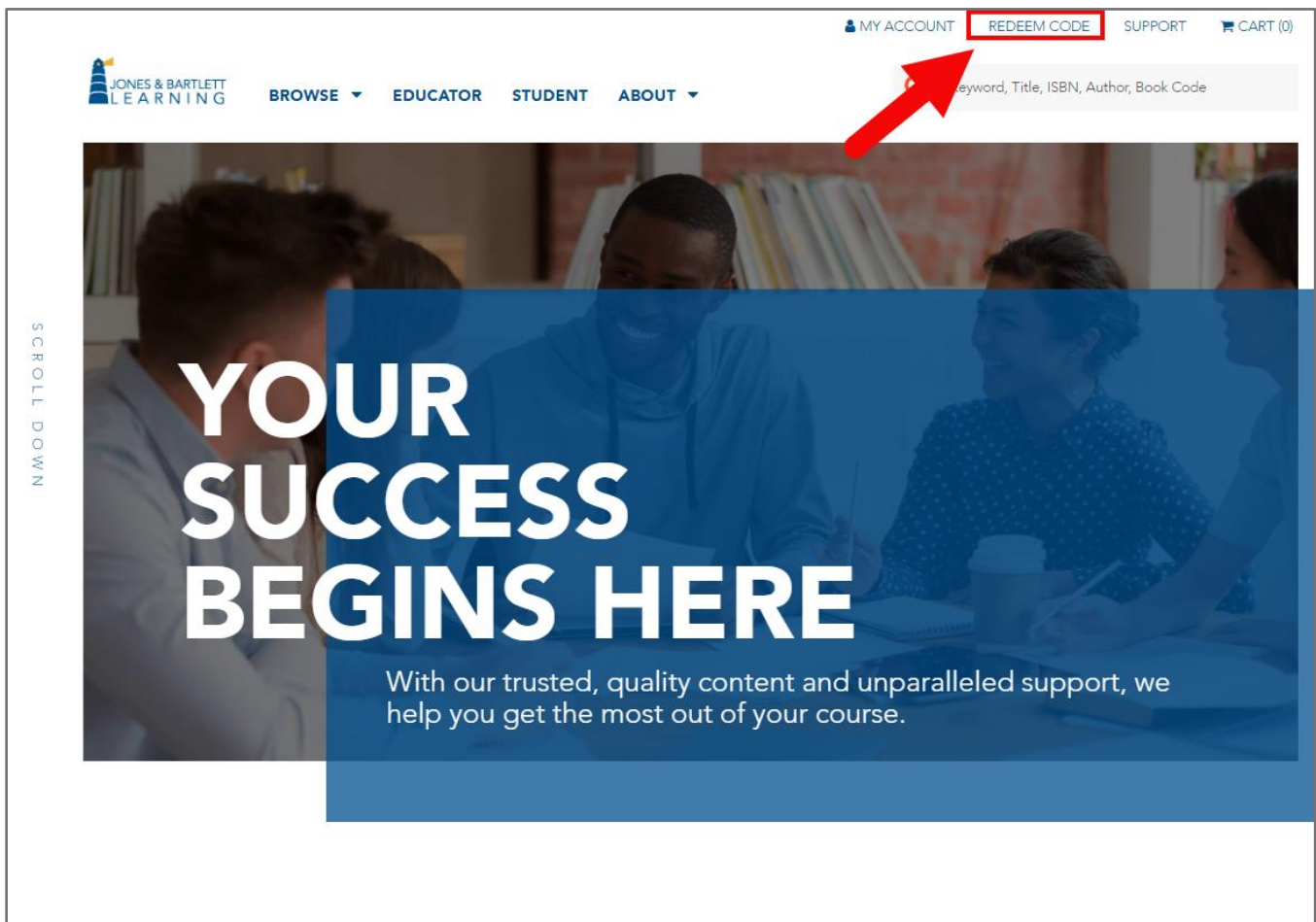# Student Tutorial for the First Day of Class

Welcome to Navigate! This guide will walk through how to create a User Account, enroll in your course, and learn your way around the Navigate Learning Management System. Let's get started!

1. Your first step will be to create your own user account. To do so, you will need to redeem your 10-digit access code online at www.jblearning.com.

2. With your access code in hand, navigate to www.jblearning.com in your web browser and click the **Redeem Code** link at the top of the page.

3. Read both the hyperlinked Terms & Conditions and Privacy Policy on the following page. Select the respective "Yes" checkboxes in acknowledgement and click **Agree** when finished.

4. On the next page, enter your 10-digit access code into the field provided and click **Redeem**. Please note, you should not use any spaces while you are inputting the code.

