

## HOW TO CONDUCT A GROUP VIEWING

*\*Please note that only faculty members subscribed to CNP are eligible to receive CEUs for CNP courses earned during a group viewing.*

**Here is how it's done....**

Go to your "School Admin" tab and click on the orange "Search" tab. Scroll down to the teachers name and click on the blue "view" tab to the right of their name. This will take you to their VPP.

### School Admin Queue

Welcome to your School Administrator Queue!

- Click the orange "Search" button and you will find a list of your faculty members included on your school membership roster. If you need help making changes to this roster, please email ACSI Member Care at [member\\_care@acsi.org](mailto:member_care@acsi.org).
- View individual faculty members' VPP by clicking the blue "View" button next to their name.
- Access the [Coach Assignment VPP](#) to make ConNEXUS Premium course assignments and award earned CEUs for ConNEXUS Premium courses viewed as a group.
- Use [School Admin Reports](#) to view the learning progress of your faculty members.
- Assign coaches to your faculty members by clicking the "Update Coach" button next to a faculty member's name.

Practitioner ID:  VPP: Virtual Professional Portfolio Name:

Created Between:  and

Clear

Premium	Coach		
No	No	<input type="button" value="View"/>	<input type="button" value="Update Coach"/>

Go to the blue tab that says "Find Your Premium Courses Now" and this will take you to CNP.



## HOW TO CONDUCT A GROUP VIEWING

Find the course you wish to assign and click on the blue “Add to My VPP” tab. This will put the course in their VPP. Remember.... You are only adding the course to the teachers who have their own CNP subscription.



### Leadership Lessons from the Leading Ladies of the Bible - Part 2: Rahab, Sarah and Priscilla



Dr. Suzie Mohler

Watch/Assign

Add to My VPP

When the viewing is complete go back to their VPP and click on the “Group Viewing” tab. Now click on the green “Record Course”. Their CEUs have now been added to their VPP.

Leadership Lessons from the Leading Ladies of the Bible - Part 2:  
Rahab, Sarah and Priscilla

Bible

Group Viewing

Show Less

Assigned By: Wendy Carns Coaches: To update the due date click [here](#).

Leadership Lessons from the Leading Ladies of the Bible - Part 2: Rahab, Sarah and Priscilla: Group Viewing

If you are working from a Coach Assignment VPP: after clicking **Record Course**, please return to the VPP and use the **Assign Course** function to assign the earned CEU credit to the viewers.

**CEU Type:** Bible

**Course Title:** Leadership Lessons from the Leading Ladies of the Bible - Part 2: Rahab, Sarah and Priscilla

**CEUs:** 0.16

**Learning Objective:** [\(Click to select Competency Classifications \(Activity Instance\)\)](#)

**Completion Date\*:**

Back

Cancel

Record Course