

USER'S GUIDE

BFK•Learn®

Battelle for Kids
Bringing clarity to school improvement

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CLICK ON THE PAGE YOU WISH TO LEARN ABOUT AND YOU WILL BE DIRECTED THERE.

YOU CAN CLICK ON THE TABLE OF CONTENTS LINK AT THE BOTTOM OF EACH PAGE TO RETURN AT ANY TIME.

INTRODUCTION

Personalized learning experiences—they're what teachers strive to provide each student. Just as teachers attempt to differentiate their instruction, education leaders need efficient ways to personalize, monitor and deliver professional growth opportunities for their staff.

The BFK•Learn® User's Guide provides resources for how to use the BFK•Learn® solution to manage and participate in online learning. The guide is designed to help administrators manage staff learning and to guide staff in enrolling and completing online courses and learning paths.

What is BFK•Learn®?

The BFK•Learn® solution is Battelle for Kids' online learning management service that provides educators access to online courses and personalized learning paths available any time, any place and at any pace. Using this solution, leaders can efficiently and effectively build the capacity of large, diverse user groups to address a variety of school-improvement issues.

Online Courses

Users can enroll in a suite of online courses. Written for educators by educators, these courses are designed to provide users with an interactive and content-rich learning experience. Districts also can integrate their own professional development content to create customized learning experiences for staff.

Learning Paths

Role-based learning paths provide users with a suggested course of study to guide their learning journey. Whether a beginner or more advanced user, learning paths provide suggestions for a progression of courses to build and maximize learning around a topic.

Managing the Online Learning Experience

The BFK•Learn® solution is designed to empower instructional leaders to assign, monitor and manage their staff members' professional learning experience in a district or building. With this solution, instructional leaders can oversee staff learning, enroll staff in activities, set target completion dates, send e-mail alerts and more.

GETTING STARTED WITH LEARNING

Enrolling in Courses or Learning Paths

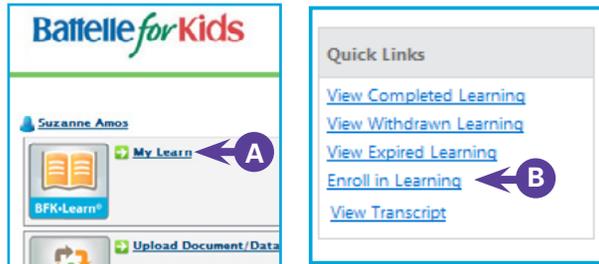
Once logged in to your portal, complete the following steps to begin or continue your learning experience:

1. Launch My Learn

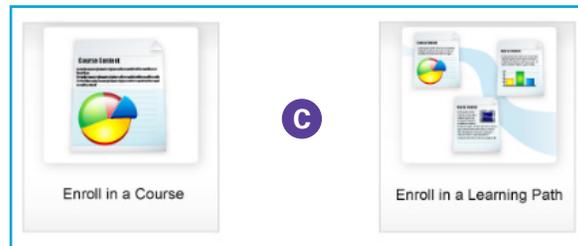
- Under "Learn," click "My Learn." (A)

2. Enroll in Learning

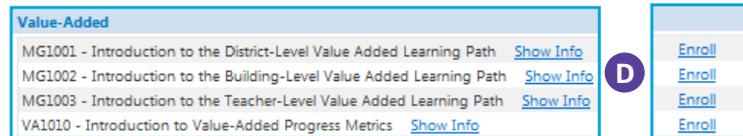
- Under the "Quick Links" section on the right side of the page, click "Enroll in Learning." (B)



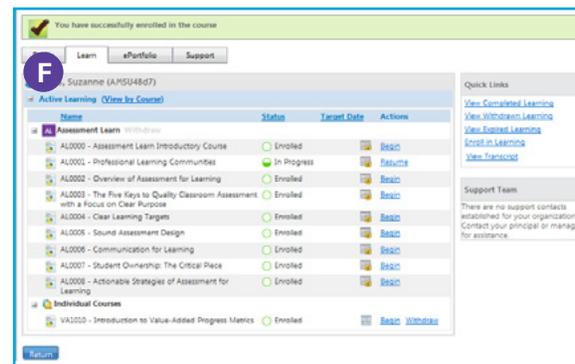
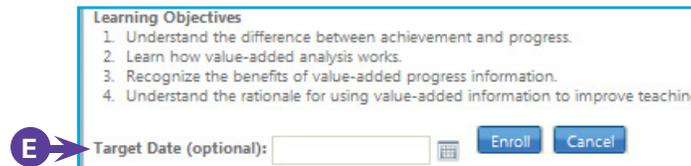
- Choose to enroll in a course or learning path. A course is a single learning experience on a topic, and a learning path is a series of courses that build upon each other around a topic. (C)



- Choose the course or learning path. Click on "Show Info" to the right of the course titles to review the description and objectives for each course. (D)
- Choose desired course or learning path and click "Enroll." (D)



- Set a target completion date, if desired. (E)
- Your "My Learn" page will show the courses that were just added. (F)

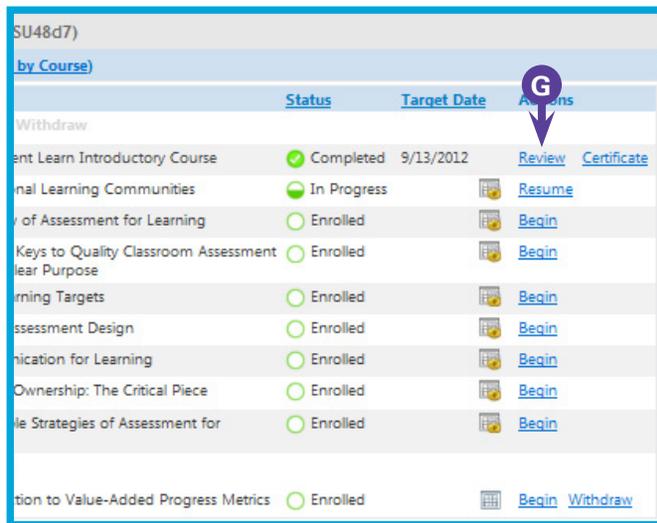


GETTING STARTED WITH LEARNING

Beginning a Course

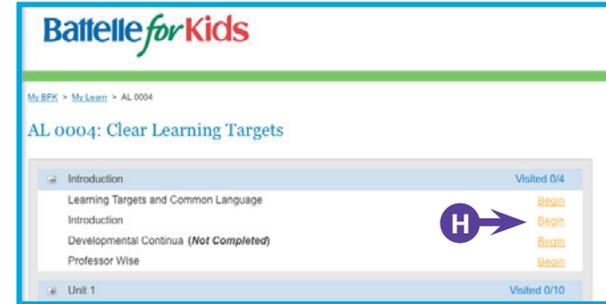
1. Begin a Course/Learning Item:

- To begin a course/learning item, look at the course list under "Active Learning" and click "Begin" to the far right of the course you wish to take. If you have already started this course/learning item, this column will show "Resume." (G)



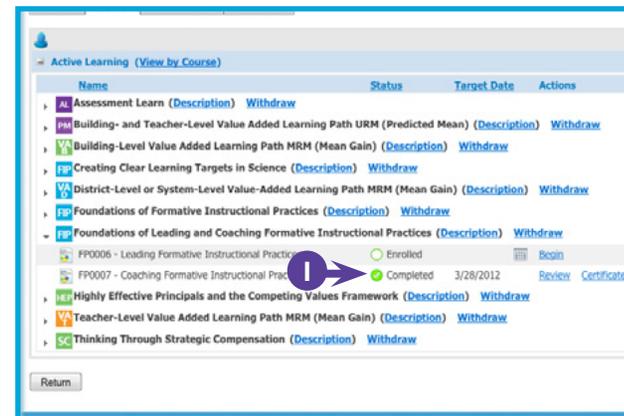
	Status	Target Date	Actions
Withdraw			
Assessment Learn Introductory Course	Completed	9/13/2012	Review Certificate
Assessment Learning Communities	In Progress		Resume
Assessment of Assessment for Learning	Enrolled		Begin
Keys to Quality Classroom Assessment Learn Purpose	Enrolled		Begin
Learning Targets	Enrolled		Begin
Assessment Design	Enrolled		Begin
Communication for Learning	Enrolled		Begin
Ownership: The Critical Piece	Enrolled		Begin
Effective Strategies of Assessment for	Enrolled		Begin
Introduction to Value-Added Progress Metrics	Enrolled		Begin Withdraw

- After beginning a course/learning item, you may see a table of contents, which includes all of the units for that course/learning item. Click "Begin" to launch the first unit in the course. (H)



Completing a Course

- To complete a course, you will need to visit all pages in the course in addition to other answering requirements.
- To complete a course/learning item, answering questions or other learning activities may be required.



Name	Status	Target Date	Actions
AL Assessment Learn (Description) Withdraw			
PH Building- and Teacher-Level Value Added Learning Path URM (Predicted Mean) (Description) Withdraw			
VA Building-Level Value Added Learning Path MRM (Mean Gain) (Description) Withdraw			
FP Creating Clear Learning Targets in Science (Description) Withdraw			
VA District-Level or System-Level Value-Added Learning Path MRM (Mean Gain) (Description) Withdraw			
FP Foundations of Formative Instructional Practices (Description) Withdraw			
FP Foundations of Leading and Coaching Formative Instructional Practices (Description) Withdraw			
FP0006 - Leading Formative Instructional Practices	Enrolled		Begin
FP0007 - Coaching Formative Instructional Practices	Completed	3/28/2012	Review Certificate
HP Highly Effective Principals and the Competing Values Framework (Description) Withdraw			
VA Teacher-Level Value Added Learning Path MRM (Mean Gain) (Description) Withdraw			
SC Thinking Through Strategic Compensation (Description) Withdraw			

