The Training Institute Instructor Guide

This job aid will cover features that are available to instructors on the new ODMHSAS Training Institute Learning Management System (LMS).

**OKLAHOMA Mental Health & Substance Abuse**

THE TRAINING INSTITUTE
For Excellence in Mental Health & Substance Use

Instructors

TRAINING INSTITUTE

odmhsas.docebosaas.com

Not compatible with Firefox

To get started, you must create an Training Institute account and enroll in the courses that you will be instructing. (See Training Institute Navigation & Courses job aid on how to enroll.)

To access the course in which you're an instructor, log into your learning platform, then access your **User Menu** and select the **My Courses and Learning Plans**. Find the course card on this page, then click on the course card to access the course's main page.

User Menu

My Courses and Learning Plans
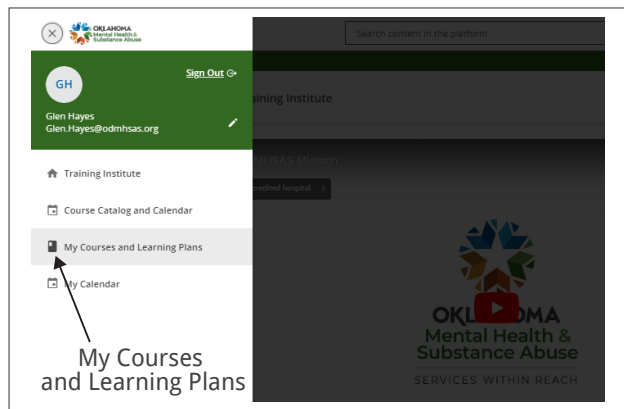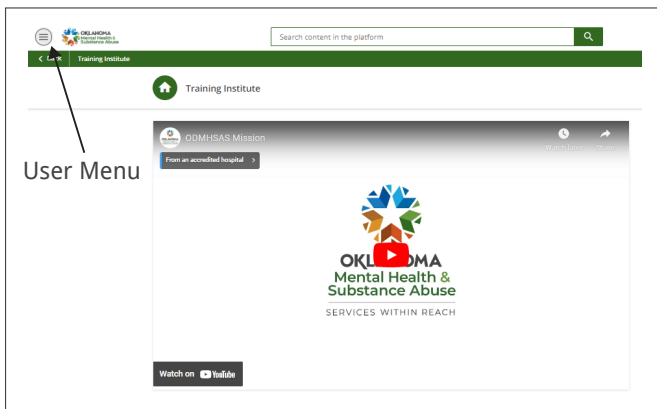
Your course's main page will have some basic information and features that will help you keep organized. Thee first 3 icons below are with the session details, the ellipse is in the upper right-hand side of the page.

Print Attendance Sheet

Evaluation

Attendance
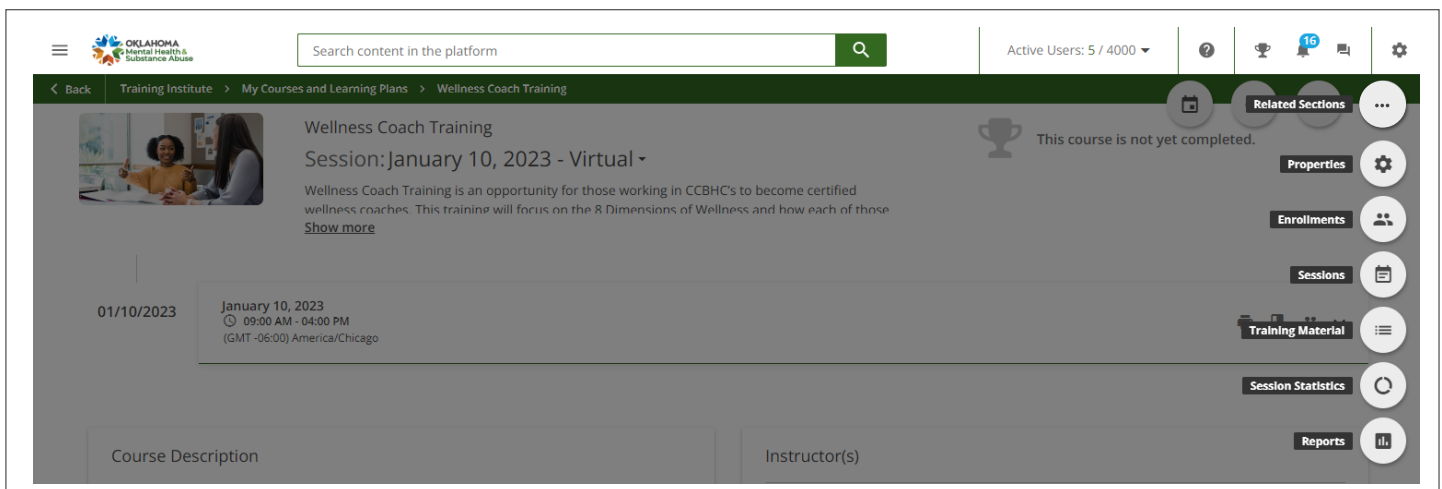
As an instructor, you have the ability to manage some course settings within the platform for **E-Learning**, **ILT** (Instructor-Led Training) and **VILT** (Virtual Instructor-Led Training) courses.

