MISSOURI COALITION OF CHILDREN'S AGENCIES

Medication Certification Reminders for Instructors

July 2018

Overview / Important Reminders:

- Reviewing Competencies: For students needing initial certification, competencies are to be checked off as "complete" on the Class Roster (instructions below), AFTER the student passes the online test. For renewal students, competencies are checked off following the class.
- When setting up a class, you will be prompted for a Class Name. Do not type anything in the box! Rather, click the "Choose from library" button. Failing to do so will result in students being unable to test. (Detailed instructions below) After clicking the "choose from library" button, you will need to select your organization's name.
- Cost of the course will be as follows:
    o Member recertification: $20
    o Member initial certification: $25
    o Non-member recertification: $40
    o Non-member initial certification: $50
- If you are interested in a membership with MCCA, please contact CEO Mary Chant at mary@e-mcca.org.
- Expiration dates: When viewing certificates on the website (Reports->Certifications), the dates you see are the true expiration dates, with grace periods included. Expiration dates are not always tied to a class date, since some students test right away and some later on. When a person completes the online test, the instructor should receive an email altering her to this fact.

Class Creation Walkthrough

Step 1: Log in to our learning-management-system (LMS) website

Annotate Your Screenshot

Nurse Access Portal

Missouri Coalition of Children's Agencies

Together for Children...

Featured   All Courses   All Products   Calendar   Help   Q

All Courses

No courses available.

When you go to the url assigned to your agency, you'll see this screen.

Log In

Email Address

Password

Log In

Forgot Password

Click Login in the upper right corner.

Use your email address as your username

Click forgot password to receive a link to create a password

Edit your Account Settings Here

[toggle] Store is open for business

☐ Turn off course ratings and reviews
☐ Set all courses "On Demand"
☐ Turn off course sharing

(1) Download and install the Moodle/Totara plugin so enrollments can be automated from LMSCheckout. Install it as an authentication plugin and be sure to activate it by clicking the eyeball on the manage authentication page under administration>plugins>authentication.

[Download]

(2) Click "Add New" below to configure your Moodle/Totara LMS settings.

[Add New]

Existing Account Settings

eThink	Active	Edit	Delete	Launch

Once you login, you'll see this screen

Click Manage Courses

Tag Settings

Filter operator: ● OR ○ AND

[Save Settings]

Create new tag grouping

Enter...

[Create Tag Group]

Enrolled Courses/Classes color:

[ ] #0079ba   [Save Color]

Drag tag groups to change the order they appear in on the site.

Click Live Classes

checkout

Account Setup   Manage Courses   Users And Groups   Commerce   Reports   Training and Support   Announcements

Manage Courses / Live Classes
- 🏷 Tags
- ⚙ Course Settings
- ⚙ Bulk Course Updates
- ▦ Featured Courses
- ☐ Live Classes
- ⊞ Saved Classrooms
- ⊯ Saved Instructors
- ● Certificates

New Class

○ Active Classes

View Archive

Courses per page: 10 ▾

Search: Search

Course Name	Session Title	Location	Instructor	Start Date	Start Time
		No data available in table			
Course Name	Session Title	Location	Instructor	Start Date	Start Time

Showing 0 to 0 of 0 entries

Previous   Next

Additional Settings

☐ Enable certification tracking

☐ Enable automatic archiving for past classes

☐ Replace "Declare Interest" with custom text

Declare Interest

On this screen you can view archived classes, or toggle to active classes or create a new class. To create a new class click "New Class"

Description > Location > Instructor > Confirmation > Reminder Email

Class Name

Med Cert TEMPLATE

[Choose from library...]

Again, ALWAYS click "Choose from Library" and select your organization name. NEVER type a class name in the box!

Class Description

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% 🖼 ■◖ ▦ ↺ C ✐ ▶ </>

Type something

For session title, please indicate whether the class is for intial certification or renewals (i.e. "Initial Training" or "Renewal"

Session Title Initial Training   ☐ **Display To Students**   Enable to display this session title to students on the class description page.

