

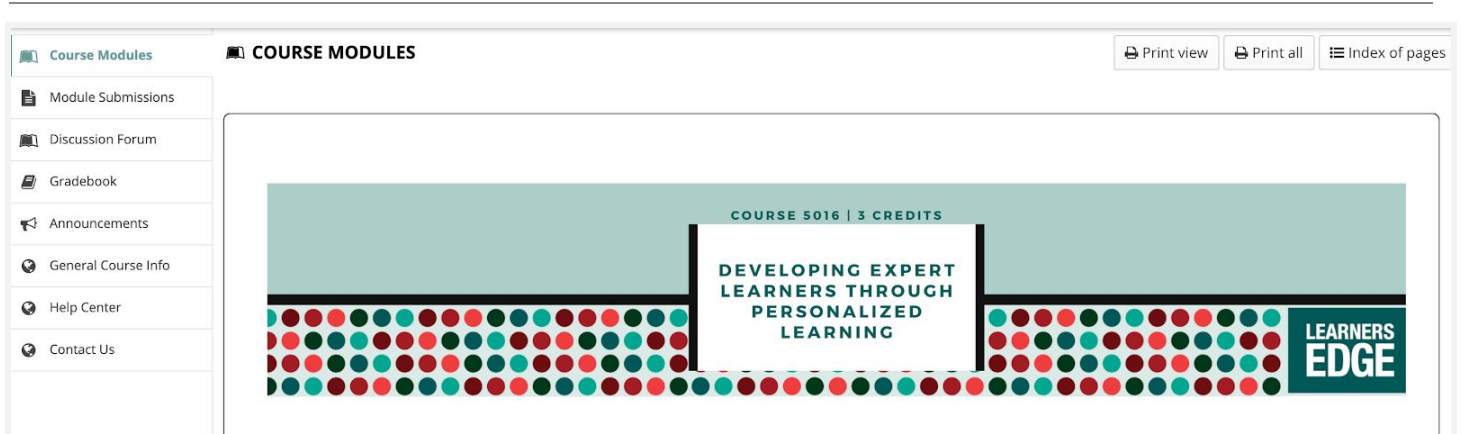
# Table of Contents

<b>Overview</b>	<b>3</b>
<b>Prepare to Start</b>	<b>3</b>
Review Your Course Syllabus	3
Look Over the Rubric	4
<b>Login to Your Online Course</b>	<b>5</b>
Collaboration	7
<b>Complete Your Coursework</b>	<b>7</b>
<b>Submit Your Coursework</b>	<b>8</b>
Upload Attachments	9
Type into the Textbox	10
<b>View Grades and Evaluator Feedback</b>	<b>12</b>
Important Dates	13
Transcripts	13
<b>Questions?</b>	<b>14</b>

# How to Complete Your Online Course

Thank you for choosing Learners Edge as your partner in professional learning. We hope you gain the knowledge and skills you're seeking to provide an exceptional education for your students!

## Overview



The information below will help you successfully navigate our online learning environment. All of our courses are designed with your busy teacher schedule in mind, including content bundled into modules which can be completed at a time that is convenient for you.

Please submit your module coursework sequentially. As you await evaluation, you can begin working on the next module. Our experienced evaluators will provide feedback and grade for each module submission. You will receive a final grade when you have met all of the module requirements and all coursework has been successfully submitted, evaluated, and graded.

Many of our courses include a textbook. If you selected a course that includes a textbook, the book will be mailed to you.

## Prepare to Start

### Review Your Course Syllabus

The syllabus contains important information about your course, such as the description, objectives, expectations, grading policies and an outline of each module. You can access the course syllabus from your Account. (To see specific course content, skip to the [Login to Your Online Course](#) section, below.)

1. First, access your account by clicking on “Account” on the navigation bar at the top of our [website](#):

2. Next, you will be asked to login with your email and password. You can use the “Forgot Password” link to retrieve the information if you don’t have it.

### Sign In

Email

Password

Sign In

[Forgot password?](#)  
[Create a new account](#)

3. Once you login, you will see a list of courses for which you are currently registered under “My Current Courses”. Find your desired course, click on the “Get Started” dropdown and click on the Syllabus link.

## My Current Courses

Below you'll find a list of your current courses. Thank you for choosing Learners Edge as your continuing education partner.

