
Alaska Department of Education & Early Development

eLearning

Learning Management System (LMS) Overview



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Logging in to the Learning Management System (LMS)

1. Using your browser, go to eedeLearning.asentialms.com
2. Click the **Login** key icon in the top right corner of the home page



3. Enter your username and password. For assistance with your username or password, please contact eLearning support staff at eLearning@alaska.gov or use the **I forgot my password** feature located in the login box.

NOTE: Please *do not* register for a new account if you had an account in the past. It is important your course history is located under one profile account to ensure we maintain accurate learner transcripts.

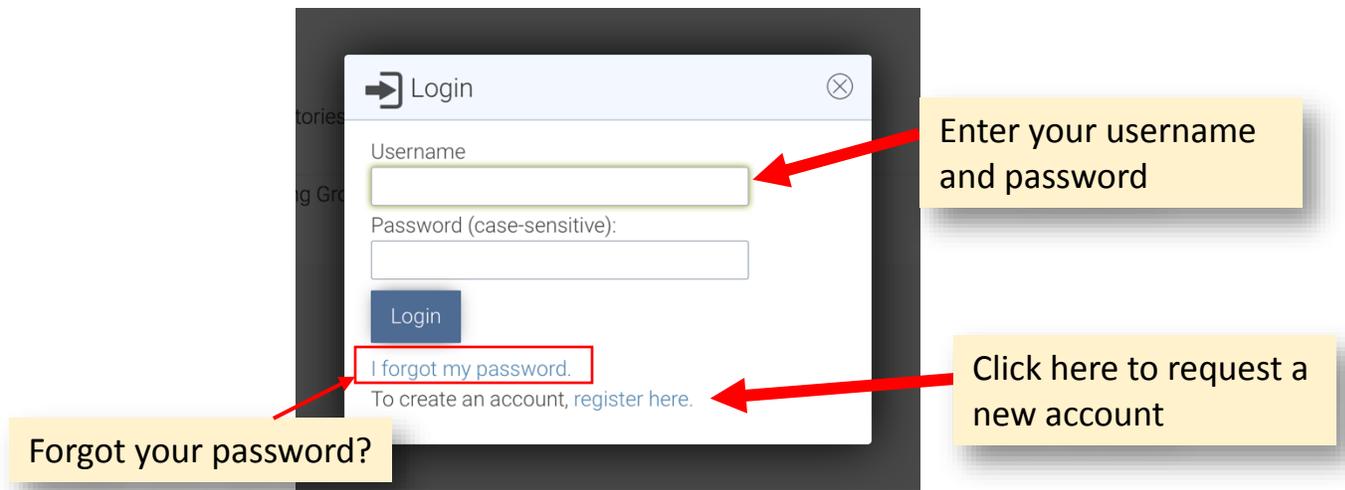
4. If you have not used EED's eLearning courses in the past, register for a new account by clicking the **register here** link.

PLEASE NOTE PREFERRED INTERNET BROWSERS:

1)) Some courses may require that you have the latest Flash plug-in installed in your web browser in order to view the courses. Flash courses cannot be viewed on tablets unless you are using a browser that plays Flash content (such as Puffin).

2) The Learning Management System supports the following browsers:

- *Google Chrome*
- *Firefox may require you to click the "Activate Adobe Flash" link. All for all Flash content to be viewed. You may need to update to the latest version of Firefox and Flash Player plug-in.*
- *Safari 7 and higher*

