

barbri<sup>®</sup>

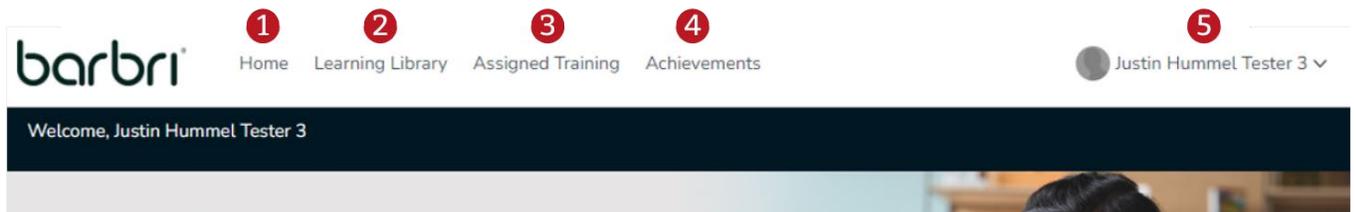
## User Guide

Platform Features + Functions

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# Learner Navigation



## 1. Home

- Click here to return to your Learner Dashboard. This is where you'll find quick search tools, your enrolled courses, and on-demand courses currently in progress.

## 2. Learning Library

- Use this section to explore and filter all the courses available on learn.barbri.com. It's your go-to place to discover new learning opportunities.

## 3. Assigned Training

- This section automatically filters courses assigned by your firm administrator (if applicable). Perfect for accessing required training quickly.

## 4. Achievements

- Access your CLE and CPE certificates here. Easily track and download your completed achievements.

## 5. Your Name (Top Right Corner)

- Click on your name in the top right corner to find the "Sign Off" option and log out of the system securely.

# Learning Library

1. **Use the Search Box** - Enter specific keywords or terms in the search box to get relevant results quickly.
2. **Apply Filters** - Narrow down your results using the filters on the left-hand side of the page. Here's how each filter can help you refine your search:
  - **Live or On-Demand Sessions** - Choose whether to display only "Live" sessions, on-demand sessions, or both.
  - **Session Dates** - Filter by the dates a program is scheduled to run live or has already run.
  - **Assignment**- Specify whether the program was self-enrolled or assigned by an administrator.
  - **Topics** - Focus your search by selecting specific practice areas that interest you.
  - **Tags** - Filter courses based on whether they offer CLE or CPE credit.

## Enrolling in a Course

The screenshot displays a 'Library' page with a search bar at the top containing the text 'Start your learning journey'. Below the search bar are several course cards, each with a title, a progress indicator (0%), and a thumbnail image. A central pop-up window is overlaid on the course '2022 Legal Tech Trends and Everlaw's Predictions', showing a 'COURSE' header, a description, a star rating (0 stars), and a progress indicator (0%). The pop-up also features icons for favorite, share, and play. The library page includes filters for Topics, Languages, Tags, Content Type (Assets, Courses, Learning Paths, Collections), Favorites (Yes/No), and Has Discussion Forum (Yes/No). A 'Show more' button is located at the bottom right of the course grid.

## Course Details

1. **Hover Over a Course** to reveal quick action options. You can:
  - **Favorite:** Save the course for easy access later.
  - **Share:** Share the course with others.
  - **View Details:** Access more information about the course on its dedicated page.
2. **Click on a Course** to open its detail page. Here, you'll find everything you need to know about the program, including:
  - **Speakers:** Learn about the presenters or instructors leading the course.
  - **Description:** Get a clear summary of what the course covers.
  - **Outline:** Review the course structure and content.
  - **Benefits and Modules:** See the key takeaways and explore available modules.You can sign up for either the live version, the on-demand version, or both.

## Course Enrollment

1. **Enrolling in a Course**
  - Select "Enroll" to add the course to your account.
  - After enrolling, you'll receive a confirmation email with access links and important details.

## 2. Starting a Course

- Once you're ready, click "Start" to enter the course modules.