GETTING STARTED WITH LEARNING

Reviewing a Completed Course or Learning Path

- Once all courses in a learning path have been completed, or once an individual course not associated with a learning path has been completed, the course(s) will no longer be visible on the “Active Learning” page.
- To review these completed courses, click “View Completed Learning” under the “Quick Links” section on the right side of the page. (J)

SU48d7)

[View by Course\)](#)

	Status	Target Date	Actions
Withdraw			
ent Learn Introductory Course	✓ Completed	9/13/2012	Review Certificate
onal Learning Communities	⏸ In Progress		Resume

Quick Links

- [View Completed Learning](#)
- [View Withdrawn Learning](#)
- [View Expired Learning](#)
- [Enroll in Learning](#)
- [View Transcript](#)

- Find the desired course and click “Review” to the far right of the course title. The course will launch showing the answers to previously answered questions. (K)

My BEK > My Learn

My Learn

Profile Learn ePortfolio Support

Amos, Suzanne (AMSU48d7)

Completed Learning ([View by Course](#))

Name	Status	Date	Actions
Individual Courses			
VA0102 - Understanding Basic Descriptive Statistics	✓ Completed	9/29/	Review Certificate

Quick Links

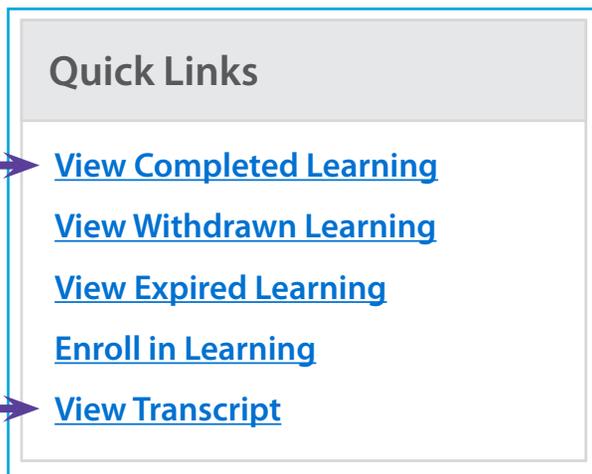
- [View Completed Learning](#)
- [View Withdrawn Learning](#)
- [View Expired Learning](#)
- [Enroll in Learning](#)
- [View Transcript](#)

Certificates and Transcripts

1. Course/Learning Path Completion Certificate:

Once you have completed a course/learning item or learning path, a course completion certificate or learning path completion certificate becomes available for viewing or printing.

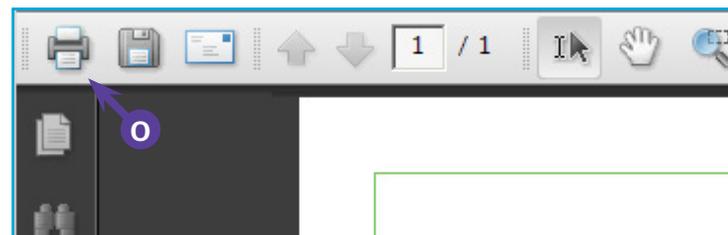
- To view or print the certificate(s), go to the “View Completed Learning” link under the “Quick Links” section on the right side of the page. (L)



- To view your personalized document confirming that you have completed this course or learning path, find the course or learning path desired and click “Certificate” at the far right of the course title. (M)



- Use the browser print functionality to print the certificate, if desired. (O)



2. Transcript:

The system tracks each course and learning path that you completed. A transcript of all courses completed is available for viewing or printing.

- To view or print a transcript, click the “View Transcript” link under the “Quick Links” section on the right side of the page. You will see a printable list of courses/learning items and learning paths you have completed, including the course or learning path title, code and completion date. (N)
- Use the browser print functionality to print the certificate, if desired. (O)

LEARNER FEATURE SUMMARY | MANAGING PERSONAL LEARNING

Managing Personal Learning

My Learn

This page summarizes your active learning and provides links to common actions. (A)

Active Learning

This page provides a list of all courses/learning items you are currently taking and links to “Review,” “Begin” or “Resume” the contents of the course/learning item. You also can modify the “Target Date” for completing each course/learning item by clicking the calendar icon. (B)

Battelle for Kids Logout

My BFK > My Learn

My Learn ← A

Profile Learn ePortfolio Support

Amos, Suzanne (AMSU48d7)

B → Active Learning [View by Course](#)

Name	Status	Target Date	Actions
AL Assessment Learn <small>Withdraw</small>			
AL0000 - Assessment Learn Introductory Course	Completed	9/13/2012	Review Certificate
AL0001 - Professional Learning Communities	In Progress		Resume
AL0002 - Overview of Assessment for Learning	Enrolled		Begin
AL0003 - The Five Keys to Quality Classroom Assessment with a Focus on Clear Purpose	Enrolled		Begin
AL0004 - Clear Learning Targets	Enrolled		Begin
AL0005 - Sound Assessment Design	Enrolled		Begin
AL0006 - Communication for Learning	Enrolled		Begin
AL0007 - Student Ownership: The Critical Piece	Enrolled		Begin
AL0008 - Actionable Strategies of Assessment for Learning	Enrolled		Begin

Quick Links

- [View Completed Learning](#)
- [View Withdrawn Learning](#)
- [View Expired Learning](#)
- [Enroll in Learning](#)
- [View Transcript](#)

Support Team

There are no support contacts established for your organization. Contact your principal or manager for assistance.

