

THE  
MASTER TEACHER®  
*Develop • Support • Honor*



Quick Reference Guide

How to Use ProVenance:  
For Organizational Users

the  
ParaEducator  
Learning Network™

ESL PD  
Now!™

Inclusion,  
PD Now!™

## for Organizational Users

*Welcome to the ProVenance!*  
*You are about to embark on a fabulous learning opportunity that we believe you will find both meaningful and easy to use!*

### ABOUT THE WEBSITE

**ProVenance** is an Internet-based content delivery system. The system provides relevant information to help you learn. This system also maintains a personalized transcript to help you and your administrator track the courses you have successfully completed.

### INSTRUCTIONS

The purpose of this document is to provide instructions to organizational users for how to access **The ParaEducator Learning Network, Inclusion Pd Now!, ESL PD Now!** and other tools or content within the **ProVenance** delivery system. If you have any questions about this information, please contact your administrator.

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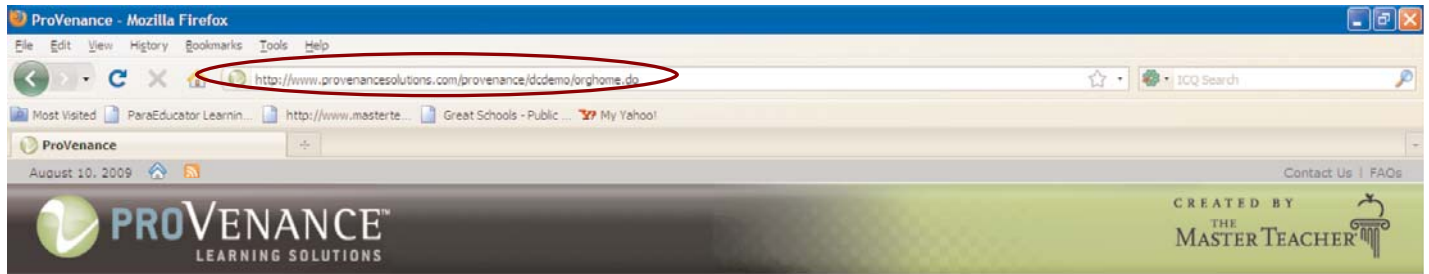
**NOTE:** The **ParaEducator Learning Network** is used as an example throughout most of this document. You will follow the same steps to access content in the other programs.

## STEP 1 – LOGGING ON TO THE INTERNET:



To access content powered by **ProVenance**, you must always log on to the Internet and open your custom website:

[www.provenancesolutions.com/provenance/](http://www.provenancesolutions.com/provenance/)



## STEP 2 – SIGNING IN TO YOUR ACCOUNT:

To sign in to your account, you will need your email address and password. You should have received this information in an email when your account was activated. If you already have an account, you will use your email address and current password to sign in.

**IMPORTANT: If you need to update your email address, you must contact your administrator. You can, however, change your password at any time (see Step 3).**



### TROUBLESHOOTING:

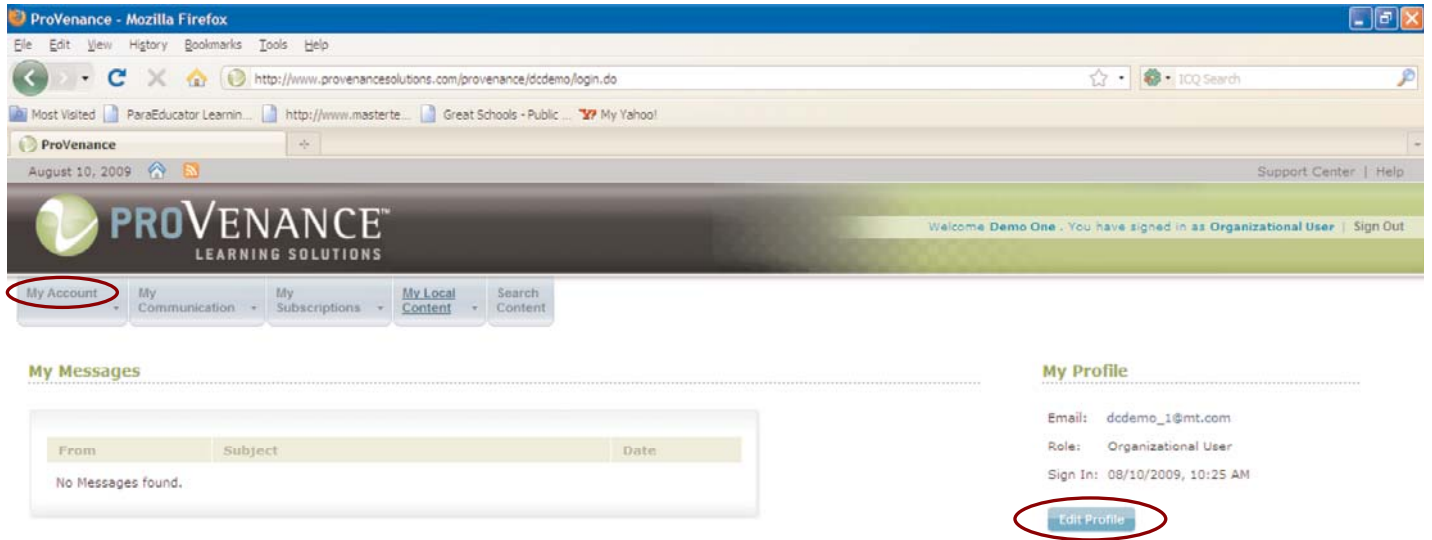
**Forget Your Password?** Enter your email address and click the [Forgot Password](#) link. If you have a registered account, a new password will be emailed to you.

### TROUBLESHOOTING:

If you attempt to sign in and get a message that your email is invalid, please double-check that the URL is correct first (the URL is customized for your organization). If the URL is correct, **please contact your administrator** to create a new account or to confirm that you're using the correct sign in information.

