Children's e-Learning Registration Center: Self-registration for K-12 educators

This guide will walk you through how to create the account you will need to register for, and access, Children's Wisconsin K-12 e-learning courses. You will create an account in our Children's K-12 e-Learning Registration Center, where you will register for courses and enroll groups of students. Once registered for courses, you will have access to the Learning Management System (LMS), where you and your students can complete the e-learning courses.

Returning e-Learning Registration Center Users should log into the e-Learning Registration Center at k12.healthykidslearnmore.com/Home then proceed to step 5 to register for courses.

Setting up your Children's K-12 e-Learning Registration Center Account
All e-learning course users need to create an account in our new Children's e-Learning Registration Center, including those who have previously had an account.

1. Start your registration for the Children's e-Learning Registration Center at:
    k12.healthykidslearnmore.com/Home.

2. You can create an account by clicking 'Create Account' in the upper right corner. You can also choose to explore the courses offered first, and create your account later, by clicking on 'All Courses'.
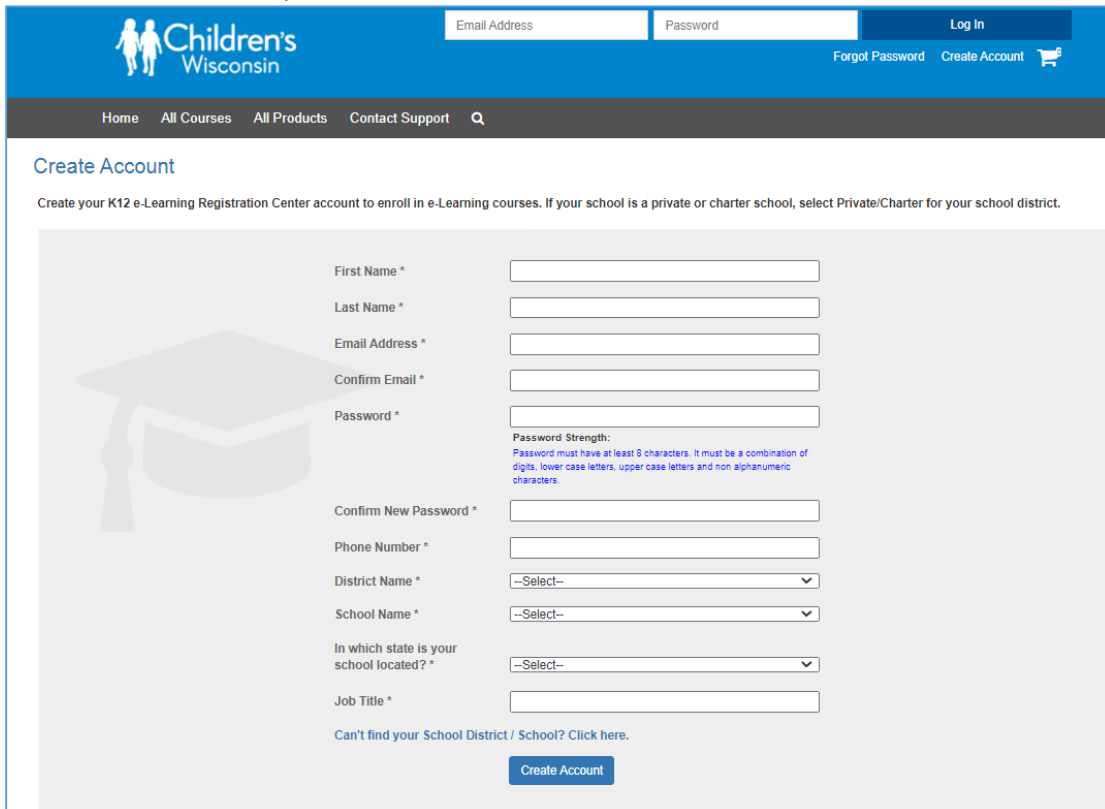
3. To create your account, complete all the fields on the account creation page.
   a. The email address you enter will become your username.
   b. You can create your own password. It must have at least 8 characters and include upper and lower case letters, numbers, and non-alphanumeric characters.
   c. Select your school district from the 'District Name' drop down list. If your school is private or charter, select 'Private/Charter Schools' from the top of the list.
   d. Next, select your school from the 'School Name' list.
      i. If your school district or school is not in the drop down lists, click 'Can't find your School District / School? Click here.' You will be directed to a contact form. Please complete and you will be contacted by an e-learning representative who will set up your district or school in the e-Learning Registration Center.
      ii. If you work at more than one school, select your primary school. You will be able to indicate that you are registering for courses for different schools later in the process.
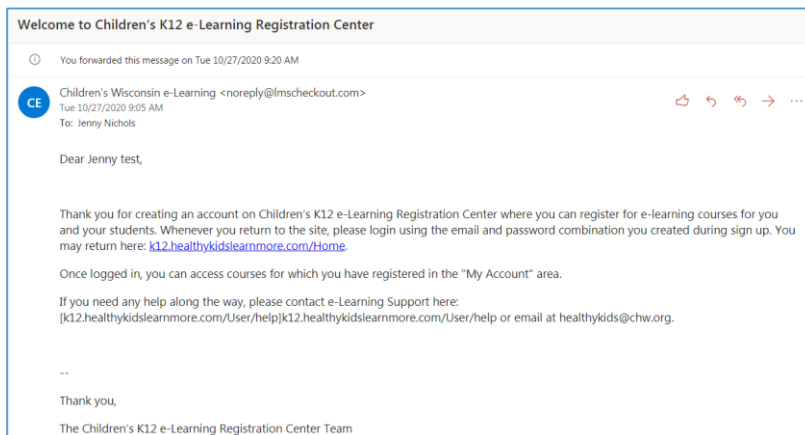   e. When all fields are complete, click 'Create Account'.
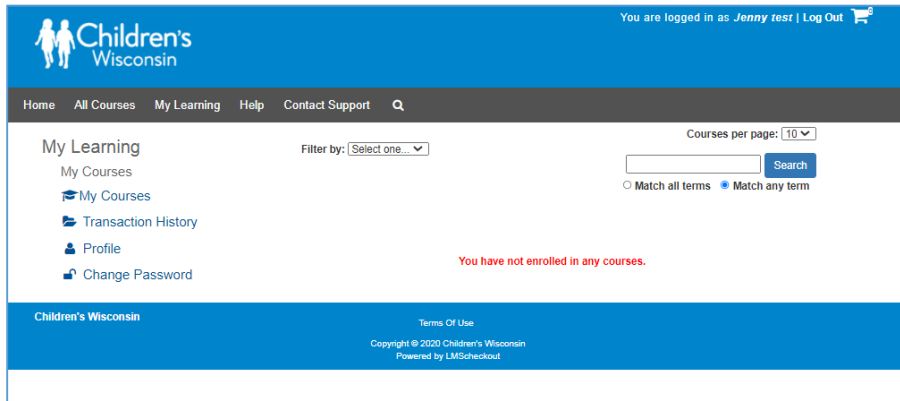
4. Once your account is created, you will immediately be directed to your 'My Learning' tab of the K-12 e-Learning Registration Center.

