

# Job Aid: Register for a Course

## INTRODUCTION

This Job Aid will outline how to request to attend an instructor-led or virtual instructor-led session, or register for a course (online, material, curriculum) within CAPS LMS, the Child and Adult Protective Services Learning Management System.

### Contents

INTRODUCTION.....	1
REQUEST TO ATTEND A SESSION .....	1
REGISTER FOR A COURSE .....	4
From Learning Search .....	4
From Global Search.....	4
REGISTER FOR A COURSE WITH APPROVAL WORKFLOW .....	5
From Learning Search .....	5
From Global Search.....	7

## REQUEST TO ATTEND A SESSION

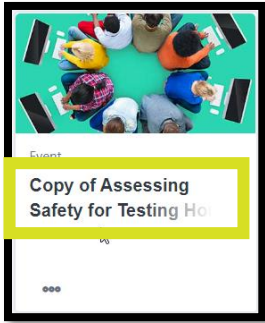
**Events** are learning objects that contain general information about the Instructor-Led Training (ILT) or Virtual Instructor-Led Training (vILT), such as the description, the objectives, the vendor, and the subjects. Events may have many instances of one training topic held at different times and locations by different instructors and audiences.

**Sessions** are the scheduled instances of an Event in the system. Sessions hold more specific information such as date, time, location, instructor(s), etc. Sessions indicate the number of days and times the same audience is required to attend to earn a completion.

Users can register to attend existing Sessions. Their status must be Registered to be granted a seat in the session and be able to attend.

Search from **Learning Search** or **Global Search** for the Event Title:

- Select the **Title** of the Event.



**Copy of Assessing Safety for Testing Hours**  
Event | V-CPS-BIV-XXX-XXX-S-00002  
Participants will strengthen their skills in assessing safety of children using the CAPMIS framework; will thoroughly examine the fundamental components of assessing safety - safety factors, child vulnerability, and adult protective capacities; and will explore how a thorough assessment of safety is critical throughout the life of a case.

On the **Training Details** page:

- Use the **Select a Session** button.
- Or, scroll down to see the **Upcoming Sessions** listed.

**EVENT**  
**Copy of Assessing Safety for Testing Hours**  
Last Updated 09/01/2022

**Details**  
Participants will strengthen their skills in assessing safety of children using the CAPMIS framework; will thoroughly examine the fundamental components of assessing safety - safety factors, child vulnerability, and adult protective capacities; and will explore how a thorough assessment of safety is critical throughout the life of a case.  
[Show More](#)

**Upcoming Sessions**  
Date (Ascending) ▾

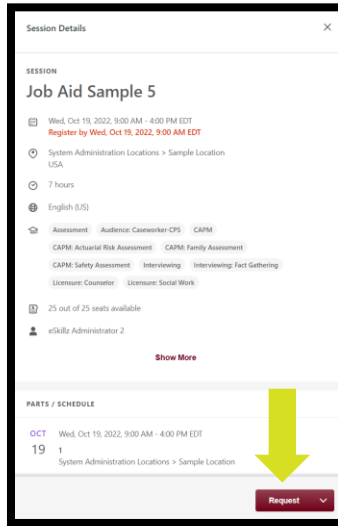
**OCT 19** Job Aid Sample 5  
Wed, Oct 19, 2022, 9:00 AM - 4:00 PM EDT  
**Register by Wed, Oct 19, 2022, 9:00 AM EDT**  
Sample Location, System Administration Locations  
English (US)

