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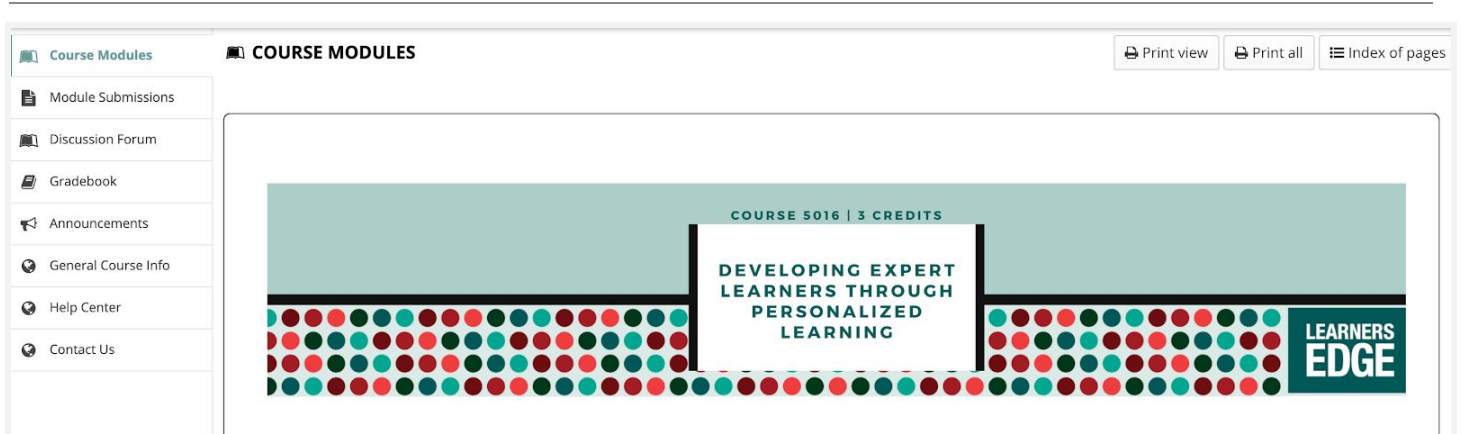
The information below will help you successfully navigate our online learning environment. All of our courses are designed with your busy teacher schedule in mind, including content bundled into modules which can be completed at a time that is convenient for you.

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.

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.

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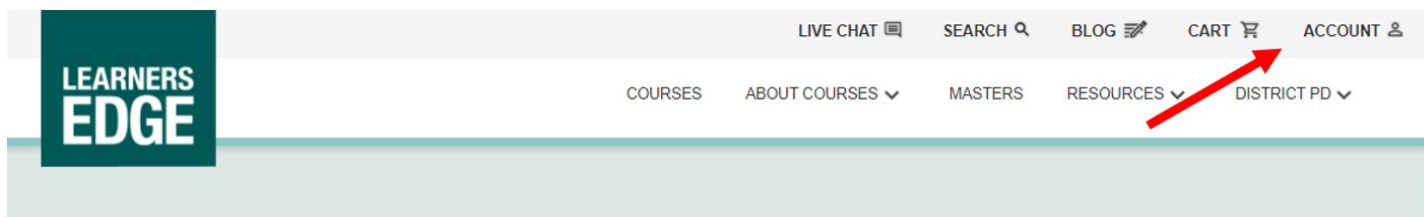
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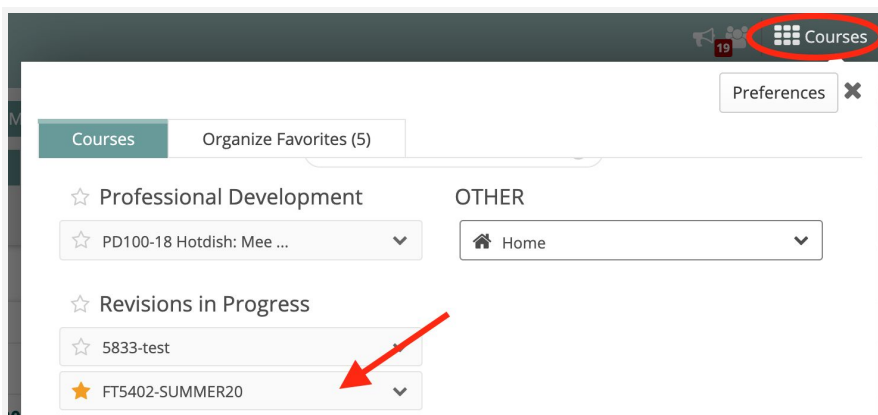
3. Once you have logged in to your account, you will see a list of your courses under "My Courses". Scroll down to find the course you wish to access, click on the "Get Started" dropdown and select "Access Course". This will bring you right into your course so you can begin your work.
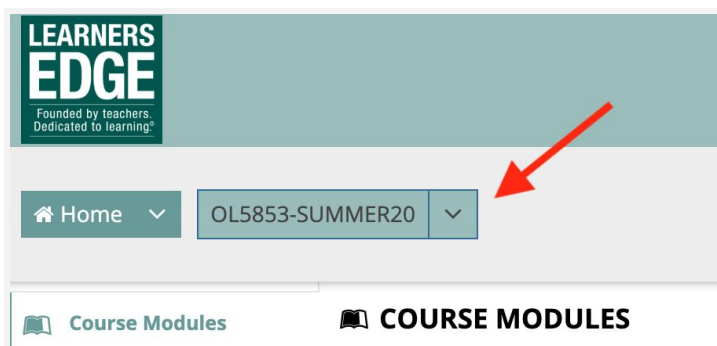

