

Responsibilities in Action: Massachusetts MAP Certification Training MAP Trainer User Manual

Getting Started

Students will receive a welcome email with course access permission and instructions on the morning of the first day the course opens. Sometimes the email will go directly to a spam or junk folder. Please look for an email from **Shriver Online Learning, Admin User (via Shriver)** noreply@shriveronline.org. Follow instructions from the email. If you did not receive the email on the day your course started, please contact CDDER@umassmed.edu for assistance.

Resource Packets

Students must have a Resource Packet for this course. These are available through Long Term Pharmacy Solutions (LTPS) for \$10 per packet. To obtain a packet, email Carolyn Dunn at cdunn@ltps.us and include 'Resource Packet' in the subject line, and include your mailing address with the request. In lieu of ordering a Resource Packet from LTPS, Service Providers may assemble their own Resource Packets. If interested, contents of the resource packets may be found at: <https://shriver.umassmed.edu/online-map-certification-resource-packet-contents>

Please note: Training blister packs must be provided for students; images of blister packs may not be used.

Course Technology

This course runs on Moodle.

Browser support:

Moodle is compatible with any standard compliant web browser. Moodle works best with the following browsers:

Desktop: Chrome, Firefox, Safari, Edge, and newer versions of Internet Explorer. If you experience trouble viewing Moodle pages in Internet Explorer, we recommend you upgrade to the newest version of Internet Explorer or switch browsers.

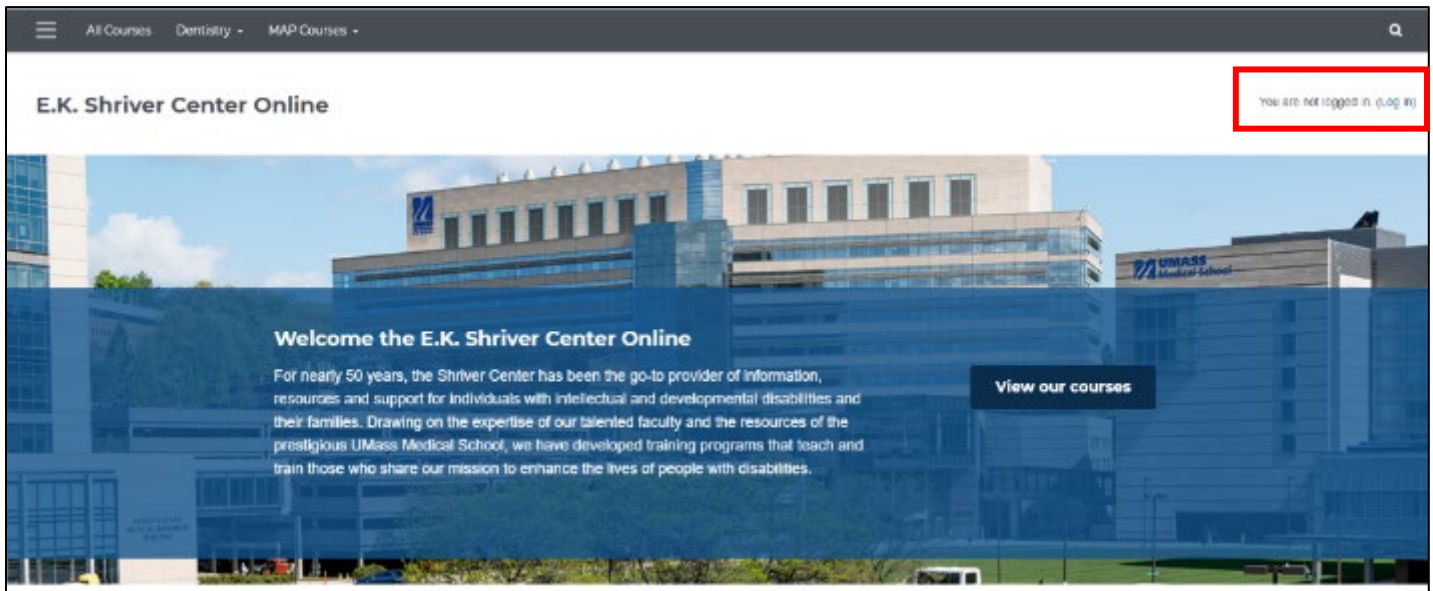
Mobile (smart phones or tablets) Internet Browsers: Mobile Safari, Google Chrome

For the best experience and optimum security, we recommend that you keep your browser up to date.

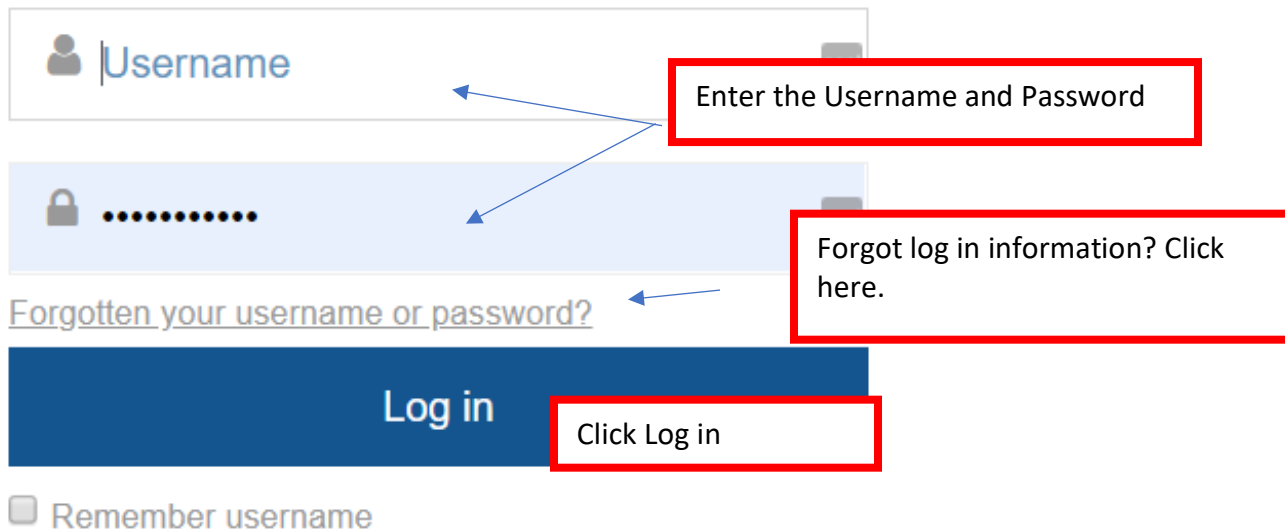
To get started, go to:

1. Site Name: (<https://shriveronline.org/>): [E.K. Shriver Center Online](https://shriveronline.org/)
2. Log into E.K. Shriver Center Online by clicking the "Log in" button which is located in the upper right corner of the homepage.

MAP Trainer User Manual



3. Enter the Username and Password that was in the email you received. Click the blue “Log in” button:



The password you are given to log in for the first time is a temporary password. Once you are logged in successfully, the system will prompt you to change it to something different for all future log ins.

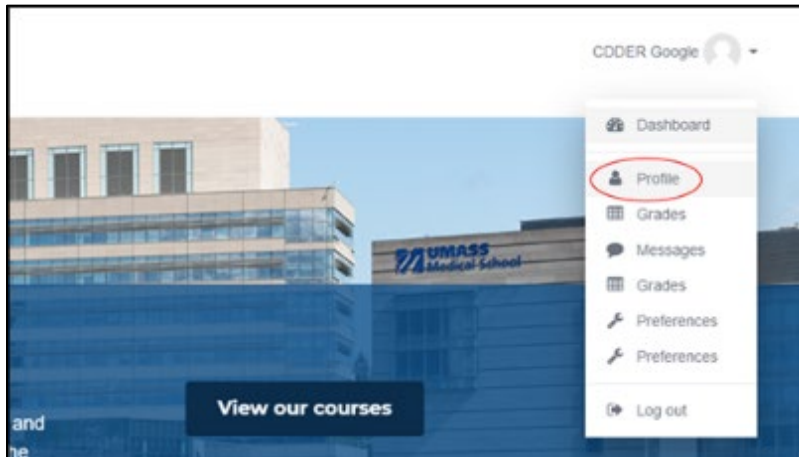
- Your username to login is created by CDDER and contains your first initial and full last name (some will contain a middle initial or birthdate to make sure there are no duplicates), you **do not** use your email to login.

How do I Reset My Password?

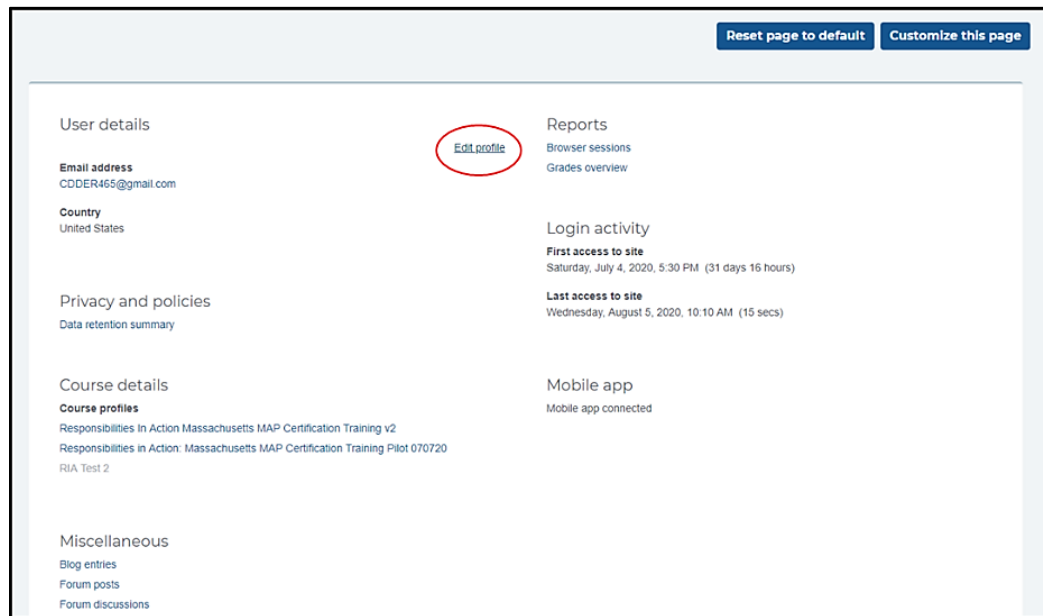
- If you forget your password, click on the “Forgotten your username or password?” link (shown in the image above).
 - The system will send you a link with instructions on how to reset it
 - If you are still having issues logging into your account, please contact CDDER@umassmed.edu

What do I do if my name is misspelled in Moodle or I need to change my email address?

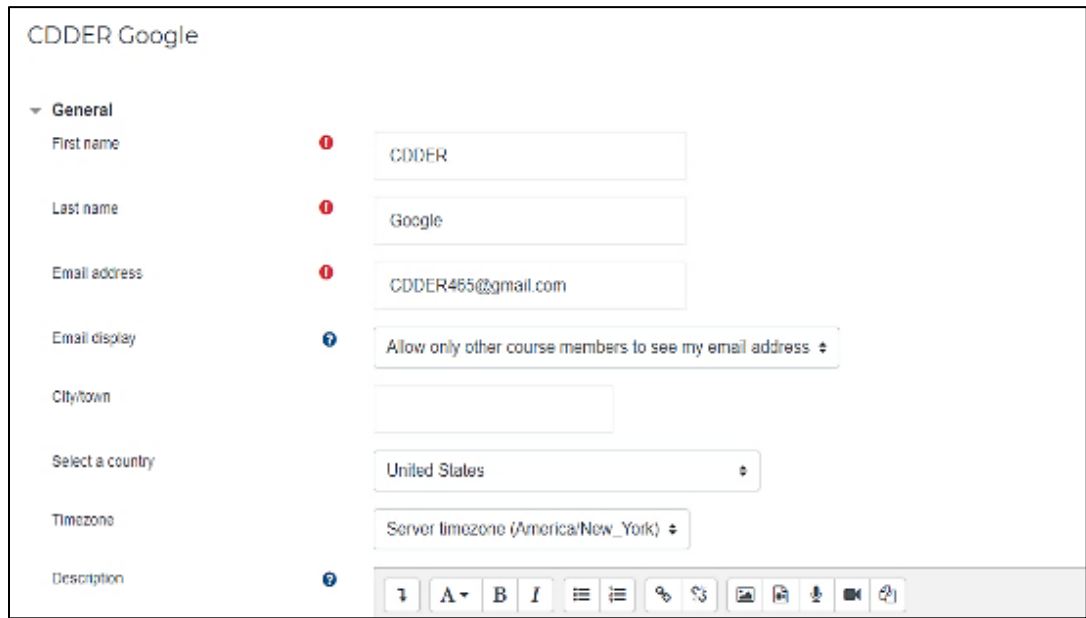
- If your name is misspelled or you need to change your email address, you can change it under your profile settings
 - From the menu at the top right, click on “Profile”



- Under “User Settings” click on “edit profile”



- You will see your name, email address, etc. and this is where you can edit your name or email address if needed.



