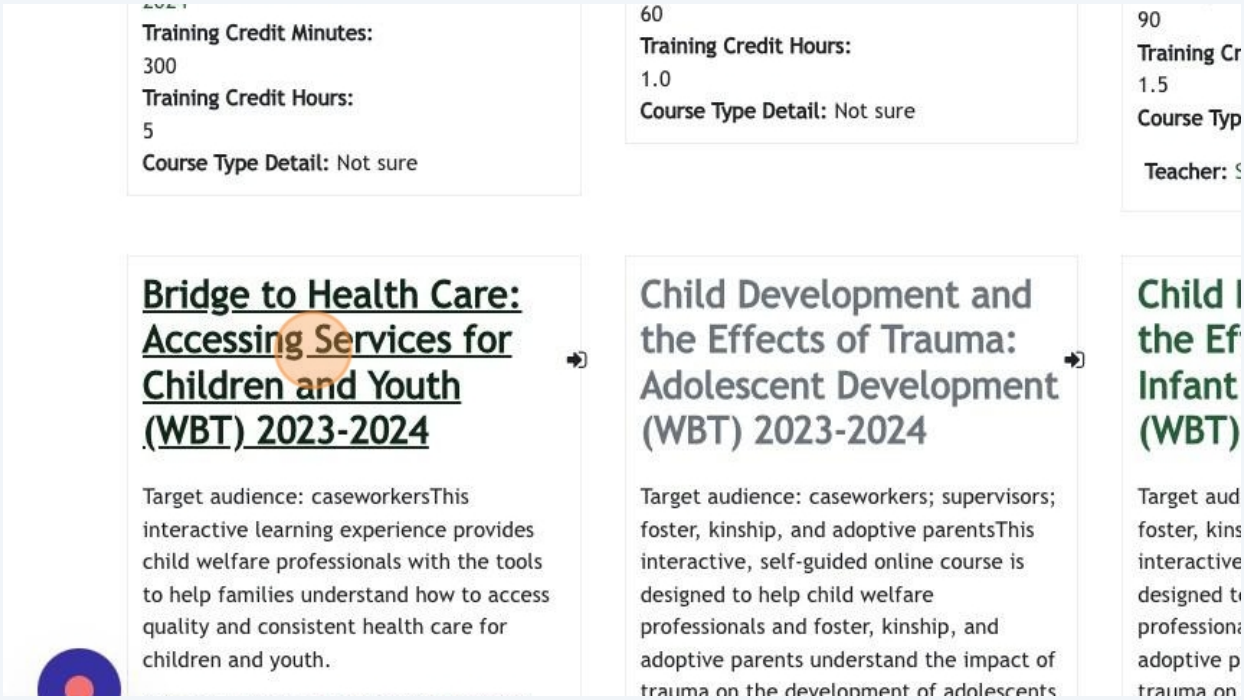
Complete a Web-Based Training Module

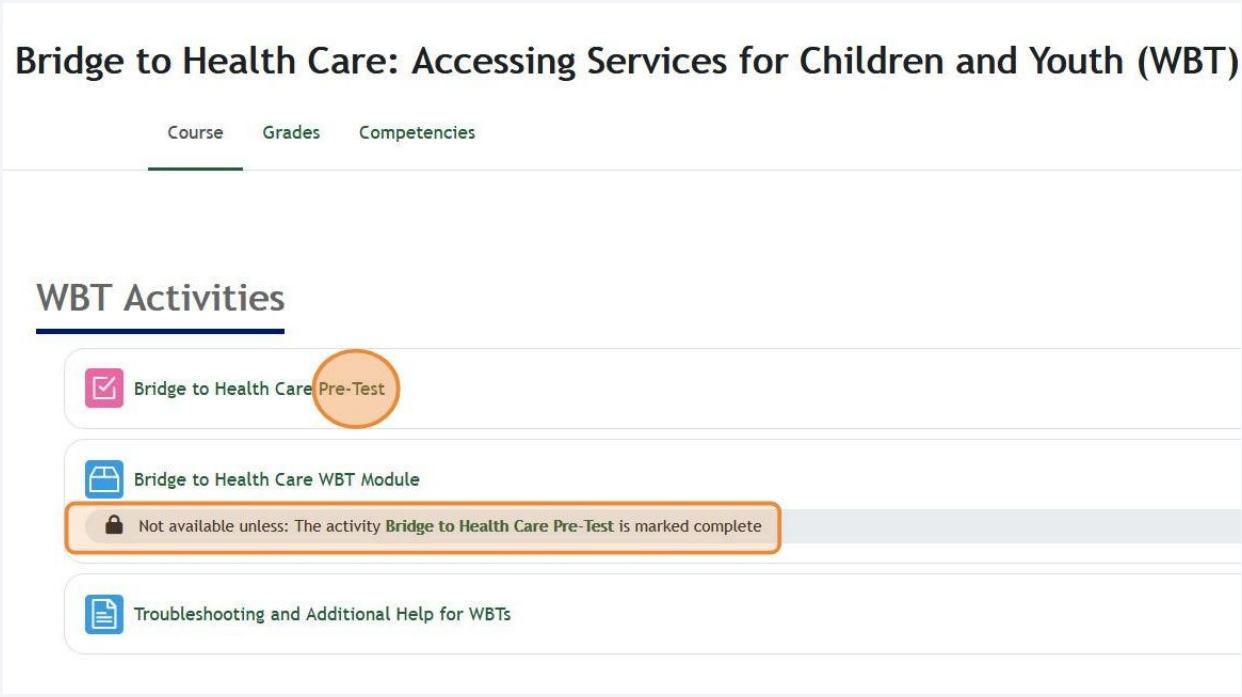
COLORADO
Office of Children, Youth & Families
Division of Child Welfare
Child Welfare Training System

