
Alaska Department of Education & Early Development

eLearning

Learning Management System (LMS) Overview

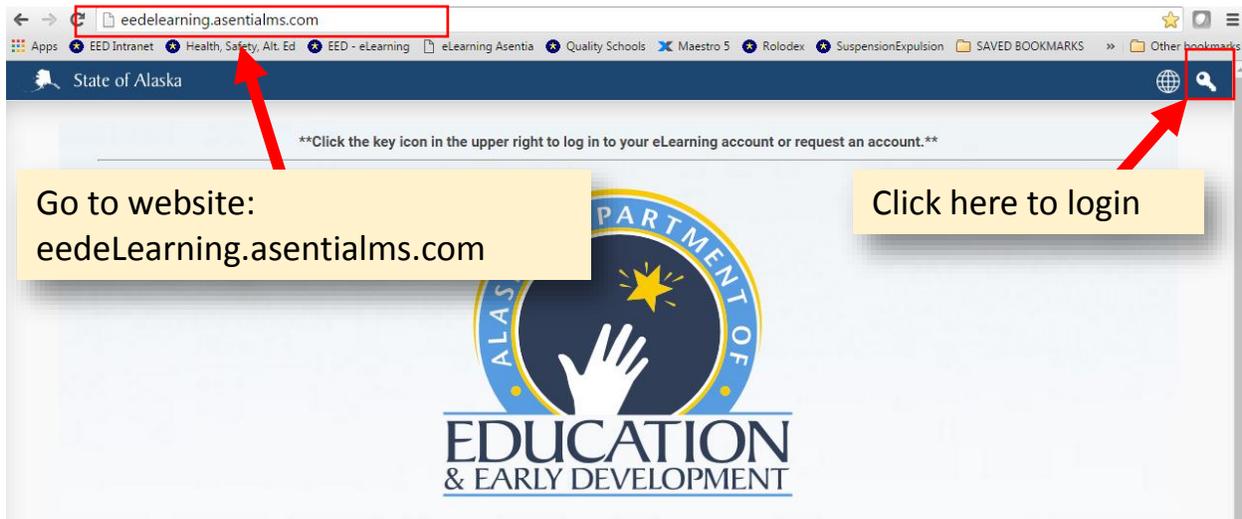


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Logging in to the Learning Management System (LMS)

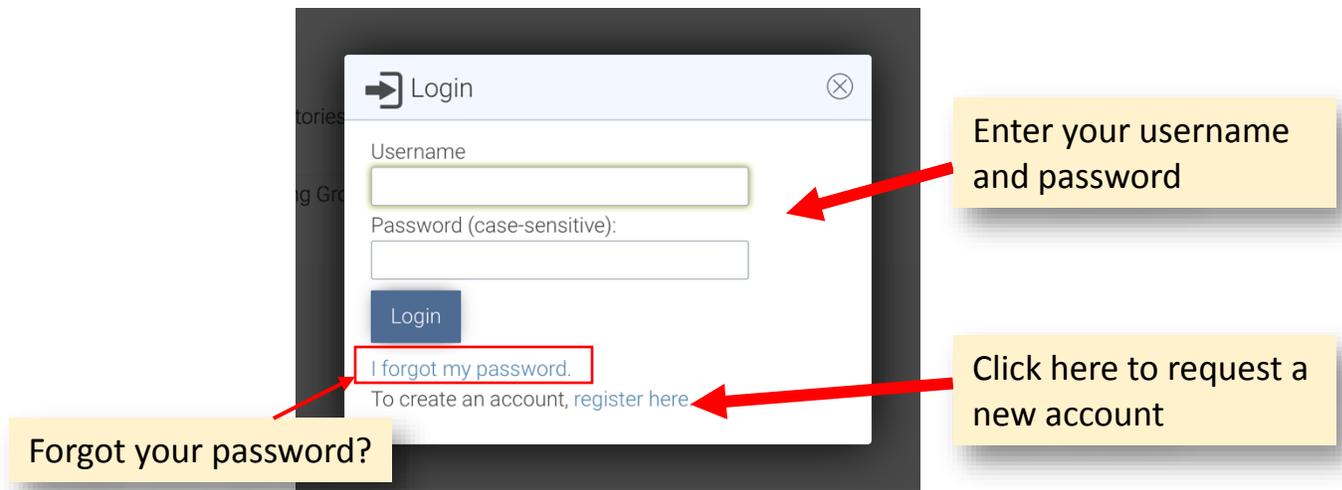
1. Using your browser, go to eedeLearning.asentialms.com
2. Click the **Login** key icon in the top right corner of the home page