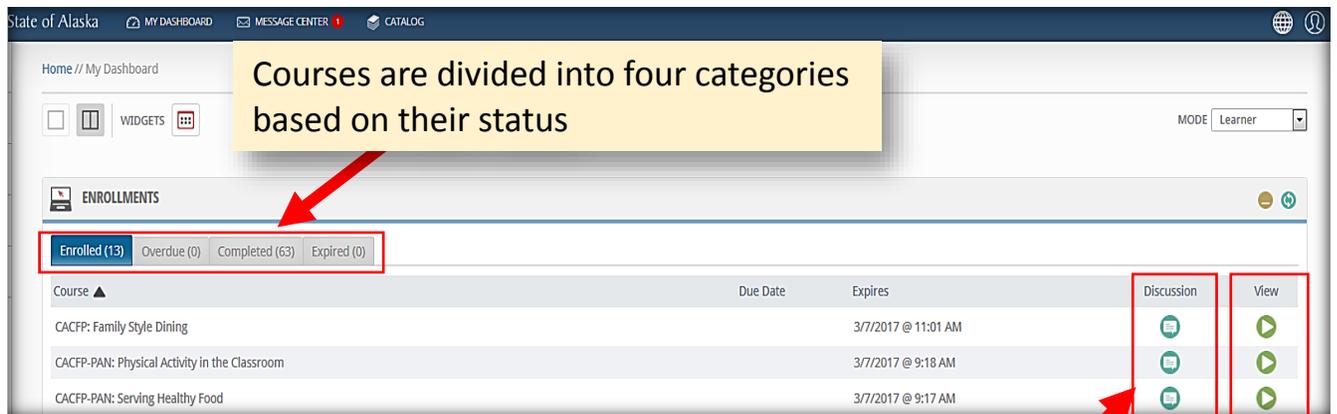


The My Dashboard Page

The My Dashboard page is your individualized page for accessing and managing your eLearning. There are two sections to the My Dashboard page.

Enrollments

- In the **Enrollments** section, courses are divided into four categories: Enrolled, Overdue, Completed, and Expired.
- Click the **Wall** icon to post comments about the course subject matter area or view comments others have posted.
- Click the **Details** icon to view descriptions and details of a course.
- Click the **View** icon to view the course details, launch eLearning lessons, and access additional course resources.



Post comments about the course topic or view others' postings

View course details and access eLearning lessons and other resources.

Widgets

You can configure the information you see on your My Dashboard page by enabling and arranging the Widgets. Widgets are small “sub-screens” that display specific information. The EED Learning Management System includes six widgets you can enable/disable and arrange to customize your My Dashboard page.

- **Calendar:** This widget adds a calendar to your My Dashboard page showing scheduled eLearning events.
- **Feed:** This widget adds a section to view any specific course information you subscribe to.
- **Certificates:** This widget adds a section that displays a list of certificates of completion you have earned. This will only display certificates earned in the new system.
- **Transcript:** This widget adds a section that displays a list of courses you have completed. All courses completed within the last 5 years of your eLearning history will appear in your transcript.
- **My Communities (Groups):** This widget adds a section that displays a list of learning groups or communities you belong to. If you are employed at a school district and use your work email, you are automatically joined to your school district community. When you join a community, you have access to a message feed (a place for conversation within your group) and any documents posted by your group administrator.
- **My Learning Paths:** This widget adds a section that displays any learning paths in which you are enrolled.