1 Click **Find Learning** and select **Web-Based Trainings**.

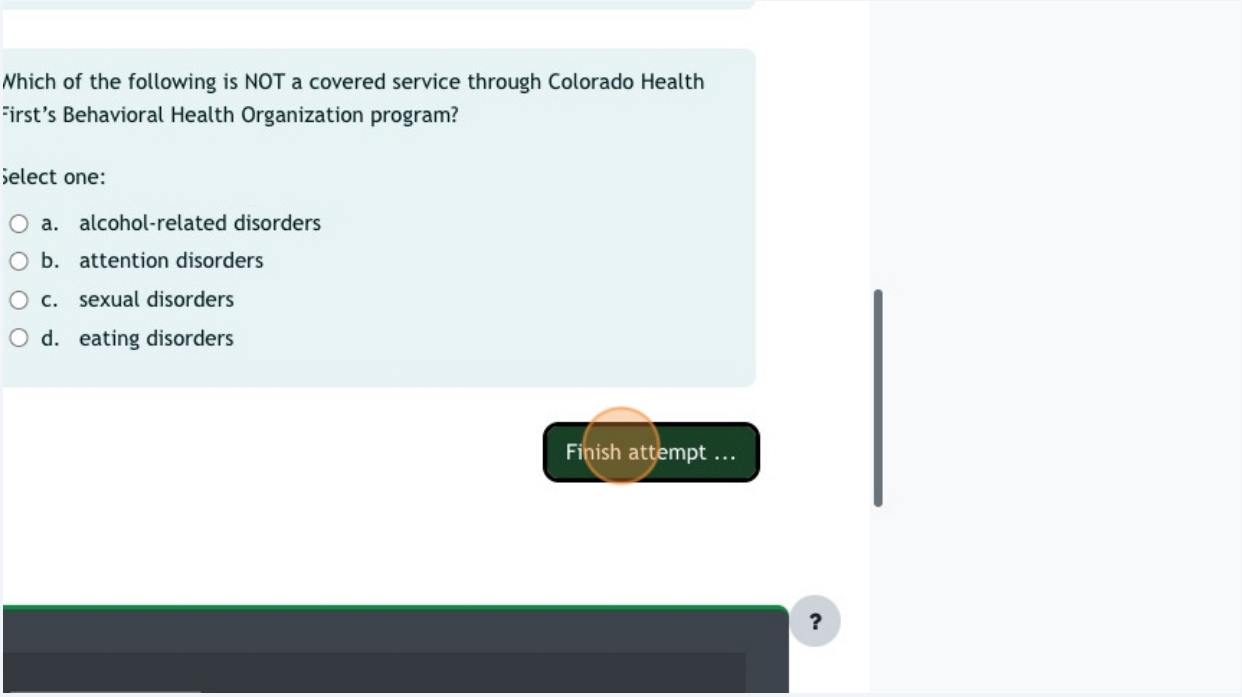
2 Find the course you want. Click on the title and enroll (if necessary).



