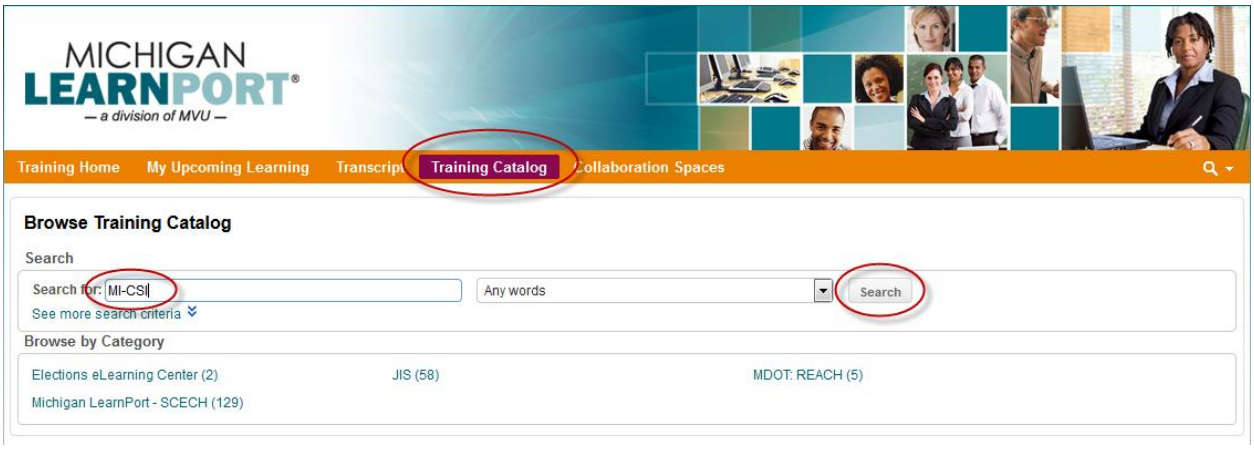
Accessing & Completing the MI-CSI Course in LearnPort

This document will cover how to 1) access, 2) work through and 3) complete the MI-CSI course in LearnPort.

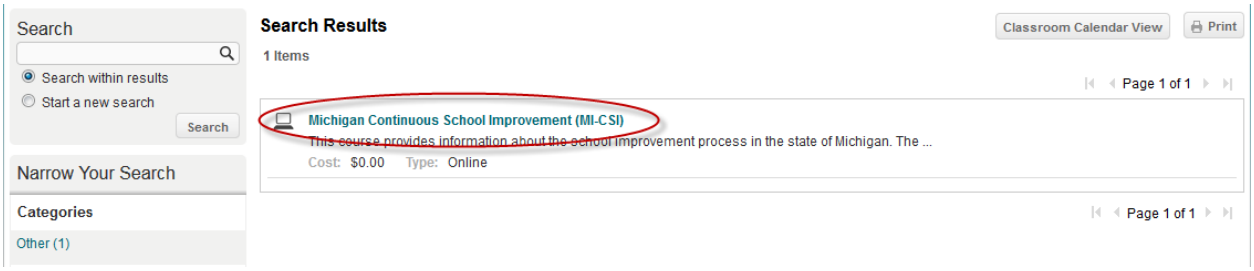
Part 1: Accessing the Michigan Continuous School Improvement (MI-CSI) Course in LearnPort

1) Go to https://mi.learnport.org/ and login. If you do not currently have a LearnPort account click on **Create Account** and follow the steps to create a new account.

