

Learners Guide

Pract.us Basics for Learners



This guide helps Learners get the most from the Pract.us app. For more detailed help with other Pract.us roles, see these additional guides:

Getting Started

Skill Authors Guide

Mentors Guide

Card Authors Guide

Managers Guide

Team Admins Guide

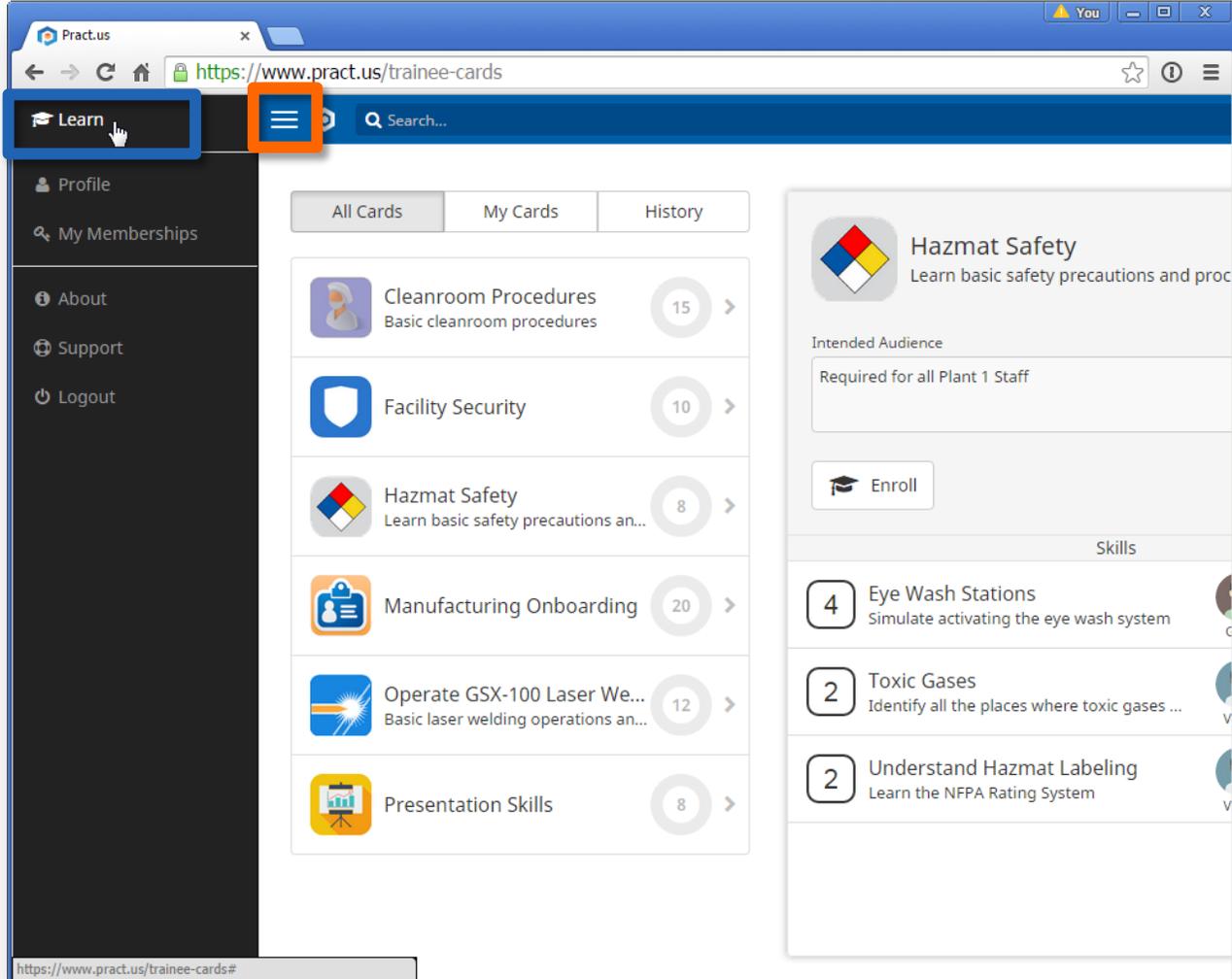
Topics in this Guide

- [Enrolling in a new card](#)
- [Learning a skill](#)
- [Getting sign-off](#)
- [Tracking your progress](#)
- [Following Mentors](#)
- [Closed cards](#)
- [Getting help](#)

Enrolling in a New Card

Before you can begin working on a card, you must enroll in it.

