# MCCA Limited Admin Walk Through

First things first, you will need to navigate to your organizations store and login using the "Log In" link in the top right hand corner. If you do not know your login, click on the "Forgot password?" link after clicking the Login link, and enter your email address to receive a password reset email. Once logged in, you should be directed to the Course Settings page in the admin panel, but if not, click the "Admin Panel" link in the top right of the page.

The first time you create a certification session, there will be a few additional steps. First click on the Manage Course tab at the top and then the Live Classes link on the left-hand navigation bar.
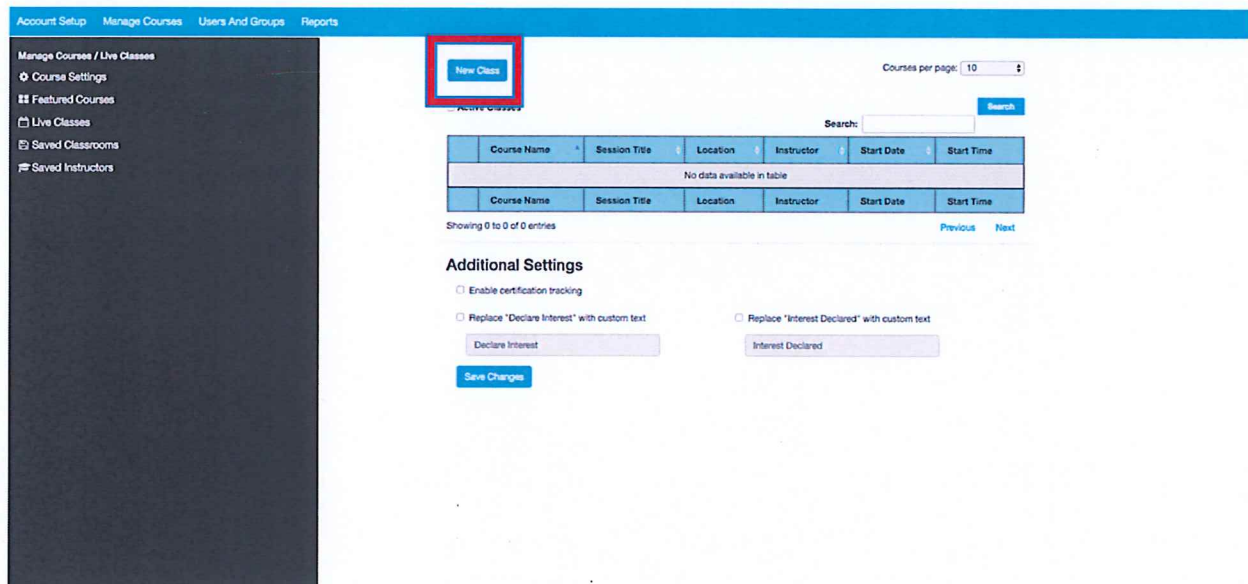
Click on the blue "New Class" button and you should see a screen similar to the one shown below.

Click the "Choose From Library...." Button and you should see your organizations course. You may only see one or two courses, so don't worry if your list doesn't look like the list below.

<< return to setup

| | | Search |

○ choose from Saved Classes ● choose from LMS

Course Name	Category Name	Creation Source	ID Number
Select Medication Certification Online Test	Miscellaneous	LMS	
Select Testing Course	Miscellaneous	LMS	
Select Almost Home	MCCA Courses	LMS	
Select Annie Malone Children & Fam Svs	MCCA Courses	LMS	
Select Ashley House	MCCA Courses	LMS	
Select Boys Hope Girls Hope	MCCA Courses	LMS	
Select Challenge N' Change	MCCA Courses	LMS	
Select Children's Haven of SW MO	MCCA Courses	LMS	
Select Children's Home Society	MCCA Courses	LMS	
Select Cornerstones of Care	MCCA Courses	LMS	
Select Covenant House Missouri	MCCA Courses	LMS	
Select Crittenton Children's Center	MCCA Courses	LMS	
Select DASE House of Compassion	MCCA Courses	LMS	
Select Division of Youth Services - Cabool	MCCA Courses	LMS	
Select Division of Youth Services - Forsyth	MCCA Courses	LMS	

Find the course for your organization (should be listed as your organizations name) and click select.

