



Blue Poppy Enterprises, Inc.  
Empowering Everyday Heroes

## **Instructions for Accessing and Completing your Continuing Education**

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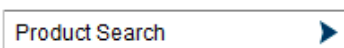
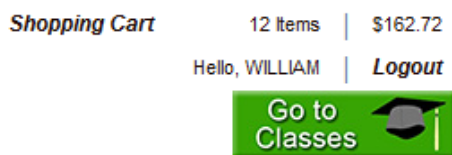
## Empowering Everyday Heroes

### Instructions for Accessing and Completing your Continuing Education

If you have trouble please call 1-800-293-6697 for California and 1-800-487-9296 for all other customers

## How to Access Your Courses

You can log in to your Blue Poppy account and find the “Go To Classes” button at the top right of our website. Clicking the button will take you to the Blue Poppy CEU website.



Add Headings (Format > Paragraph styles) and they will appear in your table of contents.

If you don't see that button, you can open a new web browser window or tab and use the address below to get to the same place.

<http://www.bluepoppyceu.com/login/index.php>



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## How to Login to Your Courses

### Returning to this web site?

Login here using your username and password  
(Cookies must be enabled in your browser) [?](#)

Your session has timed out. Please login again.

Username	<input type="text" value="bill@bluepop"/>	<input type="button" value="Login"/>
Password	<input type="password"/>	
<input checked="" type="checkbox"/> Remember username		

[Forgotten your username or password?](#)

Please see next page for password instructions

You will use your email address and one of the following password options:

if this is your first continuing education purchase, your password will be sent to you in a separate email.

If you have taken classes with us before, but have not yet logged into this new website before your password will be “changeme” (without the quotation marks”).

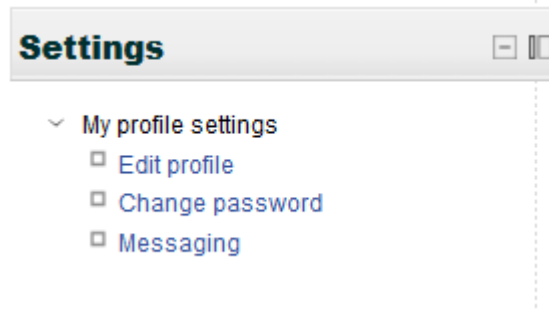
If you have logged into this site before your password will be the one you created for this website.

Do not login as a guest, you will not have access to your courses.



## How to Change Your Password

Once logged in you will find the Settings Menu on the left hand side of the webpage under the Navigation Menu.



To change your password click “Change password”

**Change password**

Username caroline@bluepoppy.com

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Current password\*

New password\*

New password (again)\*

You will be asked to enter your current password(the one you used to sign in) and your desired new password. Your password must have at least 8 characters, at least one uppercase letter, at least one lowercase letter, and at least one number. Then click “Save changes”.

## How to Add Your License Information

*If you have a FLORIDA license you MUST enter your FLORIDA license information here in order to be reported to CEBroker.*

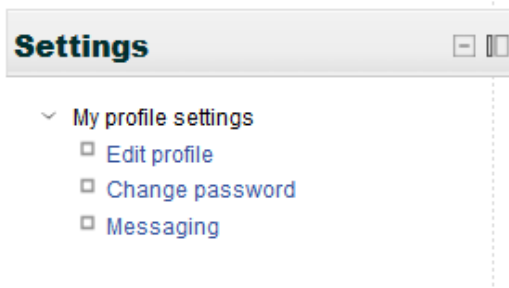


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*For ANY licence information to appear on your certificate you MUST add that information here*

Once logged in you will find the Settings Menu on the left hand side of the webpage under the Navigation Menu.



To add you license click “Edit profile”  
You should see your name at the top of the page.

Scroll down until you see



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### Licensing Information

Primary License Issuing Body\*

Primary License Issuing State (only applicable if the primary license is State issued)

Primary License Number\*

Secondary License Issuing Body

Secondary License Issuing State (only applicable if the secondary license is State issued)

Secondary License Number

Select the drop down menu from "Primary License Issuing Body"

Primary License Issuing Body\*

Primary License Issuing State (only applicable if the primary license is

Choose...