✩Quick Tip: Once you are in your course, click on the star next to the course title to mark it as a favorite. This will pin your course to the top of the page so you can access it quickly when you wish to work on your course.

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).

Navigate throughout the course
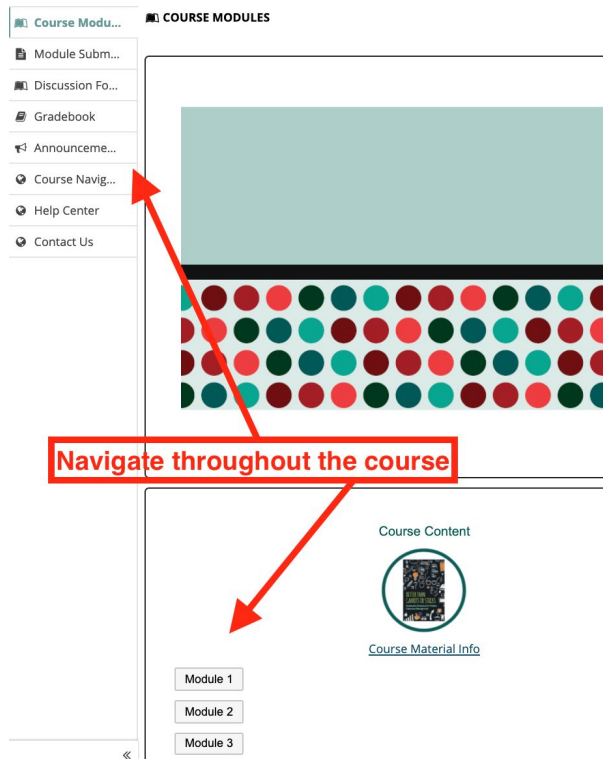
Collaboration

(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

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?	12 pt. font - Double or single spaced - Clearly number and label: - each section (Application 1a., 1b., 1c.) - each PDF to include the module number (Module 1.pdf). - One multi-page PDF document is preferred, but additional documents (presentation, lesson plan, etc.) are accepted.
When is my coursework due?	**Spring Session**: April 15 **Summer Session**: August 15 **Fall Session**: November 15 **(by 11:55 pm CST)** *If coursework due date falls on a Saturday or Sunday, coursework is due the following business day.

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.
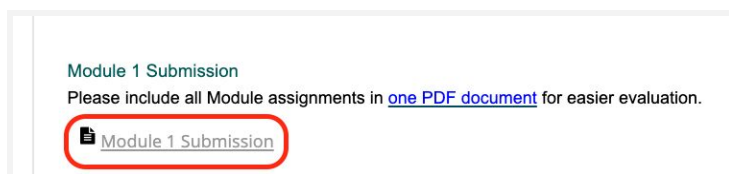
OR
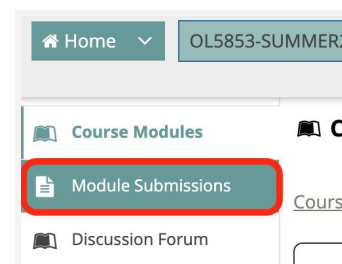
There are two ways to complete and submit work for the course:
- **upload or attach a document** you've created with a word processing application like MS Word or Google Docs (encouraged)
- use the **text box** provided on the module submission page to type your answers for each of the prompts

