


# Anoka Hennepin Independent School District

## Log On Instructions for the Learning Management System

Below, you will find instructions on how to log on to Anoka Hennepin's Learning Management System (LMS). Through the LMS you will have access to all of your required district training courses, as well as professional development courses offered by the district. The Learning Management System (LMS) will provide you with the capability to view, register for, complete, and track all of the training and development that is relevant to your continued growth and development in your position with the district.

**Important Note:** Google Chrome  is the preferred internet browser for the LMS.

- 1) Open the district web page from your Google Chrome browser using the URL:  
<http://www.ahschools.us>



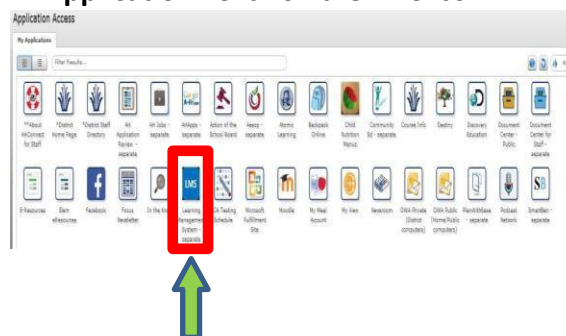
- 2) In the upper right hand corner of the web page, click the **Lock and Key icon**.



- 3) Log in using your district **Username & Password**.



- 4) Once you have logged in, you will see your personalized **Access Application page** which will include the **LMS Application**. Click on the LMS icon.



- 5) You will be prompted to log into the LMS system using your district **Username and Password**



Accessing the LMS application will bring you to your individualized Professional Development homepage where you will be able to access all of your district required trainings and any other staff development. In addition, teachers and other certified staff will be able to access all staff development completed during their 5 year renewal cycle to ensure all state requirements have been met for license renewal.

The screenshot shows the Anoka-Hennepin School District Learning Management System (LMS) homepage. The user profile at the top right identifies the user as Robyn Larson (188), Teacher/Para Educator, Anoka Middle - 18. The user's license is listed as DEFAULT, with a current status of CDB/C2 and an expiration date of 10/31/20. Below the profile, there are navigation tabs for 'My Courses & Events', 'Portfolio', 'Recommended Courses', and 'Course Request Status'. The 'My Courses and Events' section is active, displaying a table of 'Required Training' courses.

| Course Title   | Status    | Category          | Due Date   |
|--|-----------|-------------------|------------|
| Eliminating Bullying & Harassment<br>e-Learning  | Completed | Employee Services | None Found |
| SCSDM Test<br>e-Learning   | None      | (NOT FOUND)       | None Found |
| Economic and Political History of Europe in the 20th Century (1918-1991)<br>e-Learning | Completed | Test Lesson Level | None Found |
| Object One<br>e-Learning   | None      | (NOT FOUND)       | None Found |
| Emergent Computing Service-Oriented Standards and Architecture<br>e-Learning           | None      | Test Lesson Level | None Found |

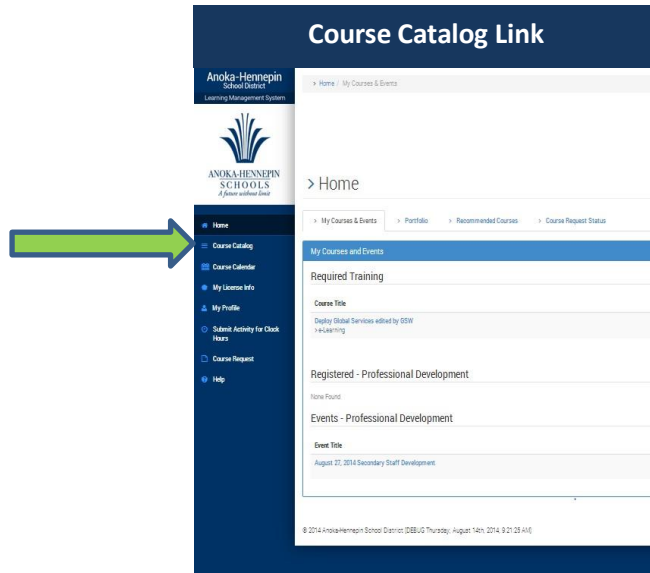
**Important Note:** If your training does not show, make sure to click on the **Portfolio** tab and change “Completions” to “**All**” (see below).

