

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'.

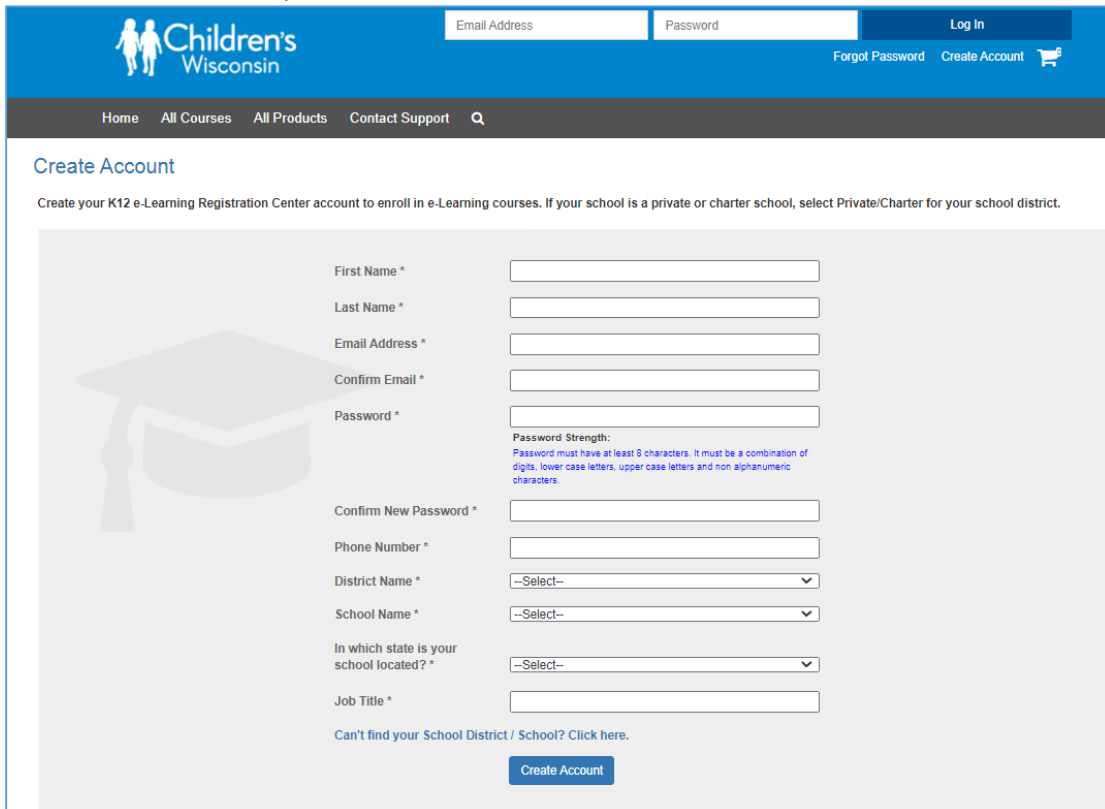


Children's Wisconsin e-Learning Registration Center

Welcome to the Children's Wisconsin e-Learning Registration Center. Here you will find a catalog of our K-12 e-learning health education courses. You will also be able to create an account, enroll your students in the courses you have selected, and have immediate access to your courses in the Learning Management System (LMS).

Act! Now! HEALTHY MINDS IT'S UR Choice MISSION: HEALTH

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'.



Children's Wisconsin | Email Address | Password | Log In | Forgot Password | Create Account

Home | All Courses | All Products | Contact Support

Create Account

Create your K12 e-Learning Registration Center account to enroll in e-Learning courses. If your school is a private or charter school, select Private/Charter for your school district.

First Name *

Last Name *

Email Address *

Confirm Email *

Password *

Password Strength:
Password must have at least 8 characters. It must be a combination of digits, lower case letters, upper case letters and non alphanumeric characters.

Confirm New Password *

Phone Number *

District Name *

School Name *

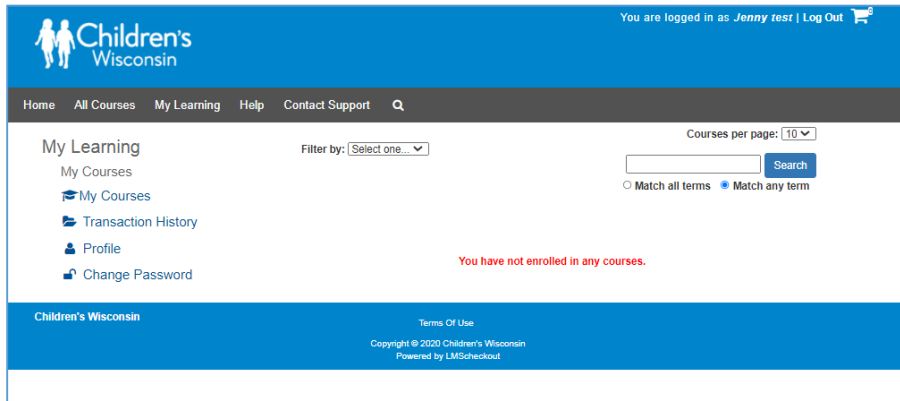
In which state is your school located? *

Job Title *

[Can't find your School District / School? Click here.](#)

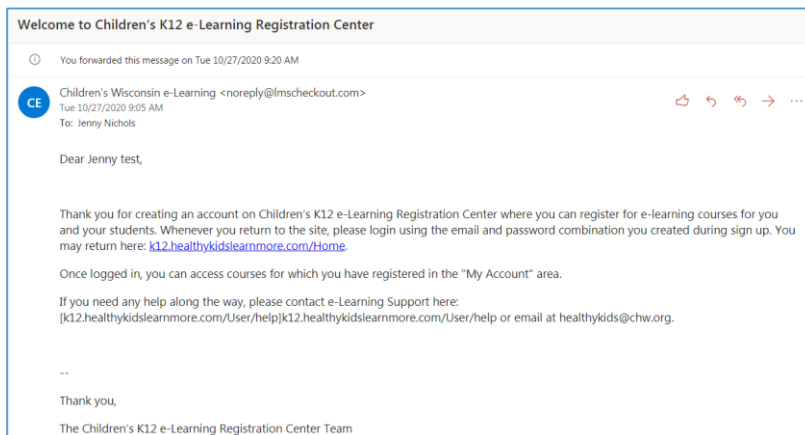
Create Account

- Once your account is created, you will immediately be directed to your 'My Learning' tab of the K-12 e-Learning Registration Center.