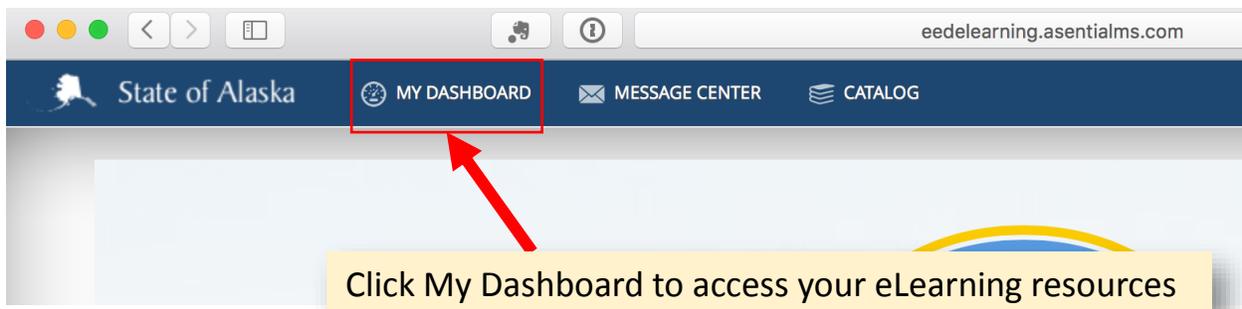
3. Enter your username and password. All usernames have been updated to the email address in your eLearning profile. The temporary password was emailed to you on June 20th. If you previously used EED's eLearning courses, but did not receive an email with your user name and password for the new system, 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.



