



**Teaching Channel**  
A K12 Coalition Company

# Fast Track Course Navigation Guide

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# 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!



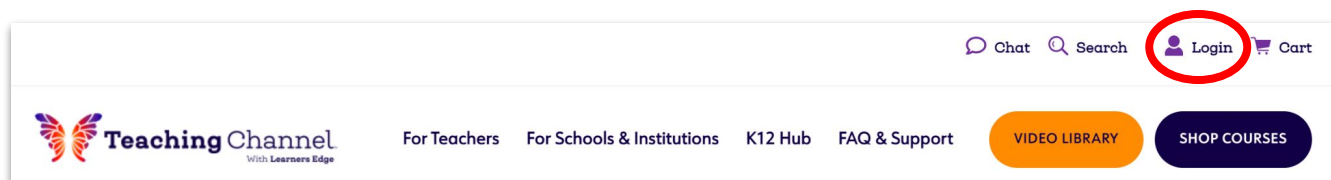
[Click to view](#)

# 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."

A screenshot of the Sign in form. The form has fields for Email Address and Password. Below the Password field is a Sign In button. A link for "Forgot password?" is circled in red. A note below the link states: "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	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

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 a 10-question Progress Check assessment at the end of Modules 1 and 2. These Progress Checks will not be included in your final course grade, however, a score of 80% or higher is considered passing and passing scores are required for course completion. You will have multiple retake opportunities.

In Module 3, you'll complete a written Application and Reflection assignment, using your notes and reflections from Modules 1 and 2. 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% (B) for the module. If your work exceeds expectations, your evaluator will issue a grade of 100% (A) for the module.

<a href="#">Close Rubric</a>			
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 to 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	

<a href="#">Close Rubric</a>			
3 Credit 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 I: 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.

# 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.

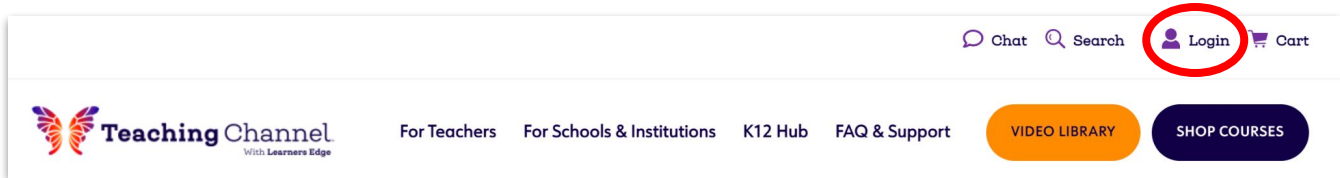
Please use the following guidelines if completing your work with the assistance of AI:

- 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.

# 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".

The image shows a "Sign in" form. It has fields for Email Address and Password. Below the Password field is a "Sign In" button. Below the button is a link labeled "Forgot password?" which is circled in red. Below the link is a note: "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
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# 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 the Teaching Channel course interface for OL5833-Su23. The left sidebar contains navigation tabs: Account, Dashboard, Courses, Calendar, History, and Help. The top header displays the course number OL5833-Su23. The main content area features a 'Recent Announcements' section with a post from 'March Madness' dated Feb 26, 2023. Below this is a 'One Stop Shop' section for online docs, spreadsheets, slides, and forms. A large 'Welcome to Your Course!' banner is prominently displayed. At the bottom, there are two buttons: 'Meet Your Evaluator' and 'Get Started'. On the right side, there are links to 'View Course Stream', 'View Course Calendar', and 'View Course Notifications'. A 'To Do' section indicates 'Nothing for now'.

- 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.

# Complete Your Work

## Understand Coursework Expectations

- 1. You should complete your course in sequential order as content often builds from one module to the next.
- 2. To complete the assigned work for Modules 1 and 2, you'll read and view content-specific resources, then record your reflections, insights, and new learning in either a paper or digital journal. Please note, the journal will not be submitted, however, your notes and reflections from your journal will be used to complete the Reflection Requirement and Application Requirement in Module 3.
- 3. At the conclusion of Modules 1 and 2, you will complete a 10-question Progress Check assessment. These Progress Checks will not be included in your final course grade, however, a score of 8 out of 10 (80%) or higher is considered passing and passing scores are required for course completion. You will have multiple retake opportunities.

