Learner Experience Quick Start Guide

Login

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

Navigate

- 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

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Register

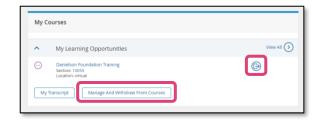
- 1. Register for a course/section by clicking on the blue Register button
 - a. If there is a waitlist, click Join Waitlist
- Review the section details and click Next to complete registration

Search Results			
REFINE BY	(2) Results		Sort By: Course Title: A to
Subjects			
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Premium Library - Grade Level	Participants will learn about the Danielson rubric.		
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Learning Opportunity Type			
Credit Area	Select a section to register		
Rating	#10055 Danielson Full-Day Session	💭 Seats: 9999999 left of 9999999	Regist

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Withdraw

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



Access & Print Transcript

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

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

Test Course LP - PM Course Surve	v Example	
An example course survey.	y chample	

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11/11/2021