



Navigating the REDDy Training: A Step by Step Guide*

The REDDy training is hosted by the UF/IFAS Extension Continuing Educations Solutions (ECES) website. To take the training, visit <http://eces.ifas.ufl.edu>

- **Register or Log On to ECES**
 - UF students, staff & faculty log on with GatorLink username and password
 - All others:
 1. Click on '*First Time User Register*' (link on left of page). This will take you to the Create User Account page (click '*Continue*')
 2. Fill in all appropriate info, including your employer information if you are taking the training for work. Be sure that the email you list is the same one you would provide as your contact email when reporting reptile sightings!
 3. You will receive email confirmation of your registration – click on the link in the email to return to ECES and log on.
- **Register for the REDDy Training**
 1. Log on to ECES at <http://eces.ifas.ufl.edu> using the profile you created
 2. Click on '*Register for Online Courses*' (menu at left of page)
 3. Scroll down to the Wildlife Ecology and Conservation topic, and click '*View Courses*'
 4. Under Introduced Reptile Early Detection and Documentation Training, click '*Register Course for free*' (then click '*OK*' in the pop up window). You are now registered for the course—you can choose to begin the course now by clicking '*Start Course*' or return later.
- **Complete the REDDy Training Module** (Time: approximately 40 minutes)
 1. Log on to ECES at <http://eces.ifas.ufl.edu> using the profile you created—if you have not logged out, skip ahead to step 3.
 2. Click on '*See My Courses*' (menu at left of page)
 3. Under Introduced Reptile Early Detection and Documentation Training, click '*Start Course*'
 4. Work through the module using the '*How to Navigate*' and '*Help/FAQ*' links at the upper right as needed. (Hint: maximize your browser window for enhanced viewing.)
 5. Close the module window when you come to the end of the training module, and return to the ECES webpage—this should still be open in your web browser (if not, repeat steps 1& 2 above). The page should automatically refresh to show the link for '*Step 2: Final Quiz*'—if it does not, you will need to refresh your web browser.

*Guide created by Monica E. McGarrity on 28 July 2010. If you have problems navigating the module using these directions, please email monicaem@ufl.edu. If you encounter a technical difficulty such as an error message, click on 'HELP' at the upper left of the ECES webpage.

- **Take the REDDy Final Quiz** (Time: 5 – 10 minutes)
 1. Log on to ECES at <http://eces.ifas.ufl.edu> using the profile you created—if you have not logged out, skip ahead to step 3.
 2. Click on ‘*See My Courses*’ (menu at left of page)
 3. Under Introduced Reptile Early Detection and Documentation Training, click ‘*Step 2: Final Quiz*’
 4. Complete the quiz—follow the directions in each question carefully, and click ‘*Submit*’ after you choose your answer for each question. If you don’t pass the quiz with a score of 85% on the first try, click ‘*Review Quiz*’ to view the correct answers, then close the quiz window, return to the ECES webpage, and repeat step 3 above.
 5. When you pass the quiz, close the quiz window. Return to the ECES webpage—this should still be open in your web browser (if not, repeat steps 1& 2 above). The page should automatically refresh to show the link for ‘*Step 3: Feedback Survey*’—if it does not, you will need to refresh your web browser.

- **Complete the REDDy Feedback Survey** (Time: 3 – 5 minutes)
 1. Log on to ECES at <http://eces.ifas.ufl.edu> using the profile you created—if you have not logged out, skip ahead to step 3.
 2. Click on ‘*See My Courses*’ (menu at left of page)
 3. Under Introduced Reptile Early Detection and Documentation Training, click ‘*Step 3: Feedback Survey*’
 4. Complete the survey by selecting your answers carefully and then clicking ‘*NEXT*’ at the lower right of the screen. We greatly appreciate your suggestions on improving this course! At the end, click ‘*EXIT*’ to return to ECES, then click ‘*Return to See My Courses*’ to return to the REDDy training page. The page will now show a new link—‘*Click here to print certificate*’

- **Print or save your REDDy Certificate**
 1. Log on to ECES at <http://eces.ifas.ufl.edu> using the profile you created—if you have not logged out, skip ahead to step 3.
 2. Click on ‘*See My Courses*’ (menu at left of page)
 3. Under Introduced Reptile Early Detection and Documentation Training, scroll all the way to the bottom and click ‘*Click here to print certificate*’—a certificate will be automatically generated with your name and date of completion.
 4. Click the printer icon (upper left) to print your certificate, or click the disk icon to save it.

- **Check out the other free courses offered through ECES!**

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