Department of Education

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Fall 2023

Welcome to Pro-Learner!

New York City Department of Education's Pro-Learner is a professional learning management system that's a "one-stop shop" for professional learning.

You can use Pro-Learner to:

- View and register for in-person and virtual professional learning opportunities offered by DOE district and central offices
- Access CTLE certificates for professional learning you took through Pro-Learner
- Access resources and materials from professional learning opportunities
- Attend virtual professional learning opportunities

If you have any trouble accessing Pro-Learner, contact tech@schools.nyc.gov.

Accessing Pro-Learner

Pro-Learner is available in TeachHub using your NYCPS single sign-on:

- Go to TeachHub.
- Log into your DOE single-sign on account (@schools.nyc.gov or @DOEexternal.nyc).
- Search "Pro-Learner"
- Click "Pro-Learner"

Enrolling in a Course Using a Link

- Go to TeachHub.
- Log into your DOE single-sign on account (@schools.nyc.gov or @DOEexternal.nyc).
- Go into Pro-Learner (see above).
- In a new window, click the link to the course. You will be taken to the course page where you can enroll/register.

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Accessing Your CTLE Certificate

- Once you are logged into Pro-Learner, click “My Enrollments” under “Enrollments” (left hand side of the screen).
- Click “View Award” in the “Meeting the Moment: Navigating Crucial Conversations, Deep Dive” row.
- Your certificate will be stored there, and you can print or download if you’d like.

Submitting Attendance Using a Code

- To record your attendance, first ensure that you are enrolled in the course.
- Recording your attendance will release your CTLE certificate for the professional learning session.
- Click “My Enrollments” on the left side of the page.
- Click “Record Attendance” for the professional learning event on the right side of the page.
- Enter the Attendance Code provided by the facilitator.
- Once you click “Record Attendance,” the page will refresh and bring you back to the enrollment management. You will see:
    - “Attended”
    - CTLE Awards