

## Course and ePortfolio Access Instructions for SPO Managers

As a **SPO Manager**, you can access the courses and learner ePortfolios on Avenue associated with your organization. This file includes information on logging in, navigating to a course, and enrolling (and unenrolling) an Instructor (non-editing) in an Avenue course. Please contact your mentor or send an email to [learnit2t@gmail.com](mailto:learnit2t@gmail.com) to request Avenue access as a **SPO Manager**.

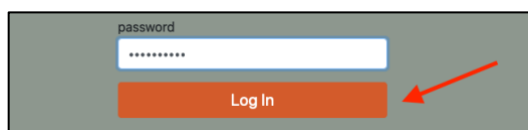
### Logging In

To login to Avenue and enter your teachers' courses, follow these instructions. Refer to the email you received with your login credentials.

1. Go to <https://avenue.ca>
2. Click the **Login to Avenue** button.



3. Enter your username/email address and password.
4. Click on the **Login** button.



The Avenue portal page appears.

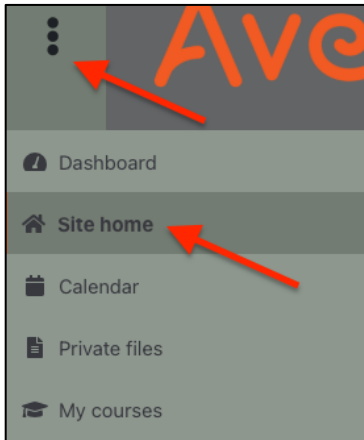
5. Click the **Classroom** button to go to the Moodle learning management system (LMS).



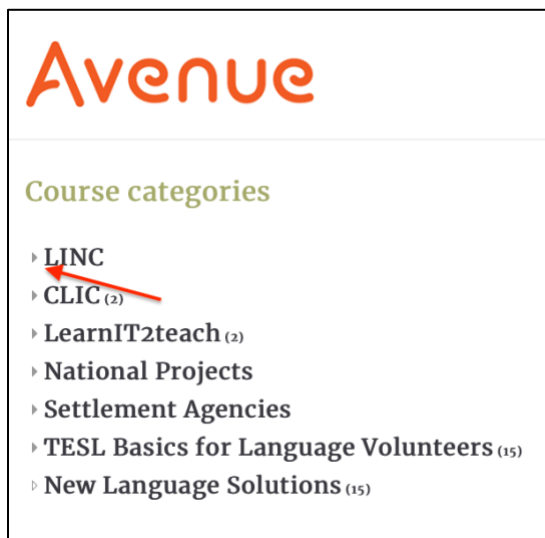
The LMS **Dashboard** appears.

### Entering a Course

1. On the **Dashboard**, select **Site Home** in the **Navigation Drawer**



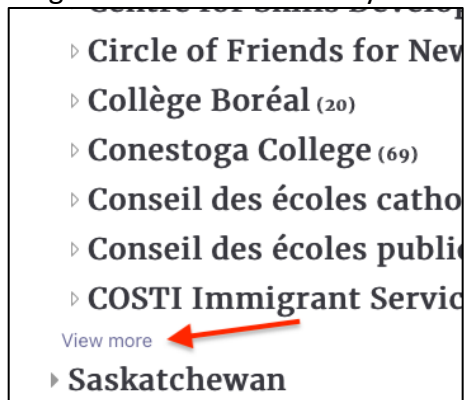
2. In **Course Categories**, choose **LINC**



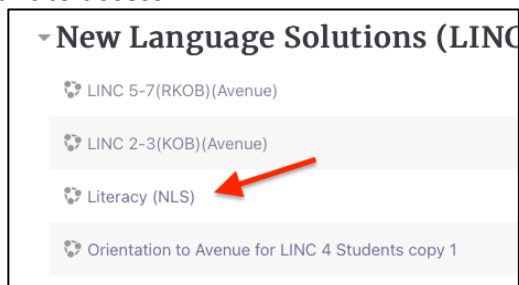
3. Choose your province



4. Find and select your SPO, using **View More** if necessary.



5. Select the course you want to access.



You can now see everything in the course. And you have access to various reports. More information about accessing the reports is available in this help file, [Avenue Reporting for Service Provider Administrators](#).

Tip: You can also access the course using a hyperlink. Ask the course instructor to send you a link to the course. This link can be used for more direct access to a course.

## ePortfolio Access

You must be enrolled in a course as a **Teacher** or an **Instructor (non-editing)** to access the learner ePortfolios. The next section explains how to enroll someone as an Instructor (non-editing), including yourself, in an Avenue course using the Course Participant's page.

