



# FBLA-PBL Learning Center

## Getting Started Guide

The screenshot shows the FBLA-PBL Learning Center website. At the top, there is a navigation bar with links for "Contact Us", "Terms and Conditions", and "Help/FAQ". A search bar contains the name "Sayla Robinson" and a "LOG OUT" button. Below the navigation bar is a blue header with the "Learning Center" title. The main content area is divided into several sections: a central video player titled "Welcome to the FBLA-PBL Learning Center" with a play button and a description; a "PROGRAMS BY MEMBERSHIP" sidebar listing "FBLA-ML", "FBLA", "PBL", and "Advisers"; a "PROGRAMS BY TYPE" sidebar listing "Achievement Awards", "Student Challenges", and "Partner Programs & Resources"; and a "UPDATES FROM THE NATIONAL CENTER" sidebar with an RSS feed icon and the text "Subscribe via RSS". At the bottom, there are two blue boxes labeled "FBLA-ML Members" and "FBLA Members".

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## Overview

### What is the Learning Center?

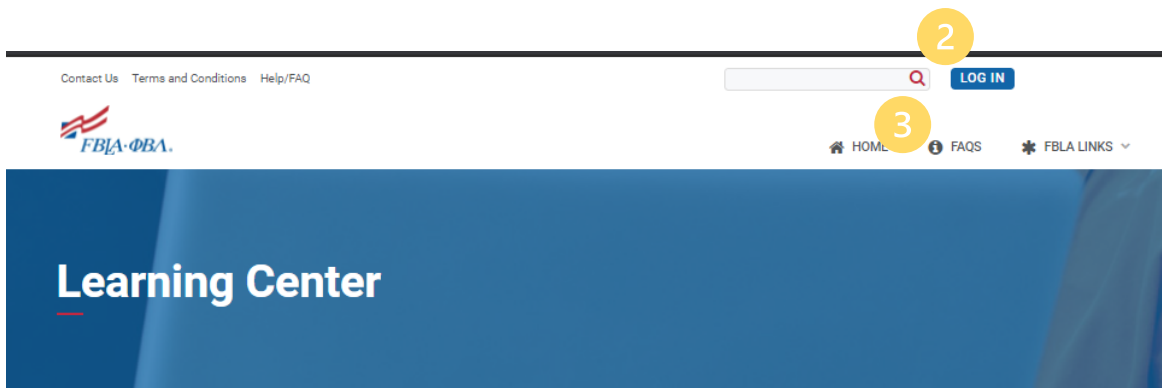
The Learning Center is **the new hub for all educational programming** for both members and advisers. Once logged in, members can participate in **individual achievement award programs**, compete in **student challenges**, and explore **partner programming and resources**. Advisers will also have access 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.



#### IT LOOKS LIKE YOU HAVEN'T LOGGED IN!

In order to access the majority of the Learning Center, you'll need to login. You can do so by clicking the blue login button in the top right hand corner of the page and using your my.FBLA Membership Database credentials.

#### Explore. Experience. Engage.

FBLA-PBL's Learning Center is the new hub for all member activities. Students and advisers can access on-demand programming and explore partner resources all from within the Learning Center. This is a one-stop shop for FBLA-PBL members to access everything they need!

**Need help?** Check out our [FAQ Page](#) for answers to your questions or submit your question through the form at the bottom of this page.



Watch this video for an orientation of the new Learning Center!

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## 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.

