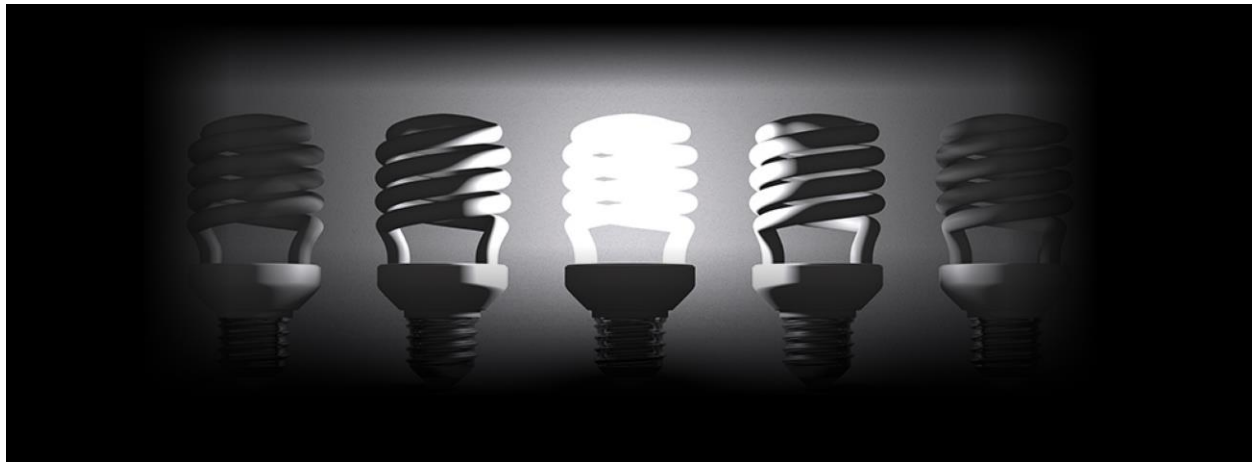# Getting Started with CADLearning

Welcome to your CADLearning Portal!
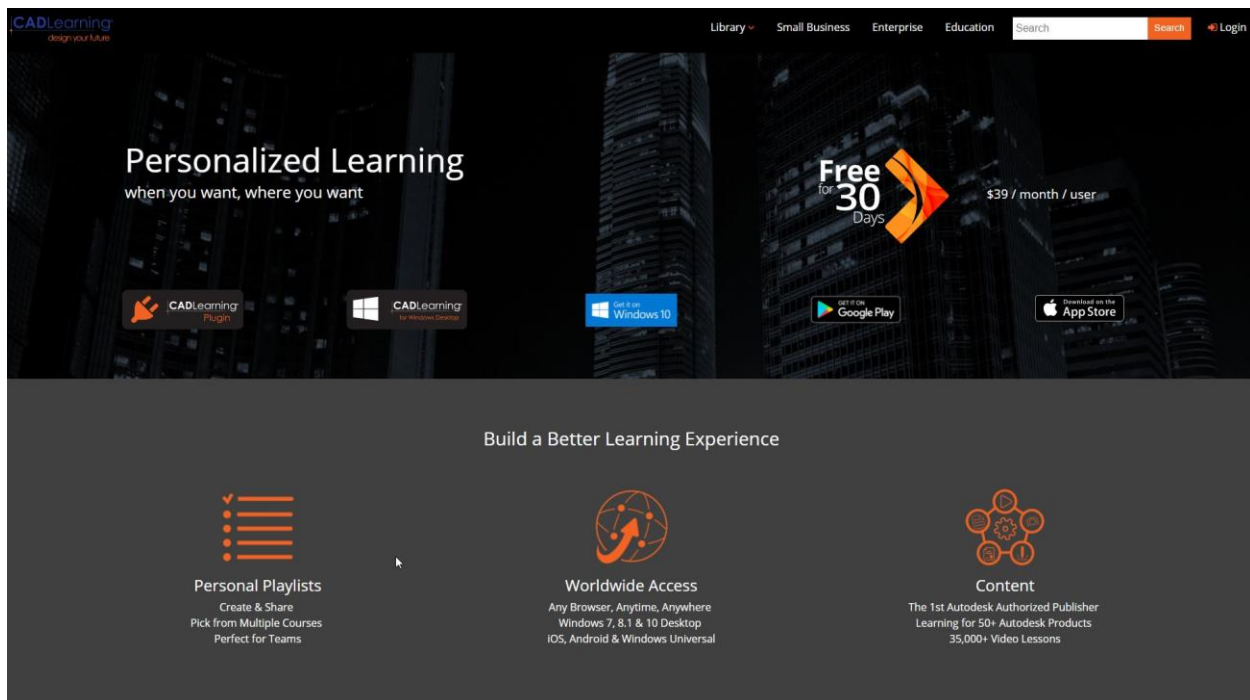
Scroll through the tutorial below to learn how to access the Library, add Playlists, take Assessments, and manage your Profile.
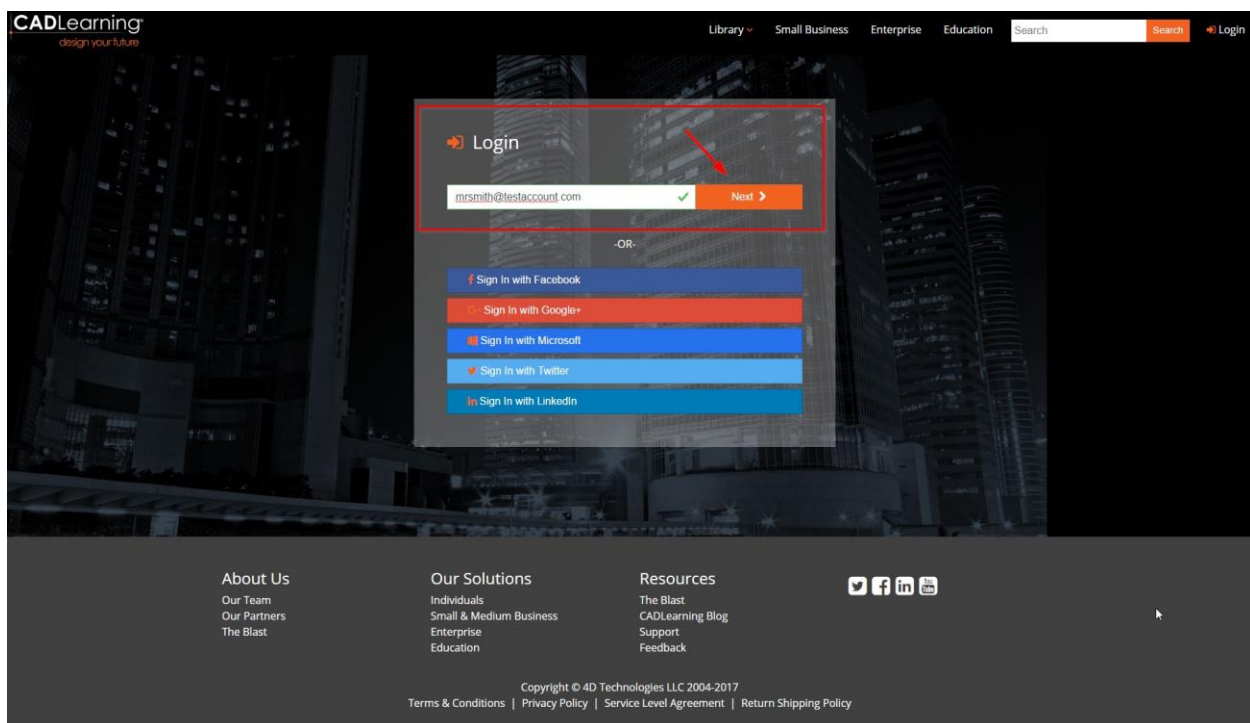
Logging In

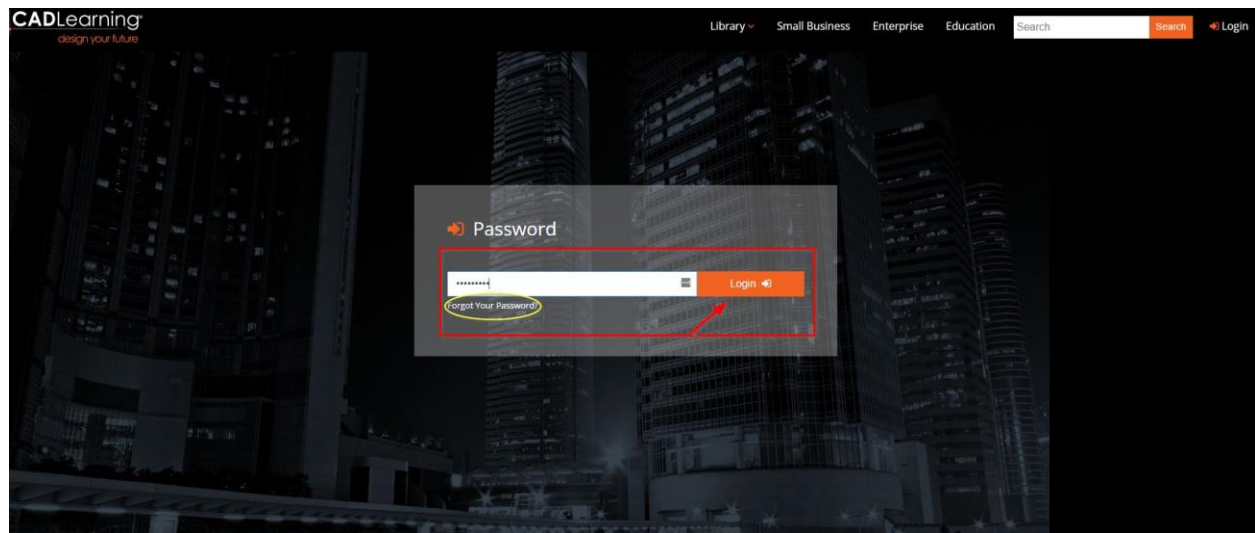Navigate to the CADLearning portal by entering the URL that was provided to you when you signed up.

