



Distance Learning Center

Phone: 1-800-768-3224

Email: distancelearning@drake.edu

Fax: 515-271-4812

Remember to Allow 60-Days for Grading

The official semester designation on your transcript will be:

Summer 2019

Coursework must be submitted by **June 30, 2020**

Extensions Are Not Allowed

When you are ready to begin, go to the course download page and download your Course of Study workbook. Information about whether or not a textbook is required is also on the download page:

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

IMPORTANT: Please check your course materials carefully. If they are not correct, you must call QEP at 1-800-486-8650 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 online course management system.

Coursework Submission Checklist

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 Checklist below.

Coursework Coversheet. The coversheet is found in the following folder:

3.Progress Reports.

The file is named:

3.Cover_Sheet_name of course.doc

Drake ID Number: If you need your Drake ID number, call our office at:

1-800-768-3224

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 can only submit one course/document 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.

Submitting your Coursework

- Completed coursework should be submitted via our online course management system, "LearningStream".
 - Expedited grading is available. You can choose this option when submitting your work. The cost is \$90 per course.
- **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 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 ABC Signup Login screen. If you have submitted coursework before, login using your ABC Signup credentials. If you do not have an ABC Signup Username and Password, you must create an account using the corresponding link, under the "Login and Register" button. If you have *forgotten* your ABC Signup 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

Grades and Transcripts

Online Grades

Current students may view their grades online by going to the Drake University portal, **myDrake**, at: <https://drakeedu.sharepoint.com/sites/myDrake/Pages/StudentHome.aspx>. Enter your User Name (Drake ID number) and your Password. **PLEASE NOTE:** If you have never logged into myDrake before, you will need to use a temporary password. Your temporary password is your birth date in the following format: MmmDDYYYY! (example: Jan011997!). This password should only be used once. Navigate to the following web page and you will be prompted through the process of changing your password: password.drake.edu Contact the ITS Support Center at 515-271-3001 or visit <http://its.drake.edu/support-center/> for additional information.

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.

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