

COHHIO's E-Learning Center Getting Started Guide for Users



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Overview of E-Learning Center

The purpose of COHHIO's E-Learning Center is to provide online learning opportunities to homeless service providers throughout Ohio.

COHHIO's E-Learning Center is powered by Litmos, a Learning Management System (LMS) software. Using an LMS allows COHHIO to deliver, manage, track, and record online training activities for employees within Ohio's homeless system.

E-Learning Content Types

- **Courses** – Individual courses often contain videos, text, images, and interactive activities.
 - **Live Instructor-Led Training Courses** – These courses require learners to register for a scheduled virtual session. Participants will attend the course via Zoom, with the meeting link provided within the course details. Attendance is tracked, and learners must participate for at least 80% of the session to be marked as present. Zoom automatically records the total time each learner spends in the session.
- **Learning Paths** – Learning paths are a collection of individual courses.

Account Creation

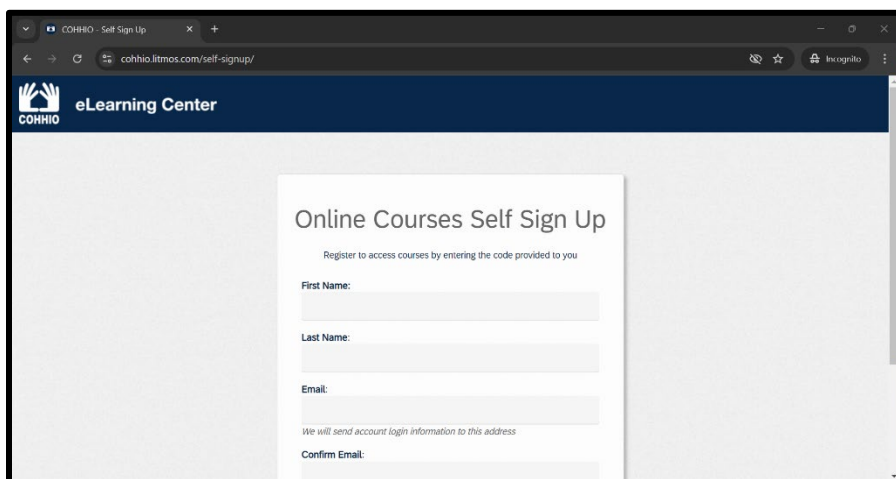
There are two ways to gain access to the E-Learning Center:

1. A COHHIO staff member may create an account in the system.
2. Potential learners may gain access to the E-Learning Center by signing up for a specific course using a course specific self-signup code. Self-signup codes for various courses and learning paths are provided via listserv course announcements and on the COHHIO webpage.

Create an Account Using Self-Signup

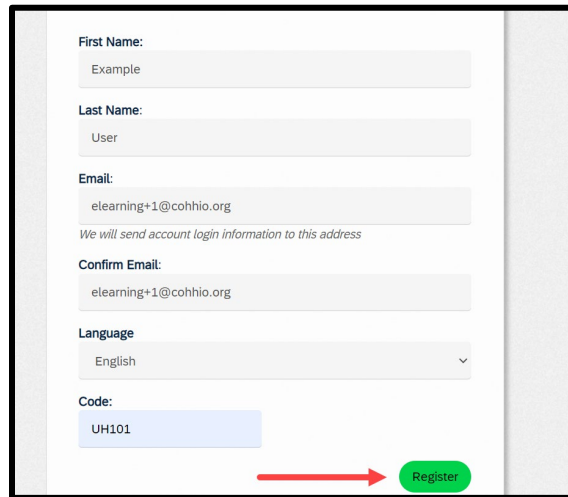
To create an account, you can sign up for the 'Understanding Homelessness 101' Learning Path.

1. Go to <https://cohhio.litmos.com/self-signup/> to create an account.



The screenshot shows a web browser window with the address bar displaying "cohhio.litmos.com/self-signup/". The page has a dark blue header with the COHHIO logo and the text "eLearning Center". The main content area is white and titled "Online Courses Self Sign Up". Below the title, it says "Register to access courses by entering the code provided to you". There are four input fields: "First Name:", "Last Name:", "Email:", and "Confirm Email:". A small note below the email field states "We will send account login information to this address".

2. Enter your user information. Under the **Code** field, enter: **UH101**



First Name:
Example

Last Name:
User

Email:
elearning+1@cohhio.org
We will send account login information to this address

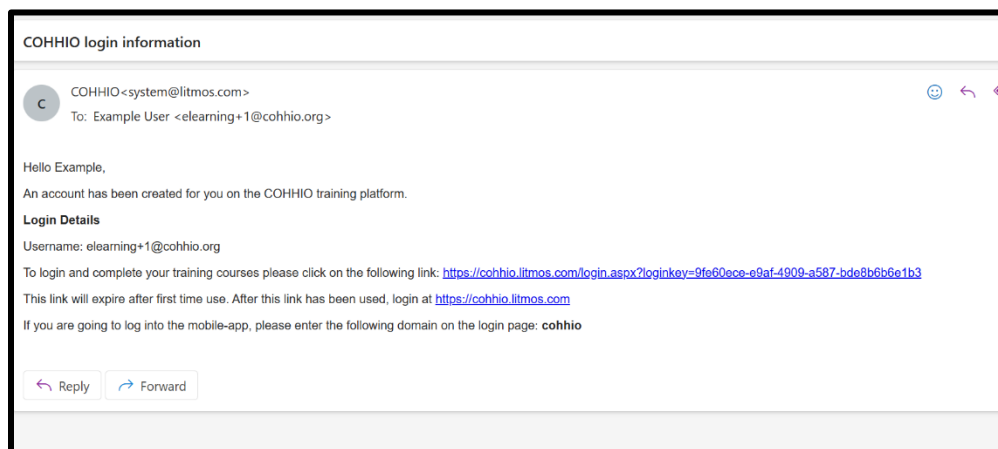
Confirm Email:
elearning+1@cohhio.org

Language
English

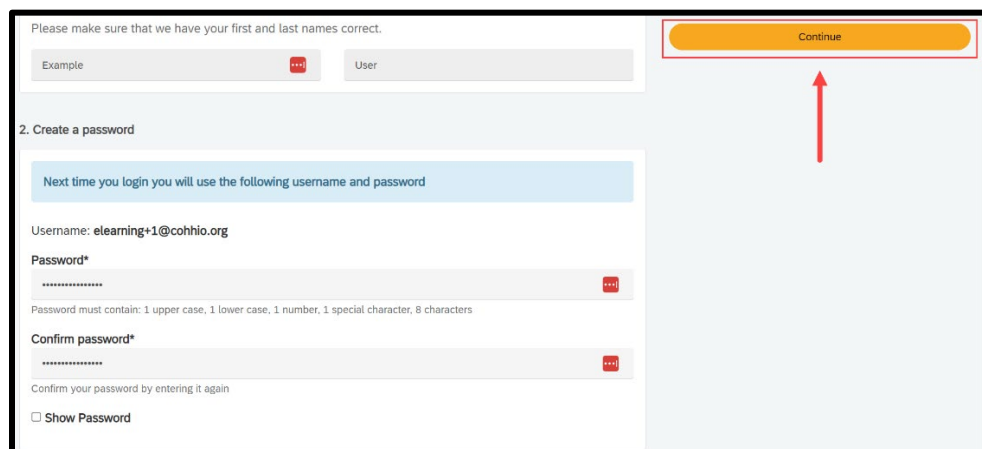
Code:
UH101

Register

3. You'll receive an email with a link to set up your account. Click the first link in the email.



4. Create your password and select **Continue**.



Please make sure that we have your first and last names correct.