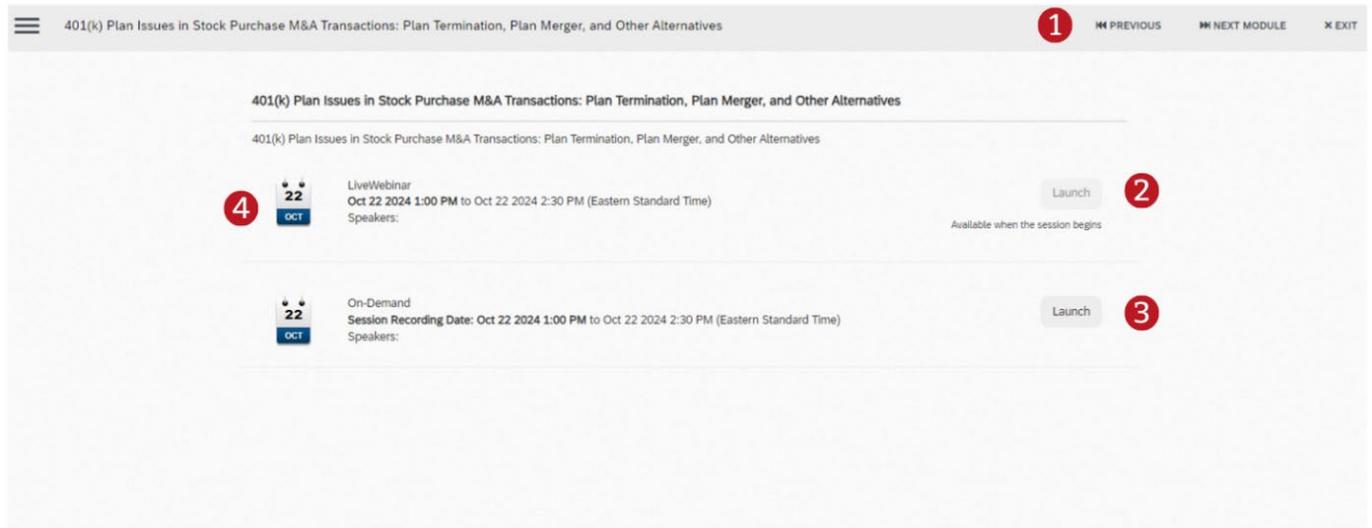
## 3. Course Format

- Courses may be available in live (if offered) or on-demand formats.

## 4. Access from Learner Dashboard

- After enrollment, the course will appear on your Learner Dashboard for easy access.

## Navigating Course Modules



## 1. Switching Modules

- Use the navigation options to move between live and on-demand modules or exit the module view as needed.

## 2. Accessing Live Courses

- Click "Launch" to join the live course.
- The launch button becomes active 15 minutes before the live session starts.

## 3. On-Demand Availability

- On-demand course access becomes available 24 hours after the live session concludes.

## 4. Course Details + Calendar Access

- You will receive live course details via email along with a Google or ICS calendar file. This includes the session's launch link.
- Click the Calendar icon to download a calendar invitation directly.
- An email with the calendar invite will also be sent for your convenience.

# Certificates and Achievements

The screenshot shows the Barbri user interface for Justin Hummel. At the top, there is a navigation bar with 'My Learning', 'Teams', 'Inbox', and 'Help' menus, and a user profile for Justin Hummel. Below this is a header for 'Achievements' with a notification badge '1'. There are two buttons: 'Customize' and 'Create a Report'. The main content area is divided into two panels. The left panel, titled 'Certificates', has a notification badge '3' and lists four certificates: three for state-specific acts (CA, WA, AK) and one for 401(k) plan issues. Each certificate has a 'Download' link. The right panel, titled 'My Learning', has a notification badge '6' and shows a bar chart with 6 courses and 0 learning paths. Below the chart is a 'Time Period' dropdown menu set to 'Lifetime'.

## 1. Locate Certificates

- Your certificates can be found in the “**Achievements**” page of your account.

## 2. Download Certificates

- Click the “**Download**” link next to the certificate to save a PDF copy to your device.

## 3. Multiple State Certificates

- If you have certificates from multiple states, each will be listed with a state abbreviation to help you identify them quickly.

## Programming Window

The screenshot shows a webinar interface. On the left is a navigation menu with links for Course Details, Learning Objectives (highlighted with a red circle and the number 1), Outline, Glossary, and Program Materials. The main area displays the webinar title, a red warning about CE credit eligibility, and a video player. The video player shows a slide with the date 'Tuesday, July 11, 2023', the title 'Accounting for Cryptocurrency and Digital Assets', and the presenter 'Josh Lefcowitz, CPA/ABV/CFP, CFE, ASA'. Two video thumbnails of participants are visible on the right. At the bottom of the video player, there is a subtitle: 'knowledge and information around uh crypto and, and digital assets,'.

### 1. During the Webinar

- Once the webinar launches, the window will provide all the tools and information you need to participate and earn CLE credit.
- **Course Materials** are available in the upper-right corner of the window.
- If applicable, the **Q&A function** will also appear in this section for submitting questions.
- Closed captioning is provided for the program to ensure accessibility.

### 2. After the Webinar

- When the program ends, the same webinar window will guide you through any required questions to process your certificate(s).
- Certificates will be sent to your email and will also be accessible from the **“Achievements”** page on the website.