Children's e-Learning Center:
Self-registration for K-12 educators

This guide will walk you through how to create the two accounts you will need to access Children's Hospital of Wisconsin e-learning courses. First, you will create an account in our Children's e-Learning Center, where you will create your classroom(s) and register for course(s). Next, you will receive access to the Learning Management System (LMS), where you and your students will access our courses.

You will receive separate usernames and passwords for the e-Learning Center and LMS, but be able to make them the same so they are easier to remember. Please be sure to record both because you will use them each year to register for, and access courses.

Returning e-Learning Center users

➢ If you are a returning e-Learning Center user, log in to the e-Learning Center at https://chwelearning.force.com/login, using the same username and password as last year.
➢ Your username is your email address. If you have forgotten your password, select "Forgot Your Password" in the lower left corner.
➢ Once you log in, a box, like the one below, will pop up and ask you to verify your information. Please update anything that has changed, including school if it applies, and select "Confirm".

➢ Your username and password for the LMS are also the same as last year. Once you have created your classrooms and registered them for courses, you can log into the LMS at http://healthykids.chw.org/login/index.php.
➢ Skip to number 8 on page 4 to continue setting up your classroom(s) and registering for courses.
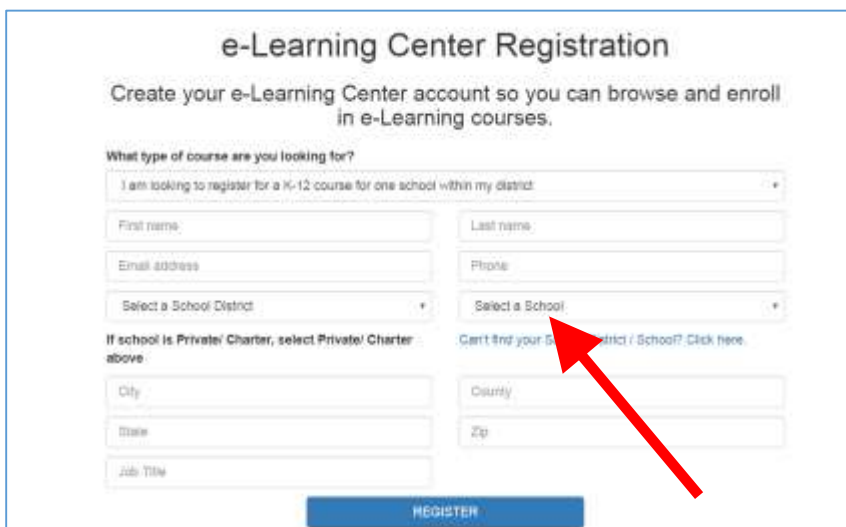
New e-Learning Center Users

➢ If you are an educator registering for courses for one school, follow the instructions starting at number 1 on page 2.
➢ If you are an educator registering for courses for **more than one school in a district**, follow the instructions starting with number 27 on page 15.

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Setting up your Children's e-Learning Center Account
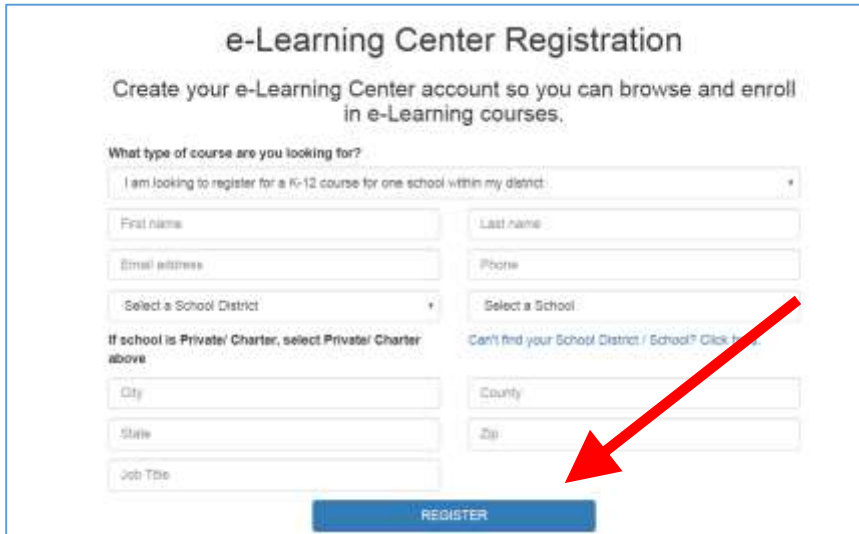
1. Start your registration for the Children's e-Learning Center at:
   https://CHWeLearning.force.com/ch_register

2. Select the type of course you are looking for from the course type drop down: "I am looking to register for a K-12 course for one school in my district."
   If you are an educator with multiple schools, go to number 27 on page 15 for instructions on registering for courses at multiple schools.

3. Enter all required contact information. Then select your school district from the drop down list. If your school is private or charter, select "Private/Charter Schools" as your district. Next, select your school from the Select a School drop down list. If your school district or school is not in the drop down lists, click "Can't find your School District / School? Click here." You will be directed to a contact form. Please complete and you will be contacted by an e-learning representative to set up your district or school in the e-Learning Center.

4. Once you have completed all fields, click the "Register" button on the bottom to complete your e-Learning Center registration.