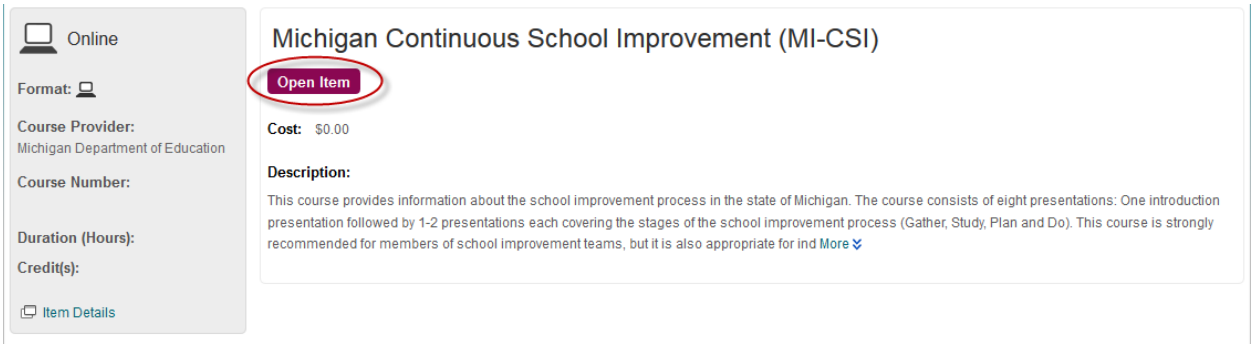
2) Click on the **Training Catalog** on the navigation bar at the top of the page. Enter "**MI-CSI**" in the search field and click the **Search** button.



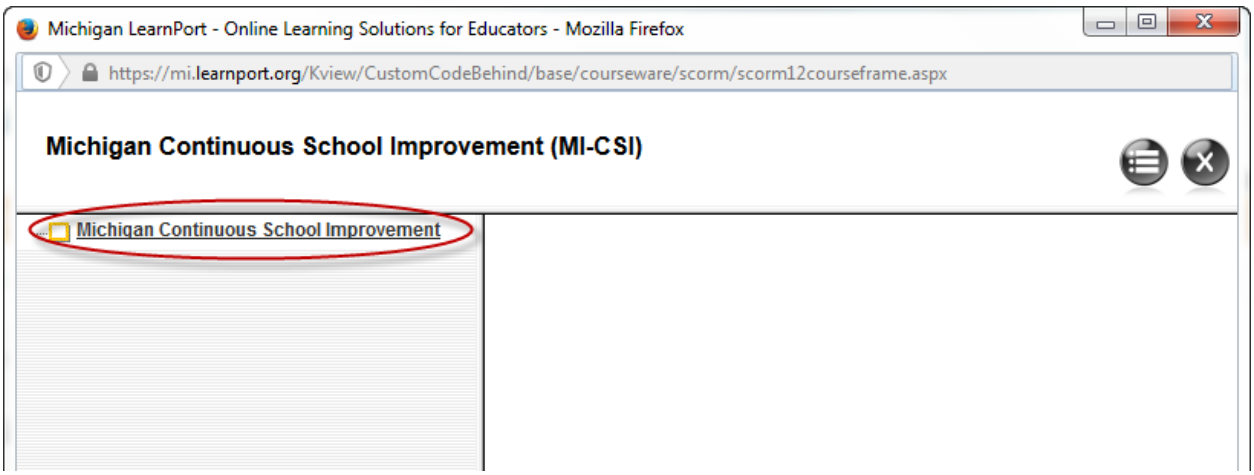
3) In the search results click on **Michigan Continuous School Improvement (MI-CSI).**



