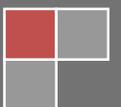


2013

# LMS User Manual

## Inspection Online Training

This manual is intended for users of the Housing and Urban Development (HUD) Learning Management System (LMS). It provides guidelines for how users may log into and navigate the system, as well as access relevant content.

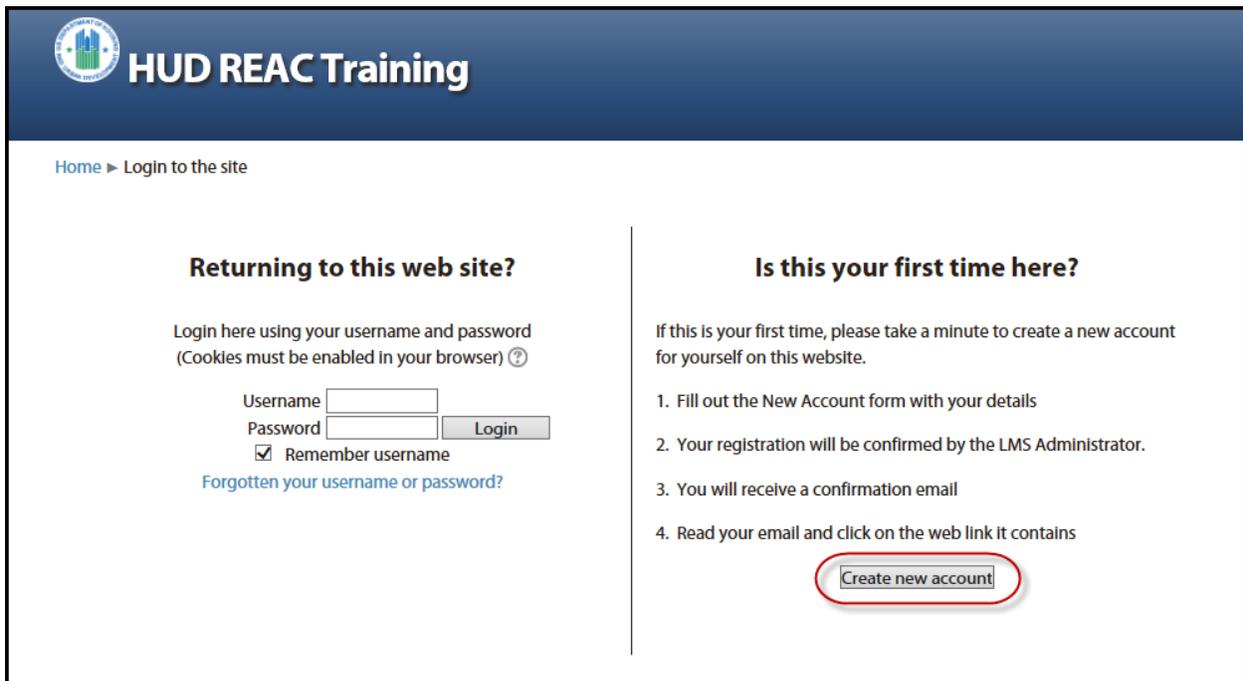


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## 1 Registration

1. **Go to** the [HUD REAC Online Training](#) site.
2. **Click** the **Create New Account** button to register for the Multifamily or Public Housing UPCS Inspection training
3. Fill out the registration form then click the **Create my new account** button  
*\*Username must be all lower case. For example Username “JDoe” should be entered as “jdoe”*
4. You will receive a confirmation email after your registration is confirmed by the Training Coordinator.
5. After approval, return to the site and **Enter** your **Username & Password**.
6. **Click** the **Login** button.



The screenshot shows the HUD REAC Training website interface. At the top left is the HUD REAC logo. The main header is a dark blue bar with the text "HUD REAC Training" in white. Below the header, there is a navigation link "Home ► Login to the site". The page is divided into two columns. The left column is titled "Returning to this web site?" and contains a login form with fields for "Username" and "Password", a "Login" button, a "Remember username" checkbox, and a link "Forgotten your username or password?". The right column is titled "Is this your first time here?" and contains instructions for new users, a list of four steps, and a "Create new account" button circled in red.

## 2 Login

1. **Go to** the [PASS Online Training](#) site.
2. **Enter** your login in the **Username** field. For Inspector Candidates and HUD employees, this will be your MID, HID, IID or CID. For those that registered for Public Training, use the **Username** you created during the Registration process.

*\*Username must be all lower case. For example Username "I12345" should be entered as "i12345"*

3. **Enter** your **Password**.
4. **Click** the **Login** button.

*\*If you are an Inspector Candidate and this is the first time you are logging in, you will be forced to change your password (see section [3.1 Temporary Password](#))*

**HUD REAC Training**

Home > Login to the site

### Returning to this web site?

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username

Password

Remember username

[Forgotten your username or password?](#)

### Is this your first time here?

If this is your first time, please take a minute to create a new account for yourself on this website.

1. Fill out the New Account form with your details
2. Your registration will be confirmed by the LMS Administrator.
3. You will receive a confirmation email
4. Read your email and click on the web link it contains

For Assistance contact:

**Multifamily Housing** - Floyd Rooths | [OnlineTrainingMF@hud.gov](mailto:OnlineTrainingMF@hud.gov) | 202-475-8557

**Public Housing** - Zoey Tillman | [OnlineTrainingPH@hud.gov](mailto:OnlineTrainingPH@hud.gov) | 202-475-8605

### 3 Password

#### 3.1 Temporary Password

Temporary passwords are assigned by the system and expire after a period of time. When logging in using a temporary password, you are prompted to change it. Simply do the following.

1. **Enter** your Current or Temporary Password in the **Current password** field.
2. **Enter** your new password.
3. **Enter** your new password again.
4. **Click** the **Save changes**.