The first screenshot shows the navigation path: Home > My Courses & Events > Instructor > Portfolio. An arrow points from the 'Important Note' text to the 'Portfolio' tab. The second screenshot shows the 'Portfolio' tab selected, with a dropdown menu for 'Completions' set to 'All'. An arrow points from the 'Important Note' text to this dropdown menu. Below the dropdown, there is a 'Period' label and a light blue bar.

# Registering for a Professional Development Course

There are two ways to register for a professional development course. You can click on the **Course Catalog** link in your left navigation to see all courses currently available or you can click on the **Event Course Catalog** button under **Events – Professional Development**.

## 1. Click on the Course Catalog Link:



Courses are listed in the Course Catalog in alphabetical order; however, you can quickly search the entire catalog using the **Search Box** on the right. Clicking on the **Course Title** will give you more information about the course and will give you access to a **Register** button to register for the course.




Click on the **Register** button to register for the course.

Course Detail

### Course Information

Advanced Algebra Part 2  
> Instructor-Led Training

**Description:** This is a continuation of the morning session. Discuss the implementation, into the classroom, the changes to the scope and sequence of the course.

 [✓ Register](#)

[Add to my Calendar](#)

[Print Course Details](#)


|                   |  |
|-------------------|--|
| Content Area      | Math   |
| Restrictions      | No restrictions.   |
| Intended Audience | Advanced Algebra Teachers (Regular and Honors classes)                 |
| Materials Needed  | Examples of differentiation activities you have used in your classroom |
| Dates             | 08/27/14 - 08/27/14  |
| Enrolled / Max    | 0 / 0  |

2. Click on the **Event Course Catalog** button under **Events – Professional Development** on your home page:

### Event Course Catalog Button

Events - Professional Development

| Event Title                                 | Status | Start    | End      | Courses                              |
|---|--------|----------|----------|--------------------------------------|
| August 27, 2014 Secondary Staff Development | Open   | 08/16/14 | 08/16/15 | <a href="#">Event Course Catalog</a> |



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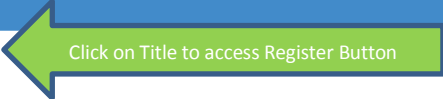
After clicking on the **Event Course Catalog** button, you will see a list of courses for that particular event. You can register for the course by clicking on the **Course Title** and then the **Register** button at the bottom of the **Course Detail** page.

### Event Course Catalog

- Home
- Course Catalog
- Course Calendar
- My License Info
- My Profile
- Submit Activity for Clock Hours
- Course Request

**Courses**

**Advanced Algebra Part 1**  
> Instructor-Led Training  
Dates: 08/27/14 to 08/27/14  
Times: None Found  
Content Area: Math  
Intended Audience: Advanced Algebra Teachers (Regular and Honors classes)  
Building: None Found  
Restrictions: No restrictions  
License Requirement: 7. None of the Above  
Clock Hours: 1.00  
Enrolled / Max: 0 / 0  
Description: Discuss the alignment of the curriculum in relationship to the requirements of the MN State Standards and ACT Standards. Using AHA-ops, explain the curriculum documents and access the benchmarks/targets. I Can statements, the learning activities/modifications.

 Click on Title to access Register Button

Course Detail

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Advanced Algebra Part 2  
 > Instructor-Led Training

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[Click to register](#) [Register](#)  
[Add to my Calendar](#)  
[Print Course Details](#)

|                   |  |
|-------------------|--|
| Content Area      | Math   |
| Restrictions      | No restrictions.   |
| Intended Audience | Advanced Algebra Teachers (Regular and Honors classes)                 |
| Materials Needed  | Examples of differentiation activities you have used in your classroom |
| Dates             | 08/27/14 - 08/27/14  |
| Enrolled / Max    | 0 / 0  |

When you register for a course associated with a specific event, you will see your registration confirmation on you home page under the heading **Registered – Professional Development**.

Home > My Courses & Events > Portfolio > Recommended Courses

### My Courses and Events

#### Required Training

| Course Title  | Status      | Due Date   |
|---|-------------|------------|
| Deploy Global Services edited by GSW<br>> eLearning | IN PROGRESS | None Found |

#### Registered - Professional Development

| Course Title   | Status      |
|--|-------------|
| Advanced Discussion and Seminar for High School English for High School Teachers at the Anoka High School Only | NOT STARTED |

#### Events - Professional Development

| Event Title                                 | Status | Start    | End      | Courses                              |
|---|--------|----------|----------|--------------------------------------|
| August 27, 2014 Secondary Staff Development | OPEN   | 08/16/14 | 08/16/15 | <a href="#">Event Course Catalog</a> |