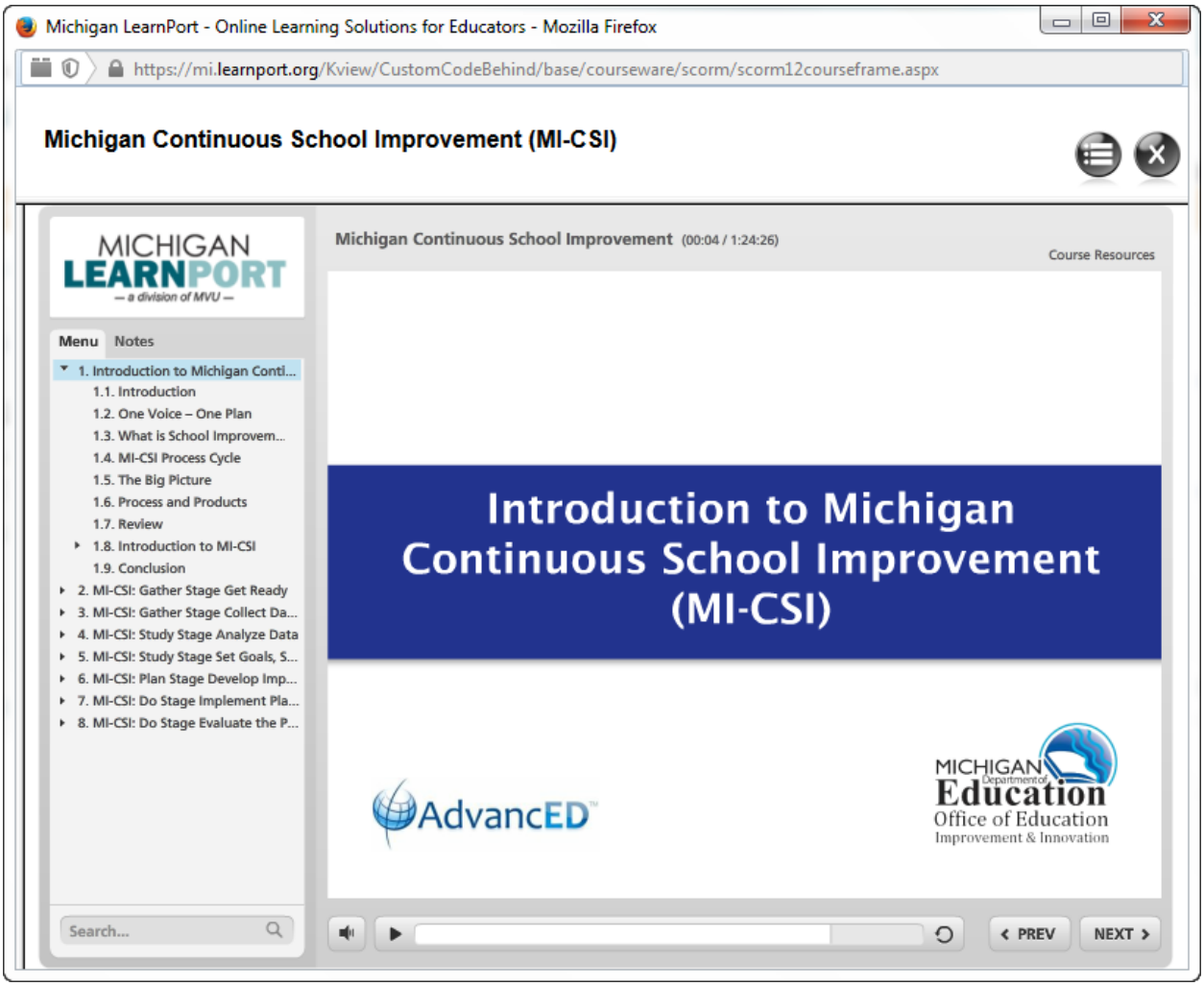
4) On the course page, click **Open Item** button to enroll and open the course.



5) In the course window that opens, click the course title in the menu on the left to open the course.

