

Pearson LMS Learner Job Aid

This document covers the following topics. Click each link to go directly to that section.

- Navigate the LMS
- <u>Access Enrolled Courses</u>
- Enroll in Courses
- User Profile
 - o **Profile Settings**
 - o <u>Download Learner Transcripts</u>
- Access Badges and Certificates

Navigate the LMS

Upon sign in, you are brought to the homepage where you can quickly start or resume courses under the **My Learning List**.



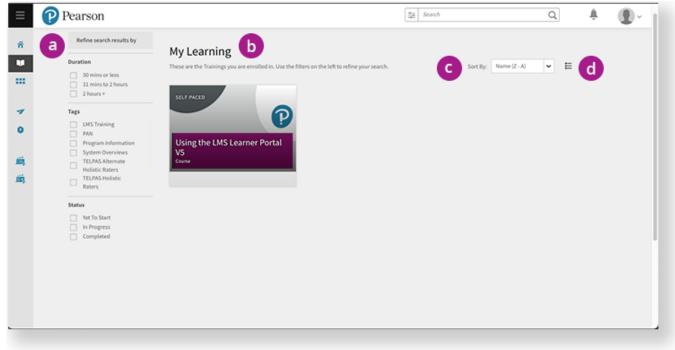
The table below describes the purpose of each page on the left panel of the LMS.

Navigati	Navigation Overview				
ñ	HOME	Get immediate access to your enrolled courses and the courses catalog.			
	MY LEARNING	Access training courses that you are enrolled in.			
	CATALOG	Access all training courses available for enrollment.			
7	SKILLS	Add skills to your Areas of Interest to get personalized course and learning recommendations.			
9	BADGES	View your badges and their completion status. Badges and certificates in Achieved status can be downloaded by Learners.			

Access Enrolled Courses

Step-by-step

- 1. Select My Learning from the left panel.
- 2. Sort and filter as needed to find your desired course.
 - a. Filter your search by **Duration**, **Tags**, and **Status**.
 - b. View your enrolled courses.
 - c. Sort courses by Due Date, Name (A-Z), or Name (Z-A).
 - d. Select to switch between card and list view.



Enroll in Courses

Step-by-step

- 1. Select **Catalog** from the left panel.
- 2. Use the search bar and filters if needed to find courses of interest.
- 3. Select a course.
- 4. Select Enroll or select Save to enroll later.

	Using the LMS Learner Portal SELF PACED	2 Enrollment(s)
This module for the learner navigates you through the LMS system. Please refer to the resources pdf for more information. Modules Core Content Staff Accord Assessment - Skill Level 1 (Credits) Staff Accord Assessment - Skill Level 1 (Credits)	Please refer to the resources pdf for more information. Modules Core Content 30 mins LMS NAVIGATION MODULE (LEARNER)	Skills covered Pearson Assessment - Skill Level 1 (1 Credits) Resources LMS NAVIGATION GUIDE LEARNER.pdf Author(s)

Enrolled or saved courses appear on the homepage under My Learning List and Saved By Me.

ñ	My Learning List	
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-		Go to My Learning
•	Using the LMS Learner Portal VS Pearson Assessment	
iii)	Pearson Admin Offi completed EXPLORE	
	Saved By Me	
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	Test Security and Ethics	Using the LMS

User Profile

You can access user notifications and profile settings on the top right corner of the LMS interface. Notifications can include course enrollment or completion confirmations and links to download files.

=	Pearson		Teach Search	Q	Ŷ () ·
ñ •	Refine search results by Duration 30 mins or less	My Learning These are the Trainings you are enrolled in. Use the filters on the left to refine your search.	Sort By: Name (2 - A)	E		
7 0	31 mins to 2 hours 2 hours + Tags LMS Training					

Profile Settings

- 1. Select **Profile Settings** from the dropdown menu.
- 2. You can set a profile picture and write a user bio if desired.
- 3. Select data from the dropdowns listed below.

Profile Settings				
INTERFACE LANGUAGE	Select your preferred language for the UI.			
CONTENT LANGUAGE	Select your preferred language for courses and modules.			
TIMEZONE	Select your timezone. Timezone impacts completion deadlines.			
PREFERENCES	Check the box if you would like modules to automatically enroll you			
PREFERENCES	and begin playing once selected.			

4. Select Save.

Download Learner Transcripts

The My Learning Transcript is a record of all your courses as well as any tracked CPE Hours or credits.

- 1. Select **Profile Settings** from the dropdown menu on the top right corner.
- 2. Select Download My Learning Transcript (XLS).

Timezone	UTC-12:00(Etc/GMT+12) Etc/GMT+12	~		
	Timezone adjusted for daylight savings automatically			
Preferences	Clicking on Module enrolls and launches the training			
Transcript	Download My Learning Transcript (XLS)			

- 3. A Generating Report message appears. Read it, then select OK.
- 4. When the transcript is ready, you will receive a notification with a link to download.

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		0	Learner transcript is download it.	ready. Click he	ere to
				a few se	conds ago

Access Badges and Certificates

Badges and certificates are one way that your program may track and may provide certificates of completion for courses or a series of courses. You can print your badge or certificate as an image or PDF.

- 1. Select **Badges** from the left panel. All your badges and certificates are tracked here.
- 2. Select **PDF** or **Badge** on the top right corner of any **Achieved** badge to download for your records.

	f achievement earned through completion of Learning Objects and/or acquisitio adge as an image or in PDF format.	on of Skills. Select the badge and click on update to
Skills		
COMPLETE	TRAINING Status: Achieved Completed Test Administrator Training Certification on Dec 11, 2022	PDFI Badge