

Nurse Tasks: Course

- 1) Fill out the new class request form on e-mcca.org at least 48 hours prior to your class. The form is located on our main site (e-mcca.org), specifically here: <http://e-mcca.org/med-cert-request-form/>

Med Cert request form

Med Cert Class Request 2020

Fields marked with an * are required

First Name *

Last Name *

Email

Organization *

Class Type *

☐ Initial

Feeling lost?

Site search

Type Here

Resources

Missouri Medicaid

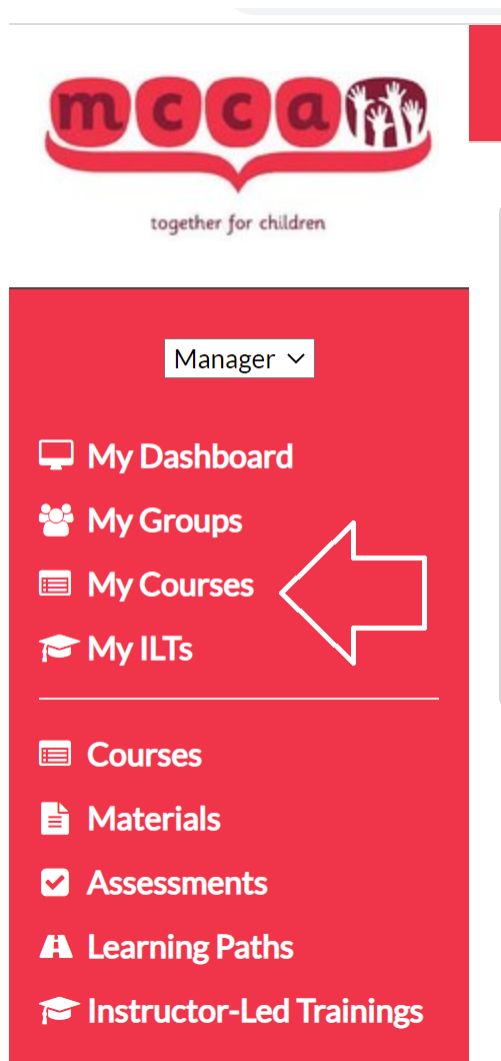
Medication

Research Links

Career

e-mcca.org

- 2) After 48 hours, log into the Med Cert site. This site is at: <https://missouri-coalition-of-childrens-agencies.skypeprepapp.com/>. There will now be one site for all organizations for med cert class management and testing. Our organization's website (which will have these instructions) remains at e-mcca.org.
- 3) Make sure the menu to the left is set to "Manager" and Click My Courses



- 4) Click the course name you want to work on. We will now enroll our students: either by simply adding them to the course (if they already have an account), or creating a new account and adding them to the course.

Missouri Coalition of Children's Agencies x Missouri Coalition of Children's Agencies x +

missouri-coalition-of-childrens-agencies.skypeprepapp.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	Currently Enrolled
Great Circle Initial 20200917	2 users

Showing 1 to 1 of 1 entries

5) Click Add Users, in the upper right

Great Circle Initial 20200917

Add Users ▾

Search:

Course Progress	Date Started	Completion Date	Deadline Date	Expiration Date	User Report	Edit Progress	Unenroll
Assessed	2020-09-16	2020-09-16	-	2021-11-15			
In Progress	2020-09-17	-	-	-			

First Previous 1 Next Last

6) If your students already have created accounts on this site, choose Enroll Existing User

- 7) Otherwise, Add User
- 8) Fill out the form. Please make sure email addresses are spelled correctly and are valid. Each student must have a unique email address. Make sure the email notifications box is checked. Fill out the form for every student in your class
- 9) Your students now need to log in to the site. All students will now need to log into the site, even Renewal students, to affirm that they attended the class.

Student Workflow (Initial students only)

- 1) First-time students should receive an email message from the site. (Subject line: "Registration to Missouri Coalition of Children's Agencies").
- 2) The message will contain the website address (<https://missouri-coalition-of-childrens-agencies.skyprepapp.com/>) and the user's password. (No usernames, the email is the username.)
- 3) Student logs into the site

The screenshot shows a web browser at the URL missouri-coalition-of-childrens-agencies.skyprepapp.com/account/index. The page features the MCCA logo with the tagline "together for children". A red sidebar on the left contains navigation links: "My Learning", "Completed Courses", and "Resource Center". The main content area is titled "My Learning" and displays "Current Courses". A course card for "Great Circle Initial 20200..." is shown with a large blue square containing a white letter 'G' and the status "Not Started" in red text. A "FEEDBACK" button is visible in the top right corner.

