

# Using CERTI University Education Site



Center for Environmental  
Research & Technology, Inc.

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## Tips on Using the CERTI University Education Site:

### 1. Accessing the Education Site

From the front page of CERTI website – [www.certi.us](http://www.certi.us) – click on “Conduct Coursework”



#### 1.1. Computer System and Browser

Most of CERTI’s programs contain video or audio for playing from the Internet. For the easiest viewing we recommend:

- Computer: PC
- Browser: Internet Explorer or Mozilla Firefox
- Default Player: Windows Media Player 10 or higher
- Internet Connection Speed: 200 kbs or higher
- For some programs: Adobe Flash Player (free at: <http://get.adobe.com/flashplayer/>)
- **MAC:** If you have a MAC you will need to download a free application to view Windows Media files (such as Flip4Mac freely available from the Microsoft.com website)
- **Other Browsers:** If you use other Internet browsers such as Chrome or Opera you will likely need to download free add-ons for watching windows media files. We recommend that when using CERTI’s program that you use Internet Explorer if at all possible.
- **Resources:** To view and download resources you will need Acrobat Reader
  - In some cases, for the Certificate to download, you may need to update your version of the reader as the reader is updated on a regular basis. Free download at: [www.get.adobe.com/reader](http://www.get.adobe.com/reader)

#### 1.2. Enabling Cookies

Since the education site does tracking of grades and provides a certificate it is important that cookies be enabled in your system for this site.

- To learn how to enable the cookies on your system, you can visit this site: [www.enablecookies.org/](http://www.enablecookies.org/)
- For the address of the web site for which you want to accept cookies, enter: **certi.info** or **certi.us**

## 2. Logging In

Log in by entering your Username and Password provided when you registered for the course.

- If this is the first time you have registered with CERTI, you should have received an email with your Username and Password along with the transaction receipt.
- If you are a returning student, you will not receive a new Username and Password, the Username and Password you established earlier is still in effect.
- Your username will be your email address - If you forgot your Password, you can click on *“Lost Password?”* and a new one will be emailed to you.
- If you have trouble with your log in, contact our office and we will be happy to assist you.

**CERTI University**

You are not logged in. ([Login](#))

Welcome to **CERTI University**

**To participate in a course you are registered for**  
once you are logged in, simply click on the course title and follow instructions

To log in -- enter your username and password  
provided to you by email when you registered for the course.

Should you have any questions or need assistance,  
please feel free to contact our office  
800-513-8332 (Mon-Fri 8AM - 5PM Mtn Time)  
or [dbrown@certi.us](mailto:dbrown@certi.us)

Courses with "CTP" Logo are CERTI Trained Professional Courses - Graduates of these courses are promoted on our site to the public as specially trained professionals.  
[More Information Here.](#)

**Course categories**

[Entry Level Certification Courses](#) 4

**Login**

Username

Password

[Lost password?](#)

**Radon Professionals**

[Locate](#)

To confirm you are logged in check to see your name at the top of the page

- **If you see a problem with the spelling of your name, or your name is not correct, please contact our office before you complete your coursework to insure that your certificate will have the correct name.**

You are logged in as **Ima Student** ([Logout](#))

**Radon Professionals**

[Locate](#)

