

the Para**e**ducator

Learning Network™

Quick
Reference Guide

**How to Use
PLN in
ProVenance:
For Organizational
Users**



THE
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How to Use The ParaEducator Learning Network

for Organizational Users (Paraeducators)

Now delivered in:



*Welcome to the home of The Paraeducator Learning Network!
You are about to embark on a fabulous learning opportunity that we believe
you will find both meaningful and easy to use!*

ABOUT THE PROGRAM

The **ParaEducator Learning Network** is an online training and assessment program designed to provide the ongoing professional development paraeducators need to help all students succeed and to become “highly qualified” as defined by the No Child Left Behind Act.

ABOUT THE WEBSITE

ProVenance is an Internet-based content delivery system. The system provides relevant information to help you learn the various facets of the supportive role you perform in the classroom. This system also maintains a personalized transcript to help you and your administrator track the courses you have successfully completed.

INSTRUCTIONS

The purpose of this document is to provide instructions to organizational users for how to access *The Paraeducator Learning Network* within the **ProVenance** delivery system. If you have any questions about this information, please contact your administrator.

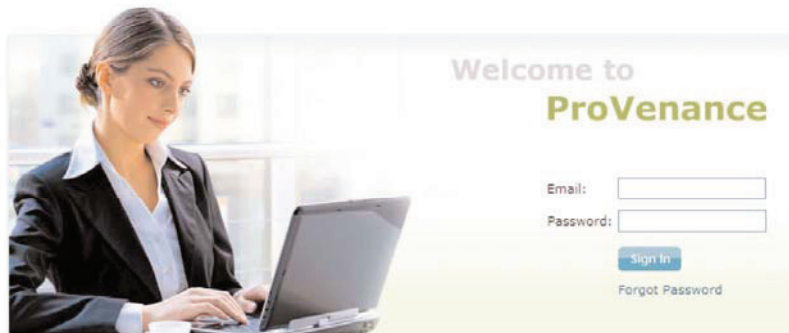
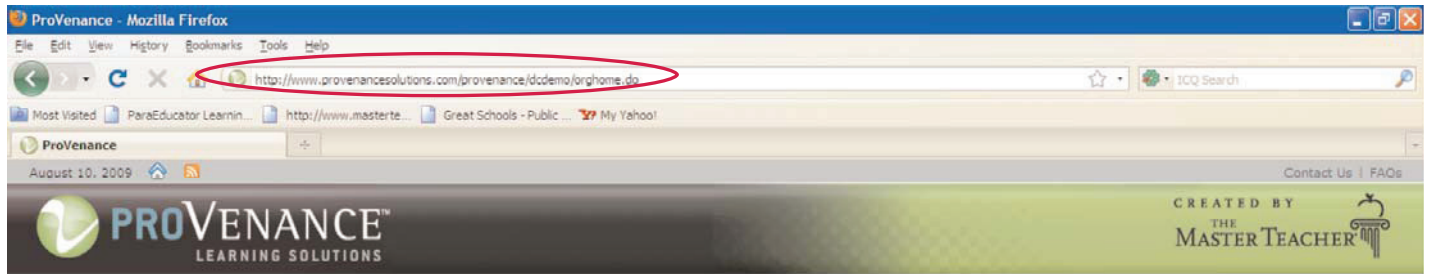
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STEP 1 – SIGNING ON TO THE INTERNET:



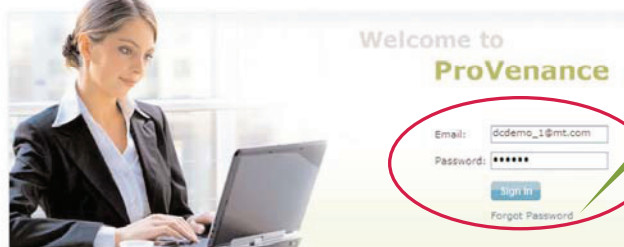
To access *The Paraeducator Learning Network* powered by **ProVenance**, you must always log on to the Internet and open your custom website: www.provenancesolutions.com/provenance/.



STEP 2 – LOGGING IN TO YOUR ACCOUNT:

To log in to your account, you will need your email address and password. You should have received this information in an email when your account was activated. If you already have an account in *The ParaEducator Learning Network*, you will use your email address and current password to log in.

IMPORTANT: If you need to update your email address, you must call Scott Balsmeier at 1-800-669-9633 or email him at sbalsmeier@masterteacher.com. You can, however, change your password at any time (see Step 3).



TROUBLESHOOTING:

Forget Your Password? Enter your email address and click the [Forgot Password](#) link. If you have a registered account, a new password will be emailed to you.

