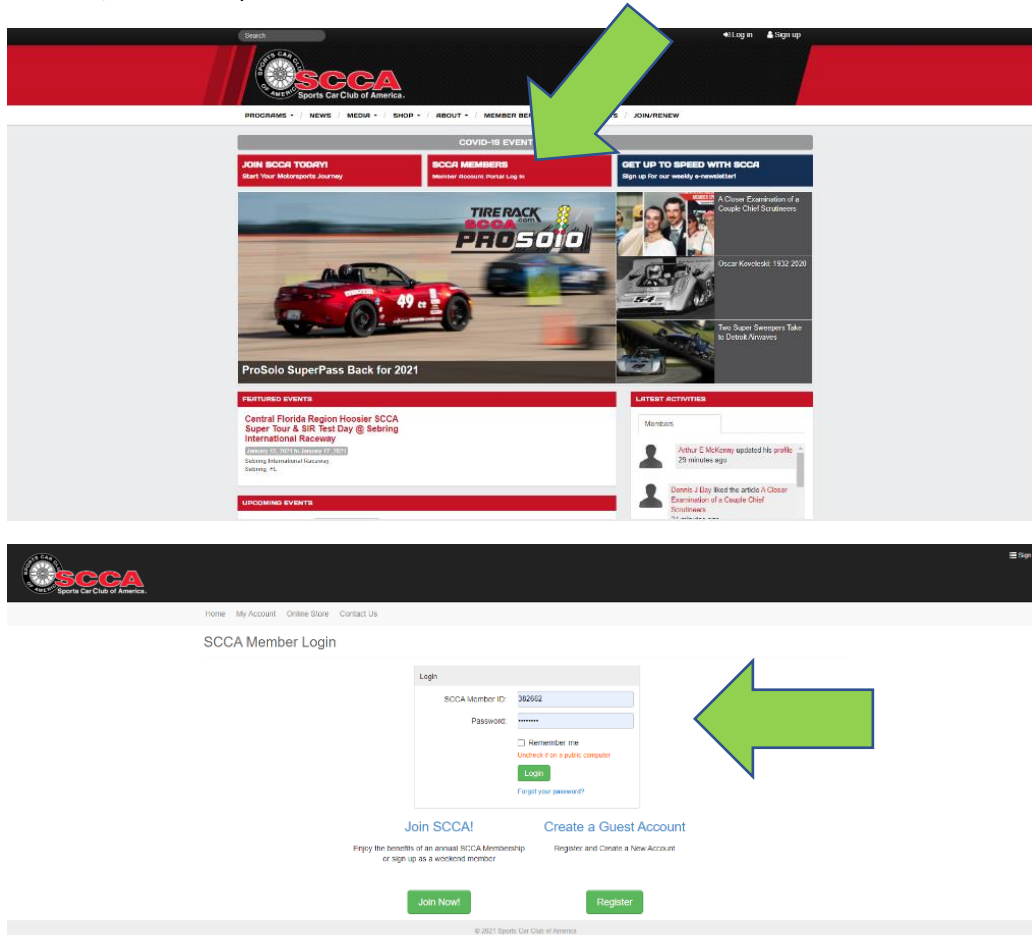# Quick Start Tutorial for SCCA Online Training

Thanks for expressing interest in our new Learning Management System (LMS)! Below is a step-by-step process for logging in, registering for, and completing your course. You may also watch this VIDEO on how it all works. Should you have any questions or concerns, please contact me at crobbins@scca.com.