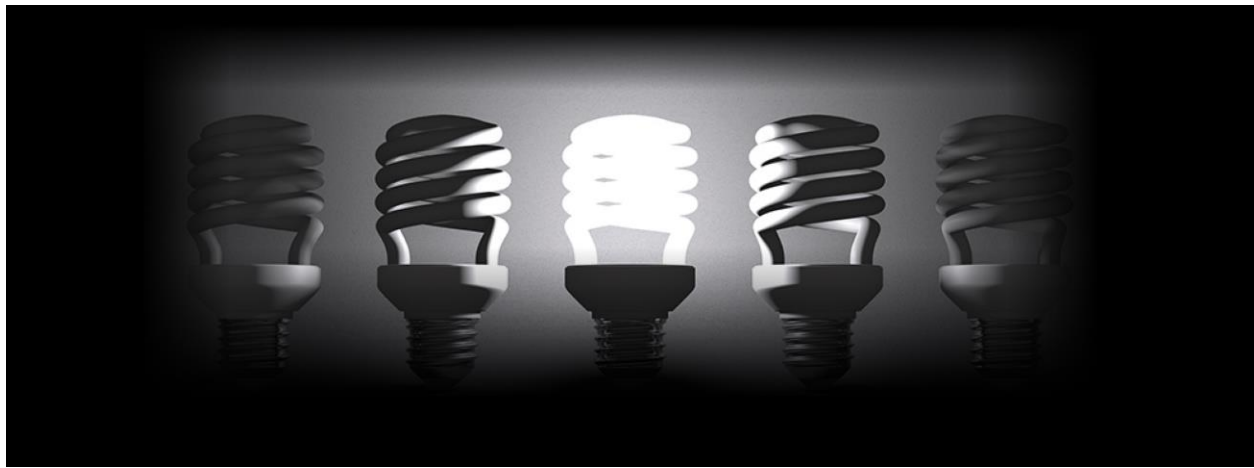Click **Login** in the upper-right corner.

Enter your email address and click **Next**. Enter your password and click **Login**.

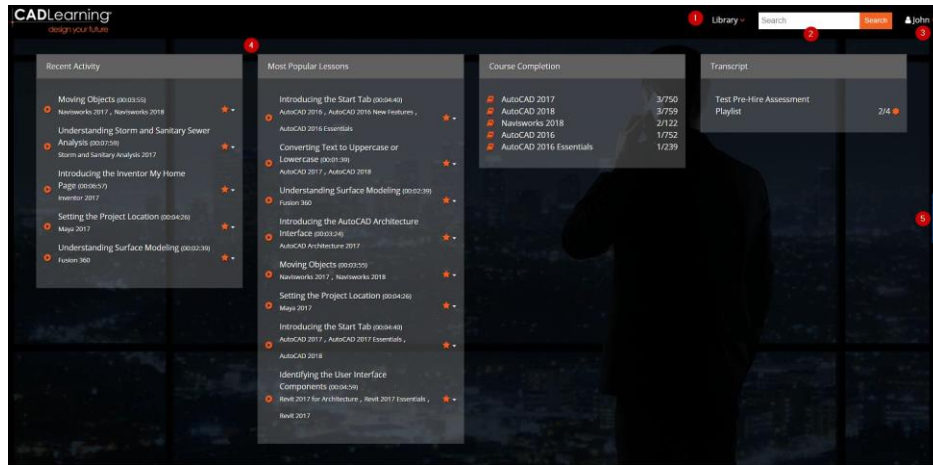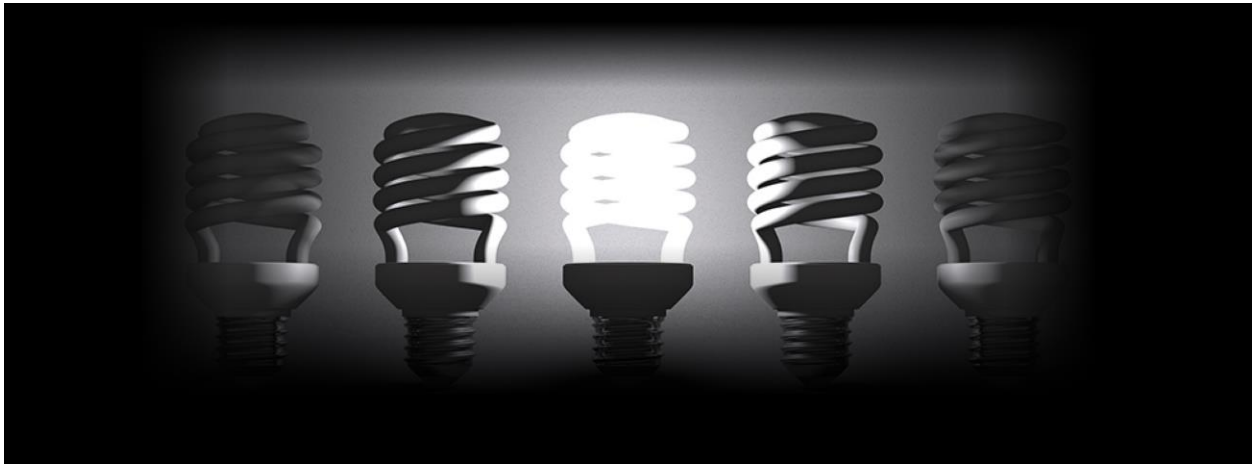If you cannot remember your password, click **Forgot Your Password?**

On the Homepage

1. Library

2. Search

3. Your Profile
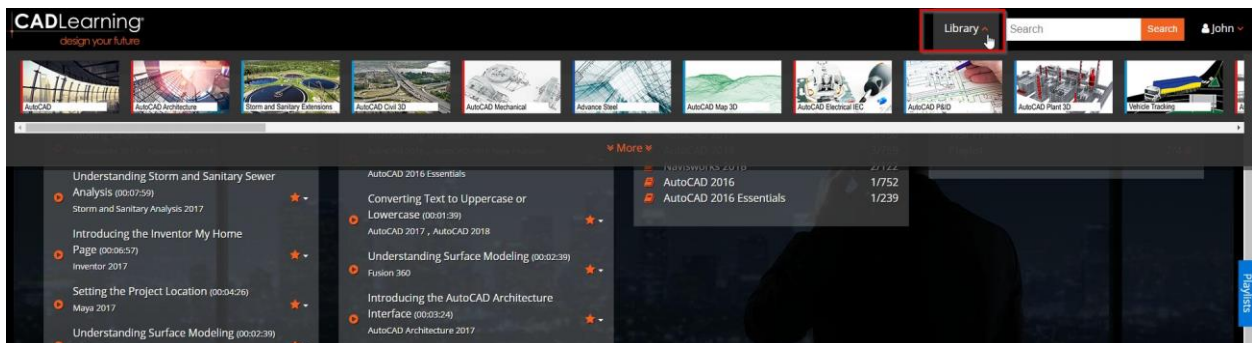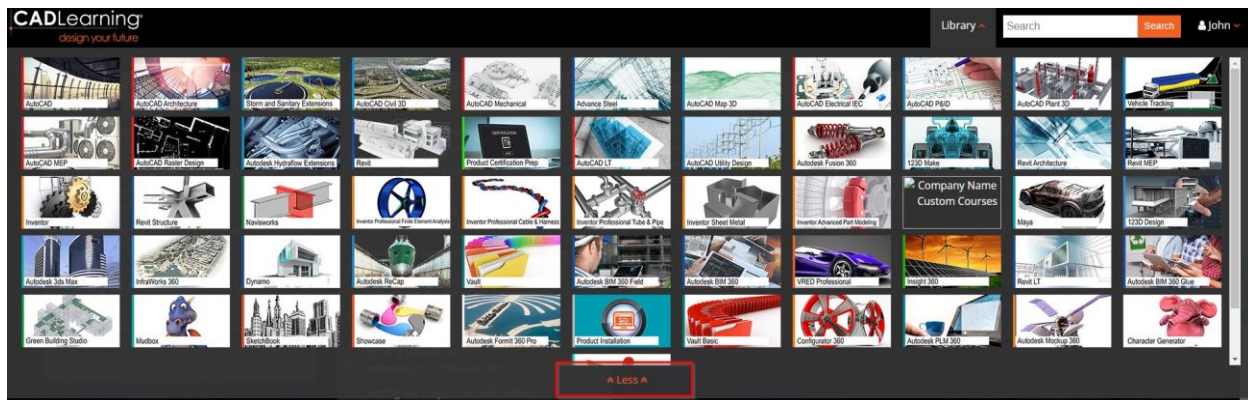
4. Activity Tiles

5. Playlists

Library

Expand **Library** to view a selection of products. You can expand the view by clicking **More**.

