

# Quick Tips for Successfully Completing Your Course

## Getting Started

- 1. View the video Introduction.** Click the blue “**Introduction**” link listed under “→ Begin Your Online Course Here.” View the entire video for important course information.
- 2. Expand Unit 1.** After viewing the introduction video, click the blue arrow next to “Unit 1 – Purpose of Life & Health Insurance” to expand the list of required items for Unit 1.
- 3. Complete each item in the Unit in the order listed.** Only the next available course item will be enabled (underlined and blue). Click that item and complete it. If no items are enabled, check the previous Unit (or Introduction) to make sure its status is “Passed” (or “Completed”). Any item shown in grey is not available due to an incomplete item within the unit or in a previous unit.
  - a. Video Segments:** View each video segment in its entirety. We suggest you follow along using the Course Outline.
  - b. Segment Reviews:** Answer all questions in the segment review. Review your State Study Manual and Course Outline for any questions you miss. To help you learn the material, take the segment review as often as needed to get 100%, even though you are not required to pass the review to proceed.
  - c. Unit Quiz:** You must pass each Unit Quiz with a 70% or higher to complete the unit. You may retake the unit quiz as often as needed to pass. Use these questions to help you study for the Course Final Exam.
- 4. Complete all Units in the order listed.** Units are listed in topic order, not numeric order. You must complete all items within each unit in the order as it appears.
- 5. Answer “I agree” in the “Required Rules Acknowledgement.”** You will not be able to open the Course Final Exam until you have completed this step.
- 6. Take the Course Final Exam.** When you have completed all units and the reading assignments listed in the Course Syllabus, you can take the Course Final Exam. The exam is timed (2 hours) and contains 100 multiple-choice questions.

Use the “Next” and “Previous” buttons to move through your exam. Answer and check your answers. When you have answered all 100 questions, click the “Submit” button to end the exam. You will not be able to submit your exam if you have any unanswered questions. Once submitted, your exam will be scored immediately. You must achieve a score of 70% or higher to pass. You may retake the exam as often as necessary to pass. Each exam retake contains a different sampling of questions. If the two-hour exam time limit is reached before you submit the exam, your exam will end automatically. Any unanswered questions will be marked as incorrect.

If you experience a technical problem during your Course Final Exam which causes you to exit the exam pages, log back into your course and open your started exam as quickly as possible, as the timer will remain running. If you fail the resumed exam, your only option is to retake the exam with a different sampling of questions.

# Quick Tips for Successfully Completing Your Course

## Make a Plan!

Our most successful online students have a target date for completing the course and a weekly plan to meet that goal. We suggest that you use the Course Syllabus, listed under “Online Course Reference Materials,” to create your plan and track your progress towards meeting your goal.

## We’re here to assist you!

For **Instructor Support** for any Life, Health, or Annuity content-related assistance with the course material, send an email to [InsuranceInstructor@GoldCoastSchools.com](mailto:InsuranceInstructor@GoldCoastSchools.com)

For **Technical Support** related to running your online practice exams, call our Online Course Support Specialist at (954) 315-7698 or (800) 732-9140, ext. 8178.

Feel free to contact one of our helpful **Career Counselors** at (800) 732-9140 for questions related to licensing or classes required for your Insurance career.

## Tell us what you think!

An optional End-of-Course Survey is included at the end of the course. We appreciate any feedback you provide (good or bad) to help us improve our online course.