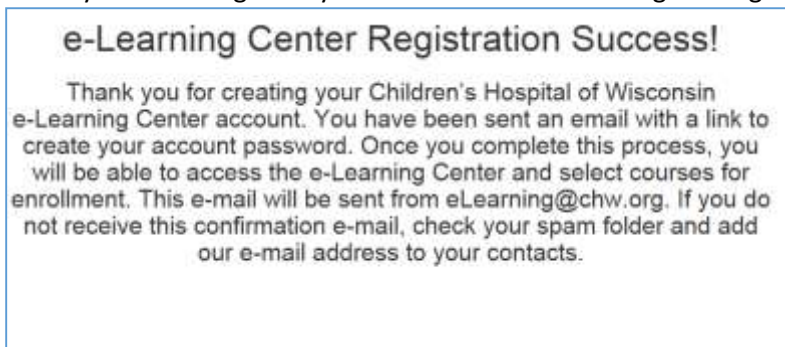### e-Learning Center Registration

Create your e-Learning Center account so you can browse and enroll in e-Learning courses.

What type of course are you looking for?

I am looking to register for a K-12 course for one school within my district

First name | Last name

Email address | Phone

Select a School District | Select a School

If school is Private/ Charter, select Private/ Charter above | Can't find your School District / School? Click here

City | County

State | Zip

Job Title

REGISTER
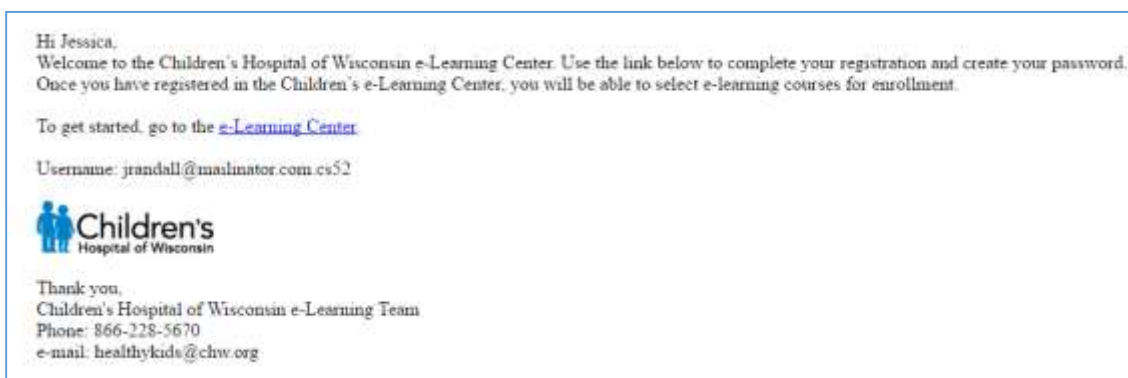
5. When you click "Register" you will receive the following message.

e-Learning Center Registration Success!

Thank you for creating your Children's Hospital of Wisconsin e-Learning Center account. You have been sent an email with a link to create your account password. Once you complete this process, you will be able to access the e-Learning Center and select courses for enrollment. This e-mail will be sent from eLearning@chw.org. If you do not receive this confirmation e-mail, check your spam folder and add our e-mail address to your contacts.

6. After completing the registration form, you will receive a confirmation email.

Hi Jessica,

Welcome to the Children's Hospital of Wisconsin e-Learning Center. Use the link below to complete your registration and create your password. Once you have registered in the Children's e-Learning Center, you will be able to select e-learning courses for enrollment.

To get started, go to the e-Learning Center

Username: jrandall@maslinator.com.cs52

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Thank you,
Children's Hospital of Wisconsin e-Learning Team
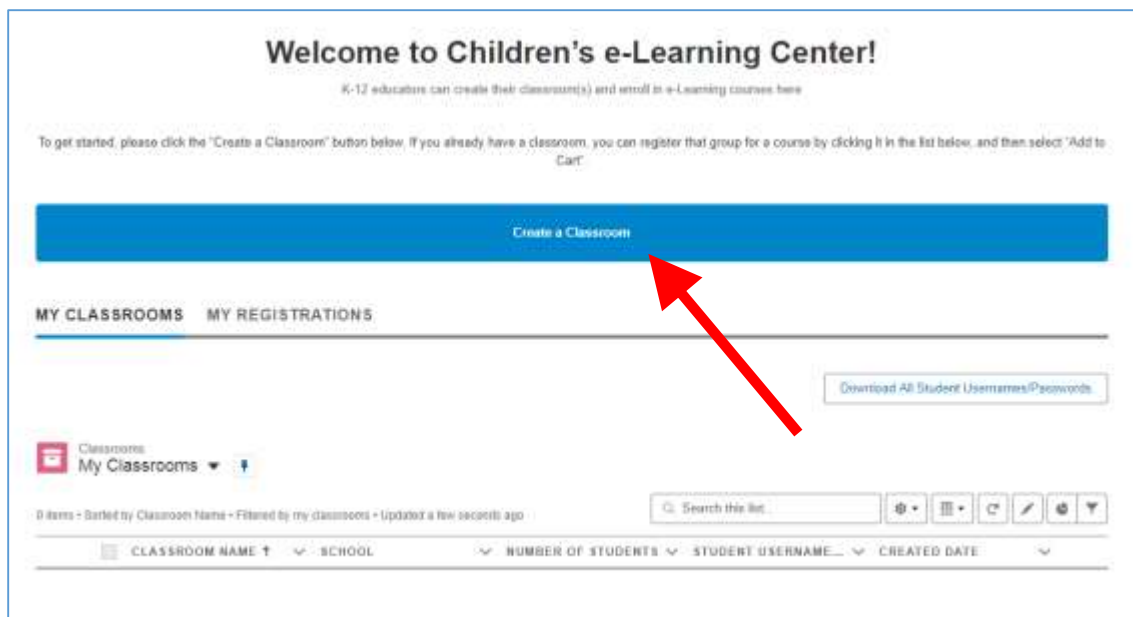Phone: 866-228-5670
e-mail: healthykids@chw.org

7. Click on the link in the e-mail to enter the Children's e-Learning Center.
   You will be prompted to change your password.

Once in the e-Learning Center, you can view courses, create classroom(s) and register your students for courses, read support articles, contact support and more.

Creating your classroom(s)

8. To create a classroom, click the blue "Create a Classroom" button.

9. Enter a unique classroom name, number of students, and check the check box if the students need individual usernames and passwords; grades 3-8. (Grades K-2 courses are teacher led and do not require individual student logins).

   If you will be delivering the same course to multiple classrooms as <u>instructor-led only</u> (students will not have their own usernames and passwords), and you want to track course progress for each classroom, including this one, check the last box to create a new username/password for this classroom. You will need to do this for each classroom you want to track separately, and you must log in to the LMS with this username/password each time you deliver to the assigned classroom for course progress to be tracked.

New Classroom

Classroom Name
Enter a unique classroom name to distinguish one group of students from another. Include needed identifiers (i.e. teacher name, grade, class period, etc). You will then be able to enroll this group of students into multiple courses if applicable.

*Classroom Name

[   ]

Number of Students
This number is used to track the volume of students reached by the education. Please include the number of students even if individual student usernames/passwords are not required.

*Number of Students

[   ]

Student Usernames/Passwords Needed
Typically individual student usernames/passwords should be requested for students in grades 3-8. If you don't need individual student usernames/passwords for this group of students, do not check this box.

Student Usernames/Passwords Needed
☐

Teacher Username/Password Needed
If you will be delivering the same course to multiple classrooms as instructor-led only (students will not have their own usernames and passwords), and you want to track course progress for each classroom, including this one, check this box to create a new username/password for this classroom. You will need to do this for each classroom you want to track separately, and you must log in to the LMS with this username/password each time you deliver to the assigned classroom for course progress to be tracked.

Teacher Username/Password Needed
☐

[Confirm]

![Children's Hospital of Wisconsin logo - Kids deserve the best.]

Registering for courses

10. Once your classroom is created, you can register for courses. Click on the classroom. Once in the classroom, click on "Add to Cart" in the upper left corner.
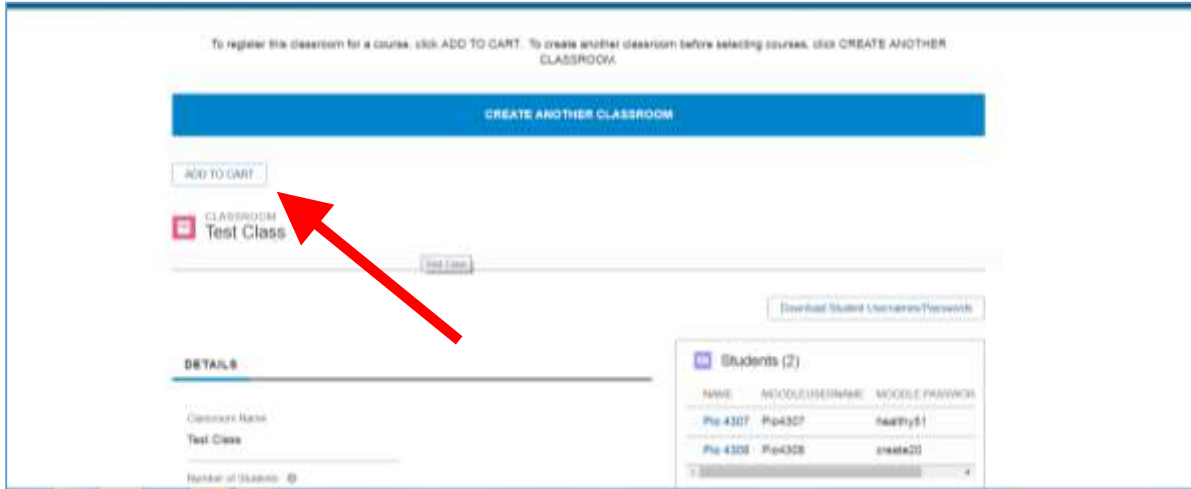

