

# **Learning Management System Trainee Tutorial**





Welcome to the Covered California Learning Management System (LMS)

Covered California LMS URL:

https://learning.coveredca.com

Covered California training is provided through a variety of modes, including classroom and computer-based courses. Managing who receives training, what training they need, and when and where it is presented are all handled through our Learning Management System (LMS).

This tutorial shows you how to log into the LMS and use it to find your scheduled or assigned training.

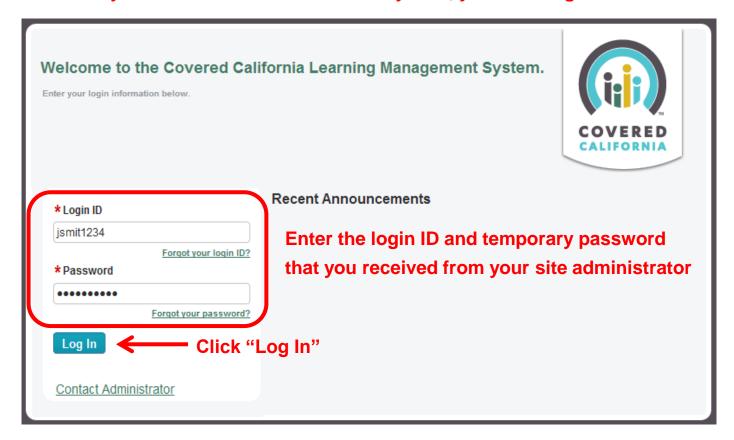
- If a course assigned to you is a scheduled classroom training session, you can see the schedule and download any class materials from the LMS.
- If you need to take a computer-based course, the LMS is where you can open the course and begin your training.





Logging In

#### Before you can access features in the system, you must log in to the LMS







Logging In

#### The next screen allows for you to reset your system generated password

	Here are the password requirement	ents:	Minimum Password Length: 8     1 Special Character     1 Uppercase Character
* Current Password	•••••	<u> </u>	1 Numeric Character
* New Password	•••••		
* Confirm New Password	•••••		
• •	ew customized password in I fields above	Click	"Save" Save





Navigating the Home Page: My Account/Preferences

John Smith



#### You have logged on successfully – this is the system home page

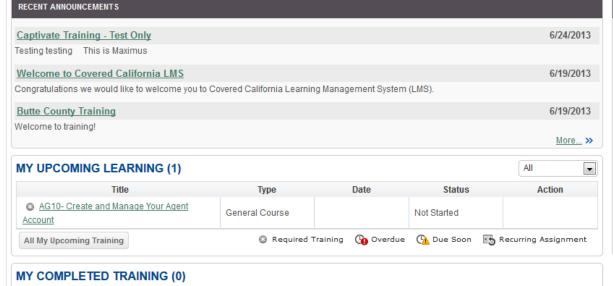
MY UPCOMING LEARNING TRANSCRIPT TRAINING CATALOG

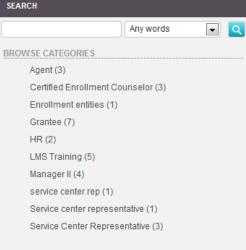
To access your account, click on your name on the top right side of the screen

COLLABORATION SPACES

✓ Your password was changed. Remember to use your new password the next time you log in.

