

# Quick Reference Guide for Students

This document will guide students in taking Brainshark Rapid Learning courses.

## Logging in to Brainshark

You may be invited to take individual courses or courses associated with a curriculum. You may also log into Brainshark to view a catalog of open enrollment courses and curriculums.

You will need a username and password which will be provided to you by your Brainshark administrator. Once you log in, you can begin your course(s). (If your company has enabled 'Auto Login', you will be directly logged in to the course or curriculum when you click the link received in invitations and reminders.)

## The Learning Locker

Logging into Brainshark brings you to your Learning Locker where you will see the courses and curriculums in which you are currently enrolled. Courses and curriculums appear on this page until you have satisfied the completion criteria. Once completed, the listing moves to the **My Prior Enrollments** page. From this page, you may have the option to print a completion certificate.

To take a course or curriculum, click on its title and choose **Take Now**. The completion criteria will be displayed letting you the total number of slides, audio, and the required score (if applicable) necessary to complete the course.

## Course Catalog

In order to take courses, you must first be enrolled. There are two types of enrollment: limited and open. A Learning Administrator will enroll you into limited enrollment courses. You may enroll in open enrollment courses through the Catalog.

Click on the Catalog tab to view the courses and curriculums that are available to you. To enroll, click on the course or curriculum title and choose **Enroll Myself**.

## Student Transcript Report

To view a report of your course activity and completion status, click on the Reporting tab. Choose **My Transcript**. Choose whether to run the report on demand or schedule it; enter the dates for which you want the report; and select your output format. The Report Options tab can be used to filter information into or out of your report.