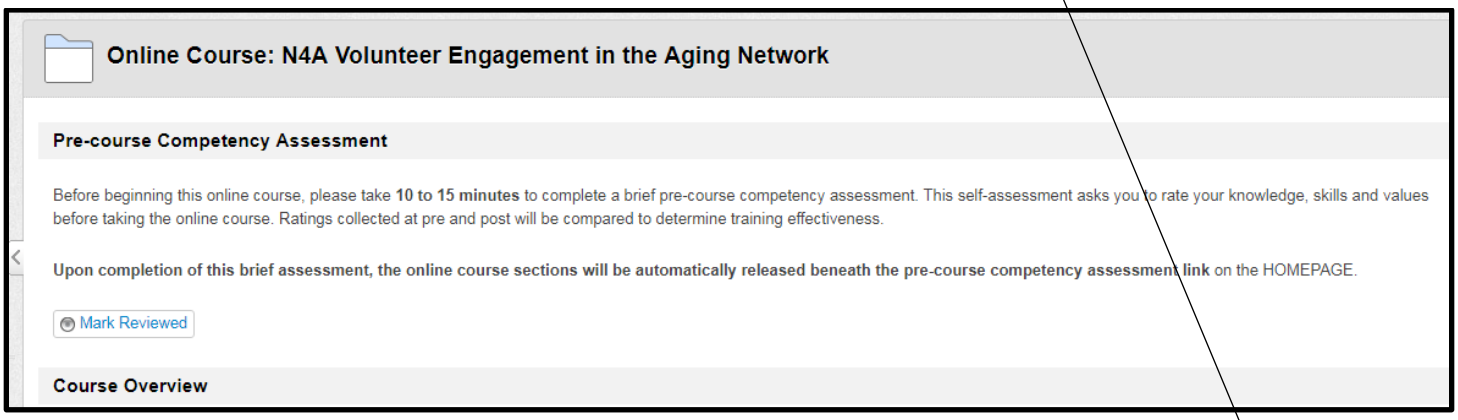
Check Your Browser – this optional feature will run a quick check on your computer to ensure your computer settings meet system requirements

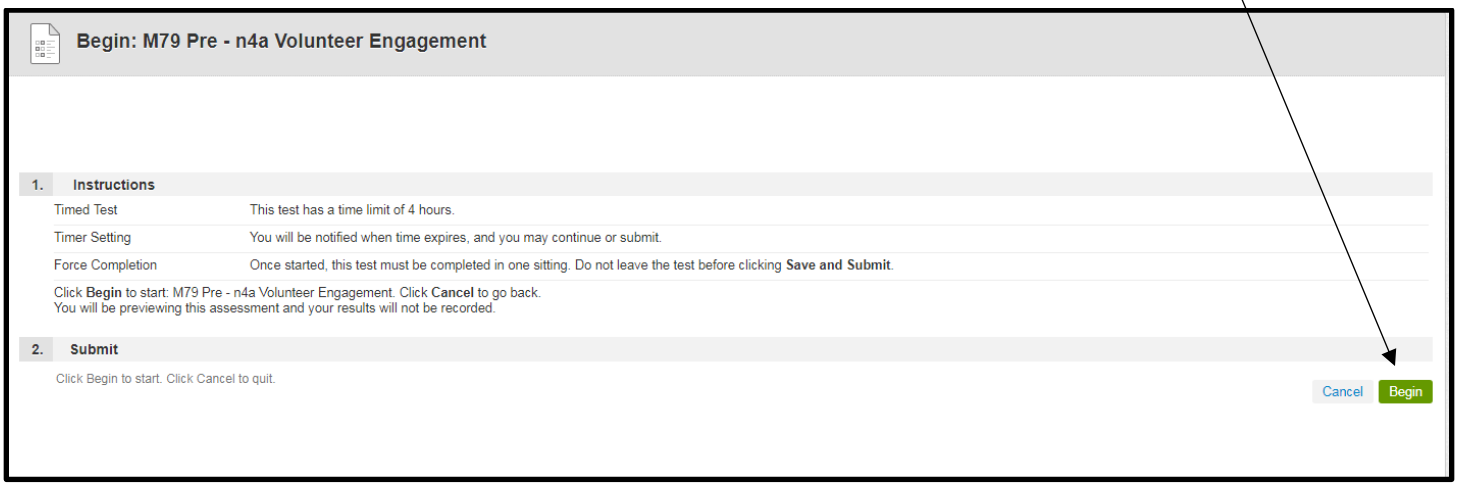
Online Course – this is a link to the online course. **Click on the course title to load the course homepage.** It will also include a link to this navigation guide.

