

## NAVIGATING LMS

CAPC's Learning Management System (LMS) is the system used to hold trainings. The system has features that will support enrolling/registration in trainings, access to pre-requisites, pre-tests, post-tests, evaluations, and certificates.

### LMS Features

- Personalized user account/dashboard
- Access to:
  - training transcripts
  - training catalogue
  - materials/handouts
- Register for trainings
- Certificates of Completion

Creating a new LMS account, go to the [CAPC LMS site](#) and follow the steps indicated:

*Note: The LMS system works best with google Chrome. If you are using another browser, you may encounter problems with the system.*

### Creating a New Account

To create a new account CAPC Learning Management System start from the [CAPC Learning Management System homepage](#)

Select the Register button in the middle of the page

Follow the prompts and fill out all **REQUIRED FIELDS** this will not only create an account but allow you to be connected to your course catalogue

- Name
- Agency Role
- Site
- Position
- Supervisor's Name
- Email address
- Username (recommend first and last name)
- Password

The screenshot shows the CAPC Learning Management System homepage with a 'Register' button highlighted. Below it is a registration form with the following fields: Your Registration Name, Your Email Address, Username (Email address), Password, Confirm by entering again, Position, Local Training, and CAPC Learning System. A red circle highlights the 'Create Account' button at the bottom right of the form.

Click here to create your account

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Once you have created your account, you can explore your dashboard and personalize it in different ways:

**Personalized Dashboard :**

After logging into your account, you will see My Dashboard on the top of the page. This is also your home screen where all information about trainings will be stored.

When logging into the LMS for the first time you will see a row of Widgets on an empty web page. Here you can organize and customize which widgets you would like to use.

**LMS Widgets**

**Enrollments:** This will display all the trainings you are enrolled in

**Calendar:** You can also view the trainings you are enrolled in on calendar view. The stopwatch icon represents enrollment for training on that day. You can enter the course by clicking on the icon.

**Certificates:** All trainings you have fully completed will produce a certificate and house it here. Certificates can be saved, printed and viewed from this widget.

**Transcripts:** This will show your transcript information:  
\*Course name  
\*Credits  
\*Course Status  
\*Date Completed  
\*Module and Module Status.

**Documents:** After you have enrolled in trainings, documents will become available for you to download, print and/or save before the training.

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Once you are registered for a training, it will appear in your dashboard. You can change how you view your list of trainings in tile view or list view.

You can also sort or filter your list.

**Navigating your LMS Dashboard**

1. Statewide AmeriCorps Trainings  
2. B&B Training Courses

Widgets

Dashboard view

Enrolled Courses

Course Information

Access the Training

The screenshot shows a user interface for an LMS dashboard. At the top, there are navigation tabs for 'MY DASHBOARD', 'MESSAGE CENTER', and 'CATALOG'. Below the navigation is a search bar and a set of icons for various functions. The main area displays a grid of course tiles, each with a book icon and a play button. A red box highlights the first two tiles, labeled '1. Statewide AmeriCorps Trainings' and '2. B&B Training Courses'. A blue box labeled 'Widgets' points to the top navigation area. A blue box labeled 'Dashboard view' points to a view toggle icon on the right side of the course tiles. A red box labeled 'Enrolled Courses' points to a specific course tile. A red box labeled 'Course Information' points to a red play button icon on the left. A blue box labeled 'Access the Training' points to a green play button icon at the bottom left.

### **To enroll in a training:**

LMS requires a two-step registration step so first, you need to enroll in the course and secondly, you need to register for a specific training date.

#### **1. Find the course catalogue (B&B Staff and AC Member Training Courses)**

**\*\*For AC Statewide members, the catalogue is *Statewide AmeriCorps Member Trainings*\*\***

#### **2. Click on the course name you want to enroll in. That will take you to the course description.**

**B&B STAFF AND AC MEMBER TRAINING COURSES**  
31 (Closed courses will not be included.)

Overview

Description  
Trainings available to Birth&Beyond staff and members.