1. Start in the **Learn** view, if you're not already there. The Learn view is selected using the slide-out menu  as shown in the **orange** and **blue** rectangles below.



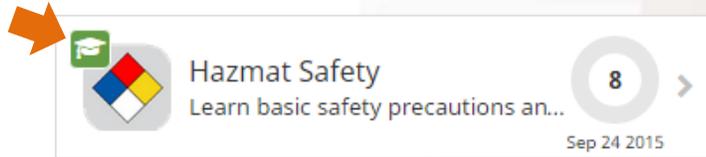
Using the Slide-out Menu to navigate in Pract.us

2. Select a card to **Enroll** in from the left-hand list. In the right-hand detail, select 
3. If you don't see the Enroll button, it may be because the card banner is collapsed. Look for a downward chevron icon in the banner's lower right corner. Select this chevron to expand the banner.

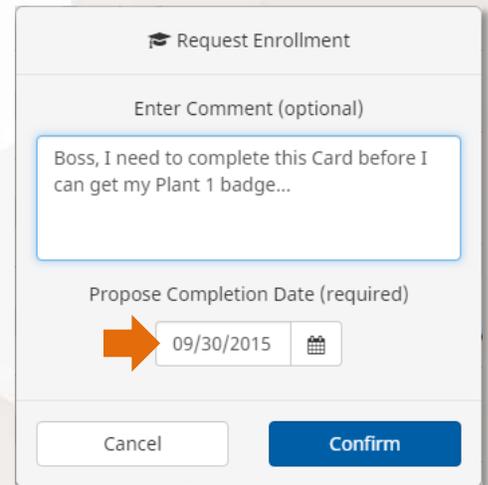
Expanding the Card Banner >



- You'll see a popup that asks you to propose a card **Completion Date** to your Manager, who will need to approve your enrollment. You can also enter any comments you may want your Manager to see. Then, select **Confirm** to submit the enrollment request.
- While you're waiting for approval, the card will display a small green mortarboard hat icon



Card enrollment awaiting Manager Approval



Requesting Enrollment

- When your Manager approves your enrollment, the green hat will disappear and your card will officially start. You can set up Pract.us to notify you of this approval event (as well as many others) in your Profile's **Notifications** page. Choose in-app pop-up alerts, email, or even SMS/text notifications.

an in-app popup alert >

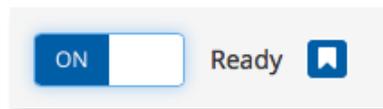


- Once your enrollment has started, your card banner will contain **Cancel** and **Extend** buttons which will let you cancel the card entirely or request more time to complete it. Just like enrollments, cancellation and extension requests will be sent to your Manager for approval.

Learning A Skill

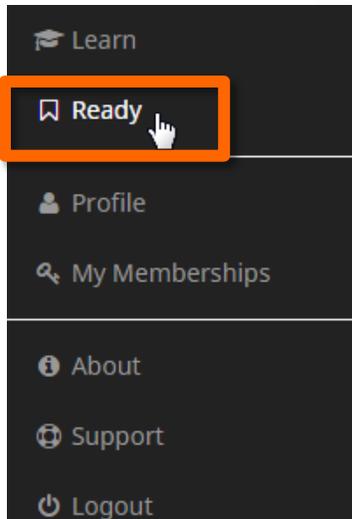
- Use the Skill Directions and any available resources to help you learn what you need to know to complete the skill objective. If you need some help, ask a Mentor to provide coaching. If you click on any Mentor's avatar, you'll see their contact information.
- When you feel that you've learned the skill, you're ready to show it to a Mentor who can sign you off. At this point, you can signal that you're ready for sign off by adding this skill to your Ready List.
 - Click on the **Ready** bookmark icon under the skill title.

