

How to Register for Professional Development in the Arkansas IDEAS Learn Now! System

: Step One:

How do I register for professional development in the Arkansas IDEAS Learn Now! System?

The first step in the registration process is to have your *new* 10-digit State Teacher Identification Number, *not* your federally issued Social Security Number, available to you when you enter the following address into your Web address bar in your Web browser: <http://www.arkansasideas.org>

: Arkansas IDEAS: Home Page:



This will bring up the Arkansas IDEAS Home Page. Remember to give it time to download *all* of the images before moving to the next step. Be certain that your current browser *will* allow pop ups to be accepted during this process.

The *majority* of the Arkansas IDEAS Web pages and links are established in new browser windows, and most of the courses that you enroll in will have *pop ups* as a part of the Arkansas IDEAS Learn Now! automated registration and course provision system.

Allowing pop ups will provide the opportunity for you to take your *online* professional development courses when you want to, wherever you have Internet access. See "Allowing Pop Ups" User Manuals.

Turn off Pop Up Blocker: on the Tool Bar: select Tools, and select: Allow Pop Ups

How to Register for Professional Development in the Arkansas IDEAS Learn Now! System

: Step Two:

Are you ready to Learn Now? Let's log on to the **Arkansas IDEAS Learn Now! system:**

The *next* step is to select the "Members Log On Here" button. We have circled the Members button for you on the left side of the Arkansas IDEAS home page, under the navigation bar. You will need to select this button to *establish* your membership as a New User.

: Arkansas IDEAS: Home Page: Members Log On Here:

Arkansas Ideas - Home - Windows Internet Explorer

October 4, 2006

SEARCH AETN >> GO

ARKANSAS ideas Internet Delivered Education for Arkansas Schools

SEARCH **ideas**
Enter Keywords
go

Home
Directors' Statements
Mission Statement
Arkansas Dept. Education
Professional Development
Workshops
Scholar Channel
Productions
StationBreak
Classroom Tools
Resources
Site Map

MEMBERS LOG ON HERE

Are you a member? Want to become a member? Click here to find out more!

Arkansas Educational Television Network

KETS 2/Little Rock
KEMV 6/Mountain View
KETG 9/Arkadelphia
K&PT 13/Fayetteville
KETJ 19/Jonesboro
KETZ 12/El Dorado

WHAT'S GOING ON

TeacherLine Enrollment Changed
Arkansas IDEAS has re-scheduled the enrollment dates for TeacherLine courses to now begin on October 15th to allow teachers to register ahead of time in Learn Now! [more]

In Their Words
AETN Presents the launching of In Their Words Web Site [more]

IDEAS in the News
See what National, State, and Local news media have to say about IDEAS. [more]

Education Director Statement
AETN has been ab

certified teachers at their convenience and of charge. [more]

features

AETN Video Streaming
AETN Video Streaming the same great product you already know and use! [more]

Course Catalog
See our complete course catalog and its corresponding schedule. [more]

Professional Development
A feature rich learning tool for your professional development! [more]

October 2006

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Take a moment to scan the Arkansas IDEAS home page. Notice the navigation bar on the left side of the page. You have the opportunity to view *most* of the Web site without logging into the Members only site. There are *three* parts of the Web page that require membership log ins: PBS TeacherLine Courses, The Arkansas IDEAS Learn Now! Professional Development Courses, and AETN Streaming.

You may secure all three user IDs and passwords, separately and then *later* add them into your Arkansas IDEAS Learn Now! profile to make log ins almost seamless. By *having* all three numbers *and* registering with them the first time, Arkansas IDEAS Learn Now! System will allow you to access all three systems with one single sign on process. This means one user ID and one password will work for *everything* on the Arkansas IDEAS Learn Now! System.

Keep in mind that while many of the professional development courses are available at no charge to Arkansas K-12 teachers, some courses are offered by professional development vendors for a fee. When in doubt, we recommend that you review Professional Development / Course Catalogs for prices prior to registration.

How to Register for Professional Development in the Arkansas IDEAS Learn Now! System

: Step Three:

Select the “Members Log On Here” button and you will be transported to Arkansas IDEAS Learn Now! System. Your next step? *Read* the directions, please! Take a moment to read Important News in the text box located to the right of the Sign In Box.

: Arkansas IDEAS: Learn Now!: Sign In Page:

The screenshot shows the 'Sign In' page of the Arkansas IDEAS Learn Now! system. The page has a blue header with the 'ARKANSAS ideas' logo and the tagline 'Internet Delivered Education for Arkansas Schools'. Below the header is a 'Sign In' form with fields for 'User ID' and 'Password', and buttons for 'New User' and 'Continue'. To the right of the form is a large text box containing important information. A red banner at the top of this text box reads: 'This site requires pop-ups. Turn off any pop-up blockers! Welcome to the Arkansas IDEAS Learn Now! System.' Below this, there is a message about logging in: 'If you have a problem logging into this system please call AETN during normal business hours between 8:00 AM and 4:30 PM Monday - Friday. You may dial 1-800-662-2386 or E-mail: arideastech@aetn.org'. There is also a section for 'While enrollment dates are reserved, you may browse through current course offerings using the following information:' with 'User ID: demouser' and 'Password: demouser'. At the bottom of the text box, it says 'Comments? E-mail us at: arideastech@aetn.org'. Two yellow callout boxes with red borders are overlaid on the page. One callout points to the red banner and contains the text: 'PAP! Please, Allow Pop ups!'. The other callout points to the bottom of the text box and contains the text: 'Important news and links can be found in this area. PLEASE READ every time you visit the Arkansas IDEAS Learn Now!'.

