

Drake Distance Learning Center

CEPD-Continuing Education Professional Development



Phone: 1-800-768-3224

Email: distancelearning@drake.edu

Remember to Allow 60 Days for Grading

The official semester designation
on your transcript will be

SPRING 2023

Coursework must be submitted

by **April 30, 2024**

Extensions are not allowed

Attention Pennsylvania Students: You must hold a Health or Physical Education Level 1 or 2 Certificate in order for this course to satisfy ACT 48 requirements.

IMPORTANT: Please check the package of materials from Championship Productions carefully. If you have not received the course you ordered or do not have all of the course materials, you must call our office at 1-800-768-3224 within 15 days of receipt or we are not liable.

Coursework Submission Check List

When submitting your completed coursework to the Drake University Distance Learning Center for grading (via our online course management system, LearningStream), please make sure you submit your work as **one complete MS Word document**. Your final document **must** include the following items:

- Coursework Cover Sheet (Page 1 of the MS Word Document "Course Study Guide Answer Pages.")
- Drake ID Number (If you need your nine-digit Drake ID number call our office at 1-800-768-3224.)
- Completed Assignments/Answer pages
- Final Project or Closing Exercises/Activities, if applicable
- Additional documents or artifacts, if required for your coursework. (May not be a separate document. Please copy and paste into your answer pages for one complete document.)

Course Evaluation: Please complete the online Course Evaluation after you have finished your coursework. The link is at the end of the MS Word document "Course Study Guide Answer Pages."

Keep a complete copy of your finished coursework for your records before submitting it to Drake University. We **ARE NOT** responsible for materials that do not reach our office.

Please Note: You may only submit one course at a time. It is your responsibility to be sure that the file you submit is complete and correct. We will NOT contact you if there is work missing from your file; it will be graded as received. Please contact our office if you have submitted a file in error.

DVDs must be returned to:

**Drake Distance Learning Fulfillment
2730 Graham St
Ames, IA 50010**

IMPORTANT INFORMATION

- Completed coursework must be submitted via our online course registration and management system, LearningStream.
- Use the MS Word document “Course Study Guide Answer Pages” provided in your download for word processing. Name your document using the following format: Last Name-First Name-Course Number. Example: Smith- John-EDMA 171 (Do not use slashes, commas or periods.) Your coursework will only be accepted in **one complete document**.
- Open your web browser and go to: <http://tinyurl.com/zbbx53r>. You will be taken to the LearningStream Signup Login screen. If you have submitted coursework before, login using your Learning Stream credentials. If you have *forgotten* your Learning Stream Username and/or Password, use the corresponding link, under the “Login and Register” button. If you do not have a Learning Stream Username and Password, you must create an account using the corresponding link, under the “Login and Register” button.
- Once you have logged in, you will be taken to the Coursework Submission Screen. There you are required to provide your:
 - *Formal First Name
 - *Last Name
 - *E-mail Address
 - *Home Phone Number
 - Drake ID Number
- Upload your coursework. You will have the choice of the free regular grading period or expedited grading. (**We have up to 60 days to grade your work when you choose the free option.**)
 - *If you choose to **expedite** the grading of your coursework, you will need to provide a credit card number for payment. Expedited grading costs \$90 per course. We have five business days to return expedited graded coursework.
- **You may only submit one course at a time. Multiple course submissions will not be accepted.**
- You will receive an on-screen confirmation as well as an automated E-mail noting your coursework was received. Remember, we have 60 days to grade your work from this date.
- Your graded coursework will be returned to you via E-mail. Make sure to include the E-mail address you regularly use on your coursework cover sheet. Allow 30 days for your graded coursework to be returned to you after your grade has been entered.

PLEASE NOTE: The information in this document supersedes the information found in your Study Guide.

If you have any questions call 1-800-768-3224