

iCEV TUTORIAL

USING iCEV STUDY MATERIALS FOR CERTIFICATIONS



STEP 1

View Certification

From your "My Courses", click the "View" button to the right side of the certification you would like to customize. You will be redirected to the "Lessons" page.

The screenshot shows the My iCEV dashboard for user Dusty Moore. At the top right, there are links for 'My Profile', 'Tutorials', and 'Log Out', along with buttons for 'iCEV Coach' and 'Schedule Online Training'. The main heading is 'Welcome, Dusty' with a sub-message: 'This is your "My Courses" page, where you can manage courses, rosters, student certification progress and add new courses. Click and drag the arrows on the left side to reorder your courses. The order will be saved automatically.' Below this is a '+ Add New Course/Certification' button. The 'My Courses' section lists three certifications with their last viewed lessons and 'View' buttons. A red arrow points to the 'View' button for 'Southwest Airlines Professional Communications Certification'.

Course Name	Last Viewed Lesson	Action
AMSА Culinary Meat Selection & Cookery Certification	Background of the American Meat Science Association	View
Principles of Floral Design Certification	History of Floral Design	View
Southwest Airlines Professional Communications Certification	English Applications	View

STEP 2

Select Lessons

On the lesson page, you will see the name of each lesson associated with this certification.

To the right of each lesson name is a "Required for Cert?" box. Each lesson with a checked "Required for Cert?" box will require the individual to take an assessment prior to taking the certification exam.

The screenshot shows the 'Lessons' page for the 'Southwest Airlines Professional Communications Certification'. The page title is 'Southwest Airlines Professional Communications' with an 'Edit title' link. Below the title, it shows the breadcrumb 'My Courses > Southwest Airlines Professional Communications Certification'. The 'Lessons' section has a table with columns for lesson names, 'Required for Cert?' checkboxes, and 'View' buttons. A red arrow points to the unchecked checkbox for the lesson 'Communication Styles - UPDATED'.

Lesson Name	Required for Cert?	Action
English Applications	<input checked="" type="checkbox"/>	View
Introduction to Professional Communication	<input checked="" type="checkbox"/>	View
Communication Styles - UPDATED	<input type="checkbox"/>	View
Written Communication Practices	<input checked="" type="checkbox"/>	View
Workplace Communication - NEW ITEM	<input type="checkbox"/>	View
Business Letters & Memos	<input checked="" type="checkbox"/>	View



NEED ADDITIONAL HELP?

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