
Alaska Department of Education & Early Development

eLearning

Learning Management System (LMS) Overview

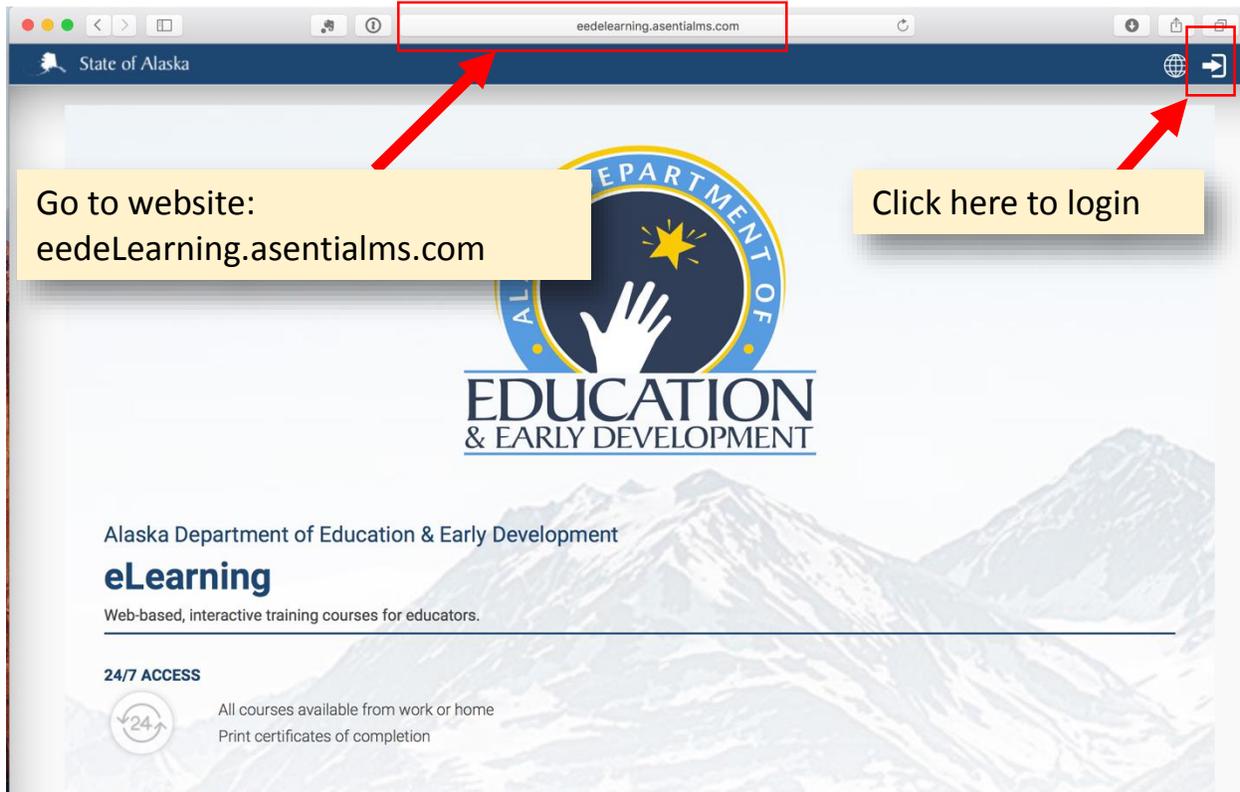


Table of Contents

LOGGING IN TO THE LEARNING MANAGEMENT SYSTEM (LMS)	3
THE MY DASHBOARD PAGE	4
ENROLLMENTS	4
WIDGETS	5
ENROLL IN A COURSE	6
LAUNCH AN ELEARNING COURSE	8
PRINT A CERTIFICATE	9
EDIT YOUR USER PROFILE	10

Logging in to the Learning Management System (LMS)