Collapse the view by clicking **Less**.

*You will be able to customize your library view in your profile.*

Select a product to view the library of lessons.

- Next to the product name, select a year

- Choose a Course or Workflow

- Course progress is displayed beneath **Topics**, where you can Filter and select New Features

- Assessments available for the library are located on the right side of the course

- A course can be added or removed from your library preferences
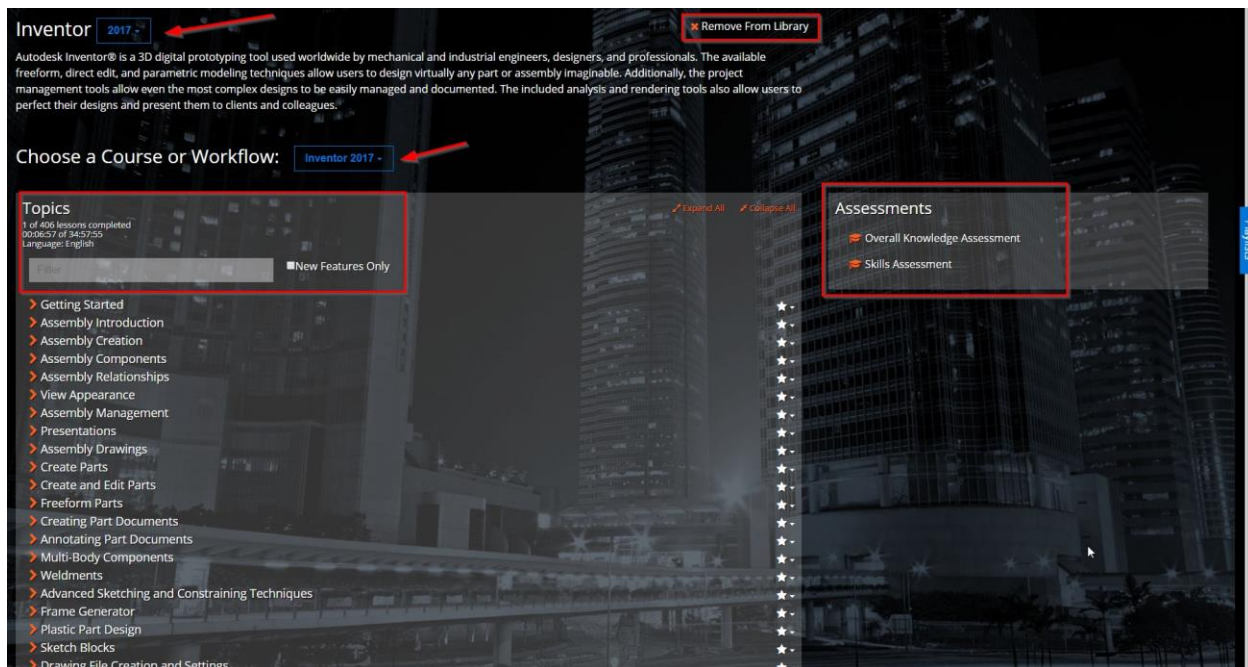
Some courses will offer exercise files to follow the lessons. Those are located below assessments on the right.
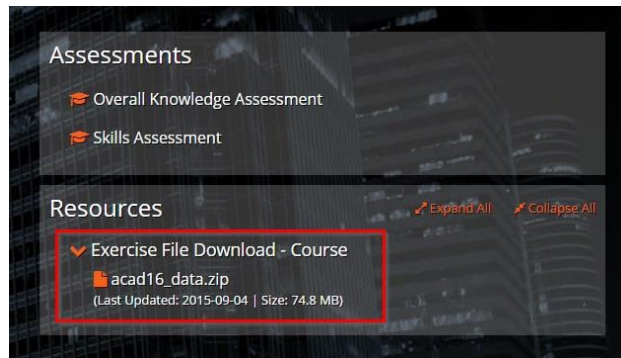
Expand a topic to view the lessons available. Lessons marked with a green check mark have been previously viewed.

Click the "**Star**" to add this topic to a playlist. If you haven't yet created a playlist, it will prompt you to create a new one.
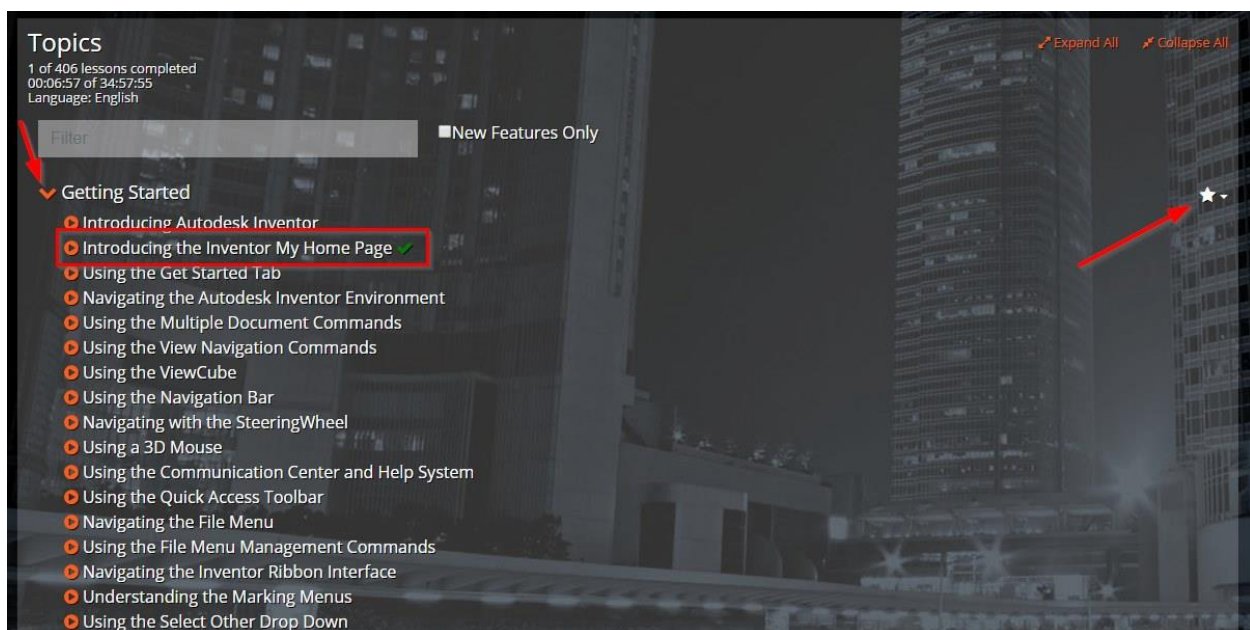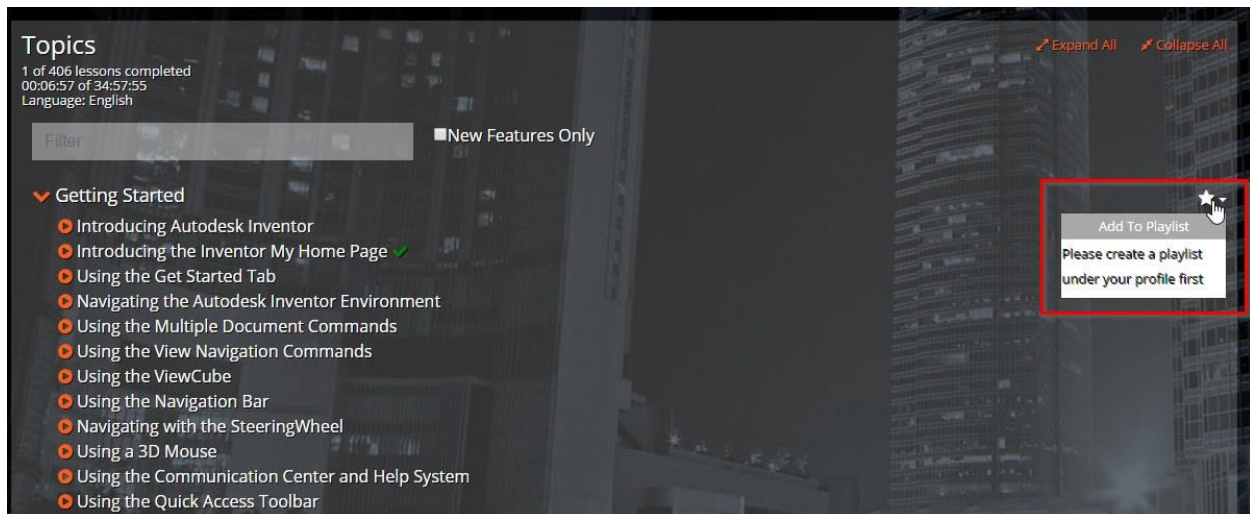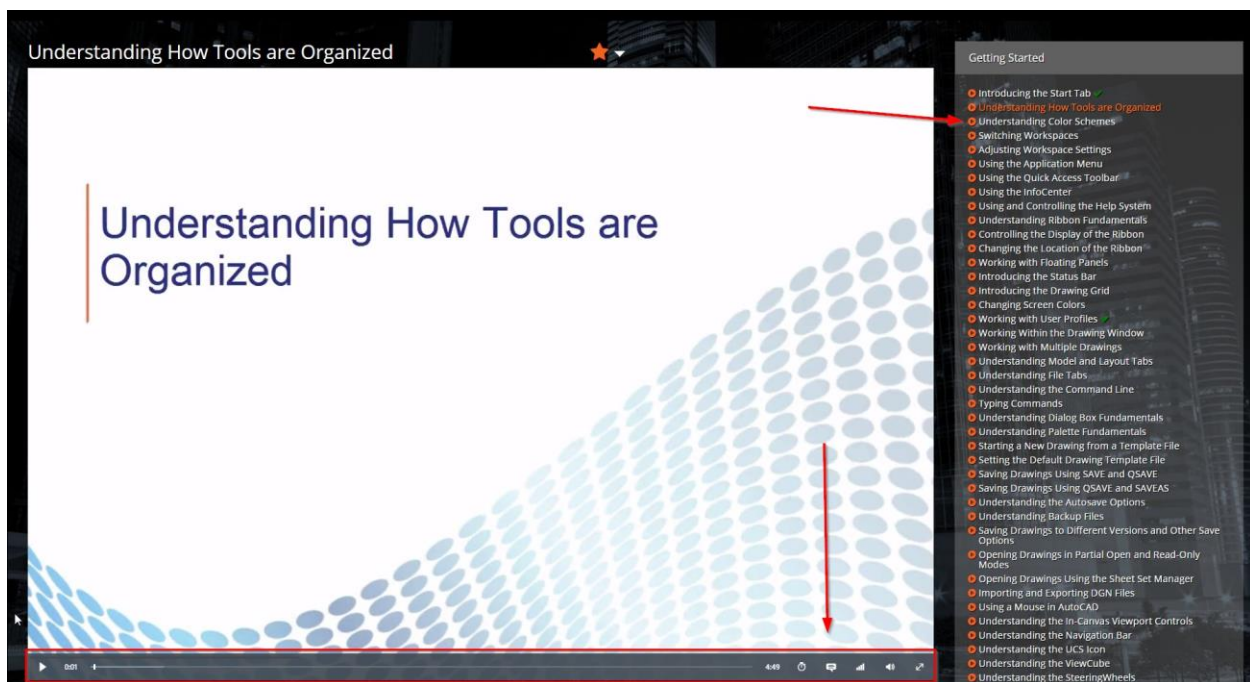
Click the lesson to view it.

