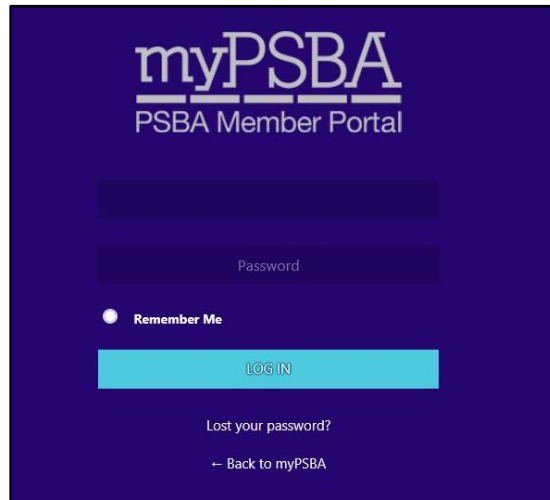


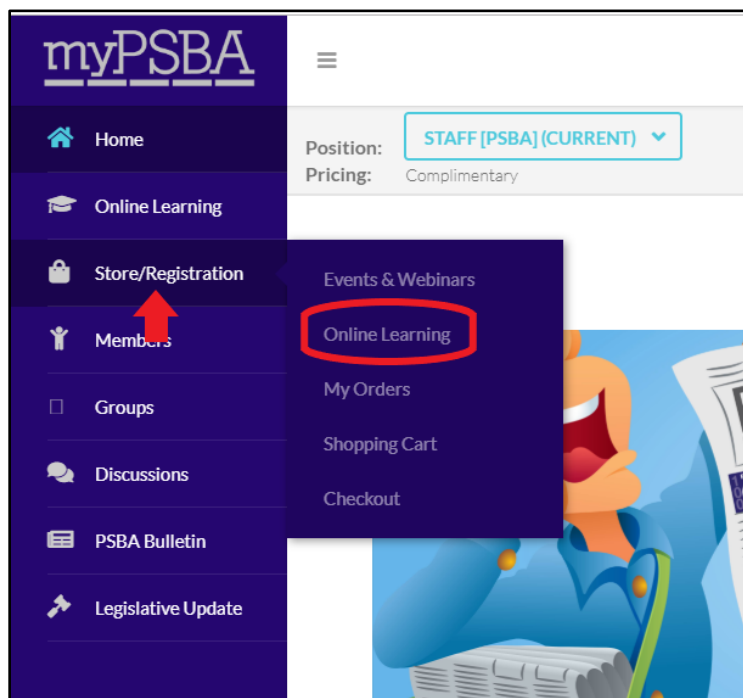


Online Course Enrollment Instructions


- 1) Login to myPSBA.org



- 2) Place your cursor over **Store/Registration** in the navigation menu on the left-hand side of the screen.
- 3) Select **Online Learning** from the drop-down menu.

