



Dear RN Refresher Student,

In an effort to eliminate some of that confusion we decided to send you this letter with detailed instructions about how to log on, obtain access to the EVOLVE Scenarios and to help familiarize you with the course. You may already be very familiar with this information, in which case, please disregard the following. We hope this helps to clear up some of the questions you may have!!

In addition to the information below, please know that we are currently experiencing some technical difficulties with some of the links within the course. We are gradually making it through the entire course to update any dead or inactive links, but it is taking some time. Please don't be alarmed if you run across a few links that don't take you anywhere. I can assure you, they will soon be fixed.

1. When accessing the course for the first time, you may want to refer to the attached template. Once you are logged in, you will see a page that looks similar.
2. To access the course use the following link: <https://www.coursesites.com>. This link will take you to a login page for CourseSites
3. Login using your Username and Password

**Please refer to your welcome e-mail for your user name and password.**

4. Click on *login*
5. You now have access to the Course. You can use this "Homepage" to get to the different modules and quizzes or you can use the Course Menu on the left hand side.
6. Click on "Syllabus" over on the left hand side to view the *Welcome Guidelines*. You can also click on *lectures* to see the *student guidelines*. Read or print and keep this information on file for reference.
7. In the Student Guidelines there is a link towards the bottom of the page where you can download the *Outline*. This is a valuable tool that will help you stay on track and see the entire course.
8. On the Course Menu, click on the *Syllabus*. I also recommend that you read and print this document. Note there is a *Suggested Time Frame and an Outline* that will also help you in setting goals and time frames for completion.
9. The Evolve case studies are integrated throughout the course and are a requirement for completion. You must take these case studies and pass with 80% or more.
10. By now you should be ready to start the course. Make sure you set up the CD ROM from your book and access the Elsevier site (book). This will give you access to questions, case studies, patient teaching guides and other valuable information.

Thank you! Good Luck!

Professional Education Team  
Central COAHEC  
303-481-8686