- 4) If necessary, click My Learning on the left. Under Current Courses, there should be an active course to click. Click Launch Course.
- 5) Click Launch Course.
- 6) Click the Quiz element, which should be at the top of the list.

Course Admin: jeremy@e-mcca.org

Launch Course

Course Complete: 0%

Course Introduction

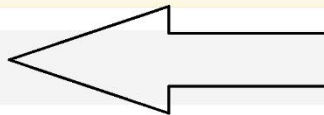
Your course location (Examples: "Building A" or "Springfield campus") will appear here. This is what you entered on the Med Cert Class request form.



This course requires you to view course modules in the order outlined below.



MCCA Main Med Cert Quiz



Has this student completed all course requirements (check competencies)



- 7) The next screen is the exam. Click Start Assessment to begin

FEEDBACK ▼

Questions:	102
Pass Mark:	80%
Time Limit:	No limit
Attempts:	0 / 3
Status:	Not Attempted

Start Assessment

- 8) You must score at least 80% to pass. **You may change answers before submitting your final results.** The exam is scored immediately; up to three attempts are allowed.
- 9) Click Exit Course
- 10) Log off the site; After your nurse checks off on competencies, you will be able to log in again and download/print your certificate

Nurse Steps: Checking competencies

- 1) Log into the site
- 2) Click My Courses
- 3) Click the appropriate Course Name

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FEEDBACK

Switch Back to Admin Account

Joan DeArc

Manager

My Dashboard

My Groups

My Courses

My ILTs

Courses

Materials

Assessments

Learning Paths

Instructor-Led Trainings

Managed Courses

Confirm you are in Manager mode

Show 25 entries

Search:

Course Name	Currently Enrolled	Course Report
Great Circle Initial 20200917	4 users	
SAMPLE MCCA Med Cert Initial Course		
SAMPLE MCCA Med Cert Renewal Course		

Showing 1 to 3 of 3 entries

st Previous 1 Next Last

Click the course name which has student for whom you need to check off.

- 4) The users who need to be checked off will not have a Completion Date on the list.
- 5) For the users for whom you want to check off, click Edit Progress

Missouri Coalition of Children's Agencies

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

FEEDBACK

Switch Back to Admin Account

Joan DeArc

Manager

My Dashboard

My Groups

My Courses

My ILTs

Courses

Materials

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Instructor-Led Trainings

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
Jazzy	Gassy	jmlarsky@gmail.com	In Progress	2020-09-25	-	-	-			

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Latest Notifications

Jazzy Gassy has started the course SAMPLE MCCA Med Cert Initial Course

[ENROLLED] Jazzy Gassy was enrolled in the course SAMPLE MCCA Med Cert Initial Course

- 6) To the right of the Competencies class item, see the blue button "Set Checklist as Passed". Click it. **By doing so, you are affirming the student has met all course requirements.**

Missouri Coalition of Children's Agencies

missouri-coalition-of-childrens-agencies.skyprepapp.com/admin/course_progresses/show/23986158?course_id=88581&user_id=1526895

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FEEDBACK

Switch Back to Admin Account

Joan DeArc

Manager

- My Dashboard
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Course Name: SAMPLE MCCA Med Cert Initial

Course

- Progress: 50 %
- Status: **In Progress**
- Date User Started: 25-Sep 2020
- Access Date: 25-Sep 2020

Override/Set Dates

Jazy Gassy
jmlarsky@gmail.com
Course status: In Progress

Clear course history

Course Item	Status	Attempt	Minimum Passing Grade	Results	Other
MCCA Main Med Cert Quiz - Details	Passed	Attempt - 1 2 attempts remaining.	80%	102 questions, 102 points	
Has this student completed all course requirements (check competencies)	Not Started	Attempt - 0 1 attempt remaining.	-	Set Checklist As Passed	

missouri-coalition-of-childrens-agencies.skyprepapp.com/admin/.../23986158?exam...

7) Note that now the course status is passed and there is a new link for downloading a certificate.

Student log in post-completion

Students should now see the course under "Completed Courses" with a download certificate link.