*Online***Expert**

Getting Started Guide

LK
LearnKey

Web address/URL:
lms.onlineexpert.com

Sign up

*Online***Expert**

Username

Password

Forgot your password?

Log in

Or

Student Dashboard

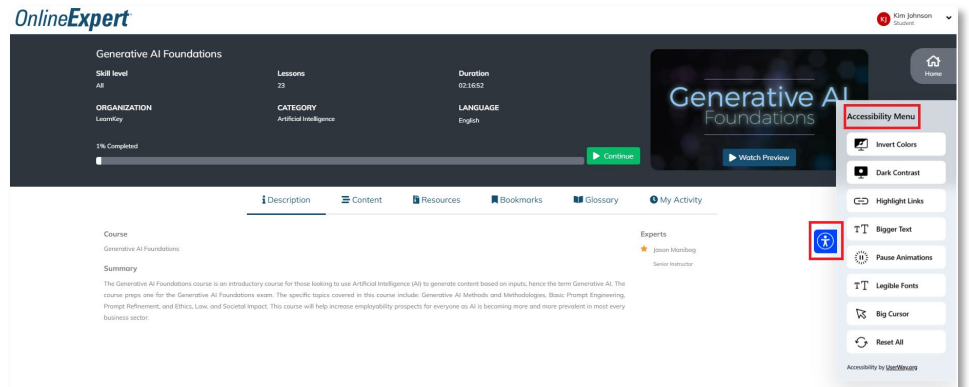*Online***Expert**

Once logged in, you will see the student dashboard.
Select **Courses** to begin a new course.

Menu

Enter your code

🏠 Home

📖 Courses

📄 Tests

🏆 Awards

📄 Student Guide

Welcome

Courses

Tests

My recent course activity.

Generative AI Foundations
🏷 Artificial Intelligence
🖥 Current LK Employees

Adobe InDesign - Print and Digital Media Publication 2024
🏷 Adobe 2024
🖥 Current LK Employees

Effective Communication and Productive Conversations
🏷 Leadership & Management
🖥 Current LK Employees

Excel 365 Apps (MO-210)
🏷 Office 365 Apps
🖥 Current LK Employees
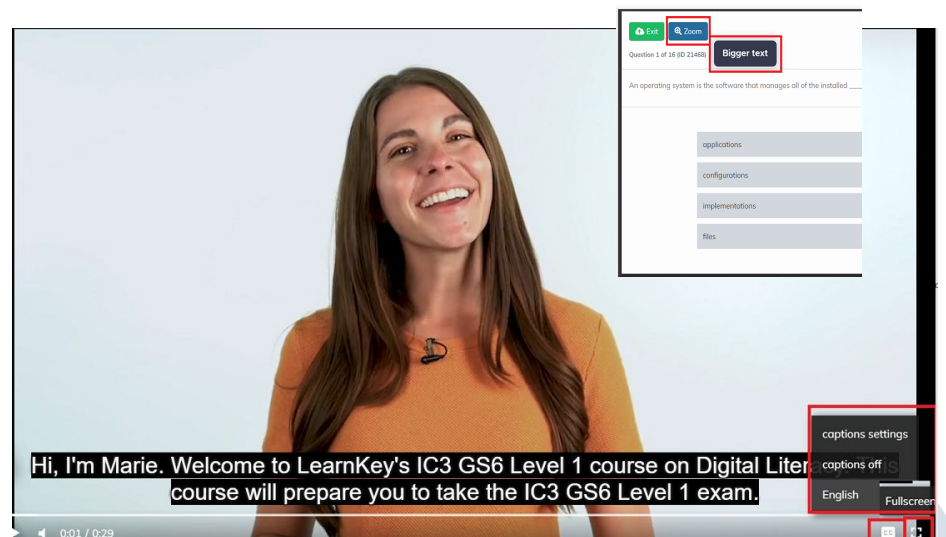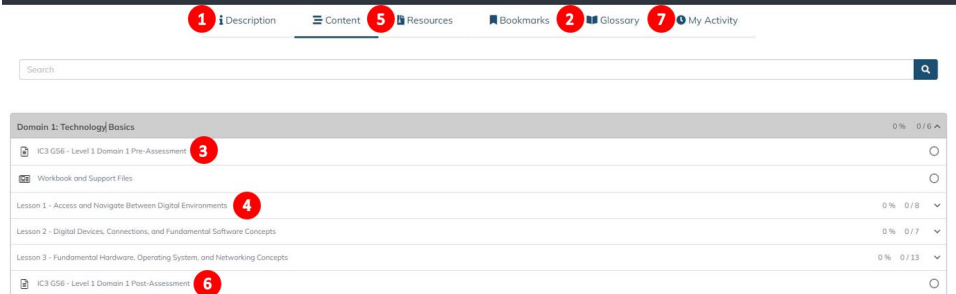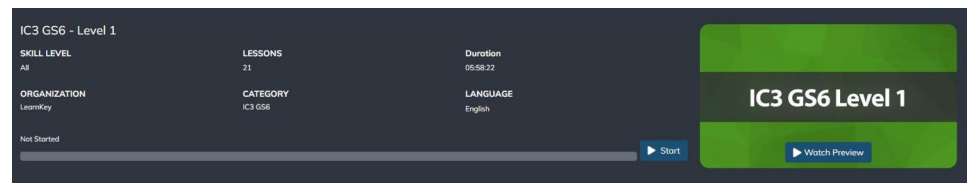
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Start Training