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



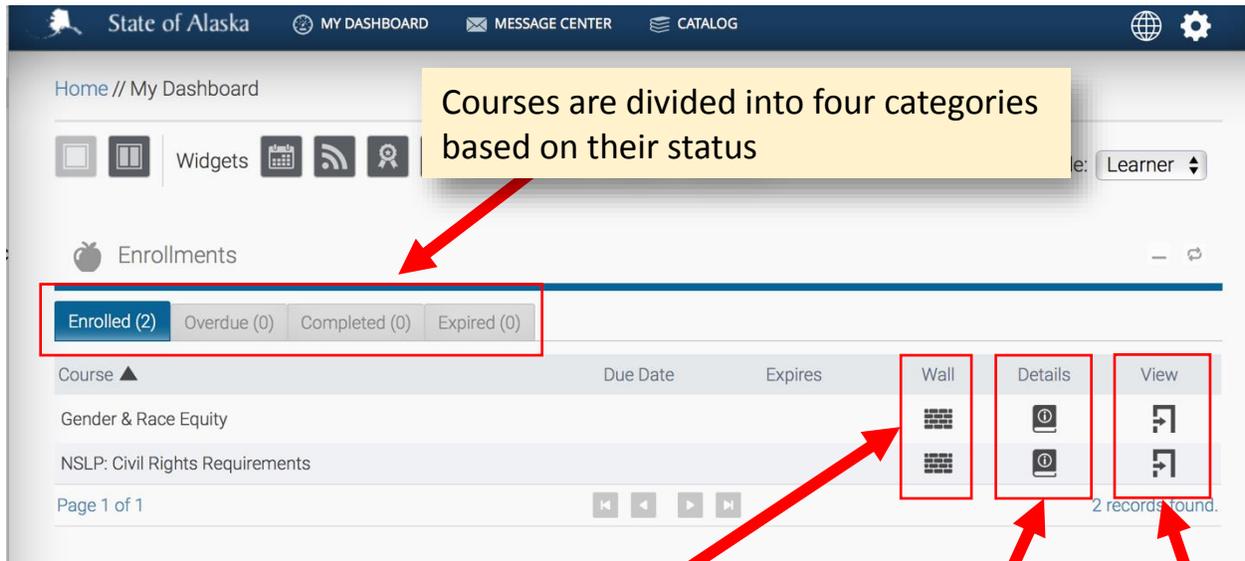
The My Dashboard Page

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.



Courses are divided into four categories based on their status

Enrolled (2) Overdue (0) Completed (0) Expired (0)

Wall

Details

View

Post comments about the course topic or view others' postings

View descriptions and details about the course

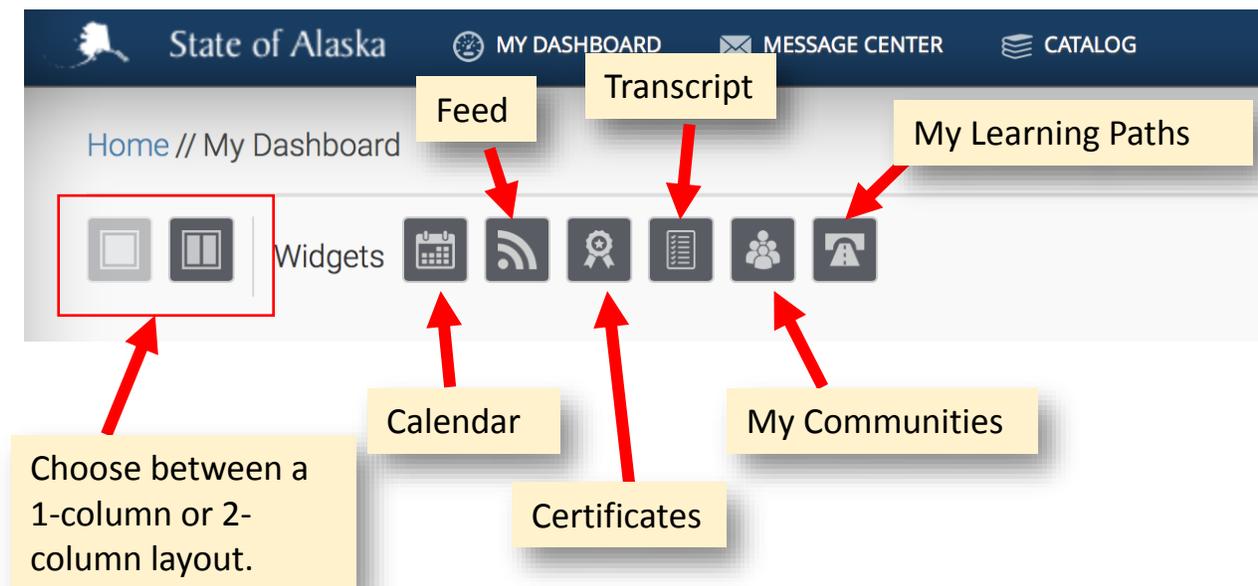
View course details and access eLearning lessons and other resources.

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.