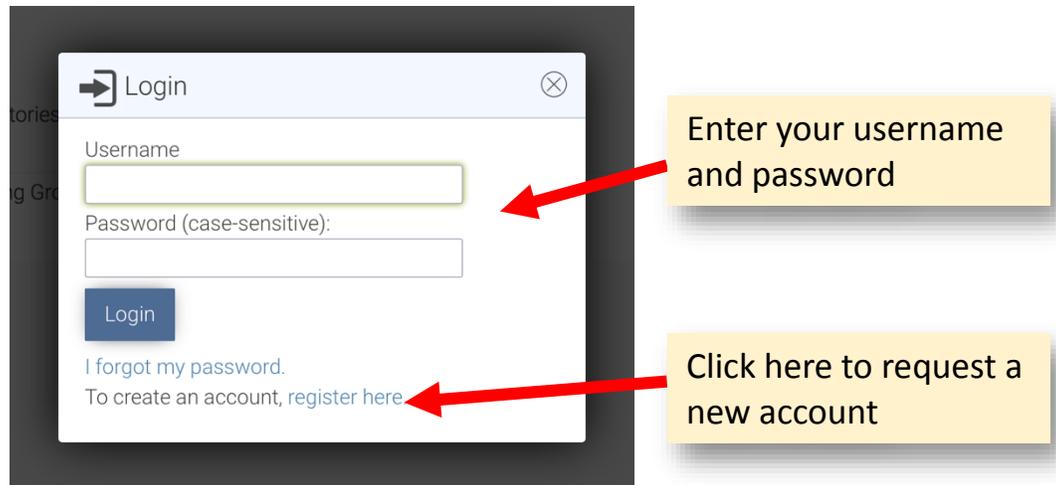
1. Using your browser, go to eedeLearning.asentialms.com
2. Click the **Login** icon in the top right corner of the home page



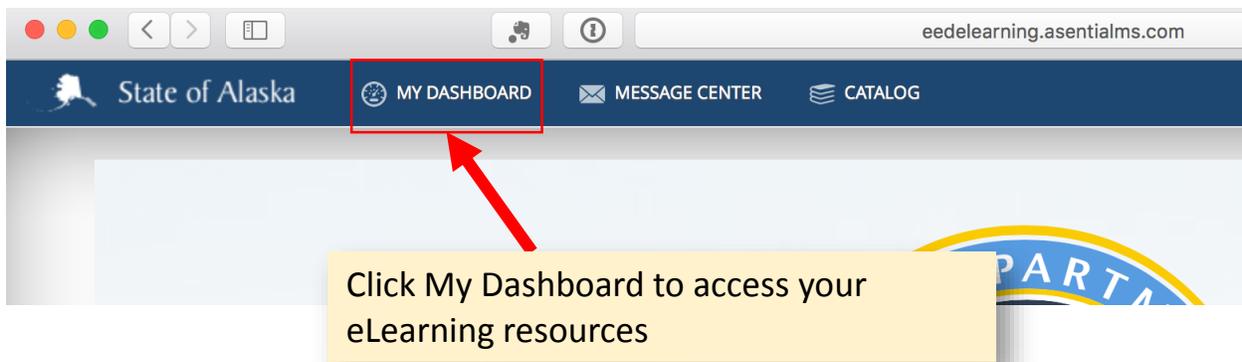
3. Enter your username and password. All usernames have been updated to the email address in your eLearning profile. A temporary password was emailed to you on June 20th. If you previously used EED's eLearning courses, but have not received an email with your user name and password for the new system, please contact eLearning support staff at eLearning@alaska.gov.

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.



5. Click **My Dashboard** to access eLearning courses, see your learning history, print certificates of completion, and interact in online communities.



