



# How to Use the #T.E.A.C.H. Course Website: A Resident’s Guide

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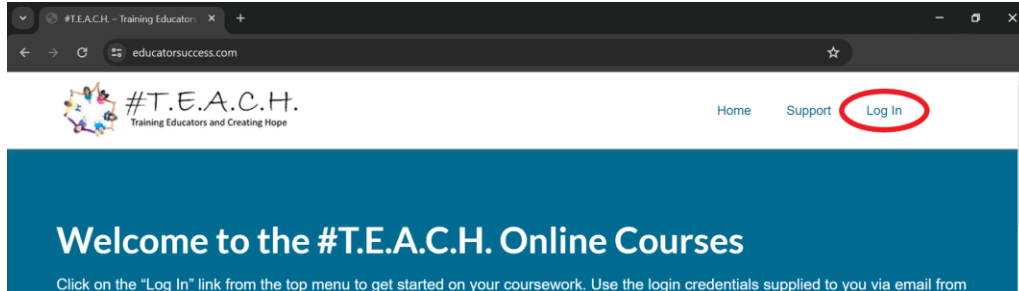


# #T.E.A.C.H.

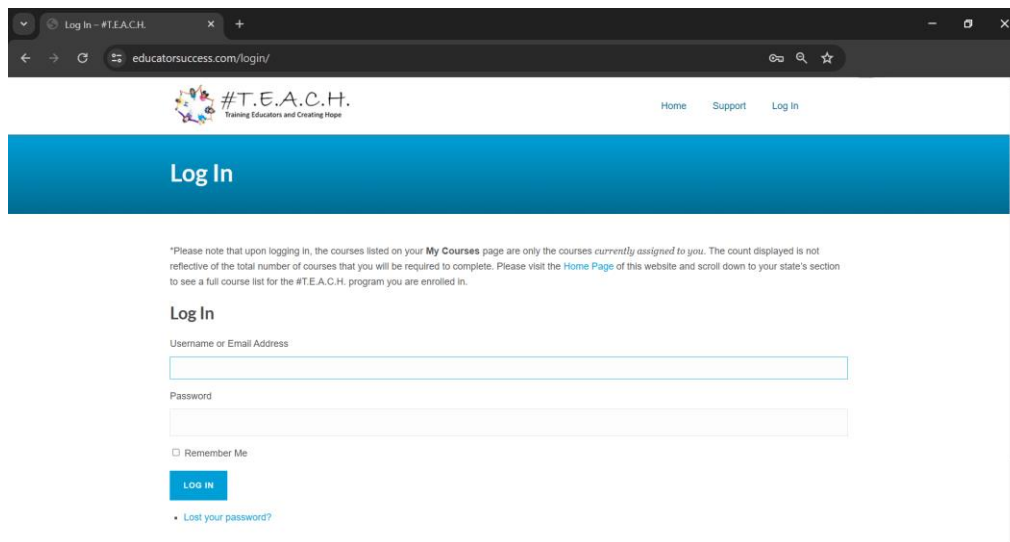
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### Logging In

Your login credentials for the #T.E.A.C.H. Course Website are listed in the "Course Access" email you received when you were officially enrolled in the program. Navigate to <https://educatorsuccess.com> and click on the "Log In" link from the top menu.



Enter your username, which should be in firstname.lastname format, and your password in the fields provided and click the Log In button.



If you do not recall your password, either click the "Lost Password" link below the "Log In" button, or email Course Support at [support@trainingeducators.com](mailto:support@trainingeducators.com) and they will reset your password and email you your login credentials so you can gain access to the website.



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Lost Password - #T.E.A.C.H. | educatorsuccess.com/lostpassword/

#T.E.A.C.H. Training Educators and Creating Hope | Home | Support | Log In

## Lost Password

Once you submit the form below to have your password reset, you will be sent an email with a link to reset your password. It may take a few minutes for the email to arrive. Please check your spam folder if you do not find it in your inbox, rather than completing the form a second time. Multiple form submissions will generate multiple emails and only the final email will work. So it's best to only submit the above form once and then give it some time for the email to arrive.

Username or Email Address

**GET NEW PASSWORD**

• [Log In](#)

On the Lost Password page, enter your username or email address and click the "Get New Password" button to have a link emailed to you that will allow you to reset your password to something of your choosing. Be sure to only click the button once, or you will have multiple emails sent to you, with only the last one sent being the link that will work for you. It may take some time for the email to arrive, so please be patient.

