



Learning Management System User Guide

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Information on Personal Support and Respite Training go to
www.lifeworks.org/fiscal-support/online-training/

Create User Profile

1. You will receive an e-mail from lms@v8.edvance360.com with the subject "Welcome to Lifeworks Online Training."
2. Click on the link next to Create Profile
3. This will take you to Create Your Profile Page.
4. Create a unique username, something easy to remember.
5. Create a password
 - a. The password has to be 8 characters long, contain at least 1 upper case letter, and 1 number.
6. Check the box next to **Terms of Service**
7. Click save **Account and Login**.

The screenshot shows the 'Lifeworks' user profile creation page. At the top right is a user icon. The form fields are as follows:

- * Username** #4: Input field containing 'j.doe'.
- Password** #5: Input field containing 8 dots.
- * First Name**: Input field containing 'John'.
- Middle Name**: Empty input field.
- * Last Name**: Input field containing 'Doe'.
- * Email**: Input field containing 'Training@lifeworks.org'.
- Profile Photo**: Input field with a 'Browse...' button.
- #6** I agree to the [terms of service](#).
- Save & Login** #7: A dark blue button.

Login

To Login:

1. Open Internet Browser
2. Hold down “Ctrl” button on your keyboard and click on the following link-
<https://edvance360.com/lifeworks/>
 - a. Other options:
 - i. Place the cursor of your mouse over the link, right click on your mouse, select “Open Hyperlink” option in the drop down options.
3. Enter in your username
4. Type in password
5. Click **Login**



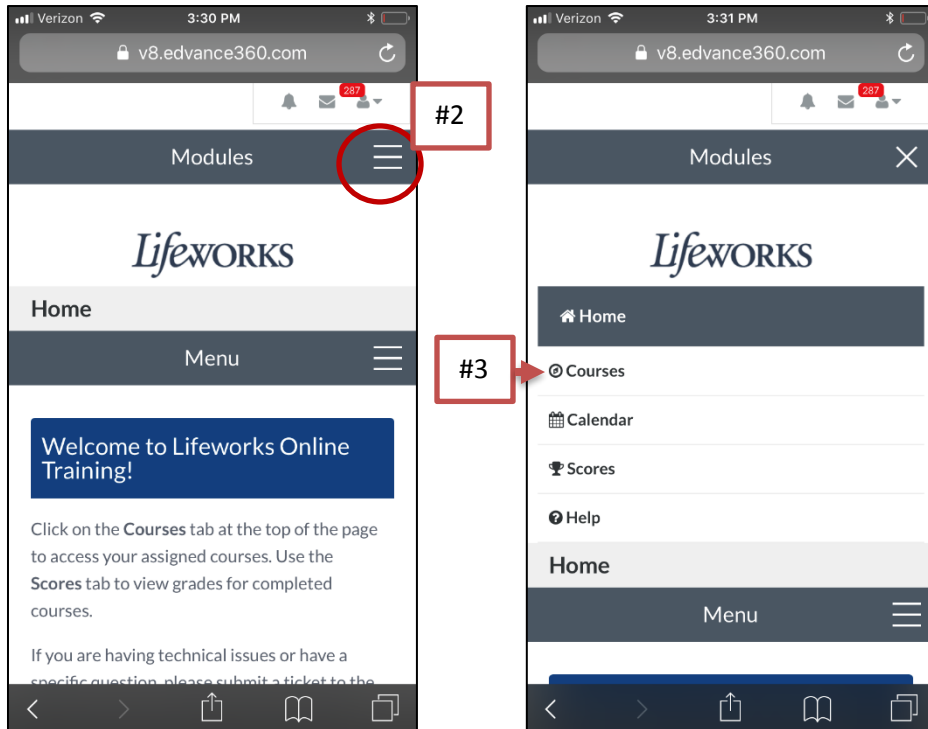
The image shows a screenshot of the Lifeworks login interface. At the top, the 'Lifeworks' logo is displayed in a stylized font. Below the logo, there are two input fields: 'Username' with a user icon and 'Password' with a lock icon. A blue 'Login' button is located below the password field. At the bottom of the form, there is a link that says 'Forgot Your Password?'.