Section 2: Complete the Pre-Competency Self-Assessment

To load the pre-competency self-assessment, click on the title.

Then click on **Begin** to load the self-assessment and complete in one sitting. It should take about 10 minutes to complete.

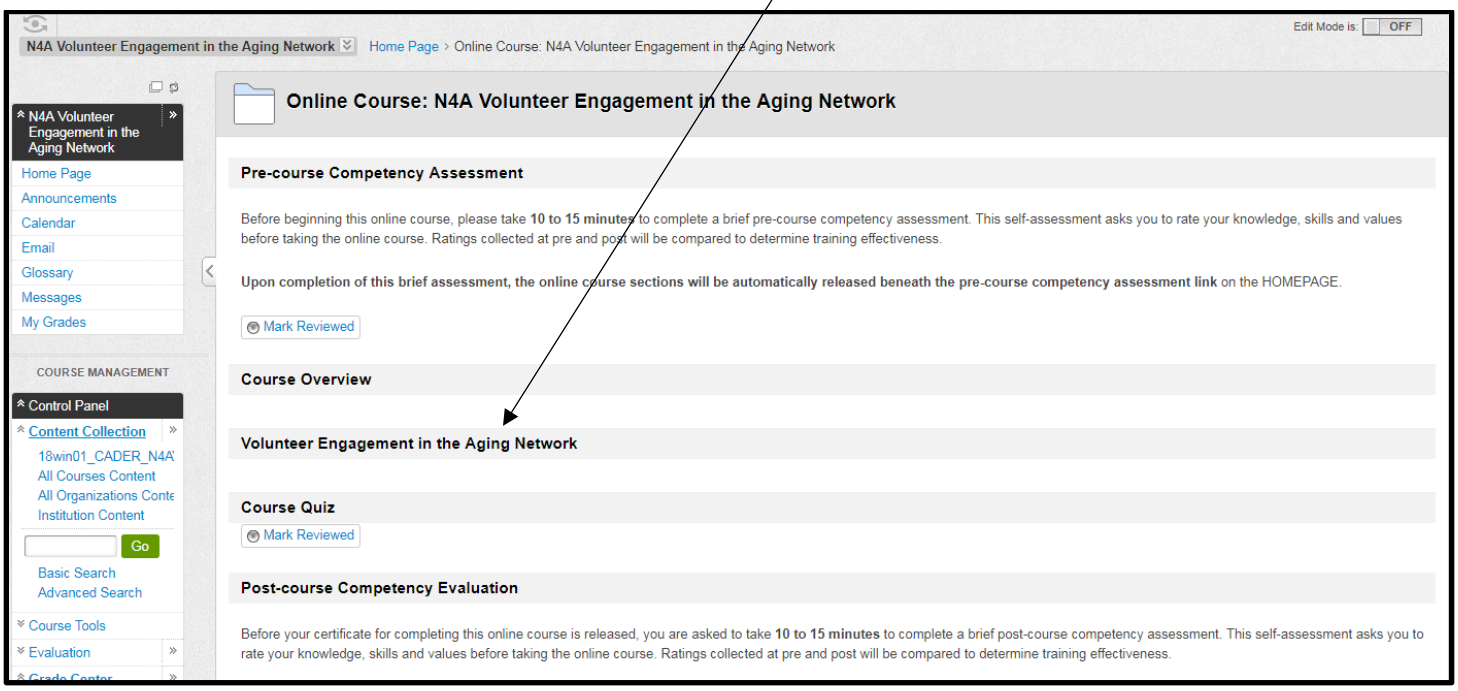




After you complete the self-assessment, click **Submit**. Click on **Homepage** on the left menu to return to the homepage. You should now have access to the first online course.