The screenshot shows the 'My Learning' page of the Children's Wisconsin website. The user is logged in as 'Jenny test'. The page features a navigation menu with 'Home', 'All Courses', 'My Learning', 'Help', and 'Contact Support'. A search bar is present with a 'Search' button. Below the search bar, there are radio buttons for 'Match all terms' and 'Match any term'. The main content area displays 'My Learning' with a filter dropdown set to 'Select one...'. A list of links includes 'My Courses', 'Transaction History', 'Profile', and 'Change Password'. A red message states 'You have not enrolled in any courses.' The footer contains 'Children's Wisconsin', 'Terms Of Use', 'Copyright © 2020 Children's Wisconsin', and 'Powered by LMScheckout'.

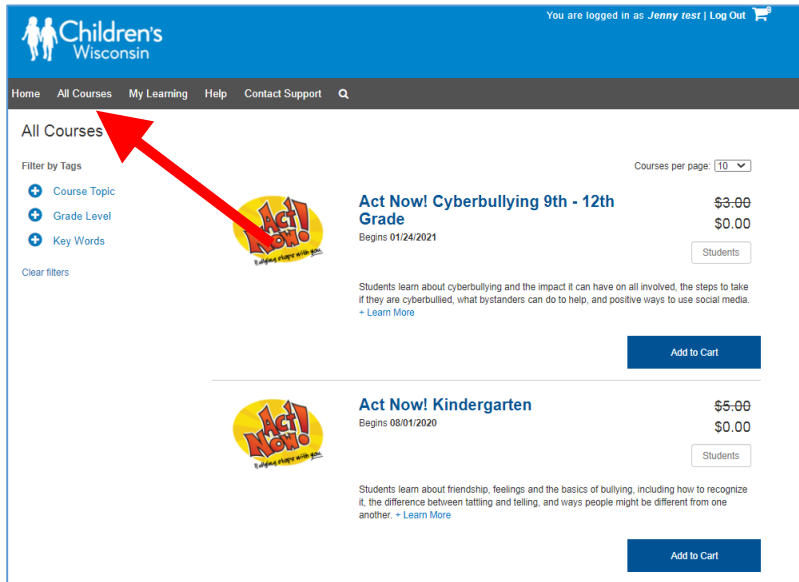
You will also receive a confirmation email:



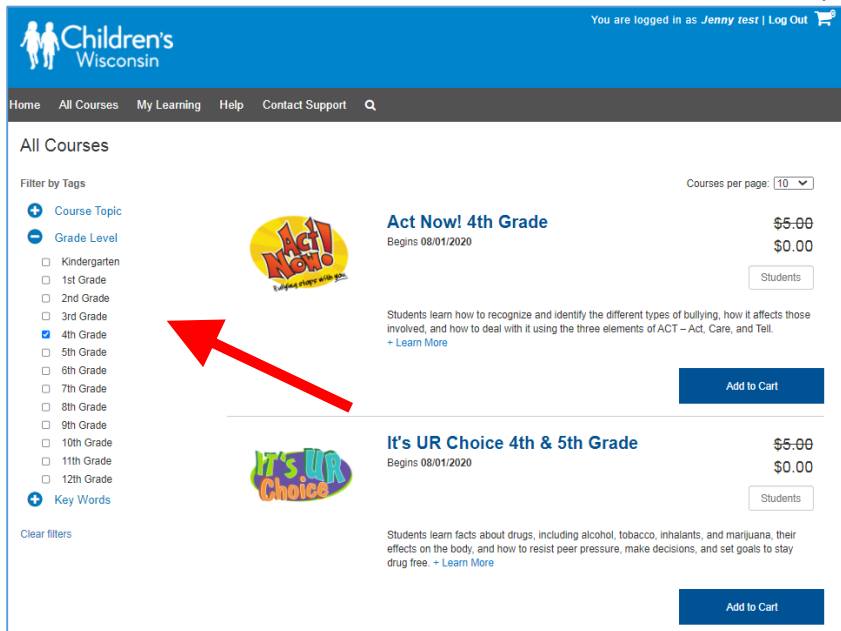
The screenshot shows a confirmation email titled 'Welcome to Children's K12 e-Learning Registration Center'. The email is dated Tue 10/27/2020 9:05 AM and is from 'Children's Wisconsin e-Learning <noreply@lmscheckout.com>'. The recipient is 'Jenny Nichols'. The email content includes: 'Dear Jenny test,', 'Thank you for creating an account on Children's K12 e-Learning Registration Center where you can register for e-learning courses for you and your students. Whenever you return to the site, please login using the email and password combination you created during sign up. You may return here: k12.healthykidslearnmore.com/Home.', 'Once logged in, you can access courses for which you have registered in the "My Account" area.', 'If you need any help along the way, please contact e-Learning Support here: k12.healthykidslearnmore.com/User/help or email at healthykids@chw.org.', and 'Thank you, The Children's K12 e-Learning Registration Center Team'.