Courses

- Alcohol and Other Drugs (AOD)**  
This is a 3-hour training. You must commit to attending the full 3 hours in order to successfully complete this training. This training comes with a content warning due to subjects related to substance abuse and addiction. This Alcohol and Other Drugs (AOD) training is facilitated by community partner John R. Durbin from Bridges Professional Treatment Services/STARS. John will be sharing information and tools for working with and supporting community members struggling with AOD.
- ASQ-3 & ASQ-SE2**  
This training is a 7 hour training (9am-4pm). You must commit to attending all seven hours to successfully complete this course. This training prepares members with an understanding of important child development milestones and how to administer both Ages and Stages Questionnaires (ASQ). The ASQ-3 is a tool to screen a child's developmental progress in the communication, gross motor, fine motor, problem solving, and personal-social domains. The ASQ-SE 2 screens a child's social-emotional development. Up
- B&B MCART**  
\*This training comes with a content warning due to subjects related to sexual abuse, emotional abuse, physical abuse and neglect of children. In collaboration with Birth & Beyond (B&B) Family Resource Centers and the CAP Center Training Team, this training has been specifically created for B&B staff and AmeriCorps Members to understand their role as California Mandated Reporters of child abuse and neglect.
- Basics: CALWORKS**  
This training is a 3 hour training. You must commit to attending all three hours to successfully complete this course. This training is specific to Birth & Beyond and their relationship with Sacramento County Department of Human Assistance. In this training, you will focus on the programs that can be specifically accessed by CalWORKS recipients. This training is facilitated by staff from the Sacramento County Department of Human Assistance.
- Basics: CPS**  
This training is a 90 minute training. You must commit to attending all 90 minutes to successfully complete this course. This training is specific to Birth & Beyond and their relationship with Sacramento County

A red arrow points from the text in the left column to the 'Basics: CALWORKS' course entry in the screenshot.

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### To enroll in a training:

3. Click on the course you want to enroll in and click **Enroll**.

The screenshot shows the LMS interface for a course titled '\*CASE MANAGEMENT'. At the top left, there is a book icon and an 'ENROLL' button circled in red. To the right of the title, it says 'Estimated Length: 3 hour(s)' and '3 Credits'. Below the title is a navigation bar with 'Overview' and 'Resources' tabs. The 'Description' section contains the following text: 'This training is a 3 hour training. You must commit to attending all three hours to successfully complete this course. Pre-requisite required.' It then describes the training's focus on case management and lists a pre-requisite: 'Strengthening Essentials' Self-Paced Course. A note states that after completing the self-paced course, users must upload their certificate of completion before the training begins. The 'Modules' section lists three items: 'Family Strengthening Essentials Self Paced Course Certificate', 'Case Management Training', and 'Case Management Evaluation'. Each module includes a 'Content Types' icon and a brief description of the content.

\*CASE MANAGEMENT

ENROLL

Estimated Length: 3 hour(s)

3 Credits

Overview Resources

Description

**This training is a 3 hour training. You must commit to attending all three hours to successfully complete this course. Pre-requisite required.**

This training will introduce the process of an integrated, comprehensive approach to case management by reviewing the history, the different lens of practice, and the application of case management. Participants will have an understanding of how to interact with a family, assess and connect with services, create family goals, document meetings, and handle crisis that may occur.

**Pre-Requisite:**  
**"Strengthening Essentials" Self-Paced Course is a pre-requisite for this course (you can find this course in LMS). You must complete this pre-requisite to successfully attend this training. You can access this training via your existing LMS account.**

**After completing the self-paced-course,** upload your certificate of completion onto your Case Management course, in the first module, **no less than two days before** the training is set to begin in order to join the training. If you do not complete this in the timeline described, you will not be able to join the training.

You can find more information about how to access the course and upload your certificate on [Weebly](#).

Modules

Family Strengthening Essentials Self Paced Course Certificate

Content Types:

In order to attend the Case Management Training, you need to complete the self-paced course, Family Strengthening Essentials, as a pre-requisite and upload your certificate of completion here.

Case Management Training

Content Types: [\[View upcoming meeting dates and times\]](#)

This training is a 3 hour training. You must commit to attending all three hours to successfully complete this course. Pre-requisite required, see below. Family Strengthening Essentials is a pre-requisite for this course. The certificate of completion must be uploaded before access to the live training is granted.

Case Management Evaluation

Content Types:

Please complete.