For instructions on viewing artifacts in the ePortfolio, please refer to these help files:

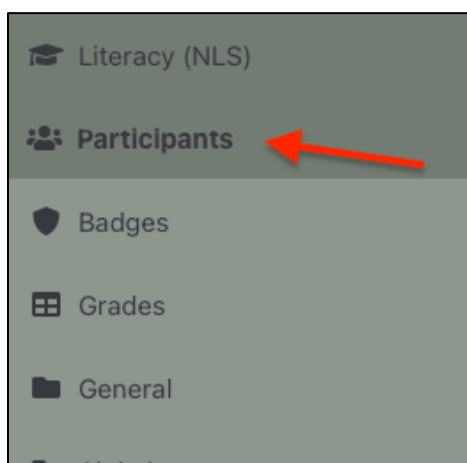
- [How to View a Learner's ePortfolio Contents at Avenue](#)
- [How to Preview Artifacts in the Avenue ePortfolio](#)
- [Filtering and Sorting Artifacts in the ePortfolio](#)

- More ePortfolio help files are available in the Stage 2 training and here:  
<https://learnit2teach.ca/wpnew/help/avenue-support/avenue-stage-2-support/>

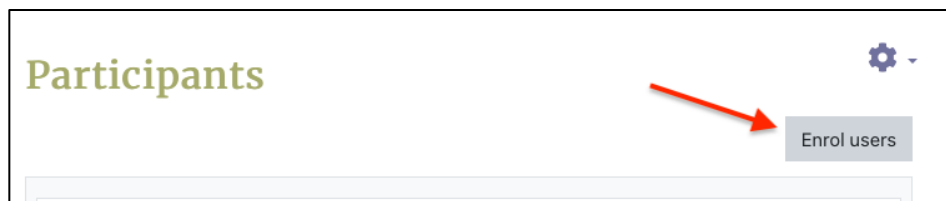
## Enrolling a Instructor (non-editing) in a Course

Follow these steps to enroll yourself (or someone else with an Avenue account) as an Instructor (non-editing) in an Avenue course.

1. In the **Navigation Drawer**, choose **Participants**.

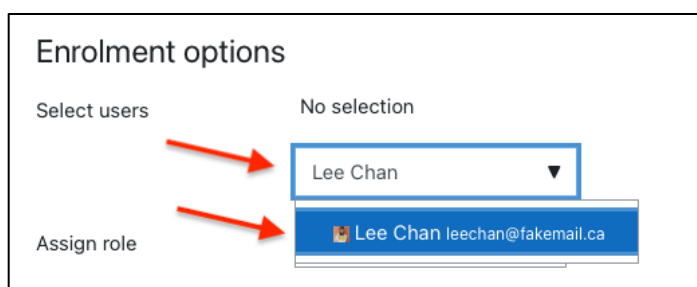


2. On the **Participants** page, choose **Enrol users**.



The **Enrolments options** panel appears.

3. Type the person's name or email address in the textbox and click on the name in the drop-down list that appears while typing.



After selecting a user, their name will appear in a label next to **Select users**.

4. Choose **Non-editing Teacher** from the **Assign role** drop-down list.

## Enrol users

### Enrolment options

Select users

x  **Lee Chan** leechan@fakemail.ca

lee Ch ▼

Assign role

✓ Student

Non-editing teacher

**Instructor (non-editing)**

[Show more...](#)

5. Click the **Enrol users** button.

Instructor (non-editing) ▼

**Enrol users**

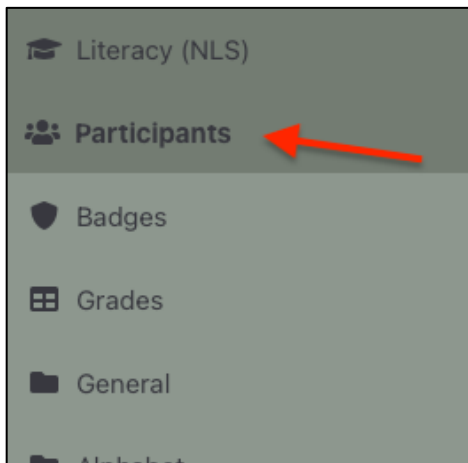
Cancel

The individual is now enrolled in the course. (A label will appear briefly near the top of the Participants page confirming the user(s) has been enrolled in the course.)

## Unenrolling a Course Participant

If you only need temporary access to a course and the learner ePortfolios, you can unenroll yourself from the course by following these steps.

1. Return to the course and choose **Participants** in the **Navigation Drawer**.

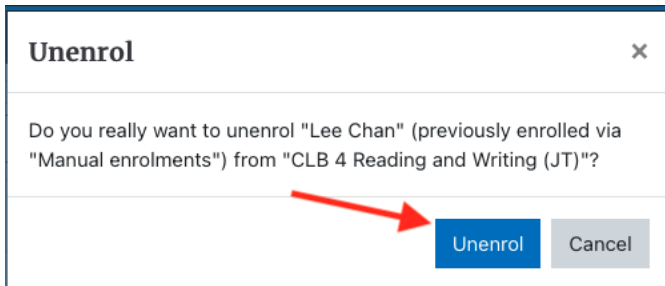


2. Click the **Unenrol** icon next to the participant to be unenrolled.

<input type="checkbox"/>		annemai@fakemail.ca	Student	no groups	2 years 13 days	Active			
<input type="checkbox"/>		leechan@fakemail.ca	Student	No groups	1 year 325 days	Active			
<input type="checkbox"/>		beverlydavidson@fakemail.ca	Teacher	No groups	3 secs	Active			

The **Unenrol** panel appears.

3. Click the **Unenrol** button to confirm the user will be unenrolled.



The user has been unenrolled and no longer appears on the course **Participants** page.