Forgot Username and password:

1. Contact Lifework Training Department at trainingdept@lifeworks.org
- OR
2. Contact STAR Services for online assistance at 651-641-0201 or onlinetraining@starsvcs.com

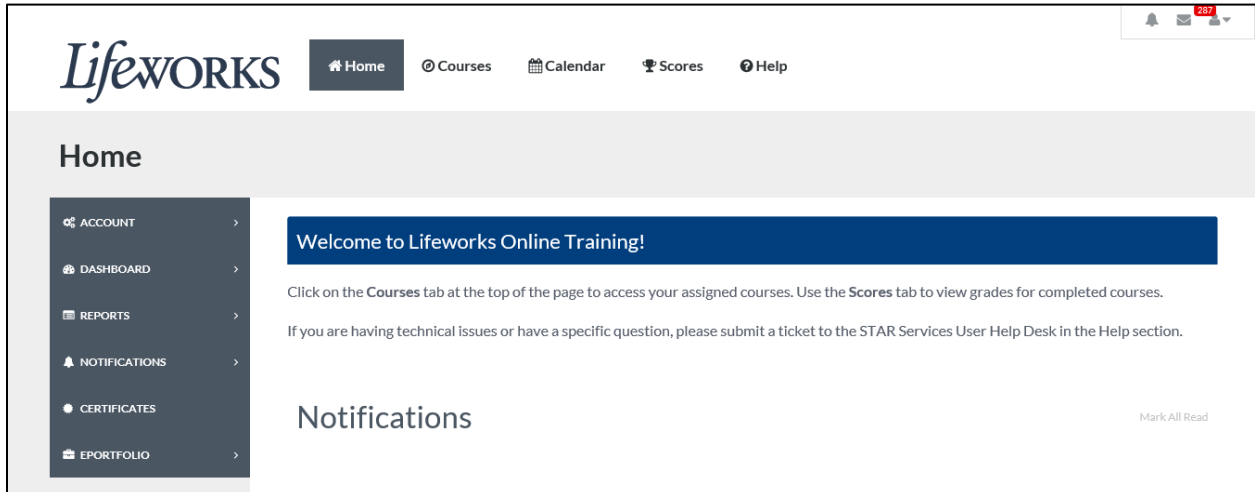
Tablet/Smartphone/iPad/iPhone

1. Login to Lifeworks Online Training System.
2. Click on lines on the top right corner.
3. Click on Courses
4. If on phone, turn side ways to see the list of courses.

