

CAPC's Learning Management System (LMS) is the system used to hold trainings. The system features include:

## LMS Features



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

To create a new LMS account, go to the [CAPC LMS site](#) and follow the steps below:

## 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

# Navigating LMS

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




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



**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.



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



**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.

# Navigating LMS

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's LMS dashboard. At the top, there are navigation links for 'MY DASHBOARD', 'MESSAGE CENTER', and 'CATALOG'. Below this is a 'Widgets' section with a row of icons for various functions. The main area displays 'Enrollments' in a 'Dashboard view' as a grid of course tiles. Each tile includes a course title, a 'Course Information' icon, and an 'Access the Training' button. A red box on the right highlights the 'Enrolled Courses' section.

## To enroll in a training:

- Find the course catalogue
- Click on the training you want to enroll in and click **Enroll**
- If there are multiple sessions, a pop up box will appear and you will need to choose a specific date by clicking on the "o" next to the date you choose (**\*You will not be able to access the training if you do not choose a specific date**)

**Enrolling in a Training**

Next, the course catalog will show the courses with short descriptions. Select the course you wish to enroll in.

This will display the **ENROLL/ENROLLED** button on the top left corner under the training title.

If there are multiple sessions, it will prompt you to choose what session you wish to enroll in.

Choose the date by clicking on the "O" next to the date of your choice.

The screenshots show the 'Course Catalog' with a list of training options. One course, 'Child Abuse Reporter Training (MCART)', is selected. The 'ENROLL' button is highlighted. A second screenshot shows the 'ENROLL IN COURSE AND INSTRUCTOR LED TRAINING SESSION' dialog box, which prompts the user to select a session and a date. The 'o' next to a date is highlighted.

# Navigating LMS

If a pop up window does not appear after you enroll in a course, you will need to click on "[View upcoming meeting dates and times](#)" to prompt the pop up window to open.

You will then be able to choose the date for the session you want to attend (as indicated on page 3)

**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.

# Navigating LMS


## To access a training you have enrolled/registered for:

- You will need to complete any pre-requisites that training may have (for example: pre-test, certificate upload, etc) in order to access the training
- The day of your training, you can access the training by clicking the green arrow  from your dashboard.
- You can also access via the calendar widget. Find the date, click on the alarm clock icon 
- Click [Join Meeting](#) and it will open the zoom meeting


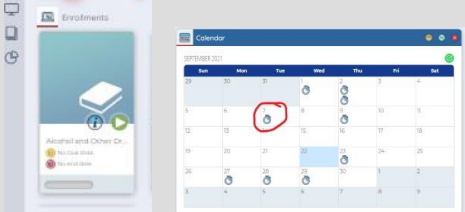
### Accessing the training

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.



**\*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.