



NYS State Center for School Health Learning Management System (LMS) User Guide Step-by-Step Visual Instructions

This Guide will provide instructions on how to:

- Create your personal LMS account
- Enroll in a webinar course
- Obtain outlines and resources for each course
- Take the mandatory knowledge checks
- View the webinar learning content
- Obtain your Certificate of Completion

The NYSCSH LMS Home Page

The NYSCSH LMS Homepage is your learning page where you can enroll in webinar courses, obtain resources, assess your learning and print certificates of completion. Click the icons to enroll in a webinar, check your grades or request assistance. You can return to this page by clicking the LMS icon in the left navigation bar.



The left side of the LMS contains a Navigation Bar with several tabs:

Dashboard displays your enrolled or completed courses.

News displays announcements from the Center or LMS Administrator

Catalog displays all available course in the LMS.

Welcome displays the NYSCSH LMS home page.

Users displays Friends and Instructors.

My Courses displays all courses you have enrolled in.

The top of the message bar on the Home page provides icons to access messages, notifications, calendar, help, and search. Hover over them to display their function. When messages or notifications are available, a number will show.



The **Message Icon** displays messages from the LMS administrator in response to your questions.

The **Notification Icon** displays communications from the LMS software (i.e. enrollment in a course).

The **Calendar Icon** displays events you have registered for such as NYSCSH Seminars.

The **Question Icon** is not used by NYSCSH at this time. Use our Contact Us buttons to obtain help.

The **Search Icon** can be used to look for a particular subject.

LMS Overview

Each course contains five modules. Completion of each module will unlock the next module.

Resource Module allows you to view and download the resources for the webinar. They include an outline of the webinar that you can use as a study guide and other resources.

Prior-knowledge Check Module assesses your current knowledge on a topic. This assessment is graded, but the grade is not used within the LMS. It is for informational purposes only.

Webinar Module provides the learning content.

Post-knowledge Check Module assesses your learning and is graded and recorded. A score of at least 70% is required for course completion unless otherwise noted.

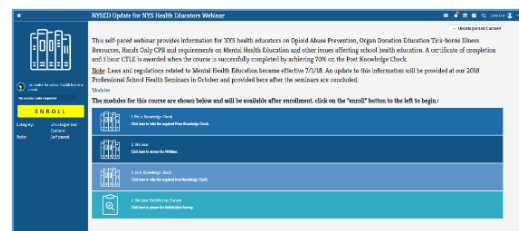
Satisfaction Survey Module offers you the opportunity to provide feedback on your learning experience.

Once you have submitted your answers, you will receive an email with a link to a Certificate of Completion.

Click the link provided to view, print, or download your certificate. You can also access your certificates from within the LMS by clicking on the Dashboard.

To Enroll in a Course

Click on Enroll Now on the LMS homepage then choose the course you would like to take. Courses are added frequently, so be sure to check back often. Click the yellow enroll button in beginning your course. You will receive an email as well as an alert in the notification center at the top of the LMS to confirm your enrollment.



Instructions for Course Completion

Each course contains five modules. They are Resources, Prior Knowledge Check, Webinar, Post Knowledge Check, and a Satisfaction Survey. Modules must be taken in sequence and completion of each module will unlock the next module.

1. Click the **Resource Module** to view/download/print the resources for the webinar. The resources include an outline that you can use as a study guide and other resources referenced in the webinar.
 2. Click start to begin the **Prior Knowledge Check**. Once finished, you will have access to the webinar content of the course. This assessment is graded but not counted in your final score.
 3. Click Start or Next to begin the **Webinar**. Once you have viewed all of the content within the webinar, you will have access to the Post Knowledge Check.
 4. Click start to begin the **Post Knowledge Check**. This assessment is graded, and you must obtain a score of at least 70% for course completion. You will be able to review and change your answers before submitting them and can retake the Post knowledge Check a second time if you have not attained 70%. Upon successful completion of the Post Knowledge Check, you will be directed to the Satisfaction Survey to help us assess and improve our services.
- The **Webinar Satisfaction Survey** is graded but not counted. Once you have submitted your answers, you will receive an email with a link to a Certificate of Completion. Click to the link provided to view, print, or download your certificate. You can access your certificate on the right side of the home page screen under your name. A **Progress Meter** on the right side of the page is indicating what you have completed.

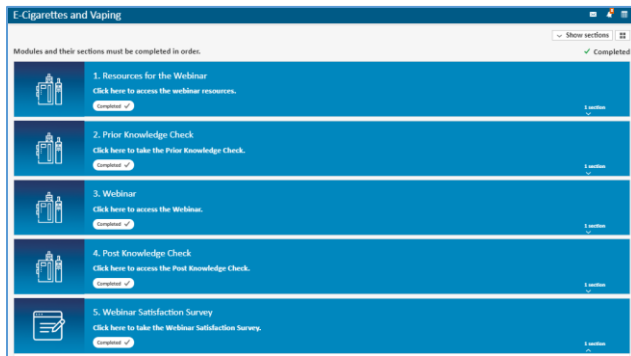
To Take Another Course or Return to the LMS Homepage

Click the home/icon in the top left-hand corner of the screen.

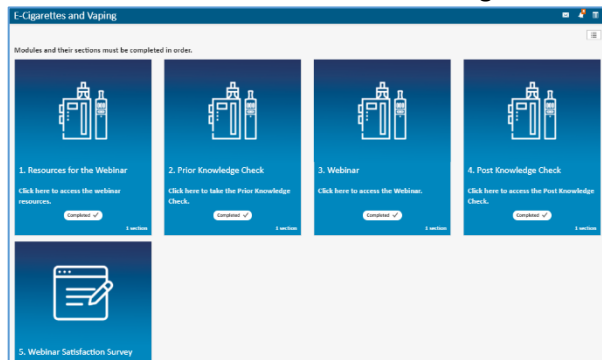
Navigating the Modules

Follow the instructions on the page move through the learning modules for your course. You can view your course modules in either list or grid view. Simply click the icon to change your view.

Choose  for list view



Choose  for grid view



Review, Download and Print the Resources for the Course

This will allow you to review resources associated with relevant slides and allow deeper-dive learning.

Take the Prior Knowledge Check

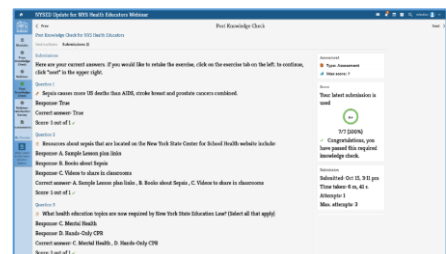
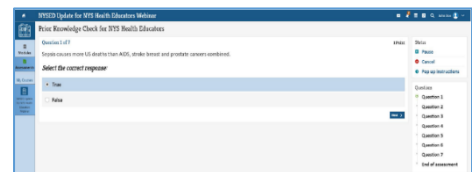
Each course starts with a prior-knowledge check. Follow the on-screen instructions to complete it. This assessment is graded to give you pre and post learning data.

Complete the Webinar

Click on the webinar module in the navigation pane to begin. To obtain your certificate, you must view all of the slides.

Take the Post Knowledge Check

Click on the Post Knowledge Check (PKC) module. You must receive 70% or higher to pass. You may review and change your answers before submitting them. After submission, you will be able to see your score and answers. If you obtained 70% or higher, you would be directed to a Webinar Satisfaction Survey.



Take the Website Satisfaction Survey

Please share your feedback via this webinar satisfaction survey. Your responses will help us improve the types and quality of courses we offer. After completing the survey, you will receive your certificate.