

How to Optimize your On3Learn Course Experience:

Here at On3Learn we strive to make your service experience a success. To optimize your experience with our courses, please take note of the following important guidelines:

- 👉 **Be ready to complete the course in one sitting.** Our courses are interactive and content heavy, each course will work best if you can complete it at one time. All courses are between 1 - 2 hours.
- 👉 **Use the latest version of Chrome as your internet browser. If you are unable to access Chrome, Firefox is the next best option.** If you need help with how to check if your version is the most updated one, [click here to learn more](#). If you are not using the latest version of Chrome our courses may not be able to track your progress and may not register that you have finished the course thereby preventing you from accessing the course certificate.
- 👉 **Make sure you have a strong internet connection.**
- 👉 **Don't leave the course open for long periods of time.**
- 👉 Upon completion of the course, make sure that all menu titles on the left-hand side of the screen are **greyed out**. If any titles are still **blue**, they have not been completed and the course may not register that you have finished it thereby preventing you from accessing the course certificate.
- 👉 Ensure pop-ups are allowed and delete cookies prior to taking the course for optimal refresh rate.
- 👉 Do not close any of the DigitalChalk tabs.
- 👉 Contact info@on3learn.com with any issues you have!

Thank you for all you do!

How to create an account:

1. Go to: <https://on3learn.digitalchalk.com>
2. Click on: **Create Account**
3. Fill in your basic information
4. Create and confirm a password
5. Check the box to agree to the terms of use
6. Click “Create”



Email

Password

<p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Email Address <input type="text"/></p>	<p>Password <input type="password"/></p> <p>Confirm Password <input type="password"/></p>
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I agree to the Terms of Agreement

7. Enter your:

- AmeriCorps Program or State Commission Name (required),
- Role (required),
- State/Province (required)

Information

AmeriCorps Program or State Commission Name *

Role *

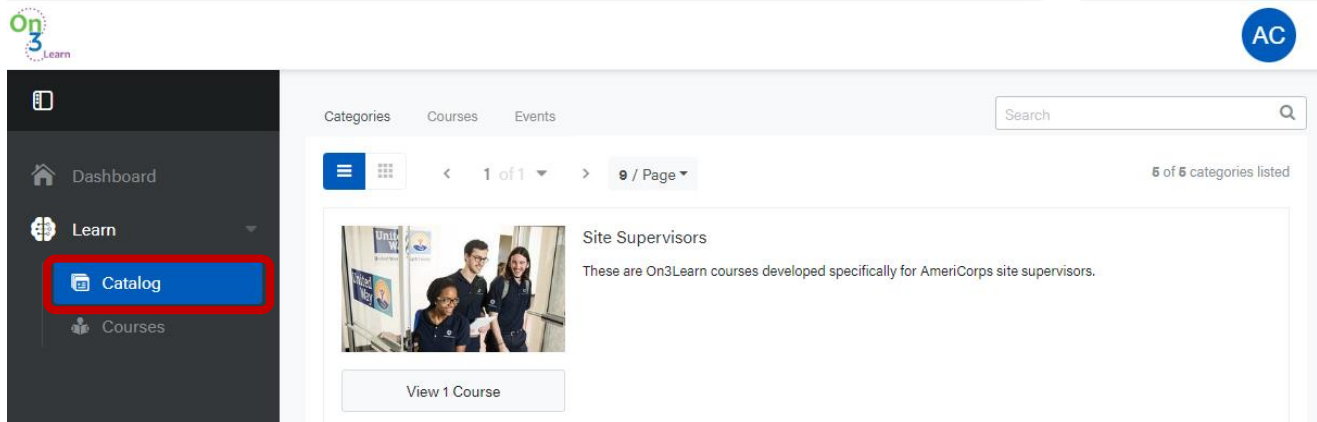
AmeriCorps Member
 AmeriCorps Program Staff
 AmeriCorps Planning Grant Staff
 Site Supervisor
 AmeriCorps Grant Applicant
 State Commission Staff

