Learning Management System Trainee Tutorial

COVERED CALIFORNIA

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.

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

Welcome to the Covered California Learning Management System.

Enter your login information below.

Recent Announcements

* Login ID

jsmit1234

Forgot your login ID?

Enter the login ID and temporary password that you received from your site administrator

* Password

●●●●●●●●●●

Forgot your password?

Log In ← **Click "Log In"**

Contact Administrator

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Logging In

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

Here are the password requirements:

- Minimum Password Length: 8
- 1 Special Character
- 1 Uppercase Character
- 1 Numeric Character

* Current Password	••••••••••
* New Password	••••••••••
* Confirm New Password	••••••••••

Type your new customized password in the required fields above

Click "Save" ➡ Save

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

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

John Smith ▾

TRAINING HOME   MY UPCOMING LEARNING   TRANSCRIPT   TRAINING CATALOG   COLLABORATION SPACES

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

RECENT ANNOUNCEMENTS

Captivate Training - Test Only   6/24/2013
Testing testing   This is Maximus

Welcome to Covered California LMS   6/19/2013
Congratulations we would like to welcome you to Covered California Learning Management System (LMS).

Butte County Training   6/19/2013
Welcome to training!

More... »

MY UPCOMING LEARNING (1)   All ▼

Title	Type	Date	Status	Action
⊗ AG10- Create and Manage Your Agent Account	General Course		Not Started	

All My Upcoming Training

⊗ Required Training   ⊖ Overdue   ⚠ Due Soon   ⊡ Recurring Assignment

MY COMPLETED TRAINING (0)

SEARCH

| Any words ▼ | 🔍 |

BROWSE CATEGORIES

Agent (3)
Certified Enrollment Counselor (3)
Enrollment entities (1)
Grantee (7)
HR (2)
LMS Training (5)
Manager II (4)
service center rep (1)
Service center representative (1)
Service Center Representative (3)

Meridian Global ®   About the System

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Select "My Account" from the dropdown list

Your User Information and Preferences are displayed

Click "Edit"

MY ACCOUNT

Edit Login ID | Edit Password | Select Primary Domain | Edit Security Questions

User Information

First Name	John
Middle Name	
Last Name	Smith
✉ Email Address	j.smith@useremail.com
☎ Work Phone	
Ext.	
Home Phone	
Mobile Phone	
Fax	
📍 Address	
City	
Non-U.S. State/Province	
U.S. State	
Country	
Postal Code	

Preferences   Edit

ACCESSIBILITY

Enabled	No

LANGUAGES

Primary Language	English (United States)
Secondary Language	
Region	English (United States)
Time Zone	(GMT-08:00) Pacific Time (US and Canada); Tijuana

DISPLAY

Skin	CALH
# of Records (per page)	

PRIVACY

Make my contact information public	Yes
Make my professional information public	Yes

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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

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Covered California LMS: End User Tutorial

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

John Smith ▾

TRAINING HOME   MY UPCOMING TRAINING   TRANSCRIPT   TRAINING CATALOG   COLLABORATION SPACE

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Welcome to training!	

More... »

MY UPCOMING TRAINING (2)   All ▾

Title	Type	Date	Status	Action
⊛ AG10- Create and Manage Your Agent Account	General Course		Not Started	
Invoice Tracking and Reporting - LLM0002	Classroom		Not Started	

All My Upcoming Training

⊛ Required Training   🕐 Overdue   🕐 Due Soon   Recurring Assignment

MY COMPLETED TRAINING (0)

Recently Completed

SEARCH

| | Any words ▾ | 🔍 |

BROWSE CATEGORIES

Agent (5)

Certified Enrollment Counselor (3)

Enrollment entities (1)

Grantee (8)

HR (2)

LMS Training (14)

Manager II (3)

service center rep (3)

Service center representative (1)

Service Center Representative (6)

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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.

Exit the Help window by closing the tab

Covered California LMS: End User Tutorial

Navigating the Home Page: Help, My Messages, Search

**Click on the message icon
next to the help button**

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Now click on the blue
magnifying glass →

TRAINING HOME   MY UPCOMING TRAINING   TRANSCRIPT   TRAINING CATALOG   COLLABORATION SPACE

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.

