# Contents

Overview ................................................................................................................................................................................ 3
What is the Learning Center? ...................................................................................................................................................... 3
Getting Started ........................................................................................................................................................................... 3
Navigating the Learning Center ..................................................................................................................................................... 4
Logging In .................................................................................................................................................................................. 4
Division Pages ............................................................................................................................................................................ 4
Division Pages ............................................................................................................................................................................ 5
Adviser Hub ................................................................................................................................................................................ 6
Program Registration .................................................................................................................................................................. 7
Student Registration .................................................................................................................................................................. 7
Adviser Registration .................................................................................................................................................................. 9
Achievement Awards .................................................................................................................................................................. 12
Overview .................................................................................................................................................................................. 12
LEAD Awards (FBLA-ML) ....................................................................................................................................................... 12
Business Achievement Awards (FBLA) .................................................................................................................................... 13
PBL Excellence Award ............................................................................................................................................................. 14
Navigating Programs ................................................................................................................................................................. 15
Basic Elements of Each Program ........................................................................................................................................... 15
Adviser Only Components ....................................................................................................................................................... 17
Adviser Administrative Permissions ......................................................................................................................................... 18
Requesting Administrative Permissions ..................................................................................................................................... 18
Accessing Reports .................................................................................................................................................................... 18
Login Troubleshooting ............................................................................................................................................................... 19
Passwords .................................................................................................................................................................................. 19
Usernames .................................................................................................................................................................................. 20
Additional Notes ......................................................................................................................................................................... 24
FAQ Page .................................................................................................................................................................................. 24
Leadership Community ............................................................................................................................................................. 24

*Please note the Table of Contents above is linked. You can click on any items on this list to go directly to that section.

**FOR ADDITIONAL ASSISTANCE:** If you still need help after reviewing this guide, please contact Gayle Robinson at grobinson@fbla.org or (703) 657-8186.

[https://learn.fbla-pbl.org](https://learn.fbla-pbl.org)
Overview

What is the Learning Center?
The Learning Center is the new hub for all educational programming for both members and advisers. Once logged in, members can participate in individual achievement award programs, compete in student challenges, and explore partner programming and resources. Advisers will also have access to adviser versions of each member program as well as additional programming and training specifically for advisers.

Visit the Learning Center - https://learn.fbla-pbl.org

Getting Started
Below is a screenshot of what you will see when you first open the Learning Center. We have marked with yellow circles the first three steps you should take.

1. **Watch the Learning Center Orientation Video** – this video introduces you to the Learning Center and demonstrates how to navigate the platform.
2. **Login** – Click the blue button in the top right-hand corner to login using your normal my.FBLA membership database credentials. You will not be able to see most of the content until you login!
3. **Visit the FAQ Page** – We are continuously updating the FAQ page with answers to your questions, so we encourage you to review the content on this page.
Navigating the Learning Center

Logging In
To access most of the content in the Learning Center, you will need to login. You can do so by clicking the blue Log In button at the top of the screen. You will then be redirected to a generic FBLA login screen where you will need to login using your my.FBLA Membership Database credentials. Once logged in, you’ll be redirected back to the Learning Center where you’ll now be able to register for programs.

For more help with the login process, please review the Login Troubleshooting section at the end of this guide.

Division Pages
On the home screen in the Learning Center, you will see that the site had been broken down into four primary hubs represented by the four blue boxes shown below. You will want to navigate to the hub based on your role in the organization:

- FBLA-ML Members
- FBLA Members
- PBL Members
- Advisers
Division Pages
Regardless of membership division, student division hubs will be broken into three categories:

- **Achievement Awards** - The first category you’ll see is your division’s achievement awards. This is where you will find the brand-new LEAD Awards for FBLA Middle Level Members, Business Achievement Awards for FBLA Members, and the new Excellence Award for Phi Beta Lambda members.

- **Student Challenges** - The second category you’ll see is student challenges. Did you know you can compete against members from around the country throughout the year? Different from the National Awards Program which are our official Competitive Events, student challenges are typically hosted by our partners and take place at various points throughout the year.

- **Additional Programming** - The last category you’ll see catches all other programs we offer. Here, you’ll find on-demand programs from the National Center and our partners.

Updates from the National Center – As new programs launch, announcements directed towards students will be posted to the Learning Center. *Please Note: Adviser announcements will continue to primarily be posted in the Leadership Community.*

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Adviser Hub
The adviser hub is structured differently from the student hub. When arriving in the adviser hub, there are a few key areas to note.

