**Instructions for registering, navigating, and completing the Chromebook A11Y Expert Certificate Course from the ACVREP Website**

## To register for the Chromebook A11Y Accessibility Expert Course from the ACVREP website:

1. Open the Certificate Programs link from the ACVREP website in a Web browser. The Chrome browser is recommended.
2. Open the link to Register for the Chromebook Accessibility Training Certificate Program.
3. The next page will have details about your order. This is currently being offered as a free course, so no payment is needed. Activate the “Checkout” button.
4. You are now on the page to login. Important: Please note that you will need to create an account if you do not already have an account specifically created for the Certificate Programs in ACVREP, which are different from ACVREP Certifications. You may not use any other ACVREP account for registration in this course.
	1. To Register for a new account specifically for use within the Certificate Programs, activate the Register button to register and follow the prompts to create a new account. Details will need to be added in the User ID field, password field (which needs to be confirmed), email address, name and contact details, and other fields also need to be completed.
	2. Or, if you already have an account specifically for the Certificate Programs already, you will need to type in the User ID and password followed by activating the Log-In button.
5. On the next page after either logging in or creating an account, you will need to fill in your billing address details.
6. Activate the Continue button after filling in all fields on the billing address page.
7. On the select payment method page, activate the continue button again.
8. Review the details and then activate the place order button.
9. There is a link on this next page for your order confirmation to open the course titled, “ACVREP Certificate Program.” Additionally, you can use the instructions in the next section of this document, titled, “To login to the course after you are registered,” to learn how to login to the course after you are registered.

## To login to the course after you are registered:

1. Open the Certificate Programs link from the ACVREP website in a Web browser. The Chrome browser is recommended.
2. Open the link to View/Access My Certificate Programs.
3. If you are already logged in, skip to step 6. If you are not already

logged in, you will need to navigate to the Username edit box and type

your username.

a. Important: You must already have a new user ID and Password for Certificate Programs if you have not already created one. Please refer to the previous section for details on how to register for a new account.

1. Navigate to the next edit field, which is where you should type your password.
2. The next step is to activate the Login button.
3. Find and activate the “Go to Module” link. This opens a new window or

page tab. (Proceed to the next section for details on how to navigate in the course).

## Once you are logged in, here are instructions for navigating in the Chromebook Accessibility course:

1. Now you are focused on the main course page.
a. There is a short introduction section. Each of the Modules are

heading level 3s. Once you navigate to a Module heading, you will find links underneath it for the Module slides, which download as a PDF file link to download the slides, the Module videos, and the Quiz. The quiz for each module will only be available once you have completed all videos for that module. The link for the PDF files for the slides for each module will download to your computer and it is recommended that you open the PDF file in Adobe Reader or another accessible PDF viewer. On Chromebooks, it is likely best to access the PDF directly in the Chrome browser. Before playing the videos, it is recommended that you download the Module slides for the module that you will be completing.

1. Open the link for Module 1 Videos (or the Module videos that you are currently working on). Tip: If you are returning, you will need to choose either the Yes or No link to proceed. If you have listened to part of the Module and want to return to where you left off, activate the Yes link.
2. When viewing the videos, there is a play/pause button, a button to choose captions, a settings button, a button to enter full screen, and a link to download the transcript.
	1. Tips: If you turn captions on, they will sync with a screen reader and be read aloud and displayed on a refreshable braille display if you are using one. Please adjust your settings as needed.
	2. To turn captions on or off, navigate to the captions button and activate it, two radio buttons are available for none or English, choose your preference.
	3. If you are focused on the play/pause button, space will play or pause the video.
	4. There is a Jump to combo box (dropdown box) that will allow you to navigate between all available areas of the course. This will be

available on all pages within the course other than the home page for the course, which has links to all available module content. Quizzes for each module are only available in the Jump to combo box once you watch all videos and meet the minimum time requirements.

