EC Learn Canvas Catalog Orientation

An online self-paced training platform for early childhood educators

November 12, 2024

Welcome

Agenda

- Welcome
- What is EC Learn?
  - How Do I Access the EC Learn Canvas Catalog?
  - How Do I Enroll in More Courses?
  - How Do I Log Into My EC Learn Account?
- How Do I Begin An EC Learn Course?
  - How Do I Resume An EC Learn Course That I Did Not Finish?
  - How Do I Successfully Navigate Through An EC Learn Course?
- How Do I View and Download A Certificate of Completion?
- Need Further Help?

What is EC Learn?

What is EC Learn? - An Overview

EC Learn Canvas Catalog is the Louisiana Department of Education's Early Childhood online training and learning platform where early childhood providers can enroll and access certification courses.

During the first phase of *EC Learn*, Health & Safety Training, including Medication Administration in Child Care, is being launched to support the need of early childhood workforce in obtaining continuing education courses as required by Bulletin 137 and Bulletin 139.

Within each individual's *EC Learn* Canvas Catalog account, early childhood educators can access and download certificates of completion for the required courses. In addition, certificates will be emailed upon successful completion of a course to the participant's registered email address.

What is EC Learn? - Benefits of EC Learn

The benefits of the *EC Learn* professional learning suite include:

- Training offered is free of charge to providers.
- Providers can support staff's enrollment in courses, regardless of group size, with flexibility around staffing schedules.
- Training certificates are more accessible.
- Providers have more control over training processes and can reduce potential deficiencies.
- Additional training will be offered periodically to support the growth and development of the EC workforce, including new teachers and administrators.

What is EC Learn?
Getting Started with EC Learn in Canvas Catalog

Getting Started with Canvas Catalog

Access Canvas Catalog

Select Course

Create Account

Complete Registration

View Course Listings

Click Enroll Now

Verify Account

Create Password
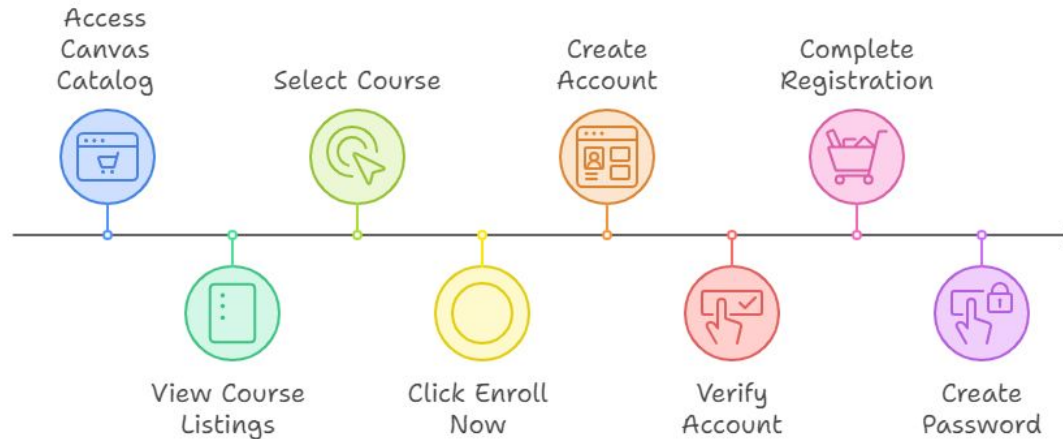
EC Learn Orientation
Please contact eclearn@la.gov with questions.

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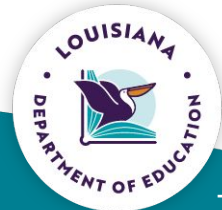
What is EC Learn? - Participant Information

A new participant in the **EC Learn** Canvas Catalog will need to provide the following information upon registration, including

- First and Last Name
- Email address
  - Please use your individual email address to ensure ease of access to future training
- Center name
  - Center License Number
    - These indicators are to support the LDOE with workforce data and future planning

How Do I Access EC Learn?

How Do I Access EC Learn?

To access EC Learn, use the following steps:

1. Type https://eclearn.doe.louisiana.gov/ in the address field of a browser window.

   https://eclearn.doe.louisiana.gov

2. You will be able to view the current early childhood provider course listings on the EC Learn landing page that includes:

   - Medication Administration in Child Care - 3 credit hours
   - Safe Environments in Child Care - 1 credit hour
   - Food Safety in Child Care - 1 credit hour

How Do I Access EC Learn?
EC Learn (Canvas Catalog) - Landing Page

Medication Administration Training for Child Care Providers

This course on medication administration in child care settings will cover fundamental principles, regulatory expectations, roles of providers and parents, and effective methods to ensure compliance with the ADA...

