Using the San Diego Global Academy for Potter Park Docents



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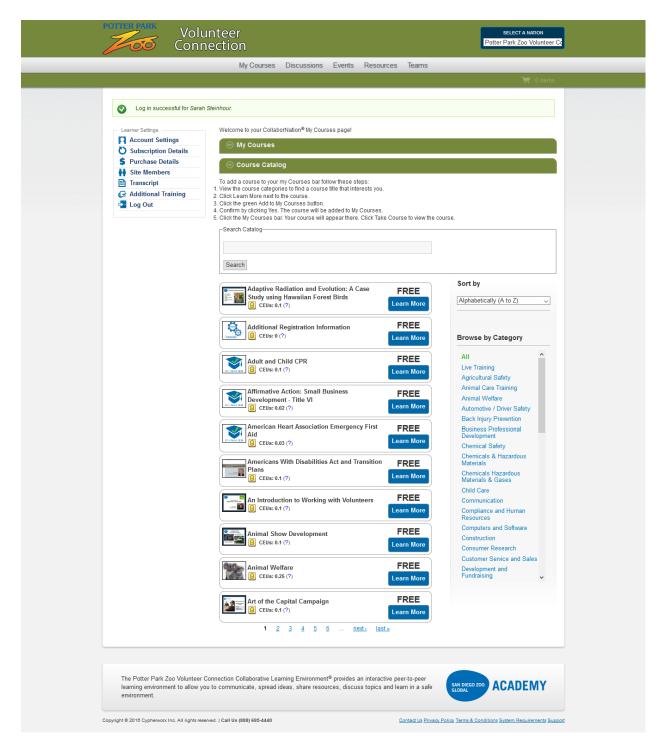
Logging In

Potter Park Docents can access the San Diego Global Academy via the following link:

https://collabornation.net/login/potterparkzoovolunteers

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Create	Login	Register	Done
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To log in, enter the email you use for communication from Potter Park and the password ppzdocent, then click on **Enter**. The following screen should appear:



Tip: Newer versions of Internet Explorer and Google Chrome don't seem to work well with this site— Mozilla Firefox seems to work the best.

This is the **My Courses** page, which can be used to select courses to complete online.

Navigating

The menu bar across the top of the page or the list bar on the left side of the page may be used to switch to other pages.

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Changing Your Password

Click on **Account Settings** on the left side bar:

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The following screen will appear and can be used to specify a new password:

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Using My Courses

The **My Courses** Page can be used to enroll in courses using the directions noted under **Course Catalog**:

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	4. Confirm by clicking Yes. The course will be added to My Courses. 5. Click the My Courses bar. Your course will appear there. Click Take Course to view the course. Search Catalog
	Search
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Step 1: View the course categories to find a course title that interests you.

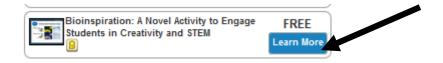
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For example, choose **Zoo and Aquarium** (at the bottom of the list) for the following display of courses:

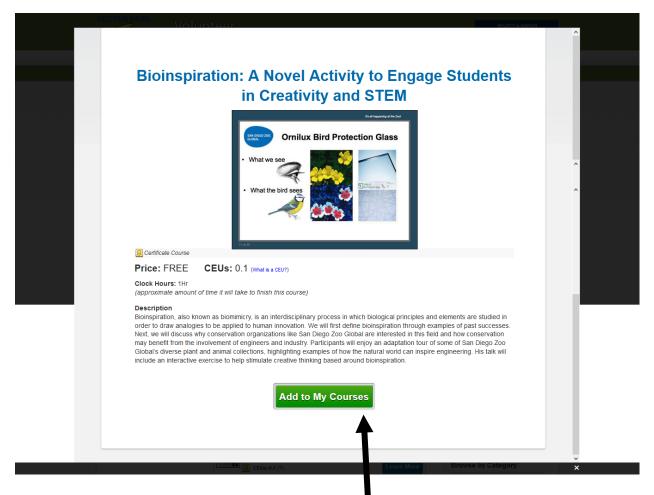
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Scroll through the offerings using the page numbers at the bottom of the list.

Step 2: Click **Learn More** next to the course (example—the Bioinspiration course near the bottom of the first page of Zoo and Aquarium search results)

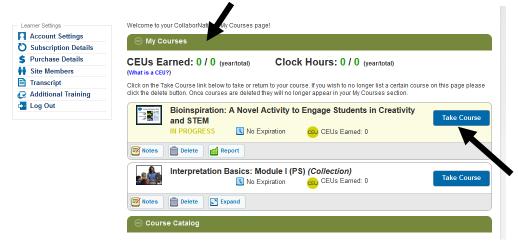


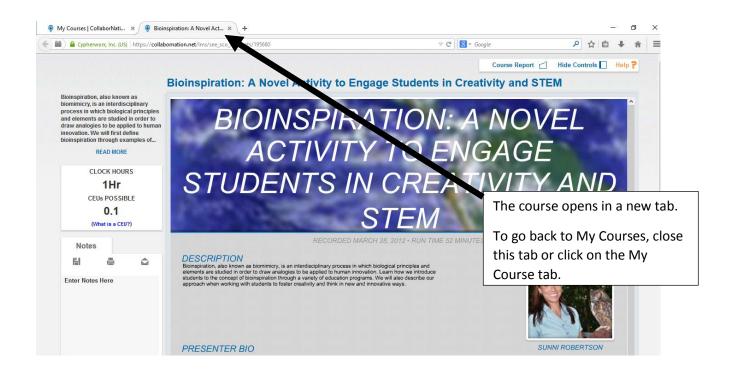
The following screen will appear:



Step 3: Click the green Add to My Courses button.

Step 4: Click the **My Courses** bar. Your course will appear there. Click **Take Course** to view the course.





To add more courses, click the **Course Catalog** bar to restore the search boxes and course list:

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The catalog search features will reappear:

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The Events Page

Clicking on **Events** on the menu bar along the top will take you to a calendar page:

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The Resources Page

Clicking on **Resources** on the menu bar along the top will take you to the Resources page, where you can access educational materials posted for docents:

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Viewing Your Transcript

To see a list of courses you have enrolled in, click on Transcript in the left side bar:

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	Bioinspiration: A Novel Activity to Engage E-Learning Oct 2- Students in Creativity and STEM Course 2014	
	Interpretation Basics: Module I Course E-Learning Jun 1 Course 2014	
	Interpretation Basics: Module I Test E-Learning Course	- 0.05 Not No
	Animal Show Development E-Learning Course	- 0.1 Not - No
	Blended Learning E-Learning Course -	- 0.1 Not No
	Interpretation Basics: Module I Test E-Learning Course -	- 0.05 Not No
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Logging Out

Click on **Log Out** on the left side bar to conclude your session:

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