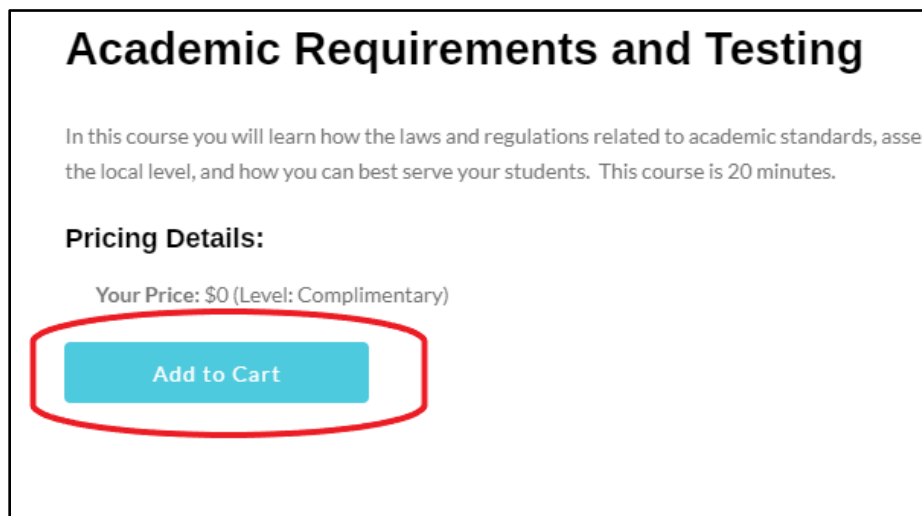


- 4) You may find it helpful to the sort the courses by selecting the drop-down menu on the right-hand side of the screen (1). The course list may be sorted in the following ways:
- Sort by popularity
 - Sort by newness
 - Sort by title: A to Z
 - Sort by title: Z to A
- 5) Once you have found the course you would like to enroll in, select **View Details** (2).



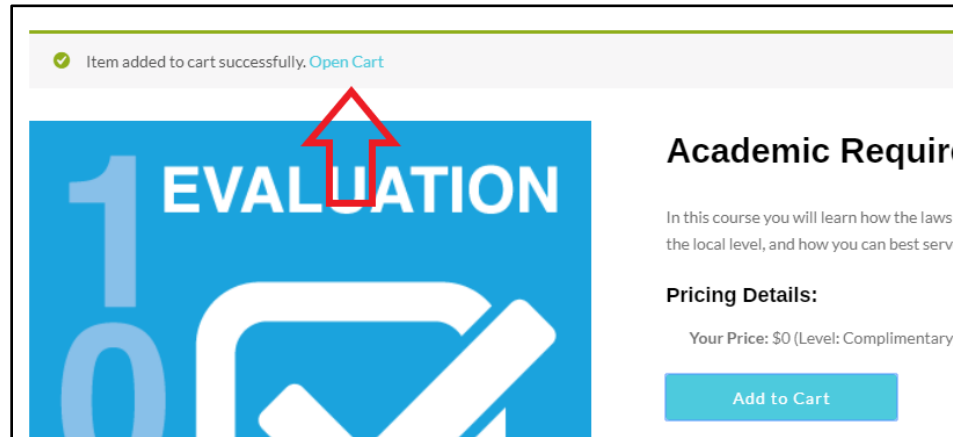
The screenshot shows a web interface for online courses. On the left is a dark purple sidebar with navigation links: Store/Registration, Events & Webinars, Online Learning, My Orders, Shopping Cart, Checkout, Members, Groups, Discussions, PSBA Bulletin, and Legislative Update. The main content area is titled "Online Course" and shows "Showing 1-16 of 48 results". A dropdown menu in the top right corner is set to "SORT BY TITLE: A TO Z" and is circled with a black box and labeled with a red "1". Below the menu are four course cards: "EVALUATION" (blue), "LEADERSHIP" (red), "ADVOCACY" (yellow-green), and "COMMUNICATION" (orange). Each card features a large "1" and "00" graphic, an icon, and a "View Details" button. The "EVALUATION" card is circled with a black box and labeled with a red "2".