5. The code is processed, and a new optional **Course ID** field will open when applicable. Course IDs are required if you are enrolling in an instructor-led course.
- If you know your course ID at this time, you may enter it in the **Course ID** field provided and click **Continue.**
- If not, you may leave it blank and click the **Continue** button as you can enroll in your course ID at any time.
- If your access code has unlocked multiple products requiring course IDs, this page will not appear, and you will instead be directed to the page in the next step (#6). Steps for entering your course IDs are covered in Step 9 of this document.

Redeem an Access Code

🙂 If you have your Course ID enter it now, or leave this field blank and enter it after you have registered.

Redeem your Access Code below to set up an account and access your content.

Access Code (Required) ⓘ

3985632263

Course ID (Optional) ⓘ

|Course Id

Continue

Enter your Course ID if you have it. If you do not, leave it blank and hit the "Continue" button.

→ Already have an account?
Log in to redeem your Access Code.

? Need help?
Contact us today.

ⓘ The course may require Adobe Flash to deliver the content. Over 98% of computers on the internet have Flash already installed, but you may want to visit the Adobe web site to download and install the latest version: http://get.adobe.com/flashplayer. Adobe will be ending support of Flash Player on December 31, 2020. To ensure that there is no interruption to your course, Jones & Bartlett Learning is currently in the process of converting all online courses to HTML5.

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6.   Once the code is processed, verify the product you have accessed by reviewing its name and details, then click the **Confirm and create new account** button. Note, if you already have a User Account with us, you should click **Confirm with existing account** button and login using your current credentials when prompted.

Confirm Your Selection

Confirm the details of your Access Code below.

ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition
Access Code: 3985632263

[Confirm with existing account]   [Confirm and create new account]   Cancel

→ Already have an account?
   Log in to redeem your Access Code.

? Need help?
   Contact us today.

7.   On the next page you must fill in all required fields to complete your account setup. Note, you must enter a valid email address for your account to ensure that you receive important course notifications and retain the ability to retrieve or reset your password.

Create an Account

All information is required unless otherwise noted.

Account Information

Email Address

Re-enter Email Address

Password (minimum 8 characters, including one capital letter, one numeral, and one special character (example: !, #, %))

Re-enter Password

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8.   When you're ready, click the **Create Account** button at the bottom of the page. Your My Account page will then open, displaying the courseware and/or eBook available to you.
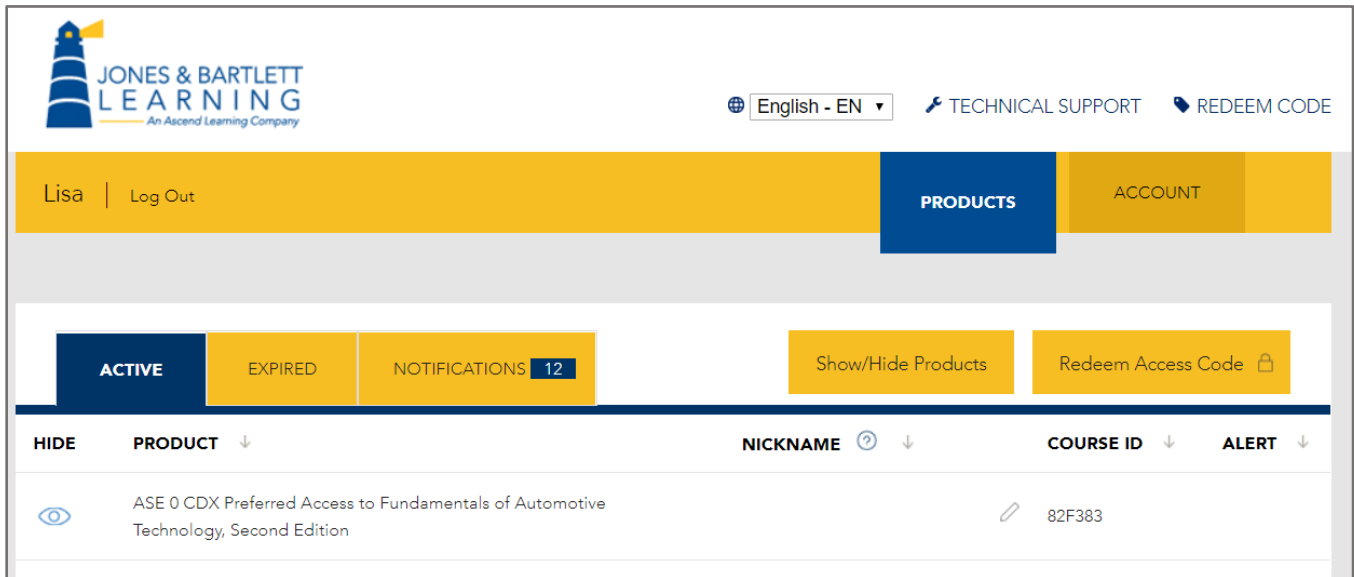
9.   To enroll in and access a course, click on the course name you would like to access. You will be brought to the course launch page, where you must click the **Enter Course ID** button to enter in your 6-character course ID (if you did not previously enter your Course ID during the setup process back in Step #5). If you don't know your Course ID, consult with your instructor or course administrator.
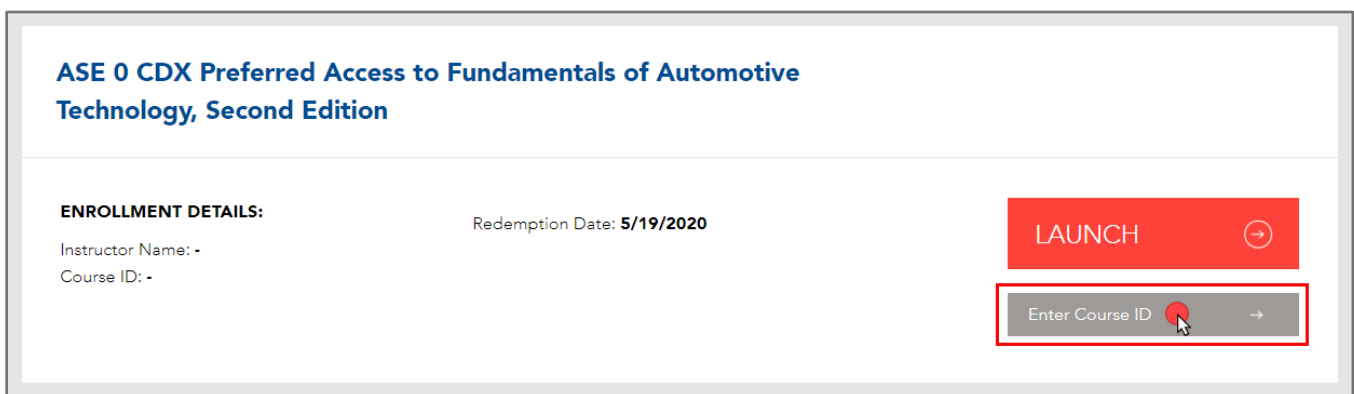
10. After entering your course ID in the field provided, click the **Enroll** button.

