

Project PARA

Resources for Getting Started

Before submitting an IT support ticket, we encourage you to try taking the following actions, as we find they usually resolve common issues related to site accessibility and logins:

For site accessibility (when the site isn't loading or displaying content):

1. Try accessing the MyESU portal and/or Canvas portals on a different browser, device, and possibly even network.
2. Try clearing your browser history and caches.

For site login (when you are unable to successfully log in):

1. Ensure that you have completed your registration process by creating a new password.
2. Check that your email and password are typed correctly. The system is case-sensitive.
3. Try requesting a password reset here:
<https://para.myesu.org/requestPasswordChange>

MyESU and Canvas Systems Information

Project PARA now operates on two systems: MyESU and Canvas. What is the difference between MyESU and Canvas systems?

Project PARA now operates using two different but connected systems: MyESU and Canvas.

MyESU: <https://para.myesu.org/>

Canvas: <https://esucc.instructure.com/login/canvas>

MyESU is a registration and reporting portal where districts and institutions can register administrators, instructors, and paraeducators and view paraeducator reports, which display a para's overall progress through Title I, SPED, and/or Early Childhood certification pathways.

Canvas is a course management system where the Project PARA training is hosted. This is where paras will complete the training and earn their certification. Specifically, this is where para's will access training content like lessons, pre- and post-tests, activities, and certificate submission forms that verify and validate their completion of training and earn them their certifications.

It is also important to note that, because there are two different but connected systems, each system requires two different logins.

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I'm a district administrator, but my role says "observer". What does this mean?

As Project PARA now operates via two systems – MyESU and Canvas – you may see different terms related to your role. When you first register for Project PARA in MyESU, you are required to select your role as either a district administrator, instructor, or para educator. This determines your accessibility for reporting and registration for your district.

In Canvas, district administrators and instructors are listed as "observers", meaning you are simply observing or monitoring your paraeducators progress through the training and certification process. Observer does not restrict you from registering paraeducators.

Registration Information

How do I register a district administrator/instructor/para?

We've intended to make registration a more streamlined process with automated confirmation emails and the ability to create your own password. Districts will first need to register their school/institution under the MyESU registration and reporting system. Once registered under MyESU, enrollment in Canvas is initiated. Directions for registering under Project PARA's new system (MyESU) can be found here:

Step 1: [Registering Districts/Institutions in MyESU Portals](#)

Step 2: [Registering Paras in the MyESU registration and reporting portals](#)

Step 3: [Enrolling in Canvas and Accessing Training Materials](#)

We continue to encourage district administrators to register first, before individual paras are registered. This ensures that paras are tied to a district or institution and have a supervisor available for support through their training.

I've registered but haven't received any confirmation. How long does it take to process my registration?

We do our best to review and activate registration requests within 1-2 business days. If you have submitted a registration request and have not received a "Welcome Aboard" confirmation email from Project PARA, please email an inquiry here: <https://para.myesu.org/help> and a User Support team member will investigate and communicate in a timely manner.

Please be sure to check both your main email inbox and any junk/spam folders for the email, as sometimes emails are filtered to either inbox.

Login Information

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Why can't I log in to Project PARA?

First, determine which system you are trying to log in to: MyESU registration and reporting portal or Canvas, the Project PARA training content management system. If you're unable to log in to the MyESU registration and reporting system, you can request a new password here:

<https://para.myesu.org/requestPasswordChange>

If you're unable to log into the Canvas system, request a new password here:

<https://esucc.instructure.com/login/canvas>

If you either receive an error message that indicates no account/record can be found, confirm that you have submitted a request for an account under MyESU first, and that the account has been activated.

I've tried resetting my passwords for MyESU/Canvas. Why can't I log in still?

If you've attempted to reset a password and are still unable to log in to either the MyESU or Canvas systems, please try the following actions:

1. Try accessing the systems from another device, browser, and network.
2. Try clearing your device/browser history and caches.
3. Connect with your district/institution's IT/Tech Support team to check on network security filters in place. At times, a districts or institution's security measures may restrict your ability to access the new Project PARA systems.

If issues still persist, please submit a ticket here: <https://para.myesu.org/help> and a team member will connect with you in 1-2 business days.

I'm not receiving emails from Project PARA. What should I do?

If you are not receiving emails from Project PARA for password resets, registration notifications, etc.; please first check the following:

1. Ensure that your email is spelled correctly
2. Check your spam/junk inboxes.
3. Contact your school or district's IT support person and confirm that emails from Project PARA are not getting caught by a filter or firewall and that the Project PARA domains for MyESU and Canvas are "whitelisted".

If you've attempted the aforementioned actions, please submit a fix-it ticket here:

<https://para.myesu.org/help> and a User Support team member will connect with you in a timely manner.

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Training and Certification Information

Which parts of Project PARA are paras required to complete?

Project PARA offers a variety of content and material for paras to view and/or complete to further construct and contextualize their knowledge as a paraprofessional. In order to complete training and earn certification, paras are required by the system (Canvas) to complete all post-tests, which are scored.

Project PARA offers *optional* pre-tests as an opportunity to measure initial knowledge, as well as *optional* activities designed to engage paras in hands-on experience with supervisors, students, and peers. It is ultimately up to the district or institution to determine which of the components (in addition to the post-tests) paras must complete.

The only exception includes requirements for the early childhood certificate and then only if paras are trying to complete the certificate.

How do I know that a para received/completed their certificate/badge?

Project PARA has been designed to be completed sequentially to offer optimal learning for paras completing the training. This means that a para must view and/or complete every component within the modules (i.e. first read the introduction, next take the pre-test, then view the first lesson, etc). Once a para has sequentially completed the modules associated with each certification pathway, they will be able to complete and submit the Title I, SPED, and/or Early Childhood Certificate Completion Submission Form. Once completed, this will award the badge and initiate a confirmation email that is sent to the para.

At this time, certification completion emails are not sent to district administrators, so we encourage paras to forward these emails to the appropriate person for documentation. We are looking into future developments to include district admins in receiving these emails.

More information on badges can be found here: [Completing and Accessing Certificates/Badges](#)

What are “modules” and “badges” in Canvas?

Under Project PARA’s previous system, paras completed “units”. Under Canvas, units are now called modules. The content within the modules has not changed from the previous system.

Additionally, under the previous system, para’s earned “certificates”, which were presented as downloadable PDF files available for printing (and hanging up on your fridge) with the para’s name, certification type, and completion date. Under Canvas, certificates are now called digital badges. Currently, Canvas badges are not presented as a downloadable PDF to print.

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How do I view my para's overall progress?

General details about a para's progress can be viewed from the MyESU registration and reporting portal.

1. Log in to the MyESU system.
2. Select "Manage Users" from the navigation menu at the top of the webpage. This will open up search/filter page.
3. From here you can search for a user by name or filter by role ("district admin", "instructor", "paraeducator").
4. After finding your specific user, select "Para's Name Progress" on the right-hand side of their data row.

The screenshot shows the 'Manage Users' page in the Project PARA system. At the top, there is a navigation bar with links for Home, About, Add User, FAQ, Manage Users (highlighted in yellow), Dashboard, and Sign Out. Below the navigation bar, there is a search and filter section. A dropdown menu labeled 'SELECT A ROLE' is set to 'Para Educator'. A text input field labeled 'FILTER BY:' contains the word 'Para'. To the right of the filter section is a green button labeled 'Export Results to CSV'. Below this is a table with the following columns: Name, Email, ESU, District, School, Outstate Organization, State, Country, Registration Date, Role, Account Disabled/Enabled, and Reports. The table contains one row of data for a Para Educator. The 'Reports' column for this row contains a link labeled 'Para Educator's Progress'.

Name	Email	ESU	District	School	Outstate Organization	State	Country	Registration Date	Role	Account Disabled/Enabled	Reports
Para Educator	paraeducator1234@gmail.com	Educational Service Unit 01	Allen Consolidated Schools	Allen Elementary School		Nebraska	United States	07/21/2022	Para Educator	<input checked="" type="checkbox"/>	Para Educator's Progress

5. This will open up the para's progress report, showing overall progress/"grade" towards certificate completion, submissions, and individual scoring per item.

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Reports for Para Educator

Refresh Reports

TITLE 1 CERTIFICATION	EARLY CHILDHOOD	SPED
0 out of 13 of items submitted	0 out of 23 of items submitted	0 out of 20 of items submitted
Module 12: Assisting with Reading Instruction 0 out of 2 items submitted	Module 1: Roles and Responsibilities 0 out of 4 items submitted	Module 1: Roles and Responsibilities 0 out of 4 items submitted
Introduction: Assisting with Reading Instruction	Module 4: Effective Communication with Students, Teachers & Other Professionals 0 out of 2 items submitted	Module 2: Organization and Management of the Classroom 0 out of 2 items submitted
Pretest: Assisting with Reading Instruction Not submitted yet	Module 5: Effective Communication with Students, Teachers & Other Professionals 0 out of 2 items submitted	Module 3: Developing Instructional Skills 0 out of 2 items submitted
Lesson 12.1: Reading Instruction	Module 6: Introduction to Special Education 0 out of 2 items submitted	Module 4: Effective Communication with Students, Teachers & Other Professionals 0 out of 2 items submitted
Lesson 12.2: Emergent Literacy	Module 11: Early Childhood Growth and Development 0 out of 2 items submitted	Module 5: Effective Communication with Students, Teachers & Other Professionals 0 out of 2 items submitted
Lesson 12.3: Basic Skills		Module 6: Introduction to Special
Lesson 12.4: Decoding		
Lesson 12.5: Vocabulary		



Why can't my para access the Title 1/SPED/Early Childhood Certificate submission form?

Paras are required to view and/or complete all required components within a module *and* score a minimum of 69% on each of the post-tests.

Previously, Project PARA was scored with an aggregate total with a minimum of 69%. Currently in Canvas, each post-test requires a minimum score of 69% to be earned before the participant can move on to the next component and complete certification. Canvas, which is the training content platform that hosts the unit lessons, pre- and post-tests, activities, etc. and awards the badges (certificates). This system is a separate entity from UNL, NDE, and ESUCC and requires time to modify and develop our own program structure. We are looking into a redevelopment of the Project PARA scoring structure, but this will take extensive design and development from our end for continuity from the previous system.

To accommodate this transition in the meantime, we've programmed the post-tests as the only scored component with the option to retake the tests as many times as a participant needs to in order to earn the minimum passing score.