

Adding students to a class in SkyPrep

MCCA Med Cert System

Nov. 16, 2020

Launch a web browser and visit the MCCA/SkyPrep website at <http://missouri-coalition-of-childrens-agencies.skyprepapp.com/>

Missouri Coalition of Children's Agencies

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SIGN IN **PASSWORD?**

Missouri Coalition of Children's Agencies

Please sign in.

Username (E-mail)

Password

Login

Powered by SkyPrep Learning Management System

Log in, using your nurse-admin account.

Click My Courses, in the top-left.

Missouri Coalition of Children's Agencies x

missouri-coalition-of-childrens-agencies.skyprepapp.com/managers/my_courses?mode=manager

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FEEDBACK ▾

Manager ▾

- My Dashboard
- My Groups
- My Courses
- My ILTs

Courses

Materials

Assessments

Learning Paths

Instructor-Led Trainings

Managed Courses

Show 25 entries

Course Name	Current Users
Pre-SkyPrep Certification	724 users
SAMPLE MCCA Med Cert Initial Course	3 users
SAMPLE MCCA Med Cert Renewal Course	1 user

Showing 1 to 3 of 3 entries

Under Managed Courses, click the name of the course you which to add/remove students for.

Missouri Coalition of Children's Agencies x

missouri-coalition-of-childrens-agencies.skyprepapp.com/managers/show_course?course_id=88581

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FEEDBACK ▾

Switch Back to Admin Account

Joan DeArc

Managed Courses → SAMPLE MCCA Med Cert Initial Course

Add Users ▾

Show 25 entries

Search:

First Name	Last Name	Email	Course Progress	Date Started	Completion Date	Deadline Date	Expiration Date	User Report	Edit Progress	Unenroll
abeku	pearson	abeku.y.pearson@dss.mo.gov	Not Started	-	-	-	-			
Jazzy	Gassy	jmlarsky@gmail.com	Passed	2020-09-25	2020-10-15	-	2021-12-14			
John	Student	noemail@noemail.com	Passed	-	2020-10-16	-	2021-12-15			

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Latest Notifications

Note the button in the top-right, "Add Users."

Missouri Coalition of Children's Agencies | FEEDBACK | Switch Back to Admin Account | Joan DeArc

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Manager ▾

- My Dashboard
- My Groups
- My Courses
- My ILTs
- Courses
- Materials
- Assessments
- Learning Paths
- Instructor-Led Trainings

Managed Courses → SAMPLE MCCA Med Cert Initial Course

Add Users ▾

- Create New User
- Enroll Existing User

Show 25 entries

First Name	Last Name	Email	Course Progress	Date Started	Completion Date	Deadline Date	Expiration Date	User Report	Edit Progress	Unenroll
abeku	pearson	abeku.pearson@dss.mo.gov	Not Started	-	-	-	-			
Jazzy	Gassy	jmilarsky@gmail.com	Passed	2020-09-25	2020-10-15	-	2021-12-14			
John	Student	noemail@noemail.com	Passed	-	2020-10-16	-	2021-12-15			

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Latest Notifications

- [ENROLLED] abeku pearson was enrolled in the course SAMPLE MCCA Med Cert Initial Course
- [PASSED] John Student has passed the course 'SAMPLE MCCA Med Cert Initial Course'
- [ENROLLED] John Student was enrolled in the course SAMPLE MCCA Med Cert Initial Course
- [PASSED] Jazzy Gassy has passed the course 'SAMPLE MCCA Med Cert Initial Course'
- Jazzy Gassy has started the course SAMPLE MCCA Med Cert Initial Course
- [ENROLLED] John Student was enrolled in the course SAMPLE MCCA Med Cert Initial Course

When you click it once, two options appear: Create New User and Enroll Existing User.

Click Enroll Existing User.

The screenshot shows the MCCA SkyPrep app interface. The top navigation bar is red with the MCCA logo and the text "together for children". The left sidebar is red and contains a "Manager" dropdown menu with options: My Dashboard, My Groups, My Courses, My ILTs, Courses, Materials, Assessments, Learning Paths, and Instructor-Led Trainings. The main content area is white and shows a "Managed" section with a table of users. A modal titled "Enroll Users to this Course" is open, displaying a search box and a table of users. The table has columns for Name and Email. The users listed are: A. Elaine Owens (eowens@ranchlife.org), Aaron Klimmek (aaron.klimmek@dss.mo.gov), Aaron Tracy (aaron.tracy@cornerstonesofcare.org), Abbe Bridges (abbe.bridges@mbch.org), Abiathar Naaman (10010533@mcca-noemail.org), Abigail Collins (abigail.collins@greatcircle.org), Abigail Songer (abbey.songer@courts.mo.gov), adalee chaffee (adalee.l.chaffee@dss.mo.gov), Adam Herring (aherring@ranchlife.org), and Adam Strieby (adam.strieby@mbch.org). The modal also shows "Showing 1 to 10 of 973 entries" and buttons for "Cancel" and "Enroll Users".