CDDER Google

▼ General

First name ! CDDER

Last name ! Google

Email address ! CDDER455@gmail.com

Email display ? Allow only other course members to see my email address +

City/town

Select a country United States +

Timezone Server timezone (America/New_York) +

Description ?

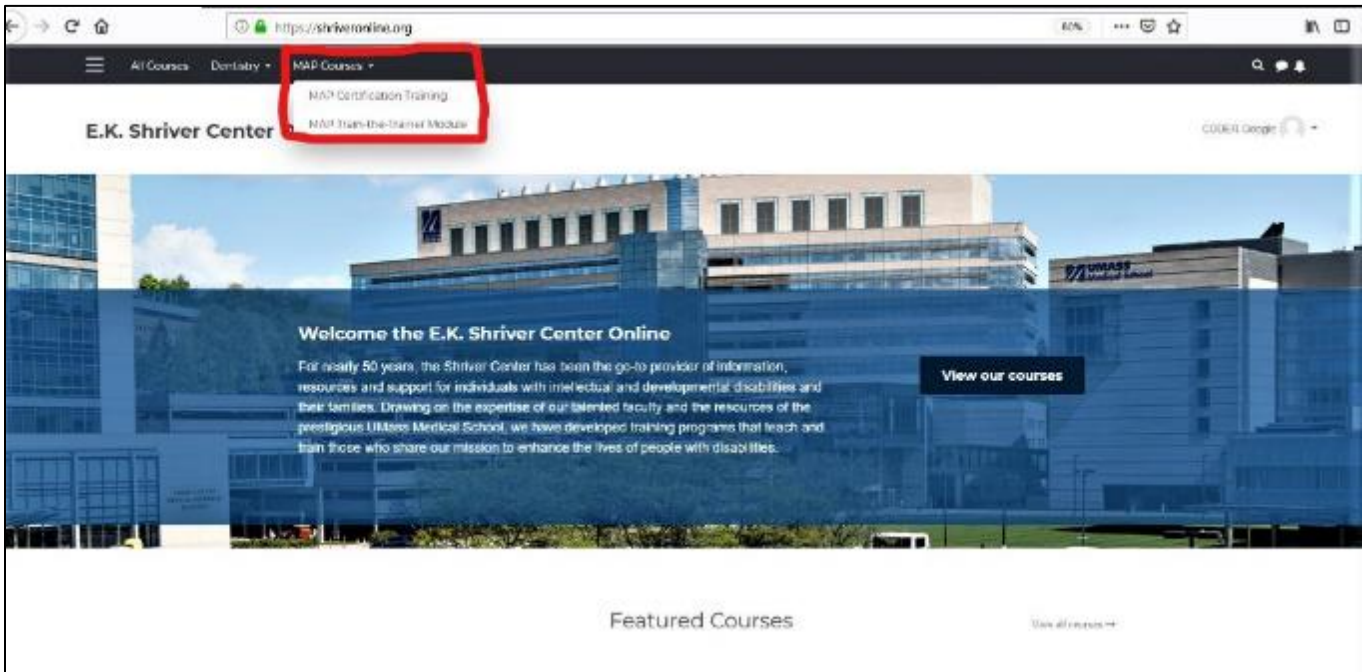
- Click “Update Profile” at the bottom of the page to save your changes.
- If you change your email address or username, please contact CDDER@umassmed.edu and let us know for our records. You should also contact your MAP Trainer, so they have the updated information as well.
 - Make sure that the email address you are using for the course is one that is up to date and that you check regularly

Responsibilities in Action (RIA): Massachusetts MAP Certification Training

MAP Trainer User Manual

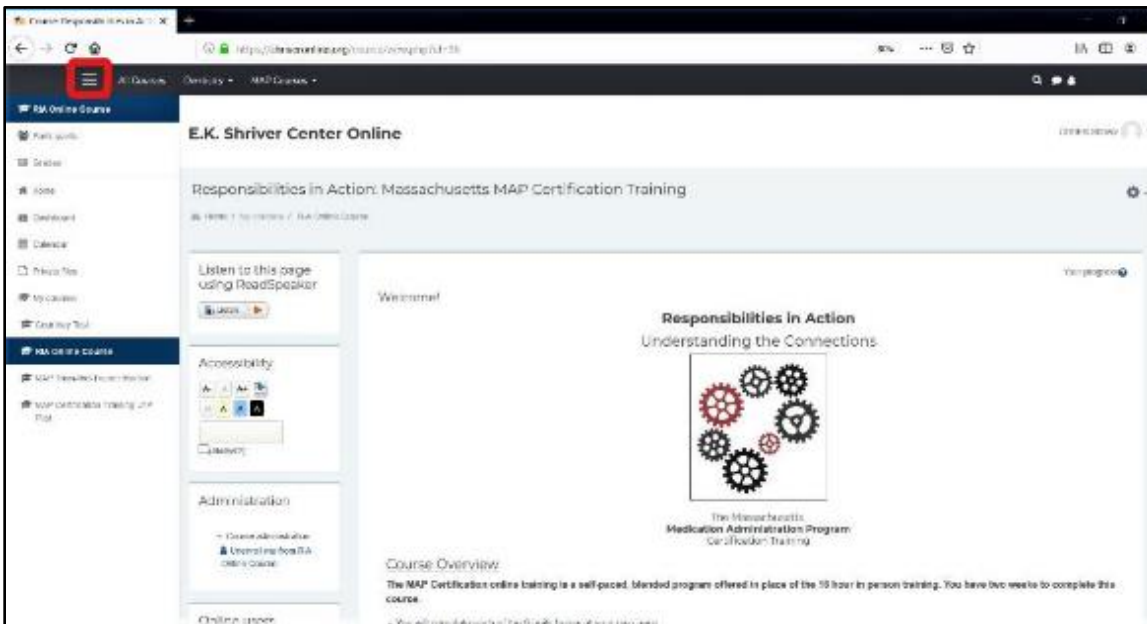
The MAP RIA Course

After you login, you will see 'MAP Courses' along the top. Use the dropdown to select the MAP Certification Training.



Home Page

This will open to the MAP RIA home page (also called a dashboard). Immediately clicking on the 3 bars in the upper left-hand corner (see image) will expand the viewing area for the course.

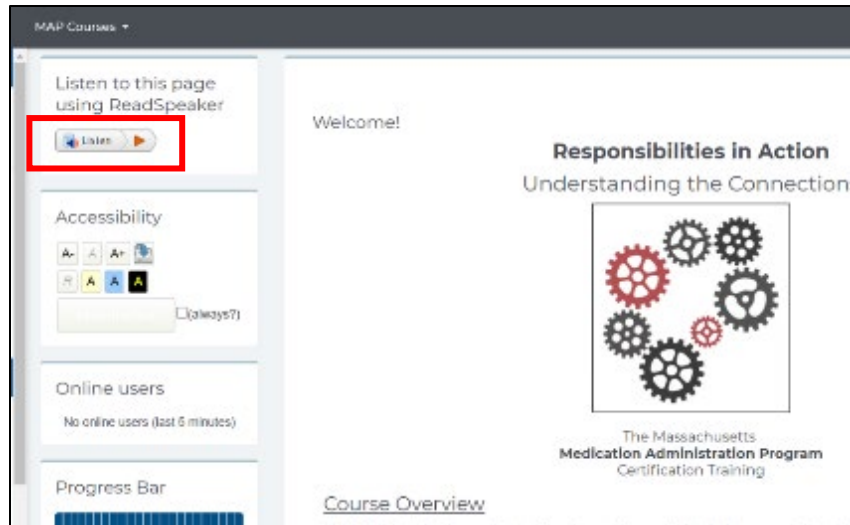


MAP Trainer User Manual

Accessibility Tools

Moodle has several tools to help you navigate the course.

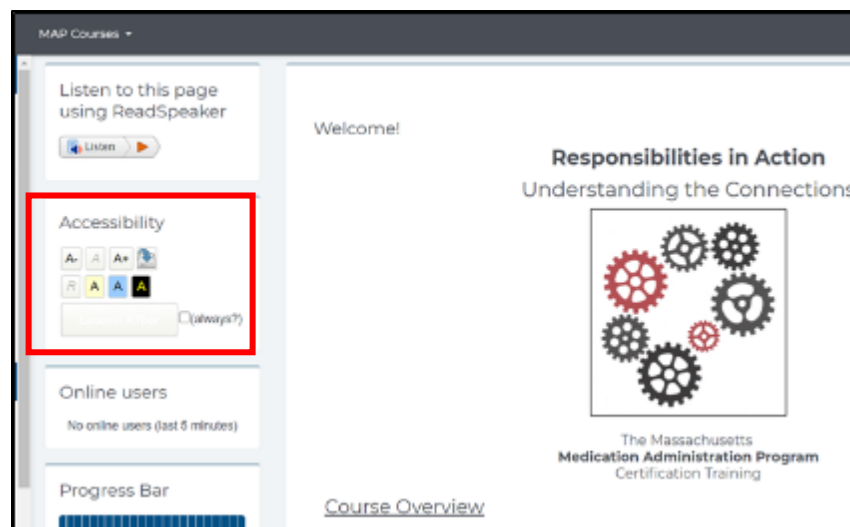
ReadSpeaker is a text-to-speech tool that will read page content. You can highlight any text on your screen with your mouse and click the “Listen” button to have it read aloud.



Accessibility Toolbar

This toolbar will increase or decrease the size of text on your screen. It does not affect the size of images. To enlarge images, use keyboard controls on your computer. Holding down the Ctrl key plus + or – will increase or decrease screen resolution on many machines.

The Accessibility Toolbar can also be used to add background color to text thereby making it easier to read.

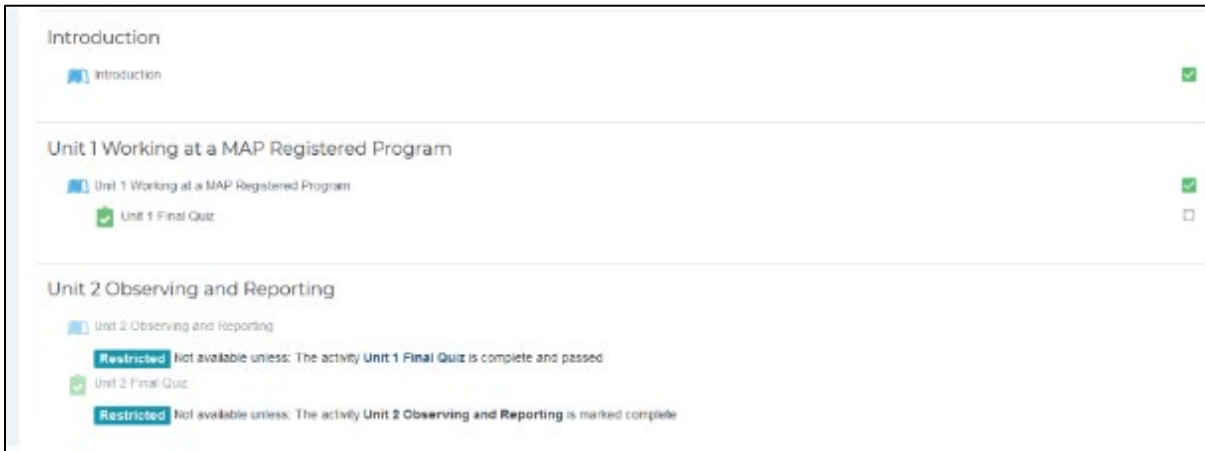


MAP Trainer User Manual

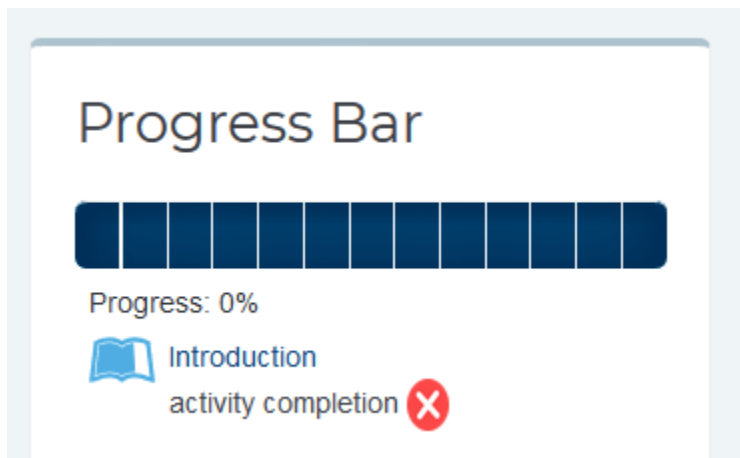
Your Courses

- **How much has been completed in your courses?**

Students need to complete each unit and pass the unit quiz at the end of the unit in order to continue with the course. The activity (unit or unit quiz) will automatically be registered as complete once the student has finished it. Students will see a green checkmark on the dashboard once the activity is complete.



- **The Progress Bar** is a time-management tool for the student. It visually shows which Units and Quizzes a student needs to complete in the course. It is color coded so a student and the MAP Trainer can quickly see what they have and have not completed/viewed.