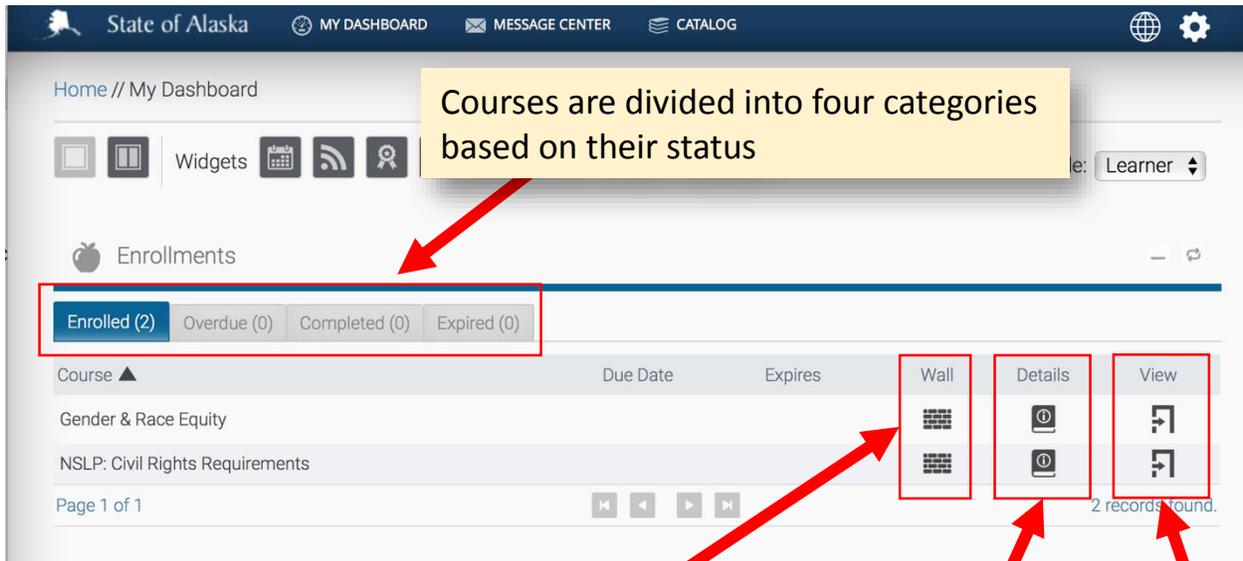
The My Dashboard Page

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 descriptions and details about the course

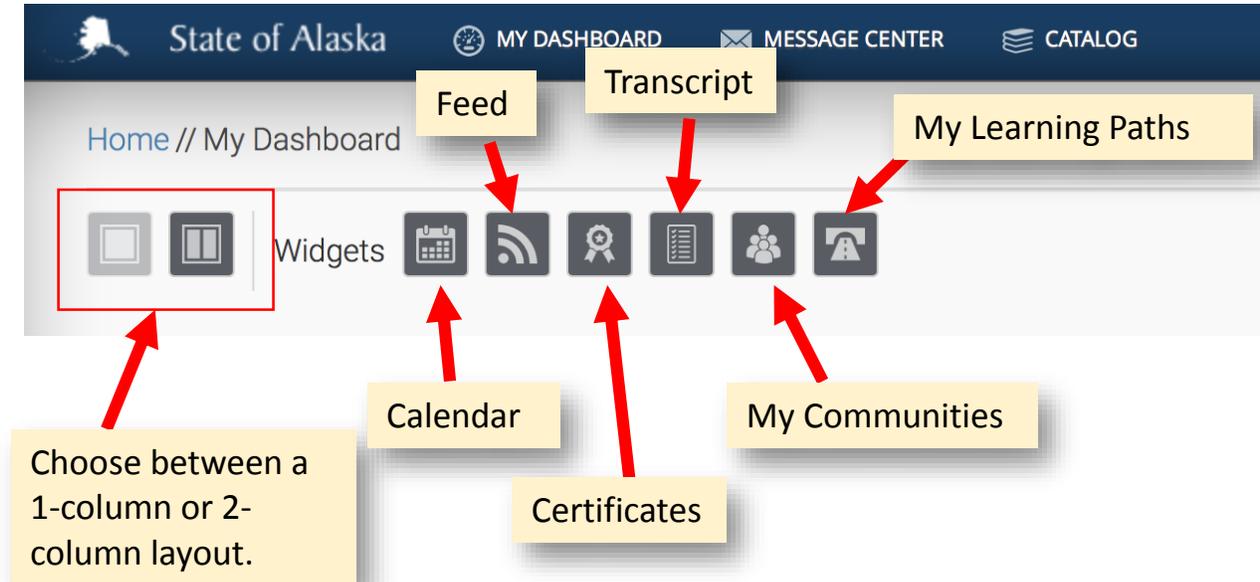
View course details and access eLearning lessons and other resources.

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.