Enter your Course ID

Enter the Course ID provided by your instructor.

Course ID

Enroll

(?) Need help?
Contact us today

11. You are now enrolled in the course and may click the **Launch** button to open it and begin your work.

Ethan | Log Out   **PRODUCTS**   ACCOUNT

**Navigate Advantage Access for Emergency Care and Transportation of the Sick and Injured, Twelfth Edition**

Redemption Date: **6/2/2023**
Expiration Date: **6/1/2027**

LAUNCH ⊕

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12. Your course homepage opens a new web browser tab. Before beginning any work, it may be necessary to adjust your profile's **time zone**. Your course profile's time zone is set to Eastern Standard Time by default. If you are located in a different time zone, click on the **Profile** button at the top right of the page and select the **Profile** option from the dropdown menu.
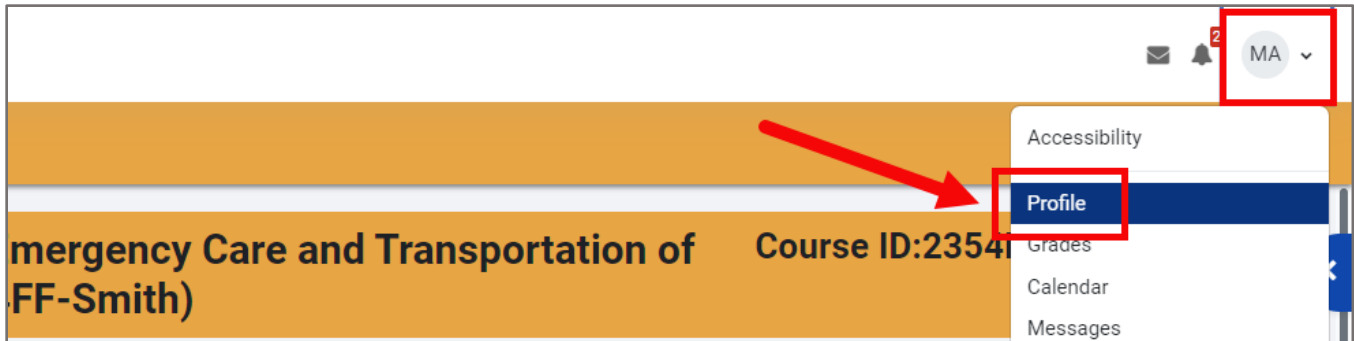
13. On the next page you can check your currently set **Timezone** under **User Details**.
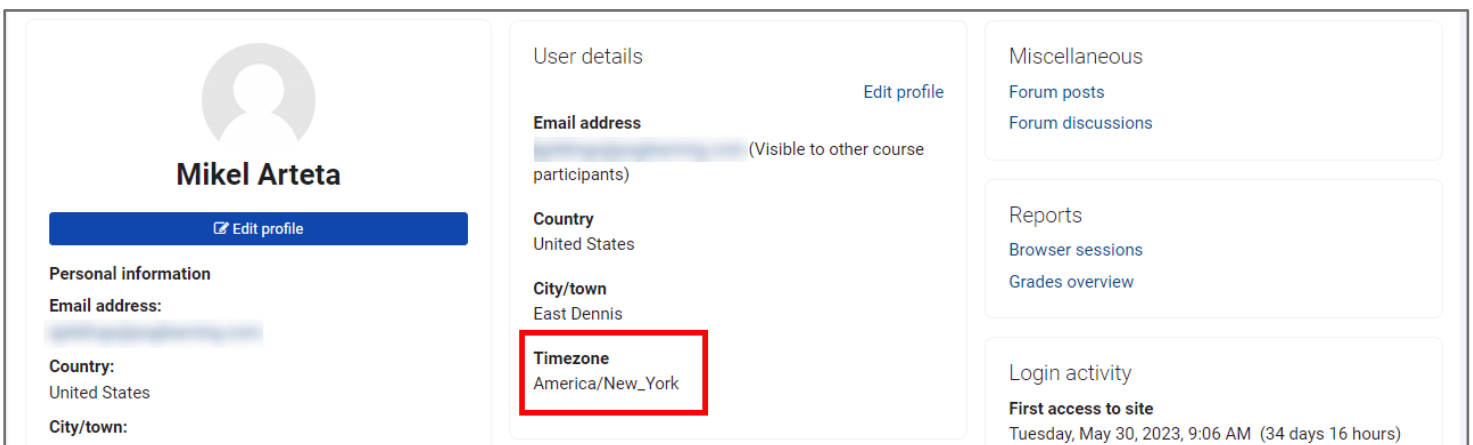
14. If the time zone needs to be changed, click the **Edit profile** option.
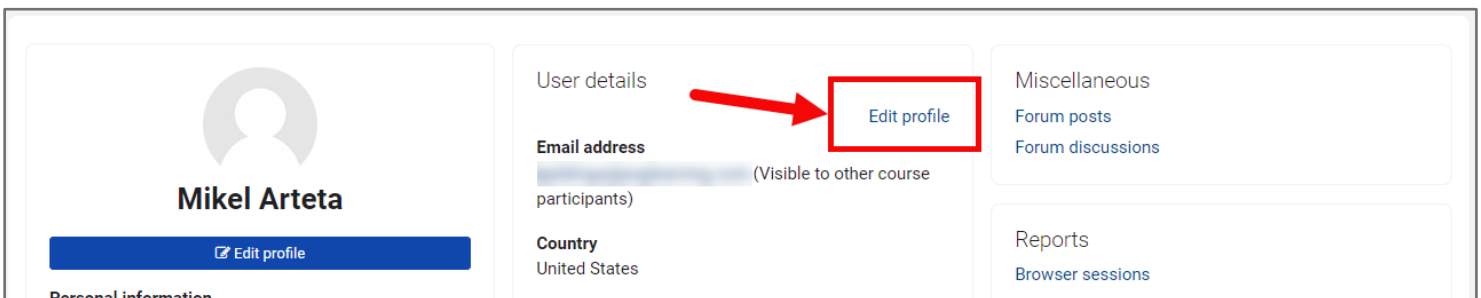
15. On the following **Edit Profile** page, find the setting for **Timezone**. Click on the dropdown menu to the right of the setting and select an option that is nearest to you or shares your local time zone. Note, all options are in alphabetical order.

16. After you have selected the appropriate time zone, scroll to the bottom of the page and click the **Update profile** button to save your changes.

17. Then, to return to your course, click the **My courses** link in the top **navigation bar** and select your course from the list of courses.

18. All course content is organized into topic blocks displayed on the homepage. If your course is associated with a textbook, you will find that each chapter has a matching topic dedicated to storing its relevant activities and resources.