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

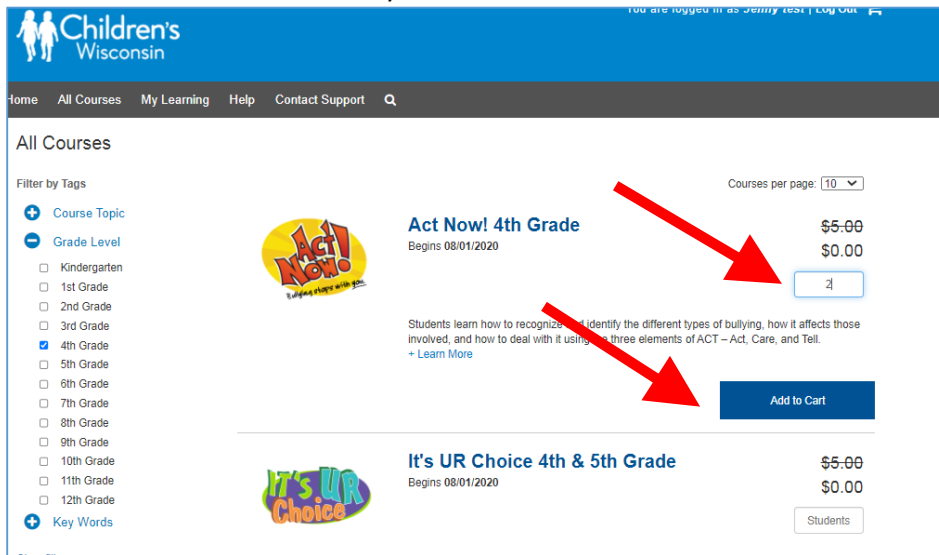
5. Click on the ‘All Courses’ tab to see a list of all courses available for K-12 schools.



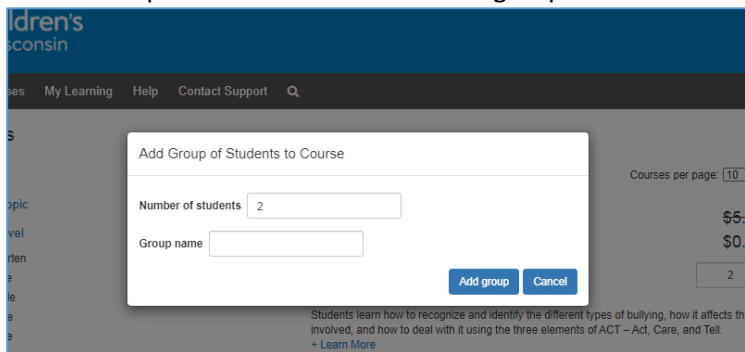
You can filter the courses in the upper left to see them by topic, grade level, or key word. Click on the plus sign in the blue circle next to the filter you would like to apply and a drop-down of options will expand. Click the box next to the filters you would like to apply. You may apply more than one filter. The courses listed in the middle of the screen will automatically update to reflect your choices.



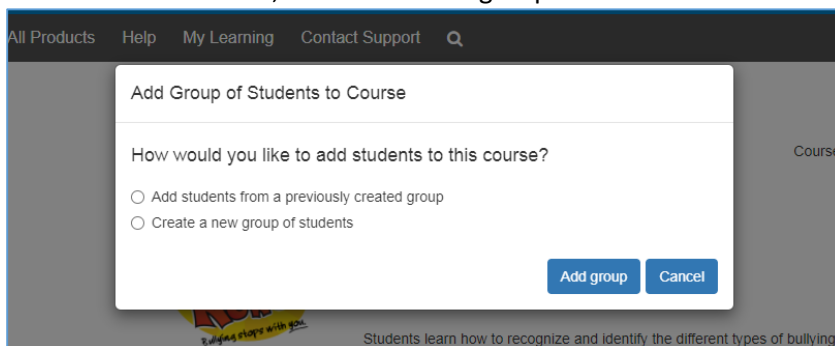
- When you find a course you'd like to register for, enter the number of students you'd like to register for the course in the box that says 'Students'. Then click 'Add to Cart'.



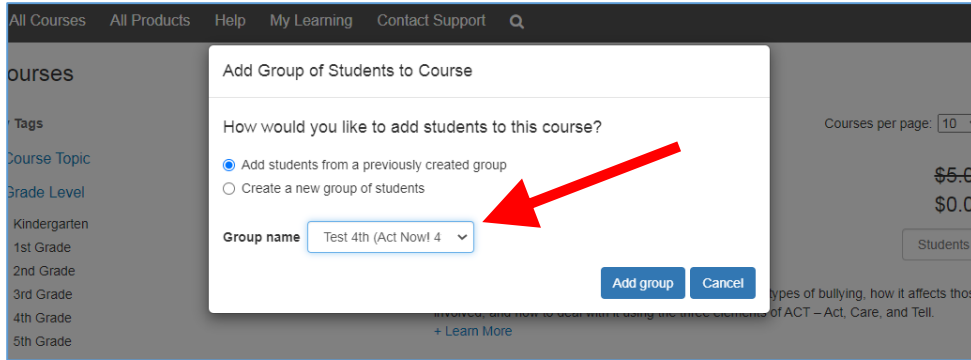
- A box will pop up so that you can create a name for this group (or class) of students. Enter the name in the 'Group Name' box and select 'Add group'.



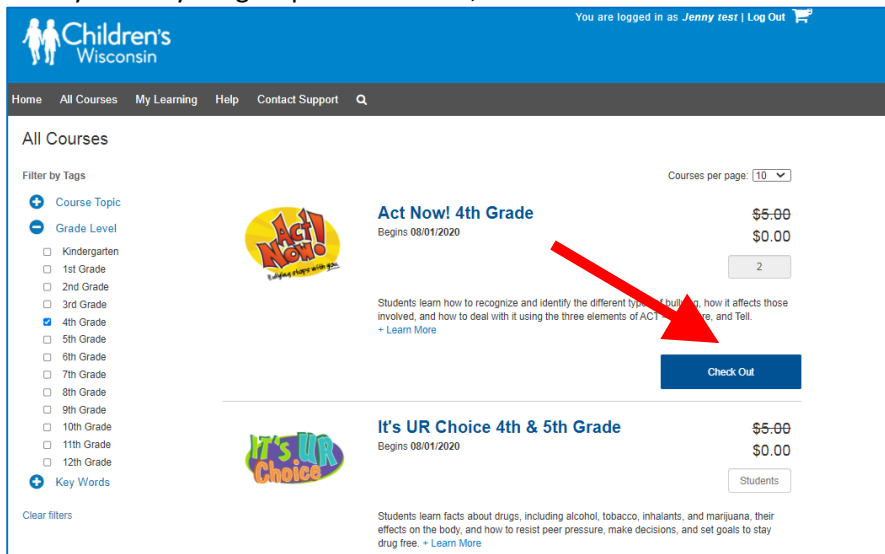
- Upon subsequent course enrollments, you can choose to register a previously created group of students to the course, or create a new group.