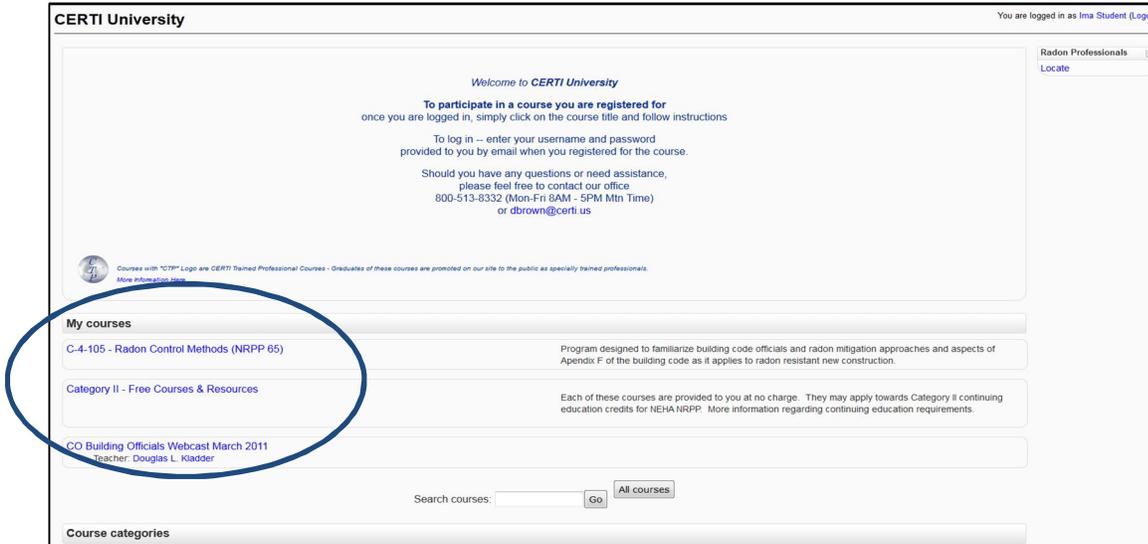
**CERTI University**

**course you are registered for**  
click on the course title and follow instructions

your username and password  
when you registered for the course.

### 3. Finding Your Courses

Directly beneath the welcome, you will see a banner which says “My Courses.” Beneath this banner is a listing of all the courses in which you are registered. This may include courses you have previously completed since we do not take you out of courses (although you may complete the course only once, you continue to have access to the resources and to download your certificate). Scroll down to the course in which you want to conduct coursework, and click on the title.

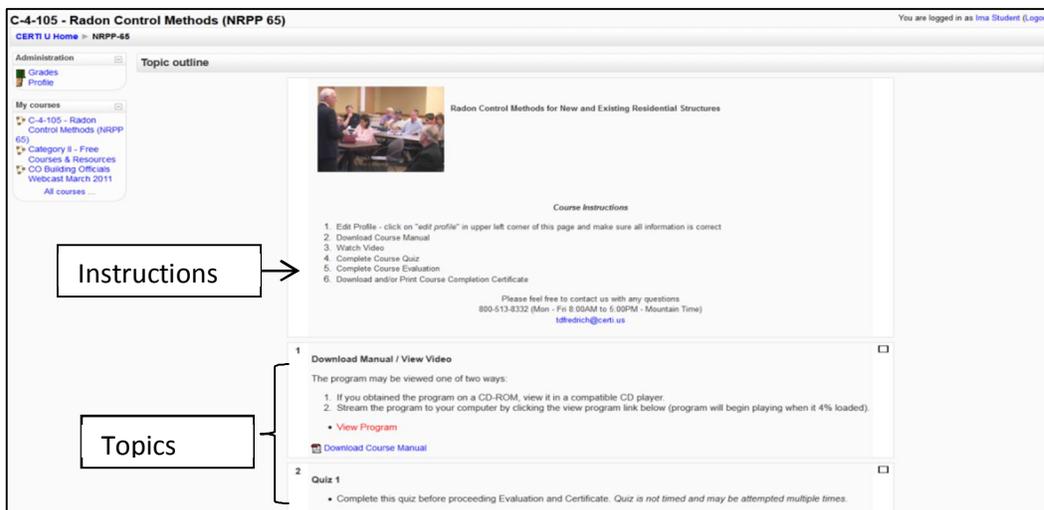


### 4. Conducting Coursework

#### 4.1. Instructions and Topics

The top portion of each course will have course instructions, followed by numbered topics

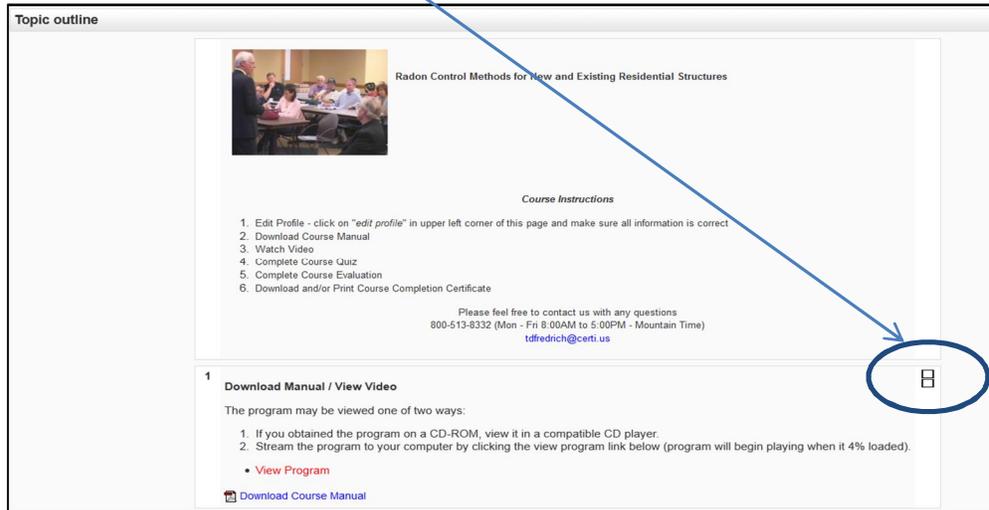
- Follow the instructions and complete the coursework in each topic in the order they are listed