LEARNER FEATURE SUMMARY | MANAGING PERSONAL LEARNING

Target Date

When a “Target Date” for completion has been assigned for a course/learning item, this graphic indicator will change color to indicate proximity to the completion date. The “Status” column provides a visual indicator of where you are in the process. **GREEN** indicates the course/learning item is on track. **YELLOW** indicates that the course/learning item has not been completed, and you are within 10 days of the “Target Date.” **RED** indicates that the “Target Date” is past due. (C)

Withdrawing

If you decide not to take or complete a particular course/learning item, you can click “Withdraw” from the “Active Learning” section. (D) Once you have withdrawn from a course, you can see which courses you withdrew from by clicking on the “View Withdrawn Learning” under the “Quick Links” section on the far right of the page. (E)

Re-Enrolling

If you have withdrawn from a course and wish to re-enroll, you can do so by clicking on the “Enroll in Learning” under the “Quick Links” section on the far right of the page. Once there, find the course you wish to re-enroll in, and click the “Enroll” link. (F)

The screenshot shows the 'My Learn' interface with a navigation bar (Profile, Learn, ePortfolio, Support) and a main content area. The 'Active Learning' section is expanded, showing a table of courses. The table has columns for Name, Status, Target Date, and Actions. A 'Withdraw' button is visible next to the first course. The 'Quick Links' section on the right contains links for 'View Completed Learning', 'View Withdrawn Learning', 'View Expired Learning', 'Enroll in Learning', and 'View Transcript'. The 'Support Team' section below it states there are no support contacts established for the organization.

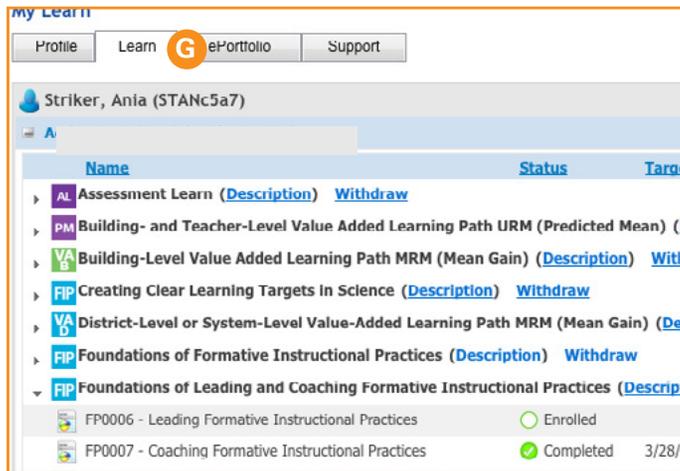
Name	Status	Target Date	Actions
AL0000 - Assessment Learn Introductory Course	Completed	9/13/2012	Review, Cancel
AL0001 - Professional Learning Communities	In Progress		Resume
AL0002 - Overview of Assessment for Learning	Enrolled		Begin
AL0003 - The Five Keys to Quality Classroom Assessment with a Focus on Clear Purpose	Enrolled		Begin
AL0004 - Clear Learning Targets	Enrolled		Begin
AL0005 - Sound Assessment Design	Enrolled		Begin
AL0006 - Communication for Learning	Enrolled		Begin
AL0007 - Student Ownership: The Critical Piece	Enrolled		Begin
AL0008 - Actionable Strategies of Assessment for Learning	Enrolled		Begin

LEARNER FEATURE SUMMARY | MANAGING PERSONAL LEARNING

ePortfolio

Some learning paths involve completing data inquiries and culminating projects. These activities involve uploading your results to create your ePortfolio in the BFK•Learn® solution. Throughout the year, you can access your ePortfolio to refer to your findings, and your school/department administrator can review them as well.

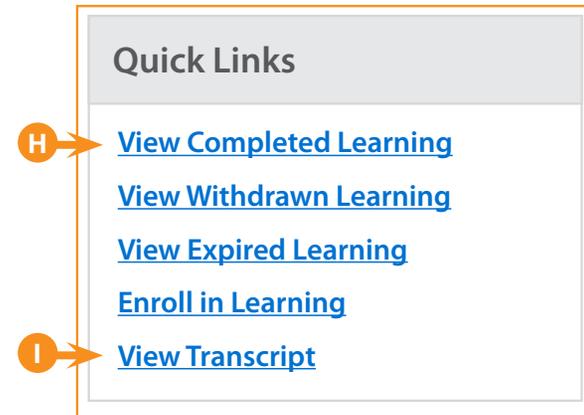
- To view your ePortfolio, click on the “ePortfolio” tab above the “Active Learning” section. (G)