The video player allows you to:

- play and pause

- adjust the speed of the player

- add closed captioning

- adjust the quality and volume

- expand to full screen

All lessons and topics for the library are listed to the right of the video.

A scrolling transcript runs below the video.

Highlighted text will track with the lesson, and you can click through this script to skip ahead.
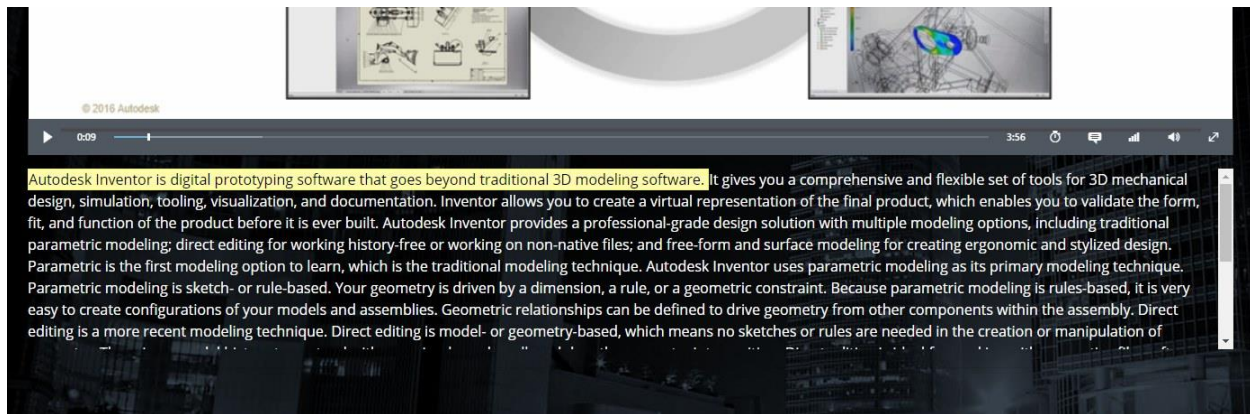
While watching a lesson, you can add it to a playlist. Click the **Star** to select a playlist.
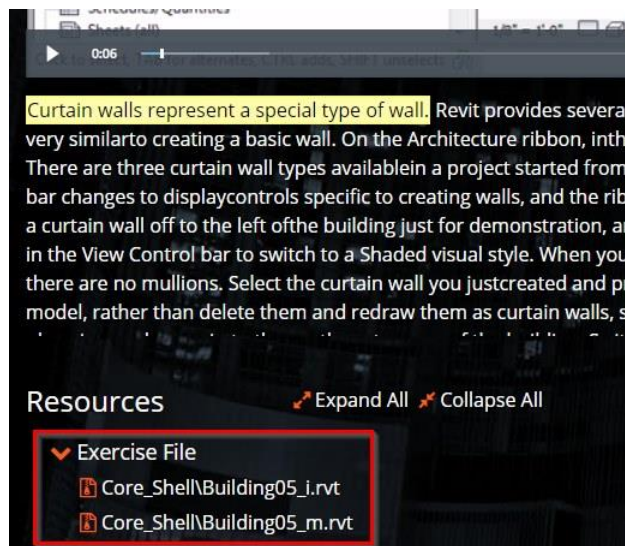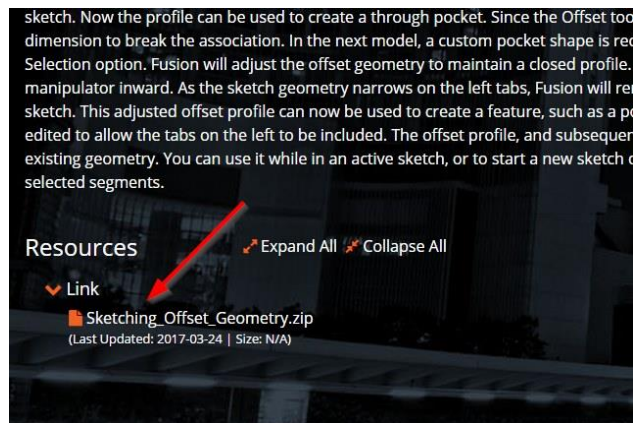
If you haven't yet created a playlist, it will prompt you to create a new one.

Some lessons have associated exercise files. Those are located below the script under **Resources**.

Click the resource to download it.

If the file does not have a link to download directly, select the full file from the course level and use the lesson resources as a reference.
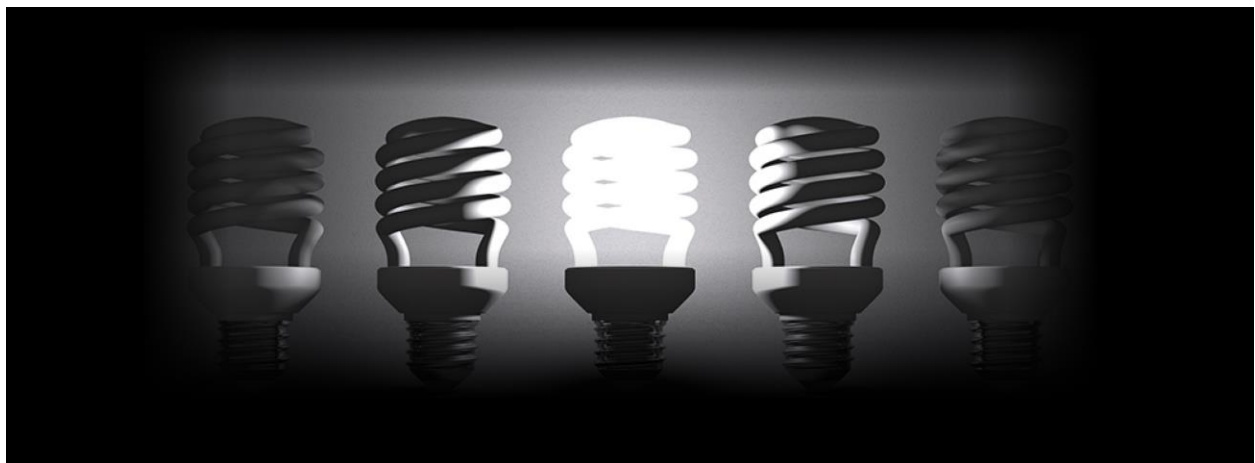
Track your progress through a topic on the right.

