

Finding and Launching Courses

You can find and launch courses by viewing the offerings in the Course Catalog.

Course Catalog

You are welcome to view the course catalog and take any course that you find of interest.

To view all courses, go to [Learning Center](#) in the left side menu bar, and click [Course Catalog](#).

Search the Catalog

Leave the Search Text box blank to find all available courses.

- Click the Search button

Missouri Child & Adult Care Food Program

Welcome: Christy MacFarland
Friday, September 09, 2011
Time Displayed in: CST

Shopping Cart | Site Help | Site Map | Logout

Enter Search Text... Go Advanced Search

MY WORKSPACE

Home >> Learning Center >> Course Catalog

LEARNING CENTER

Course Catalog

Course Catalog

Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic.

Search

Simple | Advanced | Calendar View

To find a course or curriculum, type all or part of the title in the Search Text field. Select a Search Type to refine the results and then click Search. Use the Advanced tab to select more criteria to refine the results.

Public Health Emergency Preparedness and Response | Emergency Preparedness | Public Health Administration | Computer Courses

Infectious Disease Preparedness | Environmental Health | General Training | Bioterrorism Preparedness

Search Text:

Search Type: Any words

Search

Records found: 2

		Title	Delivery Method	Enrollment Status	Cost	Rating	Action
		<u>Infant Feeding</u> <i>This lesson describes the infant feeding requirements, discusses both breast and formula feeding,...</i>	Online	Not Started	\$0.00	None	Save Shortcut Go
		<u>Meal Patterns</u> <i>This lesson explains the difference between creditable and non-creditable foods, describes and id...</i>	Online	Not Started	\$0.00	None	Save Shortcut Go

REFERENCE CENTER

ADMINISTRATION

Launching a Course

To view information about a course, click the blue Information icon to read a description.

To start a course, just click the underlined course title. This will open the course in a new window, and automatically add it to your Learning Plan and Homepage. You may exit the course at any time.

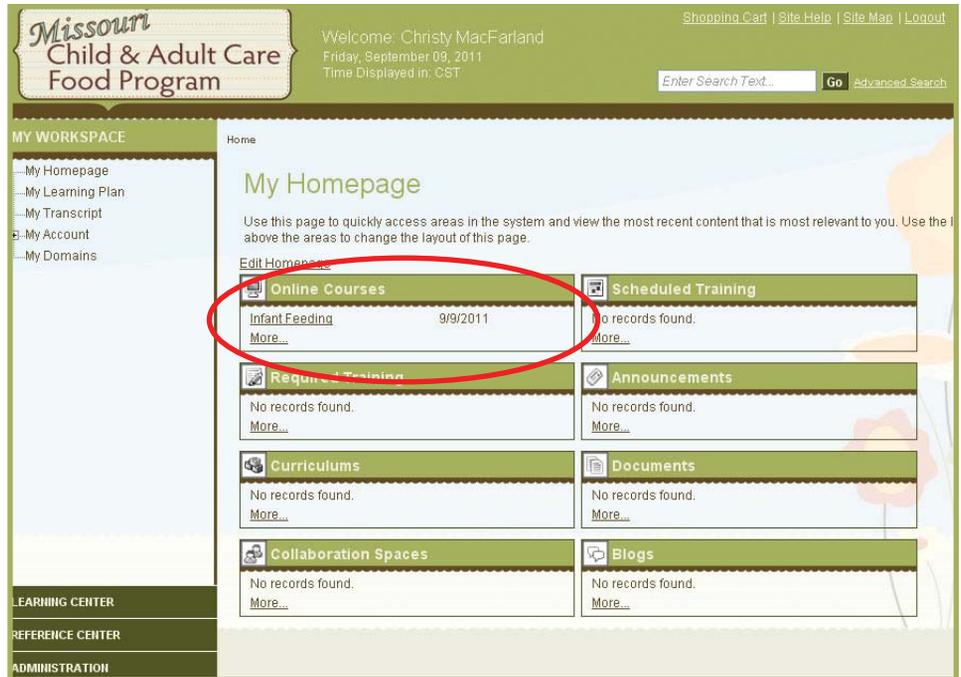
		Title	Delivery Method	Enrollment Status	Cost	Rating	Action
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Finding and Launching Courses

My Homepage

My Homepage is the page that appears each time you login to your account. It is located within the "My Workspace" tab on the left side menu bar.

Online Courses box will display any course you have recently begun, but did not finish. If you leave and come back before finishing a course, you can launch it again from your Homepage.



My Learning Plan

The Learning Plan is the main page for accessing all of your course work. It is located in the "My Workspace" tab on the left side menu bar.

From this page, you can click the course name to open the course.

For more information about a course before you begin it, click the blue information icon . A pop-up window will appear showing a course description, average completion time, as well as other information.