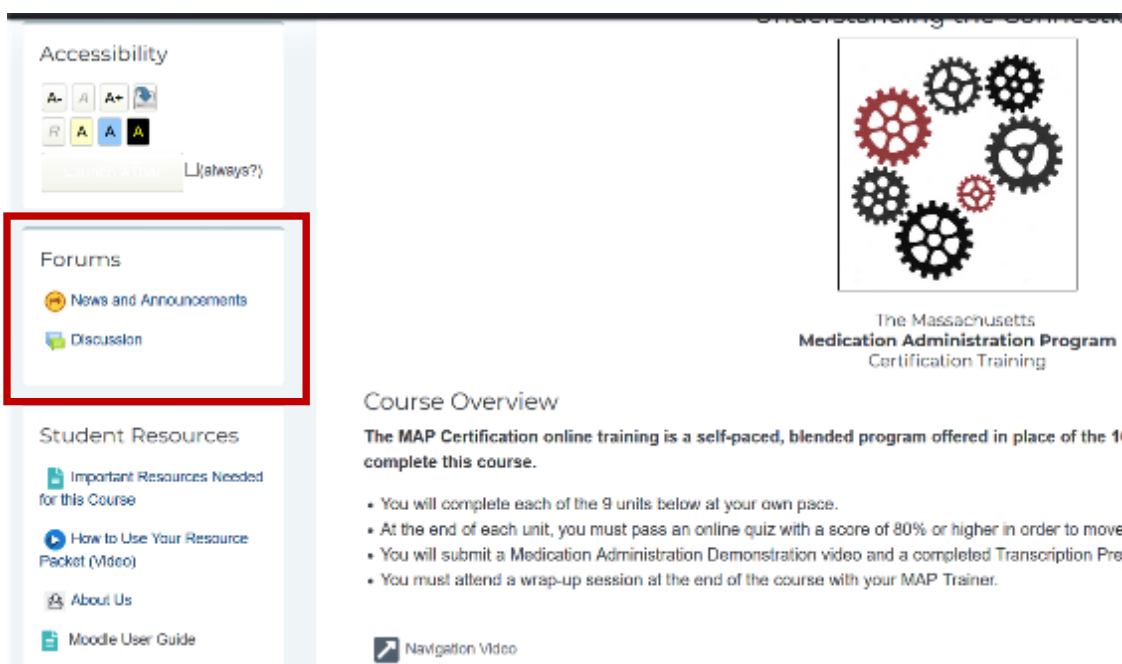
MAP Trainer User Manual

Forums

Moodle has two primary communication tools: Announcements and Discussion.

- Announcements are a one-way communication tool for MAP Trainers to easily send news or updates to the students in their group. Students should periodically check this section for new Announcements.
- Discussion: This is a two-way communication tool for students and their MAP Trainer, or for other students in the same group. This is a great place for students to ask questions or seek additional clarification!

Both are located in the “Forums” block on the left-hand side of the dashboard.



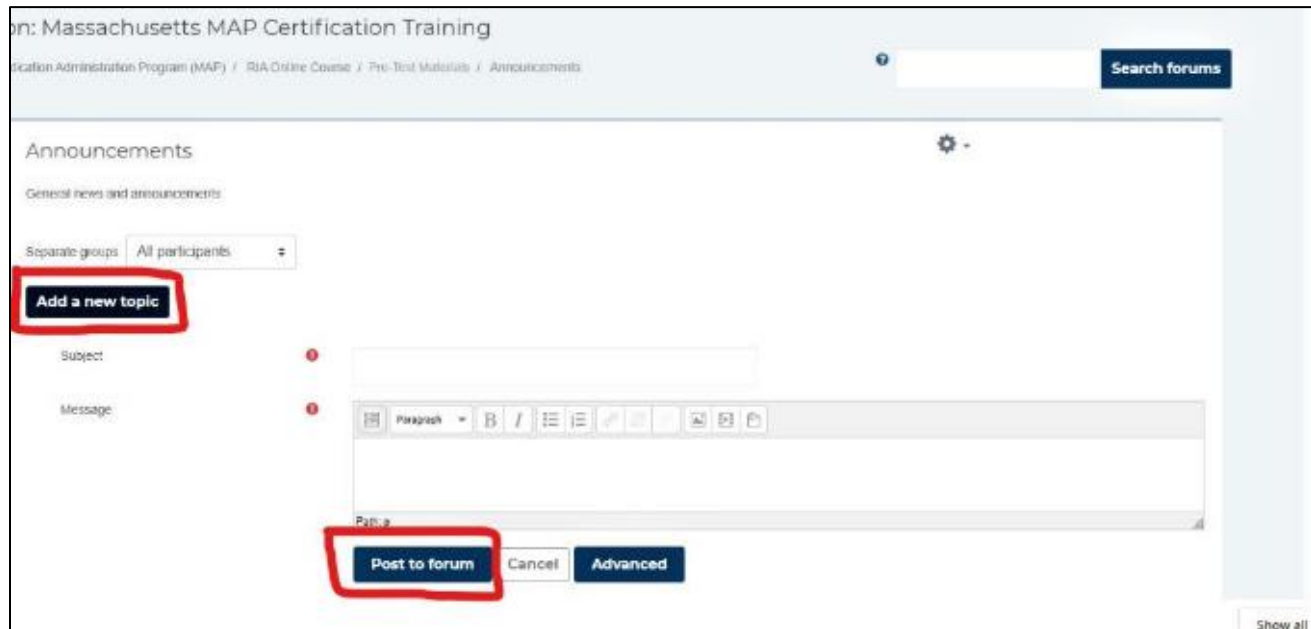
The screenshot shows the Moodle course dashboard. On the left, there is an 'Accessibility' section with font size and contrast controls. Below it is the 'Forums' section, which is highlighted with a red box and contains two items: 'News and Announcements' and 'Discussion'. Further down is the 'Student Resources' section with links to 'Important Resources Needed for this Course', 'How to Use Your Resource Packet (Video)', 'About Us', and 'Moodle User Guide'. On the right, there is a 'Course Overview' section with a gear icon and the text: 'The MAP Certification online training is a self-paced, blended program offered in place of the 14 complete this course.' Below this, there are three bullet points: 'You will complete each of the 9 units below at your own pace.', 'At the end of each unit, you must pass an online quiz with a score of 80% or higher in order to move', and 'You will submit a Medication Administration Demonstration video and a completed Transcription Prel'. At the bottom right, there is a 'Navigation Video' link.

Posting to Announcements (for MAP Trainers)

MAP Trainers can post a new Announcement by first opening the Announcements and then selecting ‘Add a new topic’ and then ‘Post to forum’. The “Separate Groups” field should default to your group automatically. If you are teaching more than one group, the “Separate Groups” dropdown will show all of your groups. Please select the group you wish to post to. Students cannot respond to Announcements.

Note: Students will receive an email notification when new Announcements are posted. They will not receive this email notification until they are officially in the course at 7am on the day their course begins. Please wait until after 7am on the course start date to post your Announcement.

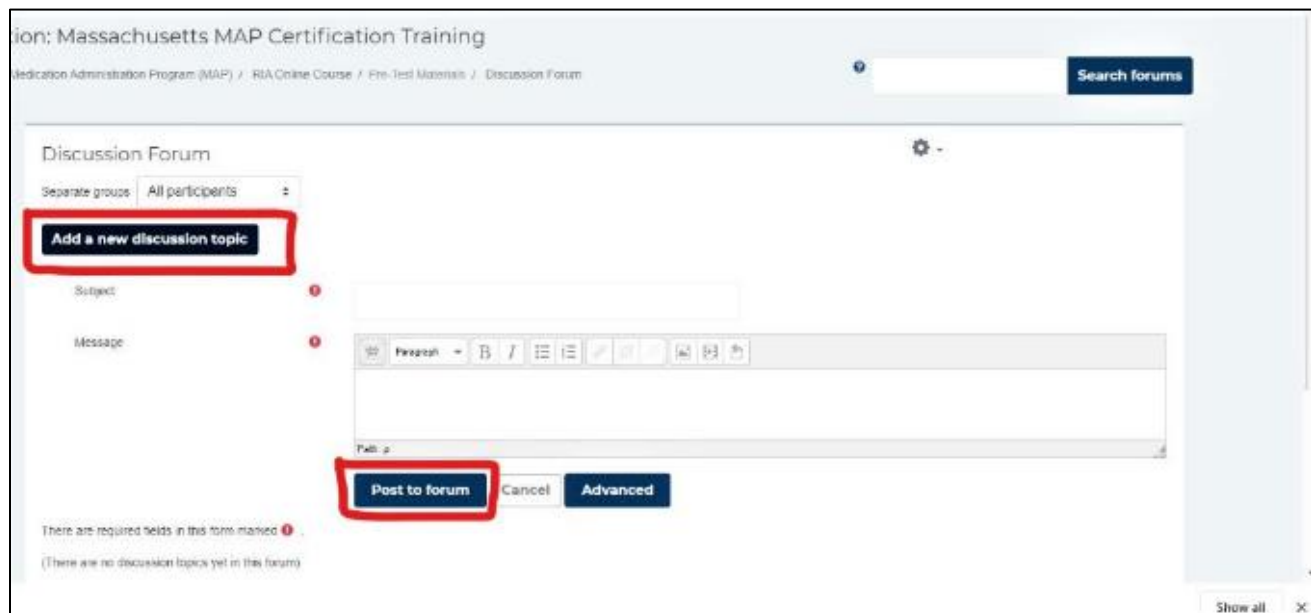
MAP Trainer User Manual



Posting to the Discussion Forum

Students and MAP Trainers can post to the Discussion Forum by first opening the Discussions Forum and then selecting “Add a new discussion topic” and then “Post to forum”. The “Separate Groups” field should default to your group automatically. If you are teaching more than one group, the “Separate Groups” dropdown will show all of your groups. Please select the group you wish to post to.

Note: Students will receive an email notification when new Discussions are posted or responded to. Trainers will also receive an email notification when students respond. Email notifications are not sent until students are officially in the course at 7am on the day their course begins. Please wait until after 7am on the course start date to post Discussion topics.



MAP Trainer User Manual

Messages

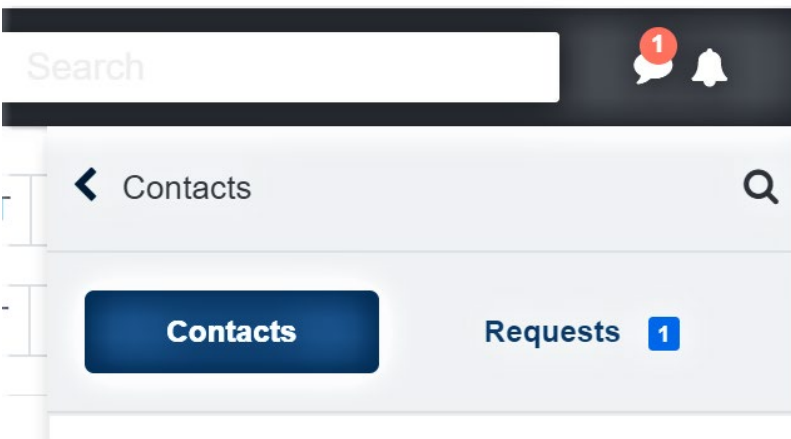
Moodle also has a messaging system when you can chat one-to-one with your MAP Trainer or other people in your group. It is located on the upper right-hand side of your screen, next to your profile.



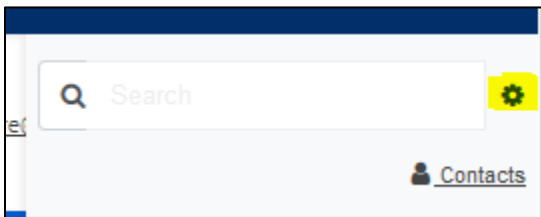
An alert will show when you have a new message.



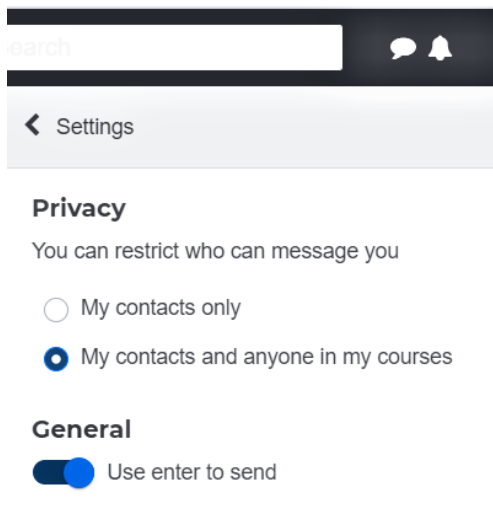
Students have the option of adding other students or MAP Trainers as contacts. If someone requests to add you as a contact, you will see a notification on the message bubble. After opening messaging, you will see a notification for the new request. You will also receive a notification via email that someone would like to add you as a contact.



Under Privacy notification (gear icon), you can restrict messaging to only your contacts or to anyone in the course.