You will also receive a confirmation email:

Registering for courses in the Children's K-12 e-Learning Registration Center

5. Click on the 'All Courses' tab to see a list of all courses available for K-12 schools.
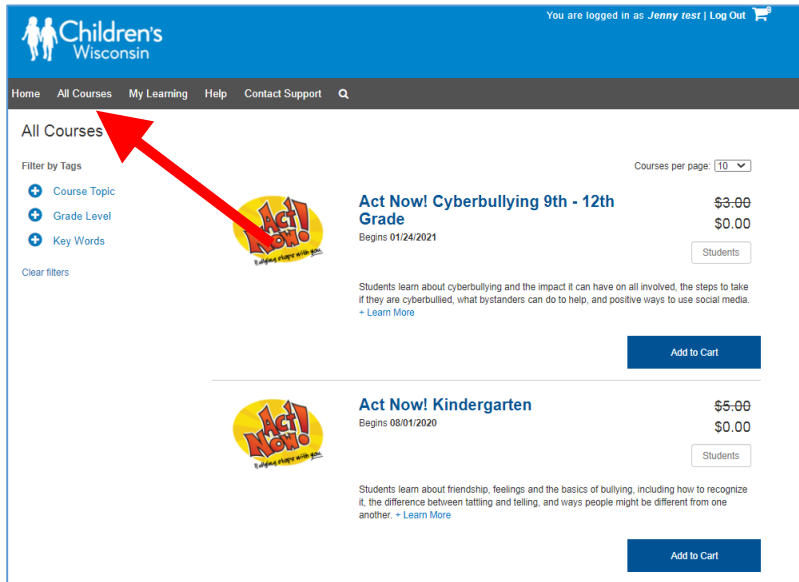

You can filter the courses in the upper left to see them by topic, grade level, or key word. Click on the plus sign in the blue circle next to the filter you would like to apply and a drop-down of options will expand. Click the box next to the filters you would like to apply. You may apply more than one filter. The courses listed in the middle of the screen will automatically update to reflect your choices.
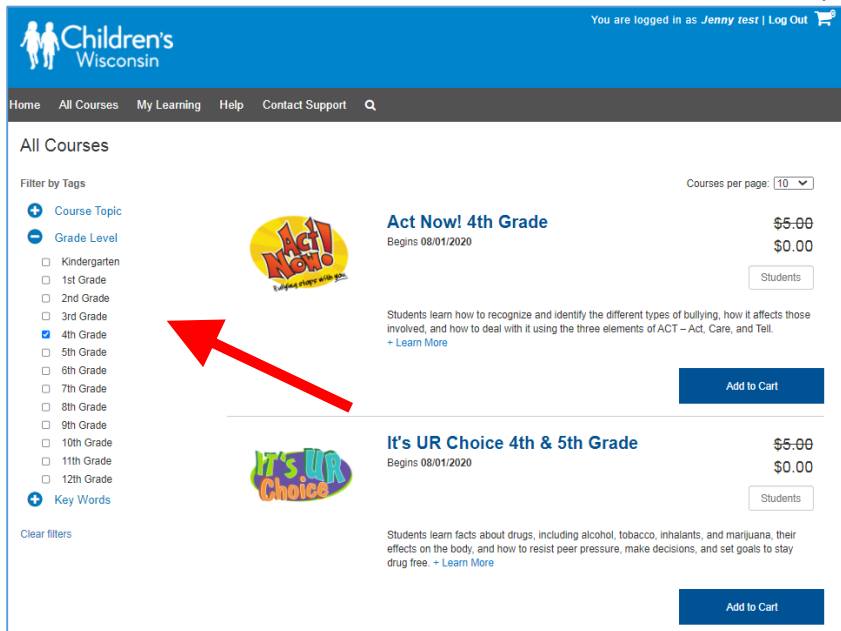
6. When you find a course you'd like to register for, enter the number of students you'd like to register for the course in the box that says 'Students'. Then click 'Add to Cart'.
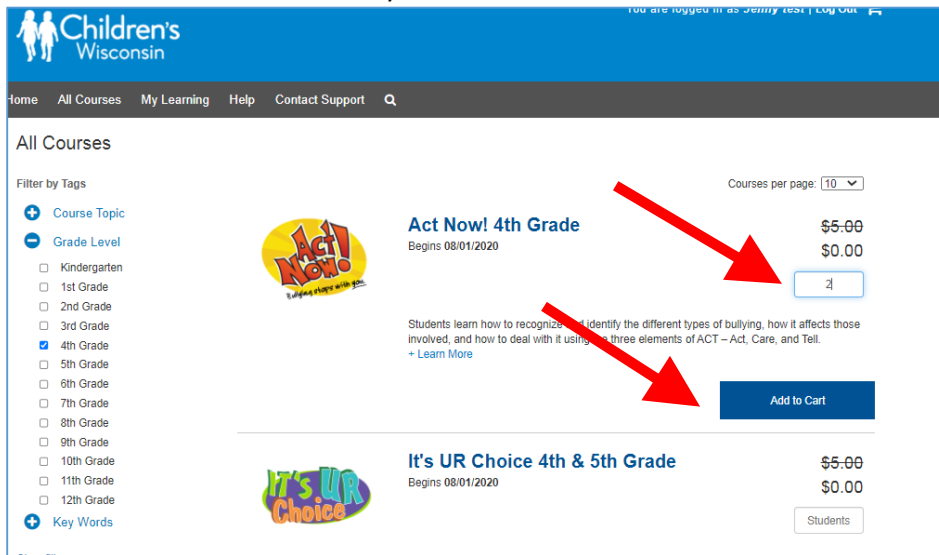

