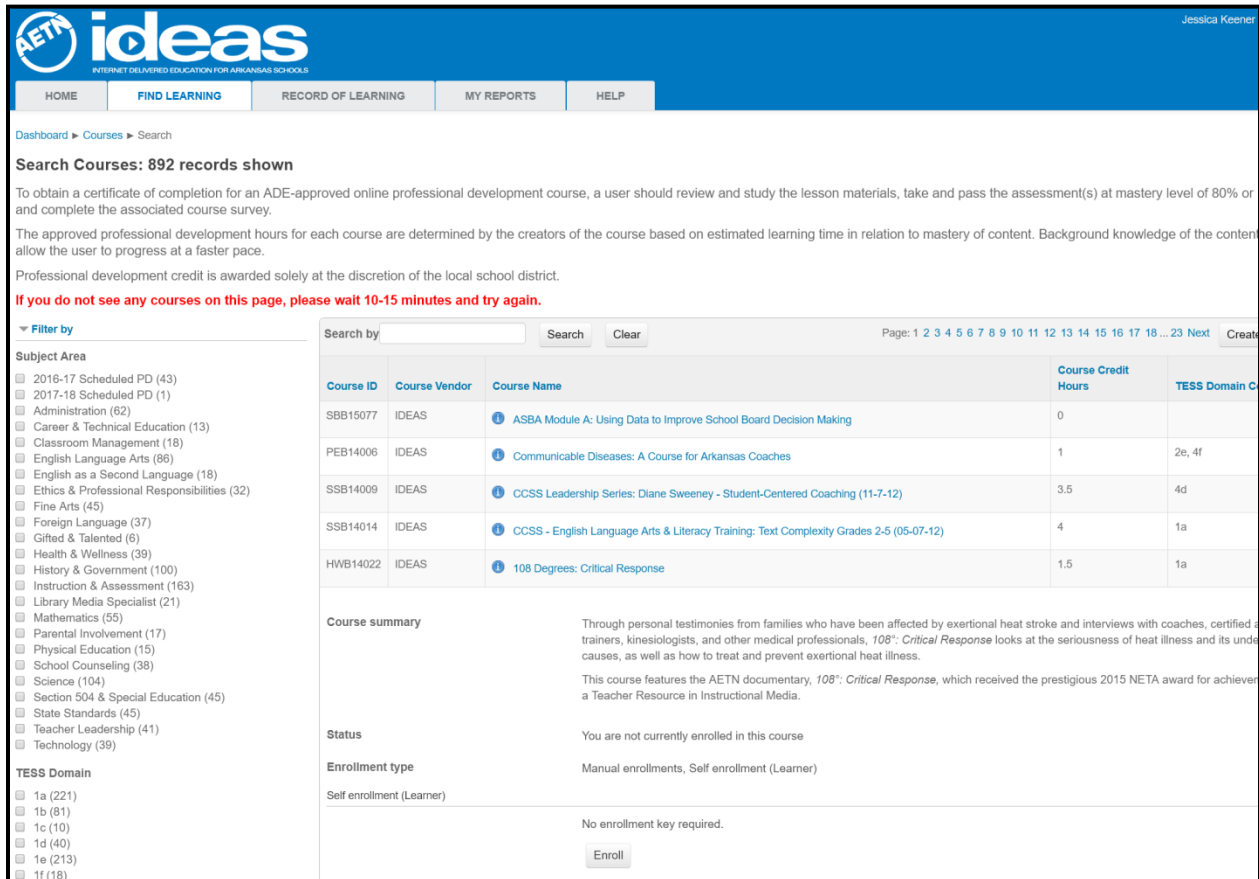


## Quick Start Guide for Navigating the LMS

1. Go to [ideas.aetn.org](https://ideas.aetn.org) then click Login
2. Login with your username and password
3. From the main home page you will be able start taking courses by clicking on the Find Learning tab.
4. From this page, you will be able to search by Subject Area, TESS Domain, LEADS Domain, Learning Path, Column title or by name of the course.



The screenshot displays the AETN Ideas LMS interface. At the top, there is a navigation bar with tabs for HOME, FIND LEARNING (selected), RECORD OF LEARNING, MY REPORTS, and HELP. Below the navigation bar, the page title is "Search Courses: 892 records shown". The main content area is divided into a left sidebar for filtering and a main search results area. The sidebar includes filters for Subject Area and TESS Domain. The search results table lists several courses with columns for Course ID, Course Vendor, Course Name, Course Credit Hours, and TESS Domain. Below the table, there is a detailed view for a selected course, including a course summary, status, enrollment type, and an Enroll button.

