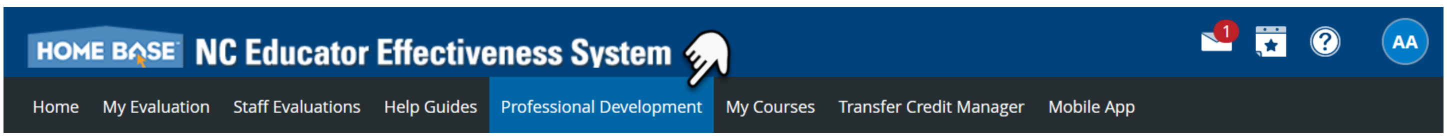
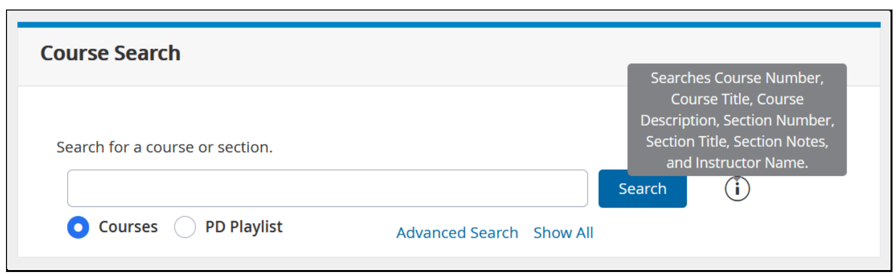
Managing Courses in NCEES

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**.

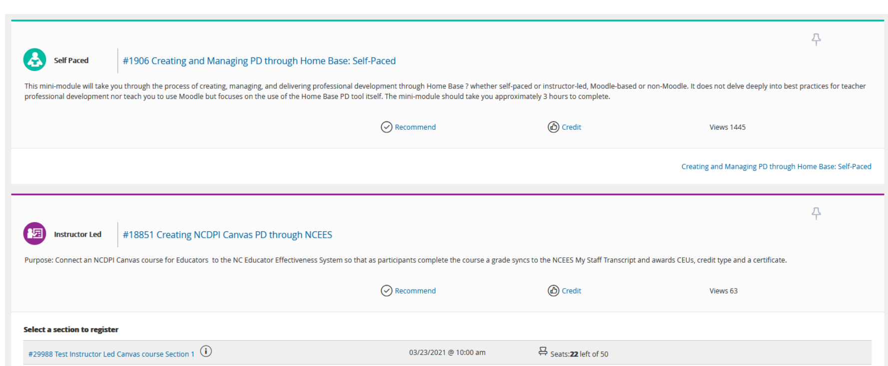
Searching for Learning Opportunities



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**.



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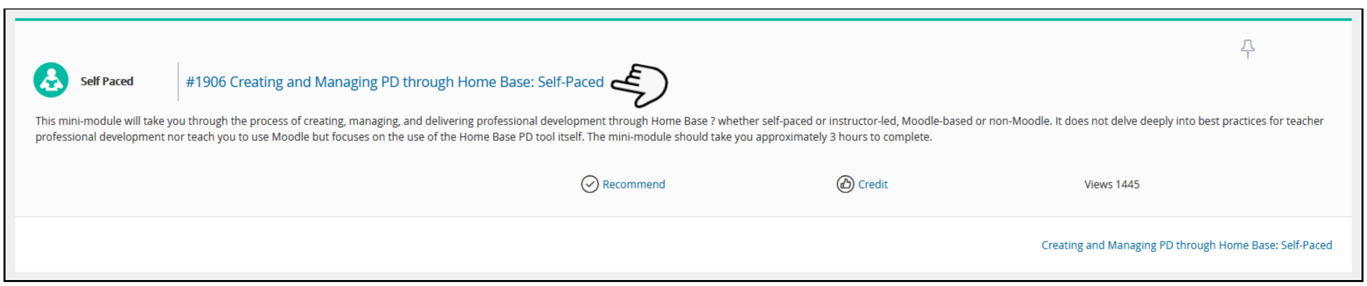
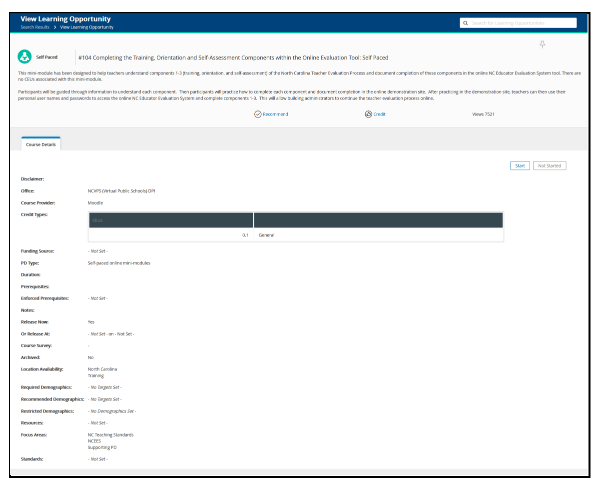
Starting a Self-Paced Course

