

# The Training Institute Instructor Guide



This job aid will cover features that are available to instructors on the new ODMHSAS Training Institute Learning Management System (LMS).

Updated 11-2023

## Instructors






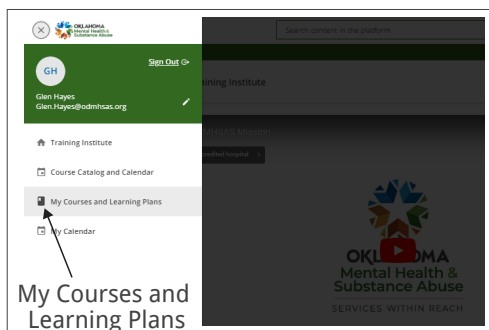
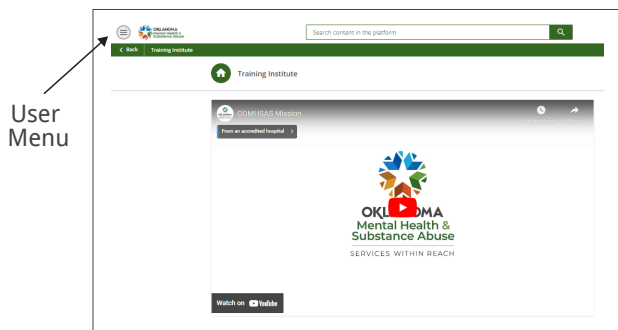
odmhsas.docebos.com



Not compatible  
with Firefox

To get started, you must create an Training Institute account and enroll in the courses that you will be instructing. (See Training Institute Navigation & Courses job aid on how to enroll.)

To access the course in which you're an instructor, log into your learning platform, then access your **User Menu** and select the **My Courses and Learning Plans**. Find the course card on this page, then click on the course card to access the course's main page.   



Your course's main page will have a **MANAGE** feature that will help you keep organized.

Manage

**American Society of Addiction Medicine's (ASAM) Criteria 3rd Edition - In-Person**

ILT (Instructor-Led Training) ENGLISH

**MANAGE**

- Properties
- Enrollments
- Sessions
- Training Materials
- Session Statistics
- Reports

**Course Description**

The training will cover the evidence-based practice to train individuals/organizations on the correct use and application of ASAM. Organizations employing staff who successfully complete this workshop and transfer their newly acquired knowledge and skills back to their workplace should see an improvement in the accuracy of the level of care recommendations, and the clinical justifications for

[Show More](#)

**Course Sessions**

2 Full Onsite Sessions

FILTERS	
	October 16th - 17th, 2023 - OKC
	10/16/2023 - 10/17/2023 (GMT - 05:00) America/Chicago
	The session is fully booked
	2 Events   Full Onsite   <a href="#">ODMHSAS Central Office</a>   <a href="#">2 Instructors</a>   17h
	October 18th - 19th, 2023 - OKC
	10/18/2023 - 10/19/2023 (GMT - 05:00) America/Chicago
	The session is fully booked
	2 Events   Full Onsite   <a href="#">ODMHSAS Central Office</a>   <a href="#">2 Instructors</a>   17h

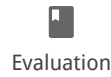
**Enrollment Options**

Free

**Course Details**

- Average Completion Time: 17 hours
- Time to Complete: 2000 days from your last session
- Credits (CEUs): Earn 13 credits
- Course ID: I-POWYD1

# Marking Attendance



If you are the **instructor of a session**, you will be automatically assigned to all of the events included in the session and you will be able to mark the attendance for all of the events in the session and mark the course completed. You will also be able to create and update the training material for the course.

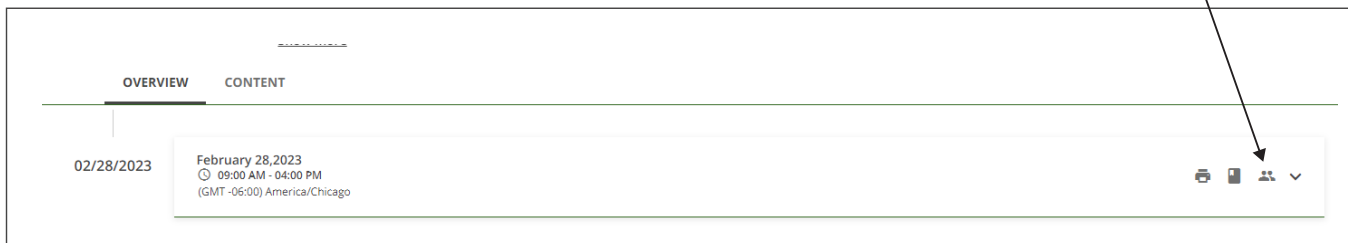
If you are the **instructor of a single event within a session**, you can mark the attendance for the learners attending that specific event but you will have no control over the other events nor over the session. You can neither upload nor manage the training material assigned to the course.