NCCAOM

State

Other

Choose "State" or "NCCAOM" or "Other".



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If you have selected “State” please select your state from the drop down menu.

Primary License	<input type="text"/>
Issuing State (only applicable if the primary license is State issued)	<input type="text"/>
Primary License Number*	<div><div>Alabama</div><div>Alaska</div><div>Arizona</div><div>Arkansas</div><div>California</div><div>Colorado</div><div>Connecticut</div></div>

If you selected “NCCAOM” or “Other” in the first box leave this selection blank.

In the “Primary License Number” box, enter your state or NCCAOM license number according to the selection you just made.

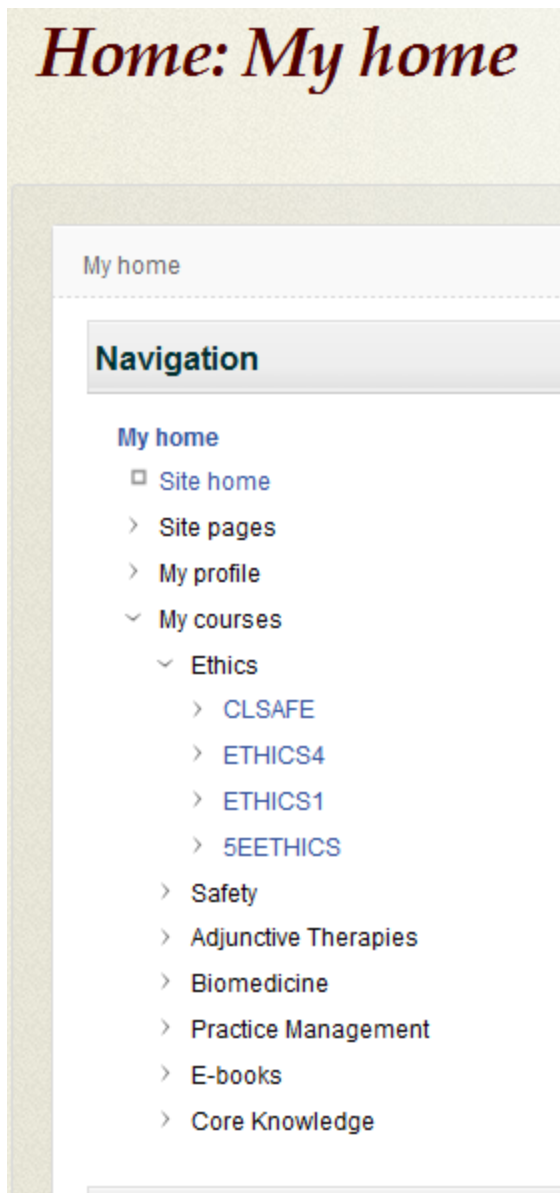
Primary License Number*	<input type="text" value="AP1234"/>
-------------------------	-------------------------------------

If you have a secondary license repeat these steps in the “Secondary License” boxes.

Secondary License Issuing Body	<input type="text"/>
Secondary License Issuing State (only applicable if the secondary license is State issued)	<input type="text"/>
Secondary License Number	<input type="text"/>



## How to find courses using the Navigation menu



### Course overview

Your courses will be listed here on the website.

You are able to find your courses on your Course Overview page and by using the Navigation menu on the top left of the website (pictured to the left). If you have more courses than can fit on the Course Overview, you can find the rest of your courses by using the Navigation Menu on the left.

By clicking on the **My Courses** link, you will find a list of your courses.

Your courses are listed under a sub-menu that will open under **My Courses** with the categories shown.

These will correspond with the type of CEUs that the course provides.

Core Knowledge will also have several sub-categories you may need to open to find your courses.