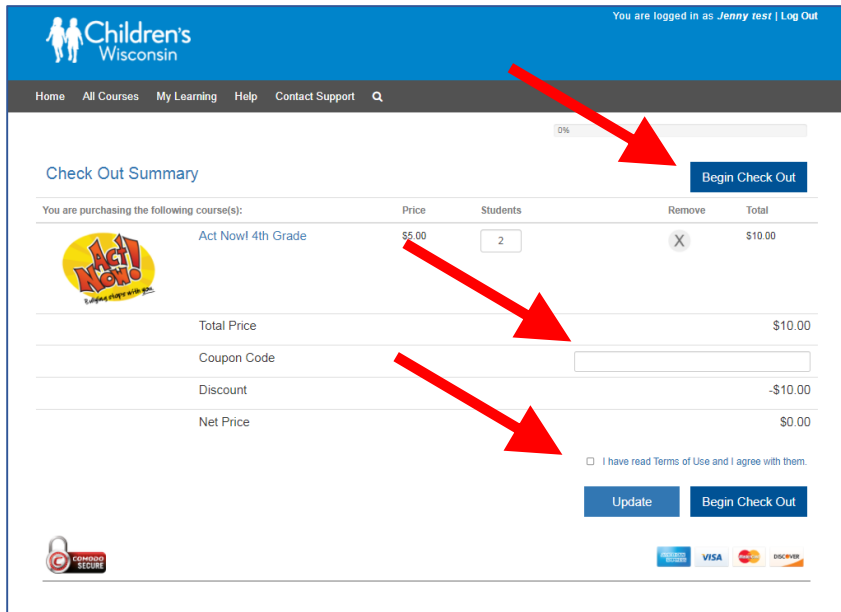
9. To add the course to a previously created group, click in the box next to 'Group name' and a dropdown list of your groups will appear. Select the group you want to have access to this course and select 'Add group'. ****You must ensure that all users have been created and have "enrolled" status in 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'.



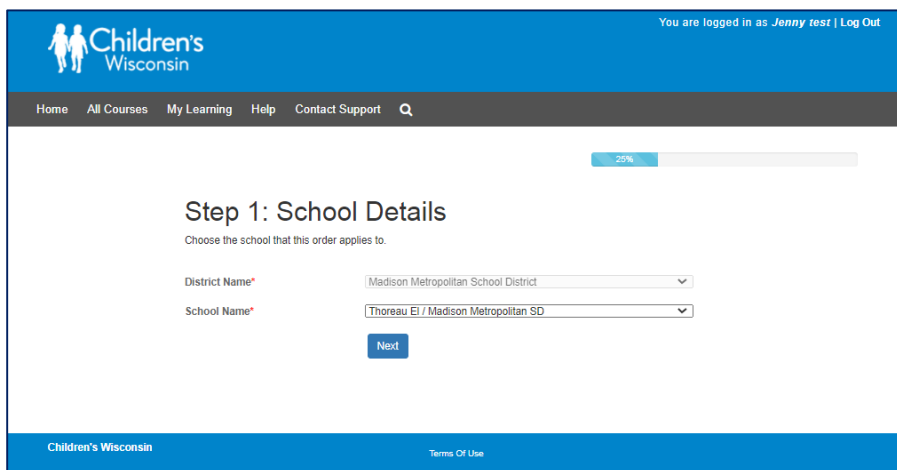
11. You will begin the checkout process. You will be prompted to review your order summary. There is a progress bar in the upper right to show your progression.
 - a. If you need to change the number of students you are registering for the course, you can update the box below 'Seats'. If you update the 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.



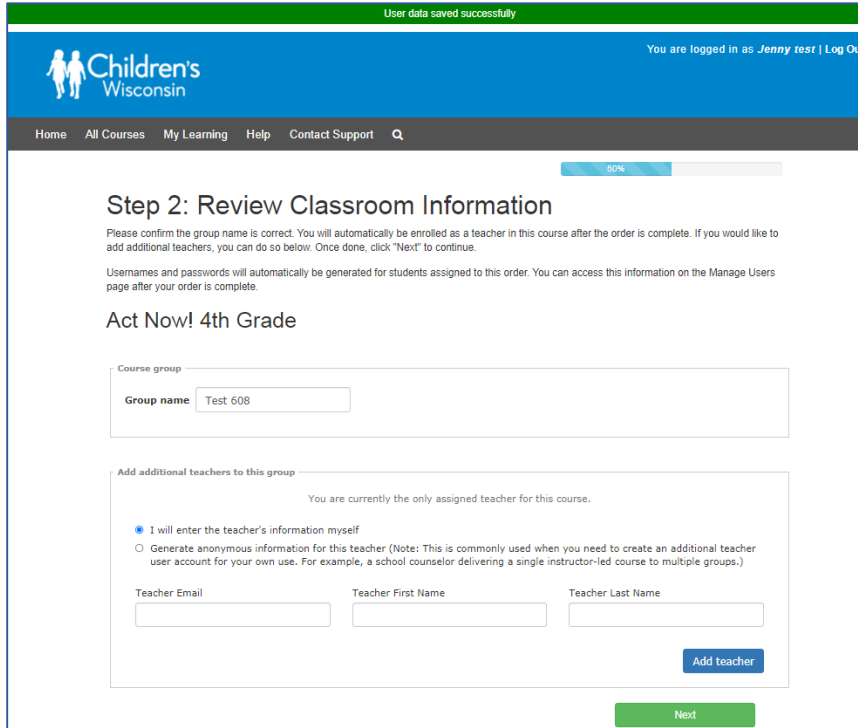
12. In Step 1 of the checkout process, you will verify your school name and district. If you work at multiple schools, and are registering for this course for a different school than the one listed, you can update the school name by clicking on the dropdown arrow and choosing a different school within 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.