The information in the Important News text box *will* change as updates are necessary.

Currently, individuals who do *not* have a new 10-digit State Identification Number can only preview some of the courses in the Arkansas IDEAS Learn Now! System. Course credit is *not* available under the “demouser” i.e.: Demo User ID.

Notice the red lettering that states: "This Site requires pop ups. Turn off any pop up blockers." This means that you will need to *allow* pop ups, and you may need to check several locations on your computer, including your browser and computer settings.

How do I turn off pop up blockers? Refer to the links at the bottom of the Important News text box for PDF documents designed to walk you through turning off the pop up blocker. Also refer to User Manuals in the Professional Development and Resources navigation tool bar on the left side of the Arkansas IDEAS Web site home page.

We highly recommend that you run the Systems Test on your computer and follow the directions to ensure a virtually seamless and pleasant experience

How to Register for Professional Development in the Arkansas IDEAS Learn Now! System

: Step Four:

The next step is to create your new user account. You do this by selecting the “New User” button. We have circled the “New User” button on the graphic below for illustration...

: Arkansas IDEAS: Learn Now!: Sign In: New User Button:

AETN Educational Services Portal and Course Management - Windows Internet Explorer

http://lms-1.aetn.org/

ideas Internet Delivered Education for Arkansas Schools

Use this form to log on to the LMS. If necessary, use the New User button to register for the first time. Someone may have already supplied you with a User ID and password. Enter your User ID and Password below, then click the Continue button.

Sign In

User ID:

Password:

New User Continue

Back To Home

This site requires pop-ups. Turn off any pop-up blockers!

Welcome to the Arkansas IDEAS Learn Now! System.

If you have a problem logging into this system please call AETN during normal business hours between 8:00 AM and 4:30 PM Monday - Friday. You may dial 1-800-662-2386 or E-mail: arideastech@aetn.org

While enrollment dates are reserved, you may browse through current course offerings using the following information:

User ID: demouser
Password: demouser

The Arkansas Department of Education has provided a new State Identification number for each currently licensed educator. You will need to contact your school district for assistance if you do not have a new State Identification number.

We hope you enjoy the online professional development courses produced with busy teachers' schedules in mind!

Each time you return to the Arkansas IDEAS Web site, remember to check for updates and additional offerings.

Comments? E-mail us at: arideastech@aetn.org

Copyright © 2000-2006 Info

Done Internet 100%

The New User profile that you create today, will allow Arkansas IDEAS Learn Now! to customize professional development content just for you.

Where to I get my new 10-digit State Teacher Identification Number?

If you are in a public K-12 school, you will be able to get your number from the Technology Director or APSCN Representative in your district. It is generated and located in the APSCN and TRIAND systems.

If you are unable to get this information from your district, then please send us your name as it is listed on your license, your contact information, including your phone number, email address, and where you work, with a statement that attests to the fact that you are a licensed teacher. We will need your last 4 digits of your SSN number as well.

Reply to Email: arideastech@aetn.org

We need the last 4 of their SSN for each teacher, in order to cross reference the information that they provide to us along with the list that the Arkansas Department of Education has created. Moreover, we will need this information if they do *not* have an ADE created STIN and AETN is asked to create a temporary STIN number.

How to Register for Professional Development in the Arkansas IDEAS Learn Now! System

: Step Five:

The areas circled on this screen shot are mandatory fields. You will only be able to continue in the registration process when all mandatory fields are entered completely

: Arkansas IDEAS: Learn Now!: New User: Profile Page:

The screenshot shows the 'New User Registration' page in a web browser. The page has a blue header with the 'ideas' logo and the text 'Internet Delivered Education for Arkansas Schools'. Below the header, there is a form with two main sections: 'New User Registration' and 'Additional Information'. The 'New User Registration' section contains fields for 'First Name', 'Last Name', 'User ID', 'Password', and 'Verify Password'. The 'Additional Information' section contains fields for 'State Teacher ID', 'LEA#', and a 'Find' button. There are also several asterisked fields for 'Teacher Line', 'United Streaming Us', and 'United Streaming Pa'. A 'Register' button is located at the bottom right of the form. Three yellow callout boxes with red borders point to specific parts of the form: one points to the 'User ID' and 'Password' fields with the text 'Create your own easy to remember User Name and Password.'; another points to the 'State Teacher ID' field with the text 'Your new 10-digit State Teacher Identification Number, not your SSN, goes here!'; and a third points to the 'LEA#' field and the 'Find' button with the text 'LEA #: FIND Button'.

The New User Profile page is an important step in your registration process. It allows you to enter your information, and will provide you with Arkansas IDEAS Learn Now! customized professional development content selected specifically for your district's school improvement needs, as well as your individual professional development needs.