19. Click on any topic to open it and access its contents, listed vertically. Individual items available within the topic can be launched or opened by clicking on them.
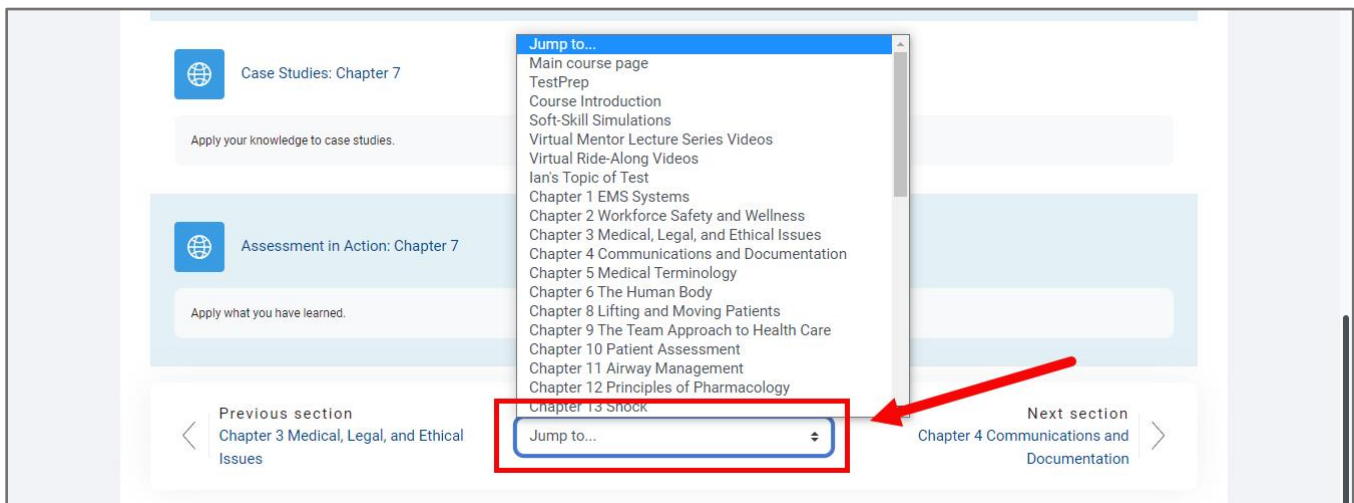
20.   At the bottom of each topic's contents page, you will find navigation buttons, which may be clicked to move to the previous or next topic within the course.


21.   Together with the Jump to menu, these buttons are convenient options for navigating to different sections of the course without having to return to the homepage.


