



Association for  
Talent Development

2015

# ATD Learning Portal Job Aid

Complete the Post-  
Course Evaluation

6/26/2015

---

## 1. Log in to the Learning Portal.

Go to [courses.td.org](https://courses.td.org) and login using your ATD credentials. If you are not already signed into td.org, you will be asked to sign in. If you do not have an account or do not remember your password, follow the links below the sign in button for help.



## Sign In

Please sign in using your account email address or username to experience the full ATD website.

Email Address or Username

*Username is required.*

Password

*Password is required.*

**Sign In**

**New to ATD?**

**Create an account today!**

Don't have an ATD Account?

Trouble signing in?

Already an ATD customer without a web account?



## 2. Find your program on your home page under My Courses. Click the Launch Course button.

The screenshot displays the ATD Learning Portal interface. On the left, a sidebar contains a 'Welcome ATD Learner' message, a 'QUICK LINKS' section with buttons for 'View All My Courses', 'Access My Transcript', 'Check My Credits Summary', 'Reprint a Certificate', 'Get Answers to Frequently Asked Questions', and 'Learn More About ATD Education'. The main content area features a 'MY COURSES' header with a refresh icon. Below this, a course titled 'Training Certificate' is listed with a green arrow pointing to it. The course details include dates (4/27/15 - 4/29/15), time (8:30 am - 4:30 pm), and location (Los Angeles (El Segundo), CA). A red 'Launch Course' button is circled in green. A 'View All My Courses' link is also present. Below the course list is a 'SEARCH ALL COURSES' section with a search input field, a 'Search' button, and filters for 'Role', 'Area of Expertise', and 'Delivery Method'. A 'View' button and 'Advanced Search' link are also visible. The 'POPULAR COURSES' section lists 'Facilitating Synchronous Learning Certificate' and 'Essentials of Experiential Learning and Simulations'.

atd Learning Portal Education

Welcome ATD Learner | My Profile | Sign Off  
1.866.243.9164

Home My Courses ATD Catalog Community Help Chat Contact Us FAQs

Welcome ATD Learner

Thanks for choosing ATD Education!

Currently enrolled in a program?  
Program materials are available two to three weeks before your first day.  
Click the Launch Course button to get started!

**QUICK LINKS**

- [View All My Courses](#)
- [Access My Transcript](#)
- [Check My Credits Summary](#)
- [Reprint a Certificate](#)
- [Get Answers to Frequently Asked Questions](#)
- [Learn More About ATD Education](#)

**MY COURSES**

**Training Certificate** ←

4/27/15 - 4/29/15 8:30 am - 4:30 pm Los Angeles (El Segundo), CA **Launch Course**

[View All My Courses](#)

**SEARCH ALL COURSES**

Search by Title, Description and/or Keyword... **Search**

Or view by: Role Area of Expertise

Delivery Method **View** [Advanced Search](#)

**POPULAR COURSES**

**atd** **CERTIFICATE PROGRAM** **Facilitating Synchronous Learning Certificate**  
More and more organizations are using synchronous training platforms such as WebEx, Adobe Connect, and others to deliver live, online learning to remote groups of participants. Participants will learn to maximize the engagement of remote participants and manage the logistics of facilitating synchronous learning. [Learn More](#)

**atd** **Essentials of Experiential Learning and Simulations**

### 3. This will open your course landing page.

For more details on navigating the course landing page, see our [job aid](#).

The screenshot shows the ATD course landing page. On the left is a navigation sidebar with a 'Refresh' button and menu items: Welcome, Pre-Work, Course Materials, Tools & Templates, and Post-Course Evaluation. Below these are 'Course Features' including Discussion, Resources, and Communication Center. The main content area is titled 'TRAINING CERTIFICATE' for the dates '4/27/15 - 4/29/15'. It includes a welcome message, location information (Learning Tree Int'l LA, 400 Continental Blvd Ste 150, Los Angeles, CA), a schedule (April 27-29, 2015), a facilitator (Maureen Orey), getting started instructions (arrive early, introduce yourself, complete pre-work, review materials), things to know (check completion status, read attendance policy), and a need help section (review FAQs, email education@td.org). The page is decorated with a pattern of yellow and red squares at the bottom.

