

For Learners: Getting started with WQA's Modular Education Program

All learning activities are launched from and monitored in the Learning Experience Manager (LEM).




Once you receive your userID and password, you will need to select your first certificate, and you can get started with the learning!

Select certificate:

1. Log into the Learning Experience Manager (LEM) at <http://wqa.treklem.com>
2. If your Dashboard does not show any certificates in the "Certificate Progress Area" you will need to add a certificate. To add a certificate, click on the Catalog Button on the left-hand menu.
3. Select the desired Certificate (Water Quality Basics Certificate is recommended as a starting point for all users).
 - a. To read about the certificate and its badges, click on the Certificate name
 - b. To start working through the certificate, click the plus sign to the far right of the certificate name

Note: Certificates may be preloaded into your learning path by WQA or by your group administrator.

Start learning:

1. Click the "My Learning Path" button on the left-hand menu
2. Click on the top badge name to get a dropdown list of all the learning activities for the badge
 - a. Learning activities with a computer screen icon () are completed entirely online
 - b. Learning activities with a pencil icon () are the experiential activities and will require performing certain tasks and entering the results into an online form. The completed form will be reviewed by your mentor.
 - c. Learning activities with a check-list icon () will require reading a brief article in the online Knowledge Base and then completing an experiential activity and online form. The completed form will be reviewed by your mentor.
3. The experiential activities do not have to be done in the order listed. Review the requirements for completing the various learning activities and work with your mentor to determine when you may have an opportunity in the course of your day-to-day job to accomplish these and what order would best fit with your work plan.
4. Monitor your progress on the dashboard screen. Click the Dashboard button on the left-hand menu to view.
5. Review your mentor's feedback in the Portfolio Entry Summary area on your dashboard.

For assistance in using the Learning Experience Manager, please contact Daniel LeBlanc, WQA's Education Coordinator at 630-929-2508 and dleblanc@wqa.org.