- 6) Select **Add to Cart**

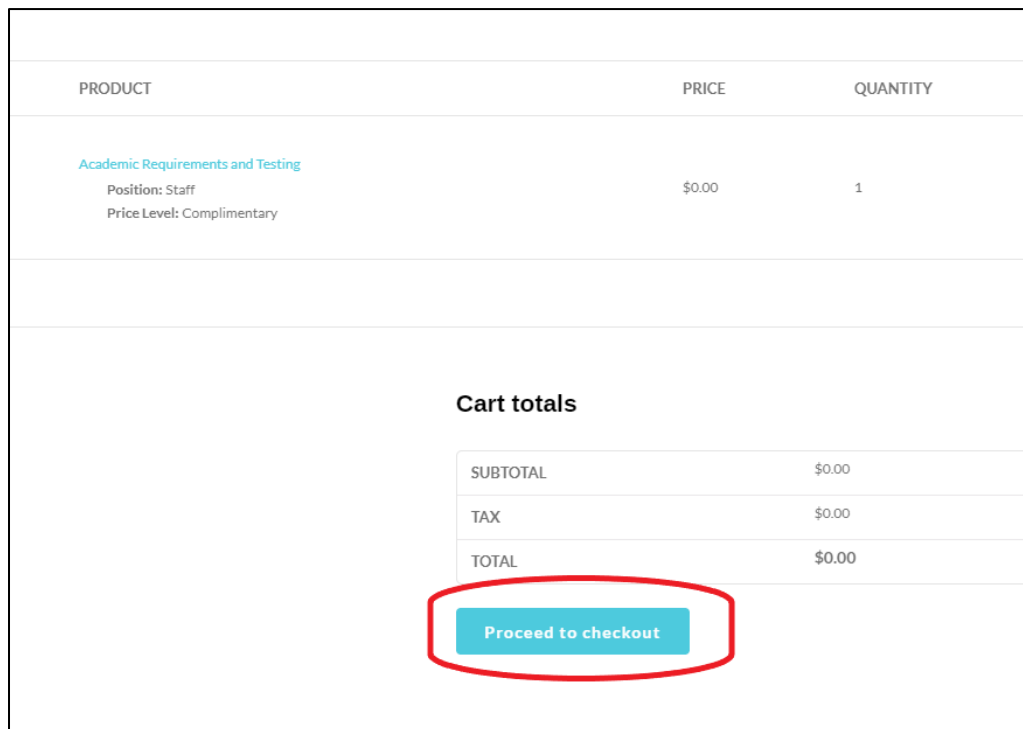


The screenshot shows the details for the "Academic Requirements and Testing" course. The title is "Academic Requirements and Testing". Below the title is a description: "In this course you will learn how the laws and regulations related to academic standards, assess the local level, and how you can best serve your students. This course is 20 minutes." Underneath is the "Pricing Details:" section, which states "Your Price: \$0 (Level: Complimentary)". A red oval highlights the "Add to Cart" button.

- 7) A message should appear stating that the item has been successfully added to your cart.
- 8) Select **Open Cart**. (You may also access your cart by selecting the shopping cart icon in the top, right-hand corner of the screen.)

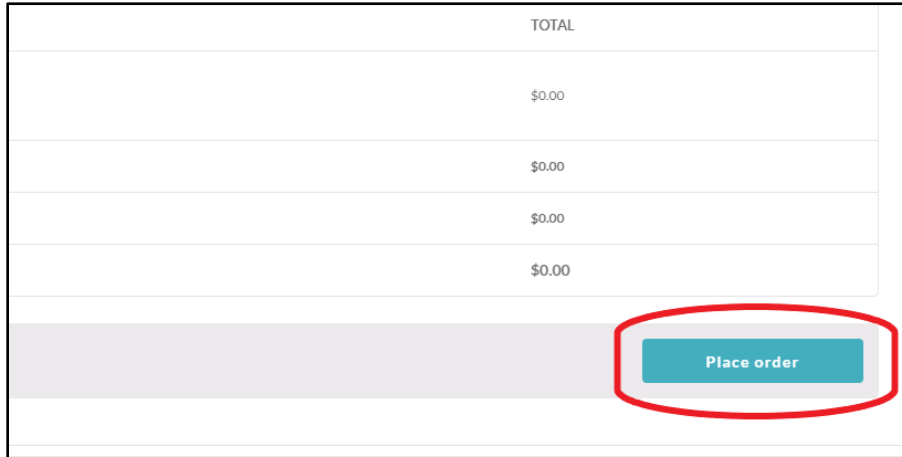


- 9) Once you have placed the courses you wish to access in your shopping cart, select **Proceed to checkout**.