11. A new screen will pop up.
   - In the box below "Course", start typing the course you'd like to register this classroom for and a list of courses will auto-populate.
   - Enter the access code (If you have been given an access/discount code, enter it here - otherwise skip this step).
   - Review Terms and Conditions, and check the "I accept the Terms and Conditions" box. Click "Submit".
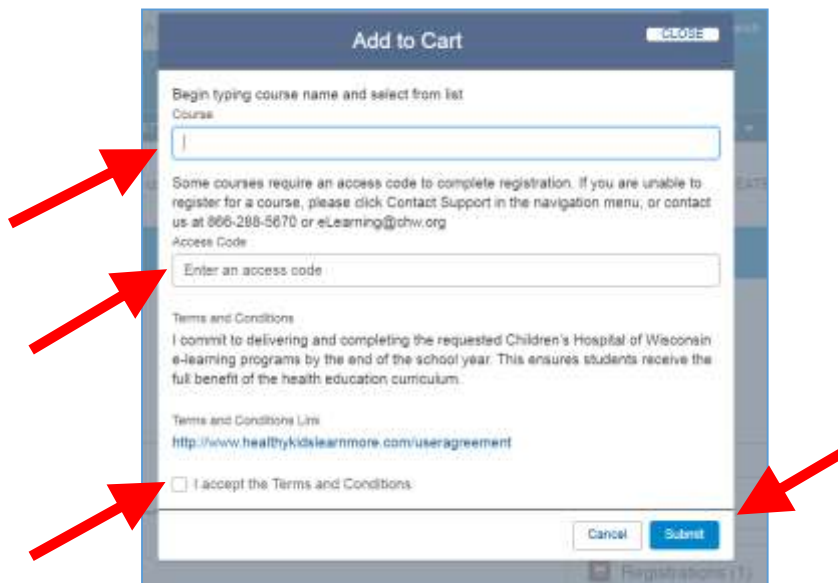
12. You have added that class to your 'Shopping Cart'. To see the courses in the shopping cart and check out, select 'Shopping Cart' from the menu bar on the far right. To add more courses for this classroom, go back to the classroom and repeat the process to add them to the 'Shopping Cart'.
In the shopping cart, you will see the information related to the course(s) you registered for, including original cost, any discounts and total cost. Next, select a payment method from the drop down on the lower left. Last, click 'Checkout' in the lower right of the 'Shopping cart'.
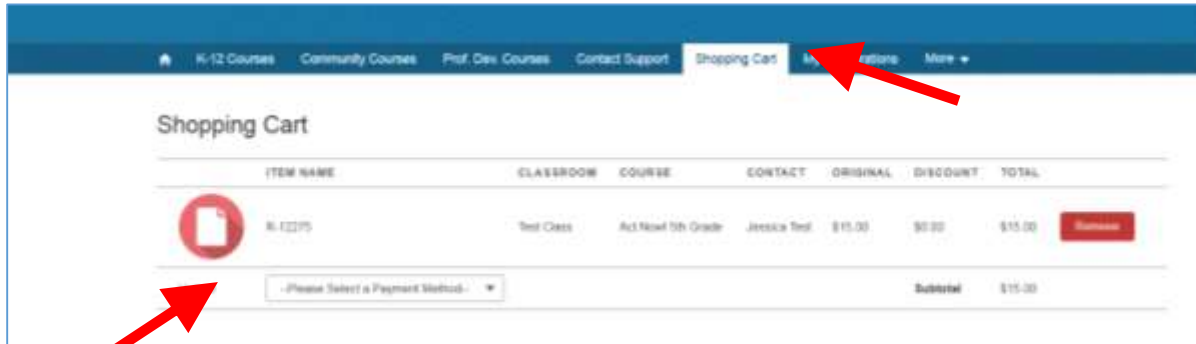
13. If you choose the payment method of 'invoice', you will be asked for additional information and to verify your shopping cart on the following screen. Once complete, click 'Submit' in the bottom right.

14. Once submitted, you will receive the following message and an email with an invoice attached that you can remit with payment.

THANK YOU!

Your request to be invoiced for your e-Learning order has been received. Please check your e-mail for the invoice and process this for payment. Your shopping cart will remain in pending status for 60 days until your complete payment is received. Once payment is received your order summary and also your course registration confirmation and enrollment details will be emailed to you.

15. If you choose the payment method of 'Credit/Debit Card', you will be asked to verify your cart and click 'Continue'. On the next screen, you will be asked for your credit/debit card information. Once complete, click 'Submit Payment'.

16. If the payment is accepted, your order is complete. Check your email for an order summary (receipt) and course registration information.

