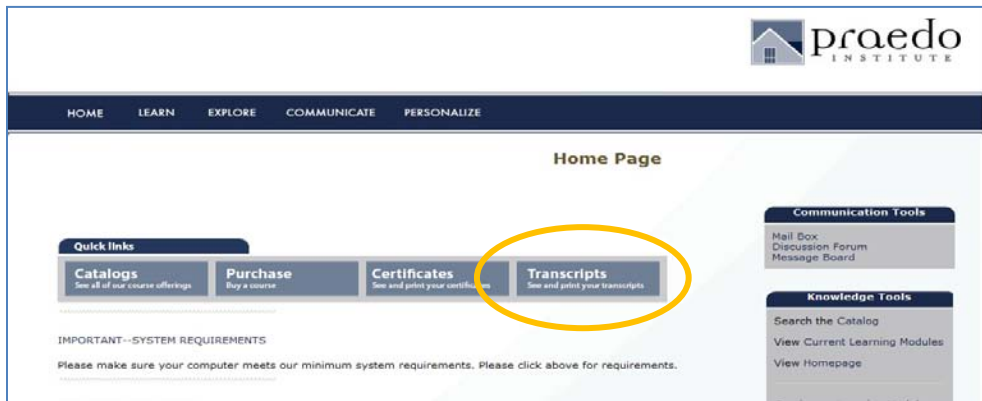


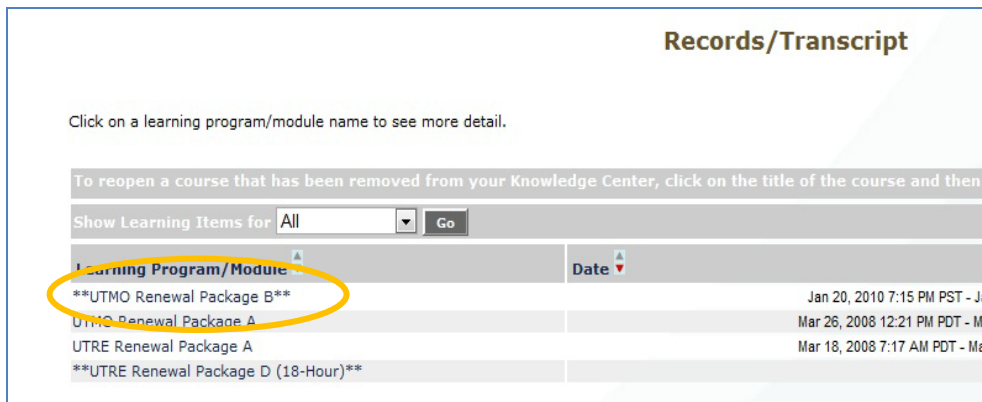
# Reopening a Completed Course

When you complete a course, the course is removed from your current learning modules but may still be accessed from your transcripts. If you want to view a course after it has been completed, the following instructions show you how to reopen a course into your current learning modules.

1. From the home page of your account, click on the "Transcripts" box.



2. From your transcripts, click on the title of the course you would like to access again.



3. When you click on the link, a summary of the course will be listed. In the details section at the top, click on the blue "Reopen" link. You may need to scroll to the right, depending on your browser settings.



4. A message will pop-up to inform you that the course is now able to be accessed from your current learning modules. Click the OK button and then you may view your course. When you reopen any of the sections, make sure to select "yes" when asked if you want to resume where you left off in the course. If you select "no," the timing will be reset on your course.

