



## Welcome to Learning Harbor! College Student Quick Reference Guide

1. Go to: [www.learningharbor.com](http://www.learningharbor.com)
2. LOGIN - Enter:
  - a) UserID (college abbreviation, first initial, last name – no spaces, not case sensitive) **OR** college abbreviation followed by student number – no spaces, not case sensitive (format is determined by your school)
  - b) Password which is just the student number provided by your school
3. Click on **MY LEARNING PATH** (Blue tab) to view your assigned modules/classes and current record. Click on the name of the class you want to take.
4. Select ENGLISH or SPANISH and AUDIO or NO AUDIO if option is available.
5. Use the BACKWARD and FORWARD buttons (or arrows) at the top or bottom of each page to navigate the module unless directed otherwise. Assignments are usually more than one page. Be sure to check the number of pages at the bottom of your assignment box. [1] 2 3.
6. To take a quiz: After you exit the module, return to the **MY LEARNING PATH** screen and click on the “Test In English” column next to the module you have just completed (or you can select the test in Spanish, if available.) Read question, select correct answer from the drop down box, then click "NEXT" button. Continue to answer all questions, clicking NEXT to get to the next question. After you answer the last question, click "End Test". You will then see your test score. Click “Close Window” to get back to **MY LEARNING PATH**. If you pass the test, a “certificate” icon will appear in the "Get My Certificate" column. For Learning Harbor modules, a passing score is 70%.
7. To print a certificate from the **MY LEARNING PATH** page, click on the ”Get My Certificate” icon next to the class you have completed. In order to print the entire certificate, your printer setting needs to be on landscape. Click PRINT.
8. To view or print your records (transcript), click on blue **REPORTS** tab and then on the green **TRANSCRIPT** tab. Select “Printable HTML” or “Export to Excel”.
9. To meet your annual course requirements you must successfully complete all required classes under MY LEARNING PATH box.
10. Troubleshooting: If you have trouble accessing the Learning Harbor material, the most common cause is that your computer has pop-ups blocked or has accumulated a lot of temp files which need to be deleted. To unblock pop-ups, go to “Tools” on the top menu bar, click on “Pop-Up Blocker” and then on “Turn-off Pop-up Blocker” (on Internet Explorer – other browsers may have different directions).

**\*For problems**, contact the Learning Harbor administrator for your program at your school.

**\*Do not use Tabs other than those described above. They are reserved for future upgrades to the system.**