

# 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.



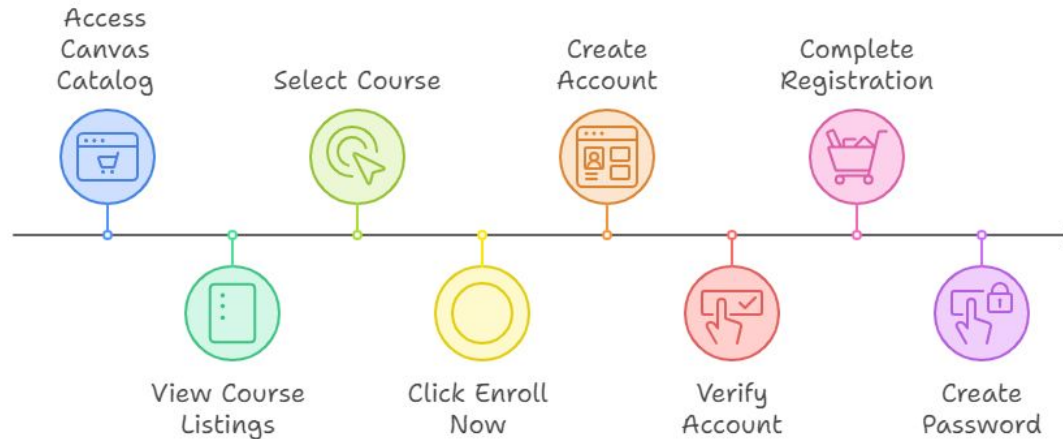
EC Learn Orientation

Please contact [eclearn@la.gov](mailto:eclearn@la.gov) with questions.

# What is EC Learn?

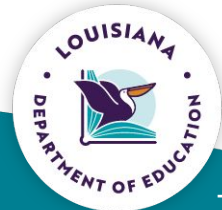
## Getting Started with EC Learn in Canvas Catalog

### Getting Started with Canvas Catalog



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Please contact [eclearn@la.gov](mailto:eclearn@la.gov) with questions.



# 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



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Please contact [eclearn@la.gov](mailto:eclearn@la.gov) with questions.



# 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.



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

 	 	 
<b>Medication Administration Training for Child Care Providers</b>	<b>Safe Environments in Child Care</b>	<b>Food Safety in Child Care</b>
<p>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...</p>	<p>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...</p>	<p>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...</p>
 Self-paced 	 Self-paced 	 Self-paced 

Select A Course



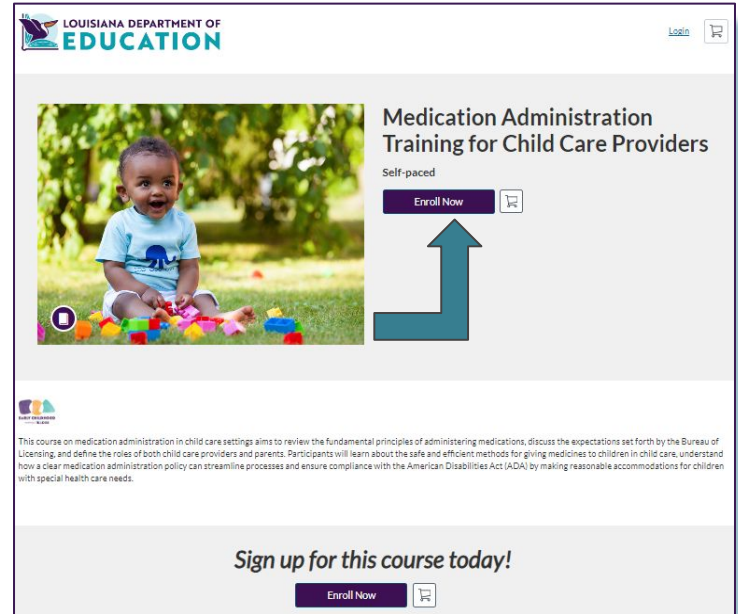
# How Do I Access EC Learn? - Enrolling

## 3. Enroll in a Course

- Select your first course from the course listings.
- Click **Enroll Now**.