You can navigate directly to a new topic or lesson from this menu. Expand a topic to view the lessons available.
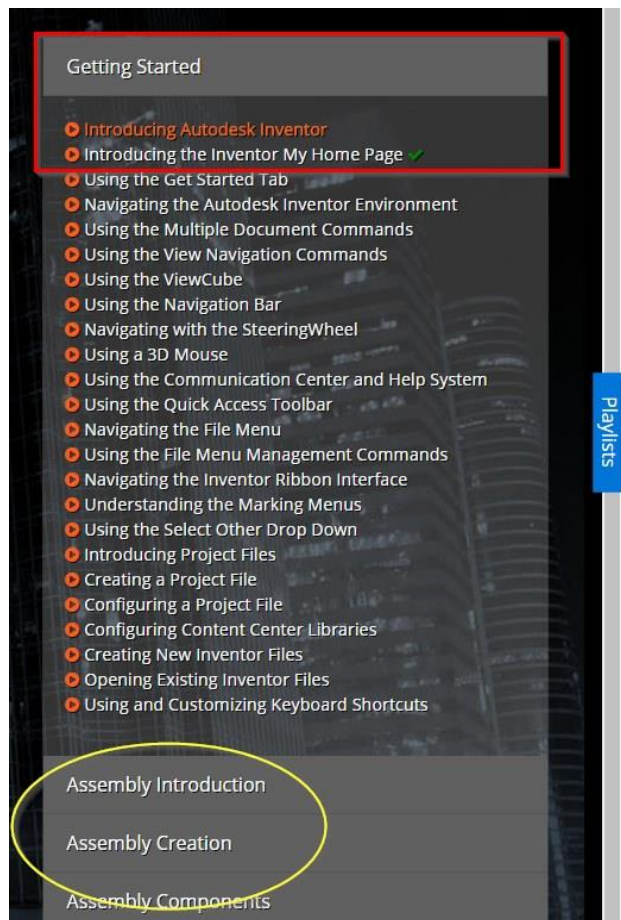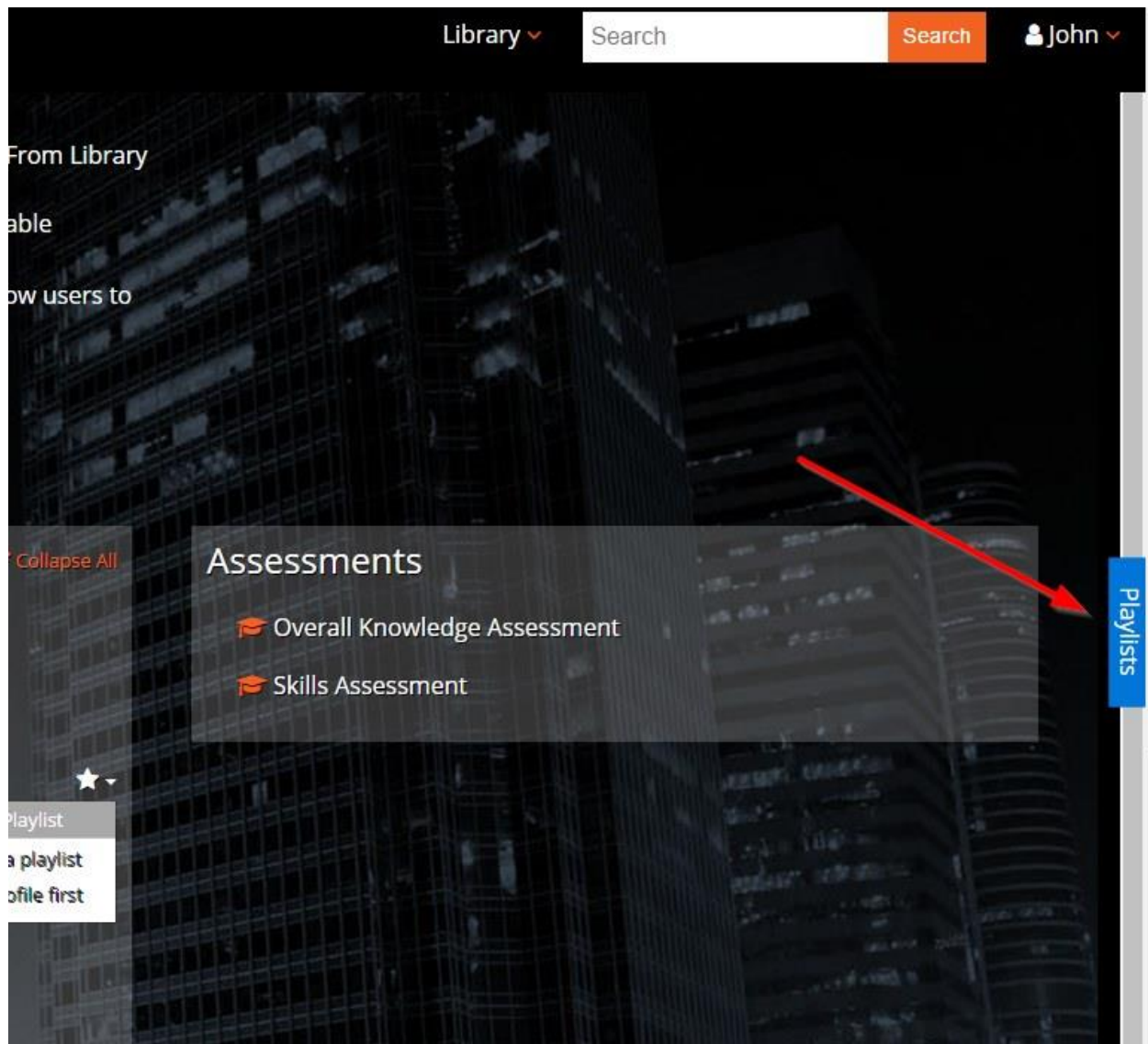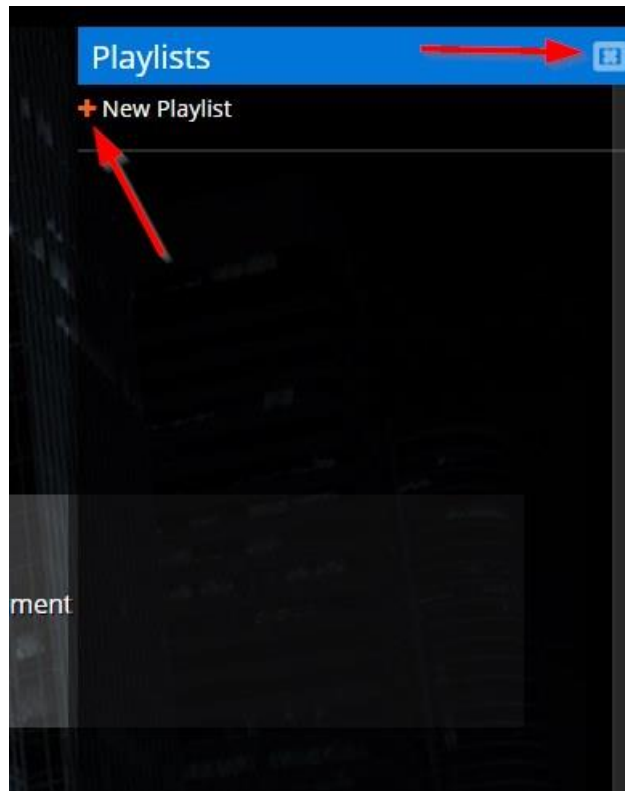
Playlists

You can add lessons directly to a playlist while watching them.

To create a playlist, expand the **Playlist** menu on the right side of the interface.

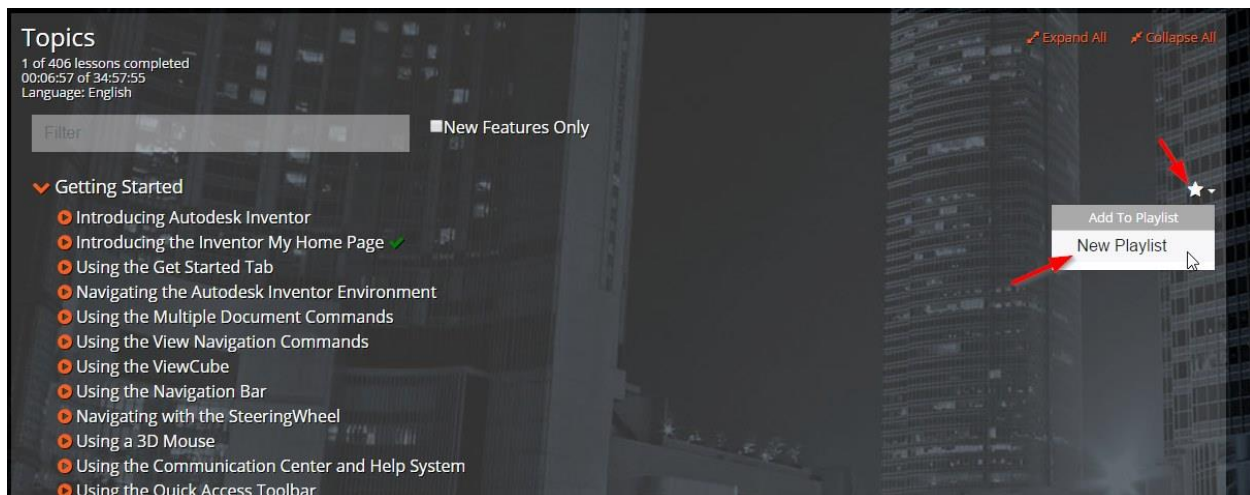Click **+ New Playlist** to add a new Playlist.

Click **X** to collapse the Playlist menu.

Name the playlist and click **Create**.

Click the **Star** menu in a lesson to add it to a playlist.

Expand the Playlist menu on the right to **Share** or **Delete** a playlist, or **Assess** yourself off of that list.