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### Navigation

#### My home

- ▣ Site home
- > Site pages
- > My profile
- ▼ My courses
  - ▼ Ethics
    - ▼ CLSAFE
      - > Participants
      - > Build Your Successful Acupuncture Practice Module ...
      - > Course Summary
      - > Required Materials
      - > Supplementary Materials
      - > NCCAOM Program Worksheet Practice Quiz
      - > Final Quiz
      - > Course Completion Exit Survey
  - > Core Knowledge

A few notes regarding the Navigation Pane:

To return to the course you are working on, you will need to click the course name under My courses (In our example; CLSAFE). You may be able to click the Course Summary link, but it will not take you to a different page.

Course topic links will open a file or link location that you can then click on to access the materials in those sections.

Quiz access will not be granted in this section until the required materials have all been marked complete. (See “How to Mark a Section Complete”)

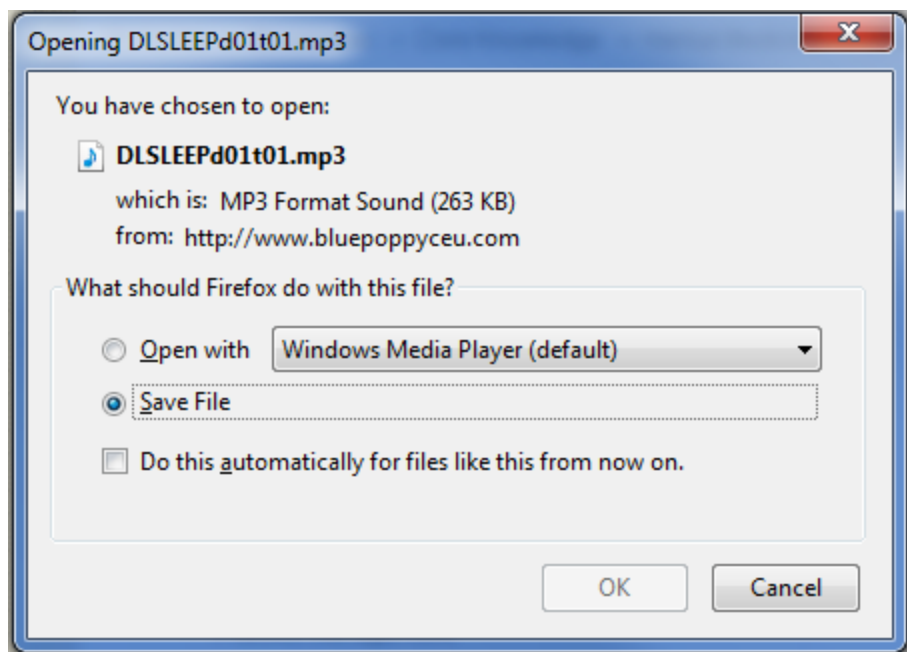


## How to Download Course Files to Your Computer

If you have purchased the online option for your course, you may wish to download your course materials to your computer / mobile device so that you are able to use them when you choose.

### **For a Windows System:**

When you click on a file to download, you should be presented with a pop up like the one below;



If you choose **save file**, this will save the file to a folder on your computer for later use. If you choose **open with** \_\_\_\_\_ this will open the file with the program chosen. **open with** is a one time option and the file will not be available to you until you click the link again.

Because most modern browsers have a single download folder, when downloading course files to your computer, it is advised that you create and rename new folder for each class and then create additional folders in each class folder for your media as required.

You should move all the files you have downloaded to the folders you've made for them before you begin another class because many media files will have names that look similar



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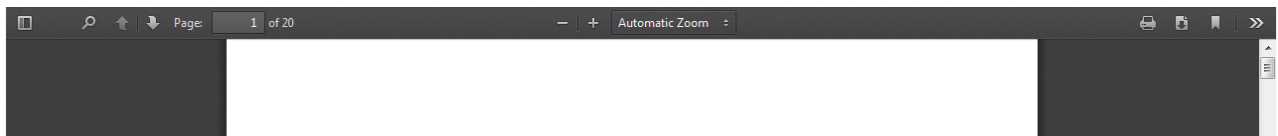
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despite being for different classes. Keeping them organized can save you time and frustration.

If you need help creating folders for your computer, please refer to your operating system help files.