If you have difficulties with the lost password reset function, please contact Course Support at [support@trainingeducators.com](mailto:support@trainingeducators.com) and they can reset your password back to the original one supplied to you in your Course Access email and send you your login credentials.



# #T.E.A.C.H.

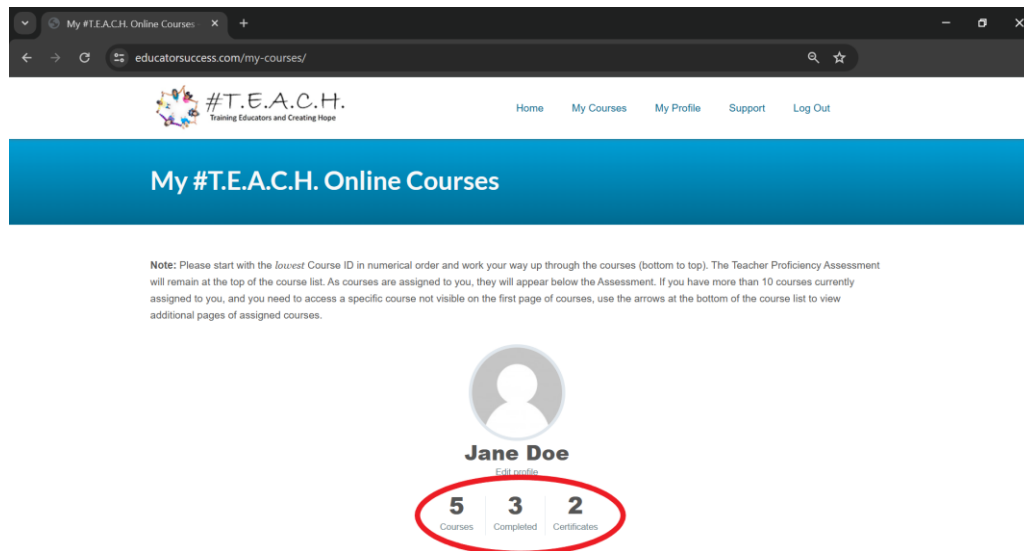
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### Course List Page (My Courses)

After you log in, you are automatically directed to your Course List page. This page can also be accessed by clicking “My Courses” from the top menu on the website.

It contains a link to your Profile page, the status of your *currently assigned* courses (not a status of the entire program you are enrolled in), and a list of your currently assigned courses.

### Course Statistics



The first number you see for “Courses” is how many courses are currently assigned to you. This also includes the Teacher Proficiency Assessment in its count. It does not show the total number of courses in your program. You can view a list of courses for each program track for your state on the “Home” page, if you want to see what courses you will eventually be assigned.

Course Support is authorized to release 3 unfinished courses to your account at a time, so you complete them in the correct sequence and don’t split your attention over too many subjects at one time.

The second number you see for “Completed” shows the number of courses you have finished. This number again includes the Teacher Proficiency Assessment in its count.

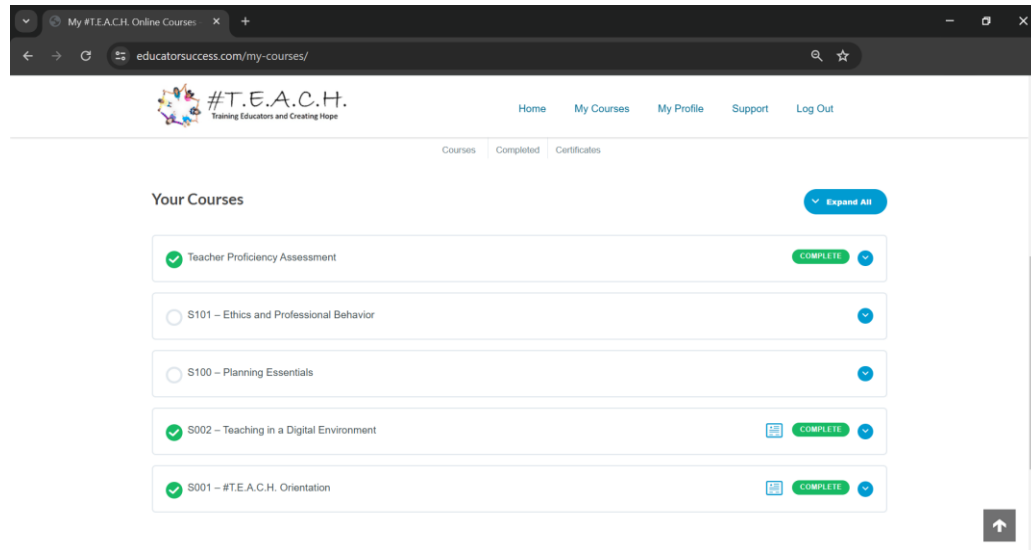
The third number you see for “Certificates” is similar to the “Completed” number, in that it shows the number of courses you have finished and have been awarded certificates of completion for. However, this number does not include the Teacher Proficiency Assessment in its count, as that test issues a certificate for each instance that you take the test, but not for the course as a whole. This count only shows course-issued certificates, not test-issued certificates. So if you’ve completed both the Teacher Proficiency Assessment and any of your program track courses, the Certificates number will always be one less than the Completed number.



