



## Distance Learning Center

Phone: 1-800-768-3224 option 1

Email: [distancelearning@drake.edu](mailto:distancelearning@drake.edu)

Fax: 515-271-4812

### **Remember to Allow 60 Days for Grading**

The official semester designation on your transcript will be

**Summer 2018**

Coursework must be submitted by **June 30, 2019**

**Extensions Are Not Allowed**

*When you are ready to begin, go to the course download page and download your Course of Study workbook. Download information may be found in the confirmation e-mail you received after registering.*

*Materials may also be downloaded from:*

<http://www.videocourses4teachers.com/download.php>

**IMPORTANT:** Please check your course materials carefully. If they are not correct, you must call QEP at 800-486-8650 within 15 days of receipt or we are not liable.

**NOTE:** You must submit your completed coursework as one complete MS Word document via our course management system, Learning Stream.

## IMPORTANT INFORMATION!

- Completed coursework should be submitted via our online course management system, Learning Stream
  - Expedited grading is available. You can choose this option when submitting your work. The cost is \$90 per course.
- Save your coursework to your computer as **one MS Word document**. **Please note:** The coursework cover sheet, all progress reports, the professional paper and the course evaluation must be combined into **one complete MS Word document for submission**.
  - PDF's, handwritten documents and Google Docs are **not** accepted.
  - Information related to converting Google Docs to Word Docs may be found at: <http://www.drake.edu/cepd/faq/>
- Name your document using the following format: Last Name-First Name-Course Number. Example: Smith-John-EDMA 261 (Do not use slashes, commas or periods.)
- Open your web browser and go to: <http://tinyurl.com/zbbx53r> You will be taken to the Learning Stream Signup Login screen. If you have submitted coursework before, login using your Learning Stream credentials. 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. If you have *forgotten* your Learning Stream Username and Password, use 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 and identify **if you want to expedite** the grading of your coursework. If you choose to expedite the grading of your coursework, you will need to provide a credit card number for payment.
- You can only submit one course/document at a time.
- You will receive an on-screen confirmation as well as an automated E-mail noting your coursework was received.
- 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.

**PLEASE NOTE: The information in this document supersedes the information found in your Course of Study workbook.**

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

## 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 it as **one complete MS Word document** that includes the items found on the Check List below.

- Coursework Cover Sheet (Found in Course of Study download in folder “3.Progress Reports” - document “3.Cover Sheet”)
- Drake ID Number (If you need your Drake ID number call our office at 800-768-3224 option 1.)
- Please make sure you note if you are currently teaching/have access to a classroom.
- Completed Learning/Progress Reports. ***DO NOT delete the questions you are responding to in any of the progress reports.***
- Professional Paper, if applicable
- Additional documents or artifacts, if required for your coursework
- Course Evaluation

Save 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. **You may only submit one completed course at a time.**

**Please Note:** 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.

## **Dear Distance Learning Student:**

Welcome to Drake University's Distance Learning Program. By successfully completing the course requirements and submitting your materials for evaluation, you will earn a letter grade and graduate credit. Please review the following information. It will be valuable to you as you proceed with your coursework.

### **Working with a Partner**

You are encouraged to collaborate and discuss concepts and strategies with a partner. However, all coursework submitted for grading must be your own work.

If your responses are too similar or identical to your partner's and/or another student, both of your completed course materials will be rejected and you will receive an "F" for your final course grade. This policy is consistent with the Drake University, School of Education, Governance Statement (Appendix II, page 25, Academic Honesty). This Governance Statement may be found on our web site: [www.drake.edu/cepd](http://www.drake.edu/cepd).

### **Grading**

Please allow 60 days for the grading of your materials. Coursework is graded in the order in which it is received. Please make certain that you plan ahead and allow plenty of time. Your coursework will be assessed by a trained evaluator and awarded a letter grade A through F. Any questions related to your final grade need to be submitted within 15 days of the date on the transcript first reporting that grade. Contact our office at [distancelearning@drake.edu](mailto:distancelearning@drake.edu) or 1-800-768-3224 option 1.

