



# Course Navigation Guide

**2** Overview  
[Quick start](#)

**3** Prepare to Begin  
[Review Syllabus & Rubric](#)

**5** Navigate Through the Course  
[Login & Get Oriented](#)

**9** Complete Your Work  
[Understand Coursework Expectations](#)

**11** Submit Your Work  
[Review Submission Directions](#)

**14** View Grades & Feedback  
[Access Feedback, Grades, & Transcripts](#)

# Overview

Watch the **Quick Start Tutorial** for a brief overview of your online course. For further detail, we've outlined all the info you'll need in the pages that follow!



[Click to view](#)

# Prepare to Begin

## 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" page on our website. (To see specific course content, skip to the [Navigate Through The Course](#) section)

1. First, click on the "Login" button at the top of our website, [TeachingChannel.com](https://TeachingChannel.com).



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 have logged in, click on the account tab (Welcome, [name]) at the top of the screen again to view the "My Courses" option. Click, then scroll down to view your list of current and completed courses. Locate the course associated with the syllabus you wish to access. Click on the "Get Started" dropdown menu, and select "View Syllabus."

**Sign in**  
Email Address  
  
Password  
  
  
[Forgot password?](#)  
Note: We've recently made some changes to your account, including a single-sign on experience. You will now use the email address linked to your Learners Edge account (instead of your Customer Number), and your Password to sign in. You may need to update your password as you initially log in by clicking the "Forgot password?" link above.

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

Spring 2023				
Final grades for Spring session typically post by 1/02/2023.				
Course #	Course Name	Partner	Credits/Hours	Actions
5102	Anxiety Awareness: Empowering Students with Help and Hope	American College of Education	3 credits	<input type="button" value="GET STARTED"/>
5134	Teaching with Immersive Technologies	American College of Education	3 credits	<input type="button" value="GET STARTED"/>
Summer 2023				
Final grades for Summer session typically post by 5/16/2023.				
Course #	Course Name	Partner	Credits/Hours	Actions
5253	Using Universal Design for Learning (UDL) to Create Inclusive and Equitable Classrooms	American College of Education	3 credits	<input type="button" value="GET STARTED"/>

Remember, the course syllabus provides general information and may vary slightly from the online course content. For the most up-to-date assignments and directions, please 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 an outline of the course material and a rubric to guide your written responses\*\*.

The syllabus is an outline of the course requirements and is subject to change. Your coursework should be completed and submitted in the online environment where you will have full access to a variety of media, links, and other online tools required to satisfactorily complete this course.

For this course, you will complete modules that include written response assignments, opportunities to demonstrate and reflect on the application of various strategies and a final reflection on the course as a whole. You will complete and submit each module separately for evaluation. Your course evaluator will review your work using the criteria outlined on the rubric (also found on each module submission page within your course). 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% (B) for the module. If your work exceeds expectations, your evaluator will issue a grade of 100% (A) for the module.

\*\*Please note: If taking the course for non-credit (hours), you must to complete all required course components and adhere to the rubric expectations. A letter grade will be entered upon completion of each module and cumulative grade calculated when all coursework is graded. You may then calculate total hours earned based on your district/state calculations.

3 Credit Module 3 Rubric			
Criteria	Ratings		
All Applications <a href="#">view longer description</a>	<b>Outstanding Performance</b> Coursework shows complete planning, development and/or execution of application, clear articulation of details and inclusion of polished required artifacts.	<b>Target Performance</b> Coursework complete; development, execution and inclusion of artifacts.	
All Applications <a href="#">view longer description</a>	<b>Outstanding Performance</b> Coursework includes creative or innovative application of new knowledge and skills from course content to professional practice.	<b>Target Performance</b> Coursework application knowledge course content professional practice.	
All Applications <a href="#">view longer description</a>	<b>Outstanding Performance</b> Coursework provides clear, logical, and organized responses to any writing prompts in the application. It also includes at least one detailed connection to course objectives, student learning goals or transformation of professional practice.	<b>Target Performance</b> Coursework logical, and responses prompts in	