TROUBLESHOOTING:

If you attempt to log in and get a message that your email is invalid, please double check that the URL is correct first (the URL is customized for your organization). If the URL is correct, **please contact your administrator** to create a new account or to confirm that you're using the correct login information.

STEP 3 – CHANGING YOUR PASSWORD:

If you want to change your password to something other than was given to you, click on the **My Account** tab in the top menu bar, then click **Edit Profile**.

The screenshot shows the ProVenance web application in a Mozilla Firefox browser. The address bar displays <http://www.provenancesolutions.com/provenance/dcdemo/login.do>. The navigation menu at the top includes **My Account**, **My Communication**, **My Subscriptions**, **My Local Content**, and **Search Content**. The **My Account** tab is highlighted with a red circle. Below the navigation menu, the **My Messages** section shows "No Messages found." The **My Profile** section displays the following information: Email: dcdemo_1@mt.com, Role: Organizational User, and Sign In: 08/10/2009, 10:25 AM. A red circle highlights the **Edit Profile** button in the My Profile section.

Find and click **Change Password**. Complete the form and click **Submit**.

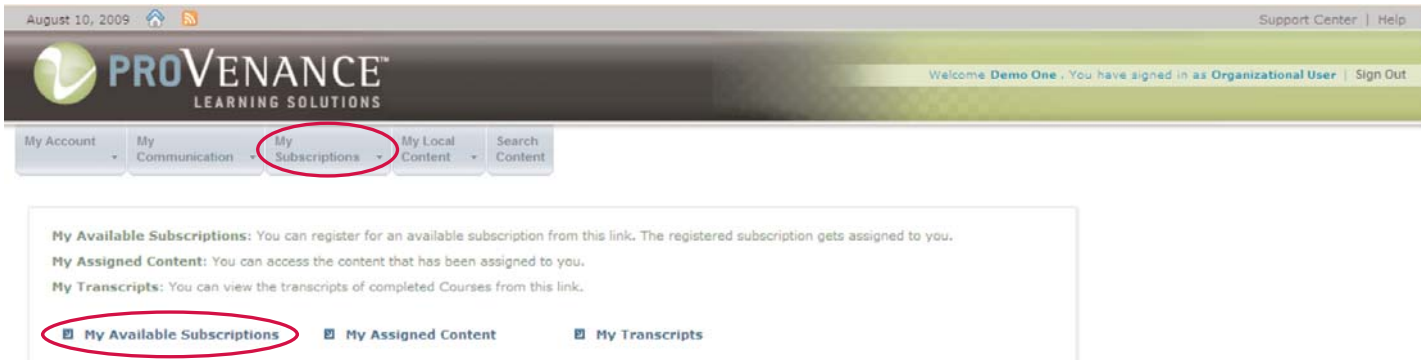
The screenshot shows the ProVenance web application in a Mozilla Firefox browser. The address bar displays <http://www.provenancesolutions.com/provenance/dcdemo/edituserprofile.do>. The navigation menu at the top includes **My Account**, **My Communication**, **My Subscriptions**, **My Local Content**, and **Search Content**. The **My Account** tab is highlighted with a red circle. Below the navigation menu, the **My Profile** section displays the following information: ***First Name:** Demo One (Max. 150 characters), **Middle Initial:** (empty field), ***Last Name:** User (Max. 150 characters), **Email:** dcdemo_1@mt.com, ***Password:** ***** (with a red circle around the text), **Role:** Organizational User, **Min. Passing Score (%):** 70.0, ***Address 1:** (Max. 150 characters), **Address 2:** (Max. 150 characters), ***City:**, and ***State/Province:**. A red circle highlights the **Change Password** button in the Password field.



From this page, you may also update or correct information in your profile if there are any misspellings or incorrect information.

STEP 4 – CLAIMING A LICENSE:

IMPORTANT: You only need to complete this step the FIRST time you use the system!

If you have already claimed a license, continue to Step 5. If not, click on the **My Subscriptions** tab in the top menu bar. Then click the **My Available Subscriptions** link.



August 10, 2009   Support Center | Help

PROVENANCE™
LEARNING SOLUTIONS

Welcome **Demo One**. You have signed in as **Organizational User** | Sign Out

My Account ▾ My Communication ▾ **My Subscriptions ▾** My Local Content ▾ Search Content

My Available Subscriptions: You can register for an available subscription from this link. The registered subscription gets assigned to you.
My Assigned Content: You can access the content that has been assigned to you.
My Transcripts: You can view the transcripts of completed Courses from this link.

My Available Subscriptions My Assigned Content My Transcripts

In the drop-down box next to Subscription Type, select *Learning Network*.