Summer 2020				
Final grades for Summer session typically post by 5/16/2020.				
Course #	Course Name	Partner	Credits / Hours	Actions
5401	Mindsets and Mindfulness in the Classroom	Augustana University	3 credits	Get Started
Fall 2020				
Final grades for Fall session typically post by 9/02/2020.				
Course #	Course Name	Partner	Credits / Hours	Actions
124	Culturally Responsive Teaching: Awareness to Action	Learners Edge	10.00 Hours	Access Course Syllabus Download Current Receipt (PDF) View Receipt History Get Started
5009	Reading Instruction for the Head and Heart	Wayne State College	3 credits	Get Started

Remember, the course syllabus provides general information. For specific assignments and directions, you’ll want to view the course in the online environment.

## Look Over the Rubric

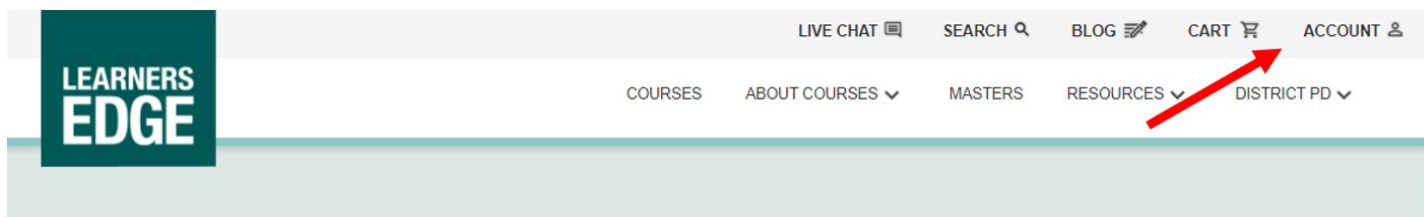
Once you’ve opened the course syllabus from your “Account” page, you will find the rubric to guide your responses, or review the rubric [here](#). Your evaluator will review your work using the criteria outlined on the rubric. If your work does not meet expectations, it will be returned to you with feedback to guide your revision.

If your work meets expectations, your evaluator will issue a grade of 85% for the module. If your work exceeds expectations, your evaluator will issue a grade of 100% for the module.

**!** NOTE: If you are enrolled in a **Fast Track** course (you will see **FT** in front of the course number), please review [Fast Track from Start to Finish](#) for an overview of the course structure. For more information to navigate the Module Progress Checks, review the [Complete Your Progress Check](#) helpsheet.

## Login to Your Online Course

1. First, access the online learning environment by clicking on “Account”.



2. Next, you will be asked to login with your email and password. You can use the “Forgot Password” link to retrieve the information if you don’t have it.

### Sign In

Email

Password

Sign In

[Forgot password?](#)

[Create a new account](#)

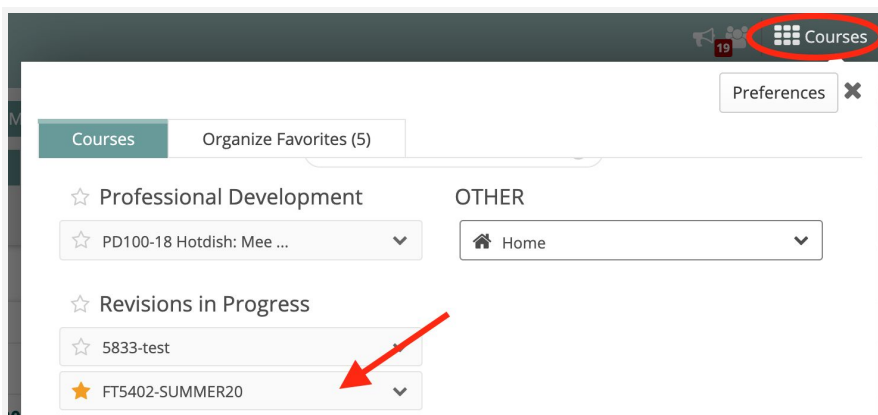
3. Once you have logged in to your account, you will see a list of your courses under “My Courses”. Scroll down to find the course you wish to access, click on the “Get Started” dropdown and select “Access Course”. This will bring you right into your course so you can begin your work.