Timezone: (GMT-05:00) Central Time (US & Canada), N ▾   If you d[...]

Enter an appropriate time zone (usually Central), class date and time.

Start Date 07/24/2018   **Start Time** 8:00am

End Date 07/24/2018   **End Time** 5:00pm

Adding another session will make this a multi-session live class. It does not create a separate live class instance.

☐ Create Recurring Class ❓

(See remaining steps for this part of the form on the next page.)

End Date 07/24/2018   End Time 5:00pm

Adding another session will make this a multi-session live class. It does not create a separate live class instance.

☐ Create Recurring Class ❓

UPLOAD IMAGE   ☑ Active Class   Cost
[Choose File] No file chosen   ☐ Featured Class   25.00
(Image should be 350 x 200)   ☐ Hold Payment   SKU Number

                                ☐ Requires Minimum Enrollments
                                Add quantity [   ]   Product Code

                                ☐ Enable Credit Hours
Assign Certificate: Add quantity [   ]   Tags
[MCCA Certificate Final ▼]   Comma separated list here...
                                ☐ Enable Declare Interest
                                                                 Related Courses
☐ Display snippet   ☐ Notify student when complete   Comma separated list here...
Enabling a snippet for this course will replace   ☑ Enable Certification Tracking
the truncated LMS course summary on the All   Certification will expire in:
Courses and Featured pages with your
custom text Maximum 200 characters.   [14   ▼] [months   ▼]

                                ☐ Enable Registration Cutoff
                                Date [   ]   Time [   ]

Click Next to move on the next part of the class-creation form.

NEW as of June 2018: Set Assign Certificate to "MCCA Certificate Final" This will allow you to download print-friendly certificates on demand!

[Clear Form] [Save & Exit]   [Cancel] [Next]

<< return to setup

○ choose from Saved Classes ● choose from LMS

Course Name	Category Name	Creation Source	ID
[Select] Almost Home	MCCA Courses	LMS	
		LMS	
		LMS	

Confirm Course Deactivation

Creating live class session will deactivate this course and it will no longer be active on its own. Do you wish to continue?

[Yes] [Cancel]

[Select] Children's Haven of SW MO	MCCA Courses	LMS	
[Select] Company Name	MCCA Courses	LMS	
[Select] Cornerstones of Care	MCCA Courses	LMS	

P.S. The screenshot above should be what you see after selecting "Choose from library" for your class name. This is normal. Click Yes.

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

Location Name

Choose from library... — *if not there type ↑*

Location Description

| ☐ | B | *I* | U | S̶ | x₂ | x² | A▾ | Tl▾ | Ω | ◊ | ✎▾ | ¶▾ | ⫶☰ | ☰ | ☰ | ☰ | — |
| % | 🖾 | 🎥 | ⊞ | ⤺ | C | ✐ | ▸ | </> |

Type something

☐ **Enable Waitlist**   Add Capacity [   ] *(# to be trained)*

Type:
[Choose One   ▾]
Face to face

always "face to face"

The above screenshot is Step 2 of the form. Here, again, you want to Choose a Class Location from the Library. But if there is not an option to do so, you may type in a New Location. This is distinct from the Class NAME step above in Step 1.

Also on this form, you are asked the Class Type (always choose "Face to Face" and the number of students you expect. Fill this in with the number of students you expect in the class.

On to Step 3.

Instructor Name

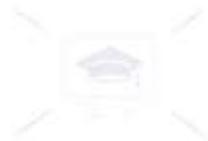**Choose from library...**   Choose from library unless new instructor (type name in box & save)