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PROVENANCE™
LEARNING SOLUTIONS

Welcome **Demo One**. You have signed in as **Organizational User** | Sign Out

My Account ▾ My Communication ▾ My Subscriptions ▾ My Local Content ▾ Search Content

My Subscriptions > My Available Subscriptions

My Available Subscriptions

Subscription Type: **Select** ▾

Select the circle next to *The ParaEducator Learning Network* and click the **Register** button. You have now taken a license to The ParaEducator Learning Network and can now access coursework. If you receive a message that there are no licenses available, contact your administrator.



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PROVENANCE™
LEARNING SOLUTIONS

Welcome **Demo One**. You have signed in as **Organizational User** | Sign Out

My Account ▾ My Communication ▾ My Subscriptions ▾ My Local Content ▾ Search Content

My Subscriptions > My Available Subscriptions

My Available Subscriptions

The following list shows available content. Select the content you want to register for and click the **Register** button. If a license is available, the content will move to your list of Assigned Content.

Subscription Type: **Learning Network** ▾

Learning Network List

Select	Title	Required Assignment	Subscription End Date	Credits
<input checked="" type="radio"/>	The ParaEducator Learning Network	No	08/07/2010	0.0

Register

STEP 5 – ACCESSING AND COMPLETING COURSES:

To access courses, click on the **My Subscriptions** tab in the top menu bar. Then click the **My Assigned Content** link.

August 10, 2009 [Home](#) [RSS](#) [Support Center](#) | [Help](#)

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Welcome **Demo One**. You have signed in as **Organizational User** | [Sign Out](#)

My Account - My Communication - **My Subscriptions** - My Local Content - Search Content

My Available Subscriptions: You can register for an available subscription from this link. The registered subscription gets assigned to you.
My Assigned Content: You can access the content that has been assigned to you.
My Transcripts: You can view the transcripts of completed Courses from this link.

[My Available Subscriptions](#) **[My Assigned Content](#)** [My Transcripts](#)

In the drop-down box next to Subscription Type, select *Learning Network*. In the drop-down box next to Learning Network, select *The ParaEducator Learning Network*.

August 10, 2009 [Home](#) [RSS](#) [Support Center](#) | [Help](#)

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Welcome **Demo One**. You have signed in as **Organizational User** | [Sign Out](#)

My Account - My Communication - **My Subscriptions** - My Local Content - Search Content

My Subscriptions > My Assigned Content

My Assigned Content

Click the **Title** of a content to launch.

Subscription Type: **Learning Network**

Learning Network: **The ParaEducator Learning Network**

View Courses
 View Resource Bundles

Select the circle next to *View Courses* and the courses will appear at the bottom of the screen in 3 categories—Not Started, Started, and Completed. Your administrator will determine which courses you have access to. If you are looking for a course that's not listed in one of the three categories, contact your administrator.

August 10, 2009 [Home](#) [RSS](#) [Support Center](#) | [Help](#)

PROVENANCE™
LEARNING SOLUTIONS

Welcome **Demo One**. You have signed in as **Organizational User** | [Sign Out](#)

My Account - My Communication - My Subscriptions - My Local Content - Search Content

My Subscriptions > My Assigned Content

My Assigned Content

Click the **Title** of a content to launch.

Subscription Type: **Learning Network**

Learning Network: **The ParaEducator Learning Network**

View Courses
 View Resource Bundles

Course List

Not Started Started Completed


Title	Required Assignment	Category	Complete by Date	Credits
PLN 103 - Confidentiality	Yes	Basic Knowledge and Skills	09/30/2009	1.0

