Learning Center User Guide
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessing the Learning Center</td>
<td>3</td>
</tr>
<tr>
<td>First Login</td>
<td>5</td>
</tr>
<tr>
<td>Technical Support</td>
<td>6</td>
</tr>
<tr>
<td>Reviewing the Course Catalog</td>
<td>8</td>
</tr>
<tr>
<td>Enrolling in Courses</td>
<td>11</td>
</tr>
<tr>
<td>Completing eLearning Courses</td>
<td>14</td>
</tr>
<tr>
<td>Joining a Virtual Classroom Seminar</td>
<td>15</td>
</tr>
<tr>
<td>Adding QPCR Activity Verification Documentation</td>
<td>18</td>
</tr>
</tbody>
</table>
ACCESSING THE LEARNING CENTER

1. Access the CoreNet Global Learning Center at: www.corenetglobal.org

2. Navigate to the Professional Development page from the dropdown menu under Learn & Advance

3. Select the Learning Center button
4. The Learning Center opens to your personal Dashboard
1. The first time you access the Learning Center, you **may** be asked to provide log in credentials.

![Login Screen](Image)

2. Enter the same log in credentials that you use to access your My CoreNet Global account.

**NOTE:** Future requests for access to the Learning Center, will pass your credentials through without the need for a separate log in.
1. If you need support to access the Learning Center from the www.corenetglobal.org, please contact Learning & Professional Development - learning@corenetglobal.org

2. For technical support within the Learning Center and/or the courses in the catalog, please contact the Learning Center dedicated technical support team. Support is available 24/7/365 to ensure a timely response for Learning Center issues.

3. To contact technical support, select the statement Click Here for Help and Support at the bottom of the Learning Center pages.

4. You can contact Learning Center Technical Support by phone using the following US phone number: 1-800-531-6489

5. You can also contact Learning Center Technical Support using the contact form available on the Learning Center when you click the link shown in the screenshot above.
Expand your career. Grow your skills.
REVIEWING THE COURSE CATALOG

1. To see all courses in the catalog, from the Dashboard dropdown, select the Catalog.

2. Scroll through the catalog pages to view the titles of the courses in your catalog. Use the previous and next arrows at the bottom of the page to navigate throughout the entire catalog.
3. To see details regarding a course/seminar, click the title.

4. Within the course page you can use the upper tool bar to see the course description, an outline of the content, what certificate you will receive upon successful completion and any reviews that have been added by others who have taken the course/seminar.
5. Alternately, to quickly navigate to the course content, you can click on the **Content** button to the right of the title box.
ENROLLING IN COURSES

1. To enroll in learning, use the Catalog view to navigate to the course within the catalog. Select the Enroll option

2. Select the Enroll option

3. You will receive a request to confirm you wish to enroll in the course. Select yes to confirm or no to cancel the enrollment
4. Alternately, if you prefer to select the course title, using the upper tool bar, you can also enroll in the course/seminar. You will receive the confirm of enrollment using either method.
1. When ready to begin an elearning course, navigate to the **Dashboard**. Select the **Enrolled Courses** box to see the full list of your course/seminar enrollments.

2. Select the **Start** button for the desired eLearning and follow directions.

**NOTE:** You may access elearning courses from any device: laptop, tablet, or smart phone (either iOS or Android operating system)
1. At the time of enrollment, you receive an email from the CoreNet Global WebEx Training Center/LMS Support with information about participation on the designated date(s) of the seminar.

2. The email provides details for adding the seminar to your calendar, how to prepare your computer to participate in the upcoming seminar, links to download materials, pre-work assignments and a link to join the seminar.

3. Please add support@continuagroup.com to your safe senders list to avoid critical information being caught in SPAM filters.

4. When ready to participate in the virtual classroom seminar, join using the details contained in the enrollment email and/or calendar notice previously accepted to your calendar.