Self-paced

Safe Environments in Child Care

This training will equip participants with comprehensive indoor safety tips, fire safety guidelines, and examples of common hazards, as well as outdoor safety tips and additional hazard examples, ensuring a...

Self-paced

Food Safety in Child Care

Discover essential food safety practices for child care providers, from training requirements and hygiene principles to proper food handling, allergen management, and emergency response, ensuring a...

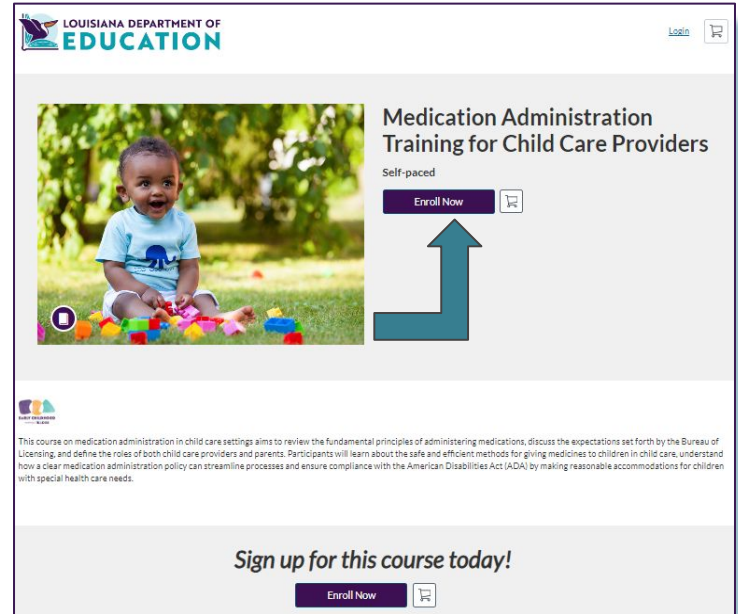Self-paced

Select A Course

How Do I Access EC Learn? - Enrolling

3. Enroll in a Course
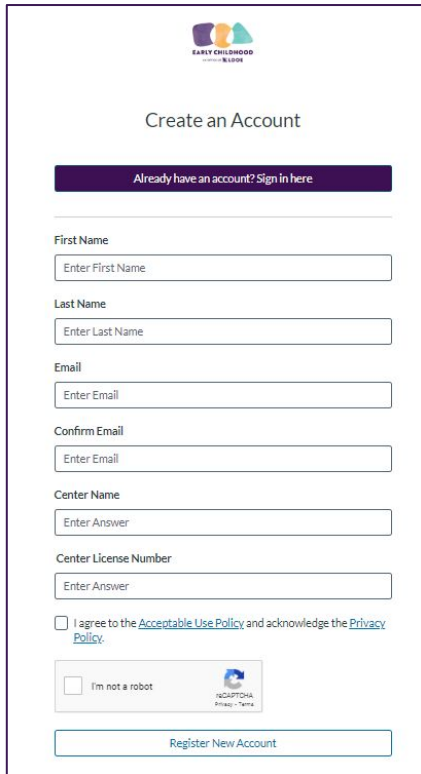- Select your first course from the course listings.
- Click **Enroll Now**.

4. Create an Account
When you enroll in a course in **EC Learn** for the first time, you will be asked to create an account.

How Do I Access EC Learn? - Creating an Account

3. Enroll in a Course
- Select your first course from the course listings.
- Click **Enroll Now**.

4. Create an Account
- When you enroll in a course in EC Learn Canvas Catalog for the first time, you will be asked to create an account.