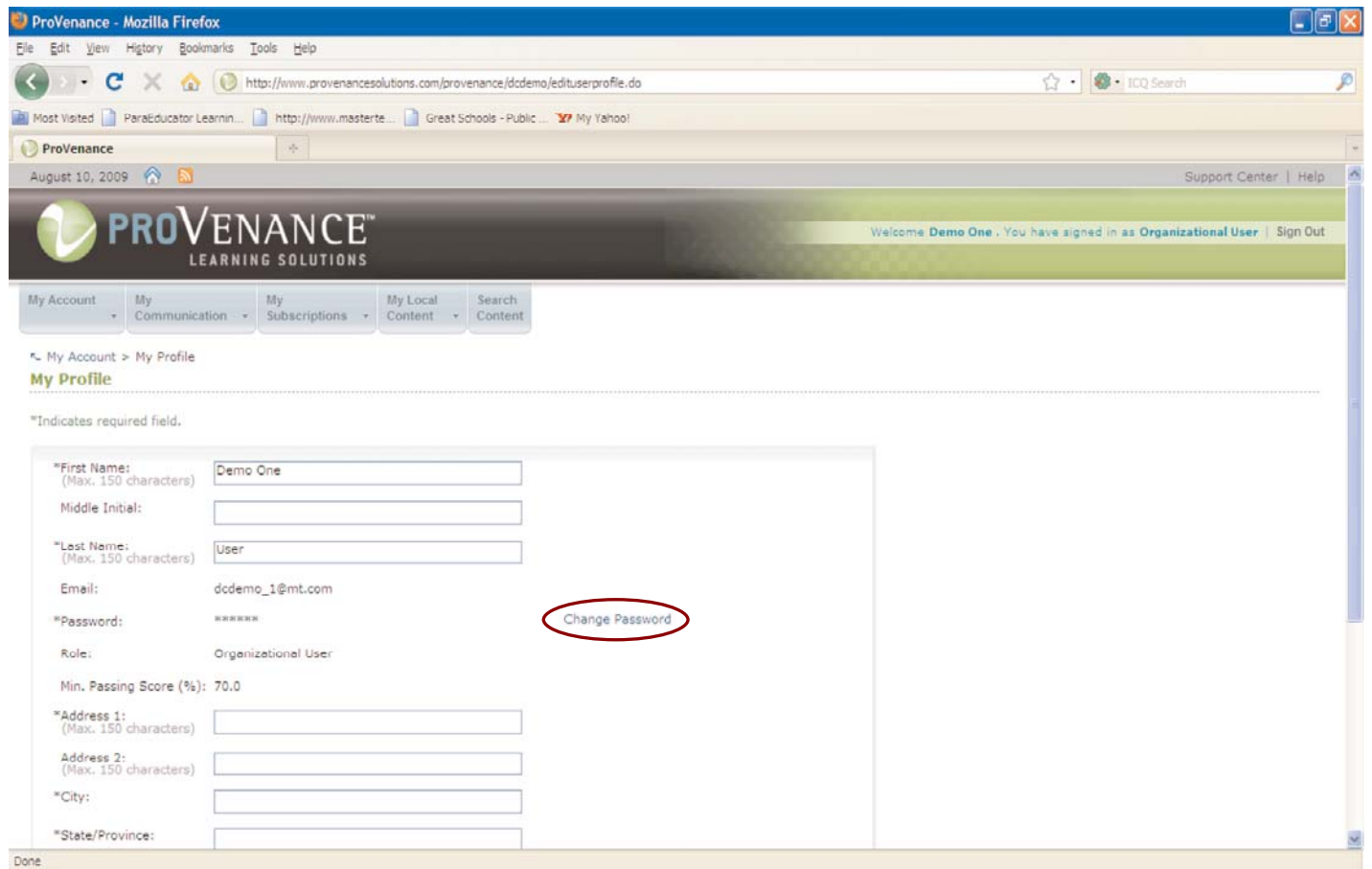
## STEP 3 – CHANGING YOUR PASSWORD:

If you want to change your password to something other than what was given to you, click on the **My Account** tab in the top menu bar, then click **Edit Profile**.



The screenshot shows the ProVenance web application in a Mozilla Firefox browser. The address bar displays <http://www.provenancesolutions.com/provenance/dcdemo/login.do>. The page header includes the ProVenance logo and a welcome message for 'Demo One' signed in as an 'Organizational User'. A navigation menu at the top contains 'My Account', 'My Communication', 'My Subscriptions', 'My Local Content', and 'Search Content'. The 'My Account' tab is highlighted with a red circle. Below the menu, the 'My Messages' section shows 'No Messages found.' The 'My Profile' section displays user information: Email: dcdemo\_1@mt.com, Role: Organizational User, and Sign In: 08/10/2009, 10:25 AM. A red circle highlights the 'Edit Profile' button.

Find and click **Change Password**. Complete the form and click **Submit**.



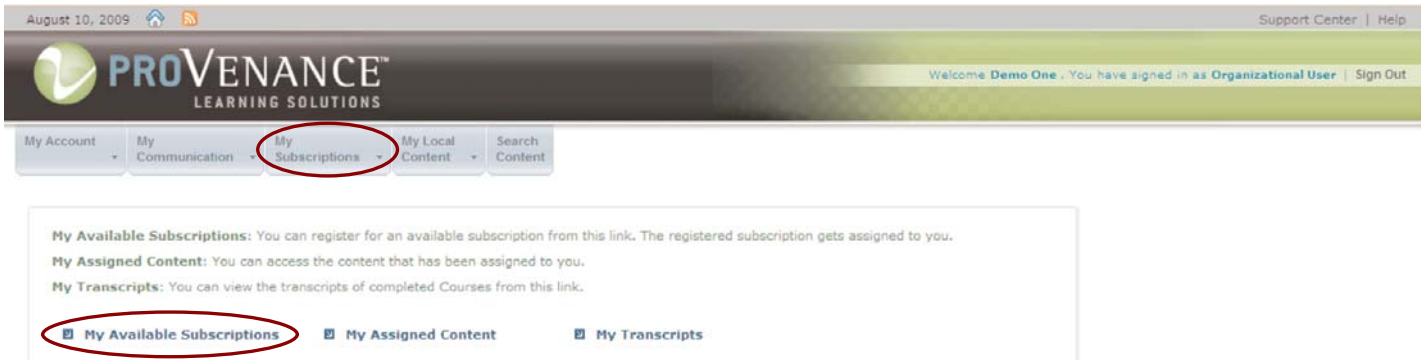
The screenshot shows the 'My Profile' page in the ProVenance application. The browser address bar shows <http://www.provenancesolutions.com/provenance/dcdemo/edituserprofile.do>. The page title is 'My Profile'. A note indicates that an asterisk (\*) denotes a required field. The profile form contains the following fields: 'First Name' (Demo One), 'Middle Initial', 'Last Name' (User), 'Email' (dcdemo\_1@mt.com), 'Password' (masked with asterisks), 'Role' (Organizational User), 'Min. Passing Score (%)' (70.0), 'Address 1', 'Address 2', 'City', and 'State/Province'. A red circle highlights the 'Change Password' button.

From this page, you may also update or correct information in your profile if there are any misspellings or incorrect information.

## STEP 4 – CLAIMING A LICENSE:

**IMPORTANT: You only need to complete this step the FIRST time you use the system!**

If you have already claimed a license, continue to Step 5. If not, click on the **My Subscriptions** tab in the top menu bar. Then click the **My Available Subscriptions** link.



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**PROVENANCE™**  
LEARNING SOLUTIONS

Welcome **Demo One**. You have signed in as **Organizational User** | [Sign Out](#)

My Account | My Communication | **My Subscriptions** | My Local Content | Search Content

**My Available Subscriptions:** You can register for an available subscription from this link. The registered subscription gets assigned to you.  
**My Assigned Content:** You can access the content that has been assigned to you.  
**My Transcripts:** You can view the transcripts of completed Courses from this link.

**My Available Subscriptions**    **My Assigned Content**    **My Transcripts**

In the drop-down box next to Subscription Type, select *Learning Network*.



