Metrc Support Bulletin

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Bulletin Number: MA_IB_73	**Distribution Date**: 12/01/2023	**Effective Date**:Ongoing
Contact Point: Metrc® Support	**Subject**: Metrc Learn training updates and guidance	
Reason: Metrc offers on-demand industry training. This bulletin includes relevant information on registering and accessing the Metrc Learn training system.		

Greetings,

We are pleased to provide information on our on-demand training resource – Metrc Learn – which is designed to offer educational opportunities to enhance users' skills with the Metrc system and provide various training options based on experience level.

This bulletin includes the following updates:

- Metrc Learn overview
- How to register for Metrc Learn
- Navigating Metrc Learn
- Tracking and exporting training transcripts

Please read on for more information.

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Metrc Learn Overview

Metrc Learn is an interactive, on-demand learning management system (LMS) that is available 24/7 and offers 'New Business' and 'Advanced' classes, along with modular training for multiple areas of Metrc. Currently, there are over 200 courses available with additional programs and courses in development.

In addition, the system is organized by facility-specific programs made up of various courses to demonstrate facility-specific functionality and processes. Interactive learning is available through on demand webinars, videos, hands-on practice modules and tests. Trainings can be mandatory (required), self-selected, or assigned and can be taken at the preferred pace to provide the flexibility to learn about specific areas of interest.

Finally, Metrc Learn provides the option to export and share training records to track and measure learning milestones.

Important note: To access Metrc training, *Metrc Learn registration is required*.

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How to Register for Metrc Learn

To register for Metrc Learn, please take the following steps:

- Navigate to the **Metrc Learn Registration** page – **see Figure 1.**

Figure 1: Metrc Learn Registration Page

- Enter the required information and click on the 'Create Account' button.
  - **Note:** Please allow up to 48 hours (Monday – Friday) for registration approval to be granted.

- Upon approval of active Metrc Learn status, an email invitation will be sent to the email provided to set a password.
  - **Note:** If working in multiple licenses, enter all licenses on the lines provided, and then select the license type that reflects the user that is requesting access to Metrc training.

Navigating Metrc Learn

Once registered for Metrc Learn, sign into the system to access training. Upon login, the 'My Learning' dashboard will appear, show current training modules in progress, and provide direct access to additional training modules through the navigation panel – **see Figure 2.**
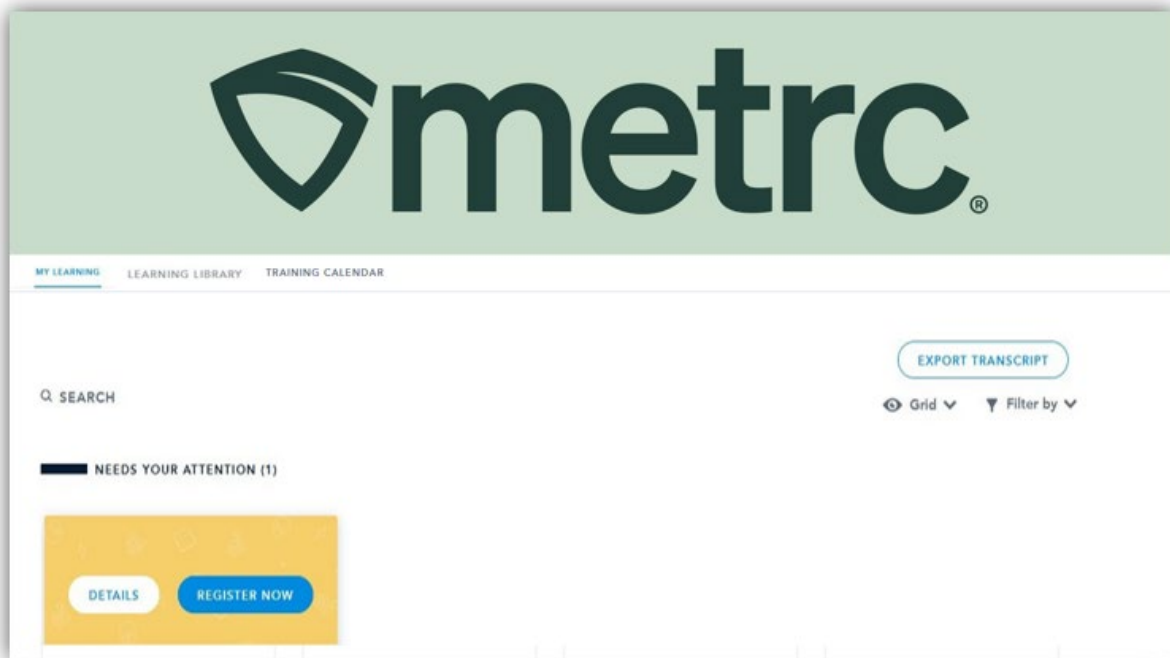

Figure 2: Metrc Learn My Learning Dashboard

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To access additional training options, including the New Business and Advanced facility type trainings, select the 'Learning Library' tab – **see Figure 3.**
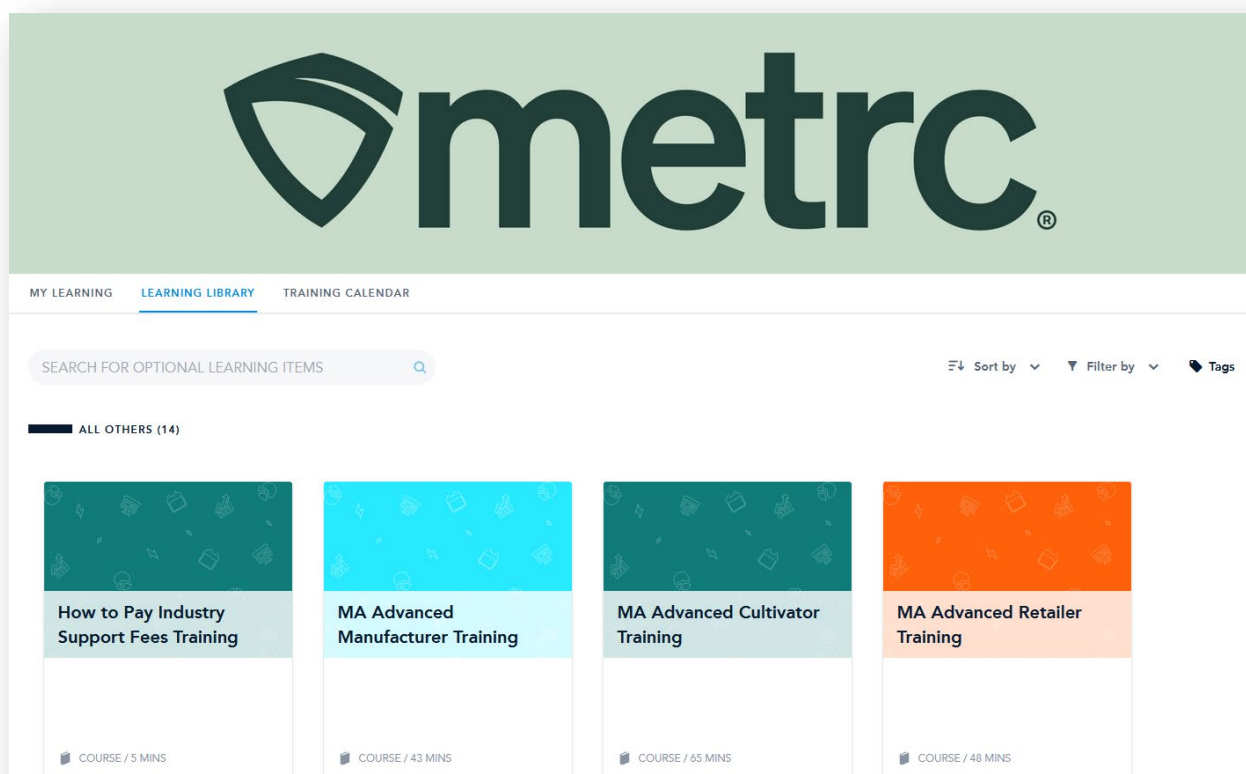

Figure 3: Access the Learning Library

After selecting the "Learning Library" tab, available training options will show. Metrc Learn is organized into facility-specific training. Also, there will be facility specific journeys made up of various courses, with each course focused on one function in Metrc. For example, the Cultivator program might include different modules, such as "Creating an Immature Plant Batch," "Tracking Additives," "Reporting Waste," etc.