How Do I Access EC Learn? - Creating an Account

4. **Create an Account**
- New participants will need to enter their
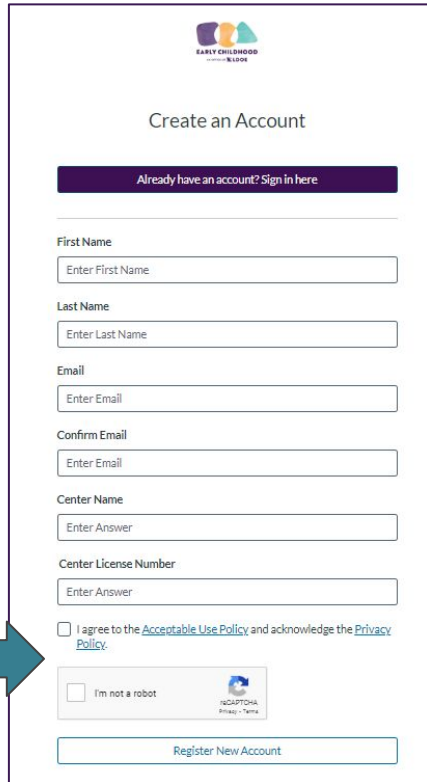 - First and Last Name
  - Email address
  - Confirm email address
  - Center name
  - Center License Number
- Enter the information required, and click the **Acceptable Use and Privacy Policy** and **reCAPTCHA** confirmation checkboxes.
- Then, click the **Register New Account** button.

How Do I Access EC Learn?
Creating an Account

Checkout

Medication Administration Training for Child Care Providers

📖 Course

↪ View Summary

Cancel   **Enroll**
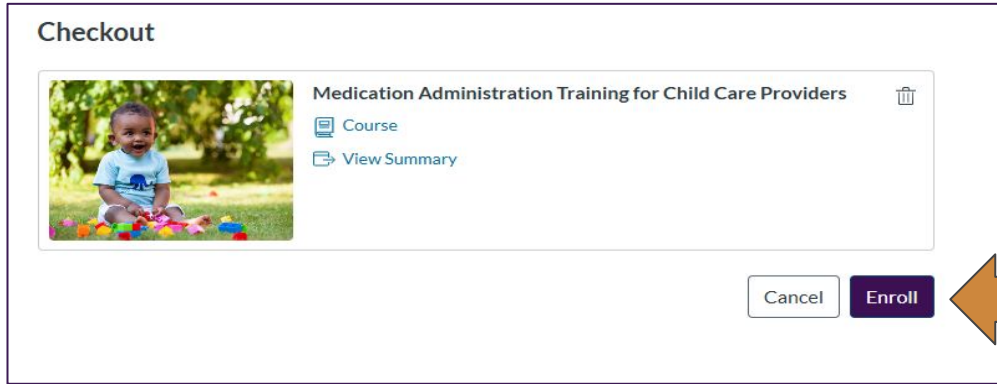
4. **Checkout**
The next step is to click on **Enroll.**

How Do I Access EC Learn? - Creating an Account

You're almost done!

You have successfully enrolled in the following listing.
Please **check your email** and activate your profile to complete the process.

Medication Administration Training for Chi...

📖 Course
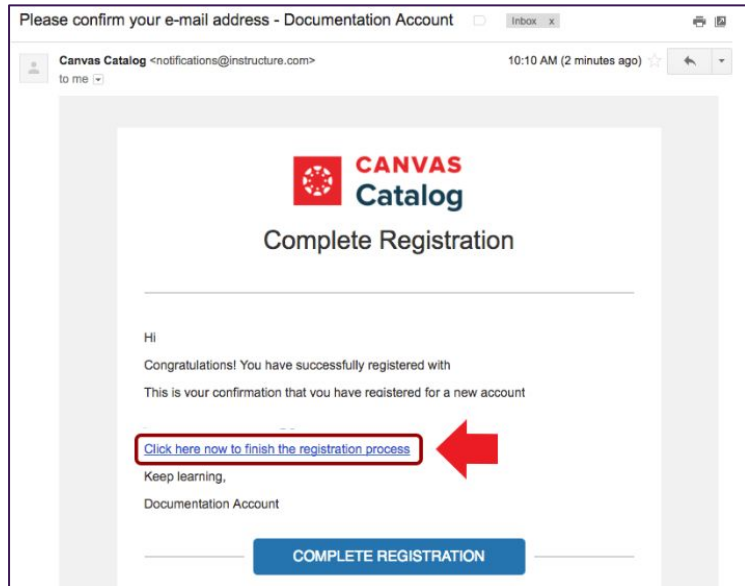
📤 View Summary

✓ Enrolled

Go To Course

Return to Catalog

Note: Make sure you check your email account that you used to create an account to authenticate your profile.

How Do I Access EC Learn? - Creating an Account

3. Verify New User Account
- After registering a new account, check your registration email address and follow the instructions in the confirmation email to confirm your account.

4. Complete Registration
- To complete your registration, open the email from Canvas Catalog and click the **Click here now to finish the registration process** link.

