Online Office Ergonomics – Text Worksheets

Clear Page

Name Email:

Completion Requirements

To meet the completion requirements of this course (and get Continuing Education or Professional Development credit), you will need to complete several learning exercises and a course evaluation.

Please complete the ***Worksheets*** following the session and then submit some of the information from your homework using an online ***Test Function*** to report your findings. **The test link is sent to participants after each training session.**

PLEASE READ AND COMPLETE THIS ENTIRE WORKSHEET CAREFULLY PRIOR TO ACTIVATING THE HOMEWORK TEST LINK IN YOUR EMAIL OR YOU MAY NEED TO SUBMIT YOUR HOMEWORK MANUALLY!

Reporting Test Answers

Information from these worksheets is reported via multiple choice questions using an online "test" format. The link for that test is sent to you in an email following each session. **PLEASE DO NOT ACTIVATE THE TEST UNTIL YOU HAVE COMPLETED THE WORKSHEETS**. If you have any questions, please call the clinical help desk at (866) 997-9675.

When you have completed the worksheets and have about 15-20 minutes to enter the information, activate and complete the online test. The correct answers and your score will be visible to you following submission.

If you score below 80%, we will ask you to submit your worksheets with notes indicating questions or your understanding of the correct answers (send them to diana.ream@workwellpc.com).

Each assignment should be completed within a few days of the corresponding session, although extensions may be prearranged by contacting WorkWell.

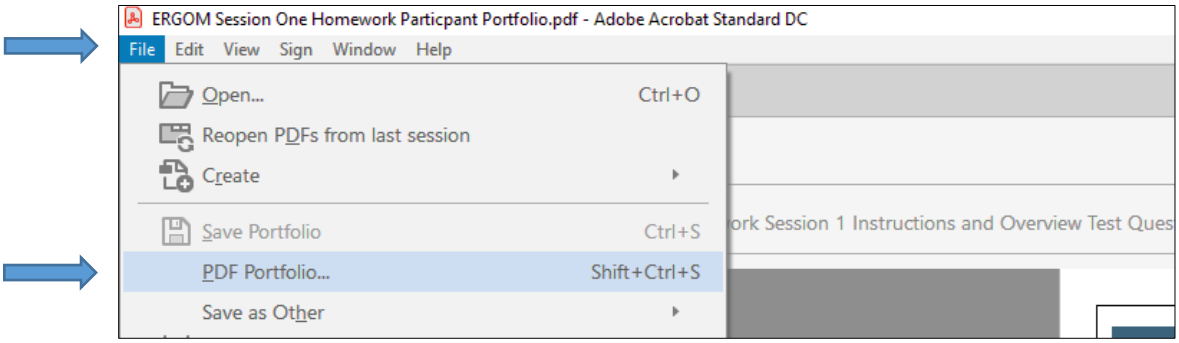
You must successfully complete the homework to receive course credit. **If you have any questions, please contact our clinical help desk at (866) 997-9675.**

Open and Save the Portfolio PDF File

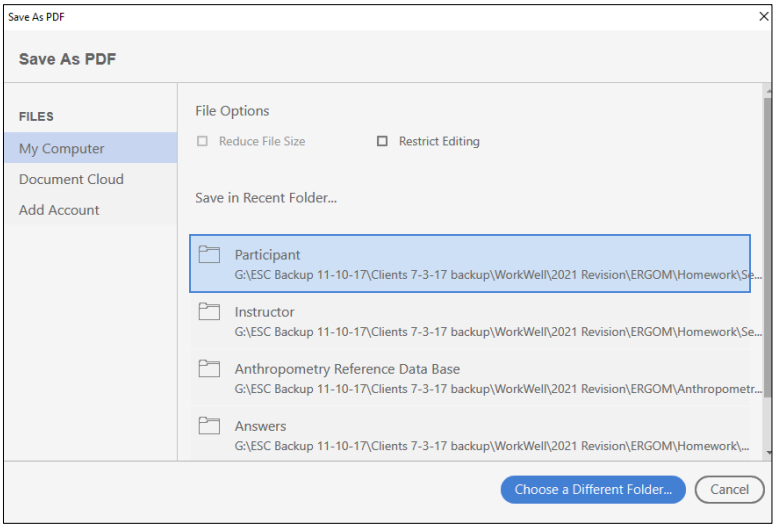
To open the ***ERGOO Participant Test Portfolio.pdf*** file you will need a PDF reader. If you need a PDF reader, Adobe Acrobat Reader DC is available as a free download from Adobe.

https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html

When you open the ***ERGOO Test Participant Portfolio.pdf*** file you will want to save the file with a unique file name. To do this click ***File > PDF Portfolio***



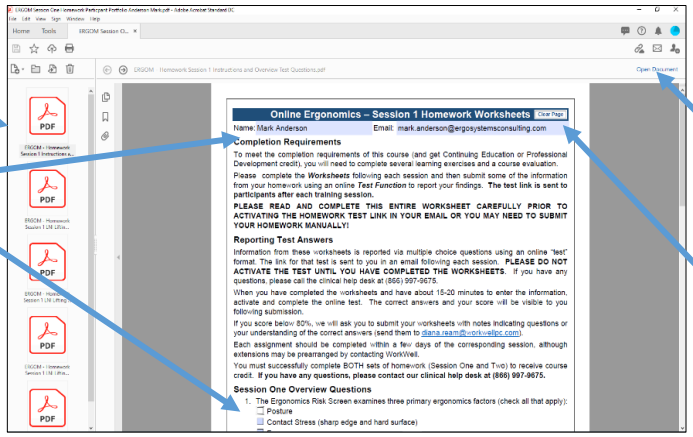
The **Save AS PDF** dialogue box will open to allow you to save the Portfolio PDF file with the location and file name of your choice.



Complete Worksheets

To access the worksheets, click on the PDF icons on the left side.

This will allow you to fill in the fields and check the boxes in the PDFs.



You can open any of the documents by clicking on **Open Document** in the upper right hand corner.

Please beware the **Clear Page** button will clear your responses on the page.

Once you have filled out all the worksheets please remember to save the file.

As noted above you will submit your answers when you submit some of the information from your homework using the online "test" function.