When downloading the Lecture Notes, the options will change depending on the web browser and the plug-ins you are using.

The most common will be the Adobe Reader and will look like the example below:



To save the document to your computer you will use the button that looks like this:



To Print the document you will use the button that looks like this:



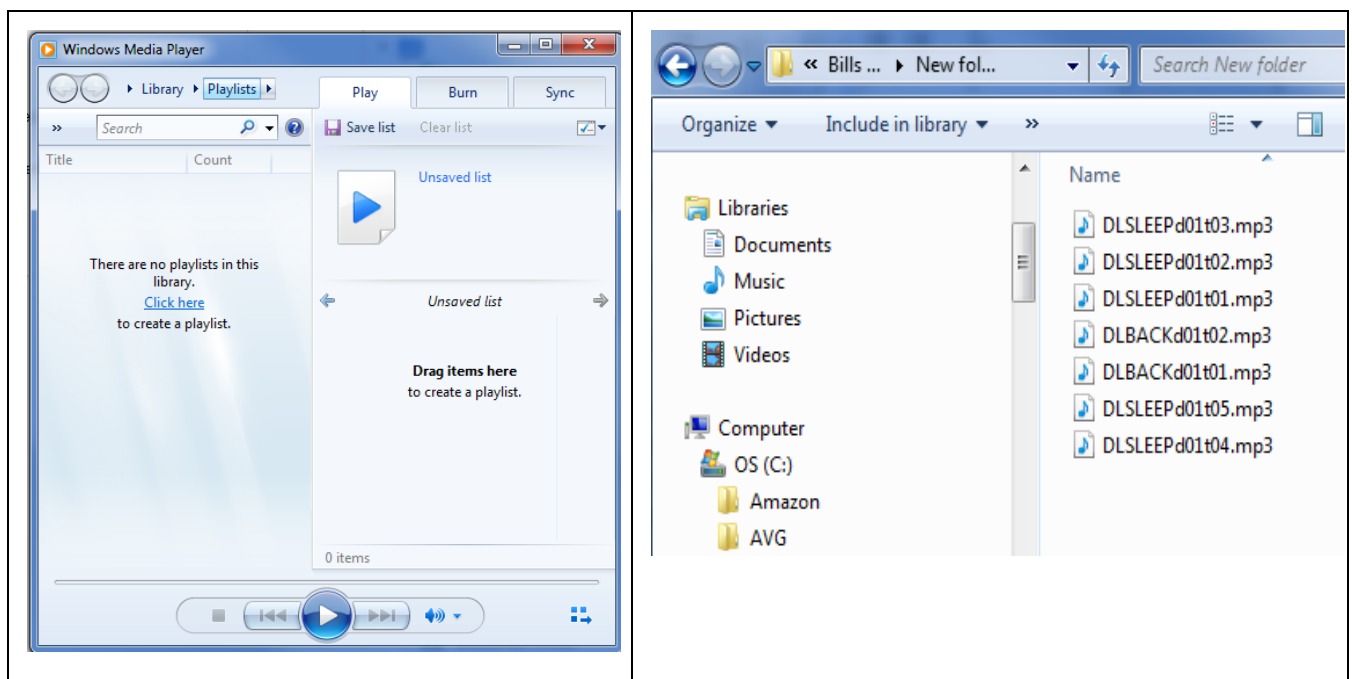
If you are using a different plug in, then you should look for similar buttons to accomplish the task.



## **How to move audio tracks into a playlist via Windows Media Player and itunes**

Because of the way our audio tracks have been broken up for the lectures in the online version of our course, it may be easier for you to listen to a session as a playlist with continuous play rather than clicking each track individually.

To accomplish this you will need to have downloaded all of the audio files using the method discussed in the previous section. Once you have completed the downloads. You will need to have the folder open on your screen and your media player open to the playlist as in the example below (using Windows Media Player).



Click on the first file in the list, then press and hold the “shift” key, click on the last file in the list and release the shift key. you should find that all the files are now highlighted. You can now click and hold on the highlighted list and drag them to the player’s playlist. If you are not able to drag them all at once, you can drag them in one at a time.



