



Navigating the Learning Center as an Educator

How to Locate a Course you are Teaching

- Login to US Soccer Learning Center
 - Select Referee Program if not already selected
- Hover over courses in the top menu and select "Supervised Courses"
- Locate course you are instructing and select "Go to Classroom"

How to See Who is in the Course

- Locate the course by following the steps above
- Select "Candidates" or "Group Members"

How to Download a Course Roster

- Locate the course by following the steps above
- Select "Resources"
- Select "Roster" on the left side of the page
- Select "Download" on the right side of the page

How to See Students' Assignments

- Locate the course by following the steps above
- Select "Assignments"
- Click the arrow near the assignment names on the right or left sides of the page to see all assignments
- How to identify color coding of assignments:
 - Green means the assignment completed/satisfactory
 - White means the assignment has not been submitted
 - Gray means the assignment is in progress
 - Red means the assignment was not satisfactory and needs to be re-completed
- **ALL assignments are DUE the day before the field session** (e.g. for a class on 7/31/2023, all assignments are due at EOD 7/30/2023). **PLEASE encourage students to complete assignments prior to attending the field session.** If students do not complete the assignments before the field session, the Manager of Recruitment and Retention will communicate directly with the student.



How to Communicate with Students via the Learning Center

- Locate the course by following the steps above
- Select "Communication"
- Send messages to all students via "Group Discussion"
- Create a new chat by selecting the plus(+)