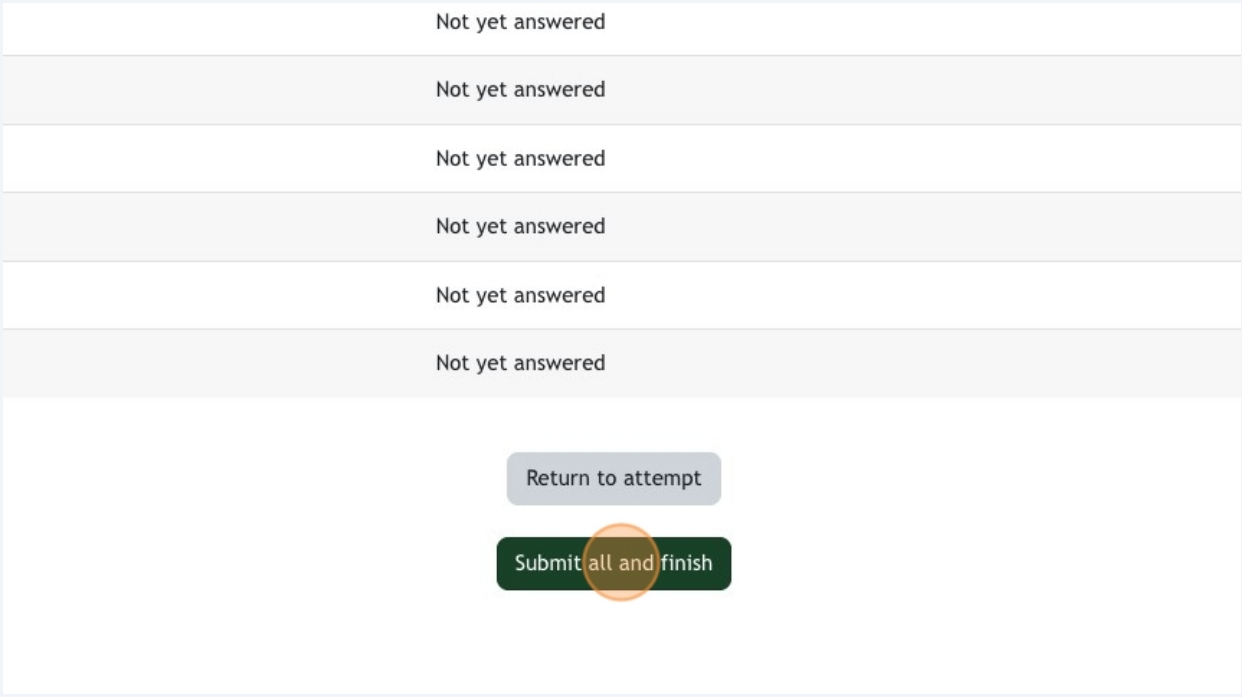
3 Before you can start the WBT, you may need to complete a pre-test.



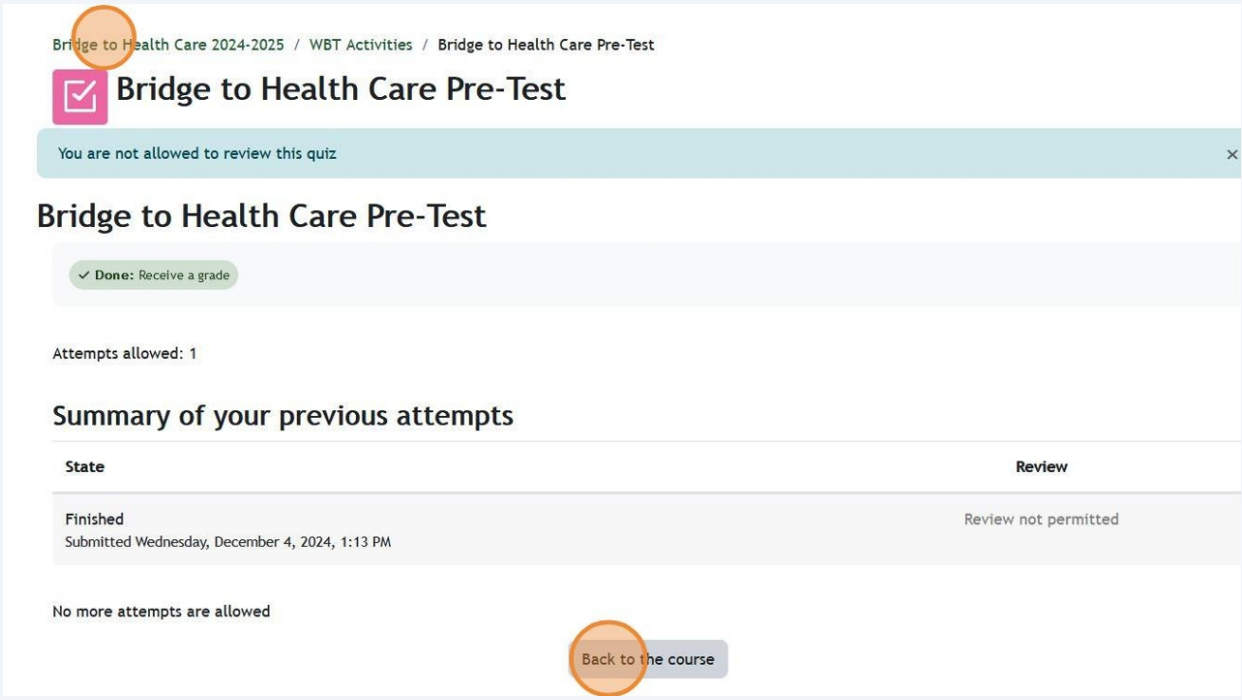
4 When you are done answering the pre-test questions, click **Finish attempt**.