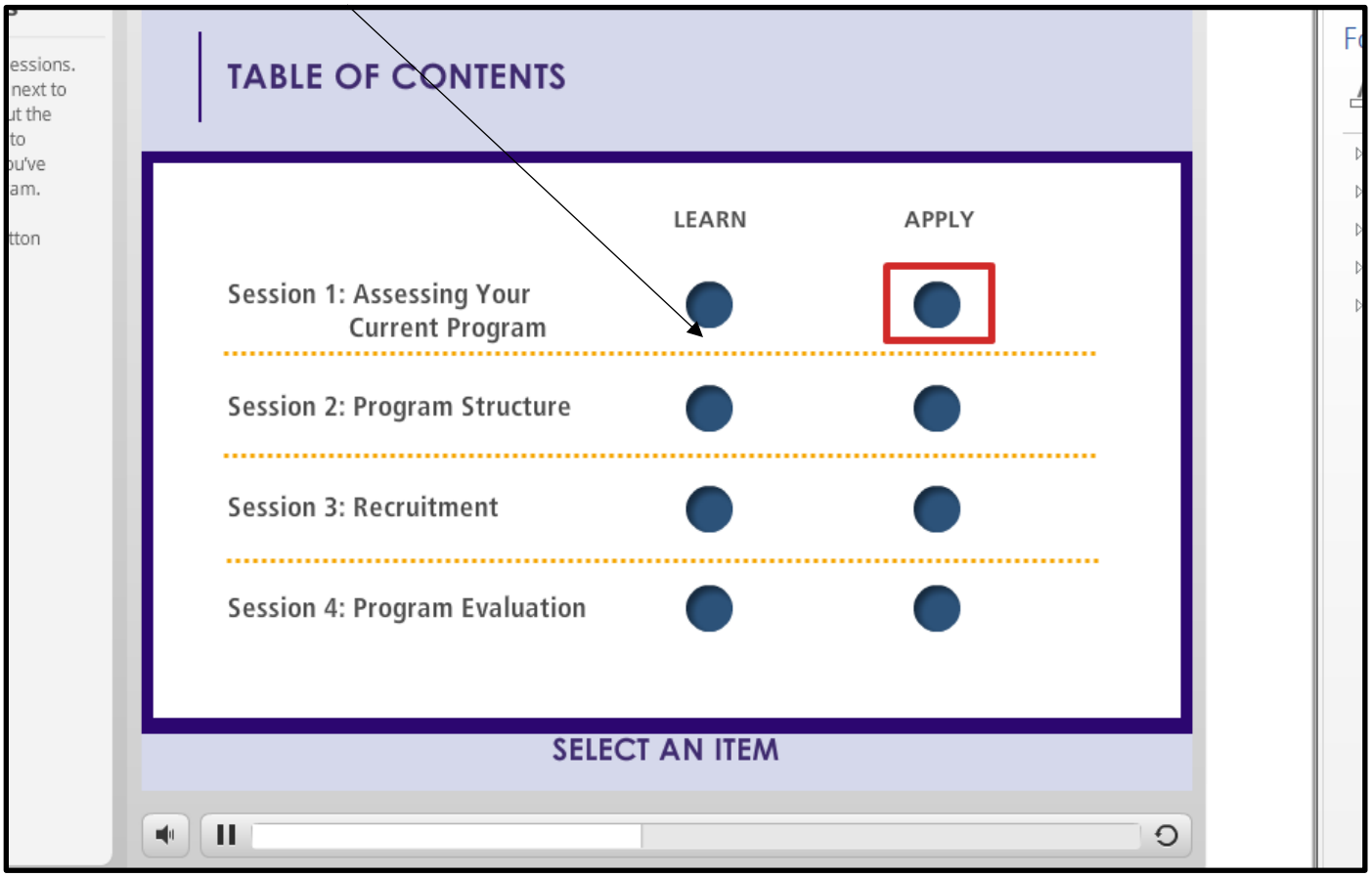
Section 3: Taking the Online Course

- **Load an online course**

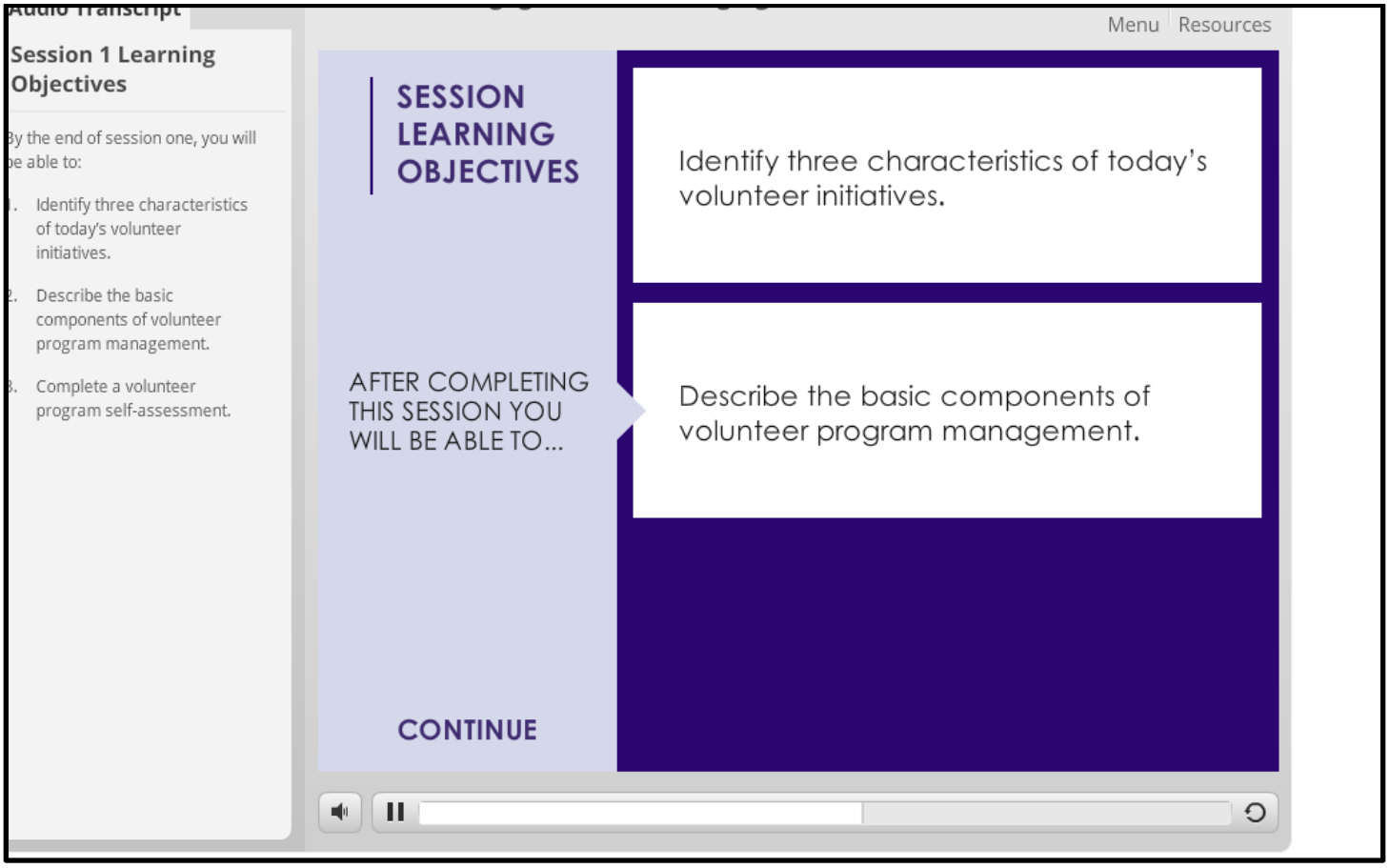


- **Select “Click to Begin” to launch the online course**

- **Select an item to begin a session**

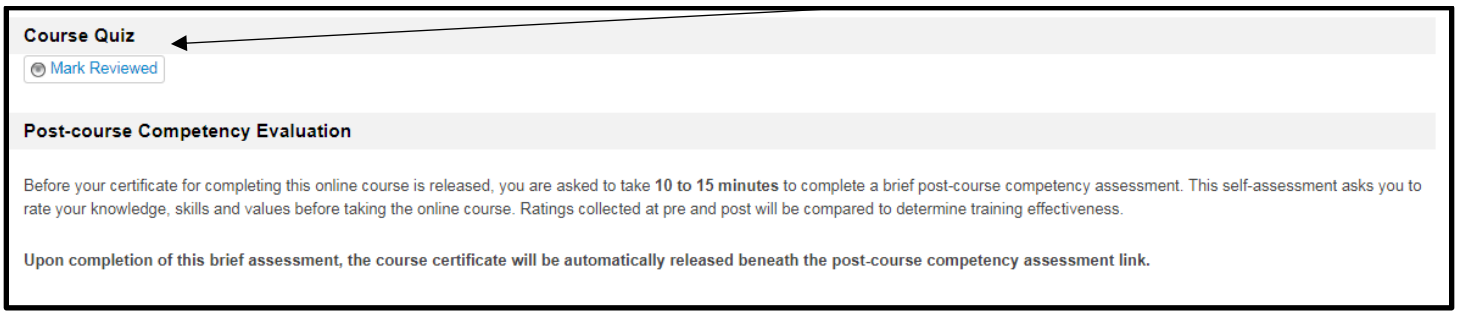


- **Click “Continue” to proceed to the session content**



- **Click “Next” to proceed to the page within the learning session**

- **When you are ready to take the Course Quiz. Click on Course Quiz.**