Course ID	Course Vendor	Course Name	Course Credit Hours	TESS Domain C
SBB15077	IDEAS	ASBA Module A: Using Data to Improve School Board Decision Making	0	
PEB14006	IDEAS	Communicable Diseases: A Course for Arkansas Coaches	1	2e, 4f
SSB14009	IDEAS	CCSS Leadership Series: Diane Sweeney - Student-Centered Coaching (11-7-12)	3.5	4d
SSB14014	IDEAS	CCSS - English Language Arts & Literacy Training: Text Complexity Grades 2-5 (05-07-12)	4	1a
HWB14022	IDEAS	108 Degrees: Critical Response	1.5	1a

5. When you have found a course you would like to take, click on the name of the course and select the Enroll button.

6. Explore the available resources for the course. Then begin the lessons watching the videos and completing the assessments.

\*The system will not let you jump ahead; therefore you must complete each lesson in the correct numerical order.

Home ► HWB14022

Your progress ?

**Navigation**

- Home
- My profile
- ▼ Current course
  - HWB14022**
  - Participants
  - 108 Degrees: Critical Response
  - HWB14022: Lesson One
- My courses

**Administration**

- ▼ Course administration
  - Unenroll me from HWB14022
- My profile settings

**108 Degrees: Critical Response**

Credit Hours: 1.5

Vendor: IDEAS

Through personal testimonies from families who have been affected by exertional heat stroke and interviews with coaches, certified athletic trainers, kinesiologists, and other medical professionals, *108°: Critical Response* looks at the seriousness of heat illness and its underlying causes, as well as how to treat and prevent exertional heat illness.

**Pertinent Websites / Support Materials**

Explore this material as you complete the course.

- Arkansas Activities Association (AAA)
- 108 Degrees: Critical Response
- Kendrick Fincher Foundation
- Beat The Heat

**HWB14022: Lesson One**

- HWB14022: The Story of Kendrick Fincher
- HWB14022: The Story of Kendrick Fincher Quiz

Not available unless: The activity HWB14022: The Story of Kendrick Fincher is marked complete

**HWB14022: Lesson Two**

Not available unless: The activity HWB14022: The Story of Kendrick Fincher Quiz is complete and passed

**HWB14022: Lesson Three**

Not available unless: The activity HWB14022: Understanding Heat-Related Illness Quiz is complete and passed

7. After you have completed all of the lessons, assessments and the survey, you will be able to print your certificate for the completion of the course.

\*Click the Certificate link.

8. You will then be able to click the button Get your certificate and a pop-up window will appear with the certificate.

**Issued**

Thursday, January 19,  
2017, 11:26 AM

Click the button below to open your certificate in a new browser window.

**Get your certificate**

9. You will be able to find the courses you have enrolled in by clicking on the Record of Learning tab.
10. If you were unable to complete the course and need to return, then you click on the title of the course to resume your progress.

The screenshot shows the 'Record of Learning : All Courses' page. The navigation bar includes 'HOME', 'FIND LEARNING', 'RECORD OF LEARNING', 'MY REPORTS', and 'HELP'. The breadcrumb trail is 'Dashboard > My Learning > Record of Learning > All Courses'. On the left, there are sections for 'Administration' (Site administration) and 'Previous Records' (with contact information for help). The main content area has tabs for 'Courses', 'Programs', and 'Other Evidence'. Below the tabs, it says '21 records shown' and provides search filters for 'Course Title', 'Course completion date', and 'Completion status'. A table of records is displayed with columns: Course ID, Course Title, Completion Date, Progress, Credit Hours, Course Subject Area, and TESS D. The table lists several science courses and one agriculture course.

Course ID	Course Title	Completion Date	Progress	Credit Hours	Course Subject Area	TESS D
SIE18015	Physics for the 21st Century: Emergent Behavior in Quantum Mechanics		0	0	Science	1a, 4e
SIE18016	Physics for the 21st Century: Biophysics		0	0	Science	1a, 4e
SIE18018	Physics for the 21st Century: Dark Energy		0	0	Science	1a, 4e
AHA15074	Agri Arkansas - Dairy		0.5	0.5	History & Government, Science, 2016-17 Scheduled PD	1a
IAD14533	Understanding the Common Core Writing Standards: Grades K-5		7	7	Instruction & Assessment, State Standards	1e
HWB15054	Something to Talk About: Suicide Awareness		2.5	2.5	Ethics & Professional Responsibilities, Health & Wellness, State Standards, School Counseling	1b, 3c, 4

11. You also have the ability to upload Other Evidence to your Record of Learning.  
\*Example: Uploading your Lynda.com Certificate of Completions

The screenshot shows the 'Record of Learning : Other Evidence' page. The navigation bar is the same as the previous screenshot. The breadcrumb trail is 'Dashboard > My Learning > Record of Learning > Other Evidence'. On the left, there are sections for 'Navigation', 'Administration', and 'Previous Records'. The main content area has tabs for 'Courses', 'Programs', and 'Other Evidence'. Below the tabs, it says '0 records shown' and has an 'Add evidence' button. A message box states 'There are no records in this report'. At the bottom, there is a 'PDF landscape' button.