Center on Teaching & Learning
UO DIBELS Data System

CTL Professional Development Courseware

User Guide

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This User Guide describes the basic functions of the Courseware site for Learners and Managers.

A. Sign-in to the Courseware site.

1. There are two general ways to sign into the CTL Courseware site depending on the way your course enrollment occurred. Some users may receive an email with a link to the Courseware site and some users will access the course through a DIBELS Data System (DDS) account.

2. System Requirements and Browser Settings
 a. Please use one of the following browsers:
     Internet Explorer 9 or higher
     Firefox 3.5 or higher
     Chrome
     Safari 4 or higher
 b. Make sure toolbars and Pop-up Blocker are off, and toolbars are disabled.
 c. Use the most current version of Flash (usually built into your browser).

Learner Role

A learner has access to the following pages:
My Profile page: view and edit your profile, including name and email
Catalog page: View and register for online course and instructional materials
My Courses page: Displays courses and materials for which you have registered
My Progress page: reports showing your progress on each course, certificates of completion

B. Register yourself for a course or individual learning module
   1. Go to the **Catalog** page to view a list of courses.
   2. Click the **Purchase** button next to the desired course. Review the order form to see different types of purchases (individual, group or bulk) and pricing.
   3. Complete the order form and send it to us via fax or scan.
   4. Depending on the type of purchase you will launch your course from your DDS account or from an email with a link to the course.

C. Take a course (a collection of learning modules) or an individual learning module
   1. Access courses from the **Catalog** or the **My Courses** page.
   2. From the Catalog page click the Launch button for the desired course; or
   3. Go to My Courses and click Course Home page for the desired course.
   4. Then click the module name on the left-hand menu (e.g. Introduction, DIBELS Next Training).
   5. Print any materials associated with the course from the Resource link in the upper right hand corner of the player. You can open the module and print the materials prior to taking the course.
   6. If the module pauses after a video or quiz, click the "Next" arrow to continue.

D. Review your progress and print certificates
Go to the My Progress page to review your progress and print certificates.

Manager Role

School level and district level DDS users have the ability to be a manager or learner within the Courseware website. Use the role menu in the upper right to switch between manager and learner (see Figure 1). To take a course, use the directions in Section C on the previous page.
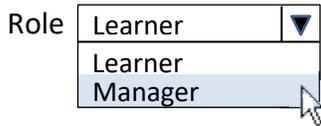
Role | Learner ▼ |
Learner
Manager

Figure 1. The role menu is used to change roles between a manager and learner.

A manager has access to the following pages:

My Profile page: view and edit your profile, including name and email

Catalog page: View and register for online course and instructional materials

My Courses page: Displays courses and materials for which you have registered

My Progress page: reports showing course registration and completion information

Admin page: administrative features that allow a manager to Manage User Group, Manage Users, and post notifications to courseware users with the Publishing Tool

E. Reports

In the Manager role, you have access to several reports. They are listed on the **My Progress** page. Below is more information about a few useful reports.

User Reports

Assessment Summary	Displays user names and quiz scores.
Course Roster Report	Displays roster for a course.
Grade Book	Displays course name, number of learners and start date.
Item Expiration Report	List expiration dates for course and materials.
Manage User Report	Shows detailed user information. Use your DIBELS Data System account features when you want to change anything about user or reset a password.
Material Completion Report	Lists all the documents contained on the Courseware site, records the numbers of users, how many have completed the course and the percentage of those that have fulfilled the criteria.
Material Completion Summary	Lists all the documents contained on the Courseware site, records the numbers of users, how many have completed the course and the percentage of those that have fulfilled the criteria.
Registration Report	Displays what courses have been subscribed to from the Catalog. Under the main reports menu, this report primarily shows the date when a course participant registered and the price they have paid for a course or course material. You can use filters on the registration report to filter by User Group (s), User (s), Subject (s), Course (s), and Material (s).
Report Card	Displays users that have completed a course

Catalog Reports

All Course Report	Displays course and number of students enrolled
Session Report	Displays which users were logged into a session
Electronic Signature Report	Shows an instructor who has signed into a class

Administration Reports

Schedule Report	Displays what reports are scheduled for export.

Frequently Asked Questions

1. Who developed the learning modules? They were developed by researchers at the Center on Teaching and Learning at the University of Oregon.

2. How do I print a certificate of completion? Once you complete the entire course and the completion survey, go to the My Progress page within the Courseware site to print your certificate.

3. How do I get university credit for the course I complete? At this time university credit is not available for courses.

4. Why is the player not working? Why is there audio but no images? Adobe Flash must be enabled for the Courseware to work properly. Check with your IT professional about enabling Adobe Flash in your browser.

Support

Contact our Customer Support team if you have any questions.
We're here to support you.

Toll-free: 888-497-4290
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