Home // My Dashboard

Feed Transcript My Learning Paths

WIDGETS

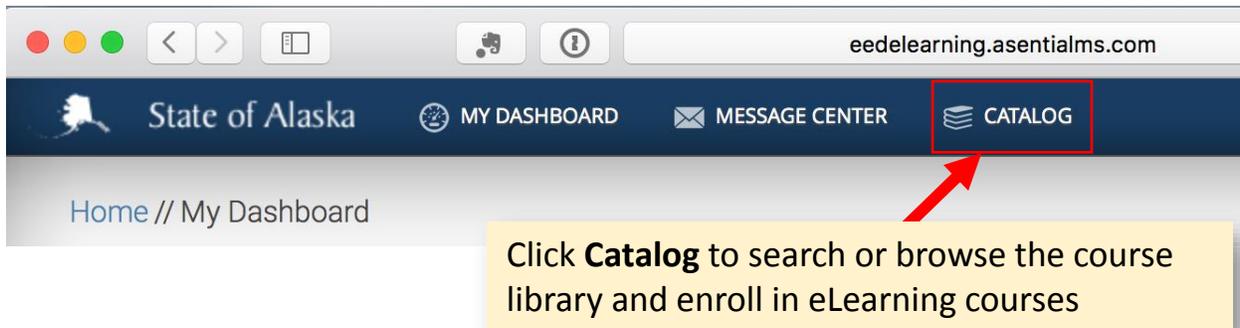
Calendar Certificates My Communities

The image shows a screenshot of the 'State of Alaska My Dashboard'. At the top, there is a dark blue navigation bar with the text 'State of Alaska' on the left, and three icons with labels: 'MY DASHBOARD', 'MESSAGE CENTER' (with a red notification bubble containing the number '1'), and 'CATALOG'. Below this, the main content area has a breadcrumb 'Home // My Dashboard'. A row of three yellow callout boxes with red arrows points to the 'Feed', 'Transcript', and 'My Learning Paths' widgets. Below this is a 'WIDGETS' section containing six icons: a calendar, a feed, a certificate, a transcript, a group of people, and a path. Three yellow callout boxes with red arrows point to the 'Calendar', 'Certificates', and 'My Communities' widgets. On the far left of the widget row, two icons are shown in a red-bordered box: a single square and a square divided into two columns. A yellow callout box with a red arrow points to these icons.

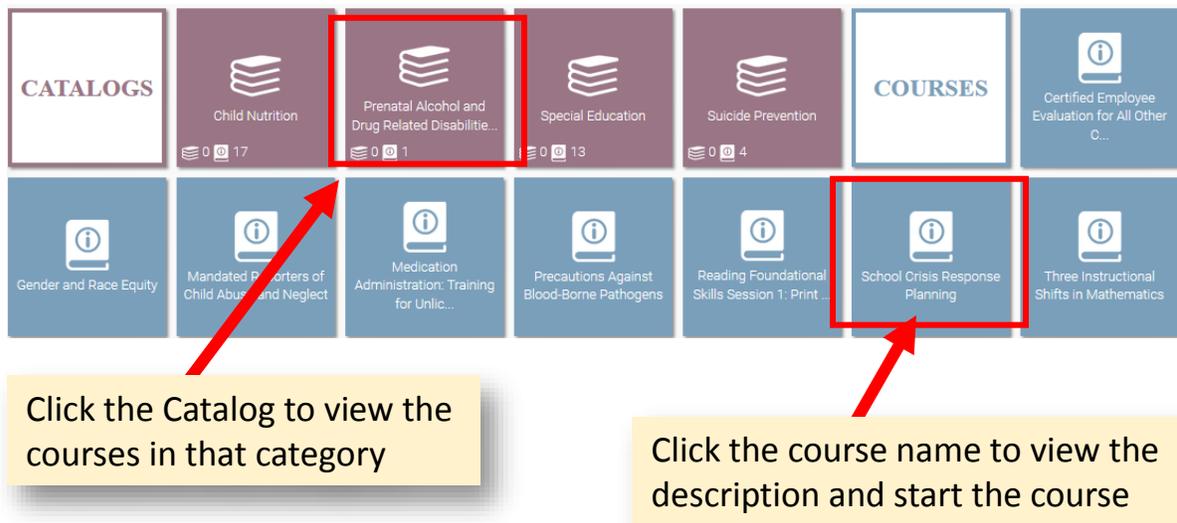
Choose between a 1-column or 2-column layout.

Enroll in a Course

1. To enroll in a course, click **Catalog** at the top of the page.
2. Search or browse to find the course in which you want to enroll.



3. Courses are organized in two categories: **Catalogs** and **Courses**. Catalogs include a collection of courses in one category such as Child Nutrition or Special Education.
4. Click the catalog name to expand it and view the courses within.



5. Select the course in which you want to enroll to see the course description, objectives and the estimated length.
6. Click the **Enroll** icon. The course will now appear under the “Enrolled” section of your My Dashboard page.

