MCCA Limited Admin Walk Through

First things first, you will need to navigate to your organization's 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.

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

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.
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

[Text area]

Type something

Enable Waitlist

Type:

☑ Choose One

Face-To-Face

Online

Add Capacity: [Text area]

Add # students in class.

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...

Instructor File

[Text area]

Choose instructor name or if new add to box above

Instructor Image

Choose File: No file chosen

Email Address:

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@mscheckout.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>,

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 nonreply@timescheckout.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

Select Send Mail to Admin
Select 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
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.

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.

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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Registration Date</th>
<th>Status</th>
<th>Cancellation Date</th>
<th>Assigned Result</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Buxton</td>
<td><a href="mailto:laurabuxton04@yahoo.com">laurabuxton04@yahoo.com</a></td>
<td>05/10/2017</td>
<td>Confirmed</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Carol Mancuso</td>
<td><a href="mailto:10007669@mccs-noemail.org">10007669@mccs-noemail.org</a></td>
<td>05/10/2017</td>
<td>Confirmed</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Tony Mitchell</td>
<td><a href="mailto:ao4c26m72@yahoo.com">ao4c26m72@yahoo.com</a></td>
<td>05/10/2017</td>
<td>Confirmed</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

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 with a password reset link. Alternatively, a nurse/instructor can go to Users and Groups > Users, find the student’s 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.