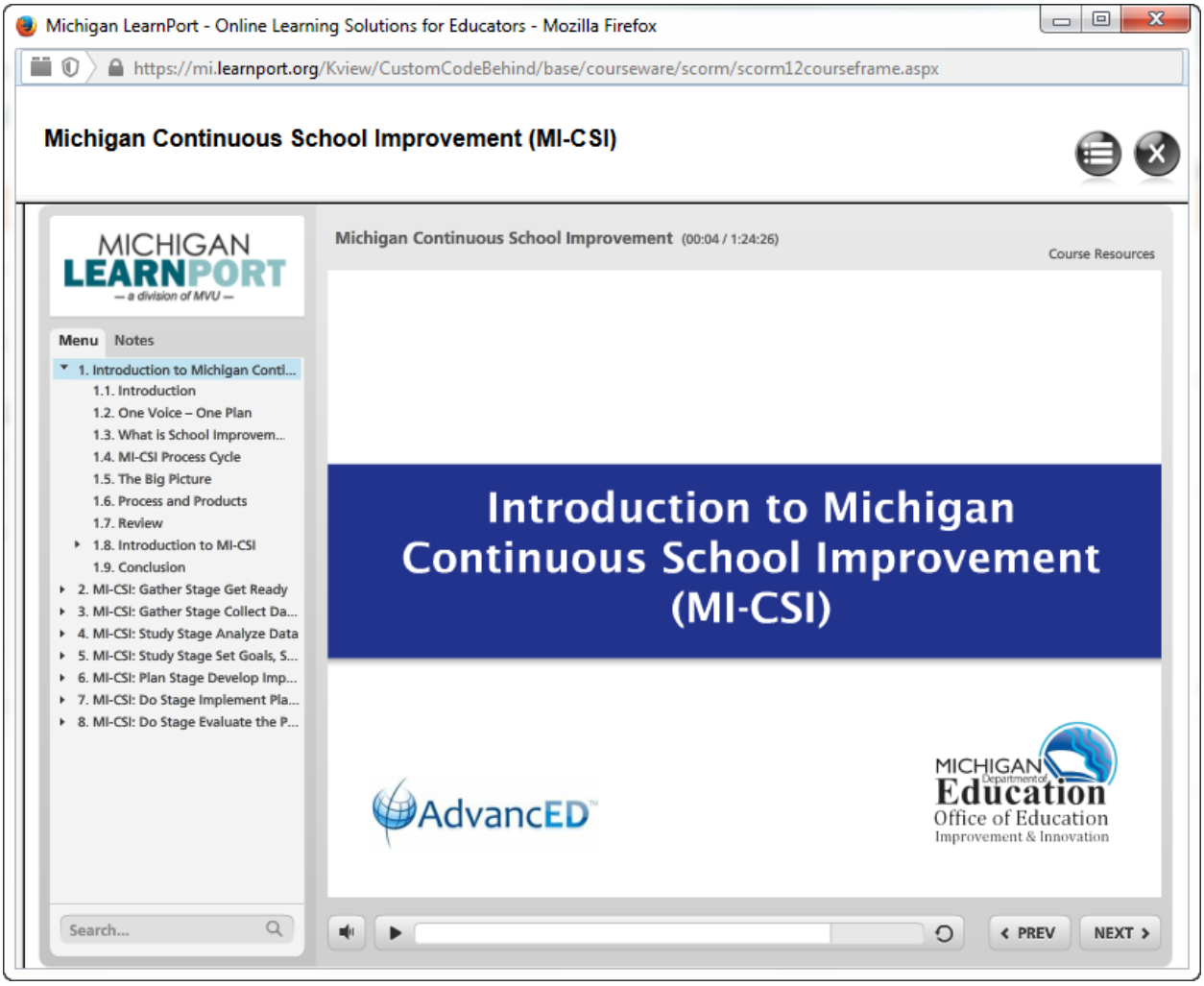


6) The course will open and will begin to play automatically.