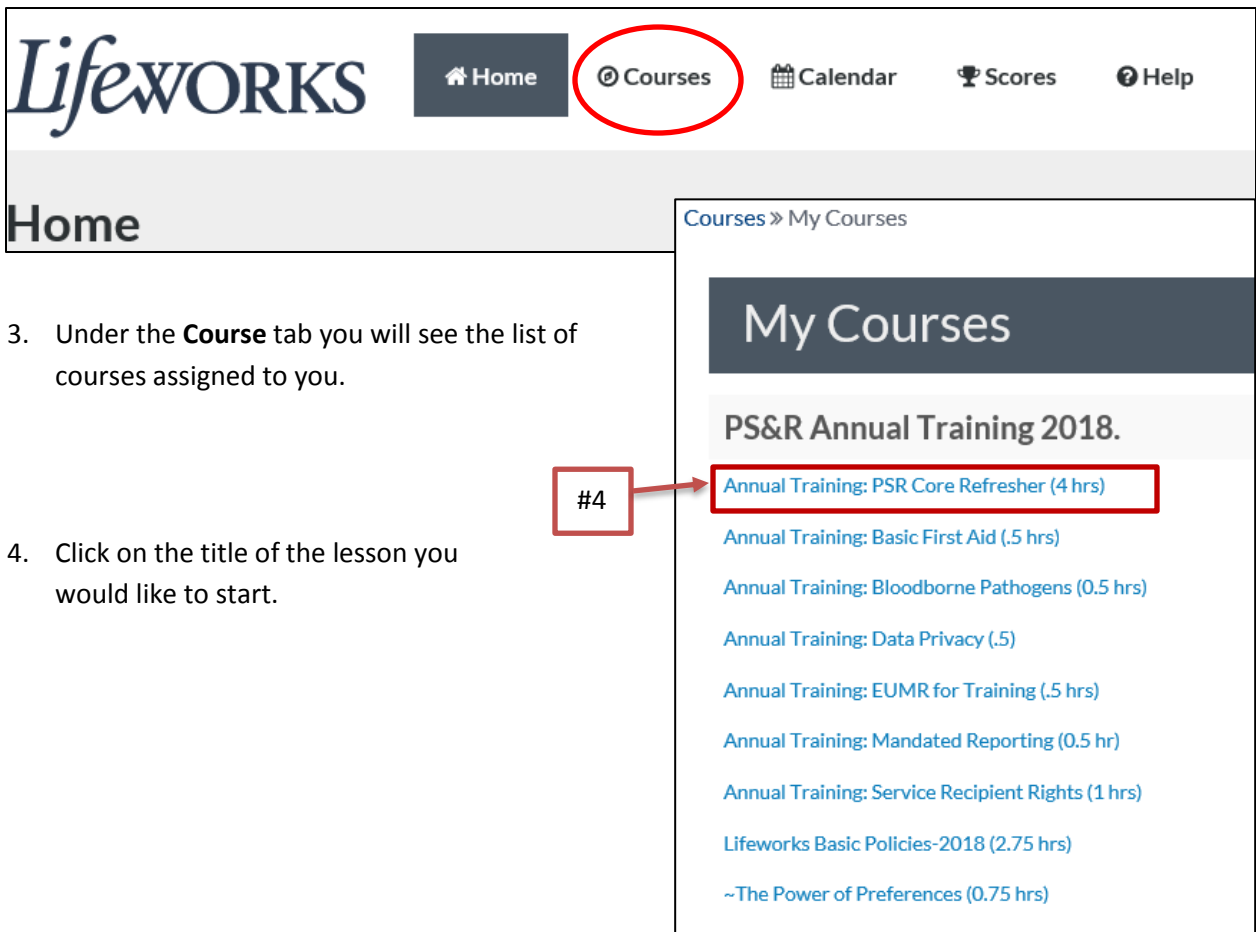


Start Online Training Course

1. When you login to your Lifeworks Learning Management System account, you will have a view of your online learning dashboard.



2. On the top of the screen, click on **Courses**, to go to the list of assigned courses.



3. Under the **Course** tab you will see the list of courses assigned to you.

4. Click on the title of the lesson you would like to start.

5. This will direct you to the course home page. Click on **Lessons** on the left.

Annual Training: PSR Core Refresher (4 hrs)

MY COURSE

LESSONS

RESOURCES

WIKI

Courses » Course Details

Make This My Default Page

Messages 0

Mark All Read

6. This will show the lessons within the course you have to complete.

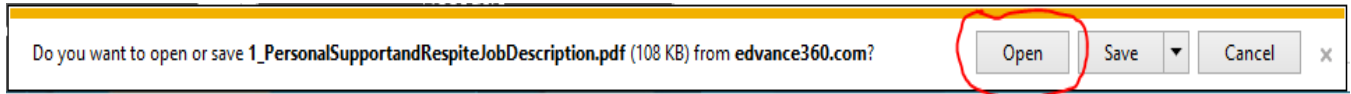
Lessons

Name	Dates	Lesson Progress
Person-Centered Supports and Philosophy (0.5 hr)	--	0% Complete
Knowing the People You Support (0.75 hr)	--	0% Complete
Positive Support Strategies (0.5 hr)	--	0% Complete
De-escalation Techniques and Understanding Behavior (0.75 hr)	--	0% Complete
Creating Culturally Competent and Trusting Relationships (0.5 hr)	--	0% Complete
Permitted, Prohibited and Restricted Procedures (0.75 hr)	--	0% Complete
Responding to an EUMR and Staff Accountability and Self-Care After Emergencies (0.25 hrs)	--	0% Complete

7. Click on the title of the first lesson to start.
8. Click on **Open File** or **Title of Video**. (This could be a presentation or policy to review).

