

## INSTRUCTIONS

### 1. Scenario – Creating an Account

**Objective:** Demonstrate how you would create an account on the education platform.

In a web browser go to:

[ce.childrencolorado.org](http://ce.childrencolorado.org)

If you don't have an account at CE@CHCO please take a moment to create one. Be sure to include your cell phone number in the demographics.

If you have an account, share with the facilitators.

### 2. Scenario – Course Registration

You are interested in taking a class called “**Usability Website Test - Course**”. It is a live course on for today's date. Navigate the site and register for the course.

### 3. Scenario – Mark Your Attendance

Pretend you are attending the course today. The facilitator shares that your attendance will be marked via a text message code. They provide you the attendance code:

**TESTCOUR**

Please text this attendance code to 720-790-4423.

### 4. Scenario – Course Evaluation

After entering the above attendance code you should receive an email with a link to complete a 1 question evaluation. Complete the evaluation.

### 5. Scenario – Course Credit and Certificate

Enter “1.00” for the number of credit hours collected.

Download certificate from the site

### 6. Scenario - On-Demand Course Registration

A colleague told you about an on-demand course called “**Enduring Anytime Sample Course**”. Register and complete the course.

Tester Name \_\_\_\_\_

## 7. Scenario – Updating Demographics

You've received an email that states your account information is missing a few details.

Please navigate CE@CHCO to locate where the following updates should occur:

Email address

Learner type

Phone number

## 8. Scenario – Transcript and Certificate

Navigate CE@CHCO to view your transcript.

Download a certificate for either “**Enduring Anytime Sample Course**” or “**Usability Website Test – Course**”.

## 9. Post-survey

After completing all the scenarios, complete the usability study's post survey.

Open a web browser and go to:

<https://forms.office.com/r/vqwGcirg1M>