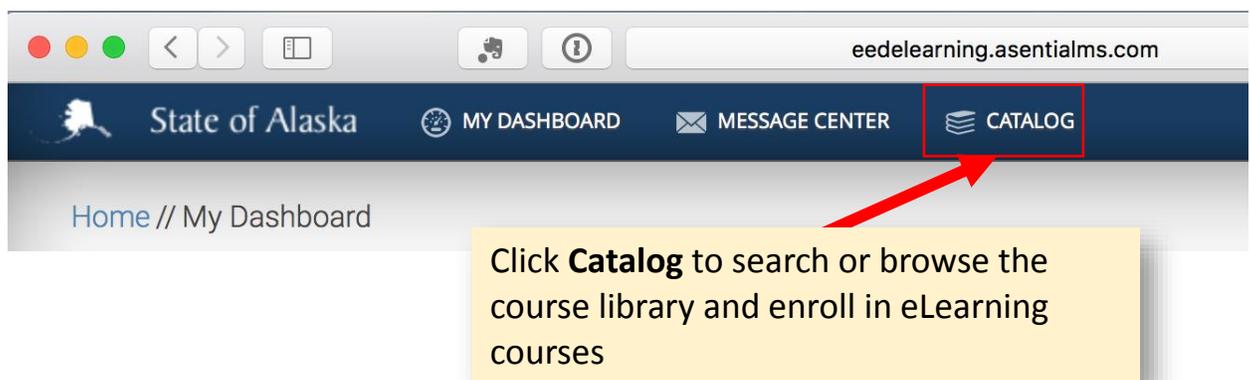
- **Calendar:** This widget adds a calendar to your My Dashboard page showing scheduled eLearning events.
- **Feed:** This widget adds a section to view any specific course information feeds you subscribe to.
- **Certificates:** This widget adds a section that displays a list of certificates of completion you have earned.
- **Transcript:** This widget adds a section that displays a list of courses you have completed.

- **My Communities:** This widget adds a section that displays a list of learning groups or communities you belong to.
- **My Learning Paths:** This widget adds a section that displays any learning paths in which you are enrolled.



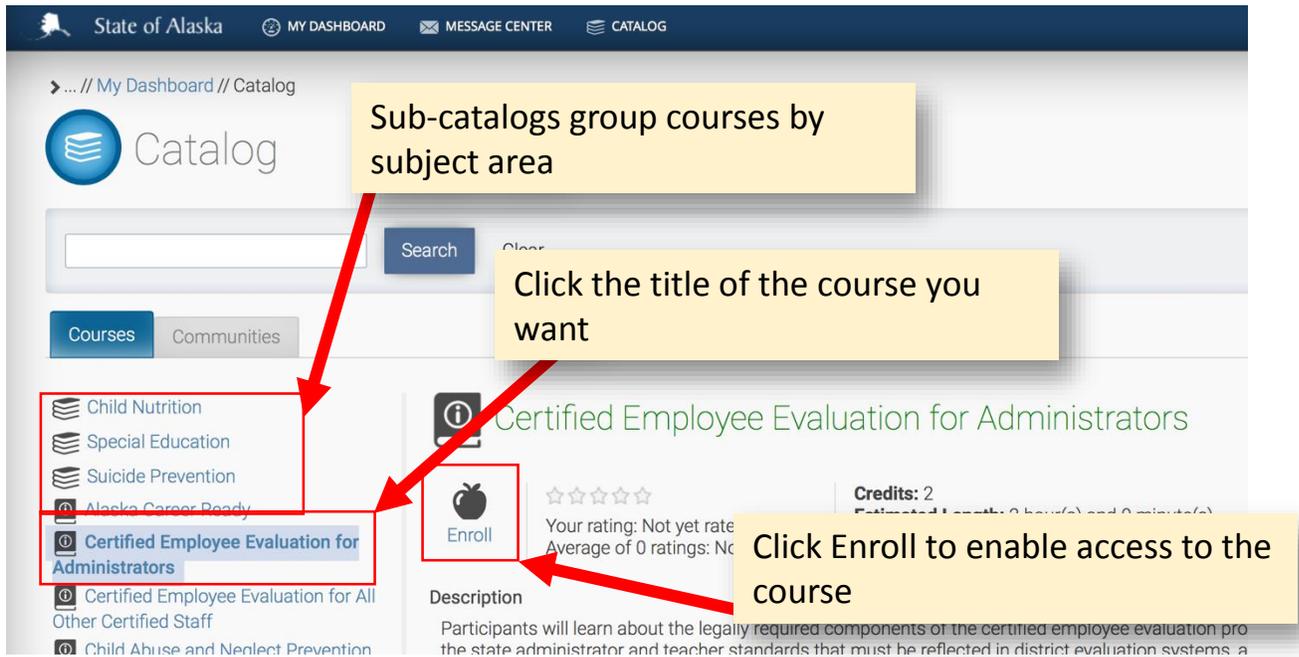
Enroll in a Course

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.