skill is ready for sign off >

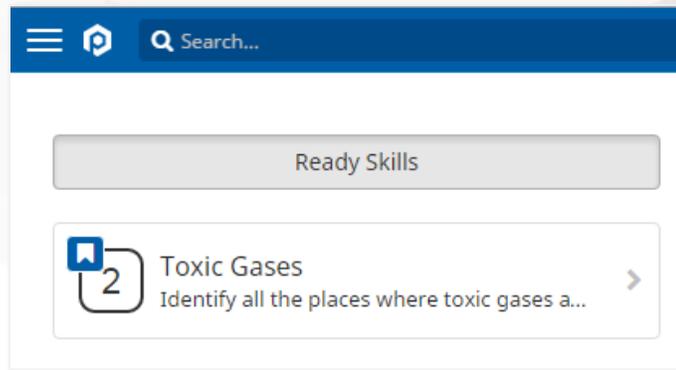


- Your skill now has a **blue** bookmark icon. Both you and your Manager can see what skills you're ready to sign off.

- c. In the slide-out menu, you can select the **Ready** option to see a list of all the skills you're ready to have signed off.



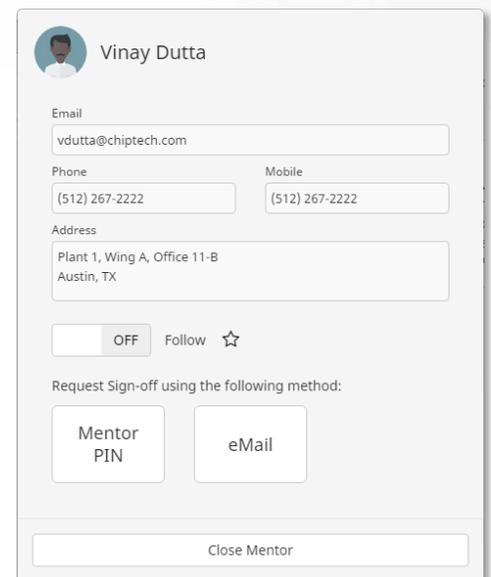
Displaying the Ready List



the Ready List

Getting Skill Sign-Off

1. When you've read a skill's directions and references and are ready to demonstrate or perform it, go to any of the skill's Mentors and ask for sign-off.
2. Mentors may want to share additional information with you, such as their own experience, tips, advice, or anything else they think you should know. Mentors may also quiz you to make sure you've absorbed the new skill. In signing off your skill, Mentors are personally endorsing your knowledge, so they'll want to be sure you know what you really need to know!
3. When the Mentor is satisfied, touch the Mentor's avatar in the skill. **Mentor PIN** and **eMail** are the only two sign-off methods currently available but others will be added over time. The Mentor will choose which method to use. If PIN, then the Mentor will enter their secret PIN into the popup. If they choose eMail, then Pract.us will send the Mentor an email with a URL link that enables sign-off.
4. Once signed-off, you will receive full points credit for the skill, and the skill will show the green check icon.



Mentor Popup Window

5. If you have the notification turned on in your Profile, you'll also see an in-app popup that confirms the sign off:



< skill has been signed off

6. If you can sign yourself off for a skill, simply click on your own avatar and choose your sign off method, just as if you had a Mentor doing the sign-off. If you choose Mentor PIN for a sign-off method, then you'll need to have a PIN set in the **Credentials** page of your Profile.

Tracking your Progress

Whenever you get sign-off for a skill, the card's Progress Dial will also update. The colored *area* of the dial represents the card's percentage complete. The *color* of the dial shading indicates your pace. If you're on pace to complete the card by the assigned date, the color will be **green**. If you fall behind, the color will turn **red**. You can choose to have Pract.us notify you if one of your cards falls behind pace. So can your Manager!