NOTE: *Pay close attention on Step 6 – you must allow all course/chapter videos to run completely to the end where they will "auto stop" and complete the final Course Survey before submitting for credit.*
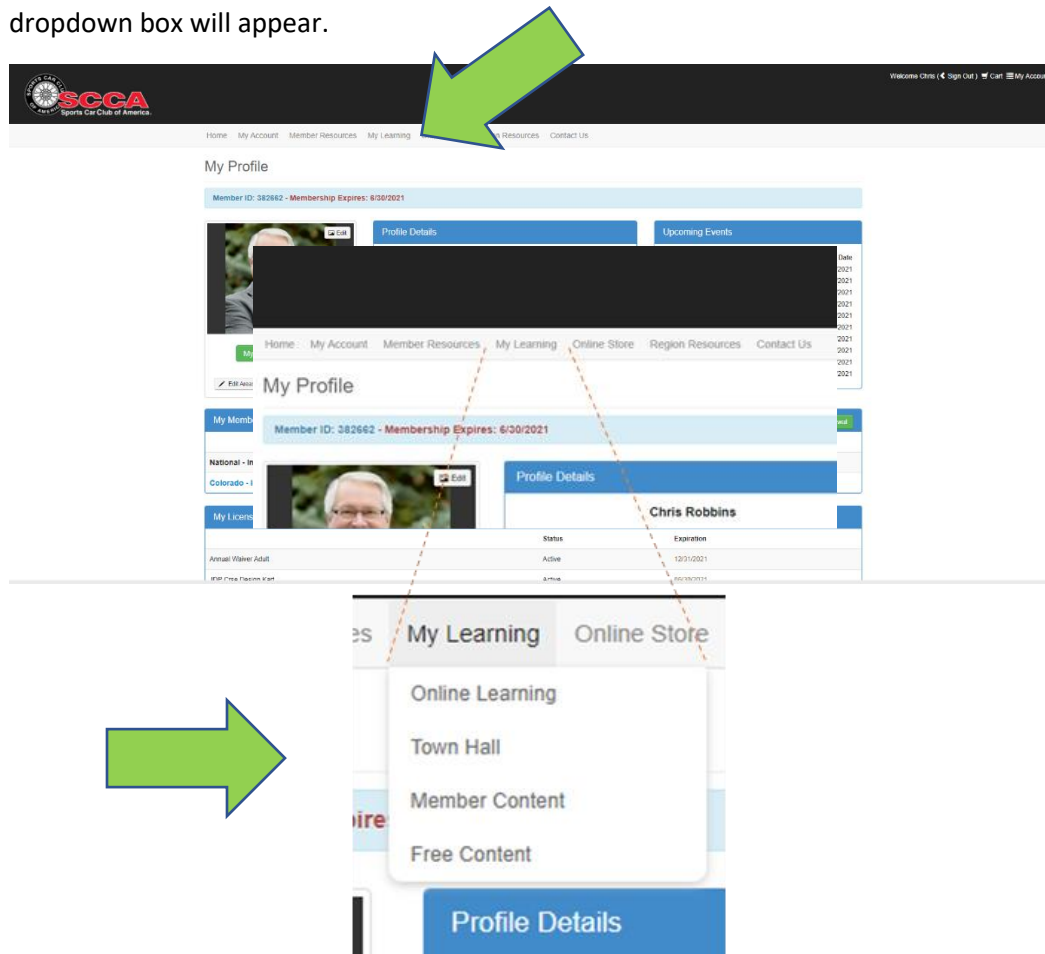
Chris Robbins, Director of Region Development

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Step 1

Go to www.scca.com and login to the Member Account Portal, or MAP (if you have not setup your MAP account, do so now).

Step 2

On your "**My Profile**" page on the MAP, you'll see a "**My Learning**" tab at the top. Hover over it and a dropdown box will appear.


There are several videos in "**Free Content**" (available to anyone with a Guest Account), and even more in "**Member Content**" (available to SCCA Members only).

"**Online Learning**" will be at the top of the dropdown once you register for a course in the LMS. After you've registered, this is where you'll access the course (at the end of Step 4).