## 4.2. What if I can't see all the topics?

Sometimes the topics within the course have been “collapsed” as shown below:

- You will see just one topic with small squares in the right column stacked on each other
- To open the topics up – **click on the squares**, and the Topics will expand. If you click on them again, they will collapse back together.



## 4.3. Downloading Resources

To download resources, click on the appropriate link (“Download Course Manual” -- or similar language). A screen will open with the resource.

- You can view the resource from this box, expand the box to full size, or you may print and/or download the resource to your computer.

*To print or download:*

*Click on “File” then select the option you want:*

- **To Print the file** – Click on “Print”
- **To Download the file to your Computer** – Click on “Save As” and navigate to the folder on your computer where you want to save it

**C-4-105 - Radon Control Methods (NRPP 65)**  
CERTI U Home » NRPP-65

Administration Topic outline

Course\_Manual.pdf (application/pdf Object) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

65\_Course\_Manual.pdf (application/pdf)

www.certinfo/Downloads/65\_Course\_Manual.pdf

Radon Control Methods for New and Existing Residential Structures

Course Instructions

edit profile” in upper left corner of this page and make sure all information is correct

ation

Course Completion Certificate

Please feel free to contact us with any questions  
800-513-8332 (Mon - Fri 8:00AM to 5:00PM - Mountain Time)  
tdfredich@certi.us

Video

ed one of two ways:

1. If you obtained the program on a CD-ROM, view it in a compatible CD player.
2. Stream the program to your computer by clicking the view program link below (program will begin playing when it 4% l

- **View Program**

Download Course Manual

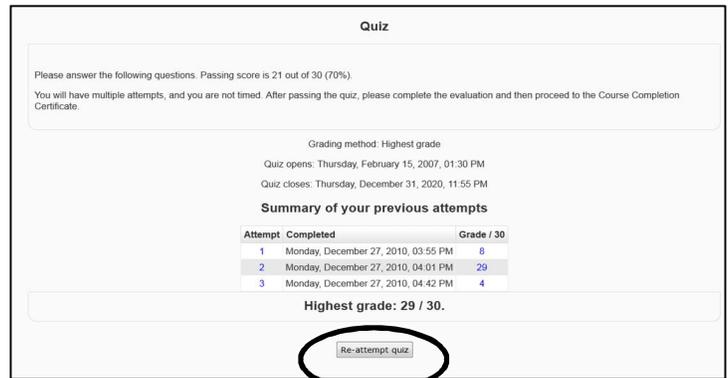
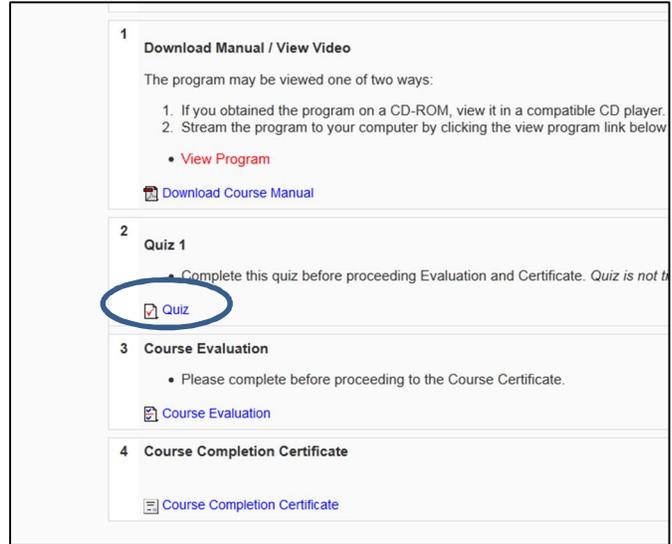
2 Quiz 1