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/register) or No (staff cannot start/register)
        xii. Course Survey
        xiii. Archived - No



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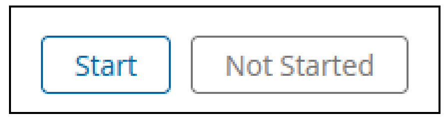
xiv. Location Availability
xv. Required, Recommended or Restricted Demographics
xvi. Resources
xvii. Focus Areas aligned
xviii. Standards aligned
xix. Attachments

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.

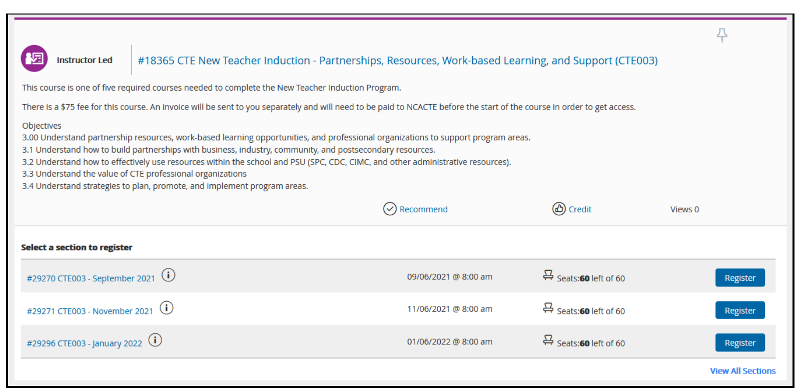


4. Click the **Start** button to start the course in one of the following LMS systems:
   a. Moodle connected course.
   b. Canvas (NCDPI) connected course.
5. Once started the buttons change to View Again and I'm Finished.
   a. View Again - to navigate back into the course.
   b. I'm Finished - does 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.



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a. Click the **Credit** link to view the credit hours (CEUs) and credit type offered for the course.

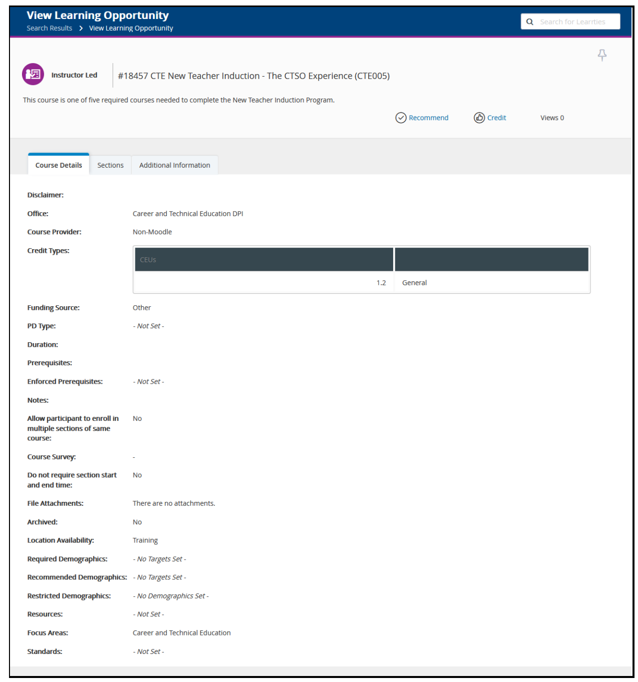
i. Note: Districts are authoritative on approving the credit type the CEU may be applied to.