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**PROVENANCE™**  
LEARNING SOLUTIONS

Welcome **Demo One**. You have signed in as **Organizational User** | [Sign Out](#)

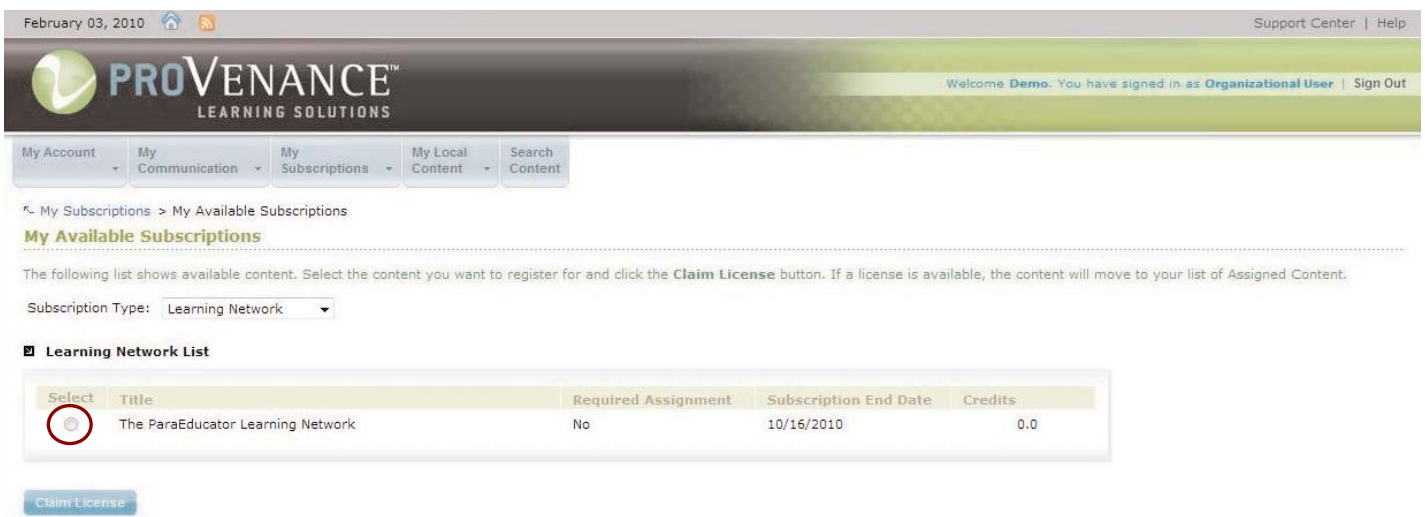
My Account | My Communication | My Subscriptions | My Local Content | Search Content

My Subscriptions > My Available Subscriptions

**My Available Subscriptions**

Subscription Type: **Select**

Select the circle next to the item you are claiming a license for. Click the **Claim License** button. You have now taken a license to your learning network and can now access coursework and other resources. If you receive a message that there are no licenses available, contact your administrator.



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**PROVENANCE™**  
LEARNING SOLUTIONS

Welcome **Demo**. You have signed in as **Organizational User** | [Sign Out](#)

My Account | My Communication | My Subscriptions | My Local Content | Search Content

My Subscriptions > My Available Subscriptions

**My Available Subscriptions**

The following list shows available content. Select the content you want to register for and click the **Claim License** button. If a license is available, the content will move to your list of Assigned Content.

Subscription Type: **Learning Network**

**Learning Network List**

Select	Title	Required Assignment	Subscription End Date	Credits
<input checked="" type="radio"/>	The ParaEducator Learning Network	No	10/16/2010	0.0

**Claim License**

After you claim your license, you will automatically be sent to the **My Assigned Content** screen (shown on the next page).

## STEP 5 – ACCESSING AND COMPLETING COURSES:

To access courses, click on the **My Subscriptions** tab in the top menu bar. Then click the **My Assigned Content** link. If you just claimed a license, you will already be on the My Assigned Content screen.

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**PROVENANCE™**  
LEARNING SOLUTIONS

Welcome **Demo One**. You have signed in as **Organizational User** | Sign Out

My Account - My Communication - **My Subscriptions** - My Local Content - Search Content

**My Available Subscriptions:** You can register for an available subscription from this link. The registered subscription gets assigned to you.  
**My Assigned Content:** You can access the content that has been assigned to you.  
**My Transcripts:** You can view the transcripts of completed Courses from this link.

My Available Subscriptions  **My Assigned Content**  My Transcripts

In the drop-down box next to Subscription Type, select *Learning Network*. In the drop-down box next to Learning Network, select the learning network you wish to access.

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**PROVENANCE™**  
LEARNING SOLUTIONS

Welcome **Demo One**. You have signed in as **Organizational User** | Sign Out

My Account - My Communication - **My Subscriptions** - My Local Content - Search Content

My Subscriptions > My Assigned Content

**My Assigned Content**

Click the **Title** of a content to launch.

Subscription Type: **Learning Network**

Learning Network: **The ParaEducator Learning Network**

View Courses  
 View Resource Bundles

Select the circle next to *View Courses* and the courses will appear at the bottom of the screen in 3 categories—Not Started, Started, and Completed. Your administrator will determine which courses you have access to. If you are looking for a course that's not listed in one of the three categories, contact your administrator.

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**PROVENANCE™**  
LEARNING SOLUTIONS

Welcome **Demo One**. You have signed in as **Organizational User** | Sign Out

My Account - My Communication - My Subscriptions - My Local Content - Search Content

My Subscriptions > My Assigned Content

**My Assigned Content**

Click the **Title** of a content to launch.

Subscription Type: **Learning Network**

Learning Network: **The ParaEducator Learning Network**

**View Courses**  
 View Resource Bundles

**Course List**

**Not Started** | Started | Completed


Title	Required Assignment	Category	Complete by Date	Credits
PLN 103 - Confidentiality	Yes	Basic Knowledge and Skills	09/30/2009	1.0

