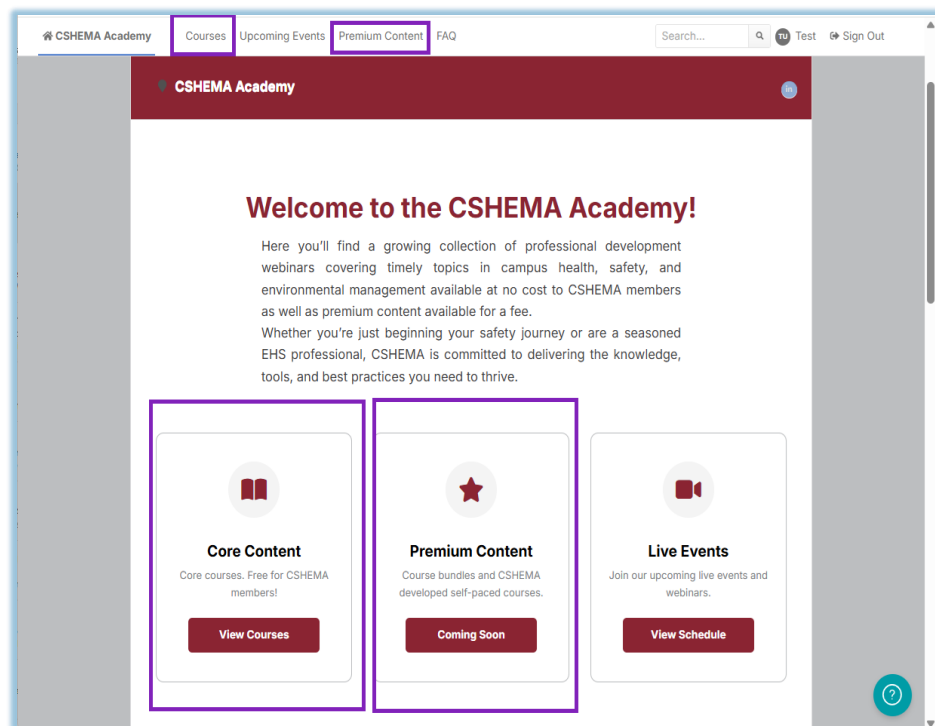


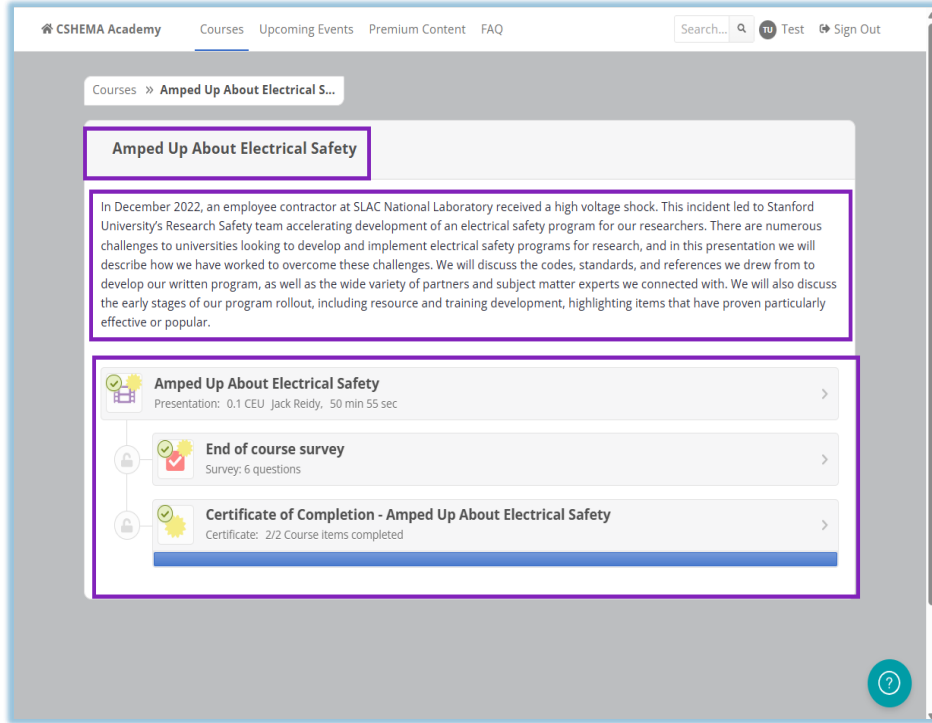
CSHEMA Academy Student Guide – Course Walkthrough – Recorded webinars

Summary: This guide gives students a walkthrough on course content and how to access course material for recorded webinar style courses.