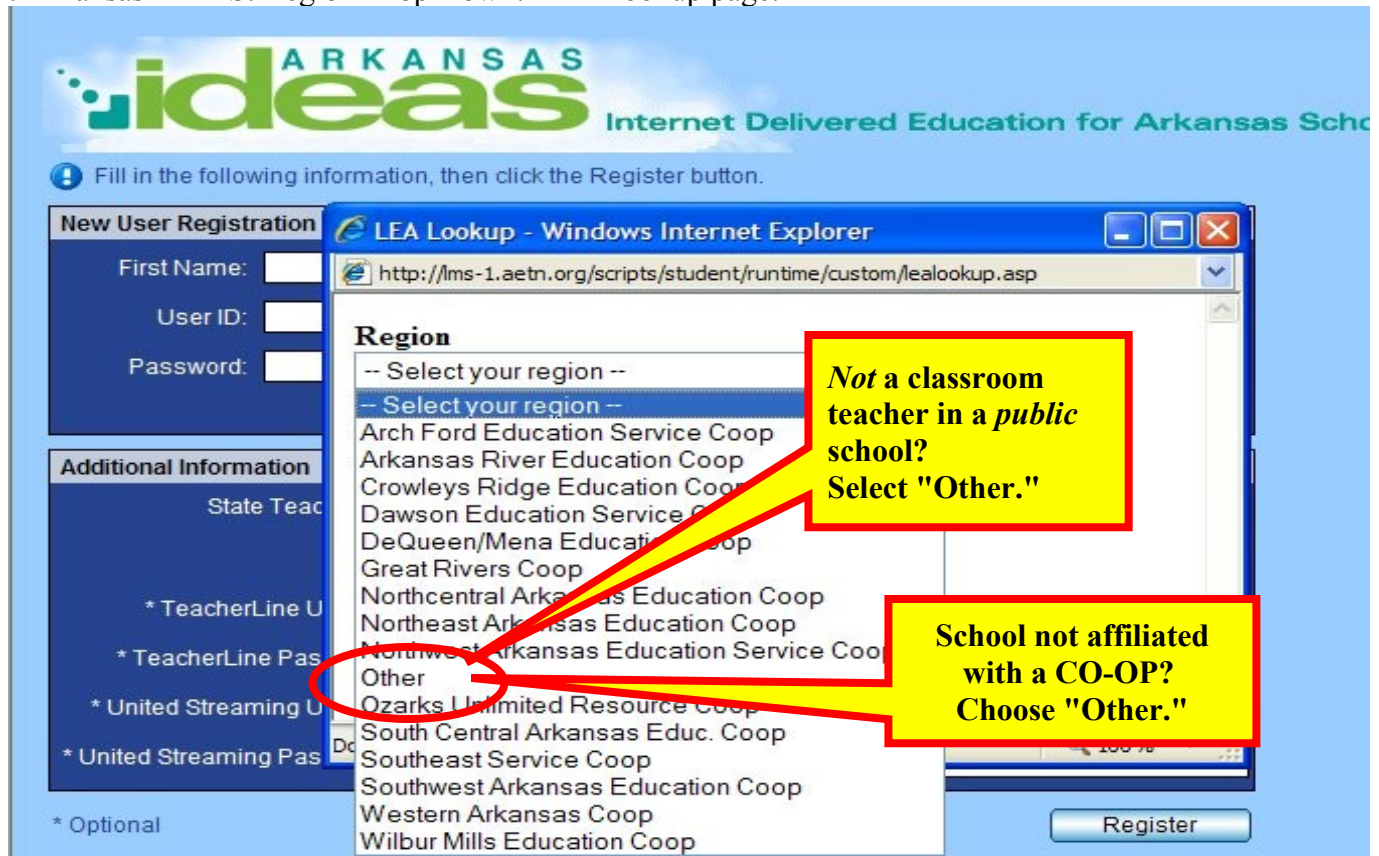
1. Enter your **First** and **Last Name**.
2. Create your *own* **User Name**. You will use this "User Name" to login from *now on*.
3. Enter a valid email address in the email address box.
4. Create your *own* **Password**. You will use this "Password" to log in from *now on*.
5. *Re-enter* your **Password**.
6. Enter your *new* 10-digit **State Teacher Identification Number (STIN)**. This is *not* your Social Security number.

How to Register for Professional Development in the Arkansas IDEAS Learn Now! System

: Step Five, Continued:

7. Select the Find Button next to the LEA # (Local Education Agency) field. This number will be entered by the Arkansas IDEAS Learn Now! system from the selections you choose.

: Arkansas IDEAS: Region Drop Down: LEA Lookup page:



Your *public* school's LEA # will be filled in automatically by the Arkansas IDEAS Learn Now! system *after* you complete the drop down selection process. Now, select the Find button and choose your **CO-OP** / Region.

If the *public* school where you work is *not* affiliated with a **CO-OP** / Region, select **Other** as illustrated in the Region / CO-OP drop down, LEA Lookup screen shot.

Teachers who are *not* a classroom teacher in a *public school* should choose **Other** in each drop down box. The LEA # field will be populated with seven zeros.

How to Register for Professional Development in the Arkansas IDEAS Learn Now! System

: Step Six:

The next screen in the LEA# locator process will ask you for your public school district. Select your district. If your district is *not* listed or you are *not* part of a public school district, select **Other**.

: Arkansas IDEAS: LEA Find: LEA Lookup Page:

The screenshot shows a web browser window titled "LEA Lookup - Windows Internet Explorer". The address bar shows the URL "http://ms-1.aetn.org/scripts/student/runtime/custom/lealookup.asp". The page content includes two dropdown menus. The first is labeled "Region" and has "Other" selected. The second is labeled "District" and has "-- Select your district --" selected. A yellow callout box with a red border points to the "District" dropdown menu, containing the text: "Select your district. If you are not in a public school district select 'Other.'". The browser's status bar at the bottom shows "Done", "Internet", and "100%" zoom.