Example User

2. Create a password

Next time you login you will use the following username and password

Username: elearning+1@cohhio.org

Password*

Password must contain: 1 upper case, 1 lower case, 1 number, 1 special character, 8 characters

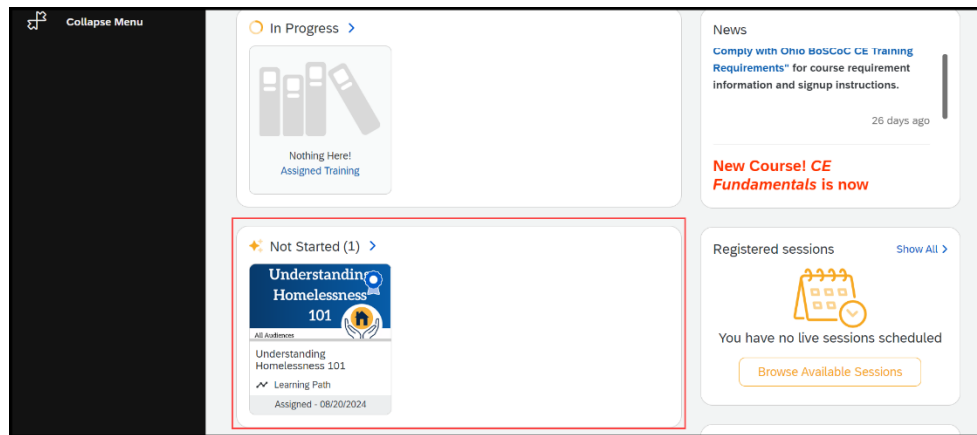
Confirm password*

Confirm your password by entering it again

☐ Show Password

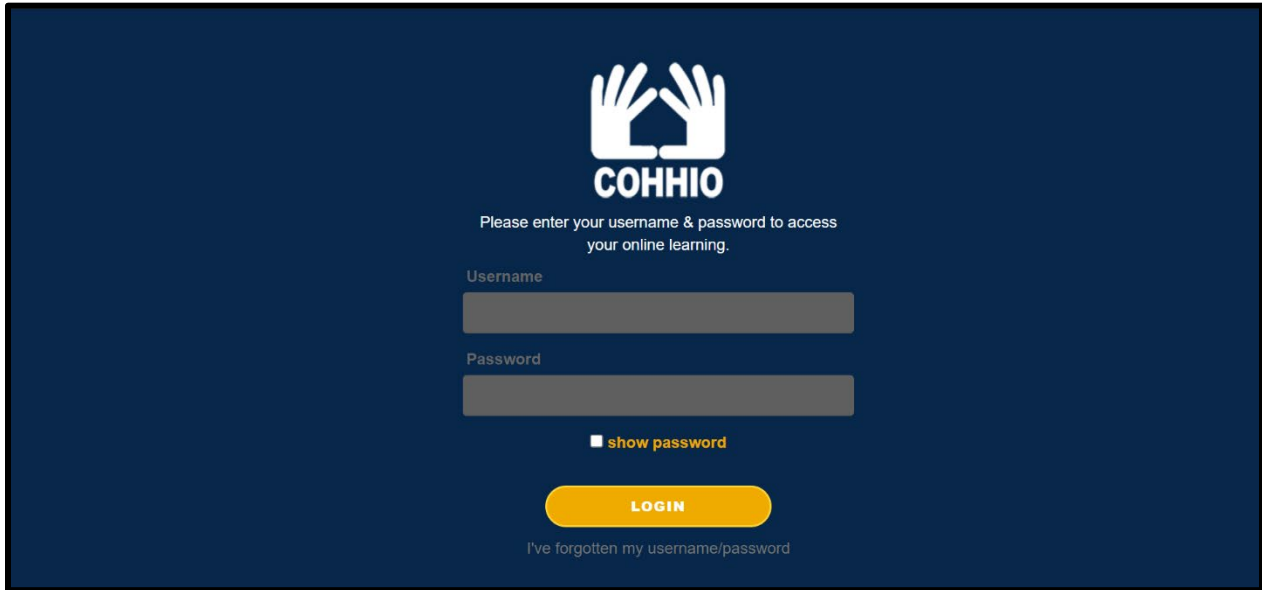
Continue

5. After logging in, the "Understanding Homelessness 101" Learning Pathway will be listed on your E-Learning Center homepage under the **"Not Started"** section.



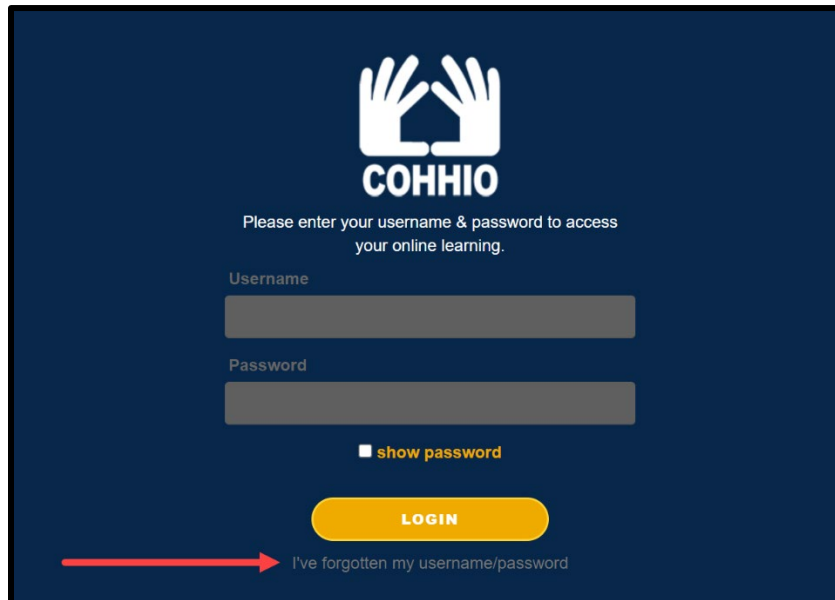
How to Login

Once your account has been created, you may login at <https://cohhio.litmos.com>.



Resetting Your Password

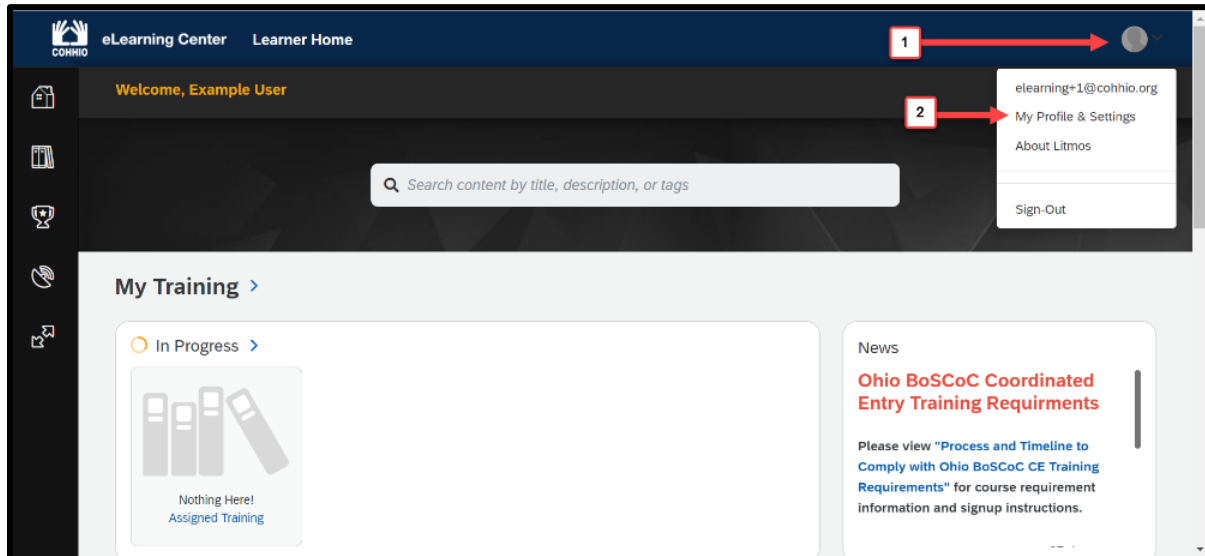
To reset your password, visit <https://cohhio.litmos.com> and click the "I've forgotten my username/password" link at the bottom of the page.



