



2018 Staff Training Instructions

Introduction

These instructions will guide you to logging onto the website to do the staff training for 2018. We encourage all staff to do the training in advance of coming to camp.

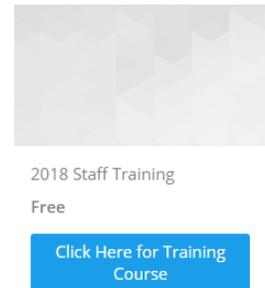
The staff training is extremely important to the process to prepare people to serve at camp. Therefore, it is important for you to complete the entire training by watching all the videos and completing the quizzes.

There are 10 separate video sessions that will total 1 hour and 10 minutes. Each video session will be between 3 and 11 minutes. After each video, you will have to complete a quiz and score a 100%. The questions are not difficult but do require you to pay attention to the videos. You can take the quiz multiple times to get to the correct final score.

You can start / stop the videos and sessions at your leisure and therefore do not need to spend one 1 ½ hour session. Once you log back in, you will be taken back to the spot you last left off.

Creating a User Account

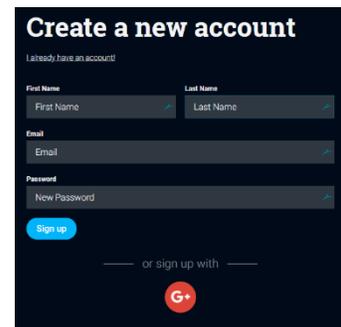
1. Click the link from the website as shown in the image on the right. You can also click [this link](#) to take you to the webpage.



2. Once on the webpage, click "Enroll for Free" in center of the screen.



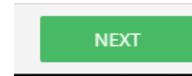
3. You will then be prompted to enter information to create a user or you can use your Google user ID



4. After creating your account, it will launch the first video.

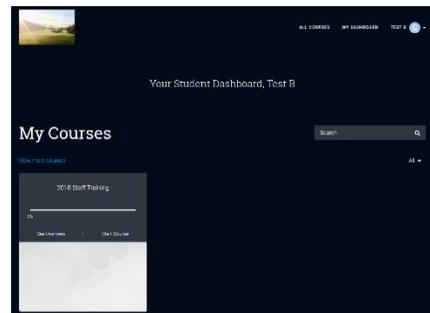
Course Details

1. When the video is completed, click the “Next” button at the bottom of the screen to go to the quiz questions.
2. You will continue to click Next at the end of each session (after each video and upon completion of each quiz).
3. You can click on the video in order to pause the video.
4. You can start and stop the video / quiz as you need to. You can always come back and sign-in and continue the training.



Returning Login

To return to the videos to complete the training, you will go back to the main website as described above and login as your user. You will then be able to resume the Course by clicking the Resume Course. This will take you to where you last left off in the process.



Other Details

You can also navigate using the panel on the left side of the screen. This will allow you to go to different videos and quizzes as well as start a Discussion by clicking on the Discussion. This will allow for some feedback from other users and the administration.

Questions

If you have any questions or run into any issues, please contact Jon Benson at jbenson@liloli.org or submit a start a discussion question on the course website.

