

## **General Information on Course Structure and Operation**

### **ETV LEARN Self-paced Renewal courses**

#### **Online Teacher Recertification Courses for SC Educators**

**ETV LEARN** Self-paced Renewal online courses are provided by ETV Education for South Carolina educators and approved for renewal credit by the SC Department of Education (SCDE) Office of Educator Services. ***NO graduate credit is available.***

***IMPORTANT: Participants MUST have basic computer knowledge, a reliable, internet-capable device, and strong internet service. Video viewing is required.***

#### **ETV LEARN courses for 20 renewal credits**

- Each online course earns 20 renewal credits, facilitated entirely online and self-paced. Offered in FIVE sessions per year: FALL, WINTER, SPRING I, SPRING II, and SUMMER. Each session is approximately SIX weeks in duration.
- The "START date" of each session is when participants may access course(s) to complete the required PRE Course Survey and then start course work.
- The "END date" of each session is the deadline to complete ALL work and then respond to the required POST Course Survey questions to provide input on the course.
- Each course contains 8 to 16 video lessons that vary in duration and information to read, adding up to approximately TEN hours of viewing/reading time.
- Descriptions and registration: <https://www.scetv.org/education/etvlearn> under "ETV LEARN Subjects/Courses." Courses are divided by subject. ***NOTE: The "Register Now" links only work during valid registration periods.***
  - Registration and payment options are online at <https://store.scetvlearn.org/catalog?pagename=Home>  
***NOTE: They are only available during valid registration periods.***
- After viewing each video lesson online and/or reviewing the information required, participants must post a response of at least 100 words to the discussion topic question(s) and/or complete the assignment as directed. In some lessons, the word requirement for responses is more.
- Viewing is monitored and discussion questions/assignments are reviewed and rated by the course facilitator on a pass/fail basis. The facilitator will not respond to every post; however, all work is being reviewed. The facilitator will email participant if your viewing or a response to the question(s)/assignment is not acceptable.

- Participants are *encouraged* to read and respond to other class participant discussion topic posts. This makes the online course more interesting!
- Participants are required to start coursework on at least one course by the mid-point of the session.
- If participant is enrolled in more than once course, we recommend that work is done on one course at a time. Complete one course then move on to another.
- Once participant has completed all work and the work has been reviewed/approved, the participant is required to provide valued input on the course by completing the POST Course Survey. This is mandatory and should be done ASAP after completion of coursework as the ETV LEARN system will NOT award credit unless the POST Course Survey is also completed.
- Once the POST Course Survey is completed, the Certificate of Completion for the course will unlock for the participant to access/print. This will NOT unlock until all work is reviewed/rated AND the POST Survey is completed. Access this document ASAP after course is completed. (Must be accessed at least by two weeks after the session END date - see *NOTE* below). On document, participants may type in required personal information or print form to write in information. **(NOTE: "Certificate Number" OR "Educator ID Number" is your SC Teaching License number.)** Be sure to save copy for your personal records or print copy to keep.
  - *NOTE: The date you first access the Certificate of Completion is the date that prints on the certificate as the completion date **so please access/print your certificate ASAP after you complete the POST Course Survey.** (This MUST be done at least by two weeks after the session ends.)*
- If needed, participants may access the ETV LEARN course site after the session ends to print your Certificate(s) of Completion. **(If accessed later, because the system date stamps the certificate with the date you FIRST access the certificate, the date on the document may not fall within parameter of the session dates in which course was completed.)**

### **Drop Course(s) / Refund of Registration Fee**

- Requests to drop a course or courses and receive a refund must be made at the latest by one week after the registration period for that session closes (approximately ½ way through session). Request refunds to Sherry O'Konek: [sokonek@scetv.org](mailto:sokonek@scetv.org)