How Do I Access EC Learn?
Creating an Account

3. **Create Password**

- Enter a password in the **Password** field.
- Click the **Time Zone** drop-down menu to select your preferred time zone.
- Click the **View Privacy Policy** link to view and agree to the privacy policy.
- To complete your registration, click the **Register** button.

How Do I Enroll In More Courses?
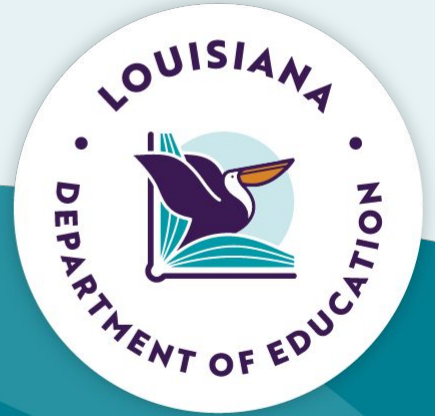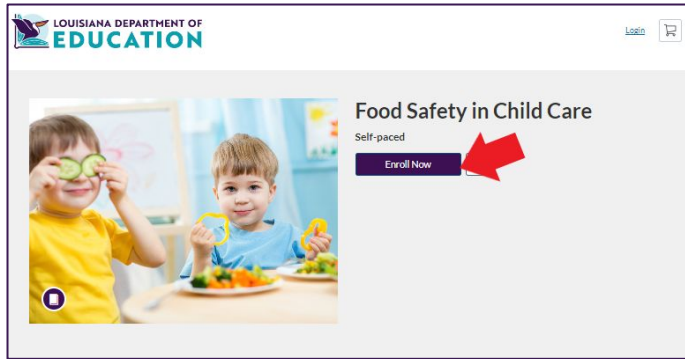
How Do I Enroll In More Courses? Enrolling

Steps to Enroll in More Courses

04 Sign In

03 Click Enroll Now

02 Select Course

01 Complete Registration

Once your registration is complete, you can enroll in more courses.
- On the course listing page, select the next course you want to enroll in.
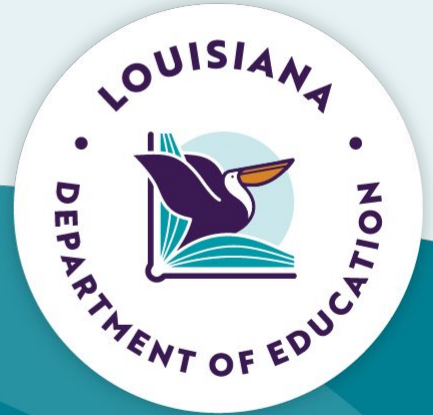- Click **Enroll Now.**

How Do I Enroll In More Courses?
Enrolling
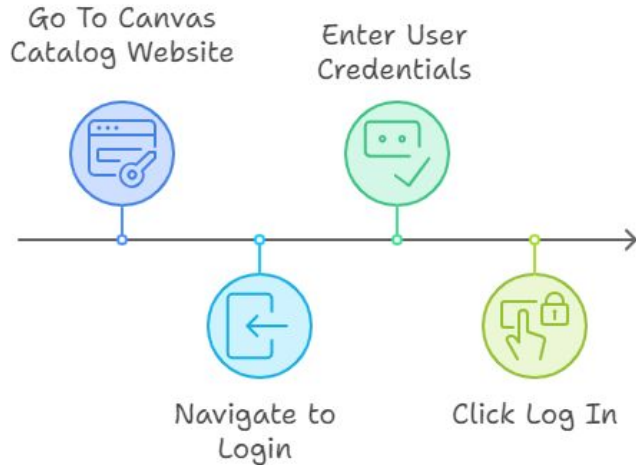
Click **Sign in here** if you have created an account.

How Do I Log Into My EC Learn Account?

How Do I Log Into My EC Learn Canvas Catalog Account? - Logging In

Logging into Canvas Catalog

Go To Canvas Catalog Website

Enter User Credentials

Navigate to Login

Click Log In

Type https://eclearn.doe.louisiana.gov/ in the address field of a browser window.