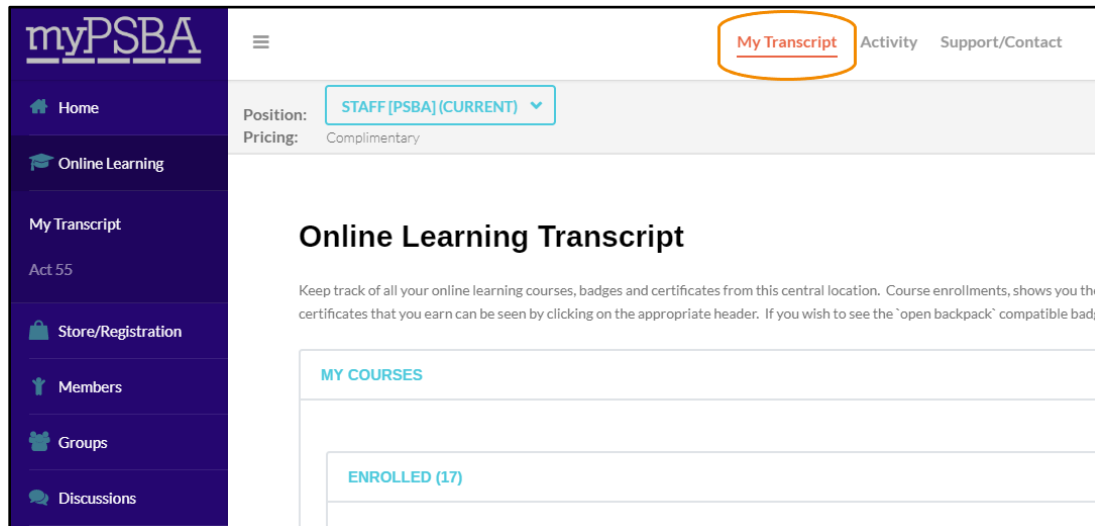




10) Review the billing and order information provided, and then select **Place order**.

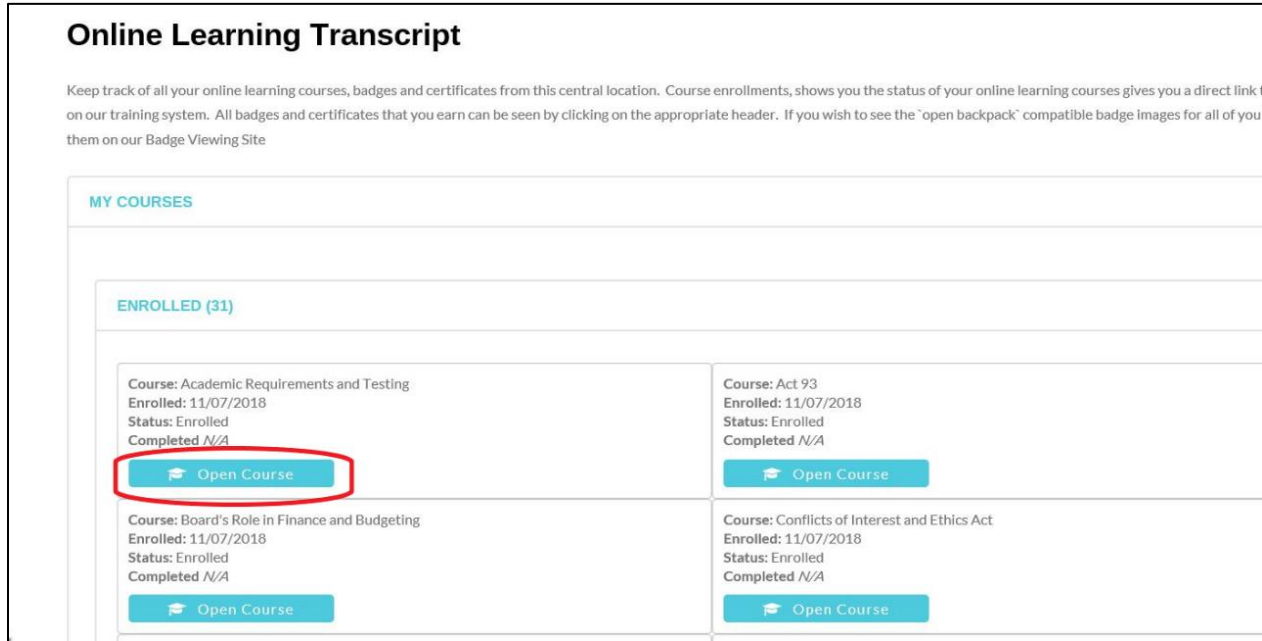


11) To locate your courses after placing an order, select **My Transcript** at the top of your screen.