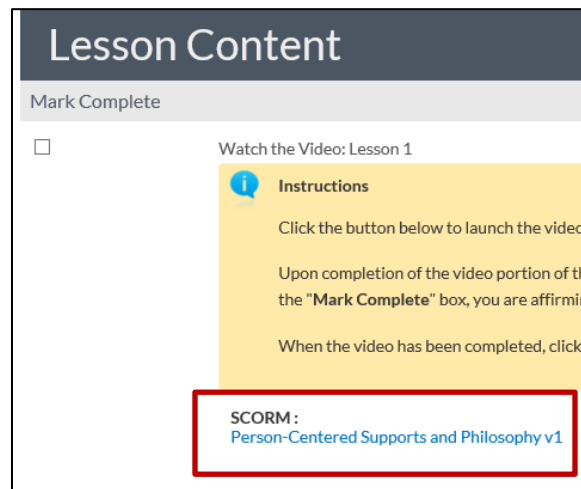
Open File

After clicking **Open File**, you will have a pop up at the bottom of the screen, click on Open.



Watch Video

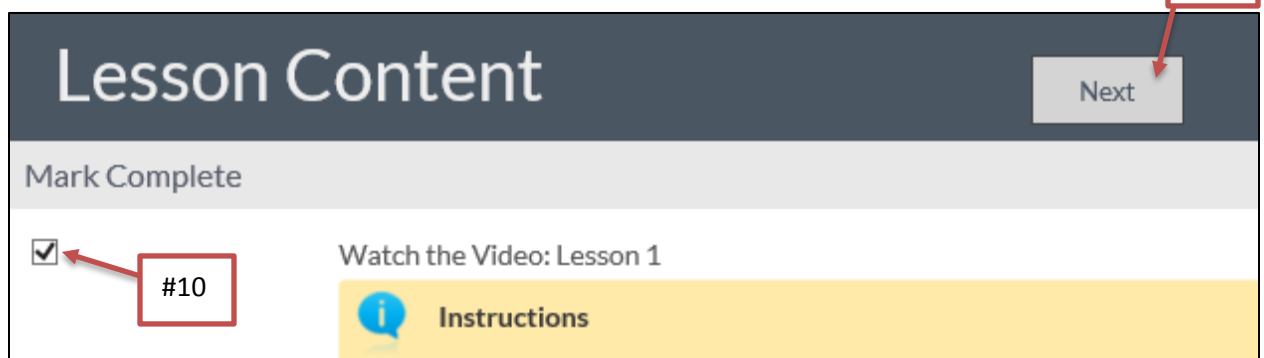
If you are opening a module video and clicked on **The Video Title**, it will open in a new tab within your internet browser.



9. After completing the module, return to Lifeworks tab within your internet browser.



10. Click on the box under "Mark Complete".



11. Click Next button to be directed to the test or acknowledgement for the lesson.

12. Follow the instructions for *Testing* on the next page.

Important Notes:

1. You are able to review the lesson again by following step 8.
2. If you exit the Lifeworks Learning Management System, the online system will save the last item you viewed within the lesson automatically.

Testing

After following all the above steps, you will be directed to take the quiz or acknowledgement for the lesson (as shown below).

Lesson Home

- Person-Centered Supports and Philosophy (0.5 hr)
 - ✓ Watch the Video: Lesson 1
 - Take the Test: Lesson 1
- Knowing the People You Support (0.75 hr)
- Positive Support Strategies (0.5 hr)
- De-escalation Techniques and Understanding Behavior (0.75 hr)
- Creating Culturally Competent and Trusting Relationships (0.5 hr)
- Permitted, Prohibited and Restricted Procedures (0.75 hr)
- Responding to an EUMR and Staff Accountability and Self-Care After Emergencies (0.25 hrs)

MY COURSE

Person-Centered Supports and Philosophy (0.5 hr)

Description

LESSON PROGRESS DISPLAYS IN THE ORANGE NAVIGATION PANE ON THE LEFT.