Instructor Bio

B I U S x₂ x² A ▾ TI ▾ Ω ▲ ✎ ▾ ¶ ▾ ☰ ☰ ☰ ☰ —

% 🖼 🎥 ▦ ↺ ↻ ✐ ▶ </>
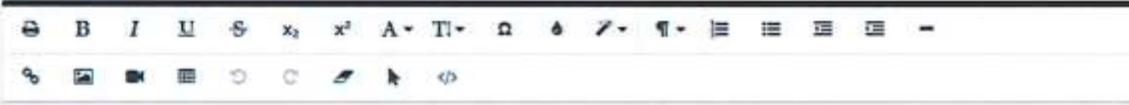
Type something

Instructor Image   **Email Address:**

Choose File No file chosen

☐ Save Instructor
☐ Notify Instructor

Save & Exit   Cancel   Back   Next

Here you also "Choose from [the] library" when asked for an instructor. You may type in a name if you do not have the appropriate instructor in your library, but this is rare. If you need to register a new instructor for your organization, please use Attachment 3 of the manual, which can also be found in the Medication Certification section of our main website, e-mcca.org. Nurse-instructors must be licensed nurses in Missouri. Fill out the form and send to the MCCA office (fax: 573-635-9848).

Type in the instructor's email address (if necessary), click the boxes shown above and click Next.

On to Step 4.

Email Subject:

You are confirmed for <class_name__swc>

From Name:

From Email:

Emails will go from noreply@imscheckout.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

⊖	**B**	*I*	U	S̶	x₂	x²	A ▾	T! ▾	Ω	◢	⁄ ▾	¶ ▾	☰	☰	☲	☲	—
%	🖼	▮◀	▦	↻	C	🖌	▶	<>									

Class Description: <class_description__swc>
Instructor Name: <instructor_name__swc>
Instructor Bio: <instructor_bio__swc>
Type: <type__swc>

Start Date: <class_start_date__swc>
Start Time: <class_start_time__swc>
End Date: <class_end_date__swc>
End Time: <class_end_time__swc>
Timezone: <class_time_zone__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

t.html

Here, simply make sure that "Send Mail to Instructor" is checked and Choose "Save & Exit".

Assuming the site does not re-direct you, choose "Manage Courses" and "Live Classes." You should see your new class instance here now.

Annotate Your Screenshot

Expand the class record by clicking the PLUS sign, and choose Class Roster, toward the bottom left.

If your students have already been added to your site, clicking "Add Users", atop the class roster, should allow you to add them. If not, you will need to create accounts for these students. We will go over that