 **PART A: SUICIDE AWARENESS**

Enroll **Estimated Length:** 1 hour(s) and 30 minute(s) **Access:** 90 day(s) from first launch of a lesson. **Your rating:** Not yet rated **Average of 153 ratings:** 4.1 stars **View the Course wall (reviews)**

Description Click Enroll to enable access to the course

This course is an adaptation of Gatekeeper, an Alaska designed suicide prevention training. The course helps educators evaluate youth risk and protective factors, recognize the clues and triggers for possible suicidal action in youth.

Objectives Course description and objectives

After completing this course, you will be able to:

- Understand the requirements of Alaska State Law 14.30.362
- Understand your role related to the State Suicide Prevention Plan
- List facts about the prevalence, research, and myths surrounding suicide
- Assess and evaluate youth risk and protective factors
- Recognize the clues and triggers for possible suicide action in youth
- Identify and access resources available to educators to address the needs of a person in crisis

Lessons

1. Part A: Suicide Awareness 

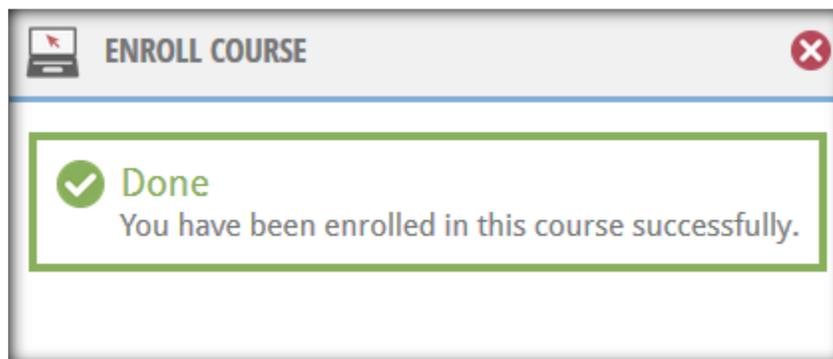
Course Materials

Course Resource Links (19 KB) **Printed transcript for review or printing**

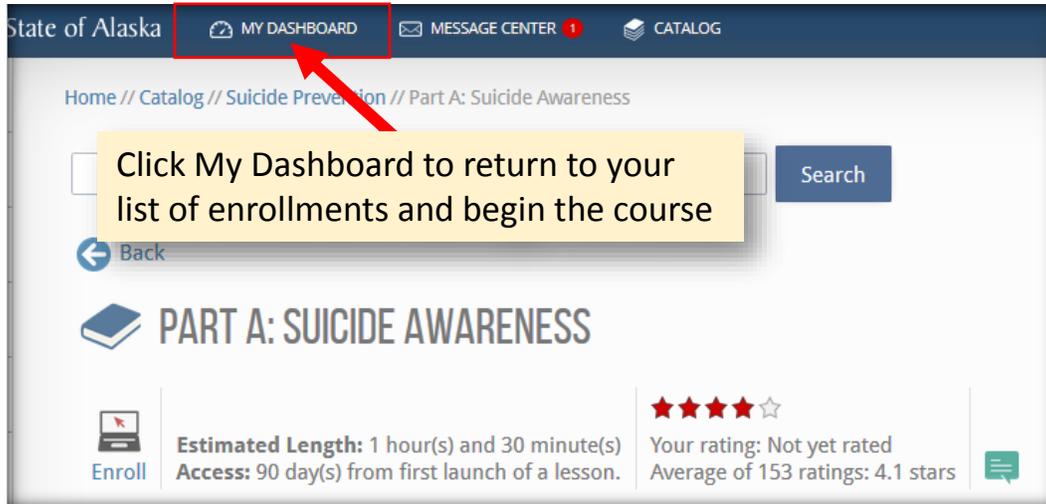
Course Narration Script (153 KB)

Experts

Fishel, Sharon (sharon.fishel@alaska.gov)



- When you return to My Dashboard, you will see the course listed in the Enrollments section. You can return to My Dashboard by clicking the My Dashboard link at the top of the screen or by using the breadcrumbs in the upper left corner.