17. The email confirming the registration, and including student usernames and passwords for the Learning Management System (LMS) if requested, will come from Healthykids@chw.org. The LMS is where you and your students will access the courses.
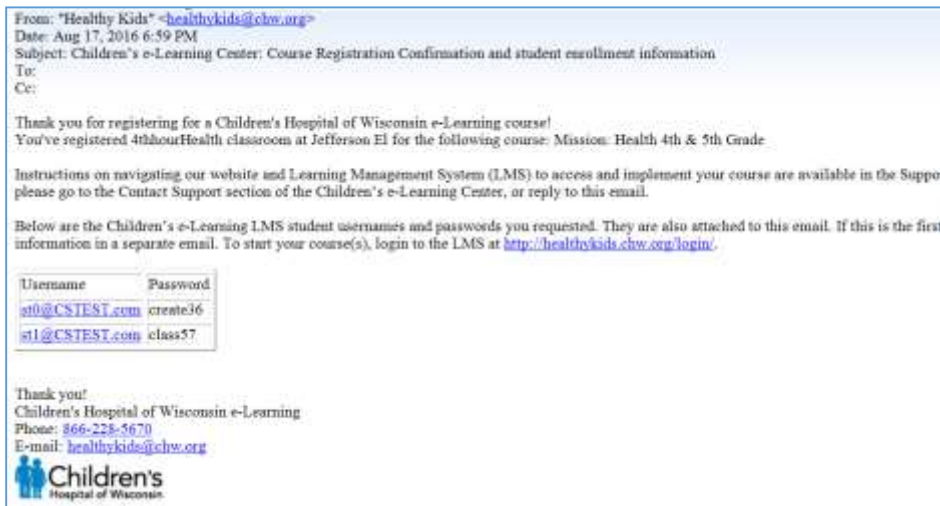
You can also download a list of your students' usernames and passwords, if requested, from the classroom in the e-Learning Center.
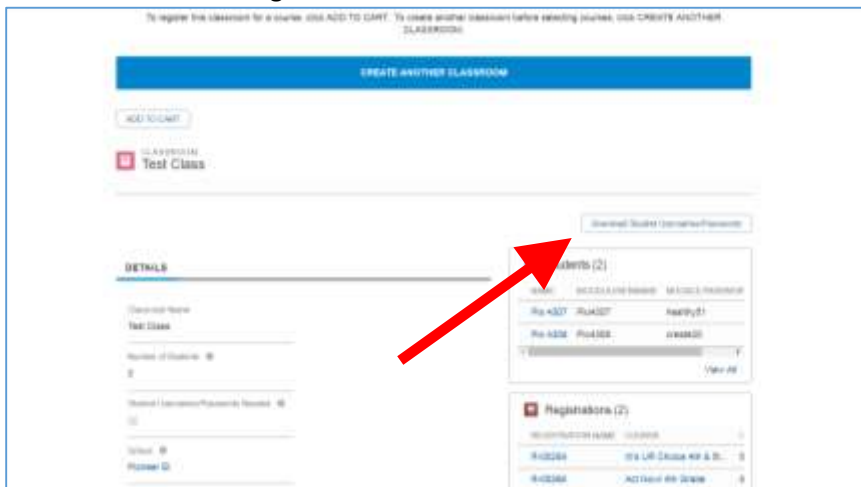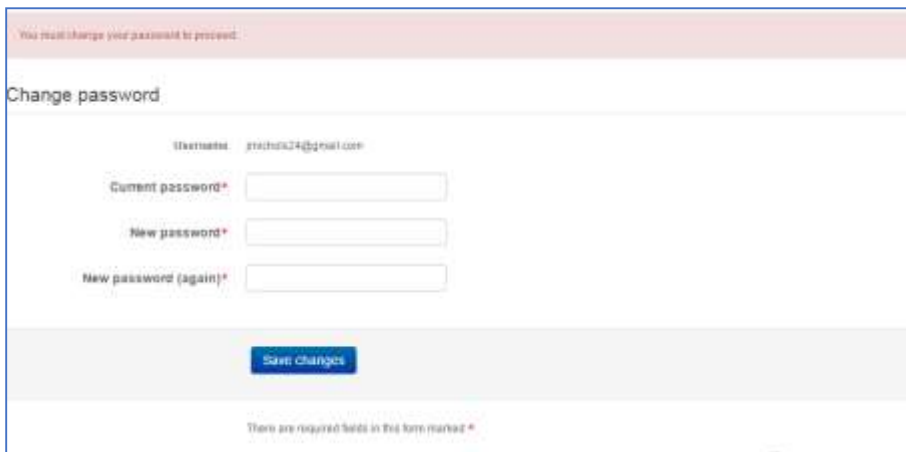
18. If you are new to our LMS, the email with your teacher username and password for the Learning Management System (LMS) will come in a separate email from the Children's e-Learning Center. The LMS is where you and your students will access the courses.

   If you have used the Children's health e-learning courses before, your username and password will remain the same and you can log in at http://healthykids.chw.org/login/index.php.
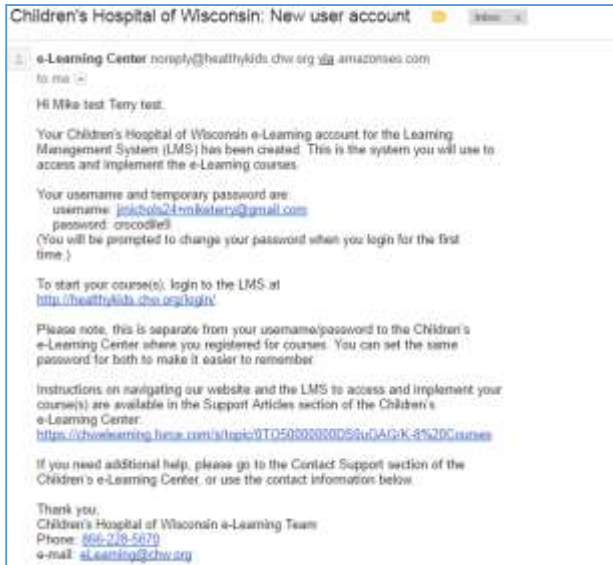
19. To set up your username and password for the LMS, click on the link in the email to
http://healthykids.chw.org/login/. Enter the username and temporary password given in the
email. You will be prompted to change your password before you can continue.

Please note, your username/password for the LMS is separate from your username/password
to the Children's e-Learning Center where you registered for courses. Your email address is
the username for both. You can set the same password for both to make it easier to
remember. You will use these passwords each year to register your classrooms and access
courses, so be sure to record them.

20. Once you update your password, you will be able to continue into the LMS and access the course(s) for which you registered.