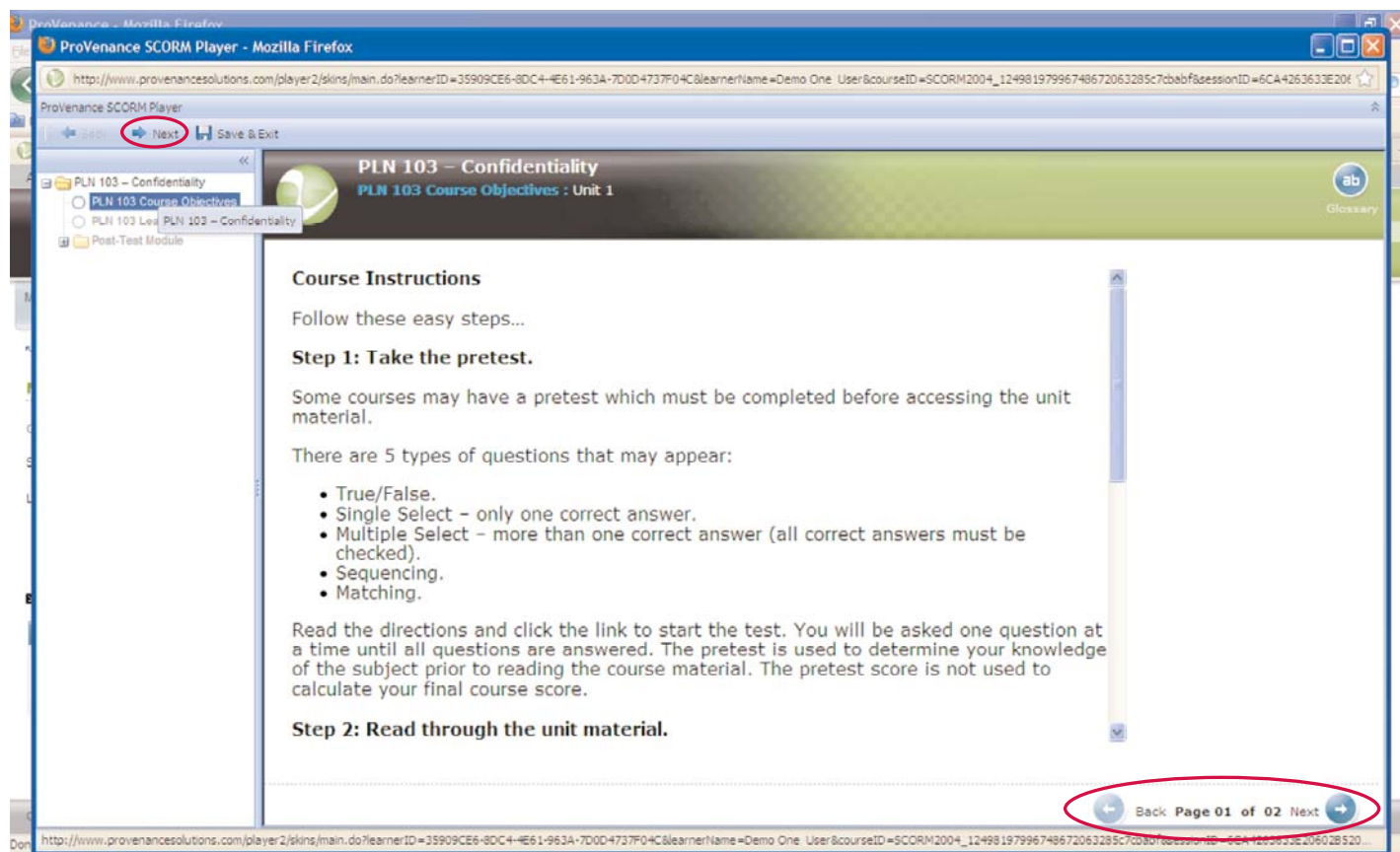
From the **Course List**, click on the course title to begin taking a course. The course will appear in a pop-up window. Each course will have three sections or modules: **Course Objectives**, **Learning Module**, and **Post-Test Module**. The following sections will explain each module in more depth.

TROUBLESHOOTING:
If the course doesn't open when you choose it from the **Course List**, make sure you turn off your pop-up blockers.



MODULE I—COURSE OBJECTIVES:


This section contains two important pieces of information: **Course Instructions** and **Course Objectives** (what you can expect to learn by taking the course).

- The first page you'll see in every course is the **Course Instructions** (see the graphic below). To move to the next page in this section, click the right arrow  beside "Next" on the bottom right side of your screen.
- The second page will be the **Course Objectives**.
- To advance to the **Learning Module**, click the **Next** button on the top left side of the screen (above the area that lists the course name and each module).

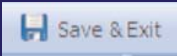


Each Learning Module will have several units that consist of one more pages.