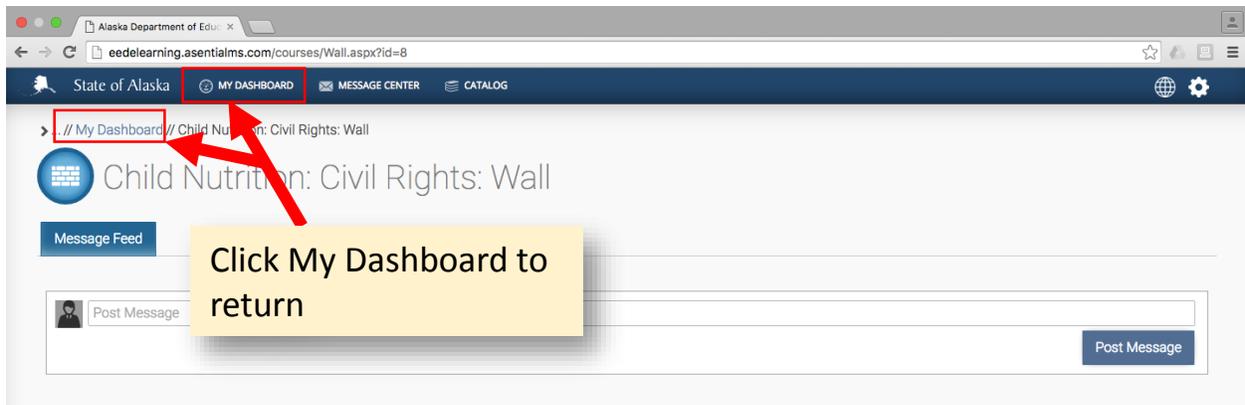


3. Courses are organized into sub-catalogs such as Child Nutrition or Special Education.
4. Click the sub-catalog name to expand it and view the courses it contains.
5. Select the course in which you want to enroll to see the course description and other details.

6. Click the **Enroll** icon. The course will now appear under the “Enrolled” section of your My Dashboard page.



7. 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

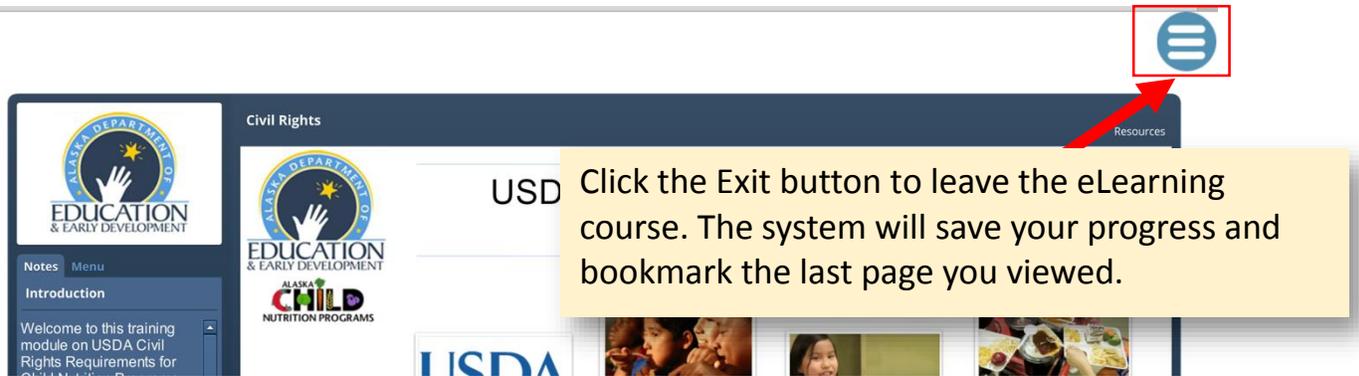
1. From the My Dashboard screen, click the **View** icon for the course you want to launch. This will take you to the course page. From the course page, you can:
 - View the basic course information including course length, description, and course objectives.
 - Access the course Wall to post or read 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.