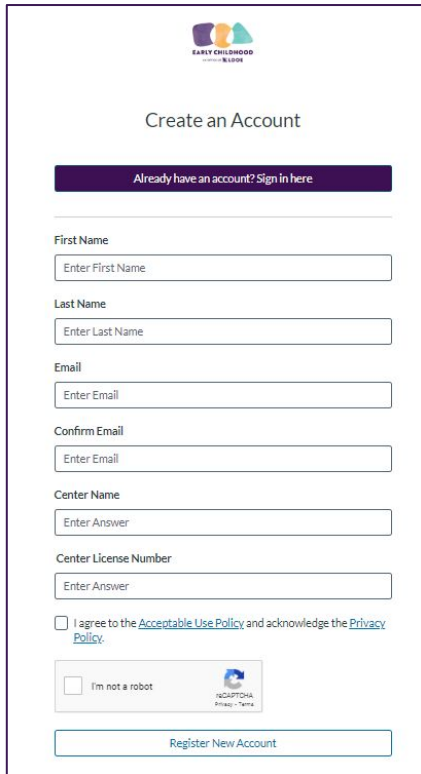
## 4. Create an Account


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



The screenshot displays the Louisiana Department of Education's website interface. At the top, the logo for the Louisiana Department of Education is visible, along with a 'Login' link and a shopping cart icon. The main content area features a course listing for 'Medication Administration Training for Child Care Providers'. The course is described as 'Self-paced' and includes a prominent 'Enroll Now' button with a shopping cart icon. A large blue arrow points upwards from the bottom of the course image towards the 'Enroll Now' button. Below the course listing, there is a small logo for 'EC Learn' and a paragraph of text describing the course's focus on medication administration in child care settings. At the bottom of the page, a banner encourages users to 'Sign up for this course today!' with another 'Enroll Now' button and shopping cart icon.

# How Do I Access EC Learn? - Creating an Account



  
Create an Account

[Already have an account? Sign in here](#)

First Name

Last Name


Email

Confirm Email

Center Name

Center License Number

I agree to the [Acceptable Use Policy](#) and acknowledge the [Privacy Policy](#).

I'm not a robot 

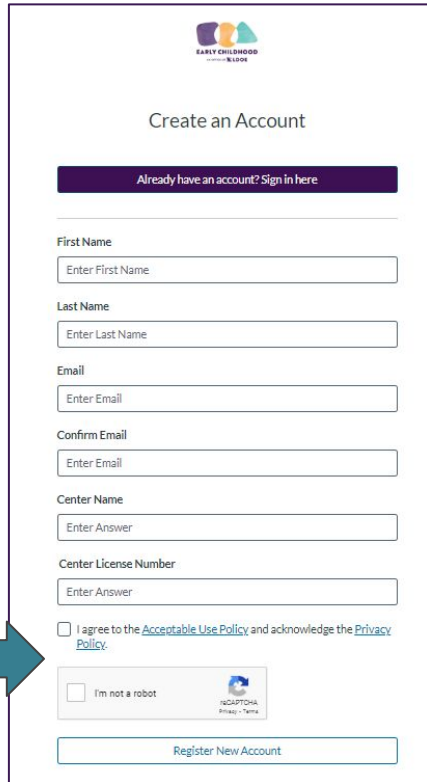
## 3. Enroll in a Course


- 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



  
EARLY CHILDHOOD  
LEARNING & KNOWLEDGE SYSTEM

Create an Account

Already have an account? Sign in here

First Name  
Enter First Name

Last Name  
Enter Last Name


Email  
Enter Email

Confirm Email  
Enter Email

Center Name  
Enter Answer

Center License Number  
Enter Answer

I agree to the [Acceptable Use Policy](#) and acknowledge the [Privacy Policy](#).