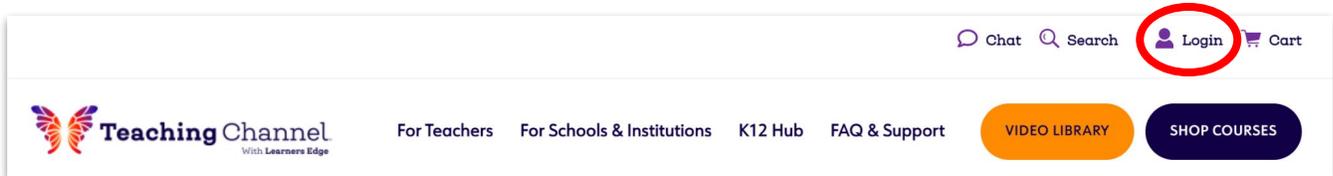
  

Module 1 Rubric			
Criteria	Ratings		
Statement of Intention and Awareness <a href="#">view longer description</a>	<b>Prompts Addressed</b> The evaluator has reviewed the Statement of Intention and Awareness for a response to each prompt. The content of the Statement of Intention and Awareness will be further evaluated as part of the Reflection in Module 3.	<b>Prompts Partially Addressed</b> The evaluator has only reviewed the Statement of Intention and Awareness for a response to each prompt. You have not responded to all prompts, so your Statement has been returned to you for resubmission. The content of the Statement of Intention and Awareness will be further evaluated as part of the Reflection in Module 3.	<b>Prompts Not Addressed</b> The evaluator has only reviewed the Statement of Intention and Awareness for a response to each prompt. You have not responded to each prompt, so your Statement has been returned to you for resubmission. The content of the Statement of Intention and Awareness will be further evaluated as part of the Reflection in Module 3.
Investigation 1: Read and Respond <a href="#">view longer description</a>	<b>Outstanding Performance</b> Coursework thoroughly and accurately addresses all question components by summarizing key concepts from readings. In at least half of the responses, the participant also makes inferences related to professional practice or supports answers with professional experiences.	<b>Target Performance</b> Coursework thoroughly and accurately addresses all question components by summarizing key concepts from readings.	<b>Below Target Performance</b> Coursework will be returned to student for resubmission with evaluator instructions if it does not meet target performance.

# Navigate Through the Course

## Login to the Course

1. To access the online learning environment, click on "Login".



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 have logged in, click on the account tab (Welcome, [name]) at the top of the screen again to view the "My Courses" option. Click, then scroll down to view your list of current and completed courses. Locate the course you wish to access. Click on the "Get Started" dropdown menu, and select "Access Course".

A screenshot of the 'Sign in' form. It has two input fields: 'Email Address' and 'Password'. The 'Password' field is circled in red. Below the fields is a 'Sign In' button and a 'Forgot password?' link. A note below the link reads: 'Note: We've recently made some changes to your account, including a single-sign on experience. You will now use the email address linked to your Learners Edge account (instead of your Customer Number), and your Password to sign in. You may need to update your password as you initially log in by clicking the "Forgot password?" link above.'

This will bring you right into your course so you can begin working.

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

Spring 2023				
Final grades for Spring session typically post by 1/02/2023.				
Course #	Course Name	Partner	Credits/Hours	Actions
5102	Anxiety Awareness: Empowering Students with Help and Hope	American College of Education	3 credits	GET STARTED ▾
5134	Teaching with Immersive Technologies	American College of Education	3 credits	GET STARTED ▾
Summer 2023				
Final grades for Summer session typically post by 5/16/2023.				
Course #	Course Name	Partner	Credits/Hours	Actions
5253	Using Universal Design for Learning (UDL) to Create Inclusive and Equitable Classrooms	American College of Education	3 credits	Access Course Syllabus Download Current Receipt (f View Receipt History