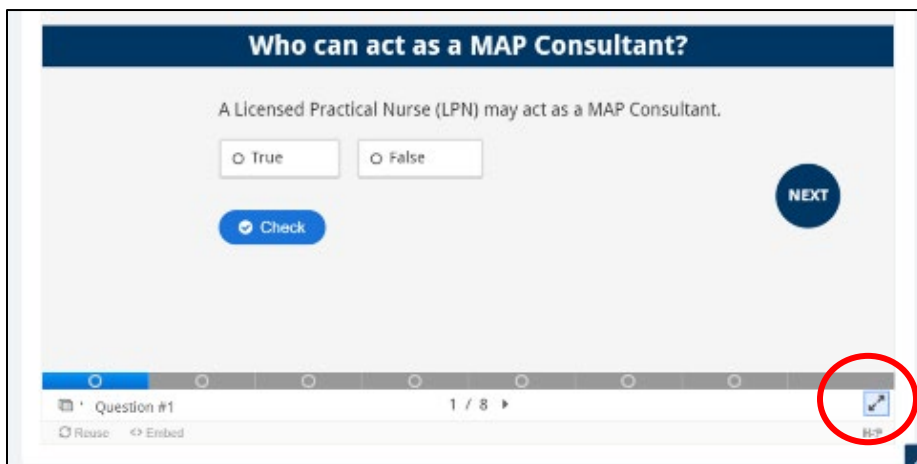
MAP Trainer User Manual



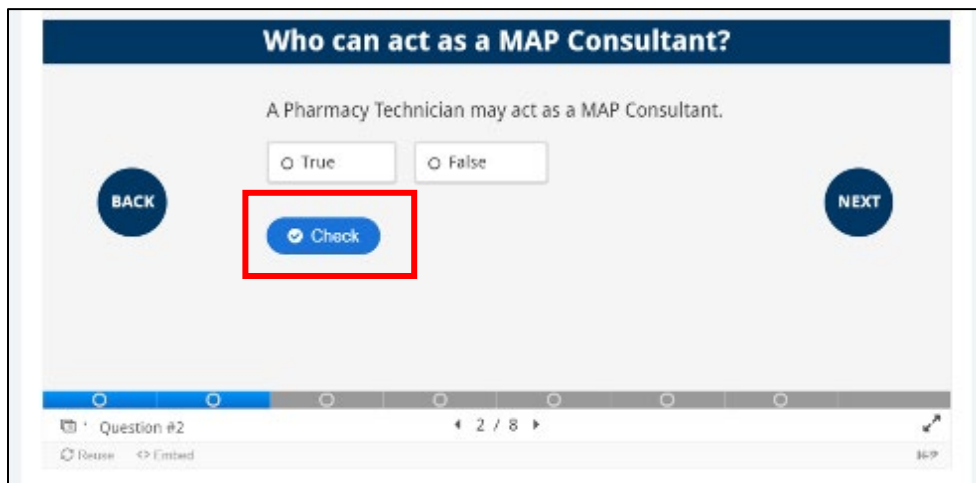
Knowledge Checks

There are several mini-quizzes and activities in the course that are called “Knowledge Checks”. You’ll see these in the units as you go along. Here are some helpful tips for doing the Knowledge Checks.

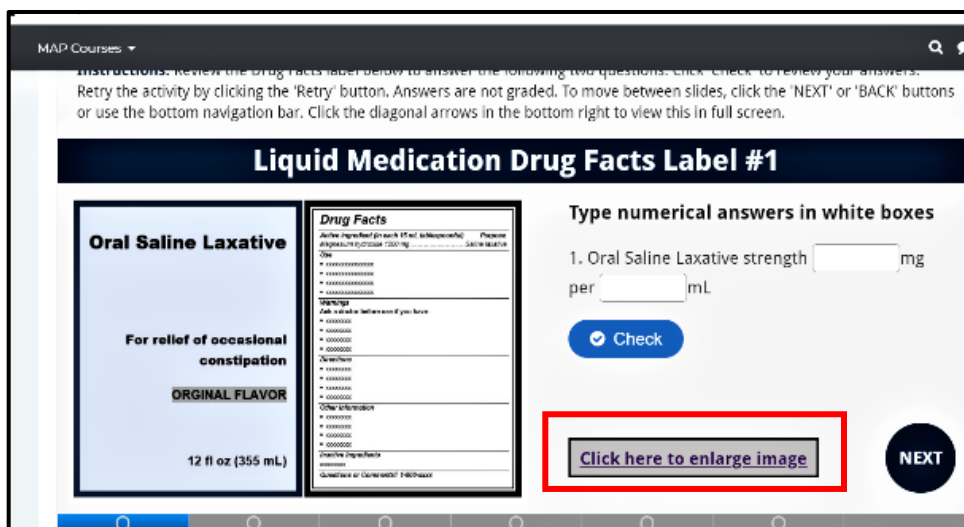
- Expand the viewing area by clicking the diagonal arrow in the bottom right corner. This makes the Knowledge Check exercise much larger!



- You can navigate to the next slide by using the tool bar at the bottom, or the “Next” or “Back” buttons. Use the “Check” button to quickly see if your answers are correct. If your answers are incorrect, this will show you the correct answer.



- Some of the Knowledge Checks contain images with lots of text. To read those images better, click on the “Click here to enlarge image” button to open the image in a new window on your browser. Use the keyboard controls on your computer to scale the image up or down. On many computers this is done by holding down the Ctrl key and the + or – button.



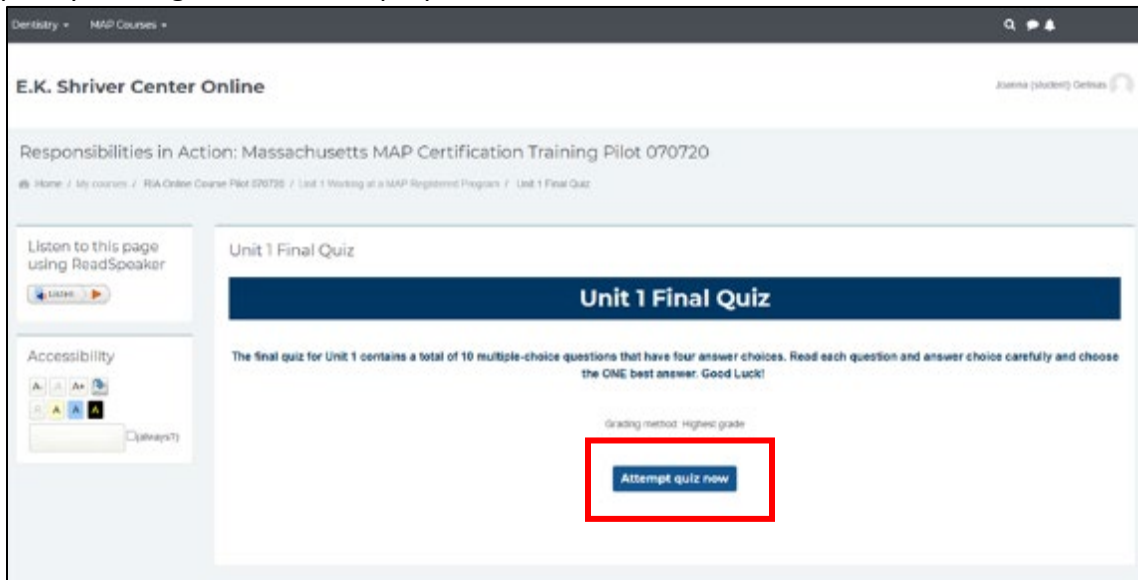
Responsibilities in Action (RIA): Massachusetts MAP Certification Training

MAP Trainer User Manual

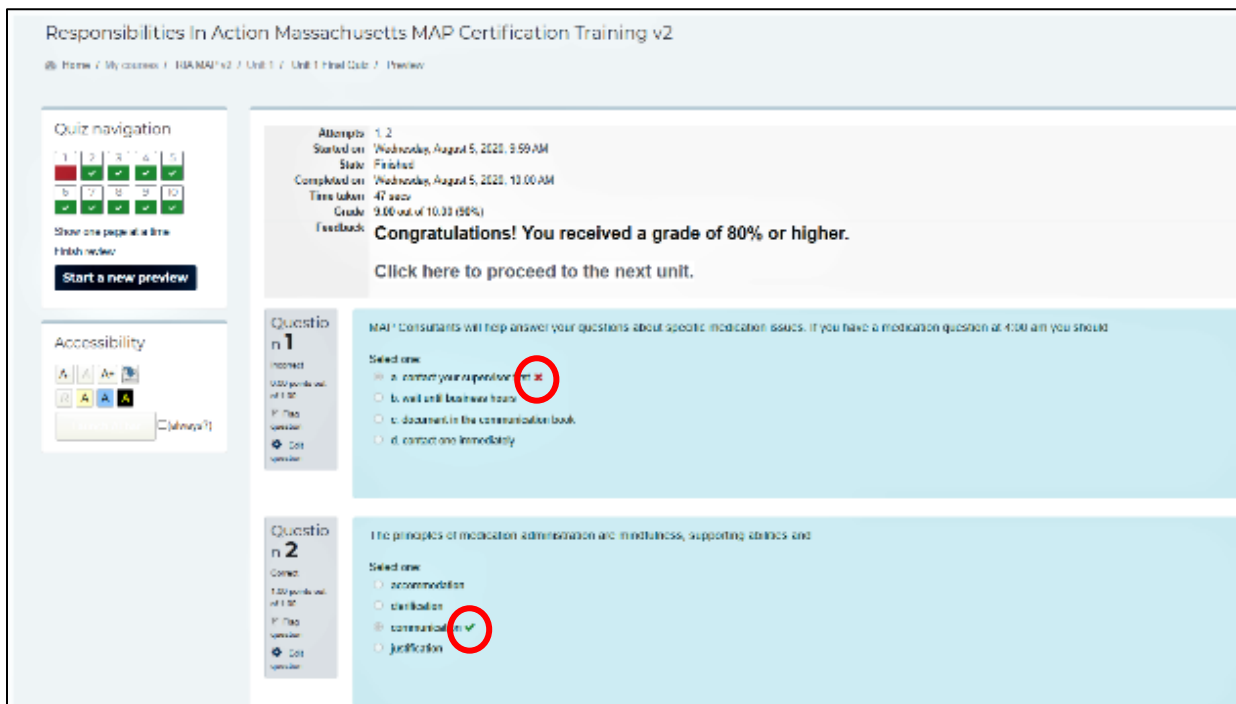
Quizzes

This course has nine unit quizzes that the student must pass with a score of 80% or higher. If you do not get 80% or higher, you can try again until you pass. Each quiz is available after completing the corresponding unit.

Begin the quiz by clicking on the “Attempt quiz now” button



After you submit your answers, you will see a summary screen with your grade and an indication of which questions you missed. Red x's next to an answer choice indicate that it is incorrect. Green checkmarks indicate that the answer choice was correct.

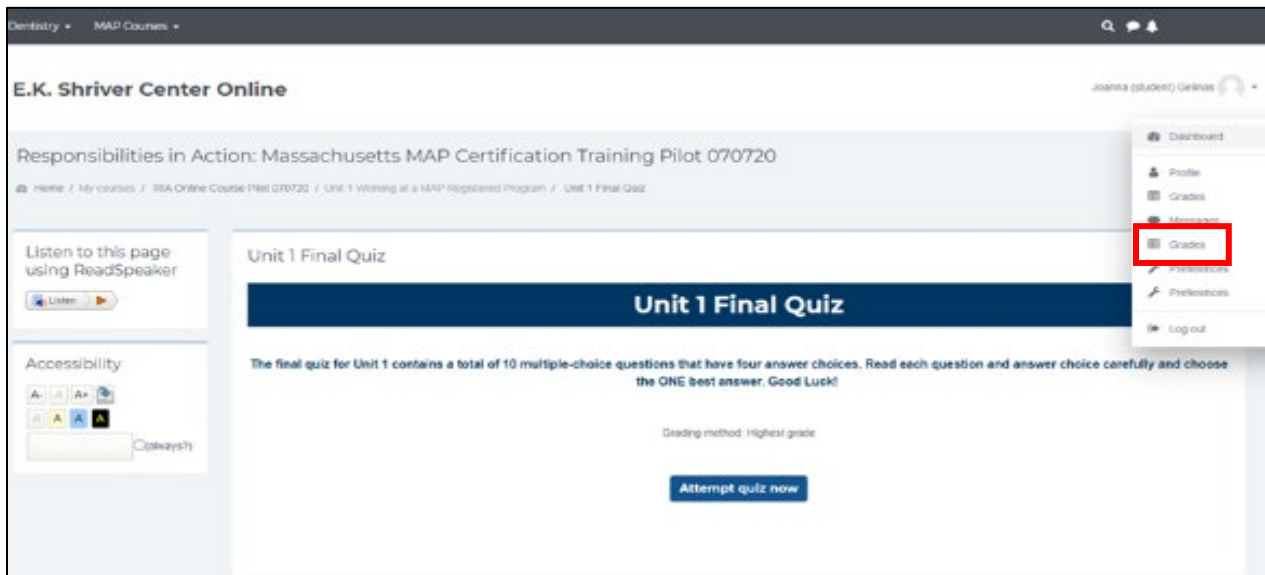


Responsibilities in Action (RIA): Massachusetts MAP Certification Training

MAP Trainer User Manual

Checking Your Grades

Students can access their gradebook by using the dropdown arrow next to their profile and selecting “Grades”.