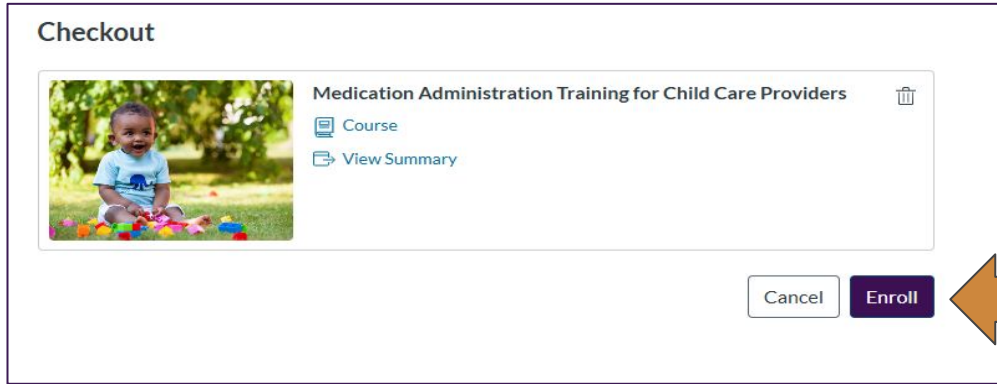
I'm not a robot 

Register New 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



## 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

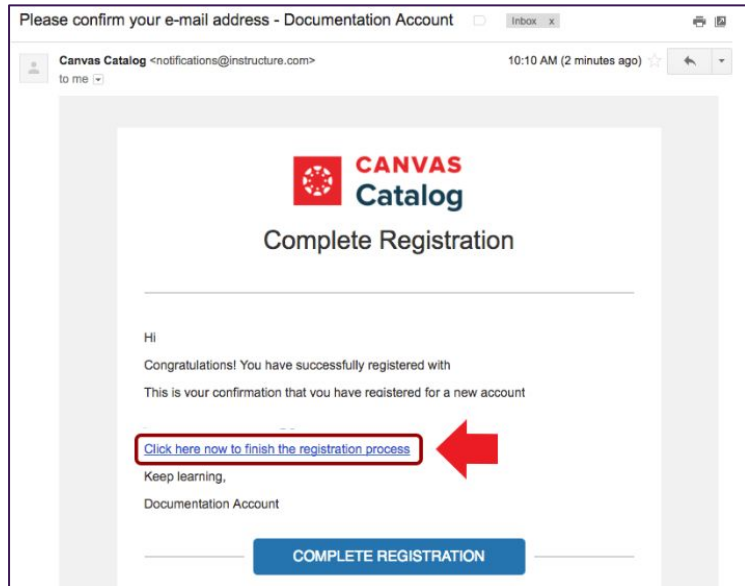
Go To Course

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

canvas

Welcome Aboard!

In order to set up your account, we'll need a little more information.

Login:

Password:

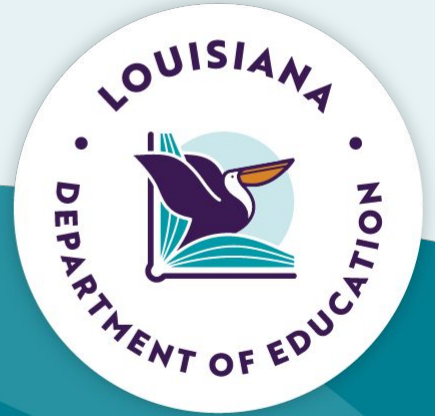
Time Zone: Mountain Time (US & Canada) (↕)

[View Privacy Policy](#)

### 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

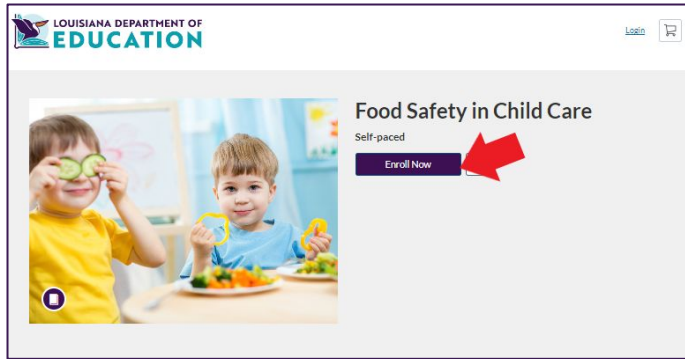
### Steps to Enroll in More Courses



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**.

