Member Account Manager
QuickStart Guide: How to Access Your Course Info & Class Media

How to Access Your Course Info & Class Media

- Go online to our website www.EncoreLearning.net.
- Under **QUICK LINKS** on the right, select **Access Class Media**.
- Select the **Login** link at the upper right side of the page.
- On the Log In page, enter your email address and password in the fields on the right under **Returning Members** then select **Login** button.
- On the **My Account** page, open **My Activities** tab.
- Select each course one by one to reconfirm dates and room number then scroll down to check **Additional Information** for
  - date changes, including skipped or added dates
  - room changes during the semester
  - recommended and independent reading
- Return to **My Activities.** If your instructor has provided it, you will see <u>View Class Media</u> under the course name.
  - Select <u>View Class Media</u> link
  - All instructor-provided items are listed under Videos and Documents
  - A "read by" date given by your instructor may be listed at the end of each item
  - Select each item's link to open it
  - Read or print any document at your convenience
- When finished, select **Log Out** link at the upper right side of the page.