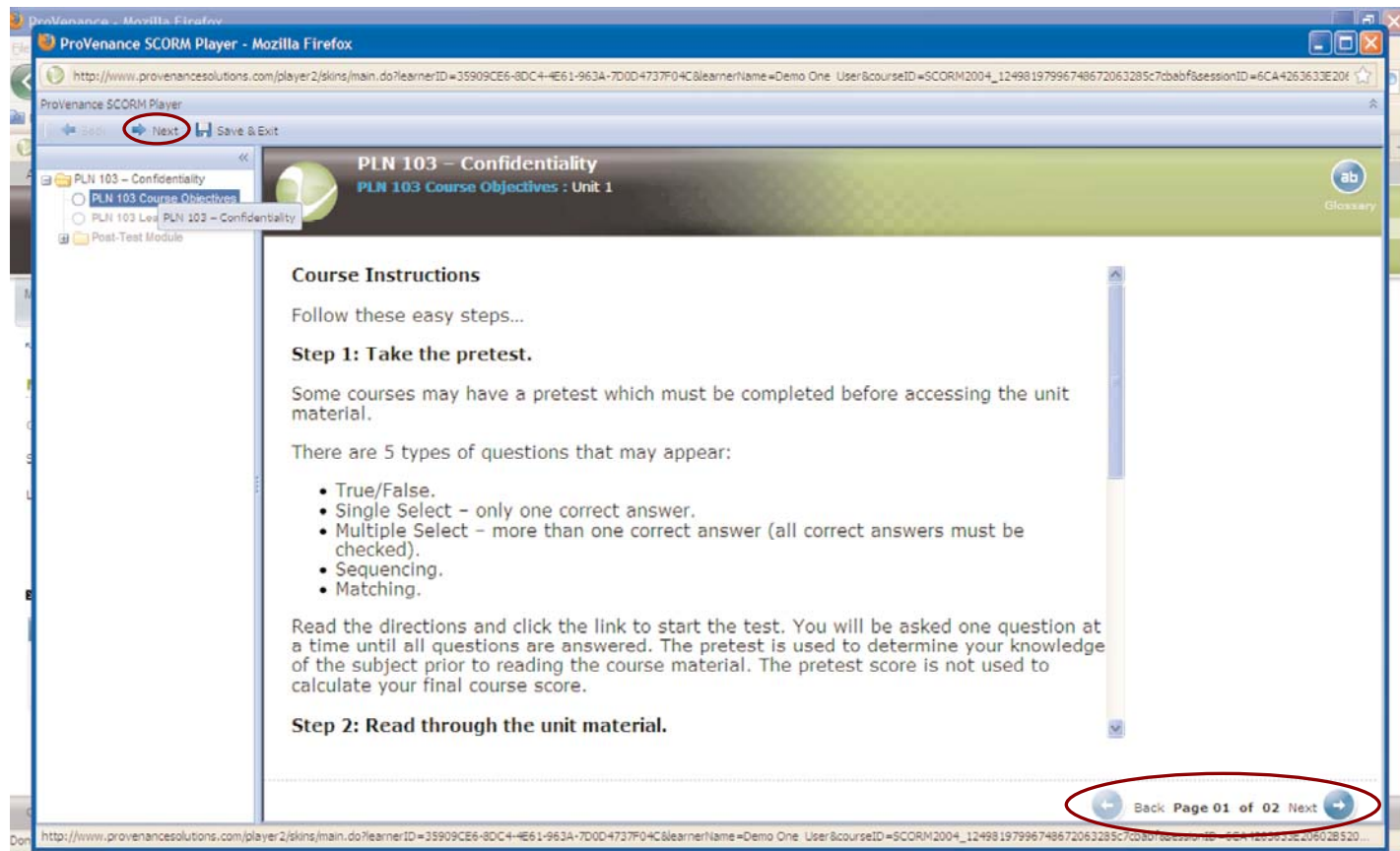
From the **Course List**, click on the course title to begin taking a course. The course will appear in a pop-up window. Each course will have three sections or modules: Course Objectives, Learning Module, and Post-Test Module. Some courses may also have a Pre-Test Module. If so, follow the instructions provided on your screen. Your Pre-Test score will not count toward your final score. The following sections will explain each module in more depth.

**TROUBLESHOOTING:**  
If the course doesn't open when you choose it from the Course List, make sure you turn off your pop-up blockers.

## MODULE I—COURSE OBJECTIVES:



This section contains two important pieces of information: **Course Instructions** and **Course Objectives** (what you can expect to learn by taking the course).

- The first page you'll see in every course is the Course Instructions (see the graphic below). To move to the next page in this section, click the right arrow  beside "Next" on the bottom right side of your screen.
- The second page will be the Course Objectives.
- To advance to the Learning Module, click the **Next** button on the top left side of the screen (above the area that lists the course name and each module).



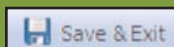
## MODULE 2—LEARNING MODULE:

Each Learning Module will have several units that consist of one more pages.

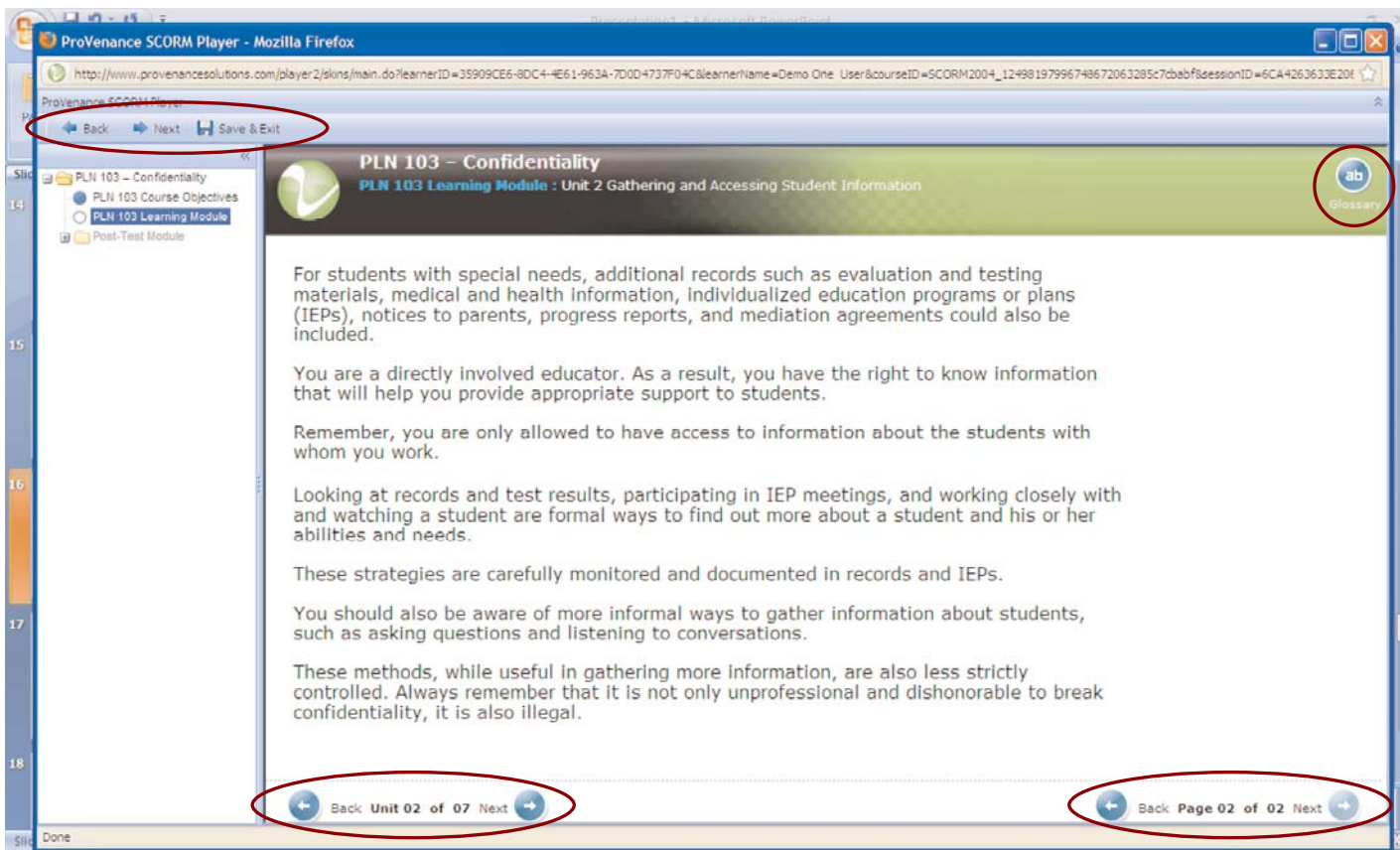
- **IMPORTANT: To navigate within the module, you will need to read every page in every unit.**
- Advance through the pages in Unit 1 by clicking the right arrow  beside “Next” on the bottom right side of your screen.
- When you have gone through every page in Unit 1, advance to Unit 2 by clicking the right arrow  beside “Next” on the bottom left side of your screen.
- The last unit in every course will either be a list of the **References** used in the course or will be a list of **Knowledge & Application** questions. Your administrator will determine whether or not you need to complete those questions.
- Once you have read through all the content, click the **Next** button on the top left side of the screen to navigate to the final module—the Post-Test.