Teachers that are not directly employed by a *public* school district, yet are currently licensed Arkansas teachers will select **Other**.

How to Register for Professional Development in the Arkansas IDEAS Learn Now! System

: Step Seven:

Next you will be asked to select your school / agency. If you are *not* assigned to a public school, or your school / agency is *not* listed, choose **Other**. Take a moment to view the two screen shot examples.

: Arkansas IDEAS: LEA Find: LEA Lookup:

LEA Lookup - Windows Internet Explorer

http://lms-1.aetn.org/scripts/student/runtime/custom/lealookup.asp

Region
Other

District
Other

School
-- Select your school and click OK --

OK

Done Internet 100%

LEA Lookup - Windows Internet Explorer

http://lms-1.aetn.org/scripts/student/runtime/custom/lealookup.asp

Region
Other

District
Other

School
-- Select your school and click OK --
-- Select your school and click OK --
Other

OK

Done Internet 100%

How to Register for Professional Development in the Arkansas IDEAS Learn Now! System

: Step Eight:

Are you ready to learn? When **all mandatory** fields are completed, select **Register** and you are ready to establish your newly created member account in the Arkansas IDEAS Learn Now! System.

: Arkansas IDEAS: Learn Now! Completed Registration Form:

ARKANSAS
ideas Internet Delivered Education for Arkansas Schools

! Fill in the following information, then click the Register button.

New User Registration

First Name: Last Name:

User ID: E-mail Address:

Password: Verify Password:

Additional Information

State Teacher ID:

LEA#:

* TeacherLine User ID:

* TeacherLine Password:

* United Streaming User ID:

* United Streaming Password:

* Optional

Complete all mandatory fields for Membership registration, and select Register.

When you return to Arkansas IDEAS Learn Now! Enter only your User Name and Password that you created during Membership registration.

After you have completed the eight *mandatory* fields, you will be presented with the screen depicted by this screen shot. We have circled the eight mandatory fields on this screen shot.

If your screen has all of the mandatory items completed, you are ready to select the "**Register**" button. We have circled the Register button on this graphic.

As an *established* Member, you will only need to enter the User Name and Password that *you* created, and select Continue each time you enter the Arkansas IDEAS Learn Now! system.

How to Register for Professional Development in the Arkansas IDEAS Learn Now! System

:Step Nine:

Please **Read and Scroll** through the License Agreement and **Select "AGREE"**:

:Arkansas IDEAS: Mandatory License Agreement:

3. **Responsibility for Content:** InfoSource does not screen, edit or review material submitted by users, thus cannot accept responsibility for any material which may reside in or is accessed by HowToMaster.com web site other than InfoSource's own information. You may not link, upload, post or transmit any illegal, obscene, offensive or otherwise inappropriate material to the HowToMaster site. You agree to indemnify InfoSource from any damage, loss, cost or expense which may be incurred by InfoSource as a result of the material you link, upload, post, or transmit to the site. Any materials may be removed by InfoSource at any time for any reason.

4. **Linking:** You may link to the HowToMaster site from other sites provided that you do not alter the appearance, state or imply that InfoSource, Inc. endorses, sponsors or otherwise approves your site or use any InfoSource, Inc. trademarks or logos. We request that your link enter our HowToMaster site at the home page. You must abide by all of the other terms use set forth within this document. This site may contain links to other web sites which are not under the control of InfoSource and InfoSource is not responsible for the contents thereof. These links are provided to you only as a convenience, and inclusion of a link does not imply endorsement of the linked site by InfoSource or any association with its operators. You acknowledge and agree that InfoSource shall not be responsible or liable for any damage or loss caused by or in connection with use of or reliance on any content, goods or services available on or through any linked site.

5. **Technical Support:** InfoSource will provide technical support to via email at support@isittraining.com and will use reasonable efforts, free of charge, to respond within two (2) InfoSource business days from 8:00 am to 5:00 PM EST

6. **Warranties:**
6.1 **Licensor Warranties:** Licensor warrants and represents to Licensee that Licensor has originated or acquired the sole right to grant the License. The Licensed Software does not and will not dilute, infringe upon or violate any patent, copyright, trade secret, or other intellectual property of any third party. The Licensed Software contains no matter which is scandalous, libelous, obscene, an invasion of privacy, or otherwise unlawful.

6.2 **LIMITATION:** INFOSOURCE DOES NOT WARRANT THAT THE HOWTOMASTER SITE WILL BE COMPLETELY ACCURATE, MEET YOUR SPECIFIC NEEDS OR WILL BE UNINTERRUPTED OR ERROR FREE. THE WARRANTIES STATED IN THIS ARTICLE ARE THE ONLY WARRANTIES MADE BY LICENSOR IN CONNECTION WITH THE PERFORMANCE OF THE LICENSED SOFTWARE AND ARE IN LIEU OF ALL OTHER EXPRESS OR IMPLIED WARRANTIES INCLUDING WITHOUT LIMITATION, WARRANTIES OF MARKETABILITY, AND FITNESS FOR A PARTICULAR PURPOSE.

