

Quick Start Guide

[Login](#) | [Search for Course](#) | [Enroll](#) |

[View Transcript](#) | [Certificate of Completion](#)

Login

1. Go to <https://mi.learnport.org>.
2. Enter your **Login ID** and **Password** and click the **Login** button.

MICHIGAN LEARNPORT[®] — a division of MVU —

The Michigan LearnPort[®] web-based professional development delivery system was created in partnership with MVU and the Michigan Department of Education. Financial support for Michigan LearnPort is provided through ESEA Title II, Part (A) funds.

Recent Announcements

Integrating Blended Instruction into Your Classroom is back!

ENROLL NOW into our most popular instructor-led courses to date. [Click here](#) to get for more information on these course offerings.

[Click here](#) for help with creating an account

* Login ID

* Password

Log In

Create New Account
Login Help
Password Help
Contact Administrator

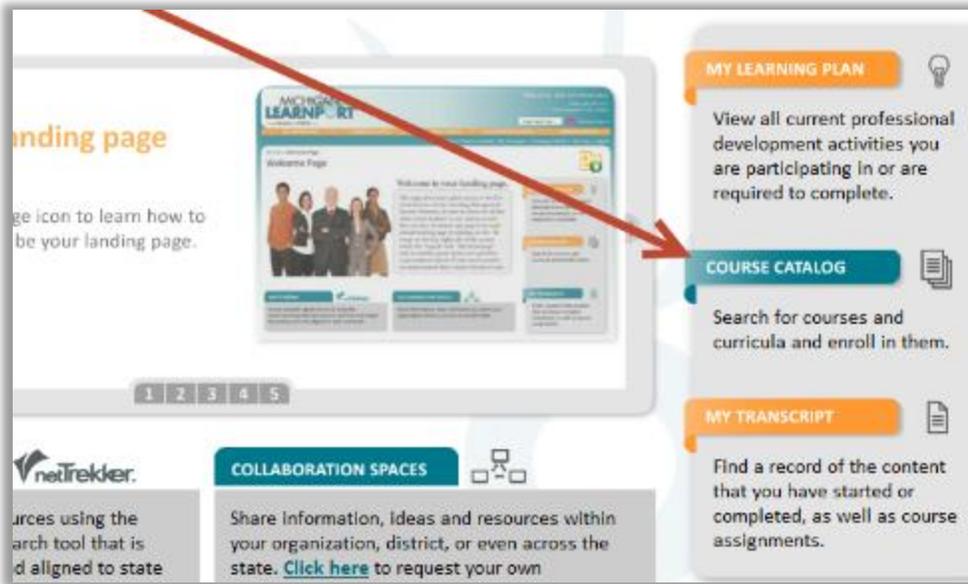
- If you have forgotten your login ID, click the **Login Help** link in the lower right corner of the login screen. Populate the *Last Name* and *Email Address* fields as appropriate and click the **Get Login ID** button. You will receive an email shortly containing your account information. Open the email and return to the Login screen.
- If you forgotten your password, click the **Password help** link in the lower right corner of the login screen. Enter the appropriate information in the *Login ID* and *Email Address* fields. Click the **Get Password** button. A temporary password will be sent to your email address.

Search for a Course

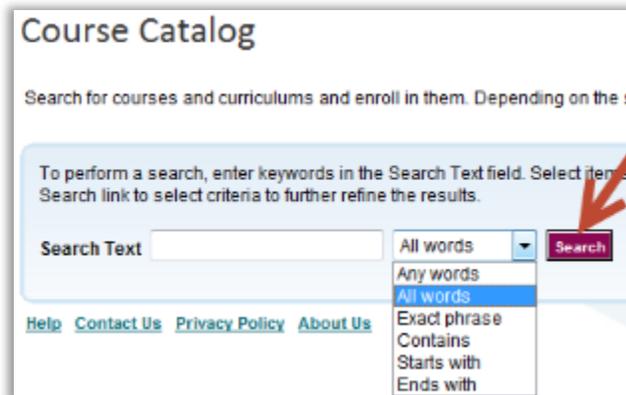
1. Click **My Workspace** and choose **Welcome Page**.