The screenshot shows the 'Change password' page in the PASS Learning Management System. At the top left is the US Department of Housing and Urban Development logo. The page title is 'US Department of Housing and Urban Development Physical Assessment SubSystem (PASS) Learning Management System'. In the top right corner, it says 'You are logged in as Aaron Modd (Logout)'. A breadcrumb trail reads: 'Home > My profile settings > Change password > Aaron Modd > Change password'. Below this, a red message states: 'You must change your password to proceed.' The main form is titled 'Change password' and contains the following fields: 'Username i12345', a password requirements notice: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)', and three password input fields labeled 'Current password\*', 'New password\*', and 'New password (again)\*'. A 'Save changes' button is located below the form. At the bottom right of the form area, a red message says: 'There are required fields in this form marked \*'. The footer of the page includes the US Department of Housing and Urban Development logo and the text 'You are logged in as Aaron Modd (Logout)'.

*\*If you are an inspector candidate, your username and temporary password were sent to you in an email when your account was created.*

*\*A Temporary password is sent to your email address after you click the 'Forgotten your username or password' link on the login screen (see section [3.2 Forgotten Username or Password](#))*

### 3.2 Forgotten Username or Password

If you have forgotten your username or password, do the following.

1. Go to the [PASS Online Training](#) site.
2. **Click** the **Forgotten your username or password** link.

**HUD REAC Training**

Home ▶ Login to the site

**Returning to this web site?**

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username

Password

Remember username

[Forgotten your username or password?](#)

**Is this your first time here?**

If this is your first time, please take a minute to create a new account for yourself on this website.

1. Fill out the New Account form with your details
2. Your registration will be confirmed by the LMS Administrator.
3. You will receive a confirmation email
4. Read your email and click on the web link it contains

For Assistance contact:

**Multifamily Housing** - Floyd Rooths | [OnlineTrainingMF@hud.gov](mailto:OnlineTrainingMF@hud.gov) | 202-475-8557

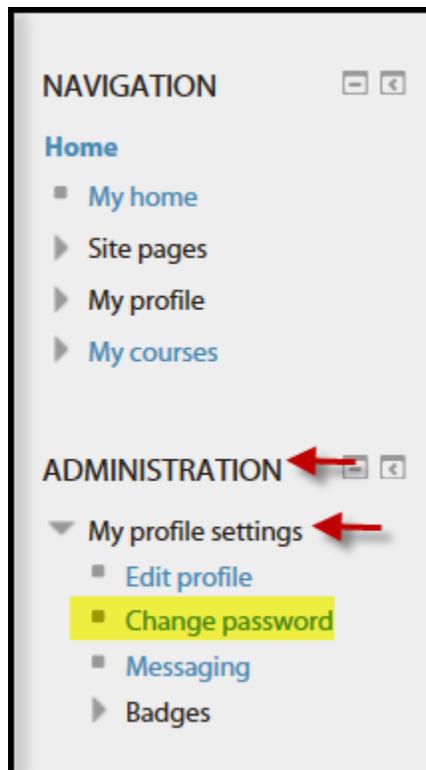
**Public Housing** - Zoey Tillman | [OnlineTrainingPH@hud.gov](mailto:OnlineTrainingPH@hud.gov) | 202-475-8605

3. **Enter** either your email address or your username.
4. **Click** the **Search** button. Two (2) emails will be sent to you.
5. **Click** the confirmation web link in email 1, **Change password confirmation**, and follow the instructions on screen.
6. **Click** on the change password link in email 2; **Change password**, and follow the steps in section [3.1 Temporary Password](#).

### 3.3 Changing Your Password

To change your password go to the **Administration Block** (see section [4.3 Blocks](#)) and do the following.

1. **Expand** the **My Profile Settings** option.
2. **Click on** the **Change Password** link.
3. **Enter** your current password.
4. **Enter** your new password, then retype it in the field below to confirm.
5. **Click** the **Save Changes** button.



## 4 The Display

### 4.1 The Home Screen

The LMS will open to the **Home** screen. The **Home** screen is divided into three sections; a large **content area** in the center flanked by the **Navigation** and **Settings** blocks on the left side and a **Calendar** block on the right side.

The screenshot shows the LMS Home screen with the following elements and annotations:

- Header:** US Department of Housing and Urban Development Physical Assessment SubSystem (PASS) Learning Management System. A user notification states "You are logged in as Aaron Modd (Logout)". An arrow points to the name "Aaron Modd" with the text "Click on your name link to view you profile".
- Navigation Block:** Located on the left, it contains a "Home" section with links for "My home", "Site pages", "My profile", and "My courses".
- Settings Block:** Located on the left, it contains a "Settings" section with a link for "My profile settings".
- Content Area:** The central section titled "My courses" features a course listing for "UPCS Inspector Training for HUD Certification". The description states: "The Inspector Certification Training Program is specifically designed for inspectors to become certified to conduct REAC inspections. This course will provide information on Uniform Physical Condition Standards (UPCS) protocol and procedures. In addition, information on the RAPID Software used to conduct inspections is also provided." Below the listing is a search bar with the text "Search courses:" and a "Go" button, along with an "All courses" button.
- Calendar Block:** Located on the right, it displays a calendar for August 2013. A red banner above the calendar reads "This is a test of the C3 Moodle 2.4 Environment." The calendar grid shows dates from 4 to 31, with the 22nd highlighted in blue.

## 4.2 My Home Screen

This is your personal dashboard. It is the only page on the site you are able to customize.

Breadcrumb Trail provide links back to each previous page the you navigated through to get to the current page

Course or list of courses your are enrolled in

Click here to customize your 'My home' screen. This will let you add, rearrange and delete blocks

The screenshot shows the 'My Home' screen with the following elements and annotations:

- Breadcrumb Trail:** 'Home ► My home' at the top left.
- Course Overview:** A section titled 'Course overview' containing two course cards: 'UPCS Inspector Training for HUD Certification' and 'Inspector Training (Updated Content)'. Both cards include a folder icon and the text 'You have SCORM packages that need attention'. An annotation points to this section: 'Course or list of courses your are enrolled in'.
- Customize this page:** A button at the top right. An annotation points to it: 'Click here to customize your 'My home' screen. This will let you add, rearrange and delete blocks'.
- My private files:** A block with a folder icon and a plus sign.
- Online users:** A block showing '(last 5 minutes)' and two users: 'Aaron Modd' and 'Lisa Bagley'. An annotation points to it: 'Online users Block shows all users that are currently online'.
- Navigation:** A block with a list of links: 'Home', 'My home', 'Site pages', 'My profile', and 'My courses'. An annotation points to it: 'Navigation Block'.
- Settings:** A block with a list of links: 'My profile settings'. An annotation points to it: 'Settings Block'.