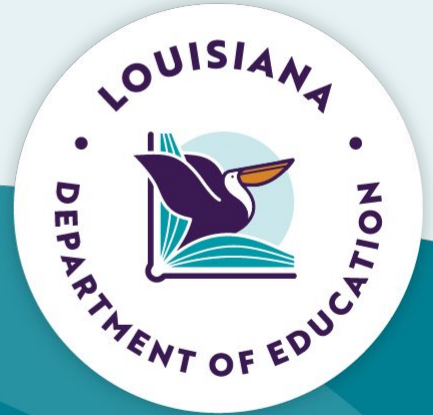
# How Do I Enroll In More Courses? Enrolling



Click **Sign in here** if you have created an account.

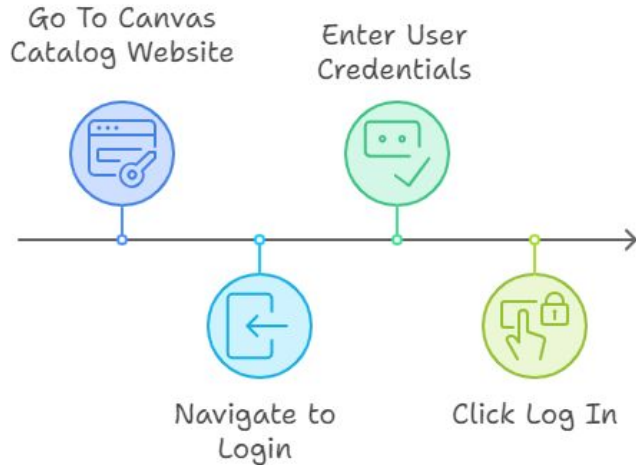


# How Do I Log Into My EC Learn Account?



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

## Logging into Canvas Catalog



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



# 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**.

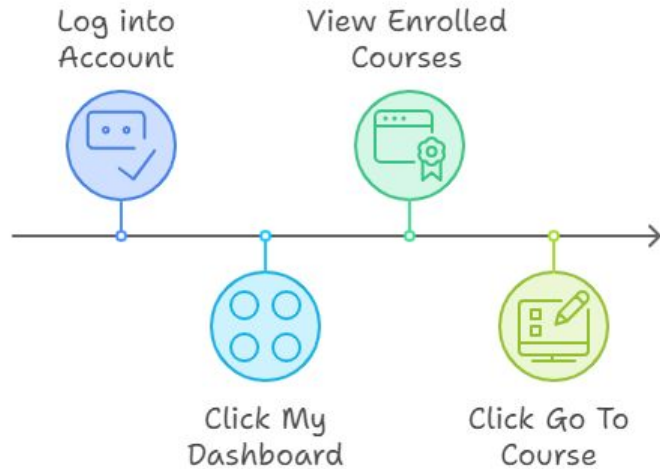


# How Do I Begin An EC Learn Course?



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

Accessing and Starting a Course in Canvas Catalog



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.

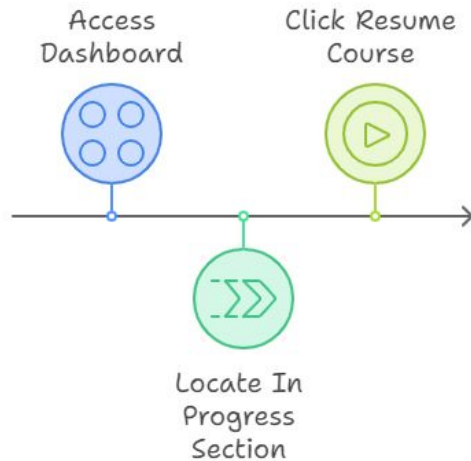
- You will be redirected to the Canvas Course page, where you can begin the course.

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



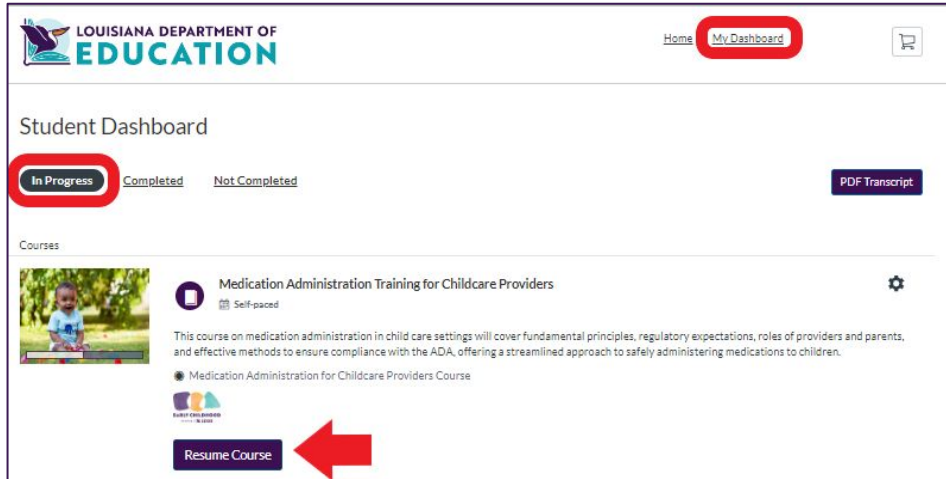
# How Do I Resume An EC Learn Canvas Catalog Course That I Did Not Finish?

## Resuming a Course in Canvas Catalog



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



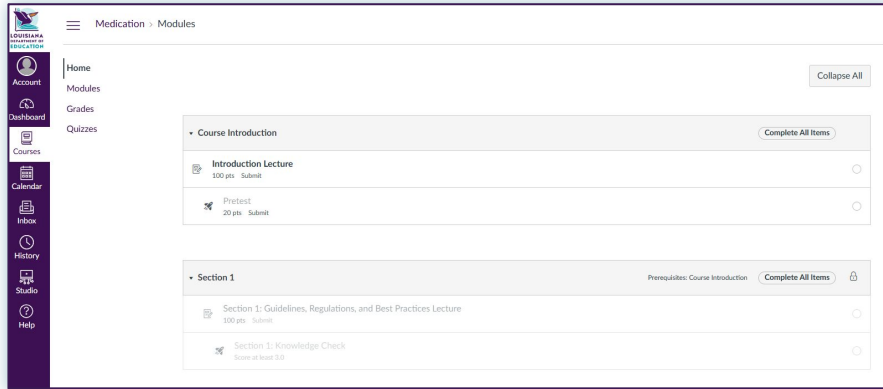
The screenshot shows the Louisiana Department of Education's Student Dashboard. At the top left is the logo for the Louisiana Department of Education. In the top right, there are links for 'Home' and 'My Dashboard', with 'My Dashboard' highlighted by a red circle. Below the navigation is the 'Student Dashboard' title. Underneath, there are three tabs: 'In Progress' (highlighted with a red circle), 'Completed', and 'Not Completed'. To the right of these tabs is a 'PDF Transcript' button. The 'Courses' section lists a course titled 'Medication Administration Training for Childcare Providers', which is self-paced. Below the course title is a description and a 'Resume Course' button, which is pointed to by a red arrow.

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?



