Managing Courses in NCEES

**Primary Audience:** Staff in NCEES

**Purpose of Document:** This guide outlines the steps for searching for, enrolling in, withdrawing from and managing professional development learning opportunities (Self-Paced or Instructor Led courses) in the online tool.

**Learning Opportunities:** NCEES uses the term **Learning Opportunities** which refers to professional development credit-earning courses or other opportunities which can include PLCs, events, etc where the credit is stored in NCEES on the staff’s **My Transcript**.

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**Searching for Learning Opportunities**

1. When logged into NCEES navigate to the **Professional Development** tab.
2. Search for courses in the **Course Search** channel:
   a. Enter text in the **Search for a course or section** field and click the **Search** button. Text can be entered in whole or in part of any of the following:
      - i. Course Number
      - ii. Course Title
      - iii. Course Description
      - iv. Section Number
      - v. Section Title
      - vi. Section Notes
      - vii. Instructor Name
   b. Click **Advanced Search** to conduct a more advanced search of the catalog.
   c. Click **Show All** to view a list of all courses currently in the catalog.
      - i. The catalog includes **Self-Paced** and **Instructor Led Learning Opportunities**.
Managing Courses in NCEES

Starting a Self-Paced Course

Staff will Start a Self-Paced course to be added to the course roster.

1. Use the Search tool to locate the course in which you wish to enroll.
   a. All courses matching the search will display.
      i. Self-Paced courses will have a green icon of a person with a book.

2. Click the title of the course to View Learning Opportunity information.
   a. Click the Credit link to view the credit hours (CEUs) and credit type offered for the course.
      i. Note: Districts are authoritative on approving the credit type the CEU may be applied to.
   b. Administrators can click Recommend to complete the steps to recommend a staff take this course.
   c. Views - shows how many times this course has been viewed clicked into.

3. On the View Learning Opportunity information page review the following
   a. Course Description
   b. Course Details Tab
      i. Disclaimer
      ii. Office - PD Office that manages the course
      iii. Course Provide - Moodle, Canvas (NCDPI) or Non-Moodle
      iv. Credit Types
      v. Funding Source
      vi. PD Type
      vii. Duration
      viii. Prerequisites (unenforced)
      ix. Enforced Prerequisites
      x. Notes
      xi. Release Now - Yes (staff can start/registry) or No (staff cannot start/registry)
      xii. Course Survey
      xiii. Archived - No
Managing Courses in NCEES

xiv. Location Availability  

xv. Required, Recommended or Restricted Demographics  

xvi. Resources  

xvii. Focus Areas aligned  

xviii. Standards aligned  

xix. Attachments  

c. Resources Tab - only viewable when course creator has added resources.  

i. Resources links are inaccessible until after the course is started.  

ii. Can Mark as Viewed after viewing each resource.  

4. Click the Start button to start the course in one of the following LMS systems:  

a. Moodle connected course.  

b. Canvas (NCDPI) connected course.  

5. Once started the buttons change to View Again and I’m Finished.  

a. View Again - to navigate back into the course.  

b. I’m Finished - does nothing in North Carolina.  

i. Course completions will feed back to NCEES when the completion criteria has been met.

Register for an Instructor Led Course  

Staff will Register for an Instructor course to be added to the course roster.  

1. Use the Search tool to locate the course in which you wish to enroll.  

a. All courses matching the search will display.  

i. Instructor Led courses will have a purple icon of a person instructing.  

ii. Instructor Led courses will have one or more sections.  

2. Click the title of the course to View Learning Opportunity information.
Managing Courses in NCEES

a. Click the **Credit** link to view the credit hours (CEUs) and credit type offered for the course.
   i. Note: Districts are authoritative on approving the credit type the CEU may be applied to.

b. Administrators can click **Recommend** to complete the steps to recommend a staff take this course.

c. **Views** - shows how many times this course has been viewed/clicked into.