22.   At the top of the page, your **Navigation Bar** horizontally displays links to important pages in the course, such as the course homepage and your grades.
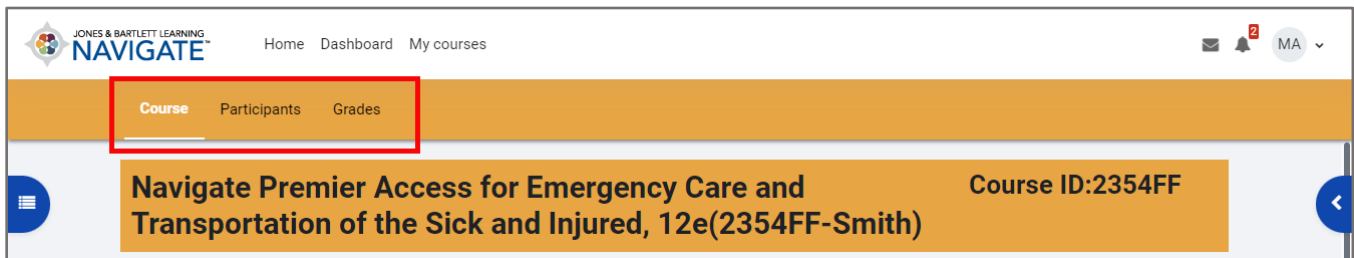
23. You may typically return to the homepage by clicking the **Course** button in the Navigation Bar. Alternatively, when viewing content/tool pages where the Navigate Bar is not displayed, look for and use the navigation **breadcrumb trail** of links displayed at the top of the content's page.
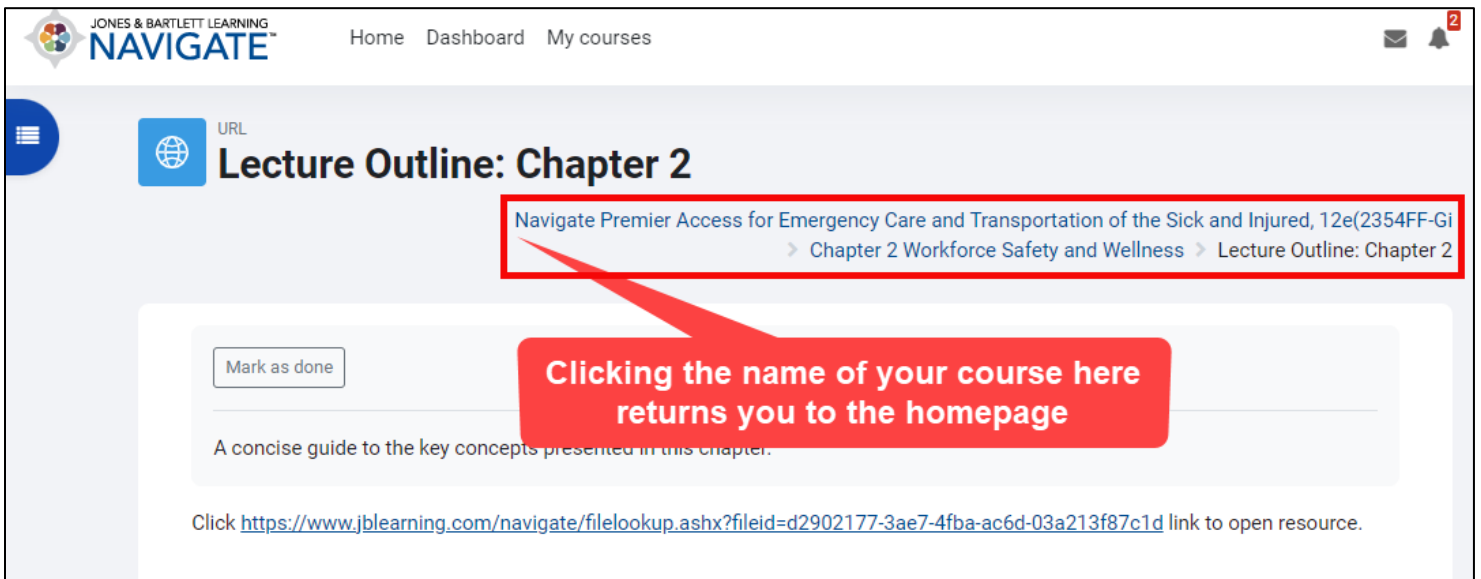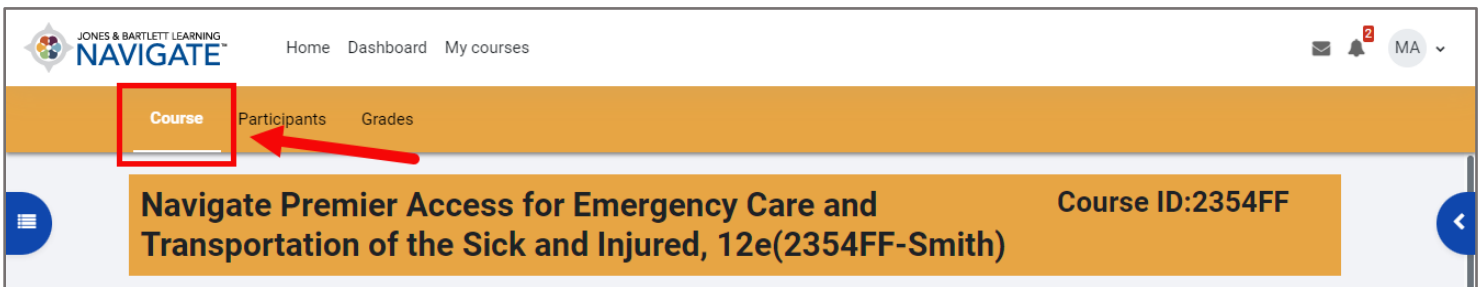
24. On the left side of the course contents page is a collapsible **course index**.
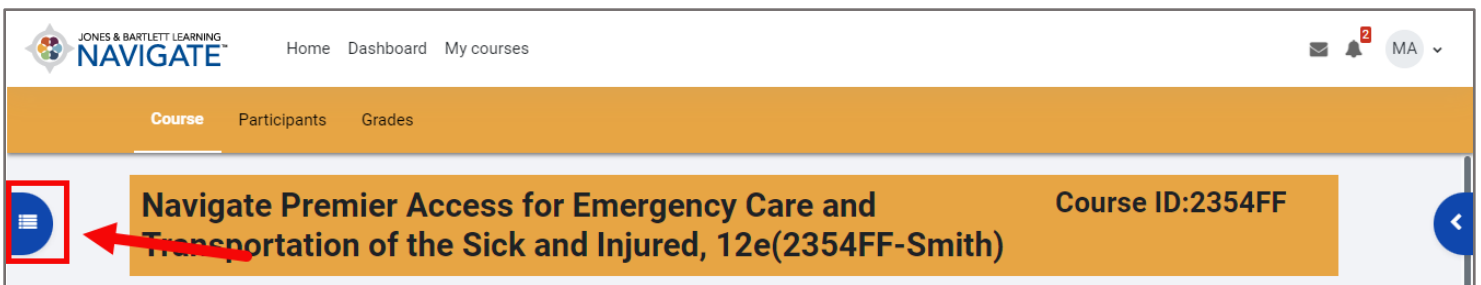
25. You may use this interactive **course index** to navigate through the course and open any course item without going back to the course homepage.

