

## Welcome to the CourseMill Students Information Center

This Information Center is your source for information about using CourseMill™ to manage your courses.

Topics in this Information Center describe the tasks you use to administer CourseMill®. The tasks available to each user vary based on the privileges configured by the main administrator, known throughout as the *super-administrator*.

Administrator responsibilities include managing organizations, managing users within organizations, and managing the CourseMill application.

For detailed information, select a topic from the task table:

Student tasks	What you can do
<a href="#">Getting Started</a>	Provides valuable information that you should know to get the most out of your CourseMill experience, such as accessing CourseMill on a smartphone and the student orientation.
<a href="#">Participating in Courses</a>	View the course list, add and remove courses and sessions, view and edit course details, manage course instructors, course content, course documents and course discounts, and view your calendar, course gradebooks and class rosters.
<a href="#">Communicating with Users</a>	Send email and use the discussion board.
<a href="#">Viewing News</a>	View the CourseMill news.

## Getting started with CourseMill

CourseMill is a Web-based framework for managing and delivering online courses. All your online work is completed through your browser. Your status and progress are saved as you complete your coursework.

Beginning users should start with these topics to get the most out their CourseMill experience:

- [Getting Your User ID](#)
- [Self-registering](#)
- [What You Need](#)
- [Getting Access and Logging In](#)
- [Updating Your Profile](#)
- [Student Orientation](#)
- [Accessing CourseMill on a Smartphone](#)
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### Getting Your User ID

Before you can begin, you must have a working User ID and Password. You must log in to enroll and access courses.

Contact your system administrator to receive your User ID and Password.

Parent Topic: [Getting Started](#)

#### Related Topics

- [Self-registering](#)
- [What You Need](#)
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## Self-registering

Organizations have the option to allow you to self-register. Additionally, you might be required to enter a self-registration access code for your organization. Contact your system administrator if you require an access code and have yet to receive it.

To self-register, follow these steps:

1. Click **Create New User** from the Sign In window.
2. If the Select an Organization window opens, select your organization, enter the access code (if required) and click **Continue**.
3. On the Create New User window, complete the fields on the **User Profile** tab as follows. Fields marked with an asterisk (\*) are required.

User Profile tab	Description
User ID	Your CourseMill user ID
First Name, Middle Initial, Last Name	Your first name, middle initial, and last name
Email	Your email address
Password	Your password
Confirm Password	Retype your password
Address	Your mailing address
City	The city in which you reside
State/Province	The state/province in which you reside
Zip/Postal	Your zip or postal code
Country	The country in which you reside
Phone	Your phone number
Language Preference	Your preferred language

4. Click the **Sub Orgs** tab and complete the fields on the tab.
5. Click **Create New User**.

Parent Topic: [Getting Started](#)

### Related Topics

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## What You Need

To use CourseMill, you need:

- A PC or Macintosh™ that is connected to the Internet (broadband recommended)
- An Internet browser (CourseMill supports Mozilla Firefox™, Microsoft® Internet Explorer, Google Chrome™, and Apple Safari®.)
- Minimum 2GB RAM

Optionally, students can use smartphones and Web-enabled mobile devices to access courses and monitor progress.

**Parent Topic:** [Getting Started](#)

## Related Topics

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## Getting Access and Logging In

Use the Web address (URL) provided by your administrator to access the CourseMill home page.

You must successfully log in to begin using CourseMill.

Select your language, then type your user ID and case-sensitive password into the appropriate fields and click **Go**.



Contact your administrator if you experience problems logging in.

If you are logged on to CourseMill on another computer, CourseMill will automatically log you off of that computer.

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## Related Topics

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## Updating Your Profile

Each CourseMill student has a unique profile. You should keep your profile updated at all times. Use the Edit Profile form to update personal information and change your password.

To update your profile:

1. Log in to CourseMill.

The CourseMill home page opens.

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2. Click **Edit Profile**.

The Edit Profile window opens.

3. Complete the fields as necessary.



To change your password, enable the check box, type your current password and your new password in the appropriate fields.

4. Click **Update Profile**.

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## Student Orientation

CourseMill is a Web-based learning management system that streamlines the way you manage your courses. All online work is done through a browser. The browser can be launched from a PC, a tablet, or a smartphone. You can access courses and monitor courses anywhere there is access to the Web.