### 4.3 Blocks

Blocks are items which may be added to the left or right or center column of any page.

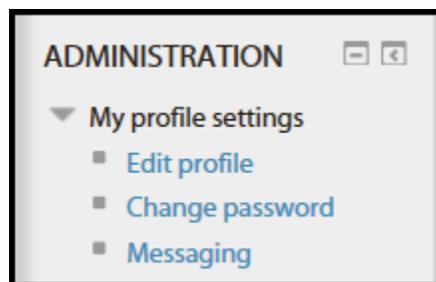
#### **Navigation Block**

The navigation block appears on every page of the site. It contains an expanding tree menu which includes My Home, Site Pages, My Profile, and Courses. The navigation block has links which can be expanded or collapsed.

- **My Home** takes you directly to your personal dashboard.
- **Site Pages** expands to show pages and resources available site wide, for example, user blogs and a calendar.
- **My Profile** expands to allow you to view and edit your profile, view your forum posts and your messages.
- **My Courses** expands to show courses you are enrolled in. An administrator sees this link as "Courses", which expands to the course categories. Once inside a course, the block expands to show each section of the course and activities/resources which are in that section.

#### **Administration Block**

The Administration block contains the **My profile settings** submenu that can be collapsed or expanded to display the options as shown below.



- **Edit Profile** allows you to edit your profile (see section [5 Editing your profile](#))
- **Change Password** allows you to change your password (see section [3.3 Changing your password](#))
- **Messaging** allows you to select how you wish to be notified of incoming messages (see section [6 Messaging](#))

## **Calendar Block**

The **Calendar** block displays the following events.

- Site (event viewable in all courses - created by admin users)
- Course (event viewable only to course members - created by Instructor)
- Groups (event viewable only by members of a group - created by Instructor)
- User (personal event a student user can create - viewable only by the user)

## **Online Users Block**

The Online users block shows a list of users who have been logged into the current course. The list is updated on a regular basis; the default is every 5 minutes.

*\*Note that even though a user may have been logged into a course within the last 5 minutes, it does not necessarily mean that this user is still online.*

- If you hold the cursor over somebody's name, you will see how long ago that person was last "seen" in the course
- If you click on the envelope icon next to somebody's name, you will be able to send a private message to that person (see section [6.3 How to send a Message](#))

## **5 Editing your Profile**

The user profile fields are divided into 3 sections - General, Picture & Optional which are all explained in the sections below. To update your profile simply **click** on the **Edit profile** link in the **Administration block**.

*\* Remember to click 'Update profile' when you have finished.*

## 5.1 General

This first section contains fields that must be completed.

**General**  

**First name\***

**Surname\***

**Email address\***

Email display

Email format

Email digest type

Forum auto-subscribe

Forum tracking

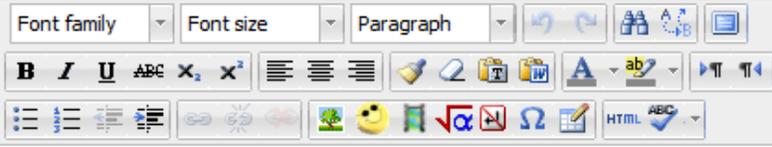
When editing text

**City/town\***

**Select a country\***

Timezone

Preferred language

Description ? 

Path: p

### **First name & Surname**

These are self-explanatory. These names will identify you everywhere in your courses.

### **Email address**

The email address should be an address that you check regularly. It is used for acknowledgements and announcements, including messages from Forums that you are subscribed to. It is also the address that is displayed to other users, depending on your 'Email display' setting (below).

### **Email display**

This controls the visibility of your email address to others. The three settings are self-explanatory but please note 'Hide my email address from everyone' only hides it from students. Teaching staff and other staff with editing access will always be able to see your email address.

### **Email format**

There are two formats: "Pretty HTML format" (messages will be formatted) and "Plain text format" (plain text with no formatting).

### **Email digest type**

This setting determines how you receive any posts from Forums to which you are subscribed, allowing you to receive messages individually or on a daily basis.

### **Forum auto-subscribe**

This setting lets you decide if you want email copies of posts that are added to forums. If you set this to subscribe, the system will automatically email you copies of new posts in forums that you post in, unless you manually override it when posting.

### **Forum tracking**

Enabling forum tracking means highlighting the posts you have not read yet, which should improve your forum navigation.

### **When editing text**

This can usually be left on "Use HTML editor (some browsers only)". This allows for text formatting options, but requires newer browsers. If you find your browser is not letting you edit text, change this setting to "Use standard web forms."

### **City/town & Country**

Add your location.

### **Timezone**

This field is used to convert time-related messages on the system (such as assignment deadlines) from the local timezone (the time in London) to the correct time in whichever zone you have selected.

## Preferred language

You can view Moodle in several different languages.

*\*Note: changing the preferred language only affects the Moodle interface, not the course content!*

## Description

In this field you can enter some text about yourself, be it information about your studies, hobbies, qualifications or anything else.

## 5.2 User Picture

This section is optional and allows you to choose your own profile picture. Your current picture is shown, if you have already chosen one. To add a picture to your profile, do the following.

1. **Click** the **Add** link.
2. **Click** the **Browse** button and choose a picture for your profile. The picture must be in JPG or PNG format (ie the names will usually end in .jpg or .png)
3. **Click** the **Upload this** file button.
4. NOTE: Make sure that the file is not larger than the maximum size listed, or it will not be uploaded.
5. When you are taken back to your profile page, the image might not appear to have changed. If this is so, just use the "Reload" button in your browser.