26. On the right side of the course contents page is a tab for the collapsible **course blocks drawer.**

27. This block drawer contains **course blocks** managed by your instructor. By default, you may find some helpful widgets here such as the **Activities** block, allowing you to review a list of activities in your course by activity type.
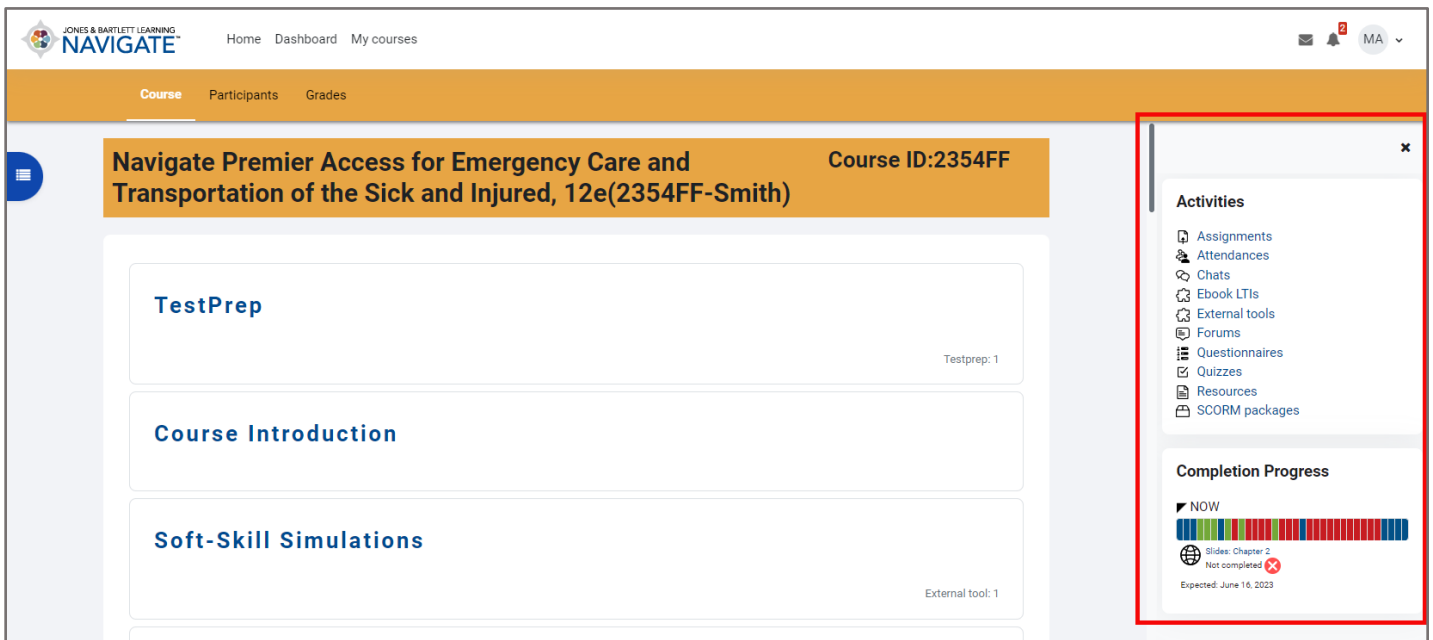