21. To see the registrations for this classroom, go back to the e-Learning Center (https://chwelearning.force.com/login) and click on the classroom name. The student usernames and passwords (if requested) will be listed in the upper right and the course registrations will be listed in the lower right. You can download and print a list of the student usernames and passwords by selecting the download button in the upper right corner.
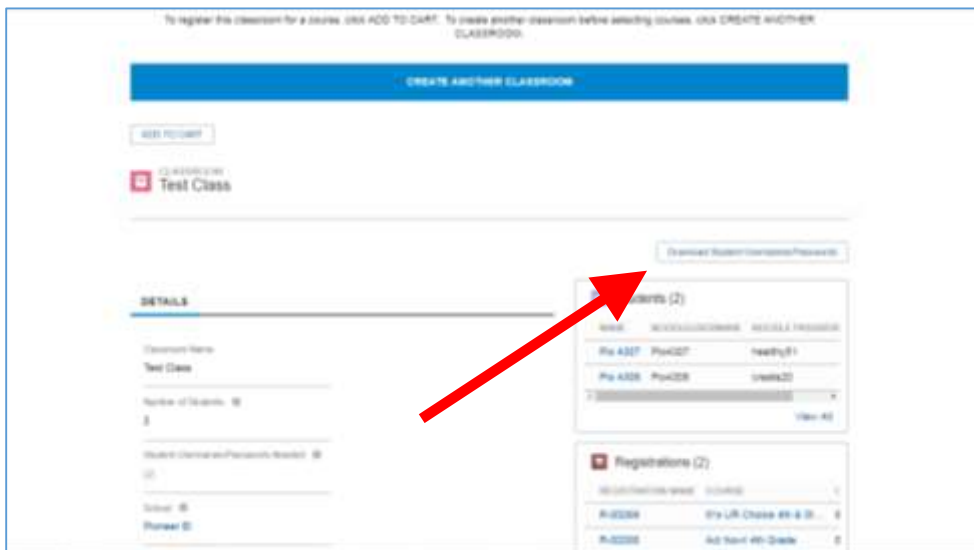
Creating additional classrooms:

22. To create another classroom, go back to the e-Learning Center (https://chwelearning.force.com/login), click the blue "Create another classroom" button. Repeat steps 8 and 9 to set up the classroom and steps 10-14 to register the classroom for courses.
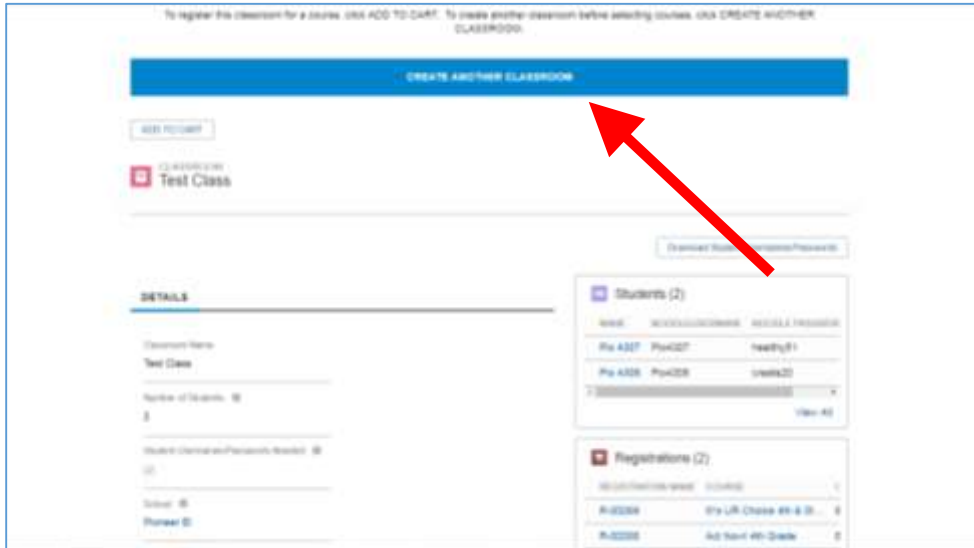
Requesting additional student usernames and passwords

23. If you need additional student usernames/passwords for *a classroom already created*:

    a. Sign back into the Children's e-Learning Center.

    b. Select "My Registrations."

