

Ed2Go Time Tracking

To ensure continued approvals and alignment with state licensure hour requirements and CCSD Contact Unit (CU) hour requirements, beginning with the August 2020 sessions, certificates will NO LONGER reflect twenty four hours.

Clark County School District Contact Units and Nevada Department of Education Licensure Renewal

You will need to submit a Time Report and the Certificate of Completion to the CCSD ELMS system for CUs and to NDOE (OPAL) for license renewal. All time within the course web environment is automatically logged and this will be the number of hours, up to a maximum of 24, which can be submitted.

The Time Report will reflect the number of hours ACTUALLY spent within the course online environment as evidenced by the Ed2Go tracking system. Any time spent in the course above 24 hours will not be reflected.

Individuals are solely responsible for ensuring the number of hours needed toward re-licensure and/or CU obtainment. Only the number of actual hours spent toward completion of the course work as represented in the online tracking system, can be submitted (**up to a maximum of 24**).

To assist you with the tracking of time in the course, Ed2Go has implemented a tracking mechanism that can be run at any time. The following instructions will show you how to obtain the necessary information.

While logged in to your Ed2Go account (<https://www.ed2go.com/vegaspbs-pde/>), click on the tab that reads **"My Classroom"**. Here you will see the active courses you currently have. You will now have three options for each course. **"Enter"**, **"Orientation"** and **"Report"**

Choose **"Report"**

The screenshot shows the Ed2Go interface for a user logged into their account. The top navigation bar includes a home icon, 'My Classroom' (selected), 'About Us', and 'Help'. On the right, there are links for 'Sign out' and 'My Cart (1)'. Below the navigation bar is the 'Vegas PBS' logo and a search bar with the placeholder 'Search for Courses: Enter Search Here'. The main content area is divided into three sections: 'POPULAR COURSES', 'UPCOMING COURSES', and 'PREVIOUS COURSES'. The 'UPCOMING COURSES' and 'PREVIOUS COURSES' sections both display 'No Upcoming Courses' and 'No Previous Courses' respectively. The 'ACTIVE COURSES' section lists three courses: 'Integrating Technology in the Classroom', 'Spanish in the Classroom', and 'Teaching Writing: Grades K-3'. Each course entry includes a thumbnail image, the course title, and a date range from 'Start JUN 17 2020' to 'End AUG 07 2020'. Below each course entry are three buttons: 'Enter', 'Orientation', and 'Report'. The 'Report' button for the first course is highlighted with a red rectangle.

When you click **“Report”**, The following report will be displayed:

Common Core Standards for English Language Arts K-5

Quiz	Score	Date
1	100	06/17/2020
2	100	06/19/2020
3	100	06/24/2020
4	040	06/26/2020
4	100	06/26/2020
5	100	07/02/2020
6	100	07/07/2020
7	100	07/13/2020
8	080	07/13/2020
8	100	07/13/2020
9	080	07/16/2020
9	100	07/16/2020

Sorry! You have not yet submitted your final exam.

Date	Time Spent
12/12/2020	3h 15m
10/28/2020	8h 19m
11/26/2020	0h 7m
10/18/2020	6h 3m
10/02/2020	2h 36m
09/29/2020	1h 24m
09/22/2020	7h 36m
07/11/2020	8h 24m
07/09/2020	3h 38m
04/14/2020	3h 2m
03/29/2020	3h 18m

Name: [Redacted]
Company/Affiliate: [Redacted]
Start Date: Jun 17 2020
Total Time Spent: 20h 35m

This report will reflect the following:

1. Your name (Black Box)
2. Course Title (Red Box)
3. Your scores for your quizzes (Yellow Box)
 - a. In order to successfully complete the course, you will need to ensure you score a 70% or higher on the Final Exam. **Please be advised:** upon access and submission, the final exam must be passed on the first attempt in order to be eligible for a certificate of completion.
 - b. The quizzes are designed to prepare you for the final exam, and have no bearing on your overall grade.
4. How much time you have spent each day you have accessed your course.(Blue Box)
5. How much total time you have spent in the course (Green Box)

You will need to **“Print”** or **“Save”** this page as a **PDF** for submission to NV DOE’s OPAL system and/or CCSD ELMS system.

Make sure your **Name**, **Total Time Spent**, and **Course Title** sections are clearly visible when saving.

Obtaining your Certificate from Ed2Go for ELMS and NDOE (OPAL):

Click on *My Classroom* at the top, and you will see near the bottom where it reads *“Previous Courses”* and click *“Certificate”* to download your certificates to be uploaded to ELMS and/or OPAL. This certificate, generated without hours listed, is proof of successful completion of your course, with a 70% or better on the final exam.

PREVIOUS COURSES

Course	Report	Certificate
Speed Spanish II	Report	Certificate
Teaching Adult Learners	Report	Certificate
Speed Spanish	Report	Certificate