Person-Centered Supports and Philosophy: This review of the foundation and philosophy of person-centered thinking influences the work that you do to create quality environments and provide opportunity.

Lesson Content

Previous

Mark Complete

Take the Test: Lesson 1

Instructions

Click the button below to complete the competency measure for this lesson. "Next Item" to continue to the next lesson.

Test:
[Competency Measure: Person-Centered Supports and Philosophy](#)

Pass Test to Mark This Item Complete. Note: If test is completed, grade may be pe

1. Click on the title of the test.
2. You will be directed to the test area of the lesson. Click on Start Test button.

Tests

Name
Competency Measure: Person-Centered Supports and Philosophy

Start Test

3. Click Ok button to confirm to start the test.

Confirm Start of Test

Ok Cancel

- Review the test questions. Click on the circle next to your preferred answer for each question. The box on the right of the test question, will turn green when the test question is answered. Answer every question in the quiz.

Instructions:
You will have 5 attempts to receive a passing score of 80% or higher. If you do not pass, please contact your supervisor or training manager.

■ Question Incomplete ■ Question Complete

■ True/False: We are only being person-centered because we are mandated to do so by MN regulations.

True
 False

- After answering every question on quiz. Click on **Finish Test** button at the bottom of the test.
- Click on Ok to Confirm Finish

4 → Save Progress Finish Test ← # 3

Confirm Finish

5 → Ok Cancel

- If you did not answer all questions within the test, you will receive the following error. Review all questions to verify all questions are answered. Then repeat steps 4 and 5.

There are still 1 question(s) unanswered. Be sure to save all of your answers. If you would like to end the test anyway, click confirm finish below.

- After submitting the test. You will receive a notification the test is complete. **To pass the test, you will need a minimum of 80% or higher.**

Test completed. Your score is 40.00 / 100.00 = 40%. You need a grade of 80% or higher to successfully complete the test. FAIL

Test completed successfully. Your score is 100.00 / 100.00 = 100%. PASS

7. If there is a another lesson within the course click on **Next Lesson**



8. To Verify all lessons are complete, you will be directed to you certificate page.

Scores

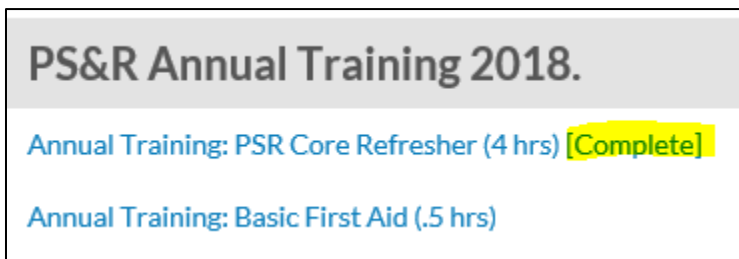
MY GRADES
MY GRADES ARCHIVE
MY CERTIFICATES
MY CERTIFICATES(ARCHIVE)

My Grades » My Certificates

CE Certificates


Date Completed	Course	Print Option
08/04/2017	Annual: Healthy Diet (.75 hr)	Print Certificate
08/04/2017	Annual: Review CSSPA and IAPP of Person Served - 2017 (1.50 hrs)	Print Certificate
08/04/2017	Human Services Overview: People You Support (0.5 hrs)	Print Certificate
05/23/2018	Annual Training: PSR Core Refresher (4 hrs)	Print Certificate

9. To return to courses. Click **Courses** at the Top.
10. The course should say [Complete] next to the title.




11. If the course does not show [Complete] next to the title click on the course title to review the lessons that need to complete by following 5 through 7 in *Start Online Training Course*. Review the percentage and progress of all lessons with in the course.
- If the green bar is full under "Progress" column and 100% is next to the title of the lesson, this means you have completed a lesson with the course. When all lessons show 100% complete within the course, no further action is required. You have completed the course!