3. On the View Learning Opportunity information page review the following
   a. View the Course Description
   b. **Course Details** Tab
      i. Disclaimer
      ii. Office - PD Office that manages the course
      iii. Course Provide - Moodle, Canvas (NCDPI) or Non-Moodle
      iv. Credit Types
      v. Funding Source
      vi. PD Type
      vii. Duration
      viii. Prerequisites (unenforced)
      ix. Enforced Prerequisites
      x. Notes
      xi. Allow participant to enroll in multiple sections of the same course - Yes or No
      xii. Course Survey
      xiii. Do not require section start and end time - Yes or No
      xiv. File Attachments
      xv. Archived - No
      xvi. Location Availability
      xvii. Required, Recommended or Restricted Demographics
      xviii. Resources
      xix. Focus Areas aligned
      xx. Standards aligned
   c. **Sections** Tab
      i. View **Sections** list
         1. **Registration** button - click to begin registration.
      ii. Click the **Section Title** link to view more section information.
      iii. **View Section** information.
Managing Courses in NCEES

1. Section Number
2. Section Title
3. Notes
4. Date
5. Instructor(s)
6. Address
7. Max Class Size
8. Registered
9. Location
10. File Attachments

iv. **Register** button - click to begin registration.

d. **Additional Information** tab - view any additional information.

e. **Resources** Tab - only viewable when course creator has added resources.
   i. **Resources** links are inaccessible until after the course is started.
   ii. Can **Mark as Viewed** after viewing the resource.

4. Click the **Register** button to be added to the course roster.
   a. View progress of registration information
   b. Click the link for **How much do I have?** to view **Your History** page of credits in NCEES that are **Complete** and **Not Complete**.
   c. Click **Next** to complete registration.

5. View the **Congratulations** message.
   a. The event will be added to your **Google Calendar** if connected.
      i. Optional link provided to connect to another calendar.
   b. **My Course List** link will redirect you to the **My Courses** channel.
   c. **Course Search** link will redirect you to the **Course Search** channel.
Managing Courses in NCEES

Manage My Courses

Navigate to the My Courses tab > My Courses channel to withdraw from or to view in-progress and completed courses.

1. My Courses channel icons:
   a. Registered - icon is a purple circle with three dots which means the participant is registered for an instructor led course or has started and is in-progress on a self-paced course.
   b. Completed - icon is a green circle with a check mark. Completions show in the My Courses channel for 30-40 days and then will roll off the list.
   c. Withdraw - icon is a blue circle with a door symbol and an arrow pointing out.
      i. Click the Withdraw icon to begin withdrawing.
      ii. On the next window click Withdraw or Cancel Withdraw Request.

2. My Courses Links
   a. View All link or Learning Opportunity button
      i. Click to View All or Learning Opportunity button to navigate to My Learning Opportunities
         1. Click the action menu or circle with the x to Withdraw from the Learning Opportunity.
            a. Click Withdraw button or Cancel button.
            b. Click My Courses to return to the View All page.
         2. Click Course Title to navigate to Course Details.
         3. Survey column - click link to take Survey if enabled.
         4. Expand arrow on right to view course information
         5. Use the View Again button to re-access self-paced courses.
            a. I’m Finished button does nothing in NC.
b. My Transcript

   i. Click **My Transcript** button to access the staff transcript

      1. Optional: Enter a **Section End Date From** and a **Section End Date To** to populate results within a date range.

   ii. Scroll down to the transcript.

   iii. Select a tab to view by the following credit types:

      1. All
      2. Literacy
      3. Academic Subject Area
      4. General
      5. Leadership
      6. Technology
      7. Digital Learning Competency

   iv. At top right of transcript use buttons to **Print** or **Email PDF** of transcript.

   v. View transcript entry records which show

      1. Office - NCPDI or Local PD office that created/manages the course
      2. # - course number
      3. Section #
      4. Title
      5. Survey
         a. click link to completed survey if enabled
         b. Certificate will not be available until survey is completed
            i. Credit will be awarded.
      6. Start Date - date the course started
      7. End Date - date the course completed
      8. Completion Date - date the participant completed or was marked completed.
      9. Certificate #
         a. Click the blue link to print or save the system supplied course certificate.
      10. Registration Status - **Complete** or **Complete Pending Survey**
      11. View **Credit Hours** and **Credit Type** earned.
      12. At the bottom of the transcript view **Total Includes Credit Pending Survey Completion:**