TRAINING HOME









Navigating the Home Page: My Account/Preferences

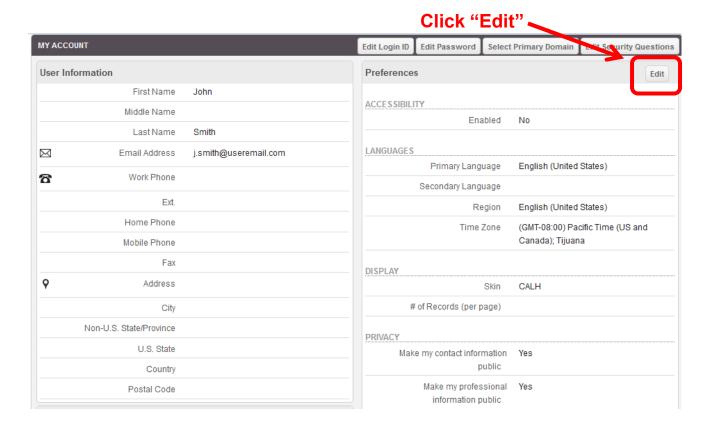






Navigating the Home Page: My Account/Preferences

#### Your User Information and Preferences are displayed



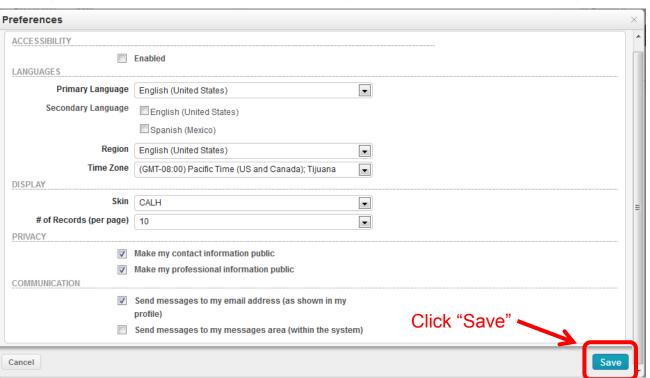




Navigating the Home Page: My Account/Preferences

This window lets you edit your preferences within the system. If you make any changes, be sure to click 'Save."

Note: Changes do not take effect until you log out of the system and log back in

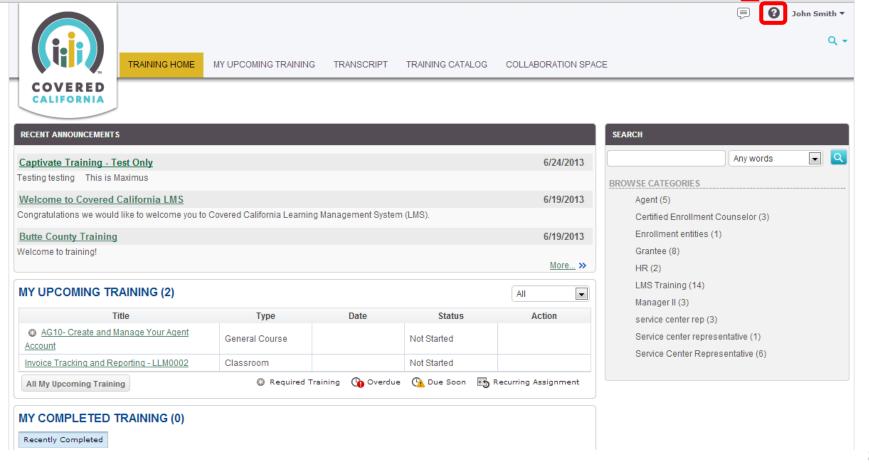






Navigating the Home Page: Help, My Messages, Search

For more assistance in navigating the home page, click on the question mark located next to your name

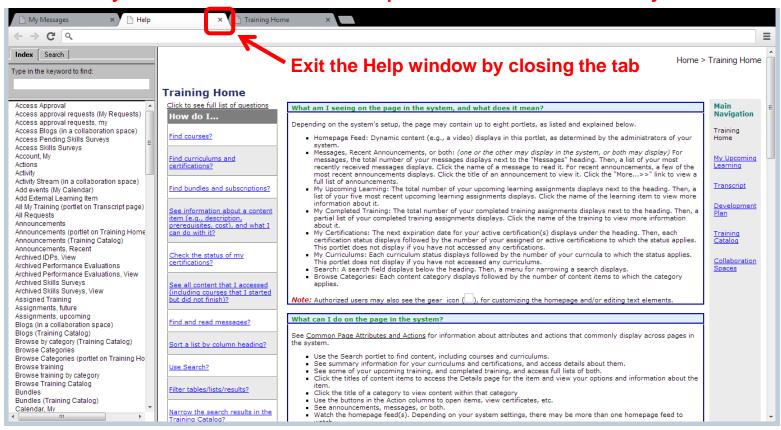






Navigating the Home Page: Help, My Messages, Search

Clicking the (?) icon brings up this Help window. Here you will find FAQs and you can search from a list of topics to learn more about the system.



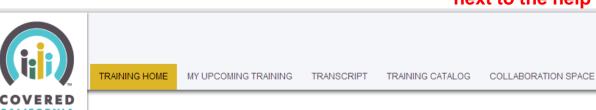


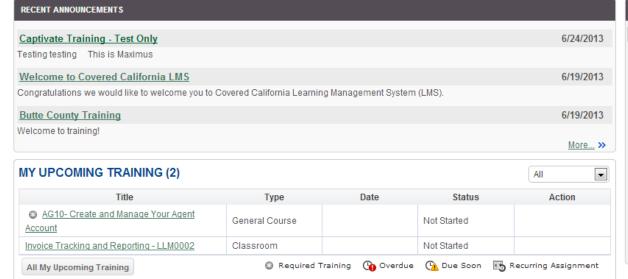


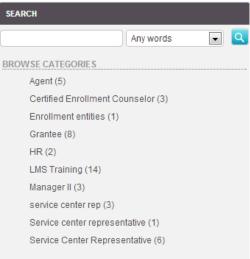
Navigating the Home Page: Help, My Messages, Search