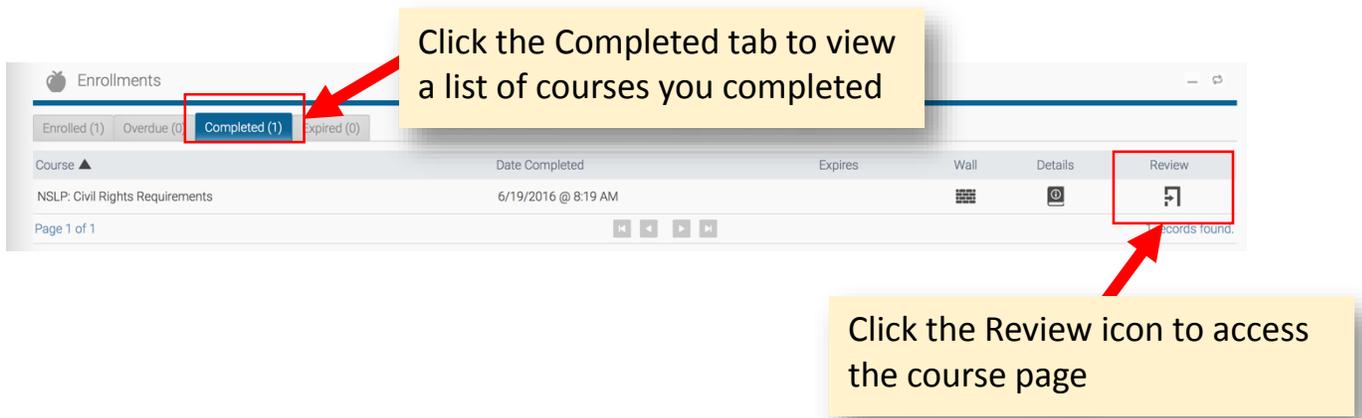
The screenshot shows the 'Gender & Race Equity' course page. At the top, there is a navigation bar with 'State of Alaska', 'MY DASHBOARD', 'MESSAGE CENTER', and 'CATALOG'. Below the navigation bar, the breadcrumb trail reads '>...// My Dashboard // Gender & Race Equity'. The course title 'Gender & Race Equity' is prominently displayed. To the left of the title, there is a rating section with five stars, indicating 'Your rating: Not yet rated' and 'Average of 0 ratings: Not yet rated'. Below the rating, it states 'Credits: 2' and 'Estimated Length: 2 hour(s)'. A 'Description' section follows, explaining that the course teaches learners how to identify gender and race inequities, evaluate current school gender and race policies and procedures, and remedy any discrimination. Below the description, there is an 'Objectives' section with a list of five bullet points. At the bottom left, there is a 'Course Materials' section with links for 'Course Narration Script' and 'General Guidelines'. On the right side, there is a table with columns for 'Lesson', 'Status', 'Score', and 'Action'. The table contains one row for 'Gender & Race Equity' with a status of 'Incomplete / In Progress'. In the 'Action' column, there is a content package icon. Three yellow callout boxes with red arrows provide instructions: 'View course information' points to the course title, 'In the Action column, Click the content package icon to launch an eLearning course' points to the content package icon, and 'View or download additional course materials and resources' points to the Course Materials section.

Lesson	Status	Score	Action
Gender & Race Equity	Incomplete / In Progress		

- To exit an eLearning course, click the large **Exit** button in the upper right corner of the course window. Upon exiting a course, the system will save your progress. When you return to the eLearning, you can pick up where you left off or start at the beginning of the course.