## My Current Courses

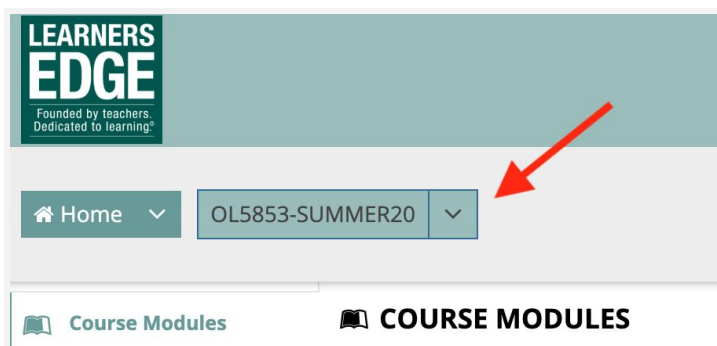
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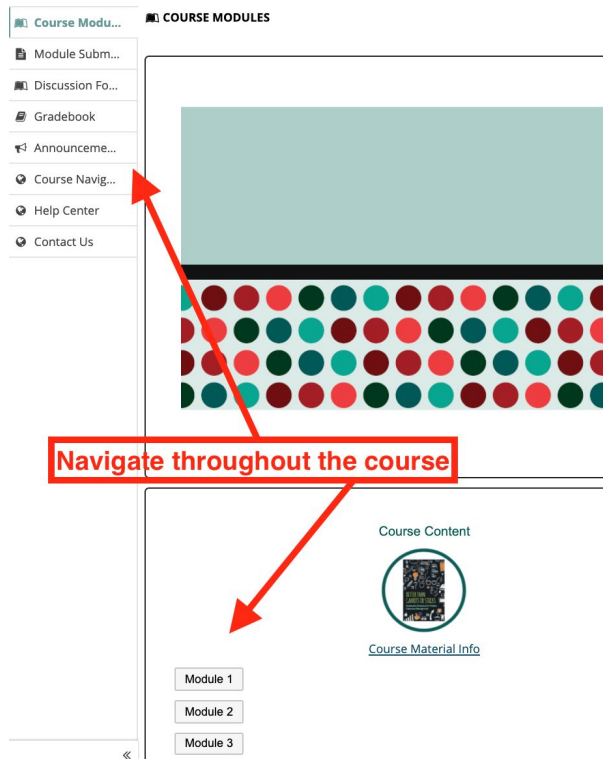
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5009	Reading Instruction for the Head and Heart	Wayne State College	3 credits	Get Started ▾



★Quick Tip: Once you are in your course, click on the star next to the course title to mark it as a favorite. This will pin your course to the top of the page so you can access it quickly when you wish to work on your course.



4. You should now see what we call the course “landing page.” There are navigation buttons on the left side of your screen and further down the page. Scroll until you see the buttons or links to each of the course modules. To view the coursework questions, prompts, and applications, click on one of the module buttons (Module 1, 2 or 3).



## Collaboration

*(Optional: only required if you want to collaborate with a colleague on an assignment)*

Learners Edge is committed to high standards of professional development and believes each course participant will complete coursework requirements with professional integrity. If you would like to collaborate on a portion of your coursework, please:

1. Review the [Learners Edge Collaboration Policy](#).
2. Complete the [Collaboration Request form](#) to request permission to collaborate prior to beginning coursework. Please complete one form per group of collaborators.
3. Once you have received permission to collaborate, include a copy of the email and the names of all collaborators when submitting your coursework.

**!** NOTE: If you are enrolled in a **Fast Track** course (you will see **FT** in front of the course number), you may request permission to collaborate on the Module 3 Application assignment. Requests will be approved on a case-by-case basis dependent upon whether the assignment is conducive to collaboration.

## Complete Your Coursework


1. It's best to complete your course in sequential order as content often builds from one module to the next. Once you click into a module page, you will find an introductory video or image, and a request for information

about yourself. (This helps the course evaluator understand the context and perspective from which you are responding.) Please include this information with your module submission. You will also see a list of required Readings for the module, a series of Read and Respond questions and then more substantial Applications where you will demonstrate implementation of and reflection on the course content. The embedded links and

Module 1

Yet another video showing the need for movement in children's growth. Do you see a theme?

**Module Introduction  
(no response needed)**



**Readings**

- Chapters 1-16 of the course text, *A Moving Child is a Learning Child: How the body teaches the brain to think* by Gill Connell and Cheryl McCarthy
- Article, "[Don't Forget to Play!](#)" by Andrew Miller, *Edutopia*
- Article, "[Summer Professional Development: Play!](#)" by Elena Aguilar, *Edutopia*

**Module 1 Assignments**

*Please note: all Module 1 assignments must be completed before Module 1 is submitted.*

**Tell us about yourself!**

Before we begin with textbook and course content, write a brief statement that will help provide context for your responses. Here are three examples to guide you:

Example 1: I'm a 4th grade teacher and teach all subjects.