Next you will need to fill in the information for the class; Date, time, and cost of your new session should be first (always choose the nonrenewal cost here). Enter a name in the "Session Title" to distinguish it from your previous/future classes. Make sure to check "Active Class", "Notify student when complete", and "Enable Certification tracking". Finally, make sure "1" and "Years" are selected from the drop-down menu's under "Enable Certification Tracking". Once everything is set, click Next.

Description > Location > Instructor > Confirmation > Reminder Email

Class Name

This is your companyname

Choose from library...

Class Description

| B | I | U | S | x₂ | x² | A ▾ | T! ▾ | Ω | ⬦ | ✎ ▾ | ¶ ▾ | ≣ | ≡ | ⊞ | ⊟ | — |

| % | 🖼 | 🎥 | ⊞ | ↺ | ↻ | ✎ | ➤ | </> |

Type something

☐ Save as a parent class

Initial or renewal + what helps you identify later on.

Session Title [   ]   ☐ Display To Students   Enable to display this session title to students on the class description page.

Timezone: [Select one... ▾]   If you do not select any timezone then UTC-00 will be applied.

Start Date [   ]   **Start Time** [   ]   **Add another session**

End Date [   ]   **End Time** [   ]   Adding another session will make this a multi-session live class. It does not create a separate live class instance.

UPLOAD IMAGE
Choose File   No file chosen
(Image should be 350 x 200)

☐ Active Class
☐ Featured Class
☐ Hold Payment
☐ Requires Minimum Enrollments
   Add quantity: [   ]
☐ Enable Credit Hours
   Add quantity: [   ]
☐ Enable Declare Interest
☐ Notify student when complete
☑ Enable Certification Tracking
   Certification will expire in:

   [1 ▾] [years ▾]

☐ Display snippet
Enabling a snippet for this course will replace the truncated LMS course summary on the All Courses and Featured pages with your custom text. Maximum 200 characters.

☐ Enable Registration Cutoff
Date [   ]   Time [   ]

Cost
[0]   _always 25 or 50_
members/   _non-members_

SKU Number
[   ]

Product Code
[   ]

Tags
[Comma separated list here]

Tax
[Select ▾]

Related Courses
[Comma separated list here]

Save & Exit   Cancel   Next

Enter the location name, description (if desired), and then choose face-to-face. Fill in the address information for the certification site and click next.

Description > **Location** > Instructor > Confirmation > Reminder Email

Location Name

[ ]

Choose from library...   — *if in library, otherwise type in*↰

Location Description

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| % | 🖼 | 🎥 | ▦ | ↺ | ↻ | ✎ | ↖ | </> | | | | | | | | | |

Type something

☐ **Enable Waitlist**   Add Capacity: [   ] *Add # students in class.*

Type:

✓ Choose One
Face-To-Face ←
Online

Fill in the name, a short bio of your instructor (if desired), and the email address for the Instructor. Click next.

Description > Location > **Instructor** > Confirmation > Reminder Email

Instructor Name

[   ] ⊞

Choose from library...   *Choose INSTRUCTOR Name or if new add to box above*

Instructor Bio

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| % | 🖼 | 🎥 | ▦ | ↺ | ↻ | ✎ | ↖ | </> | | | | | | | | | |

Type something

Instructor Image   **Email Address:**
Choose File No file chosen   [   ] *INSTRUCTOR EMAIL*

✓ **Save Instructor**
✓ **Notify Instructor**

Save & Exit   Cancel   Back   Next

On the Confirmation email, feel free to add any additional information for your students, otherwise the default email will let them know they have been registered for the class and it will also contain all of the details you have entered thus far for the class. Click next.