5 Click **Submit all and finish**.



6 Once the pre-test is complete, return to the top of the page and click the course title or click **Back to the course**.

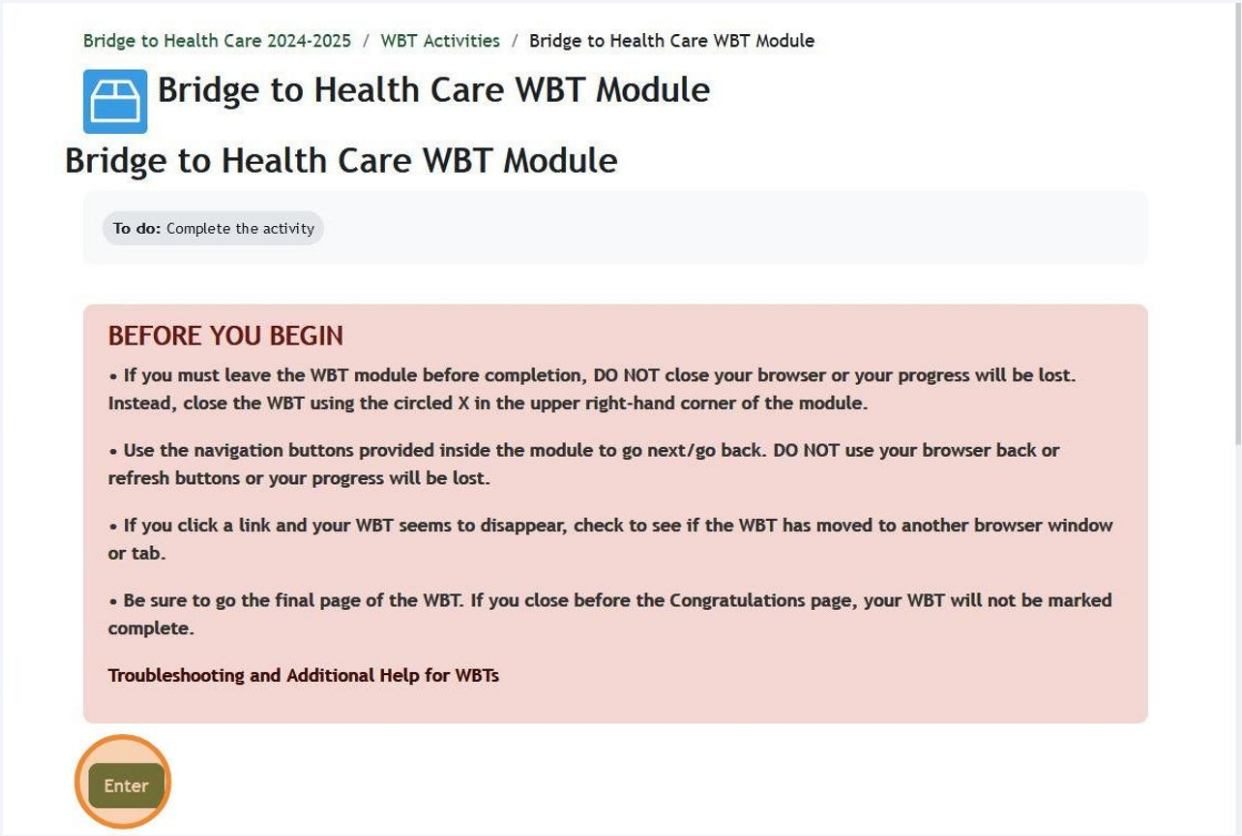


7 Click the **WBT Activities** or **Learning Activities** tile to access the WBT modules.

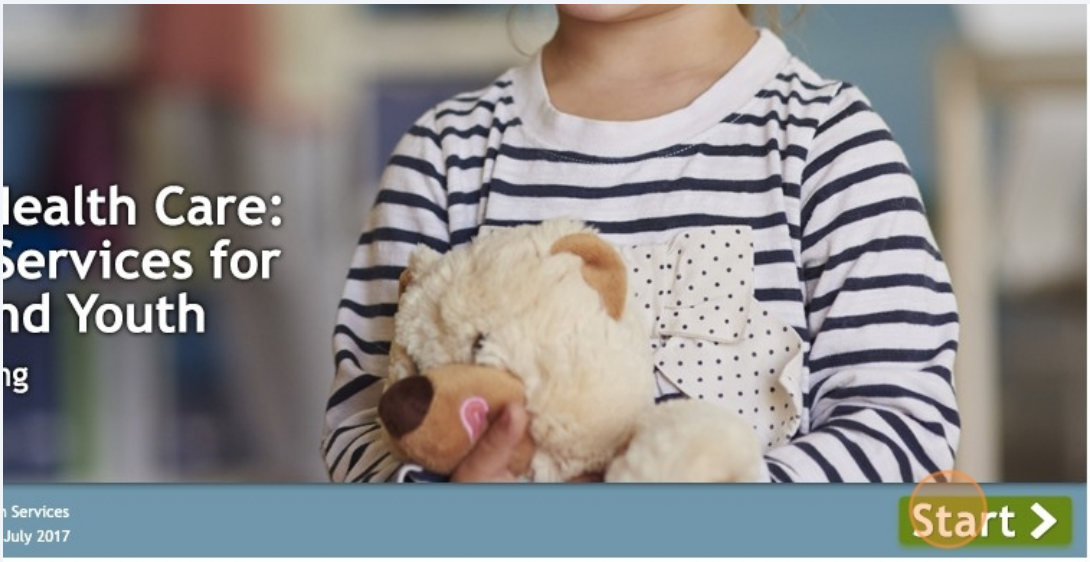
8 Before you enter the module, click **Troubleshooting and Additional Help for WBTs** to launch a help page that you can access while completing the module.