If you have difficulty resetting your password, email elearning@cohhio.org for assistance.

User Account Settings

1. To access your profile settings, click your image icon in the upper right-hand corner of the screen.
2. Then, click "My Profile & Settings."

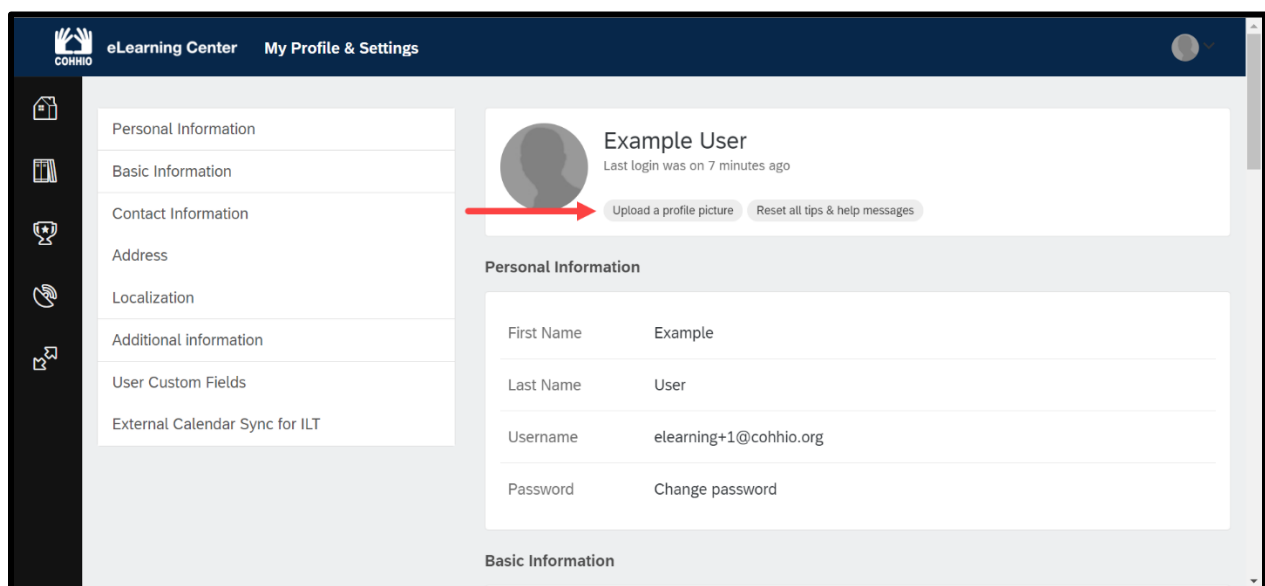


On the My Profile & Settings page, you can upload a profile picture and change your password.

Please note that any other account details can only be modified by COHHIO staff. For assistance with updating your account information, please contact us at elearning+1@cohhio.org.

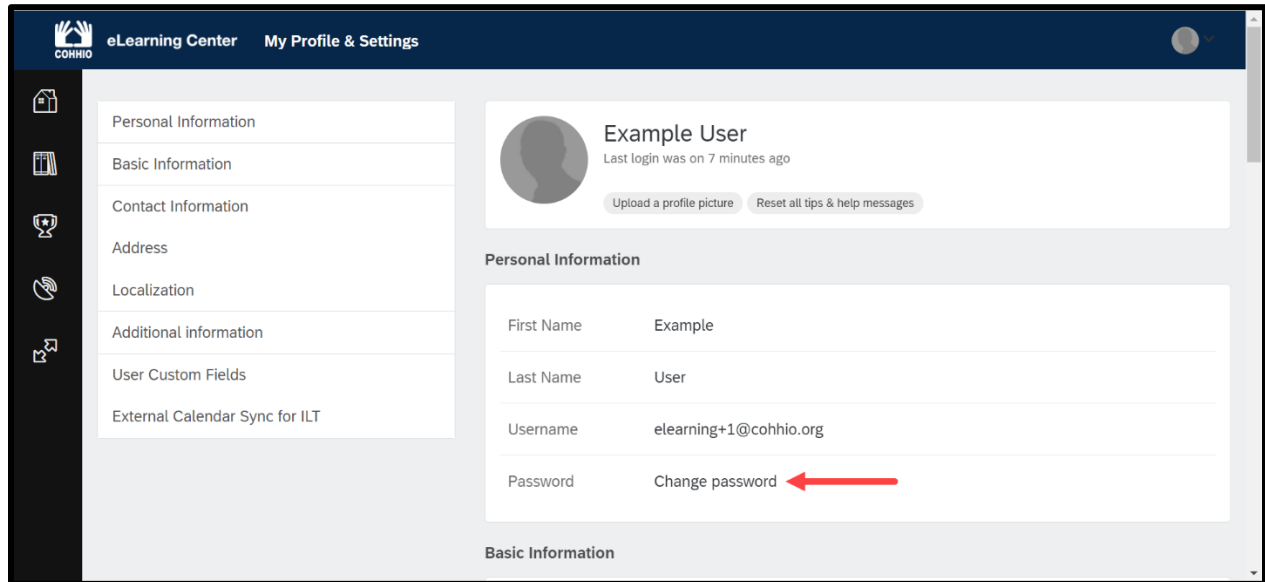
Upload a Profile Picture

On the "My Profile & Settings" page, you can upload a profile picture by clicking "**Upload a profile picture.**"



Change Password

You can change your password by locating the Personal Information section and clicking the text "Change password."




Learner Home Page

The Learner Home page is the first screen you see upon logging in. It features multiple widgets, which are boxes or sections that update dynamically. At the top of the Learner Home page is a search bar where you can search for content. You can return to the Learner Home Page by selecting the Home button on the menu.


Widgets on Home Page:


- **In Progress:** Displays courses that you are currently working on.
- **Not Started:** Lists courses assigned by COHHIO staff that you have not yet begun.
- **Favorites:** Lists courses you've marked as favorites.
- **News:** Features COHHIO's latest announcements about new courses and updates.
- **Registered Sessions:** Provides a list of your upcoming Live Instructor-Led Training sessions.
- **Training Metrics:** Offers a snapshot of your training progress, including courses in progress, not started, and completed.
- **Recent Achievements:** Highlights your most recently completed courses and learning paths.


Learner Homepage



eLearning Center
Learner Home


Welcome, Example User



Home


Content Library



Achievements



Live Sessions


Collapse Menu



My Training >



In Progress (1) >




Administering the VI-SPDAT

Course

Assigned - 08/21/2024


Not Started (1) >





Understanding Homelessness 101

All Audiences

Learning Path

Assigned - 08/20/2024


Favorites (1) >



Coordinated Entry Fundamentals

Ohio BoSCoC Foundation

Course


News

Ohio BoSCoC Coordinated Entry Training Requirements

Please view "Process and Timeline to Comply with Ohio BoSCoC CE Training Requirements" for course requirement information and signup instructions.