# Orient Yourself to the Course Layout

You should now see what we call the course “home page.” There are global navigation tabs on the left side of your screen as well as course-specific navigation tabs that will help you move through the course. Review the image below to orient yourself to the course layout:

The screenshot shows a course homepage for 'OL5833-Su23'. On the left is a dark blue sidebar with icons for Teaching Channel, Account, Dashboard, Courses, Calendar, History, and Help. The main content area has a top navigation bar with a hamburger menu and the course number 'OL5833-Su23'. Below this is a 'Recent Announcements' section with a post from 'March Madness' dated Feb 26, 2023. A 'One Stop Shop' section for documents and forms is also present. At the bottom, a large dark blue banner says 'Welcome to Your Course!' with two buttons: 'Meet Your Evaluator' and 'Get Started'. On the right side, there are three buttons: 'View Course Stream', 'View Course Calendar', and 'View Course Notifications'. A 'To Do' section at the bottom right shows 'Nothing for now'. Numbered callouts 1 through 13 point to various elements: 1 (Course Number), 2 (Course Session), 3 (Help), 4 (Dashboard), 5 (Announcements), 6 (Modules), 7 (Discussions), 8 (Assignments), 9 (Quizzes), 10 (Grades), 11 (Meet Your Evaluator), 12 (Get Started), and 13 (To Do).

- 1 **Course Number.** Click to return to the course homepage.
- 2 **Course Session.** Enrolled course session is displayed.
- 3 **Help.** Contact Instructor Team for assistance.
- 4 **Dashboard.** View and access all enrolled courses.
- 5 **Announcements.** Review important messages from your instructor. The most recent announcement appears at the top of the page.
- 6 **Modules.** Access course content/assignments..
- 7 **Discussions.** Read and post responses to discussion prompts (optional).
- 8 **Assignments.** Detailed view of assignment submissions.
- 9 **Quizzes.** Detailed view of quiz submissions.
- 10 **Grades.** View module/final grades and evaluator feedback.
- 11 **Meet Your Evaluator.** Learn more about the course evaluator.
- 12 **Get Started.** Easy navigation to the Modules page.
- 13 **To-Do List/Recent Feedback.** Quick peek at assigned work and recent feedback.

# Review the Academic Integrity Policy

## COLLABORATION AND PLAGIARISM POLICY

As an institution committed to professional development, Teaching Channel expects each course participant will complete coursework with integrity. Teaching Channel, along with our regionally-accredited university partners, are bound by graduate level coursework standards. By indicating agreement with our Collaboration and Plagiarism Policy, you pledge to uphold the expectations described below.

**Plagiarism:** Plagiarism is presenting another person’s work as your own. The following examples are considered plagiarism:

- Using text from another source, including a website, without \*citation
- Submitting the same work for multiple courses (“self-plagiarism”)
- Two or more students submitting the same coursework without approval to collaborate

\*We recognize that your coursework will reference the course textbook, readings, and media, therefore it is not necessary to cite the resources included in the course.

### Collaboration Expectations:

Teaching Channel encourages collaboration with colleagues to increase learning. Please follow the guidelines below for each assignment type when submitting coursework.

Please note that Collaboration is not available for students enrolled in Fast Track or Hybrid/Blended Learning courses.

Assignment	Collaboration Guidelines
READ/REVIEW AND RESPOND	Responses must be written in the words of the individual course participant.
RESOURCE REVIEW	Two or more teachers may use the same article, but responses must be written in the words of the individual course participant.
REFLECTION	Reflection must be written in the words of the course participant from their professional perspective.
APPLICATION	Educators may collaborate on Applications and submit the same work, following these guidelines: <ol style="list-style-type: none"><li>1. Prior to creating the collaborative assignment, complete the <a href="#">Collaboration Request Form</a></li><li>2. Choose up to two Application assignments within a course for collaboration</li><li>3. Collaborate with a maximum of four other people</li></ol> <p><u>Each</u> collaborator must include the following with their coursework submission:</p> <ol style="list-style-type: none"><li>1. Permission granting email</li><li>2. Names of collaborators</li></ol>

Failure to uphold the Collaboration & Plagiarism policy may result in loss of credit and an inability to register for future courses with Teaching Channel. Please contact our office if you have any questions about this policy.