Here you will see grades for all of the quizzes and other assignments

Grade Item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Responsibilities in Action: Massachusetts MAP Certification Training						
Unit 1 Final Quiz	-	0	0-10	0%	-	-
Unit 2 Final Quiz	-	0	0-10	0%	-	-
Unit 3 Final Quiz	-	8	0-10	80%	-	-
Unit 4 Final Quiz	-	0	0-10	0%	-	-
Unit 5 Final Quiz	-	10	0-10	100%	-	-
Unit 6 Final Quiz	-	-	0-10	-	-	-
Unit 7 Final Quiz	-	-	0-10	-	-	-
Unit 8 Final Quiz	-	-	0-10	-	-	-
Unit 9 Final Quiz	-	-	0-10	-	-	-
Medication Administration Pretest	-	-	Pass-Fail	-	-	-

You will also see any feedback from your Trainer on graded assignments.

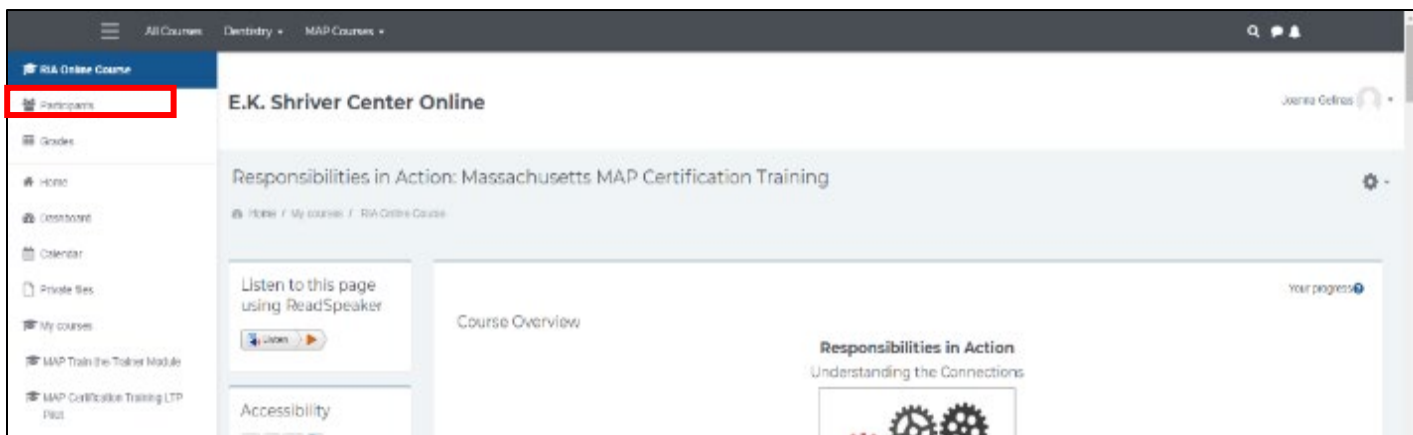
Pre-Test Transcription Assignment - Scenario	-	-	0-10	-	-	-
Medication Administration Skills Check	-	Pass	Pass-Fail	0%	This is a very nice video. You followed all of the steps.	-
Mack Testmann Assignment	-	Pass	Pass-Fail	0%	-	-

Additional Information for MAP Trainers Only

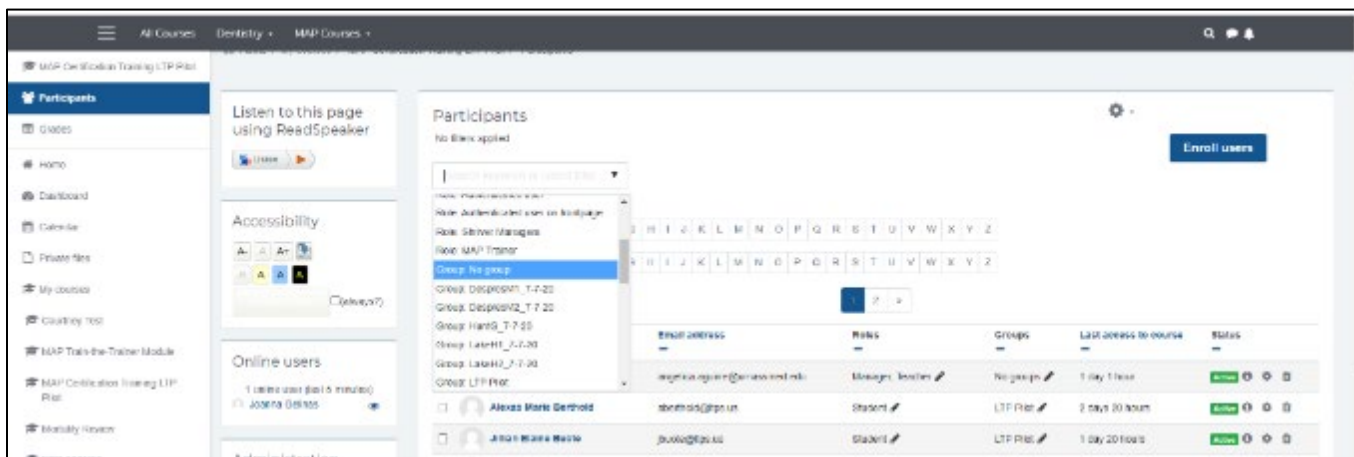
Viewing Participants in your Group

Step 1: Go to the Course

Step 2: Locate the “Participants” tab in the left menu. If you don’t see the left menu, click the 3 bars in the upper left-hand corner to show the left menu.



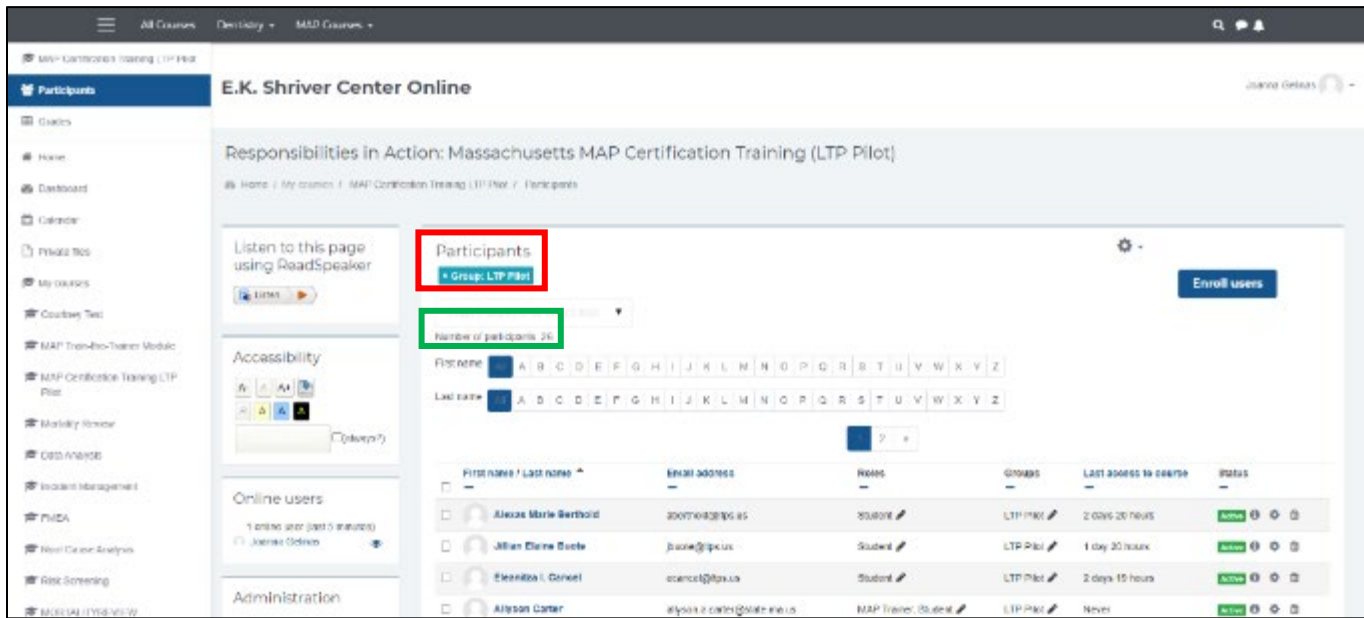
Step 3: Locate the “Search” field: Only the group(s) you are facilitating should be viewable.



Step 4: The list will filter to the group chosen and show you the number of participants.

Responsibilities in Action (RIA): Massachusetts MAP Certification Training

MAP Trainer User Manual



Reports

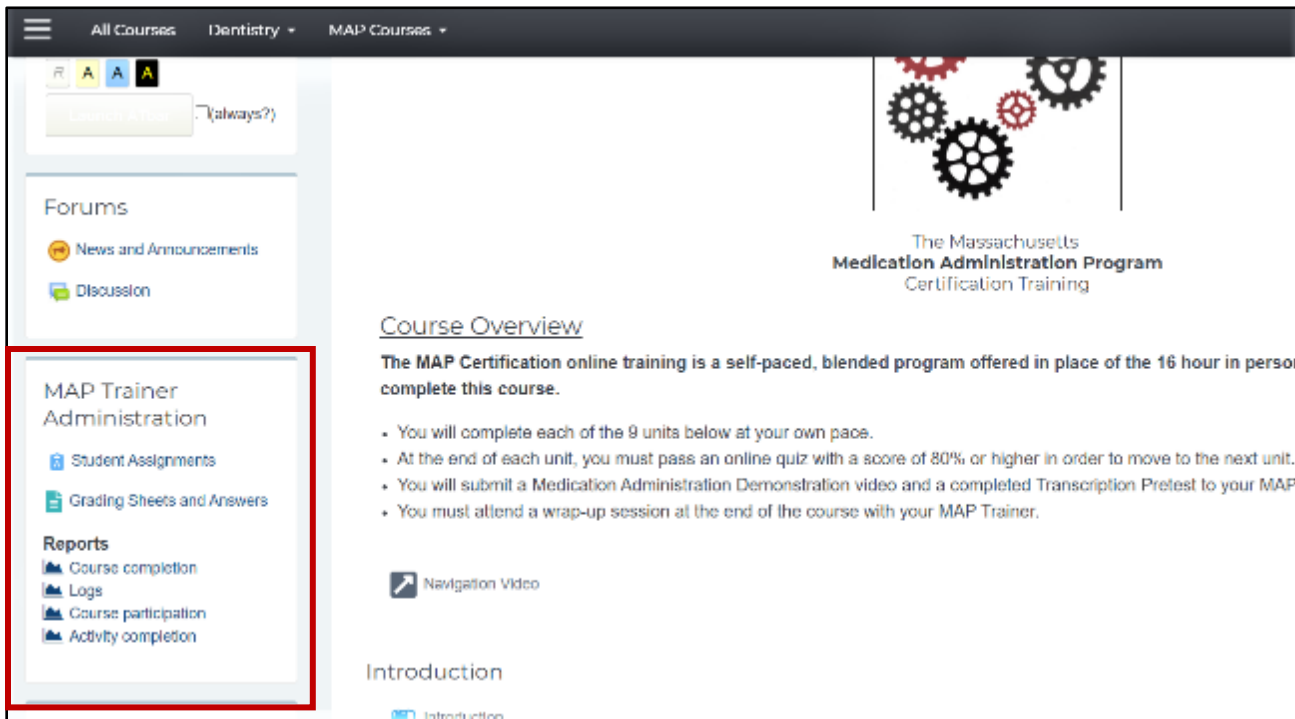
Moodle has several useful reports for you: Activity completion, Course completion, and Activity participation.

Step 1: Login to [E.K. Shriver Online Learning Center](#)

Step 2: Locate the Responsibilities in Action: Massachusetts MAP Certification Training Course.

Step 3: Locate the MAP Trainer Administration Block. This block is not visible to students.

Step 4: Use the Reports tabs to view a report.



Responsibilities in Action (RIA): Massachusetts MAP Certification Training

MAP Trainer User Manual

Step 5: This view should automatically default to your group; if not, use the dropdown to select your group. This will show you which activities all the students in your group have completed.

Activity Completion Report

This report is useful for seeing which Course Activities (Units, Quizzes, Assignments) each student has completed. This includes required and optional activities. The Mack Testmann Practice Assignment and Med Admin Skills Check are optional activities and as such, may not be checked off for a student.

Each activity is marked as “complete” with a green checkmark with the student completes it.

- Mack Testmann Practice Assignment is marked as “complete” when a student submits it.
- Med Admin Skills Check is marked as “complete” when a student submits it.
- The Med Admin Pretest is marked as “complete” when the student receives a grade.
- Pre-Test Transcriptions are marked “complete” when the student receives a passing grade.
 - Note: All 3 scenarios appear in the Activity Completion Report but students are only required to pass 1 of the 3 scenarios. If they fail #1, they should be offered #2, etc.

