

## **Early Childhood Office**

## **EC Learn Catalog User Guide**

Office of Early Childhood Care and Education

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## What is the EC Learn Canvas Catalog?

EC Learn Canvas Catalog is the online platform where early childhood providers enroll and access certification courses required by the Louisiana Department of Education Office of Early Childhood Care and Education. Within your EC Learn Canvas Catalog account, early childhood providers can access and download certificates of completion for the required courses.

## How do I get started with the EC Learn Canvas Catalog?

Getting Started with Canvas Catalog



### **EC Learn Canvas Catalog**

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

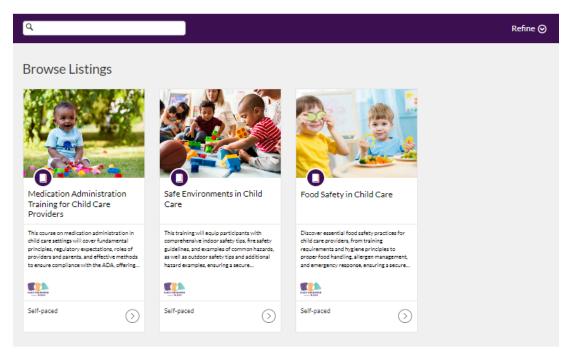


You can view the current early childhood provider course listings on the EC Learn Canvas Catalog landing page.

- Medication Administration Training for Child Care Providers
- Safe Environments in Child Care
- Food Safety in Child Care

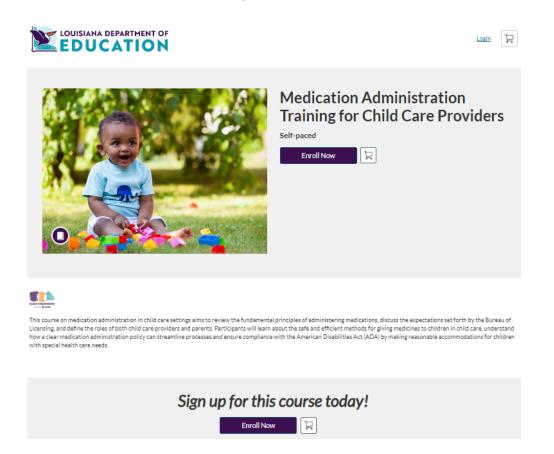






#### **Enroll in a Course**

Select a course from the course listings. Click Enroll Now.



#### **Create an Account**

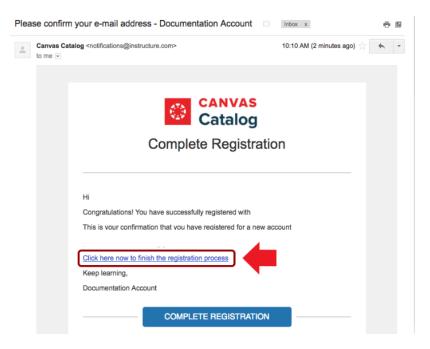
- When you enroll in a course in the EC Learn Canvas Catalog for the first time, you will be asked to create an account.
- Enter the information required, and click the **Acceptable Use and Privacy Policy** and **reCAPTCHA** confirmation checkboxes. Then, click the **Register New Account** button.



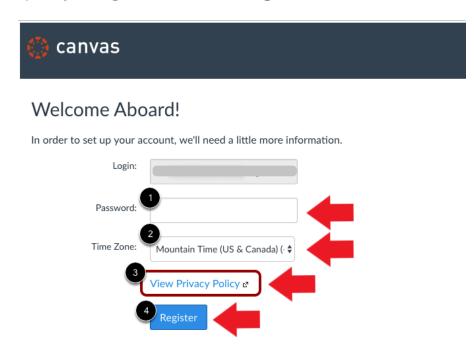
#### Create an Account

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 <u>Acceptable Use Policy</u> and acknowledge the <u>Privacy Policy</u> .
I'm not a robot
Register New Account

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



• 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?