# Review the Academic Integrity Policy

## ARTIFICIAL INTELLIGENCE POLICY

We recognize that artificial intelligence (AI) is an emerging and evolving technology that is embedded into many aspects of our personal and professional lives. Just as with other emerging technologies, we embrace the benefits it can provide for teachers, such as enhancing efficiencies for teacher planning, designing differentiated materials, and assisting as a thought partner. However, we encourage the educator community to stay mindful that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic.

Please use the following guidelines if completing your work with the assistance of AI:

- Consider AI as a collaborator and use your preferred tool(s) to generate ideas that enhance your learning and creativity.
- Modify any AI generated output to make it your own (e.g. applicable to your audience, differentiated for unique student needs, relevant to your educational environment) and to meet course requirements.
- To the best of your ability, verify the AI generated coursework you are submitting is accurate and without bias.

# Complete Your Work

## Understand Coursework Expectations

The screenshot shows a course dashboard with two main sections: 'Start Here' and 'Modules'. The 'Start Here' section has a 'Complete All Items' button and a checklist with three items: 'Introduction' (Viewed, checked), 'Acknowledge Coursework Expectations' (1 pts | Scored at least 1.0, checked), and 'Acknowledge Coursework Expectations' (1 pts | Scored at least 1.0, checked). The 'Modules' section has a 'Prerequisites: Start Here' note and a 'Complete All Items' button. It lists four items: 'Module 1 Learning Activities' (Viewed, checked), 'Module 1 Submission' (Aug 15 | 100 pts | Submit, not checked), 'Module 2 Learning Activities' (View, not checked), and 'Module 2 Submission' (Aug 15 | 100 pts | Submit, not checked).

To begin your course, click the “Get Started” button on the course homepage or select the Modules tab on the left of your screen..

1. Open the Introduction module and complete the tasks listed. This section, which includes a prerequisite checklist (“Acknowledge Coursework Expectations”), must be completed before you can access the remaining module content for the course.

## Begin Learning Activities

The screenshot shows a course page for '5853: A Moving Body, A Thinking Brain'. It includes a welcome message, a video player for 'Move and Learn: The Power of Movem...', and sections for 'Readings and Resources' and 'Module 1 Assignments'. The 'Readings and Resources' section lists the course text 'A Moving Child is a Learning Child: How the body teaches the brain to think' by Gill Connell and Cheryl McCarthy, and notes that all other readings and resources are linked within their respective assignments. The 'Module 1 Assignments' section includes a note: 'Please note: all Module 1 assignments must be completed before Module 1 is submitted.'

2. After completing the introductory module, click “Next” to enter Module 1. You can now begin the assigned learning activities, including articles, videos, response questions and applications.

The assignments build upon each other, so it is best to complete the Modules in sequential order.

# Complete Your Work

3. To complete the assigned work displayed in each module, you will type your responses to the module prompts in a separate document. Choose a word processing application you're comfortable with, such as Microsoft Word or Google Docs, then type all of your responses into one, multi-page document. 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.

You may find that some of our courses require you to create additional materials like a slide presentation, a video recording, or lesson plan. For these courses you may submit multiple items of differing file types.