The CourseMill student interface is tab-based. The tabs - **My Courses**, **Course Catalog**, and **News** - logically subdivide the tasks you will complete to manage your courses. Use the **My Courses** tab to access courses and monitor progress. Use the **Course Catalog** to view details about curriculums and course offerings and enroll in the offerings in which you are interested. Use the **News** tab to stay informed with important updates.

Start at the Course Catalog to view curriculum and course details. You can search for courses using the **Search** box on the **Course Catalog** window. Courses can be searched by catalog ID, title, description, or keyword. Buttons are available to view details and enroll.

The **My Courses** tab displays the curriculums and courses in which you are enrolled. The curriculums in which you are enrolled are listed first in the table followed by the courses. Your progress is displayed, along with your enrollment date and the course expiration date. Prerequisites are also listed, if applicable. Click a course to display the course content associated with the course. Courses in grey italics are expired.

From the **My Courses** tab, you can also launch course content, view organization-wide documents, and display your Report Card.

Stay in the loop with the **News** tab. This tab displays important news and updates.

**Parent Topic:** [Getting Started](#)

### Related Topics

[Accessing CourseMill on a Smartphone](#)

[Participating in Courses](#)

## [About Trivantis](#)

## [Viewing Organization-Wide Documents](#)

### **Accessing CourseMill on a Smartphone**

Students can use smartphones to access courses and monitor progress.

Use the Web address (URL) provided by your administrator for accessing CourseMill on a smartphone.

You must successfully log in to begin using CourseMill.

Type your user ID and case-sensitive password into the appropriate fields and click **Go**.



Contact your administrator if you experience problems logging in.

If you are logged on to CourseMill on another computer, CourseMill will automatically log you off of that computer.

**Parent Topic:** [Getting Started](#)

#### **Related Topics**

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### **Accessing Help**

This Information Center is a browser-based system that provides Help topics of the tasks you can complete. To access the Help, click the **Help** link where available.

#### **Navigating the Information Center**

To navigate the Information Center, click the title of sections with the Book  graphic to expand the topic sections. Click the title of topics with the Topic  graphic to display the topic. Click the title of sections with the Open  graphic to collapse a section.

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#### **Related Topics**

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### **Logging Off**

Logging off removes your access to CourseMill.



Contact your administrator if you experience problems logging in.

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To log off, click **Log Out** located in the upper-right corner of the home page.

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#### **Related Topics**

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## **Participating in Courses**

Topics in this section describe the steps involved in finding a course to completing a course, and everything in between.

Select from the following topics:

- [Using the Course Catalog](#)
- [Completing a Course](#)
- [Viewing Organization-Wide Documents](#)
- [Unenrolling](#)

### **Using the Course Catalog**

From the Course Catalog you can view the curriculums and courses available to you.

Click the **Course Catalog** tab to begin using the Course Catalog.

Use the **Search** box to find courses. You can search for courses by catalog ID, title, description, and keyword. Keywords are words assigned to courses and curriculums that make searching for them easier.

The available curriculums and courses are arranged in table format. Click on a table heading to re-sort the table.

Courses in which you are awaiting approval are noted with a  check-mark icon. Courses in which you are enrolled are grayed-out.

You can view curriculum and course details and enroll. If enabled, you can pay online for a course.

See these topics for more information:

- [Viewing Curriculum and Course Details](#)
- [Enrolling in a Course](#)
- [Paying Online for a Course](#)
- [Saving Dates to Your Online Calendar](#)

**Parent Topic:** [Participating in Courses](#)

#### **Related Topics**

[Completing a Course](#)

[Unenrolling](#)

## **Viewing curriculum and course details**

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You can view detailed information about each course.

To view curriculum and course details, click the  information icon on the row of the curriculum or course.

If you selected a curriculum, the Curriculum Details window opens. If you selected a course, the Course Details window opens.

