

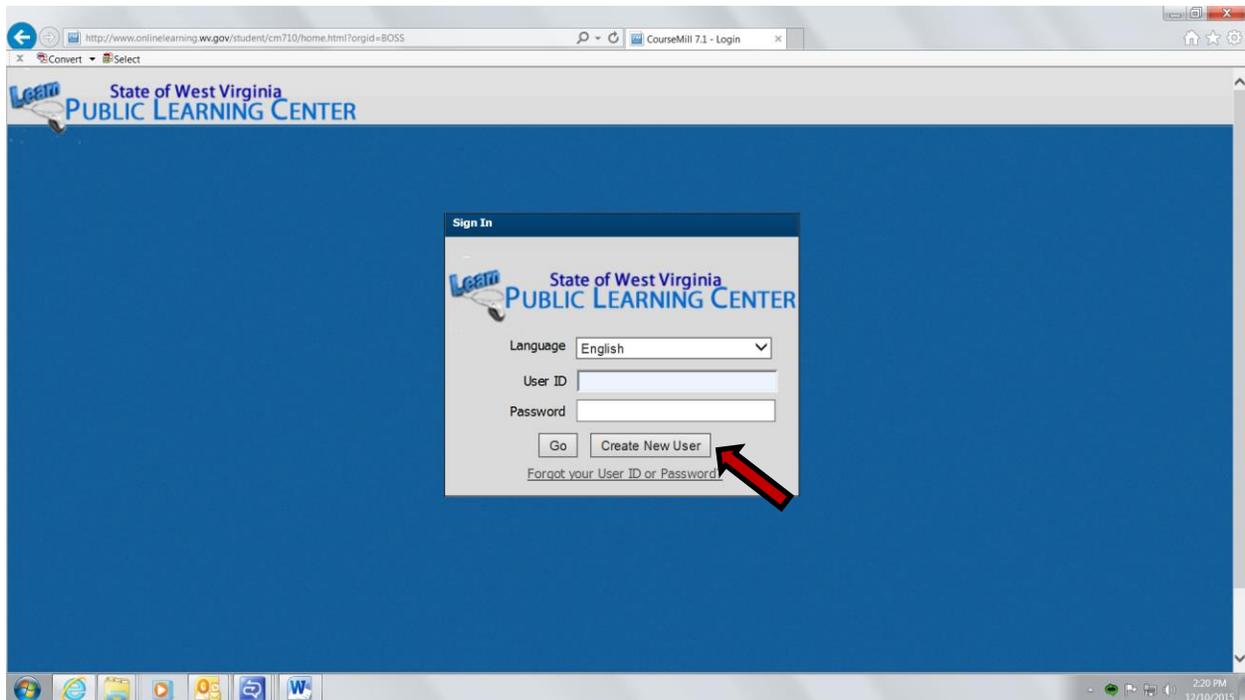
# State Of West Virginia Public Learning Center

## Instructions for completing online training

### First Time Users

#### Setting Up Your Profile

- Go to: [www.onlinelearning.wv.gov/student](http://www.onlinelearning.wv.gov/student)
- Click: Create New User button.
- In the Select Organization dialog box – open the drop down arrow and choose 'Bureau of Senior Services'. You are not required to enter an "access code". When finished, select the Continue button.
- Fill out the Profile, creating your ID and Password. Click **Create New User** button at the bottom of the dialog box.
- Accept the terms of using this website.