- Complete this quiz before proceeding Evaluation and Certificate. Quiz is not timed and may be attempted multiple times

### 4.4. Taking Quizzes

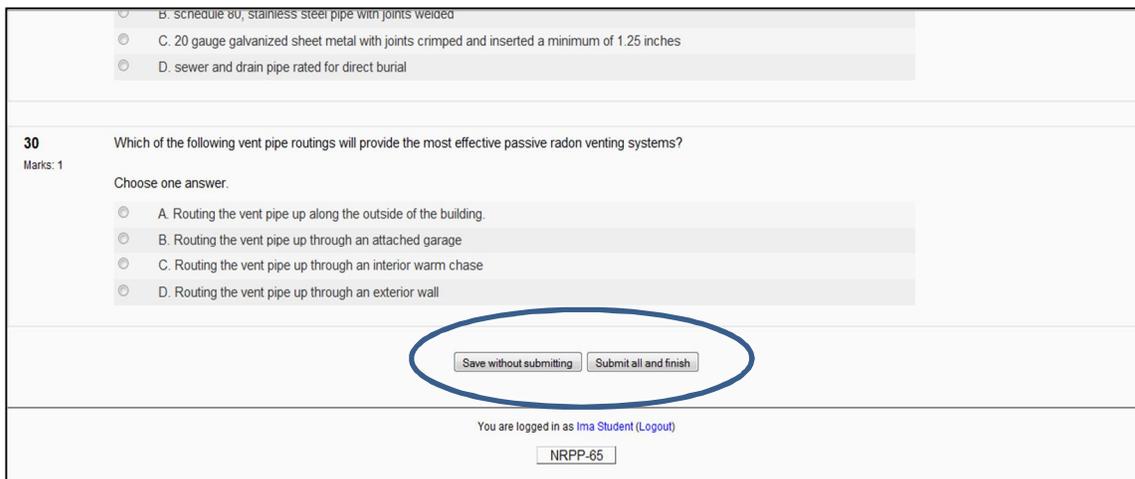
Quizzes should be taken after the appropriate coursework has been completed (viewing videos, listening to audio tracks, reviewing resources) as indicated in the instructions.

- To take the quizzes, click on the Quiz link
- Quizzes are not timed, and may be taken multiple times. The site will keep track of your highest score.
- Unless indicated otherwise, passing score is 70%
- When you click on the Quiz link, you will see a screen that will allow you in to the quiz. If you have taken the quiz previously, you will see a summary of your attempts and the grades you received.
- Depending on if it is your first attempt at the quiz or you are re-attempting, you will either see a link to “attempt quiz” or “re-attempt quiz” – click on this link to take the quiz.



The quiz will open and you may begin answering the quiz questions.

- When you are ready to leave the quiz, you have two options:
  - Save without Submitting
  - Submit and Save

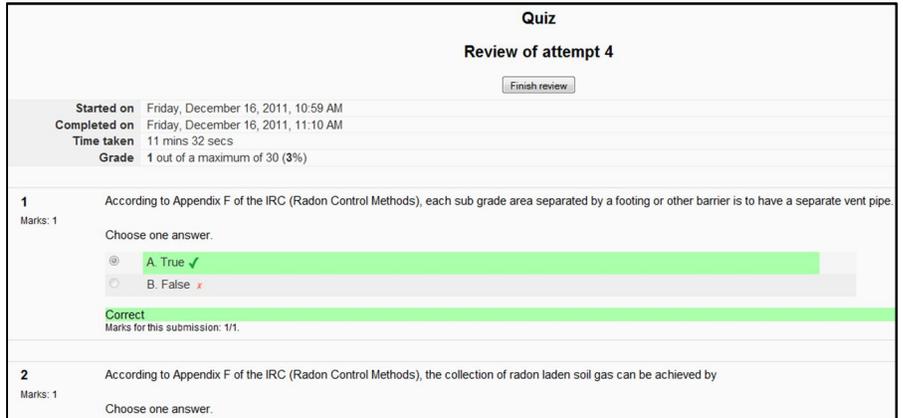


**4.4.1. Save without Submitting:**

- This option allows you to save your work and leave the quiz, then come back to it later. The quiz will not be graded.
- After clicking on “Save without submitting” you can leave the quiz. When you return to the quiz, you can start where you left off.

