

How to Enroll in a Course

Introduction

This document will explain how to **enroll as a student** in an online course provided on the "E3 Courses" website. The "E3 Courses" learning platform is used to conduct online courses that are developed and/or maintained by the Ayers Institute for Teacher Learning & Innovation.

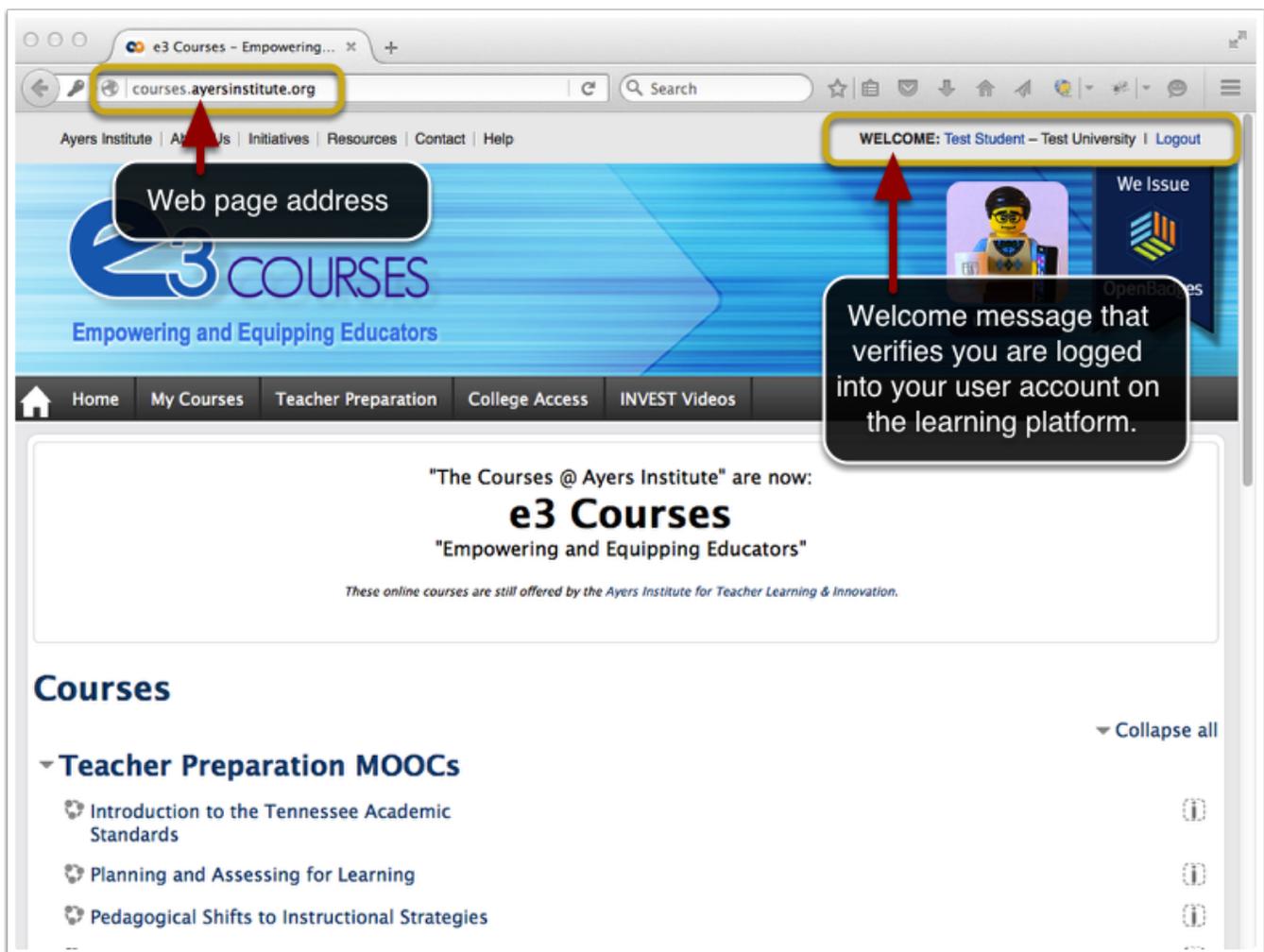
This document is intended for *registered users* who already have a verified login account on the learning platform. If you have not yet created a user account, you should use the [How to Register a User Account](#) document before returning to this document.

The screenshot shows the e3 Courses website interface. At the top right, there is a login form with fields for "Username" and a password field, and a "LOGIN" button. A red arrow points from a black callout box to the login form. The callout box contains the text: "You must login or register before you can enroll in a course." Below the callout box, a red arrow points to a blue "REGISTER NOW" button in the "Site Registration" sidebar. The sidebar also contains text: "You must register as a student before you can enroll in any of the courses on the e3 Courses website. Registration is started by completing an online form." Below this text are links for "Forgot Password?" and "Contact Us". The main content area features the e3 COURSES logo and a navigation menu with items like "Home", "Teacher Preparation", "College Access", and "INVEST Videos". Below the navigation menu, there is a section titled "Courses" with a "Collapse all" button and a list of courses under the heading "Teacher Preparation MOOCs", including "Introduction to the Tennessee Academic Standards", "Planning and Assessing for Learning", and "Pedagogical Shifts to Instructional".

Prerequisites

Before starting this procedure, be sure that:

- You are using standards-compliant Web browser software that is certified to work properly with "E3 Courses" learning platform. We recommend using either [Mozilla Firefox](#) or [Google Chrome](#). (Do *not* use Microsoft Internet Explorer.)
- You have already created a user account on the learning platform. (If not, use the [How to Register a User Account](#) document.)
- You have already logged into your user account. (If not, use the [How to Log In](#) document.)
- You are currently viewing "E3 Courses" learning platform Home Page in your Web browser. The webpage address (URL) is <http://www.e3courses.org>.