4. To access your Progress Check assessment, scroll to the bottom of the module page and click "Next."

Module 1 Progress Check

Due

No due date

Points

10

Questions

10

Time Limit

None

Allowed Attempts Unlimited

Take the Quiz

- 5. You are now ready to begin the assessment. Click "Take the Quiz" to begin. There is no time limit and you will have multiple opportunities to submit your answers, if needed. Click "Submit Quiz" when you are finished.
- 6. If you've completed the quiz with a score of 80% (8 out of 10) or higher, click "Next" at the bottom of the screen to continue on. You'll follow the same procedure for the Progress Check at the conclusion of Module 2. If you've scored below 80%, you can make another attempt by clicking the "Take the Quiz Again" button.

Module 1 Progress Check

Due

No due date

Points

10

Questions

10

Time Limit

None

Allowed Attempts Unlimited

Take the Quiz Again

Attempt History

	Attempt	Time	Score
LATEST	Attempt 1	3 minutes	9 out of 10

Last Attempt Details:

Time:

3 minutes

Current Score:

9 out of 10

Kept Score:

9 out of 10

Unlimited Attempts

Take the Quiz Again

(Will keep the highest of all your scores)



# Complete Your Work

3. To complete the assigned work for Module 3, 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 the 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?	<div>Spring Session: May 30</div> <div>Summer Session: August 30</div> <div>Fall Session: December 9</div> <div>(by 11:55 pm CST)</div> <div><small>*If coursework due date falls on a Saturday or Sunday, coursework is due the following business day.</small></div>

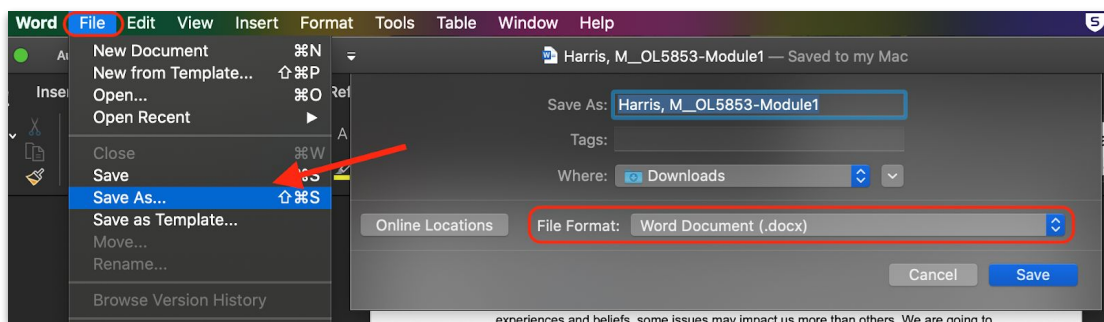
Once you’ve completed your multi-page document containing all module requirements and any additional assignment documents, you’ll need to attach your work to the submission page in the course. From the Modules page, click “Next” to navigate to the Submission page.

# Submit Your Work

## Save & Upload Attachments

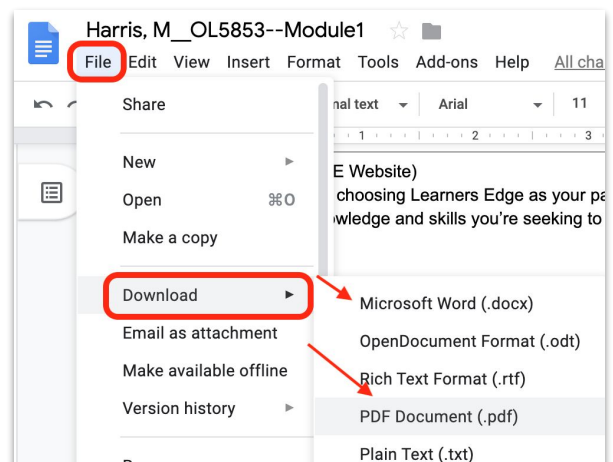
1. Once you've completed your multi-page document containing all module requirements, you'll need to attach it to the submission page in the course. To do this, make sure the document is saved to your computer.

- 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.