Step 3

Still on the MAP, register for a class by hovering over "**Online Store**" and selecting "**Event Registration**."
In "**Event Type**" select "**Education**" and hit "**Select**." All courses available to you will appear at the
bottom of the page. Scroll down and select your course and select "**Go to Registration**."
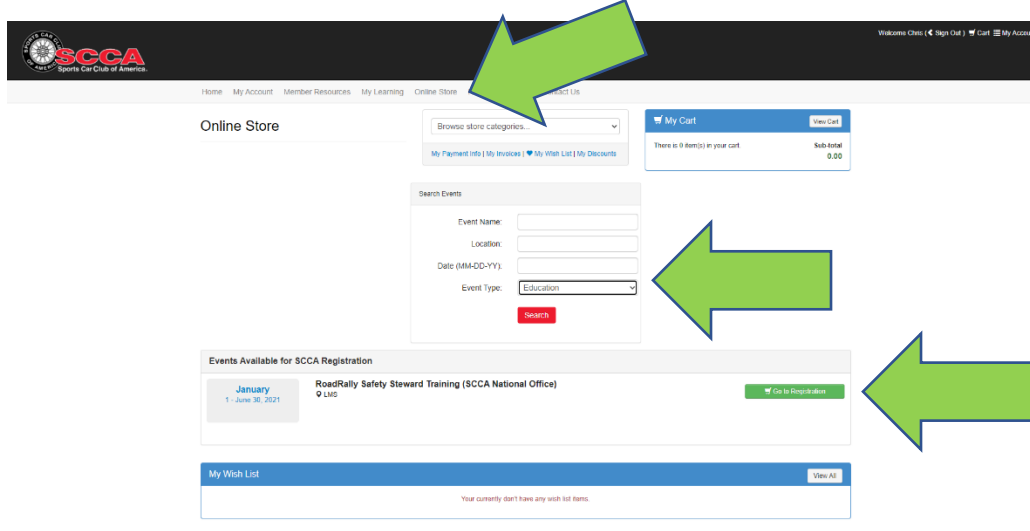
Step 4

Verify your registration and select "**Add to Cart**." At this time, you may also select to purchase additional
products, renew your membership, or donate to the SCCA Foundation. Select "**Check-out**" to complete
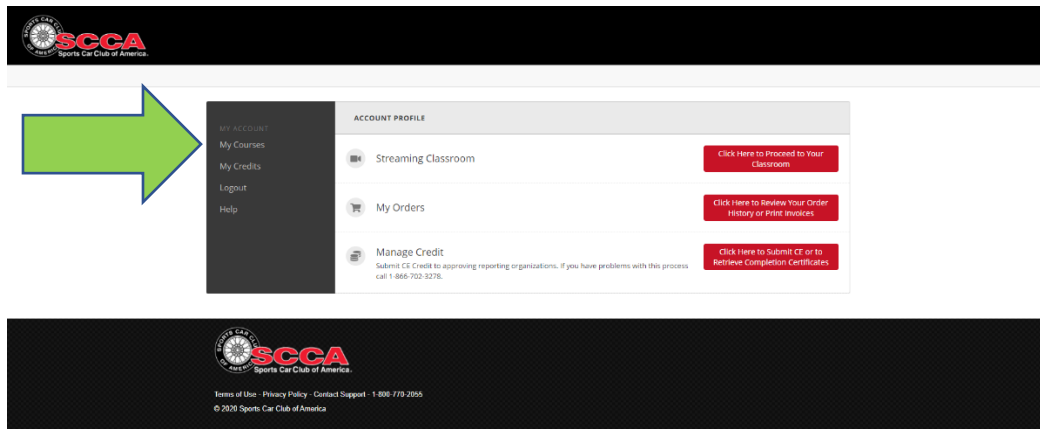the registration. You may print a copy on the final registration page.
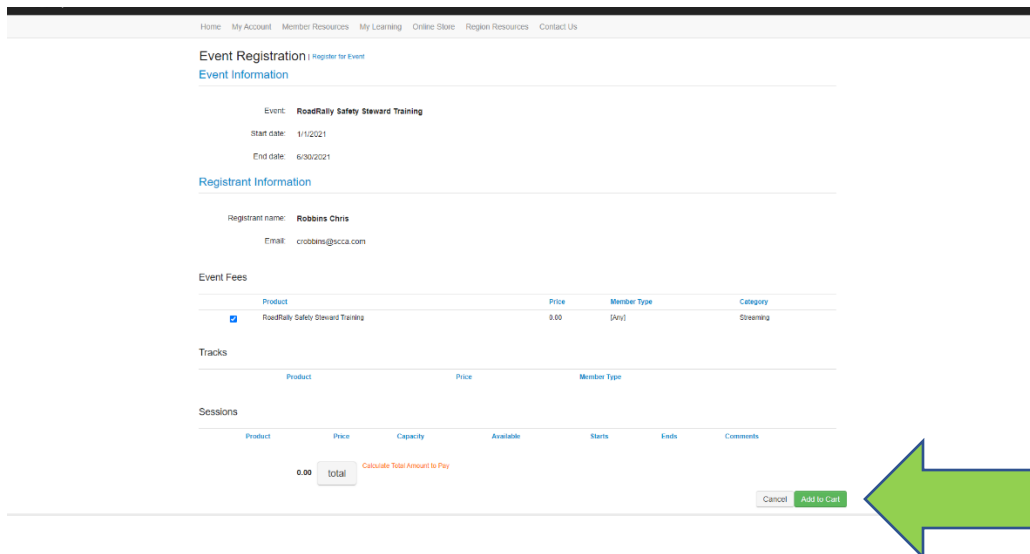
Now it's time to learn! Go back up and hover over "**My Learning**" and select "**Online Learning**" to access
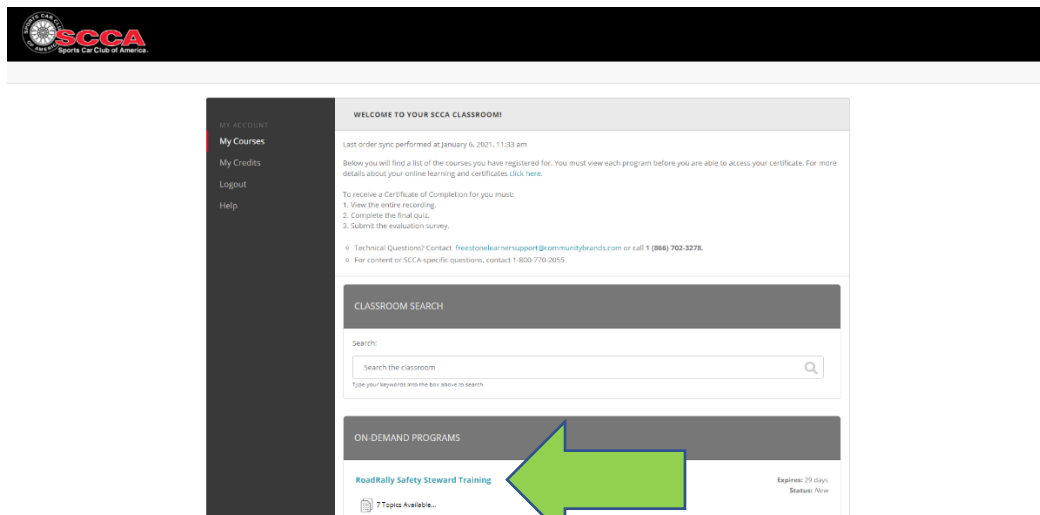the LMS.