### **Expedited Grading**

Drake Distance Learning Center offers expedited grading. We will grade your coursework and report a letter grade to our Registrar within five business days after receipt of your completed coursework. The expedited grading fee is \$90 per course. You may select and pay for expedited grading when you submit your coursework via our online course management system, Learning Stream.

### **Your Student Identification Number**

All students are assigned a Drake University student ID number. Your student ID number was sent to you in an auto-generated E-mail when you were registered in the Drake system. Your Drake ID number (labeled ID) is also found in the upper right corner of your transcript. Please use this number, along with your full name, on all Drake University correspondence and transactions. If you did not receive the E-mail with your Drake ID number or if you have any questions, call the Distance Learning Center at 1-800-768-3224 option 1.

## Online Grades

Current students may view his/her grades online after receiving an email stating your grade has been entered, by going to the Drake University portal, blueView, at <https://blue.drake.edu/cp/home/displaylogin>. Enter your User Name (Drake ID number) and your Password. **PLEASE NOTE:** If you have never logged into blueView before, you will need to use a temporary password. You are set up with a case-sensitive default password which is your birthdate in "MmmDDYYYY!" format (for example, if your birthdate is January 1, 1980, then your default password is "Jan011980!"). If you're unable to gain access to blueView using your Drake ID number and default password, please contact the Support Center at 515-271-3001. Once you've logged in for the first time, it's important to change your password to something more secure. You can either click the "Change your Drake password" link at the bottom of the blueView secure login box, or you can go directly to the Password Change site at <https://password.drake.edu/>.

## Official Transcript

Drake University will provide one official transcript mailed directly to your home address, at no cost, for each course completed. Transcripts are mailed weekly after your course grade has been entered. If you are taking more than one course, you will receive cumulative transcripts as the grades are entered.

If you would like an additional copy of your transcript for your records and/or your school district/state requires that a transcript be mailed directly to them from Drake University, please use the following link to order a transcript: <http://getmytranscript.com>. You will need your Drake ID to order a transcript. Select Drake University and enter your Drake ID in the two required fields.

## Coursework Submission

You should submit your completed coursework via our online course management system, Learning Stream, following the instructions found on the **Important Information!** page.

You may submit your coursework to Drake University as soon as you have completed the entire course. Coursework will be accepted for grading any time between your enrollment date and your course completion deadline. Coursework submitted after your course completion deadline will not be accepted for grading, and will be returned to you ungraded.

If you are taking more than one course, it is recommended that you submit the coursework for each course as it is completed. You may only submit one completed course at a time through our online course management system, Learning Stream.

## **Word Processing is Required**

You are required to word process your graduate credit coursework before it is submitted for final grading. This will help during the grading process and will also provide you with a back-up of the materials you submitted.

**No printed or handwritten coursework will be accepted for any reason.  
Your coursework must be submitted electronically.**

## **Return of Graded Coursework**

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. Please allow 30-days for your graded coursework to be returned to you.

- Firewalls at work may prevent websites from functioning properly and receiving E-mails with your graded coursework.

## **Course Withdrawal Policy – Deadline Date: July 10, 2018**

If it is necessary to withdraw from the course(s) a **\$35 nonrefundable administrative fee per course will be assessed**, per registrant. No refunds will be given if the written request and DVDs are not received by The Video Course on or before July 10, 2018.

**Requests for withdrawal must be submitted by E-mail to:**

Distance Learning Programs Manager at [distancelearning@drake.edu](mailto:distancelearning@drake.edu)

**A copy of your written request with your DVDs must be sent to:**

Annmarie Marold – The Video Course  
966 Fairfield Drive  
Marietta, GA 30068

**The DVDs must be received by the deadline date, July 10, 2018.**

If you request cancellation after the deadline date, you will be withdrawn from the course without penalty, but you will not be eligible for a tuition refund. Tuition is not transferable to another party.

## **Drake Instructor**

Drake University's qualified and trained assessment team evaluates and grades your course work with personal feedback. Grading your work proactively and providing important summative comments is a basic premise of our work with students enrolled in distance learning. Your course instructor is a Master's Degree level instructor trained to evaluate your material, award a letter grade, and sign your evaluation report.