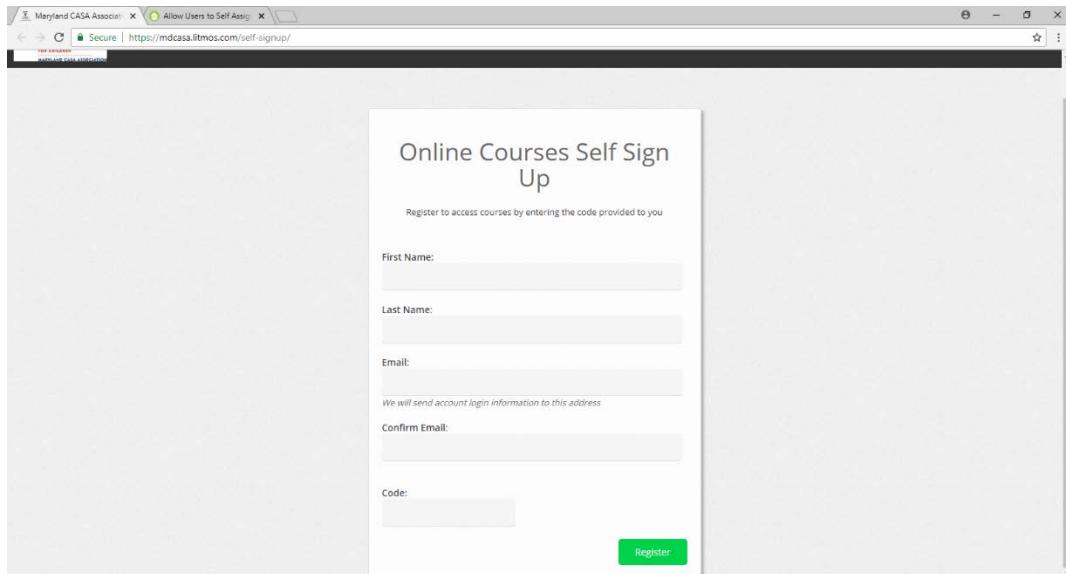


How to Enroll in Maryland CASA Association's On-Demand Training Courses

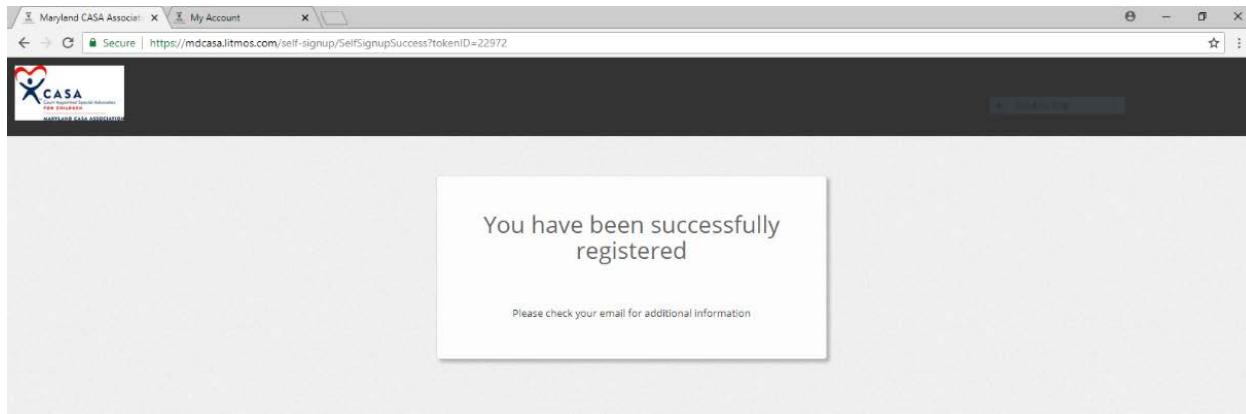
1. Users can access the Maryland CASA Course Library by creating a learner profile from the following link.