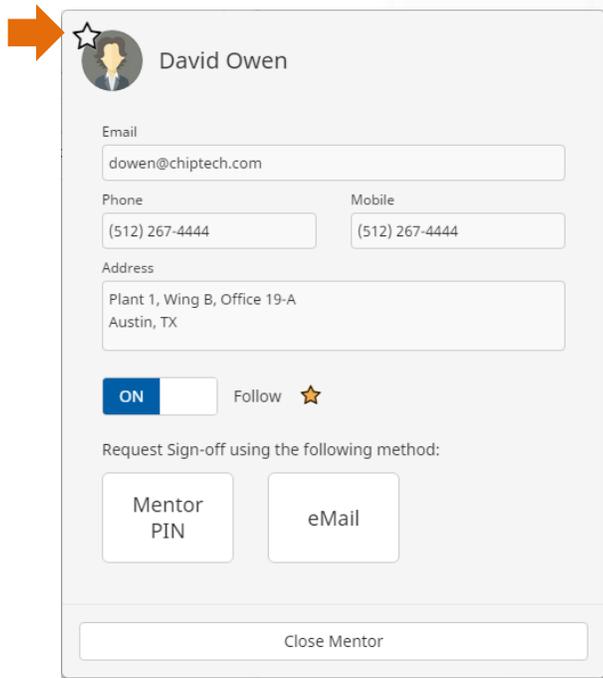
Card Progress Dial

Once a card is 100% complete, its dial color turns **blue** and the date locks on the date your last skill was signed off. If you cancel a card, the dial color turns **black** and the date locks on the date your manager approved the cancellation..

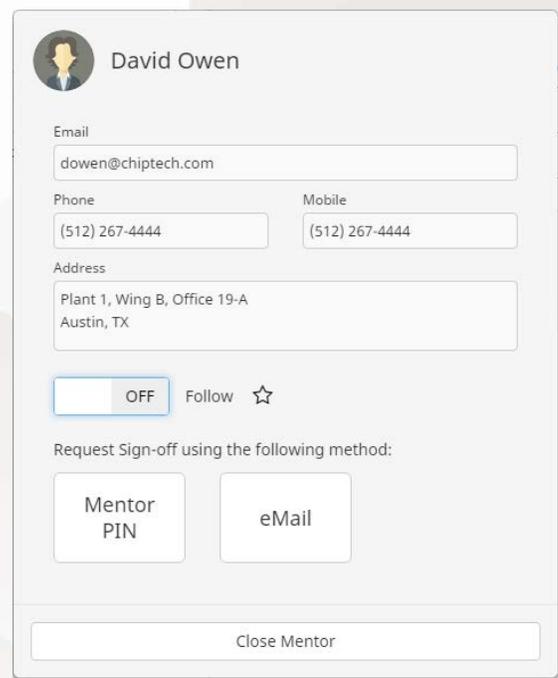
Following Mentors

One of the challenges of on-the-job training is finding Mentors who can help you when you're ready. Pract.us helps in few ways.

1. The [Ready List](#): As described above, you can use it to remind yourself what you're ready for when a Mentor has some time. You'll be notified whenever any Mentor on any of your Ready skills becomes available.
2. Mentor Availability: Whenever Mentors are available to help Learners, they can show their available status in Pract.us. When a Mentor is available, you'll see a **gold** star on the upper left of the avatar. *< This mentor is available.*
3. Following a Mentor: Another method for connecting with Mentors is "following". You can follow any Mentor on any of your cards. When you follow a Mentor, you'll get notified by email, text or popup message any time that Mentor is available. If you find that you particularly like working with certain Mentors, it's a good idea to follow them, so you can take advantage of any time they're available.
 - a. To follow a Mentor, simply select the Mentor avatar in any of your cards.
 - b. Click the **Follow Mentor** toggle switch. You'll see that the Mentor's avatar gets a star outline. Whenever that Mentor is available, the star turns yellow.
 - c. You can stop following a Mentor by clicking the same toggle switch. The star outline will disappear.



Following a mentor



Not following a mentor

Closed Cards

On occasion, you may see a card with a **black wrench**  icon, as in the screenshot shown below.



Facility Security card is closed

Card Authors close cards when they need to update them or change them. While closed, cards are "offline" and cannot be enrolled in. You can choose to be notified when a closed card re-opens. Go to **Profile > Notifications** and look for this row:



Receive notification when a card opens

Getting Help

- For more help using Pract.us, see our Support Site: support.pract.us.
- You can also email us at support@pract.us