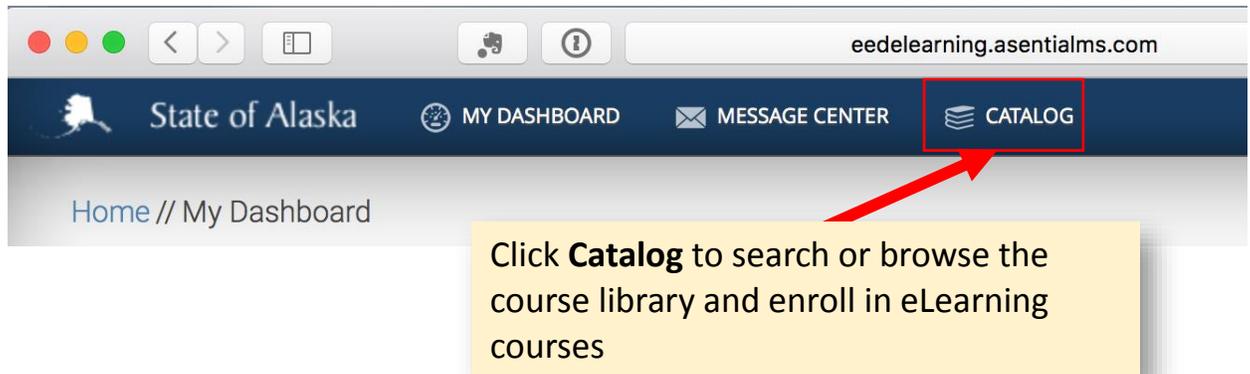
- **Calendar:** This widget adds a calendar to your My Dashboard page showing scheduled eLearning events.
- **Feed:** This widget adds a section to view any specific course information you subscribe to.
- **Certificates:** This widget adds a section that displays a list of certificates of completion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



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.

State of Alaska MY DASHBOARD MESSAGE CENTER 1 CATALOG

Click Enroll to enable access to the course

Search

Certified Employee Evaluation for Administrators


Estimated Length: 2 hour(s)

 ★★★★★
 Your rating: Not yet rated
 Average of 1 ratings: 4 stars



View the Course wall (reviews)

Description

Participants will learn about the legally required components of the certified employee evaluation process. The course highlights t systems, and overviews key aspects of the mandated evaluation process like plans of improvement, non-retention, dismissal, and

Objectives

The objectives covered in this module are:

- Describe the purpose of teacher and administrator evaluation
- Understand the laws governing certified employee evaluation
- Understand district and state roles in the evaluation process
- Identify the required components of a district's evaluation system
- Describe the elements and timeline of a Plan of Improvement
- Understand non-retention and dismissal
- Locate additional resources concerning evaluation
- Understand Certified Employee Rights and Protections in Evaluation Process

Course description and objectives

Lessons

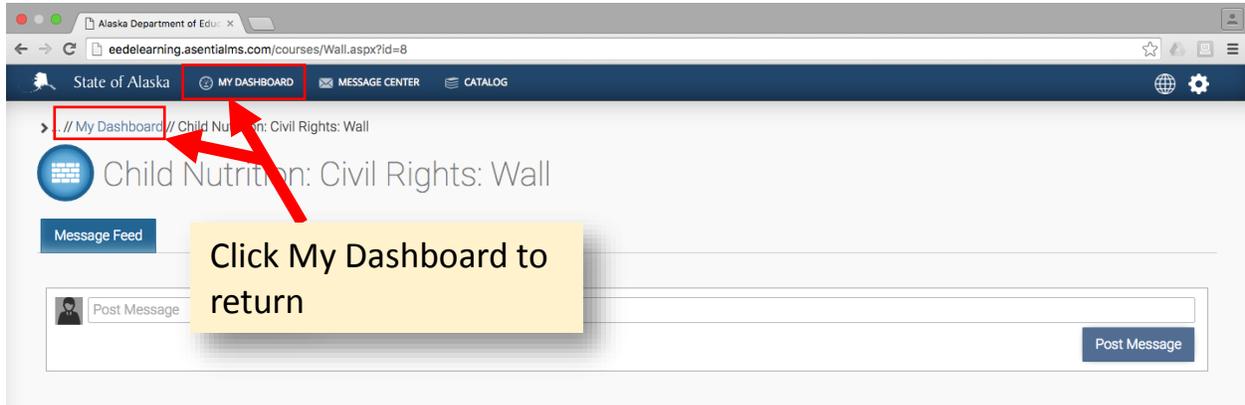
1. Certified Employee Evaluation for Administrators 

Course Materials

Course Narration Script

Additional course materials

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.