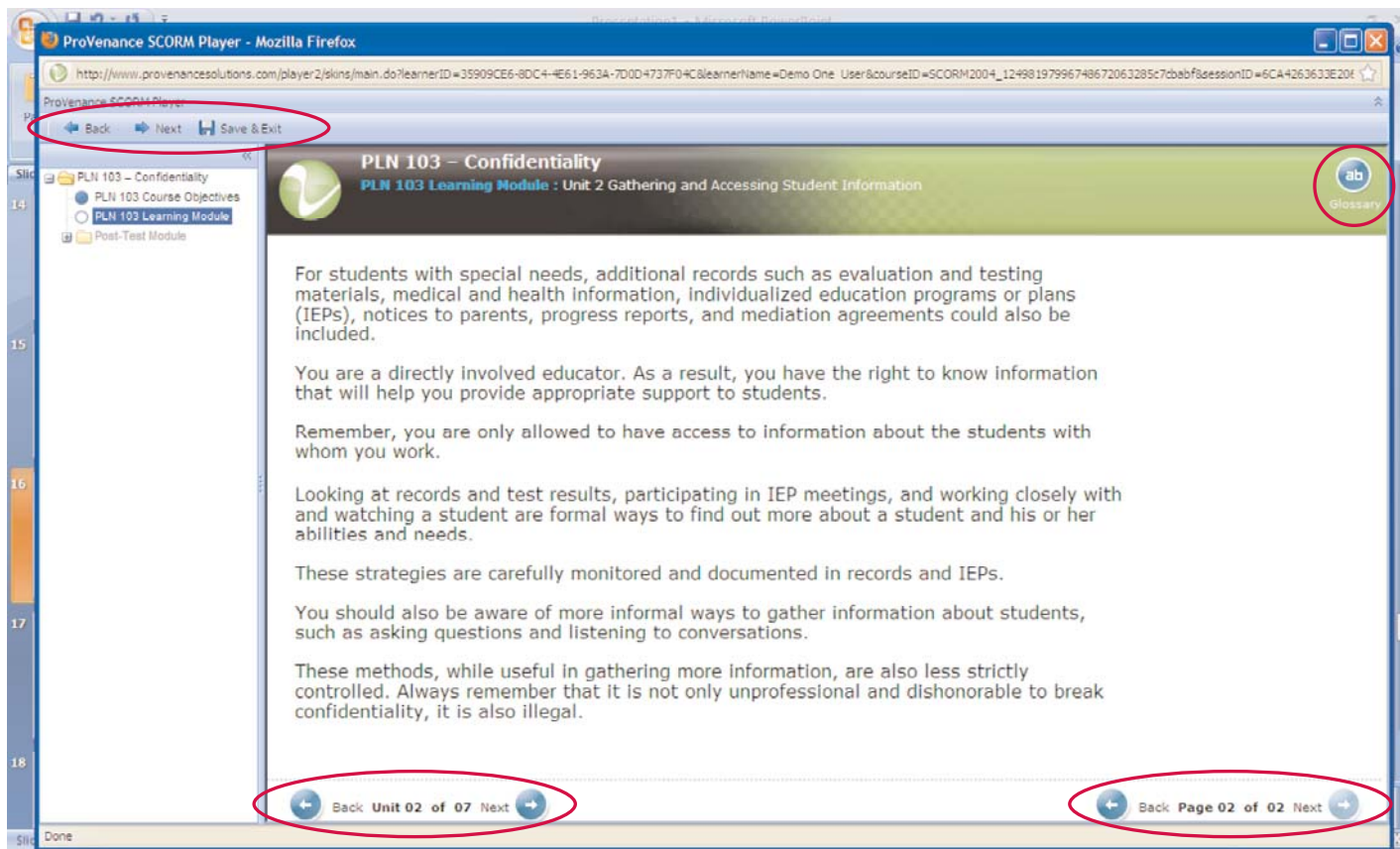
- **IMPORTANT: To navigate within the module, you will need to read every page in every unit.**
- Advance through the pages in Unit 1 by clicking the right arrow  beside “Next” on the bottom right side of your screen.
- When you have gone through every page in Unit 1, advance to Unit 2 by clicking the right arrow  beside “Next” on the bottom left side of your screen.
- The last unit in every course will either be a list of the **References** used in the course or will be a list of **Knowledge & Application** questions. Your administrator will determine whether or not you need to complete those questions.
- Once you have read through all the content, click the **Next** button on the top left side of the screen to navigate to the final module—the Posttest.



Each course also contains a **Glossary of Terms**. Look for this button on the top right corner of the course screen.



If you don't have time to read through the entire course in one sitting, you can stop and click this button from the top menu bar. The next time you open the course, you will return to where you left off.