7. A box will pop up so that you can create a name for this group (or class) of students. Enter the name in the 'Group Name' box and select 'Add group'.
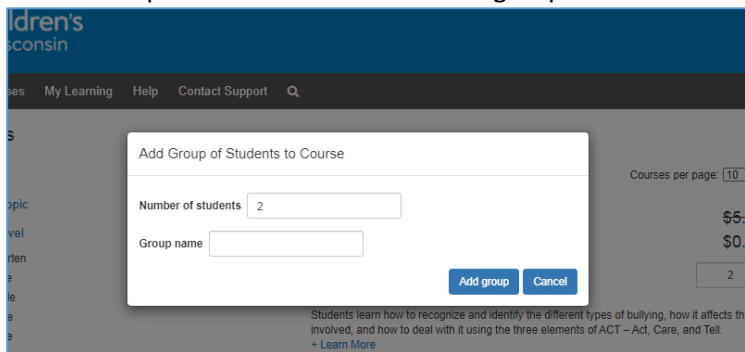

8. Upon subsequent course enrollments, you can choose to register a previously created group of students to the course, or create a new group.
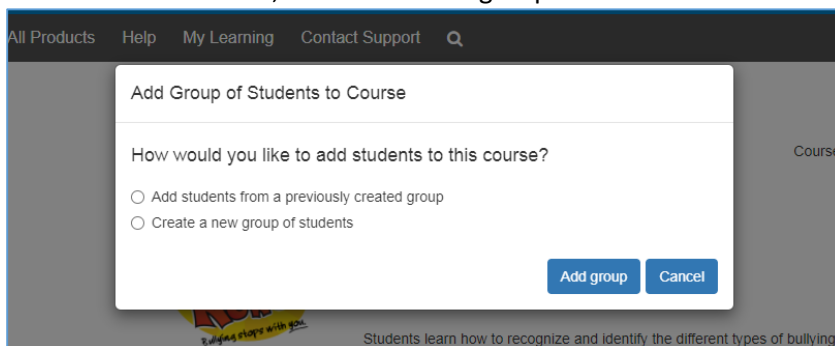
9. To add the course to a previously created group, click in the box next to 'Group name' and a dropdown list of your groups will appear. Select the group you want to have access to this course and select 'Add group'. **You must ensure that all users have been created and have "enrolled" status in the "Manage Users" section before selecting an existing group. The group name will not appear until those users have finished processing and have enrolled status.**
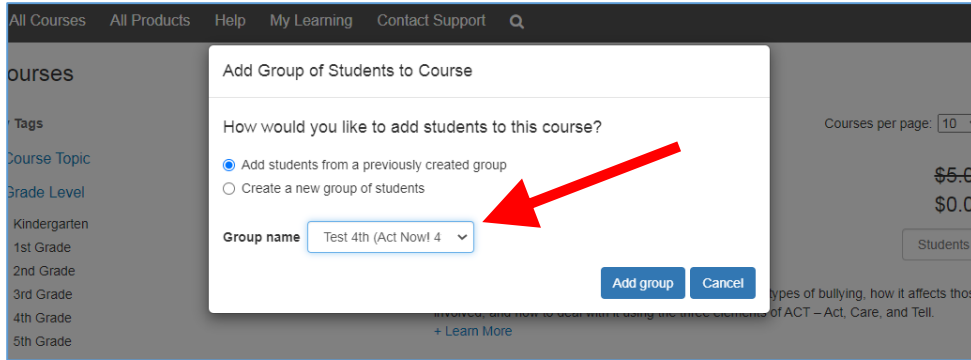
10. Once you add your group to the course, click 'Check Out'.
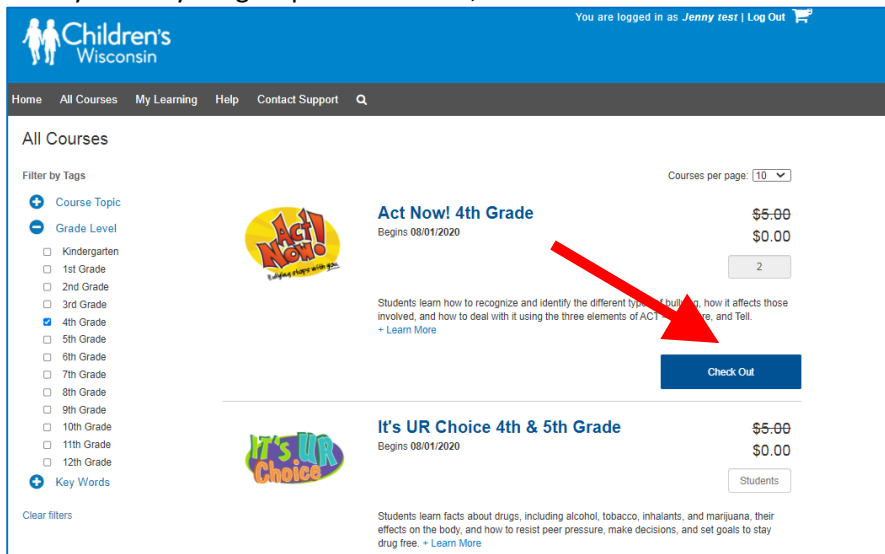