- 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.



User data saved successfully

You are logged in as *Jenny test* | Log Out

Home All Courses My Learning Help Contact Support

50%

Step 2: Review Classroom Information

Please confirm the group name is correct. You will automatically be enrolled as a teacher in this course after the order is complete. If you would like to add additional teachers, you can do so below. Once done, click "Next" to continue.

Usernames and passwords will automatically be generated for students assigned to this order. You can access this information on the Manage Users page after your order is complete.

Act Now! 4th Grade

Course group

Group name:

Add additional teachers to this group

You are currently the only assigned teacher for this course.

I will enter the teacher's information myself

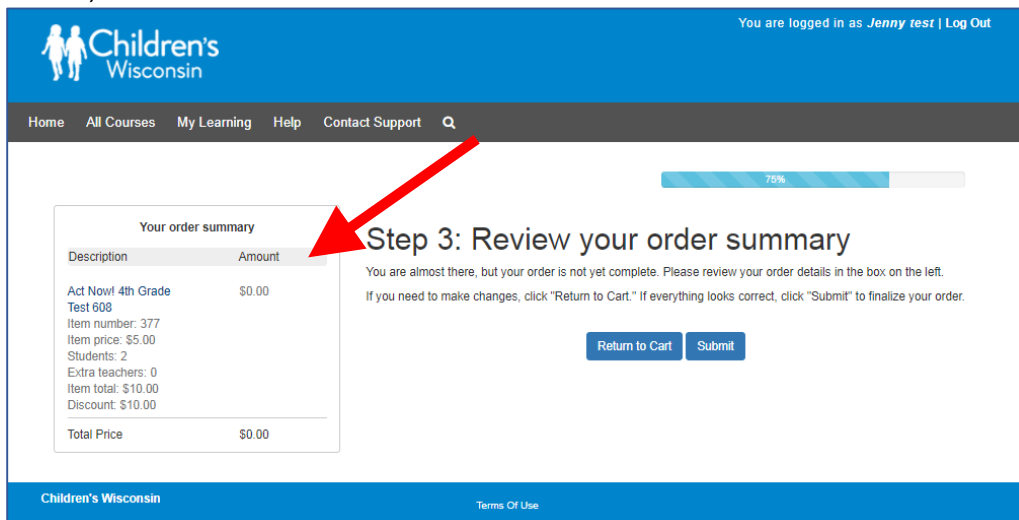
Generate anonymous information for this teacher (Note: This is commonly used when you need to create an additional teacher user account for your own use. For example, a school counselor delivering a single instructor-led course to multiple groups.)

Teacher Email:

Teacher First Name:

Teacher Last Name:

- 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'.



You are logged in as *Jenny test* | Log Out

Home All Courses My Learning Help Contact Support

75%

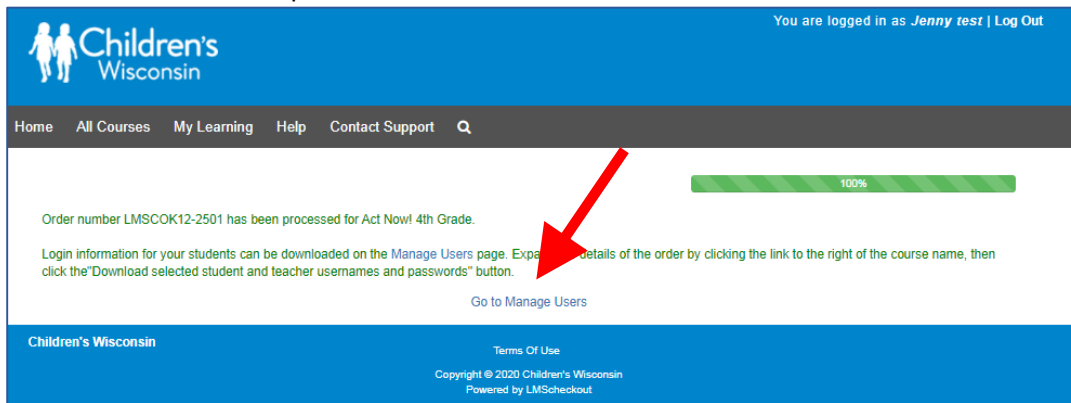
Step 3: Review your order summary

You are almost there, but your order is not yet complete. Please review your order details in the box on the left. If you need to make changes, click "Return to Cart." If everything looks correct, click "Submit" to finalize your order.

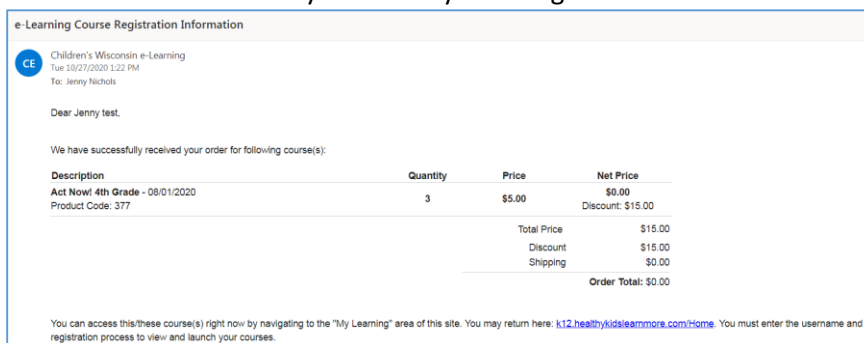
Description	Amount
Act Now! 4th Grade Test 608 Item number: 377 Item price: \$5.00 Students: 2 Extra teachers: 0 Item total: \$10.00 Discount: \$10.00	\$0.00
Total Price	\$0.00