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### Your Courses Table



When you have finished a course, there will be a green checkmark beside it and a green “Complete” icon. The blue certificate icon will also appear if that course has issued you a course-level certificate. You can click on that certificate icon to download a PDF of your certificate again, if you didn’t download it from within the course.

When beginning your program, we recommend starting with the Teacher Proficiency Assessment first. Clicking on the name of the course will open it. You will be required to complete the Teacher Proficiency Assessment multiple times throughout the #T.E.A.C.H. program, so getting a baseline score before you begin the coursework in the program to compare against will allow you to see how you’ve grown in your knowledge as you progress through the program. You will click on the same course name each time you take the test throughout the program. The test can be taken an unlimited number of times.

Once you have completed the test, you will want to complete your courses starting at the **bottom** of the course list and working your way up the list. They should be completed according to numerical order, as the knowledge contained within each course builds upon what you learned in previous courses. So start with your Orientation course and work your way up the list. As new courses are added to your account, they will appear at the top of the course list, just below the Teacher Proficiency Assessment (which will always remain at the top, so it’s easy to find the next time you are required to complete it).



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## Using the #T.E.A.C.H. Course Website

My #T.E.A.C.H. Online Courses

educatorsuccess.com/my-courses/

#T.E.A.C.H. Training Educators and Creating Hope

Home My Courses My Profile Support Log Out

S002 - Teaching in a Digital Environment **COMPLETE**

**COURSE PROGRESS** 100% COMPLETE 13/13 Steps

Assignments	Comments	Status	Date
assignment_37633_165549667487_TestManu	0	APPROVED	June 17, 2022
assignment_37615_165549662374_TestManu	0	APPROVED	June 17, 2022
assignment_37613_165549661301_TestManu	0	APPROVED	June 17, 2022

Clicking the blue arrow on the right side of the completed course's row will expand the course's row and display a progress bar, as well as a list of assignments that you uploaded for the course.

My #T.E.A.C.H. Online Courses

educatorsuccess.com/my-courses/

#T.E.A.C.H. Training Educators and Creating Hope

Home My Courses My Profile Support Log Out

Your Courses **Expand All**

Teacher Proficiency Assessment **COMPLETE**

**COURSE PROGRESS** 100% COMPLETE 1/1 Steps

Quizzes	Certificate	Score	Statistics	Date
Teacher Proficiency Assessment		28%		August 3, 2022 10:05 am
Teacher Proficiency Assessment		29.33%		April 12, 2023 10:52 am

Clicking the blue arrow on the right side of the Teacher Proficiency Assessment's row will expand the course's row and show you a list of all of the instances that you took the test and your scores. Clicking on the certificate icon will allow you to download the PDF certificate for that test instance again, if you didn't download it at the time of completion from within the course itself.



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## Profile Page (My Profile)

To access your Profile page, click on "My Profile" from the top menu, or the "Edit profile" link found below your name on your Course List page.

Note: Please start with the *lowest* Course ID in numerical order and work your way up through the courses (bottom to top). The Teacher Proficiency Assessment will remain at the top of the course list. As courses are assigned to you, they will appear below the Assessment. If you have more than 10 courses currently assigned to you, and you need to access a specific course not visible on the first page of courses, use the arrows at the bottom of the course list to view additional pages of assigned courses.

**Jane Doe**  
Edit profile

5 Courses   3 Completed   2 Certificates

Your Profile page:

- has a button to download your Unofficial Transcript
- has links to any Assessments you are required to complete
- lists the primary email address that #T.E.A.C.H. staff use to communicate with you
- lists your Student ID number
- allows you to change your password for the Course Website
- allows you to update your address and phone number
- allows you to update your employer and mentor information



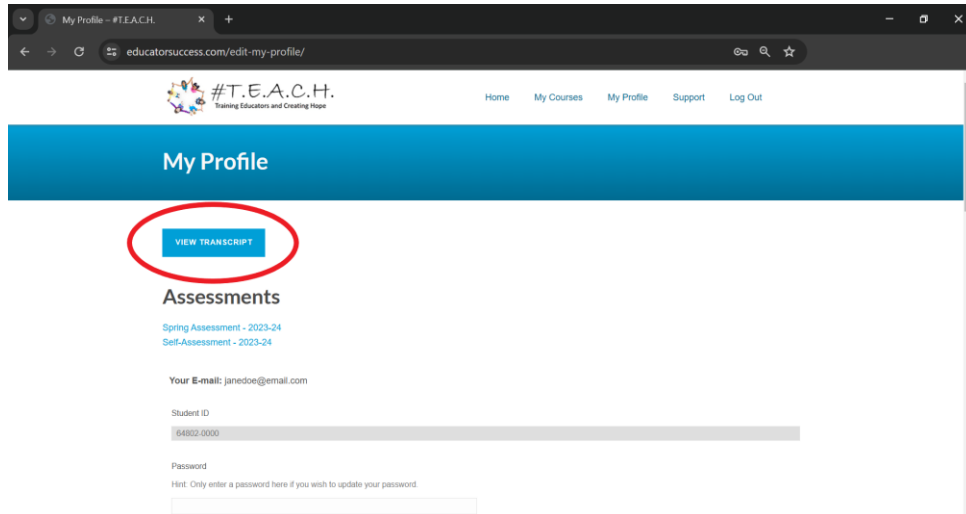
# #T.E.A.C.H.

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## Using the #T.E.A.C.H. Course Website

### Unofficial Transcript

To download a PDF of your **Unofficial Transcript**, click the “View Transcript” button at the top of your Profile page.



The Unofficial Transcript shows you a list of all the courses in your #T.E.A.C.H. program track and the current status of each course (Not Assigned, Assigned, Complete, Granted\_TR, Granted\_EX), your grade, hours, and credit equivalent. Granted\_TR and Granted\_EX mean you are not required to complete that course as you either have a transcript from another institution showing that you have met this course’s requirements elsewhere, or have on-the-job experience that qualifies you to be exempt from that course.

Feedback for graded courses will be in your email inbox and will not appear on your transcript.

### Official Transcript

If you need a copy of your **Official Transcript**, please visit <https://trainingeducators.com> and click the blue Order Transcripts button at the top of the page. Complete the form to put in your request.

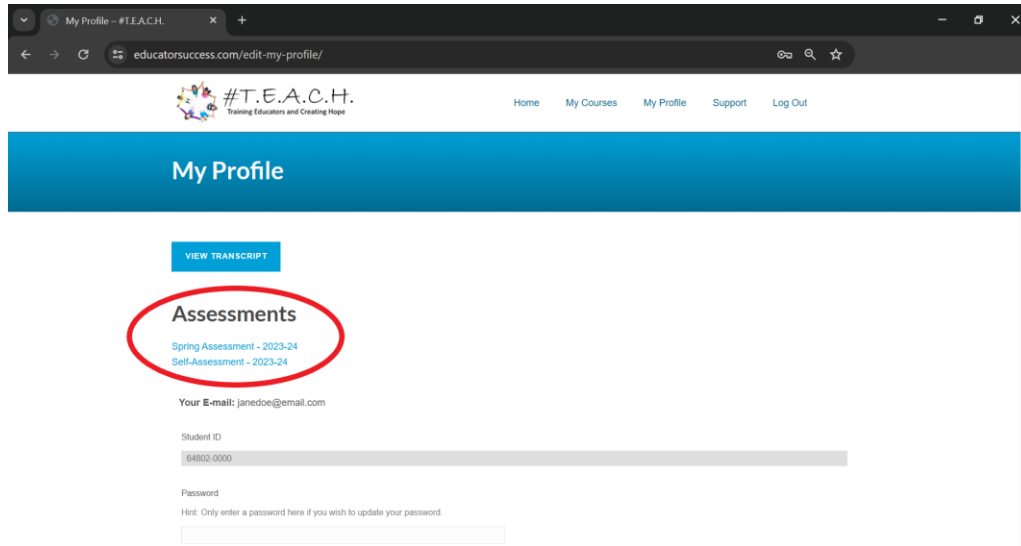






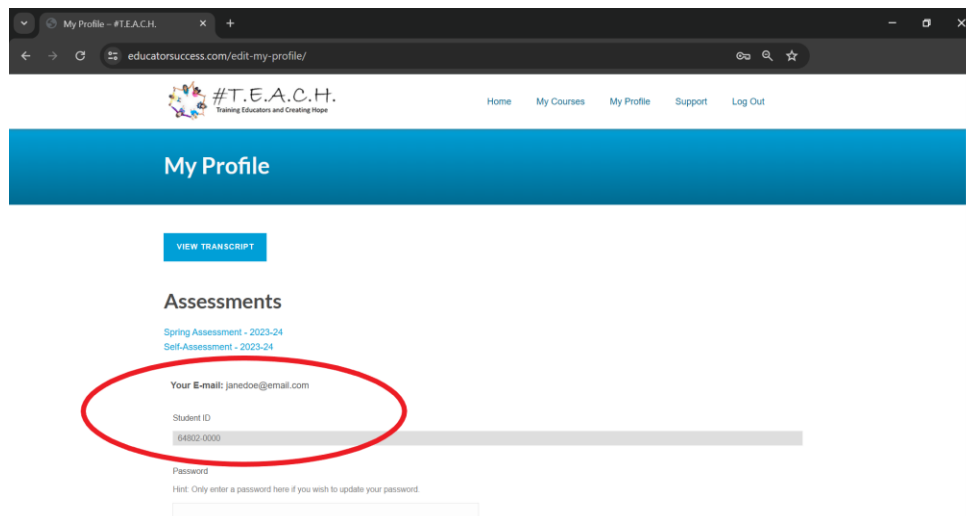
### Assessments

At specific times of the year, your Instructional Coach will notify you that you are required to complete an Assessment, which are delivered as Google document files that you will edit. Links to these Assessments will be emailed to you, but are also available from your Profile page under the "Assessments" heading.



The Assessment Google document is shared with the email address listed on your account (which is visible directly below the Assessments section on your Profile page). Click on the Assessment name, which is a link, to open the Assessment in Google documents. If you do not have a Google Account associated with the listed email address, you may experience a permissions error when you attempt to open the Assessment file. For assistance with these Assessments and Google Account permissions, please contact Technical Support at [techsupport@trainingeducators.com](mailto:techsupport@trainingeducators.com).

### Email Address and Student ID



Your email address and Student ID fields listed on your Profile page are not editable.



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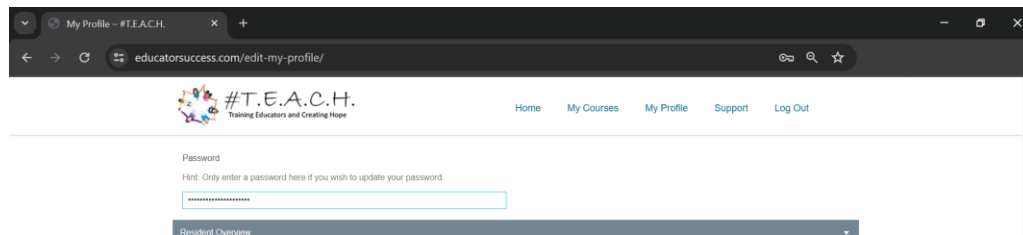
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Your Student ID is assigned when you register for the #T.E.A.C.H. program.

If you need to update your email address, please email Course Support at [support@trainingeducators.com](mailto:support@trainingeducators.com). Provide your name and your new email address in your email request. Course Support will update it across #T.E.A.C.H.'s systems and ensure that staff members are notified of the change.

It is recommended that you use an email address that is connected with a Google Account, as several Assessments you will need to complete will be placed in a Google folder associated with the email address listed on your Profile page, and shared with that email account. If you do not have a Google Account associated with the listed email, you may experience a permissions error when you attempt to open those Assessments. For assistance with Assessments and Google Account permissions, please contact Technical Support at [techsupport@trainingeducators.com](mailto:techsupport@trainingeducators.com).

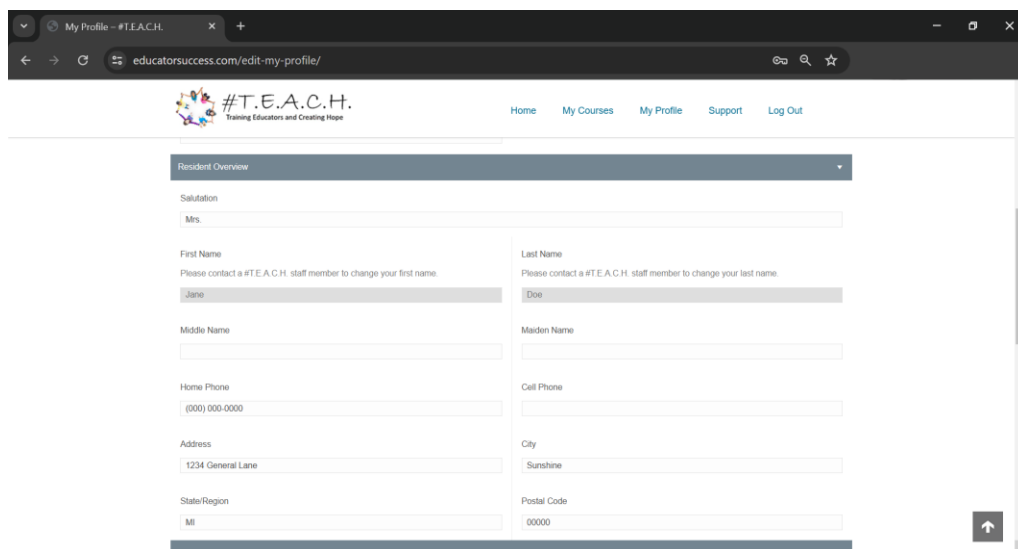
### Changing Your Password



To update your password for the #T.E.A.C.H. Course Website to something more easily remembered, simply enter your new password in the field provided. Then scroll down to the very bottom of the page and click the green "Update Profile" button to save your changes.

Usernames cannot be changed.

### Updating Your Address and Phone Number





Under the "Resident Overview" heading are fields you can update if you change your phone number or move. Simply replace the information in the appropriate fields with your new information and then scroll to the very bottom of the Profile page and click the green "Update Profile" button to save your changes.

If you need to change your first or last name, you will need to contact Course Support at [support@trainingeducators.com](mailto:support@trainingeducators.com) to make the change for you. Please provide your previous name and your new name in the request email. If you also have an email address change at the same time, please include your new email address as well. Course Support will update #T.E.A.C.H.'s systems and ensure that staff members are notified of the change.

### Updating Your District/School/Mentor Information

If you change employment during your program, or need to add missing information to your Profile about your employer, you can update those fields under the "School/District Information" heading. Once you have finished making any changes to the fields, scroll to the bottom of the Profile page and click the green "Update Profile" button to save your changes.

The screenshot shows a web browser window with the URL [educatorsuccess.com/edit-my-profile/](https://educatorsuccess.com/edit-my-profile/). The page header includes the #T.E.A.C.H. logo and navigation links: Home, My Courses, My Profile, Support, and Log Out. The main content area is titled "School/District Information" and contains the following form fields:

- Is employer School, District, Mgmt Company:  
 Yes  
 No
- Employer Name (School/District/Management Company/3rd Party):
- School Website:
- Years employed:
- School Address:
- School Address City:
- School Address State:
- School Address Postal Code:
- School Address Country:
- Principal/Supervisor Name:
- Principal/Supervisor Email:
- Principal/Supervisor Phone:



If you change Mentors, or need to add your Mentor's information to your Profile, those fields are also under the "School/District Information" heading, at the very bottom. Once you have finished making any changes to the fields, scroll to the bottom of the Profile page and click the green "Update Profile" button to save your changes.

The screenshot shows the 'My Profile' page on the #T.E.A.C.H. website. The page is titled 'My Profile - #T.E.A.C.H.' and the URL is 'educatorsuccess.com/edit-my-profile/'. The page features a navigation menu with 'Home', 'My Courses', 'My Profile', 'Support', and 'Log Out'. The main content area contains a form for updating profile information. The form is organized into two columns. The left column includes fields for 'School Address Postal Code', 'Principal/Supervisor Name', 'Principal/Supervisor Email', and 'Do You Have a Mentor?' (with radio buttons for 'Yes' and 'No'). The right column includes fields for 'School Address Country', 'Principal/Supervisor Phone', 'Mentor Name', and 'Mentor Email'. A green 'UPDATE PROFILE' button is located at the bottom of the form. The footer of the page includes 'Home | Privacy Policy | Support' and 'Copyright © 2024'.