<http://mdcasa.litmos.com/self-signup/>

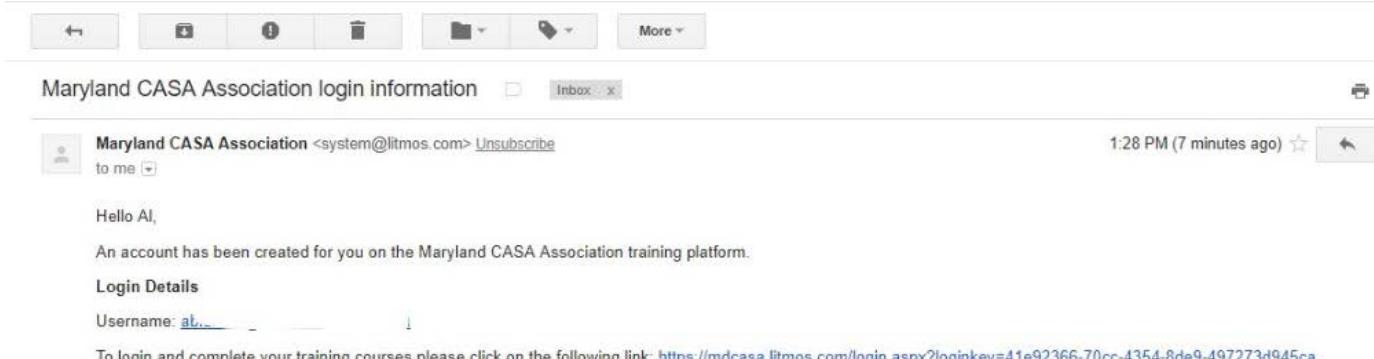


- Users enter their First and Last Name and e-mail address
- Please ask your supervisor for the 'code' to self-sign up or e-mail training@marylandcasa.org.

2. Once the user enters the proper information and click 'Register', they will be redirected to this screen.



3. Next, users will access their e-mail where they have received their login information. The e-mail will look like this.

A screenshot of an email inbox. At the top, there are icons for back, forward, search, and other functions. Below that, a header bar shows 'Maryland CASA Association login information' and 'Inbox'. An email message is open, showing the following content:

Maryland CASA Association <system@litmos.com> [Unsubscribe](#)
to me [Reply](#) [Forward](#) [Print](#) [1:28 PM \(7 minutes ago\)](#)

Hello Al,

An account has been created for you on the Maryland CASA Association training platform.

Login Details

Username: [al...](#)

To login and complete your training courses please click on the following link: <https://mdcasa.litmos.com/login.aspx?loginkey=41e92366-70cc-4354-8de9-497273d945ca>

- Click the link provided to log in and access the Maryland CASA Course Library. It will take you to this screen to create a unique password.

Hello Al Bloom

1. Confirm your name
* is required field

Please make sure that we have your first and last names correct:

First Name*
Al

Last Name*
Bloom

Continue

2. Create a password

Next time you login you will use the following username and password

Username: abluhm1@students.towson.edu

Password*
Your password must be at least 6 characters long

Confirm password*

Confirm your password by entering it again

- After creating a password, users will provide additional information in the fields below 'Create a password'.
 - Only fields marked by an '*' are required to finish creating your account.
 - When all necessary fields are filled in, press the green 'Continue' button on the right-hand side of the screen.
- After pressing 'Continue,' the account has been registered and the user will be redirected to the Dashboard. It will look like this.

Welcome, Al Bloom

To do 0

Overdue 0

Completed 0

1 Login Week Screen

August 2018

Always show this message on the Home page

Click 'Course Library' to see the courses currently available. Courses will be added on a regular basis on various topics.

- Dismiss the welcome message to access the Course Library, Live Sessions, Messages, and more.

The screenshot shows the Maryland CASA Association dashboard. On the left, a sidebar menu includes Home, Course Library (which is highlighted with a yellow arrow), Achievements, Live Sessions, Messages, and Collapse Menu. The main area displays course statistics: 'To do' (0), 'Overdue' (0), and 'Completed' (0) with a total of 0. Below these are tabs for All, In Progress, Overdue, Not Started, and Completed. To the right is a calendar for August 2018, showing the days from 1 to 31. A yellow arrow points from the 'Achievements' text box to the 'Achievements' link in the sidebar. Another yellow arrow points from the 'Completed' circle to the 'Completed' section in the stats area. A third yellow arrow points from the 'Overdue' circle to the 'Overdue' section in the stats area.

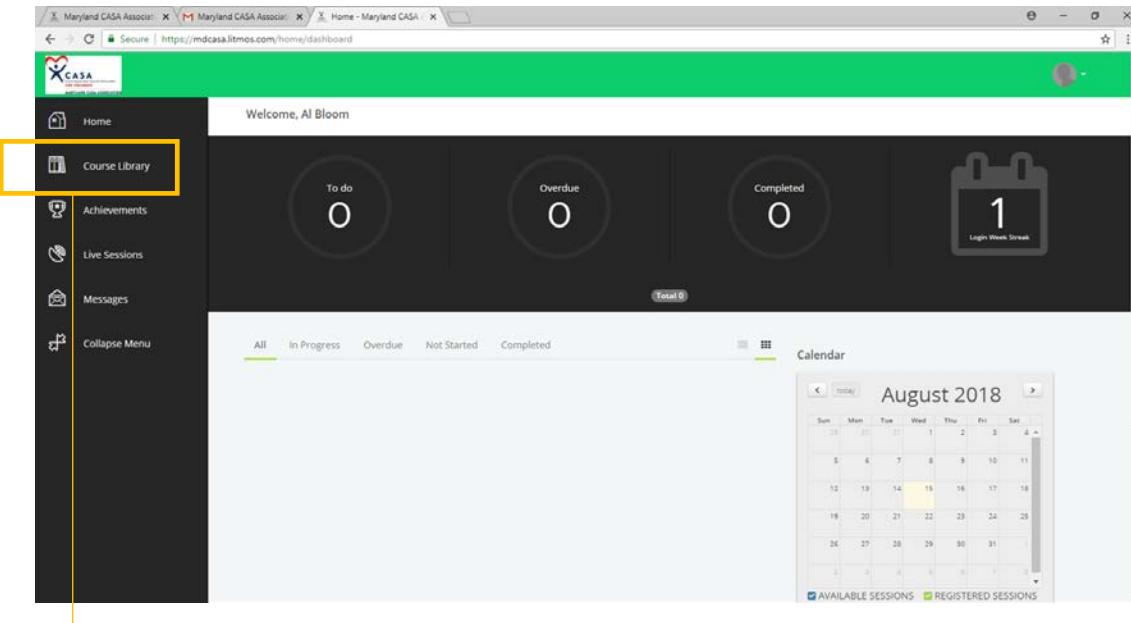
Click 'Achievements' to view the certificates for the courses you have completed.