## **IMPORTANT: Submitting Course Certificate(s) of Completion**

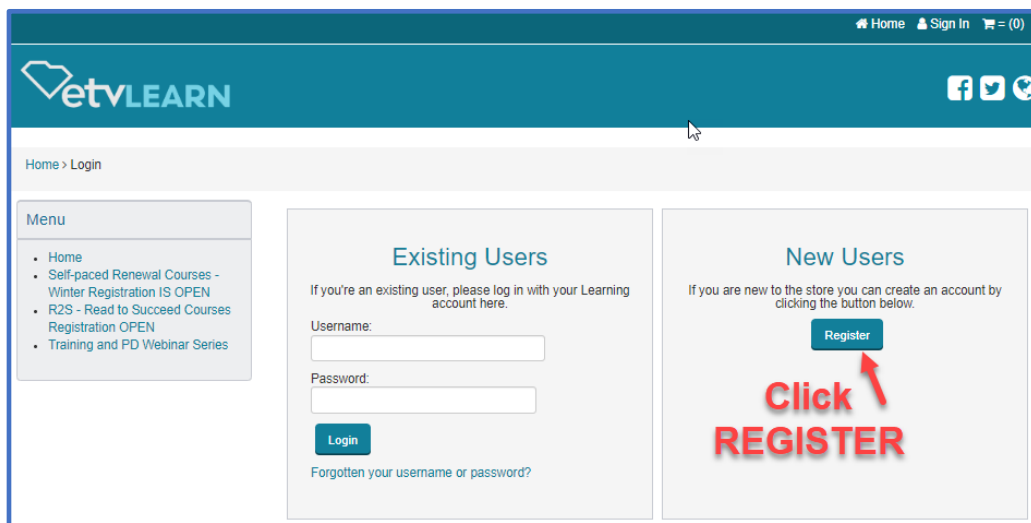
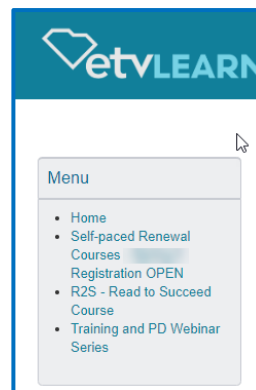
***Please read this information carefully and submit your Certificate(s) of Completion as directed below. If you have questions about where to submit, contact the SCDE Office of Educator Services: 803-896-0325***

- **Employed in a South Carolina Public School District** - Submit your course certificate of completion to your district's Human Resources Office. The designated Renewal Coordinator for the district has access to SCDE certificate records and may renew a certificate directly. **DO NOT submit your certificate to the SCDE.** "Renewal requests submitted by South Carolina public school district employees directly to the Office of Educator Services **will be denied.**"
  - **Employed in a "Renewal Entity" or "Office of the SCDE"** - Go to <https://ed.sc.gov/educators/certification/professional/>
  - **Otherwise (currently non-employed, or employed at a private school, out-of-state school, institute of higher education, daycare, nursery, private company, non-education setting, or third-party education contractor ...)**
- To apply for renewal, submit a request using [My SC Educator Portal](https://ed.sc.gov/educators/certification/portal/) and upload your course certificate there (<https://ed.sc.gov/educators/certification/portal/>).
  - Reminder: **It is YOUR responsibility to submit your course Certificate(s) of Completion as outlined by SCDE above.** (ETV is NOT allowed to do this for you.)
  - ETV Education will send to the SCDE Office of Educator Services the list of completers to VERIFY course completion within 15 working days after the session END date. This does NOT take the place of submitting your Certificate(s) of Completion as directed above to update your credentials. The SCDE completer list serves as verification only.

### **ETV Education Links:**

- ETV Teacher Courses Information page: <http://scetv.org/education/etvlearn>
- ETV LEARN – Teacher Recertification Registration page: <https://store.scetvlearn.org/catalog?pagename=Home>
- SCETV Education Blog: <https://www.scetv.org/education/education-blog>
- Know-It-All Resources page: <https://www.KnowItAll.org/>

## CREATE an Account from Registration Site

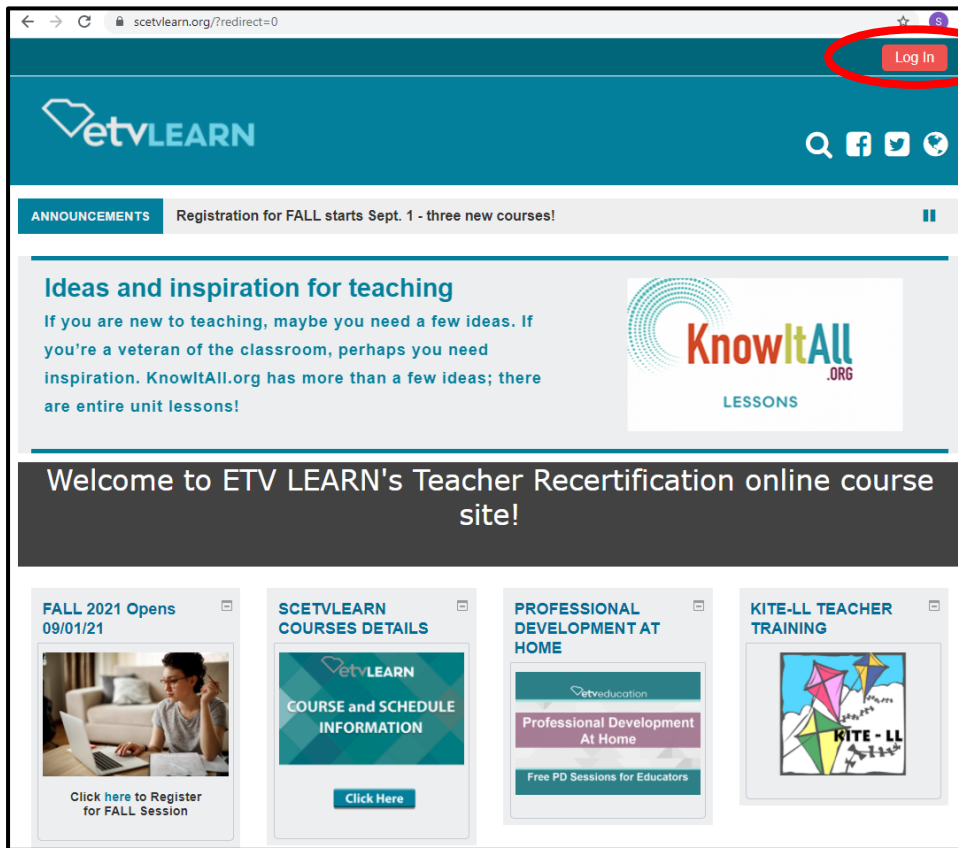



You are signed into the registration site.

Go to the menu on the left to view course options.

*Note: use the same login you just created to access the [SCETV Learn Course Site](#)*

## ETVLEARN - Teacher Recertification Courses SITE GUIDE



Go to:

<http://scetvlearn.org>

Click **LOG IN** at the top, right of the page.

If you have an account, enter your **USERNAME** and **PASSWORD**, click **LOG IN**

If not, click **CREATE NEW ACCOUNT**

## CREATE NEW SCETVLearn Account

SCETVLearn.org

New account

▼ Collapse all

▼ Choose your username and password

Username ⓘ

- Missing username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Password ⓘ

- Missing password

▼ More details

Email address ⓘ

Email (again) ⓘ

First name ⓘ

Last name ⓘ

Agency/Organization

Country

▼ Other fields

County ⓘ

Security question ⓘ ☐ I'm not a robot 

[Privacy](#) [Terms](#)

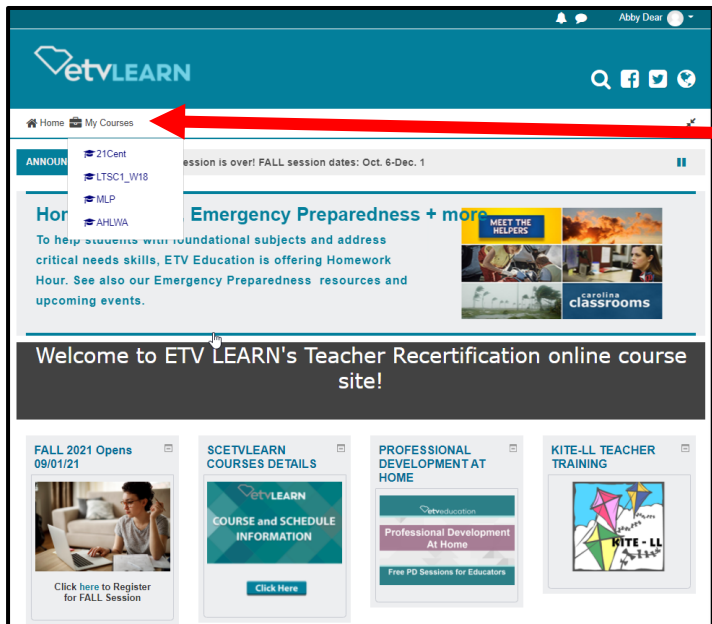
Create my new account Cancel

There are required fields in this form marked ⓘ.

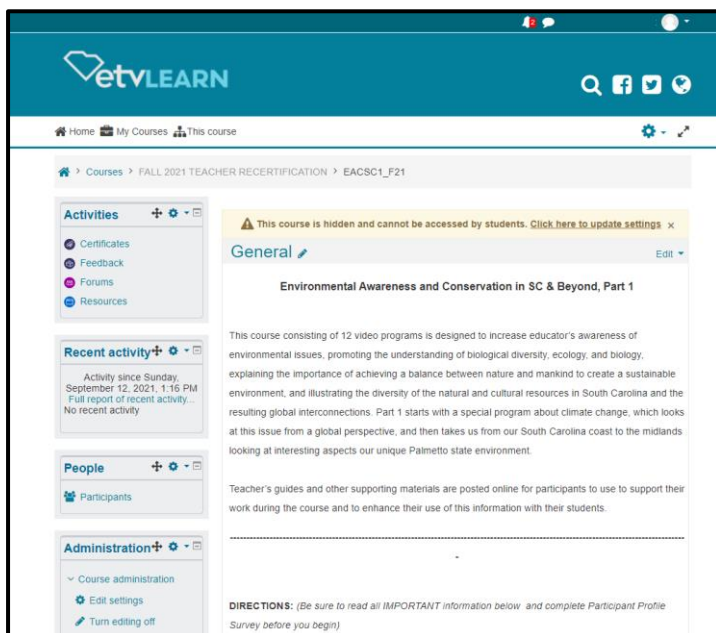
Complete the form and click **CREATE MY NEW ACCOUNT**.

*NOTE: Your email address is the basis of your account. If you used it previously it will not be created.*

## ETVLEARN - Teacher Recertification Courses SITE GUIDE continued



Once logged in, hover over **MY COURSES** to see and access your courses.







There are **3** parts to the course page:

**1**

The **General** section includes the course description and directions on how to proceed.


Be sure to read all directions and information before trying to access the video lessons in this course.

**IMPORTANT - READ PRIOR TO BEGINNING THIS COURSE!!**

-  **Course Structure, Operation and Troubleshooting Information**
-  **Contact information**
-  **Instructions for Receiving Course Credit**
-  **Announcements**

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**IMPORTANT:**  
You must complete this **PRE Course Survey** before beginning course!





-  **PRE Course Survey (Required)**

2

Important information you need to review and a **PRE-COURSE SURVEY** that *must* be completed.

3


**Topic 1**

-  **World Overview - Global Warming: The Signs and The Science Video**
-  **Discussion Topic 1: Global Warming** 
-  **Palmetto Clean Energy Grant a.k.a. PaCE grant (participant shared)**

Each topic includes at least one LESSON, TOPIC instructions and a DISCUSSION topic to complete. There may be optional handouts included as well.

**Post Course Survey**

In order to receive your certificate for the course, you must have satisfactorily completed all of your discussion assignments and the Post Course Survey activity listed here. Your submissions will be reviewed and rated. Once these prerequisites are met and a grade assigned, your certificate becomes available to you for download.

 **POST Course Survey**

**Restricted** Not available unless:

- You achieve a required score in **Discussion Topic 1: Consistent Structure for Writing** rating
- You achieve a required score in **Discussion Topic 2: Model the Writing Process** rating
- You achieve a required score in **Discussion Topic 3: Model Good Writing Behavior** rating

After you complete all the DISCUSSION TOPICS and posts have been graded, the **POST COURSE SURVEY** will be available.