☐	!	📎	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**

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

The Search prompt helps you locate training materials throughout the LMS

John Smith ▾

TRAINING HOME   MY UPCOMING TRAINING   TRANSCRIPT   TRAINING CATALOG   COLLABORATION SPACE

Search

⊙ Search within results
○ Start a new search

Search

Narrow Your Search

Categories

Agent (4)
Certified Enrollment Counselor (3)
Enrollment entities (1)
Grantee (8)
HR (2)
Lead (2)
LMS Training (28)
Manager I (2)
Manager II (4)
Other (154)
ROOT (2)
service center rep (5)
Service center representative (3)
Service Center Representative (10)

Search Results   Classroom Calendar View   🖶 Print

200 Items

There were too many results found that match your search criteria. Not all of them can be displayed. Refine your search criteria in order to get better results.

|◀ ◀ Page 1 of 20 ▶ ▶|

How Much Do You Know About LMS?
test your knowledge
Type: Test

"Can I set up a class students can attend in person or virtually FA
Type: FAQ

1st Certification
1st Certification
Type: Certification

Affordable Care Act CCF-101i Session #37
The Patient Protection and Affordable Care Act course discusses the fundamentals of the federal law ...
Type: Classroom

AG10- Create and Manage Your Agent Account
This computer-based training module provides Agents with an overview of the Covered California porta...
Type: Online

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Covered California LMS: End User Tutorial

Now click on the "Transcript" tab

John Smith ▾

TRAINING HOME   MY UPCOMING TRAINING   TRANSCRIPT   TRAINING CATALOG   COLLABORATION SPACE

MY UPCOMING TRAINING (4)

All   ▾   Save as PDF   🖶 Print

Title	Type	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

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Covered California LMS: End User Tutorial

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

John Smith ▾

TRAINING HOME   MY UPCOMING TRAINING   **TRANSCRIPT**   TRAINING CATALOG   COLLABORATION SPACE

Click "Required Training"

Views

▤ All My Training ┄┄↓	▦ Curriculums	⚒ External Learning
✪ Required Training	▣ Certifications	

MORE INFORMATION

Waived Prerequisites

Required Training Exemptions

Expired Incomplete Content

▤ ALL MY TRAINING (1)

Type | All My Training ▾ | Status | All ▾ | From ☐ ▦ To ☐ ▦ | Filter | ▷ Save as PDF | 🖶 Print

Title	Type	Status	Score	Start Date	Completion Date	Credit Type	Credit Hours	Action
Invoice Tracking and Reporting - LLM0002 (2)	Classroom	Not Started		9/6/2013		N/A	N/A	

TRAINING HOME   **MY UPCOMING TRAINING**   **TRANSCRIPT**   **TRAINING CATALOG**   **COLLABORATION SPACE**

John Smith ▾

Click on "Certifications"

Views

📋 All My Training	📚 Curriculums	🏫 External Learning
⊕ Required Training	🏷 Certifications	

MORE INFORMATION

Waived Prerequisites
Required Training Exemptions
Expired Incomplete Content

CURRICULUMS (2)   📄 Save as PDF   🖨 Print

Title	Enrollment Date	Completion Date	Status	Progress	Action
Orientation for New Hires - LLM	7/29/2013		Started	67% Completed	
SCR CalHEERS Release 2	7/29/2013		Started		

This screen displays the progress of your training curriculum

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Next, click the "Training Catalog" tab

TRAINING HOME   MY UPCOMING TRAINING   TRANSCRIPT   TRAINING CATALOG   COLLABORATION SPACE

John Smith ▾

Views

| All My Training | Curriculums | External Learning |
| Required Training | Certifications |

MORE INFORMATION

Waived Prerequisites
Required Training Exemptions
Expired Incomplete Content

CERTIFICATIONS (2)

Save as PDF   Print

Title	Date Obtained	Expiration Date	Status	Progress	Action
Covered California Certified Enrollment Counselor			Started		
Grantee Cert			Started		

This screen displays the progress of your training certification

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Now click on the "Collaboration Space" tab

TRAINING HOME   MY UPCOMING TRAINING   TRANSCRIPT   TRAINING CATALOG   COLLABORATION SPACE

John Smith ▾

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

BROWSE TRAINING CATALOG

Search

Search for: You can search for courses here   Any words ▾   Search

See more search criteria ⌄

Browse by Category

Agent (5)   Certified Enrollment Counselor (3)   Enrollment entities (1)
Grantee (9)   HR (3)   LMS Training (25)
Manager II (4)   service center rep (5)   Service center representative (3)
Service Center Representative (10)

You can also browse by category here

Collaboration Space

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!