

# Access Guide: Charter School Board Training Modules

[www.cde.state.co.us/cdechart/TechAssistance.asp](http://www.cde.state.co.us/cdechart/TechAssistance.asp)

## New Format

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Beginning June 21, 2013, CDE's Schools of Choice transitioned to a new format for its free, online **Charter School Board Training Modules**. By housing the modules under the *Moodle* platform of eNet Colorado, the SOC staff will have more direct control to access and update the modules over time. Access to the newly reformatted Charter School Board Training Modules will now be available through: <http://onlinelearning.enetcolorado.org/login/>. Schools & Boards can also use their eNet Colorado accounts to register for and access other free online trainings.

Instructions for registering with eNet Colorado, and then signing up for the **Charter School Board Training Modules**, can be found below. Have questions? See the FAQs section below.

The former module location (<http://www.boardtrainingmodules.org>) will no longer be accessed or maintained by CDE, and we have requested that this site be disabled.

## Access Instructions

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### Sign-up for the new "Charter School Board Training Modules" Course:

1. Log in to eNet Colorado at <http://onlinelearning.enetcolorado.org/login/> (if you do not have an eNet Colorado account, see the instructions below to "Create a eNet Colorado account" before proceeding to the next step).
2. Select a Course:
  - a. Select "CDE-Innovation and Choice"
  - b. Select "Charter School Board Training Modules"
  - c. Click on the "Enroll me" button
3. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in. Your courses will display on the left side menu under "My Courses".

### Sign-up to eNet Colorado:

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Visit <http://onlinelearning.enetcolorado.org/login/>
2. Click on the "Create new Account" button.
3. Fill out the [New Account](#) form with your details.  
**Username:**  
**Password:**  
**Email address:**

- a. For accounts to be used centrally by your charter school's governing board to track its collective progress, enter an email address of one key person who will be responsible for monitoring progress toward completion of the modules. This could be the Board President or Chair, a contact at the school, or a generic email account utilized by the school/board. **Schools participating in or applying for a Colorado Charter Schools Program Grant should choose this option, as we will now be tracking collective completion of the modules for grant purposes.**
- b. For a personal account to track your own individual progress, enter your own email address.

**First Name & Last Name:**

- a. For accounts to be used centrally by your charter school's governing board to track its collective progress, then enter your school's name as it appears on your charter contract where it asks for **First Name**, then put "Governing Board" where it asks for **Last Name**.
- b. For a personal account to track your own individual progress, enter your name where it asks.

**City/town & Country:**

Enter the city/town & Country where you are located.

4. An email will be immediately sent to the email address registered.
5. Read the email, and click on the web link it contains.
6. Your account will be confirmed and you will be logged in immediately to the eNet Colorado system.

**Making changes to your eNet Colorado log-in or account information:**

You can make changes to your eNet Colorado account (such as email address change, password change, etc.). To do this, log-in to an existing account and select "My Profile" from the left hand Navigation menu. You will then see "My profile settings and a sub-menu list appear in the Administration menu below with links to where you can change your profile information.

**FAQs**

**I am a current CCSP subgrantee; how do I receive an account under the new system?** An SOC team member will be in touch with the CCSP Grant Contact at your school to request a centralized email address to serve as the basis for your new eNet Colorado account, which will get you access to the new Charter School Board Training Modules course. During this process you will automatically be registered for the Charter School Board Training Modules course. Once the account is set up, login information will be sent to your CCSP Grant Contact, along with a completion summary, which they can then pass on to board members.

**I am not a current CCSP subgrantee; how do I create an account under the new system?** Please see the instructions above on how to create an eNet Colorado account and sign up for the Charter School Board Training Modules course.

**Will my existing completion be transferred to the new system?** Due to limited capacity, we have had to prioritize what information we pull from the old system and input into the new system. Currently, we will be prioritizing input of completion records for schools in the CCSP Grant program, followed by input of records for schools where individuals have fully completed all 30 modules. Any other completion records will only be inputted upon request from the school, subject to availability of data and staff time capacity.

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**I am a CCSP subgrantees. How will completion be tracked in the new system?** Completion of the Charter School Board Training Modules will remain a requirement for Colorado Charter Schools Program (CCSP) subgrantees. However, we will now be tracking completion collectively by school through one centralized school board account, rather than individually. Schools can then choose whether to complete as a group or delegate completion to particular board members. All board members will access the board modules through the same account/log-in.

We will be combining completion of individual records from the old system to reflect modules that have already been "Passed" by individual members, and will only require boards to collectively complete those that have not been passed by a previous individual. We will email out to your school's CCSP Grant Contact log-in information for your combined module account, along with a summary of outstanding modules yet to be passed.

**Any additional questions not covered by these FAQs?** Please direct any additional questions you may have to [SOC@cde.state.co.us](mailto:SOC@cde.state.co.us).

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