The screenshot shows the 'User picture' section of a Moodle profile page. At the top, it says 'Current picture None'. Below that, there is a 'New picture' section with a help icon and a note: 'Maximum size for new files: 128MB, maximum attachments: 1 - drag and drop available'. The main area contains an 'Add...' button with a plus icon and a 'Files' folder icon. Below these is a large dashed box with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' At the bottom left, there is a 'Picture description' label and an empty text input field.

### 5.3 Other Profile Options

There are several optional fields allowing you to add further details to your profile such as contact details and your website.

#### Interest

Use a comma between different interests. This allows you to connect with others who list similar interests.

#### Optional

Use the following optional fields to enter additional information about yourself.

- Web page
- ICQ number
- Skype ID
- AIM ID
- Yahoo ID
- MSN ID
- **ID number** – Please enter your HUD assigned ID in this field For Inspector Candidates and HUD employees, this will be your MID, HID, IID or CID.
- Institution
- Department
- Phone
- Mobile Phone
- Address

#### Other Fields

- State – Select your home state
- Title – Enter your title
- Program Area – Select your program area

### 5.4 Saving User Profile Edits

You must **click** the **Upload profile** button when you are finished making changes to your user profile settings.

## 5.5 How to View Profile

You may view your own full profile by clicking *My profile > View profile* in the Navigation block. Depending on what you have added to your profile, this gives information such as first and last access, general interests and links to individual course profiles. You may also personalize the display by clicking the "customize this page" link at the top right of the screen.

Breadcrumb Trail provide links back to each previous page you navigated through to get to the current page

User Profile

Click here to customize this screen. This will let you add, rearrange and delete blocks

Home ► My profile ► View profile

**Aaron Modd**

Country: United States  
 City/town: Springfield  
 State: AZ - Arizona  
 Course profiles: UPCS Inspector Training for HUD Certification, Inspector Training (Updated Content)  
 First access: Wednesday, 21 August 2013, 10:40 PM (4 days 2 hours)  
 Last access: Monday, 26 August 2013, 12:53 AM (1 sec)  
 Interests: Movies, Football, Coin Collecting

Customise this page

Navigation

- Home
- My home
- Site pages
- My profile
  - View profile**
  - Forum posts
  - Blogs
  - Messages
  - My courses

Settings

- My profile settings
  - Edit profile
  - Change password
  - Messaging
  - Blogs

Navigation Block

Settings Block

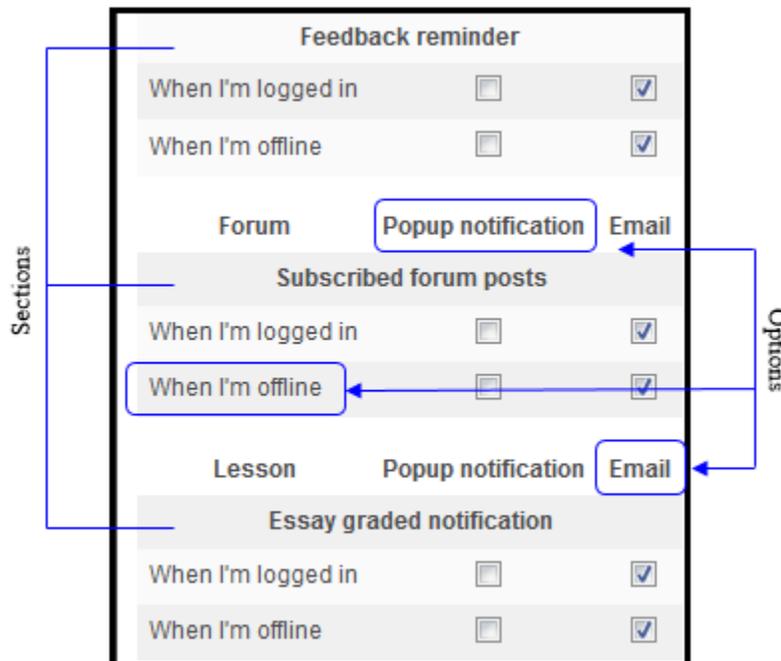
## 6 Messaging

"Messaging" refers both to automatic alerts about new forum posts, assignment submission notifications, and also to conversations using the instant messaging feature. Messaging behavior is controlled by the combination of administrator settings, that define which message outputs are enabled, which outputs can, cannot and should be used for which messages, and user settings that defines which messages users will receive (given that the admin permitted users to control them).

You may configure your messaging preferences in *Administration > My Profile settings > Messaging*. Change your preferences by checking or unchecking the corresponding boxes.

### 6.1 Understanding Messaging Options

Selecting the Messaging option will bring up a screen with check boxes where you can choose how you wish to be notified both when logged in and logged out. Messaging options are listed in sections.



**When I'm logged in** – Select how you would like to receive the notification while you are logged into the system

- Popup notification – place a check box in this option if you would like to receive the notification via Pop-up ([see image below](#)) - the notification will appear on screen
- Email - place a check box in this option if you would like to receive the notification via Email

**When I'm Offline** – Select how you would like to receive the notification if you are not logged into the system

- Popup notification –the notification will appear on screen the next time you log in to the system
- Email - place a check box in this option if you would like to receive the notification via Email

The screenshot displays the Moodle LMS interface. On the left is a navigation menu with sections for Home, Settings, and My profile settings. The main content area shows a course titled "UPCS Inspector Training for HUD Certification" with a description. A "Go" button is visible next to the course title. A "Content" button is also present. A "Calendar" widget shows the month of August 2013. A "This is a test of the C3 Moodle 2.4 Environment." message is displayed in the top right. A "You are logged in as Aaron Modd (Logout)" message is at the bottom right. A "New message from Lisa Bagley" notification is shown at the bottom, with the text: "Hello, I noticed that you are from Ohio too and I wanted to introduce myself. I just started the training and am on Lesson 104". A red arrow points from a text box that says "Popup messages appear onscreen" to the notification area.