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

How much time should I spend on the 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?	Spring Session: April 15 Summer Session: August 15 Fall Session: November 15 (by 11:55 pm CST) <small>*If coursework due date falls on a Saturday or Sunday, coursework is due the following business day.</small>

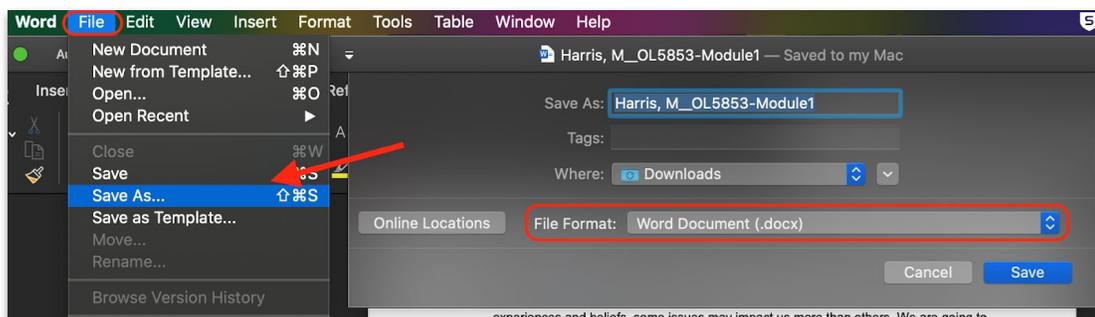
Once you've completed your multi-page document containing all module requirements and any additional assignment documents, you'll need to attach your work to the submission page in the course. From the Modules page, click "Next" to navigate to the Submission page.

# Submit Your Work

## Save & Upload Attachments

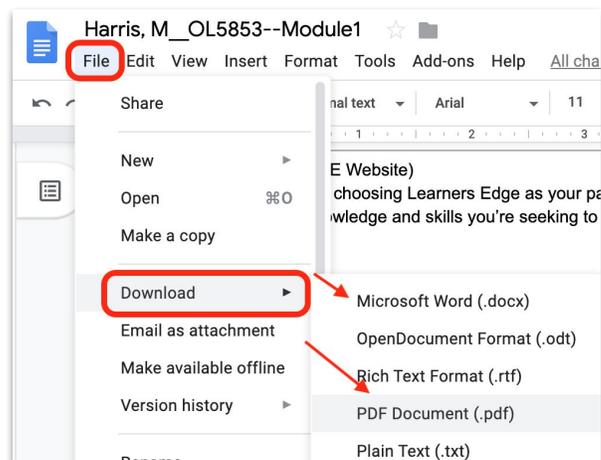
1. Once you've completed your multi-page document containing all module requirements, you'll need to attach it to the submission page in the course. To do this, make sure the document is saved to your computer.

- 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 Word doc 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.



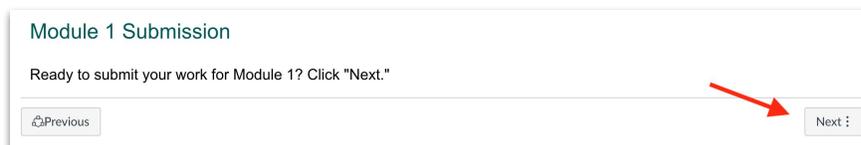
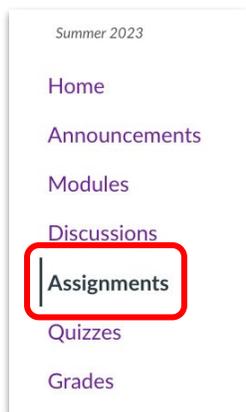
- If you're using **Google Docs**, we prefer you download the Doc as either a Word or PDF document, rather than sharing a direct link. This ensures that evaluators have easy access to your work without navigating school district sharing restrictions. Do this by going to the File tab in the upper left 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.