John Smith ▼

Click on the message icon next to the help button







#### MY COMPLETED TRAINING (0)

Recently Completed





Navigating the Home Page: Help, My Messages, Search



TRAINING HOME

Now click on the blue magnifying glass





My Messages

Read and take action on your messages. Messages are automatically deleted 365 days after the date and time that displays in the "Received" column

	1	0	From	Subject	Received
			Site Administrator	Enrollment in Online Course: AG10- Create and Manage Your Agent Account	7/27/2013 4:42 PM
Mark as Read Mark as Unread Delete					

The "My Messages" portal is where you can read and take action on messages sent to you by the LMS



TRAINING HOME



#### **Covered California LMS: End User Tutorial**

Navigating the Home Page: Help, My Messages, Search

John Smith ▼



#### Clicking on the blue magnifying glass icon brings up the Search screen

MY UPCOMING TRAINING TRANSCRIPT TRAINING CATALOG

## The Search prompt helps you locate

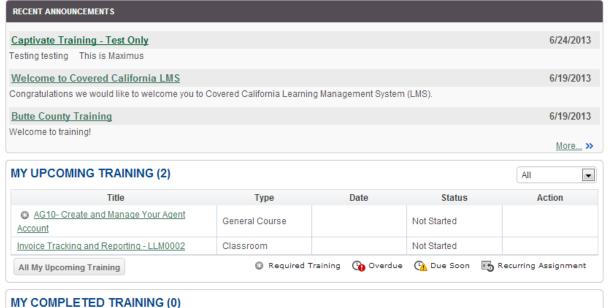


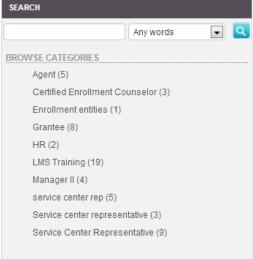




My Upcoming Training







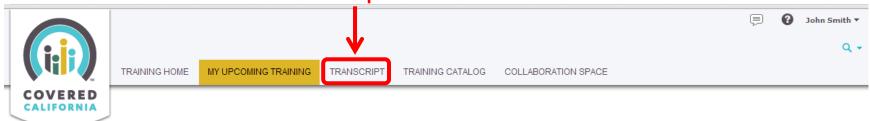
Recently Completed





My Upcoming Training

Now click on the "Transcript" tab



MY UPCOMING TRAINING (4)	All	All  Save as PDF  ⊕ Print			
Title	Туре	Date	Status	Action	
AG10- Create and Manage Your Agent Account	General Course		Started	Open Item	
SCR CalHEERS Release 2	Curriculum		Not Started		
Orientation for New Hires - LLM	Curriculum		Not Started		
Invoice Tracking and Reporting - LLM0002	Classroom		Not Started		
🕄 Required Training 🕠 Overdue 🐧 Due Soon 👪 Recurring Assignment					

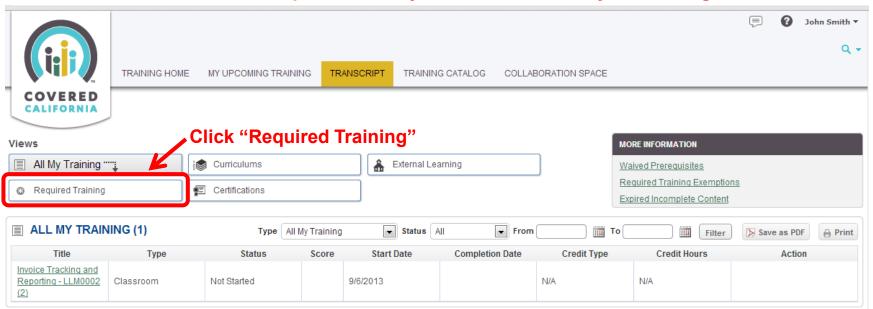
My Upcoming Training displays a list of courses from which you can access all the courses that have been assigned to you





Transcript

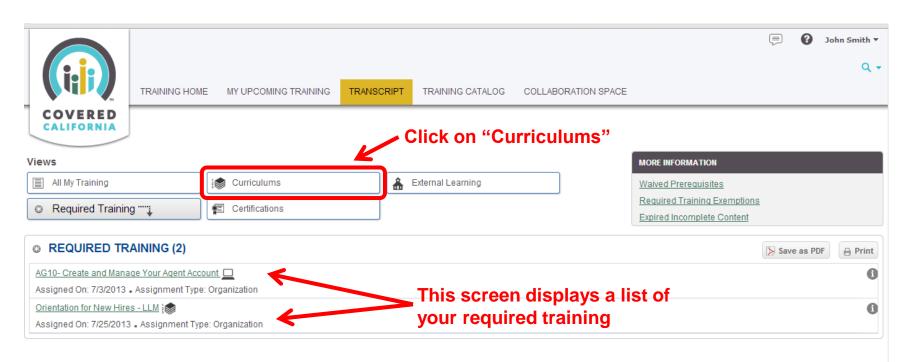
#### The "Transcript" tab takes you to a record of all your training