12) Your courses should appear under the **Enrolled** section of the page.

13) Locate the one you would like to complete and select **Open Course**.



Online Learning Transcript

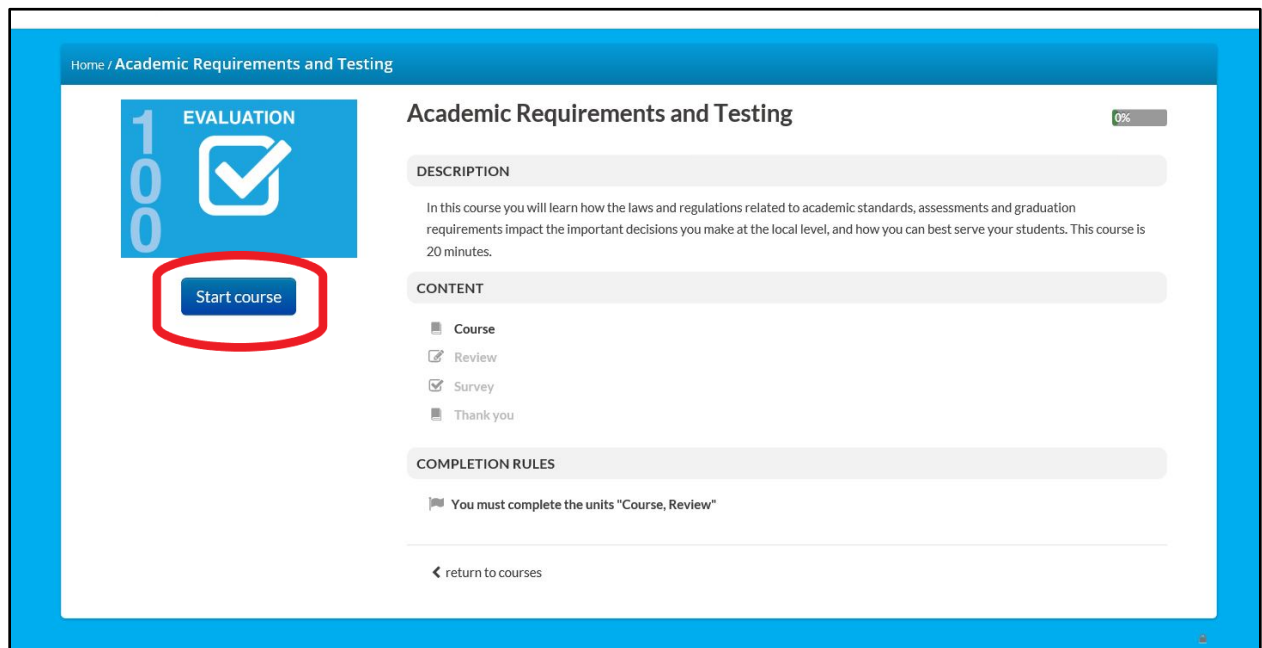
Keep track of all your online learning courses, badges and certificates from this central location. Course enrollments, shows you the status of your online learning courses gives you a direct link to our training system. All badges and certificates that you earn can be seen by clicking on the appropriate header. If you wish to see the "open backpack" compatible badge images for all of your items on our Badge Viewing Site

MY COURSES


ENROLLED (31)

Course: Academic Requirements and Testing Enrolled: 11/07/2018 Status: Enrolled Completed N/A Open Course	Course: Act 93 Enrolled: 11/07/2018 Status: Enrolled Completed N/A Open Course
Course: Board's Role in Finance and Budgeting Enrolled: 11/07/2018 Status: Enrolled Completed N/A Open Course	Course: Conflicts of Interest and Ethics Act Enrolled: 11/07/2018 Status: Enrolled Completed N/A Open Course

14) Select **Start course** to begin.