5. Alternately, you can get information about the date/time of the seminar, to easily locate it in your calendar by navigating to the Learning Center to your Enrolled Courses.
6. Click on the Content button for desired seminar.

7. Click on the title of the session for a summary of the date/time of the event.
NOTE: You may access virtual classroom seminars from any device (laptop, tablet, or smart phone — either iOS or Android operating systems). However, cell phones generally do not provide the best quality experience because of the likelihood of reverberation and background noise. We highly recommend that you participate in virtual seminars using a device other than a smartphone. Good quality headsets with built-in microphones are highly encouraged for every device.
1. When you have completed the QPCR requirements to earn hours in any one or more options shown below, as part of your Developing Professional Networks Track, you must upload documentation that verifies your participation in that activity.

2. Go back into the Learning Center and re-enter the activity by resuming as shown below.
3. Select the second module to begin the verification process.

4. You will see the following:

   1. Download and complete the Verification of Participation document.
   2. Click the link below to continue the process. A new window will appear.
   3. Complete the form as follows:
      1. Select DevProNet under “Credit Type”
      2. From the drop-down menu select your activity
      3. In the Activity Description box provide a title for the activity and a brief description
      4. Leave the “Score” blank
      5. Enter the date the activity was completed
      6. Leave the “Expiration Date” blank
   4. Select “Submit”
   5. After submitting, the Upload Supporting Documents function becomes available
   6. Upload the completed Verification of Participation document under “Upload Supporting Documents.”

   Click [here](https://www.corenglobal.org/participate/tocontent.aspx?itemNumber=36377&navItemNumber=30728&css=1) to download the verification form.
   Click [here](https://www.corenglobal.org/participate/tocontent.aspx?itemNumber=36377&navItemNumber=30728&css=1) to complete the verification process and upload.
5. Click on the Verification of Participation link in step 1.

6. The required document will show in your bottom left screen for downloading.
7. Once you have downloaded the document to your computer, complete the required information and save the document as YourLast_Name_FirstName_ActivityName_Date. It should look like this: SmithJane_MentorMatch_04Jun2018.

NOTE: You must complete a separate form for each activity for the credits to properly apply to your QPCR candidacy.

Building Your Professional Network Activity Confirmation

Please provide details about your activity/project. Complete one form for each activity/project. This information is required for QPCR credit hours.

Activity/Project: (Select one)

[ ] Volunteer Opportunities
   Title of Project:

[ ] Campus Ambassador
   University:

[ ] Mentor Match
   Mentor Name:

[ ] Podcast Channel Contribution
   Title of Podcast:

1. QPCR Candidate Name:
2. Total Hours:
3. Description of Activity/Project:
   (Please include frequency, dates of meetings, visits/calls, focus of discussions/activity, description of content, length of finished product, etc.)
4. Contact Name: (Used to verify participation)
5. Contact Company/Organization:
6. Contact Email:
7. Contact Phone:
8. What were the most satisfying aspects of your participation in this program?
9. How likely are you to continue your participation in this program?
   [ ] Extremely likely
   [ ] Somewhat likely
   [ ] Not very likely
8. When you are ready to begin uploading the document, click on the link shown below.

9. Enter the requested information on the form as follows:
   - Select DevProNet from the Credit Type drop down menu
   - Enter the number of hours you were involved in the activity in whole numbers in the Number of Credits field
   - Select the appropriate activity from the Name of Activity drop down menu
   - Add a brief description of what you did to earn the hours for the activity in the Activity Description field
   - Do not put anything in the “Score” or “Expiry Date” fields
   - Enter the date you completed the activity in the “Date Completed” field
10. Select the “Submit” button. A green box that says the submission was successfully saved will pop up.

11. Scroll to the bottom of the page and you now have the ability to add your verification document to the file. Select the “Upload” button.

12. Navigate to and select your saved file.
13. Then open the file to upload.

14. You receive a confirmation that the file was uploaded and you see the file name on the screen.

15. You can now close out of the Learning Center.