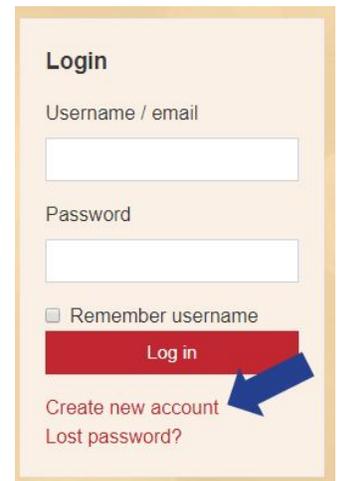


Teacher Learning Hub Starter Guide

Whether you were asked to take a Learning Hub course by your district, principal, professor, or someone else, this guide is meant to support you through the process. We hope that you find it helpful! If you have additional questions, don't hesitate to reach out to us using the red 'Help' button on our site.

1. Visit the Teacher Learning Hub at learninghub.mrooms.net
2. Click the **'Create new account'** link in the Login block.
 - o You will need to provide a valid email address.
 - o A confirmation email will be generated to grant you account access. If you don't receive the email, check your Junk or Spam folder. If it was blocked, reach out using the 'Help' button.
3. Begin by taking our **Site Tour**. This will walk you through the basics.




4. When you are ready to enroll in the course, use the gold **'Search Courses'** button on the Hub Homepage. Type in the course name or keyword to find the course in our catalog.
5. Click the title of the course **to enroll**.



6. Begin the course by reading all pages of the **Course Information & Navigation**. This includes key details about the course and a **video tutorial**. A blue or green checkmark will appear in the box when you've completed the activity.



Getting Started Your progress

Welcome to the **Introduction to Indian Education for All in Montana** Teacher Learning Hub Course. Successful completion of this course will provide you with a basic foundation for implementing Indian Education for All (IEFA) in your classroom. IEFA is an integral component in ongoing efforts to provide all students with a high quality education. IEFA offers students an opportunity to meet academic standards in multiple content areas and grade levels as they learn about the distinct and unique cultures and heritages of American Indians.

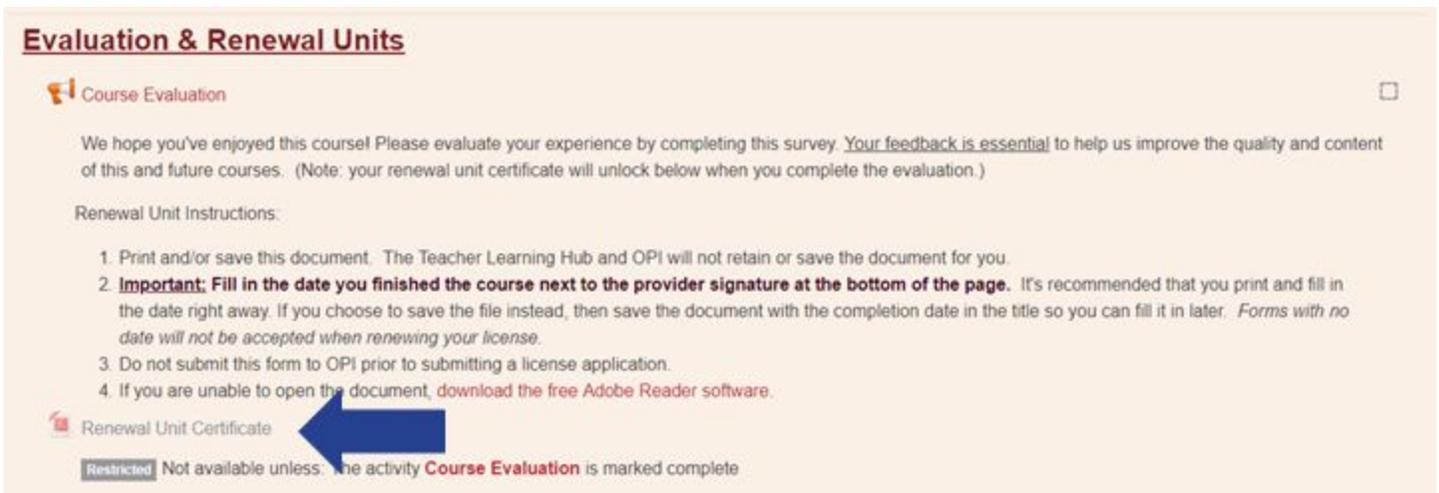
Please read the Course Information below before beginning with the course.

Course Information & Navigation

7. Complete each of the activities within the course. **Checkmarks** along the right margin will indicate your progress, as well as the **Completion Progress block**.

NOTE: Some courses include activities that require grading. These are usually graded within 2-3 business days. If you do not receive notification of grading, check back in the course.

8. When you have finished all course activities, complete the **Course Evaluation**. This will unlock the **OPI Renewal Unit Certificate**.



Evaluation & Renewal Units

Course Evaluation

We hope you've enjoyed this course! Please evaluate your experience by completing this survey. Your feedback is essential to help us improve the quality and content of this and future courses. (Note: your renewal unit certificate will unlock below when you complete the evaluation.)

Renewal Unit Instructions:

1. Print and/or save this document. The Teacher Learning Hub and OPI will not retain or save the document for you.
2. **Important: Fill in the date you finished the course next to the provider signature at the bottom of the page.** It's recommended that you print and fill in the date right away. If you choose to save the file instead, then save the document with the completion date in the title so you can fill it in later. *Forms with no date will not be accepted when renewing your license.*
3. Do not submit this form to OPI prior to submitting a license application.
4. If you are unable to open the document, **download the free Adobe Reader software.**

Renewal Unit Certificate

Restricted Not available unless the activity **Course Evaluation** is marked complete

9. Be sure to **print and date** the Renewal Unit Certificate.
- You will be unenrolled from the course after 120 days and lose access to it in the course.
 - This is your proof of completion. Please share this with your district, principal, professor, or other supervisor.
 - We do not share completion data with other individuals, including those listed above, without written permission.