Courses may also contain a **Glossary of Terms**. Look for this button on the top right corner of the course screen.



If you don't have time to read through the entire course in one sitting, you can stop and click this button in the top menu bar. The next time you open the course, the system will return to where you left off.

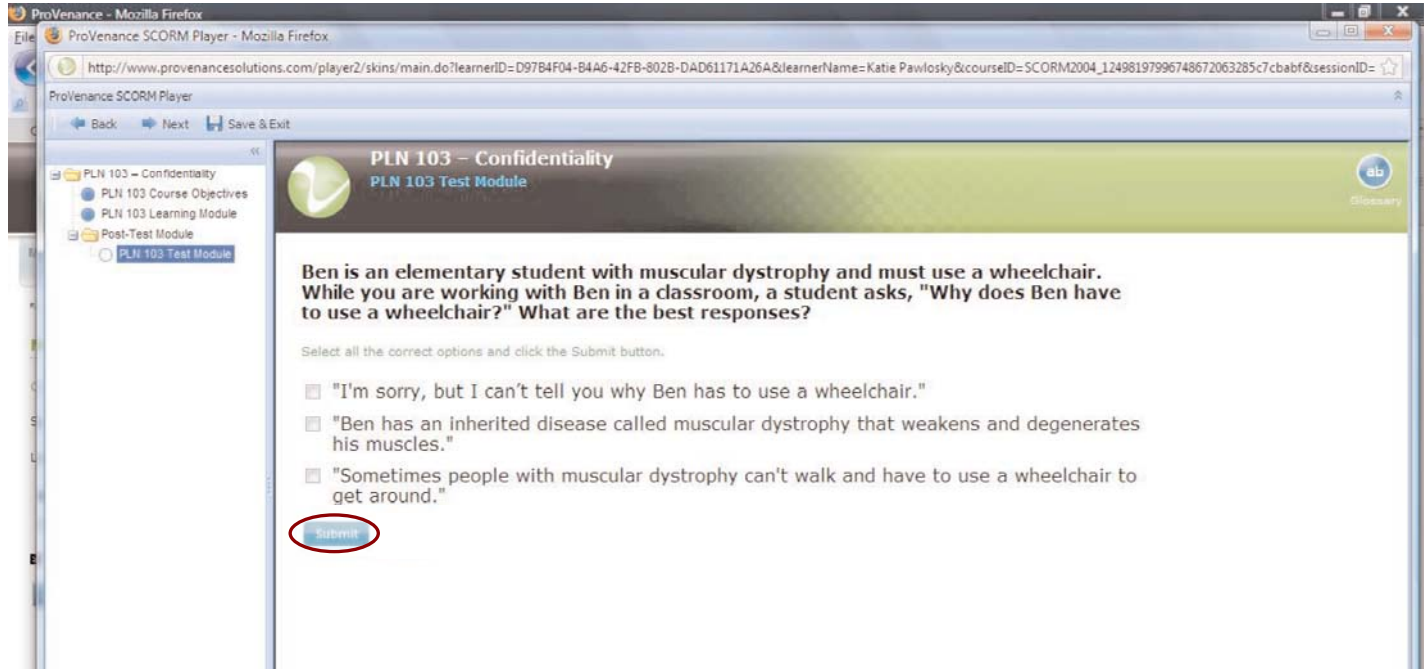
A screenshot of a web browser displaying the ProVenance SCORM Player. The browser title is 'ProVenance SCORM Player - Mozilla Firefox'. The address bar shows a URL from 'www.provenancesolutions.com'. The main content area is titled 'PLN 103 – Confidentiality' and 'PLN 103 Learning Module : Unit 2 Gathering and Accessing Student Information'. The page contains several paragraphs of text regarding confidentiality for students with special needs. The interface includes a top menu bar with 'Back', 'Next', and 'Save & Exit' buttons, and a bottom navigation bar with 'Back Unit 02 of 07 Next' and 'Back Page 02 of 02 Next' buttons. A 'Glossary' button is visible in the top right corner. Red circles highlight the 'Back', 'Next', and 'Save & Exit' buttons in the top menu bar, the 'Glossary' button, and the 'Back Unit 02 of 07 Next' and 'Back Page 02 of 02 Next' buttons in the bottom navigation bar.

## MODULE 3—POST-TEST MODULE

The post-test consists of multiple-choice questions pulled randomly from a question bank to evaluate your understanding of the content.

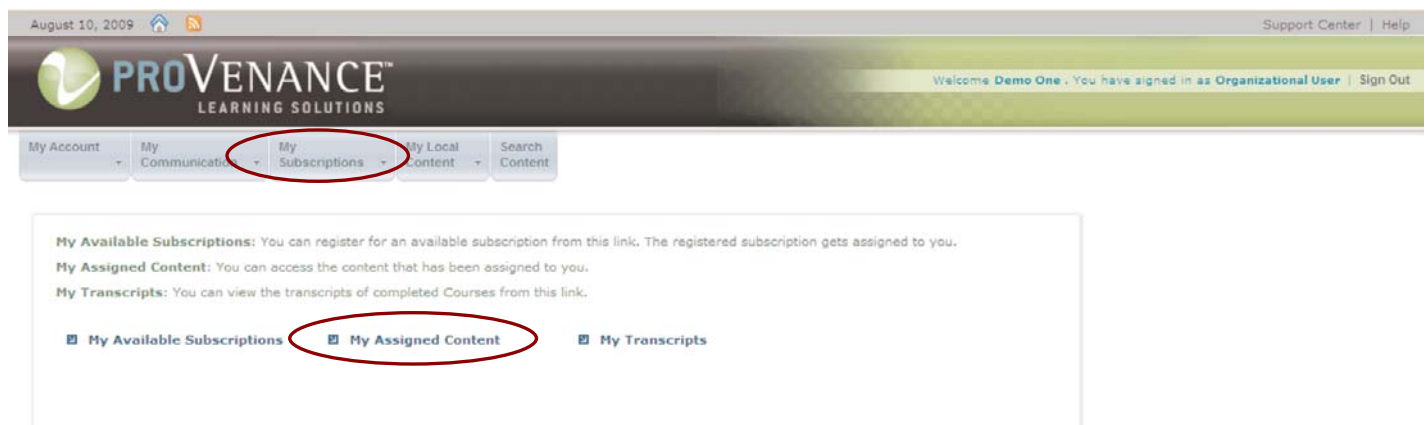
- Follow the directions provided to complete the test.
- The post-test questions will advance automatically after you **Submit** each answer.
- You will receive your score automatically after you complete all questions.