### Viewing curriculum details

On the Curriculum Details window, the fields on the **Curriculum** tab are defined as follows:

Curriculum Details fields	Description
<b>Curriculum ID</b>	The curriculum ID of the curriculum.
<b>Last Updated</b>	The date and time when the curriculum was last updated.
<b>Title</b>	The title of the curriculum.
<b>Description</b>	The description of the curriculum.
<b>Registration Requires Approval</b>	If this check box is enabled, students must be approved to enroll in the curriculum.
<b>Student must complete in (days)</b>	The number of days students are required to complete the curriculum.
<b>Completion of curriculum results in certification</b>	If this check box is enabled, students receive a certification upon completion of the curriculum.
<b>Certification expires in (days)</b>	The number of days that the certification expires.
<b>Location</b>	The available locations of the curriculum.
<b>Session Start Date</b>	The specified start date of the session.
<b>Session End Date</b>	The specified end date of the session.

Click the **Details** tab. This tab displays the prerequisite courses associated with this course.

### Viewing course details

On the Curriculum Details window, the fields on the **Course** tab are defined as follows:

Course fields	Description
<b>Course ID</b>	The course ID of the course.
<b>Last Updated</b>	The date and time when the course was last updated.
<b>Name</b>	The name of course.
<b>Description</b>	The description of the course.
<b>Notes</b>	Additional information about the course.

Click the **Details** tab. The fields on the **Details** tab are defined as follows:

Details fields	Description
<b>Registration Requires Approval</b>	If this check box is enabled, students must be approved to enroll in the course.
<b>Student must complete in (days)</b>	The number of days students are required to complete the course.

<b>Credit Hours</b>	The number of credit hours acquired when the course is completed.
<b>Prerequisite Courses</b>	The prerequisite courses assigned to this course.
<b>Instructors Assigned</b>	The instructors assigned to the course.

Click the **Session Details** tab. The fields on the **Session Details** tab are defined as follows:

Session Details fields	Description
<b>Session Name</b>	The name of the session. <b>Web Based</b> sessions are available online.
<b>Session Notes</b>	Additional information for students.
<b>Status</b>	The student's status in the session.
<b>Location</b>	The location of the session.
<b>Session Start Date</b>	The start date of the session.
<b>Session End Date</b>	The end date of the session.
<b>Start Time</b>	The starting time of the session.
<b>End Time</b>	The ending time of the session.
<b>Meeting Days</b>	The days of the week that the session meets.

You can enroll in the course. Click **Enroll** to enroll in the course.

**Parent Topic:** [Using the Course Catalog](#)

#### Related Topics

- [Enrolling in a course](#)
- [Paying online for a course](#)

### Enrolling in a Course

There are two ways to enroll in a course: your instructor does it for you or you self-enroll if the course is configured to allow students to do so.

Check the Courses list to see the courses in which you are currently enrolled.

To self-enroll in a course:

1. Click the **Course Catalog** tab.
  - The Course Catalog window opens.
2. Click the  enroll icon on the row of the course.
3. If an access code is required, the Access Code window opens. Specify the access code.
4. Click **Enroll**.

Your enrollment request is sent to the instructor.

You can also enroll in the course while viewing curriculum and course details.

**Parent Topic:** [Using the Course Catalog](#)

#### Related Topics

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[Viewing curriculum and course details](#)

[Paying for a course](#)

## **Paying online for a course**

If enabled, you can pay online for a course.

To pay online for a course:

5. Click the pay online button.

The Pay Online window opens.

6. Follow the instructions on the screen.

Payment verification is sent to your email address.

**Parent Topic:** [Using the Course Catalog](#)

### **Related Topics**

[Viewing your course list](#)

## **Saving dates to your calendar**

Never forget about a course again by adding course dates and times to your calendar such as Microsoft Outlook, Yahoo, and Google.

Course Sessions that have defined start dates will generate calendar integration files that get automatically attached to the Course Enrollment and Start of Course Notifications. Click the links in the emails and the courses will automatically get merged into your preferred online calendar.

**Parent Topic:** [Using the Course Catalog](#)

### **Related Topics**

[Viewing your course list](#)

## **Completing a Course**

You can access courses and complete course content anywhere that you access the Web, including a smartphone. View your course list and monitor your status as you progress through the required content items.

You can unenroll from courses, if necessary.

View these topics for more information:

- [Viewing Your Course List](#)
- [Accessing Course Content](#)
- [Monitoring Course Progress](#)
- [Viewing Your Report Card](#)

**Parent Topic:** [Participating in Courses](#)

### **Related Topics**

[Unenrolling](#)

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## Viewing your course list

The course list provides an at-a-glance view of your curriculum and course progress.

