

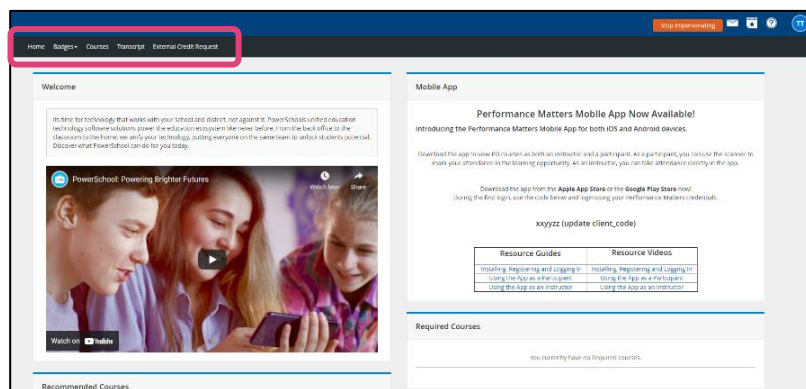
Learner Experience Quick Start Guide

Login

1. Navigate to your district's Professional Learning site and login according to district specifications

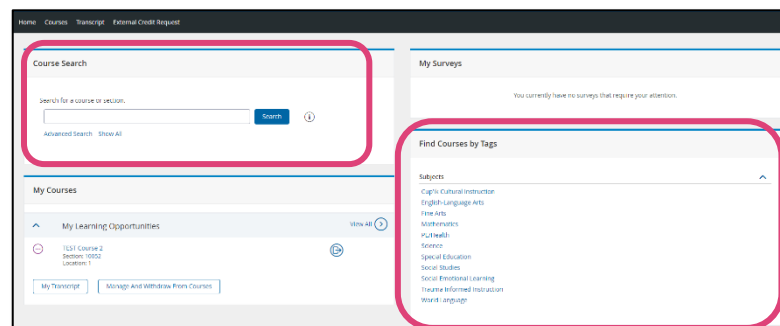
Navigate

1. Operate from the Home tab; this is your personal dashboard
2. Click the tabs along the top to navigate through the system



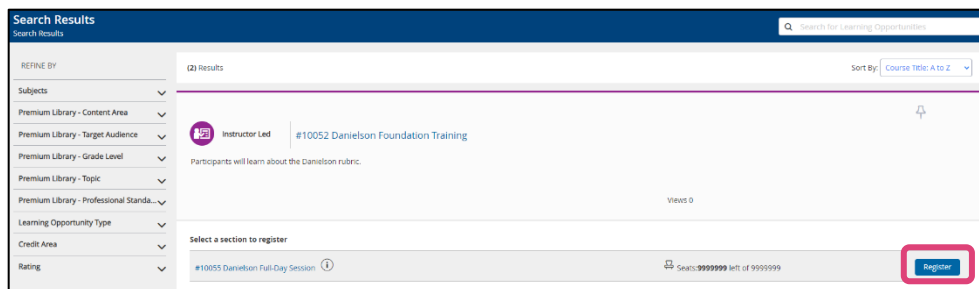
Search for Courses

1. Click the Courses tab
2. Search by keyword, course tag or Show All Courses
3. Select the course desired by clicking on the course title



Register

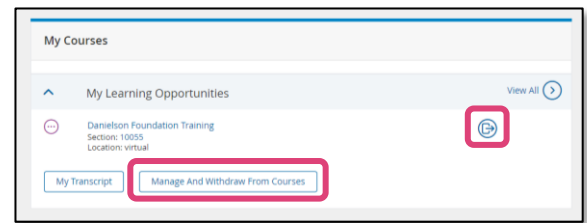
1. Register for a course/section by clicking on the blue Register button
 - a. If there is a waitlist, click Join Waitlist
2. Review the section details and click Next to complete registration



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Withdraw

1. Navigate to the Courses tab and view the My Courses channel
2. Click the Withdraw icon next to the course title or click the Manage and Withdraw from Courses button



Access & Print Transcript

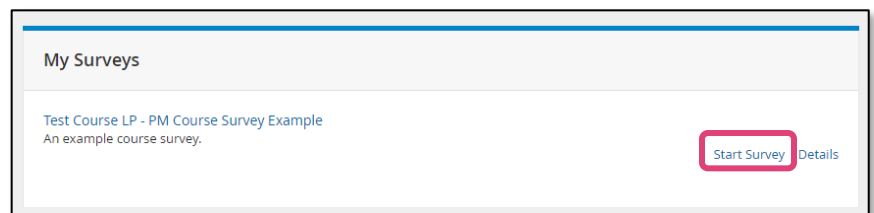
1. Click the Transcript tab and scroll down to the bottom of the page
2. Click the Print or Email button

A screenshot of the 'Transcript' page. At the top right, there are two buttons: 'Email Pdf' and 'Print', both highlighted with red rectangles. Below these buttons is a table with the following columns: #, Course #, Section #, Course Title, Start Date, End Date, Completion Date, Certificate #, Registration Status, Survey, and Credit Hours. The table contains two rows of data.

#	Course #	Section #	Course Title	Start Date	End Date	Completion Date	Certificate #	Registration Status	Survey	Credit Hours
1.	10001	10004	Test Course LP	- Not Set -	12/03/2021	12/09/2021	97281179	Completed	Take Survey	1.0 Credits 1.0 hours No Credit
2.	10045	10049	TEST Course 1	11/11/2021	11/11/2021	11/11/2021	54933756	Completed	No surveys to take.	1.0 Credits 1.0 hours Credit

Complete Course Survey

1. Click the Courses tab
2. View the My Surveys channel
3. Click the Start Survey button next to the course title



Notifications / Calendar / Help

1. Click the envelope icon to view system notifications
2. Click the calendar icon to access the calendar or sync to a personal calendar
3. Click the question mark icon to access the help documentation