2. Select **Course Catalog** from the right side menu.

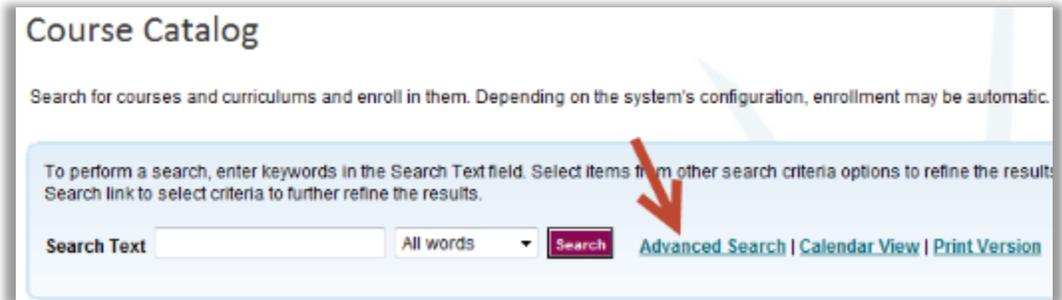


3. Search for a course to enroll by choosing a simple or advanced search.
 - Simple Search
 - i. Enter text to search in the *Search Text* field.
 - ii. Choose the type of search from the dropdown menu.
 - iii. Click **Search**.



- Advanced Search

- i. Click *Advanced Search*.