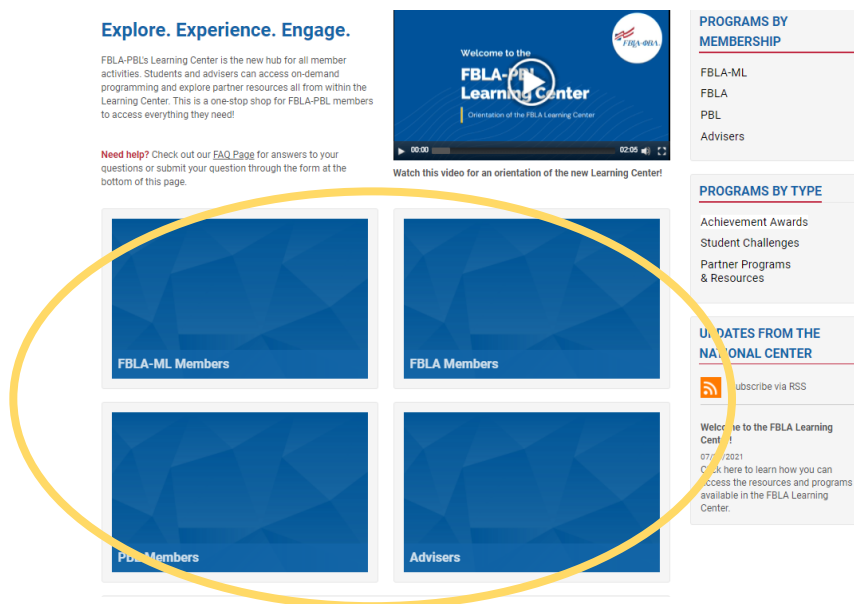
**\*Advisers** – You will need to ensure all students have an e-mail address attached to their account in the my.FBLA Membership Database for them to access the Learning Center.



### Division Hubs

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

- FBLA-ML Members
- FBLA Members
- PBL Members
- Advisers



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### Membership Hubs – Student Members

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.

The screenshot displays the FBLA Learning Center interface. At the top, there are two main sections: 'WELCOME TO THE FBLA LEARNING CENTER!' and 'UPDATES FROM THE NATIONAL CENTER'. Below the welcome section, there is a paragraph explaining that users will find programming they can complete as an FBLA member, and they will need to 'register' for each program to gain full access. The updates section includes an RSS feed link and a recent announcement dated 08/05/2021, which provides a link to learn how to access resources and programs. At the bottom, there are three blue navigation cards: 'Business Achievement Awards', 'Student Challenges', and 'Additional Programs'. A yellow oval highlights these three cards, and a yellow circle with the number '1' is positioned above them. Another yellow circle with the number '2' is positioned above the 'UPDATES FROM THE NATIONAL CENTER' section.

**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.

The screenshot shows the Adviser Hub interface with three numbered callouts:


- 1** points to the **ADVISER TRAININGS & WEBINARS** section, which includes an **On-Demand Webinar: my.FBLA Database Training** recorded on 08/10/2021, brought to you by the National Center.
- 2** points to three resource boxes: **FBLA-ML Adviser Program Resources**, **FBLA Adviser Program Resources**, and **PBL Adviser Program Resources**.
- 3** points to the **ADDITIONAL ADVISER RESOURCES** section, which includes an RSS feed for **Subscribe via RSS** and a link for **Local Adviser Admin Permissions** with a **Download** button.

## 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.*

#### ABOUT THE BUSINESS ACHIEVEMENT AWARDS



Click the play button to learn more about the new BAA program.

The **Business Achievement Awards** are an individual achievement award program for high school students. Participating students have the opportunity to enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school and communities.

- **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.
- **Leader Award (Level Two)** - Members learn the fundamentals of leadership and explore their personal leadership style.
- **Advocate Award (Level Three)** - Members have the opportunity to select a business skill or content area that they would like to further develop. Once completed, members have the choice of continuing on to the Capstone Project or selecting a new business skill or concept to earn an additional Advocate Award.
- **Capstone Award (Level Four)** - Participating members will design, complete, and reflect on a project that solves a real-world problem.

#### PROGRAMS BY MEMBERSHIP

- FBLA-ML
- FBLA
- PBL
- Advisers


#### PROGRAMS BY TYPE

- Achievement Awards
- Student Challenges
- Partner Programs & Resources

#### BUSINESS ACHIEVEMENT AWARD PROGRAMS

##### BAA Advocate Award: Understanding Ethics

Take a dive into fundamentals of ethical leadership based on the principles of Bill Daniels and the Daniels Fund Ethics Initiative.




