

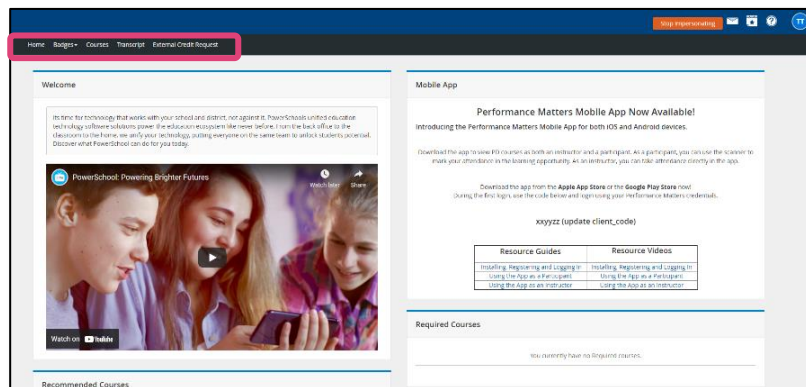
Learner Experience Quick Start Guide

Login

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

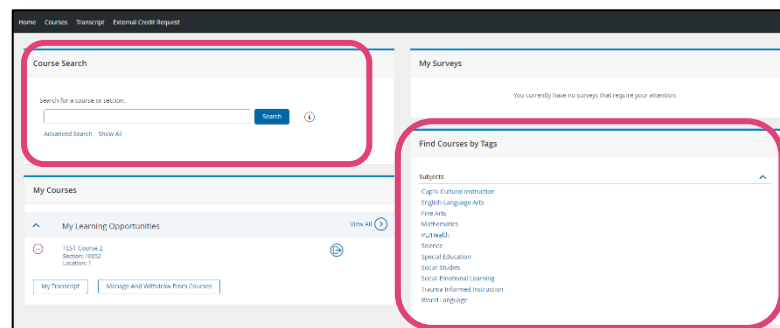
Navigate

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



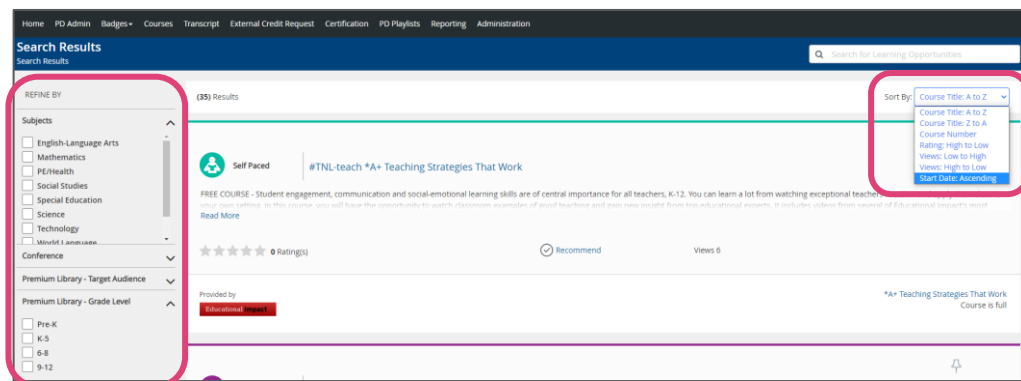
Search for Courses

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



Filter & Sort Course Catalog

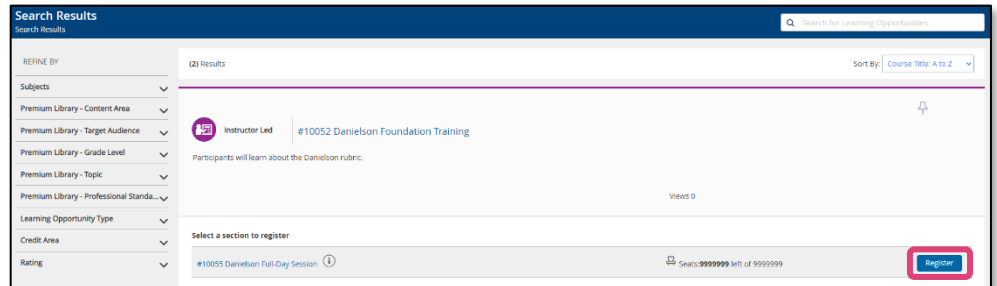
1. **Sort** the course offerings in a variety of ways
2. **Combine filters** from the left menu to narrow your search further



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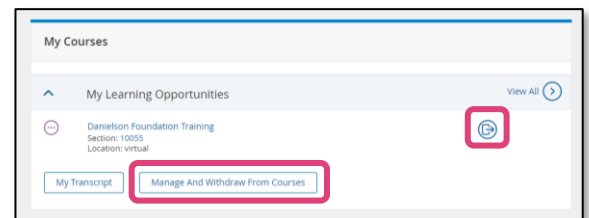
Register

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



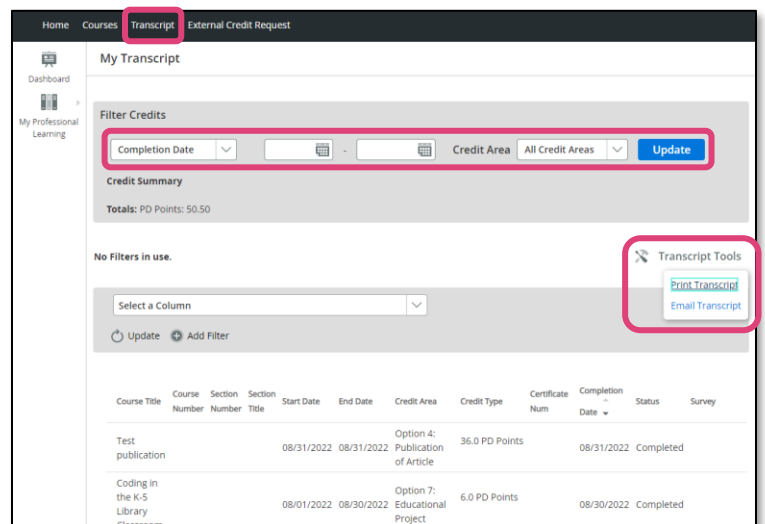
Withdraw

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

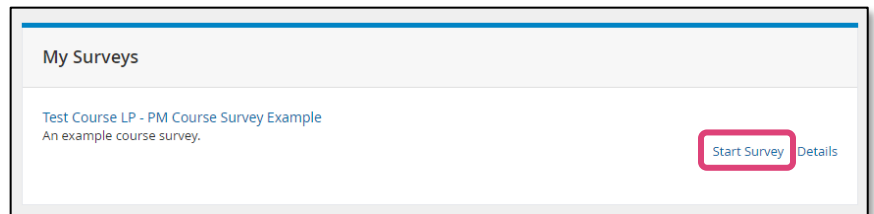
1. Click the **Transcript** tab
2. Filter the transcript by date range or credit area, if needed
3. Click **Transcript Tools**
4. Choose Print or Email Transcript



Learner Experience Quick Start Guide

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 / Help

1. Click the **envelope icon** to view system notifications
2. Click the **question mark icon** to access the help documentation



Calendar

1. Click the **calendar icon** to access the calendar or sync to a personal calendar
2. Click **Full Calendar** to view a month-by-month overview of upcoming offerings
3. Click **Connect Calendar** to connect to a Google or Microsoft calendar (or both!)