- b. If the bar under Progress section is not full and only show a percentage of the course is complete, this means there are still items to complete. Click on the title of lesson to go to the area to complete. (For Example: Retaking the test you did not pass or have not started, or continuing to review the lesson module).

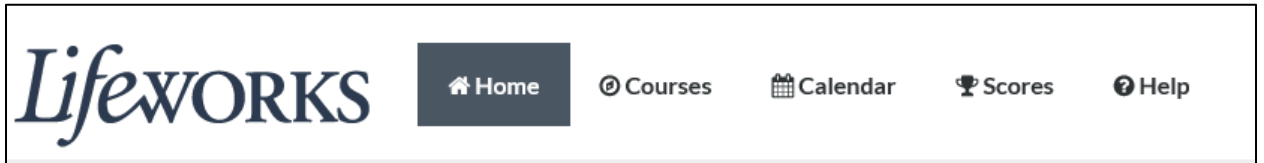
Lessons		
Name	Dates	Lesson Progress
Basic First Aid	--	 50% Complete

- c. If the progress bar does not have green and a percentage, the lesson has not started. You will need to follow steps 6 through 9 for *Start Online Training Course* and step 1 through 7 for *Testing*.

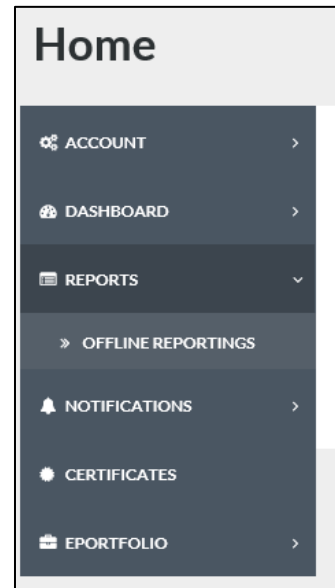
Lessons		
Name	Dates	Lesson Progress
Bloodborne Pathogens Refresher	--	 0% Complete

Review Training Records/Grades

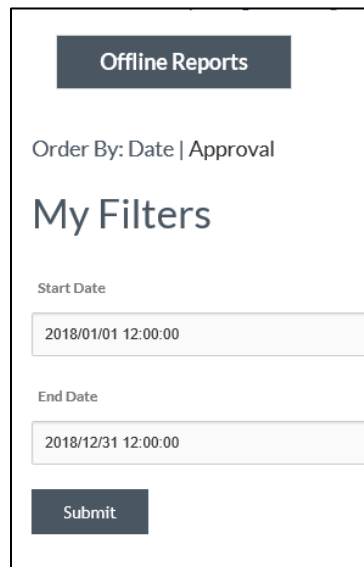
1. Click on the Home button at the top of the page.



2. Click on the **Reports** tab on the left side of the screen. Then click on **Offline Reportings**.



3. To change the date range, click on the area below the *Start Date* and/or *End Date*. Select the preferred date range on the calendar. Click **Submit**.

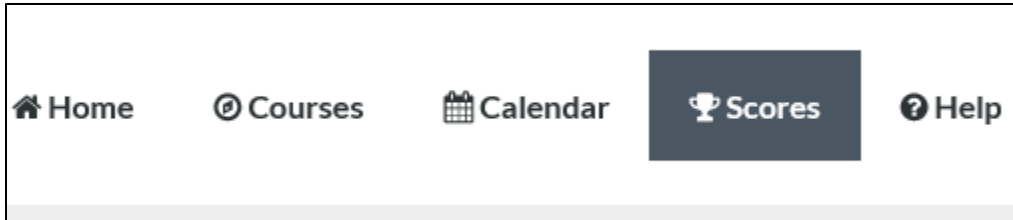


4. This will show a your complete training record (Online and Offline training record)

My Offline Reports							
Date	Title	Facilitator	Duration	Grade	Approved	Notes	Actions
John Doe							
05-23-2018	(Course) Annual Training: PSR Core Refresher (4 hrs)	-	4.000	94.29	<input checked="" type="checkbox"/>		-
Total:			4				