**Completed Learning**

Once you complete a course/learning item, it will no longer appear in this “Active Learning” section. To view completed learning, click “View Completed Learning” under “Quick Links.” This page shows all completed courses/learning items. And, you can review content of the course/learning item and view the corresponding certificate. (H)

Transcripts

Under the “Quick Links” section on the far right of the page, you can review all completed courses by clicking on “View Transcript.” (I)

**Support Team**

Under the “Support Team” section below “Quick Links,” you may see contact information for members of your school’s BFK•Learn® Support Team. These individuals can assist with questions regarding planning and developing personalized learning activities for your school. If you do not see support team members listed in this box, contact your principal or manager for assistance. (J)



Managing Staff Learning

Enroll Staff in Learning

Administrators can enroll individuals or groups of individuals into courses or learning paths to direct staff learning.

1. Launch Manage Learning

- From the portal home page click, "Manage Learning" under "Learn." (A)

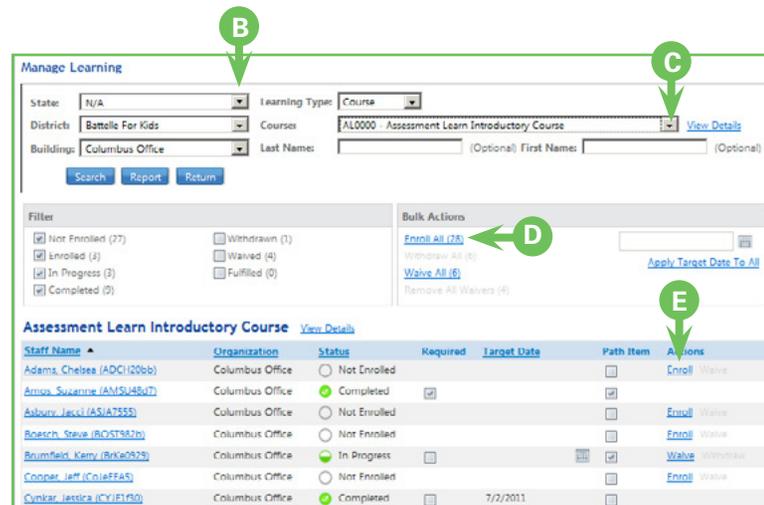


2. Choose the Location of the Individuals for Enrollment

- Use the drop-down boxes on the top left side of the screen to filter through the location hierarchy to find the desired location. (B)

3. Select the Desired Course or Learning Path for Enrollment

- Use the drop-down boxes on the top right of the screen to choose the course or learning path for enrollment. (C)
- Click "Search."
- Enroll all eligible individuals in the location by choosing "Enroll All" under the "Bulk Actions" section. (D)
- Or, enroll select individuals by clicking the "Enroll" link to the far right of the desired staff name. (E)
- If the "Enroll" link is not enabled for a staff member, that staff member does not have rights to take the course or learning path.



Target Completion Dates and Required Courses

- Administrators can set target completion dates for courses or learning paths for staff—and can mark a course or learning path as “Required.” Target Completion Dates can be set from the “Manage Learning” page by specifying a target date under the “Bulk Actions” section and clicking the “Apply Target Date to All” link. Setting a target completion date will trigger reminders just prior to the target date and just after the target date; however, the course remains available after the target date has passed. (E)
- Administrators can mark a course or learning path as required for a staff member by clicking the “Required” checkbox to the right of the staff member’s name on the “Manage Learning” page. Note that a staff member must first be enrolled in a course before it can be marked as required. If a course is marked as required, a user will not have the option to withdraw or change the target date. (F)

Manage Learning

District: Battelle For Kids Learning Type: Course

Building: Tau High School Course: VA 1020 Progress and Achievement [View Details](#)

Last Name: First Name:

(Optional) (Optional)

[Search](#) [Report](#) [Return](#)

Filter

Not Enrolled (9) Withdrawn (0)

Enrolled (0) Waived (0)

In Progress (0) Fulfilled (0)

Completed (0)

Bulk Actions

[Enroll All \(9\)](#)

[Withdraw All \(4\)](#)

[Waive All \(4\)](#)

[Remove All Waivers \(0\)](#)

[Apply Target Date to All](#)

VA 1020 Progress and Achievement [View Details](#)

Staff Name	Organization	Status	Required	Target Date	Path Item	Actions
Gaffigan, Leon (73628)	Tau High School	Not Enrolled	<input type="checkbox"/>		<input type="checkbox"/>	Enroll Waive
Griffin, Mary (72653)	Tau High School	Enrolled	<input checked="" type="checkbox"/>	5/31/2011	<input type="checkbox"/>	Waive Withdraw
Jones, Brady (63848)	Tau High School	Not Enrolled	<input type="checkbox"/>		<input type="checkbox"/>	Enroll Waive
Lynn, Dorothy (73584)	Tau High School	In Progress	<input type="checkbox"/>		<input type="checkbox"/>	Waive Withdraw
McDowell, George (63548)	Tau High School	Not Enrolled	<input type="checkbox"/>		<input type="checkbox"/>	Enroll Waive
O'Connell, Michelle (63648)	Tau High School	In Progress	<input type="checkbox"/>	5/31/2011	<input type="checkbox"/>	Waive Withdraw
Schmidt, Gary (15278)	Tau High School	In Progress	<input type="checkbox"/>		<input type="checkbox"/>	Waive Withdraw
Swanson, Angel (52185)	Tau High School	Not Enrolled	<input type="checkbox"/>		<input type="checkbox"/>	Enroll Waive
Turley, Brian (68321)	Tau High School	Completed	<input type="checkbox"/>		<input type="checkbox"/>	Enroll Waive

ADMINISTRATOR FEATURES SUMMARY | MANAGING STAFF LEARNING

Track Staff Learning Status by Course or Learning Path

Administrators can track the status of learning for a course or learning by building and individuals. This feature allows administrators to see, by building, which staff are enrolled in a course or learning path, which staff are currently in progress, which staff have completed the course or learning path and which staff have withdrawn or had the course waived.

1. Launch Manage Learning

- From the portal home page, click "Manage Learning" under "Learn." (G)

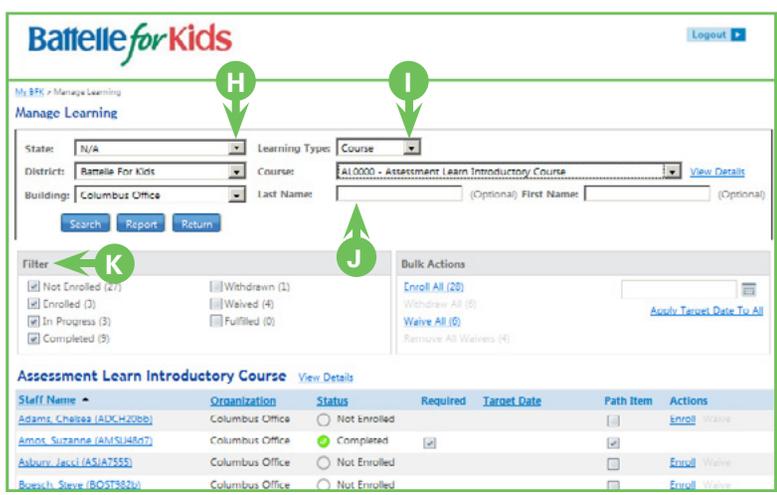


2. Choose the Location and Course or Learning Path

- Use the drop-down boxes on the top left side of the screen to filter through the location hierarchy to find the desired location. (H)
- Use the drop-down boxes on the top right of the screen to choose the course or learning path you want to track. (I)
- Enter a staff member's name, if desired, or leave blank to see the status for all staff in the selection location. (J)
- Click "Search."

3. Use the Filter to Modify View

- Check or uncheck boxes in the "Filter" section to change the list of users shown in the results based on the status of their learning for the selected course or learning path. (K)



ADMINISTRATOR FEATURE SUMMARY | MANAGING STAFF LEARNING

Withdraw or Waive Courses or Learning Paths for Staff

Administrators can enroll, withdraw or waive courses for groups of individuals at once by using Bulk Actions. Courses which are not a part of a learning path can be withdrawn from, while courses which are a part of a learning path can only be waived. If a staff member is withdrawn from a course, then that course is removed from the Active Learning for that staff member. The course remains available for re-enrollment if desired. If a course is waived, then the individual is assumed to already have the knowledge and can skip that course in the flow of the learning path. When a course is waived, it is not available for re-enrollment unless the waiver is removed. An entire learning path can be waived or withdrawn from. If a staff member is withdrawn from a learning path, then it remains available for re-enrollment while a waived learning path is no longer available for enrollment.

1. Launch Manage Learning

- From the portal home page click "Manage Learning" under "Learn."

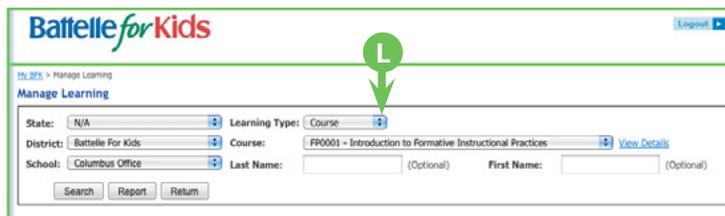


2. Choose the Location of the Individuals for Withdraw or Waiving

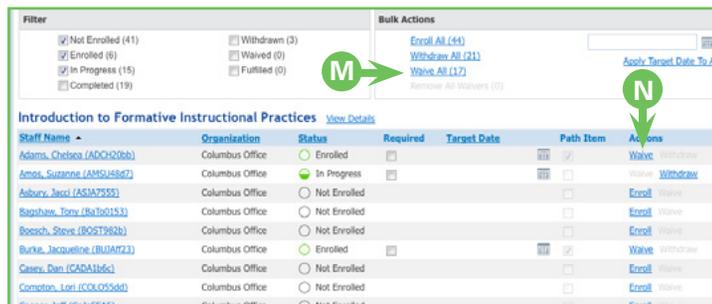
- Use the drop-down boxes on the top left side of the screen to filter through the location hierarchy to find the desired location.