Activity Name	Status
Introduction	✓
Working at a MAP Registered...	✓
Unit 1 Quiz	✓
Observing and Reporting	✓
Unit 2 Quiz	✓
Medication	✓
Unit 3 Quiz	✓
Interacting with a Health ...	✓
Unit 4 Quiz	✓
Obtaining, Storing and ...	✓
Unit 5 Quiz	✓
Units 1-5 Summary and ...	✓
Recording Information	✓
Unit 6 Quiz	✓
Skills Practice	✓
Administering Medications: ...	✓
Administering Medications: ...	✓
Unit 7 Quiz	✓
Chain of Custody: Part 1	✓
Chain of Custody: Part 2	✓
Unit 8 Quiz	✓
Medication Occurrences	✓
Unit 9 Quiz	✓
Med Admin Pretest	✓
Pre-Test Transcription #1	✓
Pre-Test Transcription #2	✓
Pre-Test Transcription #3	✓
Med Admin Skills Check	✓
Mack Testmann Practice ...	✓

Course Completion Report

This report is useful for seeing which **required** Course Activities (Units, Quizzes, Assignments) each student has completed. Only required activities are included here. The required course components are Units 1-9 and the Unit 1-9 Quizzes. A certification of completion is issued after a student completes these required components. This report also shows whether the student has completed the full course. Note that there is a scroll bar at the bottom of the screen that you can use to scroll the view to the right to see all of the components.

MAP Trainer User Manual

Activities		Approval	Course
All		All	All
Introduction	Working at a MAP Registered...	Unit 1 Quiz	Observing and Reporting
Unit 2 Quiz	Medication	Unit 3 Quiz	Interacting with a Health ...
Unit 4 Quiz	Obtaining, Storing and ...	Unit 5 Quiz	Units 1-5 Summary and ...
Recording Information	Unit 6 Quiz	Skills Practice	Administering Medications: ...
Administering Medications: ...	Unit 7 Quiz	Chain of Custody: Part 1	Chain of Custody: Part 2
Unit 8 Quiz	Medication Occurrences	Unit 9 Quiz	Manager
Course complete			

Download in spreadsheet format (UTF-8 .csv)
Download in Excel-compatible format (.csv)

Course Participation Report

This report is useful to quickly see which Activities (Unit Books, Quizzes, Assignments) students have viewed.

- Activity Module: select the Unit, Quiz, or Activity you wish to view
- Look Back: Select the unit of time you are interested in viewing
- Show Only: set to Student
- All Actions: Can change to “post” if interested in Discussions; otherwise leave as All Actions.

on Massachusetts MAP Certification Training _live

Reports / Course participation

Activity module: Introduction | Look back: 2 days | Show only: Student

Groups: Test Group 1
Book Views
Book Posts

First name / Last name	All actions	Select
Cindy Fleming	Yes (12)	<input type="checkbox"/>
Christine Clifford	No	<input type="checkbox"/>

Select all 'No'

With selected users... Choose...

Responsibilities in Action (RIA): Massachusetts MAP Certification Training

MAP Trainer User Manual

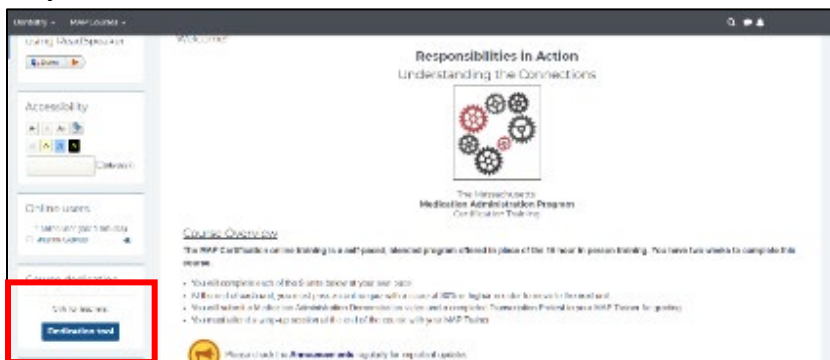
Viewing the Dedication Tool

This Block allows MAP Trainers to see the estimated dedication time for students in a Moodle course. This is not viewable to students.

Time is estimated based on Session and Session Duration applied to Moodle's log entries:

- Click: every time that a user accesses a page in Moodle a log entry is stored.
- Session: set of two or more consecutive clicks in which the elapsed time between every pair of consecutive clicks does not overcome an established maximum time.
- Session duration: elapsed time between the first and the last click of the session.
- Dedication time: the sum of all session duration for a user.

Step 1: Locate the Time Dedication block and click on it so the tool will open.



Step 2: Select the start and end dates for your course, typically a two-week timeframe.

Step 3: Change the “Limit between clicks (in minutes)” field: **60 is the default. However, we recommend changing this to 15 minutes to get the most accurate report.**

Step 4: To run the report click the Calculate button.

Step 5: You can download your list to Excel. Once in Excel you can filter your group. There is no way to filter this by group without downloading the Excel sheet.



MAP Trainer User Manual

Using Log in to view what participants in your group view

- MAP Trainers have the capability to log in as other student users.
- This capability is allowed for a MAP Trainer role within a course and within their own group. It allows the MAP Trainer to login as another course participant (within their group) and browse (as that user) within that course only. This is useful for seeing what your students see, for example to check a restriction they are reporting or an error/difficulty they are having in the course.

Note: After using the Log in as function you are automatically logged out of Moodle when you return to your normal role. This is for security reasons. If you login again you will be redirected to the page that you were on.

How to Use:

Step 1: Access the Participant list within the course (your group)

- Click on the student whose profile you'd like to view

Select	First name	Last name	Email address	Roles	Groups
<input type="checkbox"/>	Angie	(Student) Aguire	angieaguire1@gmail.com	Non-editing teacher, Student	EDEA
<input type="checkbox"/>	Bree	Carroll	bree.carroll@state.ma.us	Non-editing teacher, Student	EDEA
<input type="checkbox"/>	Brendan	Carroll	brendan.j.carroll@state.ma.us	Student	EDEA
<input type="checkbox"/>	Claudel	Francour	claudel.francour1@rosssmall.state.ma.us	Student	EDEA

Step 2: From the User's profile, Click the "Log in as" link

User details

Email address
bree.carroll@state.ma.us

Agency
Executive Office of Higher Education

Role at Agency
Protective Services Program Manager

Privacy and policies
Data retention summary

Course details

Course profiles
Alzheimer's Disease and Related Dementias (ADRD)

Roles
Non-editing teacher, Student

Group
EDEA

Miscellaneous

- View all blog entries
- Notes
- My certificates
- Forum posts
- Forum discussions

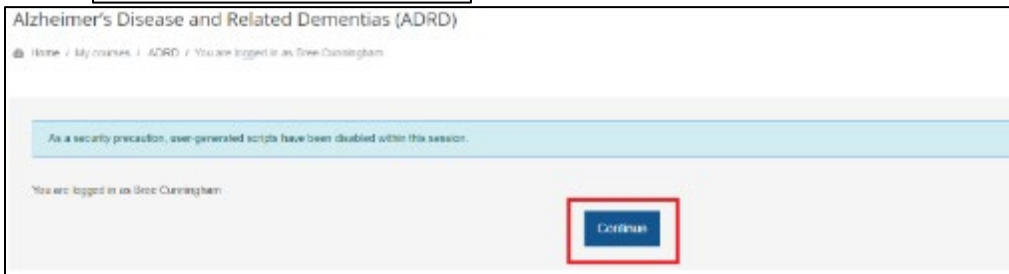
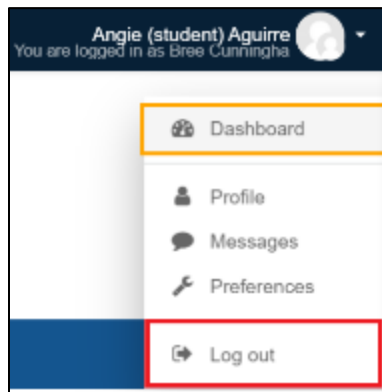
Reports

- Today's logs
- All logs
- Outline report
- Complete report
- Statistics
- Grades overview

Administration

- Log in as

Step 3: Click "Continue"



Step 4: Browse as User



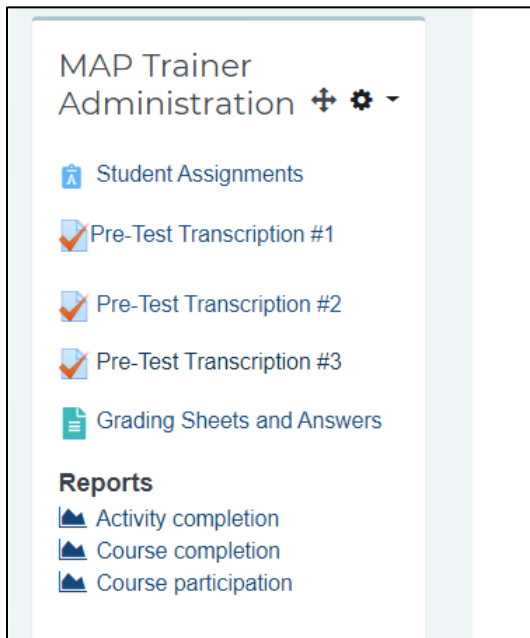
Step 5: To go back to your normal role, logout.

MAP Trainer User Manual

Grading Assignments

How to find the graded assignments

Step 1: From the home screen (dashboard), use the MAP Trainer Administration Block to the left of the dashboard to view the Student Assignments, Grading Sheets, and Answer Sheets. This block is not visible to students. This is an easy way for Trainers to go directly to the Assignment and Quizzes that need grading!



There are three Assignments in the RIA Cert course:

- Mack Testmann Practice Assignment in Unit 6
- Medication Administration Skills Check in Unit 7
- Medication Administration Pretest at the end of the course

Note: the three Pretest Transcription scenarios are technically quizzes (due to the time requirement) and are listed separately in this block.

Trainers receive an email notification when a student submits an Assignment. Trainers also receive an email notification when a student submits an attempt on the Pretest Transcription Quizzes.

Mack Testmann Practice Assignment (practice transcription)

Step 1: From the home screen (dashboard), use the MAP Trainer Administration Block to the left of the dashboard to view the Student Assignments, then select Mack Testmann Practice Assignment.

The screenshot shows the 'Assignments' page in the MAP Trainer interface. The page title is 'tion Massachusetts MAP Certification Training _live' and the breadcrumb is '/ Assignments'. The 'Assignments' table has the following data:

Topic	Assignments	Due date	Submission	Grade
Pretest Materials	Med Admin Pretest	-	0	-
Files	Med Admin Skills Check	-	1	-
	Mack Testmann Practice Assignment	-	1	-

Responsibilities in Action (RIA): Massachusetts MAP Certification Training

MAP Trainer User Manual

Step 2: Once open, scroll down until you see 'View all submissions'.

Separate groups: MAP group 1
Grading summary

Hidden from students	No
Participants	2
Submitted	1
Needs grading	1

[View all submissions](#) [Grade](#)

Submission status

Submission status: No attempt
Grading status: Not graded

Step 3: Here you will see each student who has submitted an assignment. You can view their completed PDF by clicking on the link to the right, under "File Submissions". **Select 'Grade'**.