Instructors or Program Coordinators are responsible for monitoring attendance by reviewing or printing the course roster and conducting ongoing attendance audits.

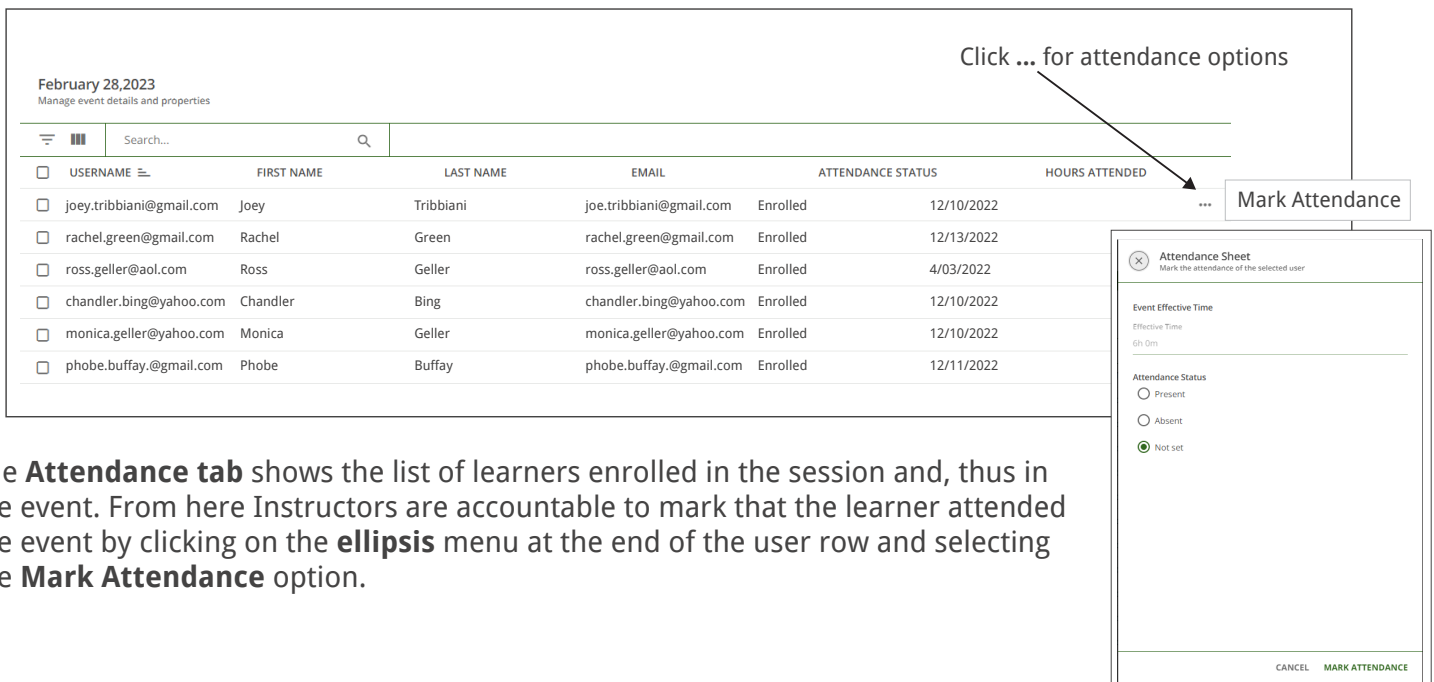
- Attendance **must** be marked for each training event as **Present** or **Absent** during the training. This applies to both in-person and virtual events.
- Instructors are accountable for reviewing attendance and marking learners from Enrolled to In Progress, Completed or Suspended no later than 10:00 am the following training day.