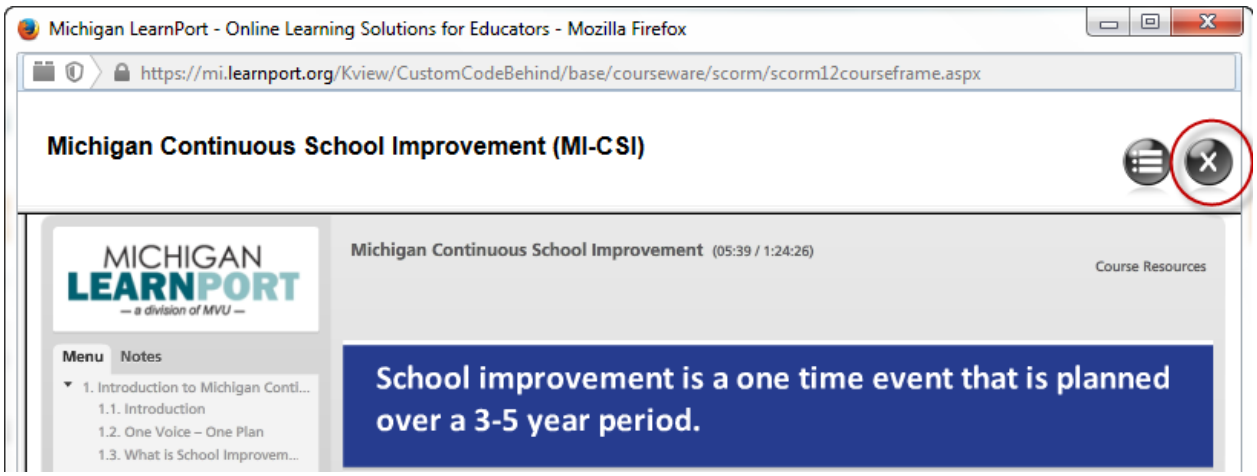


Part 2: Working Through the Michigan Continuous School Improvement (MI-CSI) course in LearnPort

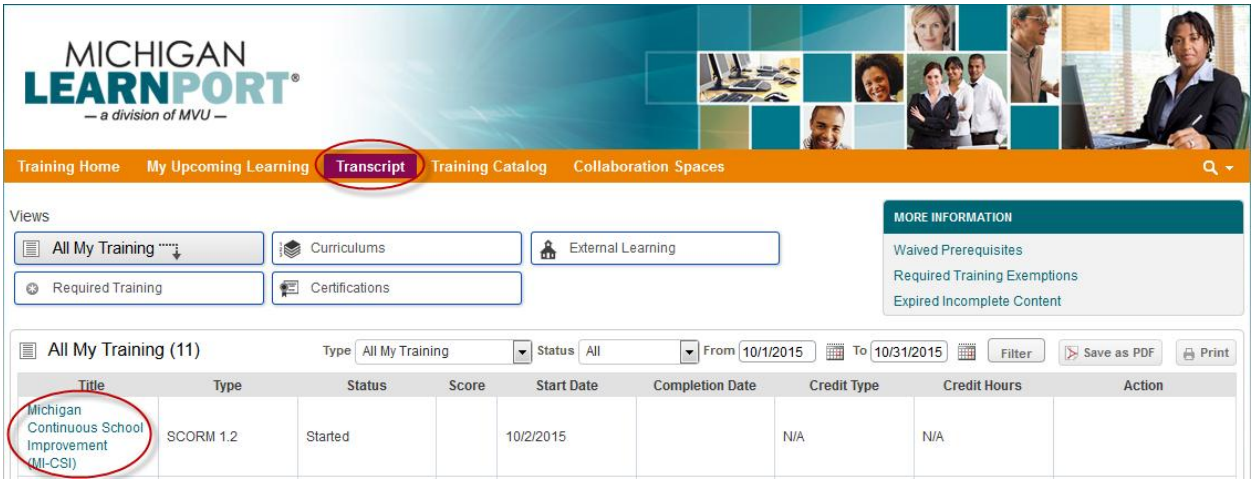
1) The presentations will play automatically. Some slide contain additional links or quiz questions that you will need to respond to. In those cases, you will need to use the **Next** button to continue on the to the next page. You can use the menu on the left to navigate through the presentations. You can also click on the **Notes** tab on the left to read along with the text of each page as you listen.