State *

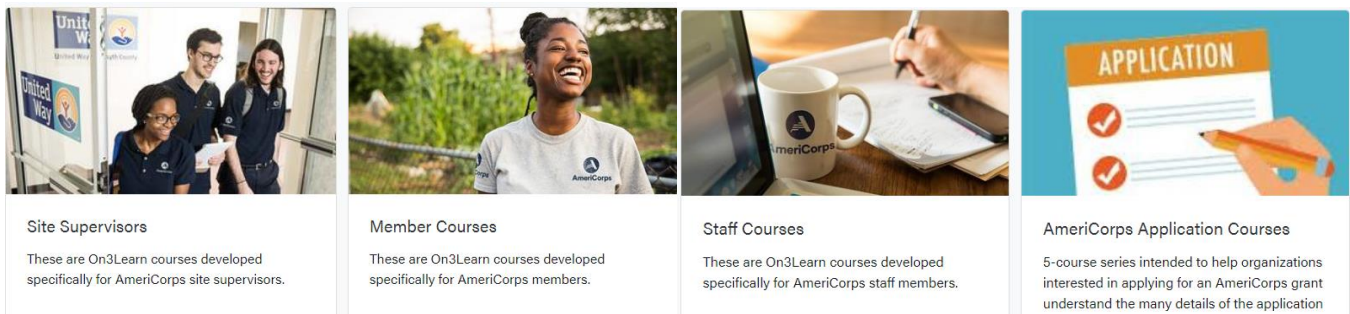
8. Click “Next”

How to register for & take a course:

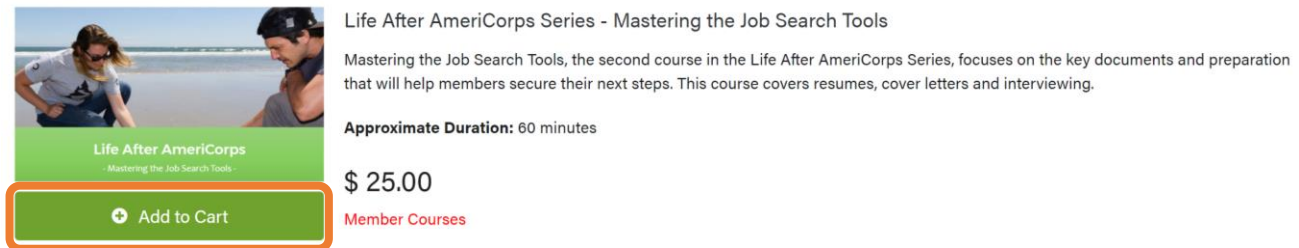
1. Now you will enter the On3Learn DigitalChalk Dashboard. To view courses to register for, select the Catalog tab on the left of your screen.



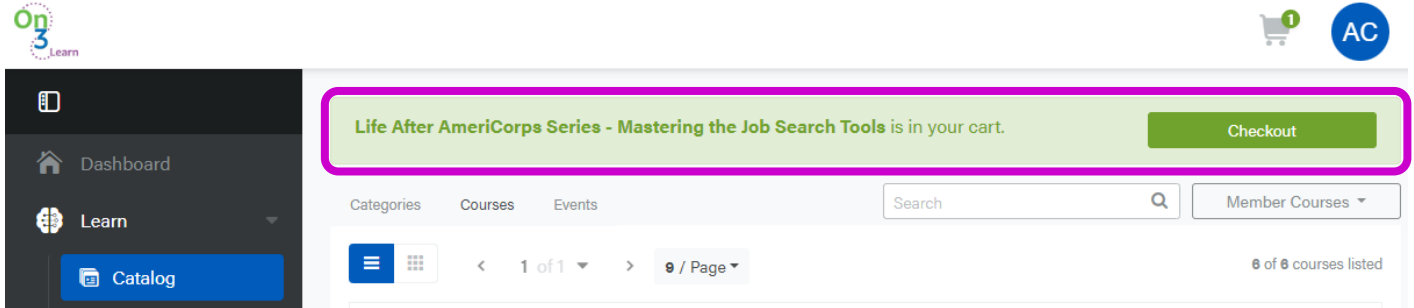
2. On the Course Catalog page you will see our courses are divided into categories. Click on the category of the course(s) you want to purchase.