Print Training Certificate (Not Required)

1. Login to your online training account, if you are not logged in.
2. At the top of the web page click **Scores**



3. On the left side of the screen, Click on **My Certificates** tab.



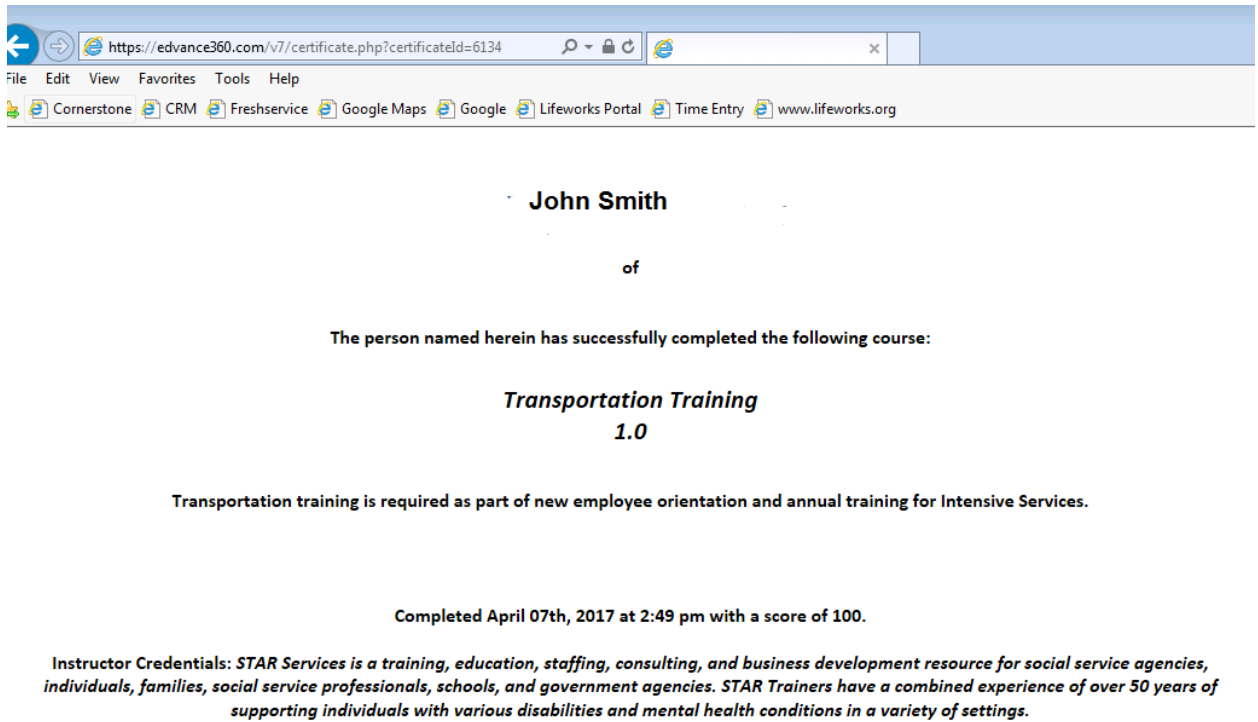
4. "My Certificates" tab will direct you to a list of trainings you have completed. On the right of the title of the training course(s) you would like to print, click "Print Certificate".