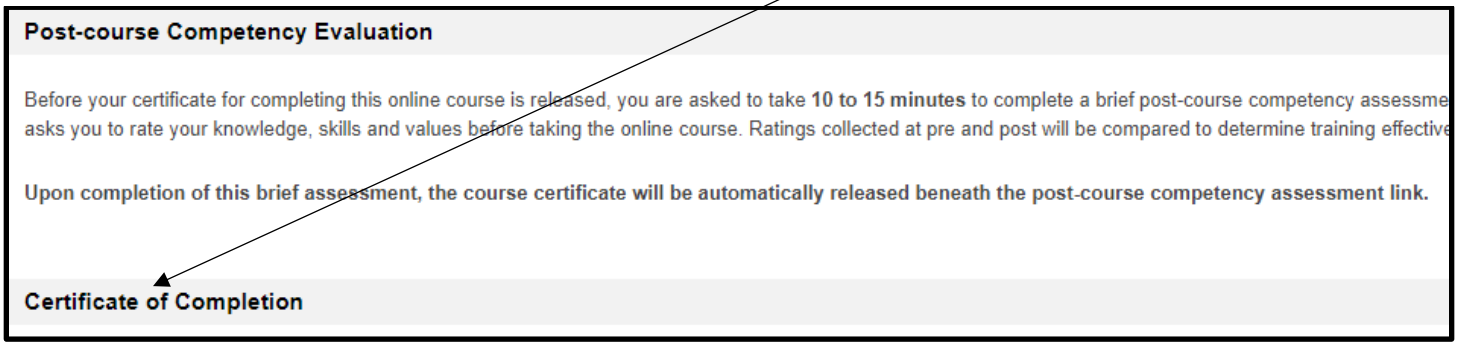
- **Click on begin to load the Course Quiz**

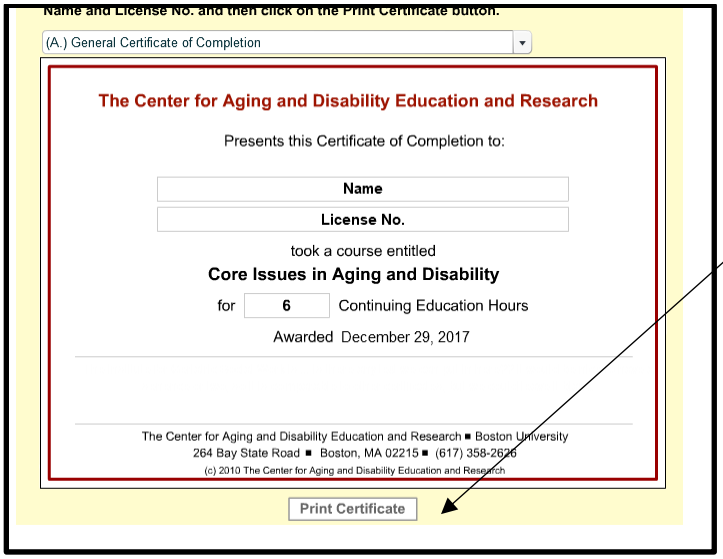
- **Post-Course Competency Evaluation**

The final required item is the post-course competency evaluation. This is a non-graded requirement. To load this, click on the evaluation title.

- **Course Certificate**

Upon successful completion of the course quiz and the post-course competency evaluation, a learner will have access to the course certificate. To load the certificate, click on the link in the course.





After loading the course quiz, enter your **Name**, **license number** and then click on **print certificate**

- **Program Certificate**

The program certificate will be mailed by CADER staff the month following completion of all five online courses.

Section 5: Technical Assistance

To request assistance, please visit: http://caderonline.bu.edu/acton/form/7069/0031:d-0001/1/-/-/-/-/index.htm