

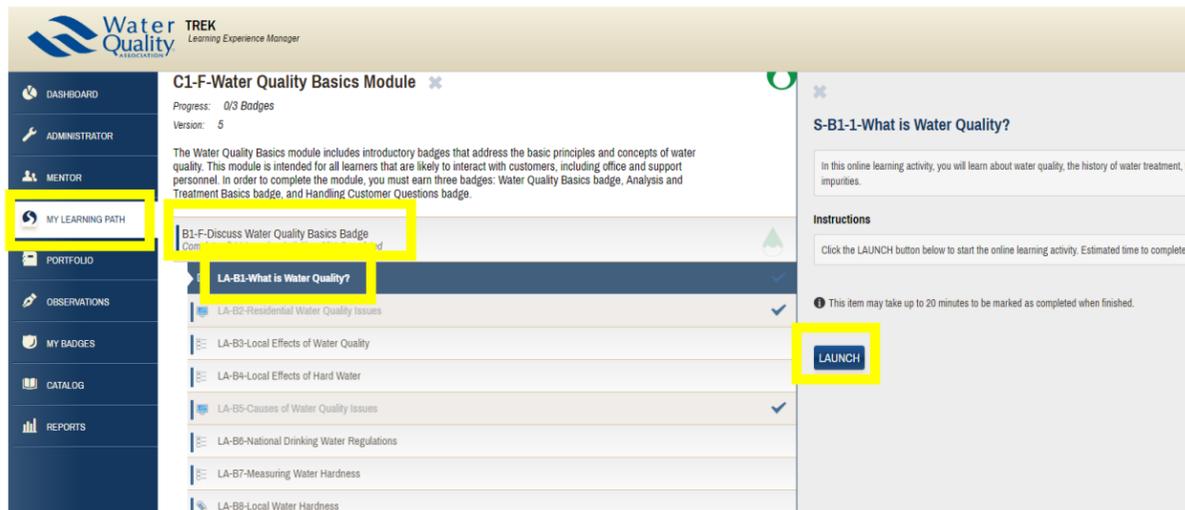
Getting started with WQA's Modular Education Program

All learning activities are launched from and monitored in the Learning Experience Manager (LEM).

Once you receive your user ID and password, you can get started with the learning!

Start learning:

1. Click the "My Learning Path" button on the left-hand menu
2. Click on the top badge name to get a dropdown list of all the learning activities for the badge
 - a. Learning activities with a computer screen icon () are completed entirely online
 - b. Learning activities with a pencil icon () are the experiential activities and will require performing certain tasks and entering the results into an online form. The completed form will be reviewed by your mentor.
 - c. Learning activities with a check-list icon () will require reading a brief article in the online Knowledge Base and then completing an experiential activity and online form. The completed form will be reviewed by your mentor.



3. The experiential activities do not have to be done in the order listed. Review the requirements for completing the various learning activities and work with your mentor to determine when you may have an opportunity in the course of your day-to-day job to accomplish these and what order would best fit with your work plan.
4. What the icons mean:
 - a.  =Completed activity
 - b.  =Hands on learning activity drafted/started/opened, but not submitted to Mentor yet
 - c.  =Hands on learning activity submitted to mentor (waiting for mentor approval)
 - d.  =Yellow conversation bubble means the mentor reviewed the portfolio
5. Portfolio: where you can review your mentor's feedback on experiential learning activities.
 - a. Pending means your mentor has not reviewed this yet.
 - b. Accepted means your mentor has approved this.
 - c. Denied means your mentor would like you to revise the activity and re-submit.
 - d. Started means you have begun a draft but have not submitted this yet for mentor approval.
6. My Badges: These are your completed badges. If your mentor is currently certified, they can receive continuing education credits for the badges you complete (share with your mentor). Additionally, if you are currently certified and pursuing a new title, you may also receive continuing education credits for completing a badge (share with education@wqa.org).
7. Monitor your progress on the dashboard screen.

Questions? Contact the WQA Education department at 630-505-0160 or education@wqa.org.