https://eclearn.doe.louisiana.gov

How Do I Log Into My EC Learn Canvas Catalog Account? - Logging In

- Once you have created your account, you can **log in** at the top right corner of the Canvas Catalog landing page.
- Enter the email and password that you used to create your account.
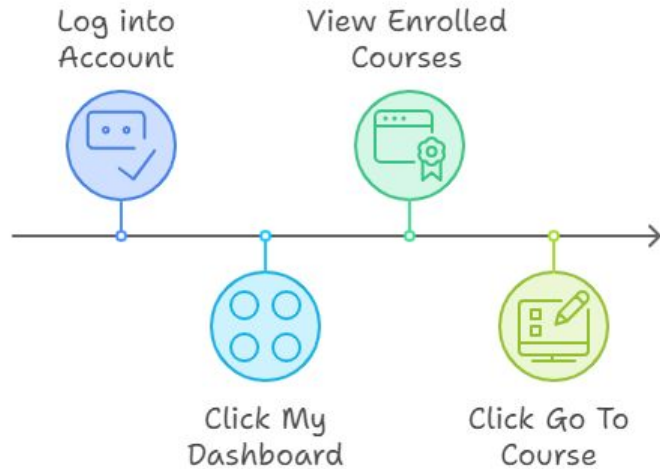 - If you have forgotten your password, click **Forgot Password**.
- Click **Log In**.

How Do I Begin An EC Learn Course?

How Do I Begin An EC Learn Course? - Beginning A Course

Accessing and Starting a Course in Canvas Catalog

Log into Account

View Enrolled Courses

Click My Dashboard

Click Go To Course

After logging into your account, click **My Dashboard**.

How Do I Begin An EC Learn Course? - Beginning A Course

Once you click on **My Dashboard**, you will see your enrolled courses listed in the **In Progress** section.
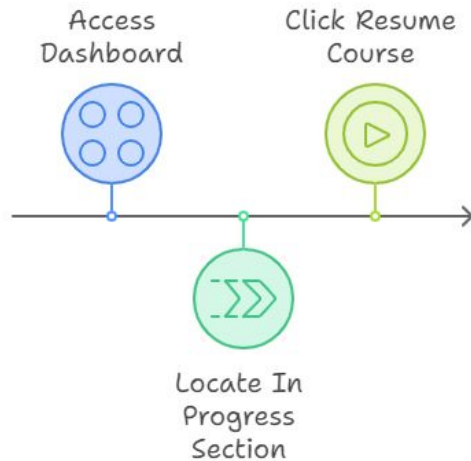

Click **Go To Course** to begin.

- You will be redirected to the Canvas Course page, where you can begin the course.

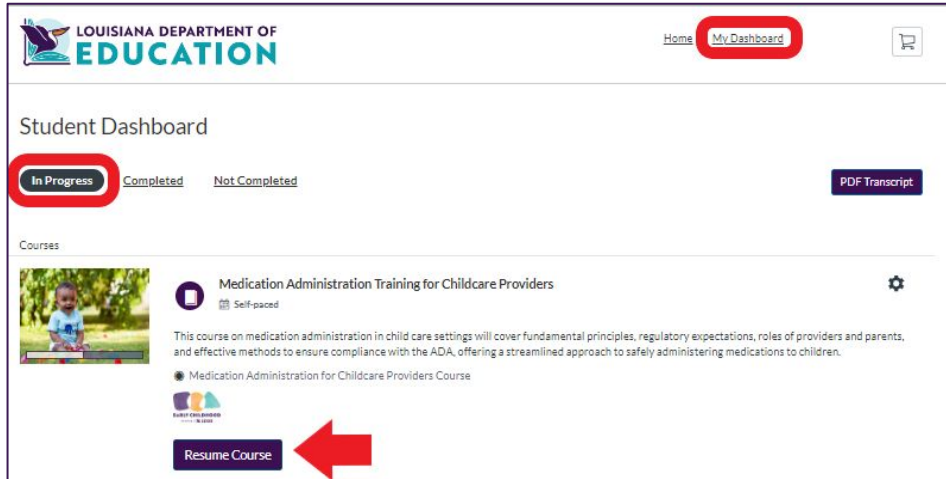# How Do I Resume An EC Learn Canvas Catalog Course That I Did Not Finish?

How Do I Resume An EC Learn Canvas Catalog Course That I Did Not Finish?

Resuming a Course in Canvas Catalog

Access Dashboard

Click Resume Course

Locate In Progress Section

You can resume a course you started by clicking **Resume Course** in the In Progress portion of your Dashboard.