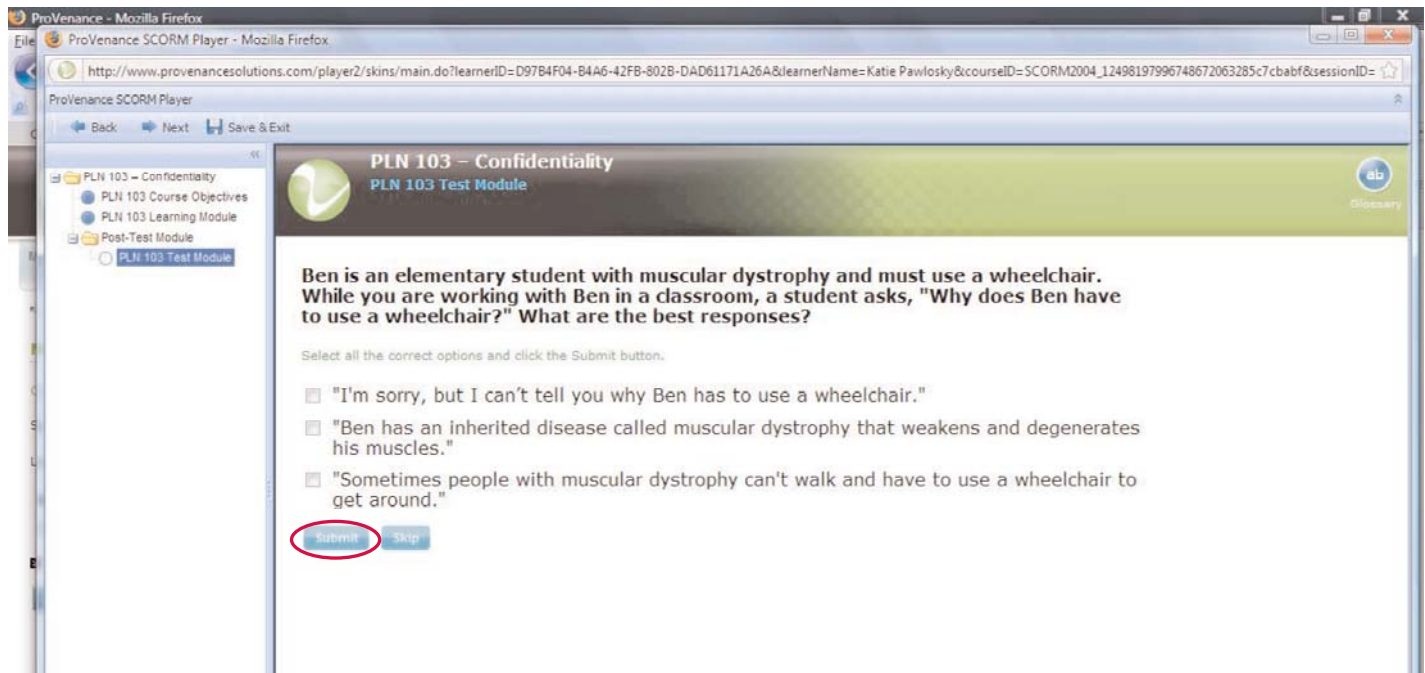


MODULE 3—POST-TEST MODULE

The posttest consists of 10 multiple-choice questions pulled randomly from a question bank to evaluate your understanding of the content.

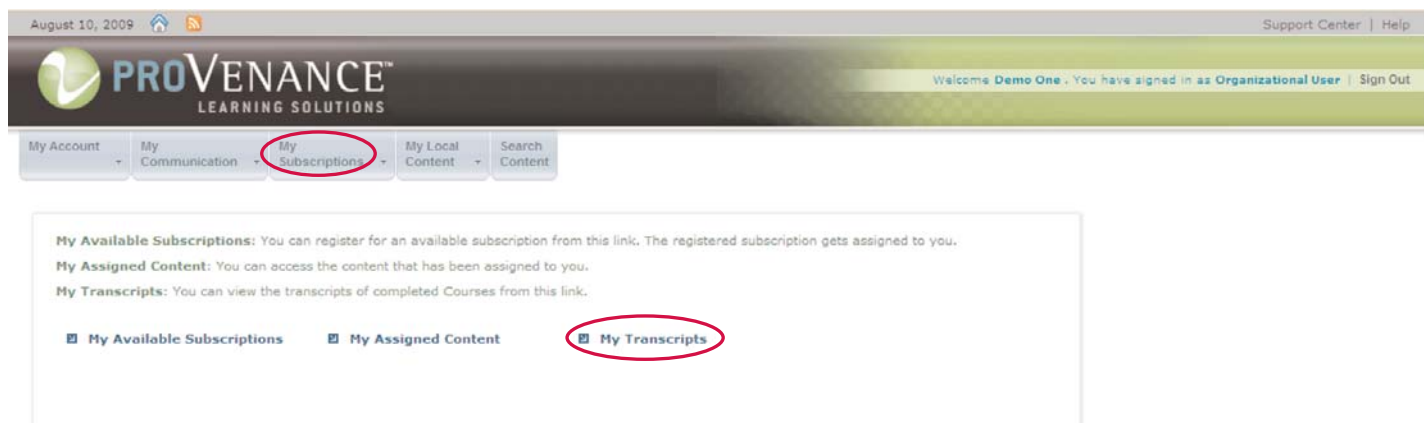
- Follow the directions provided to complete the test.
- The posttest questions will advance automatically after you **Submit** each answer. If you choose to **Skip** a question, it will be counted as wrong.
- You will receive your score automatically after you complete all ten questions.

IMPORTANT: In order to get credit, you must take and pass the posttest associated with each course. Your administrator will set the passing score.