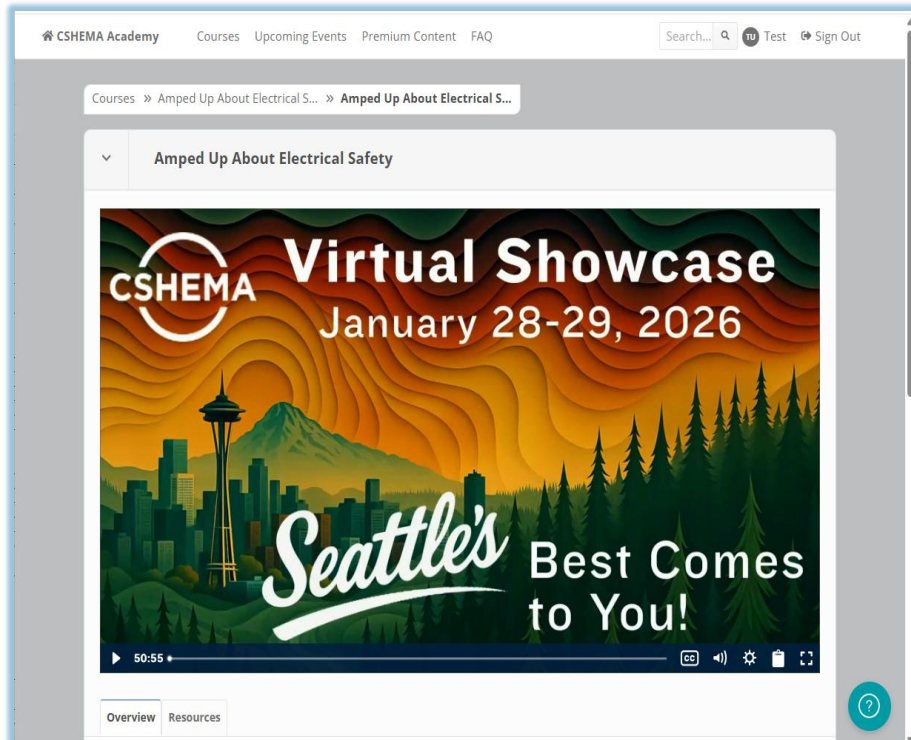
1. Courses can be accessed through the Courses tab in the top menu, through the content tabs from the homepage, or through your student profile (for courses you have purchased or started). Premium course content can also be access through the Premium Content menu or tab:



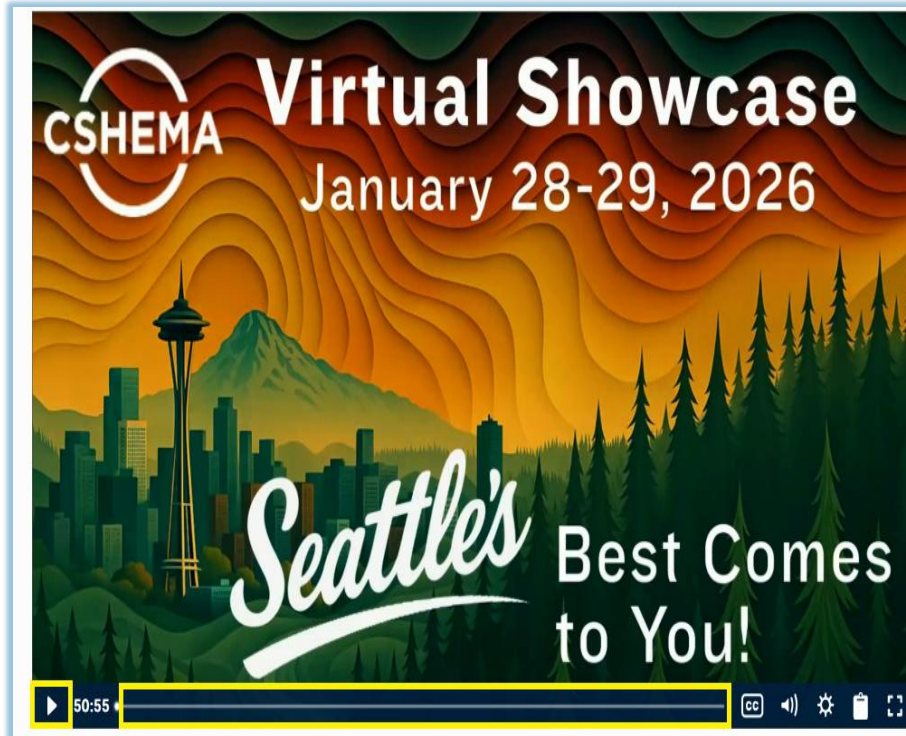
2. Once a course is selected, the course will display the course title, course description, and the content sections (presentation, course survey, and certificate of completion):