7. **Arbitration:** Any dispute arising out of this Agreement which cannot be resolved to mutual satisfaction of the parties shall be submitted to a commercial arbitrator to be chosen mutually by the parties from a panel of commercial arbitrators of the American Arbitration Association. The parties agree that such dispute shall be arbitrated in Florida according to the Procedures and Rules of the American Arbitration Association for commercial arbitration, and that the commercial arbitrator shall be required to follow the applicable rules of evidence and law. Any costs for such arbitration shall be borne equally by the parties and the award of the arbitrator shall be final and binding upon the parties and they shall not be subject to appeal. If reasonably necessary, judgement upon an arbitration award may be entered in any court having jurisdiction.

8. **Force Majeure:** Neither party shall be in default if its failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's reasonable control, including, but not limited to, acts of God, civil commotion, strikes, labor disputes, floods, fires, or governmental demands or requirements; provided that any such performance shall be completed as soon as commercially reasonable following the termination of any such supervening conditions.

9. **Governing Law:** This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with and shall be governed by the internal laws of the State of Florida and applicable federal law. Licensee hereby consents to the jurisdiction and venue of the courts of the State of Florida, United States of America, or of any federal court located in such state.

Do you agree to these terms?

If you accept these terms, **select and click on** the **"Agree"** button at the bottom of the License Agreement page. If you do **not** accept these terms, please click on the "Disagree" button.

You **must** indicate your **acceptance** of these terms in order to take *any* courses in the Arkansas IDEAS Learn Now! system.

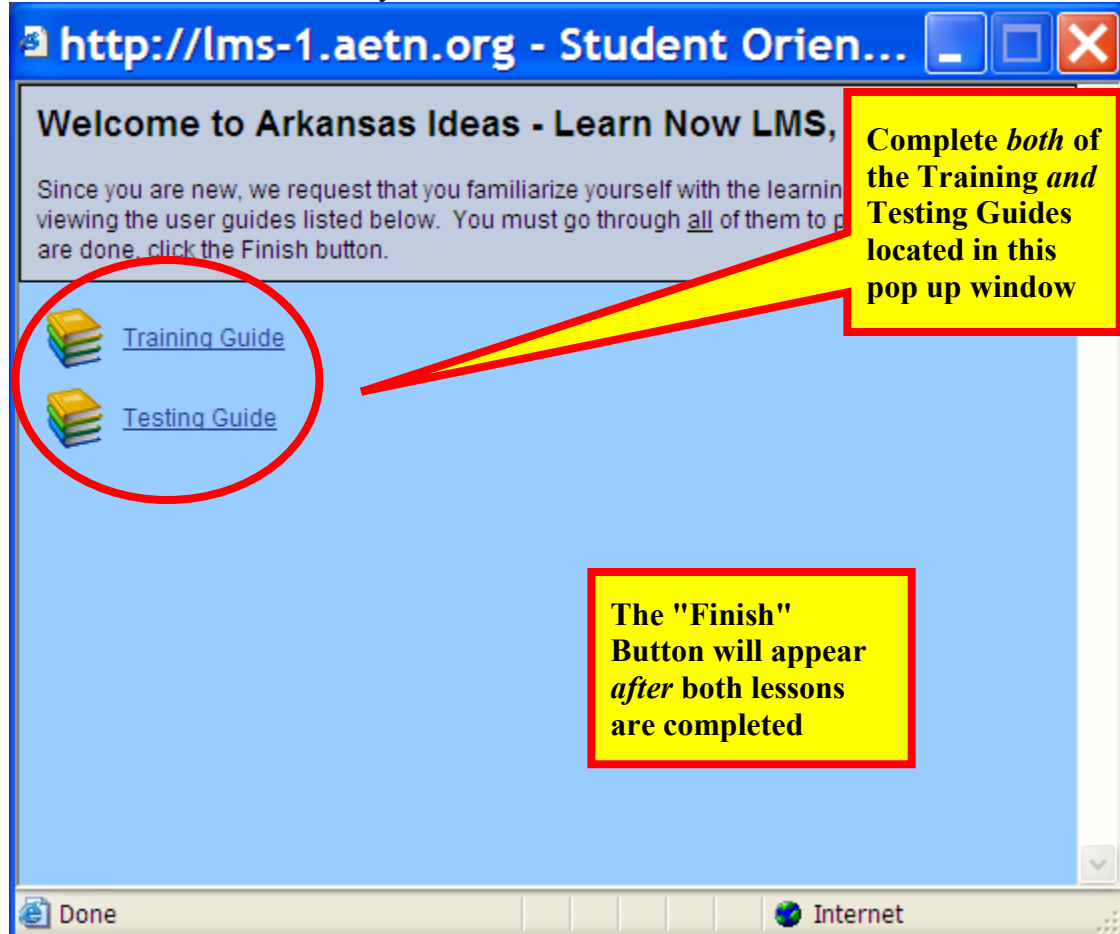
Do you agree to these terms? We hope that you choose "agree"!

How to Register for Professional Development in the Arkansas IDEAS Learn Now! System

:Step Ten:

After you have accepted the Licensure agreement, you will be presented with **two mandatory** introductory courses: ***Training Guide*** and ***Testing Guide***.

:Arkansas IDEAS: Mandatory Student Orientation Guides:



We request that you familiarize yourself with the Arkansas IDEAS Learn Now! system by completing the **Training and Testing User Guides** located in the pop up window.

