


1. Log into SALS ONLINE – Academic Integrity, SALS ONLINE – Academic Writing, or SALS ONLINE – Learning Strategies in DC Connect.
2. Click **Content**.
3. Choose the module you want to complete and click the [Module Name] link.
4. Visit **all** of the content in the module.
5. Attempt the **pre-assessment quiz** for the module, at least once.
6. Complete the **post-assessment quiz** for the module. You must score 100% on this quiz, but you may complete the quiz as many times as required to score 100%.
7. Once you have viewed all the content and achieved 100% on the post-assessment quiz, a new topic will appear with **[Module Name] Reflection**. Complete this reflection checklist.
8. Write a reflection, if your professor requires it.

### **Obtaining a Certificate of Completion:**

Once you have met **all** the requirements, you will receive an Update Alert in DC Connect (indicated by  at the top of the screen) as a notification that you have earned an award. This notification may take some time to appear and may require that you log out of DC Connect to trigger the alert. If you have not received a notification within 24 hours of completing the module, review the module to ensure that you have not missed any of the requirements.

Follow these instructions to retrieve your certificate:

1. Click the **Awards** tab near the top of the SALS ONLINE unit.
2. Click **My Awards**.
3. Click the icon for the SALS ONLINE [Module Name] Module.
4. Click **Generate Certificate**.
5. Follow your professor's instructions to provide them with the PDF of your verification.