## 6.2 General Settings

### Prevent non-contacts from messaging me

Non-contacts can be prevented from sending you messages by ticking this box in General Settings at the bottom of the Messaging screen.

### Temporarily disable notifications

Temporarily disable all notifications except those marked as 'forced' by the site administrator.

*\*You must click the **Upload profile** button when you are finished making changes to your messaging settings.*

### 6.3 How to send a Message

To send a message go to the **Navigation Block** (see section [4.3 Blocks](#)) and do the following:

1. **Expand** the **My Profile** option.
2. **Click on** the **Messages** link.
3. Use the **Message navigation** dropdown list and select '*Inspector Training*'
4. **Click** on the name of the person you would like to send a message.
5. **Type** your message in the **Message Box**.
6. **Click** the **Send message** button.

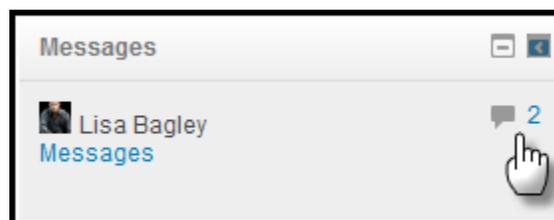
You can also send a message form the **Online Users Block** (see section [4.3 Blocks](#)) and the **Messages Block** by doing the following.

*\*The Online Users block can be found on the My Home screen and in the Course screen*

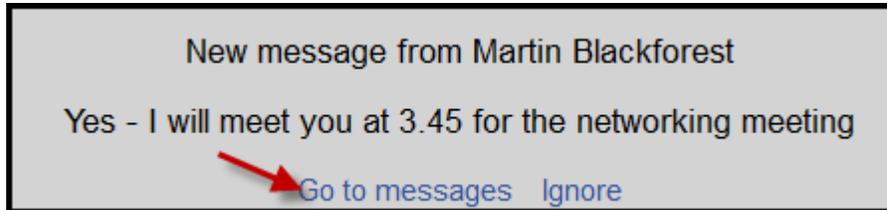
1. **Click** the name of the person you would like to send a message.
2. If enabled, the selected users profile will appear.
3. **Click** on the **Send a message** link.
4. **Type** your message in the **Message Box**.
5. **Click** the **Send message** button.

### 6.4 Read and Reply to Messages

If the [Messages block](#) shows you have a message, click the message icon (with the number of messages). **Type** your reply into the message box and then **click** on the **Send a message** button.

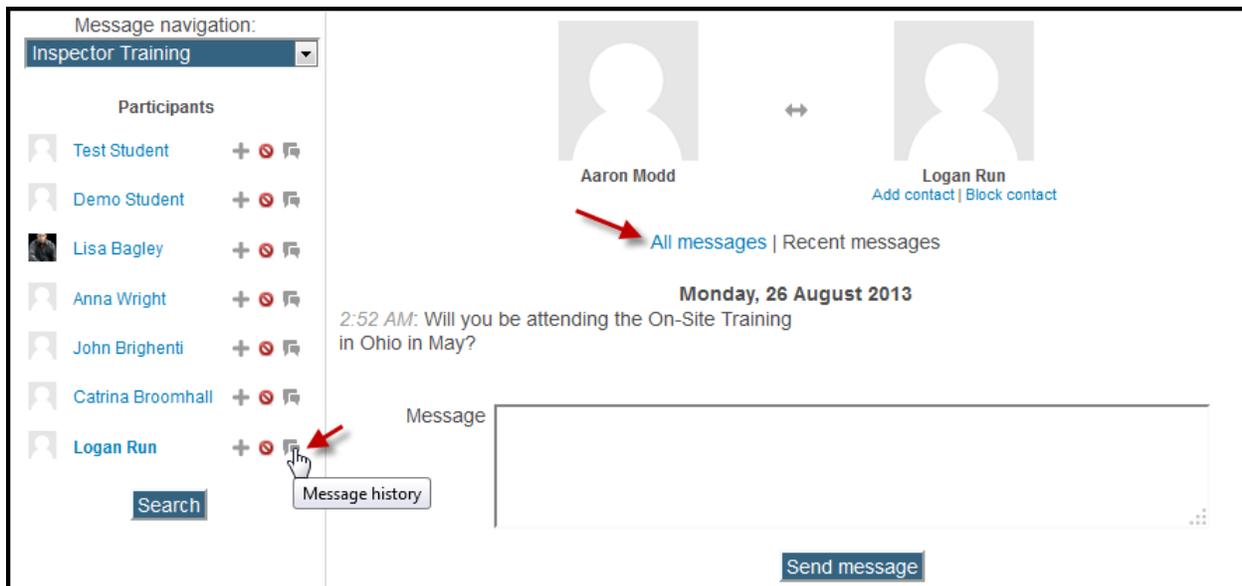


If you receive a popup notification of a message, **click** the **Go to message** link to read and reply to it.



## 6.5 Message History

A record of messages sent to/from a person may be obtained by clicking the *History* icon by their name or by clicking **Recent messages/All messages** link when they are displayed on the page - see screenshot below:

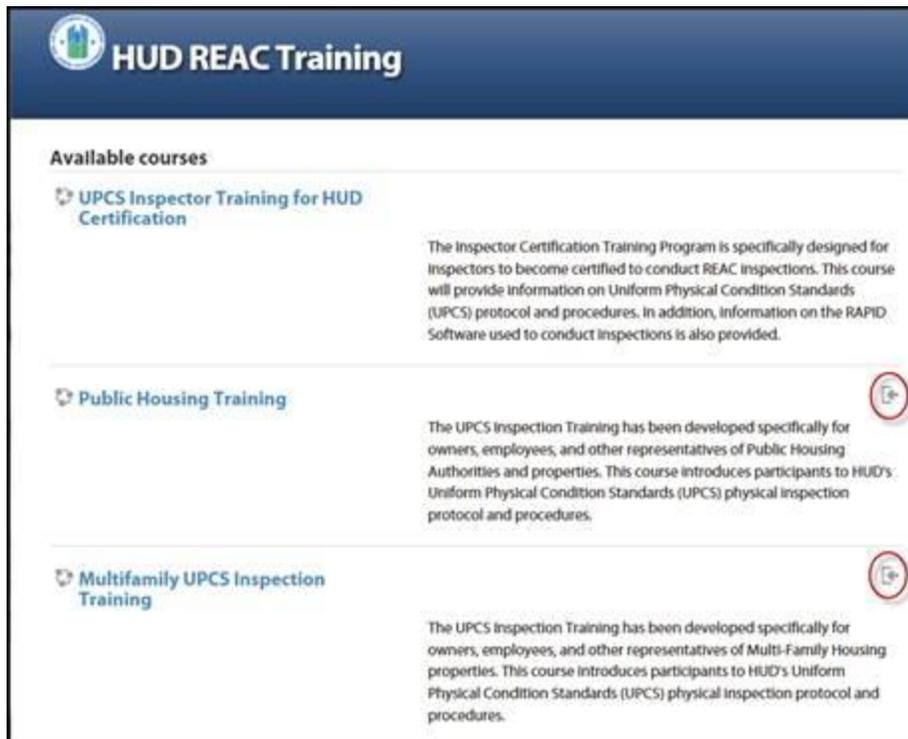


## 6.6 Message icons

-  People may be added to your list of contacts by clicking on the **Add Contact** icon opposite their name.
-  People may be blocked from contacting you by clicking on the **Block Contact** icon opposite their name.
-  You can view a history of messages between yourself and another user by clicking on the **Message History** icon opposite their name.

## 7 Enrolling

1. **Click** on the name of the course that you are interested in taking. There will be an enrollment icon next to courses that allow Self-Enrollment.  
*\*This is for Multifamily or Public Housing training only. Those interested in the Inspector Certification training please see [HUD's Inspector Training website](#) for further information*