Registered sessions

Show All >



You have no live sessions scheduled


[Browse Available Sessions](#)

Training Metrics

0	1
Overdue	In Progress
1	0
Not Started	Completed

Recent Achievements

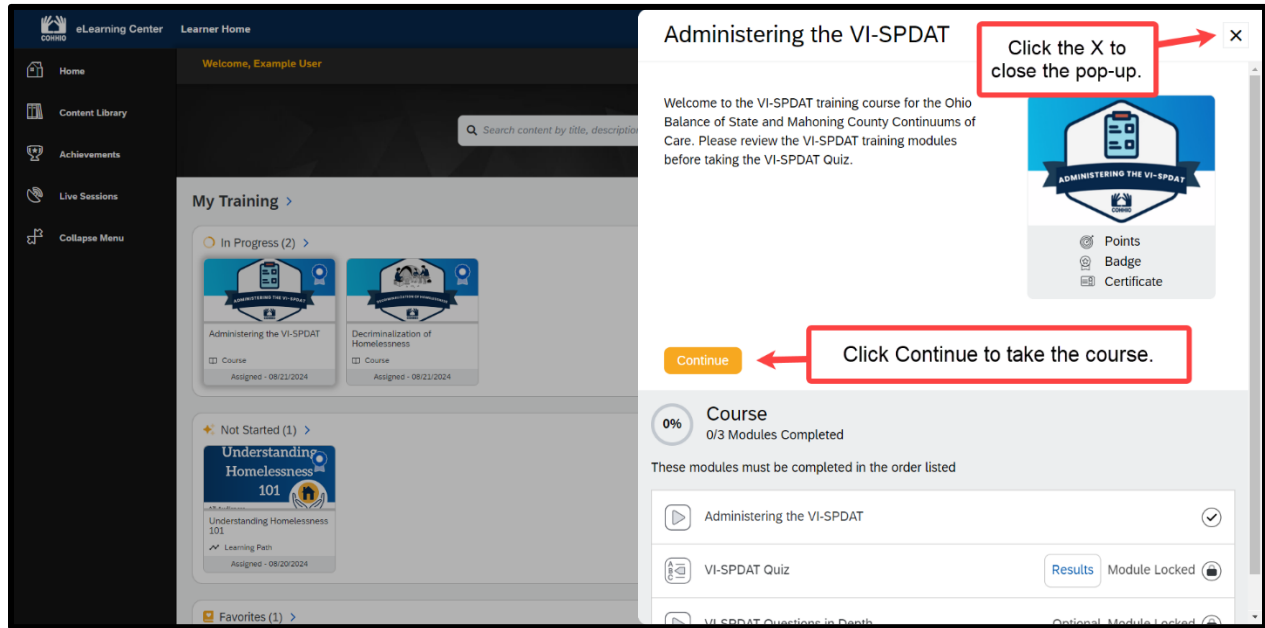
Show All >



No achievements earned

Course Pop-Up

When clicking on a course within a home page widget, learners will view a pop-up page that includes the course description and modules. You may choose to click **Continue** to take the course or click the **X** to close the pop-up and return to the homepage.

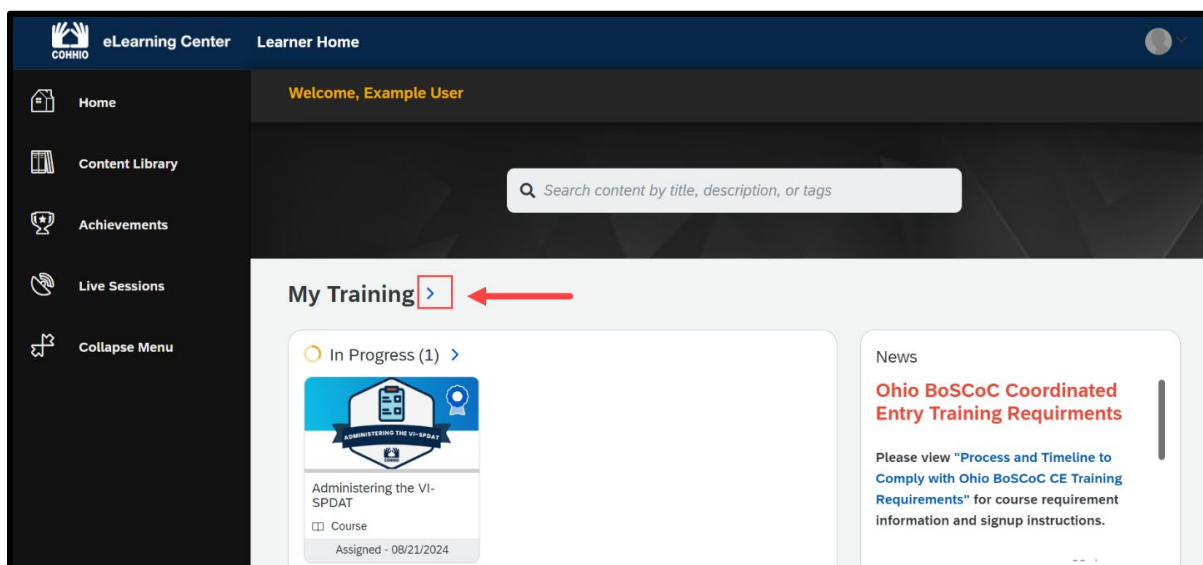


My Training Page

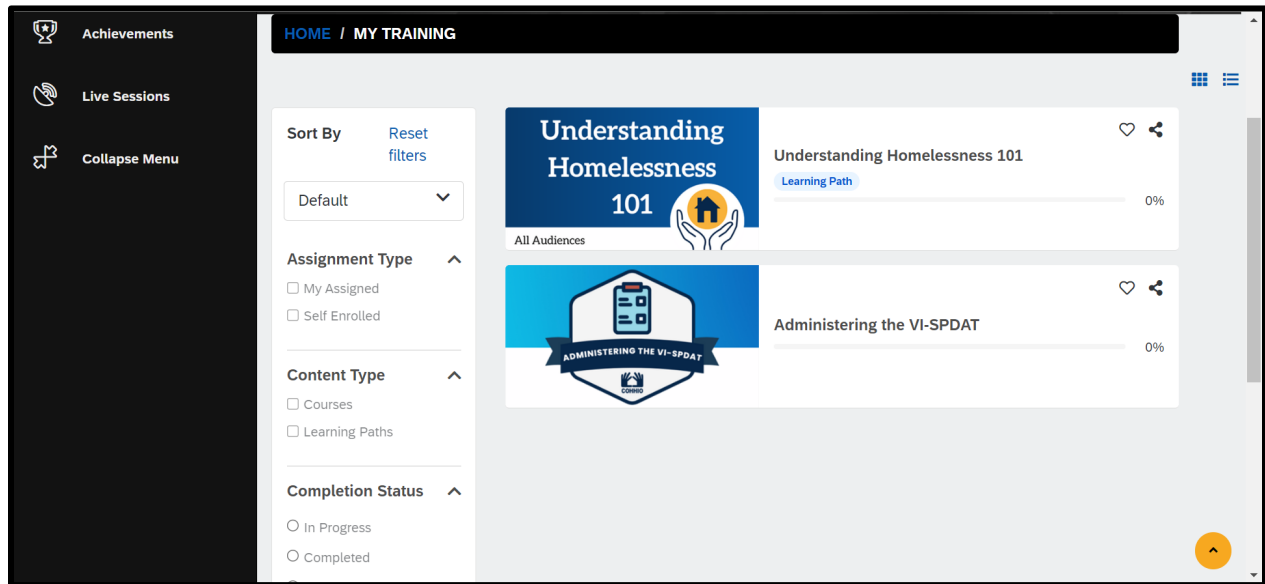
The My Training page lists all in progress, completed, and assigned but not started courses and learning paths. You can use the search filter widget to narrow your search results.