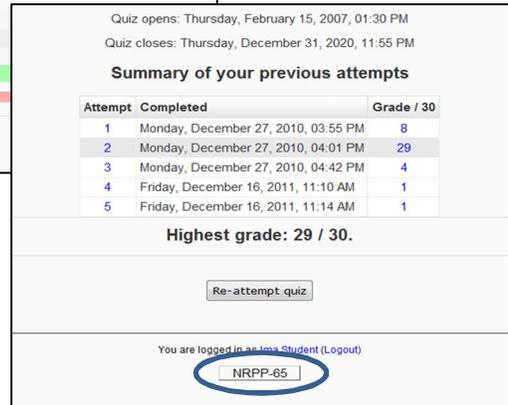
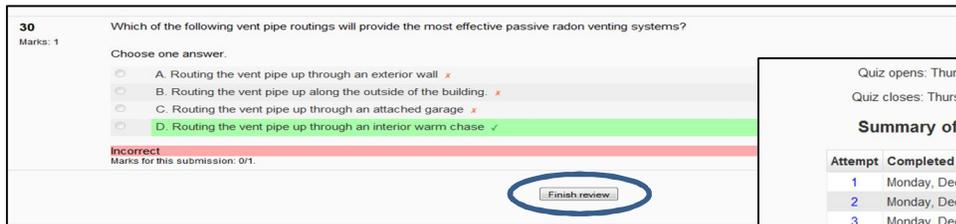
**Submit all and Finish**

- This option will submit the quiz for grading.
- Once you submit it, you are asked if you want to close the attempt – click on “ok” to continue
- You will then be shown the quiz with the correct answers.
- If you want to re-attempt the quiz, you will have that option.
- **Unless indicated otherwise 70% is passing.**



**4.5. Returning to the Course Home Page**

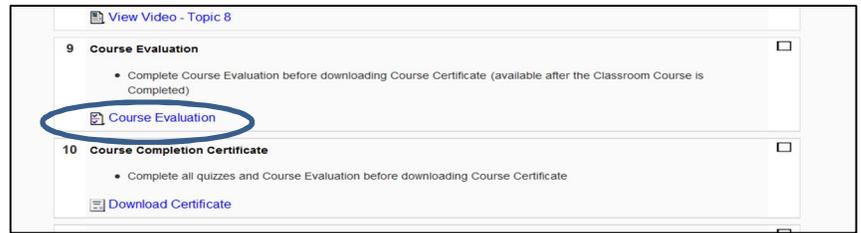
- To leave the quiz, scroll to the bottom and click on “Finish Review.” You will then return to the summary page of your quiz attempts providing you with an opportunity to re-attempt the quiz if you like
- When you are finished, you can return to the course home page by clicking on the link to the Course Number at the bottom of the page.



#### 4.6. Course Evaluation

To complete the course evaluation, click on the link within the appropriate topic on the Course Main Page

- The Course Evaluation needs to be completed before downloading your Course Certificate



- Once you have completed it, click on the “Submit Questionnaire” button at the bottom of the page

COURSE EVALUATION

\* PLEASE RATE THE FOLLOWING ASPECTS OF THE COURSE. (1=POOR AND 5=EXCELLENT)

1		1	2	3	4	5
	ONLINE COURSE MATERIALS	<input type="radio"/>				
	ONLINE QUIZZES	<input type="radio"/>				
	RELEVANCE OF COURSE CONTENT	<input type="radio"/>				
	REGISTRATION PROCEDURES	<input type="radio"/>				

\* PLEASE PROVIDE ANY COMMENTS YOU HAVE ABOUT THE QUALITY OF THE COURSE AS WELL AS ANY SUGGESTIONS YOU MAY HAVE.

2

\* MAY WE USE YOUR COMMENTS FOR MARKETING PURPOSES?

3

YES  NO

\* WOULD YOU RECOMMEND THIS COURSE TO OTHERS?

4

YES  NO

\* HOW DID YOU FIND OUT ABOUT THIS COURSE?

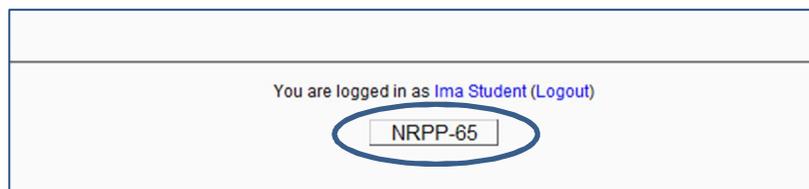
5

Choose...