Click the **My Courses** tab to view your course list. The courses for which you are registered are listed. Courses that are due or overdue for certification for noted with the **Due** and **Overdue** graphics.

You can update the results to include completed and expired courses. To do so, click the **Complete Courses** show option to include courses that you have completed. Click the **Expired Courses** show option to include courses that have expired.

Table entries in bold text highlighting are the curriculums in which you are enrolled. They are listed first in the table followed by the courses. Courses in grey italics are expired.

Your progress, represented as a percentage of 100, is displayed, along with your status, score, enrollment date and the expiration date. Prerequisites are also listed, if applicable. Click a column heading to re-sort the list by that column.

Click a curriculum to display the courses within the curriculum in which you are enrolled. The progress status of each course is displayed, along with percentage of completion, score, and prerequisites. The course items and their status within the courses are also displayed.

Click  to launch the course. Click  to view course items and offline course content. Click  to view the courses within a curriculum.

**Parent Topic:** [Completing a Course](#)

### Related Topics

[Viewing curriculum and course details](#)

[Accessing course content](#)

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## Accessing course content

Web-based course content can be launched and completed anywhere that you have access to the Internet.

Curriculums and courses with launchable Web-based course items contain  launch icons. Curriculums and courses with content that is currently not available contain  offline content icons. Curriculums and courses with viewable Web-based documents contain view icons.

Your status and score are updated as you progress through each course item.

Most titles can be stopped and resumed at a later point.

To access course content:

1. Click the **My Courses** tab to view your curriculums and courses list.
2. Click the row of the curriculum or course.

The course items associated with the curriculum or course are displayed.

3. To launch a course item, click the  launch icon on the row that corresponds to the course item. To view a document, click the view icon on the row that corresponds to the documents.

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The item is opened in a separate window.

**Parent Topic:** [Completing a Course](#)

#### **Related Topics**

[Viewing curriculum and course details](#)

[Monitoring course progress](#)

[Viewing your Report Card](#)

#### **Monitoring course progress**

Your progress is displayed at-a-glance on the Courses list. You can also view your course content status.

Click the **My Courses** tab to view your curriculums and courses list. Your completion status for each curriculum and course is displayed as a percentage in the **% Complete** column.

Click a course to view course items available with each course. Your completion status for each course item is displayed in the **Status** column.

Your progress is also displayed in your Report Card.

**Parent Topic:** [Completing a Course](#)

#### **Related Topics**

[Viewing your course list](#)

[Accessing course content](#)

[Viewing your Report Card](#)

#### **Viewing your Report Card**

You can view your Report Card to monitor your scores and view your curriculum and course progress. Your Report Card also displays your profile information.

Your completion status for each curriculum and course is displayed as a percentage. Credit Hours are displayed as a percentage, if applicable. Your completion status for each course item is also displayed.

You can save your Report Card to a generated report.

To view your Report Card:

1. Click the **My Courses** tab to view your curriculums and courses list.
2. Click **Report Card**.

Your Report Card is displayed. Click **Download Generated Report** to view and save the report.

**Parent Topic:** [Completing a Course](#)

#### **Related Topics**

[Viewing your course list](#)

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#### **Viewing Your Calendar**

The **Calendar** tab is an optional setting that provides a monthly view of your courses. The courses to which you are assigned

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on displayed for each day of the month. The location for each course is also provided, along with the  Course Details button for getting more information about each course.

Courses that are due or overdue for certification for noted with the  and  graphics.

Click the  Previous Month and  Next Month buttons to scroll through the calendar.

## Viewing Organization-Wide Documents

Instructors can post organization-wide documents that are available to all users within an organization. These can include schedules for upcoming events or site closings, for example.

To view organization-wide documents:

1. Click the **My Courses** tab.
2. Click **Documents**.

Links to the organization-wide documents are displayed.

**Parent Topic:** [Participating in Courses](#)

## Unenrolling

You can unenroll in a curriculum or course, if necessary.

To unenroll:

1. Click the **Courses** tab.
2. Click the  information icon on the row of the curriculum or course.
3. Click **Unenroll**.