**atd** Association for Talent Development

Refresh

Welcome

Pre-Work

Course Materials

Tools & Templates

Post-Course Evaluation

**Course Features**

Discussion

Resources

Communication Center

**TRAINING CERTIFICATE**  
4/27/15 - 4/29/15

Welcome to your ATD Education program!

**LOCATION:** Learning Tree Int'l LA  
400 Continental Blvd Ste 150 , Los Angeles (El Segundo), CA, USA, 90245-5072

[Open in Google Maps for directions](#)

[Show additional information](#)

**SCHEDULE:**  
This program takes place April 27-29, 2015. The workshop begins promptly at 8:30 a.m. and ends at 4:30 p.m. each day.

**FACILITATOR:**

- Maureen Orey ([View Bio](#))

**GETTING STARTED:**

- Plan to arrive 10-15 minutes early on your first day.
- Introduce yourself on the [discussion board](#)
- Complete all [pre-work](#) assignments before the first day of the program.
- Review and print out your [course materials](#)

**THINGS TO KNOW**

- After the last day of your program, check [My Courses](#) for your course completion status
- Read the attendance policy and other requirements for your program in the Pre-Work section.

**NEED HELP?**  
Review the [FAQs](#) for ATD's Education programs or send us an email at [education@td.org](mailto:education@td.org).

## 4. Find your Post-Course Evaluation link and click to open.

All participants must complete a post-course evaluation to successfully complete the program and, if applicable, receive a certificate. Make sure you answer each question and click the "Submit Response" button at the end of the evaluation.

Submit Response

atd Association for Talent Development

Refresh

● Welcome

📁 Pre-Work

📁 Course Materials

📁 Tools & Templates

● Post-Course Evaluation

**Course Features**

💬 Discussion

📁 Resources

📻 Communication Center

Thank you for taking the time to complete this ATD end-of-course evaluation. Your feedback enables us to continuously improve our programs. atd EDUCATION

**Overall, how satisfied were you with this...?**

Program

Very Satisfied Satisfied Neither Satisfied Nor Dissatisfied Dissatisfied Very Dissatisfied

Facilitator

Very Satisfied Satisfied Neither Satisfied Nor Dissatisfied Dissatisfied Very Dissatisfied

**Based on this experience, how likely would you be to...?**

Attend another ATD program

Definitely Would Probably Would Might or Might Not Probably Would Not Definitely Would Not

Recommend this program to another person

Definitely Would Probably Would Might or Might Not Probably Would Not Definitely Would Not

Please enter your comments about the program in the box below.

Upon successfully completing and submitting your evaluation, you'll see the following message:

atd Association for Talent Development

Refresh

● Welcome

📁 Pre-Work

📁 Course Materials

Success! Thanks for completing your evaluation and sharing your feedback with us.

## 5. To check your completion status and view your certificate, return to your Learning Portal home page.

Follow the link indicated by the green arrow below to quickly access your transcript. If you'd like more help finding and printing your certificate, review our job aid on the [Learning Portal transcript](#).

Welcome ATD Learner | [My Profile](#) | [Sign Off](#)  
1.866.243.9164

atd Learning Portal Education

Home My Courses ATD Catalog Community Help Chat Contact Us FAQs

Welcome ATD Learner

Thanks for choosing ATD Education!

Currently enrolled in a program?  
Program materials are available two to three weeks before your first day. Click the Launch Course button to get started!

QUICK LINKS

- [View All My Courses](#)
- [Access My Transcript](#) ←
- [Check My Credits Summary](#)
- [Reprint a Certificate](#)
- [Get Answers to Frequently Asked Questions](#)
- [Learn More About ATD Education](#)

MY COURSES

Training Certificate

4/27/15 - 4/29/15 8:30 am - 4:30 pm Los Angeles (El Segundo), CA [Launch Course](#)

[View All My Courses](#)

SEARCH ALL COURSES

Search by Title, Description and/or Keyword... [Search](#)

Or view by: Role Area of Expertise

Delivery Method [View](#) [Advanced Search](#)

POPULAR COURSES

atd Facilitating Synchronous Learning Certificate

More and more organizations are using synchronous training platforms such as WebEx, Adobe Connect, and others to deliver live, online learning to remote groups of participants. Participants will learn to maximize the engagement of remote participants and manage the logistics of facilitating synchronous learning. [Learn More](#)

atd Essentials of Experiential Learning and Simulations