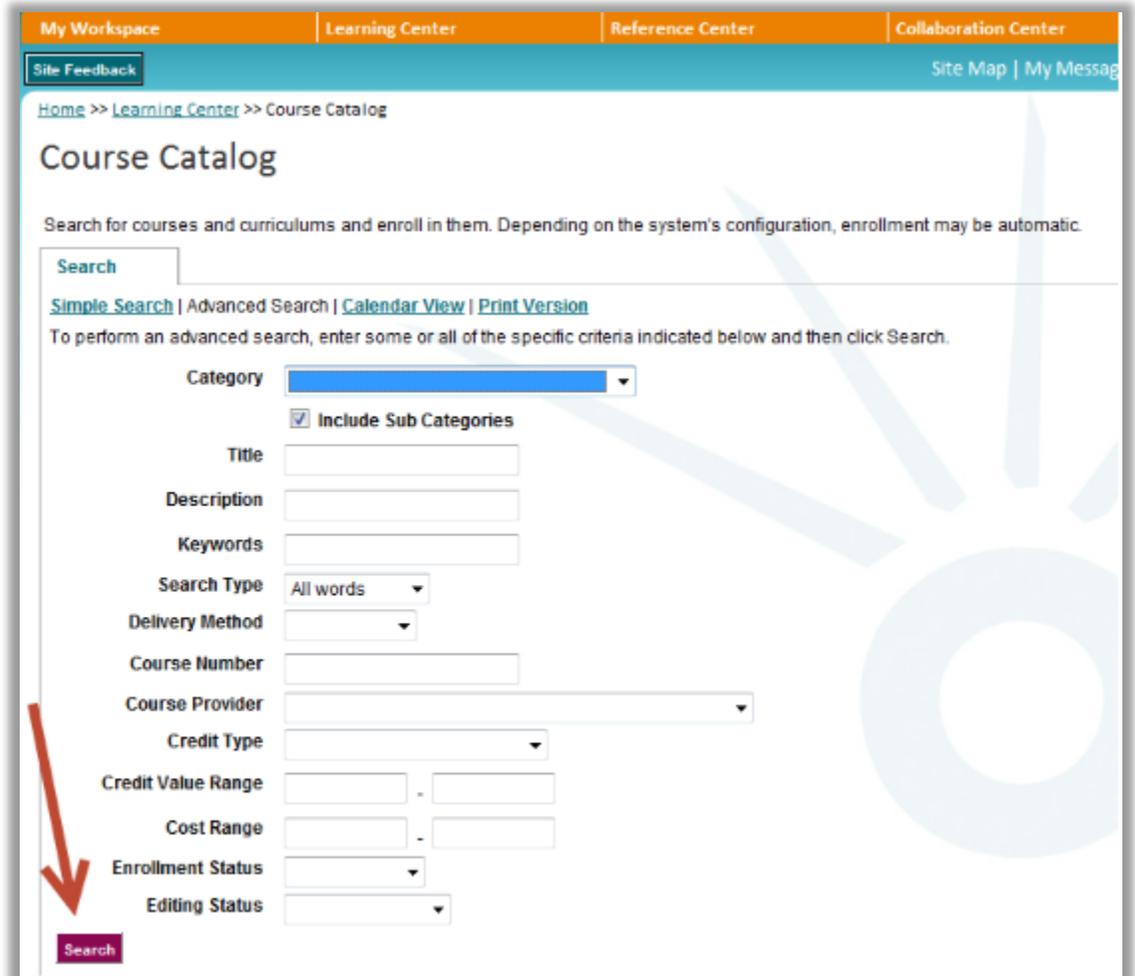
Course Catalog

Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic.

To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results. Search link to select criteria to further refine the results.

Search Text All words [Advanced Search](#) | [Calendar View](#) | [Print Version](#)

- ii. Populate the form as desired and click the **Search** button.



My Workspace | Learning Center | Reference Center | Collaboration Center

Site Feedback | Site Map | My Messages

Home >> Learning Center >> Course Catalog

Course Catalog

Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic.

Search

[Simple Search](#) | [Advanced Search](#) | [Calendar View](#) | [Print Version](#)

To perform an advanced search, enter some or all of the specific criteria indicated below and then click Search.

Category

Include Sub Categories

Title

Description

Keywords

Search Type

Delivery Method

Course Number

Course Provider

Credit Type

Credit Value Range -

Cost Range -

Enrollment Status

Editing Status

4. Select the appropriate linked course title within the results window.

Records found: 5

		Title	Delivery Method
		MOPLS Mathematics: Understanding Fractions <i>Michigan Online Professional Learning System (MOPLS) for Mathematics is an online, professional l...</i>	Online
		PD360 Strategies For Secondary Mathematics Teachers <i>Featuring: Outstanding Teachers Learn how to help students connect what they learn in math class t...</i>	Online
		PD360 Teaching Mathematics to Increase Achievement - Intermediate <i>Featuring: Yvelyne Germain-McCarthy with Comments from Glenda Lappan By participating in this prog...</i>	Online
		PD360 Teaching Mathematics to Increase Achievement - Middle <i>Featuring: Yvelyne Germain-McCarthy with Comments from Glenda Lappan By participating in this prog...</i>	Online
		PD360 Teaching Mathematics to Increase Achievement - Primary <i>Featuring: Yvelyne Germain-McCarthy with Comments from Glenda Lappan By participating in this prog...</i>	Online

5. Review course details.

6. Access the course one of two ways:

- If the course is free of charge, click the **Access Item** button to enroll and launch the course.

The screenshot shows the course details for "PD360 Courageous Conversations About Race". At the top, there are navigation tabs: My Workspace, Learning Center, Reference Center, Collaboration Center, and Administration. Below the navigation is a breadcrumb trail: Home >> Learning Center >> Course Catalog >> PD360 Courageous Conversat... The course title "PD360 Courageous Conversations About Race" is prominently displayed. A "Return" button is on the left, and a "Save Shortcuts" button is on the right. The course provider is "SCHOOL IMPROVEMENT NETWORK". Course details include: Course Provider: School Improvement Network, Cost: \$0.00, Duration (Hours): 2.2, and Credit(s): None. The course type is "SCORM 1.2". There are two buttons: "SYLLABUS" and "VIDEO TUTORIALS". The course is featured by "Glenn Singleton". A list of learning objectives follows:

- Investigate the Achievement Gap dividing today's students of color and white students regardless of family.
- Learn to engage in "Courageous Conversations" with colleagues to examine the impact of race in your life.
- Reach a deeper understanding of the racial experience.
- Realize the phenomenon of whiteness.
- Bridge cultures through the creation of community, true equity, and anti-racist leadership.
- Learn to implement systemic change involving the entire school organization.
- See how schools -Implement equity in the classroom and believe all students can learn.
- Encourage motivation & high expectations.

 At the bottom, there is a "Less" link and an "Access Item" button highlighted with a yellow box. Below the "Access Item" button is a link that says "What's this?".

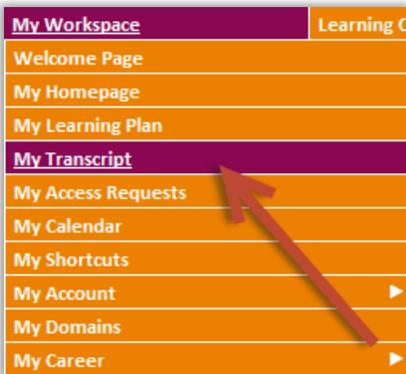
OR

- To access a course that has a cost associated, click the **Add to Cart** button.

The screenshot shows the Michigan LearnPort website interface. At the top, there are navigation tabs: My Workspace, Learning Center, Reference Center, Collaboration Center, and Administration. Below these are utility links: Site Feedback, Site Map, My Messages, Shopping Cart (0), Site Help, and Logout. The main content area displays the course title "Singapore Math Strategies: Advanced Model Drawing ..." with a "Return" button on the left and a "Save Source" button on the right. The course details include the provider "ed2go", course code "598181", and credits "24 SCECH". A "24 SCECH(s)" section explains that the course consists of 12 lessons over 24 weeks. Below this are three buttons: "COURSE SCHEDULE", "SYLLABUS", and "SCECH". A paragraph of text describes the course content, mentioning model drawing techniques and problem-solving skills. A video player titled "How to Enroll into and..." is embedded in the page. At the bottom, a note provides instructions for purchasing the course, and a red arrow points to the "Add to Cart" button.

View Transcript

1. Click **My Workspace** and choose **My Transcript**.



2. Explore the **Learning History**, **Waived Items**, **Certifications**, **Personal Learning Events** and/or **Training Assignments** tabs.

- Check Status
 - i. If the Progress Status column reads Started, but the course needs to be marked completed, click the hyperlinked course Title and follow the instructions to complete the course.

The screenshot shows the 'My Transcript' page with the following elements:

- Navigation tabs: Learning History (selected), Waived Items, Certifications, Personal Learning Events, Training Assignments.
- Buttons: Print Version | Export As PDF.
- Text: View the user's record of courses, tests and other items. Users: Use the links to access items.
- Form fields: Name (General Test User), Current Date (8/11/2013), Start Date, End Date, Content Filter (All Courses).
- Apply button.
- Records found: 97.
- Table with columns: Title, Type, Start Date, Complete Date, Progress Status, Credit Hours, Credit Type, Score.

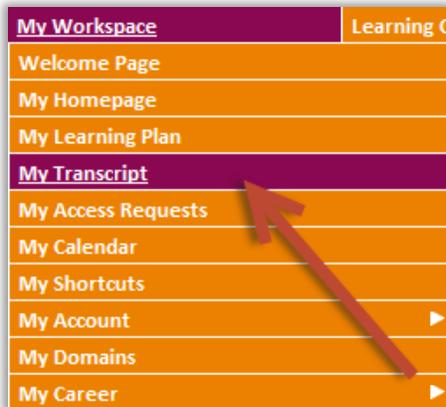
A red arrow points to the 'Progress Status' column in the table.