3. Select the Desired Course or Learning Path

- Use the drop-down boxes on the top right of the screen to choose the course or learning path for enrollment. (L)



- Click "Search."
- Withdraw or waive all eligible individuals in the location by choosing "Withdraw All" or "Waive All" under the "Bulk Actions" section. (M)
- Or, enroll select individuals by clicking the "Enroll" link to the far right of the desired staff name. (N)
- If the "Enroll" link is not enabled for a staff member, then that staff member does not have rights to take the course or learning path.



ADMINISTRATOR FEATURE SUMMARY | MANAGING STAFF LEARNING

Alerts and Notifications

Administrators of learning are notified of learning milestones and upcoming target dates for their staff. Learn alerts and notifications are displayed on the “Active Learning” page, accessible by clicking “My Learn” from the portal home page. The alerts provide visual indicators for:

- **Learn Completion**—Displays staff who have completed courses/learning items and learning paths in the last week.
- **New Enrollment**—Displays staff who have enrolled into courses/learning items and learning paths in the last week.
- **Learn Withdrawal**—Displays staff who have withdrawn from courses/learning items in the last week.
- **Course/Learning Item Activity**—Displays staff who are past due on their target completion dates and staff who are within 10 business days of their target completion dates.

Alerts and Notifications

 **Tau High School**

Alerts and Notifications - Last run on 0/0/0000 0:00 AM	Details	Quick Links
<div style="display: flex; align-items: center;"> - Learn Completion Alerts </div> <div style="display: flex; align-items: center; margin-top: 5px;"> ✔ 3 staff members completed one or more courses. 10 Alerts </div>		<div style="border: 1px solid black; padding: 2px;"> Refresh Alerts </div>
<div style="display: flex; align-items: center;"> - Learn Withdraw Alerts </div> <div style="display: flex; align-items: center; margin-top: 5px;"> ! 1 staff member withdrew from one or more courses. 2 Alerts </div>		
<div style="display: flex; align-items: center;"> - New Enrollment Alerts </div> <div style="display: flex; align-items: center; margin-top: 5px;"> i 1 staff member enrolled into one or more courses. 11 Alerts </div>		

Return

ADMINISTRATOR FEATURE SUMMARY | MONITORING LEARNING COMPLETION

Monitoring Learning Completion

Summary of Completions by Learning Path and Course— Interactive Report

Administrators can review the statistics and details behind the completion of learning paths and courses for their staff. This feature allows administrators to see by district or building the number of staff enrolled in each individual course as well as each course in a learning path. The data also can be filtered by role to provide insight and comparison between groups of individuals—for example, the number of principals who have completed a course or learning path compared to the number of teachers. The data shows the percent of those enrolled who have started, percent in progress, percent completed and percent waived.

1. Launch Manage Learn Completion

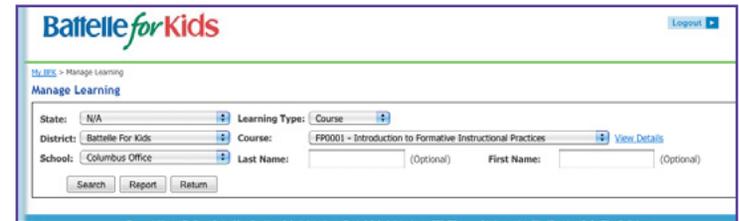
- From the portal home, click “Manage Learn Completion” under “Learn.” (A)



2. Choose the Location and Course or Learning Path

- Use the drop-down boxes on the top left side of the screen to filter through the location hierarchy to find the desired location. (B)
- Use the drop-down boxes on the top right of the screen to choose the course or learning path that you want to review. (C)

- Click “View Report.”
- Use the green row just beneath the column headers to filter the data as desired. (B)
- Use the tabs available beneath the graphics to change the view of the detailed data. For example, clicking on the “By Staff” tab provides details about the individual staff member completion. (C)



Staff Name	Status	Enrolled	Completed	Last Viewed
Gaffigan, Leon (73628)	Not Started	7/31/2010	-	-
Griffin, Mary (72653)	In Progress	4/26/2010	-	4/26/2010
Jones, Brady (63848)	Not Started	7/21/2010	-	-
Lynn, Dorothy (73584)	In Progress	5/18/2010	-	6/4/2010
McDowell, George (63548)	Not Started	6/25/2010	-	-
O'Connell, Michelle (63648)	Not Started	4/13/2010	-	-
Schmidt, Gary (15278)	In Progress	8/8/2010	-	8/8/2010
Swanson, Angel (52185)	In Progress	4/26/2010	-	4/26/2010
Turley, Brian (68321)	Not Started	5/11/2010	-	-

3. Export to Excel for Printing or Saving Path

- An Excel icon is located at the far right of the column heading row in the lower portion of the report. Clicking on this icon will export the current view to Excel for printing or saving locally to your desktop. (D)

ADMINISTRATOR FEATURE SUMMARY | MONITORING LEARNING COMPLETION

Other Reports

Additional reports are available in a more traditional, less-interactive mode.