    c. Select the registration name for which you need to request additional student usernames/passwords.
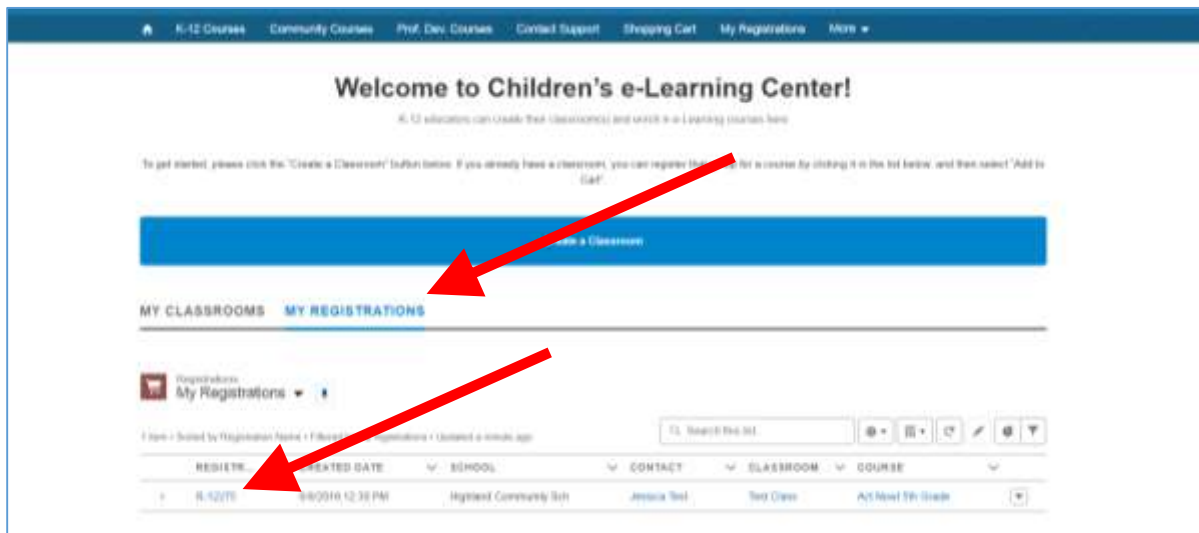
d. Click the Request Additional Student Usernames/Passwords button in the upper right corner.
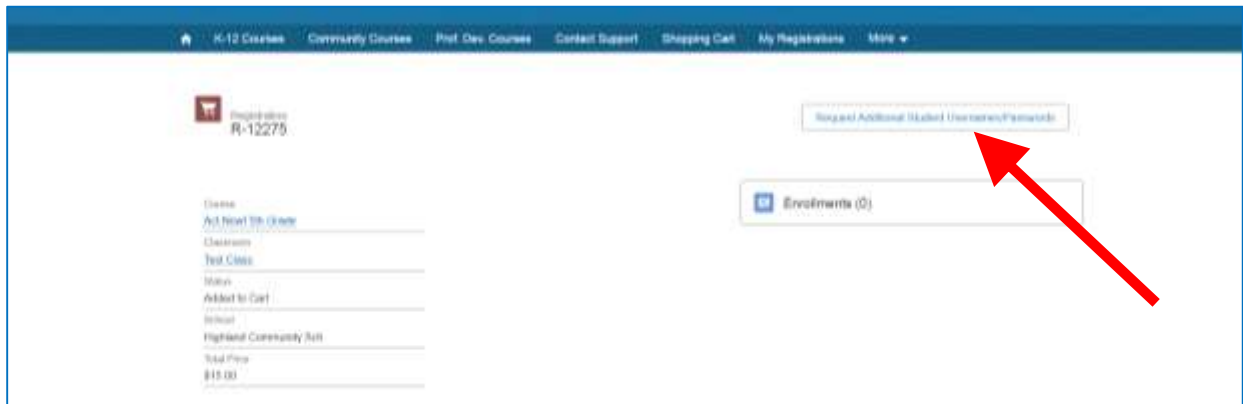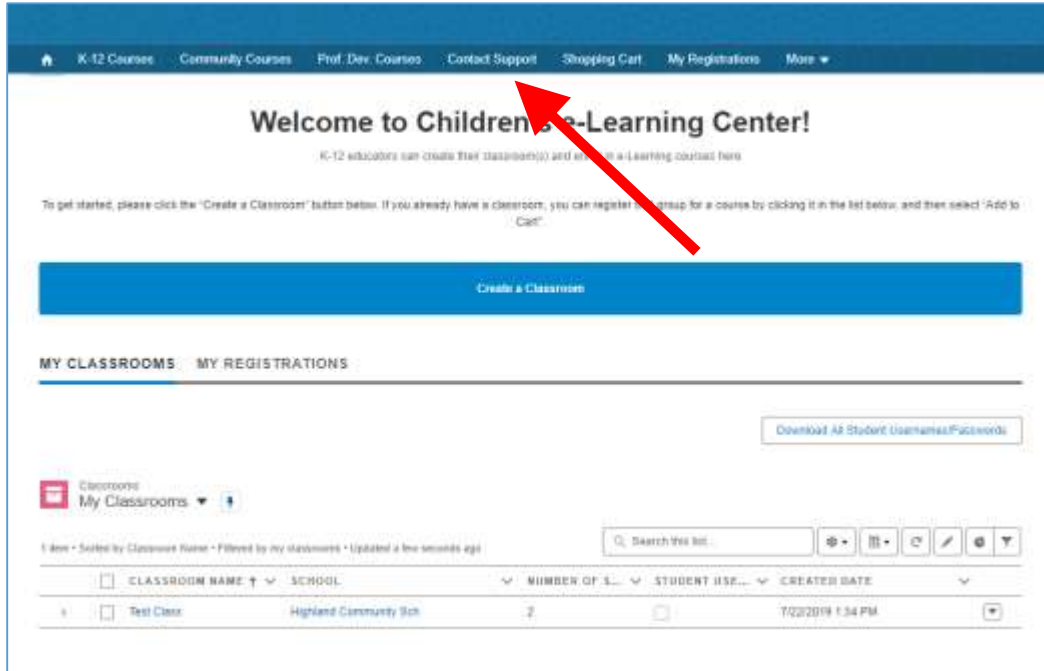
24. A new box will pop up. Enter in the number of additional student usernames and passwords you need and click save.
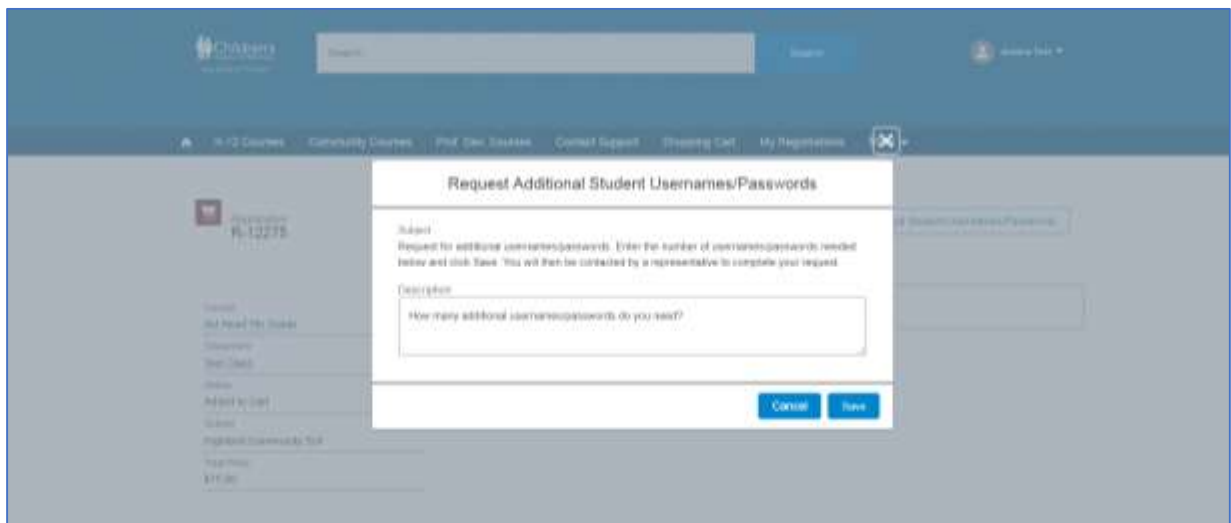
A message will be sent to a Children's e-learning representative who will create the additional student usernames and passwords for the existing classroom. This is a manual process so please allow a few days for usernames and passwords to be processed. A follow-up email will be sent that includes the existing and additional student usernames/passwords.
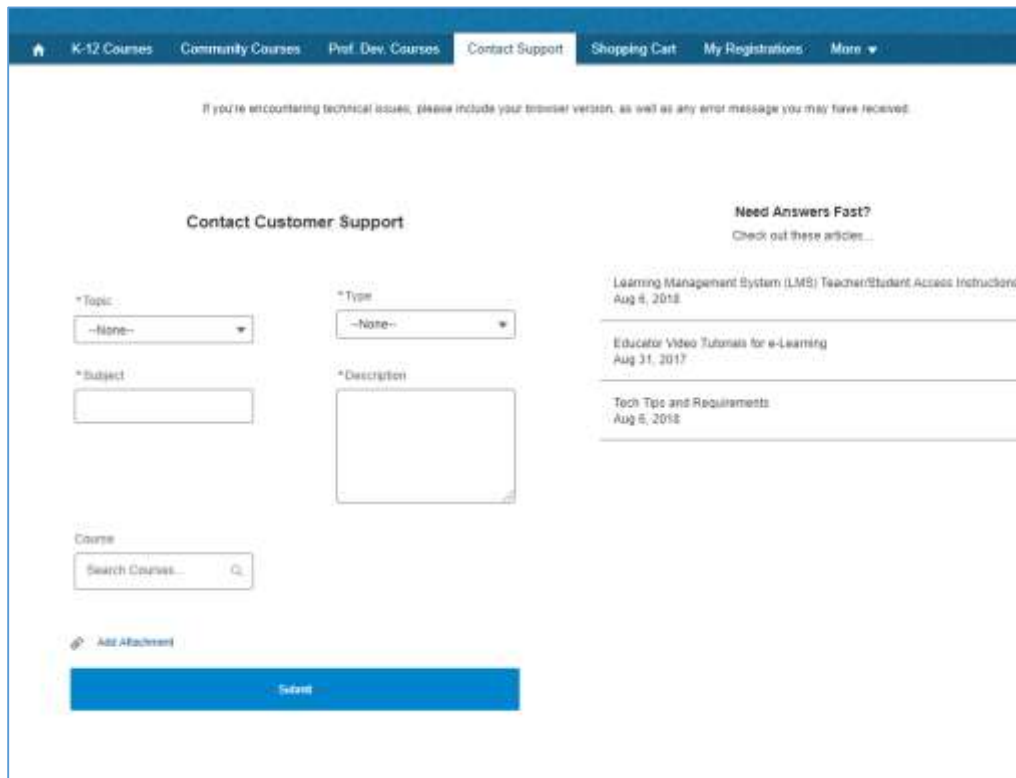
Contacting Support