When working with ILT/VILT course, instructors are either assigned to **sessions** or to **events**:

If you are the **instructor of a session**, you will be automatically assigned to all of the events included in the session and you will be able to mark the attendance for all of the events in the session and mark the course completed. You will also be able to create and update the training material for the course.

If you are the **instructor of a single event within a session**, you can mark the attendance for the learners attending that specific event but you will have no control over the other events nor over the session. You can neither upload nor manage the training material assigned to the course.

Marking Attendance as Complete

Instructor or Program Coordinator:
- Responsible for marking attendance for both in-person and virtual events.
- Mark each attendee as complete that completes the event by the next business day at 10:00 AM.

Viewing Enrollments

E-learning Courses: As a course instructor, you are able to view all of the users enrolled in the e-learning courses that you're instructing. From the course's main page, press the ellipse icon in the top-right corner, then select the Enrollments option.

Virtual Courses: As a course instructor, you are able to view all of the users enrolled in the ILT (Instructor-Led Training) sessions that you're instructing. From the course's main page, press the ellipse icon in the top-right corner, then select the **Sessions** option.

You will access a page listing the sessions composing the course, where you will be able to check their start and end date, duration as well as the number of events composing them, the number of instructors, and of enrolled users. Click on the session name to access the list of events (session dates) composing it.

Wellness Coach Training
View your Sessions

TRAINING MATERIAL   SESSIONS   SESSION STATISTICS   REPORTS

CODE	NAME	START DATE	END DATE	HOURS	EVENTS	INSTRUCTORS	ENROLLED USERS
W-WCT	February 7, 2023 - Virtual	02/7/2023 09:00 am	02/7/2023 04:00 pm	6:00	1	2	50/50
W-WCT	January 10, 2023 - Virtual	01/10/2023 09:00 am	01/10/2023 04:00 pm	6:00	1	3	50/50
W-WCT	January 24, 2023 - Virtual	01/24/2023 09:00 am	01/24/2023 04:00 pm	6:00	1	3	50/50

Viewing Enrollments Cont'd

Print Attendance Sheet   Evaluation   Attendance
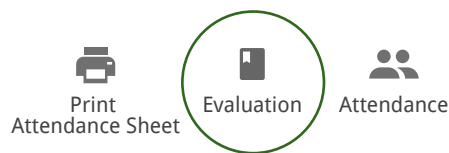
The **Events & Attendance tab** lists the events composing the session, including their date and duration, whether it is a classroom course (Venue) or a webinar (Video Conference Tool), the number of instructors and the number of users attending the event out of the total number of users enrolled.

| EVENTS & ATTENDANCE	ENROLLMENTS & EVALUATIONS				
NAME	DATE	HOURS	TYPE	EVENT INSTRUCTORS	ATTENDANCE

Move to the **Enrollments & Evaluation** tab to check the list of users enrolled in the session, their enrollment status and date, and if they have completed the session.

EVENTS & ATTENDANCE	ENROLLMENTS & EVALUATIONS					
USERNAME	FIRST NAME	LAST NAME	EMAIL	ENROLLMENT STATUS	ENROLLMENT DATE	COMPLETION DATE

Viewing the Course Report

1 ≡ ⇒ 📖   2 ⋯ ⇒ 📊 Reports

To access a course report, log into your account. Press the **User Menu** item in the left sidebar and select the **My Courses and Learning Plans** item from the slide-out menu. Here, select a course. Once you're on the course page, click on the **ellipsis icon** in the top-right corner of the page, then select the **Reports** item.