- Click on “Continue” when prompted.

Thank you for completing this Questionnaire.  
( [Continue](#) )

- You will see a summary of your Evaluation.
- To return to the course home page, click on the link to the Course Number at the bottom of the page.



**4.7. Course Certificate**

Once you have completed all the coursework, the quizzes, and the course evaluation, you will be able to download your Course Certificate.

- Click on the link for the Certificate



- Your certificate will be provided in “pdf” format. You will need to have an updated adobe acrobat reader for it to open.



**5. Managing Your Account**

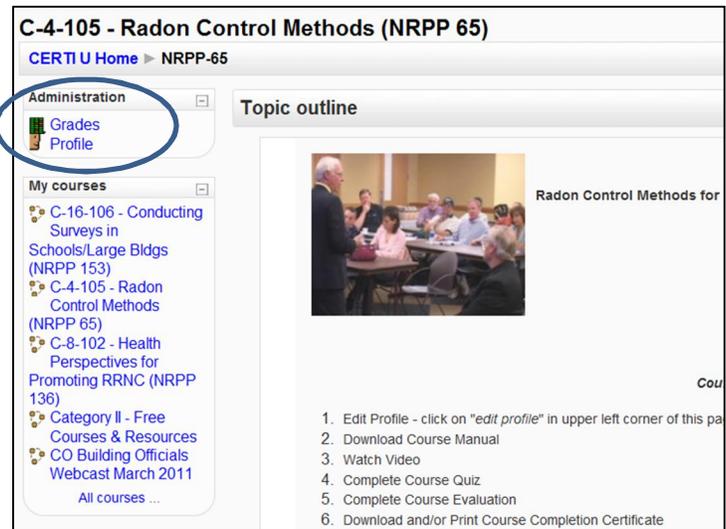
When you are within a course, you will see a box in the upper left corner entitled “Administration.” Within that box, you will find two options to help you manage your account:

**Grades**

- This allows you to see your grades for quizzes for any course

**Profile**

- This allows you to update your Profile

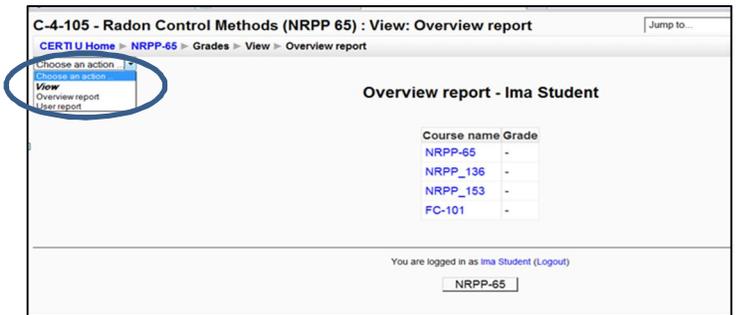


### 5.1. Grades

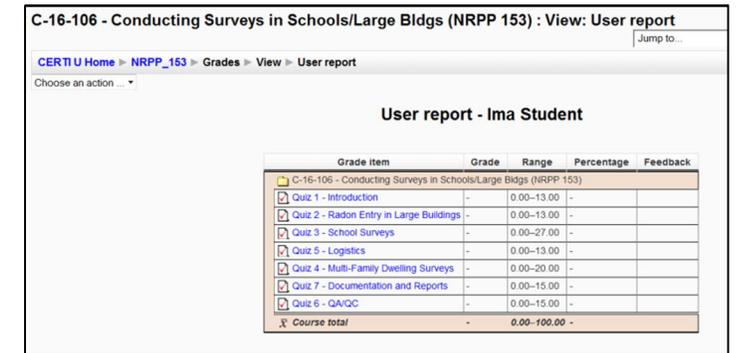
When you click on the Grades link, you will be taken to a page with some options for reviewing grades.