To start a training, select the preferred module and click on the Enroll button. By doing so, the training module will be assigned and added to the 'Added by you' section of the 'My Learning' dashboard **– see Figure 4 below.**
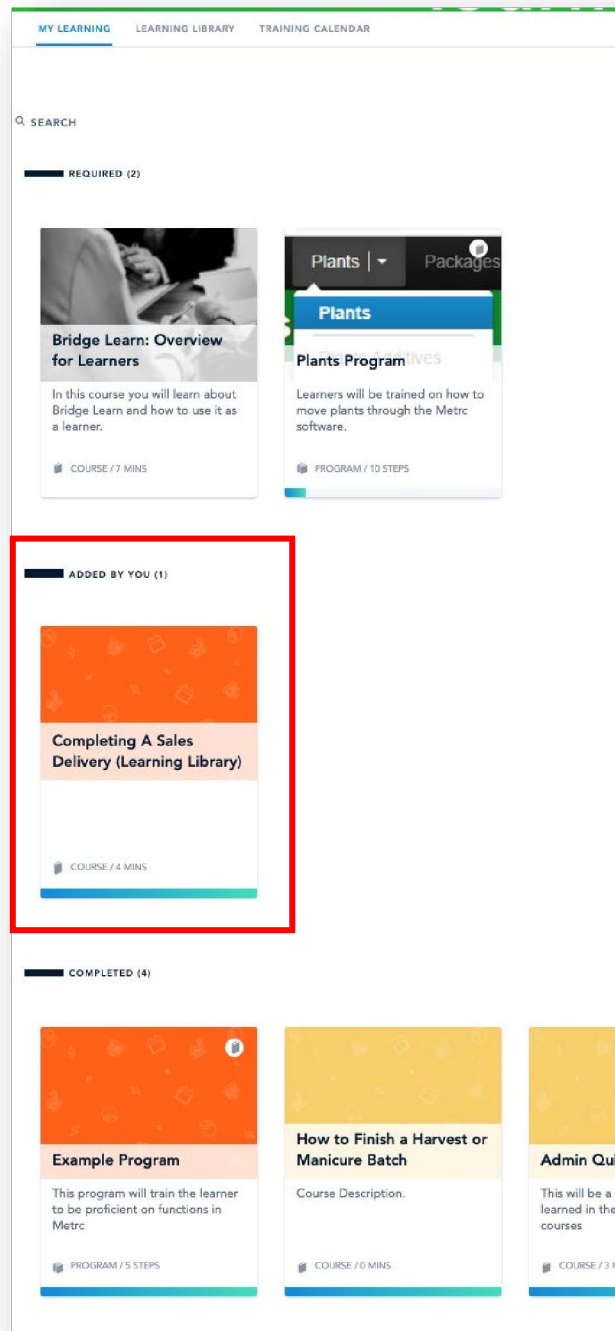
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Figure 4: 'Added by You' Training Courses

Note: Required and completed training modules will also appear in the 'My Learning' dashboard.

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Training modules, or courses, are interactive to reinforce learnings and ensure knowledge retention. Each course includes a demonstration and a hands-on component. The demonstration visually walks through each step of the process, including guidance via pop-up windows and voice narration, as well as unlimited number of times everything can be viewed **– see Figure 5**.
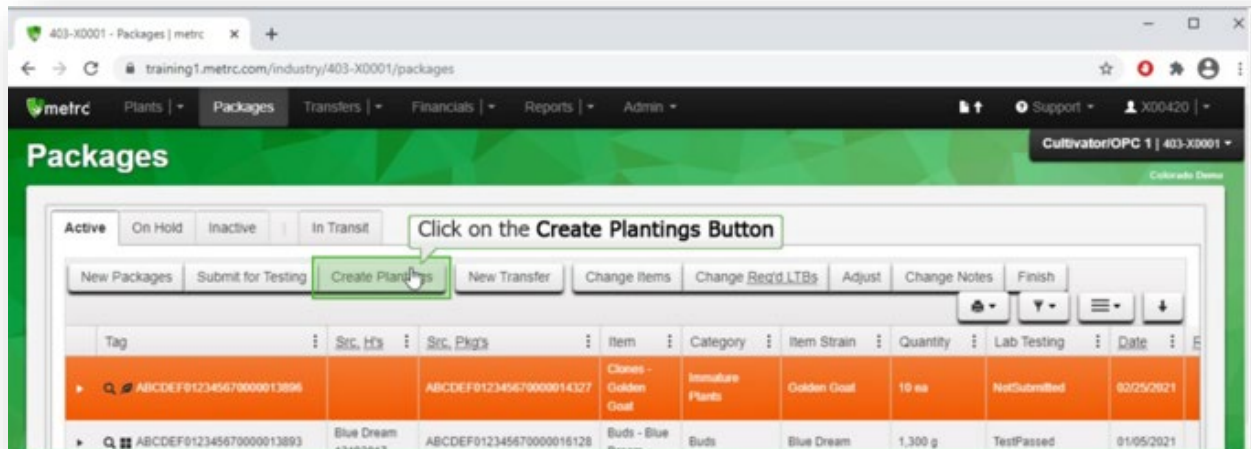