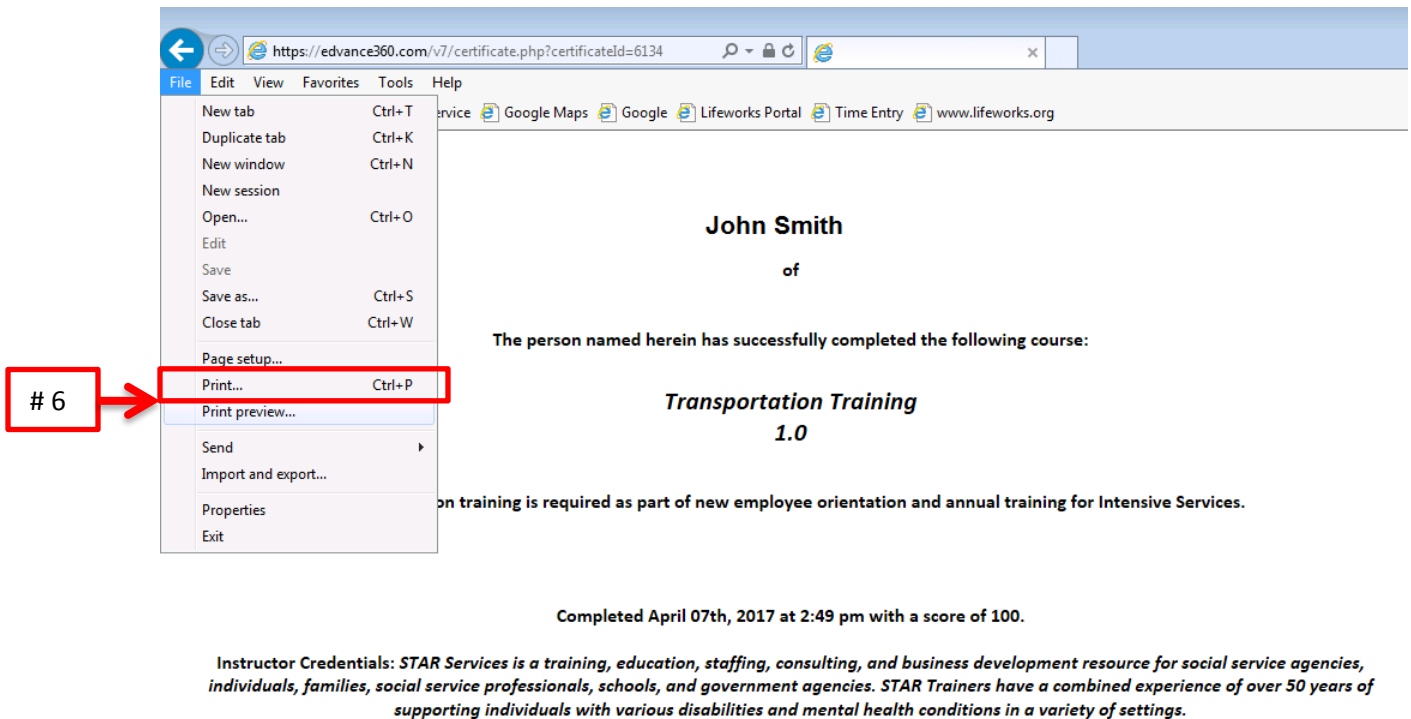
A screenshot of a web page titled 'CE Certificates'. It displays a table with four columns: 'Date Completed', 'Course', and 'Print Option'. The first row is highlighted. A red box with the text '# 4' and an arrow points to the 'Print Certificate' link in the first row.

Date Completed	Course	Print Option
08/04/2017	Annual: Healthy Diet (.75 hr)	Print Certificate
08/04/2017	Annual: Review CSSPA and IAPP of Person Served - 2017 (1.50 hrs)	Print Certificate
08/04/2017	Human Services Overview: People You Support (0.5 hrs)	Print Certificate
05/23/2018	Annual Training: PSR Core Refresher (4 hrs)	Print Certificate

5. This will direct you to your certificate in your internet browser.



6. On the top left of your **internet browser**, click on “File”, select Print.



Training E-mail Notifications

You may receive an e-mail alert from STAR Services to notify you of a course or courses assigned that are not complete. The e-mail alerts are automatic for each course. Upon completion of the course, the notification of that course will end. The training alerts are automated and will not stop until you have completed all the lessons within the course.

If you believe the course is complete and still are receiving e-mail notifications please contact Lifeworks Training Department at trainingdept@lifeworks.org.