The **Attendance tab** shows the list of learners enrolled in the session and, thus in the event. From here Instructors are accountable to mark that the learner attended the event by clicking on the **ellipsis** menu at the end of the user row and selecting the **Mark Attendance** option.

Click the  attendance icon



Click ... for attendance options



USERNAME	FIRST NAME	LAST NAME	EMAIL	ATTENDANCE STATUS	HOURS ATTENDED	
<input type="checkbox"/> joey.tribbiani@gmail.com	Joey	Tribbiani	joe.tribbiani@gmail.com	Enrolled	12/10/2022	...
<input type="checkbox"/> rachel.green@gmail.com	Rachel	Green	rachel.green@gmail.com	Enrolled	12/13/2022	
<input type="checkbox"/> ross.geller@aol.com	Ross	Geller	ross.geller@aol.com	Enrolled	4/03/2022	
<input type="checkbox"/> chandler.bing@yahoo.com	Chandler	Bing	chandler.bing@yahoo.com	Enrolled	12/10/2022	
<input type="checkbox"/> monica.geller@yahoo.com	Monica	Geller	monica.geller@yahoo.com	Enrolled	12/10/2022	
<input type="checkbox"/> phobe.buffay@gmail.com	Phobe	Buffay	phobe.buffay@gmail.com	Enrolled	12/11/2022	

### Attendance Sheet

Mark the attendance of the selected user

Event Effective Time

Effective Time  
6h 0m

Attendance Status

Present

Absent

Not set

CANCEL MARK ATTENDANCE

The **Attendance tab** shows the list of learners enrolled in the session and, thus in the event. From here Instructors are accountable to mark that the learner attended the event by clicking on the **ellipsis** menu at the end of the user row and selecting the **Mark Attendance** option.

# Viewing Enrollments & Changing Learner Status

**E-learning Courses:** As a course instructor, you are able to view all of the users enrolled in the e-learning courses that you're instructing. From the course's main page, press the ellipse icon in the top-right corner, then select the Enrollments option.

Change Status ▶



**Enrolled:** Course is available to learner.

**In-Progress:** Automated through the system once learner accesses any training materials.

**Completed:** Learner attended and completed all sessions and training materials satisfactorily. Contact the HRD coordinator to request system automation to mark the user completed upon clicking the join the webinar button.

**Unenroll:** If they need to drop the training or instructor will move a user back to this status if they do not complete the course sessions or training material. This allows them to change sessions.

**Enroll into Sessions:** Move the learner into another available session.

**Suspended:** Do not use.

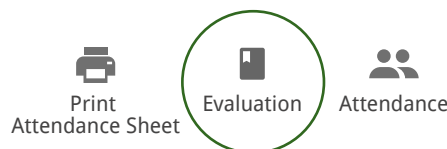
USERNAME	FIRST NAME	LAST NAME	EMAIL	ENROLLMENT STATUS	ENROLLMENT DATE	START OF VALIDITY	END OF VALIDITY	SESSIONS
joey.tribbiani@gmail.com	Joey	Tribbiani	joe.tribbiani@gmail.com	Enrolled	12/10/2022			Waiting Users
rachel.green@gmail.com	Rachel	Green	rachel.green@gmail.com	In Progress	12/13/2022			Enroll into Sessions
ross.geller@aol.com	Ross	Geller	ross.geller@aol.com	Completed	4/03/2022			Unenroll
chandler.bing@yahoo.com	Chandler	Bing	chandler.bing@yahoo.com	In Progress	12/10/2022			Enroll into Sessions
monica.geller@yahoo.com	Monica	Geller	monica.geller@yahoo.com	Completed	12/10/2022			Unenroll
phobe.buffay@gmail.com	Phobe	Buffay	phobe.buffay@gmail.com	Enrolled	12/11/2022			Enroll into Sessions

**Virtual Courses:** As a course instructor, you are able to view all of the users enrolled in the ILT (Instructor-Led Training) sessions that you're instructing. From the course's main page, press the ellipse icon in the top-right corner, then select the **Sessions** option.



You will access a page listing the sessions composing the course, where you will be able to check their start and end date, duration as well as the number of events composing them, the number of instructors, and of enrolled users. Click on the session name to access the list of events (session dates) composing it.