STEP 6 – ACCESSING AND PRINTING YOUR TRANSCRIPT:

To access your transcript, click on the **My Subscriptions** tab in the top menu bar, then click on **My Transcripts**. Only courses you have passed will appear in your transcript.



To print your transcript, choose **Print** from the right side of the screen.

October 07, 2009 Support Center | Help

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Welcome **Katie**. You have signed in as **Organizational User** | Sign Out

My Account My Communication My Subscriptions My Local Content Search Content My Authoring My Reviewing

My Subscriptions > My Transcripts

My Transcripts 

Title	Start Date	Completion Date	Last Access Date	Score (%)	Credits	Certificate
PLN 143 — Autism: Communication	09/07/2009	09/07/2009	09/15/2009	90.0	1.00	

You can also **View** and print individual certificates to prove that you passed a course. See the graphic below.

ProVenance - Mozilla Firefox

http://www.provenancesolutions.com/provenance/mtks/learningmgmt.do?operation=viewCertificate&selectedCourse=SCORM2004_1246979

The page at http://www.provenancesolutions.com says:

Do you want to print the certificate?

OK Cancel

The ParaEducator Learning Network

This Certifies That

Your Name Will Appear Here

Has Completed The Course

PLN 143 — Autism: Communication

09/07/2009

Offered for 1.0 Credits

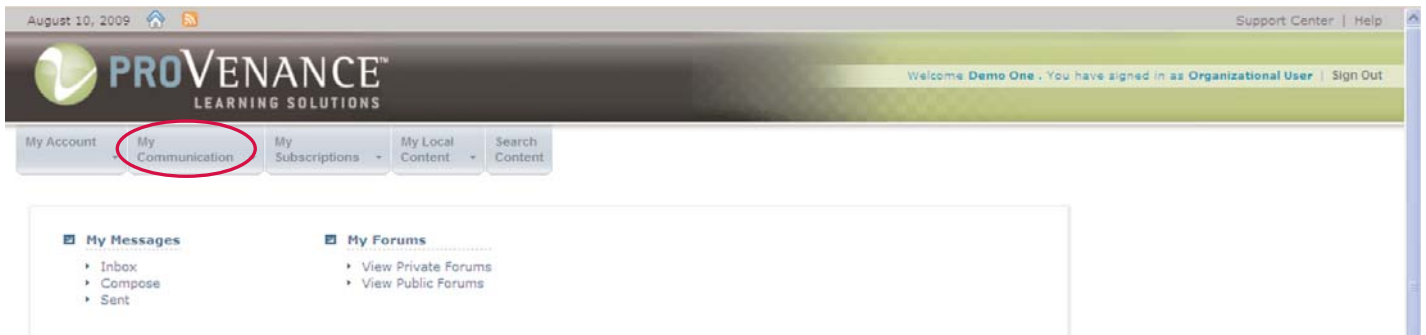
The MASTER Teacher • 1 Leadership Lane • Manhattan, Kansas 66502

Waiting for www.provenancesolutions.com...

STEP 7 – REVIEWING THE OTHER TABS:

My Communication

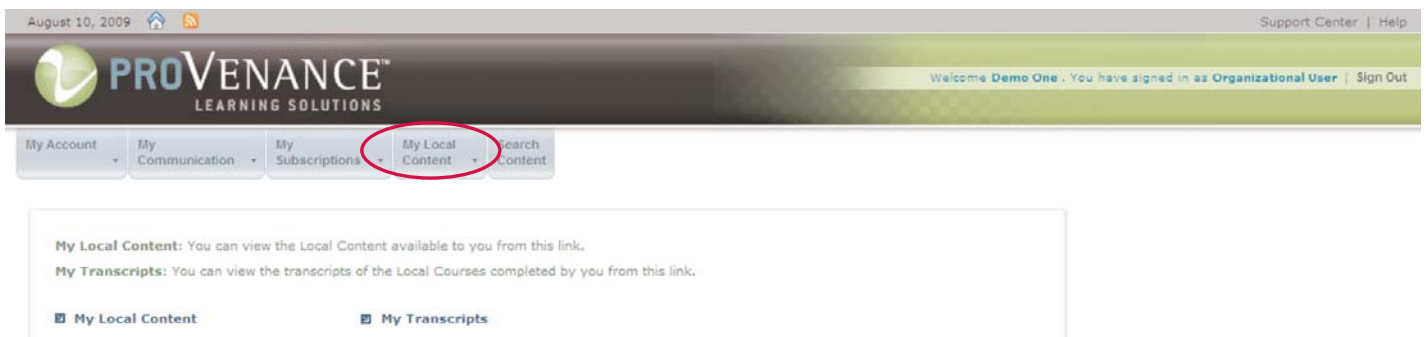
Use the [My Messages](#) link to communicate with your administrator and other users (privately or with a group). Use the [My Forums](#) link to view and/or take part in public or private discussions.