Mack Testmann Assignment

Grading action: Choose...
Separate groups: All participants

First name: [A-Z]
Last name: [A-Z]

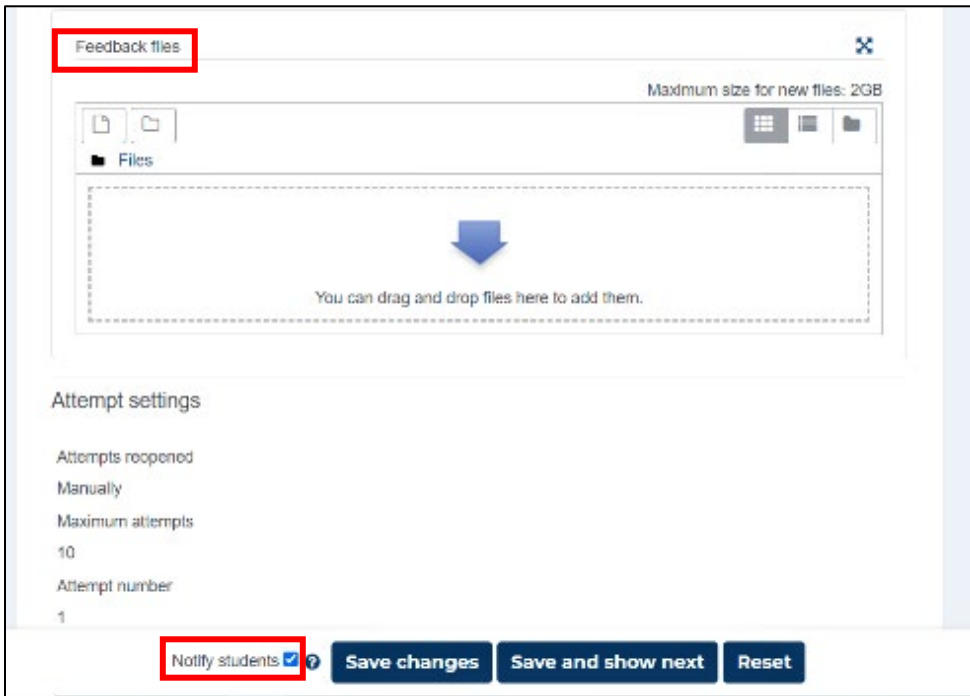
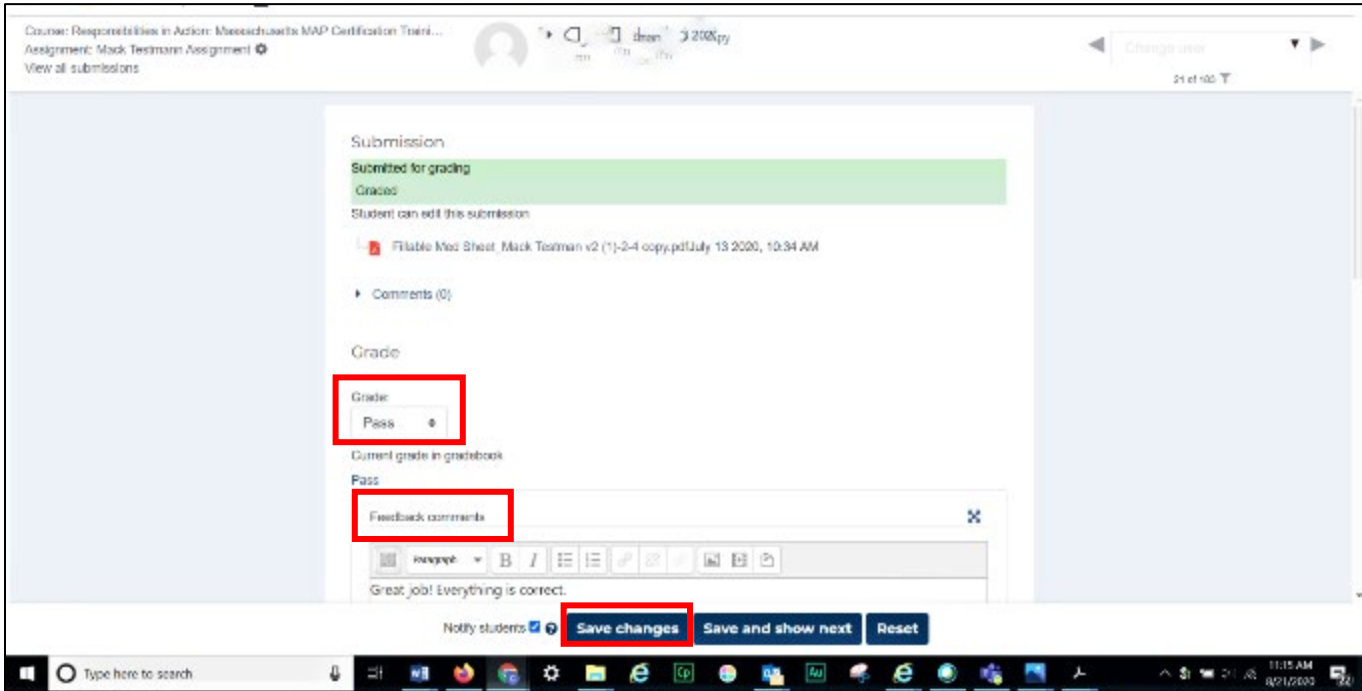
« 1 2 3 4 5 6 7 8 9 10 ... 19 »

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	Online text	File submissions
<input type="checkbox"/>		(Student)	mthylupr@lakom	Submitted for grading	Grade	Edit	Friday, July 17, 2020, 6:10 PM		6.Fillable Med Sheet_Mack v2 (1).pdf July 14 2020

Step 4: To grade the assignment, select either "Pass" or "Fail" from the dropdown. You can also add text in the text box under "Feedback Comments", or add files using the "Feedback files". Select "Save Changes" once done.

Responsibilities in Action (RIA): Massachusetts MAP Certification Training

MAP Trainer User Manual



Students are automatically notified via email that their Assignment was graded.

MAP Trainer User Manual

Grading the Medication Administration Skills Check Video

Step 1: From the home screen (dashboard), use the MAP Trainer Administration Block to the left of the dashboard to view the Student Assignments, then select Mack Testmann Practice Assignment.

Topic	Assignments	Due date	Submission	Grade
Pretest Materials	Med Admin Pretest	-	0	-
Files	Med Admin Skills Check	-	1	-
	Mack Testmann Practice Assignment	-	1	-

Step 2: Open the Medication Administration Skills Check Assignment. Scroll down until you see ‘View all submissions’.

Separate groups: MAP group 1
Grading summary

Hidden from students	No
Participants	2
Submitted	1
Needs grading	1

[View all submissions](#) [Grade](#)

Submission status

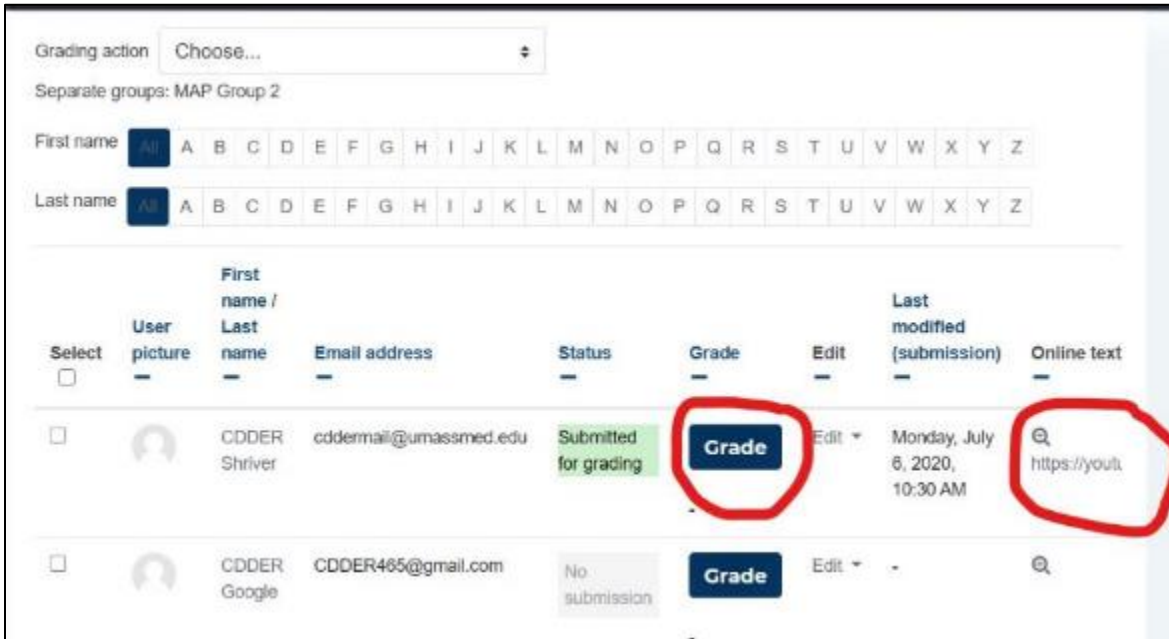
Submission status	No attempt
Grading status	Not graded

Step 3: Here you will see each student who has submitted an assignment. You will either see a link to their video (click the link), or a thumbnail for a video to play. **Note:** You may experience some difficulty viewing videos created by a Mac user if you are a PC user, and vice versa. Remind the student that the instructions

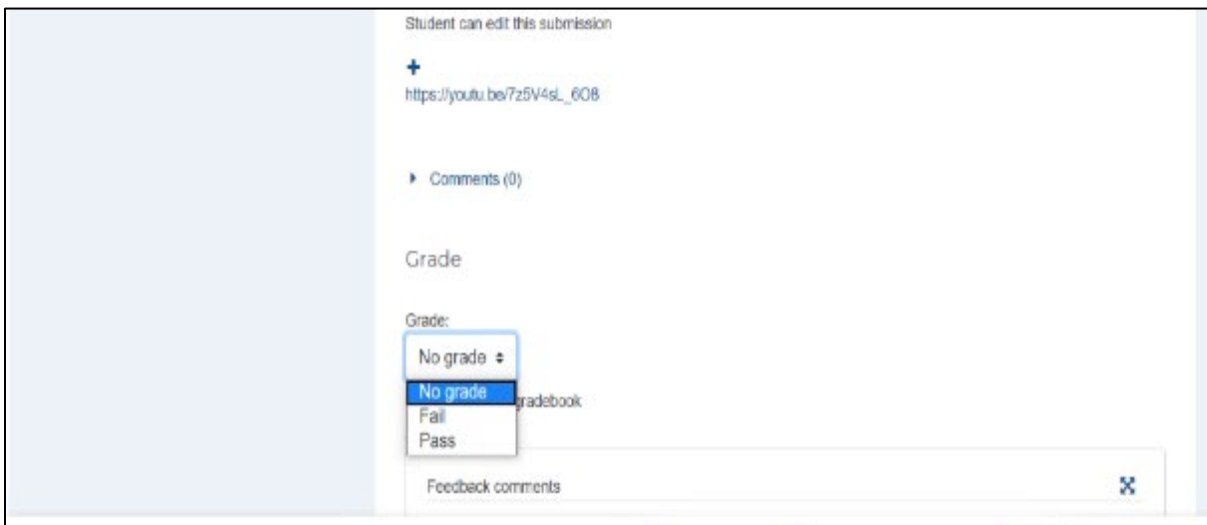
Responsibilities in Action (RIA): Massachusetts MAP Certification Training

MAP Trainer User Manual

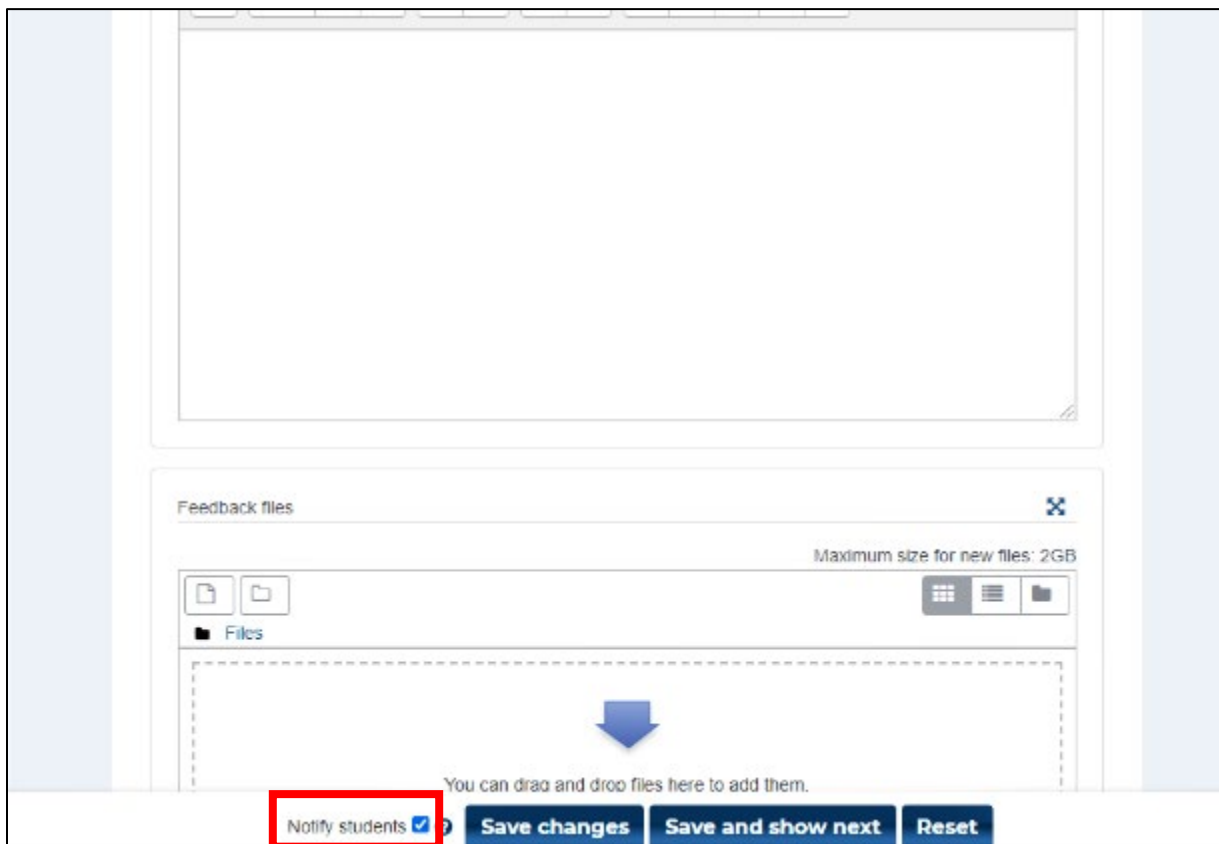
were to upload the video to YouTube and then share the link through the submissions. In this way, you will not have trouble viewing the video. **Select 'Grade'.**



Step 4: To grade the assignment, select either 'Pass' or 'Fail' from the dropdown. You can also add text in the text box under 'Feedback Comments', or add files using the 'Feedback files'. Select 'Save Changes' once done.