##### BAA Capstone Award

Looking for an opportunity to put what you've learned in school into action? The Capstone Project is the fourth and final level of the Business Achievement Awards and is your opportunity to show off your skills and create lasting change. Participating students will design, complete, and reflect on a project that solves a real-world problem.

[Register \(Free!\)](#) [More Information](#)

##### BAA Contributor Award

In this award program, members are introduced to FBLA and ways that they can make the most out of their experience as an FBLA member.



\*The image above provides a sample of what a landing page by product type.

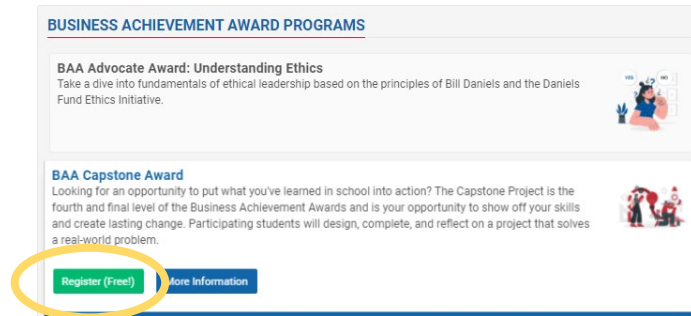
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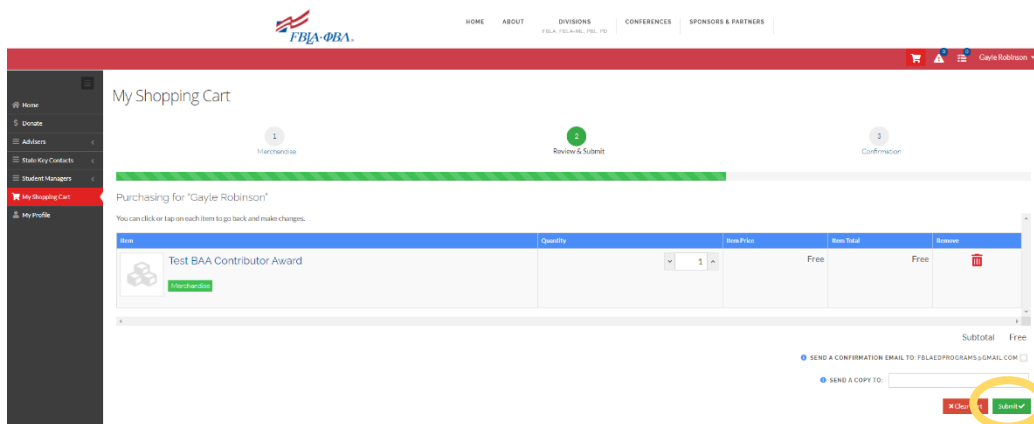


### Registration Process:

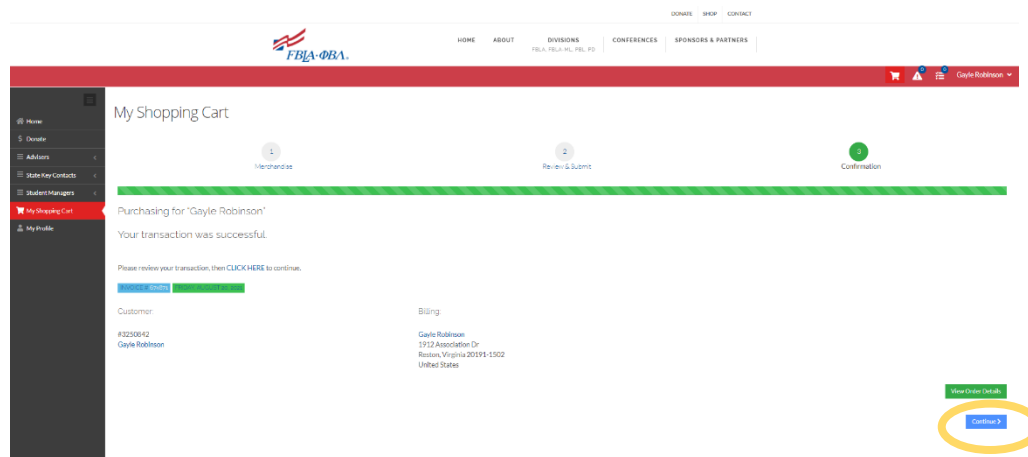
1. Locate the product you want to register for and click the green *Register (Free!)* button. Students will now be re-directed to the membership database.



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.





# New FBLA-PBL Learning Center

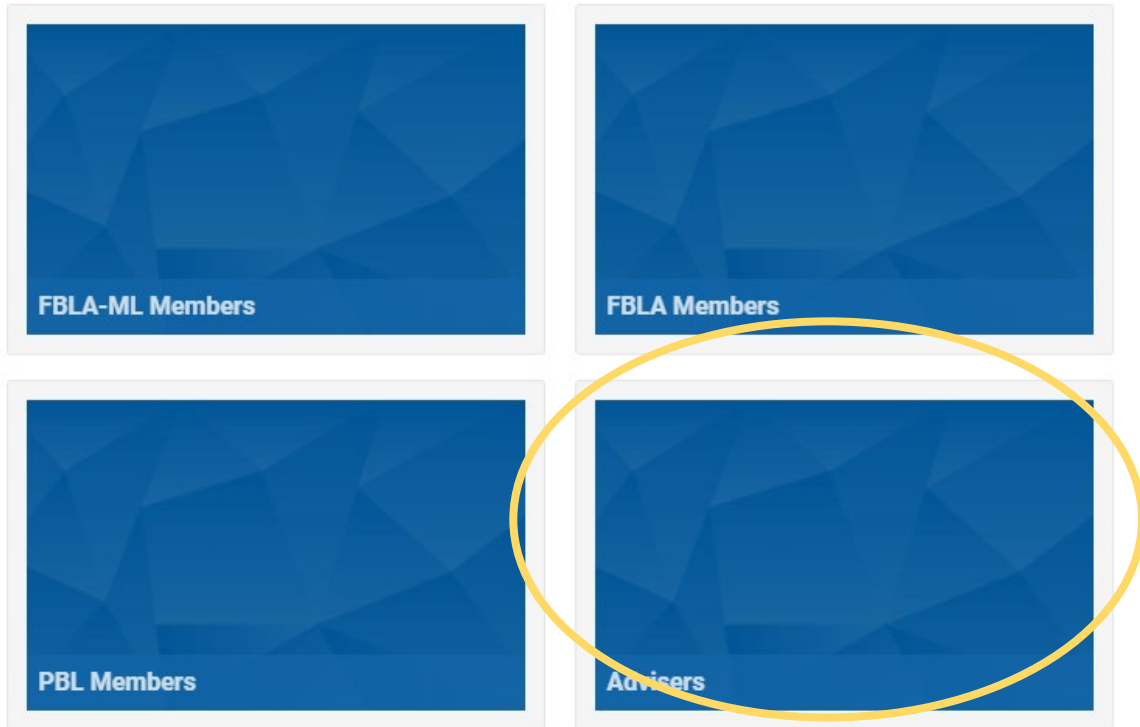
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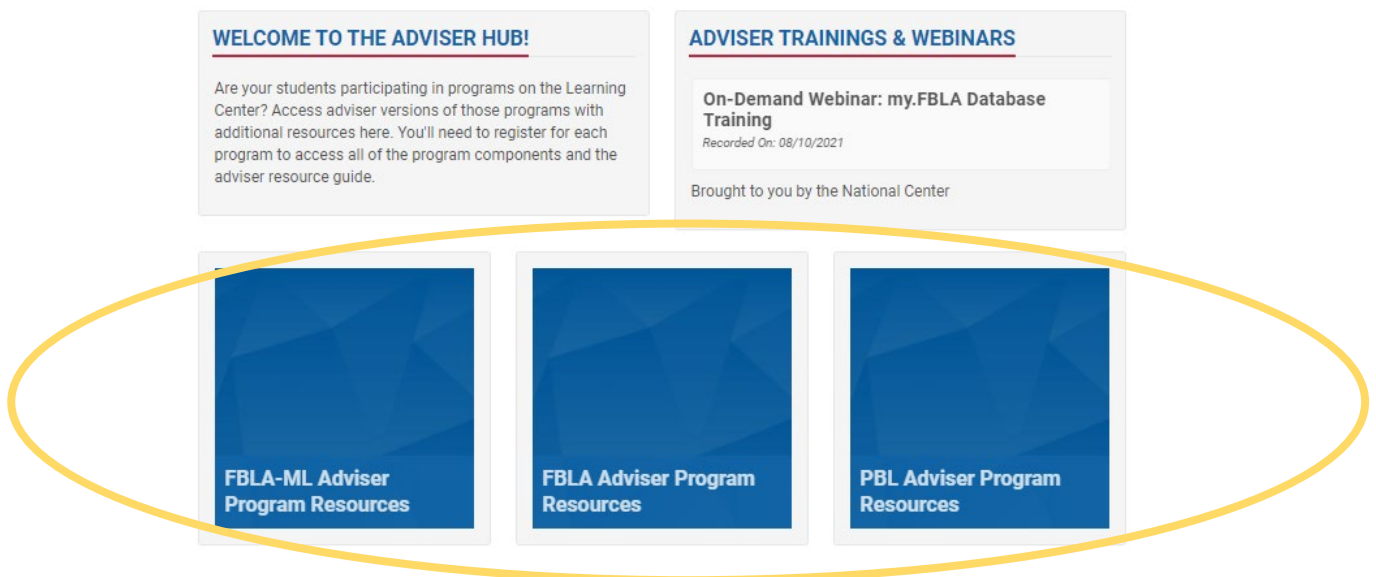
### Adviser Registration