NOTE: *It typically occurs instantly, but depending on several factors (age of computer and operating system, internet router, WiFi signal strength, etc.), it can take up to 15 minutes before your course shows up, while the systems sync. Keep checking for "Online Learning" to appear in your "My Learning" dropdown. If after 15 minutes it still does not show up, clear your cache and reboot your computer. There may also be a system issue, so email* crobbins@scca.com *if all else fails.*

Step 5

Once you select "**Online Learning**" you'll be taken to the **SCCA Online Classroom**! Select "**My Courses**" on the left or click the red "**Proceed to My Classroom**" button on the right. Scroll down to find your course (in blue) and click on that link.

Step 6

This is your Course Viewer. The <u>left viewer pane</u> includes tabs for **Instructions**, **Course Description**, learning **Objectives**, and **Click Here for Certificate** which takes you to the **Credit Submission Checklist** where you can track your progress as you complete the course, including chapter progress (%) for viewing video content and completing chapter quizzes, required to submit for credit. Depending on your screen resolution, you may need to scroll down to see the entire Checklist.

The <u>right viewer pane</u> has tabs to view course/chapter **Videos**, download **Materials** (documents, slideshows, and/or additional videos), or seek technical **Help**.

NOTE: *Please allow all videos to run completely to the end where they will "auto stop."* Once each Chapter is complete, *you must complete the quiz (Final Exam)* and the *credit submission survey (Course Survey)*, located at the very bottom of the Checklist, to submit for credit.

Once you've completed a course, go back to **Step 5** and select "**My Credits**" to complete your SCCA Online Learning experience. If you cannot, look at the Credit Submission Checklist to ensure you completed each step. *Pay particular attention to ensure each Chapter was completed (100%) and the quiz and credit submission survey buttons are checked.*

Please contact Chris Robbins at crobbins@scca.com with any questions or concerns.