**IMPORTANT: In order to get credit, you must take and pass the post-test associated with each course. Your administrator will set the passing score.**

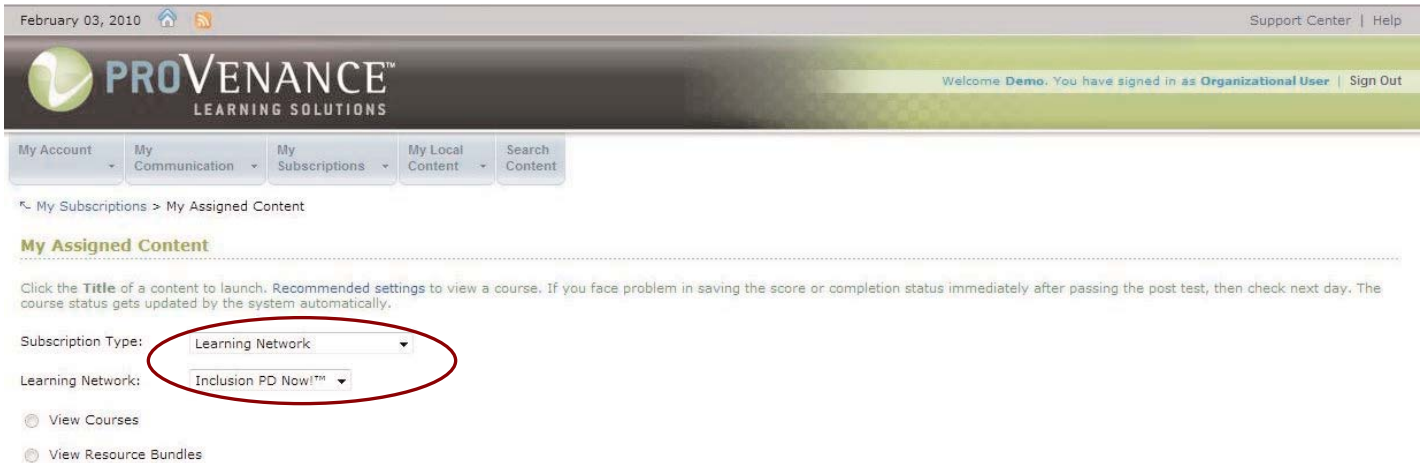


## STEP 6 – ACCESSING RESOURCES BUNDLES:

For this section, we will use **Inclusion PD Now!**<sup>TM</sup> as an example. To access resource bundles, click on the **My Subscriptions** tab in the top menu bar. Then click the **My Assigned Content** link.



In the drop-down box next to Subscription Type, select *Learning Network*. In the drop-down box next to Learning Network, select the learning network you wish to access.



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**PROVENANCE™**  
LEARNING SOLUTIONS Welcome Demo. You have signed in as **Organizational User** | Sign Out

My Account ▾ My Communication ▾ My Subscriptions ▾ My Local Content ▾ Search Content

My Subscriptions > My Assigned Content

### My Assigned Content

Click the **Title** of a content to launch. Recommended settings to view a course. If you face problem in saving the score or completion status immediately after passing the post test, then check next day. The course status gets updated by the system automatically.

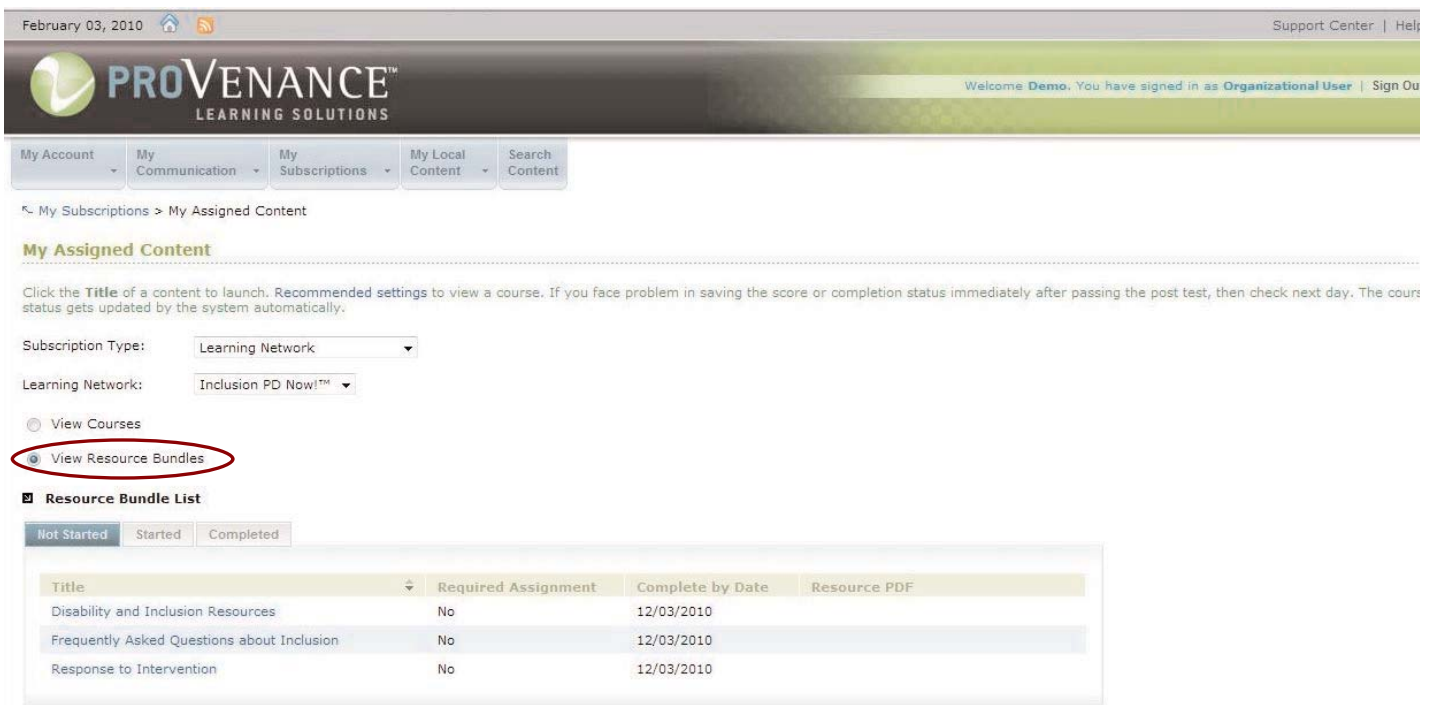
Subscription Type: **Learning Network** ▾

Learning Network: **Inclusion PD Now!™** ▾

View Courses

View Resource Bundles

Select the circle next to *View Resource Bundles* and the resources available will appear at the bottom of the screen.



