

# Institute for Tribal Environmental Professionals' Online Course Instructions



Hello and Welcome! ITEP is excited to offer online training courses. You'll find these online courses at <https://itep.scholarlms.com/courses/>. After setting up your own unique login and password, you can enroll in your selected course at any time. Benefits of taking courses online include: the ability to work on current courses where you left off; connecting with other environmental tribal professionals through discussion forums; and accessing resources, videos, and certificates from previously completed courses. We hope you find this system easy to use. If you need assistance, please feel free to call us at 928-523-0673.

## Creating an Account

To access ITEP's online training course content, you will create your own login and password by clicking on "Create new account" in the lower right-hand corner of the following webpage:

<http://itep.scholarlms.com/courses/login/index.php>. You will then be able to log in at any time and return to your account to access more courses, view previous courses, and print certificates.

## Registration

You must have an account to be added to a course (see above, "Creating an Account"). You can register for classes in either of two ways:

- 1) Register online at <http://itep.scholarlms.com/catalog/>.
- 2) Self-enroll in a course at <http://itep.scholarlms.com/courses/> by clicking the course title and providing your user ID and password.

## Navigating Your Online Courses

Several items and links in the learning management system (LMS) allow you to access course materials and other content, edit your profile, and manage your online courses. You can access the full content of a course by scrolling down the page. This will allow you to see what is included in each section. You can also navigate to each section using the navigation menu on the side of the page.

## Requirements to Receive a Certificate

All required presentations, assignments, activities, discussions, quizzes, reflective writings, final exams, and course evaluations include a checkbox to the right of their titles. After you complete each requirement, a checkmark will appear in the checkbox. In some cases, you may need to refresh the page for the checkmark to appear. All boxes must be checked before you can print your completion certificate.

We recommend you complete the lessons in the order they are presented. However, you have the option to complete the requirements when and how the process works best for you.

## Accessing and Posting to Forums/Discussions



Click on the title next to the icon to access the "Forum," which directs you to the "Discussions" page where you can view individual discussions. For example, click "Introduce Yourself." Post to this forum by:

1. Select "Add a new discussion topic" under the discussion summary.
2. Add "Subject" and your "Message" to the discussion question(s).
3. "Post to forum" (you can edit or delete your posts at any time; the system has a 30-minute delay for publishing. You will receive email notifications of new posts/replies to your post.)
4. You may reply to other discussion posts by selecting the title in the "Discussion" column and selecting "Reply" in the lower-right corner of their post.

## Subscribing to a Forum

1. Navigate to the forum in a course and click on the discussion title.
2. Select the Settings, or gear, icon to the right of the forum title.
3. Select "Subscribe to this forum" to receive email notifications of new posts to this forum. You can also unsubscribe at any time by clicking "Unsubscribe from this forum" in the same location.

### Subscribing to a Discussion thread within a Forum

1. Navigate to the forum and click on the discussion post title, under the “Discussion” column.
2. Select the Settings, or gear, icon to the right of the title.
3. Select “Subscribe to this discussion” to receive email notifications of new posts to this thread. You can also unsubscribe at any time by clicking “Unsubscribe from this discussion” in this same location.

### Accessing Pre-recorded Videos



Click on the video title next to this icon to access pre-recorded videos. To watch the videos, click the play button in the lower-left corner.

### Accessing PPT Presentations, Resources, and Activities Using Documents



Click on the PDF title next to this icon to view a copy of the presentation, resource, or document. The file will either open in a pop-up window or you can right-click to open in a new tab or window.

### Accessing Activities using Other Online Resources



Click on the resource title next to this icon to proceed to the website identified in the title. The website will open in a pop-up window.

### Accessing and Submitting Assignments



Click on the title next to this icon to access the assignment. If a Word document is available, click on the title to download the assignment. Navigate to the “Download” folder on your computer and open the assignment. Save the file (as requested with file name in the assignment instructions) to a central location on your computer for all your online course files. Complete the assignment.

**To submit your completed assignment**, click on the title to access the assignment. Click “Add submission” at the center-bottom of the page. Upload (or drag) your completed assignment OR type your answers directly into the “Online text” area (if this option is available). Click “Save changes.”

### Completing Quizzes and Final Exams



Click on the title next to this icon to access quizzes and final exams. You must receive 100% on all quizzes and exams to fulfill the requirements of the self-paced courses. You may retake quizzes and exams as many times as needed. After you select “Submit all and finish,” you will be shown which answers you completed correctly and incorrectly. Select “Finish review.” You may “Re-attempt quiz” or take it at another time if you did not receive 100%.

### Completing Reflective Writing



Click on the title next to this icon to access the reflective writing. Click “Add submission” at the center-bottom of the page. Upload (or drag) your completed reflective writing OR type your answers directly into the “Online text” area. Click “Save changes.” Reflective writing is required to fulfill the requirements of the self-paced courses. The reflective writing process includes spending approximately 15 minutes writing your thoughts about one or more of the presentations, topics, or assignments in which you have participated during that course. The reflective writing is shared with the instructors (not other students).

### Completing Evaluations



Click on the title next to this icon to access the course evaluation. Surveys are included to fulfill the requirements of the self-paced courses. They are brief and will help us improve the development of future courses.