



## Menu

You must finish a module to enable navigating to topics in the module. You cannot jump ahead from the menu to sections not viewed yet.

## Pausing

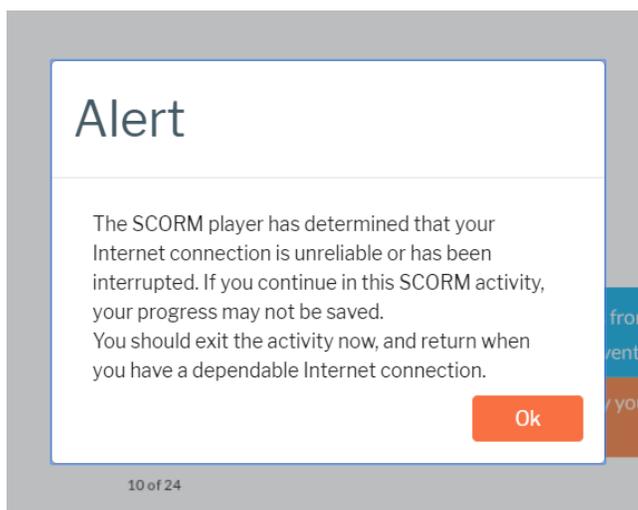
If you are in the middle of a module and you click “exit activity”, then the next time you login and go into the module you can choose to check the box “start a new attempt” which will completely start the module over. If you don't want to start the module over, no worries, the program will automatically bookmark where you stopped in the module.

If you hit the enter button as shown below, it will automatically open where you left off.



## Internet Connection

A strong, fast internet connection is required to take the interactive course. If there is an interruption in your internet connection/power or slow connection, you may get a message like one below so log out and back on. It is recommended to choose a location with a more stable and stronger internet access if you get this message below.



## Browser

The recommended browsers for the course are Chrome, Internet Explorer, and Firefox.

## Question Slides

Each Module has Parts (topics), many contain review questions that look like the image below. In order to advance in the course, you must; let the audio finish before submitting your answer, then submit your answer, new audio will start letting you know if your answer was correct or not. Once the audio is finished then hit on the white arrow in the circle to go to the next slide or complete that Module Part.

M2\_Part 3 Growing Your Client List

Menu | Help

### 3. The Proposal : How to Create an Effective Business Proposal

Yes, you are right! Sam has an expressive personality. He is assertive, relationship-oriented, enthusiastic and energetic, but slow in decision making.

Click on the white arrow in the circle to continue to the next slide after hitting the "Submit" button below

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< PREV NEXT > SUBMIT

## Quizzes

Each Module has a quiz in the last Part that you must score a professor assigned grade ( usually a 75% or 80% -depending on your class) on to pass and continue to the next section. If you do not pass or want to try to score a higher grade and wish to re-take the entire quiz: return to the beginning of the module and click on the tiny box beside start a new attempt. See below:

Start a new attempt

Enter

For help email: [info@e-conceptsinlearning.com](mailto:info@e-conceptsinlearning.com)

Please allow a 24-hour response time via email M-F excluding holidays.

THANK YOU and GOOD LUCK!