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

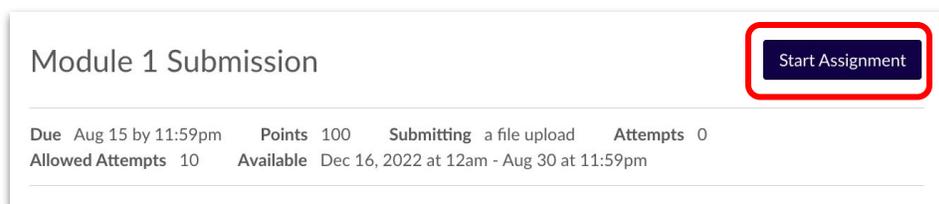


# Submit Your Work to be Evaluated

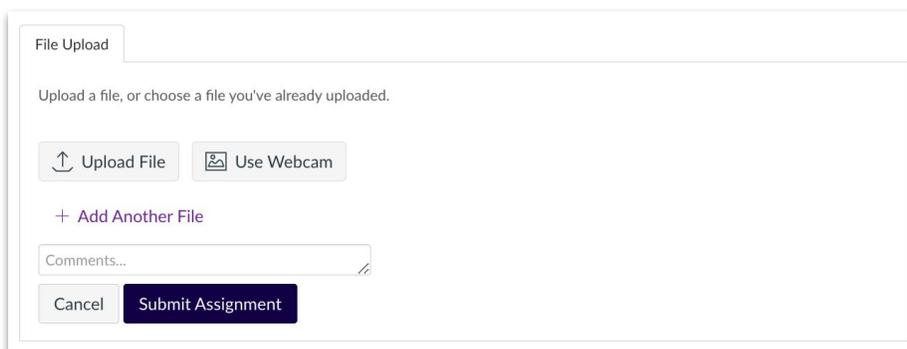
1. To submit your coursework, go to either the "Assignments" page by clicking on the tab to the left of your screen or scroll to the bottom of the module page and click "Next."



2. After reading the important information in the text box, click on the "Start Assignment" button.



- When the file upload window appears, you will click "Choose File" and locate the saved file on your computer. 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 to verify). You'll repeat this process for any additional documents (presentation, lesson template) that are required for the module. Just choose "Add Another File" to attach more files.

- Note: If you need to remove a file that was just added, simply click “Choose File” again, and instead of selecting a file, click “Cancel.”
- Now you’re ready to submit! Click the “Start Assignment” button to send your work to be reviewed by the evaluator.
- If you submit before your entire module is complete, you may add to your work before a grade is given. Click the Re-submit Assignment button to attach another file. Once a grade has been issued, coursework will not be re-evaluated.

Your course evaluator will now be able to review your coursework and will evaluate your work. You can expect to receive personalized feedback within 7 days of submission. You will receive an email message notifying you when your evaluator has provided feedback.

**!** 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. Watch this video to learn about [an important step for sharing outside a district Google domain](#). For Google Forms, be sure your settings enable access to viewers outside your school/district. Watch this video to learn how to toggle on [sharing outside of your school/district domain](#).

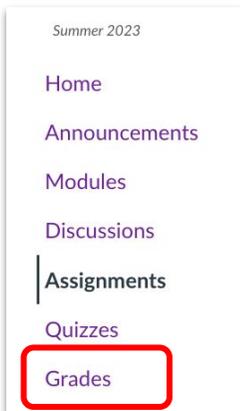
In the meantime, you can get started with required readings and responses for the next module. You will follow the same process for submission of each of the course modules.

**!** 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.

COURSEWORK IS DUE IN THE SESSION IN WHICH YOU HAVE REGISTERED:

SESSION	COURSEWORK DUE DATE (BY 11:55 PM CST)	LETTER OF COMPLETION AVAILABLE BEGINNING	TRANSCRIPTS AVAILABLE (PER UNIVERSITY PARTNER TIMELINE)
SPRING	APRIL 15TH	JANUARY 3RD	MID-JANUARY
SUMMER	AUGUST 15 <sup>TH</sup>	MAY 17 <sup>TH</sup>	LATE MAY
FALL	NOVEMBER 15 <sup>TH</sup>	SEPTEMBER 3 <sup>RD</sup>	MID-SEPTEMBER*

# View Grades & Feedback



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

- Click on the icons to the right of each Module Submission title to view evaluator feedback and the completed rubric.
- Your cumulative grade (average of all modules) is calculated automatically and will appear at the bottom of the page.