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.



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3. Click the green *Register* button on the product that you want to register for - Advisers will then see a mirror list of products to what their students see but advisers will see the adviser version.

### WELCOME FBLA ADVISERS!

Welcome! On this page, you will find adviser copies of each BAA program available to your students. These copies include everything available to your students but in a more user friendly format for advisers. While your students must complete components in order, you have full access to every component immediately. Additionally, you'll find an *Adviser Resource* guide with each program that provides an outline of each program along with *Classroom Connections* and *Competitive Event Connections*.



Click the play button to learn more about the new BAA program.

### BAA ADVISER RESOURCES

#### BAA Advocate Award: Understanding Ethics - Adviser

Contains 46 Component(s)

Are your students completing the BAA Advocate Award? Register for this course to access the course content as well as access important notes and resources for advisers.

Register (Free!)

More Information

#### BAA Leader Award - Adviser

Contains 51 Component(s)

Are your students completing the BAA Contributor Award? Register for this course to access the course content as well as access important notes and resources for advisers.

#### BAA Contributor Award - Adviser

Contains 27 Component(s)

Are your students completing the BAA Contributor Award? Register for this course to access the course content, as well as, access important notes and resources for advisers.

#### BAA Capstone Award - Adviser

Contains 17 Component(s)

### REGISTRATION INSTRUCTIONS

1. Click the green *Register* button below the program you would like to register for.
2. Once redirected to the my.FBLA Membership Database, purchase the product for yourself.
3. Click the blue *Continue* button to return to the Learning Center to access the program.

### IMPORTANT NOTES

**Adviser Resource** - This resource is a program overview in pdf form that contains program objectives, outlines, student activities, classroom connections, and competitive event connections.

- **Adviser Feedback** - Find a problem with one of the programs? Please submit any questions, concerns and/or general feedback through the *\*Adviser Feedback\* Survey* under the *Component* tab of each course.