Launch an eLearning Course

- From the My Dashboard screen, click the **View** icon for the course you want to launch. This will take you to the course page. From the course page, you can:
 - View the basic course information including course length, description, and course objectives.
 - Access the course Wall to post or read comments about the course subject area. Click the **Wall** icon to access the course wall.
 - View or download additional course materials such as a written script of the course's audio narration, documents with links to additional resources, or other materials related to the subject area. These resources can be found under the **Course Materials** section.
 - Launch the eLearning course by clicking the **Course Package** icon in the **Action** column.

NOTE: If a course includes more than one lesson, you must complete all lessons to receive credit for the course and be awarded a certificate of completion.



Part A: Suicide Awareness

★★★★☆
Your rating: Not yet rated
Average of 153 ratings: 4.1 stars

Estimated Length: 1 hour(s) and 30 minute(s)
Status: Enrolled

Description
This course is an adaptation of Gatekeeper, an Alaska designed suicide prevention training. The course has been tailored to help educators list facts about the prevalence, research, and myths surrounding suicide, assess and evaluate youth risk and protective factors, recognize the clues and triggers for possible suicidal action in youth, and help identify and access resources available to assist a person in crisis.

Objectives
After completing this course, you will be able to:

- Understand the requirements of Alaska State Law 14.30.362
- Understand your role related to the State Suicide Prevention Plan
- List facts about the prevalence, research, and myths surrounding suicide
- Assess and evaluate youth risk and protective factors
- Recognize the clues and triggers for possible suicide action in youth
- Identify and access resources available to educators to address the needs of a person in crisis

Lesson	Status	Score	Action
Part A: Suicide Awareness	Incomplete / In Progress		

Course Materials
Course Resource Links (19 KB)
Course Narration Script (153 KB)

Experts
Fishel, Sharon (sharon.fishel@alaska.gov) (sharon.fishel@alaska.gov)

Callouts:
 - View course information (points to course title)
 - Read course comments here (points to comment icon)
 - In the Action column, click the blue content package icon to launch an...
 - View or download additional course materials and resources (points to Course Materials section)

- To exit an eLearning course, click the large **Exit** button in the upper right (or left) corner of the course window. Upon exiting a course, the system will save your progress *if* closed down correctly. When you return to the course at a later date, the course will ask if you want to resume the course where you left off or begin from the beginning.

Callout: Click the Exit button to leave the eLearning course. The system will save your progress and bookmark the last page you viewed (only if closed properly using the blue/white circle).

Course Window Screenshot:
 SUICIDE PREVENTION - PART A SUICIDE AWARENESS
 Suicide Prevention - Part A Suicide Awareness
 < Previous Next > **X Exit**

3. You can review completed courses by clicking the **Completed** tab in the Enrollments section of the My Dashboard screen and clicking **Review** to access the course page.



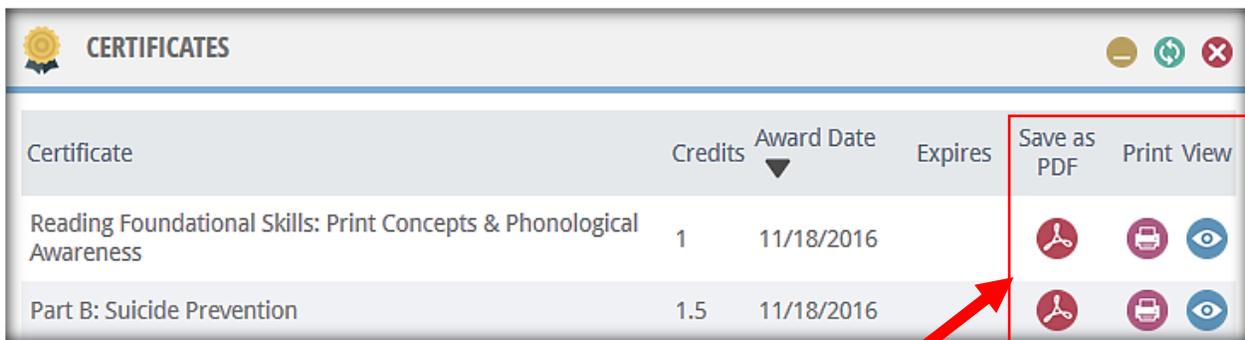
Click the Completed tab to view a list of courses you completed

