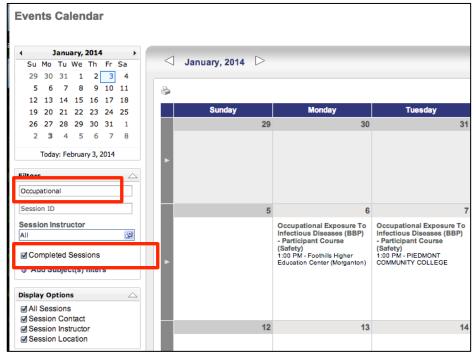
Reviewing/Printing a Session Overview

1. After logging on to the LMS through BEACON, click the EVENT CALENDAR icon on the home page.



2. Enter your desired filter information pertaining to the event/session you are searching. In this example, we are searching for *Occupational Exposure To Infectious Diseases (BBP) – Participant Course (Safety)*. The keyword **OCCUPATIONAL** is used in the title box under Filters. Mark **COMPLETED SESSIONS**. Search for your event by navigating through the calendar to your desired session date.



3. Once you have found the session date desired, click on the session title within the date on the calendar, the session information will be displayed, and you are given the option to **PRINT**.