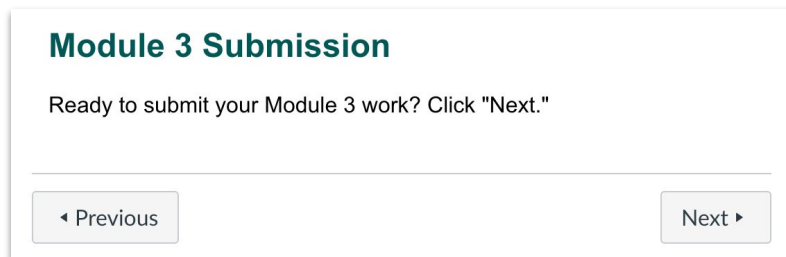
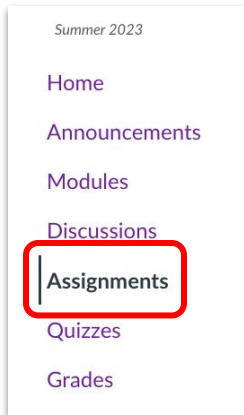
- If you're using **Google Docs**, we prefer you download the Doc as either a Word or PDF document, rather than sharing a direct link. This ensures that evaluators have easy access to your work without navigating school district sharing restrictions. Do this by going to the File tab in the upper left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

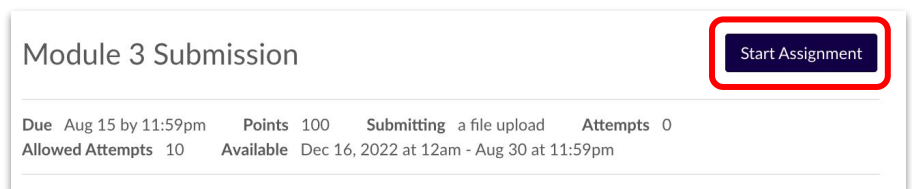


# Submit Your Work to be Evaluated

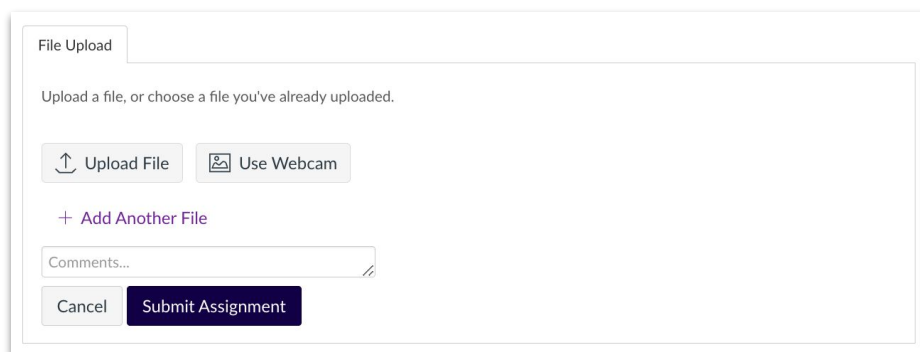
1. To submit your coursework, go to either the "Assignments" page by clicking on the tab to the left of your screen or scroll to the bottom of the module page and click "Next."



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 48 hours 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.

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

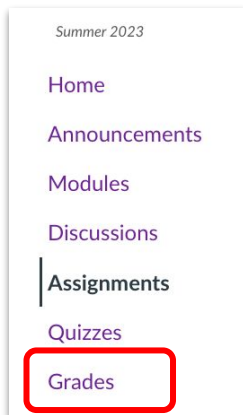
Session/(Semester)
Registrations Accepted (Self-Paced courses with access upon registration)
Coursework Due Date (by 11:55 pm CST)
COURSEWORK COMPLETED BETWEEN
Final Grades Available As Soon As
Letters of Completion Available As Soon As
University Partner Transcripts Available As Soon As (Per University Partner Timelines)

Spring Fast Track	
January 2nd - May 15th	
May 30th	
1/9-5/30	
	Within 2 Days of Completion
	2-5 Days post Evaluation

Summer Fast Track	
May 16th - August 15th	
August 30th	
5/23-8/30	
	Within 2 Days of Completion
	2-5 Days post Evaluation

Fall Fast Track	
August 16th - November 25th	
December 9th	
8/23-12/9	
	Within 2 Days of Completion
	2-5 Days post Evaluation

# View Grades & Feedback



For a quick look at your Module 3 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 the 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 Test Student

Print Grades

Total: 100% (A)

Show All Details

Course assignments are not weighted.



☒ Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

Arrange By

Due Date

Apply

Name	Due	Status	Score	Out of	
Module 3 Submission Assignments	Apr 15 by 11:59pm		100 (A)	100	 
Assignments			100%	100.00 / 100.00	
Total			100%	100.00 / 100.00	

Course grade

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 3 Submission**  
 Achilles submitted Jan 12 at 9:46pm

**Module grade** → Grade: **A**

**View rubric** → [Show Rubric](#)

**View submitted file(s)** → TEST 5683\_M1.pdf 54.8 KB

**Evaluator feedback** → 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,

**Re-submit Assignment**

Your grade for the 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 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"