

## Lesson Instructions

- Watch the video on the lesson page.
- When finished with the video, complete the quizzes at the bottom of the lesson page.
- Each lesson has one or more of the following quizzes.
  - **Comprehension Check:** This quiz has a variety of question types designed to test your understanding of the material presented in the lesson. You will be able to retake the quiz as many times as you like. The grades from these quizzes are not reported to credentialing organizations
  - **Take-Aways:** This is a single question which asks you to identify the key take-aways from the lesson. The required grade to progress is 100%, but you can retake the quiz as many times as you like.
  - **Case Study:** This may be a multi-step question where you will work on a project and check your answers against those provided by the instructor. Each of these studies are ungraded, but it is definitely in your best interest to complete them!
- You can download the video transcript in PDF format and take notes on that sheet (Click the Download Video Transcript link in the Supplemental Resources section).
- The video transcript contains definitions for new terms mentioned in the lesson.
- The Supplemental Resources section may contain links to other materials – spreadsheet applications used in the lesson, scratch sheets for completing quiz questions and case studies, and additional reading materials that will add more information about the topic covered.