11. You will begin the checkout process. You will be prompted to review your order summary. There is a progress bar in the upper right to show your progression.
    a. If you need to change the number of students you are registering for the course, you can update the box below 'Seats'. If you update the number of seats, be sure to click the 'Update' box in the lower right.
    b. If applicable, you may enter your coupon code here.
    c. Next, check the box to agree to the terms of use (you can click on them to read the full terms) and then select 'Begin Check Out'.
    d. If you need to remove this item from you cart, click the X in the "Remove" column.
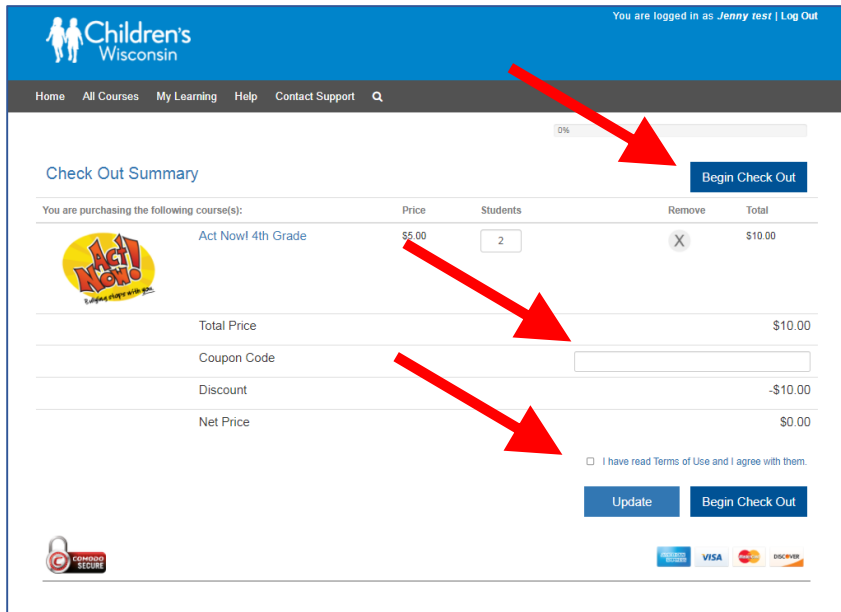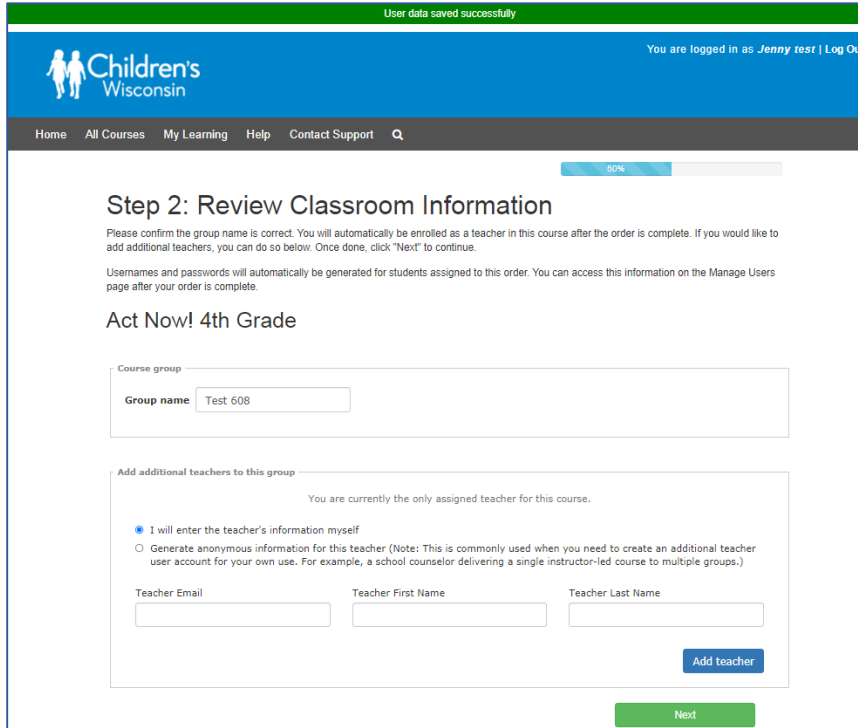
12. In Step 1 of the checkout process, you will verify your school name and district. If you work at multiple schools, and are registering for this course for a different school than the one listed, you can update the school name by clicking on the dropdown arrow and choosing a different school within your district. Select 'Next'.