State of Alaska MY DASHBOARD MESSAGE CENTER CATALOG

>...// My Dashboard // Gender & Race Equity

Gender & Race Equity

☆☆☆☆☆
Your rating: Not yet rated
Average of 0 ratings: Not yet rated
Credits: 2
Estimated Length: 2 hour(s)

Description

This course teaches learners how to identify gender and race inequities, evaluate current school gender and race policies and procedures, and remedy any discrimination.

Objectives

The objectives covered in this module are:

- Understand the extent and manifestations of gender and race inequities in Alaska/U.S.
- Understand Federal and State gender and race equity laws and regulations and how they operationalize in school settings
- Identify gender and race inequities
- Evaluate your school's gender and race practices and policies
- Remedy race and gender discrimination that may be present now or emerge in the future

Course Materials

- Course Narration Script
- General Guidelines

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

View course information

Read course comments here

In the Action column, Click the content package icon to launch an eLearning course

View or download additional course materials and resources

- 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 eLearning, The course will ask if you want to resume the course where you left off or begin from the beginning.

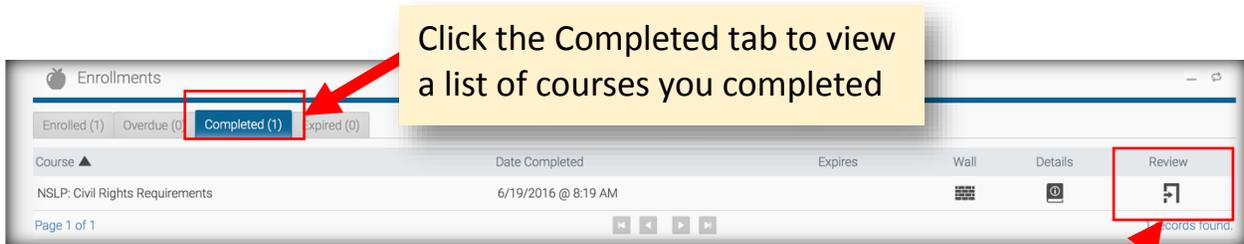
Civil Rights

Resources

USD

Click the Exit button to leave the eLearning course. The system will save your progress and bookmark the last page you viewed.

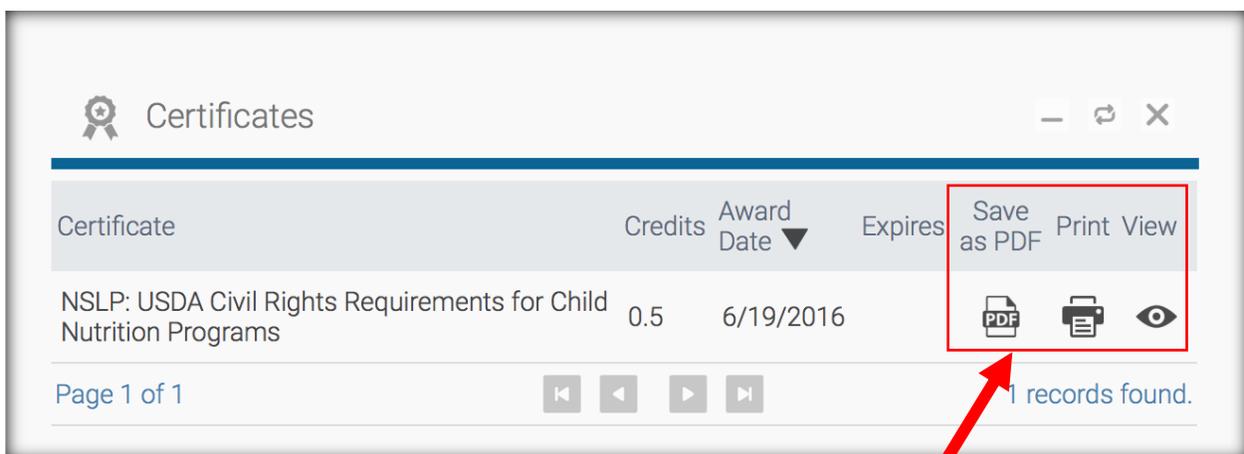
3. You can review completed courses by clicking the **Completed** tab in the Enrollments section of the My Dashboard screen and clicking **Review** to access the course page.