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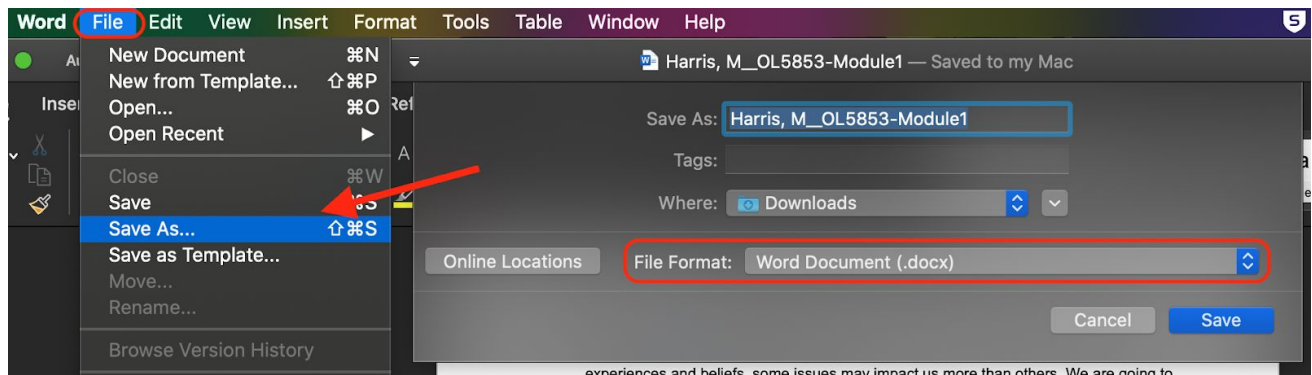
> **If you're using Google**, you'll need to download the Doc as either a Word or PDF document. You can do this by going to the File tab in the upper left corner and selecting "Download…" then choose the file type-- Word or PDF. Again, please be sure to note where you saved it (most likely the downloads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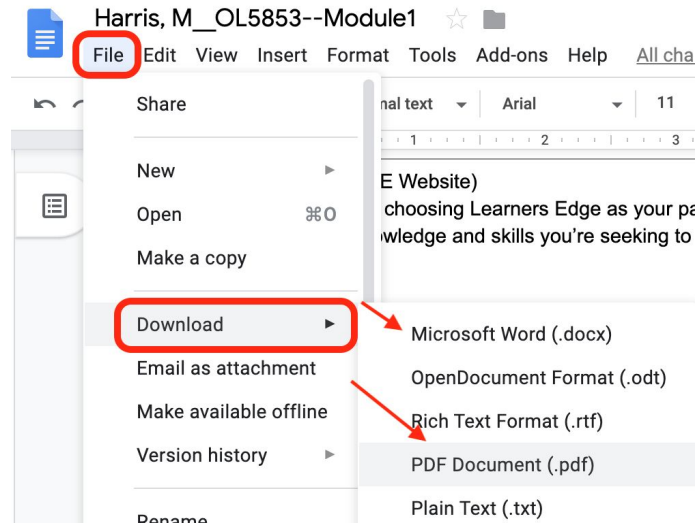
3. Now that your completed document is saved on your computer, you're ready to upload it to the module submission page.

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.

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

Draft" button at the bottom of the page in order to preserve your work (you can return to your draft at any time). When you've completed all of the requirements for the module, click the red "Submit Module For Evaluation" button and follow the prompts to complete the process. We encourage you to save your work often as you work in the textbox.

⚠ NOTE: If your coursework includes links to Google apps (Slides, Docs, etc), be sure the share settings allow "Anyone to View." Inaccessible documents may cause the module to be returned to you and lead to a delay in course completion.

Your course evaluator will now be able to review your coursework and will evaluate your work according to the following guidelines:

January	February	March	April
May	June	July	August
September	October	November	December

Green = Coursework is evaluated within 5 days
Orange = Coursework is evaluated within 7 days (due to high volume)

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.

- 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.

When will I receive a grade and feedback?	**Coursework is evaluated:** **Within 5 days in**: January, February, March, May, June, September, October and December **Within 7 days in**: April, July, August and November
If coursework meets requirements	Your grade will be available in your Account within 24 hours after evaluation is completed if all conditions below are met: ● Grade release date has passed ● All payments are complete if part of a group registration or purchase order payment
If coursework does not meet requirements	You will see the phrase "Resubmission Needed" included with your feedback and the evaluator will indicate the specific revisions that must be made. You must re-submit your coursework by the end-of-session deadline.

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)
Spring	April 15th	January 3rd	Mid-January
Summer	August 15th	May 17th	Late May
Fall	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

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!

General Questions	Support@LearnersEdge.com Live Chat 877.394.4930
Course Specific Content Questions	Instructor@LearnersEdge.com 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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