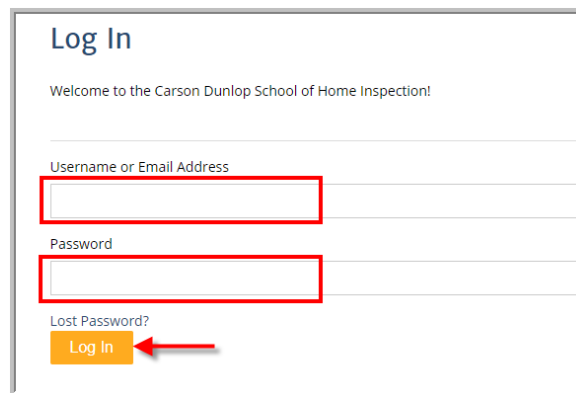**CARSONDUNLOP**

SCHOOL OF HOME INSPECTION

Accessing and using the Carson Dunlop Online Training Portal – Quick Start

Please read these instructions carefully. They will guide you through accessing and using the Carson Dunlop online virtual learning management system.

If you still require assistance after reading these instructions, please contact us at: training@carsondunlop.com or 1-800-268-7070 ext. 270.

1) Go to http://training.carsondunlop.com by clicking on this link or by typing the address into your internet browser address bar.

2) Log in to the site by entering the details you have been provided in your Welcome Letter.


3) Your main Dashboard shows your current progress in the Courses you're enrolled in. The percentage wheel tells you how far you are along in the Course, while the rest of the box lists your assignment grades. (**Note:** The Course Grade displayed shows your weighted average for the Course.)
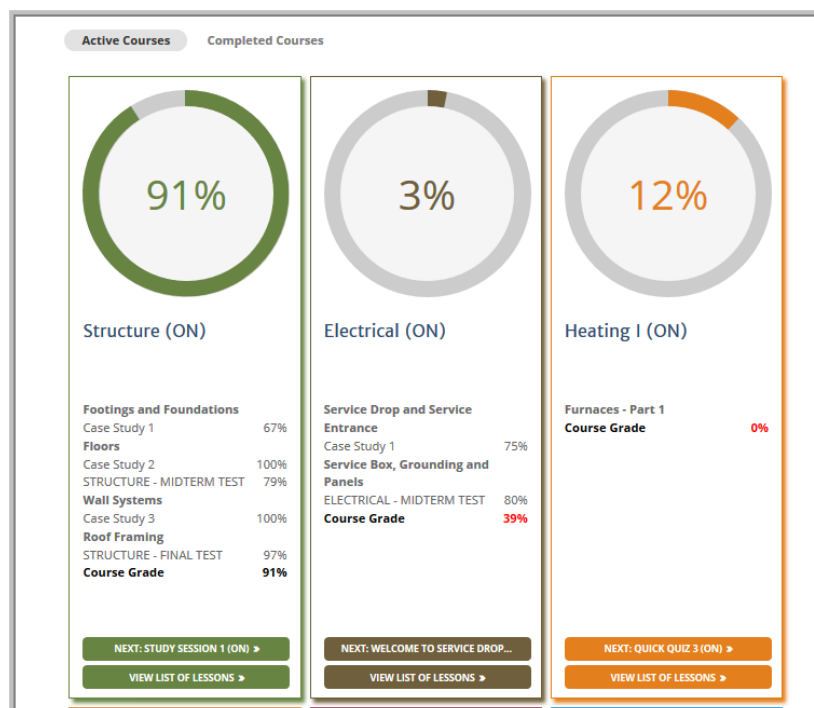
4) The 'Current Grades' bar to the right also shows each of your Course grades for both your in progress and completed Courses.

Course	Grade
Structure (ON)	(in progress) 91%
Electrical (ON)	(in progress) 39%
Heating I (ON)	(in progress) 0%
Roofing (ON)	85%
Plumbing (ON)	(in progress) 0%

5) To get started with a Course, or pick up where you left off, simply click on the Course title to navigate to the Course page:

3%

Electrical (ON)
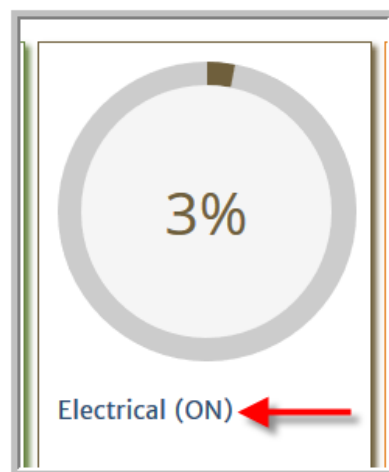
6) Your full Course will now display. You can click on a Lesson to get started:

Modules

Service Drop and Service Entrance   In progress
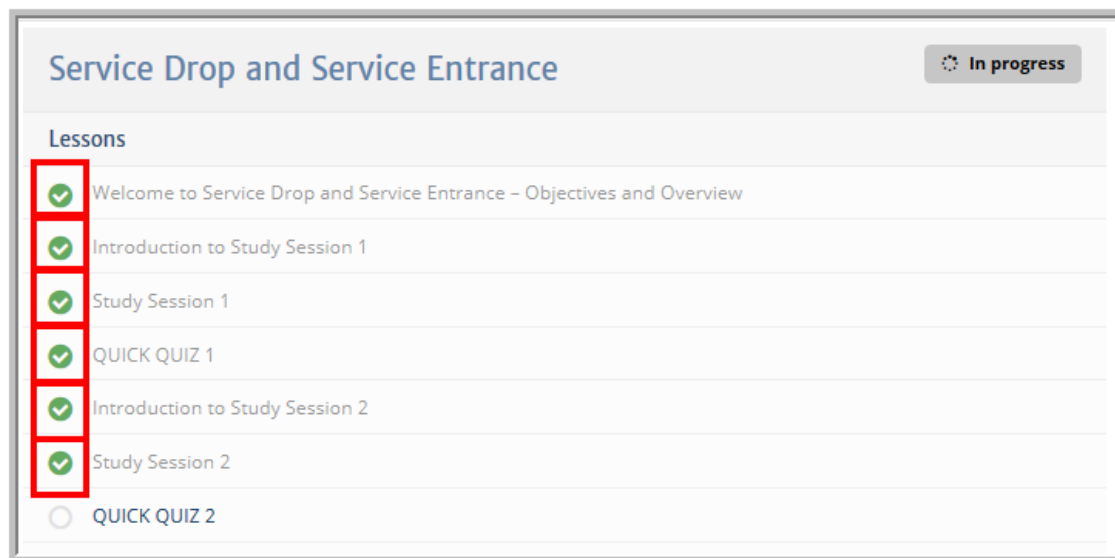
Lessons

○ Welcome to Service Drop and Service Entrance – Objectives and Overview

○ Introduction to Study Session 1

○ Study Session 1

○ QUICK QUIZ 1

○ Introduction to Study Session 2

○ Study Session 2

○ QUICK QUIZ 2

7) As you come to the bottom of the page for each Lesson, Quiz or Assessment, tick off that you have completed it to move your progress along. (**Note:** You will not be able to access your Final Exam in any Course until you have marked off all items in the Course as completed):
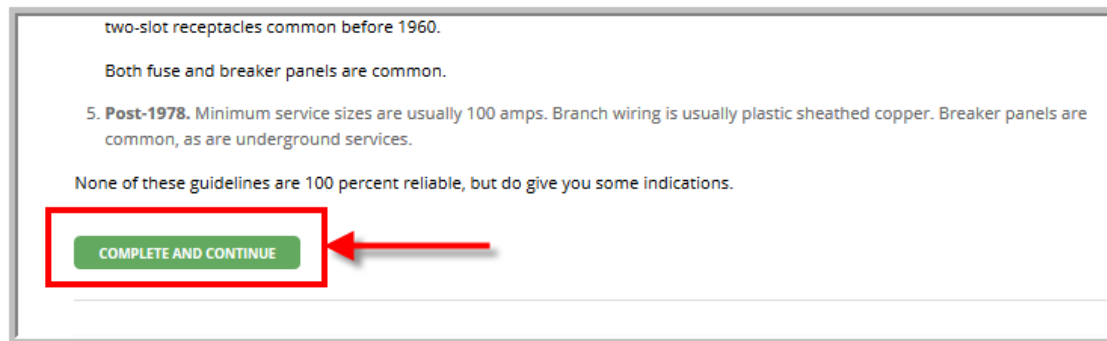
8) You'll see the activities you have checked off marked as completed on your main Course Lesson list:

9) As you move through the Lessons, you'll come to your Midterm and Final exams. Click to start when you are ready. Once you start the Exam, you'll see a green countdown timer at the bottom right of your screen to keep track of the time you have left. After you have completed the Exam and submitted it, your grade will show instantly:

ROOFING – MIDTERM TEST

ℹ️ You have not taken this test yet

Welcome to the Roofing – Midterm!

This test covers: Steep Roofing

There are 70 multiple choice questions in the test. You have 90 minutes to complete the test. The timer lets you know how many minutes you have left.
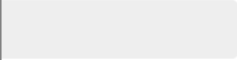
Tips:
• Read the questions carefully.
• There are no trick questions, and every word is typically important.
• Choose the most correct answer rather than looking for the perfect answer.
• Go through every question once you get all of the easy ones. Then come back to any you have trouble with.
• Your first instincts are usually the best. Don't second-guess yourself.

Click on 'View the lesson quiz' below to start the test.

VIEW THE LESSON QUIZ ➤

– MIDTERM

EXCEPT   1

Time Remaining: 01:29:35

INSULATION & INTERIORS – FINAL TEST

✔️ You have completed the final exam achieving 78%

More information about the Online Training Portal can be found in the 'Help' tab of the Portal.