



ACE GROUP | ACE GROUP WORLD

Providing education and support in managing complications in non-surgical aesthetic practice.

ACE Group World Online Course Instructions

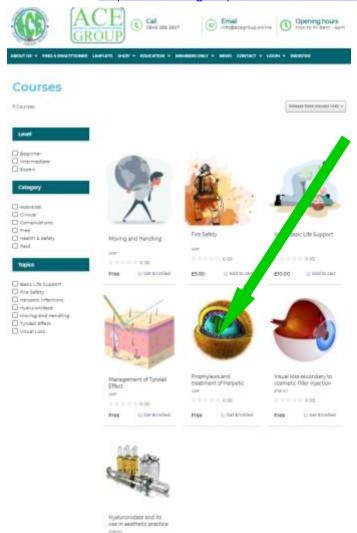
If you are having problems completing the online courses, please read the following instructions which will provide guidance on how to successfully complete a course and download your certificate.

1. Visit the courses page on the website to view courses available either by selecting "COURSES" from the "EDUCATION" tab on the top menu or by visiting the link below:

https://uk.acegroup.online/courses list/



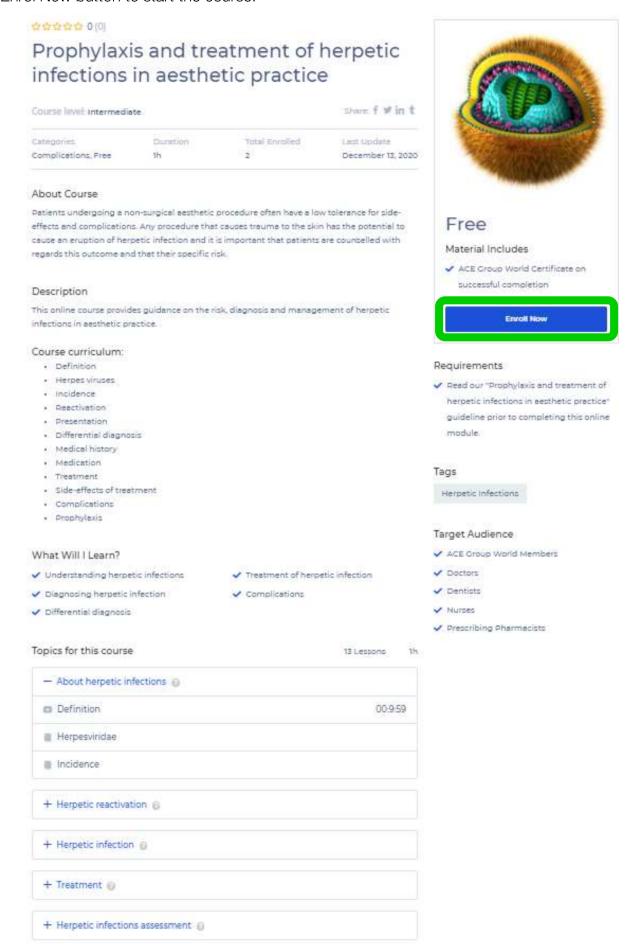
If you are a member of ACE Group World, make sure that you are logged in to the website as there are courses that will only be visible to members. You can login by following the link: https://uk.acegroup.online/member-login/



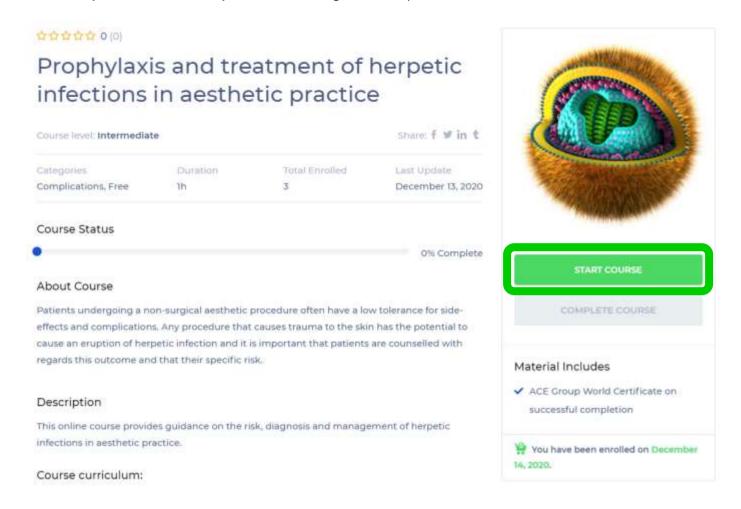
2. Select the course you wish to enrol on:

For example, select the "Prophylaxis and treatment of herpetic infections" course.