*\*If you see any **"NOT AVAILABLE UNLESS,"** one of the topics have not been completed.*

*\*You **MUST** complete the Post Course Survey before you can access your certificate.*




**Certificate**

**Printing Your Certificate**

Once all coursework is reviewed/rated, the Post Course Survey will unlock for you to answer five questions, giving your input on the course. Once we check off that you have answered these questions, your certificate of completion will unlock for you to print it.

**IMPORTANT:** Please print your certificate of completion by at least two weeks after the session ends because the date accessed is the date that will be printed on the certificate. You want the correct session period to be close to the date printed on the certificate in order for the information submitted to SDE to be as accurate as possible.

*PLEASE be patient. It may take several days after course ends for your facilitator to sign off on all of your course work.*

 **Course Certificate**

**Restricted** Not available unless: The activity **POST Course Survey** is marked complete

The last section is the  
**CERTIFICATE.**

If you see any  
“**NOT AVAILABLE UNLESS,**”  
at least one of the topics or the  
Post Course Survey have not  
been completed.

***NOTE:** View the certificate immediately. The date you first access the certificate is the date that prints on the certificate as the completion date.*

***Please access the certificate upon completing the post course survey.***

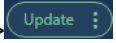

## VIDEO TROUBLESHOOTING

If your video segments are slow, stuck or buffering, it's very possible that your directories of "temporary internet files" and RAM (sometimes known as "cache") are close to the maximum and just cannot take anymore, the end result being any of the above scenarios or videos that:

- A) come to a complete freeze;
- B) start/stop/start/stop in a choppy way; or
- C) never even make it onto your screen.

Temporary internet files" are tiny bits of webpages that get permanently put on your hard-drive. They will remain forever on your computer, gradually plugging it up like hair stuck in a sink drain, until you finally get rid of them -- or "clear your cache" of "temporary internet files", "cookies", and "history".

**Here are some things you can try to see if you can get your computer to cooperate:**

- Allow the video segment to load completely, or at least halfway, before you start to watch it.
- Close all windows that you don't need. Having too many windows open will slow the loading process.
- Go to your internet browser and clear/delete the history, temporary internet files and cookies by doing the following:
  - ✓ In **Safari to clear COOKIES**, go to >SAFARI menu, >PREFERENCES, >PRIVACY, >MANAGE WEBSITE DATA, and click >REMOVE ALL. \*\*To clear **CACHE** go to >SAFARI menu, in the menu click, PREFERENCES, >ADVANCED, >SHOW DEVELOP MENU IN MENU BAR, >DEVELOP, and click EMPTY CACHES.
  - ✓ In **Google Chrome**, go to >  in the top, right corner, >PRIVACY AND SECURITY, select >CLEAR BROWSING DATA, check all the boxes to clear BROWSING HISTORY, COOKIES AND OTHER SITE DATA and CACHED IMAGES AND FILES and then CLEAR DATA.
  - ✓ In **Edge**, go to >  in the top, right corner > PRIVACY, SEARCH AND SERVICES, >under Clear Browsing Data click CHOOSE WHAT TO CLEAR, check all the boxes to clear BROWSING HISTORY, DOWNLOAD HISTORY, COOKIES AND OTHER SITE DATA and CACHED IMAGES AND FILES," then click CLEAR NOW.
- Shut down the computer to reboot.

If All That Fails:

- Try a different computer, if possible.
- Try viewing the videos at a different location.
- Change your web browser – please be sure you are not confusing this with a SEARCH ENGINE.
  - ✓ WEB BROWSER - a program on your computer that allows you to visit websites
  - ✓ SEARCH ENGINE - programs that search documents for specified keywords and returns a list of the documents where the keywords were found - such as Google, Ask, or Bing.
    - This is a short video briefly describing the difference:  
<http://googleblog.blogspot.com/2009/10/what-is-browser.html>

Below are 3 web browsers you can download for free.

- Edge - [Download Microsoft Edge Web Browser | Microsoft](#)
- Chrome - <http://www.google.com/chrome/>
- Safari - [Safari - Official Apple Support](#)