



Quick Start Guide for Educators

Complete your profile

1. Click the profile tab.
2. Complete the sections of the “info” tab as you desire.
3. Upload a photo to serve as the photo that represents you to your colleagues (not required but a nice touch).
4. Look at the options under the “notifications” tab. Decide what notifications you want to receive from the system.

Add contacts and join communities

1. Go to the “Contacts & Communities” tab.
2. Click the “Find a Person” link to find your colleagues and search for your colleagues on the Learning Connection.
3. Click the “Add to Contacts” link for colleagues that you want to add to your contacts. Add as many contacts as you wish. (Contacts will appear in your list when your request is accepted by your colleague.)
4. Go to the “Contacts & Communities” tab.
5. Click the “Find a Community” link to find communities of professional interests that have formed in the Learning Connection. For instance, search for “technology.” This will yield a list of the communities in the Learning Connection that are focusing on the topic of educational technology.
6. When you find a community that you want to join, click the “Join Community” link. Join as many communities as you like. (Communities will appear in your list automatically unless they require permission from a community admin.)

Create a class or create a lesson plan

1. To create a class, click on the “Classes” tab to create a class.
2. After creating the class, you will see a set of tabs that provide you tools to use to support your classroom instruction.
3. Under the “Settings” tab, you will have the option to make the class public (a checkbox). If you choose to make your class public, the information you put on the web will be available at the link provided. This link is your teacher web page provided by the Learning Connection. This page can be linked to your school district web page and does not require a login to access.
4. To create a lesson plan, click on the “Library” tab and select the “My Lessons” link.
5. Click “Create a New Lesson” to get started.
6. Complete the sections of the lesson plan (There are two pages.)
7. Decide how to use the lesson (Options include adding it to your class, sharing it with colleagues or publishing the lesson to be available to all users.)

Find Resources

1. Click the “Library” tab and then click the “Find Resources” link on the left.
2. To search content provided by other users or the DOE, click the “Published/Shared Resources” tab.
3. Conduct the search for resources using keywords or search by standards.

Training and Support

Find additional ways to get help by clicking on the support link on the Learning Connection home page:

<https://learningconnection.doe.in.gov>.