

The Mental Health First Aid (MHFA) Instructor-led training is over. Now it's time to move the class from participants to First Aiders. Here are the steps Instructors and participants need to take.

**Course Submission** — After the Instructor-led training ends, the Instructor verifies attendance in the learning management system (LMS) session roster and submits the course for completion status.

**Evaluation** — Once attendance has been verified, participants who attended will receive an email instructing them to complete their post-work — a post-session evaluation of the experience, a graded quiz testing their knowledge, and an evaluation of the experience. The link in the email will take them to the LMS, and when they log in, the prompt next to the session on their transcript will say "Evaluate." (Participants who registered, but did not attend, will not receive this email but will be able to reschedule and maintain their progress in the pre-work.)

**Graded Quiz** — After they complete the session evaluation, the participant will return to their LMS homepage and select the "Open Curriculum" prompt to take their graded quiz in Step Two. This quiz tests their knowledge of the material.

**Post-test** — Once the participant passes the quiz, they return to their homepage and follow the "Take Post-test" prompt to complete their evaluation of the full-curriculum. After the evaluation is complete, the participant will have access to their certificate.

**Certificate** — To access their certificate, the participant selects the Learning menu and clicks "View Your Transcript." Then they switch the view from "Active" to "Completed." By default, the blue action button will say, "View Certificate." A participant who wants to review their coursework or to access their manual or any other Toolbox items must click the down arrow and choose "Open Curriculum."