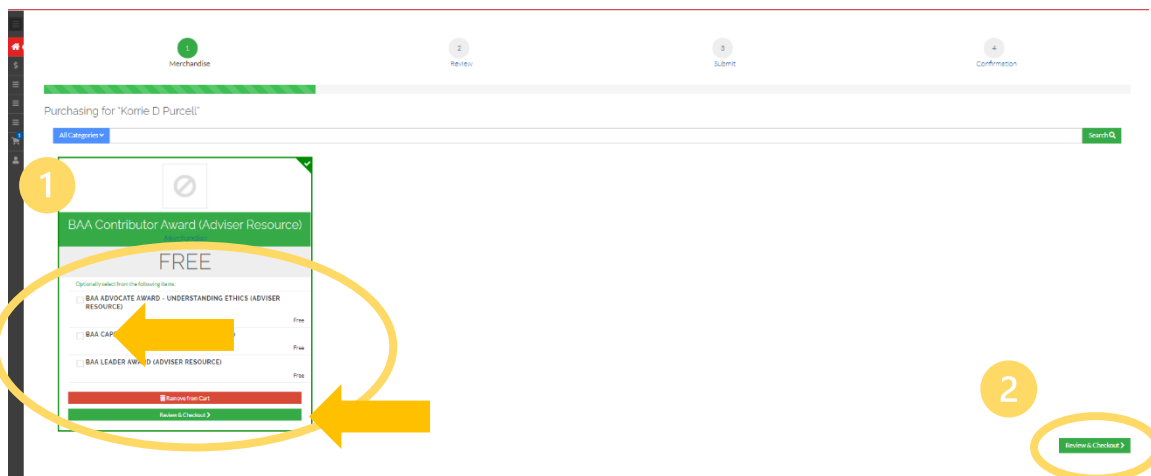
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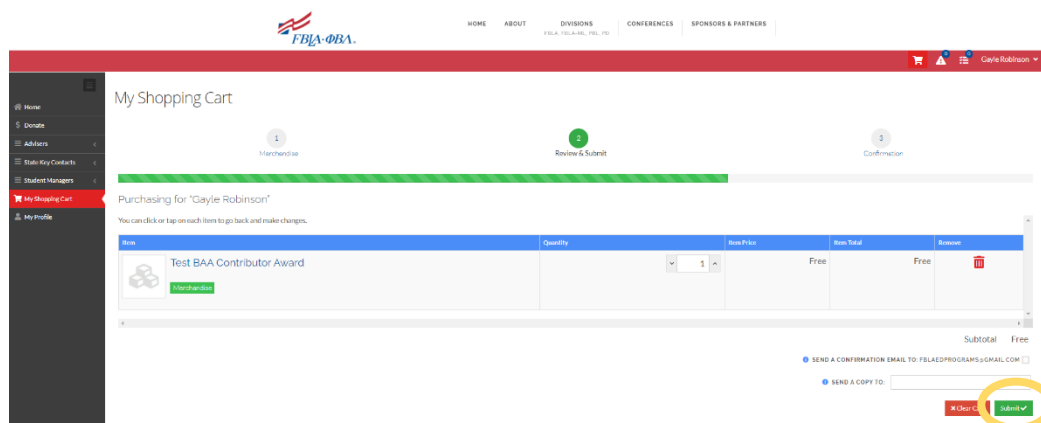


4. Select any additional products you want to register for and click the green **Review & Checkout** button – if purchasing a product such as one of the BAA award levels, you might be prompted to purchase additional related products. You can check the box next to each product you would like to also purchase 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 products 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.