The screenshot shows the Provenance Learning Solutions interface. The top navigation bar includes the date "August 10, 2009", a home icon, a user icon, and links for "Support Center" and "Help". The main header features the Provenance logo and the text "Welcome Demo One. You have signed in as Organizational User | Sign Out". Below the header is a navigation menu with tabs: "My Account", "My Communication" (highlighted with a red circle), "My Subscriptions", "My Local Content", and "Search Content". The main content area displays two sections: "My Messages" with sub-links for "Inbox", "Compose", and "Sent"; and "My Forums" with sub-links for "View Private Forums" and "View Public Forums".

My Local Content

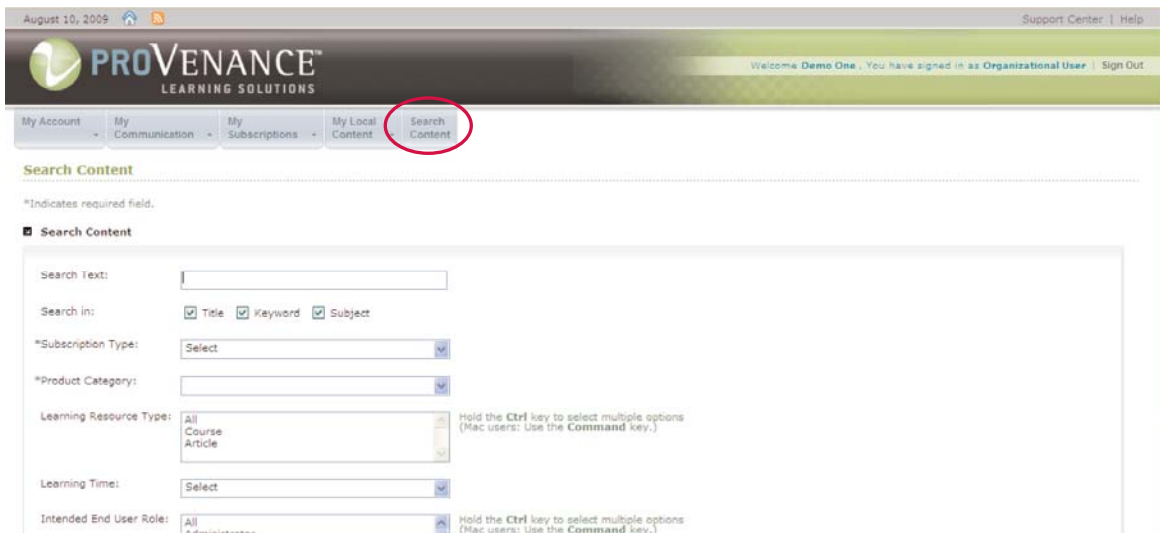
From this tab, you can access courses and other resources that have been developed by your administrators and other users. Any courses that are developed locally will be delivered in the same format as The ParaEducator Learning Network courses.



The screenshot shows the Provenance Learning Solutions interface with the "My Local Content" tab highlighted in the navigation menu. The main content area contains the following text: "My Local Content: You can view the Local Content available to you from this link." and "My Transcripts: You can view the transcripts of the Local Courses completed by you from this link." Below this text are two links: "My Local Content" and "My Transcripts".

Search Content

From this tab, you can search the system for specific content that you're interested in. Your search results will only show content with which you've been assigned. You can search by Title, Keyword, or Subject by typing in a word(s) like "autism" or you can simply search content using specifications like Learning Resource Type or Intended End User.



The screenshot shows the Provenance Learning Solutions interface with the "Search Content" tab highlighted in the navigation menu. The main content area displays the "Search Content" form. At the top, it says "*Indicates required field." Below this is a section titled "Search Content" with the following fields: "Search Text:" (text input), "Search in:" (checkboxes for Title, Keyword, and Subject, all checked), "*Subscription Type:" (dropdown menu), "*Product Category:" (dropdown menu), "Learning Resource Type:" (checkboxes for All, Course, and Article, with "All" selected), "Learning Time:" (dropdown menu), and "Intended End User Role:" (checkboxes for All and Administrator, with "All" selected). A note at the bottom right of the form states: "Hold the Ctrl key to select multiple options (Mac users: Use the Command key.)"

NEED HELP?

There is a Help link on the top right corner of every page in ProVenance. Simply click this link if you have a question or can't figure out what to do next, and you'll be given specific instructions on what you can do on that specific page.



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