Click the Review icon to access the course page or the Discussion icon to leave a comment about the course

Print a Certificate

After completing a course, you will receive a certificate of completion. In order for the system to read your course as complete, every slide must be viewed, including the last slide! Please look for either a check mark or a blue slide title to view completed slides. You will not receive a certificate of completion if the course is not completed in its entirety.

1. To view a list of the certificates you have earned, enable the **Certificates** widget on the My Dashboard screen.
2. Once you have earned a certificate, you can view, print, or download a PDF version of the certificate by clicking the appropriate icon.

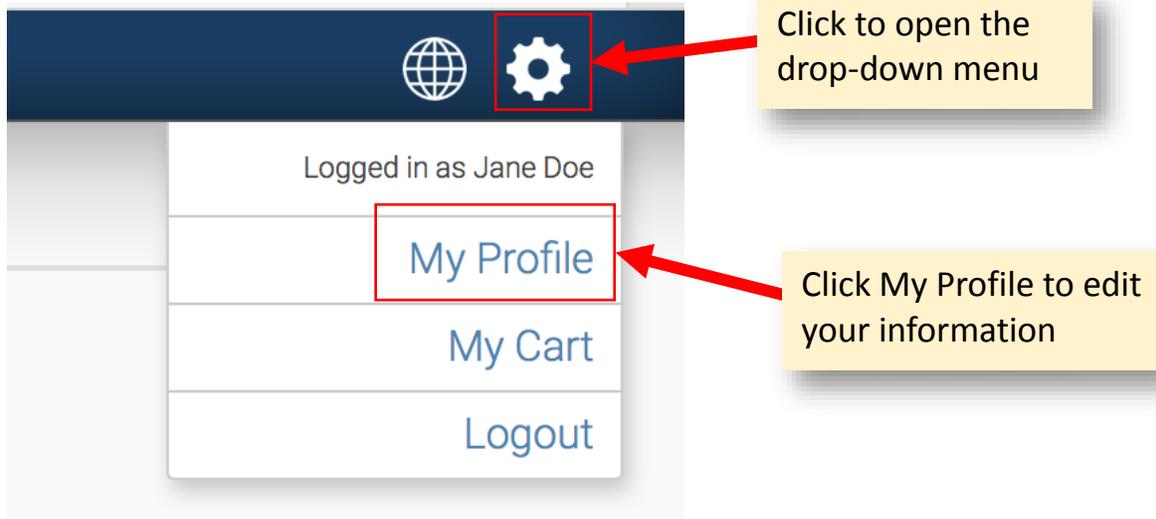


Click the appropriate icon to save a certificate to your computer, print a certificate, or view a certificate online

