

MEA Online Handbook for Learners

Gaining Access to the Website for the First Time

- Email invitations have been sent to Education Minnesota members' emails on file.
- You must have an email invitation to join MEA Online; you cannot click "Forgot Password?" on the site until you have initially joined via email link.
- If you do not have an email invitation (due to the email deleting, having a new email address, etc.) then simply email meaonline@edmn.org requesting to access the site. Please include your first and last name and local, so we can confirm membership in our database. An Education Minnesota staff will reply to you as quickly as possible and send you an email invitation with a link to join MEA Online.
- When you log in for the first time, please set a password and set your local. This will then take you to the homepage, or Dashboard.

Logging In

- The URL for MEA Online is meaonline.educationminnesota.org.
- It's recommended to bookmark this page for future use.
- Sign in with your email address and password.
- This will take you to the Dashboard. This is your homepage, which will be blank at first, but in the future show you all the courses you're currently working on and courses you've completed.

General Site Navigation

- The main screen is titled the "Dashboard." In order to get back to the Dashboard, click on the Education Minnesota logo in the upper left-hand corner or click on the blue drop-down menu beneath the logo and click "Dashboard."
- The upper right-hand corner of your screen has a circle with your initials. Click on that to access your user settings. You can change your name to your nickname, add a picture, set your time zone and choose your local.
- At the bottom of the screen in the middle, it says, "Questions? Contact us." If you click this, it will open an email to be sent to meaonline@edmn.org.
- The upper left-hand corner has a blue button initially labeled "Dashboard" upon log in; this has a drop-down menu and is the primary way to navigate MEA Online.


Enrolling in Courses

- In order to find courses, click the "Dashboard" button in the upper left-hand corner, under the Education Minnesota logo. Click "Catalog", and it will take you to where all courses are stored.
- Each course has a title, description and picture present in the Catalog. In order to enroll in the course, simply press the blue "Start" or "Enroll" button.
- Courses are listed in alphabetical order. In order to find more courses, you can scroll down and click the > arrow at the bottom of the page. There will also be a number next to the arrow, showing you which page you are on.
- If you are looking for a specific course, you can use the little magnifying glass right underneath the banners and above the first course on a page. Type in the first word of the course you are looking for, and options will automatically pop up.

Continued on back

Updated: June 10, 2021

www.educationminnesota.org

Education Minnesota is an affiliate of the American Federation of Teachers,
the National Education Association and AFL-CIO.  1961



**THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS**

- You can also use the filtering tool on the left-hand side of the Catalog. You can filter based on category (i.e. Bargaining and Organizing) or date (i.e. new classes since January 2021).

Taking Courses

- Once you find a course you'd like to take, click "Start." A little green pop up towards the bottom of your screen will confirm your enrollment in the course.
- Once a course has been selected, the course content will be available for immediate access. To enroll in other courses, return to the Catalog by clicking the blue drop-down menu in the upper left-hand corner and click on "Catalog." You can be enrolled in as many courses as you want.
- The first page in a course will be a description. Click "Start" to begin.
- Once enrolled in a course, scroll down on each module to read more content. When you're ready to move to the next section, click "Next Module" in the upper right-hand corner.
- The left-hand side of your webpage under "Course Contents" will show the title of the course, your progress and all the titles of the "modules" (segments) in a course. You can either click "Next Module" or click on specific modules on the left-hand side to navigate through the course.
- Courses on MEA Online contain videos for you to watch, text to read, documents to download, quizzes to take, assignments to complete and surveys to respond to. All courses have instructions on how to complete each of these steps in order to complete a course successfully.
- If you have any questions or are struggling during a course, you can message your instructor by clicking on the little envelope icon under "Course Contents" under the left-hand side of your webpage. You can also email meaonline@edmn.org with any questions, comments or concerns regarding courses.
- In order to complete a course and receive credit, you must click through every single module and complete every single assignment, quiz or survey. Quizzes can be retaken if not passed on the first try.
- Upon completion of a course, a PDF CEU with the course title, your name and date will be automatically sent to the email address associated with your MEA Online account and be available on your MEA Online profile. If you do not receive this within a day or two of completing a course, please email meaonline@edmn.org.
- If you ever need to take a break during a course, you can exit MEA Online in your browser. The next time you come to the website, you can pick up where you left off as it automatically saves all your completed work.

FAQ's

How do I get my CEU after completing a course?

- The CEU will automatically be sent to your email address associated with your MEA Online account in PDF form. You can also find all CEU certificates by going to the Dashboard, clicking on "Completed Courses" on the left-hand side, and then clicking the "Certificate" button. This will download the CEU certificate for the completed course.
- If you don't receive a CEU, the most likely cause is that the course isn't 100% complete. Double check and make sure you have completed all assignments and clicked through all modules.

How do I download documents in a course?

- Documents are surrounded by a gray box. Click the down arrow in the upper right-hand corner of the document in the gray box.

What's the difference between Courses and Learning Paths?

- Courses stand alone and are not part of a series, such as English Learners or Reading. When you go to the Catalog, it initially takes you to all Courses.

- Learning Paths (access these by clicking "Catalog," then "Learning Paths" in the top middle of the page) are multiple courses in a series that you can enroll in one time to take all parts. For example, Cultural Competency and MRA are Learning Paths because they have multiple parts. If you enroll in a Learning Path, MEA Online will take you through each part in the correct order.

What do I do if I get stuck or have questions?

- Either message the course creator (in the course, click the envelope button under Course Contents) or email meaonline@edmn.org.

How often are new courses added?

- Frequently!
 - *You can use the filtering tool on the left-hand side of the Catalog in order to filter to see newer classes. For example, you could use the tool to see what courses have been added since March 2021.*