In the search box, you can look for the student's account (if there is one). You can search by name or email.

If the student you need to add to the course is already in the system, click the student's name. The name will then appear in the top of the box. You can click "Enroll Users" to add them to the course.

Note that you can add multiple existing students using this method.

The screenshot shows the MCCA SkyPrep app interface. A red sidebar on the left contains navigation links: My Dashboard, My Groups, My Courses, My ILTs, Courses, Materials, Assessments, Learning Paths, and Instructor-Led Trainings. The main content area displays a course management page for 'SAMPLE MCCA Med Cert Initial Course'. A modal dialog box titled 'Enroll Users to this Course' is open, showing a search bar with 'daniel' and a list of users. The user 'Danielle Beck' is selected. The dialog has 'Cancel' and 'Enroll Users (1)' buttons.

Name	Email
Daniel Brown	dbrown@shelterwood.org
Danielle Beck	danielle.beck@courts.mo.gov
Danielle Bohn	10010253@mcca-noemail.org
Danielle Grafsky	Danielle.Grafsky@greatcircle.org
Danielle Killingsworth	dkillingsworth@saint-lukes.org
Danielle McCain	danielle.mccain@mbch.org
Danielle Raithel	danielle@e-mcca.org
Jane Doe	danielle.raithel@yahoo.com
Michael McDaniel	michael.mcdaniel@mbch.org
Shenae Norman	Shenaedaniels@gmail.com

Showing 1 to 10 of 10 entries (filtered from 973 total entries)

If the student is not already in the system, choose “Cancel”. Click Add Users again, and this time, choose “Create New User”

The screenshot shows the MCCA SkyPrep app interface with the 'Create New User' dialog box open. The dialog contains fields for First Name, Last Name, Email, Title, Company, Country, Cell, Work phone, and Ssn. There is a checkbox for 'Enable Email Notifications' which is checked. A 'Create New User' button is at the bottom.

First Name	Last Name	Email	Title	Company	Country	Cell	Work phone	Ssn

Enable Email Notifications ☒

Create New User

Fill out the form for the new student-user account. First and last name, and email are essential; everything else is optional for your records.

Make sure “Enable Email Notifications” is checked.

Click Create New User to create the account and simultaneously add the student to the class.

If you need to remove a student, you can click the red boxes beside their name under the Unenroll column.

The screenshot shows a web browser window with the URL `_course?course_id=88581`. The browser's address bar and toolbar are visible. Below the browser, there is a red header bar with a blue button labeled "EDBACK" and a white button labeled "Switch Back to Admin Account". To the right of the header bar, the name "Joan DeArc" is displayed with a dropdown arrow. Below the header bar, the main content area is titled "CCA Med Cert Initial Course". In the top right corner of this area, there is a blue button labeled "Add Users" with a dropdown arrow. Below the button, there is a search bar labeled "Search:". Below the search bar, there is a table with the following columns: "Course Progress", "Date Started", "Completion Date", "Deadline Date", "Expiration Date", "User Report", "Edit Progress", and "Unenroll". The table contains three rows of data. The first row has "Not Started" in the "Course Progress" column, "-" in the "Date Started" column, "-" in the "Completion Date" column, "-" in the "Deadline Date" column, "-" in the "Expiration Date" column, a blue cloud icon with a plus sign in the "User Report" column, a blue pencil icon in the "Edit Progress" column, and a red "X" icon in the "Unenroll" column. The second row has "Passed" in the "Course Progress" column, "2020-09-25" in the "Date Started" column, "2020-10-15" in the "Completion Date" column, "-" in the "Deadline Date" column, "2021-12-14" in the "Expiration Date" column, a blue cloud icon with a plus sign in the "User Report" column, a blue pencil icon in the "Edit Progress" column, and a red "X" icon in the "Unenroll" column. The third row has "Passed" in the "Course Progress" column, "-" in the "Date Started" column, "2020-10-16" in the "Completion Date" column, "-" in the "Deadline Date" column, "2021-12-15" in the "Expiration Date" column, a blue cloud icon with a plus sign in the "User Report" column, a blue pencil icon in the "Edit Progress" column, and a red "X" icon in the "Unenroll" column. Below the table, there is a pagination bar with the following links: "First", "Previous", "1", "Next", and "Last". The "1" link is highlighted. Below the pagination bar, there is a blue bar.

CCA Med Cert Initial Course

Add Users

Search:

Course Progress	Date Started	Completion Date	Deadline Date	Expiration Date	User Report	Edit Progress	Unenroll
Not Started	-	-	-	-			
Passed	2020-09-25	2020-10-15	-	2021-12-14			
Passed	-	2020-10-16	-	2021-12-15			

First Previous 1 Next Last

MCCA will invoice for initial students who have logged into the system at least once; we will also invoice for renewal students who have been checked off on competencies.