



# JA Learning Platform (D2L) Quick Start Guide

Quick Start Guide | For JA Area Staff

This guide will help you login and access the JA Learning Platform. Let's get started!

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#### Log In to the JA Learning Platform

1. Open your web browser (latest version of Mozilla Firefox, Google Chrome, or Apple Safari recommended) and go to <a href="https://learn.ja.org">https://learn.ja.org</a>.

(NOTE: Users who had login credentials on the previous JA Learning Platform (CK) will use the same login credentials as they did for CK. New users can create a new password by selecting Create/Reset Password)

- A. Enter your email address and password and select LOGIN.
- B. Select **Create/Reset Password** to reset your password.

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		LOON	
Use	ername		
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Pas	ssword		
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		Create/Reset Password	

• Enter your email address and select SEND PASSWORD EMAIL.

CREATE/RESET PASSWORD	
Email Address	
Email Address Email Address	
Email Address Email Address	





2. If this is your first time logging in, you will receive an email from Junior Achievement to setup your password.



3. On the first login, review the Junior Achievement - Terms of Use and Privacy Policy. Select the **check box** to agree and select **SAVE**.



#### **Access Program Demos and Resources**



Select Discover to access Program Demos and Resources.



# **Access Course Content**

When logged into D2L, you will arrive on the D2L Homepage, if enrolled in multiple courses.



If enrolled in only 1 course, you will go directly to the Course Homepage.

Junior Achievement: JA It's My F	uture 23-24 (JA Area De	mo) [		රි I 9D 999999 demo දිටු
Course Home Content Assignm	nents Quizzes Surveys Clas	slist Class Progress C	ourse Admin	
JA It's My Futu	re 23-24 (JA Ar	ea Demo)	M	-
Visual Table of Contents Widget				
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From the Course Home page, select the **module tile** you want to access in the Visual Table of Contents Widget section.







## Language Settings | View Course Content in Spanish

Follow these steps to view the course content in Spanish:

From the Course Home page, scroll to the bottom, select the **Español** module tile, in the Visual Table of Contents Widget section, to access the course content in Spanish.

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Program Overview and Resources	About Junior Achievement	Pre-Program Check-in	Session One: My Brand
0% 0 of 6 Topics Completed		25% 1 of 4 Topics Completed	50% 4 of 8 Topics Completed
	i pp	i pp	
Session Two: Career Paths and Clust	Session Three: High- Growth Careers	Session Four: Career Mapping	Session Five: On the Hunt
0% 0 of 11 Topics Completed	0% 0 of 8 Topics Completed	13% 1 of 8 Topics Completed	0% 0 of 10 Topics Completed
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Session Six: Soft Skills	Post-Program Check-in	Español	
0% 0 of 8 Topics Completed	0% 0 of 5 Topics Completed	0% 0 of 43 Topics Completed	





# Language Settings | View the JA Learning Platform in Spanish

Follow these steps to change your preferred language to Spanish:

- 1. Select your name in the top banner to open your options menu.
- 2. Select Account Settings.



1. Set your Preferred Language. Save.

Junior JA It's My Future		000	þ	Â	VT	Volunteer TestOne	ŝ
Course Home Content Assignments Quizze	Set Your Preferred Language	×					
Visual Table of Contents Widget 🛛 🗸	Save Cancel	h.					

#### **Switch to Student View**

- 1. Select your name in the top banner to open your options menu.
- 2. Select View as Student from the menu options.

Note: The 🖉 Icon means the content is hidden from the Student View.



2. Select **X** to cancel Viewing as Student.

