

Puget Sound ESD

Early Learning

CONNECTOR



December 2015

Tracking Progress in Online Courses

At this point in the year, all Early Learning staff should be familiar with the online courses at Classes.EarlyLearningWA.org. Online courses should be completed by October 31 each year, or within four months of hire for staff that are hired later in the program year. Below, see the ways Center Directors and site staff can track progress in the online courses.

CENTER DIRECTORS

Center Directors were recently introduced to the new Online Courses Completion Report where they can get a real-time snapshot of the progress made by their individual staff members who have enrolled in course tracks. This report includes the “Big Three” courses which are required each year prior to working with children and families – Active Supervision, Mandatory Report: Child Abuse and Neglect, and Standards of Conduct. The report also details which course track each staff member is enrolled in and their progress toward completing that course track.

TEACHING TEAMS & FAMILY SUPPORT

Staff members can view their individual progress in their Course Track by viewing the Grades “Overview Report”. This will list all of the individual courses in a course track and will show which courses the staff member has finished by achieving a mark of “100%” and which courses they still need to complete.

Navigating to the individual student Grade Report:

1. Log-in to the website at: Classes.EarlyLearningWA.org
2. In the NAVIGATION block on the left-hand side of the page, click “My Courses”
3. Click on your Course Track
4. Scroll down to the ADMINISTRATION block
5. Click “Grades” – your “User Report” will display
6. From the drop-down menu near the top of the page, select “Overview Report”
7. All courses in your Course Track should be listed here with “100%” showing for those courses you have completed.

“Passing the Quiz” is not enough — You need to generate the “Certificate of Completion”

If you think you have completed a course but the report shows as “incomplete,” be sure that you have generated a Certificate of Completion. Simply “passing the quiz” is not enough – you must generate the Certificate of Completion for the system to recognize your completion of each course.