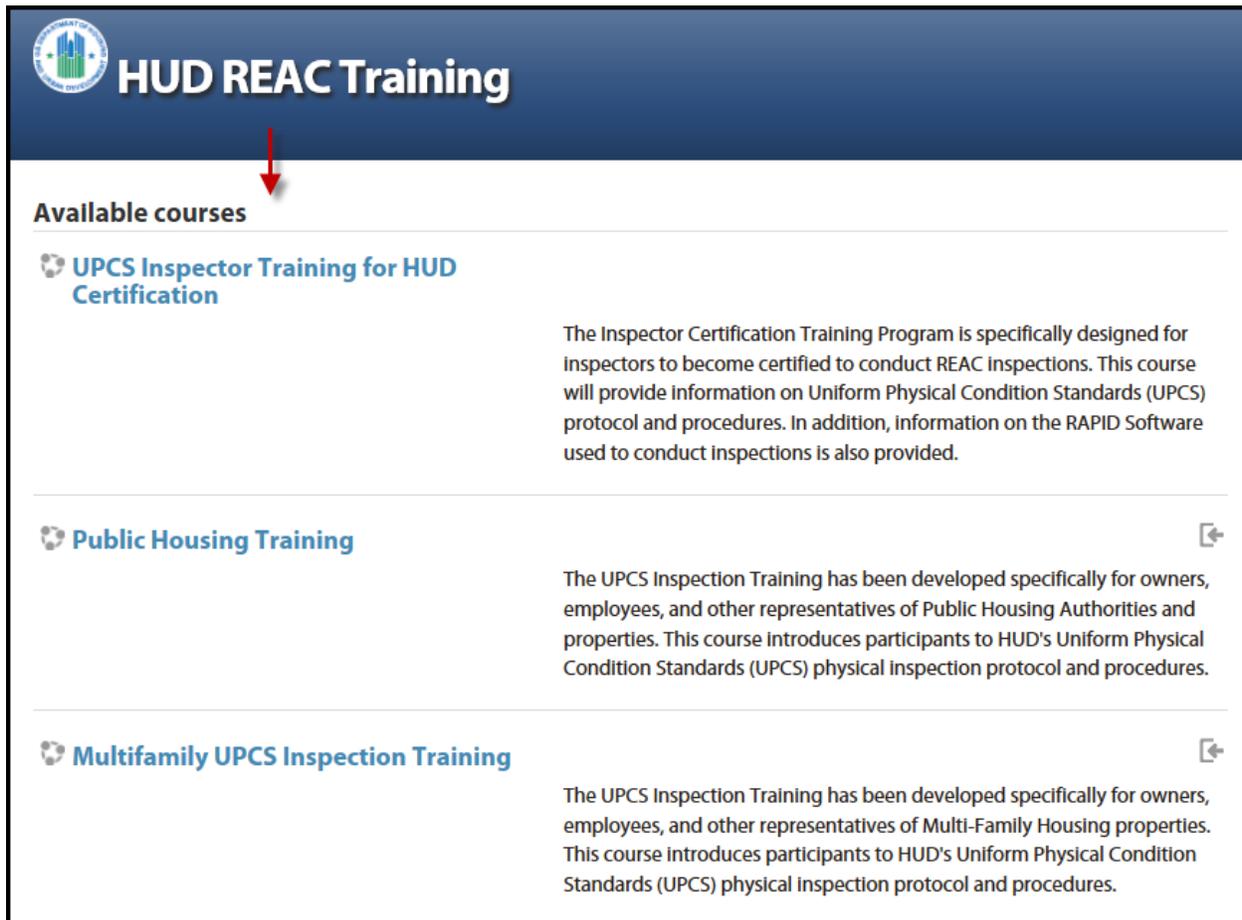


2. **Click** the **Enroll me** button

## 8 The Training Curriculum

### 8.1 My Courses

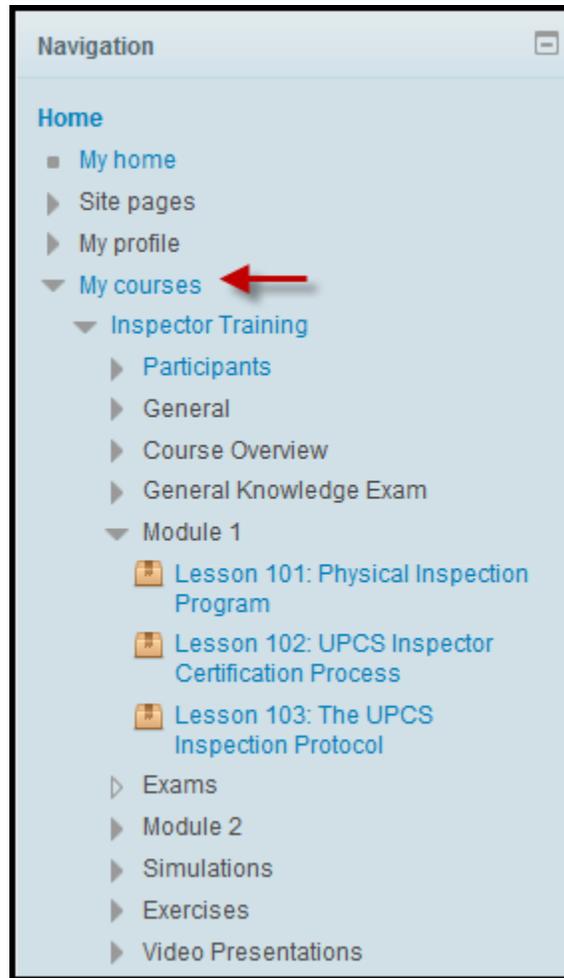
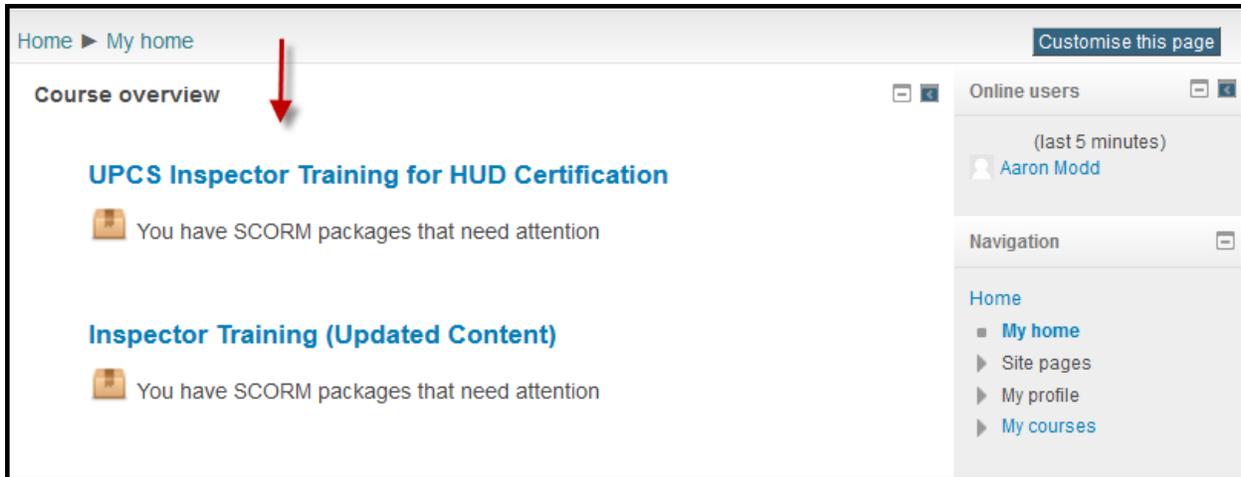
Your course or the list of courses you are enrolled in can be found on the **Home screen** and the **My Home Screen**. Your course(s), as well as the entire course curriculum, can also be found by expanding the **Available Courses** link in the [Navigation Block](#).



The screenshot displays the HUD REAC Training LMS interface. At the top, there is a dark blue header with the HUD logo and the text "HUD REAC Training". Below the header, a red arrow points to the "Available courses" section. This section lists three courses, each with a description and a share icon:

- UPCS Inspector Training for HUD Certification**: The Inspector Certification Training Program is specifically designed for inspectors to become certified to conduct REAC inspections. This course will provide information on Uniform Physical Condition Standards (UPCS) protocol and procedures. In addition, information on the RAPID Software used to conduct inspections is also provided.
- Public Housing Training**: The UPCS Inspection Training has been developed specifically for owners, employees, and other representatives of Public Housing Authorities and properties. This course introduces participants to HUD's Uniform Physical Condition Standards (UPCS) physical inspection protocol and procedures.
- Multifamily UPCS Inspection Training**: The UPCS Inspection Training has been developed specifically for owners, employees, and other representatives of Multi-Family Housing properties. This course introduces participants to HUD's Uniform Physical Condition Standards (UPCS) physical inspection protocol and procedures.

# PASS Training LMS User Manual



*\* A brand new user to the site, who is not enrolled in any course, will see the block title as "Course Categories." When a student enters an unassigned course using the course block, they will be asked to enroll.*

## 8.2 Opening the Curriculum

To open the curriculum, do the following.

1. **Click** the name of the course. For example, in the images above, the user should click on the *Inspector Training* link.

The content area of the screen lists the content items that are included the curriculum. They can be any one or more of the following:

- Lessons
- Exams
- Simulations
- Exercises
- Videos

### 8.3 Opening an item in the Curriculum

To open an item in the curriculum, click on its name.

The screenshot shows a list of lessons under the heading "Module 1". Each lesson is preceded by a folder icon. The lessons are:

- Lesson 101: Physical Inspection Program (checked off)
- Lesson 102: UPCS Inspector Certification Process (checked off)
- Lesson 103: The UPCS Inspection Protocol (checked off)
- Lesson 104: Pre-Inspection Requirements & Best Practices (locked, greyed out)
- Lesson 105 p1: Inspection Requirements & Best Practices (locked, greyed out)

Annotations include:

- A bracket on the left points to the lesson names with the text: "Click on the name of the item to open it".
- An arrow on the right points to the checked boxes with the text: "Items are Checked off as they are completed".
- An arrow on the right points to the greyed-out Lesson 104 with the text: "This item is locked. The reason an item is unavailable is shown".