Click Ellipsis for Reports

My Courses and Learning Plans
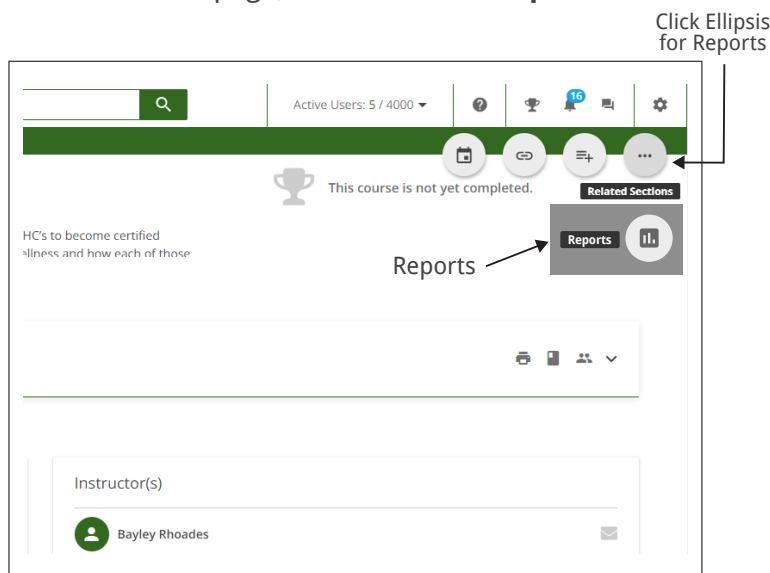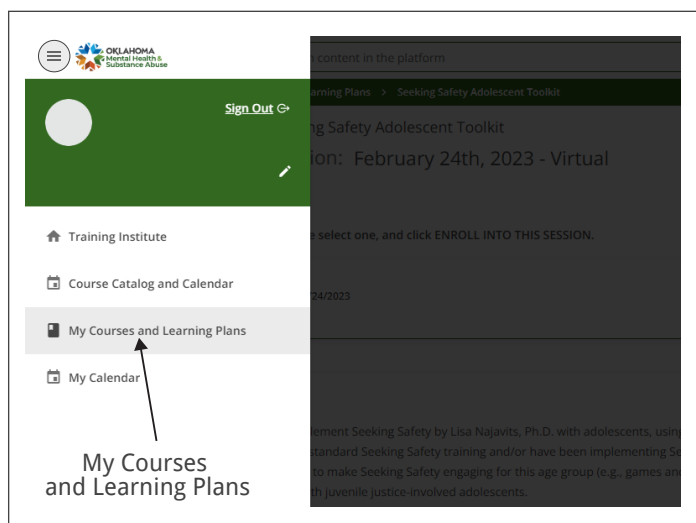
Reports

Once you've reached the course report, you will see a number of **General Statistics** at the top of the page:

- The total number of enrolled users.
- The number of users who have completed the course, are still in progress or have yet to begin the course.
- The number of days since the course's launch.
- The number of training materials in the course.

Viewing the
Course Report Cont'd

The **User Statistics** tab shows a list of all of the users enrolled in the course. Here follow the details available in each row:

- Username - Username of the user enrolled in the course.

- Enrollment date - Date when the user enrolled in the course.

- First access date - Date and time that the user first accessed the course.

- Completion date - Date and time when the user completed the course.

- Last access date - Date and time when the user last accessed the course.

- Progress - User progress in the course, in percentage.

- Session time - The total time spent by the learner on the attended session events composing the course (for ILT - Instructor-Led Training course type).

- Status - The user's current status in the course. Possible values are: Not Yet Started, In Progress, or Completed.

- In the search bar on the top of the list, you can use the Export dropdown menu to Export a list of the enrolled users via CSV or Excel or search for a specific user in the course. To do so, move to the Export as area, select the export format from the dropdown window and click on the arrow button. Once the export is completed, you will be able to download it on your device.

Exporting the
Course Report ⬇

You can **export the course report** in CSV and in Excel format. To do so, scroll down to the **Export as** area, select the export format from the dropdown window and click on the **arrow** button. Once the export is completed, you will be able to download it on your device.