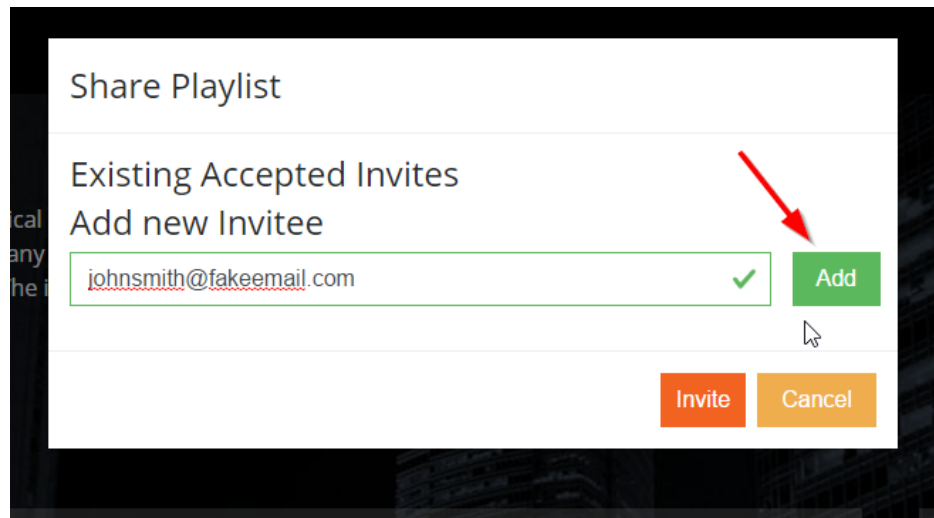Select the **Play** button to watch the lessons.

Adjust the location of the lesson within the playlist by clicking the arrow icons and dragging the lesson. You can delete specific lessons by clicking the **Trash** icon.
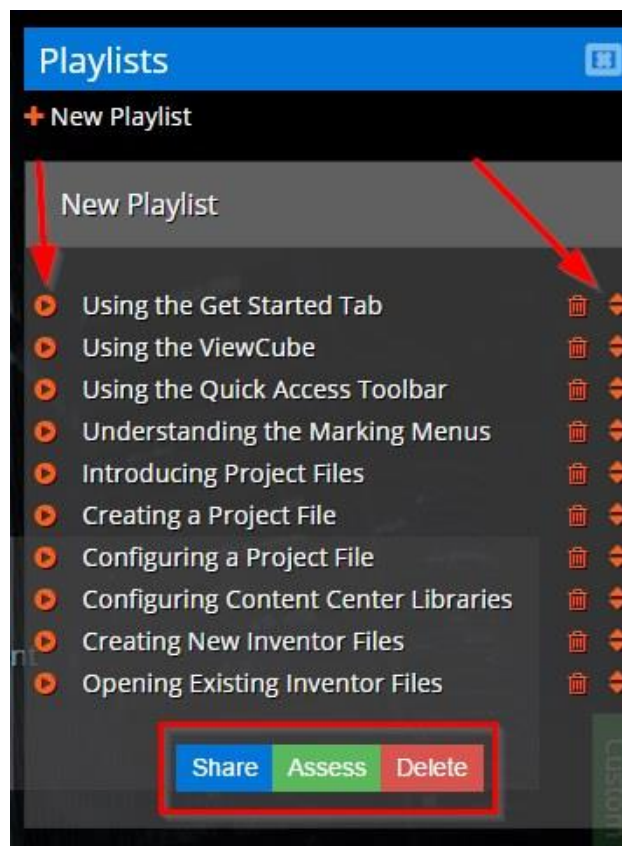
To share a playlist, click **Share**. Enter the user's email address and click **Add**. You can share the list with multiple people, or delete users from the list.

Once the list is complete, click **Invite**.

You can add or remove users from your invite list at a later time. A deleted user will no longer see that playlist in their list.
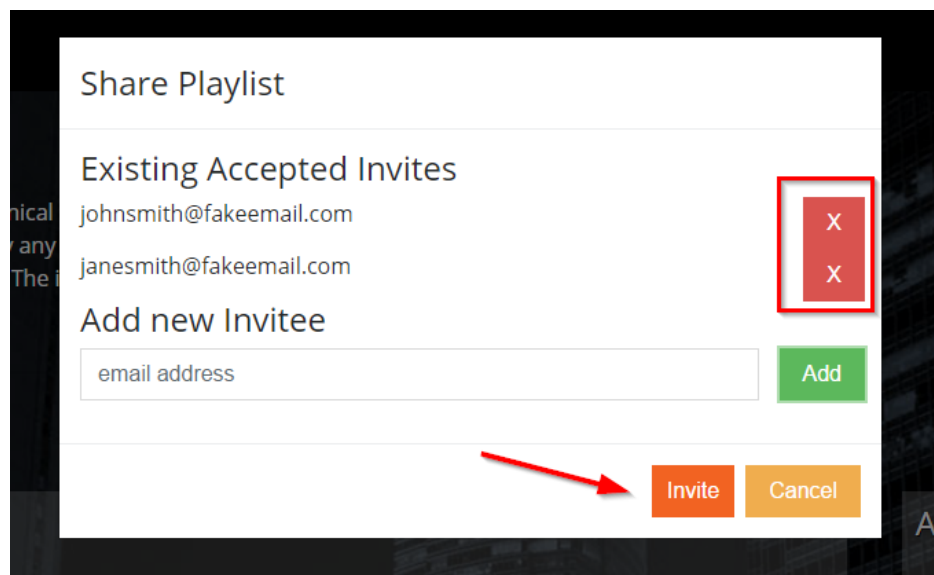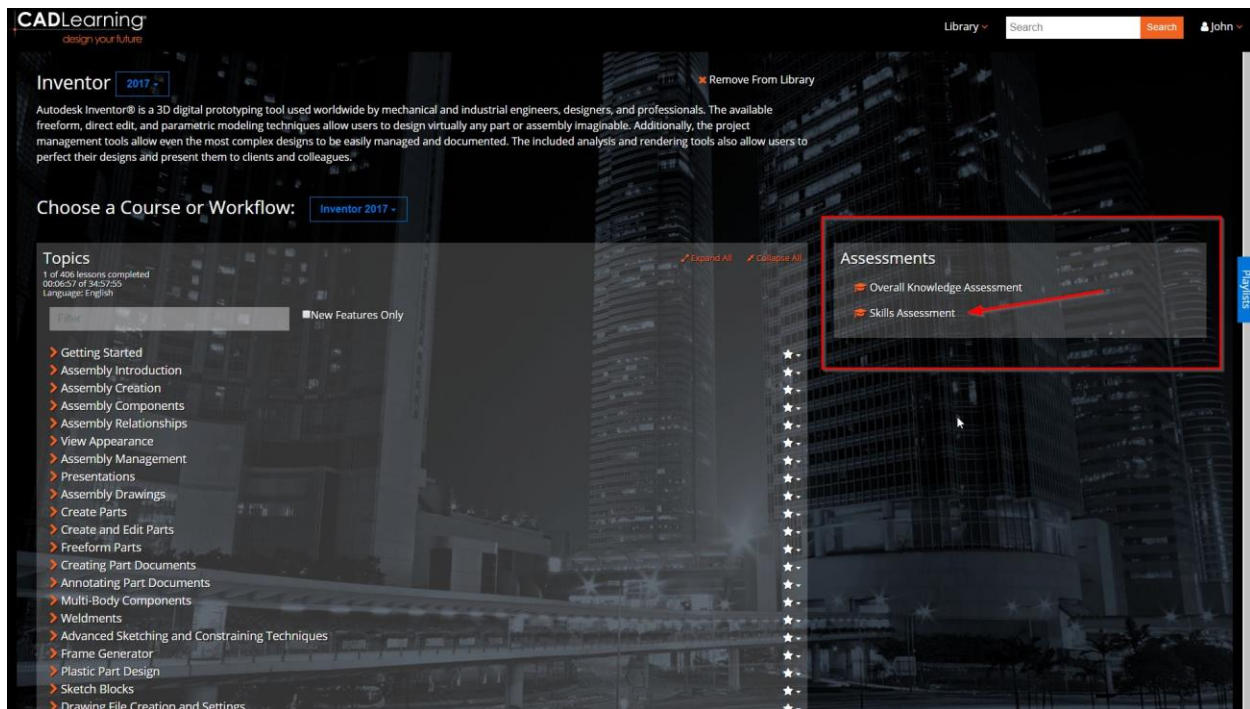
Taking an Assessment
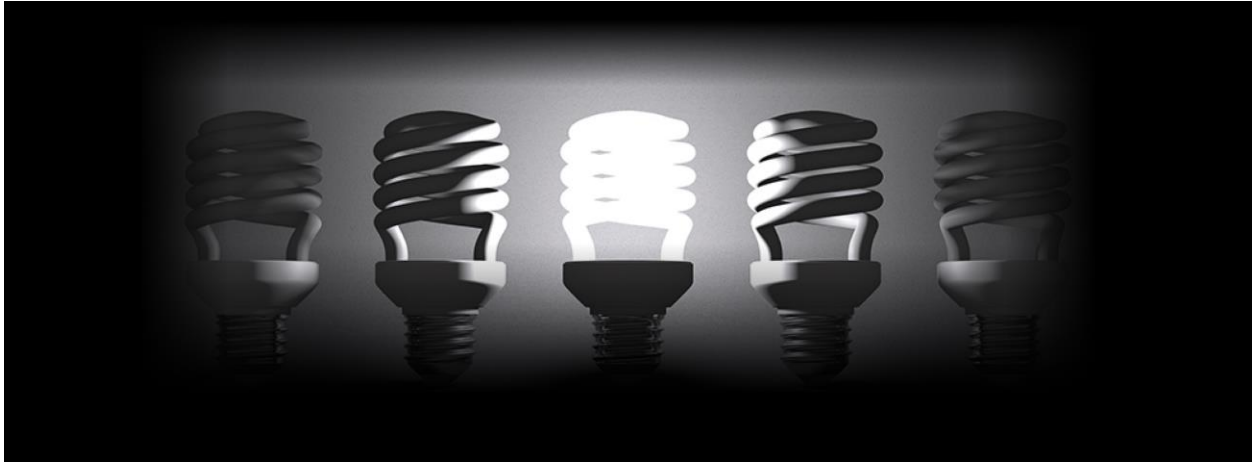
Select the assessment from the course page. Assessments are located in the upper-right corner.

