

Accessing and Navigating ProLiteracy's Education Network

Getting Started

1. Navigate to <https://proliteracy.org>
2. Click "Professional Development"
3. Select "Education Network"
4. Click "LOGIN"
5. Click "Create Account?"
6. In the 3rd paragraph, click "this account form"
7. Complete the form, verify that you are "not a robot" and click "Next"
8. Under "Organizational Member No." enter: XXXXXXXXXX *contact LVCA to find out number*
9. Select your "Responsibilities" and "Areas of Interest"
10. Create a password and click "Log In"
11. Select a Security Question, enter your answer twice, and click "Continue"
12. Congratulations - You're Officially In!

Changing your settings:

1. In the top right corner click the gear icon
2. Select "My Account"
3. Here you can opt out of notifications and add additional personal information
4. Scroll to the bottom of the page and select your "Literacy Program" – You must select "Virginia" as your state first

Searching for resources:

1. Click "Resources"
2. On the drop down menu, click "Browse for Resources"
3. Click "Browse All"
4. The left column has two sections, "Training" – you can search through their selected subjects for new, popular, or featured, and "Subject" – you can pick subcategories to browse through
5. For this example, select "Instructors" under "Subject"
 - a. Select, "ESL/ESOL"
 - b. Notice that the options are marked "Material" or "Curriculum"
 - i. Material = Handouts or materials that you can use

- ii. Curriculum = A course on that subject with an exam (must receive an 80% or higher score in order to receive a certificate) - More details on courses below
 - c. Click "A Guide For Your First ESL Lesson"
 - d. Click "Request"
 - e. You'll be redirected to "Transcript"
 - f. Find the resource you requested (A Guide for your First ESL Lesson) and click "Launch"
 - g. A separate tab will open with the resource
 - h. When you're done with the resource you can click "Mark Complete"
6. To find the resource at a later time – Click "My Stuff" on the top navigation bar
 7. Resources will be listed under "Transcript"

Taking a Course

(<https://youtu.be/0uyADcFFp74>)

To sign up for a course, click the title and request it

1. Once you request the course, it will show up in your "Transcript"
2. Click "Open Curriculum" to start your course
3. There will be an "Online Course" and an "Exam", some longer courses may have several modules and may have more than one exam
4. Click "Online Course"
5. Click "Activate"
6. Click "Launch"
7. The course will launch in a pop up window (you may need to allow popups through your web browser)
8. Menu on the left allows you to navigate through the course
9. When you complete the course you'll be reminded that you need to take the exam
10. To take the exam, click "Exit" to go back to the resource screen
11. Click on "Exam"
12. Click "Activate" (if there is no "Activate" button, you haven't completed the course"
13. Click "Launch Test"
14. Click "Summary" at the end of the exam
15. Click "Submit Final Answers"
16. Click "Review" to see what questions you missed
17. Closing the exam will return you to the resource screen
18. Click "Options" in the top right corner
19. Here you can print your certificate