

How to Select and Take an Online Course

Open an internet browser and go to this link: <u>https://collabornation.net/login/projectrise</u>



You will see the course catalog and the steps to take to put a course into your **My Courses** list:

Welcome to your CollaborNation [®] My Courses page!	
Course Catalog	
 To add a course to your my Courses bar follow these steps: 1. View the course categories to find a course title that interests you. 2. Click Learn More next to the course. 3. Click the green Add to My Courses button. 4. Confirm by clicking Yes. The course will be added to My Courses. 5. Click the My Courses bar. Your course will appear there. Click Take Course to view the course. 	
Search Catalog	
Search	
2015 to 2016 Online Recertification Course: FREE	Sort by
One-Minute Oral Reading Fluency CEUS: 0 (?)	Alphabetically (A to Z)
2015 to 2016 Online Recertification Course: FREE PACER B CEUS: 0 (?)	Browse by Category
Online Literacy Assessment Training: FREE Comprehension MAZE CEUS: 0 (?)	All Live Training Project Rise Online Trainings

Click the **Learn More** button to view a brief description of the course and then if you want to take it click the **Add to My Courses** button:



Or click the X at the bottom right of the form to return to the course catalog:



To view your list of courses, click on the horizontal bar labelled **My Courses**. The course catalog will close and you will see the courses you have selected. Then click the **Take Course** button to open the course so that you can begin:

Welcome to your CollaborNation® My Courses pagel	
─ My Courses	Click to open your list
CEUs Earned: 0 / 0 (year/total) Clock Hours: 0 / 0 (year/total) (What is a CEU?)	
Click on the Take Course link below to take or return to your course. If you wish to no longer list a certain course on this page please click the delete button. Once courses are deleted they will no longer appear in your My Courses section.	
2015 to 2016 Online Recertification Course: One-Minute Oral Take Course Reading Fluency (Collection) CEUs Earned: 0	Click to begin a course
Notes Delete Expand	
Course Catalog	Click to open catalog again

Before you begin to take a course, please visit the System Requirements link to see if your computer's programs need to be updated to ensure the best environment for a smooth-running course.

Either copy this link into your browser address bar: https://collabornation.net/system-requirements

Or click on the link at the very bottom of the screen after logging in:



Here is what the System Requirements page looks like. If anything is highlighted in yellow or red it is a signal to update a program.

	Requirement	Status
	Browser	Firefox 35.0
	JavaScript	Enabled
	Adobe Flash	16.0.0
To ensure the best user experience, p		
through the course to en	_	
	lest Ba	ndwidth
Browser: We support Internet Exp	lorer 7 and high	er and Mozilla
 Download the latest version of Internet E Download the latest version of Mozilla Fit 		
1		
 Javascript: JavaScript must be en: If JavaScript is disabled, you can find in 		
Adobe Flash: Must be Flash Player	-	
 Download the latest version of Adobe Flag 	ash Player at http://g	et.adobe.com/flas
Adobe Reader: Courses may cont		
PDF reader to view them	ain attachments	to view or fill

Change your password and/or email address:

Click on the **Account Settings** menu item and complete the form, scroll to the bottom and click the **Save** button:



Visit our Support Hub to access other information or submit a ticket if after regular business hours: