NAVIGATING LMS

CAPC's Learning Management System (LMS) is the sytem used to hold trainings. The system has features that will support enrolling/registrationin trainngs, acess 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 follw 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

Click here to create your account

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.

MY DASHBOARD   MESSAGE CENTER   CATALOG

HOME // MY DASHBOARD

WIDGETS

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.

2

Once you are regsitered for a training, it will appear in your dashboard. You can change how you view your list of traiings 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

Course Information

Enrolled Courses

Access the Training

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

<u>**To enroll in a training**</u>: **3.** Click on the course you want to enroll in and click **Enroll.**	

To enroll in a training:

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

(You will <u>not be able to access</u> the training if you do not choose a specific date)

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

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

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. <u>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.</u>
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%
In Progress
🎖 3 Credits
🕐 No Due Date
🔴 No end date
☆☆☆☆☆
Your rating: Not yet rated

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 ❌
In Progress

Safe Sleep Baby/Shaken Baby Syndrome-description needed.

Overview | Resources | Discussion

Description

<u>**Navigating the course information once you have enrolled/registered:**</u>

You need to complete all the modules in order. <u>If a course has a pre-requisite and/or a pre-test, you must complete those before attending the training</u> *(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.

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

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.

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 ⏱

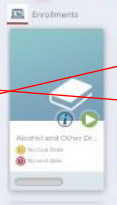3. Click Join Meeting and it will open the zoom meeting.

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.
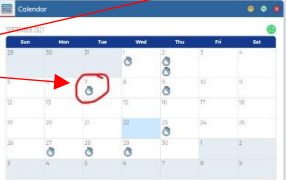
From your Dashboard:

Select the ▶ button 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.

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

Also, please visit Weebly for more information and resources related to trainings and LMS.