

# Accessing Contact Hours in DirectCourse

This document will show you how to view your DirectCourse training hours and how to download documentation that you have completed 60 hours of training.

**1. Go to the DirectCourse website and log in. Click forgot password to reset**

Home eLearning Discussion Classes & Events Surveyor Tools

### My Activities Overview

#### Current Assignments (30)

eLearning Lessons (30) >  
All Current Assignments >

Home

Recent Announcements

Getting Started  
All Announcements >

Click to view:

Transcript ← **2. Click Transcript**  
Credits Earned  
OnTrack

Quick Links

Show All eLearning Classes & Events Ontrack Checklist Acknowledgements Discussion

Status: All Current  
Assigned / Self-Enrolled: All  
Show Module:   
Export to Excel Print

All Items: 36 Completed: ← **3. Select Completed**

Item Name	Item
CDS: Civil Rights and Advocacy: Challenges and Strategies for Exercising Rights	Lesso
	Lesso

Show All eLearning Classes & Events Ontrack Checklist Acknowledgements Discussion

Status: All Current

Assigned / Self-Enrolled: All

Show Module:

Export to Excel Print ← **4. Select Print**

All Items: 6 Completed: 6 Due: 0

Filter by Completed Date: From: [ ] To: [ ] **Apply Date Filter**  
**Clear Date Filter**

Item Name	Item Type	D
CDS: Civil Rights and Advocacy: Challenges and Strategies for Exercising Rights	Lesson	10/
	Lesson	10/

3/1/2018

Learner Transcript - [REDACTED]  
 Learner ID: [REDACTED]

**A printable version of the transcript opens**

Item Name	Item Type	Due Date	Status	Completed	Score	Pretest Score	# of Units	Type of Unit	Provider	Assign Type
CDS: Civil Rights and Advocacy: Challenges and Strategies for Exercising Rights	Lesson	10/26/2018	✓	10/26/2017	100.00			CEU	IACET	SE
	Lesson	10/26/2018	✓	10/26/2017	100.00		.9	Contact Hours	CDS	SE
CDS: Community Inclusion: Introduction	Lesson	10/27/2018	✓	10/31/2017				Contact Hours	CDS	SE
CDS: Emergency Preparedness: Course Overview	Lesson	11/14/2018	✓	11/14/2017				Contact Hours	CDS	SE
CDS: Professional Documentation Practices: Lesson 01: The Purpose and Meaning of Documentation in Direct Support Work	Lesson	11/14/2018	✓	11/14/2017	85.71			CEU	IACET	SE
	Lesson	11/14/2018	✓	11/14/2017	85.71		.3	Contact Hours	CDS	SE
<u>First Time Users</u>	Acknowledgement	10/31/2017	✓	10/26/2017						A
<u>Welcome!</u>	Acknowledgement	10/31/2017	✓	10/26/2017						A

Provider	Type of Unit	Total Credits
CDS	Contact Hours	1.2

**The total contact hours show at the bottom of the document**