Accessing the My Training Page

1. On the Learner Home page, click the **arrow** to the right of the "My Training" text.



2. View all of your in progress, completed, and assigned but not yet started courses and learning paths. Use the filter search menu to narrow results.

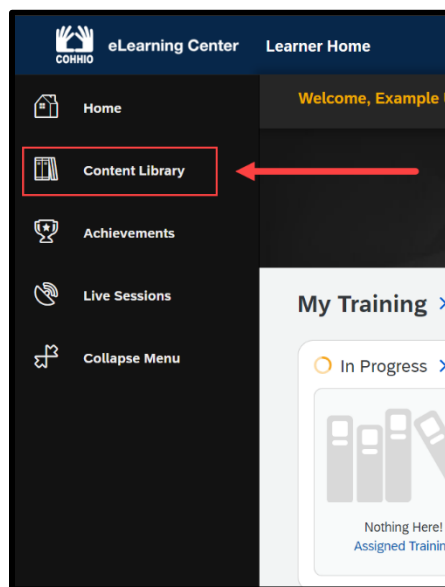


Content Library Page

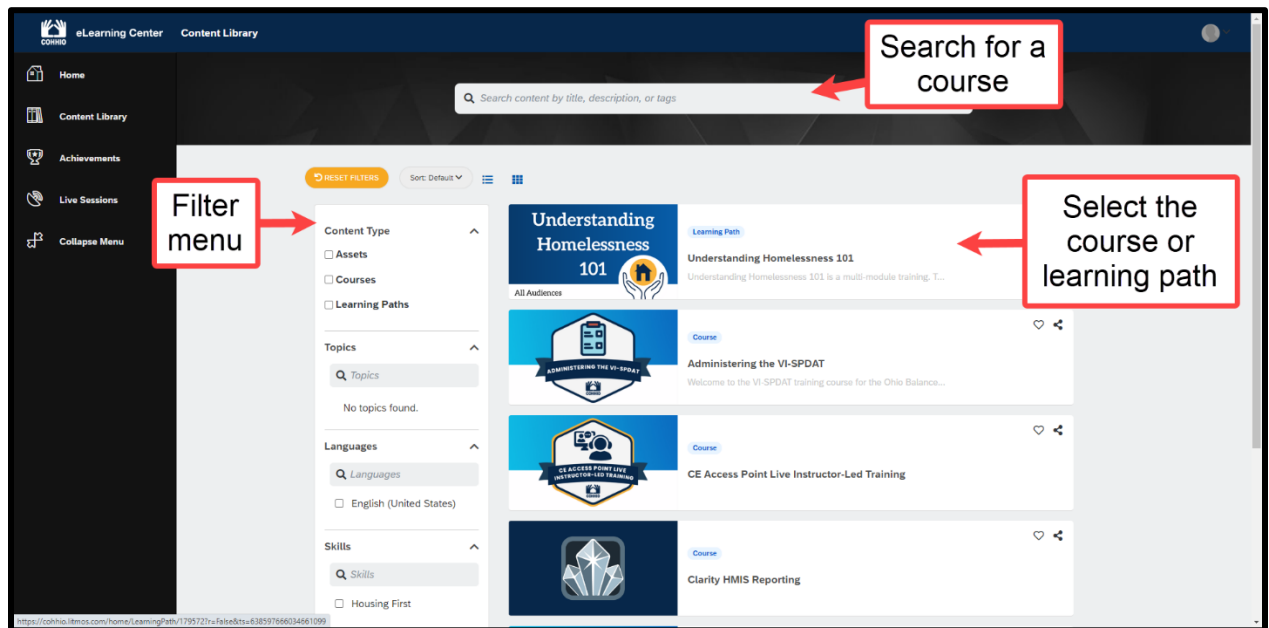
The Content Library page includes all courses and learning paths that learners can sign up for independently. On the Content Library page, you can browse and select courses or learning paths, search for specific content, and use the filter menu to narrow your options quickly.

Signing up for Courses in the Content Library

1. Access the Content Library by selecting the "**Content Library**" button on the menu.

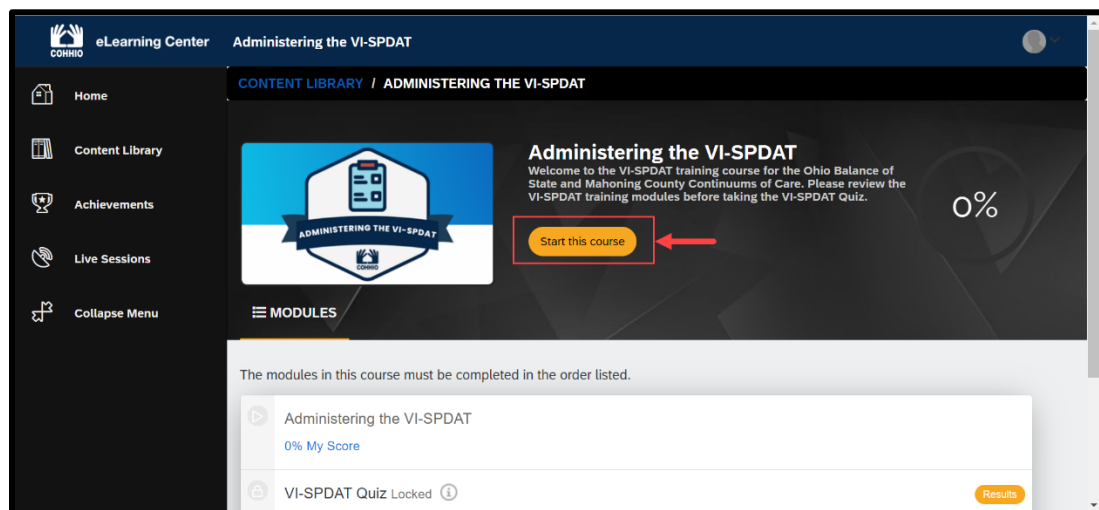


- To sign up for a course, locate the course and click the course listing.



- On the course page, click **"Start this Course."**

Once started, the course will be added to the In Progress section on the home page. You can also access the course via the My Training page or the Content Library page.