At the start of every school year, you will be asked to verify your profile information and should update your school or contact information as needed. Updating your school in your profile will also change it here during the checkout process.

**If you are a returning user but have switched school districts, please go back to step 1 of this document and create a new account.
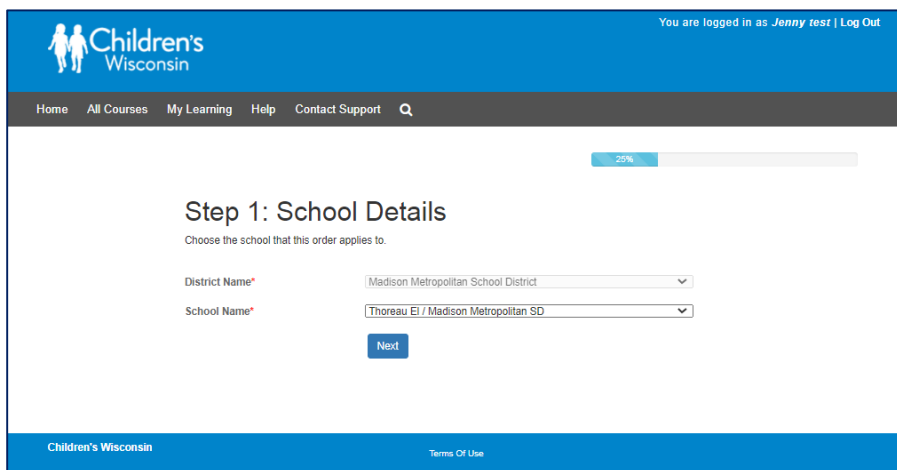
13. In Step 2, confirm that your group name is correct. Your account will automatically be added as a teacher of this group after the order is complete. If you would like to add additional teachers, you can do so at this step or after the checkout process is complete. For more details on the additional teachers, see step 18. Select 'Next' to continue.

14. In Step 3, review your order in the box on the left of the screen. If you need to make changes, select 'Return to Cart'. You may enter your credit card payment here if needed. Then if everything looks correct, select 'Submit'.

15. Your order is complete! Select 'Go to Manage Users' to access and download your student and teacher usernames and passwords.
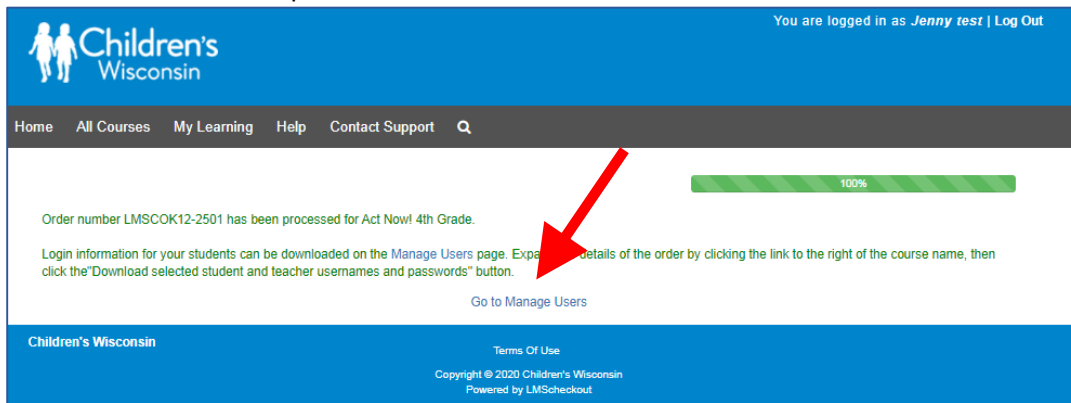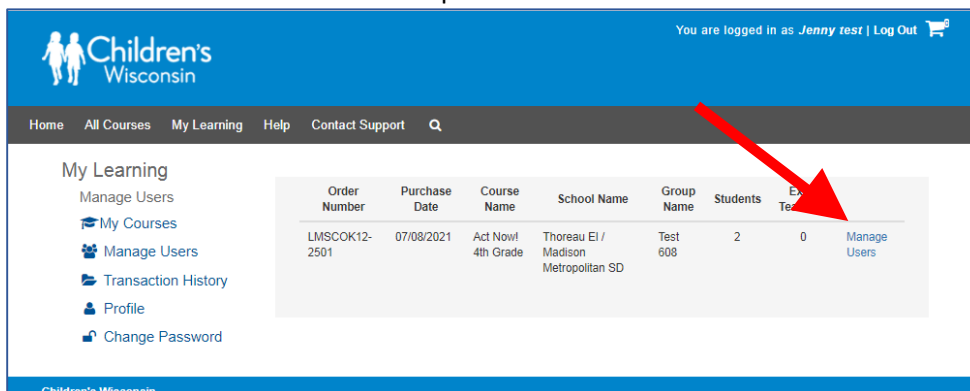