Example 2: I'm a middle school counselor.

Example 3: I'm out of the classroom on leave this year, but next year I'll be back teaching 9th grade science.

**Each module includes the required readings, questions, prompts and applications to be completed for the course.**

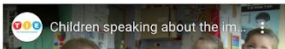
**1. Read and Respond: Stats and Facts**

Please respond to the following after reading Chapters 1-16 in the course text.

- In Chapter 1, the authors bluntly and boldly state "without automated movement a child will not be able to think." Take this statement into consideration and think about what you see at the preschool and kindergarten levels.
- Safety seats, swings, saucers, strollers, are intended to keep kids safe, yet they also confine and prevent them from moving freely. Summarize your thoughts on "containerized kids" from Chapter 2.
- Explain the key to developing automaticity.
- In Chapter 6, the authors relate how sensory integration is the most important feature in the formation of individuality. Relate your understanding of sensory integration and its role in the formation of individuality.
- Comment on Gil's Notebook: "A Screen is No Substitute for You." As educators, how can we "compete" with our students' enthusiasm for the screen?

**2. Application: Play**

First, please watch this video on the importance of play:



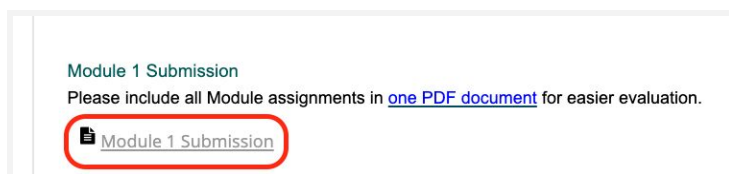
videos really make for a more dynamic online learning experience!

As you work through each module, please keep the following guidelines in mind:

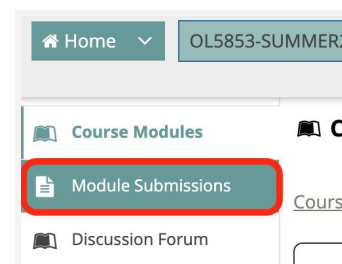
How much time should I be spending on a course?	To achieve the level of learning required, please commit approximately 45 hours to successfully complete a 3-credit course (15 hours per credit).
How should I format my work?	<ul style="list-style-type: none"> <li>• 12 pt. font</li> <li>• Double or single spaced</li> <li>• Clearly number and label: <ul style="list-style-type: none"> <li>◦ each section (Application 1a., 1b., 1c.)</li> <li>◦ each PDF to include the module number (Module 1.pdf).</li> </ul> </li> <li>• One multi-page PDF document is preferred, but additional documents (presentation, lesson plan, etc.) are accepted.</li> </ul>
When is my coursework due?	<p><b>Spring Session:</b> April 15  <b>Summer Session:</b> August 15  <b>Fall Session:</b> November 15  <b>(by 11:55 pm CST)</b></p> <p>*If coursework due date falls on a Saturday or Sunday, coursework is due the following business day.</p>

## Submit Your Coursework

When you have completed all requirements for the module, you are ready to submit! Scroll to the bottom of the module page to find a link to the submission screen where you can upload your completed module document. You can also go directly to the Module Submission page using the tabs on the far left of your screen.



OR



There are two ways to complete and submit work for the course:

- **upload or attach a document** you've created with a word processing application like MS Word or Google Docs (encouraged)
- use the **text box** provided on the module submission page to type your answers for each of the prompts



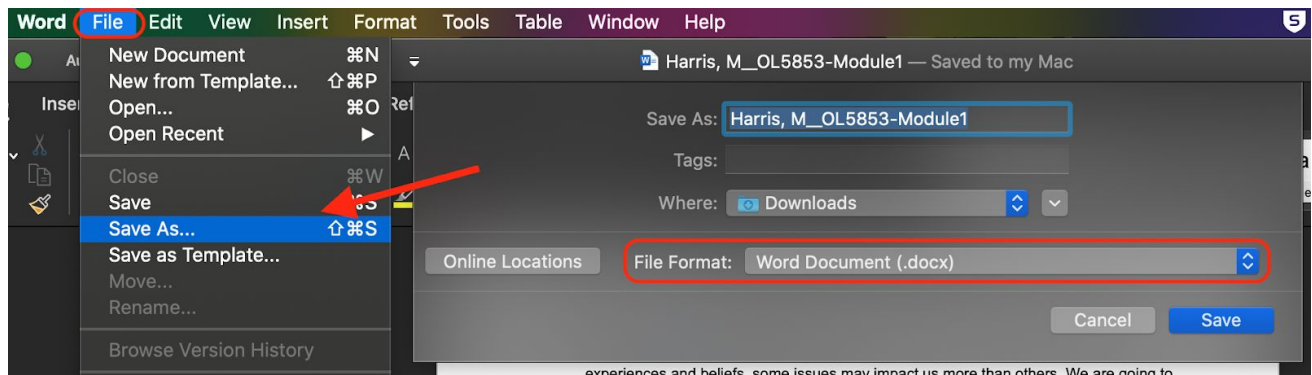
**!** NOTE: We strongly encourage you to upload or attach a completed PDF, Google or Word document. This ensures that you have your own personal copy of the responses saved to your computer if you want to view it at a later date and keep a backup copy.