Personalize your web experience:

Select the **Accessibility Menu** through the blue icon in the right-hand corner. Select each of the buttons to customize the look and function of your page.

1. Review the course description
2. Review the glossary
   (key terms and definitions)
3. Take the pre-assessment
4. Watch the Video Training
5. Complete the student workbook activities
   (Projects and Course Support Files reinforce Video Training)
6. Take the post-assessment (passing score = 80% or higher)
7. Review activity and scores

Additional options for course viewing:

- Closed Captioning
- Fullscreen mode
- Increase text size for all testing

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Standard Training Model

Pre-Assessment
The pre-assessment is used to determine prior knowledge of the subject matter. It will also help you identify strengths and weaknesses, allowing you to focus on improving your understanding of specific subject matter.

Video training session
Each training course is divided into domains and lessons with topics and subtopics. LearnKey recommends incorporating all the available external resources into your training, including student workbooks, glossaries, course support files, and additional customized instructional material. These resources can be accessed via the folder icon at the top of the page.

Exercise Labs
Labs are interactive activities that simulate situations presented in training. Step-by-step instructions are provided.

Post-Assessment
The post-assessment is used to determine knowledge gained from interacting with the training. A passing score is 80% or higher.

Awards - Certificates of Completion and Completion Badges
If all post-assessments in the course are passed with an 80% or higher, a Certificate of Completion will become available. If all post-assessments in the course are passed with a 90% or higher, a Completion Badge will be awarded.

Sample Certificate of Completion

Sample of Completion Badge

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Technical Requirements and Best Practices.

Each workstation used for training purposes must meet or exceed the following requirements:

Required minimum hardware

LearnKey's Online Expert LMS is compatible with all modern desktop and mobile web browsers and operating systems. A high-speed internet connection is required, and we recommend a download speed of at least 10 Mbps. There are no additional system requirements for most available courses.

- Satellite internet is not recommended. The high latency can cause errors and loading issues in the training and assessments.

Required Minimum Software

- PDF reader software (for example, Adobe Reader, most recent version)
- For Mac, the recommended browser is Safari.
- For PC, the recommended browser is Google Chrome

Remote Learning Best Practices

- When accessing LearnKey courseware from home, try minimizing additional Wi-Fi connections like gaming or streaming videos could cause course pages or videos to load slowly.
- If you are using an internet filter or firewall, be sure to add gmetrix.net and media-aws.onlineexpert.com to the list of trusted sites.

If you have questions or concerns, please contact your administrator. We hope you have a wonderful training experience!