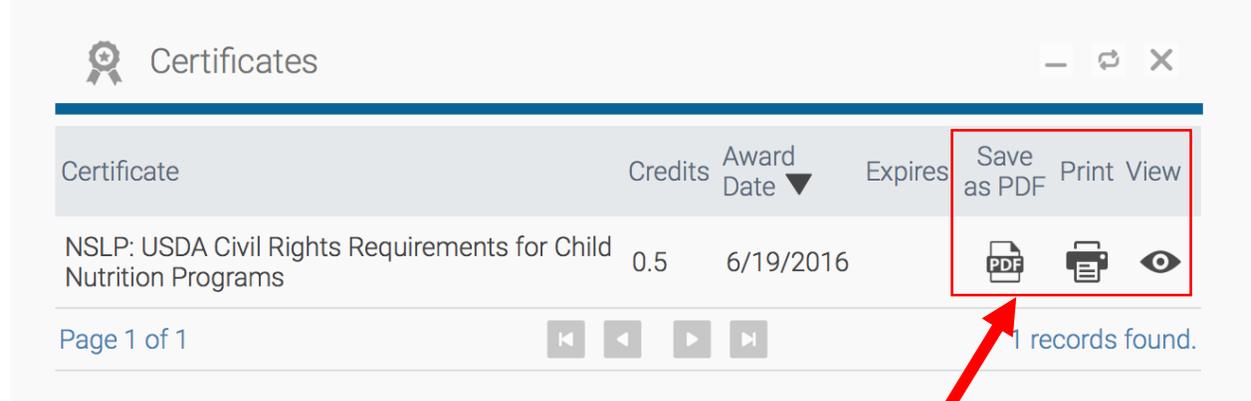
- You can review completed courses by clicking the **Completed** tab in the Enrollments section of the My Dashboard screen and clicking **Review** to access the course page.



Print a Certificate

After you have completed a course, you will receive a certificate of completion.

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

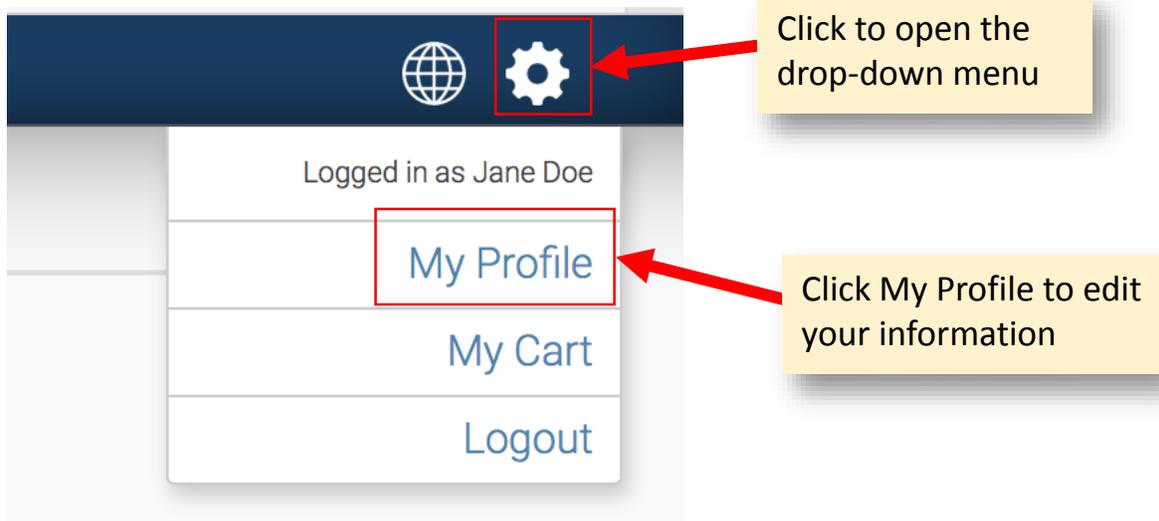


Click the appropriate icon to save a certificate to your computer, print a certificate, or view a certificate online

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.*

The screenshot shows the 'State of Alaska' My Dashboard for Jane Doe. The 'Employee Information' tab is selected. The 'First Name' field contains 'Jane' and has a red asterisk next to it. A red box highlights the 'Account Information' and 'Employee Information' tabs. Callout boxes provide the following information:

- 'Update basic account information' points to the 'Account Information' tab.
- 'Update professional information' points to the 'Employee Information' tab.
- 'A red * indicates a required field' points to the asterisk on the 'First Name' label.

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

The image shows two buttons: 'Save Changes' and 'Cancel'. A callout box points to the 'Save Changes' button with the text: 'Click Save Changes to update your profile'.