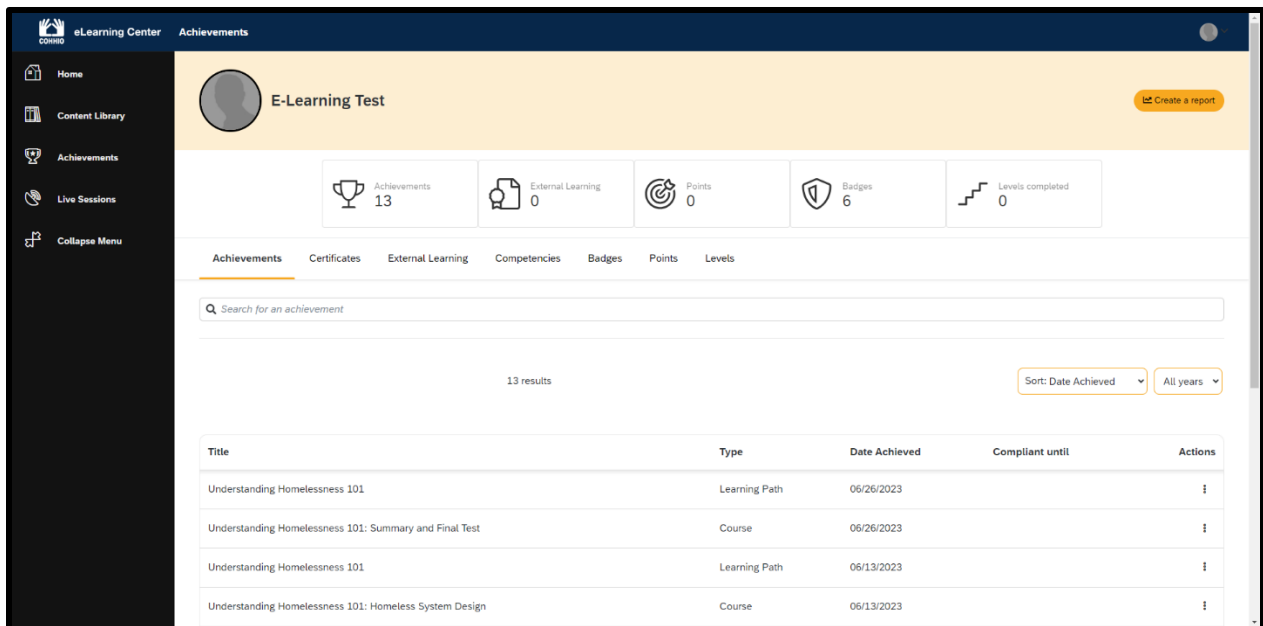
Achievements Page

The Achievements page lists all finished courses and learning paths. It also contains a list of certificates, external learning, competencies, badges, points, and levels earned.

There are many features that the E-Learning Center has to recognize learner completion.

Tabs on the Achievement Page:

- **Achievements:** Displays a comprehensive list of all your completed courses and learning paths. Use this tab to review your full history of course and pathway completions.
- **Certificates:** Access and download certificates earned from course/learning path completion. These certificates are also available on individual course and learning path pages.
- **External Learning:** COHHIO is not currently using this feature.
- **Competencies:** COHHIO is not currently using this feature.
- **Badges:** Displays badges earned from completed courses. You can view badges here or directly on the corresponding course pages.
- **Points:** COHHIO is not currently using this feature.
- **Levels:** COHHIO is exploring the potential use of this feature.



Title	Type	Date Achieved	Compliant until	Actions
Understanding Homelessness 101	Learning Path	06/26/2023		⋮
Understanding Homelessness 101: Summary and Final Test	Course	06/26/2023		⋮
Understanding Homelessness 101	Learning Path	06/13/2023		⋮
Understanding Homelessness 101: Homeless System Design	Course	06/13/2023		⋮

Please note that, per COHHIO policy, course completion as reflected in the E-Learning Center does not guarantee that all course requirements have been fully met by the learner.

While the system may mark a course as complete, COHHIO staff will conduct a review to ensure that all requisite activities, participation levels, and learning outcomes have been satisfactorily achieved. Final determination of course completion is at the sole discretion of COHHIO staff. This policy protects the integrity of our training programs and ensures that all participants meet the established standards.

Live Sessions Page

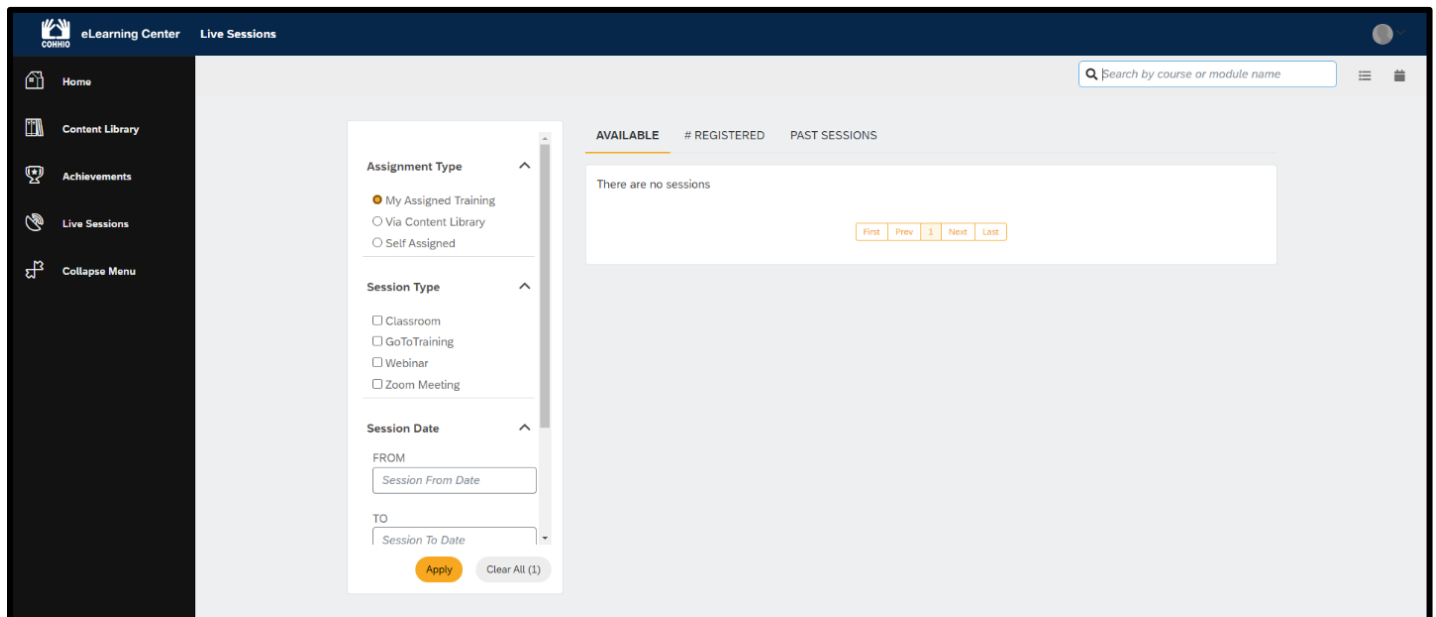
COHHIO has some courses that include Zoom meetings, also known as a Live Instructor-Led Training.

COHHIO recommends signing up for Live Sessions within an individual course instead of using the Live Sessions page. For information on how to sign up for a live session, view the [Register for a Live Instructor-Led Training Session within a Course](#) section of this document.

The live sessions page has three tabs:

- **Available:** Shows all upcoming live sessions for courses you are currently assigned. Note: Live sessions for unassigned or unstarted courses, such as courses in the Content Library, will not be listed here unless you use the filter menu to select "Via Content Library."
- **# Registered:** Displays future live sessions for which you are registered.
- **Past Sessions:** Provides a list of all live sessions you have previously attended.