CODE	NAME	START DATE	END DATE	HOURS	EVENTS	INSTRUCTORS	ENROLLED USERS
W-WCT	February 7, 2023 - Virtual	02/7/2023 09:00 am	02/7/2023 04:00 pm	6:00	1	2	50/50
W-WCT	January 10, 2023 - Virtual	01/10/2023 09:00 am	01/10/2023 04:00 pm	6:00	1	3	50/50
W-WCT	January 24, 2023 - Virtual	01/24/2023 09:00 am	01/24/2023 04:00 pm	6:00	1	3	50/50



The **Events & Attendance tab** lists the events composing the session, including their date and duration, whether it is a classroom course (Venue) or a webinar (Video Conference Tool), the number of instructors and the number of users attending the event out of the total number of users enrolled.

NAME	DATE	HOURS	TYPE	EVENT INSTRUCTORS	ATTENDANCE

Move to the **Enrollments & Evaluation** tab to check the list of users enrolled in the session, their enrollment status and date, and if they have completed the session.

USERNAME	FIRST NAME	LAST NAME	EMAIL	ENROLLMENT STATUS	ENROLLMENT DATE	COMPLETION DATE

# Enter a Specific Course Completion Date

The Training Institute will automatically mark the course completed with the date the instructor goes in and marks it completed. Often, it is important for participants to have their certificate reflect the date the course was actually completed. These steps will help you to select the date that needs to appear on the certificate.



Navigate to the session that needs the completion date modified by selecting the **User Menu** and selecting **My Courses and Learning Plans**.



From here, select the **Evaluation icon** and select the **Enrollments & Evaluations** tab. Click the ellipse to the right of the window, then select **Edit Enrollment**.

January 10-11, 2023 In-person  
Manage session details and properties

Edit Enrollment

PROPERTIES    EVENTS & ATTENDANCE    **ENROLLMENTS & EVALUATIONS**

Search...

USERNAME	FIRST NAME	LAST NAME	EMAIL	ENROLLMENT STATUS	ENROLLMENT DATE	COMPLETION DATE	
joey.tribbiani@gmail.com	Joey	Tribbiani	joe.tribbiani@gmail.com	Enrolled	12/10/2022		
rachel.green@gmail.com	Rachel	Green	rachel.green@gmail.com	Enrolled	12/13/2022		...
ross.geller@aol.com	Ross	Geller	ross.geller@aol.com	Enrolled	4/03/2022	01/18/2023	⋮
chandler.bing@yahoo.com	Chandler	Bing	chandler.bing@yahoo.com	Enrolled	12/10/2022		
monica.geller@yahoo.com	Monica	Geller	monica.geller@yahoo.com	Enrolled	12/10/2022		
phobe.buffay@gmail.com	Phobe	Buffay	phobe.buffay@gmail.com	Enrolled	12/11/2022		

Edit Enrollment

Change Status

Send Email

Unenroll



Select the **calendar icon** in the bottom right. Next click the date that you want to be seen on the certificate. Then click on **Set Date**. Finally, select **Confirm**.

✕ Edit Enrollment  
Insert the information you want to add to all the selected enrollments

You are about to edit the enrollment for

Enrollment Details

Enrollment Status  
Completed

Completion Date \*  
01/18/2023

✕ | 📅

Calendar Icon

2023  
01/13/2023

< January 2023 >

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CANCEL    SET DATE

Set Date

✕ Edit Enrollment  
Insert the information you want to add to all the selected enrollments