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

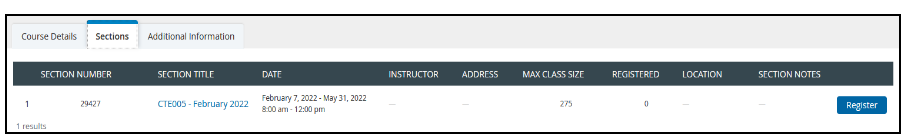


b. **Course Details** Tab

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.

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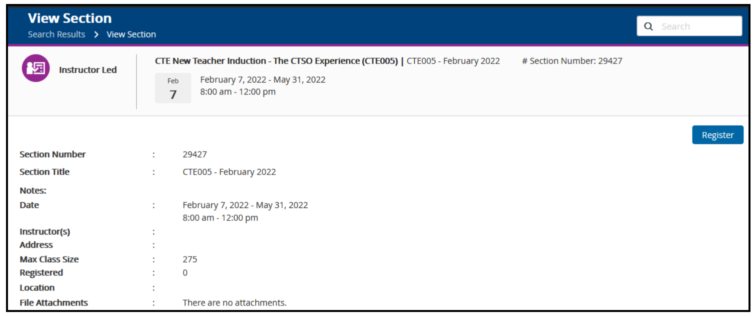
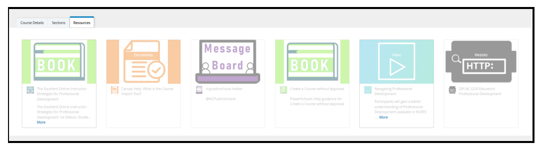
1. Section Number
2. Section Title
3. Notes
4. Date
5. Instructor(s)
6. Address
7. Max Class Size
8. Registered
9. Location
10. File Attachments



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

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

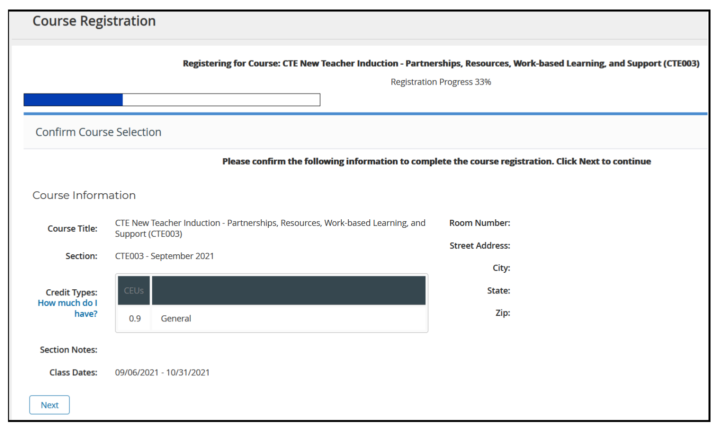
e. **Resources** Tab - only viewable when course creator has added resources.



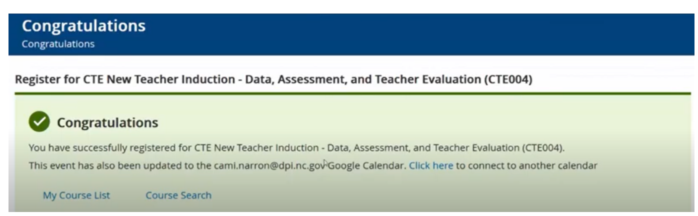
i. **Resources** links are inaccessible until after the course is started.

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.



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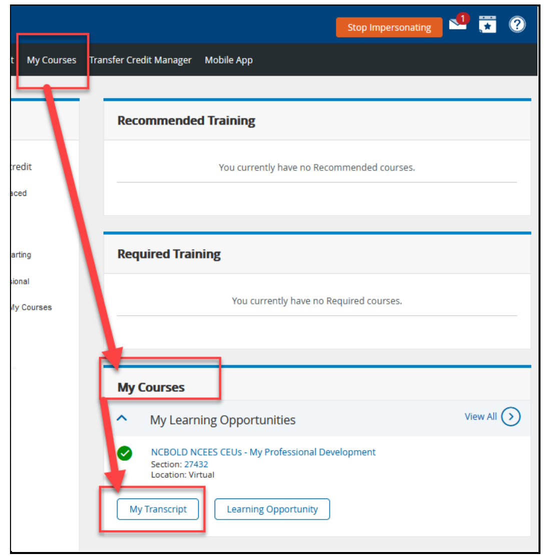
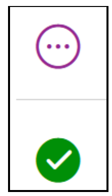
Manage My Courses

