



# THE PLAY PROJECT

# Course Tutorials

In this guide, you'll learn how to easily navigate our online courses, access valuable resources, and make the most of each training. Video tutorials are available for each section—simply click on the section title to watch the corresponding video.

## Access Your Course

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To find your courses through our [dashboard](#), click on the tile titled “My Courses.” Click on your course that you would like to access. This is where you will be able to locate:

- The course overview
- Lessons outline
- Resources
- Collaborations (if applicable)
- Certificates

## Download Resources

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Click on the tab on your course titled “Resources” then all available documents and chats tied to your course will appear on your screen. You can either click on each individual resource to view them on your device, or click the blue button on the right that says “Download All” to download all resources to your computer or tablet. *\*Note: if you select download all, your resources will be downloaded in a zip file.*

Resources will also be available to download within your course, either on the upper right hand corner of the module, or embedded within the course.

# Viewing Your Course

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When going through our courses, there are different screen orientations that are optimal for the different modules. To change your course view, click the box icon in the upper right hand corner, next to “Exit Course.” There are 4 options to choose from: Combined, Sidebar, Details, Compact. Please refer to this table to choose the best view for each of our courses.

Course Name	Recommended View
Advanced Course	Compact
Implementation Course	Sidebar
Intensive Workshop Online	Sidebar
The Good, The Bad, & The Ugly	Sidebar
Transition Tricks	Sidebar
Welcome to The PLAY Project Introductory Online Course	Sidebar

## Online Forum

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Please use the online forum, called Collaboration, to ask questions that you may have during our training. You can also use this space to introduce yourself, share your story, and connect with other families and professionals that are also taking the course.

*\*Please note not all of our courses offer an online forum, only our Implementation Course, Advanced Course, & Intensive Workshop Online.*

You can locate the Collaboration, either by clicking on your course as stated above, or by clicking on the link here: <https://playproject.myabsorb.com/#/collaborations>

# Download Your Certificate

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Once you have completed your course, you can download your certificate a few different ways:

- Follow the steps above in “Access Your Course” where you can see the course overview, lessons, resources. There will be a new section that populates once you finish your course titled “Outcomes.” There your certificate will be available for you to download.
- Click on your profile icon in the upper right hand corner. Click the submenu title “[My Activity](#)” there, a certificate icon will be listed with the title “Earned (Course Name)”.
- Find your [Transcript](#) in the hamburger menu on the right hand side, once you click on that section, scroll until you see “Certificates” & there you can download all earned certificates.