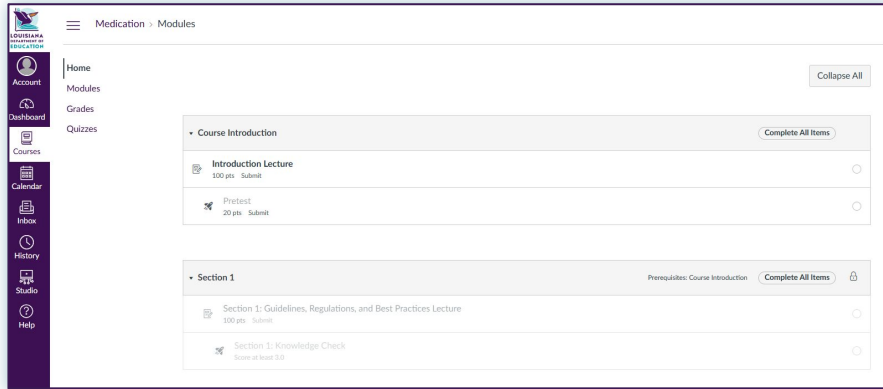# EC Learn Canvas Catalog - Resuming A Course

You can resume a course you started by clicking **Resume Course** in the **In Progress** portion of your Dashboard.

How Do I Successfully Navigate Through An EC Learn Course?

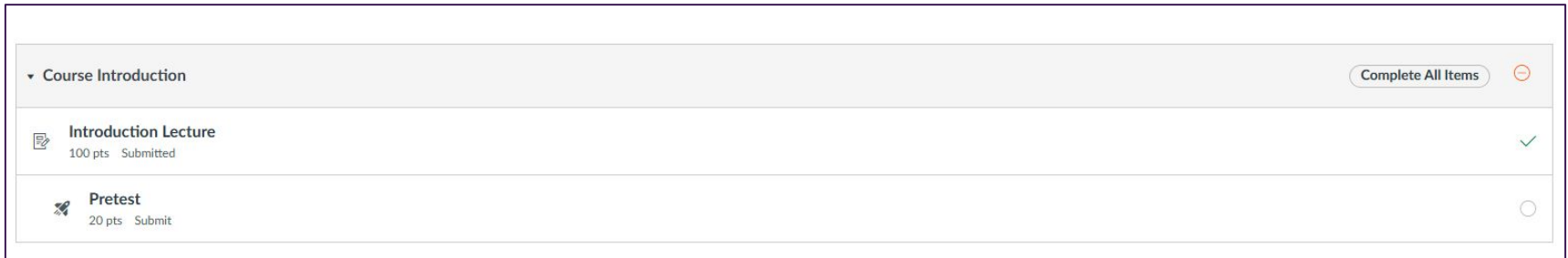# How Do I Successfully Navigate Through An EC Learn Course?

Each Health & Safety course is structured with the same format, which includes

- A Pretest - must be taken
- Section(s)
  - Videos
  - Lectures
  - Knowledge Check
- Review
- Final Exam

How Do I Successfully Navigate Through An EC Learn Course? - Pretest

Each Health & Safety course has a **Pretest** that must be taken in order to move through the sections of the course. Pretests provide participants with evidence of what they do and do not know, helping build a solid and accurate foundation for future learning.
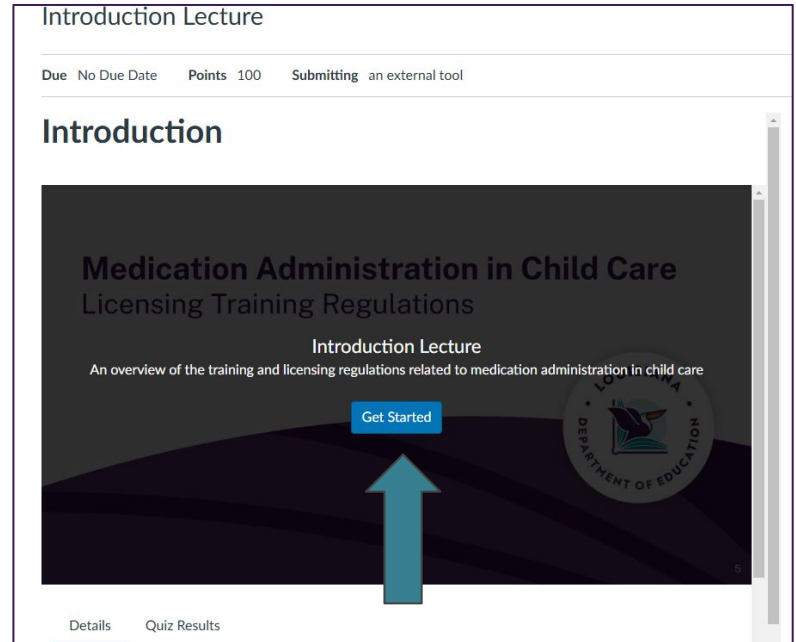