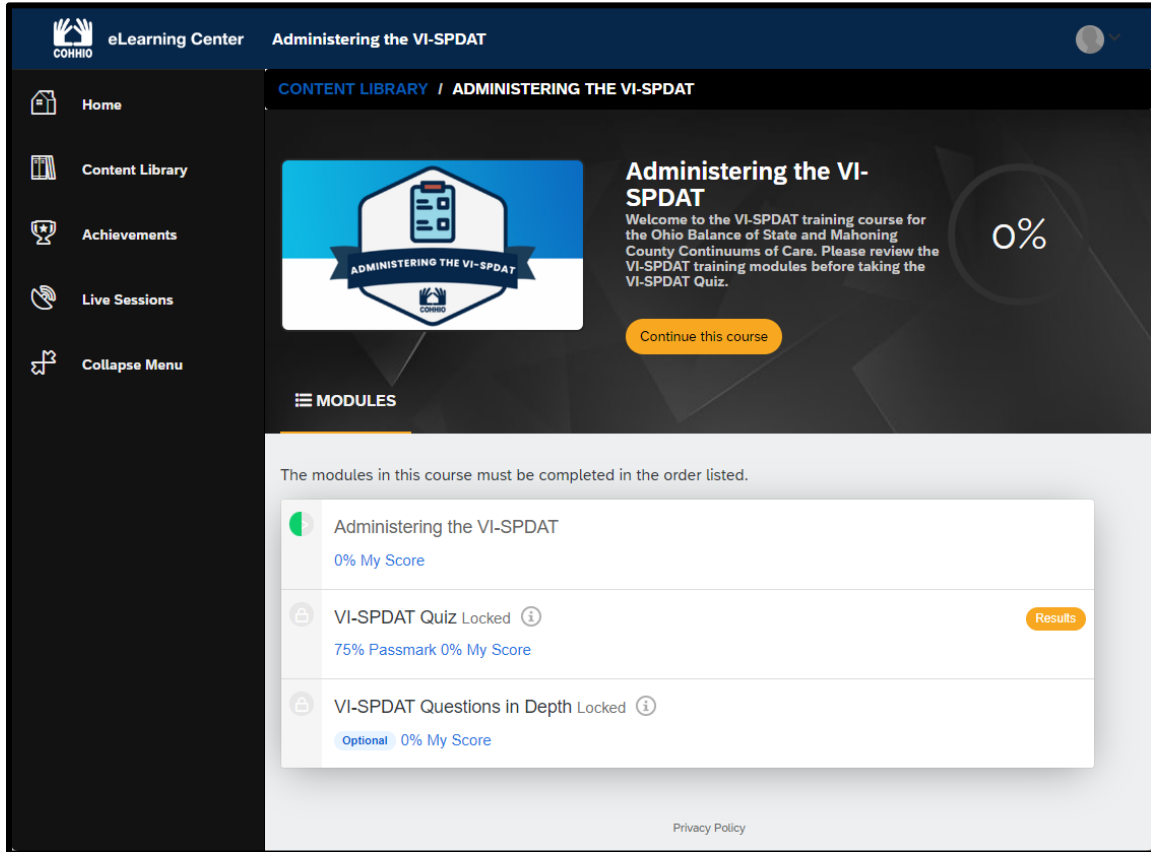
The Live Sessions page also contains a filter menu.



Course Page

The course landing page includes the course name, description, and list of modules.

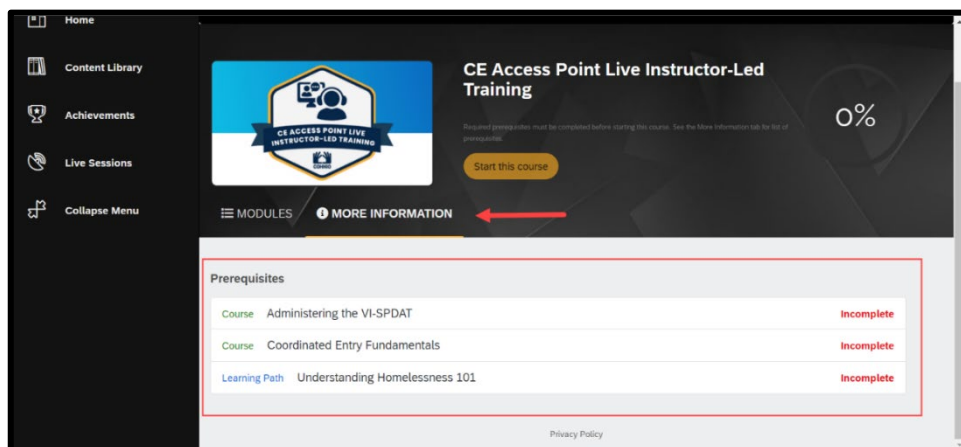
Modules are listed in the order the learner should complete them.



Prerequisites

Some courses have prerequisites that must be completed first. If you attempt to start a course with prerequisites, you will see a pop-up listing the required courses. You need to enroll in those prerequisites before being able to take the selected course.

Courses with prerequisites also have a **"More Information"** tab that lists the required prerequisites.

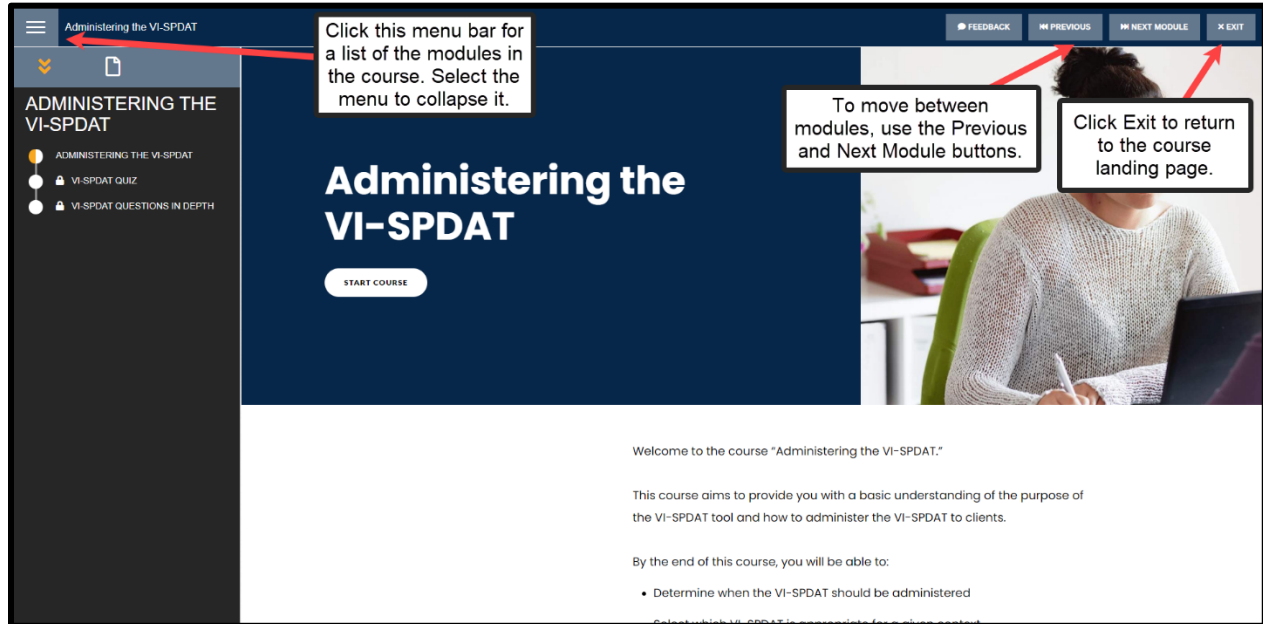


Course Navigation

Click on a module to start the module or click Start course.