Figure 5: Example of a Training Demonstration

After viewing the demonstration, hands-on training begins. If errors are made, a prompt will appear with appropriate guidance. Hands-on training is also unlimited in the number of times it can be used **– see Figure 6**.
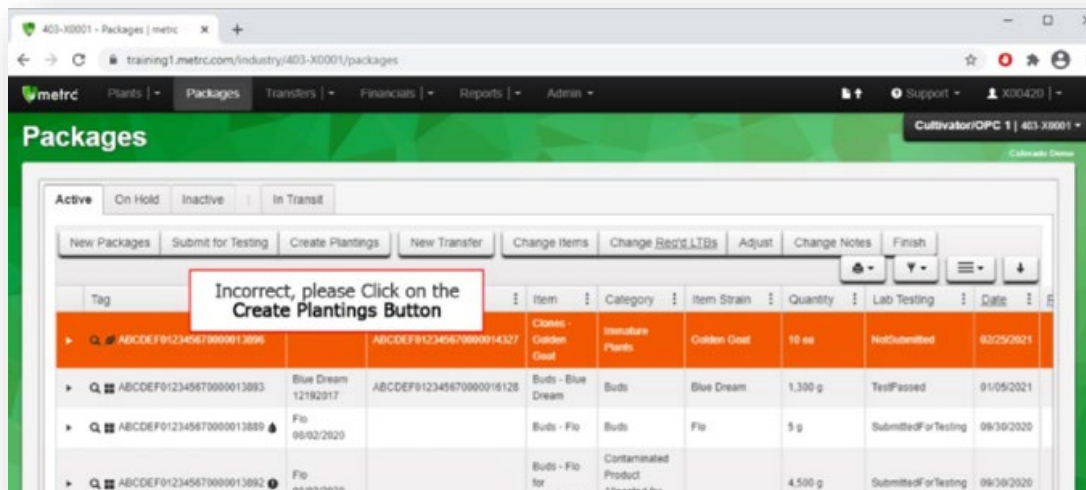

Figure 6: Example of a Hands-on Training Prompt

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Once all courses are finished, a comprehensive quiz will be made available and must be passed with a 70% or higher score before the course is considered complete.

Tracking and Exporting Training Transcripts

Metrc Learn tracks and displays all completed coursework in the 'My Learning' dashboard, and certificates are available upon completion of a course.

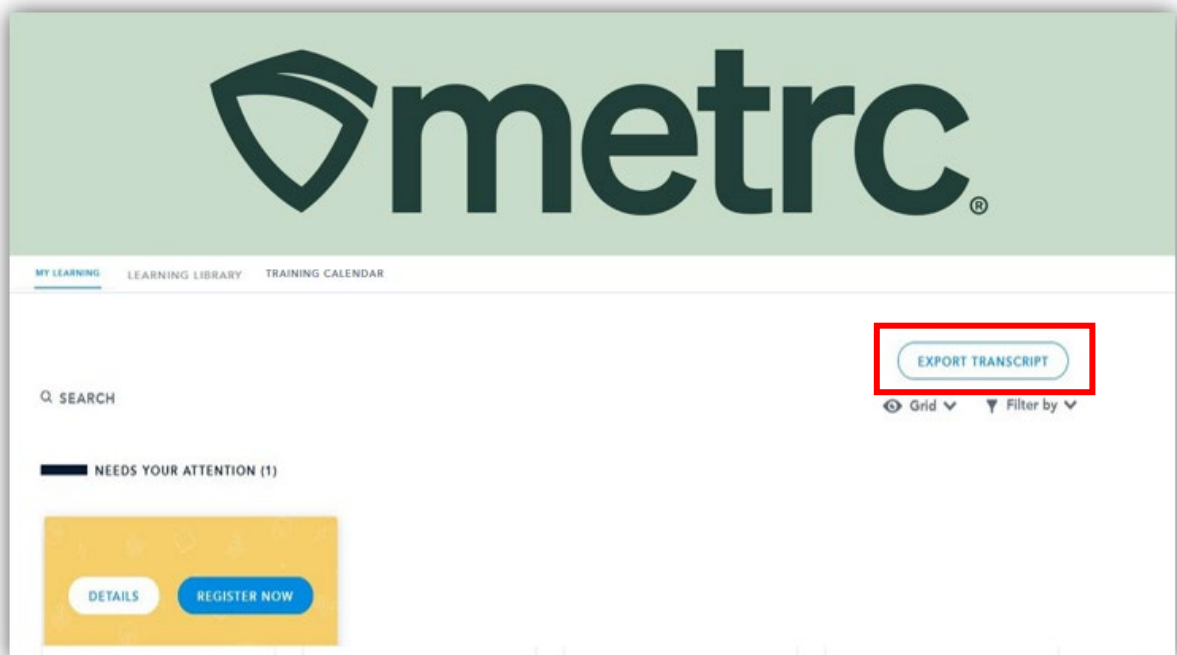To access and export transcripts, navigate to the 'My Learning' dashboard and click on the "Export Transcripts" button **– see Figure 7**.

Figure 7: Export Training Transcripts

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