You are unenrolled.

**Parent Topic:** [Participating in Courses](#)

## Communicating with Users

Email and discussion boards are provided so that you can communicate with your users.

Tasks for communicating with users include:

- [Using the Discussion Board](#)
- [Sending an Instant Message](#)
- [Using the Chat Room](#)

## Using the Discussion Board

The Discussion Board allows users to communicate by responding to topics. Conversations are grouped into topics containing the main topic and all related replies.

View these topics for more information:

- [Adding Topics](#)
- [Searching Discussion Boards](#)

- [Posting a Reply](#)

**Parent Topic:** [Communicating with Users](#)

### Related topics

[Sending an Instant Message](#)

[Using the Chat Room](#)

### Adding topics

You can add topics to a discussion board.

To add a topic to a discussion board:

1. Click the **Community** tab on the Home Page.

The Community window opens. If discussion boards and chat rooms are enabled for the organization, they are listed in the table.

2. Double-click the discussion board graphic  corresponding to the appropriate discussion board. Use the **Search** box to find the discussion board, if necessary.

The Discussion window opens, listing the topics that are currently being discussed on the discussion board.

3. Click **Add Topic**.
4. Type the name of the topic in the Add Topic window and click **Save**.

The new topic is added to the list of topics for the current discussion board.

**Parent Topic:** [Using the discussion board](#)

### Related topics

[Searching discussion boards](#)

[Posting a reply](#)

### Searching discussion boards

You can search discussion boards. You can also limit searching on topics only, entries only, or both.

To search the discussion boards:

5. Click the **Community** tab on the Home Page.

The Community window opens.

6. In the **Search** box, select **Discussion Boards**. Use the **Course** list to narrow your search to a specific course.
7. Type a search word or phrase in the **Containing** field.
8. Click **Search**.

The results of the search are displayed.

**Parent Topic:** [Using the discussion board](#)

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## Related topics

[Adding topics](#)

[Posting a reply](#)

## Posting a reply

You can post a reply to a topic.

To post a reply to a topic:

9. Click the **Community** tab on the Home Page.

The Community window opens. If discussion boards and chat rooms are enabled for the organization, they are listed in the table.

10. Double-click the discussion board graphic  corresponding to the appropriate discussion board. Use the **Search** box to find the discussion board, if necessary.

The Discussion window opens, listing the topics that are currently being discussed on the discussion board.

11. The current replies for the topic are listed.
12. Click **Add Entry**.
13. Type your entry in the Add Entry window and click **Save**.

Your reply is added to the list of replies.

**Parent Topic:** [Using the discussion board](#)

## Related topics

[Adding topics](#)

[Searching discussion boards](#)

## Sending an Instant Message

You can send instant messages to other users that are currently logged on.

To send an instant message:

14. Click the **Community** tab on the Home Page.

The Community window opens.

15. Click the **Instant Messaging** button.

Users that are currently logged on are listed.

16. Select the user to which you want to send an instant message and click **Connect**.
17. Type and message and click **Send**.

The message is sent.

**Parent Topic:** [Communicating with Users](#)

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### Related topics

[Using the Discussion Board](#)

[Using the Chat Room](#)

## Using the Chat Room

You can chat with other users that are currently logged on.

To use the chat room:

18. Click the **Community** tab on the Home Page.

The Community window opens. If discussion boards and chat rooms are enabled for the organization, they are listed in the table.

19. Double-click the chat room graphic  corresponding to the appropriate chat room. Use the **Search** box to find the chat room, if necessary.

The Chat Room window opens, listing the users that are currently logged on.

20. Type your chat message and click **Send**.

The chat message is shared with the users that are logged on.

**Parent Topic:** [Communicating with Users](#)

### Related topics

[Using the Discussion Board](#)

## Viewing News

Use the **News** tab to stay informed about company news, scheduled maintenance, and other important announcements concerning your CourseMill experience.

Contact your administrator if you would like to provide content for the **News** tab.

## Viewing this Guide as a PDF

Click [here](#) to open the PDF.

 To open the PDF in a separate tab or window with Internet Explorer, right-click on the **here** link and select **Open in New Tab** or **Open in New Window**.

## Trademarks

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