

Travel Online Quiz – Self Enrollment Instructions

Assign Test

- 1) Sign into eduCAT: www.educat.utah.edu (login with CIS password)
- 2) Select **My E-Learning Lessons** tab labeled **VIEW** from the menu
- 3) Click on the **Self Enroll** tab (5th tab to the right)
- 4) Select the radio button option which reads: **Your entire organization** (this should already be selected by default)
- 5) Click the **Enroll Now** button next to the module name: **UUHR00357 - Travel Test**
- 6) Check the box next to the **All Lessons** check box option
- 7) Click the **Add Lessons** button (upon successfully self-enrolling in the module, a confirmation page will display which reads: **Assignment process is completed**)

View Intro Module

- 8) Click on the **HOME** tab at the top left
- 9) **My E-Learning Lessons** should say **1 lesson due** to the right of the **VIEW** button
- 10) Click the **VIEW** button
- 11) Click on the **UUHR00357-Travel Test** and review the slides
- 12) Follow the instructions on the slides

Take the Test

- 13) Click on the **TEST** button and take the test
- 14) Click on **Take Test** on the top right
- 15) Take the test

Take Test Again OR Logout

- 16) After completing the test click the **Personal Page** at the top right
- 17) To take the test again click on the **HOME** tab at the top left
- 18) Click on **Assignments All** (second tab to the right) to take the test as many times as you would like.
- 19) To close this page click on **Logout** at the top