**1 Session**  
Request  
Save for Later  
**View Details** ▾  
25 seats available

**EVENT**  
Copy of Assessing Safety for Testing Hours  
**Select a Session** ▾

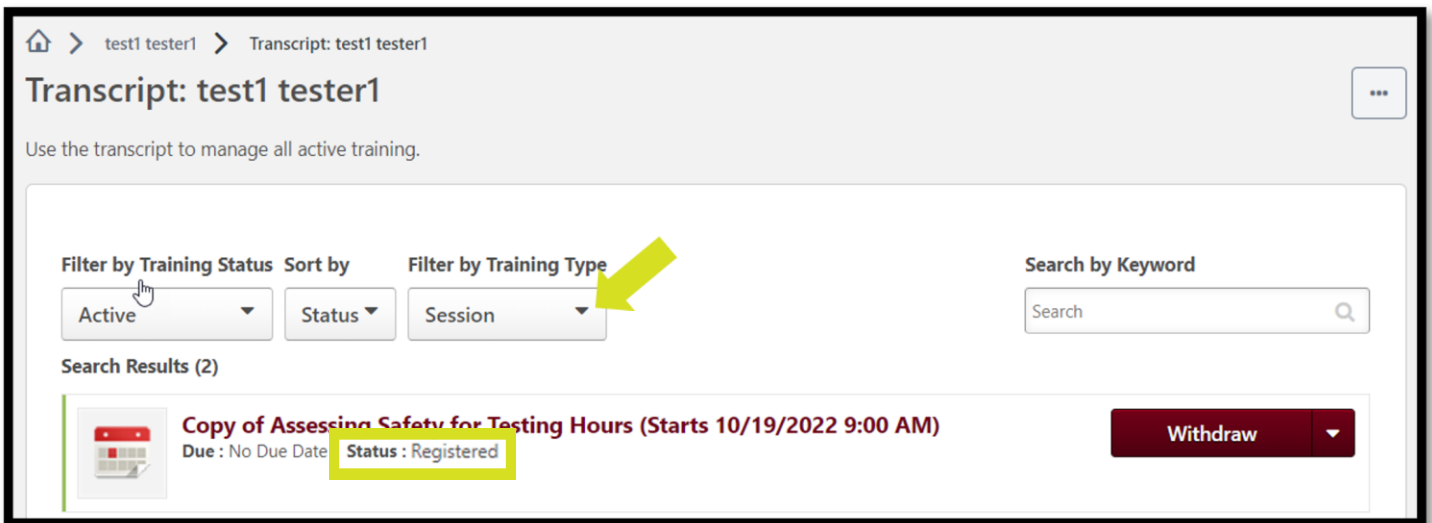
**Two ways to Request to attend:**

- Select the **drop-down caret** next to **View Details** and Select **Request** (shown above).
- Select **View Details** and Select **Request** at the bottom of the page (shown below).



On the **Active Transcript** page:

- Change **Filter by Training Type** to **Session**.
- The session status is now **Registered**.
- There is an option to **Withdraw**, if needed.



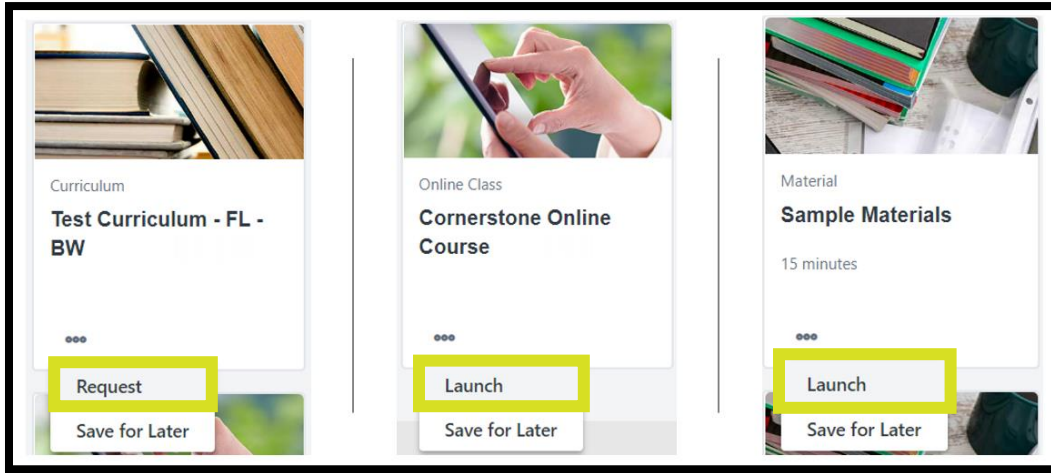
Upon registering, the status will be **Registered** and the user is officially in the Session.

## REGISTER FOR A COURSE

Users can request self-directed courses such as Curricula, Online Classes, Materials, etc. which follow similar registration workflows. Where these options are found will look different depending on the location the search is initiated.

### From Learning Search

- Conduct a **Title or Keyword** search.
- Use the **3-dot ellipsis** on the tile with the course Title to **Request or Launch**.



- Selecting **Request** will place the learning object on the user's Active Transcript.
- Selecting **Launch** will start the course for the user to begin working toward completion **and** place the learning object on the user's Active Transcript.