#### 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.

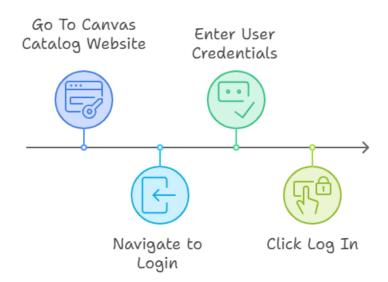


• Click **Sign in here** if you have created an account.



## **How do I log into my Canvas Catalog account?**

#### Logging into Canvas Catalog



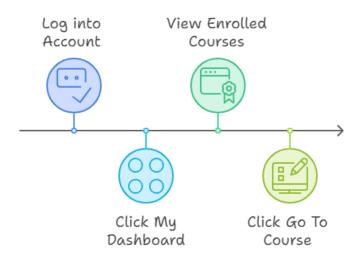
- Type <a href="https://eclearn.doe.louisiana.gov/">https://eclearn.doe.louisiana.gov/</a> in the address field of a browser window.
- https://eclearn.doe.louisiana.gov
- Once you have created your account, you can log in at the top right corner of the Canvas Catalog landing page.



- 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 a Canvas Catalog Course?**

#### Accessing and Starting a Course in Canvas Catalog



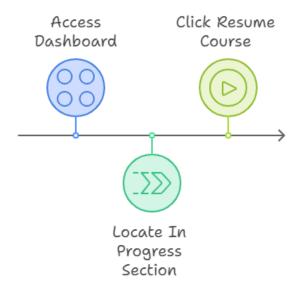
- After logging into your account, click **My Dashboard**.
- Your enrolled courses will be listed in the In Progress section.
- Click Go To Course to begin.



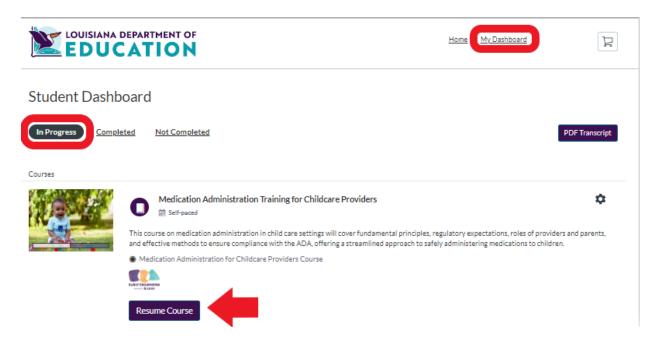
• You will be redirected to the Canvas Course page, where you will complete the course module and successfully take the course quiz to receive a certificate of completion.

## How do I resume a Canvas Catalog Course that I didn't finish?

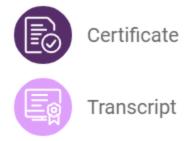
#### Resuming a Course in Canvas Catalog



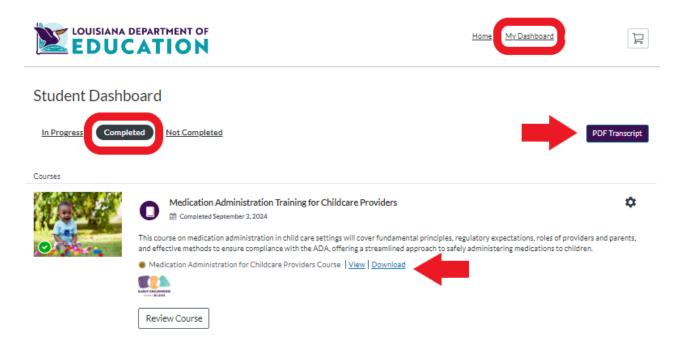
 You can resume a course you started by clicking Resume Course in the In Progress portion of your Dashboard.



## How do I view and download 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.



#### **EC Learn FAQ**

# https://docs.google.com/document/d/1xTX853mGwpb4EKTn1-ImZ7LJuHv-c\_q9JLIXSkwsK2s/edit?usp=sharing

## **Need Help?**

• If you need help enrolling in a course or printing your certificate, click the "**Need Help?**" button at the lower right of the Canvas Catalog page.