## Upload Attachments

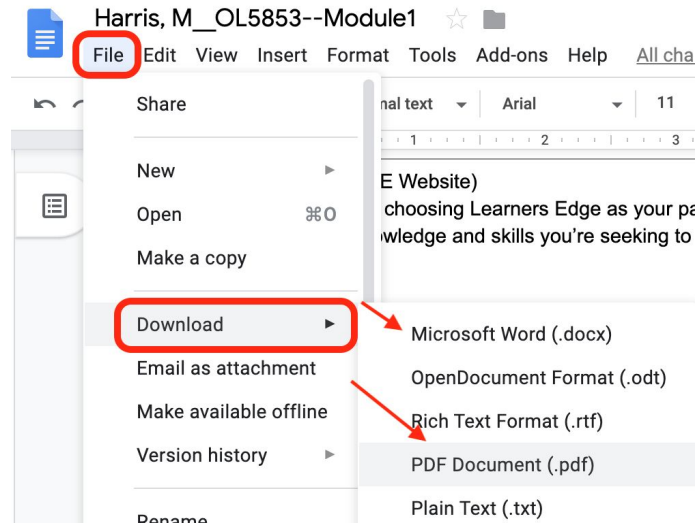
1. **To upload or attach a document:** Choose whatever word processing app you're most comfortable with -- Word or Google Docs -- then type all of your responses into one, multi-page document. Please be sure to number and label each of your responses so the course evaluator can easily review your work and ensure you've completed all required components.

2. Once you've completed your multi-page document containing all module requirements, you'll need to attach it to the submission page in the course. To do this, you will need to make sure the document is saved to your computer.

**If you're using Microsoft Word**, you can save the document to your computer's hard drive or desktop. Go to the File tab in the upper left corner of the page and choose "Save As" to save as a PDF or Word doc (use the file format drop down menu to switch between Word or PDF). Whatever format you choose please be sure to remember where you saved it (the downloads, or documents folder, maybe even the desktop) for easy retrieval later.



**If you're using Google**, you'll need to download the Doc as either a Word or PDF document. You can do this by going to the File tab in the upper left corner and selecting "Download..." then choose the file type-- Word or PDF. Again, please be sure to note where you saved it (most likely the downloads folder) for easy retrieval later.



3. Now that your completed document is saved on your computer, you're ready to upload it to the module submission page.

4. **To submit your coursework**, go to either the "Module Submissions" page by clicking on the tab to the left of your screen or scroll to the bottom of the module page and click on the link (see step 5 above). Below the text box, you'll see the section for attachments.

- Click on the "Choose File" button next to "select a file from your computer." A window will pop up so you can search your computer for the saved file. You remembered where you saved it, right?!!
- Select the file and click open.
- You should now see your document attached to the module (look for the title of your document under Attachments). You'll repeat this process for any additional documents that are required for the module. You're ready to submit!
- Click the red "Submit Module for Evaluation" button and follow the prompts to complete the process.

**Attachments**

No attachments yet

Select a file from computer **Choose File** No file chosen or select files from 'Home' or site

**Click "Chose File," select your file from the pop-up window, then click "Submit."**

**Submit Module for Evaluation** Preview Save Draft Cancel You are starting the submission process.

## Type into the Textbox

**Using the text box:** With this method, you can type your responses directly into the box provided and use the basic formatting tools to number and label your answers (as this helps the course evaluator to ensure you've completed all required components). It's important that you have only one browser tab or window open with the online course. Having multiple windows can cause issues with saving work. Also, remember to click the "Save



In the meantime, you can get started with required readings and responses for the next module. You will follow the same process for submission of each of the modules for your course.