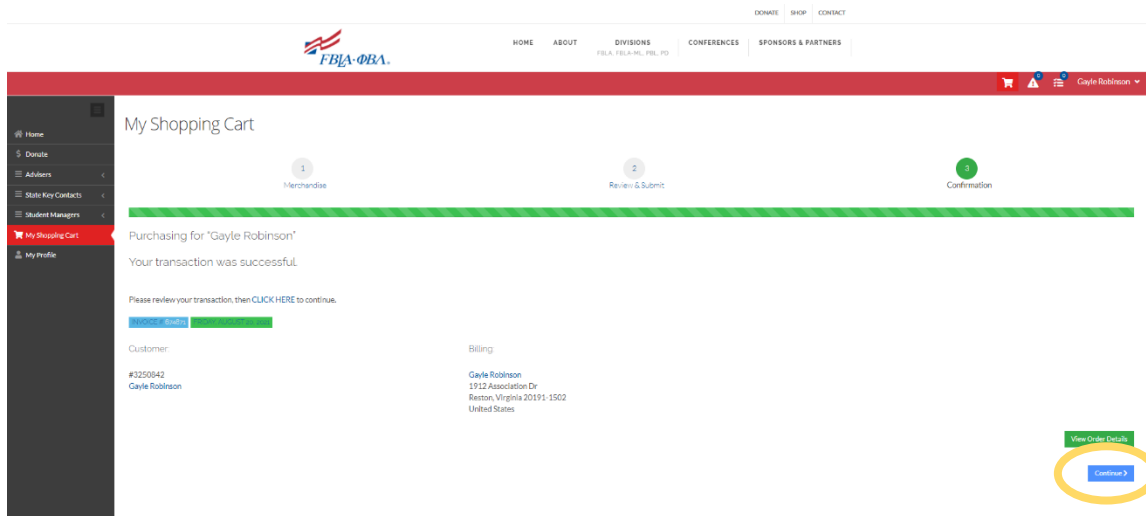


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6. Click the blue **Continue** button to return to the Learning Center - you will now have access to that program.



## 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 Hub*
- **Adviser Access** – Advisers register for adviser versions of each program in the *Adviser Hub*

### LEAD Awards

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)

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## Business Achievement Awards

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)
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.



## 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.

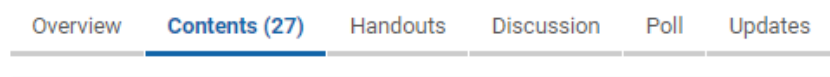
## Navigating Programs

### Basic Elements

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.



**Key** – The Key explains the symbols next to each component under the 'Contents' tab.



**Progress Tracker** – Each program will have a progress tracker at the top of the screen.



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**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!*

The screenshot displays a list of program components in a light gray box. On the left side of the box, there are five red circular callouts numbered 1 through 5, each pointing to a specific component. The components are as follows:

- 1**: A yellow star icon next to the text "Student Acknowledgement" and "Agree to terms to continue."
- 2**: A yellow star icon next to the text "Pre-Assessment: BAA Contributor Award" and "1 Question".
- 3**: A green checkmark icon next to the text "Introduction to FBLA" and "Select the 'Complete Now' button to begin."
- 4**: A yellow star icon next to the text "Knowledge Check: Introduction to FBLA" and "2 Questions | Unlimited attempts | 4/5 points to pass".
- 5**: A yellow star icon next to the text "Reflection: Introduction to FBLA" and "1 Question".



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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.

A screenshot of a program component list. It features five items, each with a star icon and a red circle containing a number. The first item is 'FBLA Recruitment Piece' with a document icon and the text 'Upload 1 files to pass.' The second is 'Final Reflection' with an information icon and '1 Question'. The third is 'Post-Assessment: BAA Contributor Award' with an information icon and '5 Questions'. The fourth is 'BAA Contributor Award Certificate' with a star icon, a document icon, and the text '1.00 Sample Award credit | Certificate available'. The fifth is 'Program Feedback' with an information icon and '1 Question'.

## 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,

A screenshot of two adviser-only components. The first is '\*Adviser Resource\*' with a right-pointing arrow icon and the text 'Open to download resource.' The second is '\*Adviser Feedback\*' with a star icon and '1 Question'.

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## 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.