

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





Table of Contents

Overview of E-Learning Center
E-Learning Content Types
Account Creation
Create an Account Using Self-Signup3
How to Login
Resetting Your Password
User Account Settings
Upload a Profile Picture7
Change Password
Learner Home Page
Course Pop-Up
My Training Page10
Accessing the My Training Page10
Content Library Page
Signing up for Courses in the Content Library11
Achievements Page
Tabs on the Achievement Page13
Live Sessions Page
Course Page
Prerequisites
Course Navigation16
Registering for a Live Instructor-Led Training Session within a Course
Learning Path Page
Technical Support



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

Y COHHIO - Self Sign Up X +		- 0 ×
\leftarrow \rightarrow C \Rightarrow cohhio.litmos.com/self-signup/		🕸 🛧 🔒 Incognito 🗄
COHHIO eLearning Center		<u>^</u>
	Online Courses Self Sign Up Register to access courses by entering the code provided to you	
	Last Name:	
	Email:	
	We will send account login information to this address Confirm Email:	



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

Evenale	
Example	
Last Name:	
User	
Email:	
elearning+1@cohhio.org	
We will send account login info	ormation to this address
Confirm Email:	
elearning+1@cohhio.org	
Language	
English	~
Code:	
UH101	

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

COHHIO login information			
COHHIO <system@litmos.com> To: Example User <elearning+1@cohhio.org></elearning+1@cohhio.org></system@litmos.com>	٢	5	*
Hello Example,			
An account has been created for you on the COHHIO training platform.			
Login Details			
Username: elearning+1@cohhio.org			
To login and complete your training courses please click on the following link: https://cohhio.litmos.com/login.aspx?loginkey=9fe60ece-e9af-4909-a587-bde8b6b6e1b3			
This link will expire after first time use. After this link has been used, login at https://cohhio.litmos.com			
If you are going to log into the mobile-app, please enter the following domain on the login page: cohhio			
← Reply → Forward			

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

Please make sure that we have your f	first and last names	correct.	Continue
Example	•••	User	
2. Create a password			
Next time you login you will use the	e following usernam	e and password	
Username: elearning+1@cohhio.org			
Password*			
Password must contain: 1 upper case, 1 low	er case, 1 number, 1 sp	becial character, 8 characters	
Confirm password*			
Confirm your password by entering it again			
Show Password			



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.

Сонню	
Please enter your username & password to access your online learning.	
Username	
Becouverd	
Password	
show password	
LOGIN	
I've forgotten my username/password	

Resetting Your Password

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

COHHIO Please enter your username & password to access
your online learning. Username
Password
show password
LOGIN
 I've forgotten my username/password

If you have difficulty resetting your password, email <u>elearning@cohhio.org</u> 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 <u>elearning@cohhio.org</u>.

Upload a Profile Picture

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

Сонню	eLearning Center My Profile & Settings		•
	Personal Information Basic Information Contact Information	Example User Last login was on 7 minutes ago Upload a profile picture Reset all tips & help messages	
9 1 1	Address Localization Additional information	Personal Information First Name Example	
2 ³	User Custom Fields External Calendar Sync for ILT	Last Name User Username elearning+1@cohhio.org	
		Password Change password Basic Information	



Change Password

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

СОННІО	eLearning Center My Profile & Settings		•
	Personal Information Basic Information Contact Information Address	Example User Last login was on 7 minutes ago Upload a profile picture Reset all tips & help messages Personal Information	
ଅ ଅ	Localization Additional information User Custom Fields External Calendar Sync for ILT	First Name Example	
		Username etearning+1@connio.org Password Change password Basic Information	

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





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.







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

3. 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.

Сонню eLearning Center	Achievements			•
Home Gontent Library	E-Learning Test			Et Create a report
Achievements	P Achievements D External Learning 0		Badges Levels completed	
ਸ਼ੁੱ ² Cottapse Menu	Achievements Certificates External Learning Competencies Badges	Points Levels		
	1.3 results	Туре	Date Achieved Compliant until	All years
	Understanding Homelessness 101	Learning Path	06/26/2023	1
	Understanding Homelessness 101: Summary and Final Test	Course	06/26/2023	1
	Understanding Homelessness 101	Learning Path	06/13/2023	T
	Understanding Homelessness 101: Homeless System Design	Course	06/13/2023	1

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 <u>Register for a Live</u> <u>Instructor-Led Training Session within a Course</u> 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.