Children's Wisconsin Terms Of Use

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

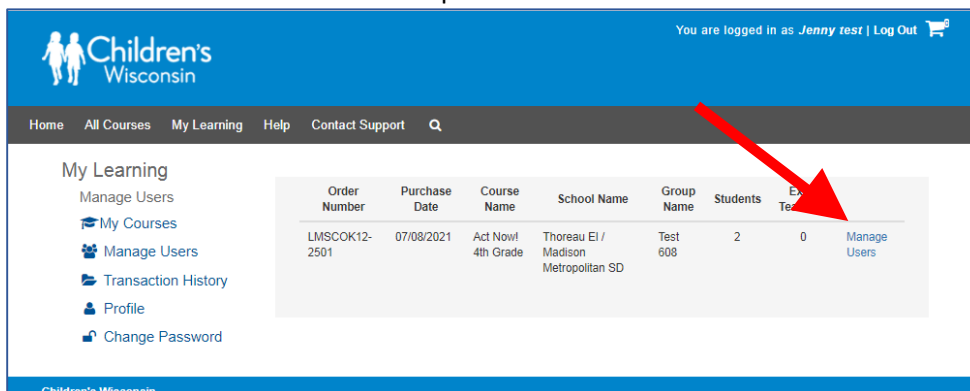


- You will receive a confirmation email for each course registration. You can also view this information in the 'Transaction History' of the 'My Learning' section.



Managing Users

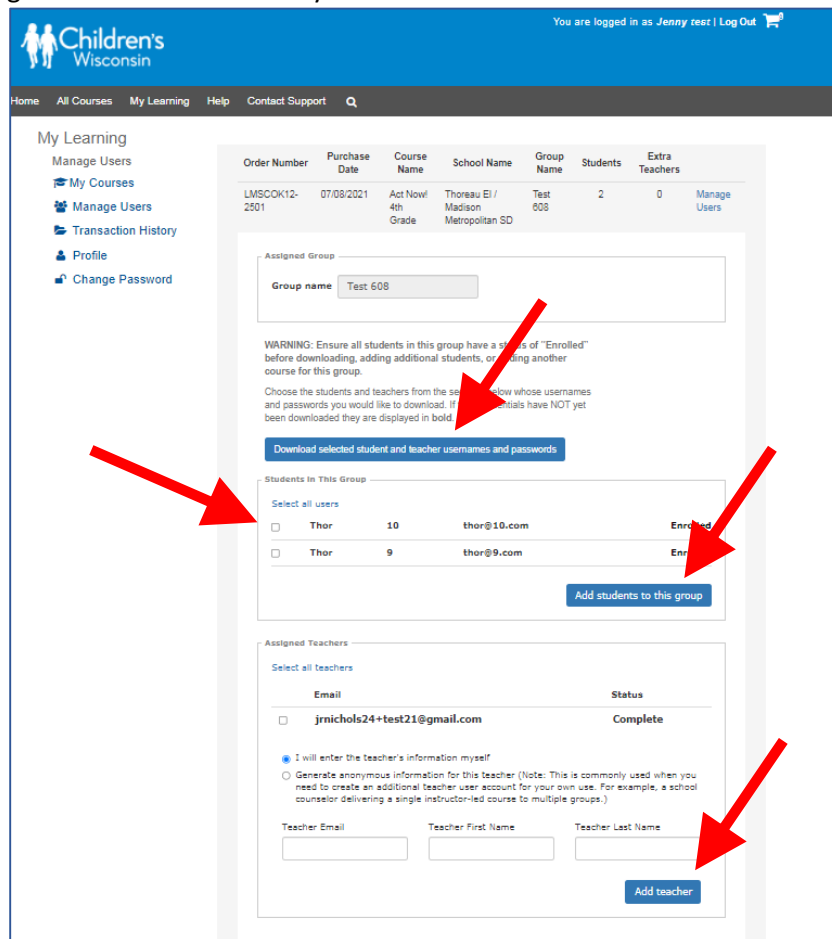
- From the 'Manage Users' page, click 'Manage Users' beside the course for which you want to access teacher and student usernames and passwords.



18. The 'Manager Users' page for each course has a lot of useful options:

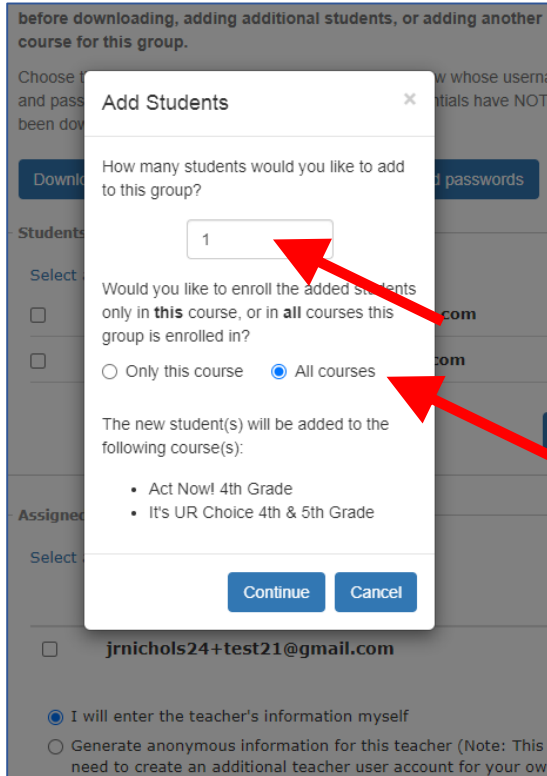
- a. A list of anonymous student usernames and passwords are automatically created for each course. If you prefer to deliver the course teacher-led style using the teacher login only, you may disregard the student logins.
- b. To download all of your usernames and passwords, click on 'Download selected student and teacher usernames and passwords' button. To download individual usernames and passwords, 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. **IMPORTANT! Each time you download the usernames and passwords, the passwords are reset.**
- c. To add additional students to the course, 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. To give additional teachers access to the course, 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.**

