

## DIRECTIONS FOR STUDENTS TO TAKE THE ETHICS & PROFESSIONAL STANDARDS EXAM

This document includes two sets of directions.

“Directions A” are for students who already have an account in Mary Baldwin University’s Canvas system (if you are taking or have taken a course in Canvas, this means you).

“Directions B” are for students who are not taking, nor have they ever taken a course at MBU that uses Canvas.

### DIRECTIONS A (most students will follow these directions starting Summer 2020)

Follow these steps:

1. Log into Canvas here using your MBU credentials: <https://marybaldwin.edu/canvas/>
2. Self-enroll in the Canvas course that has the exam: <https://marybaldwin.instructure.com/courses/371>
3. Click “Join this Course” then click “Enroll in Course”, and “Go to the Course” if you are ready to begin (this will bypass step 4)
4. Click on “COE Ethics and Professional Standards Exam” on your dashboard
5. Click “Professionalism and Ethics Module Test”
6. Take the test
7. Click “Submit Quiz”
8. You will immediately see your score.
9. If you did not meet the minimum score of 210/250, take it again when you are ready by clicking “Take the Quiz Again”
10. Once you have the minimum score, scroll to the bottom of your screen and click “next”
11. This will take you to a screen with a google form; enter your name as you would like it displayed on your certificate; for the email address of the Licensure Coordinator, note [ljohnson@marybaldwin.edu](mailto:ljohnson@marybaldwin.edu); click “submit”  
(Note: You need to be logged in with your MBU Google credentials to access the form)

MBU Google Form for Submitting Certificate

You must be logged into your Mary Baldwin Gmail Address in order to sub

COE Exam Certificate

Please complete this form to generate your COE Ethics and Professional Standards Exam Certificate

Your email address ([rpotter@marybaldwin.edu](mailto:rpotter@marybaldwin.edu)) will be recorded when you submit this form. Not you? [Switch account](#)

Name as you would like it displayed on your certificate

Rachel Potter

Email address of MBU Licensure Coordinator for Teacher Education

[ljohnson@marybaldwin.edu](mailto:ljohnson@marybaldwin.edu)

Submit

12. You may now close your browser and/or log out of Canvas
13. You will receive an email with your certificate (keep it for your records); the Licensure Coordinator is also copied on this email.



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This certificate is granted to

Rachel Potter

In recognition of completing the

Ethics and Professional Standards Exam

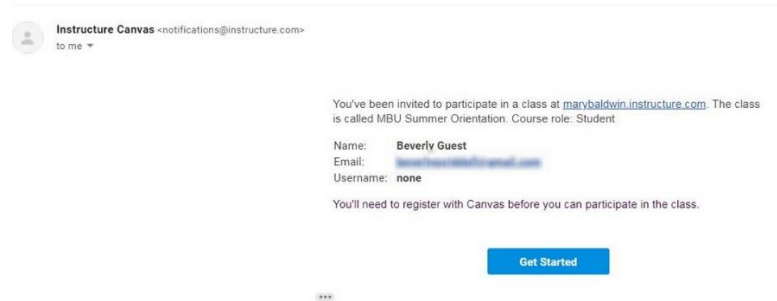
[rpotter@marybaldwin.edu](mailto:rpotter@marybaldwin.edu)



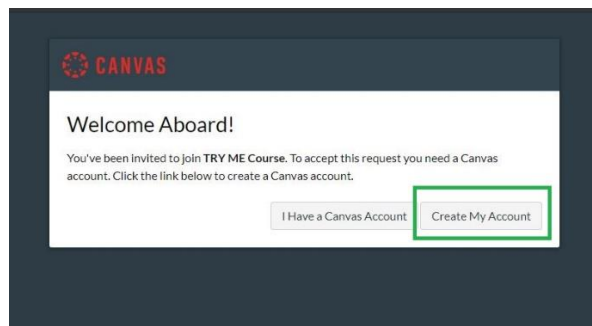
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## **DIRECTIONS B**

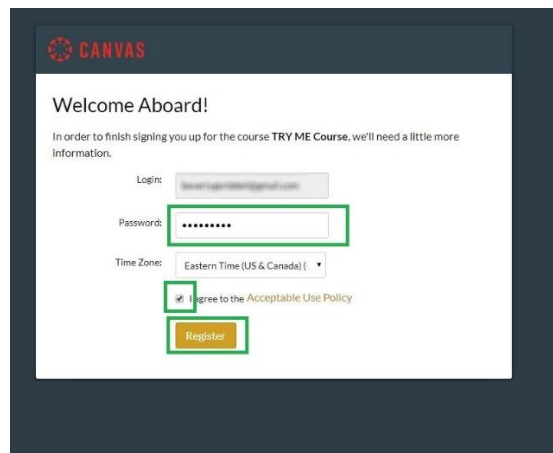
1. Using your @marybaldwin.edu email, send an email to the Licensure Coordinator ([ljohnson@marybaldwin.edu](mailto:ljohnson@marybaldwin.edu)) and ask to be added to the Ethics Exam Course.
2. The Licensure coordinator will add you to the course based on your @marybaldwin.edu email address
3. Once you have been added, you will receive an email that looks like this:



4. Click "get started."
5. You will then see a screen similar to this; click "create my account."



6. You will then see a screen similar to this; create a password, agree to the Acceptable Use Policy, and click "Register." Make a note of your password.



7. Click on "COE Ethics and Professional Standards Exam" on your dashboard
8. Click "Professionalism and Ethics Module Test"
9. Take the test
10. Click "Submit Quiz"
11. You will immediately see your score.
12. If you did not meet the minimum score of 210/250, take it again when you are ready by clicking "Take the Quiz Again"
13. Once you have the minimum score, scroll to the bottom of your screen and click "next"
14. This will take you to a screen with a google form; enter your name as you would like it displayed on your certificate; for the email address of the Licensure Coordinator, note [ljohnson@marybaldwin.edu](mailto:ljohnson@marybaldwin.edu); click "submit" (Note: You need to be logged in with your MBU Google credentials to access the form)

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Name as you would like it displayed on your certificate

Rachel Potter

Email address of MBU Licensure Coordinator for Teacher Education

[ljohnson@marybaldwin.edu](mailto:ljohnson@marybaldwin.edu)

Submit

15. You may now close your browser and/or log out of Canvas
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17. **NOTE:** If you need to go BACK to Canvas after logging out, you will need to go in via the GUEST ACCOUNT using the Password you created in step 6.
18. Since you are being invited to the course as someone without a current MBU Canvas login, the **Canvas Login page might be confusing** as it would appear that you should go in via you Mary Baldwin Credentials because you have a [@marybaldwin.edu](mailto:@marybaldwin.edu) email account, if you followed Directions B, you will need to access Canvas via the **Guest Account** login page.

Information on COVID-19: [marybaldwin.edu/covid19](https://marybaldwin.edu/covid19)

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Who are you? Login With... Use this link it..

I would like to log into Canvas with my MBU Credentials. **Mary Baldwin Credentials** You are logging in with your @marybaldwin.edu gmail address and your Domain (Network) password

I am a guest user trying to access my Canvas course. **Guest Account** You are logging in with just a username (e.g. hpotter) and a password set up specifically for Canvas