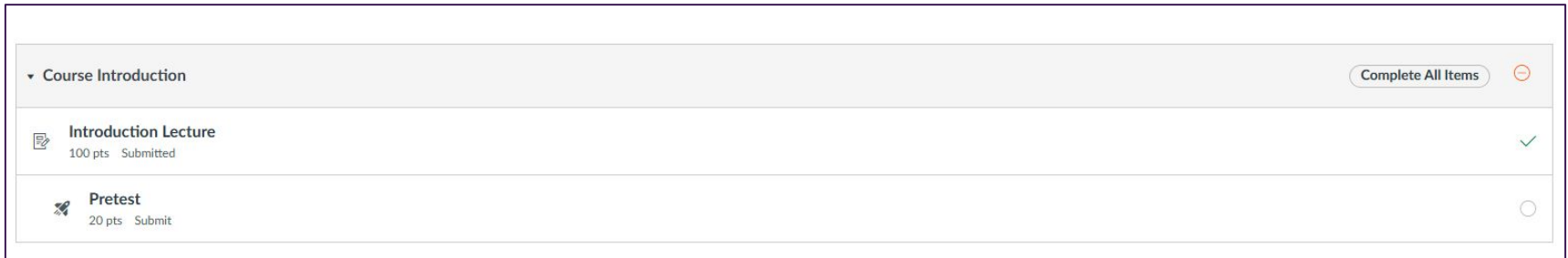
Each Health & Safety course is structured with the same format, which includes

- 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.



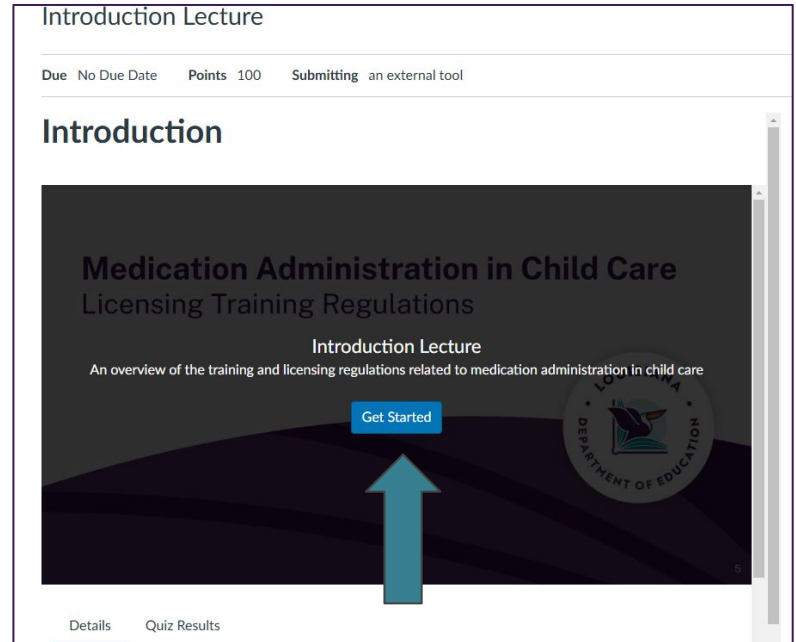
The screenshot displays a course navigation interface. At the top, there is a section titled "Course Introduction" with a dropdown arrow on the left and a "Complete All Items" button with a minus sign icon on the right. Below this, two items are listed:

- Introduction Lecture**: 100 pts Submitted, with a green checkmark icon on the right.
- Pretest**: 20 pts Submit, with a white circle icon on the right.