You are about to edit the enrollment for

Enrollment Details

Enrollment Status  
Completed

Completion Date \*  
01/13/2023

✕ | 📅

CANCEL    CONFIRM

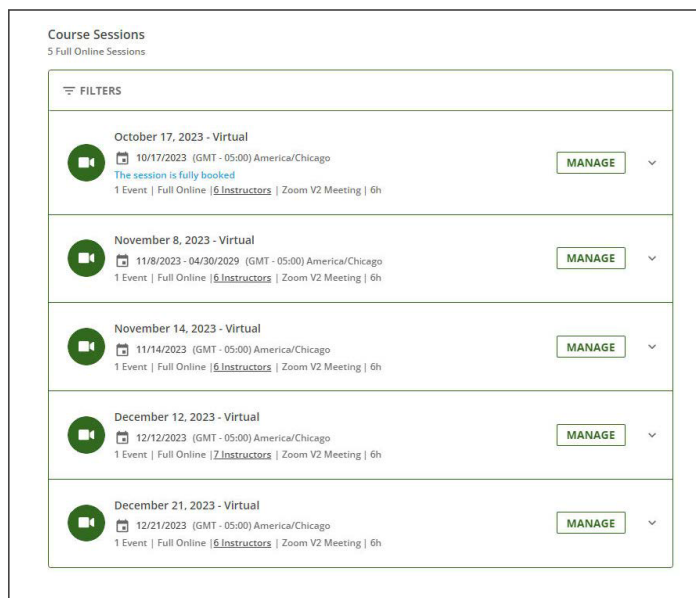
Confirm

# Multi-Day Sessions/Events

In order to see multiple dates for which a particular session takes place, follow the provided steps below.

1

Navigate to the session that you are trying to find a particular training date for by selecting the **User Menu** and selecting **My Courses and Learning Plans**.



2

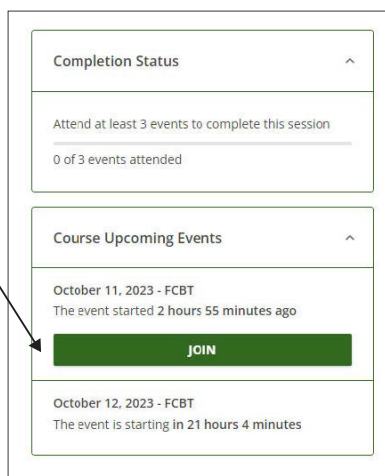
Once you've selected the session date you need to join, click the **JOIN** button.



Join the Webinar

3

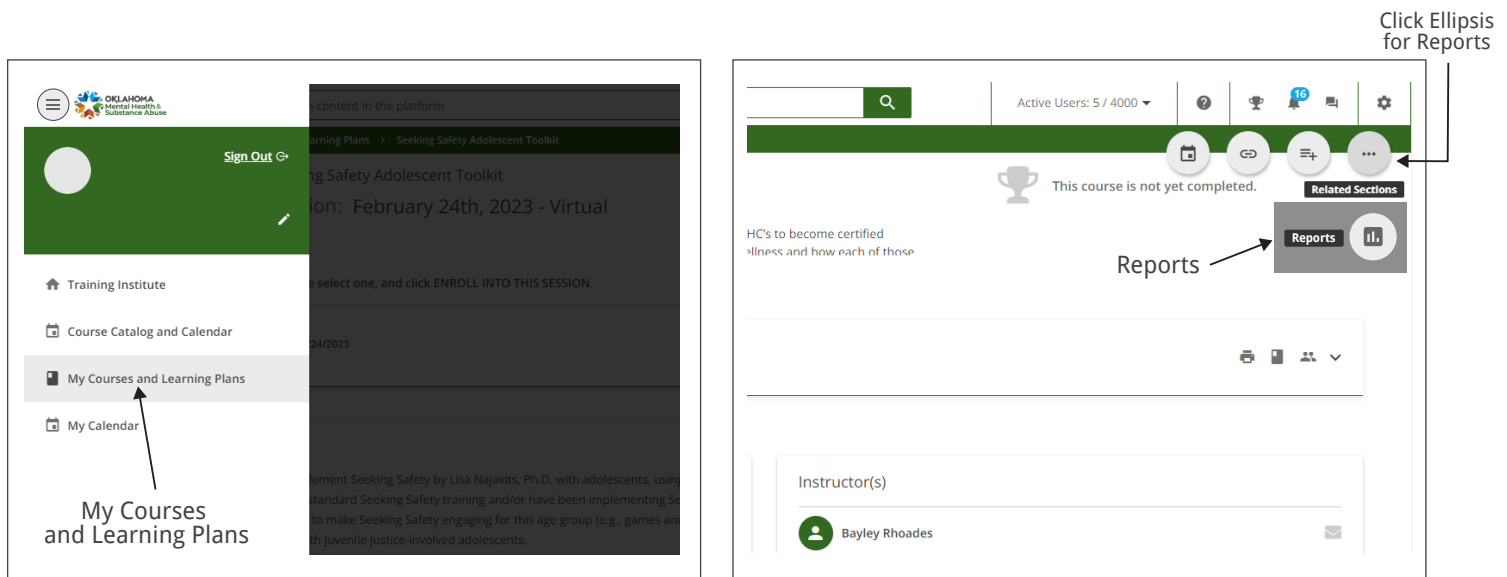
Here you will see the **JOIN** option.