## How to Mark a Section Complete

In order to move onto the practice quiz you must mark each activity complete under “Required Materials”

If you have a CD Notebook version of the course you will need to manually mark these items complete. If you have an online version, as you complete each section a check mark should appear automatically as you progress through each section of the materials.

### Required Materials

These are the required materials for successful completion of this distance learning course. Please listen to the audio and read the accompanying lecture notes thoroughly until you feel you have gained mastery of them before attempting the final quiz.

### Written Materials

 [Lecture Notes](#) 4.1MB PDF document



These may be printed out and used for taking notes while following along with the lecture.

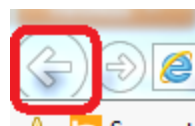
### Audio Lecture

-  [Session One](#)
-  [Session Two](#)
-  [Session Three](#)
-  [Session Four](#)
-  [Session Five](#)
-  [Session Six](#)
-  [Session Seven](#)
-  [Session Eight](#)
-  [Session Nine](#)
-  [Session Ten](#)
-  [Session Eleven](#)
-  [Session Twelve](#)



To progress, each activity must be marked complete with a checkmark in each box circled on the image.

To do this, open each activity, complete the activity, and then press the “Back” Button in your internet browser, usually located in the upper left of your screen.

















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Repeat this for each activity.

### Audio Lecture

	Session One	<input checked="" type="checkbox"/>
	Session Two	<input checked="" type="checkbox"/>
	Session Three	<input checked="" type="checkbox"/>
	Session Four	<input checked="" type="checkbox"/>
	Session Five	<input type="checkbox"/>
	Session Six	<input type="checkbox"/>
	Session Seven	<input type="checkbox"/>
	Session Eight	<input type="checkbox"/>
	Session Nine	<input type="checkbox"/>
	Session Ten	<input type="checkbox"/>
	Session Eleven	<input type="checkbox"/>
	Session Twelve	<input type="checkbox"/>

If you have completed all of the required materials but you do not have a checkmark in each box click the box that the check mark belongs in and add it manually













### Written Materials

 Lecture Notes 4.1MB PDF document



These may be printed out and used for taking notes while following along with the lecture.

### Audio Lecture

	Session One	<input checked="" type="checkbox"/>
	Session Two	<input checked="" type="checkbox"/>
	Session Three	<input checked="" type="checkbox"/>
	Session Four	<input checked="" type="checkbox"/>
	Session Five	<input type="checkbox"/>
	Session Six	<input type="checkbox"/>
	Session Seven	<input type="checkbox"/>
	Session Eight	<input type="checkbox"/>
	Session Nine	<input type="checkbox"/>
	Session Ten	<input type="checkbox"/>
	Session Eleven	<input type="checkbox"/>
	Session Twelve	<input type="checkbox"/>

Mark as complete: Session Five

Once all required materials have been completed you may move onto the NCCAOM Practice Quiz Worksheet.




## Taking the Practice Quiz

Before you take the final Quiz you must first complete the practice quiz. It is not required that you pass the quiz but it will help you judge whether or not you are ready to take the final quiz. You may re-take the practice quiz as many times as you like. To take the quiz click on the Blue text that reads “NCCAOM Program Worksheet Practice Quiz” as seen below..

### NCCAOM Program Worksheet Practice Quiz

Are you ready to take the final quiz? Test your understanding of core materials first by taking the NCCAOM Program Worksheet Practice Quiz. In order to progress to the final quiz, you must pass the practice quiz with a score of 70 percent or higher. If you pass the practice quiz, but do not answer all of the questions correctly, we recommend reviewing all required materials again before attempting the final quiz.

 [NCCAOM Program Worksheet Practice Quiz](#)



Then click “Attempt quiz now”.

### NCCAOM Program Worksheet Practice Quiz

Grading method: Highest grade

[Attempt quiz now](#)

Answer the questions.

Then proceed to the next screen.