This circle indicates the 'To Do' list. This includes modules and assessments that need to be completed for courses.

This circle will let users know when there are tasks that are overdue. However, courses in the Course Library do not have a due date or time-limit so users can disregard this portion.

This circle indicates Completed courses.

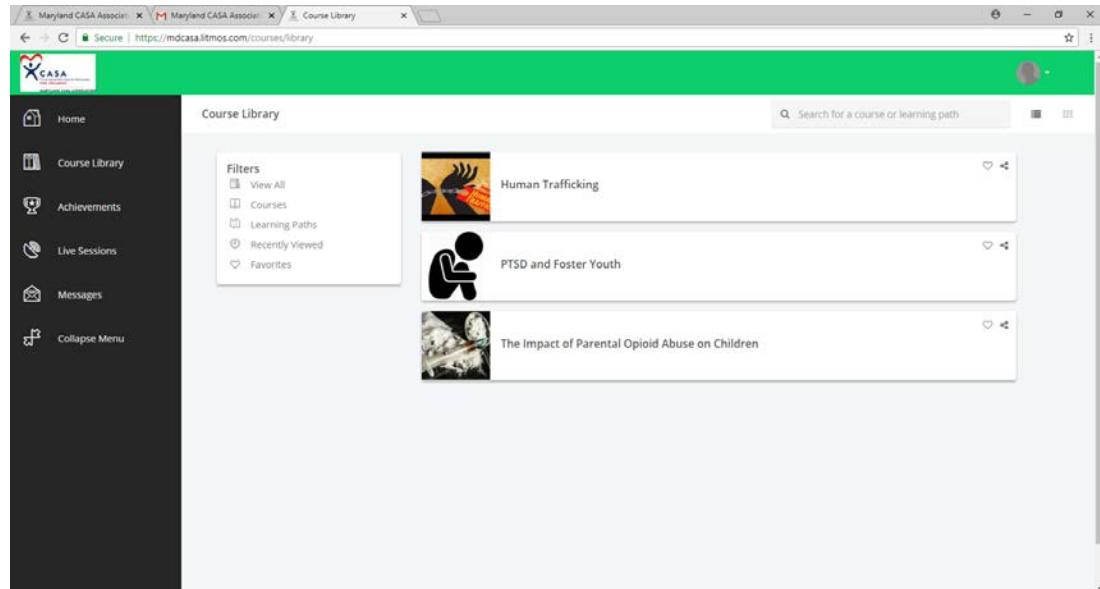
To Access Course Library:



The screenshot shows the Maryland CASA Association dashboard. On the left, a vertical sidebar menu includes 'Home', 'Course Library' (which is highlighted with a yellow box), 'Achievements', 'Live Sessions', 'Messages', and 'Collapse Menu'. The main content area displays a 'Welcome, Al Bloom' message and three circular status indicators: 'To do' (0), 'Overdue' (0), and 'Completed' (0). Below these is a 'Total 0' badge. To the right is a 'Calendar' section showing the month of August 2018. The calendar highlights the 14th as a 'Login Week Streak' day. At the bottom of the calendar, there are two checkboxes: 'AVAILABLE SESSIONS' and 'REGISTERED SESSIONS'.

The Course Library tab allows users to access all courses that have been uploaded to the Course Library. Courses will continually be added to the Course Library.

This is what the 'Course Library' page will look like.



The screenshot shows the 'Course Library' page. The left sidebar has the same menu as the dashboard. The main area is titled 'Course Library' and features a search bar ('Search for a course or learning path'). A 'Filters' sidebar on the left lists 'View All', 'Courses', 'Learning Paths', 'Recently Viewed', and 'Favorites'. Three course cards are displayed: 'Human Trafficking' (with a hand icon), 'PTSD and Foster Youth' (with a person icon), and 'The Impact of Parental Opioid Abuse on Children' (with a syringe icon).

