

ATDN & DIGITAL ATDN WORKSHOPS

Course Registration, Access & Certificate Instructions

ATDN and Digital ATDN have migrated course registrations to ProTraxx and course content to Canvas (LMS). Below are instructions on registering for a course, accessing course content, and viewing/printing corresponding certificates.



Click [HERE](#) for a Video Tutorial



REGISTER FOR A COURSE

From the main ATDN and Digital ATDN website, there are three (3) ways to register for a course:

- 1 Registration or Register Button**
Click the **REGISTRATION BUTTON** on either the ATDN or Digital ATDN websites - bringing you to the main ProTraxx course catalog. See “*search for a course*” below for more information on how to search using keywords. Once you find your desired course, click **ENROLL** (you will need to create a ProTraxx account if you don't already have one).
- 2 Course Name - REGISTER**
Select **REGISTER** next to the course that you would like to register for, this will direct you to the course information page in ProTraxx. Click **ENROLL** (you will need to create a ProTraxx account if you don't already have one).
- 3 QR Code**
Scan the course **QR CODE** that you would like to register for. The QR Code is linked directly to the course information page in ProTraxx. Click **ENROLL** (you will need to create a ProTraxx account if you don't already have one).

**When creating a NEW ProTraxx account - please be sure to select ADULT EDUCATION PROVIDER under LOCATION.*

SEARCH FOR A COURSE

The ProTraxx course catalog includes all courses from EdAdvance. You can search for ATDN and Digital ATDN courses in ProTraxx using keywords to help filter out sessions offered by ATDN and Digital ATDN. **Use the following keywords to assist in searching through the course catalog:**



- **ATDN** - supports the search for courses offered through ATDN.
- **Digital ATDN** - supports the search for courses offered through Digital ATDN.
- **(Video)** - helps search for self-paced, on-demand video training to be completed asynchronously.

ACCESS COURSE CONTENT

Once you have registered for your desired course, there are three (3) ways to access the course content:

1

Launch Course

Once you have successfully registered for your desired course in ProTraxx, you will see a **LAUNCH COURSE** button on the enrollment confirmation screen. Click the **LAUNCH COURSE** button - opening up the course in Canvas.

2

Enrollment Management

Once you have successfully registered for your desired course in ProTraxx, you can select **ENROLLMENT MANAGEMENT** from the Enrollment dropdown menu in your ProTraxx account. Select the **PLAY** button under Class Details - opening up the course in Canvas.

3

Link in Email Confirmation

Once you have successfully registered for your desired course in ProTraxx, you will receive a registration confirmation email. The email will include a link to your ProTraxx account, where you can follow the *Enrollment Management* instructions above to access the course content in Canvas.

Note: *if you cannot locate the email confirmation, be sure to check your spam/junk folder and ensure you've registered correctly by consulting the directions.*

VIEW / PRINT CERTIFICATES

Once you have completed a course or on-demand video training, you will receive a Certificate of Completion. Your submitted assignments will be reviewed for completeness and accuracy and marked as complete, triggering the creation of your Certificate of Completion.



There are two (2) ways to view your Certificate of Completion in ProTraxx.

Log into your [My EzTraxx](#) account, then:

- From the Enrollment dropdown > select **ALL COURSES**. Once your Certificate of Completion is available, you can view it by selecting the **CLICK TO VIEW AWARD** link. Select the **PRINTER ICON** and follow the prompts to print.
- Select the **DETAILS** button under Class Details. Under Award Status, select **CLICK TO VIEW AWARD** in the green Certificate of Completion box. Select the **PRINTER ICON** and follow the prompts to print.

Note: *If you completed video training before August 2022, certificates can be obtained by emailing ferrari@edadvance.org.*



Tech support is available to assist in registering for courses in ProTraxx and accessing them in Canvas. Sessions will take place in August. The appointment schedule will be updated weekly. Sign up for a tech support session at <https://calendly.com/techsupportatdn>.