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

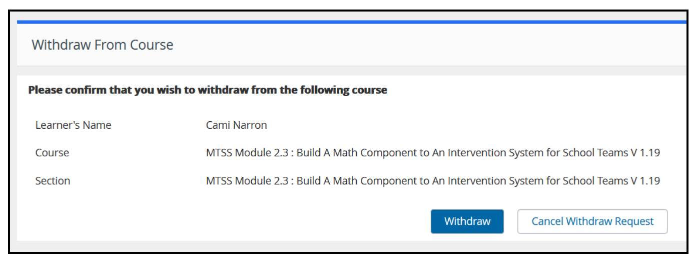


1. **My Courses** channel icons:
    a. **Registered** - icon is a purple circle with three dots which means the participant is registered for an instructor **led course** or has started and is in-progress on a **self-paced course.**



    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.

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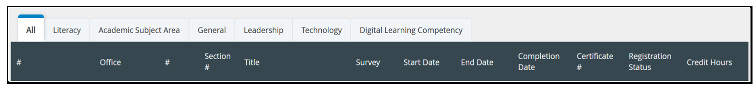
b. My Transcript

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

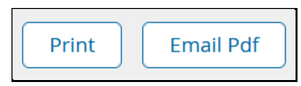
1. Optional: Enter a **Section End Date From** and a **Section End Date To** to populate results within a date range.

ii. Scroll down to the transcript.

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



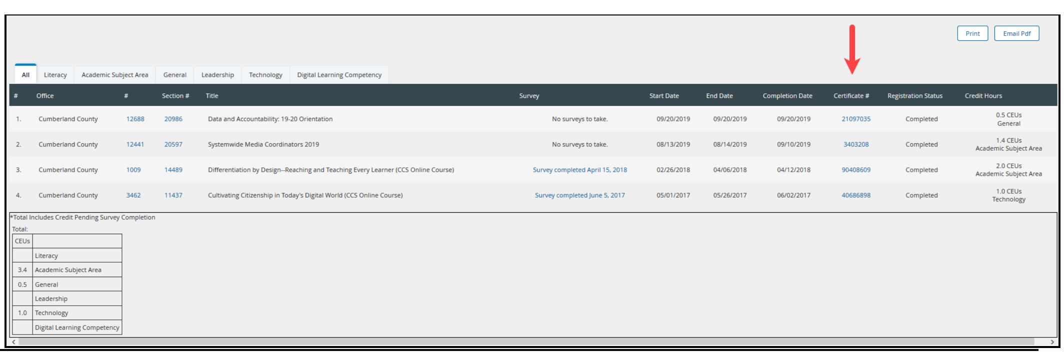
1. All
2. Literacy
3. Academic Subject Area
4. General
5. Leadership
6. Technology
7. Digital Learning Competency



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:**



#	Office	#	Section #	Title	Survey	Start Date	End Date	Completion Date	Certificate #	Registration Status	Credit Hours
1.	Cumberland County	12688	20986	Data and Accountability: 19-20 Orientation	No surveys to take.	09/20/2019	09/20/2019	09/20/2019	21097035	Completed	0.5 CEUs General
2.	Cumberland County	12441	20597	Systemwide Media Coordinators 2019	No surveys to take.	08/13/2019	08/14/2019	09/10/2019	3403208	Completed	1.4 CEUs Academic Subject Area
3.	Cumberland County	1009	14489	Differentiation by Design--Reaching and Teaching Every Learner (CCS Online Course)	Survey completed April 15, 2018	02/26/2018	04/06/2018	04/12/2018	90408609	Completed	2.0 CEUs Academic Subject Area
4.	Cumberland County	3462	11437	Cultivating Citizenship in Today's Digital World (CCS Online Course)	Survey completed June 5, 2017	05/01/2017	05/26/2017	06/02/2017	40686898	Completed	1.0 CEUs Technology

*Total Includes Credit Pending Survey Completion

Total:

CEUs	
	Literacy
3.4	Academic Subject Area
0.5	General
	Leadership
1.0	Technology
	Digital Learning Competency