1. Adviser Trainings and Webinars – You can find recordings of previous webinars from the National Center as well as register for future webinars in the Adviser Trainings and Webinars box.
2. Adviser Division Hubs – Adviser versions of student programs (i.e. LEAD Awards, BAA Awards, and PBL Excellence Awards) are sorted by division.
3. Additional Adviser Resources – Additional handouts and/or videos will be housed in the Additional Adviser Resources file collection at the bottom of the screen.
Program Registration

Student Registration
Paid members will register through their membership division hub. Students will choose what type of program they are looking for on their division hub home screen and then navigate to that program type’s respective page. Once there, paid members will see a list of available programs and a green Register (Free!) button. *If students do not see the green Register (Free!) button, they likely are not logged in or have not paid their membership dues.

*The image above provides a sample of what a landing page by program type.
Registration Process:

1. Locate the program you want to register for and click the green Register (Free!) button. Students will now be re-directed to the membership database.

2. Once in their shopping cart in the membership database, students should click the green Submit button to process their registration.

3. On the next screen, students should select the blue Continue button to return to the Learning Center where they will now have access to that program.
Advisor Registration
The adviser registration process is very similar to the student registration process.

1. Navigate to the Adviser Hub – From the home screen, click the blue box labelled advisers.

2. Select your division - Click the blue box labelled adviser program resources for your division.
3. Click the green Register button on the program that you want to register for - Advisers will then see a mirror list of programs to what their students see but advisers will see the adviser version.
4. Select any additional programs you want to register for and click the green **Review & Checkout** button – if purchasing a program such as one of the BAA award levels, you might be prompted to purchase additional related programs. You can check the box next to each program you would like to also purchase in the box on the left-hand side of the screen. Once selected, click the large **Review & Checkout** button.

*If you are not prompted to add additional programs to your cart, simply click the green Review & Checkout button in the bottom right-hand corner.

5. Click the green **Submit** button to process your registration.
6. Click the blue Continue button to return to the Learning Center - you will now have access to that program.

Achievement Awards

Overview
In this new system, student members will register themselves for LEAD Awards, Business Achievement Awards, and the new PBL Excellence Award. Advisers will have access to an adviser replica of each student program.

- **Student Access** - Members individually register for Achievement Award programs through their Division Page
- **Adviser Access** – Advisers register for adviser versions of each program in the Adviser Hub

LEAD Awards (FBLA-ML)
The LEAD Awards are the individual achievement award program for FBLA-ML members. Participating members can enhance their leadership skills, expand their business knowledge, and earn recognition by immersing themselves in their school and communities. There are two levels to the LEAD Award.

1. **LEAD Explore Award** - Members are introduced to the foundations of FBLA, learn how to best take advantage of the opportunities available to them, and develop their leadership skills.
2. **LEAD Aspire Award** - Members select a business skill or content area that they would like to further develop. Once complete members can choose to select a new business skill or concept to earn an additional Aspire Award.
   - **Time Management** (Available Now)
   - **Money Management** (Coming Soon)

[https://learn.fbla-pbl.org](https://learn.fbla-pbl.org)
Business Achievement Awards (FBLA)
The Business Achievement Awards are an individual achievement award program for high school students. Participating students can enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school and communities.

1. **Contributor Award (Level One)** - Members are introduced to the foundations of FBLA and learn how to best take advantage of the opportunities available to members.

2. **Leader Award (Level Two)** - Members learn the fundamentals of leadership and explore their personal leadership style.

3. **Advocate Award (Level Three)** - Members can select a business skill or content area that they would like to further develop. Once completed, members have the choice of continuing to the Capstone Project or selecting a new business skill or concept to earn an additional Advocate Award.
   - **Understanding Ethics** (Available Now)
   - **Personal Branding** (Coming Soon)
   - **Design Thinking** (Spring 2022)

4. **Capstone Award (Level Four)** - Participating members will design, complete, and reflect on a project that solves a real-world problem. Over the course of approximately 80 hours, students will use design thinking methodology to design and implement a project that impacts their school or community.

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**PBL Excellence Award**
The PBL Excellence Award replaces the now-retired Career and Membership Achievement Program (CMAP).

The *Excellence Award* is Phi Beta Lambda’s new individual achievement award that provides members with the opportunity to develop critical skills needed to succeed in the workforce. This credit-based award program provides members with the opportunity to participate in a variety of programs including but not limited to in-person conferences, on-demand educational programming, and interactive networking opportunities. Each program is worth a specific number of credits and each award level requires a certain number of credits to be achieved.