Edit Your User Profile

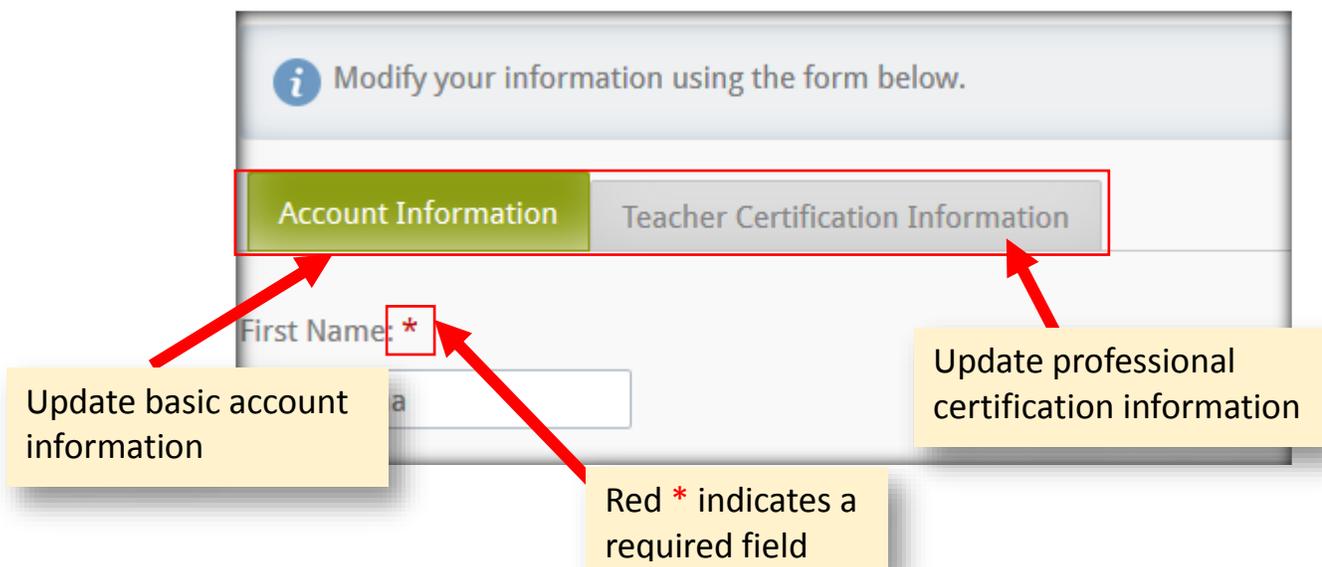
You can edit your user profile to change your password or update information such as your job title, certification information, email address, etc. To edit your user profile.

1. Click the **Gear icon** in the upper right corner of the screen and click **My Profile**.



2. You can update basic account information such as your email address, password, information in the **Account Information** tab of the My Profile screen.
3. You can update information such as job title, school, district, certification information, etc. in the **Employee Information** tab of the My Profile screen.

*NOTE: A red * indicates a required field. You cannot leave these fields blank.*



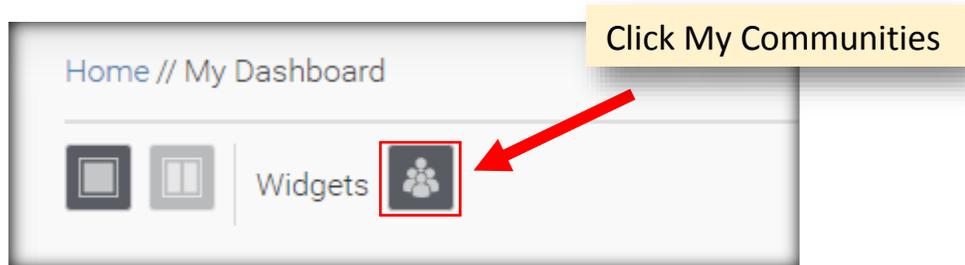
4. After you update your information, you must click the **Save** button at the bottom of the screen to save your changes.



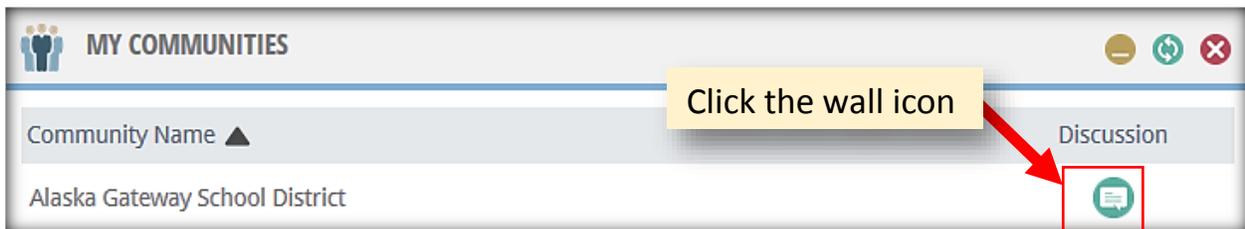
My Communities or Groups

Communities, also known as groups, are a designated place for your school district or organization. On the group page, you will find two tabs: **Message Feed** and **Documents**. The Message Feed is for discussion among your group. The Documents tab is a location for your group administrator to upload informational documents related to eLearning professional development.