Title	Type	Start Date	Complete Date	Progress Status	Credit Hours	Credit Type	Score
10 Ideas for Using Mobile Devices Offline to Motivate Learners - OnDemand Webinar	General Course	1/21/2013		Started	N/A	N/A	
10 Must have iPad and Android Apps for Admins - OnDemand Webinar	General Course	1/09/2012		Started	N/A	N/A	
10 Techic Tools for Teachers - OnDemand Webinar	General Course	6/28/2012		Started	N/A	N/A	
10 Tips & Ideas for Using Google Plus with Learners - OnDemand Webinar	General Course	8/5/2012		Started	N/A	N/A	

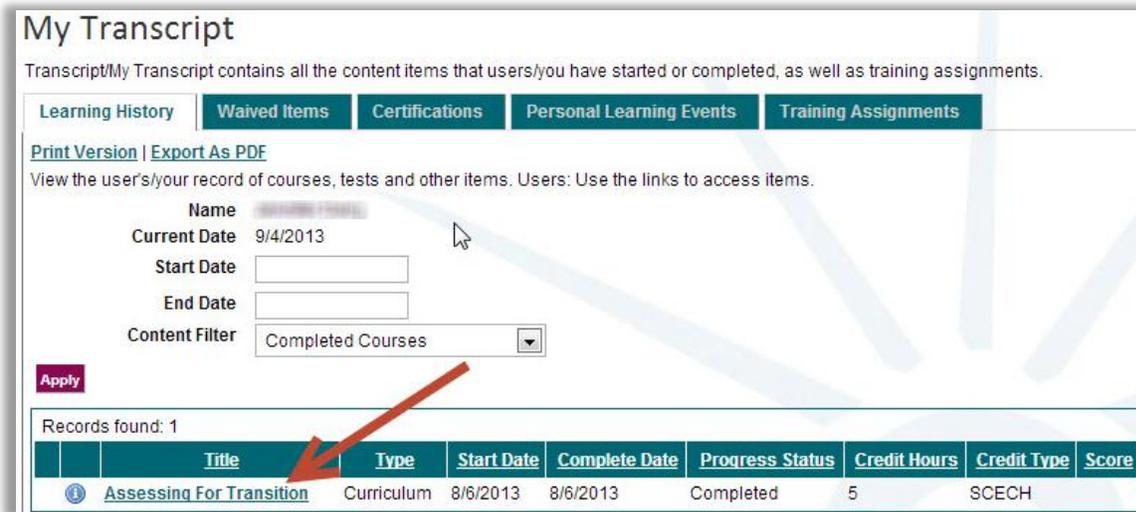
- Apply a filter to locate a specific course.
 - i. If desired, populate the *Start Date* and/or *End Date* fields.
 - ii. Choose a *Content Filter* from the dropdown menu.

Print or Save Certificate

1. Click **My Workspace** and choose **My Transcript**.



2. Click the appropriate linked course title.



My Transcript
Transcript/My Transcript contains all the content items that users/you have started or completed, as well as training assignments.

Learning History | **Waived Items** | Certifications | Personal Learning Events | Training Assignments

[Print Version](#) | [Export As PDF](#)

View the user's/your record of courses, tests and other items. Users: Use the links to access items.

Name: [Redacted]
Current Date: 9/4/2013
Start Date: [Input Field]
End Date: [Input Field]
Content Filter: Completed Courses [Dropdown]

Apply

Records found: 1

	Title	Type	Start Date	Complete Date	Progress Status	Credit Hours	Credit Type	Score
	Assessing For Transition	Curriculum	8/6/2013	8/6/2013	Completed	5	SCECH	

A red arrow points to the 'Assessing For Transition' link in the table.

3. Click the **View Certificate** button.



A PDF document will open and you can choose to view and print or save your certificate.

