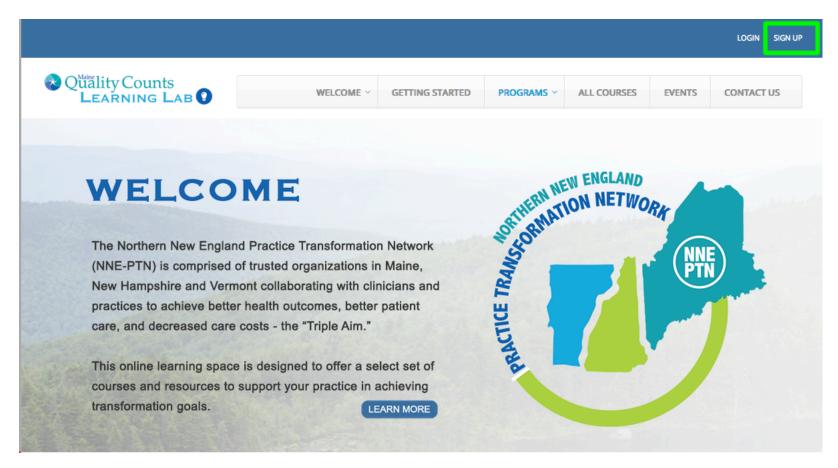
REGISTERING with QC LEARNING LAB

- 1. Go to: www.gclearninglab.org.
- 2. In the upper right corner, in the top menu, click the **SIGN UP** link. You can view this from any page in the site, such as the NNE-PTN Program Welcome page.





REGISTERING with QC LEARNING LAB (continued)

- 3. Complete the fields listed on the Registration form.
- Be sure to document your username and password separately to assist you in recalling it when needed.
- Click the COMPLETE SIGNUP button at the bottom.

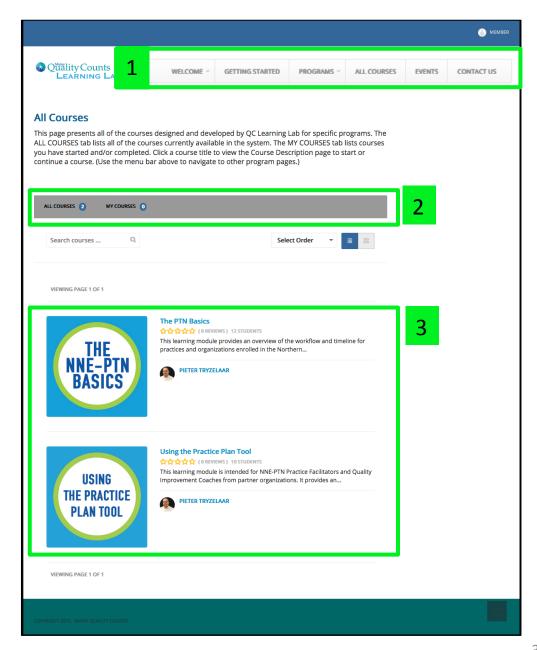


NAVIGATING THE SITE

After you register or anytime you login to QC Learning Lab, you will be directed to the All Courses page.

Use these areas to navigate your way around.

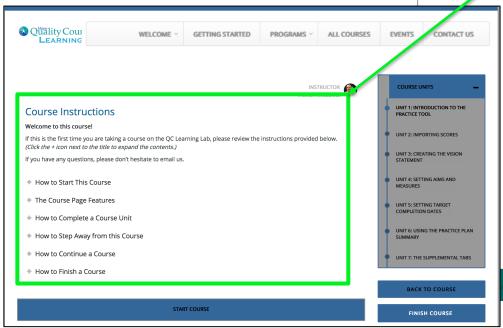
- 1. The Main Menu You can get to any page from here, using the drop down selections.
- 2. All of the courses in the QC Learning Lab are shown on this page. On the bar, If you select:
 - ALL COURSES You will see all of the courses.
 - MY COURSES You will see a list of the courses you have started or completed.
- 3. The course options. If you click a course title, you will be directed to the corresponding course description page.

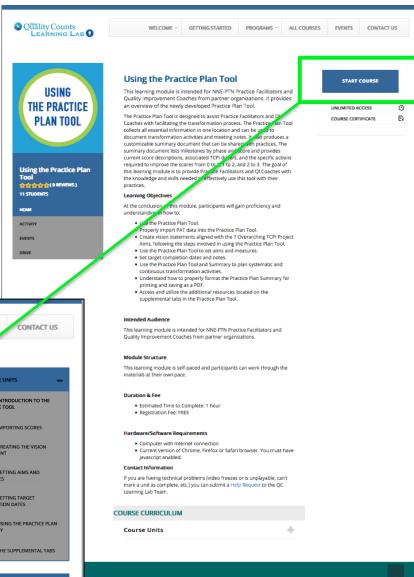


STARTING A COURSE

When you click a course title, you will be directed to the corresponding Course Description page.

To start a course, click **START COURSE**. Then follow the directions on the Course Instructions page to complete the course.





LOGGING OUT

When you are done taking a course, rather than just closing the browser window, it is best to get into the habit of logging out of the QC Learning Lab.

To log out:

- 1. Click your username in the header.
- 2. In the drop-down, click **LOGOUT**.

NOTE: You can immediately return to any courses you started the next time you login by clicking the COURSES option.

