CalMHSA Learn

TRAINER COVID CCP QUICK SHEET
Access and Log In

Access CalMHSA Learn

CalMHSA Learn may be accessed using the following URL: https://calmhsalearn.org/. If you are viewing this document online, you may click on the link to open the website in your browser.

Log In

From the CalMHSA Learn website, click the red Log In button on the right corner of the screen, then enter your designated user name and first-time password in the appropriate fields, then click Log in.

Once you are logged into CalMHSA Learn, change your password.

1. Access your Account drop-down menu that is in the top right corner of the screen.
2. Click Preferences.
3. Click Change password.
4. Make changes.
5. Click Save changes.
6. Click Home on the left of the toolbar, under the CalMHSA Learn logo to return to the home page.
**Edit Your Trainer Profile**

1. From the landing page, access the drop-down menu next to your name. Click on **Edit profile**.

2. Enter text about yourself by clicking the following options: General, User picture, Additional names, Interests, and/or Optional.
Course and Content Management

There are four standard user types in CalMHSA Learn:

- Administrator – has ownership of every feature with the system.
- LMS Coordinator has similar capabilities as an Administrator, but unlike the Administrator, this role can be assigned, and the capabilities can be customized. The LMS Coordinator is responsible for adding new courses into CalMHSA Learn.
- Trainer - can add and edit content and activities within a course that has been added by the LMS Coordinator. They can also enroll students in a course.
- Learner can access available courses.

Add a Course

A course is a space on CalMHSA Learn where trainers can add learning materials for their students. A trainer may have more than one course and a course may include more than one trainer and more than one group of learners.

If you are a trainer, you will need to contact your LMS Coordinator to create an empty course shell for you. As course shells are added by the LMS Coordinator, they become available to you in the My courses section of the LMS.

Access a Course

Before you can manage course content, you must first access the course.

1. From the Home page, click on either the My courses link at the top navigation bar or the left navigation bar.
2. From the drop-down menu, select the course for which you want to manage content.
Enroll Users

The Participants page, found in the Navigation block enables trainers to easily enroll, view, search, filter, edit, and delete course participants.

The Participants page can also be accessed in the Administration block by clicking Users, then Enrolled users.

Enroll Users

To add users/participants to a course once you are on the Participant page:

1. Click Enrol users button at the top right and bottom right of Participant block.
2. Click Show more to expand the enrolment options and set them as appropriate.
3. Browse or search for the user with the dropdown menu next to Select users (note that when searching for users, exact matches are listed first). Click the downward triangle to browse for users or begin typing in the box to search for users.
4. Click the user to select them. The user will appear above the dropdown menu, indicating that the user is enrolled.
5. Use the Assign roles dropdown if you wish to change the role.
6. Indicate the duration of enrollment by completing the Starting from, Enrolment duration, and Enrolment ends fields.
7. Click the Enrol users button to save your changes.

The user will then appear in the list of enrolled users.
Validate Completion Certificates

Once an enrolled user submits their certificate of completion, it is moved into the Grading system, although will not require a grade. The grading system is a default system in CalMHSA Learn.

You may be required by your organization to validate the submission of each certificate.

1. Access the appropriate course and the grading system will automatically present since the assignment has already been created.
2. Click the Grade button

3. On the Submission page, click on the submitted file
4. Open the downloaded file to validate the certificate.
5. Once you’ve validated the certificate, type Certificate validated by [your username]. in the Feedback comments field.
There are two save options you may select during the grading process.

6. Choose one of the save options to mark the course as complete:
   a. Save changes: saves your changes and keeps you on the student’s submission page until you manually exit
   b. Save and show next: moves you to the next student’s submission for you to validate. When you are at the last student submission, the last student’s submission page will keep presenting until you manually exit.

7. To exit, click on the Course title at the top right corner of the page.

**Completion Report**

The completion report displays the completion status of all enrolled users. To generate the report:

1. Click on the appropriate course.
2. Scroll down to the Administration menu, until you see Course administration.
3. Click on the reports
4. Click on Course completion

The course completion report will display on the screen. Checkmarks in the course complete section will indicate the enrolled user has completed the submission process. You have the option of downloading the report to an Excel spreadsheet.