You will need to complete both the Training and the Testing Guides prior to browsing and selecting online professional development courses in the Arkansas IDEAS Learn Now! system.

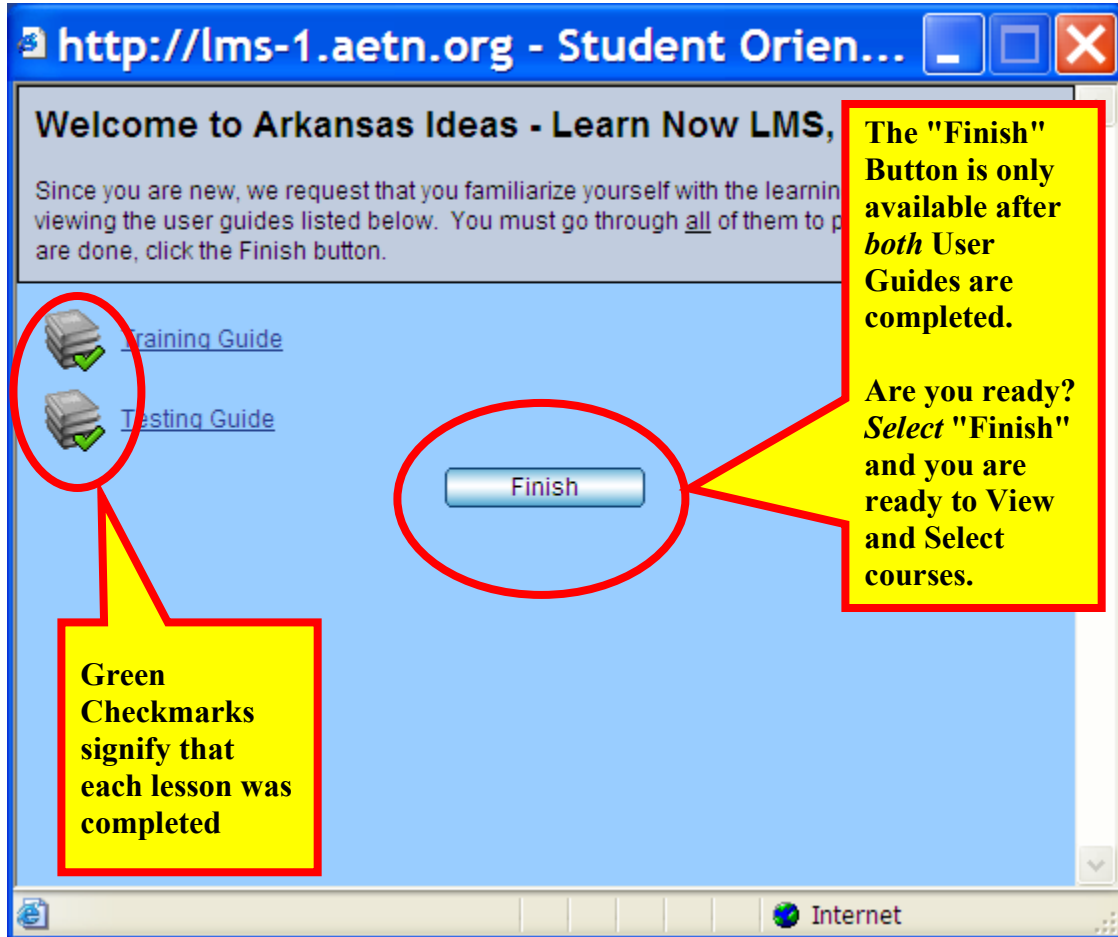
Should you ever need to refer back to the User Guides, you will find them in the "**Help**" section, under the **Student Menu** of the Arkansas IDEAS Learn Now! system Student Shoebox.

How to Register for Professional Development in the Arkansas IDEAS Learn Now! System

:Step Eleven:

This mandatory pop up window disappears *after* both User Guides are completed.

:Arkansas IDEAS: Learn Now! Finish Button



In order to **View and Select** courses for online professional development, you *must* complete *each* User Guide lesson. The average seat time to take *both* Training and Testing User Guide Lessons is approximately twenty minutes. When you **complete both** User Guides, **select and click** the "**Finish**" Button.

Remember, you will need to complete the *Training and Testing Guides* prior to browsing, selecting, and taking online professional development courses in the Arkansas IDEAS Learn Now! system.

Your next step? Explore the Arkansas IDEAS Learn Now! system Shoebox.

How to Register for Professional Development in the Arkansas IDEAS Learn Now! System

:Step Twelve:

You made it! Welcome to the Arkansas IDEAS Learn Now! system Shoebox.

:Arkansas IDEAS: Learn Now! system: Shoebox:

Arkansas Ideas - Learn Now LMS - Microsoft Internet Explorer

Address: http://lms-1.aetn.org/scripts/student/home.asp

ARKANSAS ideas
Internet Delivered Education for Arkansas Schools

Welcome to AETN Learn Now!
Please take a moment to read the screen before continuing.
Do not close your browser to end your session, please select the "Sign Out" option at the lower left navigation bar.

This site requires pop ups, turn off your pop up blocker to proceed.