16. You will receive a confirmation email for each course registration. You can also view this information in the 'Transaction History' of the 'My Learning' section.
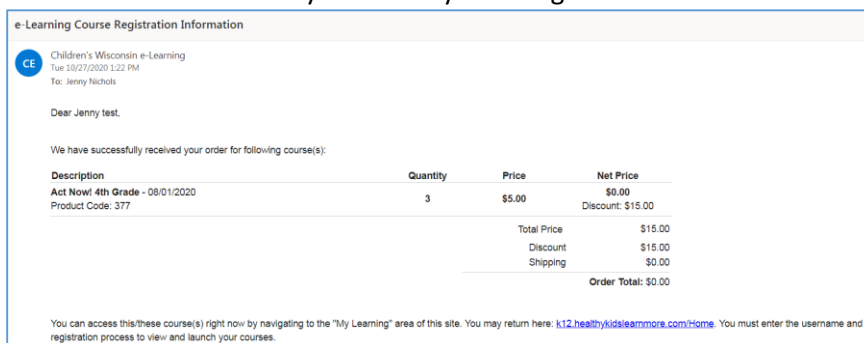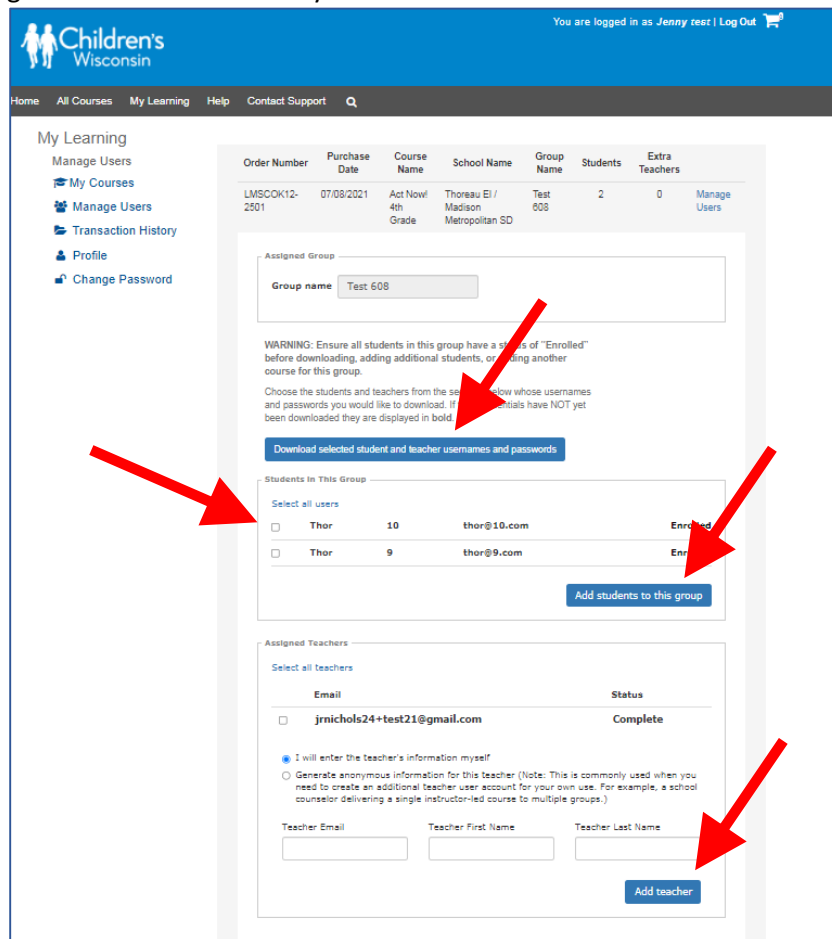

Managing Users

17. From the 'Manage Users' page, click 'Manage Users' beside the course for which you want to access teacher and student usernames and passwords.

18. The 'Manager Users' page for each course has a lot of useful options:
    a. A list of anonymous student usernames and passwords are automatically created for each course. If you prefer to deliver the course teacher-led style using the teacher login only, you may disregard the student logins.
    b. <u>To download all of your usernames and passwords</u>, click on 'Download selected student and teacher usernames and passwords' button. <u>To download individual usernames and passwords</u>, select only the box or boxes alongside the users you wish to download. Then select 'Download selected student and teacher usernames and passwords'. See the red arrows. <mark>**IMPORTANT! Each time you download the usernames and passwords, the passwords are reset.**</mark>
    c. <u>To add additional students to the course,</u> select the blue 'Add students to this group' in the middle of the page and enter the additional number of student logins needed. Next go to step 19.
    d. <u>To give additional teachers access to the course,</u> go to the 'Assigned Teachers' box at the bottom of the page. Select if you would like to enter the teacher information or have the username randomly generated. The password will be randomly generated either way. Select 'add teacher'.
    **If you are delivering the same course to multiple groups and want to keep track of each group's progress, you will want to add an additional teacher login to each course and login with those login credentials each time you teach the course.