Export As
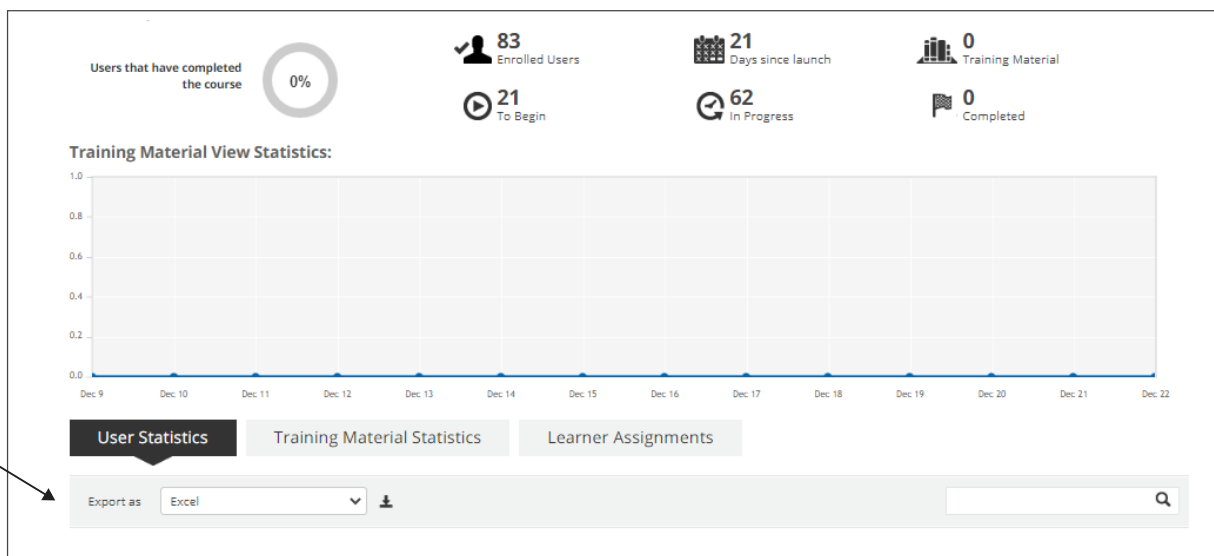
Enter a Specific
Course Completion Date

The Training Institute will automatically mark the course completed with the date the instructor goes in and marks it completed. Often, it is important for participants to have their certificate reflect the date the course was actually completed. These steps will help you to select the date that needs to appear on the certificate.

1   ☰ ⇨ 🔖

Navigate to the session that needs the completion date modified by selecting the **User Menu** and selecting **My Courses and Learning Plans.**

2

From here, select the **Evaluation icon** 🔖 and select the **Enrollments & Evaluations** tab. Click the ellipse to the right of the window, then select **Edit Enrollment**.

January 10-11, 2023 In-person
Manage session details and properties

Edit Enrollment

	USERNAME	FIRST NAME	LAST NAME	EMAIL	ENROLLMENT STATUS	ENROLLMENT DATE	COMPLETION DATE	
☐	joey.tribbiani@gmail.com	Joey	Tribbiani	joe.tribbiani@gmail.com	Enrolled	12/10/2022		
☐	rachel.green@gmail.com	Rachel	Green	rachel.green@gmail.com	Enrolled	12/13/2022		•••
☐	ross.geller@aol.com	Ross	Geller	ross.geller@aol.com	Enrolled	4/03/2022	01/18/2023	•••
☐	chandler.bing@yahoo.com	Chandler	Bing	chandler.bing@yahoo.com	Enrolled	12/10/2022		Edit Enrollment
☐	monica.geller@yahoo.com	Monica	Geller	monica.geller@yahoo.com	Enrolled	12/10/2022		Change Status ▸
☐	phobe.buffay.@gmail.com	Phobe	Buffay	phobe.buffay.@gmail.com	Enrolled	12/11/2022		Send Email
								Unenroll

3

Select the **calendar icon** in the bottom right. Next click the date that you want to be seen on the certificate. Then click on **Set Date**. Finally, select **Confirm**.