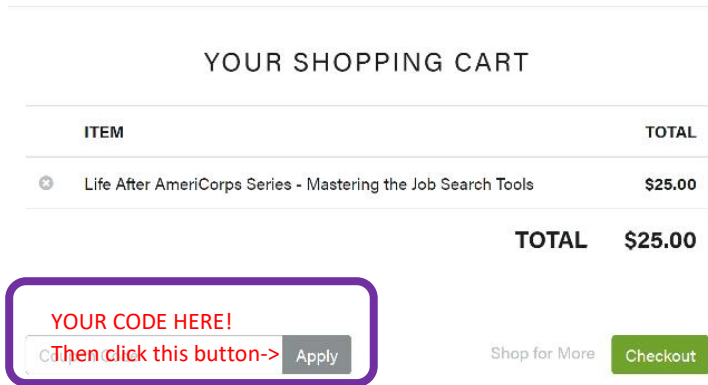
3. Select the course you want to take by clicking on the “Add to Cart” button below the chosen course.



4. Your course is now in your cart. If you are signing up for more than one course, add them to your cart now. When you are ready, click on Checkout to proceed.



5. Enter your Coupon Code now.
Click “Apply” to validate your code.



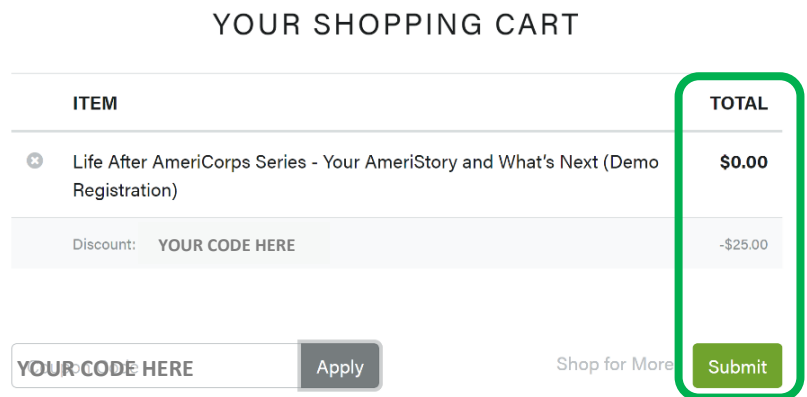
WARNING!

Do not checkout if there is still a cost showing after you click “Apply” to use your coupon code.

DO NOT enter payment information.

Contact info@on3learn.com

6. Once you make sure your coupon code has been applied, click “Submit”.



8. The courses you are registered for are now on your dashboard under the Courses tab on the left-hand side of your screen.

Welcome to On3Learn's Course Page

Please note our courses can only be viewed utilizing the latest version of Google Chrome or Firefox. DO NOT USE Internet Explorer for course viewing.

In addition, our courses require a strong internet connection. Please make sure you have sufficient bandwidth to complete our courses.

If you need to take a break from the course, please exit the course completely. Leaving the course open for long periods of time can cause buffering issues.

Enjoy your courses and if you are in need of assistance, please call 414-988-3314 or email info@on3learn.com.

If you are interested in bulk purchasing and/or an ASC discount, please email info@on3learn.com or call 414-988-3314.

Categories: **Current Courses** Completed Courses

Search [] All Categories []

1 of 3 Page [] 9 of 27 courses listed

2023-2024 NOFO - The AmeriCorps Application - Is Our Organization a Fit?

This course is part of a 5-course series intended to help organizations interested in applying for an AmeriCorps grant understand the many details of the application and the great opportunity ahead of them. In Is Our Organization a Fit, you will learn if AmeriCorps is a program you can manage and implement; if AmeriCorps is a fit for your organization and what you are trying to do; and if there are other programs instead that might be a resource.

Approximate Duration: 90 minutes

AmeriCorps Application Courses

Receipt Registered Sep 16, 2020 Progress 0%

9. To start or resume a course, be sure you have selected the Current Courses tab.

Welcome to On3Learn's Course Page

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10. Click on the course you are going to take and click, "Start Course" to take the course.

Budget Types
Cost Reimbursement | Full-Cost Fixed Amount & Education Award Programs

2023-2024 NOFO - The AmeriCorps Application - Understanding the AmeriCorps Budget

Course Objectives

After completion of this course, participants will:

1. Understand the various budget types and what might be the best fit for your proposed program;
2. Be able to develop a budget that matches your community, organization, and program needs; and
3. Understand the financial and human resources needed to carry out your AmeriCorps programs.

Resources You Can Use

Learners will not only walk away from this course with a deeper knowledge and understanding of the AmeriCorps budget, but each participant will also receive resources such as:

- AmeriCorps Budget Checklist

In addition, each participant also receives a certificate of completion once they've successfully finished the course.

Who Should Take this Course?

Organizations who are considering applying for an AmeriCorps State/National/Tribal grant.

Resources
What It Takes to run your AmeriCorps Program

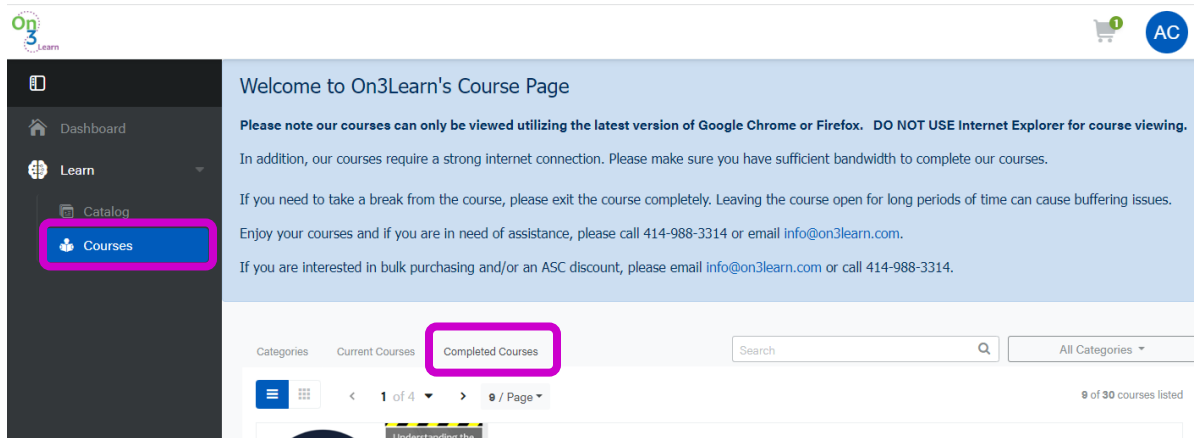
Three Types of Budgets:

- Cost Reimbursement
- Full-Cost Fixed Amount
- Education Award Program

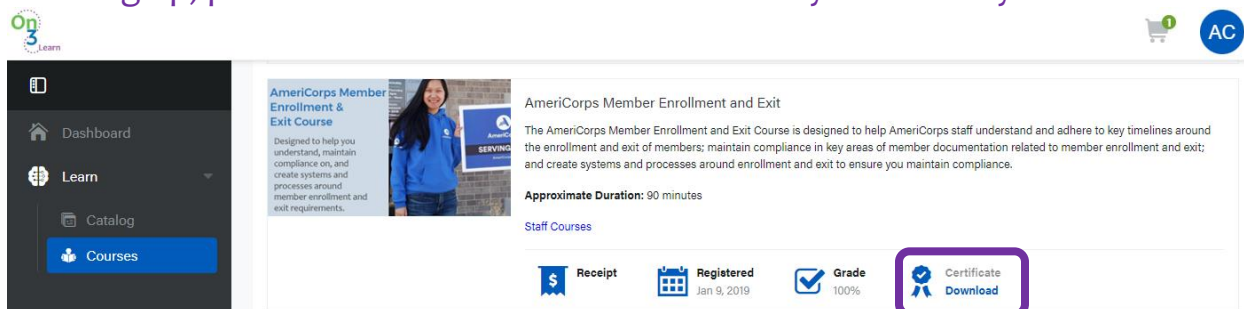
Start Course

How to access completed courses, certificates, and resources:

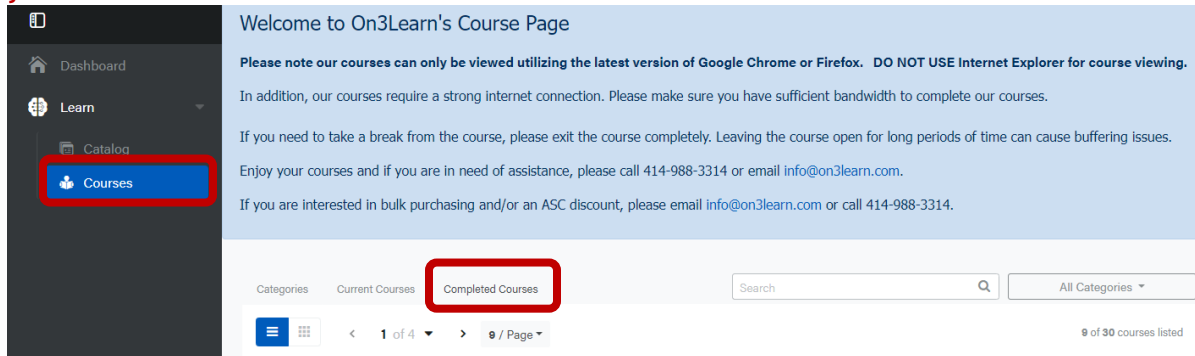
To see your completed courses, go to your Courses on the lefthand side of your screen and click on the completed courses tab.



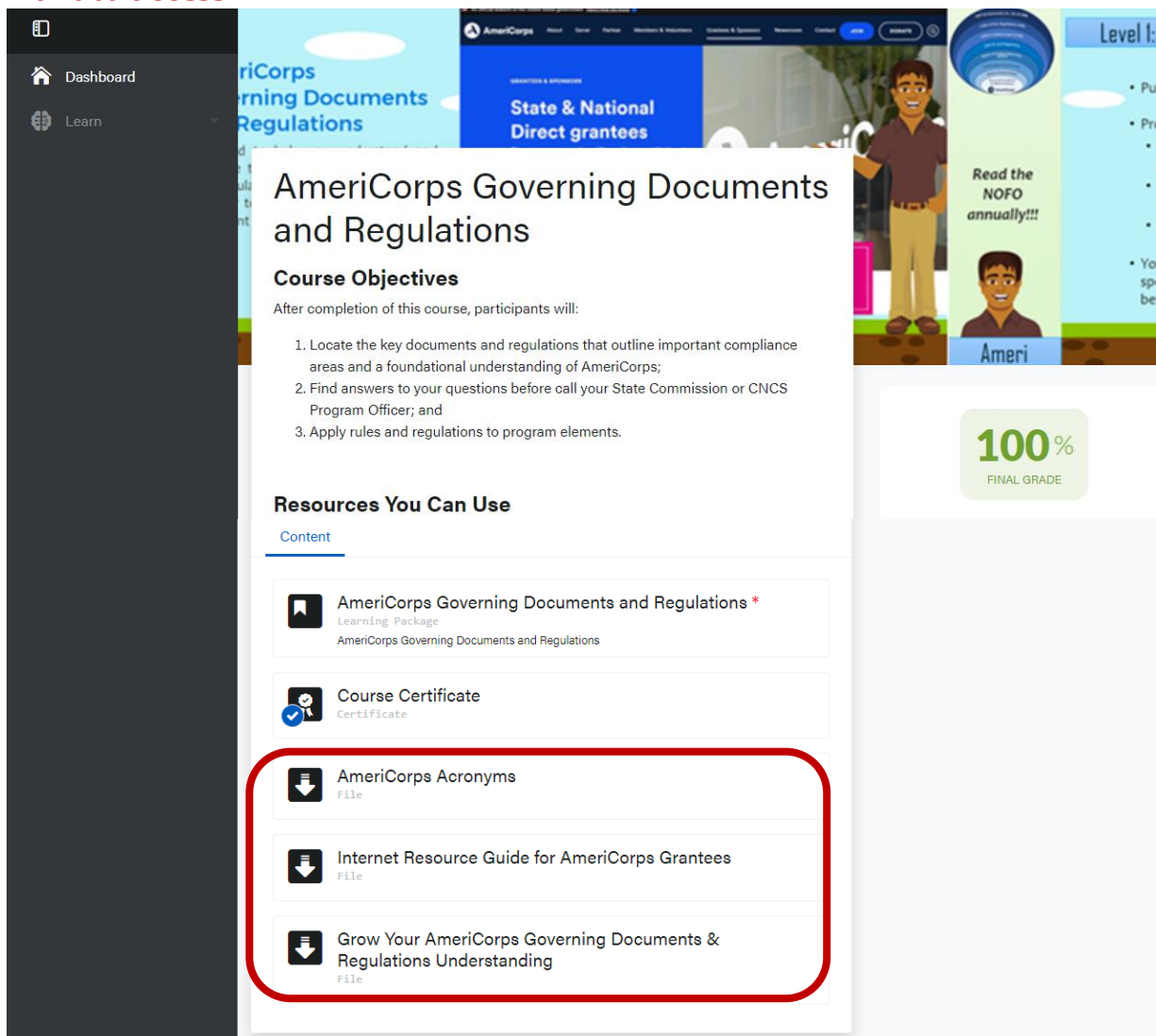
To access your Course Completion Certificate after taking any course, you will go to the Completed Courses Tab on your Dashboard. From there, under every course you'll see a little medal icon. Click on this icon to get the course completion certificate! Please note that it can take a few minutes for your certificate to appear. If for any reason you should have a certificate that is not showing up, please contact us and we'll make sure you receive your certificate.



To access course resources, click on a course on the Completed Courses Tab on your Dashboard.



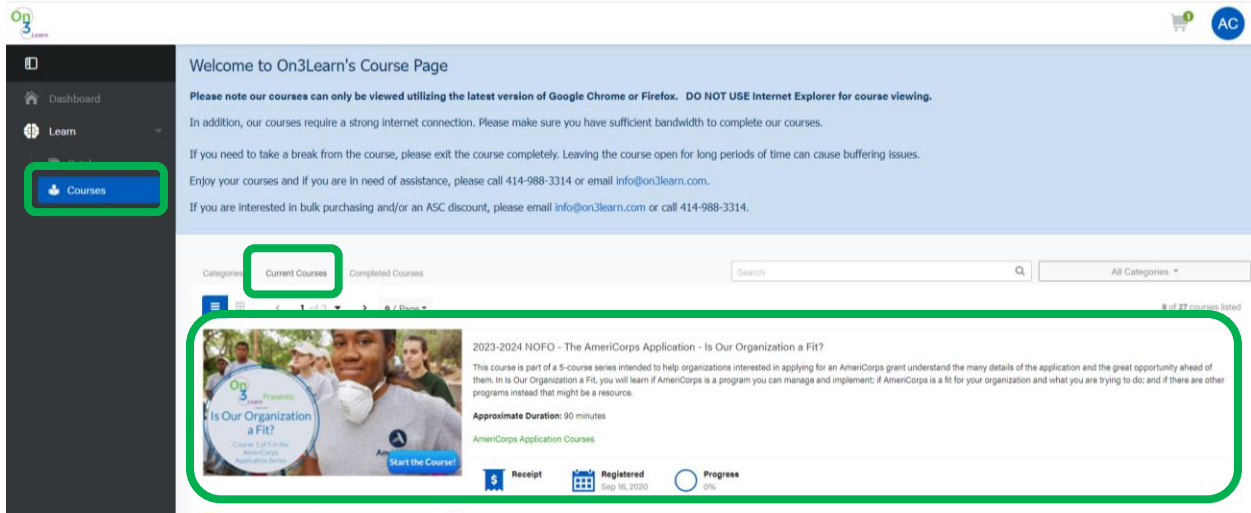
Then click on the course you want to access the resources for and scroll down until you see the resources. Click the “Download” arrow for the resource you want to access.



How to retake a completed course:

To retake a completed course:

1. Click on the course you want to retake from your Completed Courses tab on your Dashboard.



2. Then click on the “Review Activity” option to resume/retake your course:

