General Information on Course Structure and Operation

ETV LEARN Renewal courses

Online Teacher Recertification Courses for SC Educators

ETV LEARN online renewal 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***.

Participants must have basic computer knowledge, a reliable 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 5 sessions per year: Fall, Winter, Spring I, Spring II, and Summer. Each session is approximately 6 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 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 10 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 complete the assignments as directed.

- 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 work is not acceptable.

- Participants are required to start coursework on at least one course by the mid-point of the session.

- Once a participant has completed all the work and the work has been reviewed/approved, the participant is required to complete the POST Course Survey. **This is mandatory as the ETV LEARN system will NOT award credit unless the POST Course Survey is 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 Course Survey is completed. Your certificate must be accessed within two weeks of the session END date. On document, participants may type in required personal information or print form to write in information. Be sure to save copy for your personal records or print copy to keep.

    - "Certificate Number" and "Educator ID Number" can be located within the *My SC Educator Portal*
    - The date you first access the Certificate of Completion is the date that is printed on the certificate. Please access/print your certificate as soon as possible after you complete the POST Course Survey.

Course Withdrawal and Refund Policy

All refund, drop, and transfer requests must be sent via email to moodleadmin@scetv.org

- Refund Policy: Refund should be requested in writing by session midpoint. For more information, please see Schedule for Sessions (midpoint for each session is noted).

- Transfer Policy: Transfers will not be offered beginning Fall 2024. Contact your course facilitator with questions or concerns.

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

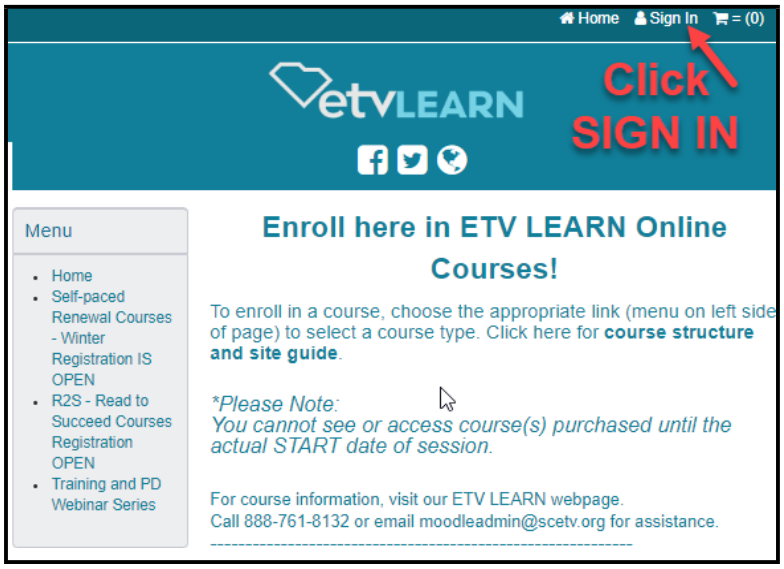
- **Employed in a South Carolina Public School District:** Submit your course certificate of completion to your district's Human Resources Office. The designated Renewal Coordinator for the district has access to SCDE certificate records and may renew a certificate directly. DO NOT submit your certificate to the SCDE.

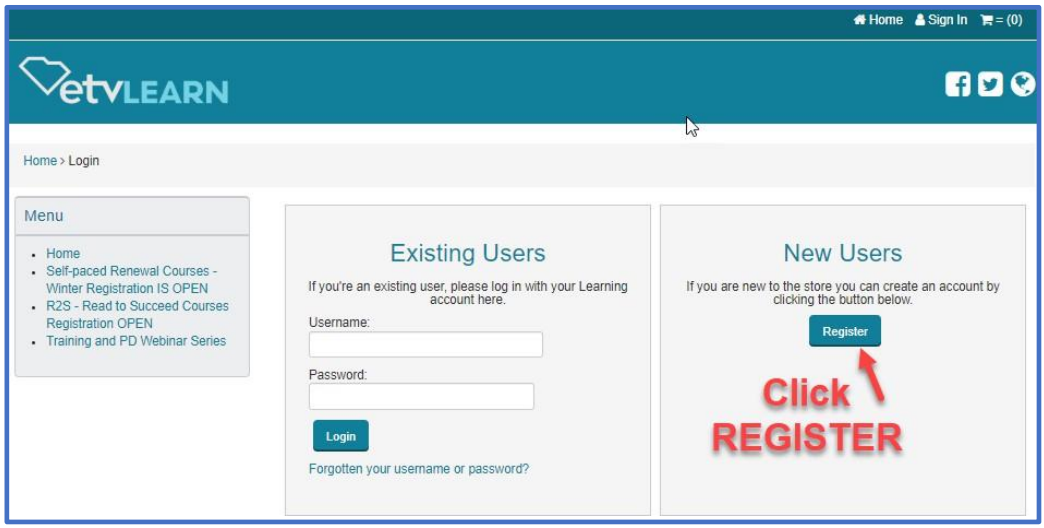
- **Employed in a "Renewal Entity" or "Office of the SCDE":** Go to https://ed.sc.gov/educators/certification/professional/

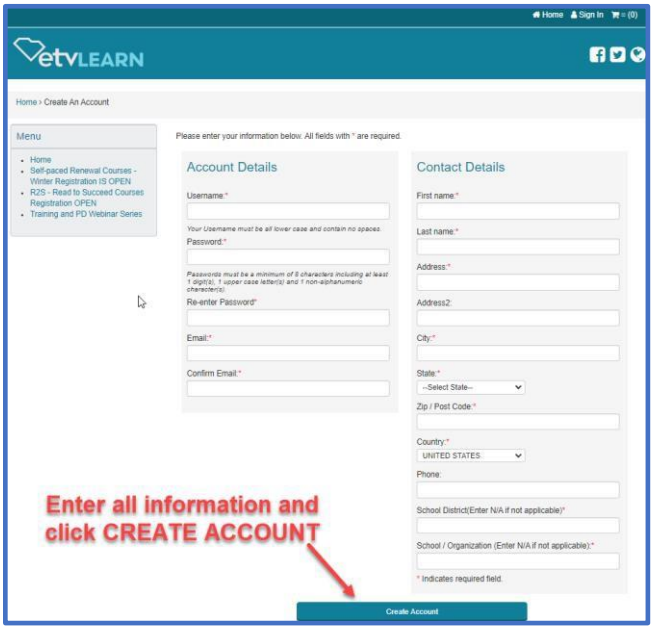
- **Other** (ex. currently non-employed, employed at a private school, institute of higher education, daycare): Submit a request using My SC Educator Portal and upload your course certificate

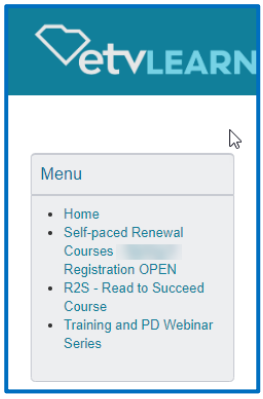
It is your responsibility to submit your course Certificate(s) of Completion as outlined by SCDE above.