9 When you are ready to begin, click on the **WBT Module**. (Note: A course may include multiple modules.)

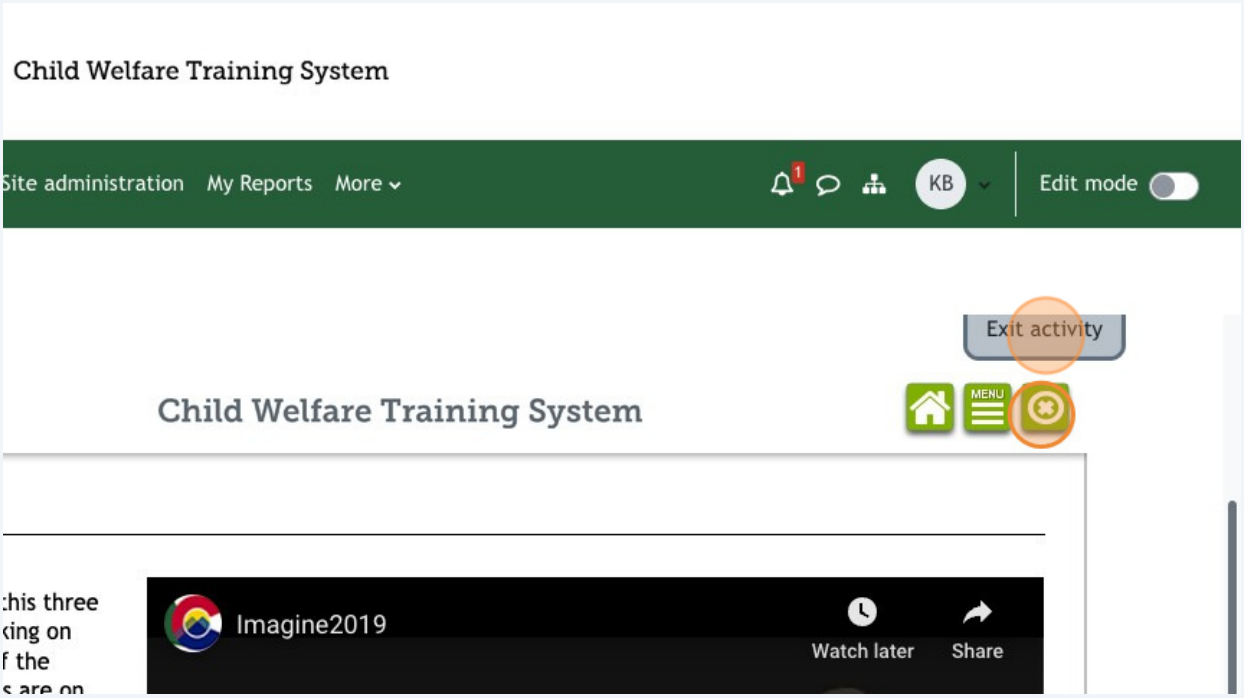
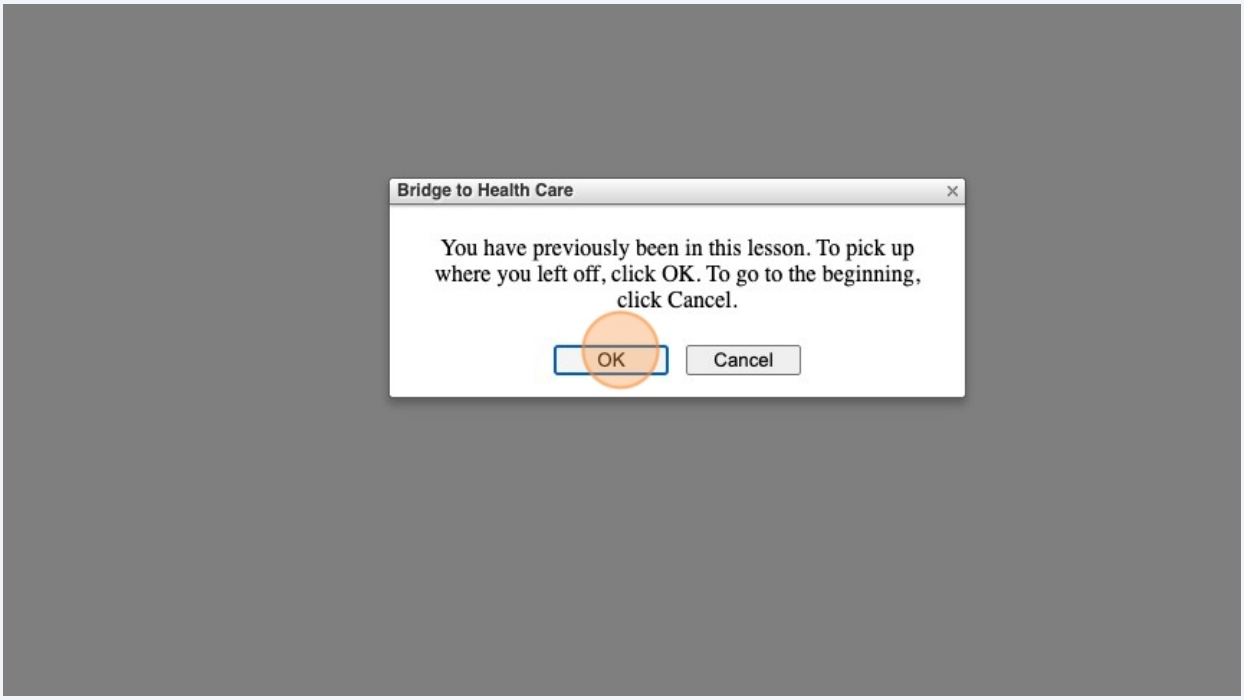
10 Read the tips, then click **Enter**.



11 Click **Start**.



12 If you need to leave the module before you've completed it, save your progress by clicking the **green X** or **Exit activity**.



13 To resume the training, repeat steps 7–11. If you would like to pick up where you left off, click **OK**.