Dear ENL Course Participant:

Your district has subscribed to the Nassau BOCES ENL Plus program which offers 34 two-hour virtual, CTLE-certified ENL and general education professional development courses.

Please note the important information below:

You must register in two places to complete these courses.

- Register in Frontline/My Learning Plan (MLP) to receive the CTLE hours.
- Register in the BUZZ Learning Management System to access/complete coursework.

Courses must be marked complete in Frontline/MLP by both Nassau BOCES and your district Frontline/MLP administrator before CTLE certificates can be downloaded. Courses will be marked complete at the beginning of each month when the following criteria are met:

- A minimum of 2 hours is spent in the course
- A minimum of 85% of all activities are completed
- A minimum of 80% is achieved on all gradable activities

All courses are housed in our BUZZ Learning Management System. Below is information to register and access courses through Buzz:

*NOTE: If you already have a BUZZ account, use that to log in and enroll in courses. If you do not have a BUZZ account, use the correct building URL below to create an account. Click 📧 in the upper right-hand corner and select create account.		
Hempstead Union Free School District		
Building	**URL**	**Code**
Alverta B Gray Schultz Middle School	https://nasboces-hempstead-schultz.agilixbuzz.com/	eta95t
Barack Obama Elemen School	https://nasboces-hempstead-obama.agilixbuzz.com/	-rrwn9
David Paterson School	https://nasboces-hempstead-paterson.agilixbuzz.com/	.wyhv9
Front Street Elementary School	https://nasboces-hempstead-front.agilixbuzz.com/	229k6h
Hempstead High School	https://nasboces-hempsteadhs.agilixbuzz.com/	a4x6eu
Jackson Annex School	https://nasboces-hempstead-annex.agilixbuzz.com/	uemf3t
Jackson Main Elementary School	https://nasboces-hempstead-jackson.agilixbuzz.com/	nm.fmm
Joseph McNeil School	https://nasboces-hempstead-mcneil.agilixbuzz.com/	1et124
Marshall School	https://nasboces-hempstead-marshall.agilixbuzz.com/	7m-vy7
Prospect Elementary School	https://nasboces-hempstead-prospect.agilixbuzz.com/	155xuj
Multi-building	https://nasboces-hempstead.agilixbuzz.com/	03a6h9

Step-by-Step Course Enrollment Instructions:

1. Click on the User icon located in the top right corner:

2. Choose "Enroll in course":
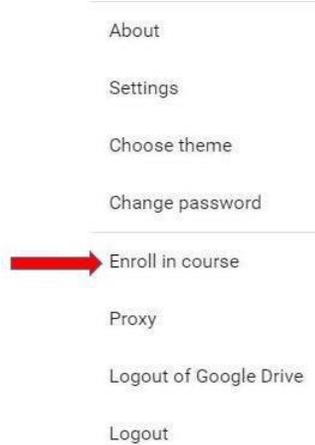
3. Enter the code for the appropriate course from the list on the attached document: MLP Links and BUZZ Codes (current school year). Then click verify code.

4. You should now see the name of the course in which you would like to enroll. Choose "Enroll"

1. Return to your home page. You should now see the course posted to your course roster. Click on the course icon to begin working in the course.

2. When you have completed the course, please verify you met the completion requirements, stated at the beginning of this email, by checking your gradebook.

Click on the **Gradebook** icon under the Menu tab located at the top left of the screen.

- **Verify you have received a Score of 80% or greater.**
- **Verify at least 85% of all activities are completed.**
- **Click on the Activity tab (see below) to verify you have completed the 2-hour minimum time requirement.**

3. At the beginning of the month, we will send a completion report to your district. When your district contact person marks you complete in MLP you will then be able to print your certificate. Please contact your district administrator if you are unable to print your certificate.

If you have any questions or if you need technical support, contact the Nassau BOCES Center for Online Learning Help Desk at:

Robert Mascolo

Phone: 516-396-2050

Email: rmascolo@nasboces.org