CREATE an Account from Registration Site







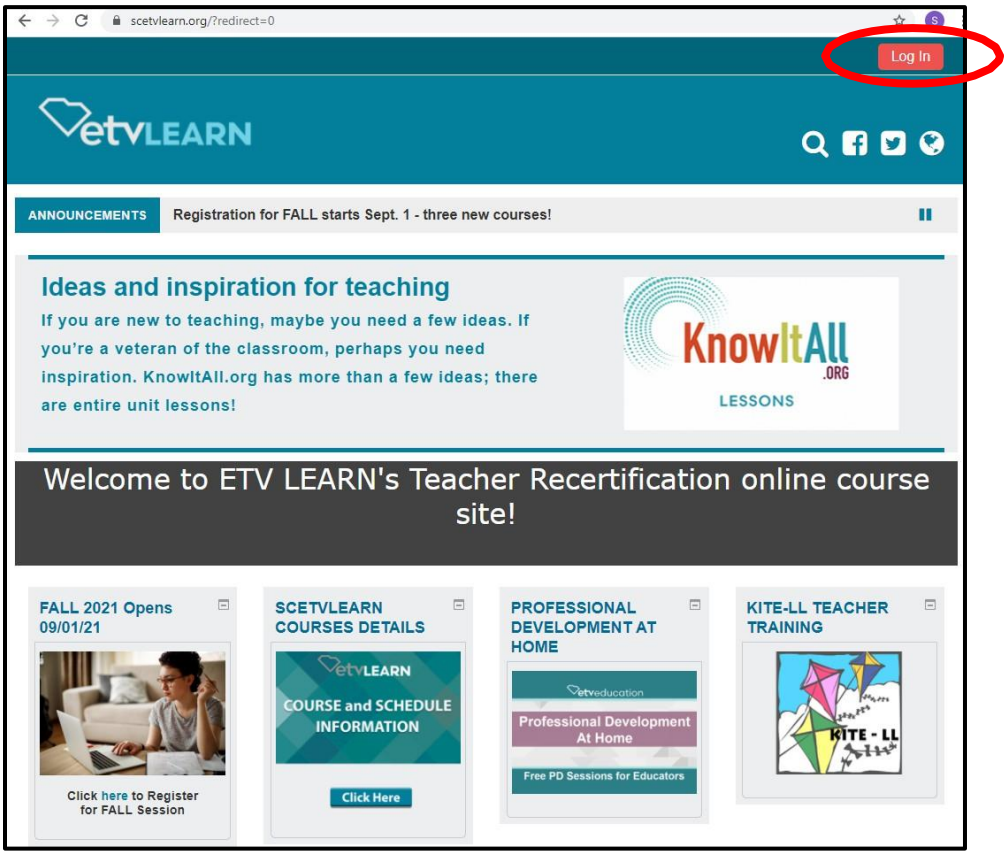


You are signed into the registration site.

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

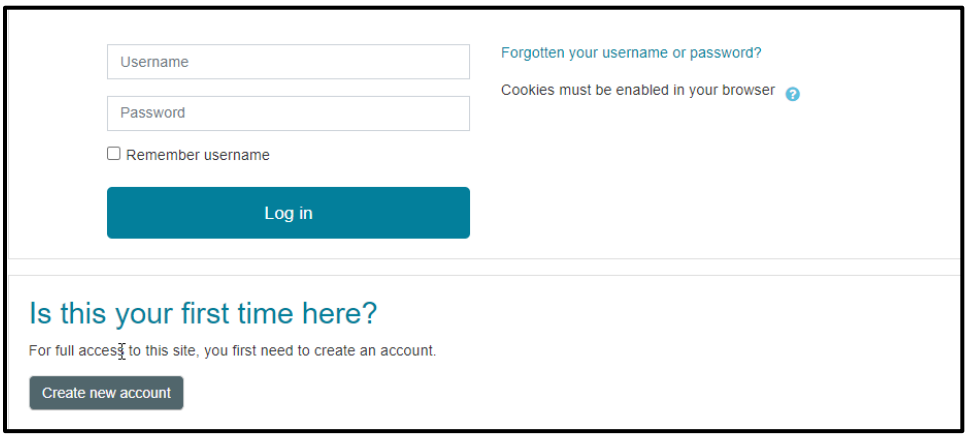
Note: use the same login you just created to access the [SCETVLearn Course Site]

ETVLEARN - Teacher Recertification Courses SITE GUIDE



Go to:
http://scetvlearn.org

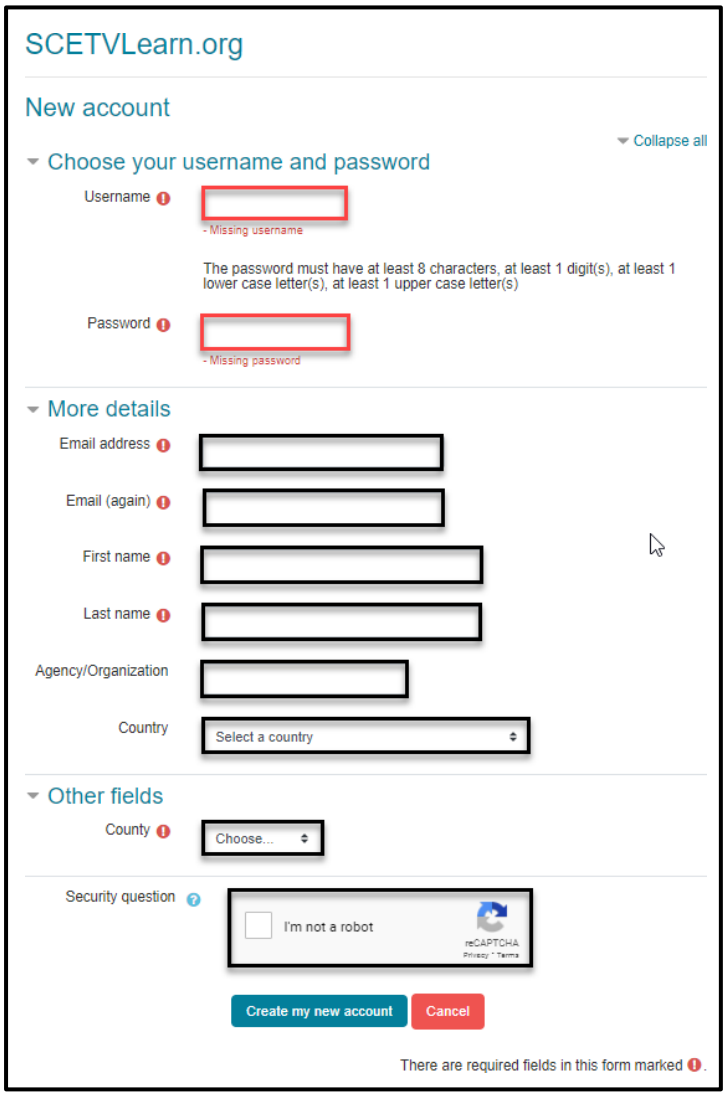
Click **LOG IN** at the top, right of the page.



