

trainingtoday

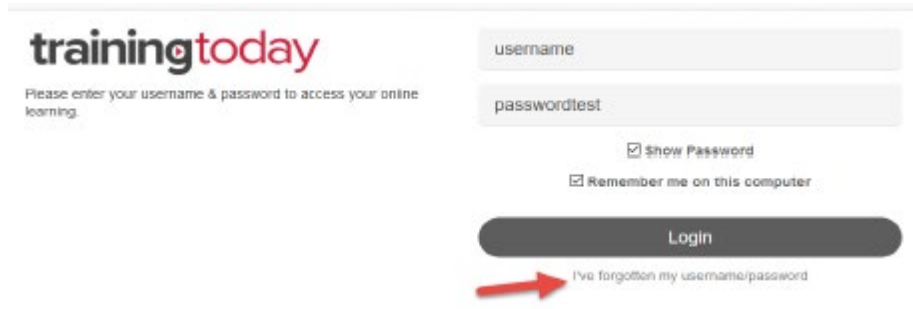
LEARNER GUIDE

This guide explains how you as a student can navigate the features and functions of your online training platform.

How to get logged in:

Enter your username (generally your email address) and password that was provided to you, then select “Login”. The system will require you to change your password upon your first login. You can check

“Remember me on this computer” for the system to save your username and password, so you do not have to enter it at each login. If you have forgotten your username or password, select “I’ve forgotten my username/password”, then follow the steps presented to retrieve your credentials.



Learner Homepage/Dashboard

Your homepage, also known as the dashboard, has several navigation buttons.

Home – Takes you back to the dashboard.

Content Library – Displays the catalog of courses available to be selected and take (if applicable). These are separate from courses that you have already been assigned, which also appear on your homepage.

Achievements – Displays all courses passed and allows you to access your certificates of completion.

Live Sessions – This is a calendar for any upcoming Instructor Led Training

You can select the envelope icon at the upper right of the page to see any past messages sent to you such as course completions, course registrations, and upcoming expiration dates (if applicable).

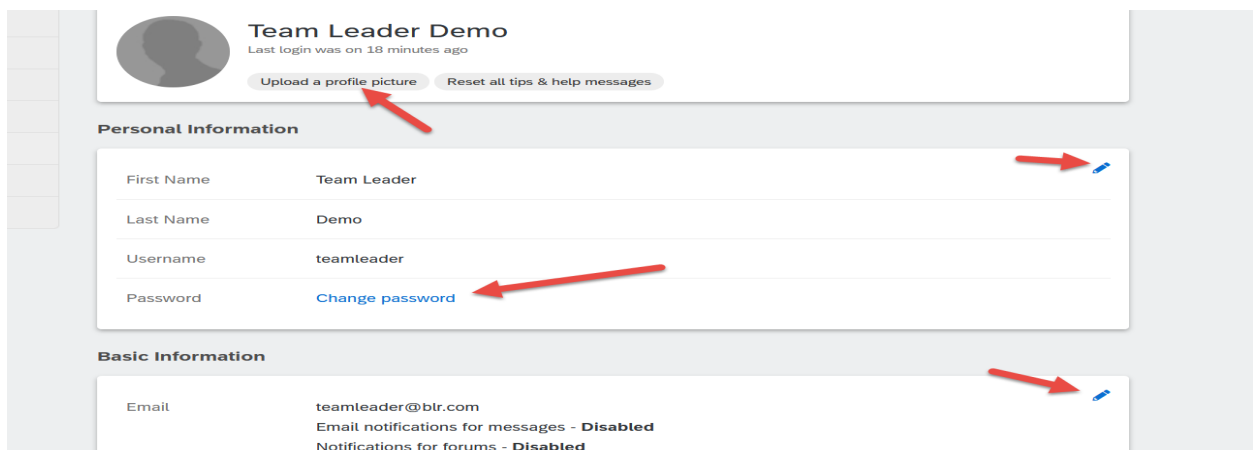


Profile

You can customize your profile by going into your account settings. Select the drop-down menu at the upper right of the page, then select “My Profile & Settings”.