My Courses
View, Add

My Calendar
View, Add, Personal Appointment, Day View, Week View, Month View

My Files
Personal, Shared

My Messages - 9 unread
Inbox, Compose, Sent, Deleted

My Forums
Chat Rooms, Discussions

My Info
Statistics, Profile

Help
User Guides, Glossary, FAQs

Get macromed
AUTHORWARE
PLAYER

Get Adobe
Reader

"Sign Out"
each time
you end
your
training

You made it! Start by checking *My Messages*; view *My Courses*; review *Helpful* guides; glance at *My Calendar*; and after you have taken a few lessons or courses under *My Courses*, check out *My Info*.

Done Internet

Now all that is required is for you to enter in. Start any where you would like. We suggest that you check your internal email in "My Messages," View "My Courses", and search within the various Libraries, and check out "My Info" after you have completed lessons and courses.

A helpful course to learn more about *how to use and select courses* in the AR IDEAS Learn Now! system is located in the **Library-Technology / Digital Literacy-Library / View: Courses-How to Master Online Guide**. When you take this course, you will learn more about the AR IDEAS Learn Now! system, *and* gain online professional development technology hours at the same time.

How to Register for Professional Development in the Arkansas IDEAS Learn Now! System

:Step Thirteen:

Each time you **return** to the **AR IDEAS Learn Now! system**, you will *only* need to log in with your **User Name and Password** that *you* created, and select **Continue**.

:Arkansas IDEAS: Learn Now! system: Log In:

Arkansas Ideas - Learn Now LMS - Microsoft Internet Explorer

Address: http://lms-1.aetn.org/

ARKANSAS ideas Internet Delivered Education for Arkansas Schools

Use this form to log on to the Arkansas IDEAS Learn Now! system. Have your new 10-digit State Teacher ID available and select the New User button to register for the first time. You will create your own unique User Name and password. Returning Users will enter only their User Name and Password and click Continue.

Sign In

User Name: demouser
Password: *****
New User Continue

Welcome to the Arkansas IDEAS Learn Now! System.

This site requires pop-ups. Turn off any pop-up blockers!

The IDEAS Learn Now! system uses pop-up browser windows when displaying certain content. If your browser has a pop-up blocker, please disable it while using IDEAS. Please run our [System Test](#) to check if your browser has pop-ups enabled.

If you have a problem logging into this system please call AETN during normal business hours between 8:00 AM and 4:30 PM Monday - Friday. You may dial 1-800-662-2386 or E-mail: arideastech@aetn.org

You may browse through current course offerings using the following information:

User Name: demouser
Password: demouser

The Arkansas Department of Education has provided a new 10-digit State Teacher ID Number for each currently licensed educator. This number is *not* your federally issued Social Security number. You will need to contact your local public school district to obtain your new 10-digit State Teacher Identification Number. See ADE Commissioner's Memo COM-07-049 dated 10/23/06: [here](#)

We hope you enjoy the online professional development courses produced with busy teachers' schedules in mind!

Each time you return to the Arkansas IDEAS Web site, remember to check for updates and additional offerings. You can find the free PBS TeacherLine event under your My Courses - Add section. You **MUST** create a TeacherLine account, log into TeacherLine, and select one of the free TeacherLine courses in order to be enrolled in the course.

Comments? E-mail us at: arideastech@aetn.org
Problems? Review this page for helpful PDF documents [here](#).

In this Text Box you can:
Test your computer
Send us an email
Locate the pathway to STIN
Treat friends to "demouser"
Locate helpful User Manuals
Read helpful directions

Please keep in mind that *new* courses are *added* regularly. We hope that you never run out of online professional development opportunities, **and** that you find some face-to-face, brick-and-mortar workshops, institutes, or facilitator-led online professional development *Events* under the **My Courses Add tab** in which to participate.

*If you run into any problems, send us an email: arideastech@aetn.org
Our goal is to respond to your concerns within two business days.*