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

If not, click **CREATE NEW ACCOUNT**

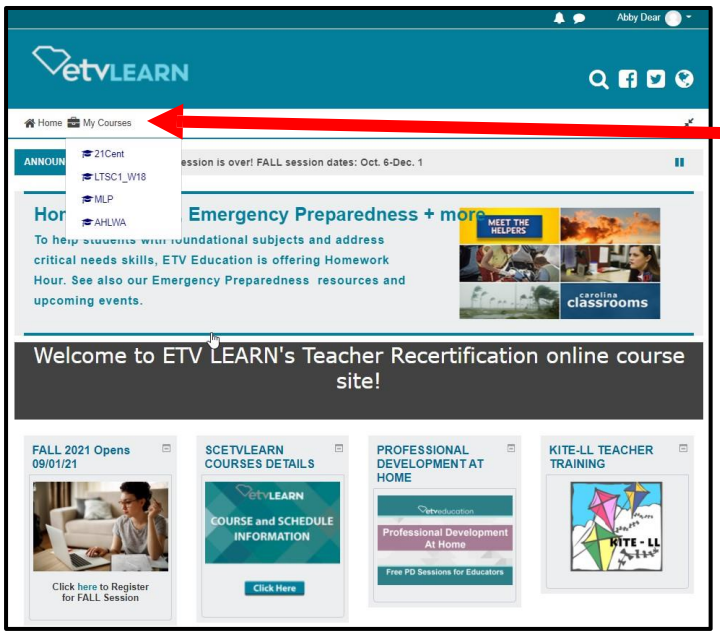
CREATE NEW SCETVLearn Account



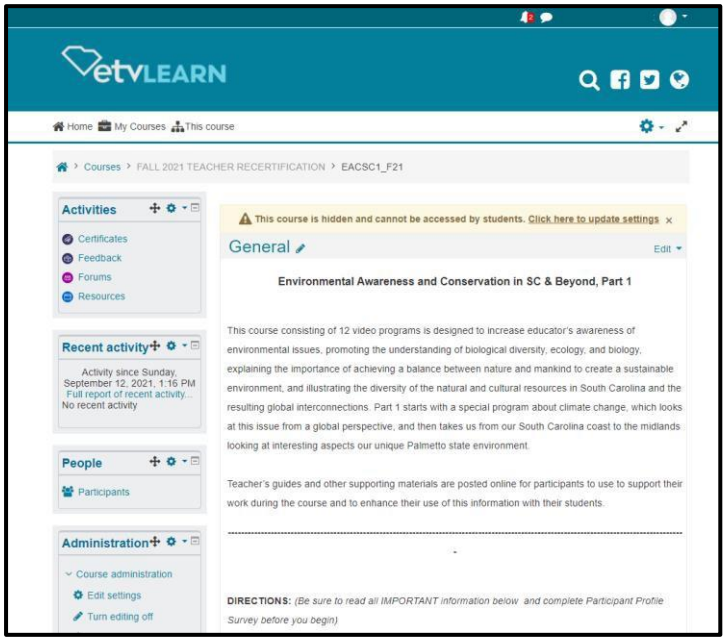
Complete the form and click **CREATE MY NEW ACCOUNT**.