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**PROVENANCE™**  
LEARNING SOLUTIONS Welcome Demo. You have signed in as **Organizational User** | Sign Out

My Account ▾ My Communication ▾ My Subscriptions ▾ My Local Content ▾ Search Content

My Subscriptions > My Assigned Content

### My Assigned Content

Click the **Title** of a content to launch. Recommended settings to view a course. If you face problem in saving the score or completion status immediately after passing the post test, then check next day. The course status gets updated by the system automatically.

Subscription Type: **Learning Network** ▾

Learning Network: **Inclusion PD Now!™** ▾

View Courses

View Resource Bundles

**Resource Bundle List**

Title	Required Assignment	Complete by Date	Resource PDF
Disability and Inclusion Resources	No	12/03/2010	
Frequently Asked Questions about Inclusion	No	12/03/2010	
Response to Intervention	No	12/03/2010	

From the **Resource Bundle List**, click on the bundle title to open up the available resources. The resources will appear in a pop-up window.

Each Resource Bundle has several categories of Resources. Use the navigation panel on the Left side of the screen to switch between the available categories. Follow the directions provided to open up the individual resources you're interested in, and save or print them for future use.

The screenshot shows the ProVenance SCORM Player interface. On the left, a navigation panel is circled in red, containing a tree view with 'Response to Intervention' expanded to show 'Academic Interventions', 'Academic Progress Monitoring Forms', 'Behavior Interventions', and 'Behavior Progress Monitoring Forms'. The main content area is titled 'Academic Interventions' and 'RTI - Academic Interventions'. It contains a paragraph of text explaining that the page lists printable intervention sheets for academic instruction, including forms for data collection and progress monitoring. Below the text, there are two tables of links. The first table, titled 'Math', lists links for 'Addition and Subtraction Facts', 'Measurement in Length', 'Money', 'Multiplication', 'Simplifying Fractions', and 'Telling Time'. The second table, titled 'Reading', lists links for 'Comprehension—Pre-Reading Strategies' and 'Comprehension—During-Reading Strategies'.

## STEP 7 – ACCESSING AND PRINTING YOUR TRANSCRIPT:

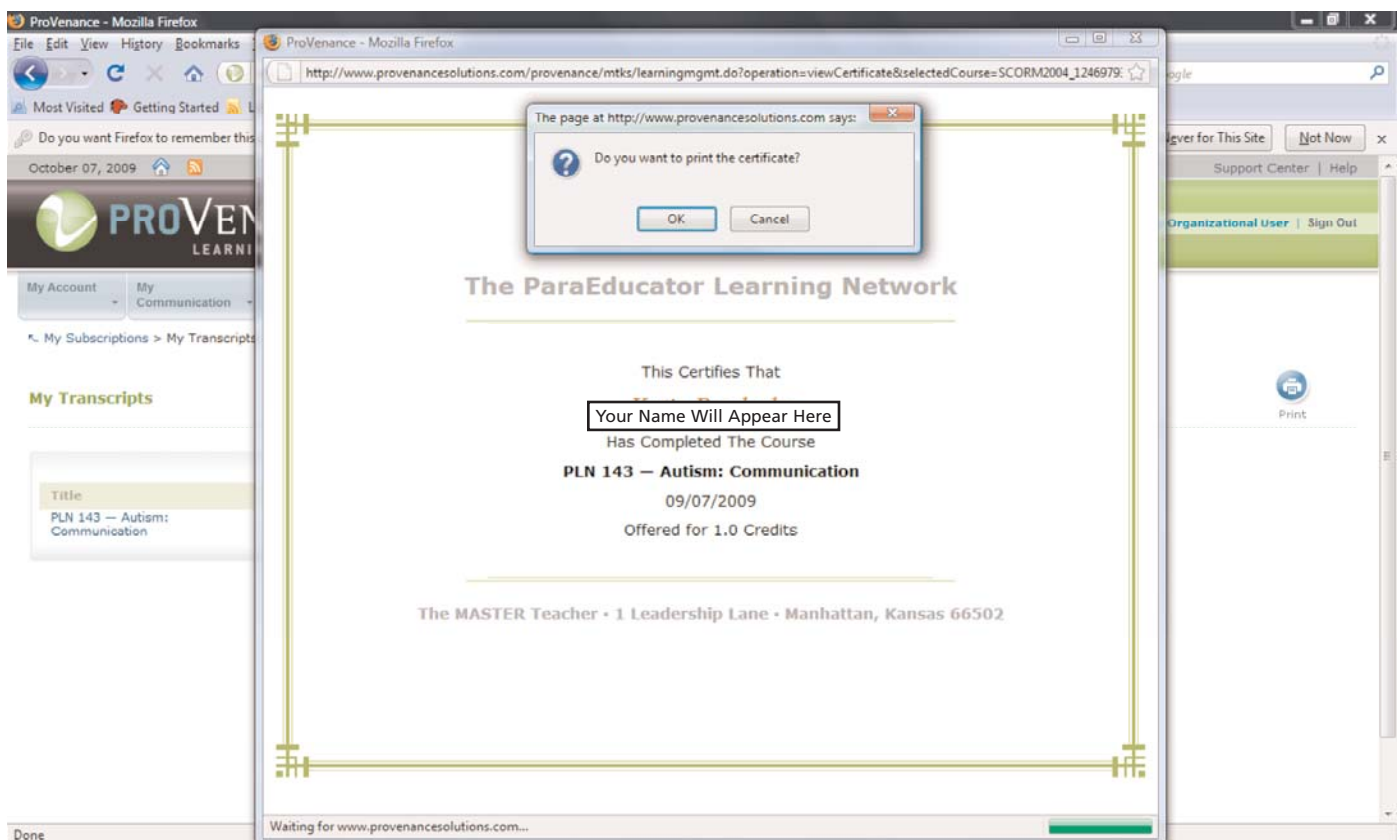
To access your transcript, click on the **My Subscriptions** tab in the top menu bar, then click on **My Transcripts**. Only courses you have passed will appear in your transcript.

The screenshot shows the ProVenance Learning Solutions user interface. At the top, there is a header with the date 'August 10, 2009', a home icon, and a support center link. Below the header, the ProVenance logo is displayed. A navigation bar contains several tabs: 'My Account', 'My Communication', 'My Subscriptions' (circled in red), 'My Local Content', and 'Search Content'. Below the navigation bar, there is a section with three links: 'My Available Subscriptions', 'My Assigned Content', and 'My Transcripts' (circled in red). The 'My Transcripts' link is highlighted with a red circle.

To print your transcript, choose **Print** from the right side of the screen.