Overall Knowledge Assessments - general, multiple-choice questions about the product

Skills Assessments - require the use of exercise files within the program to answer multiple choice questions

Once selected, begin the assessment by clicking **Start Assessment**.

Select an answer.

You can move on to the next question, back to the previous question, or save and exit to continue later.

The final question will ask you to click **Complete Assessment**.
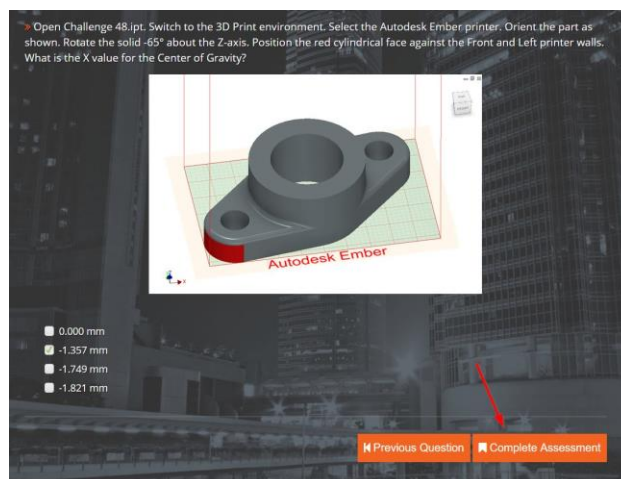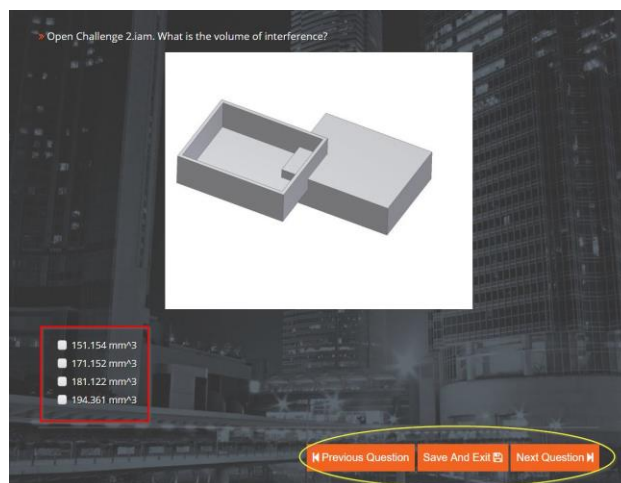
The transcript for that assessment will show you:

1. the total score

2. any suggested lessons to view, based off incorrectly answered questions

Click **Create Playlist** to create a new playlist with these lessons.
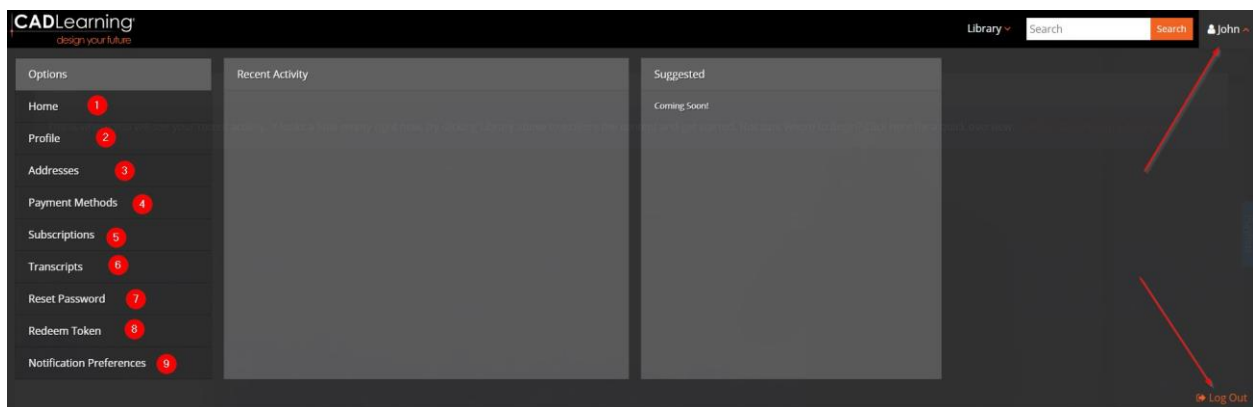
Profile

Click your name in the upper-right corner to access your profile information. You will see recent activity, suggested viewing and notifications. You can also **Log Out** here.

1. **Home -** brings you the recent activity page

2. **Profile**

3. **Addresses**

4. **Payment Methods**

5. **Subscriptions**

6. **Transcripts**

7. **Reset Password**

8. **Redeem Token**

9. **Notification Preferences**

Profile will allow you to:

1. Adjust your name and email address

2. Set your preferences

Setting preferences allows you to focus your library on specific products.

Click **Add Preference**.

Select a **Product** and **Product Version**. Click **Save Preferences**.
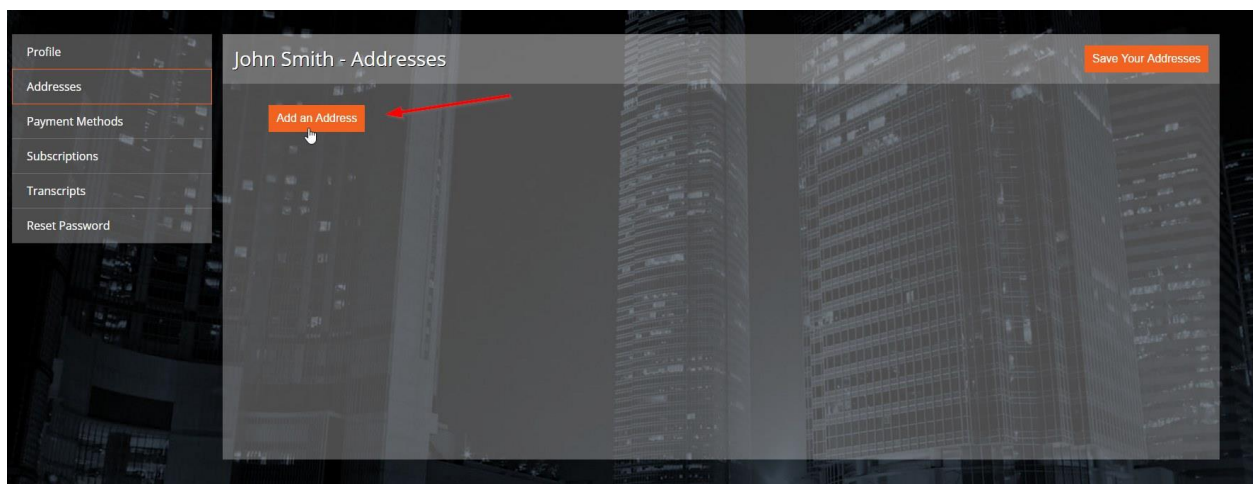
You can add multiple preferences.

The products specified will show up in the initial library listing. Click **More** to see all products available.
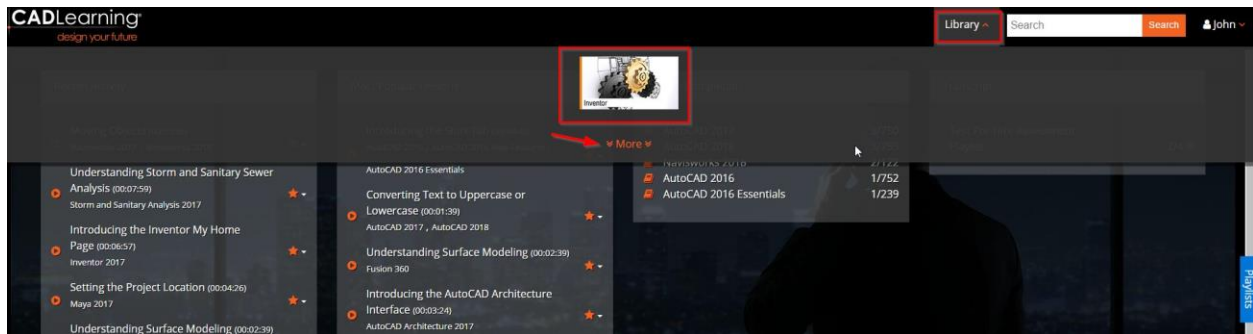
Select **Addresses** to add a new billing address to your account.

Click **Add an Address**.