Edit Enrollment
Insert the information you want to add to all the selected enrollments

You are about to edit the enrollment for

Enrollment Details

Enrollment Status
Completed

Completion Date *
01/18/2023   ✕ | 📅

Calendar Icon

2023
01/13/2023

‹   January 2023   ›

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	**13**	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CANCEL   SET DATE

Set Date

✕   Edit Enrollment
Insert the information you want to add to all the selected enrollments

You are about to edit the enrollment for

Enrollment Details

Enrollment Status
Completed   ▾

Completion Date *
01/13/2023   ✕ | 📅

Confirm

CANCEL   **CONFIRM**

Multi-Day Sessions/Events

In order to see multiple dates for which a particular session takes place, follow the provided steps below.

1 ☰ ⇨ 📑

Navigate to the session that you are trying to find a particular training date for by selecting the **User Menu** and selecting **My Courses and Learning Plans.**

Click the ▼ to expand out the course session dates

2

Click the ⌄ dropdown arrow
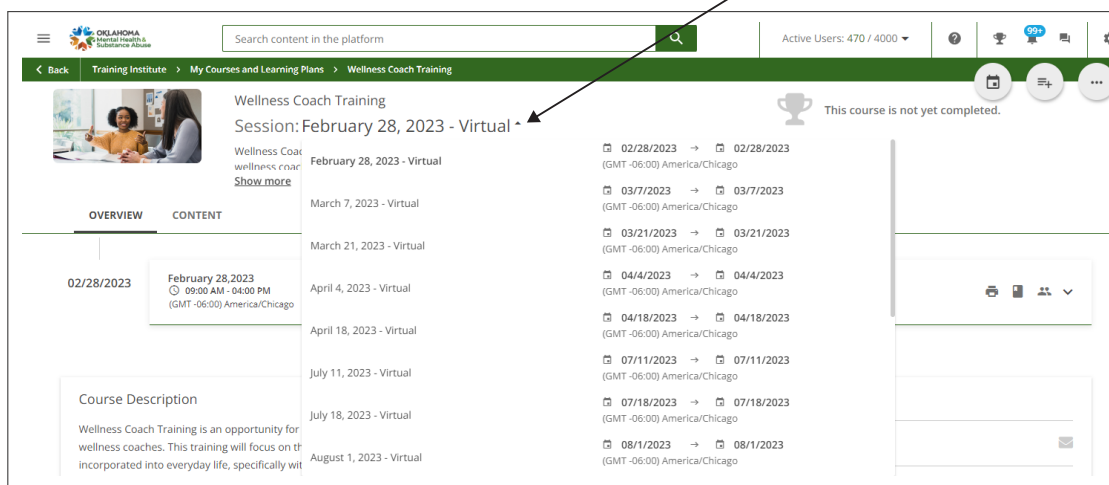
Once you've selected the session date you need to join, click the dropdown arrow.

3

Join the Webinar

Here you will see the "Join Webinar" option.
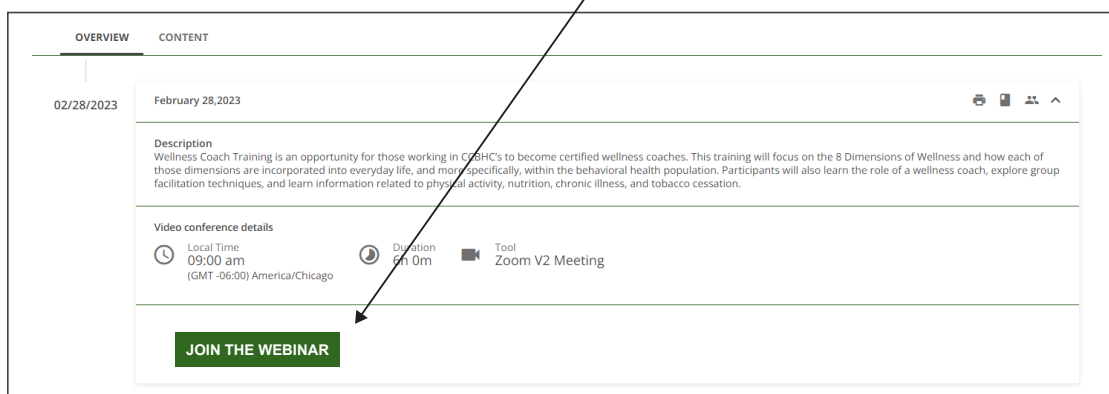
✓ **You are all set!**

Have questions? Email the ODMHSAS Training Institute at TrainingInstitute@odmhsas.org