Saylor Academy (saylor.org)

Directions for Accessing and Completing Course's in Saylor Academy

➢ **Step One:** Go to saylor.org (https://learn.saylor.org/login/index.php).

➢ **Step Two:** Click on "Log in or Sign up" link to login or create a new account. After creating a new account, you will receive a notification from Saylor.org to the email address you provided. Please read and follow the directions to complete the registration / account setup.

➢ **Step Three:** Find the search box and type in the name of the course you want to enroll in (use the document provided by SBBC). On the course page, click on "Enroll me in this course". On the following page, click on "Enroll me" to begin the course.

➢ **Step Four:** Read the "Course syllabus" and "Course Terms of Use".

➢ **Step Five:** Click on Unit 1 (one) and complete the unit in its entirety. Follow this process for each unit that is paired with the course.

➢ **Step Six:** Click on the "Course Feedback Survey". After clicking on the link, you will be directed to a new page or tab to complete the survey.

➢ **Step Seven:** Click on "Certificate Final Exam". Please read the Essential Details for the final exam and when you are ready to begin the exam, click on "attempt quiz now". In the text box that appears, be sure to click in the box stating that you read and agree to the provided statement. Click on "start attempt" and begin. To receive a free Course Completion Certificate, you will need to earn a grade of **70% or higher** on this final exam. Your grade for the exam will be calculated as soon as you complete it. If you do not pass the exam on your first try, you can take it again as many times as you want, with a **7-day waiting period** between each attempt.

➢ **Step Eight:** Once you have finished the exam, click on "Finish Attempt". On the next page, click on "Submit All and Finish" to end.

➢ **Step Nine:** Review your grade and points achieved. Click on "Finish Review" link.

➢ **Step Ten:** If you have achieved a score of 70% or higher, you will receive a certificate via email. You also can go to your "Dashboard" and view / print / download the certificate.

➢ Once you pass this final exam, you will be awarded a **free Course Completion Certificate**. Completion certificate(s) must be submitted from your BCPS email account to: NIExternalCourseDropbox@browardschools.com in order to receive credit for successfully completing the course.

❖ If you need any additional assistance, please visit the Saylor Help Center at https://support.saylor.org/hc/en-us.