**Excellence Award Levels:**

- **Bronze Award** - 5 Credits
- **Silver Award** - 10 Credits
- **Gold Award** - 20 Credits

While some credit opportunities will be available on-demand throughout the year, others will be live events announced throughout the year.
Navigating Programs

Basic Elements of Each Program
Once registered, each program has a few basic elements all members and advisers should be aware of.

Tabs – Each program will have a few different tabs available depending on the program.
- **Overview:** All programs will have an overview tab that provides a description of the program, program objectives (when applicable), and an outline of the content.
- **Contents:** All programs will have a contents tab – this is where all components of the actual program will be found. When completing a program, components typically must be completed in a specific order and components are typically ‘locked’ until a previous component is completed.
- **Handouts:** All handouts including program overviews and handouts actual program assignments can be found in the Handouts tab.
- **Discussion:** Members can ask questions, submit ideas, suggest changes, etc. in this tab. FBLA staff will be regularly monitoring these discussion boards and all posts will be approved by FBLA staff prior to being made public.
- **Poll:** When appropriate, polls will be added to programs through the poll tab.
- **Updates:** As programs are updated throughout the year or specific announcements regarding programs need to be made, those notes will be added to the Updates tab.
- **Speakers:** If a program includes a speaker, their name and bio will be included under the Speakers tab.
Program Components – Programs can be made up of a variety of different types of components. The most basic components include the following:

1. **Student Acknowledgement** – All content submitted by students on the Learning Center can and will be audited for completeness and authenticity. Prior to beginning a program, all students must agree to the following statement:

   *I agree to only submit work that is my own. I acknowledge that all of my submissions may be audited and that if it appears that I have submitted the work of others or not completed a task in full, I may lose my award.*

2. **Pre & Post-Assessments** - These surveys are designed to assess the impact of a given program. There are no right or wrong answers so please answer truthfully. The results will help FBLA's National Center modify current programs and create new programs.

3. **Interactive Modules** – These short modules review key concepts and ideas through an interactive presentation and short videos. Each program is typically broken down into multiple short interactive modules that are followed by 1-2 activities to demonstrate new knowledge.

4. **Knowledge Checks** – These are scored quizzes based on the previous interactive module that students must pass to move forward in the program. If students do not pass the quiz, they can retake it as many times as needed.

5. **Reflection Questions** – Most modules also require students to reflect on something that they learned and submit a short-written answer. *Please note: Once submitted, neither students nor advisers will be able to retrieve answers to reflection questions!*
6. **Worksheet/Assignment Submissions** – Some programs will have fillable pdf that students must complete and then upload the completed worksheet and/or another assignment that requires a student to upload a task that they completed outside of the Learning Center. Like Reflection Question - once submitted, students and advisers will not have access to these files.

7. **Certificates** – Once all components of a program are complete, students can download their Certificate of Completion. Each certificate also includes one or more credits - FBLA-ML & FBLA Members should ignore the credits at this time.

8. **Program Feedback** – If members or advisers have any feedback on a given program (e.g. errors in a program, incorrect information, general thoughts, etc.), they can submit that feedback through the program feedback component in each program.

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**Adviser Only Components**

Adviser versions of each program have two adviser specific components:

1. **Adviser Resource** – This document can be downloaded and includes a list of all tasks that students must complete for a given award along with suggestions for classroom connections.

2. **Adviser Feedback** – Any feedback for the national center can be submitted here,
Adviser Administrative Permissions

Requesting Administrative Permissions
Local advisers that would like to monitor their student’s progress need to submit a request for administrative permissions. You’ll need to follow the following steps to request this permission:

1. If you have never logged in to the Learning Center, you will need to first use your my.FBLA-PBL credentials and login to the system.
2. Complete the Local Adviser Permission Request Form. You will need to provide your name, school/chapter name, chapter number, and your email address.
3. From this point, a staff member will verify that you are an adviser at the chapter and add the permissions to your Learning Center profile. **It may take up to five (5) business days for the permissions to be added.**

Accessing Reports

Accessing the Administrative Features
Once you have been notified those permissions have been added to your account, login and follow these instructions:

1. Click your name in the top right-hand corner of the screen and then click ‘Administration’ in the drop-down menu.

![Login Screen](image)

2. Click the two pieces of paper in the left-hand menu to access the ‘Reports’ area.

![Menu Screen](image)

3. To view the progress of your members, click the blue button labelled ‘Product Progress Report’.

![Product Progress Report Button](image)
4. This report will open with a series of options for you to select.
   a. Select the award/course
   b. Set a time frame if needed
   c. If checking on just member, type their name into the user field and click the name once it appears.
5. Once the report loads, you will have the option to download to a .CSV file for further data manipulation options in Excel or other programs.

