



How to Take Your Online Course

When you are ready to take your online course, follow these steps. If you need additional assistance, you can always contact Charter School Success at (940) 463-5167.

1. Login to your account at www.charterschoolsuccess.com. Your username is your email address. Your password has been sent to you by our system. You can reset it by following the password reset prompts, or by emailing info@charterschoolsuccess.com.
2. Go to the Dashboard in your account.

The screenshot shows the user account dashboard for Charter School Success. At the top, there are social media icons for Facebook and LinkedIn, and a phone number (940) 463-5167. On the right, there are links for 'My Account' and a shopping cart icon with '1' item. The main navigation bar includes the Charter School Success logo and icons for Services, Training, Tips, About, and Connect. Below this is a secondary navigation menu with buttons for Dashboard, Orders, Addresses, Payment methods, Account details, and Logout. A red arrow points to the 'Dashboard' button. The dashboard content includes a 'Hello' greeting followed by a blue redaction box. Below that is a paragraph explaining the dashboard's purpose: 'From your account dashboard you can view your recent orders, manage your shipping and billing addresses and edit your password and account details.' At the bottom, there is a table titled 'Registered Courses' with columns for course name, progress, and status. The table has two rows: 'Academic Accountability Overview Online Course' with 0% progress and a lock icon, and 'Academic Accountability Overview Webinar' with 100% progress and a ribbon icon. The table also includes 'Expand All | Collapse All' and 'Status' options.

| Registered Courses | Progress | Status |
|--|----------|--------|
| ▶ Academic Accountability Overview Online Course | 0% | 🔒 |
| ▶ Academic Accountability Overview Webinar | 100% | 🏆 |


3. Click on the course name for the course that you want to take.
4. Once in the course, scroll down and click on the **Online Course Content** link:

Academic Accountability Overview Online Course

Course Status: Not Started

What do the Index scores mean? How is our accountability rating calculated? What are the Distinctions? Why are the System Safeguards important? How can Board Members and system administrators keep current with the new Texas Accountability System? What timelines are important in monitoring our accountability rating? This webinar will assist you in understanding the basics of the Texas Accountability System, including an overview of Index scores, how your LEA and campus accountability ratings are calculated, and resources available to all stakeholders.

Course Content

| Lessons | Status |
|--|---|
| 1 Academic Accountability Overview Online Course Content |  |

5. After clicking the **Online Course Content** link, scroll down and select the **Click Here to Start Your Webinar Video** link.

Academic Accountability Overview Online Course Content

Welcome to your CSS Academic Accountability Overview Online Course!

Click on the "Click Here to Start the Webinar Video" link below. This will open a new page that has the link to your course video.

You can download the necessary course documents from the Course Documents for Download pod in the webinar recording. Those are live links! Simply click the name of the document and then click the Download File button at the bottom of the pod to download the document.

 [Click here to start your webinar video!](#)

Once you have completed the course video, return to this page and click the Check Your Understanding section.

- This will load a short quiz.
- If you pass, a link will appear to print your certificate.
- You may also print it from the email that is sent as well.

After watching the webinar, you will need to take the course quiz to receive credit for the course. Please note that you must successfully pass the quiz in order to receive your certificate.

6. To take the quiz, scroll to the bottom of the screen and click on the **Online Course Quiz** link. You must pass the quiz with a 100% to receive credit, but you may take it as many times as you need to in order to pass.


▶ [Click here to start your webinar video!](#)

Once you have completed the course video, return to this page and click the Check Your Understanding section.

- This will load a short quiz.
- If you pass, a link will appear to print your certificate.
- You may also print it from the email that is sent as well.

If you do not pass, you can take the quiz again until you do. If you purchased a course bundle, you will need to finish one course before you begin the next course.

If you have any questions about your course or technical difficulties, please contact support@charterschoolsuccess.com.

| Quizzes | Status |
|---|---|
| Academic Accountability Overview Online Course Quiz |  |

7. After you pass your quiz, click on the **Click Here to Continue** link.

quiz, you can take it as many times as you need. Just go back and review the sections of the course and then take the quiz again.

Results

5 of 5 questions answered correctly

Your time: 00:00:39

You have reached 50 of 50 point(s), (100%)

[Click Here to Continue](#)

[Restart Quiz](#)

[View Questions](#)

8. At this point, you will need to print your certificate and send it to the person on your campus responsible for keeping certificates on file for compliance purposes.

Create Great Teachers: Developing Teacher Performance Online Course

Course Status: Completed

[PRINT YOUR CERTIFICATE](#)

You can also access your certificate any time in the Dashboard of your account:

| Registered Courses | | | Status |
|--|------|--|--------|
| ▶ Academic Accountability Overview Online Course | 0% | | |
| ▶ Academic Accountability Overview Webinar | 100% | | |
| ▶ Academic Accountability Overview, Part II: PBMAS Online Course | 0% | | |
| ▶ Board Reporting Online Course | 0% | | |

And also at the bottom of the Dashboard screen under My Certificates:

| My Certificates | |
|-----------------|----------------------------------|
| | Academic Accountability Overview |

Questions? We are here to help!

Please contact us at info@charterschoolsuccess.com, or call 1-833- I LUV CSS (833-458-8277).