

This job-aid will walk you through E-Learning Portal self-service. The self-service area is where teachers and ETs can create courses and enroll students tied to the Aspen Student Information System. New Group and Course requests are also submitted in the self-service. Start at the E-Learning Portal located at <https://learn.dodea.edu>.

1. Click Login. Login with either your student.dodea.edu google account or your manually created account.

We've put together some awesome resources to help you access Enterprise Educational tools offered by DoDEA.

Login

Register your DoDEA eLearning Portal account

2. Click **Create Courses and Enroll Students.**

Hi, Jonathan Barkand  
*Here are some of the things you can do:*

- Login to Schoology
- Access Training Resources
- **Create Courses and Enroll Students**
- Reset my eLearning Portal Password

# Self Service

Welcome to the DoDEA eLearning Self Service Portal. From this page, you can choose to manage your [courses](#), [enroll your students](#) (if they are scheduled in Aspen), or request the creation of a [group or course](#) in the Schoology LMS. Please select an option below to begin.



**Manage Courses & Enrollments**

If you're a Teacher, School Administrator or Educational Technologist, you can create courses in Schoology and enroll your students!

3. Click **Manage Courses & Enrollments**.



## Group & Course Creation Request

Need a collaborative space to share ideas with faculty at your school or across the organization? Teaching a Professional Development course for credit? Submit a request to have a Schoology Group or Course created!

Search Search

**TRAINING EVENTS**

LMS training for Educational Technologists (Session 2)

8/12/2014 - 8/13/2014

**TECHNICAL SUPPORT**

Having technical troubles? Contact the DoDEA Information Technology Service Desk for support.

Powered By **kayako**

Get Help Now

dodea.edu/self-service/group-creation-request

# Manage Courses & Enrollments

From this page, you can create courses in the Schoology LMS and even enroll your students! This system is attached to the [Aspen Student Information System \(SIS\)](#), so if there is an irregularity with the data displayed below, please double check Aspen to ensure it has been entered correctly.

If you would like to create an unstructured resource sharing site or a **Group** instead, please review the [Group Creation Request](#) page for additional information.

4. Be sure to read and verify your profile information. If anything needs changed, you must talk to local Educational Technology (ET) to change the information in Aspen.

### My Profile:

<b>Name:</b>	Jonathan Barkand
<b>School:</b>	DoDEA Virtual High School
<b>Position:</b>	Ed Technologist
<b>Username:</b>	jonathan.barkand
<b>Email:</b>	jonathan.barkand@student.dodea.edu

### Courses I can manage:

(0 of 63 courses selected)

Course Name & Section	School Code	Course Teacher	Create Course	Enroll Students
			Select/Clear All	Select/Clear All
AP Art History+	(SY1415: 001)			

Search Search

Powered By **kayako**

Get Help Now

It is recommended to create a course before enrolling students. This gives you an opportunity to prepare your course before students see it. The synchronize process will immediately create your course and enroll you as the admin.

## My Profile:

<b>Name:</b>	Jonathan Barkand
<b>School:</b>	DoDEA Virtual High School
<b>Position:</b>	Teacher
<b>Username:</b>	jonathan.barkand
<b>Email:</b>	jonathan.barkand@student.dodea.edu

5. If you are listed as a teacher in a course it will show in the list. Place a checkmark in the **Create Course** column to create a new course. When ready click the blue button at the bottom labeled **Synchronize Courses Now**.

## Courses I can manage:

Course Name & Section School Code	Course Teacher	Create Course	Enroll Students
		Select/Clear All	Select/Clear All
AP Art History+ (SY1415: 001) 11372_1415_ARA6110T_YR_001	Jonathan.Barkand	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AP Biology+ (SY1415: 001) 11372_1415_SCB6120T_YR_001	Jonathan.Barkand	<input type="checkbox"/>	<input type="checkbox"/>

of 63 courses selected

**Synchronize Courses Now**

# Manage Courses & Enrollments

From this page, you can create courses in the Schoology LMS and even enroll your students! This system is attached to the [Aspen Student Information System \(SIS\)](#), so if there is an irregularity with the data displayed below, please double check Aspen to ensure it has been entered correctly.

If you would like to create an unstructured resource sharing site or a **Group** instead, please review the [Group Creation Request](#) page for additional information.

Completed processing requests for **1** course(s). The output is below.

[hide results](#)

✔ Successfully created course **11372\_1415\_ARA6110T\_YR\_001**.

✔ Synchronized **11372\_1415\_ARA6110T\_YR\_001** and enrolled [Jonathan.Barkand@student.dodea.edu](mailto:Jonathan.Barkand@student.dodea.edu) as **Course Admin**.

6. Click the **Show Results** link to show additional information. If successful the course will be created and the teacher will be enrolled in the course.

When you are ready for students to have access to your course, you will first go back to the Manage Course Enrollments page. To enroll students, check mark the box under **Enroll Students**. The enrollments will process immediately and students will be enrolled. As new students are added to your course(s) in Aspen, you will need to periodically run this process. You can also manually enroll your students in Schoology through the **Members** tab in your course. Also, students will not be automatically un-enrolled from your course in Schoology if they are dropped in Aspen, you will need to manually remove the students.

<b>Web Design (SY1415: 002)</b> 11372_1415_PT14070T_S2_002	Jonathan.Barkand	<input type="checkbox"/>	<input type="checkbox"/>
<b>WordPress Sfwr App (SY1415: 001)</b> 11372_1415_PT13030T_S1_001	Jonathan.Barkand	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<a href="#">Select/Clear All</a>	<a href="#">Select/Clear All</a>

2 of 63 courses selected

**Notice:** Enrolling students will make the selected course immediately available to them. If changes need to be made to the course prior to enrolling students, first create the course then come back and enroll the students when the course is ready to be made available.

Yes, I Understand The Effects Of Enrolling Students Into The Selected Courses

[Synchronize Courses Now](#)