Home / Academic Requirements and Testing

100 EVALUATION 

Start course

Academic Requirements and Testing

0%


DESCRIPTION

In this course you will learn how the laws and regulations related to academic standards, assessments and graduation requirements impact the important decisions you make at the local level, and how you can best serve your students. This course is 20 minutes.

CONTENT

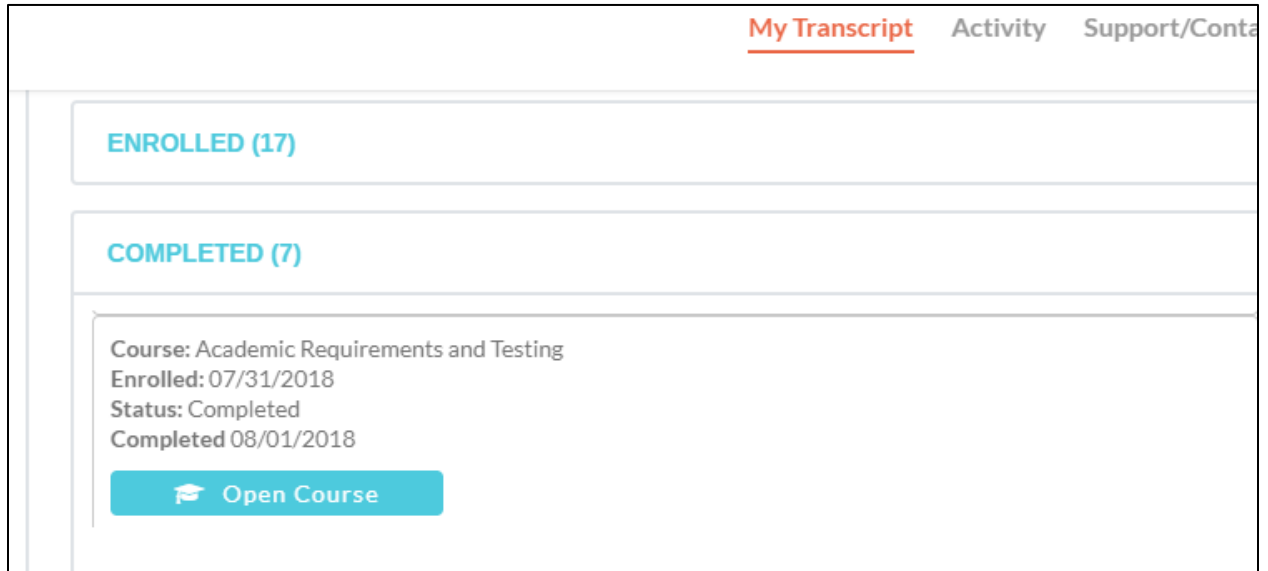
- Course
- Review
- Survey
- Thank you

COMPLETION RULES

 You must complete the units "Course, Review"

[← return to courses](#)

15) Once the course is completed, it should appear under the **Completed** section of the page.



The screenshot shows a user interface for a transcript. At the top right, there are three navigation links: "My Transcript" (underlined in red), "Activity", and "Support/Conta". Below these links, there are two main sections. The first section is titled "ENROLLED (17)" in blue text. The second section is titled "COMPLETED (7)" in blue text. Under the "COMPLETED (7)" section, there is a card for a specific course with the following details: "Course: Academic Requirements and Testing", "Enrolled: 07/31/2018", "Status: Completed", and "Completed 08/01/2018". At the bottom of this card is a blue button with a graduation cap icon and the text "Open Course".