next.
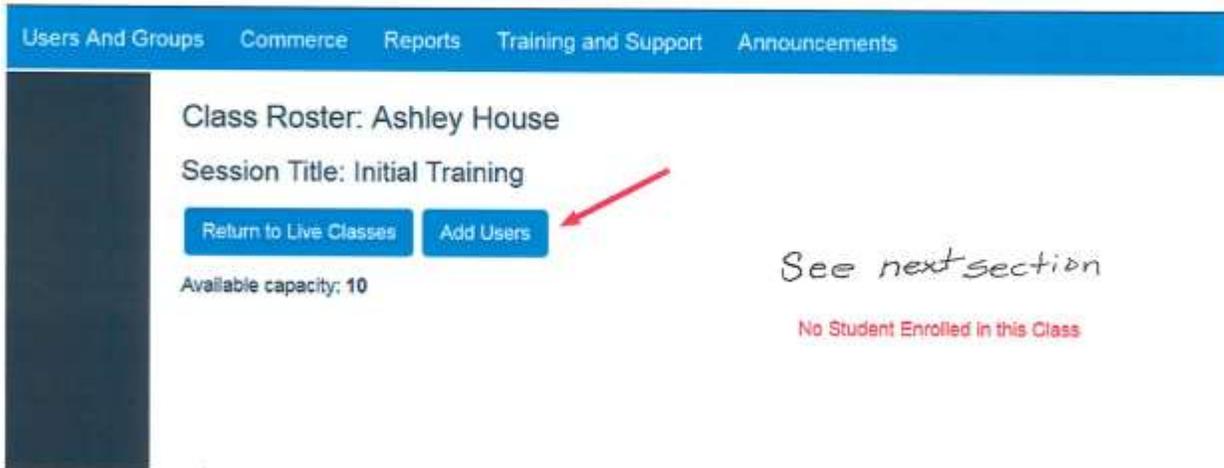
Managing your students

We highly recommend that each student have a valid e-mail address. This is especially required for those who must take the online test (meaning new students or students whose certificates have expired). To create new student users: Go to "Users and Groups"->Users. Here you can search for existing accounts. If the student does not have one, choose Users and click Create New. (screenshot atop the next page).
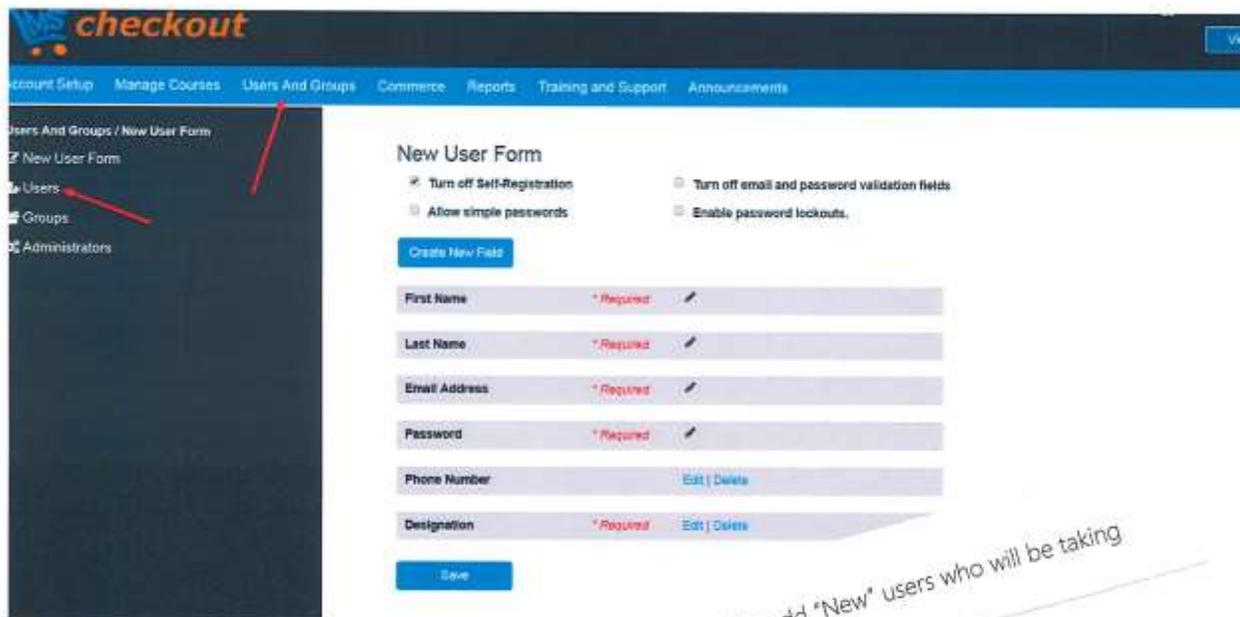
Renewal students are in the system, but you will need to add 'New' users who will be taking the online test before you can add them to the class roster.

Again, you should use the "Create New" button on the main users page, as shown above. It's a good practice to search the existing users to see if the student is already in the system first, though.

When creating a new user account, the most important things are the name (spelled correctly) and the email address (very important to spell correctly). Designation should be "New Student" (do not attempt to create a nurse-instructor account on your own – we do this for you ☺) You can edit users later if you make a mistake. The form looks like this:

Once you've created the new student accounts you'll need, it will be time to add them to your Class Roster.

