

FACE to FACE WORKSHOPS for credit

This document contains essential information for accessing the online course which serves as a required assessment piece for those seeking graduate credit from Seattle Pacific University. If you have not already submitted your registration to SPU, please do so immediately.

LOGGING IN OR CREATING A NEW ACCOUNT

- Go to: www.prometheanlearning.com/us
- Enter your “username” and “password”
- New users must click “Create New Account” and enter the required information. Ensure you’ve confirmed the account using the automated email receipt.

COURSE ACCESS

- On the **My Courses** list (top left corner), click All Courses, and scroll to **Face to Face Workshops**, selecting the **name of the workshop** you attended.
- Enter the enrollment key in all lowercase letters based on the following list:
 1. Foundations Workshop: **foundation**
 2. Classroom Integration: **integrate**
 3. Advanced Workshop: **advanced**
 4. ActivInstructor (3 Day) “Train the Trainer”: **instruct3**
 5. ActivInstructor (4 Day) “Train the Trainer”: **instruct4**
- Click “Enroll me in this course”
- You are now ready to begin the online course
- In order to complete the course and receive full credit from SPU, you are **required to submit a flipchart** within the link in the course.

ASSESSMENT

Flipcharts will be assessed using a rubric available within the course. Please review the rubric before submitting your flipchart to ensure all required elements are included. Don’t forget to return to the course to view your assessment and communicate any questions or concerns.

TRANSCRIPTS

Transcripts will be released from SPU at the end of quarter after receipt of the final course grade.

ADDITIONAL SUPPORT

Tina Cusker; Coordinator, ActivLearning Online

Email: us.learningadmin@prometheanworld.com

TECHNICAL NOTE

Internet Explorer is not always fully compatible with their platform. Please ensure you are using Mozilla Firefox to access <http://www.prometheanlearning.com/us> and that you have downloaded the latest version of FlashPlayer within Firefox.