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### To enroll in a training:

4. Most courses will have multiple training dates so a pop up box will appear and you will need to choose a specific date and time by clicking on the "o" next to the date you choose, then click "Enroll"

**(You will not be able to access the training if you do not choose a specific date)**

The screenshot shows the LMS interface for a course titled "B&B MCART". The course page displays "3 Credits" and "Estimated Length: 3 hour(s)". A pop-up window titled "ENROLL IN COURSE AND INSTRUCTOR LED TRAINING SESSION" is overlaid on the page. The pop-up has a green header with "Success" and "You have been enrolled in this course successfully:". Below this, there is a list of training sessions with radio buttons next to them. The first session is selected. The pop-up also has "ENROLL" and "CANCEL" buttons at the bottom.

The screenshot shows the course description and modules for "B&B MCART". The course is described as a 3-hour training. The description includes a content warning and details about the training's purpose. The modules section lists "B&B MCART" and "MCART Training Evaluation".

\*If the window for the dates does not pop up automatically, click on **View upcoming meeting dates and times** in the course description and the window to choose the date will pop up.

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5. To ensure you have registered for a specific training date and time, the training title in your dashboard will be followed by the date selected.

If after you choose a date, the date does not show up next to the title (*highlighted in the screen shot*), the registration has not been completed. This may mean that you have not completed any pre-requisite and/or pretest attached to the training so please be sure to complete those soon after registering. After you completed any p-re-work and/or pre-test, the date will appear as indicated.

Safe Sleep Baby/Shaken Baby Syndrome Train the Trainer (SSB/SBS TOT)

0%

3 Credits

No Due Date

No end date

Your rating: Not yet rated

In Progress

Up Next

Safe Sleep Baby/Shaken Baby Syndrome Train the Trainer (SSB/SBS TOT) Training

Instructor Led Training Session: Safe Sleep Baby/Shaken Baby Syndrome T.O.T Training 10/10/23

Safe Sleep Baby/Shaken Baby Syndrome-description needed.

Overview Resources Discussion

Description

### Navigating the course information once you have enrolled/registered:

You need to complete all the modules in order. If a course has a pre-requisite and/or a pre-test, you must complete those before attending the training (we recommend completing those soon after you register to prevent any delays. If not, you will not be able to access the link to the training the day of.

You can also view and download any training materials for this course under the "Resources" tab.

**Enrolling in a Training**

If the window to choose a date does not pop up, you need to click on "View upcoming meeting dates and times" to prompt the window to open.

Once you enroll in your course, it will read as **Enrolled** for the date of your choice. This page will display the modules needed to complete the training course and receive your certificate.

Click on the "Resources" tab to access any materials available for the training.

MANORATED CHILD ABUSE REPORTER TRAINING (MCART)

Overview Resources

Course Materials

- MCART Agreement Form (166 KB)
- Mental Health Resources (149 KB)
- ICAR (1.59 MB)
- Statewide ArmetCorps MCART Participant Guide (1.35 MB)



Certificates

ArmetCorps MCART

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### Accessing a training you have enrolled/registered for:


*Reminder:* You will need to complete any pre-requisites that training may have (for example: pre-test, certificate upload, etc.) to access the training.

1. The day of your training, you can access the training by clicking the  green arrow from your dashboard.
2. You can also access via the calendar widget. Find the date and click on the alarm clock icon .
3. Click [Join Meeting](#) and it will open the zoom meeting.

### Accessing the training

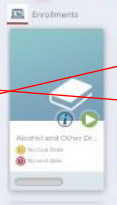
You will need to have completed the **Pre-Test** before you can access the resources & materials and the live training.  
**If you have not taken the pre-test, it will direct you to the pre-test before the live training.**

**From your Dashboard**

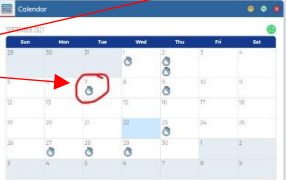
Select the  icon next to the course listed under the "Enrollments" widget or from the calendar. This will allow you access to join the training.

Click on the live link "**Join Meeting**" to enter the training.

Enrollments



Calendar



ENROLLED SESSION INFORMATION

Test Course

Location:

Zoom

[Join Meeting](#)

Meeting Time(s):  
3/9/2021 11:40:00 AM - 3/9/2021 11:45:00 AM

**\*Note:** The link will remain available until **15 minutes after** the training has begun. After 15 minutes, you will no longer be able to access the training.

If you have any concerns or challenges about LMS, please contact [virtualtrainings@thecapcenter.org](mailto:virtualtrainings@thecapcenter.org)

Also, please visit [Weebly](#) for more information and resources related to trainings and LMS.