



## ENGINEERING PROFESSIONAL DEVELOPMENT PROGRAM

### Instructions and Technical Requirements for Online Orders

#### Online Video Requirements:

- The Online Video will run on most computers– PC, Mac, and Linux.
- You may watch the stream and/or download the video.
- Be sure you have the latest version of Vimeo. Free downloads are available at <https://free-vimeo-downloader.en.softonic.com/>.

#### Exams and CEU Information:

- **Online orders take the exam online** and you receive scores immediately upon completion.
- Date of completion on certificates for online orders will be the date electronically submitted.
- ***Exams will be accepted for a period of one (1) year from the original date of purchase for both individual orders and organizational orders.***
- A passing score is answering *70% of questions correctly for professional engineers, land surveyors and contractors. A passing score for landscape architects is answering 75% of questions correctly. A passing score for architects is answering 80% of questions correctly.* You will have **two opportunities to take the exam** to obtain a passing score.
- Continuing Education Units (CEUs) are awarded at a rate of one tenth of a CEU per one hour of instruction. **1 Contact Hour=.1 CEU=1 PDH=1 CPC=1LU**
- Individuals may purchase courses with the stipulation that only one CEU certificate will be issued per course.

#### Course Materials:

- For Online Orders, your Workbook is a PDF to be opened and printed for use while taking the course and retained for your personal use. The course presentation can be downloaded and saved.
- You also have an option when placing your order to have a workbook mailed to you for an additional fee.
- Read the “Terms of Sale Agreement” located on our website under “Order a Course.”

#### Accessing Canvas Online Course:

- Your **permanent User ID is your email address**. You create your **password** the first time you log into Canvas via an email that you will receive from Instructure Canvas. You may reuse this password for subsequent orders. (Password is case-sensitive.) If you forget your password, then you may use the “Forgot Password” link on the Canvas Catalog login page.
- **Or**, you may access your course at <https://auburncatalog.instructure.com> . **This link** may also be accessed from our website at [www.eng.auburn.edu/epd](http://www.eng.auburn.edu/epd) Select **New- Canvas Online Login** (located under Related Links).
- After you login, you will now be on the **Dashboard**.
- Locate your course by course name and number. (see *example on next page*) If you purchased more than one course, courses will be listed in alphabetical order.
- **Course Workbook:** Print or download the workbook and exam. See **Course Resources**.

- **Viewing the Course:** Click the video thumbnails on the course homepage under the Course Lectures/List of Modules section. Click the arrow to stream or the Download option on the lower left of the screen. *(You may need to click on Panopto Recordings for the system to load the course video, and then go back to Home and click on the thumbnails to view the course videos).*
  
- **Taking the Exam:**
  - Select **Course Exam** under the Course Materials section of the course homepage to open a PDF version of the Exam. This exam PDF is for your convenience, so that you may answer the questions as you view the course and then enter the answers into the online exam.
  - To access the **Online Exam:** Select the **Take/Exam** thumbnail. Read the “Instructions for Course Exam” and then click on, “here” where it reads “Click **here** to take the exam.” A newer template has the “Take the Quiz” button under the instructions.
  - Answer each question and select next.
  - Review questions and your answers.
  - Select **Grade** to submit your answers.
  - Print the email reply showing your results.
  
- **Completing the Feedback Survey:**
  - To access the **Feedback Survey** select “Next” at the bottom page after you have completed the exam.
  - Enter your name, course number, course title and current date.
  - Complete the survey
  - Submit
  
- **After Passing the Exam:**
  - You will receive a Certificate of Completion by mail for your records.
  
- **Upon Failing an Exam:**
  - You will be able to take the Exam a second time. The “date of completion” will be the date of your first completion.

For assistance, contact us at: [epdhelp@eng.auburn.edu](mailto:epdhelp@eng.auburn.edu) or call (833) 419-8528 during regular office hours, M-F 7:45 am (CDT) to 4:45 pm (CDT). Our office will be closed during the last two weeks of December. We will respond to emails as quickly as possible or by the next regular business day.

Visit our website at [www.eng.auburn.edu/epd](http://www.eng.auburn.edu/epd) .