Grades for Print Grades

Course: OL5683: Teach Like a ▼ Arrange By: Due Date ▼ Apply

Name	Due	Status	Score	Out of		
<a href="#">Module 1 Submission Assignments</a>	Apr 15 by 11:59pm		100 (A)	100		
<a href="#">Module 2 Submission Assignments</a>	Apr 15 by 11:59pm		85 (B)	100		
<a href="#">Module 3 Submission Assignments</a>	Apr 15 by 11:59pm		100 (A)	100		
<b>Assignments</b>			<b>95%</b>	285.00 / 300.00		
<b>Total</b>			<b>95%</b>	285.00 / 300.00		

View your submission in greater detail by clicking on the Module Submission link.

- Here you can access your uploaded file(s), see the date/time your work was submitted, read evaluator comments, and view your final grade for the module.
- To view the completed rubric, click on the Show Rubric link and scroll to view each criterion (any any embedded comments).

**Submission Details**

Module 1 Submission  
Achilles submitted Jan 12 at 9:46pm

Grade: A  
Show Rubric

Re-submit Assignment

TEST 5683\_M1.pdf 54.8 KB

Thank you so much for taking the time to complete your statement of Intention and Awareness. This statement is a critical part of your coursework, allowing you to explore your prior knowledge, describe your motivation for taking the course.

Your grade for each module is determined by criteria outlined in that module's rubric.

- If your assignment fulfills "Outstanding Performance" criteria in at least half of the rubric criteria, you will earn an "A" for that module.
- If your assignment fulfills "Outstanding Performance" criteria in fewer than half of the rubric criteria, you will earn a "B" ["Target Performance"] for that module.
- If your assignment does not meet "Target Performance" for any rubric criterion, your work will be marked "Below Target Performance," and you will be asked to revise and resubmit your assignment.

Do you have a "Missing" stamp next to one of your submitted modules? Don't worry! This means your course evaluator has requested that you resubmit your work for that particular module.

View feedback and resubmit

Module 3 Submission Assignments

Apr 15 by 11:59pm

MISSING

Indicates resubmission is needed

- Please click on the Module Submission link to read your evaluator's specific comments, view the rubric criteria, and better understand any revisions that must be completed.
- When you have made the requested revisions, click on the Re-submit Assignment button. You can now upload your revised work and add any additional comments for the evaluator in the Comment Box.
- Click Re-submit Assignment to resubmit for review.

Your evaluator will review assignments from oldest submission to newest, so any resubmission will restart the evaluation timeline. Once a grade has been issued, coursework will not be re-evaluated.

# Access Final Course Grades & Transcripts

If all of the following conditions are met, your grade will be available in your Account within 24 hours after evaluation:

- [Grade release date](#) has passed
- All payments are complete if part of a group registration or purchase order payment

Visit our website for more details on [how to request your transcript](#) from the university partner selected upon registration. If taking the course for non-credit (hours), you may access your Letter of Completion from your Account page at [teachingchannel.com](https://teachingchannel.com).

Our Customer Support Team is available to help you with:

- Registration Information
- Materials
- Shipping Information
- User Login/Password Questions
- Coursework Extensions
- Final Grade Questions
- Updating Your Customer Records



Contact Support

952.469.3454

[Support@teachingchannel.com](mailto:Support@teachingchannel.com)

[Live Chat](#)

Our Course Instructor Team is available to help you with:

- Completion of Course Requirements (including content-specific questions, accommodations, and modifications)
- Course Recommendations
- Questions on Personalized Continuing Education (Book Study, i-Course, Tech Study)
- Module Grade Questions



Contact an Instructor

952.469.3454

[Instructor@teachingchannel.com](mailto:Instructor@teachingchannel.com)

[Assistance Form](#)

Share your experience with us!

[Course Survey](#)

[Course Review](#)

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