Completing a Course

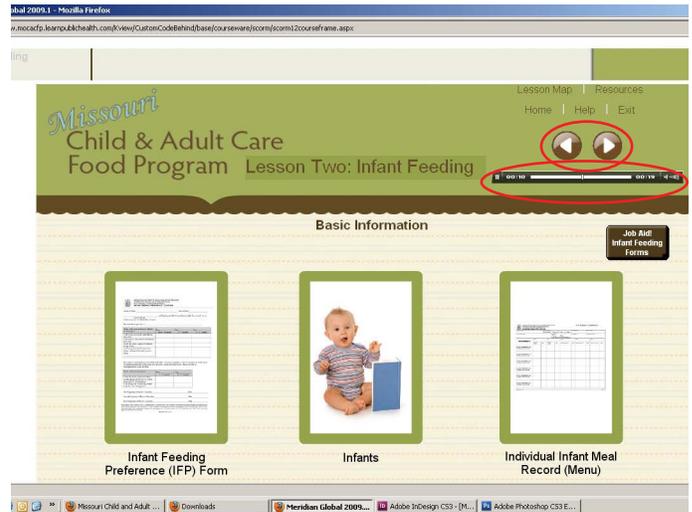


- Once you have launched a course, click on the lesson name to start the course. You will need your speakers on and the volume turned up.
- Next, to see the whole screen, click on the Maximize button in the top right hand corner of your screen. 
- Then, click the eyeball icon  to hide the side menu and fit the course content to your web browser screen. This way you won't have to use your scroll bars to see the whole course window.



Completing a Course

- Listen to the audio on each page. You can pause, rewind or restart the audio using the playback control bar just below the forward/back navigation buttons.
- Read and complete all activities on each page. There is often an action for you to take before you advance to the next screen.
- When you have finished viewing the page, and completed the activities, click the right arrow button to go to the next page. (You may also view a previous page by clicking the left arrow.)
- Take the Post-Lesson Check: After the Conclusion of the module, there will be a series of questions. Answer each question using the information contained in the course. Click Next to advance to the next question.
- Retake or Submit Score:
 - **Retake:** After you have taken the Post-Lesson Check, you will be taken to a verification screen where your score will be displayed. If you did not achieve a passing score of 70% or higher, you can go back and retake the test by clicking on the Lesson Map and navigating back to the course. Print the verification screen to help you see which topics you need to review before testing again.
 - **Submit Score:** If you achieved a passing score, you can print this page, then click to submit your score to LMS. After submitting, the screen will go blank. When it does, you can close the course window.



Helpful Course Tips

The navigation and icons within each lesson are the same throughout all of the MOCACFP courses. Look for Job Aids and Bonus Material within each module to expand your learning experience.

Course Navigation Menu:

You can access a Lesson Map, Resources, Home, and Help sections anytime by using the links at the top of the course page.



The Lesson Map will show a list of the pages in the course.

The Resources link will provide a printable script of the lesson, helpful websites, and all of the printable job aids contained in the lesson.



Printable Job Aids and Bonus Material:

Whenever you see a "Job Aid" symbol, click it to access printable job aids.

Job aids will pull up a printable PDF file of a job aid related to the topic being discussed.



When you see a "Bonus Material" file folder, you can click it to access brief additional lesson material that will expand on a particular topic.



My Transcript and Certificate

The Transcript page records all of your coursework. It is located in the "My Workspace" tab on the left side menu bar. You will be able to see the start and completion dates for each course. You can print your entire Transcript and individual course certificates from this page.

Missouri Child & Adult Care Food Program

Welcome: Christy MacFarland
Tuesday, September 13, 2011
Time Displayed in: CST

Shopping Cart | Site Help | Site Map | Logout

Enter Search Text... Go Advanced Search

MY WORKSPACE

Home >> My Workspace >> My Transcript

My Homepage
My Learning Plan
My Transcript
My Account
My Domains

My Transcript

Transcript My Transcript contains all the content items that users you have started or completed, as well as training assignments.

Transcript Certifications Training Assignments

Print Version

View the user's record of courses, tests and other items. Users: Access items using the links or select an option from the Action menu and click Go.

Name: Christy MacFarland
Current Date: 9/13/2011
Manage Personal Learning Events Go

Records found: 1

Title	Type	Required Training	Start Date	Complete Date	Progress Status	Score	Action
Infant Feeding	SCORM 1.2	No	9/9/2011	None	Started	80.00	View Details Go

Printing the Transcript

You can print a copy of your Transcript by clicking "Print Version" just beneath the word Transcript.

Printing your Certificate

The drop down Action Menu to the right of your course listing is what you will use to print your certificate, view a particular attempt of the course, or cancel enrollment from a course.

Records found: 1

Title	Type	Required Training	Start Date	Complete Date	Progress Status	Score	Action
Infant Feeding	SCORM 1.2	No	9/9/2011	9/13/2011	Completed	80.00	View Details Go

- View Details
- Certificate**
- All Attempts

Missouri Child & Adult Care Food Program

Certificate of Completion

This is to certify that

Christy MacFarland

has successfully completed

Infant Feeding

On

9/13/2011

Missouri Department of Health and Senior Services

To print your certificate of completion:

- Click the down arrow in the Action menu
- Select "Certificate"
- Click Go
- Your Certificate will appear in a pop-up window
- Print to your desktop printer