

Instructions:

Submitting Proof of Completion for E-Orientation Learning Modules

All nursing students and instructors must submit proof of completing the E-Orientation learning modules with a **final grade of 80% or higher**.

Please follow the steps below using a desktop or laptop computer only (**mobile devices are not permitted**).

Step 1: Take a Screenshot of the Final Page Showing Your Grade

Review the example before following the instructions below!

Quiz Results

You Scored: 70

Total Questions: 8

Accuracy: 87.5%

Grade must be 80% or higher!

You must click Continue for the course to register properly

Congratulations, you successfully completed the Workplace Violence and Harassment course!

 Workplace Violence & Harassment Prevention

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Time & Date must be visible!

8:54 AM
12/9/2024

If you're Using a Windows Computer:

- Press Alt + PrtScn to capture just the active window, or
- Press PrtScn to capture your entire screen.
- Open Paint or Word and press Ctrl + V to paste the screenshot.
- Save or copy the screenshot for use in the Word document.

If you're Using a Mac Computer:

- Press Command (⌘) + Shift + 4, then drag to select the area that shows your final grade.
- The screenshot will automatically save to your desktop.

Step 2: Create a Word Document with the Following Structure

Page 1 – Title Page

Please include all of the following details:

- Last Name, First Name
- Date
- Email Address
- Phone Number
- School Name
- Nursing Program
- Current Year of Nursing Program (e.g., 1st Year, 2nd Year, 3rd Year, 4th Year)
- Name of Your School Coordinator

Pages 2 and onward – Screenshot Pages

- **Please do not forget to label your screenshot with the title of the learning module!**
- Paste one screenshot per page, showing the final page of the learning module with your grade (80% or higher).
- To insert a new page:
 - Press Ctrl + Enter (Windows) or Command + Enter (Mac).

Step 3: Save and Submit

- Save the document using this file name format:
LastName_FirstName_CorporateOrientation.docx
- Submit your document in the **Certificate Uploads** section of the form.