## Teacher Proficiency Assessment

When beginning your program, we recommend starting with the Teacher Proficiency Assessment first. Clicking on the name of the course from the Course List page will open it. You will be required to complete the Teacher Proficiency Assessment multiple times throughout the #T.E.A.C.H. program, so getting a baseline score before you begin the coursework in the program to compare against will allow you to see how you've grown in your knowledge as you progress through the program. You will click on the same course name each time you take the test throughout the program. The test can be taken an unlimited number of times.

After reading the instructions and clicking on the test name in the "Course Content" table, a 60-minute timer begins. If you accidentally started the test and are unable to complete it at that time, the timer will run out after an hour and your score (even if it's a zero) will be recorded. You can simply re-start the test at a later time and begin it again when you are able. The test can be taken an unlimited number of times, so a false start is nothing to worry about.

The Teacher Proficiency Assessment is a multiple choice test consisting of 75 questions. Review each question and the options presented carefully. Click on the answer you would like to select with your mouse, and then click the "Next" button to move to the next question.

If you forget to save or download your certificate at the end of the test, you can access certificates for all your test instances from the Course List page. Each test certificate shows your test score for that instance and the date that you took the test.



## Completing a Course

Click on the course name in the “Your Courses” table of the Course List page to open a course.

The screenshot shows a web browser window with the URL `educatorsuccess.com/courses/s100-planning-essentials/`. The page header includes the #T.E.A.C.H. logo and navigation links: Home, My Courses, My Profile, Support, and Log Out. The main heading is "S100 - Planning Essentials". Below this is a progress bar indicating "0% COMPLETE 0/8 Steps". A welcome message states: "Welcome to **Planning Essentials**, the first course in the series **Planning and Building**." The course description follows: "This course is a primer on what is expected of the new teacher. It explores the dynamics of interactions in the classroom among the teacher, the students, and the environment that the teacher must prepare. This environment requires planning, alertness, patience, and knowledge of students' needs. This course identifies specific methods that a new teacher can use to keep his or her classroom running smoothly and efficiently." A small image of a teacher and students is shown. Below the description, it says: "The course requires 10 hours of study time to complete all assignments and the reflection questions as directed. There are three written assignments including the reflection questions at the end of the course." Under the "Course Content" section, a table lists "Learning Objectives" with a radio button selected.

The Course Introduction page will display, followed by the “Course Content” table that shows you a list of all of the lessons contained within the course. Click on the first lesson to begin.

As you complete lessons, the course progress bar at the top of your Course Introduction page will record your progress, and a green checkmark will appear next to the lessons you completed in the “Course Content” table. This allows you to resume a course where you left off by selecting the first lesson without a green checkmark listed when you log back in.

## Completing a Lesson

Read through each lesson page and when finished, click the green “Mark Complete” button to move to the next lesson.

The screenshot shows a web browser window with the URL `educatorsuccess.com/lessons/learning-objectives-94/`. The page header includes the #T.E.A.C.H. logo, a progress bar at "0% COMPLETE 0/8 Steps", and a "Mark Complete" button with a green checkmark. The user is identified as "Hello, Jane Doe!". The main heading is "Learning Objectives". Below this is a sub-heading "S100 - Planning Essentials > Learning Objectives" with an "IN PROGRESS" button. The course description states: "This course looks at the importance of establishing a purposeful classroom environment, what topics to consider, and examples of how to use the resources of other educators as well as your own when building the classroom climate. It is an introduction to the concepts and practices required of effective planning and building." Below this, it says: "After completing this course the learner will be able to do the following:" followed by a list of objectives:

- Understand the importance of establishing a safe environment for all students.
- Conceptualize and create a stimulating learning environment.
- Learn from and observe mentors.
- Self-monitor to improve teaching and learning skills.

A large, colorful checkmark icon is shown to the right of the list. At the bottom right, a green "Mark Complete" button with a checkmark is circled in red. A "Back to Course" link is visible at the bottom left.



