



<b>Sender's Name:</b>	Whitney Miller
<b>Department Name:</b>	Leadership Development
<b>Date Email Sent:</b>	5/15/18
<b>Email Subject Line:</b>	From AASB: Please Complete Your School Board U Course
<b>Recipient Groups:</b>	School Board U enrollees with a course listed in system as "In Progress" or "Incomplete"

**Email body:**

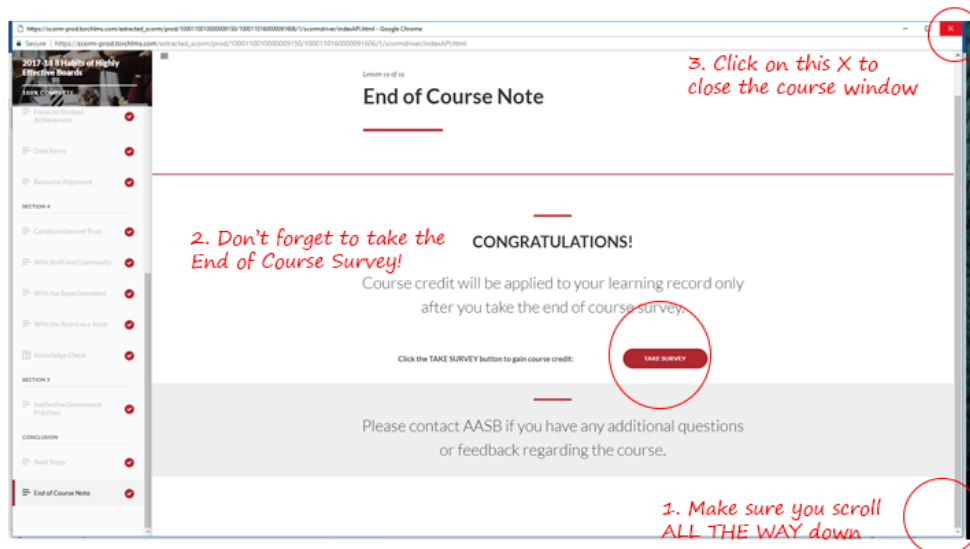
Good afternoon!

You have started a course in AASB's School Board U but our system has not recognized your course as "complete." **We can't post your credit for this course until the system recognizes the completion.**

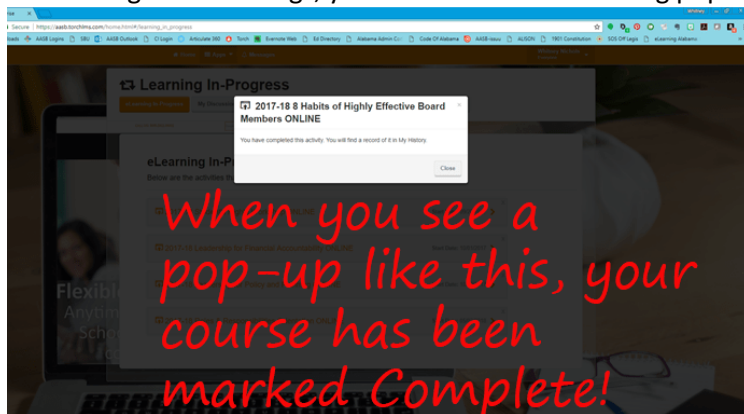
You may still be working on the course and that's okay! If that is the case, feel free to disregard the rest of this email for now.

***BUT, if you HAVE finished the course and you're getting this email, there are a few steps you need to take to make sure the system sees your course completion:***

1. Log into <http://aasb.torchlms.com> using the email address in your eMembership profile and the password **aasb1949**
2. Click on the orange button on the home screen that says "Learning in Progress"
3. Open the course by clicking on the title, then clicking the "Launch" button that comes up in the pop-up window
4. When the course loads, you should see the following screen:



5. You want to do three things:
  - a. Make sure you scroll ALL THE WAY down (#1)
  - b. Make sure you've taken the End of Course Survey (#2)
  - c. Click on the "X" in the top right-hand corner to close the course window
6. After doing these 3 things, you should see the following pop-up:



7. Navigate back to the home screen in School Board U
8. Click on the orange "My History" button
9. You should now see the name of the course you just finished listed here. If not, please follow steps 4-7 again.
10. Course completions are reported to our office early Monday morning, so look for the course on your eMembership profile in a week. If you don't see the course credit posted in a week, please contact our office for help.

Do not hesitate to contact our office if you need further assistance!

**Whitney Miller-Nichols**

*Assistant Director of Leadership Development*

**Alabama Association of School Boards**

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*AASB's mission is to develop excellent school board leaders through quality training, advocacy and services.*

**Attachments (if any):**