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



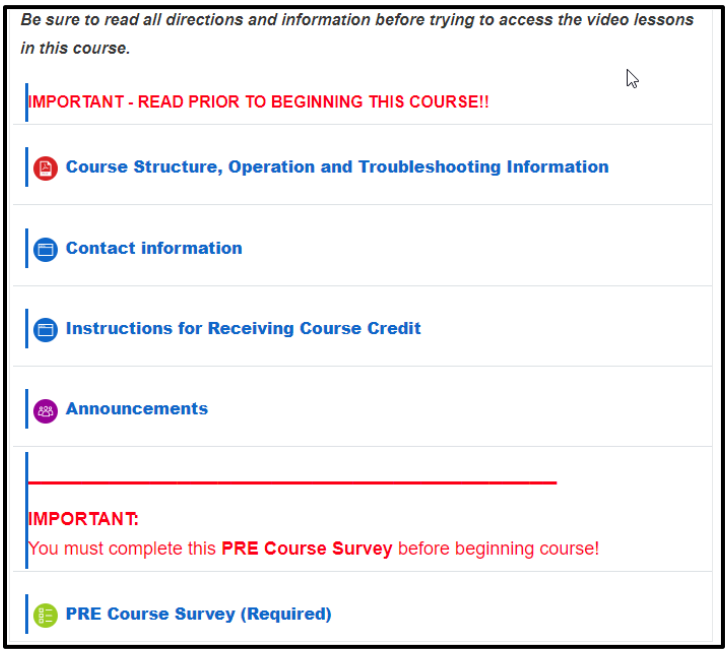
Once logged in, hover over **MY COURSES** to see and access your courses.



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

1

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

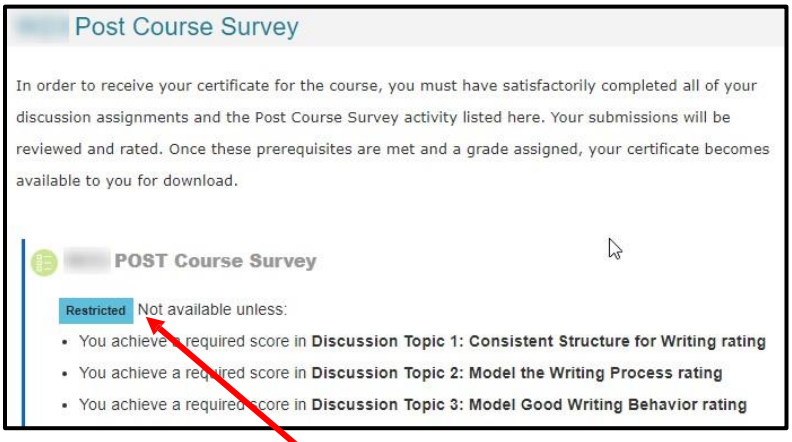


2

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

3

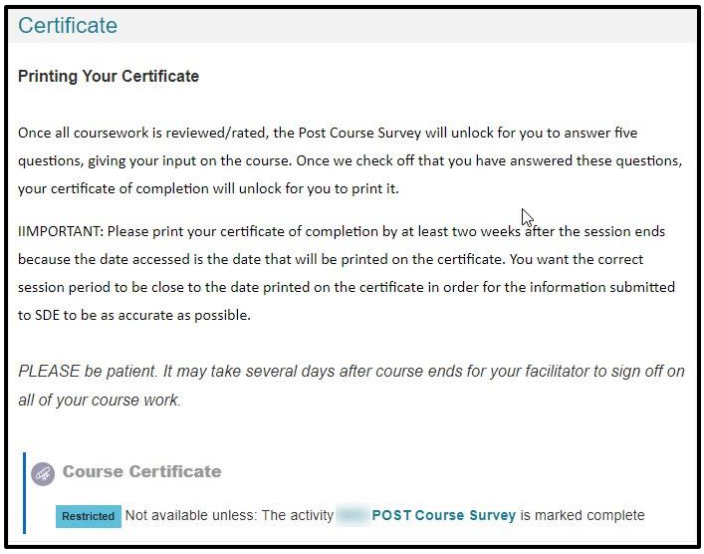
Each topic includes at least one LESSON, TOPIC instructions and a DISCUSSION topic to complete. There may be optional handouts included as well.



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.*



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.

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
- KnowItAll Resources page: https://www.KnowItAll.org/

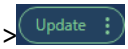
VIDEO TROUBLESHOOTING

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