25. If you need assistance at any time, you can click "Contact Support" from the main menu.

26. From this page you can contact customer support on the left or check out our knowledge articles on the right for more information. You can also contact us at eLearning@chw.org or 866-228-5670.

Registering for courses for multiple schools

27. If you are an educator looking to register classrooms at multiple schools in your district, select "I am looking to register for a K-12 course for multiple schools within my district" from the drop down menu. Complete the rest of the fields and click register.

28. You will receive a registration confirmation message and email and be prompted to create a password as described in numbers 5-7 above. Once in the e-Learning Center, you can view courses, create a classroom and register your students for courses, read support articles, contact support, and more. To create a classroom, click the blue 'Create a Classroom' button.

29. Start by typing in the name of the school affiliated with this classroom. As you start typing, matching schools will populate with their districts listed below. Be sure to select the correct school and district combination. If your school and district combination does not appear in the short list, click on the magnifying glass to see more options.

30. Enter a unique classroom name, number of students, and check the check box if the students need individual usernames and passwords (grades 3-8). (Grades K-2 courses are teacher led and do not require individual student logins). Click "Confirm" to continue.

31. Return to the instructions above, beginning with number 10 on page 6, to register the classroom for courses and create additional classrooms. Each time you create a new classroom, you will be asked to select the school it is affiliated with. This will allow you to create classrooms at multiple schools.

Helpful Links

Children's e-Learning Center

To log back into the Children's e-Learning Center to manage your classroom(s) and course registration(s) once your account is created go to https://chwelearning.force.com/login.

Children's Learning Management System (LMS)

To log into the LMS to access your courses, go to http://healthykids.chw.org/login/.

* Reminder: You will receive separate usernames and passwords for the e-Learning Center and LMS, but be able to make them the same so they are easier to remember. Please be sure to record both because you will use need them each year to register for, and access courses.