

Using ADED's eLearning

1. Log into eLearning (use the same login for your ADED membership)
 - For best results use a **laptop** or **desktop computer**. iPads and cell phone technology can cause access problems, be incompatible, or not mark your progression through certain items, so a laptop or desktop is recommended.
 - Use **Google Chrome** as your browser and be sure you have pop-ups enabled on your computer.
 - Additional info about accessing our system can be found on the FAQs page: <https://elearning.aded.net/faqs>
 - Putting an item in your cart does not “hold” your place or reserve any item. You are only guaranteed learning by completing registration and paying in full by credit card. All fees are in US Dollars.
2. Receipts are emailed, please check spam and junk folders if you do not receive confirmation emails from the system.
3. Navigate to your dashboard.
 - Upcoming live Events will be listed followed by On-Demand Products. The On-Demand products may span multiple pages so be sure to scroll all the way down the web page to progress to additional pages.
 - To find the contents of a badge, click the grey Packages button on the Dashboard. This will provide your progress in percentage.
 - i. If you click the grey More information button all the content of the package will be shown on the contents tab.
 - ii. By clicking the blue details button, you will see a detailed grid of your progress (this will pop up on your screen, if your pop-ups aren't enabled you need to enable them in your Google browser).
 - iii. You can access each component of a badge 2 ways, by clicking more information and viewing items in the contents tab or by clicking the blue details button and clicking view from a component on the detailed progress grid.
 - The grey Transcript button will show all completion certificates for items fully completed. If an item requires a survey to be completed and that was not submitted, your certificate will not be deposited in your Transcript.
 - The Notifications button is for any messages sent to you about learning items you are taking.
 - The grey Achievements button will show accolades, badges, or credentials issued by ADED. For any ADED-issued accolades, clicking the icon/image will open a pop-up box with complete accolade info and a link to the Public URL. If you are missing any accolades, email eLearning@aded.net
 - ADED accolades (credentials and badges) are controlled by our third-party verification system, BadgeCert. You received an email from BadgeCert when you received your accolade and you can see information and log into that system here: <https://badgcert.com/user-guides/>

4. Contents will be displayed in tabs. Complete each item required. When you access the items that need completing there will be an Overview and Content tab to work from and some items have a handout tab where you can click handouts and either download them to your computer or print them off. We recommend saving/printing all handout material because once you complete certain learning, you will no longer have access to items. ADED does not provide printing/ mailing or emailing services to students. Some items may also include a discussion tab where you can communicate with other learners.
5. If you have an assignment to complete or need to upload a document for verification, please allow 48-72 business hours for grading (*this timeframe does not include weekends or holidays*).
6. Quiz Info:
 - Any quizzes are “open book” you can use any handouts or notes to complete the quizzes.
 - Quizzes must be completed in one sitting; quizzes cannot be saved and you cannot go back with them. Allow yourself ample time with no interruptions and a strong internet connection.
 - If you fail a quiz, you will not be able to progress without remediation/additional learning. If you need assistance after failing a quiz, you can email eLearning@aded.net.
7. If you would like 1:1 personalized assistance navigating eLearning, you can make an appointment to meet with Lynn, Director of Education by using this link <https://calendly.com/adededucation/30min-1> to reserve a day/time. During the time of your appointed call, you need to be in a quiet area in front of your laptop or computer.