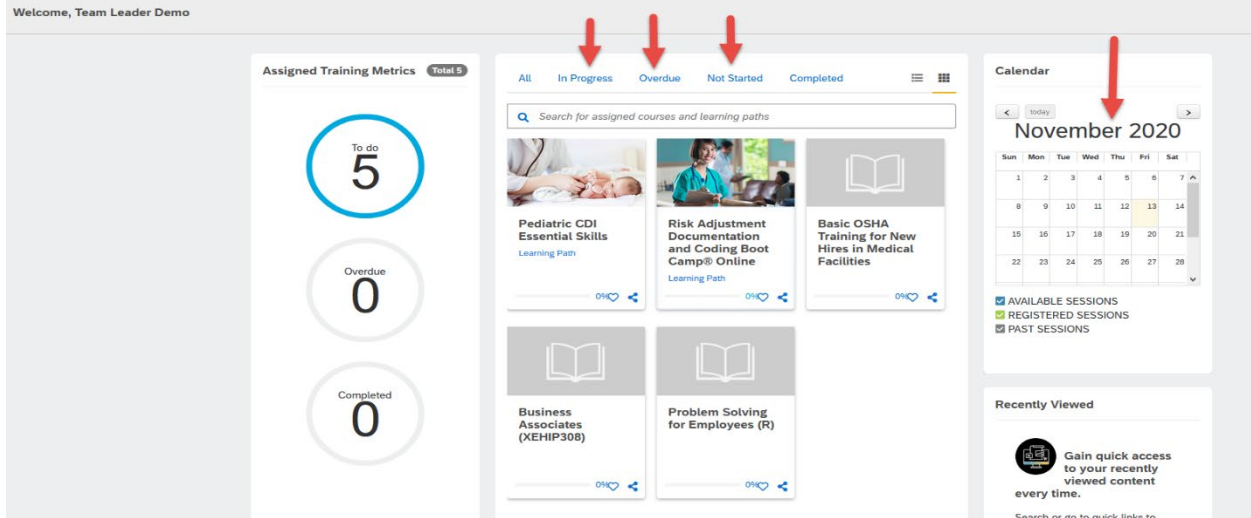


From here, you can upload a profile picture, update any of your basic information, or change your notification settings. A pencil icon indicates a field that you can edit.



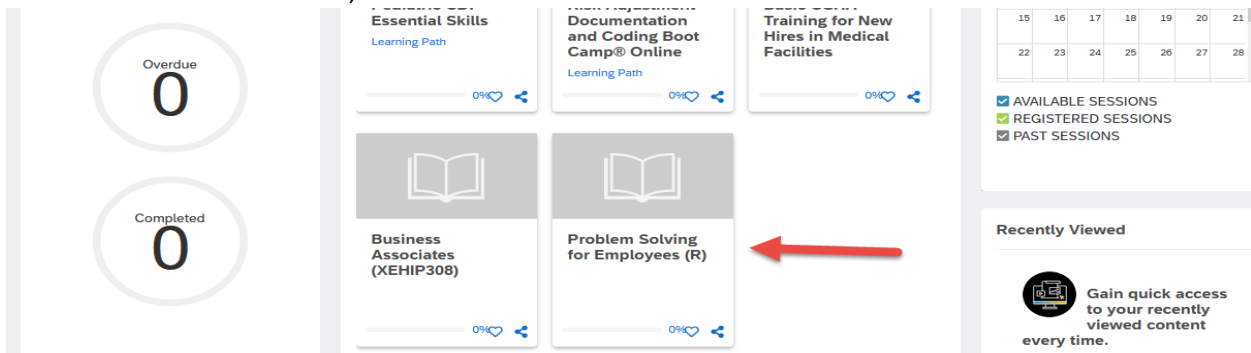
Your Courses

Your homepage keeps things simple. You will see any courses assigned to you, and you can filter the courses by selecting “In Progress”, “Overdue”, “Not Started”, and “Completed”. The training calendar on the right will show any available, registered, or past instructor-led training sessions. You can also use the search field to search for a specific course title within a library.

