



# ALC How-To: Teachers

## CREATING AN ALC ACCOUNT

VISIT [www.adventistlearningcommunity.com](http://www.adventistlearningcommunity.com)

- **If you are a Teacher WITH an AE Dashboard user name and password, then you do not need to create an account. An account already exists within the system that is connected to your Union Registrar. It also gives you access to Simple K-12 resources that are only available to teachers with an AE Dashboard account:**
  - Click the "Login" button in the upper right hand corner of the screen
  - Enter your AE Dashboard credentials (same username and password as you would enter for the Dashboard)
  - If you do not know or cannot remember your credentials, contact your Conference Superintendent or Union Registrar
- **If you are a Teacher WITHOUT an AE Dashboard user name and password and you are employed by the Seventh-day Adventist church:**
  - In the upper right-hand corner click on "Sign-up"
  - Check "Yes" when asked: "Are you an active employee of the Adventist church?"
  - Check "Yes" when asked: "Do you work at an Adventist institution within the North American Division?"
  - Select your Union from the drop-down menu
  - Select your Conference from the drop-down menu
  - Select your SDA school from the drop-down menu
  - Select "Teacher" from the drop-down menu
- **If you are a Teacher in Higher Education, simply choose "University Staff" as your position:**
  - Click "Continue" button
  - You may optionally add a SECOND position in the NAD and upload a picture on the next couple of screens.
- **If you are a Teacher WITHOUT an AE Dashboard user name and password because you are not employed by the Seventh-day Adventist church:**
  - In the upper right-hand corner click on "Sign-up"
  - Type into the content fields: First Name, Last Name, email address (one that you use regularly), confirm email address, password (create one), confirm password.
  - Check "No" when asked: "Are you an active employee of the Adventist church?"

## HOW TO NAVIGATE YOUR DASHBOARD

Click on the dashboard button at the top right side of any screen on the ALC. All the dashboard navigation happens on a sidebar on the left side of the screen.

### MY NOTIFICATIONS

The dashboard always opens up to the "My Notifications" screen when the dashboard button is clicked. You will see notifications of activities that are pertinent to you.



# ALC How-To: Teachers

## HOW TO NAVIGATE YOUR DASHBOARD (contd).

### MY PORTFOLIO

This area of the dashboard is for viewing or sharing your portfolio by year and/or role.

### MY COURSES

All the courses you are currently taking or have completed will appear. You can Unenroll or Continue taking a course that you are currently enrolled in.

## HOW TO SELF-REPORT CONTINUING EDUCATION UNITS

- **Start a New CEU Request:**
  - Go to your dashboard
  - On the sidebar click on the Quick Link entitled "Send CEU Request"
  - You can also access this by going to "My CEU Requests" and then click the "New CEU Request" button
- **Fill out the Application:**
  - Select the Activity Type: Professional Learning (Independent), Professional Learning (Group), Professional Collaboration, Professional Presentation and Writing, Other. Refer to the teacher rubric for the details of each category and the CEU value for each activity type
    - Professional Learning (Independent) – this includes completion of a continuing education course, professional reading and the NAD Professional Reading Growth Plan
    - Professional Learning (Group) –refers to professional or denominational conferences, workshops or seminars you attended, as well as prearranged educational travel
    - Professional Collaboration - includes activities such as supervising a student teacher, peer observations, piloting NAD curriculum, participating in education committees, etc.
    - Professional Presentation and Writing - includes presenting at an education conference or workshop, writing a published article or book, and teaching a university course
    - Refer to the teacher rubric for specific activities
  - Enter the Activity Title and date of the activity
  - Choose which role you will send the request as. This only applies to people with more than one role
  - Indicate the duration of the activity in clock hours or CEUs. Remember 10 clock hours is equal to 1 CEU. 1 clock hour is 0.1 CEU. See the rubric for teachers to determine how many CEUs your activity is worth
  - Fill in the information in the self-reflection part of the form. This is where you will give your Superintendent and Registrar as much information as you can about the activity or event that you engaged in and how you will apply it to your local environment. Make sure that they can understand what you did so that they can give you credit
  - Click the "Submit" button. Your request has been sent to your Conference Superintendent. When he or she approves your request, you will see the activity reflected in the "My Portfolio" section of your Dashboard. When this activity is approved, your Union Registrar will automatically receive a notification