19. Once you select 'Add students to this group', a box will pop up where you can enter the number of students to be added to the group. You can also choose if you'd like them added only to this course or to all courses the group is currently enrolled.
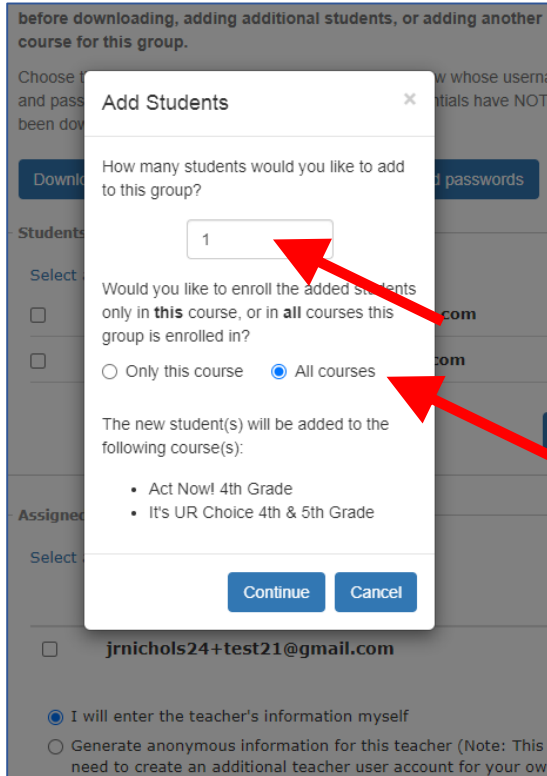

Select 'Continue' and you will see confirmation that the new student has been added to the group and courses selected. When you click 'manage users' for that course, the newly added student will be bolded until their username/password has been downloaded.

Kids deserve the best.
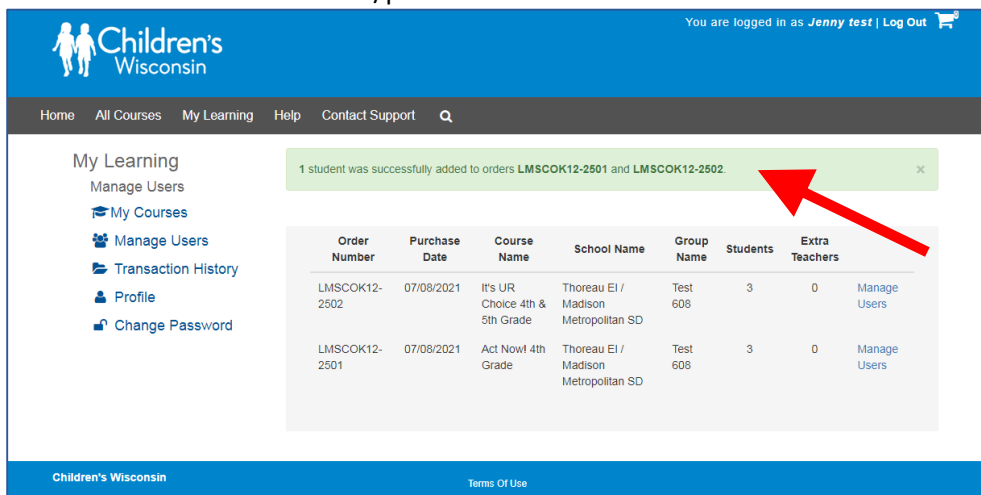
20. **IMPORTANT! Each time you download the usernames and passwords, the passwords are reset.** If you add an additional student or teacher, you can individually select only those new users to download their credentials by checking the box next to their username to avoid re-setting the passwords for the rest of the group.
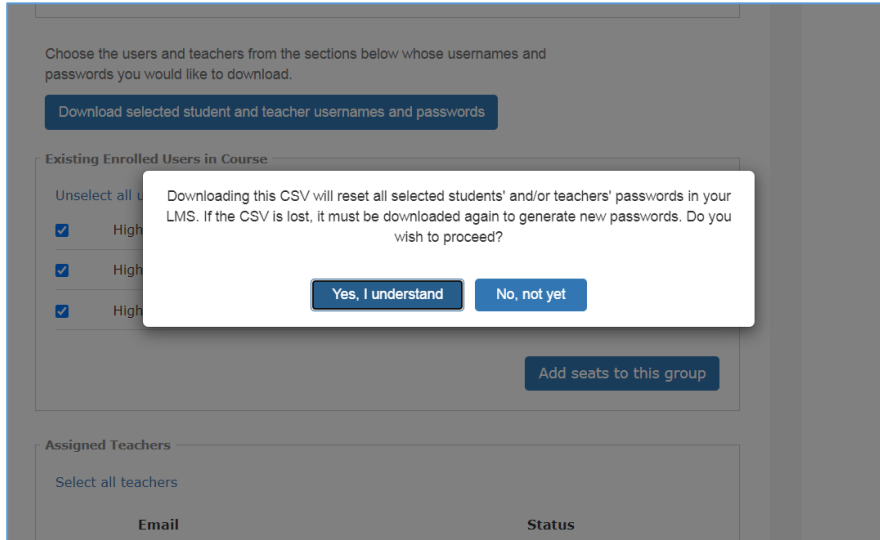
21. **To access your courses in the Learning Management System (LMS),** select 'My Learning' then select 'Launch' next to the course you choose to implement.
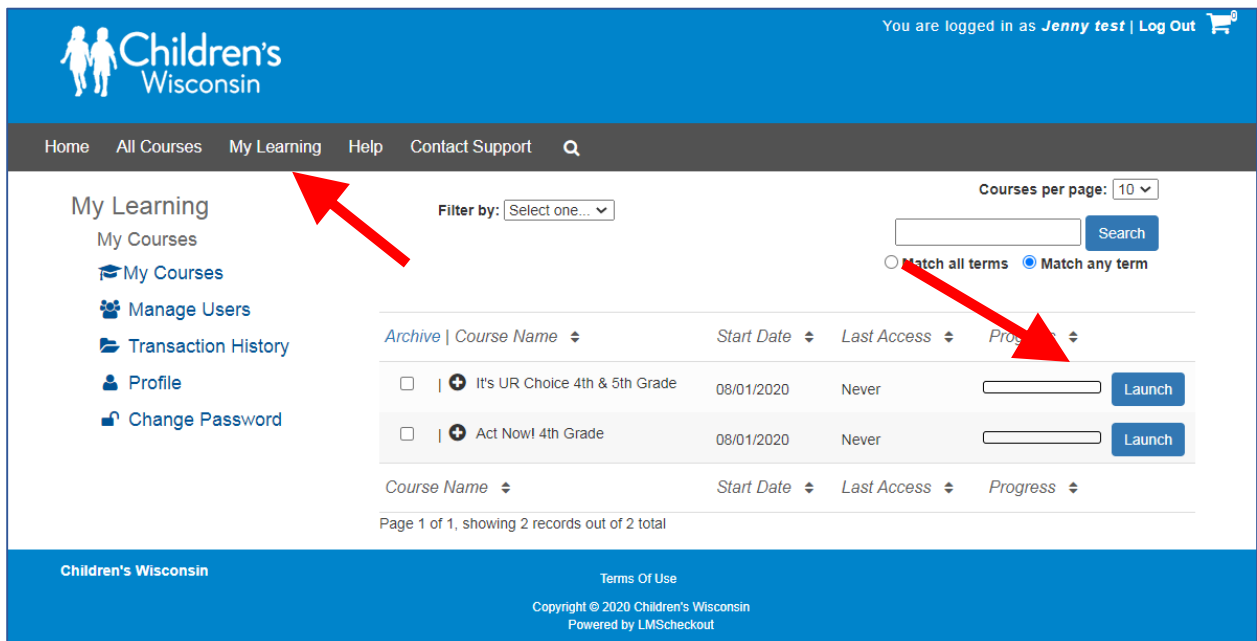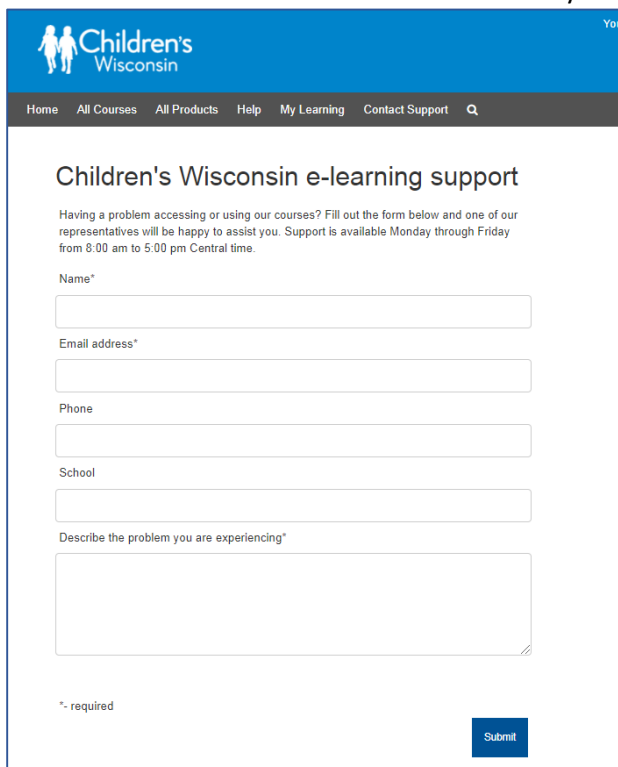
22. You will be taken directly to the LMS course menu for the course selected. For more information on accessing the LMS and implementing the courses see the LMS Teacher-Student Access and Navigation Instructions.