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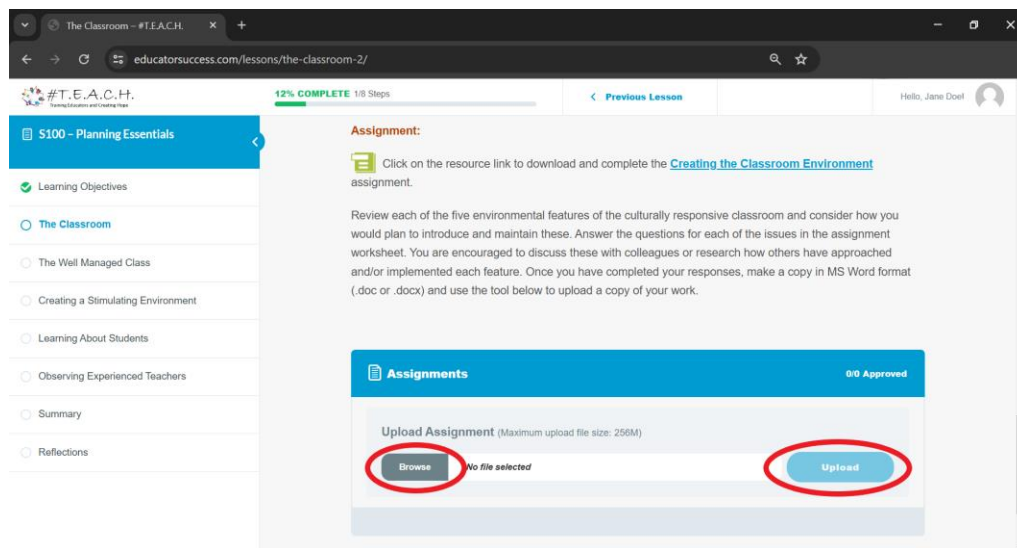
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### Uploading an Assignment

When the lesson you are working on has an assignment, follow the directions as outlined in the assignment to complete it. Some assignment instruction documents allow you to edit them in order to complete the assignment. If it does not have this capability, then open a new word processing file in your preferred program of choice and type your answers into this new document. You do not need to type out the whole question again, but simply number your responses and use full sentences so your Instructional Coach will know which question you are responding to. If the assignment calls for a table, then create a table with your word processing software in your answer document.

The preferred file type for saving your assignments is a Microsoft Word document. If you do not have Microsoft Word, most word processing programs will have a "Save As" option to allow you to save your file in the Word format (.doc or .docx). PDF files are also acceptable if you are unable to save as a Word file. Save your answer document somewhere on your computer where you can easily find it again.

When you are ready to upload your completed assignment file to the website for review by your Instructional Coach, click on the "Upload" button of the assignment upload tool in the lesson. A file explorer window will open where you can browse your computer's files. Navigate to where you saved your file and click on it. Then click the "Open" button to close the explorer window. Your file name will appear in the upload tool field. Click the "Upload" button to upload your file.



If you have any difficulties uploading a file, make sure that your web browser program is up-to-date.

Once your file has been uploaded, it will automatically progress you to the next lesson. There is not a "Mark Complete" button on lessons that require assignment file uploads.



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### Resetting an Assignment

If you accidentally upload the wrong file for an assignment, or your Instructional Coach marks your course as Incomplete and sends you some notes on what to correct, you will need the assignment file you previously uploaded for that lesson to be removed from your account.

If you caught that you uploaded the wrong file prior to finishing your course, please email Course Support at [support@trainingeducators.com](mailto:support@trainingeducators.com) to have the assignment upload tool reset. Please provide the course number and the name of the lesson the assignment is contained in so the correct assignment can be removed.

If your Instructional Coach has marked a completed course as Incomplete, Course Support is automatically notified about the need for assignment resets and will remove the file(s) required for you. They will send an email to you when the assignment upload tool is ready for you to upload your revised file.

### Certificate of Completion

When you finish a course, you are awarded a certificate of completion that can be downloaded from the Course Introduction page for the course, or from your Course List page by clicking the certificate icon on the row for that course. Please download and save your certificate to your computer and then email it to your Instructional Coach as you finish each course. Your certificate email notifies your Coach that you have finished that course and it is ready to be graded.



### Getting More Courses Added to Your Account

When your Instructional Coach grades a course you have finished, Course Support is automatically notified to add another course to your account. So sending in your certificate of completion files in a timely manner so your Coach can grade your course ensures that you will have more courses to work on added to your account.

Course Support is only authorized to release **3 unfinished courses** to your account at a time. This is so you complete them in the correct sequence and don't split your attention over too many subjects at one time.

If you find that you are working faster than your Coach can grade your courses, and you do not have another course to work on, please reach out to Course Support at [support@trainingeducators.com](mailto:support@trainingeducators.com) and they will add more courses to your account.



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### **How to Contact Course Support**

Course Support can be contacted by email at [support@trainingeducators.com](mailto:support@trainingeducators.com), or by completing the contact form on the "Support" page of the Course Website.

You can also call 1-866-479-7627 toll-free for assistance.

For technical support with the Google document Assessments, please email [techsupport@trainingeducators.com](mailto:techsupport@trainingeducators.com).