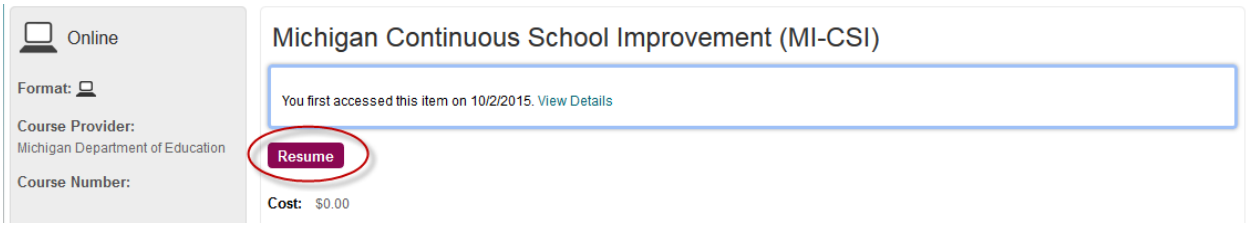
2) You do not have to complete the course in one sitting. You may leave the course at any time by clicking on the X button on the top right courner of the course window. Respond to the pop up window that asks “Are you sure you want to exit this course?” by clicking the **OK** button. You can logout and leave the course completely.



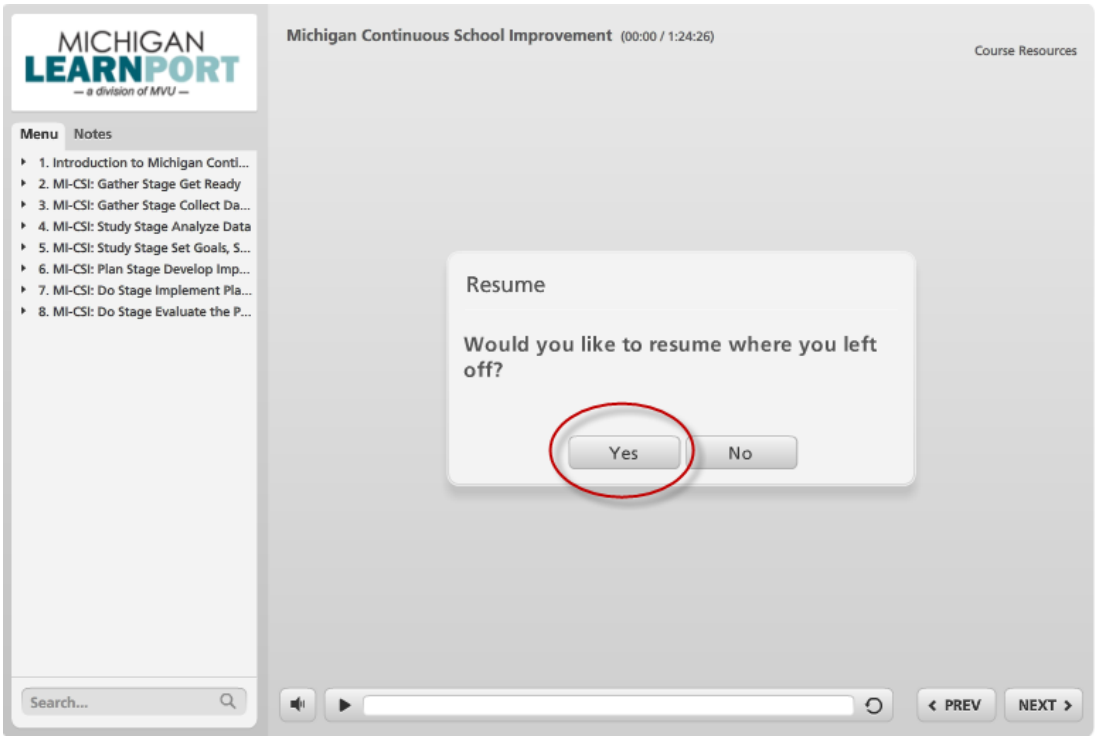
3) At a later date, return to the course by logging in at https://mi.learnport.org/. Click on **Transcript** tab on the top navigation bar and then click the course title to return to the course.



4) On the course page, click the Resume button to reopen the course.



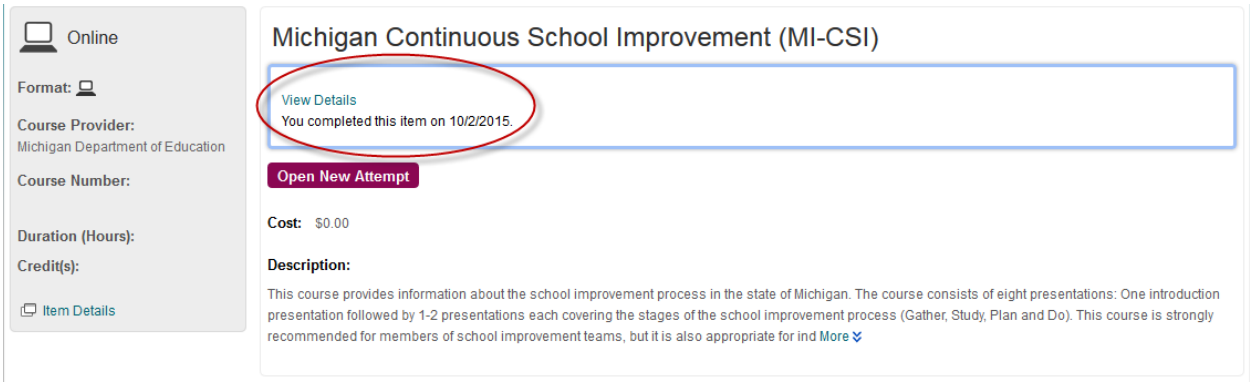
5) The course will ask "Would you like to resume where you left off?". Click the **Yes** button to resume on the same slide where you were previously working.



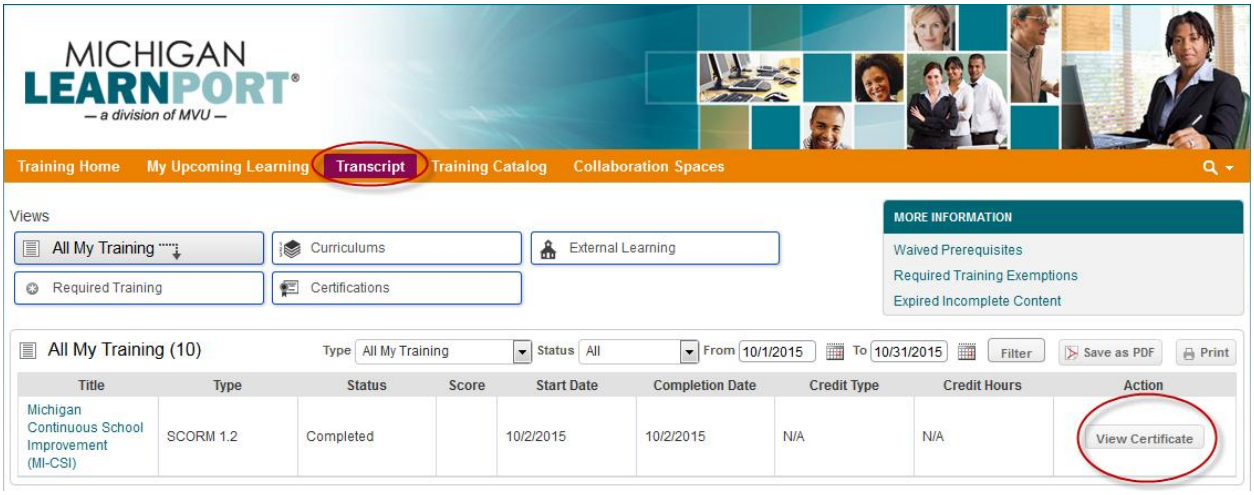
6) You may repeat the process above as many times as you like to complete the course. There are 8 presentations in the whole course so you may want to set aside time to watch each presentation separately.

Part 3: Completing the Michigan Continuous School Improvement (MI-CSI) Course.

1) When you reach the last slide of the last presentation in the course, exit the course as you did previously by clicking on the large circle X button on the top right corner of the course window. The course page will now say "You completed this item on…" followed by the date of your completion.



2) To view or print your certificate of completion click on the **Transcript** button in the navigation bar at the top of the page. Then click the **View Certificate** button at the end of the row with the course title.



3) A pdf document containing your completion certificate will open. You can save the pdf or print it.