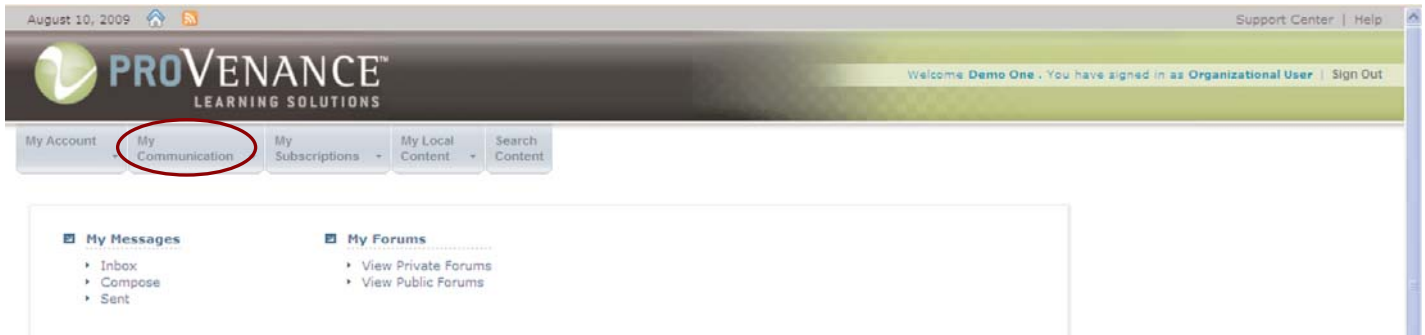
You can also **View** and print individual certificates to prove that you passed a course.



## STEP 8 – REVIEWING THE OTHER TABS:

### My Communication

Use the [My Messages](#) link to communicate with your administrator and other users (privately or with a group). Use the [My Forums](#) link to view and/or take part in public or private discussions.



The screenshot shows the Provenance Learning Solutions user interface. At the top, there is a navigation bar with the date "August 10, 2009" and the user's name "Demo One". Below the navigation bar, there is a header with the Provenance logo and the text "LEARNING SOLUTIONS". A welcome message reads "Welcome Demo One. You have signed in as Organizational User | Sign Out". Below the header, there is a navigation menu with five tabs: "My Account", "My Communication", "My Subscriptions", "My Local Content", and "Search Content". The "My Communication" tab is highlighted with a red circle. Below the navigation menu, there are two main sections: "My Messages" and "My Forums". "My Messages" includes links for "Inbox", "Compose", and "Sent". "My Forums" includes links for "View Private Forums" and "View Public Forums".

### My Local Content

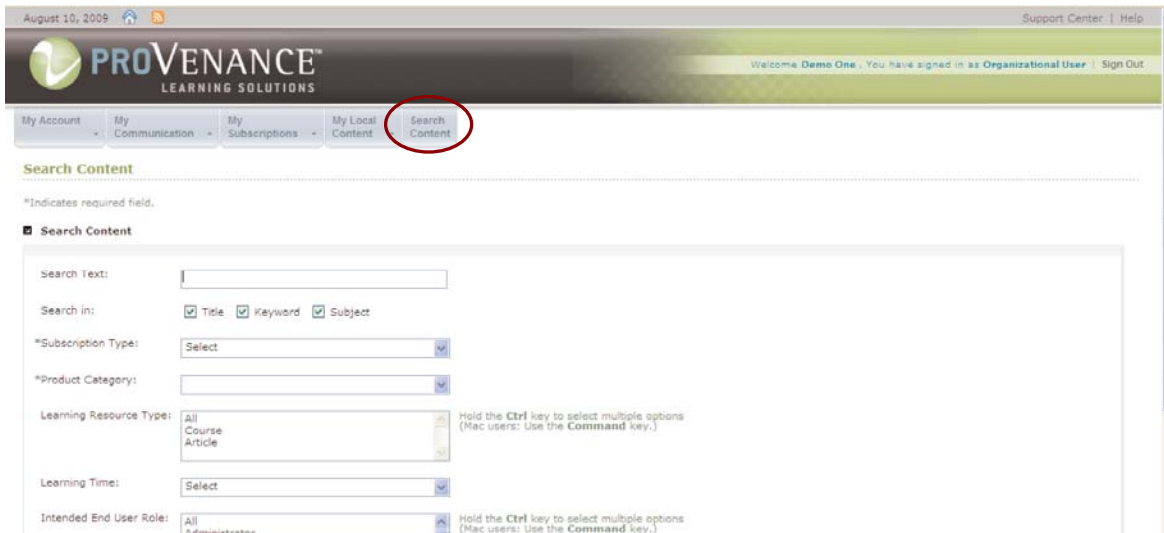
From this tab, you can access courses and other resources that have been developed by your administrators and other users. Any courses that are developed locally will be delivered in the same format as courses from THE MASTER TEACHER.



The screenshot shows the Provenance Learning Solutions user interface. At the top, there is a navigation bar with the date "August 10, 2009" and the user's name "Demo One". Below the navigation bar, there is a header with the Provenance logo and the text "LEARNING SOLUTIONS". A welcome message reads "Welcome Demo One. You have signed in as Organizational User | Sign Out". Below the header, there is a navigation menu with five tabs: "My Account", "My Communication", "My Subscriptions", "My Local Content", and "Search Content". The "My Local Content" tab is highlighted with a red circle. Below the navigation menu, there are two main sections: "My Local Content" and "My Transcripts". "My Local Content" includes a link to view local content. "My Transcripts" includes a link to view transcripts of local courses completed by the user.

### Search Content

From this tab, you can search the system for specific content that you're interested in. Your search results will only show content which you've been assigned. You can search by Title, Keyword, or Subject by typing in a word(s) like "instructional strategies" or you can simply search content using specifications like Learning Resource Type or Intended End User.



The screenshot shows the Provenance Learning Solutions user interface. At the top, there is a navigation bar with the date "August 10, 2009" and the user's name "Demo One". Below the navigation bar, there is a header with the Provenance logo and the text "LEARNING SOLUTIONS". A welcome message reads "Welcome Demo One. You have signed in as Organizational User | Sign Out". Below the header, there is a navigation menu with five tabs: "My Account", "My Communication", "My Subscriptions", "My Local Content", and "Search Content". The "Search Content" tab is highlighted with a red circle. Below the navigation menu, there is a "Search Content" section. It includes a "Search Text" input field, a "Search in:" section with checkboxes for "Title", "Keyword", and "Subject", a "\*Subscription Type:" dropdown menu, a "\*Product Category:" dropdown menu, a "Learning Resource Type:" dropdown menu with options "All", "Course", and "Article", a "Learning Time:" dropdown menu, and an "Intended End User Role:" dropdown menu with options "All" and "Administrator". There are also instructions: "Hold the Ctrl key to select multiple options (Mac users: Use the Command key.)" for the Learning Resource Type and Intended End User Role dropdowns.

## NEED HELP?

There is a Help link on the top right corner of every page in ProVenance. Simply click this link if you have a question or can't figure out what to do next, and you'll be given specific instructions on what you can do on that specific page.



### Special thanks goes to the following organizations who provided feedback and suggestions for these support materials:

Louise Campina – Tempe Elementary School District No. 3, Arizona

Erin Dugan – Olathe School District, Kansas

Dawn Showers – Lincoln Intermediate Unit 12, Pennsylvania

Ellen Van Pay – Green Bay Area Public Schools, Wisconsin

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