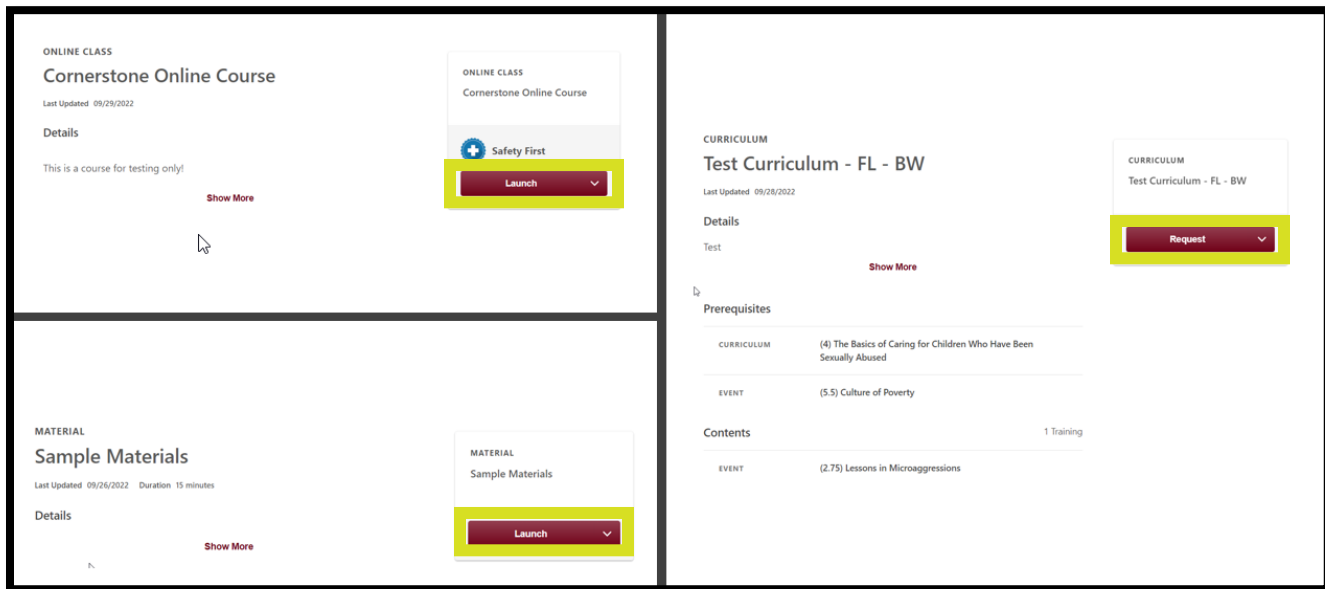
### From Global Search

- Conduct a **Title or Keyword** search.
- Select the **Title** of the course.



On the **Training Details** Page:

- **Review** the course details.
- Select the red button to **Launch or Request**.



- Selecting **Request** will place the learning object on the user's Active Transcript.
- Selecting **Launch** will start the course for the user to begin working toward completion **and** place the learning object on the user's Active Transcript.

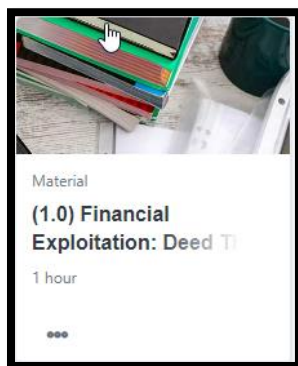
## REGISTER FOR A COURSE WITH APPROVAL WORKFLOW

Users can request self-directed courses such as Materials. Some Materials have Approval Workflows before users are Registered for the course and have the ability to Launch the course.

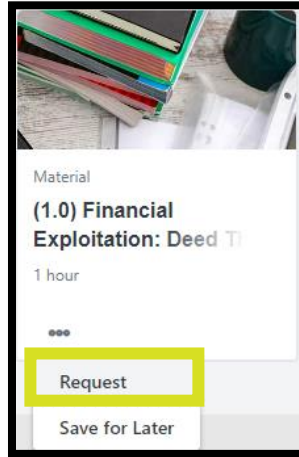
### From Learning Search

On the **Learner Home** page use **Learning Search**:

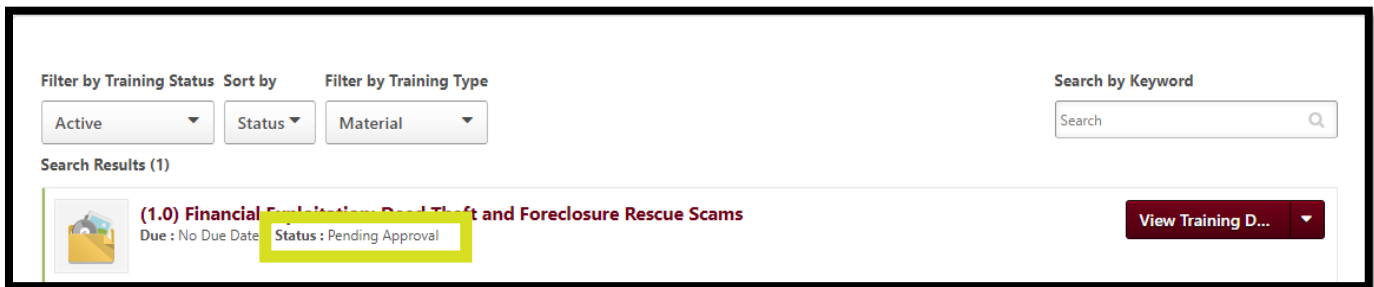
- Search for the **Course Title**.



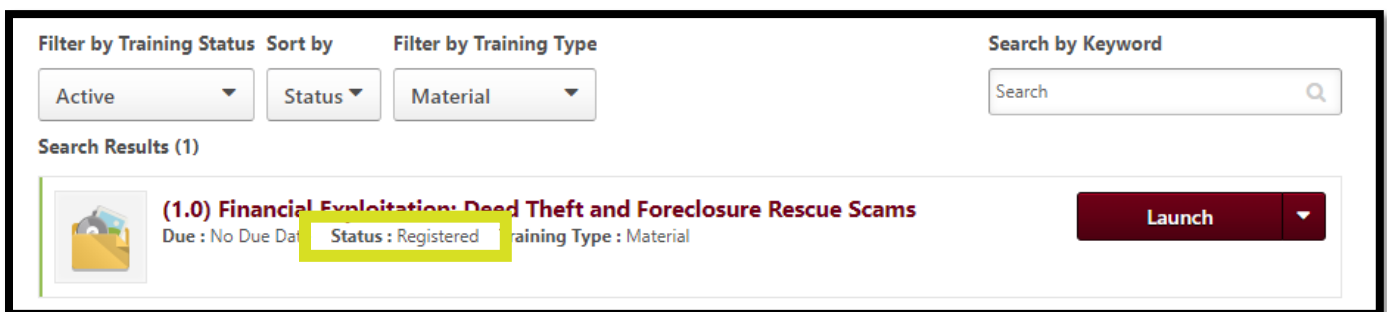
- Use the **3-dot ellipsis** to select **Request**.



- On the **Active Transcript** the status is **Pending Approval**.



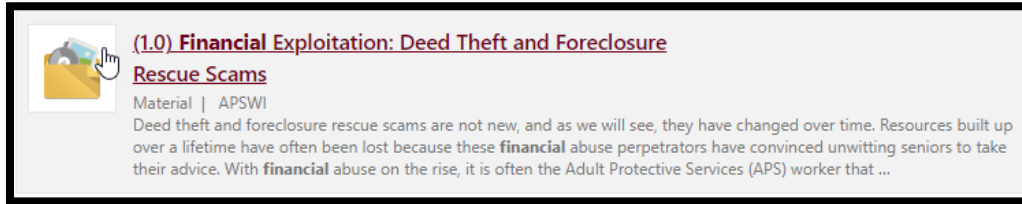
Upon receiving approval, the status will change to **Registered** and the red button will have the **Launch** option.



## From Global Search

Use the **Global Search Box** in the upper right corner of the Welcome page.

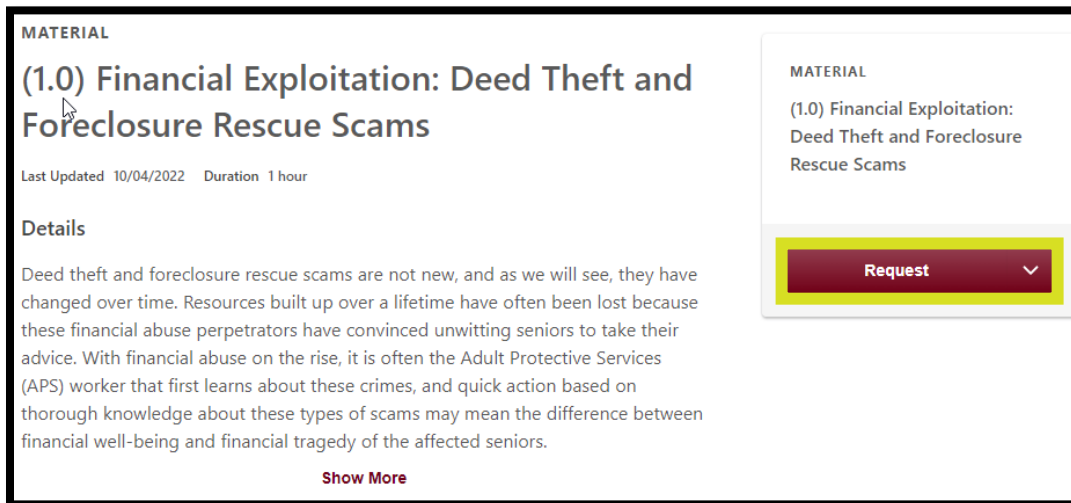
- Search for the **Course Title**.
- **Select** the Course Title.