Or

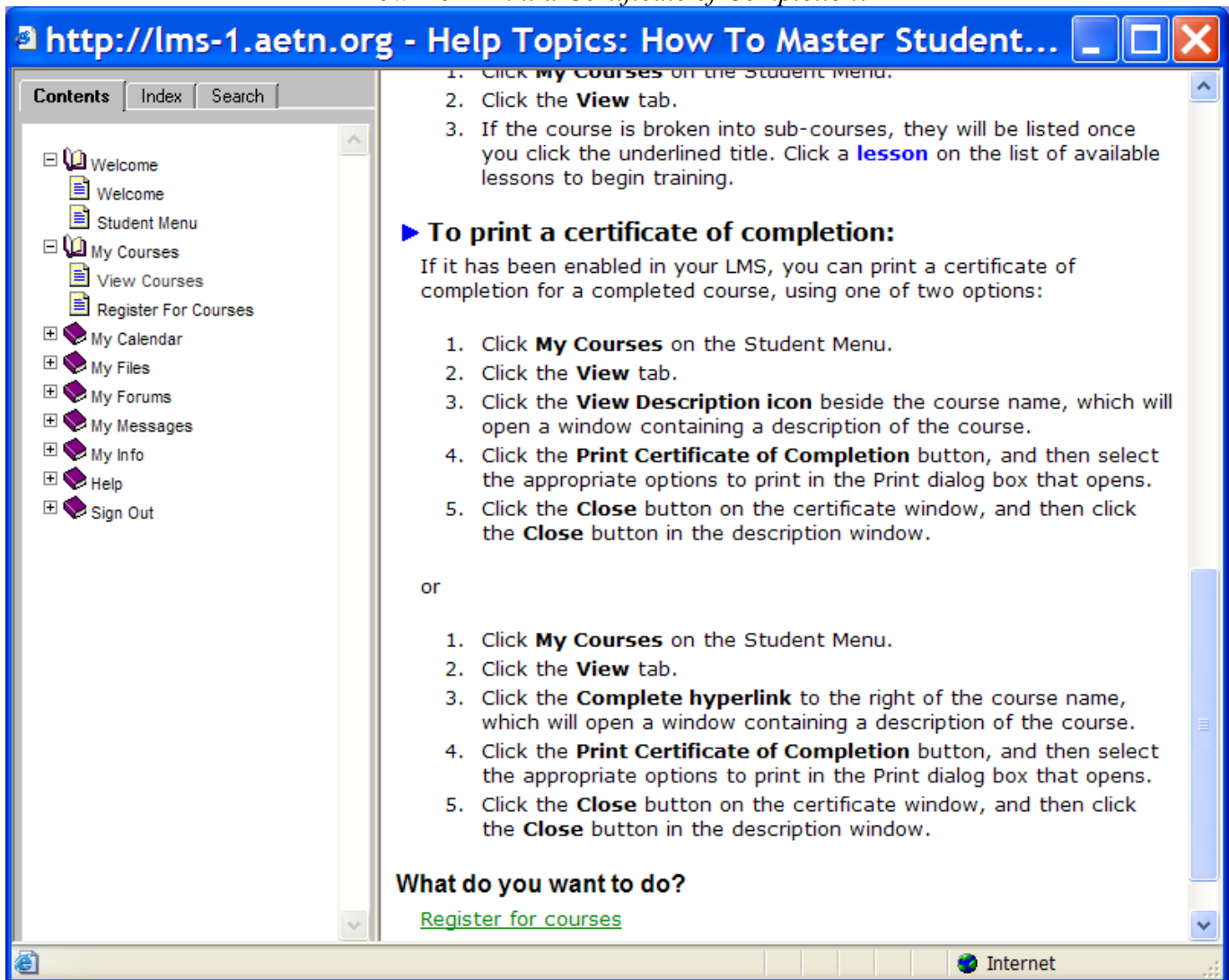
*Give us a call Monday-Friday 8:00 a.m. until 4:30 p.m. @ 800-662-2386
ask for the Arkansas IDEAS Help Desk*

How to Register for Professional Development in the Arkansas IDEAS Learn Now! System

:Topic of Interest: "How Do I Document My Training for Licensure?":

OR

"How Do I Print a Certificate of Completion?"



The screenshot shows a web browser window with the address bar displaying "http://lms-1.aetn.org - Help Topics: How To Master Student...". The page has a blue header and a left sidebar with a "Contents" menu. The main content area contains two numbered lists of instructions for printing a certificate of completion. The first list is preceded by a blue arrow icon. The second list is preceded by the word "or". At the bottom of the page, there is a section titled "What do you want to do?" with a green link "Register for courses".

Contents | Index | Search

- Welcome
- Welcome
- Student Menu
- My Courses
 - View Courses
 - Register For Courses
- My Calendar
- My Files
- My Forums
- My Messages
- My Info
- Help
- Sign Out

1. Click **My Courses** on the Student Menu.
2. Click the **View** tab.
3. If the course is broken into sub-courses, they will be listed once you click the underlined title. Click a **lesson** on the list of available lessons to begin training.

▶ **To print a certificate of completion:**

If it has been enabled in your LMS, you can print a certificate of completion for a completed course, using one of two options:

1. Click **My Courses** on the Student Menu.
2. Click the **View** tab.
3. Click the **View Description icon** beside the course name, which will open a window containing a description of the course.
4. Click the **Print Certificate of Completion** button, and then select the appropriate options to print in the Print dialog box that opens.
5. Click the **Close** button on the certificate window, and then click the **Close** button in the description window.

or

1. Click **My Courses** on the Student Menu.
2. Click the **View** tab.
3. Click the **Complete hyperlink** to the right of the course name, which will open a window containing a description of the course.
4. Click the **Print Certificate of Completion** button, and then select the appropriate options to print in the Print dialog box that opens.
5. Click the **Close** button on the certificate window, and then click the **Close** button in the description window.

What do you want to do?

[Register for courses](#)

You will want to print a certificate and keep it in a folder to send as documentation to the Arkansas Department of Education Professional Licensure Department along with your renewal application.

The **Learning Management System-Student Guide** provides searchable text directions on how to print certificates and so much more. In the Arkansas IDEAS Learn Now! system Shoebox, under the **Student Menu** navigation bar located on the left side of the Shoebox, select **Help**, and choose the **Learning Management Student Guide**. You may search by keyword under *Index*, and by word(s) under *Search*, click on the topic that is presented, and then scroll to the pertinent topic or heading in the text.

Here's an example: in the **LMS-Student Guide** select *Search*, type in "certificate" and select the title presented: **My Courses**, then scroll down to the topic "To print a certificate of completion." Or you can search by title in the *Contents* section. The image on this page is a screen shot of *Contents*, **My Courses**, *View Courses*, with the directions on how to print a certificate of completion.

HINT: you must complete *all* lessons in a course *before* you can print a certificate for course completion.