28. To view your course calendar, open the **Profile** dropdown menu in the top navigation bar and click on the **Calendar** option.
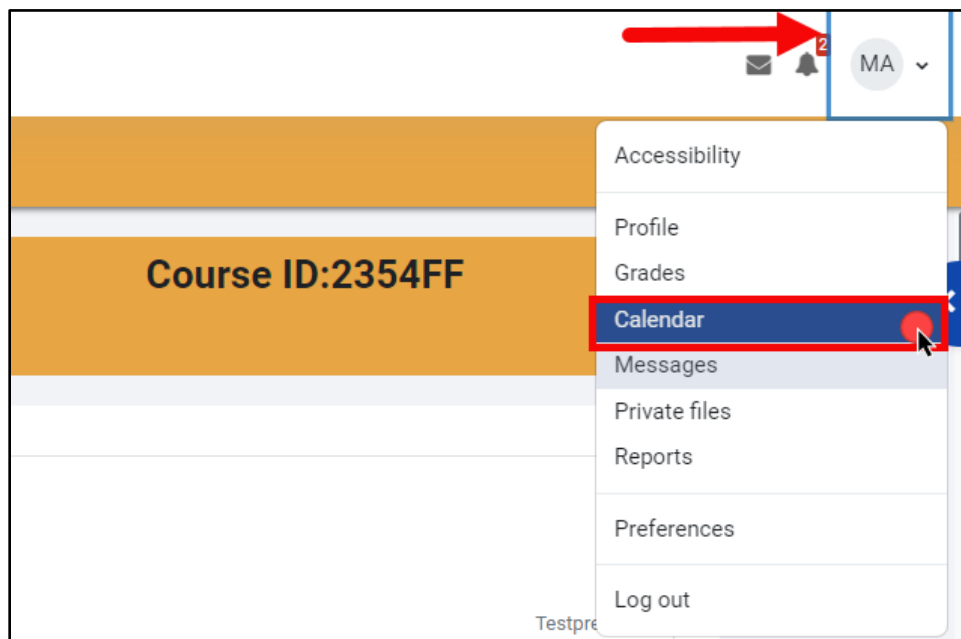
29. By default, the **Calendar** contains both personal and course events for all Navigate courses in which you are enrolled. If your instructor has applied due dates or deadlines for course activities and assignments, these will be displayed in your calendar. You may use the calendar to keep track of upcoming assignments and jump directly to them from here when needed.
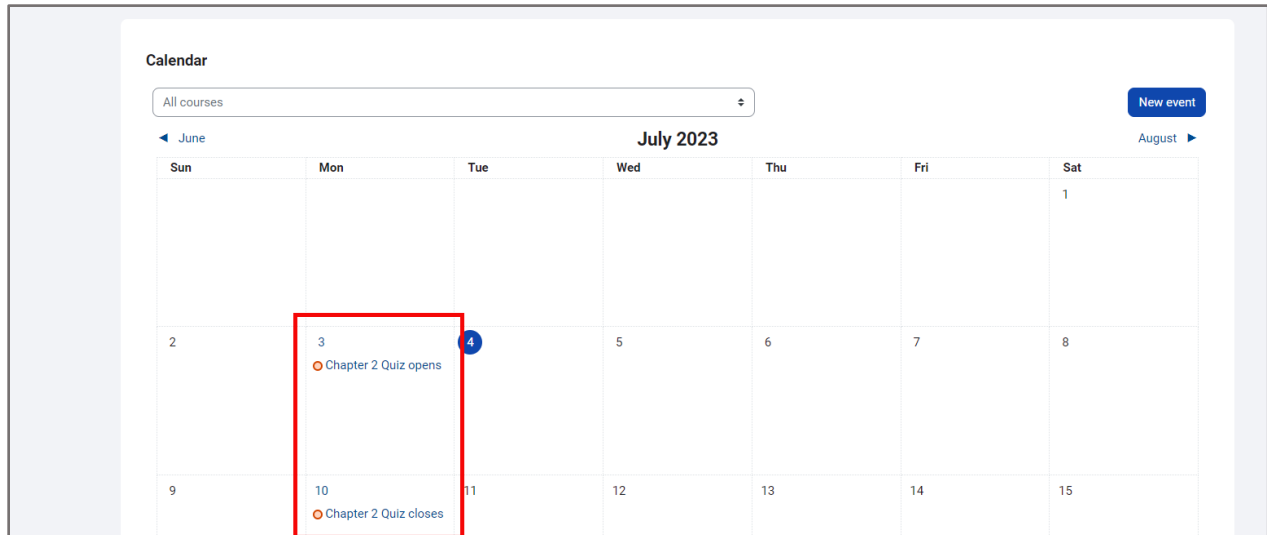
30. You may use the **dropdown menu** (All courses) at the top to see only a select course's calendar items.
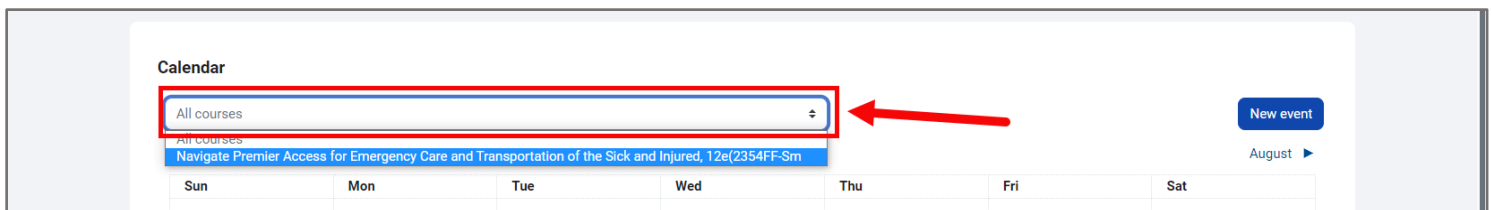
31. You may also click on any event displayed to reveal more details and jump directly into the applicable activity.

Thank you for reviewing this tutorial. We hope it was helpful, and we wish you the very best of luck with your course! Please be sure to look for additional self-help resources in the Student section of our online Navigate Training Library.