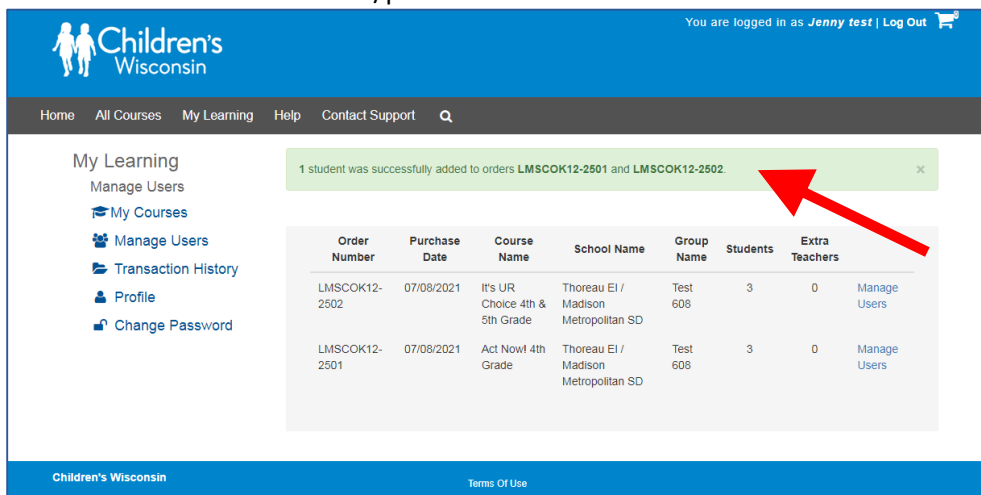


The screenshot shows the 'My Learning' interface. At the top, it says 'You are logged in as Jenny test | Log Out'. The main content area is titled 'My Learning' and includes a sidebar with 'Manage Users', 'My Courses', 'Transaction History', 'Profile', and 'Change Password'. The main content area has a table with columns: Order Number, Purchase Date, Course Name, School Name, Group Name, Students, Extra Teachers, and a 'Manage Users' link. Below the table is a form for 'Assigned Group' with a 'Group name' field set to 'Test 608'. A warning message states: 'WARNING: Ensure all students in this group have a status of "Enrolled" before downloading, adding additional students, or adding another course for this group.' Below the warning is a 'Download selected student and teacher usernames and passwords' button. Underneath is a section for 'Students in This Group' with a 'Select all users' link and a table of users. The table has columns for a checkbox, Username, Password, and Status. The first user is 'Thor' with password '10' and email 'thor@10.com', status 'Enrolled'. The second user is 'Thor' with password '9' and email 'thor@9.com', status 'Enr'. There is an 'Add students to this group' button. Below this is the 'Assigned Teachers' section with a 'Select all teachers' link and a table of teachers. The table has columns for a checkbox, Email, and Status. The first teacher is 'jrnichols24+test21@gmail.com' with status 'Complete'. Below the table are radio buttons for 'I will enter the teacher's information myself' (selected) and 'Generate anonymous information for this teacher'. At the bottom are fields for 'Teacher Email', 'Teacher First Name', and 'Teacher Last Name', and an 'Add teacher' button. Red arrows point to the download button, the student selection checkboxes, and the 'Add teacher' button.

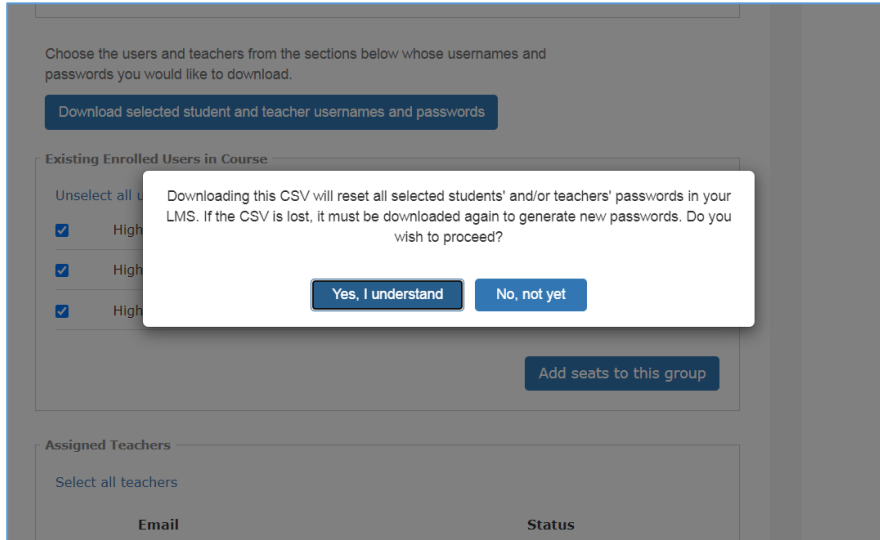
19. Once you select 'Add students to this group', a box will pop up where you can enter the number of students to be added to the group. You can also choose if you'd like them added only to this course or to all courses the group is currently enrolled.