▾ Course Introduction   Complete All Items ⊖

📝 **Introduction Lecture**
100 pts   Submitted   ✓

🚀 **Pretest**
20 pts   Submit   ○

How Do I Successfully Navigate Through An EC Learn Course? - Sections

Each module or section has specific requirements that must be completed in sequential order to successfully complete the section and the course.
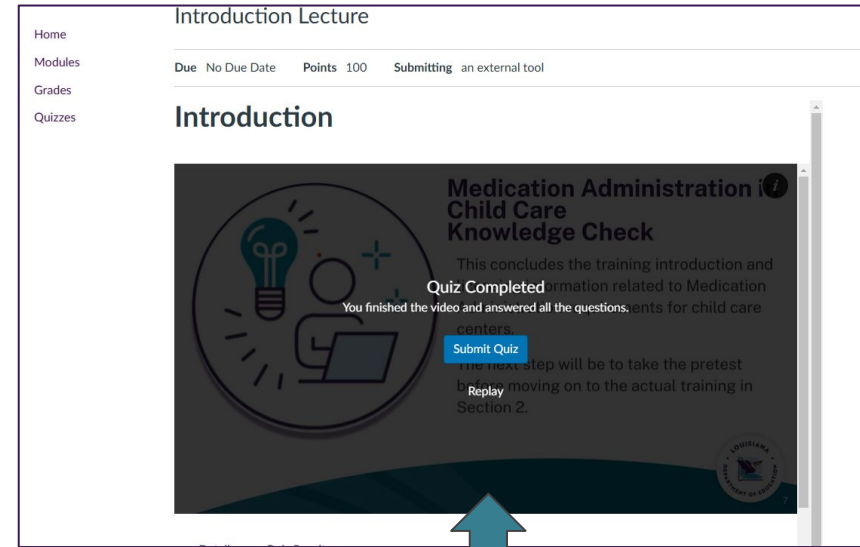
Click on **Get Started.**

How Do I Successfully Navigate Through An EC Learn Course? - Sections

These assignments or videos contain embedded questions that will display during the video and must be answered by the participant before moving forward.

At the completion of the assignment (video), **Submit Quiz** before moving to the next section.

How Do I Successfully Navigate Through An EC Learn Course? - Sections

Each section also has a **Knowledge Check** or practice quiz that participants must make a passing grade before moving to the next section.

These short quizzes are designed to review content covered in sections and to prepare the participant for the final exam.

How Do I Successfully Navigate Through An EC Learn Course? - Review
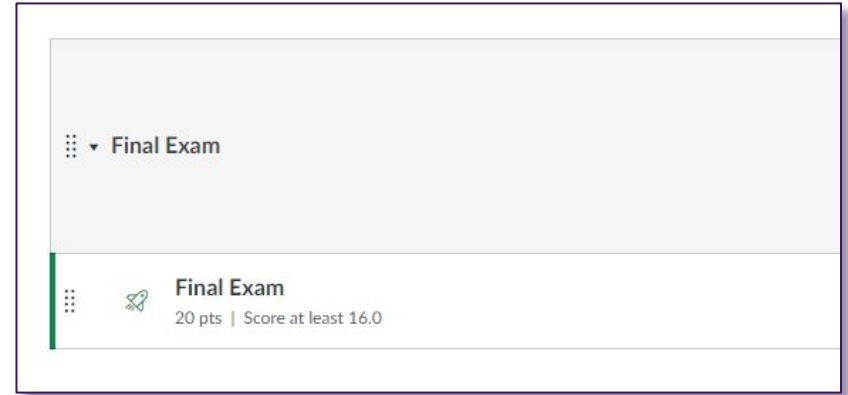
Each course has a final review of the important topics covered during the training that must be completed.
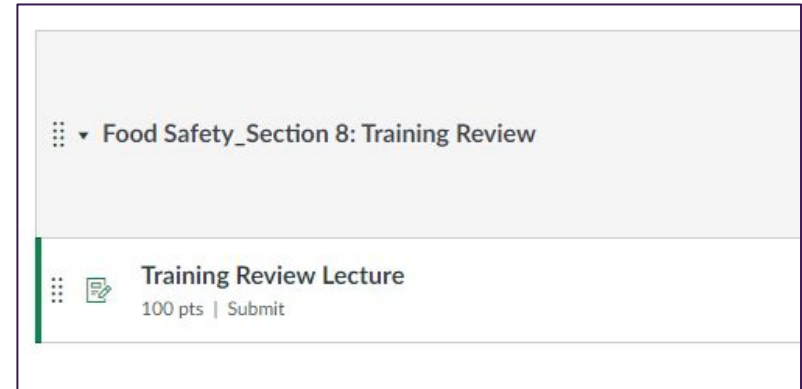
How Do I Successfully Navigate Through An EC Learn Course? - Final Exam

Each course has a **Final Exam**.

