

Learner Experience Job Aide

Login

1. Go to **d11.org**, then the **Employees** tab
2. Click on the **Professional Learning** icon
3. Enter your D11 long email address as your username, then your D11 network password

Navigate

1. Operate from the main Home page / tab that opens; this is your personal dashboard
2. Click the tabs along the top to navigate through the system

Search for Courses

1. Click the **Course Catalog** tab
2. Search by key word, course tag, or performance standard
3. Select the course desired by clicking on the course title

Register

1. Register for a course by clicking on the blue **Register** button on the course
2. Review the disclaimer and click **Accept**
3. If there is a waitlist, click on **Join Waitlist**

Withdraw

- Click the Withdraw door icon from your dashboard OR click the button **Manage and Withdraw from Courses** button

Access & Print Transcript

1. Click the **My Transcript** button on your dashboard to view and print your transcript
2. On your transcript, click the hyperlink for your course certificate to view and print

Complete Course Survey

1. Click the **Start Survey** button on your dashboard, then complete the survey
2. Complete all surveys listed in order for you to be counted as completed and to receive credit