**!** NOTE: Facing a tight deadline? We offer Expedited Evaluation in 2 business days for a fee. Please complete the [Expedited Evaluation Request Form](#) to start this process.

## View Grades and Evaluator Feedback

To view evaluator feedback and grades on your submitted modules, you'll go to one of two places in the online environment.

- For a quick look at your module grade and evaluator comments, click the Gradebook tab on the left of your screen. This will display the status of each module, including any grades and feedback that have been posted.

<a href="#">Course Modules</a>	<b>GRADEBOOK</b>
<a href="#">Module Submissions</a>	<b>Grade Report for test user</b> <a href="#">Print</a>
<a href="#">Discussion Forum</a>	Course Grade: B (85%)
<b><a href="#">Gradebook</a></b>	
<a href="#">Announcements</a>	
<a href="#">General Course Info</a>	
<a href="#">Help Center</a>	
<a href="#">Contact Us</a>	

Gradebook Item	Grade	Due Date	Comments
Module 1 Assignments	85 /100	04/15/2019	Welcome to "A Moving Body, A Thinking Brain"! Thanks for submitting your assignment. I appreciate your comments about the importance of movement and play. I teach Kindergarten and I share your concern regarding
Module 2 Assignments	- /100	04/15/2019	
Module 3 Assignments	- /100	04/15/2019	

- To view each returned module submission in depth, click on the Module Submissions tab on the left of the screen. Then, click on the Module you wish to view in greater detail. Scroll down the page to view the total points awarded for the module next to the word "Grade," your submitted attachments and any evaluator feedback at the bottom.

<a href="#">Course Modules</a>	<b>MODULE SUBMISSIONS</b>
<b><a href="#">Module Submissions</a></b>	<b>Assignments</b>
<a href="#">Discussion Forum</a>	Select an assignment to view details, start working or edit your previous work.
<a href="#">Gradebook</a>	
<a href="#">Announcements</a>	
<a href="#">Help Center</a>	
<a href="#">Course Tech Tools H...</a>	
<a href="#">Contact Us</a>	

Assignment Title	Status	Open Date
<a href="#">Module 1 Submission</a>	Returned	Jul 16, 2019 12:00 AM
<a href="#">Module 2 Submission</a>	Returned	Jul 16, 2019 12:00 AM
<a href="#">Module 3 Submission</a>	Returned	Jul 16, 2019 12:00 AM

<b>When will I receive a grade and feedback?</b>	<b>Coursework is evaluated:</b> <b>Within 5 days in:</b> January, February, March, May, June, September, October and December <b>Within 7 days in:</b> April, July, August and November
<b>If coursework meets requirements</b>	<p>Your grade will be available in your Account within 24 hours after evaluation is completed if all conditions below are met:</p> <ul style="list-style-type: none"> <li>• Grade release date has passed</li> <li>• All payments are complete if part of a group registration or purchase order payment</li> </ul>
<b>If coursework does not meet requirements</b>	<p>You will see the phrase “Resubmission Needed” included with your feedback and the evaluator will indicate the specific revisions that must be made.</p> <p>You must re-submit your coursework by the end-of-session deadline.</p>

## Important Dates

Coursework is due in the session in which you registered:

Session	Coursework Due (by 11:55pm CST)	Letter of Completion Available Beginning	Transcripts Available Beginning (per university partner timelines)
<b>Spring</b>	April 15th	January 3rd	Mid-January
<b>Summer</b>	August 15th	May 17th	Late May
<b>Fall</b>	November 15th	September 3rd	Mid-September*

\*Colorado State University - Pueblo transcripts available beginning early October

## Transcripts

Visit our website for more details on how to request your transcript from your chosen university partner:

[www.LearnersEdge.com/currently-enrolled#transcript](http://www.LearnersEdge.com/currently-enrolled#transcript)

# Questions?

Please contact one of our customer support team members via chat, phone or email and we'd be happy to assist you with course selection, troubleshooting in the online environment, and any other questions you have!

<b>General Questions</b>	<a href="mailto:Support@LearnersEdge.com">Support@LearnersEdge.com</a> <a href="#">Live Chat</a> 877.394.4930
<b>Course Specific Content Questions</b>	<a href="mailto:Instructor@LearnersEdge.com">Instructor@LearnersEdge.com</a> 877.394.4930

**Share your experience with us!**

[Course Survey](#)

[Course Review](#)

To leave a review, click *Courses*, locate the course you want to review, scroll down and click "Leave a Review"

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