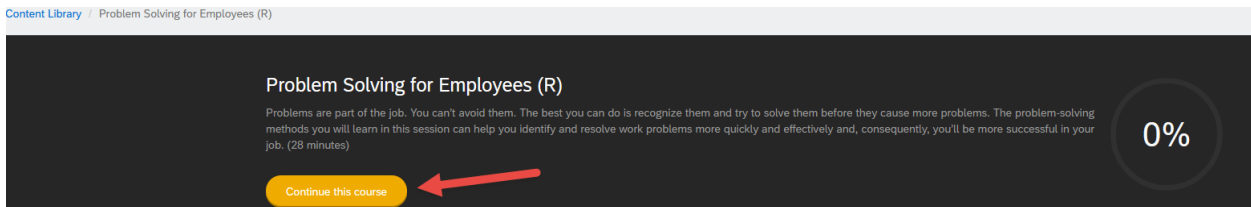


Selecting and Taking a Course

To start or continue a course, choose the desired course from the list.





Next, select “Continue this course” and the course will begin.



Tip: While the exact look of a course may vary based on the courses/libraries your administrator has purchased, you will find similar features across all courses. Please reach out to help@blr.com with any questions on course functionality.


Once you've opened a course, you will have several menu items available:

1. **Play/Pause Buttons** – Play, pause, or resume the training. 
2. **Navigation Buttons** – Navigate forward to the next slide or back to the previous slide. 

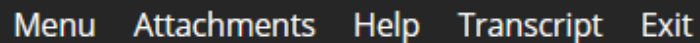
Note: Some courses will require you to complete each slide before moving on to the next one. This is determined by your administrator.

3. **Refresh Button** – Replays the current slide from the beginning.



4. **Volume** – Adjusts or mutes the course audio. 

5. **Tool Bar**

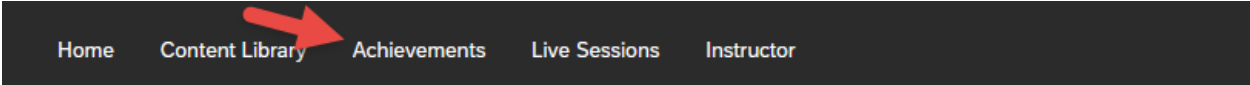


- A. **Menu** – Displays a table of contents for the course.
- B. **Attachments** (or Resources) – Displays any course-related materials. You can download an attachment by selecting it.
- C. **Help** – Displays general information about the training window.
- D. **Transcript** – Displays the transcript for the course.
- E. **Exit** – Closes the training window.
- F. **Ask the Expert** (not shown) – Allows you to connect directly with our internal subject matter experts. This feature is available on select courses, including required state-specific sexual harassment training and HCPro's Boot Camp series.

Note: If you're returning to a course you've partially completed, the course will prompt you to pick up where you left off.

Certificates of Completion

Once a course has been completed, you can access your certificate of completion by selecting "Achievements".



Next, select "Download certificate" next to a course title to access the course's certificate of completion.

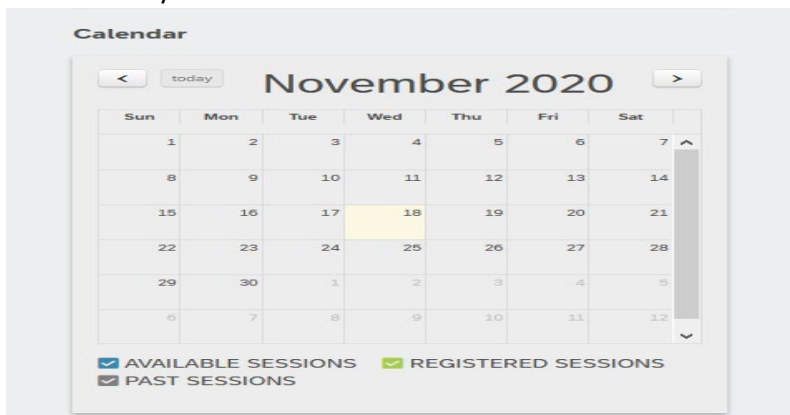
Problem Solving for Employees (R)

Download certificate Achieved on 11/12/2020



Training Calendar

Any instructor-led training sessions will be displayed on the training calendar, which can be found on your dashboard.



Need More Help?

For additional help, please contact your Customer Success team at help@blr.com or call **(800) 274-6774 Ext. 1565**.