Email Subject:

You are confirmed for <class_name__swc>

From Name:

From Email:

Emails will go from noreply@lmscheckout.com

Cc:

Emails automatically go to the user. Add additional send to addresses separated by a comma here.

add instructors   add groups

Edit Email Content

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Dear <end_user_first_name__swc>,

We are pleased to confirm your registration for the upcoming class, <class_name__swc>, with the following details:

Class Details

Class Name: <class_name__swc>
Class Description: <class_description__swc>
Instructor Name: <instructor_name__swc>

☐ **Send Mail to Admin**
☐ **Send Mail to Instructor**

Attachments

Choose File   No file chosen

Choose File   No file chosen

Choose File   No file chosen

save & Exit   Cancel   Back   Next

On the Reminder Email page, you can choose to send a class reminder to your students. To do this, choose days or hours next to "send reminder email" and choose how many hours or days before the class starts that you want a reminder to be sent out. Then click Save.

Email Subject:

Reminder Email for <class_name__swc>

From Name:

From Email:

Emails will go from noreply@lmscheckout.com

Cc:

Emails automatically go to the user. Add additional send to addresses separated by a comma here.

add instructors   add groups

Edit Email Content

Dear <end_user_first_name__swc>,

This is a reminder of your upcoming class, <class_name__swc>, with the following details:

Class Details

Class Name: <class_name__swc>
Class Description: <class_description__swc>
Instructor Name: <instructor_name__swc>
Instructor Bio: <instructor_bio__swc>

Send reminder email   ✓ Select one...   Select one... ⬍   prior to event start time   **Add another reminder**
                        Day/s
                        Hour/s

☐ Send Mail to Admin
☐ Send Mail to Instructor

Set to resend the day of your class.

Attachments

Choose File   No file chosen

Choose File   No file chosen

Choose File   No file chosen

Cancel   Back   Save

Once you have done this process once, you can find an old Live Class in Manager Courses > Live Classes, and click Clone. Enter the new date and time of the class and click Save & Exit.

To add a new user to the system, navigate to the Users and Groups tab and click on the Users link on the left-hand navigation. *FIRST* please check to see if the user is already in the system. If they are, then check to see if their email address is correct.

Users

☐ Create user in Moodle

| Create New | Select File | (Use a spreadsheet formatted with column headings for "first name", "last name" |
| | Submit | and "email address". Users will receive an email with a randomized password they will be asked to change on first login.) |

Max upload records limit: 100

Download Sample CSV

Existing Users

Search [   ] [Search] Will search first name, last name, username and email.

Filter By: ⦿ Active Users   ○ Deleted Users   ○ All Users

Marsha Williams (mwilliams@almosthomestl.org)	Edit Login As	⊕
Ashley Fisher (afisher@almosthomestl.org)	Edit Login As	⊕
Tammy Kennel (tkennel@almosthomestl.org)	Edit Login As	⊕
Chantel Franklin (cfranklin@almosthomestl.org)	Edit Login As	⊕
Ruth Napier (coopsg05@gmail.com)	Edit Login As	⊕
Amy Johnson (amy.johnson@mbch.org)	Edit Login As	⊕
Carmen Brock (cbrocknurse2@gmail.com)	Edit Login As	⊕
Phyllis Adams-crymes	Edit Login As	⊕
Alexandra Willis (awillis2990@gmail.com)	Edit Login As	⊕
Patrice Jefferson (mlengerman@almosthomestl.org)	Edit Login As	⊕
Shawnda Robinson (shawndarobinson@yahoo.com)	Edit Login As	⊕
Tamara Moore (Tmoore@almosthomestl.org)	Edit Login As	⊕
Freida Morris (10004629@mcca-noemail.org)	Edit Login As	⊕
Twanda Watley (10002889@mcca-noemail.org)	Edit Login As	⊕
Bernice Tartt (10002676@mcca-noemail.org)	Edit Login As	⊕
Jamiese Stewart (10002608@mcca-noemail.org)	Edit Login As	⊕
Victoria Shannon (10002449@mcca-noemail.org)	Edit Login As	⊕
Linda McMath (10001814@mcca-noemail.org)	Edit Login As	⊕
Le'Von Johnson (10001386@mcca-noemail.org)	Edit Login As	⊕
LaTeshia Green (10000996@mcca-noemail.org)	Edit Login As	⊕
Bernice Tartt (10000825@mcca-noemail.org)	Edit Login As	⊕
Tonetta Clay (10000480@mcca-noemail.org)	Edit Login As	⊕
Adriene Boyd (10000253@mcca-noemail.org)	Edit Login As	⊕

If they are not currently in the system, click the blue Create New button.

