2019 Staff Training Instructions

These instructions will guide you to logging onto the website to do the staff training for 2019. We are asking all staff to complete the training in advance of coming to camp.

The training is extremely important 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.

In the all staff training course, there are six sections that will include the training videos that range from about 10 minutes to 17 minutes in length (most are closer to 10 minutes). After each video, you will have to pass a quiz to complete the section. The questions are not difficult but do require you to pay attention to the videos. You can take the quiz multiple times to get the passing grade.

In addition to the staff training course, there will be a NYS mandated Sexual Harassment training that will need to be completed prior to coming to camp. We hope to have that available by June 15th at the latest and ask that you also complete that course prior to serving at camp for the summer.

You can start / stop the videos and sessions at your leisure and therefore do not need to complete the training in one 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.
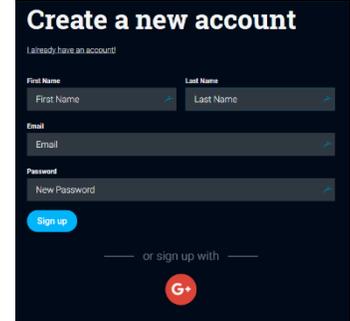
2. Click on the "2019 Staff Training" curriculum at the bottom of the webpage.

3. If you have a user created from doing the training last year, you can click on "Sign In" in the upper right corner to login using the same user from last year.

4. If you did not complete the online training in the previous year, you can click "Enroll for Free" in the center of the screen to create the user.

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

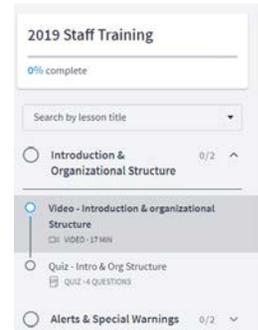6. After logging in or creating your account, it will launch the first video.

Course Details

1. When the video is completed, click the "Continue" button at the center of the screen to go to the quiz questions (or it will automatically advance to the quiz).
2. For each question, you will select your answer(s) and then click the Confirm button. You will be notified immediately if the answer was correct or not.
3. Click Next after each question to go to the next question.
4. Once you have completed the quiz, you will be taken to the page indicating if you have passed the quiz. If you received a score of 75% you can click Continue otherwise, click Retake Quiz in order to take the quiz again to improve your score.
5. While watching the video, you can click on the video in order to pause the video.
6. 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.

Course Navigation

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. This will allow for some feedback from other users and the administration.

Discussion

To enter in a discussion question / comment, click on the "Discussion" icon in the upper right corner of the section.

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.