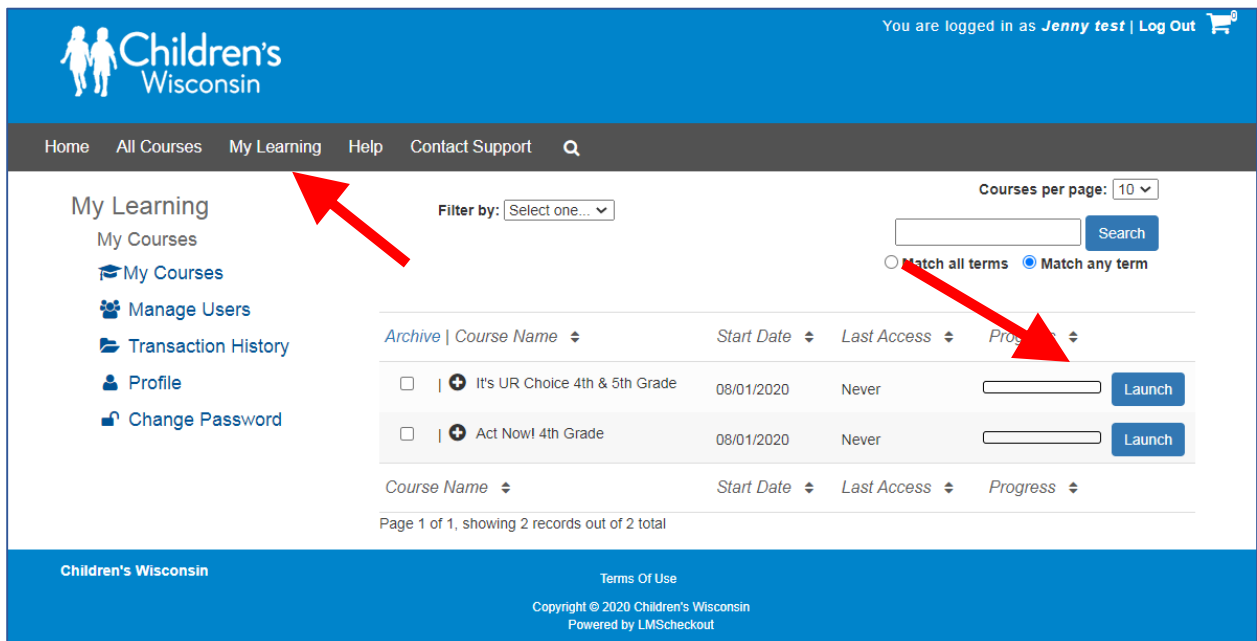
Select 'Continue' and you will see confirmation that the new student has been added to the group and courses selected. When you click 'manage users' for that course, the newly added student will be bolded until their username/password has been downloaded.



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.

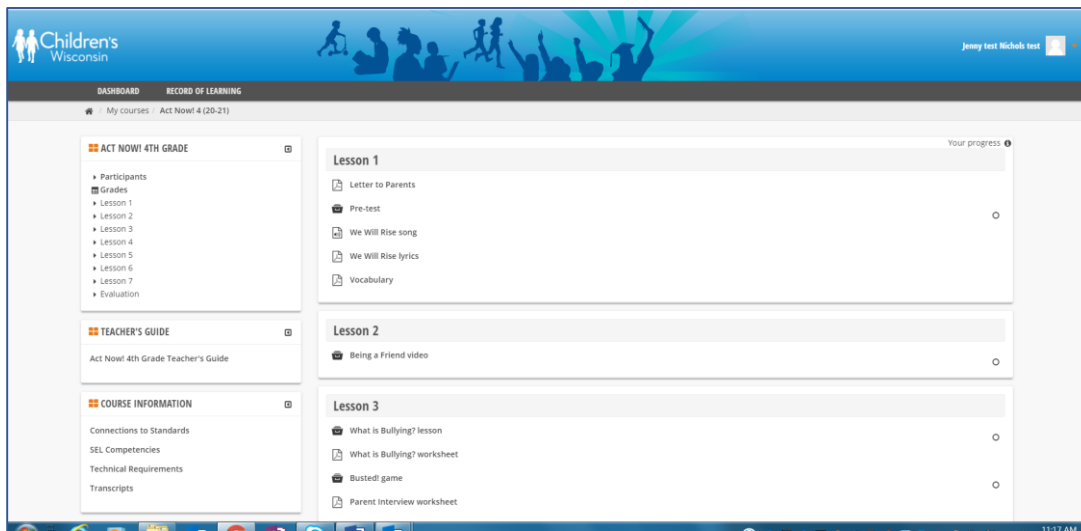


21. **To access your courses in the Learning Management System (LMS),** select 'My Learning' then select 'Launch' next to the course you choose to implement.

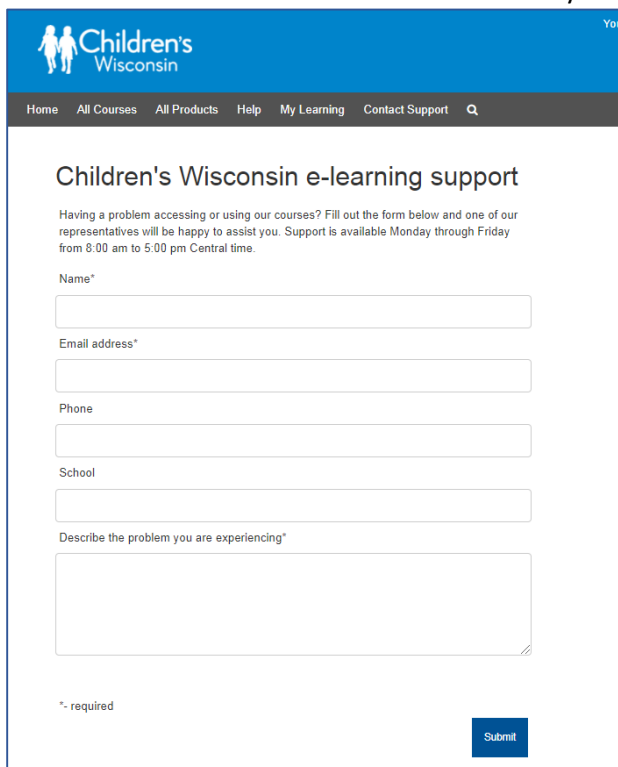


22. You will be taken directly to the LMS course menu for the course selected. For more information on accessing the LMS and implementing the courses see the LMS Teacher-Student Access and Navigation Instructions.

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.



The screenshot shows the 'Contact Support' form on the Children's Wisconsin e-learning support page. The page title is 'Children's Wisconsin e-learning support'. Below the title is a message: 'Having a problem accessing or using our courses? Fill out the form below and one of our representatives will be happy to assist you. Support is available Monday through Friday from 8:00 am to 5:00 pm Central time.' The form includes the following fields: 'Name*', 'Email address*', 'Phone', 'School', and 'Describe the problem you are experiencing*'. A legend at the bottom left indicates '* - required'. A blue 'Submit' button is located at the bottom right of the form.