- Participants must score at least **80 percent** on the final exam in order to successfully complete the course.
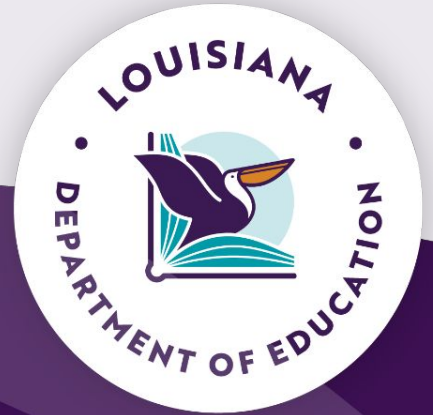
How Do I Successfully Navigate Through An EC Learn Course? - Certification of Completion

Participants will be emailed a copy of the training certificate upon successful completion of the final exam.

EARLY CHILDHOOD
AN OFFICE OF LDOE

Certificate of Completion

Congratulations,

Heather Howle

You have successfully completed the

Food Safety in Child Care Course

issued by the Louisiana Department of Education

1 Credit Hour

Completed on: September 30, 2024

Expires on: September 30, 2025

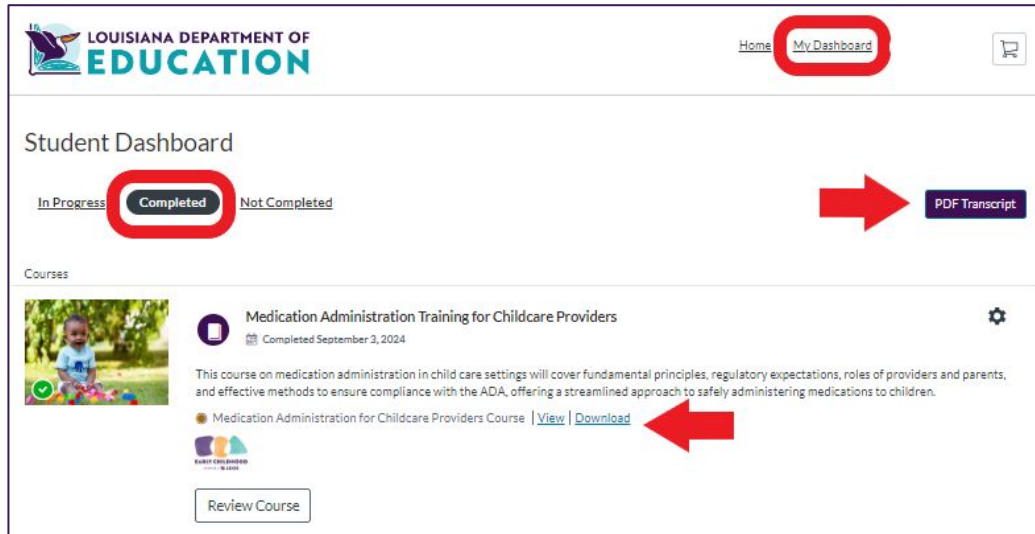# How Do I View and Download A Certificate of Completion?

Downloading a Certificate of Completion

Certificate
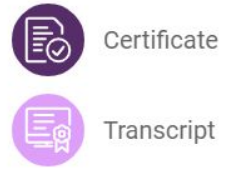
Transcript

You can view and download your certificate of completion for completed courses in the **Completed** portion of your Dashboard.

You can also download a PDF transcript of all your completed courses in the **Completed** portion of your Dashboard.

Need Further Help?

Need Help?

Participants can contact eclearn@la.gov if they need help enrolling in a course or printing a certificate.

In addition, regional LDOE EC Field Support Consultants (FSCs) are available to provide assistance to providers.

FSC contact information for providers:
- **North Louisiana** - Tella Henderson at tella.henderson@la.gov or 225-454-4649
- **Central Louisiana** - Careneisha Williams at careneisha.williams@la.gov or 225-247-0700
- **South Louisiana** - Bridget Rey at bridget.rey@la.gov or 225-454-8704