#### Choose an Action

- The **Overview Report** allows you to select the course which you want to review
- Click on the Course number you want to review



- The **User Report** provides you with your grades for each of the quizzes in a particular course. You will get to this screen by choosing it under “Choose an Action” or by clicking on the Course title within the Overview Report

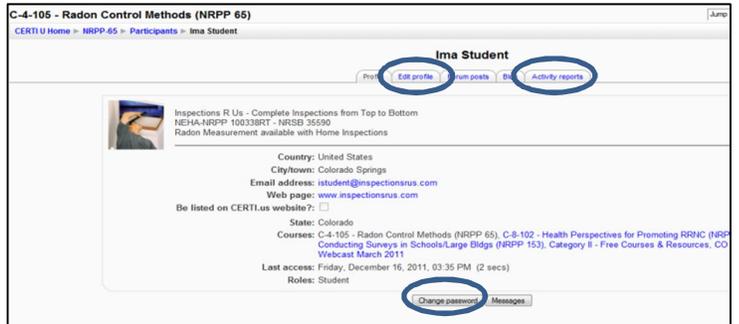


### 5.2. Profile

Your profile is automatically filled in with your name, email address, and courses in which you are registered. You can add more information to your profile and add a picture. This information is visible to the public if you have completed one of CERTI’s CTP (Certified Trained Professional).

Within this page you have several options to choose from:

- **Activity Reports** – This tab will take you to a listing of your activities within the course (very much like the “Grades” options above).
- **Edit Profile** – Allows you to edit some of the fields within your profile – see below
- **Change Password** – Allows you to change your password for logging in – see below





## 6. Maneuvering through the site

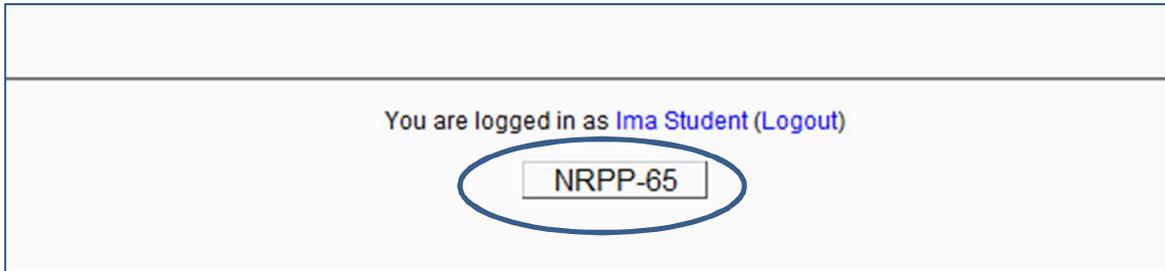
### 6.1. Getting Back to the Course Home Page

It can sometimes be confusing on how to get back to the Course Home Page. Here are a few tips:

- The course number listed right after “CERTI U Home” will get you back to the Course Home Page (the page with the course instructions and topics)

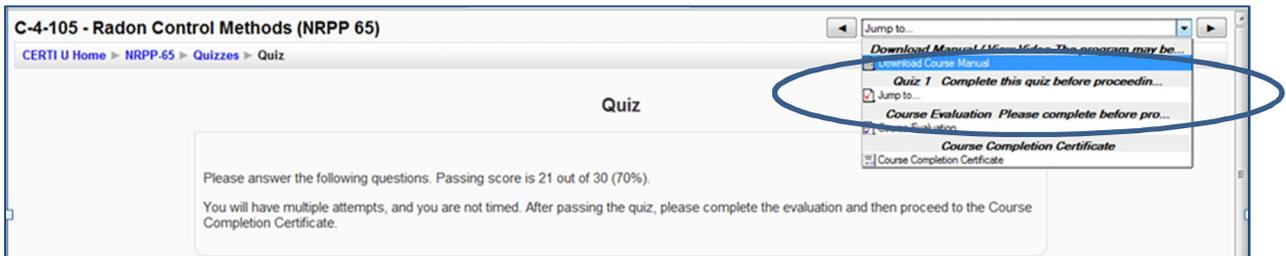


- At the bottom of the page there is a link to the Course Main Page – indicated with the Course Number.



### 6.2. Using the “Jump to” drop down

- When the “Jump to” drop down is visible, you can select another activity within the course



## 7. Contact Us

If you have questions about your course or anything concerning the site, we encourage you to contact us directly either by phone or email. Our office hours are Monday through Friday 9AM – 5PM (Mountain Time).

Phone: **800-513-8332**  
 Email: Tami Fredrich – [tdfredrich@certi.us](mailto:tdfredrich@certi.us)  
 Denise Brown – [dbrown@certi.us](mailto:dbrown@certi.us)  
 Doug Kladder – [dkladder@certi.us](mailto:dkladder@certi.us)