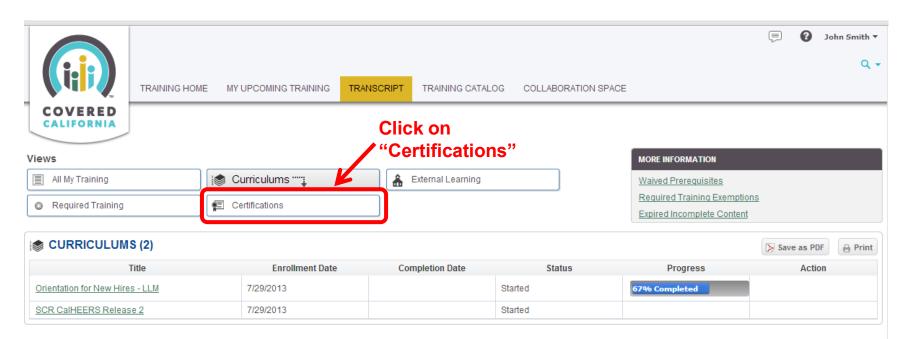
Transcript







Transcript

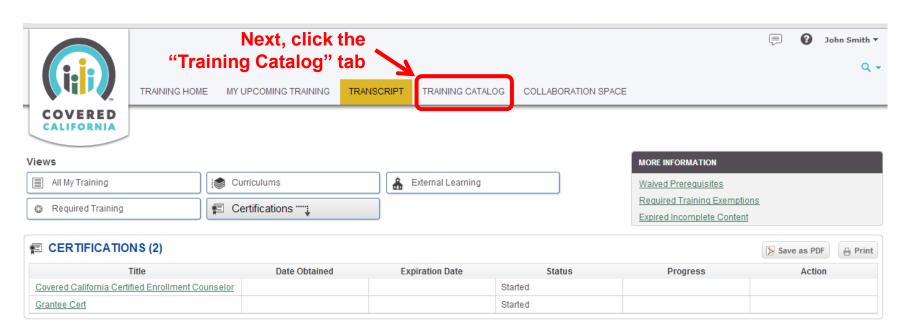


This screen displays the progress of your training curriculum





Transcript



This screen displays the progress of your training certification

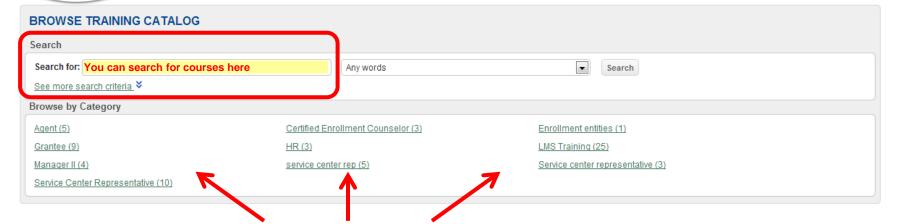




**Training Catalog** 



The training catalog page is where you can browse for your assigned training

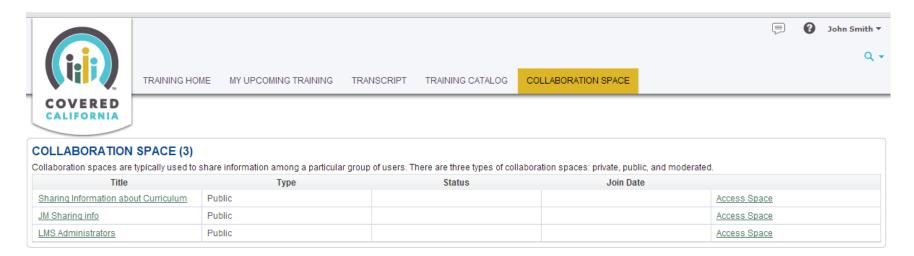


You can also browse by category here





Collaboration Space



The collaboration space is where you can access shared information about your training



This concludes the tutorial.

You can now log in to access your training

https://learning.coveredca.com

For assistance contact:
1-888-402-0737
Assisterinfo@ccgrantsandassisters.org

Thank you!