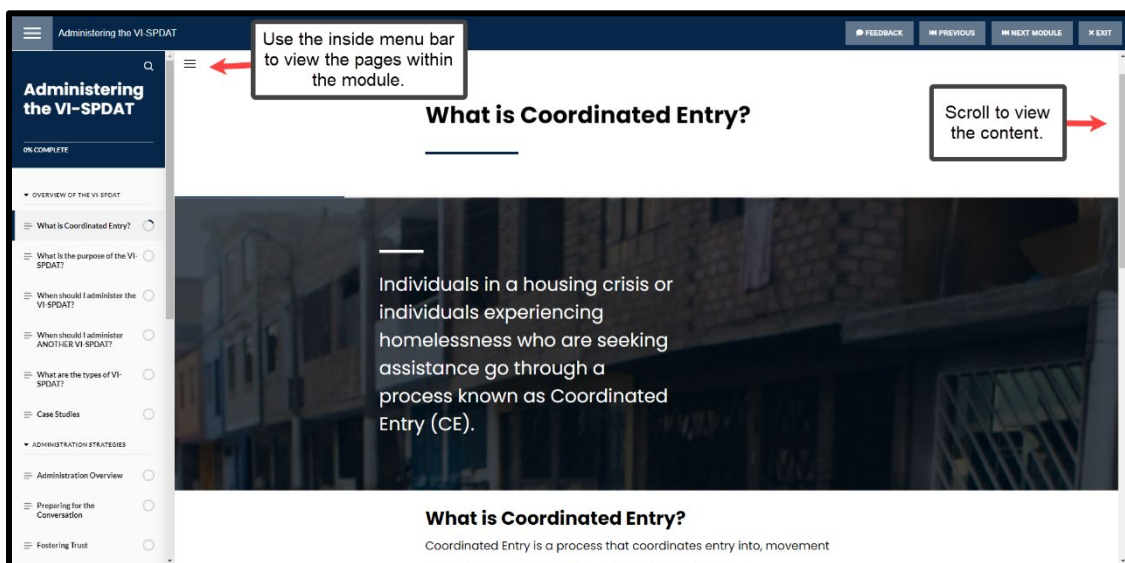
On the module page, you can use the Course Menu to view a list of the modules.

You can navigate to the previous module, next module, or exit the course using the blue navigation buttons in the upper right-hand corner of the screen.



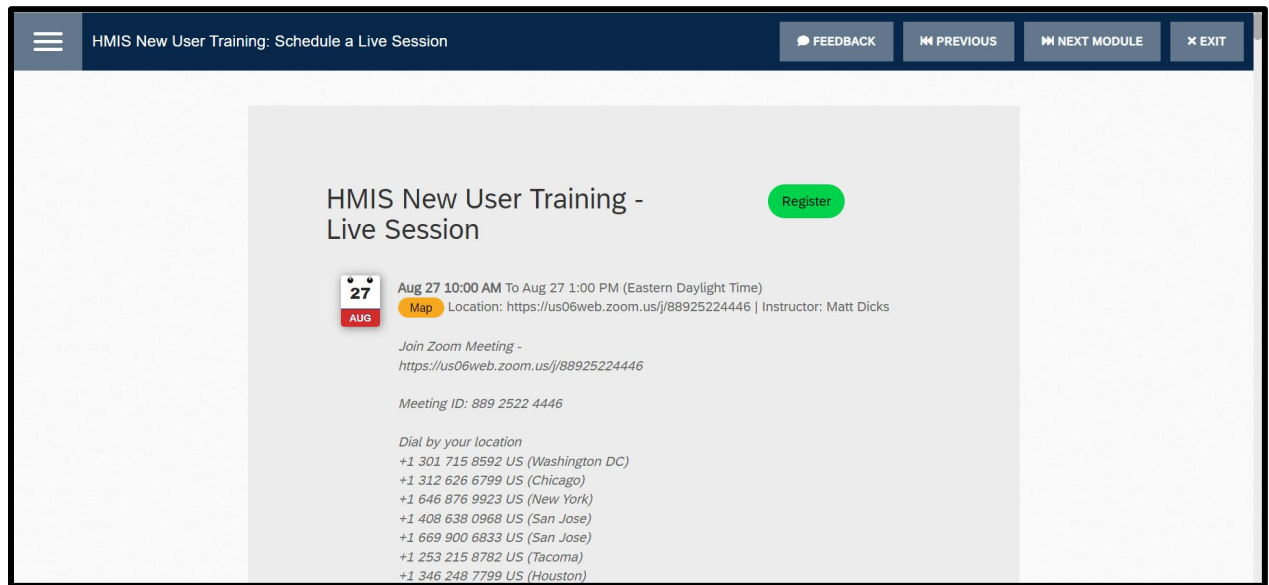
Courses often start with a page of directions that explains how to navigate the course. Course content display varies depending on the type of media in a course. For text-heavy courses, you will see a layout similar to the image below.

Notice below the inside menu button. This is used to view the pages within the module. For many courses, you will interact with them like a website, using the scroll bar to view content.



Registering for a Live Instructor-Led Training Session within a Course

1. Select from the list of available sessions. Click "**Register.**"

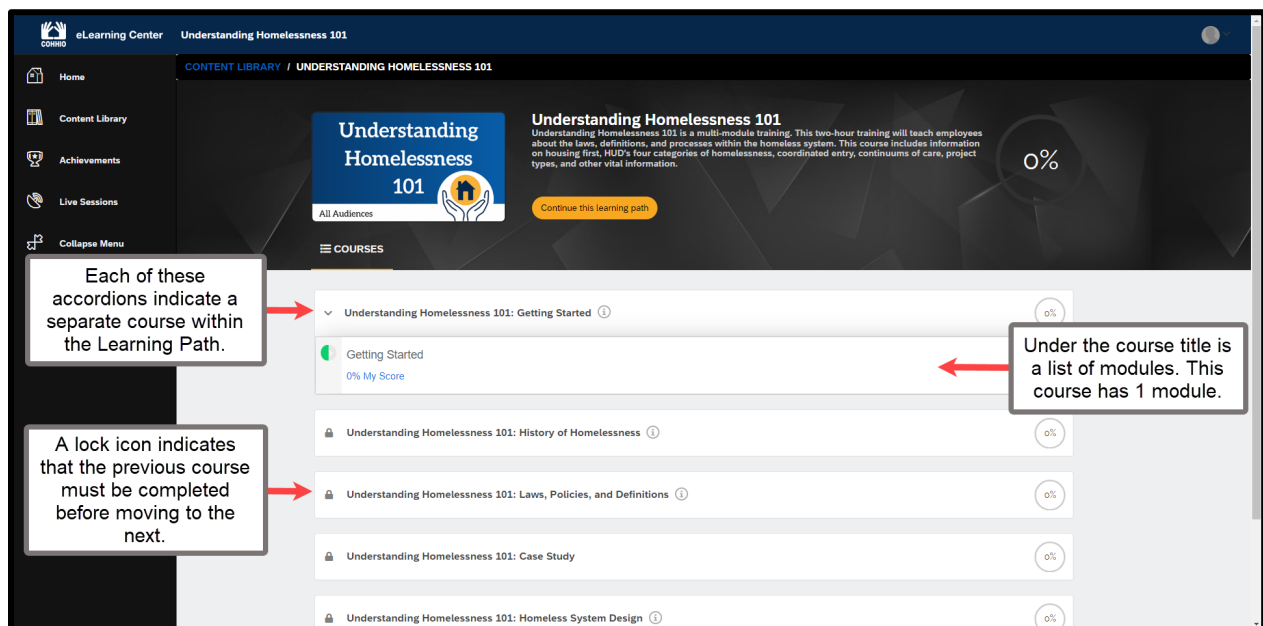


It is your responsibility to attend the session. You can revisit the course page to access the Zoom link and session details. The Zoom link will also be sent to you via email. You may unregister from a session and register for a different session time as needed.

You must attend at least 80% of the session to be marked as present.

Learning Path Page

A learning path is a collection of courses. All courses within a learning path must be finished for a learning path to be marked as complete. The learner path page will list the courses required. There may also be a **Prerequisite** tab that lists required prerequisites.





Technical Support

For additional support using the E-Learning Center, contact elearning@cohhio.org.