# Viewing the Course Report



To access a course report, log into your account. Press the **User Menu** item in the left sidebar and select the **My Courses and Learning Plans** item from the slide-out menu. Here, select a course. Once you're on the course page, click on the **ellipsis icon** in the top-right corner of the page, then select the **Reports** item.



Once you've reached the course report, you will see a number of **General Statistics** at the top of the page:

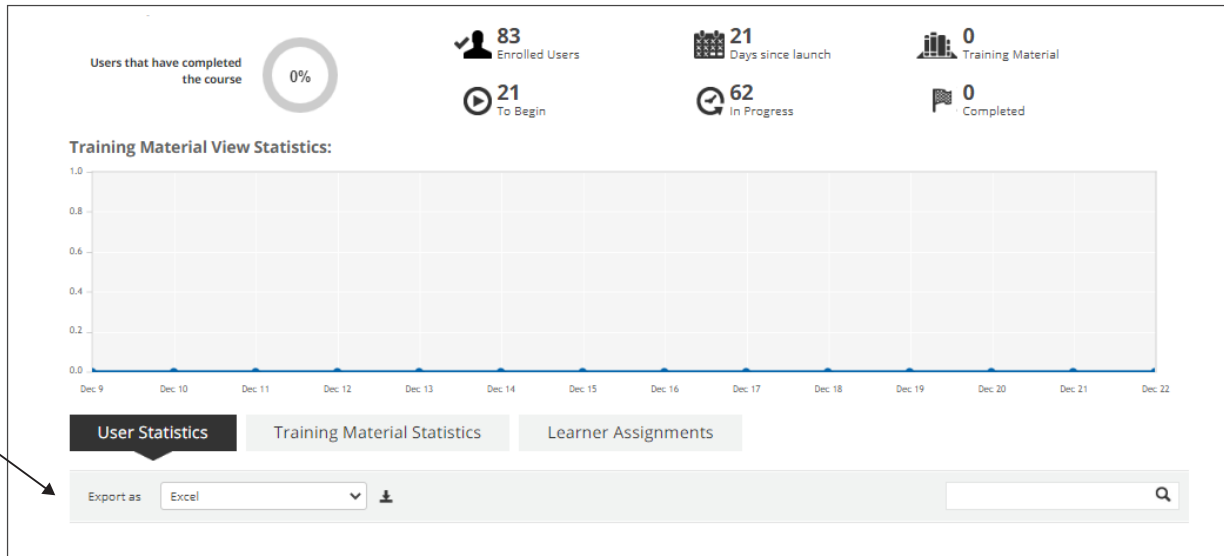
- The total number of enrolled users.
- The number of users who have completed the course, are still in progress or have yet to begin the course.
- The number of days since the course's launch.
- The number of training materials in the course.


The **User Statistics** tab shows a list of all of the users enrolled in the course. Here follow the details available in each row:

- Username - Username of the user enrolled in the course.
- Enrollment date - Date when the user enrolled in the course.
- First access date - Date and time that the user first accessed the course.
- Completion date - Date and time when the user completed the course.
- Last access date - Date and time when the user last accessed the course.
- Progress - User progress in the course, in percentage.
- Session time - The total time spent by the learner on the attended session events composing the course (for ILT - Instructor-Led Training course type).
- Status - The user's current status in the course. Possible values are: Not Yet Started, In Progress, or Completed.
- In the search bar on the top of the list, you can use the Export dropdown menu to Export a list of the enrolled users via CSV or Excel or search for a specific user in the course. To do so, move to the Export as area, select the export format from the dropdown window and click on the arrow button. Once the export is completed, you will be able to download it on your device.

# Exporting the Course Report

You can **export the course report** in CSV and in Excel format. To do so, scroll down to the **Export as** area, select the export format from the dropdown window and click on the **arrow** button. Once the export is completed, you will be able to download it on your device.



 **You are all set!**

Have questions? Email the ODMHSAS Training Institute at [TrainingInstitute@odmhsas.org](mailto:TrainingInstitute@odmhsas.org)