1. To proceed to the next video, find and activate the Next Video button. If there is a previous video in the module, a previous video button will also be available. Underneath the next video button is a progress bar that will allow you to monitor your progress percent in each module. Return to step 3 for details for the different video controls. When you complete all videos in a module, proceed to step 5.
2. After listening to all videos in a module, there will be a “Finish module” button. It will have the module number in the button name. For example, Finish Module One. Activate that to proceed to the next page. There will be a summary with information on the length of time spent on the Module. There is a minimum amount of time that needs to be spent on each module. If you have achieved this, you will be able to proceed to the quiz for that module.

a. Tip: If you have not completed all videos or the minimum amount of time, you will need to return to listen to the videos as needed to meet the minimum requirements. There is a “Review lesson” link if you need to spend more time reviewing the lesson prior to being able to proceed to the quiz.

1. Once you complete all videos for the minimum amount of time, you will then be able to open the quiz. Find and activate the link titled “Quiz for Module” followed by the module number. For example, “Quiz for Module 1.” Tip: You can navigate to the Jump to combo box (dropdown box) from any of the video pages at any time to navigate to the different portions of the course. Quizzes are only available once you complete all videos for the minimum amount of time.
2. There will be a brief description of the quiz and a button to “Attempt Quiz Now.” Find and activate that button.
3. All questions will be on the same page. Each module quiz has 10 questions. The questions will be true false, multiple choice where you

only select one answer or multiple select where you may choose more than one answer. Details for how many correct answers will be available in the question for each of those options. The question answers will either be a group of radio buttons, or each item will have a checkbox.

9. When you finish selecting all quiz answers, activate the Finish attempt button. Details will be provided with a summary of the attempt. Verify that you have saved an answer for each question. Then, you may activate the button to return to attempt or the button to submit all and finish.

10. After choosing the “submit all and finish” button, there will be a confirmation dialog box. Activate the “Submit all and finish” button.

11. The next page will have your quiz results. A score of 100% must be achieved on all quizzes and you may take each quiz more than once if needed. After you are finished reading through the results, activate the “Finish review” link.

12. Information will be provided to let you know if you passed the quiz. You may now either choose the “re-attempt quiz” button if you did not pass the quiz or you can proceed to the next module. Once you have completed all modules and passed all module quizzes, you may take the final exam.

1. Tip: The Jump to Combo box (dropdown box) will allow you to navigate between all available areas of the course.
2. **On the Final Exam page, you will need to activate the “Attempt Quiz Now” button to begin the Final exam. There are 20 questions. After answering all questions, find and activate the “Finish attempt...” link. Then, find and activate the “Submit all and finish now” button. Repeat this step and find the “Submit all and finish now” button.” Choose the finish review link after reviewing your exam. If you did not pass, you will need to retake the final exam again. Otherwise, if you passed, congratulations, you are now ready to proceed to claim your badge! There will be information at the top of this page with your score on the exam.**

## How to retrieve your digital badge:

1. Congratulations! Once you have completed the course and passed the final, you will receive two emails to the email account that you used when you created an account with ACVREP. One of the emails is a confirmation that you completed the course, and the other email will have a copy of the digital badge image, as well as a link for the digital badge verification.
2. Open the email once you receive it that has the subject “Congratulations! You just earned a Chromebook Accessibility Expert Badge!”
3. Download the attached image, which will be titled “Chromebook\_Accessibility\_Expert.png.”
4. There is a link in this email titled “Chromebook Accessibility Expert.” When you share this link with someone, they will be able to review your status as a Chromebook Accessibility Expert. This is a link that you will need to hyperlink to the image in your email signatures or other locations. While focused on the image on a Chromebook or in Windows in most applications, the command is Control with K to add the hyperlink. The link would need to be pasted as a hyperlink for the image to complete the creation of the digital badge. This link is unique to you and will have your name and details about when you completed the Chromebook Accessibility Expert course. It is also important to add alt text to the image if you add it to your email signature or other locations to describe it. Recommended alt text is “Chromebook A11Y Accessibility Expert Digital Badge for (insert your name here). The Chromebook logo and 3 stars are displayed on the badge.”
5. There is another link to the ACVREP page to “Manage Badges.” To access this page, you would need to login to your ACVREP account.