3. Courses start with the recorded content:



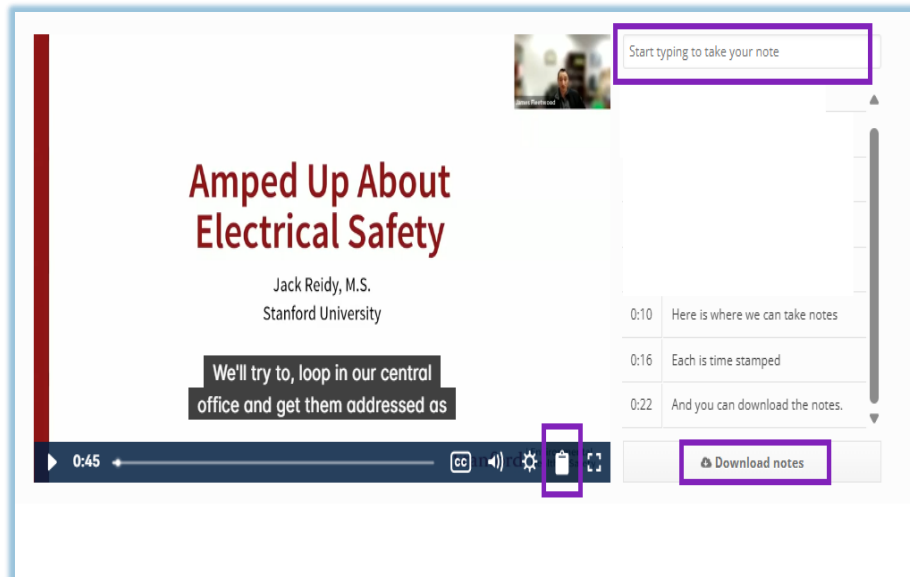
- a. The controls below the video allow you to start, stop, and rewind videos. Note: video forwarding is restricted until you the first time you complete the video.



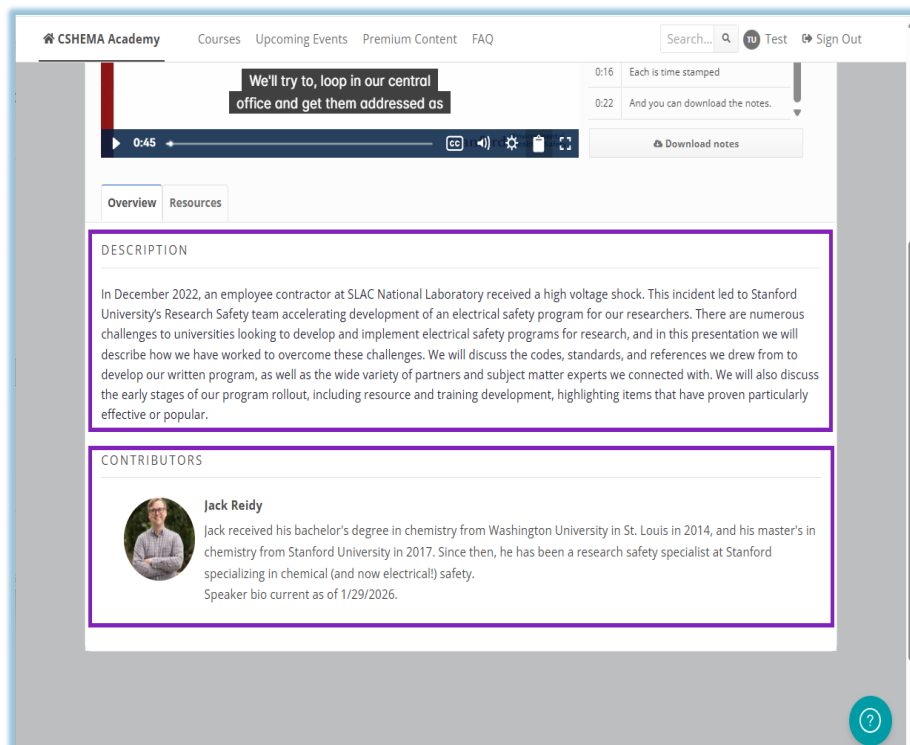
- b. The controls below the video on the right side allow you to adjust close captioning, volume, video quality, and full screen. After viewing the video for the first time, you can also change the playback speed. Captions are AI generated, so please excuse any typing errors:



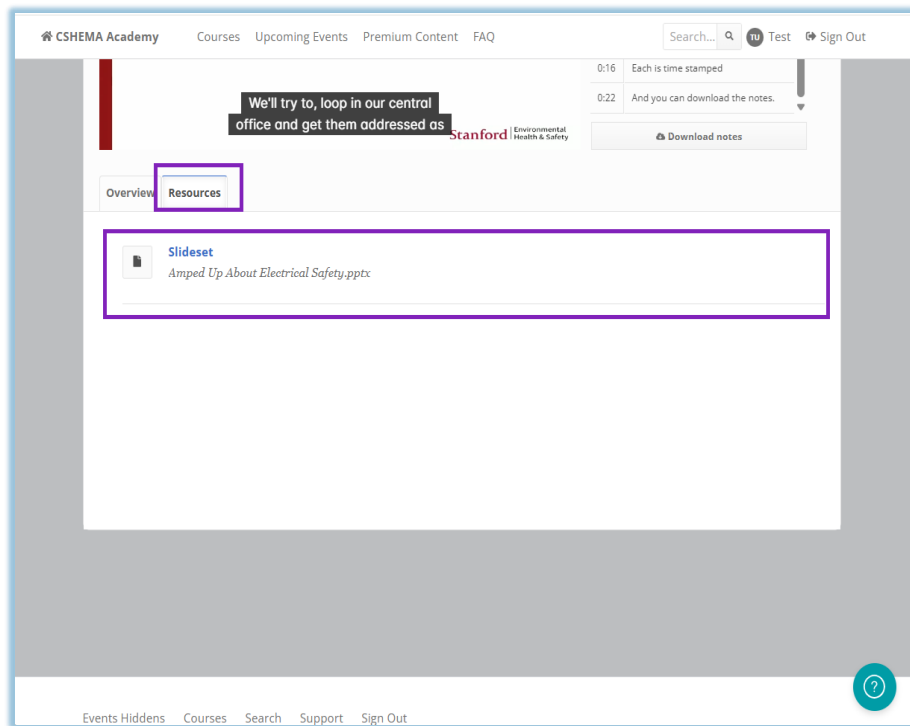
- c. The clipboard button allows you to take notes as you watch the course. These notes are timestamped and can be downloaded.



4. Scrolling down from the video, you will see the course description and the speaker bio(s). Speaker bio(s) are current as of the date noted (generally the date of the original presentation):



5. The “Resources” tab will allow you to access and download any course specific resources such as slide sets (when available), useful links, or documents mentioned in the webinar or shared by the presenter:



6. After completing a course, it will take you to a brief end of course survey. Please fill out the questions. The first 4 questions are required to receive completion credit. Navigate to the second page to submit your responses:

print or save the document as a pdf using the “Print Certificate” button. Note, the system also emails you a completion letter with the link to the certificate:

The screenshot shows a web browser window with the following elements:

- Navigation bar: CSHEMA Academy, Courses, Upcoming Events, Premium Content, FAQ, Search..., Test, Sign Out
- Page title: Certificate of Completion - Amped Up About Electrical Safety (2/2)
- Certificate content (framed in red):
 - Certificate of Completion**
 - This certifies that **Test User3**
 - has successfully completed **Amped Up About Electrical Safety**
 - earning 0.1 CEU's for their attendance.
 - Authorized by: Campus Safety, Health, & Environmental Management Association
 - Date: 2/5/26
 - CSHEMA Academy logo: On-Demand Learning for OHS Excellence
- Print Certificate button (highlighted with a purple box)
- Certificate Items table:

Certificate Items	CEU
✓ Amped Up About Electrical Safety	0.1
✓ End of course survey	0.0
Total	0.1
- Help icon (question mark in a circle) in the bottom right corner.