Locate the course

Locate the course in which you would like to enroll. You can find it using either:

1. The courses list on the home page of "E3 Courses," or
2. The "Search courses" function located below the course list.

NOTE: Some "E3 Courses" are free and open for anyone to enroll and participate. Other courses are restricted to a particular set of students or to users who have paid the course fee.

- The "key" icon next to some courses indicates that an "Enrollment Key" must be entered in order to successfully enroll in the course. (Enrollment keys are sent to you by e-mail after you meet the criteria for joining a particular course.)
- The "person" icon next to some courses indicates that "Guest Access" (no enrollment) is allowed for viewing of the course materials.

The screenshot displays the E3 Courses web application interface. At the top, there is a navigation bar with links for Home, My Courses, Teacher Preparation, College Access, and INVEST Videos. On the left, an 'Administration' sidebar contains a link for 'My profile settings'. The main content area is titled 'Courses' and features a 'Collapse all' button. A yellow box labeled '1' highlights the course list, which includes sections for 'Teacher Preparation MOOCs', 'College Access Project', and 'Miscellaneous'. To the right of the course list, three callout boxes with arrows point to specific icons: 'Open enrollment course.' points to a key icon, 'Enrollment Key is required.' points to a key icon with a document, and 'Guest Access is allowed.' points to a person icon. At the bottom, a yellow box labeled '2' highlights a search bar with the text 'Search courses:' and a 'Go' button.

Click on the course name

To begin the course enrollment process, click on the name of the course you would like to join.

Courses

▼ Collapse all

▼ **Teacher Preparation MOOCs**

- Introduction to the Tennessee Academic Standards  
- Planning and Assessing for Learning**  

Enroll in the course

NOTE: Courses that are "open" to the general public do *not* require an "enrollment key" to gain access. Simply click on the "Enroll me" button, then **skip ahead** to the next section of this document.

Other courses *do* require an "enrollment key" before you can be granted access:

1. Look for the "Self enrollment (student)" section of the "Enrollment options" form.
2. Enter the "Enrollment Key" for this course into the appropriate field. (See note and hints below.)
3. Click the "Enroll me" button.

NOTE: Enrollment keys are sent to you by e-mail after you meet the criteria for joining a particular course.

HINTS:

* Enrollment keys are similar to passwords. They must be typed *exactly* as they are sent to you. Proper capitalization and spacing are required in order to make a match.

* You can copy-and-paste the enrollment key from the e-mail into this field. Be careful to avoid accidentally including any leading or trailing spaces when copying and pasting.

Enrollment options

Planning and Assessing for Learning (Pilot)
Teacher: Julia Osteen

Information and resources needed to **successfully develop learning plans** aligned to the Common Core State Standards. The course is designed for use by pre-service and in-service teachers. The student will learn about several lesson planning models and best practices for lesson planning.

Prerequisite: Knowledge of the Common Core State Standards. <http://www.corestandards.org> Consider taking Teacher Preparation Course 1: "Introduction to the Common Core State Standards."

1. Click the course title.

2. Enter the enrollment key in the "Enrollment key" field. Unmask

3. Click the "Enroll me" button.

View the course

Upon successful enrollment in the course, you will be taken to the page that is titled "Course Overview." This page will display a summary of the online course and will provide access to current course **Announcements** and a peer-to-peer **Help Forum** for student discussion and support.

The screenshot shows the user interface of the e3 COURSES platform. At the top, there is a navigation bar with links for 'Ayers Institute | About Us | Initiatives | Resources | Contact | Help' and a welcome message: 'WELCOME: Test Student – Test University | Logout'. Below this is a large blue banner with the e3 COURSES logo on the left and the course title 'Planning and Assessing for Learning' in the center. On the right of the banner is a user profile icon with a 'User Profile' button underneath. A dark navigation bar below the banner contains links for 'Home', 'My Courses', 'Teacher Preparation', 'College Access', and 'INVEST Videos'. Below the navigation bar, the breadcrumb trail reads 'Home > Plan & Assess Learning'. The main content area is divided into two columns. The left column contains a 'Course completion status' section with a sub-section 'Status: In progress' and a table of 'Required criteria' with a 'Status' column. The table shows 'Activity completion' at '2 of 24'. Below this is a 'More details' link and a 'Course Contents' section with links for 'Courses List' and 'Course Overview'. The right column features a 'Course Overview' header with expand/collapse icons and a 'Your progress' indicator. The main heading in this section is 'PLANNING AND ASSESSING FOR LEARNING' in large, bold, purple letters. Below the heading is a welcome message: 'Welcome to the *Planning and Assessing for Learning* online professional learning opportunity.'

My Courses menu

Now that you are enrolled in the course, it will appear as an option within the "My Courses" menu item.



Conclusion

The enrollment process is only required *one time per course*.

Now that you have **enrolled in a course**, you can access this course whenever you log into the "E3 Courses" website. In the future, you simply click on the course name to gain access to the course resources and activities.

Your Next Steps:

1. Review the [Navigating within an E3 Course](#) document.
2. Read the [Course Syllabus](#) document that is provided as a link on the course home page.

If you have questions or need technical support, please contact us by e-mail at ayers.support@lipscomb.edu.

Credits

E3 Courses are published and supported by the ***Ayers Institute for Teacher Learning & Innovation***, an extension of the College of Education at Lipscomb University.



Information about the Ayers Institute's mission, programs, services, and educational resources is available on our website at <http://www.ayersinstitute.org>.