To View Achievements

The screenshot shows the Maryland CASA Associate dashboard. On the left, a vertical navigation menu is displayed with icons for Home, Course Library, Achievements, Live Sessions, Messages, and Collapse Menu. The 'Achievements' icon is highlighted with a yellow box. The main content area is titled 'Welcome, Al Bloom'. It features a summary section with three circular icons: 'To do' (0), 'Overdue' (0), and 'Completed' (0). Below this is a 'Total 0' badge. To the right is a 'Calendar' section showing the month of August 2018. The calendar highlights the 14th as a 'Login Week Streak' day. At the bottom of the main content area, there are tabs for All, In Progress, Overdue, Not Started, and Completed.

The 'Achievements' tab allows users to access their certificates of completion upon completing a course and passing the Post-Assessment.

- A new user's 'Achievements' tab will look like this.

This screenshot shows the 'Achievements' tab for a new user named 'Al Bloom'. The left sidebar includes the same navigation menu as the previous screenshot. The main content area is titled 'Achievements' and contains a search bar with the placeholder 'Search for an achievement'. Below the search bar, a message states 'You have not earned any achievements yet.'

- As the user completes courses, the 'Achievements' tab will begin to look like this.

This screenshot shows the 'Achievements' tab for a user named 'Alli Bluhm'. The left sidebar is identical to the previous screenshots. The main content area shows a list of achievements:

- Human Trafficking (Achieved Aug 7, 2018) with a 'Download certificate' link
- PTSD and Foster Youth (Achieved Aug 6, 2018) with a 'Download certificate' link
- Human Trafficking (Achieved Aug 6, 2018) with a 'Download certificate' link

Starting and Completing Courses

When a user opens a new course, they will be required to

- Begin with a Pre-Test
- Follow all modules of the course in module order
- Complete a Post-Assessment to receive a certificate of completion. The Post-Assessment Quiz will include material from the courses. You have two tries to pass with 80% or 8/10 questions. If on your second chance you do not receive a passing score, please email contact@marylandcasa.org and we can re-set the course.

This is what a new course will look like to users.

The Impact of Parental Opioid Abuse on Children

This course credits learners with 2 hours of online training. In the midst of a national opioid epidemic, it is important to understand and comprehend the impact that opioids has had on local communities as well as the nation. This course teaches learners the basics about opioids, addiction, the national opioid epidemic, as well as how parental opioid abuse affects children and child welfare services.

Start this course

The modules in this course must be completed in the order listed.

Module	Status
Pre-Test	Completed
Parental Opioid Abuse Module 1	Locked
Parental Opioid Abuse Module 2	Locked
Parental Opioid Abuse Module 3	Locked
Parental Opioid Abuse Module 4	Locked
Parental Opioid Abuse Module 5	Locked
Parental Opioid Abuse Module 6	Locked
Parental Opioid Abuse Module 7	Locked

Notice how the modules are locked. Each module will only unlock when the module before it is complete.

This circle will automatically update to let users know what % complete they are for that specific course.

Users do not need to complete the entire course in one session. The user can come back to the course and pick up where they left off at any time.

The screenshot shows a web browser window for the Maryland CASA Association's LITMOS course. The URL is https://mdcasa.litmos.com/course/1723079. The page displays a list of modules under the 'Modules' tab. A yellow box highlights the first two modules: 'Pre-Test' (100% My Score) and 'Parental Opioid Abuse Module 1'. A green semi-circle icon with a checkmark is placed over 'Pre-Test'. A yellow circle highlights 'Parental Opioid Abuse Module 1'. A yellow arrow points from the text box below to this highlighted module. Other modules listed are 'Parental Opioid Abuse Module 2' (Locked), 'Parental Opioid Abuse Module 3' (Locked), 'Parental Opioid Abuse Module 4' (Locked), 'Parental Opioid Abuse Module 5' (Locked), 'Parental Opioid Abuse Module 6' (Locked), 'Parental Opioid Abuse Module 7' (Locked), 'Parental Opioid Abuse Module 8' (Locked), and 'Post-Assessment' (Locked, 80% Passmark). A 'Results' button is visible in the top right corner of the module list area.

Scores on completed Pre- and Post-Assessments are visible from the Course's page. A green circle with a check mark indicated that module is complete.

A green semi-circle indicates the user has started but not completed the module. Users are required to finish one module before moving to the next – as indicated by the 'Locked' status next to module names.

Maryland CASA's On-Demand Training Academy is mobile compatible, so you can access the courses from anywhere with a smartphone or tablet!

Please contact us with any questions or if you need help getting started.
training@marylandcasa.org