- **Learning Path Completion Summary**

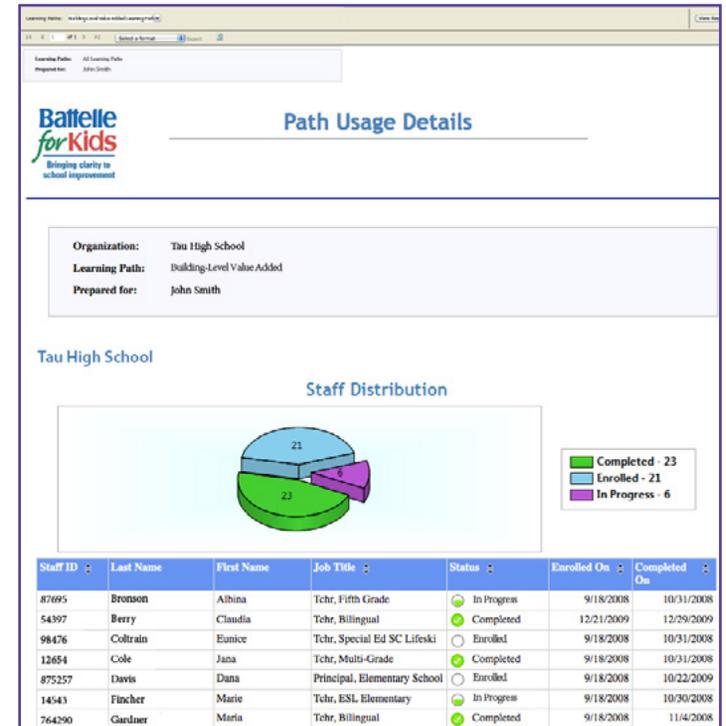
This report provides a summary at the region and organization levels of the progress made on learning throughout the organization. To begin, select a learning path from the drop-down menu. This report provides information on the:

- Percentage of enrolled staff who completed a learning path.
- Percentage of all staff who completed a learning path (enrolled or not enrolled).

	# Staff	# Enrolled	# Completed	% Completed	% Enrolled
Battelle For Kids	2	1	0	0.00%	0.00%
Area I	4022	2	0	0.00%	10.71%
Area II	946	5	0	0.00%	15.79%
Area III	1235	7	0	0.00%	45.18%
Area IV	792	4	0	0.00%	11.11%
Area V	1037	4	0	0.00%	23.83%
Total	8932	23	0	0.00%	23.83%

- **Learning Path Usage Details**

This report provides a graphical summary including detailed information about all staff participating in a particular learning path. Use the drop-down menu located at the top of the report to change the learning path.



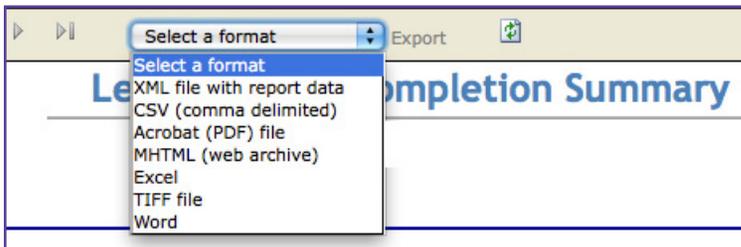
ADMINISTRATOR FEATURE SUMMARY | MONITORING LEARNING COMPLETION

- **Course Usage Details**

This report provides a graphical summary plus detailed information about the learning status of all staff participating in a selected online course. Use the drop-down menu located at the top of the report to change the course.

These reports have common functionality, including:

- Print functionality to allow you to print reports using proper print margins.
- Export functionality, including Excel and PDF, is available by selecting the format in the “Export” drop-down menu and clicking on “Export.”



Manage Support Team

This page allows you to define your BFK•Learn® Support Teams in which different team members can receive access to manage learning functions for a school.

BFK•Learn® Support Team members have the same privileges as the principal/administrator and can assist in managing your school's learning activities. Staff members who are using BFK•Learn® can see the names of team members they can contact with questions.

Support Team

 [Smith, John](#) (principal)

Battelle for Kids is a national, not-for-profit organization that provides strategic counsel and innovative solutions for today's complex educational-improvement challenges.

Our team of former superintendents, principals, teachers, curriculum staff, business development, technology, and communications professionals works collaboratively with school districts, state departments of education, and other education-focused organizations across the country in support of this mission.



www.BattelleForKids.org

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