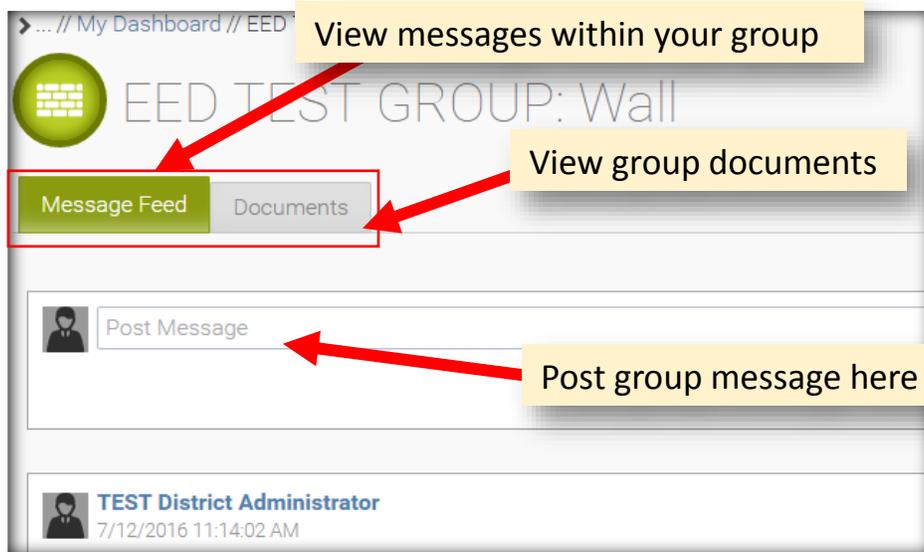
If you currently work for a school district and use your school district email address, you are automatically assigned to a group. To view your group membership, select the widget, My Communities.



1. From your dashboard, select the **Wall** icon to access your group.



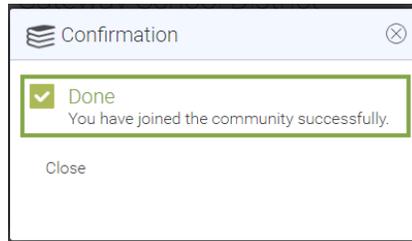
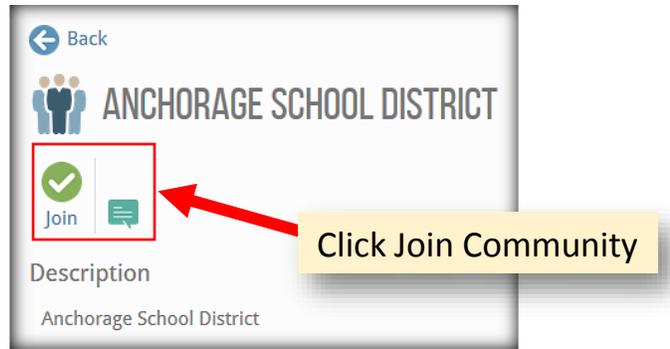
2. View messages posted within your group in the **Message Feed** tab. The documents tab will display any documents uploaded by your group administrator.



- If you are not automatically enrolled in a group, you may also self-join a community. Select the **Catalog** icon in the top blue bar. The green boxes below the courses are **Communities**.



- Find the name of the community, or group, you want to join and select **Join Community**. You'll receive the following confirmation.



eLearning Technical Support

eLearning support staff is available from 8 a.m. to 4 p.m. Monday-Friday, except on state recognized holidays.

Contact us at eLearning@alaska.gov or (907) 465-2981 or (907) 465-2304.

For more information, click here for [Frequently Asked Questions](#) (FAQ).