The screenshot shows a search result card with a folder icon on the left. The title is "(1.0) Financial Exploitation: Deed Theft and Foreclosure Rescue Scams". Below the title, it says "Material | APSWI". The main text reads: "Deed theft and foreclosure rescue scams are not new, and as we will see, they have changed over time. Resources built up over a lifetime have often been lost because these financial abuse perpetrators have convinced unwitting seniors to take their advice. With financial abuse on the rise, it is often the Adult Protective Services (APS) worker that ...".

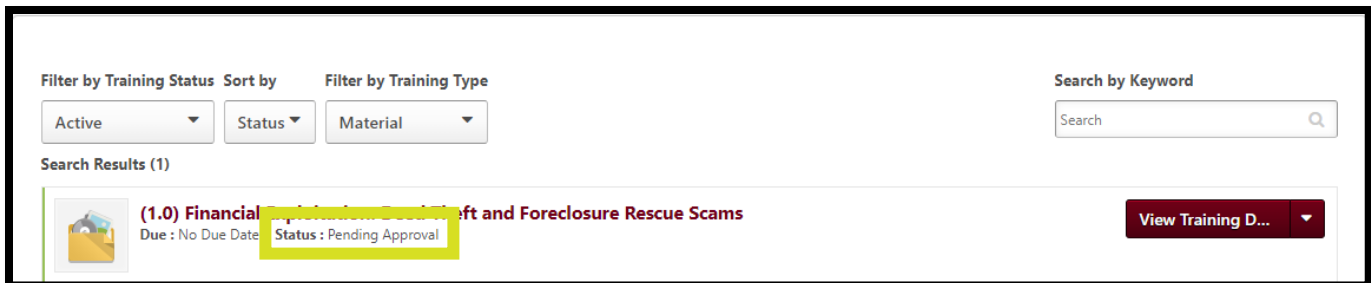
On the **Training Details** page:

- Select the **Request** button.



The screenshot shows the training details page. The title is "(1.0) Financial Exploitation: Deed Theft and Foreclosure Rescue Scams". Below the title, it says "Last Updated 10/04/2022 Duration 1 hour". The "Details" section contains the same text as the search result card. At the bottom of the details section is a "Show More" link. On the right side, there is a sidebar with the title "MATERIAL" and the course title. Below this is a "Request" button with a dropdown arrow.

On the **Active Transcript** the status is **Pending Approval**.



The screenshot shows the Active Transcript page. At the top, there are filters for "Filter by Training Status" (Active), "Sort by" (Status), and "Filter by Training Type" (Material). There is also a "Search by Keyword" search box. Below the filters, it says "Search Results (1)". The search result is for "(1.0) Financial Exploitation: Deed Theft and Foreclosure Rescue Scams". The status is "Status : Pending Approval", which is highlighted with a yellow box. There is a "View Training D..." button with a dropdown arrow.

Upon receiving approval, the status will change to **Registered** and the red button will have the **Launch** option.

The screenshot displays a user interface for managing training. At the top, there are three filter sections: 'Filter by Training Status' with a dropdown menu set to 'Active', 'Sort by' with a dropdown menu set to 'Status', and 'Filter by Training Type' with a dropdown menu set to 'Material'. To the right is a 'Search by Keyword' section with a search input field and a magnifying glass icon. Below these filters, the text 'Search Results (1)' is displayed. A single search result is shown in a card format. On the left of the card is an icon of a folder with a document. The main text of the card is '(1.0) Financial Exploitation: Deed Theft and Foreclosure Rescue Scams'. Below this title, there are three pieces of information: 'Due : No Due Date', 'Status : Registered', and 'Training Type : Material'. The 'Status : Registered' text is highlighted with a yellow box. On the right side of the card, there is a red button with the text 'Launch' and a right-pointing arrow, which is also highlighted with a yellow box.