Enter the required fields. Be sure to select **Billing** if this address is associated with the credit card you'd like to use for payment.
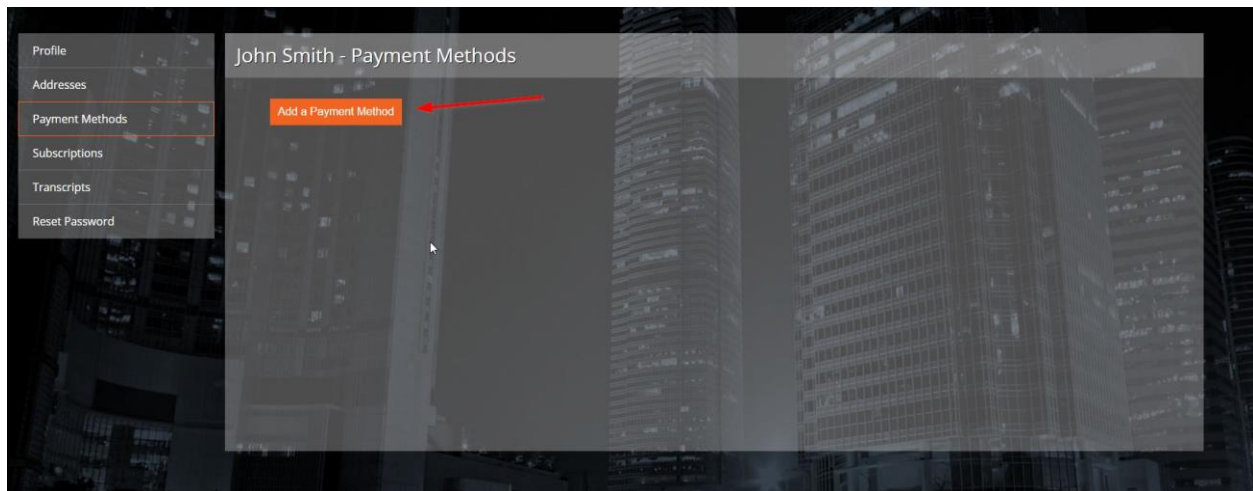
Click **Save Your Addresses**.

Payment Methods allows you to change or add a credit card to your account.

Click **Add Payment Method**.

Enter the required information.

Select a billing address.

*If there is no billing address available, add a new address in the **Addresses** tab and select the **Billing** option.*

Click **Save**.

You can update an existing credit card by clicking **Update**.

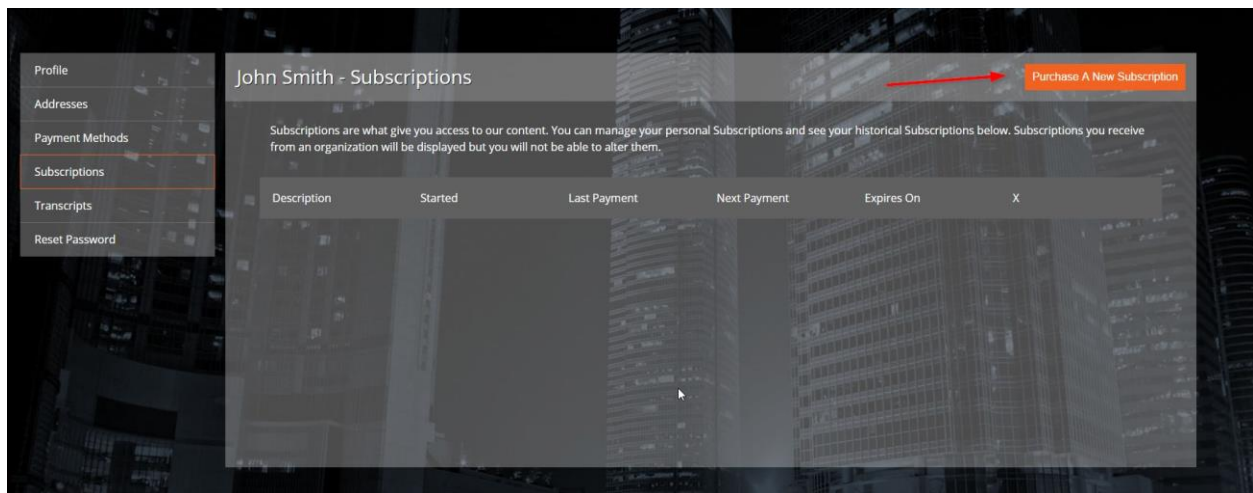The "**X**" in the upper-right corner of the screen will **Delete** that payment method.

Subscriptions allows you to view your past subscriptions and purchase a new one.

Click **Purchase a New Subscription**.

Select a **Subscription**.

Select **Payment** and **Billing** method.

Click **Save**.

You can edit the **Payment Details** on an active subscription or **Cancel** your subscription at any time.

Transcripts allows you to view your completed assessments. Select an assessment to view the details and create playlists from any suggested lessons.

Click **Print Transcript** to save or print a copy of the transcript.

Reset Password allows you to change your password. Enter the old and new passwords and click **Update Password**.

Redeem Token allows you to redeem a token if you've received one.

Notification Preferences allows you to set how you'd like to be notified by CADLearning or your organization.
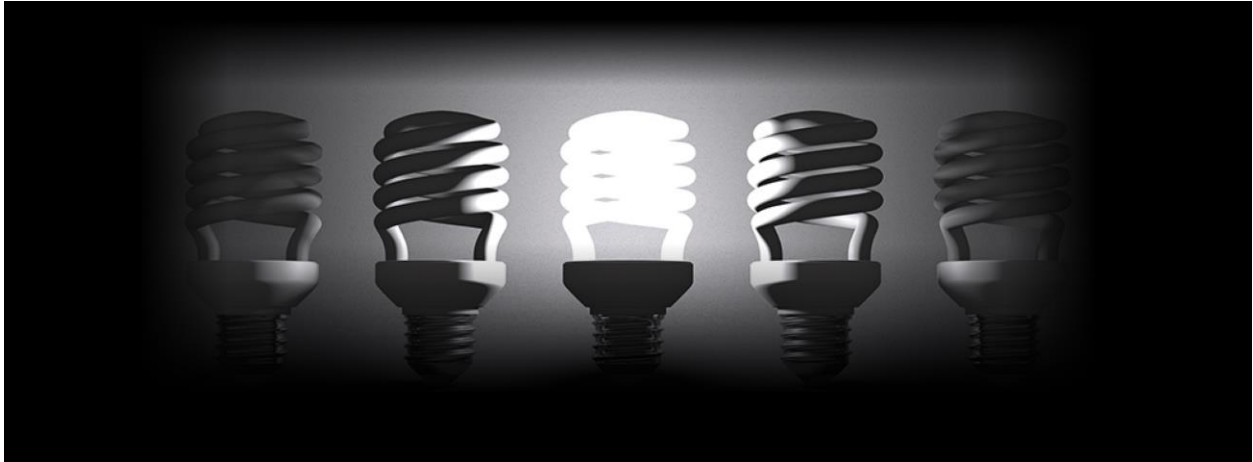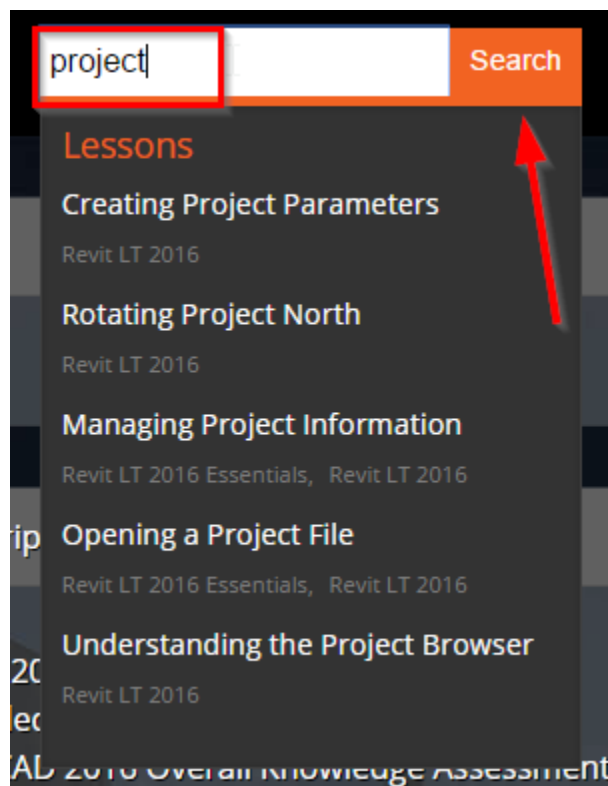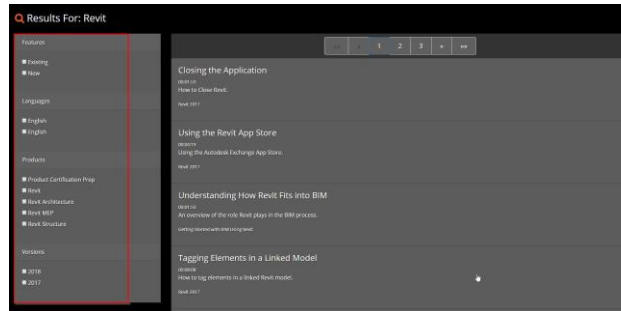
Search

The **Search** tool is located in the upper-right corner. Enter a search term and a quick list of results will be displayed.

To see the full result list, click **Search**.

You can filter the results a number of ways and launch any lesson from the list.

Contact **Support** with any questions!

1- (603) 641-3900 | e: Support@cadlearning.com