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.

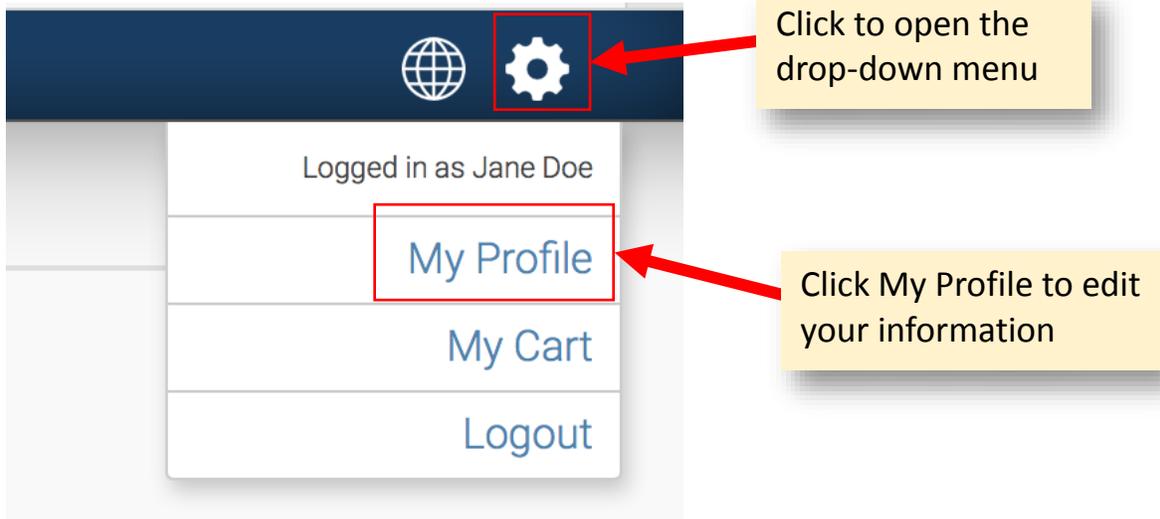
1. To view a list of the certificates you have earned, enable the **Certificates** widget on the My Dashboard screen.
2. Once you have earned a certificate, you can view, print, or download a PDF version of the certificate by clicking the appropriate icon.



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.*

State of Alaska MY DASHBOARD MESSA

> ... // My Dashboard // Doe, Jane

Doe, Jane

Modify your information using the form below.

Account Information Employee Information

First Name: * Jane

Initial:

Update basic account information

Update professional information

A red * indicates a required field

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

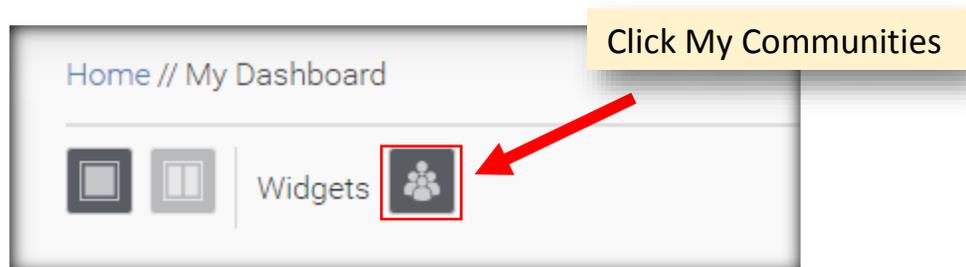
Save Changes Cancel

Click Save Changes to update your profile

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.