, Co	eLearning Center	Live Sessions	•
ß	Home	Q [Search by course or module name	= #
	Content Library	AVAILABLE # REGISTERED PAST SESSIONS	
Ŷ	Achievements	Assignment Type There are no sessions	
8	Live Sessions	My Assigned Training Via Content Library Self Assigned	
ដឹ	Collapse Menu	Sesion Type Classroom GoToTraining Webinar Zoom Meeting FROM Session Date TO Session To Date	
		Apply Clear All (1)	



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 perquisites 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.

Content Library	CE Access Point Live Instructor Led	
Achievements		0%
Live Sessions	Start this course	
Collapse Menu		
	Presentialize	
	Prerequisites Course Administering the VI-SPDAT	Incomplete
	Prerequisites Course Administering the VI-SPDAT Course Coordinated Entry Fundamentals	Incomplete
	Prerequisites Course Administering the VI-SPDAT Course Coordinated Entry Fundamentals Learning Path Understanding Homelessness 101	Incomplete Incomplete Incomplete



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.

Administering the VI-SPDAT	Click this menu bar for	FEEDBACK M PREVIOUS M INCT MODULE × EXT	
ADMINISTERING THE VI-SPDAT ADMINISTERING THE VI-SIPDAT VI-SIPDAT QUIZ	a list of the modules in the course. Select the menu to collapse it. Administering the	To move between modules, use the Previous and Next Module buttons. Click Exit to return to the course landing page.	
A VI-SPOAT QUESTIONS IN DEPTH	VI-SPDAT START COURSE	T	
	Welcome	to the course "Administering the VI-SPDAT."	
	This cour the VI-SP	This course aims to provide you with a basic understanding of the purpose of the VI-SPDAT tool and how to administer the VI-SPDAT to clients. By the end of this course, you will be able to: • Determine when the VI-SPDAT should be administered	
	By the en		

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.

Administering the VI-SPD/	Use the inside menu bar	FEEDBACK	HI PREVIOUS	IN NEXT MODULE	× EXIT
Q Administering the VI-SPDAT	<pre>to view the pages within the module. What is Coordinated Entry?</pre>		Scroll the c	to view ontent.	•
◆ OVERVIEW OF THE VI-SPDAT			1		
What is the purpose of the VI- ○ SPDAT?					
When should I administer the VI-SPDAT?	Individuals in a housing crisis or individuals experiencing				-
When should Ladminister ANOTHER VI-SPDAT?	homelessness who are seeking				
₩hat are the types of VI- SPDAT? SPDA	assistance go through a process known as Coordinated				
	Entry (CE).			11124	1
▼ ADMINISTRATION STRATEGIES				11811	
Administration Overview			AM	11111	
E Preparing for the Conversation	What is Coordinated Entry?				
	Coordinated Entry is a process that coordinates entry into, movement				



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.

COHNID eLearning Center Understanding Homeless	ness 101	•~			
Home CONTENT LIBRARY / U	CONTENT LIBRARY / UNDERSTANDING HOMELESSNESS 101				
Content Library Content Library Achievements Live Sessions Collepse Menu	Understanding Homelessness 101 All Auterest Understanding Homelessness 101 is a multi-module training. This how-how training mill teach employees the standard the teach, definitions, and processes within the homeless system. This course includes information showing first, HUPS to run categories of homelessness, coordinated entry, continuums of care, project tal Auterest Courses	0%			
Each of these accordions indicate a separate course within the Learning Path.	 Understanding Homelessness 101: Getting Started (1) Getting Started (1) Getting Started (1) Wy Score (1) 	(a) Under the course title is a list of modules. This course has 1 module.			
A lock icon indicates	▲ Understanding Homelessness 101: History of Homelessness ①	0%			
that the previous course must be completed before moving to the	■ Understanding Homelessness 101: Laws, Policies, and Definitions ①	0%			
next.	Understanding Homelessness 101: Case Study	0%			
	▲ Understanding Homelessness 101: Homeless System Design ③	(0%)			



Technical Support

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