Students can log into the LMS here: https://elearning.healthykidslearnmore.com/login.
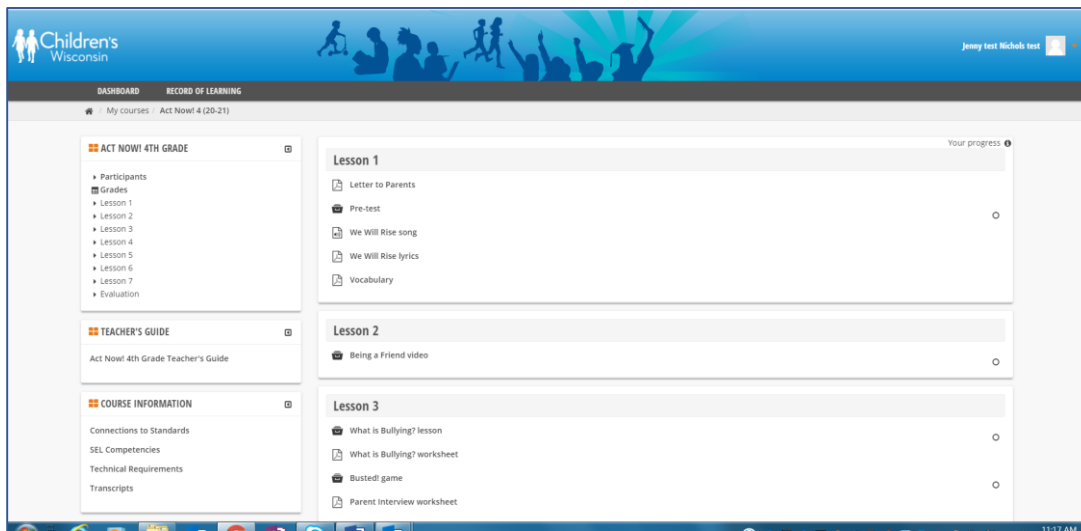
23. If you need assistance at any point in the registration process, select the 'Contact Support' tab and fill out the online form. You will be contacted by an e-Learning Representative who can assist you.