### NCCAOM Program Worksheet Practice Quiz

#### Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved

[Return to attempt](#)

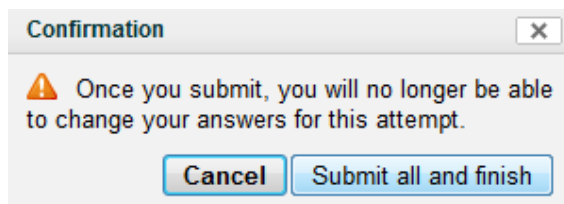
[Submit all and finish](#)

Click “Submit all and finish” (above) then click “Submit all and finish” (below) - do not click cancel.



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### Taking the Final Quiz

Once you have completed the practice quiz you may take the final quiz. You must pass the final quiz with 70% or better to complete the course and receive credit. One attempt is allowed on this quiz. If you fail the quiz you may call during business hours to pay \$5.00 and have it reset. If you are ready to do this click the blue text that reads “Final Quiz”.

### Final Quiz

A minimum score of 70 percent on the final quiz is necessary to successfully complete this distance learning course. All answers to this quiz are based on the required materials section.



[Final Quiz](#)



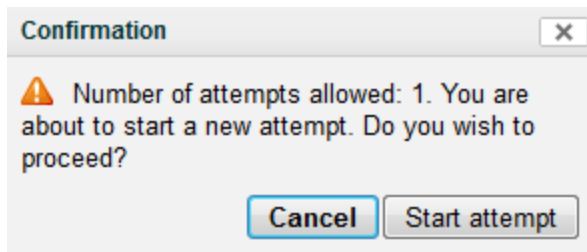
If you are ready to take the final quiz click “Attempt quiz now”.

### Final Quiz

Attempts allowed: 1

[Attempt quiz now](#)

Then click “Start Attempt” if you are ready to start your final quiz.



[Next](#)

Answer all questions, then click [Next](#) at the bottom of the page.





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### Final Quiz

### Summary of attempt

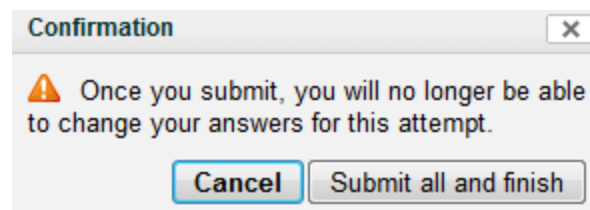
Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Not yet answered
7	Not yet answered
8	Answer saved
9	Answer saved
10	Answer saved

[Return to attempt](#)

[Submit all and finish](#)

If you see “**Not yet answered**” in your summary of attempt, this means that you have not selected an answer for that question. This will be counted as an incorrect answer and will lower your score. To fix this you can click the “Return to attempt” button. This will bring you back to the quiz where you will be able to select your answer for any question you may have missed.

When you have completed your quiz to your satisfaction, then press “Submit all and finish”. Do not press cancel.





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If you have passed your final quiz you will see this:

### Summary of your previous attempts

State	Marks / 10.00	Grade / 100.00	Review	Feedback
Finished Submitted Friday, 21 February 2014, 11:26 PM	10.00	100.00		Congratulations! You have passed the final competency quiz and may now download your <a href="#">certificate of completion</a> .

### No more attempts are allowed

Your final grade for this quiz is 100.00/100.00.

### Overall feedback

Congratulations! You have passed the final competency quiz and may now download your [certificate of completion](#).

No more attempts are allowed



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## **Getting your Certificate of Completion**

To get your certificate of completion click “Certificate of Completion”. This is located on the course page with course materials and the final quiz, at the very bottom of the page.

### **Certificate of Completion**



[Certificate of Completion](#)

Click on “Get your certificate”.

### **Summary of Previously Received Certificates**

Issued

Friday, 21 February 2014,  
11:28 PM

Click the button below to save your certificate to your computer.

[Get your certificate](#)

Your certificate will generate as a pdf file. For information on downloading pdf files on your computer see the section “How to download the course files to your computer”.

**If you have trouble please call 1-800-293-6697 for California and 1-800-487-9296 for all other customers**