Fill in the user's information, then click Create User and the user should be created in the system and receive an email saying their account has been created, with a link to set their password.

To add users to a live class, find the live class on the Live Classes page within the Manage Courses tab and click the "Class Roster..." link.

This will be a + sign until you click it to get to class roster.

Course Name	Session Title	Location	Instructor	Start Date	Start Time
⊖ Recert 592017	recert1	Jefferson county juvenile center	Stacy Bolden	05/09/2017	08:00 am

UPLOAD IMAGE
Choose File | No file chosen
(Image should be 350 x 200)

☑ Active Class
☐ Featured Class
☐ Hold Payment
☐ Requires Minimum Enrollments
   Add quantity: _____
☐ Enable Credit Hours
   Add quantity: _____

Cost
50

SKU Number
_____

Product Code
_____

Time Zone:
(GMT-05:00) Central Time (US & Cana ▾
☐ Display snippet
Enabling a snippet for this course will replace the truncated LMS course summary on the All Courses and Featured pages with your custom text. Maximum 200 characters.

Select Instructor:
Select Instructor ▾

Select Location:
Select Location ▾

☐ Enable Declare Interest

Tax
Select ▾

Tags
Comma separated list here....

Related Courses
Comma separated list here....

| Clone | Cancel | Delete | Save |

Class Roster...

⊕ Recert 592017	recert1	Jefferson county juvenile center	Stacy Bolden	05/09/2017	08:00 am
Course Name	Session Title	Location	Instructor	Start Date	Start Time

Click the Add Users button. Then select the user(s) you wish to add and click the Add>> button. Finally, click the Enroll Users button.

Class Roster: Recert 592017

Session Title: recert1

| Return to Live Classes | Download Report | Add Users | Save Changes | | Print Sign-in Form |

Competencies

Name	Email	Registration Date	Status	Cancellation Date Attended	Result	Credit Hou
Laura Buxton	laurabuxton04@yahoo.com	05/10/2017	Confirmed	N/A	☑	
carol mancuso	10007669@mcca-noemail.org	05/10/2017	Confirmed	N/A	☑	
Tony Mitchell	ao4c26m72@yahoo.com	05/10/2017	Confirmed	N/A	☑	

| Return to Live Classes | Download Report | Save Changes |

To mark a user as completed, go back to the Class Roster. Select the check box for that user under the Competencies Completed column and click Save Changes.

For new students do NOT ck competencies until they pass the online test.
For renewals click it when they've completed the 3-hr. renewal training.

Students perspective:

This portion of the document will walk you through what your students can expect throughout the process.

- Once a student is added to the system by a nurse/instructor, that student will receive an email saying their account has been created and they need to click the link provided in the email to set a password. This is important as it will be how your student's login to the system from here on out. If a student forgets their password, they can find a "Forgot password?" link on the login page, which will allow them to enter their email address and receive an email an email with a password reset link. Alternatively, a nurse/instructor can go to Users and Groups > Users, find the students name from the list, click on the name to expand more options, and click the "Password Reset" link to send the same email.

- Once a student has been added to a class roster, they will receive a confirmation email including the class description, instructor details, start date and time, and location information. ***This email will not include a link of any kind by default, but can be added by editing the confirmation email for that live class.*** This can be done during live class setup , on the Confirmation Email page.

- Assuming all prior steps have been completed properly, once a student is enrolled in a class, all they have to do is login to the LMSCheckout site and navigate to the My Account page. *NOTE* *When students first navigate to the LMSCheckout site, they will land on the All Courses page, not the My Account page.* From the My Account page, they should see the live class they were registered for and the LMS course (you can ignore the date associated with the LMS course as it will not match the live class date), with a blue Launch button next to it. They can click the Launch button to launch the Moodle course containing the certification exam.