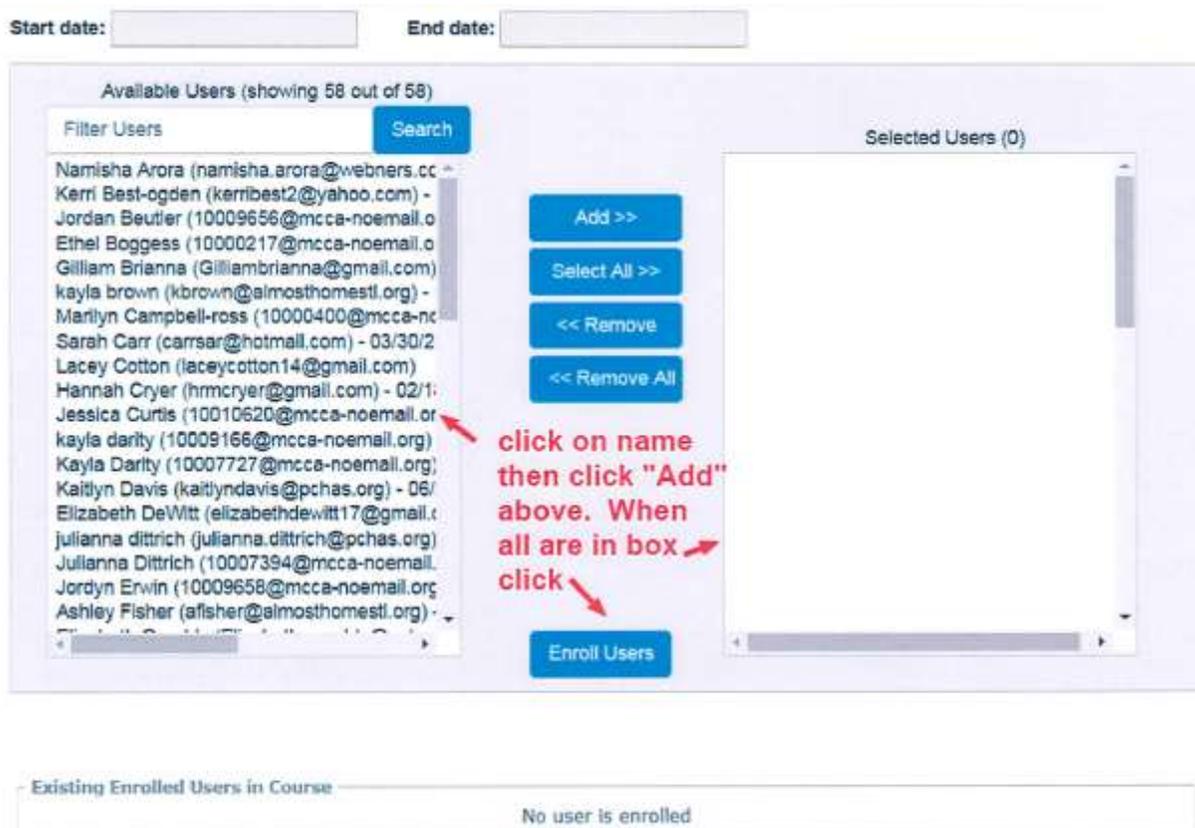Go to Manage Courses->Live Classes

Click the PLUS sign beside your class to expand the class record.

Once again, choose "Class Roster," toward the bottom left.

Click "Add Users"

(See pp. 11-13 of this walkthough document for screenshots on these steps)

The Add Users interface will look like this:

With the class roster complete, the next steps depend on the type of class:

- For initial certifications, the students should receive emails telling them the system has prepared their online test. If they have not received an email:
  - Ask the student to check their Junk or Spam email folder
  - Student usernames are always the email address of the student. The student can visit the LMS site for your organization, choose "Log In" and then "Reset Password"

- After the students test, the scores will be uploaded to the class roster, usually on the Friday of the week they test. A score of 80 or higher is required to pass. Students get three attempts to pass.
- Students then demonstrate competencies to the nurse-instructor. The nurse-instructor then goes into the Class Roster on the LMS website and checks the competency box. This effectively certifies the student.
- For renewal certifications, only the last step (demonstrate competencies, nurse-instructor checks the competency box) need be completed.
- In all cases, it is best practice to make sure the certification "saved" properly. After saving the Class Roster. Visit Reports->Certifications on the LMS site and search for the student(s) in question. Ensure that their latest certificate (expand the student record by clicking the PLUS sign by her name) is 14 months from the date of certification. If not, contact the MCCA office at 573-635-7226.