

SMART Learning Space

Quick Start Guide

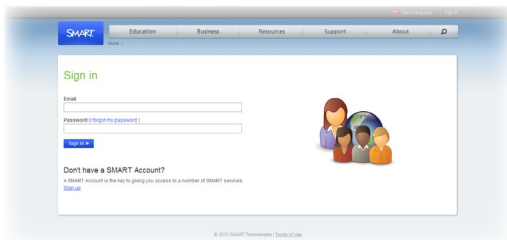


The SMART Learning Space is a virtual learning environment loaded with an assortment of innovative, interactive learning experiences. It provides self-paced courses that you can complete any time, in any place, and at your own pace.

You can also connect with colleagues and access or share tips and useful information to help you make the most of your SMART solution.

Creating a SMART Learning Space account

1. Browse to learningspace.smarttech.com, and save the site to your Favorites.

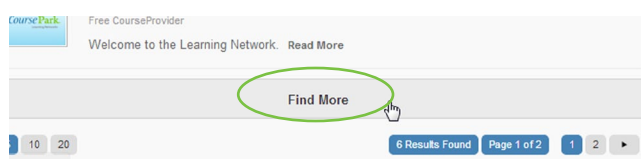


2. Under **Don't have a SMART Account?** — click **Sign up**
3. Type your information in the required fields, and then click **Submit**. You'll receive an e-mail with instructions on how to verify your account.
4. Click the link in the e-mail. Your account home page appears.
5. Click **Go To SMART Learning Space** and type your information in the required fields to activate your account. *Your Personal Learning Environment* appears.

When you return to the SMART Learning Space for subsequent visits, simply type your *e-mail address* and *password*, click **Sign In**, and then click **Log into SMART Learning Space**.

Choosing a Learning Network

1. Click **My CoursePark > My Learning Networks**, and then click **Find more**

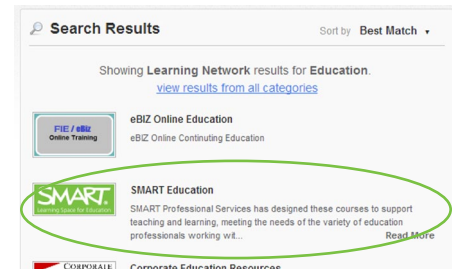


2. Type your search term in the space provided, and then click the **Search** icon
3. Select the desired Learning Network from the list, and then click **Join**.

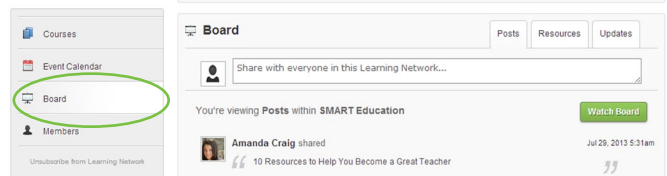


4. Click **Continue**.

TIP: Click the **Don't show this next time** checkbox

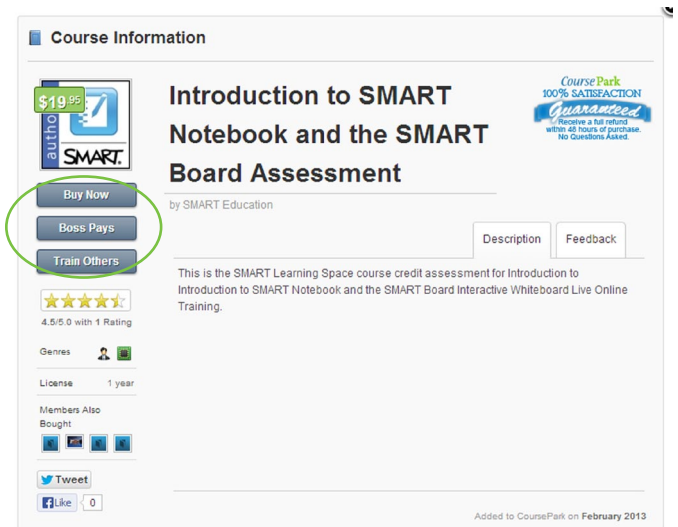


From here, you can click **Board** to access the message board, where you can connect with colleagues.



Enrolling in a course

1. Type a course name or product name into the search field, and then click **Search**.
2. Select a course from the list.
3. Select a payment option.



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- **Buy Now** – Fill in the pertinent information in the **Shopping Cart** page, and then click **Pay Now**. Once payment has been processed, you receive confirmation of payment, and then you can return to **My CoursePark > Courses** to launch the course.

- **Boss Pays** – Enter e-mail address, alter the message if you like, and then click **Send Request**.

Your boss receives the request via e-mail, clicks the link provided, and then gives one of three responses: *Approve & Pay*, *Reject* or *Approve* (which allows you to take the course, paying for it initially, and claiming it as an expense it later).

- **Train Others** – This form helps you to create a learning path for others at your company.

Accessing your courses

Click **My CoursePark**, and then **My Courses**.

- **I am Enrolled in**
Click **Launch** to start the course, or the **View Report Record** icon to see your status

- **Completed by Me**
Click the **View Certificate** icon to access the official course completion certificate.

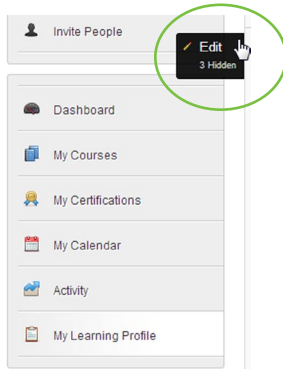
- **Created by Me**
If you create and post a course in CoursePark, it will appear here

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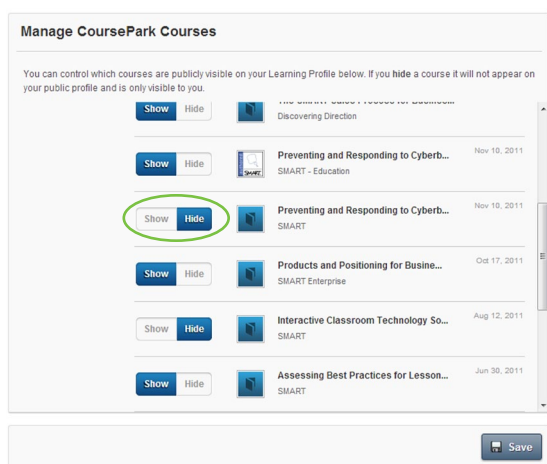
Transferring courses from the previous SLS version

1. Click **My CoursePark**, and then **My Learning Profile**.

2. Click **Edit**



3. Change the status to **Show** for any hidden course you want to appear on your profile.



Troubleshooting

If you have any technical issues with the program, click the **Support** icon to the right of your screen, and then fill out the support form.

Note: Always disable pop-up blockers before entering the SMART Learning Space.