Can I view actual submissions of my members?
No, the Learning Center only allows for completion to be checked. FBLA staff will audit submissions on the backend.

Can I print member certificates with this permission?
No. Members receive certificates automatically upon completing an award or course. If you need or want a copy, please have your member print or save a PDF copy for you.

Login Troubleshooting

Passwords

Password Reset E-Mail
All users should automatically receive a message from the my.FBLA-PBL Membership Database notifying them of their account creation and instructing them to set a password. The e-mail will come from my.fbla-pbl@fbla.org.

https://learn.fbla-pbl.org
E-Mail Not Received or Link Expired
If they did not receive that email or if the link expired, they should follow the instructions below to reset their password.

1. Go to the my.FBLA-PBL Membership Database.
2. Click ‘Login’ in the top right-hand corner of the screen.

3. Use the email address that is attached to their membership record as the username and Password1 as the password to login.
4. Click the red ‘Reset Password’ button in the center of the screen and follow the instructions to reset your password. The 'Old Password' will be Password1.
5. Now go to the Learning Center.
6. Click the blue ‘Login’ button in the upper right corner of the screen.
7. Log in with the email and password just created.

NOTE: If the e-mail addresses you added to your student accounts are school addresses, your school system might block external e-mails. We highly recommend you use personal e-mail addresses so that students can easily reset their passwords.

Can your school whitelist an e-mail address? If so, ask them to whitelist my.fbla-pbl@fbla.org to ensure students can receive e-mails from our system.

Usernames
The username for each of your students is the e-mail address attached to their membership profile. If you need help registering your members, please click here for further instructions.

Username Troubleshooting
If you are having trouble with usernames, here are a few steps you can take:
1. Login to the my.FBLA Membership Database
2. Find the drop-down labeled ‘Advisers’ and then click ‘Manage Your Chapter’

3. Click the blue box labeled ‘Your Chapter’

4. Click ‘Manage Chapter Profile’
5. Click the tab labeled ‘Individuals’ on your Chapter Profile.

6. From there, you’ll find a list of your chapter members. Click ‘Manage’ next to the student’s name who is having trouble login.
7. When the student’s profile opens, you’ll want to check that the user has an active membership for the current school year.
   a. *If they do not*, it means their membership needs to be paid before they can access the BAA program.

8. Next, click edit next to the e-mail address.

9. On the ‘Edit E-mail Address’ screen, confirm that the e-mail address shown is correct AND confirm with your student that they are trying to login using that e-mail address.
   a. If it is wrong, type the correct e-mail address.

10. Select the ‘Email Type’.

11. *If you see the option to ‘Use this E-Mail Address to Login’, check the box and click save.*
   a. Click okay through the messages that it will change your login e-mail address – it will only impact the student’s login.
   b. Your student should now be able to login using that e-mail address.

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12. *If you do not see the option above*, click save and check for a yellow box labeled ‘Create User’ under the member profile picture.

13. If it is present, click ‘Create User’.

14. Your student should now be able to login using that e-mail address.

**STILL NEED HELP?**
If you ran into trouble in any of the steps above or your student is still not able to login, e-mail the name of your student and the correct e-mail address to Gayle Robinson at grobinson@fbla.org for further assistance.

**Additional Notes**

**FAQ Page**
Found here, the FAQ page is frequently updated based on student and adviser questions. Please check here first when you have a question.

- **Video Resource Library** – On the right-hand side of the FAQ page is a series of videos that explain key concepts and instructions for navigating the Learning Center.
- **Help Request Form** – If you cannot find the answer to your question on the FAQ page, please submit your question through the form at the bottom of the FAQ page and a staff member will be in touch as soon as possible.

**Leadership Community**
Please note the Learning Center is different from the Leadership Community. The Leadership Community is a place for staff to share announcements and resources for both advisers and student leaders, as well as a place for advisers and student leaders to communicate with each other and share best practices. You’ll use the same login for the Leadership Community as used for both the Learning Center and the my.FBLA-PBL Membership Database.

**Link to Leadership Community:** [https://leadershipcommunity.fbla.org/home](https://leadershipcommunity.fbla.org/home)