# 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**.

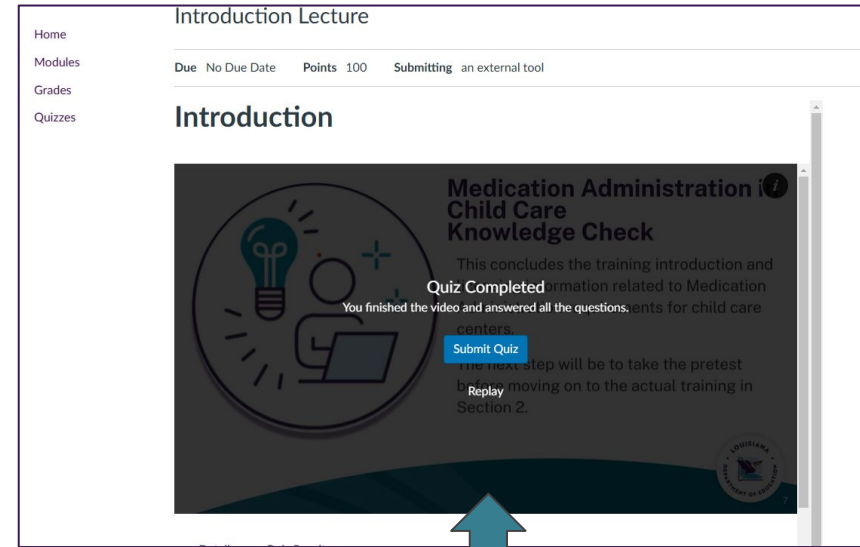


The screenshot shows a course section interface. At the top, it says "Introduction Lecture". Below that, there are fields for "Due" (No Due Date), "Points" (100), and "Submitting" (an external tool). The main heading is "Introduction". The content area features a dark background with the text "Medication Administration in Child Care Licensing Training Regulations" and "Introduction Lecture". A subtitle reads "An overview of the training and licensing regulations related to medication administration in child care". A blue "Get Started" button is prominently displayed, with a large blue arrow pointing upwards towards it. In the bottom right corner of the content area, there is a circular logo for the Louisiana Department of Education. At the bottom of the interface, there are links for "Details" and "Quiz Results".

# 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.



The screenshot displays a course page titled 'Introduction Lecture'. On the left, a navigation menu includes 'Home', 'Modules', 'Grades', and 'Quizzes'. The main content area shows 'Introduction' with a video player. The video has ended, and a 'Quiz Completed' message is displayed: 'You finished the video and answered all the questions.' Below this message is a blue 'Submit Quiz' button. A large blue arrow points to the 'Submit Quiz' button. The video player also shows a 'Replay' button and a 'Louisiana Department of Education' logo in the bottom right corner.

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

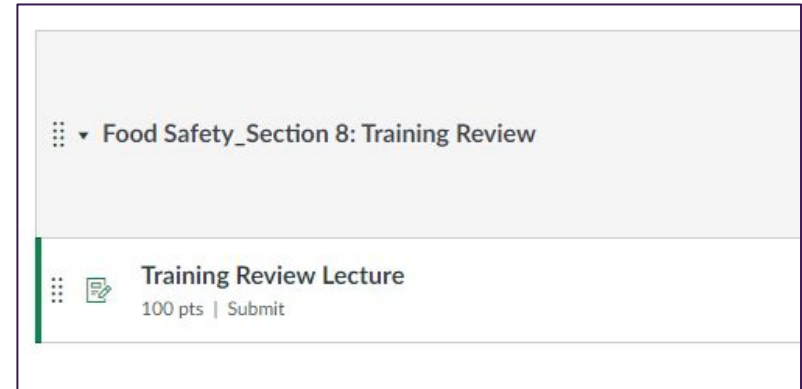
Each section also has a **Knowledge Check** or practice quiz that participants must make a passing grade before moving to the next section.