After a content item is clicked, the screen changes to display a summary of the selected item. In addition, the following information about the item is also displayed.

- **Number of attempts allowed** – the number of times you are allowed to attempt to complete/pass the item
- **Number of attempts you have made** – the number of times you have tried to complete/pass the item
- **Grade for the attempt** – if you have made several attempts, a grade for each attempt is displayed
- **Grading Method** – Defines how the grade for the item is determined
- **Grade reported** – The grade that will be recorded in the gradebook

### Lesson 101: Physical Inspection Program

This lesson will provide information on how to: Identify the purpose of the Physical Inspection Program and the supporting role of the Real Estate Assessment Center (REAC). Identify an inspector's role and primary responsibilities. Identify the Uniform Physical Condition Standards. Identify the five inspectable areas.

Number of attempts allowed: Unlimited

Number of attempts you have made: 1

Grade for attempt 1: 100%

Grading method: Highest attempt

Grade reported: 100%

Start a new attempt

Enter

*\*To open the content items, click on the Enter button on the item summary screen.*

## 8.4 Taking a Lesson

To open an item in the curriculum, **click** on the **Enter** button on the item summary screen.

**NOTE:** it is strongly recommended that you review the 'Course Overview' content item for instructions on how to navigate through lessons.

After completing an item, you can close it by clicking on the **Exit Activity** link.

The screenshot displays the LMS interface for Lesson 101: Physical Inspection Program. At the top, it shows 'Topic 1 ► Lesson 101: Physical Inspection Program' and an 'Exit activity' link with a red arrow. The main content area is titled 'Lesson 101 - Physical Inspection Program Introduction v2.0'. It features a sidebar with a table of contents including 'Introduction', 'Learning Objectives', 'Program Purpose/REAC's Role', 'Inspector Roles and Responsibilities', 'The Uniform Physical Condition S...', 'Inspectable Areas', 'Health & Safety Hazards', 'Check on Learning', and 'Lesson Completion'. The main content area contains text and three images: a building facade, a fire escape, and a modern apartment building. The text discusses the role of REAC in conducting physical inspections of rental housing. At the bottom, there are navigation buttons for 'PREVIOUS' and 'NEXT', a '1 of 17' indicator, and icons for search, volume, and close.

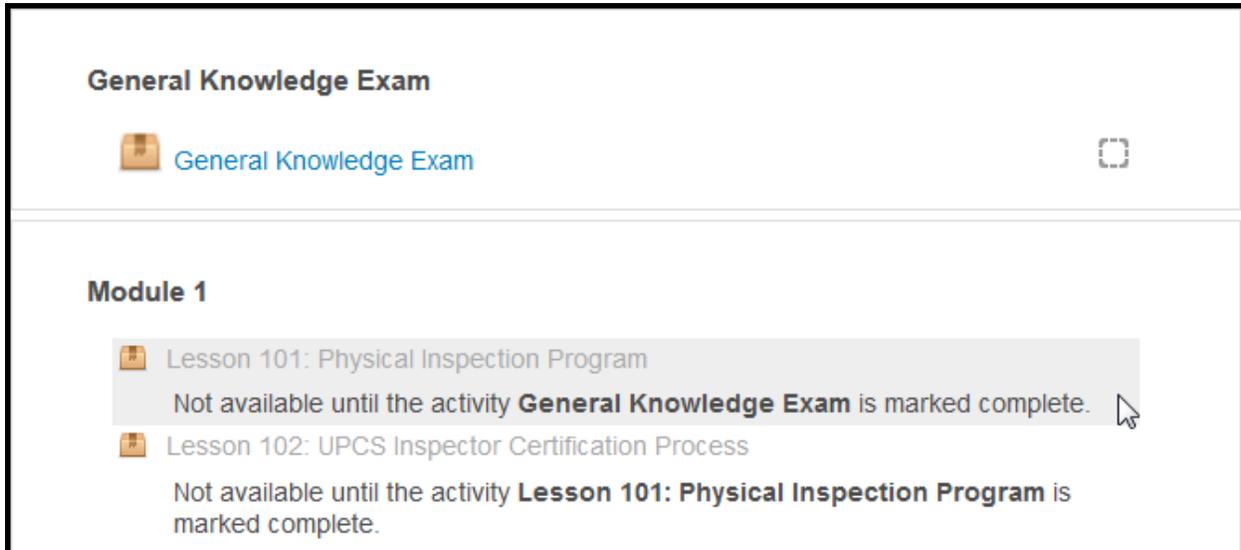
After closing an item, the status icon will be updated to reflect the current status. Upon successful completion, a check mark will appear next to the content item.

### Unavailable items

You will not be able to open unavailable/locked items. There are two reasons an item may be locked:

1. The item has a prerequisite that has not been completed, or

2. Date restrictions may be placed on the item. For example, an item may be locked until a certain specified date. The reason why an item is locked is displayed under the item's name.



The screenshot shows a user interface for a Learning Management System (LMS). At the top, there is a section titled "General Knowledge Exam" with a lock icon and the text "General Knowledge Exam". Below this, there is a section titled "Module 1". Under "Module 1", there are two lessons listed. The first lesson is "Lesson 101: Physical Inspection Program", which is highlighted in grey and has a lock icon. Below the lesson title, it says "Not available until the activity **General Knowledge Exam** is marked complete." The second lesson is "Lesson 102: UPCS Inspector Certification Process", which also has a lock icon and says "Not available until the activity **Lesson 101: Physical Inspection Program** is marked complete."

## 8.5 Completing the Curriculum

To complete a curriculum, you must successfully complete all required items that are in the curriculum.