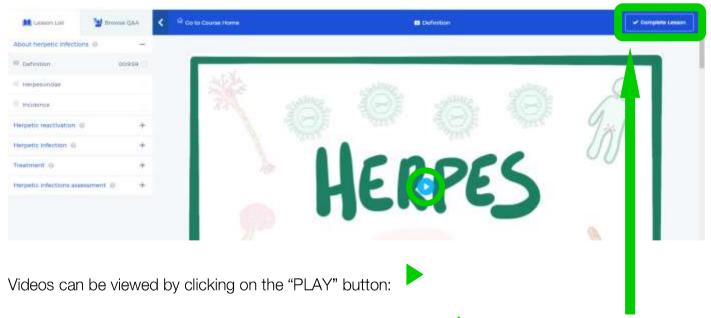
3. Once you have clicked on a course, you will be taken to the individual course page. Click on the Enrol Now button to start the course.



4. Once you have enrolled, you will now be given the option to "START COURSE".



5. Once you have clicked on the "START COURSE" button, you will be taken to the first lesson:



Once you have completed a lesson, you MUST click on the Complete Lesson button

This needs to be done for each individual lesson, otherwise you will be unable to complete the course and receive a certificate.

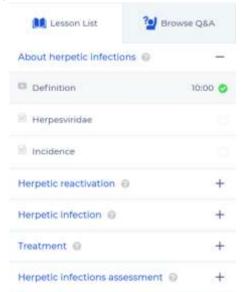
6. Once you clicked the "Complete Lesson" button, it will disappear, and a green tick will appear on the lessons list to the left to confirm that you have completed the lesson.



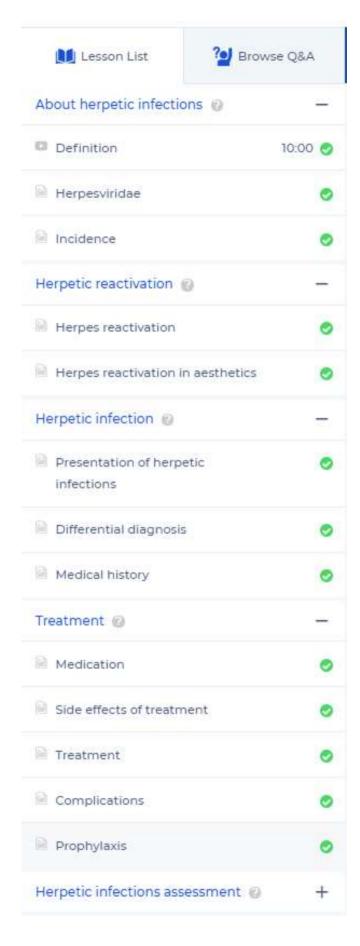
7. You can proceed to the next lesson by either clicking the Next --> button at the bottom of the lesson page or selecting the lesson from the lesson list on the left side of the page.



8. Once you have completed a lesson, ensure that there is a green tick next to the lesson on the left-hand lesson list as shown below:



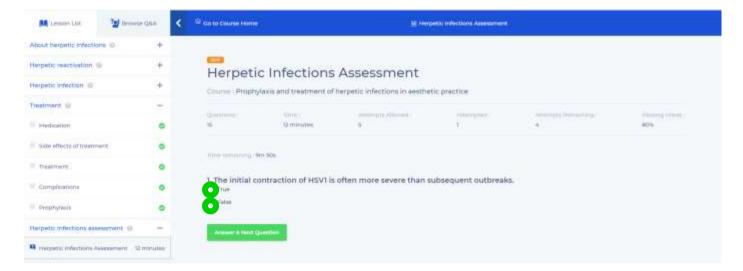
9. Once all lessons have been completed, the list should appear as below. You are then ready to proceed to the assessment.



10. Click on the "Start Quiz" button to begin the assessment. The information box would advise you on how many questions you are required to answer, the amount of time you have to complete the quiz, the number of attempts remaining if you failed to obtain a sufficient pass mark and the required passing grade.



11. Once you have clicked "Start Quiz", the timer starts, and you can complete all the questions. Questions and answers are randomly chosen and sorted so will vary each time the quiz is taken. Questions also take different formats including true or false, single answer, multiple answer, add the correct word and image sorting.



12. If you have successfully completed the assessment, a PASS will be displayed. If not, you will be allowed to re-attempt the assessment.



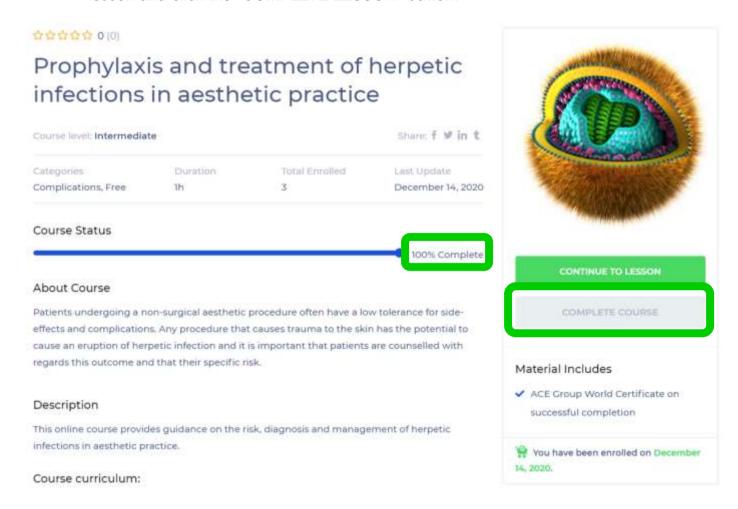
13. You now need to return to the main course page to obtain your certificate.



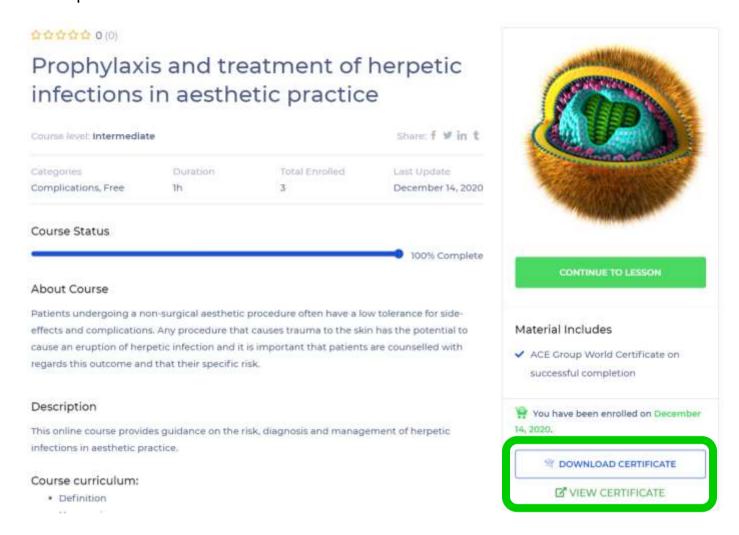
14. On the main course page, you will now see that the Course Status progress bar is 100% and there is a new box that has appeared "COMPLETE COURSE".



If the progress bar is not 100% Complete, "CONTINUE TO LESSON" and identify which lesson does not have a green tick next to it on the list on the left and go back to this lesson and click the "COMPLETE LESSON" button.



15. Click on the "COMPLETE COURSE" button and a new option appears "DOWNLOAD CERTIFICATE" and "VIEW CERTIFICATE". Click on either of these to download or view your certificate. Please note, it may not be possible to download a certificate if you are using a mobile telephone or tablet.



16. Congratulations, you should now have your certificate!



17. Finally, you can view all your enrolled courses from your individual dashboard. This can be accessed by selecting "COURSES DASHBOARD" from the "EDUCATION" top menu tab or by following the link: https://uk.acegroup.online/dashboard/