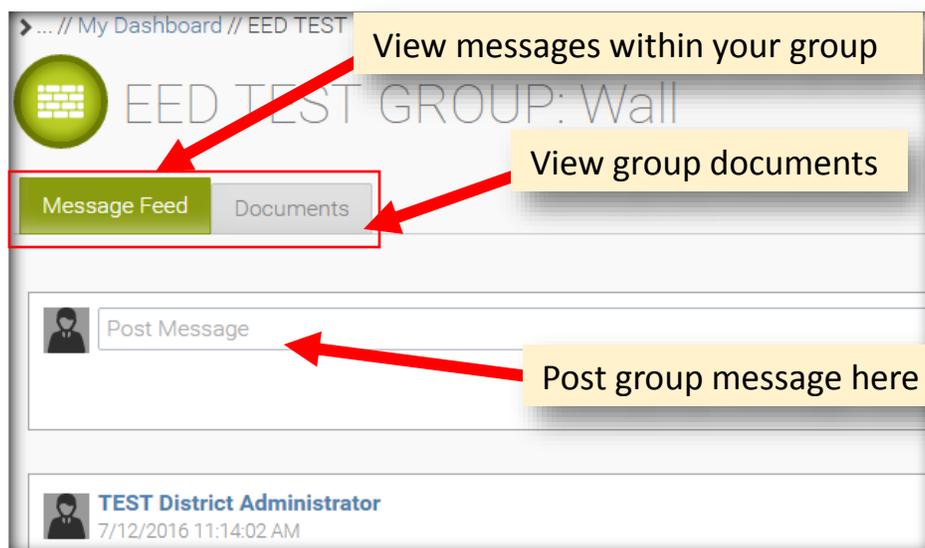
If you currently work for a school district and use your school district email address, you are automatically assigned to a group. To view your group membership, select the widget, My Communities.



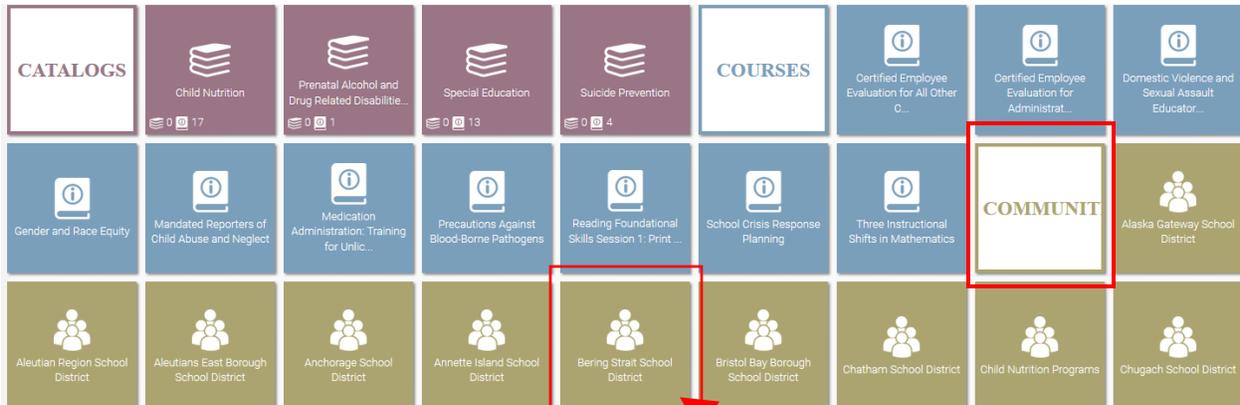
1. From your dashboard, select the **Wall** icon to access your group.



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



3. 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**.



Click the Community name

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