# Enrolling in a Course

West Virginia Bureau of Senior Services

My Courses My Calendar **Course Catalog** News

Susan Silverman (Student)

Help

Catalog ID  Title  Description

Tags  Locations  Start Date  End Date

Search Clear Search

Result: 1 to 9 of 9 Page: 1

Enroll	Catalog ID	Title	Description
Enroll	BOSS02	Mental Health Issues in the Aged & Disabled Waiver Program - Web Based	Course presenting information covered in the April 28, 2011 LiveMeeting presentation.
Enroll	BOSS04	ADW Legal Issues - Web Based	This Meeting was conducted March, 2012 and clarifies some of the legal issues related to the ADW.
Enroll	BOSS06	Staff Toolkit Training - Web Based	This course discusses common staff issues encountered by agencies and strategies to resolve the problems. A sample of interview questions are included for hiring of new staff. The course includes best practice suggestions from other provider agencies.
Enroll	BOSS08	Who Says What, For Whom - Web Based	This is a replay of the online meeting covering Ombudsman.
Enroll	BOSS10	ADW Manual Changes	Training addresses the 2015 ADW Policy Manual changes.
Enroll	BOSS12	Conflict Free Case Management Training	Training addresses the Age and Disabled requirements, examples and description of Conflict Free Case Management.

- Go to: [www.onlinelearning.wv.gov/student](http://www.onlinelearning.wv.gov/student)
- Once you are signed in to the Public Learning Center, click on the 'Course Catalog' tab to view available courses.
- View the Course Catalog offerings to find your course. Click the 'Enroll' button  to enroll in the class.

# Launching a course

The screenshot shows a web browser window with the URL <http://www.onlinelearning.wv.gov/student/cm710/home.html?orgid=BOSS>. The page header includes the West Virginia Bureau of Senior Services logo and navigation tabs: **My Courses** (highlighted with a red circle), **My Calendar**, **Course Catalog**, and **News**. The user is identified as Susan Silverman (Student). Below the header, there are tabs for **Enrolled**, **Completed**, and **Transcript**, with **Enrolled** selected. A **Help** button is visible. A note states: "Course and curriculum information can be re-sorted by clicking column headings". A table lists the enrolled course:

Title	% Complete	Status	Enroll Date	Expiration	Due Date	Catalog ID	Score	Prerequisites	Info
ADW Manual Changes	0%	Not Attempted	2015-12-10			BOSS10	0		

Below the table, a **Course Item** table is shown, with the first row highlighted and circled in red:

Course Item	Status	Score	Prerequisites
ADW Manual Changes	Not Attempted		
Course Community	Details		Last Updated
Course Discussion Board	No Entries		Never
Session Discussion Board	No Entries		Never

A legend at the bottom explains the icons: **Launch Course** (blue icon with arrow) and **Course** (blue icon).

- The enrolled class will be moved to the 'My Courses' tab. Click on this tab at the top of the screen.
- Find the course you want to take. Click the 'Launch Course' button  to begin the course.

# Course Tracking

The screenshot shows the 'My Courses' tab selected in the navigation menu. The main content area displays a table of completed courses. The 'Status' column for the 'Conflict Free Case Management Training' course is circled in red, showing 'Completed'. Below the main table, there is a 'Course Item' table with columns for 'Status' and 'Score'. The 'Status' column for the 'Conflict Free Case Management Training' item is also circled in red, showing 'Completed'. The 'Score' column for this item shows '0'. The 'Prerequisites' column is empty. Below the 'Course Item' table, there is a 'Course Community' section with a table showing 'Details' and 'Last Updated' columns. The 'Details' column shows 'No Entries' and the 'Last Updated' column shows 'Never'.

Title	% Complete	Status	Enroll Date	Expiration	Due Date	Catalog ID	Score	Prerequisites	Info
Conflict Free Case Management Training	100%	Completed	2015-12-10			BOSS12	0		

Course Item	Status	Score	Prerequisites
Conflict Free Case Management Training	Completed		
Conflict Free Case Management Training PowerPoint			
Conflict Free Case Management Post Test Answers			
Conflict Free Case Management Post Test	Browsed		

Course Community	Details	Last Updated
Course Discussion Board	No Entries	Never
Session Discussion Board	No Entries	Never

- The status of your courses will be reflected on the 'My Course' tab.

**Note:** If you need to view a course that you have previously viewed, go to the 'My Course' tab and you will be able to launch it again.