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

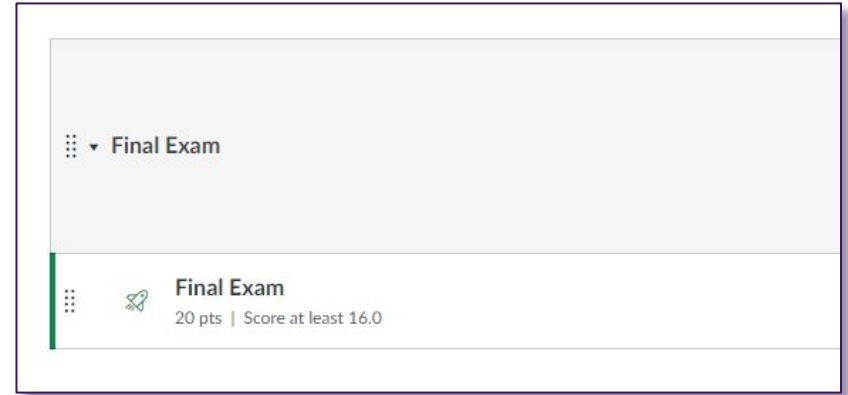
Each course has a final review of the important topics covered during the training that must be completed.



# 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.

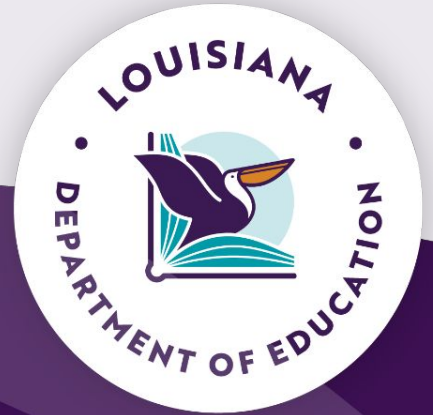


# How Do I Successfully Navigate Through An EC Learn Course? - Certification of Completion

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

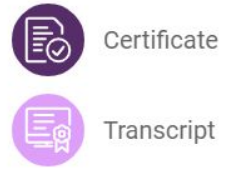


# How Do I View and Download A Certificate of Completion?

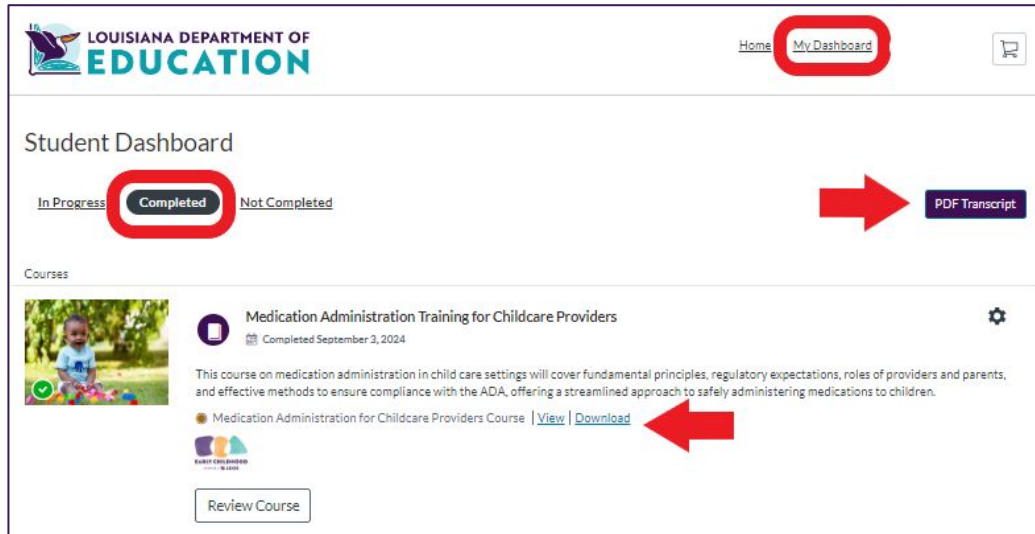




# Downloading a Certificate of Completion



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](mailto: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](mailto:tella.henderson@la.gov) or 225-454-4649
- **Central Louisiana** - Careneisha Williams at [careneisha.williams@la.gov](mailto:careneisha.williams@la.gov) or 225-247-0700
- **South Louisiana** - Bridget Rey at [bridget.rey@la.gov](mailto:bridget.rey@la.gov) or 225-454-8704