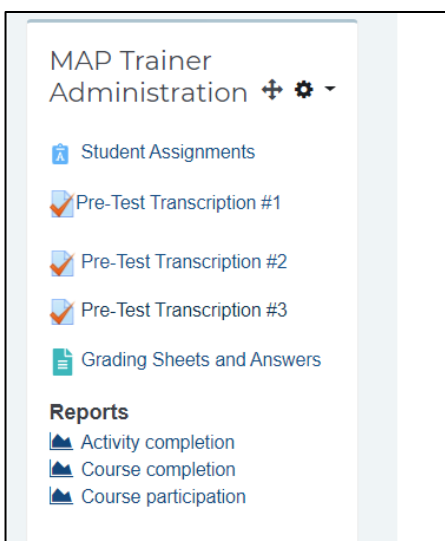


MAP Trainer User Manual



Students are automatically notified via email that their assignment was graded.

Grading Pretest Transcriptions



Med Admin Pretest: From the home screen (dashboard), use the MAP Trainer Administration Block to the left of the dashboard to view the Student Assignments, then **Med Admin Pretest**. This is an Assignment that you grade in the same way as the Med Admin Skills Check described above.

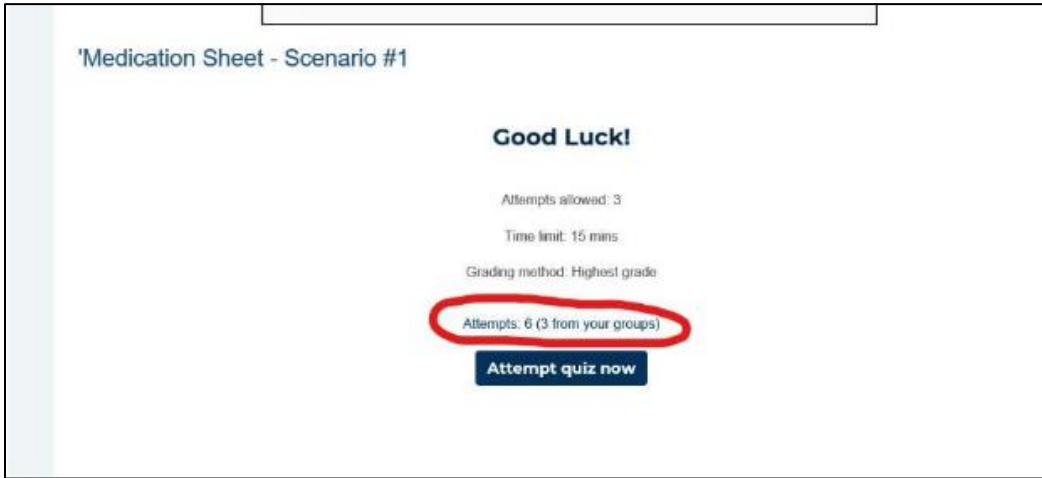
Pretest Transcriptions: To grade these components, use the MAP Trainer Administration Block to the left of the dashboard to select the scenario you want to grade. These are technically quizzes in Moodle. This was to allow for the 15-minute time limit on the activity. Grading is slightly different than the steps for Assignment described above.

Step 1: Open the Transcription Quiz that you wish to grade.

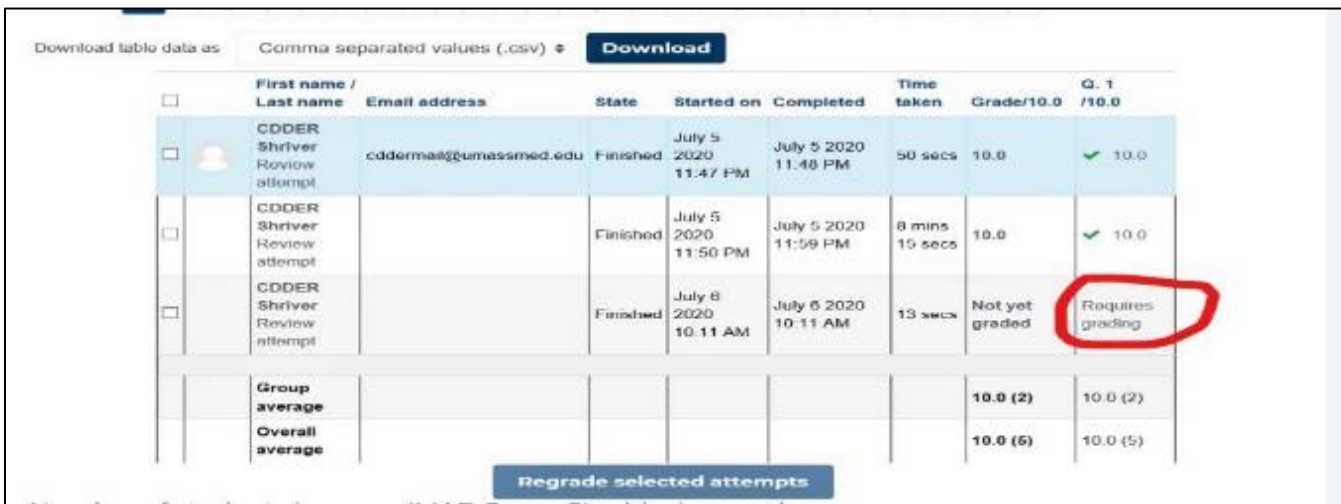
Step 2: Scroll down in the quiz and click 'Attempts' to view all attempts.

Responsibilities in Action (RIA): Massachusetts MAP Certification Training

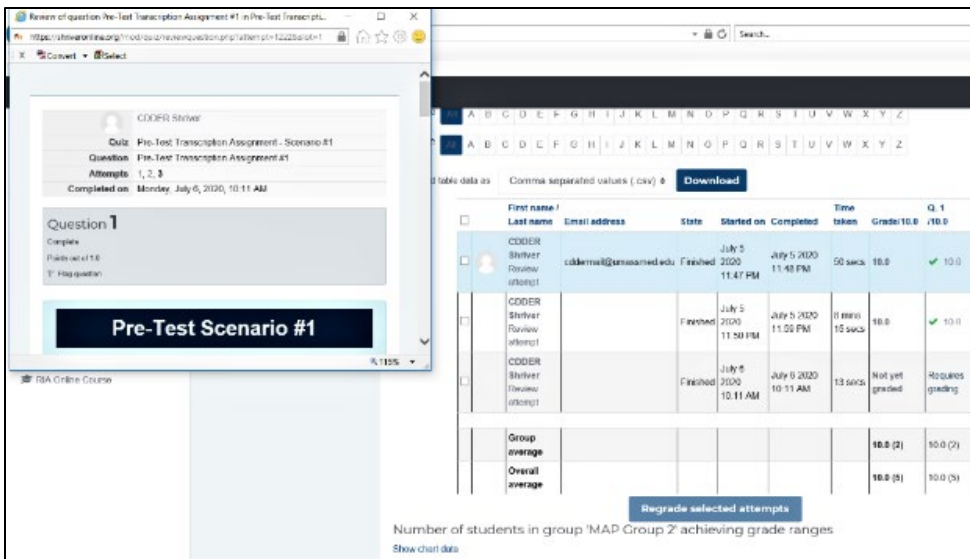
MAP Trainer User Manual



Step 3: Here you will see all the student submissions. Click 'Requires grading'.



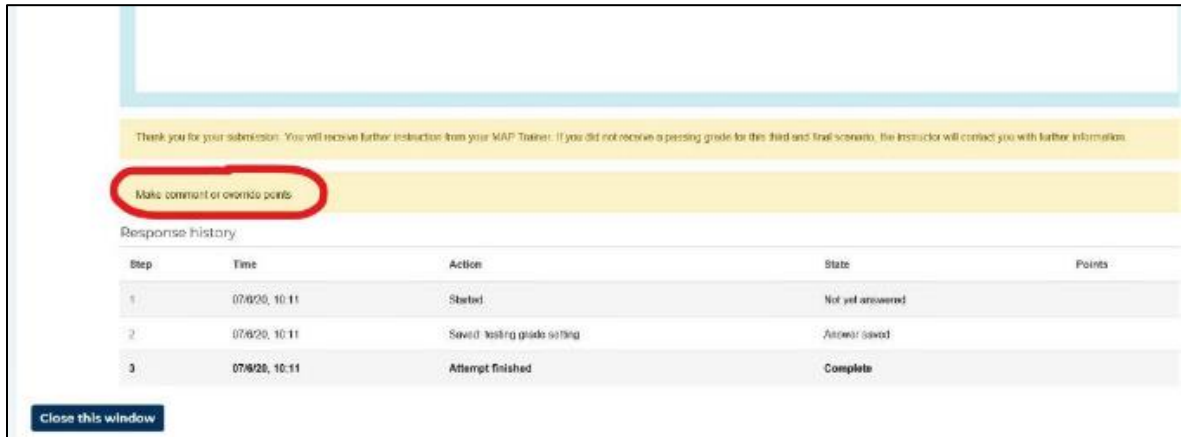
Step 4: The quiz will open in a new window.



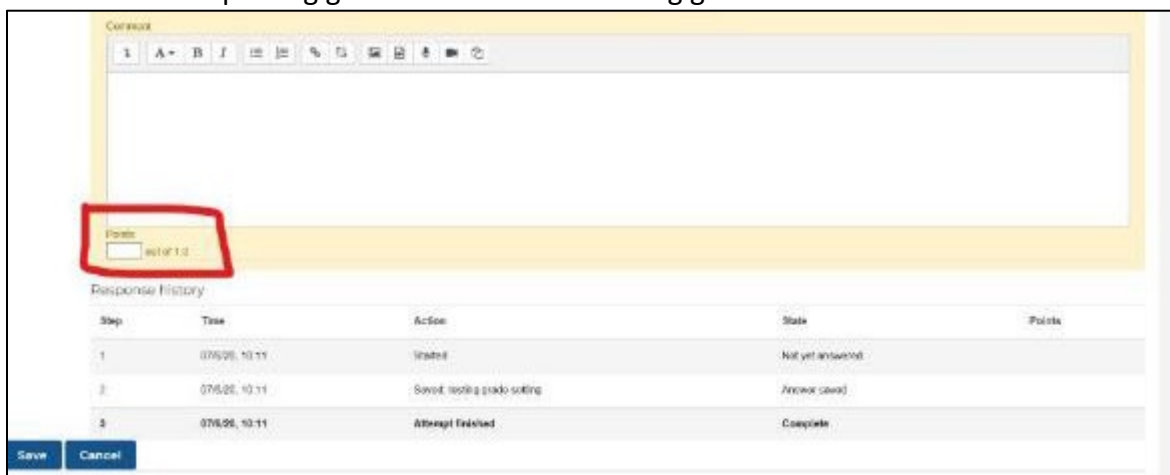
Responsibilities in Action (RIA): Massachusetts MAP Certification Training

MAP Trainer User Manual

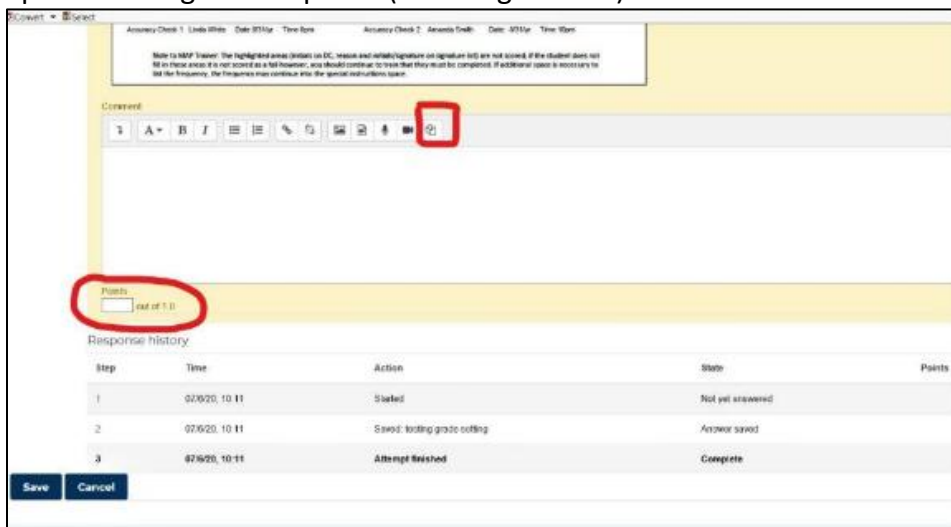
Step 5: Scroll down through the quiz to the bottom and click on 'Make comment or override points'

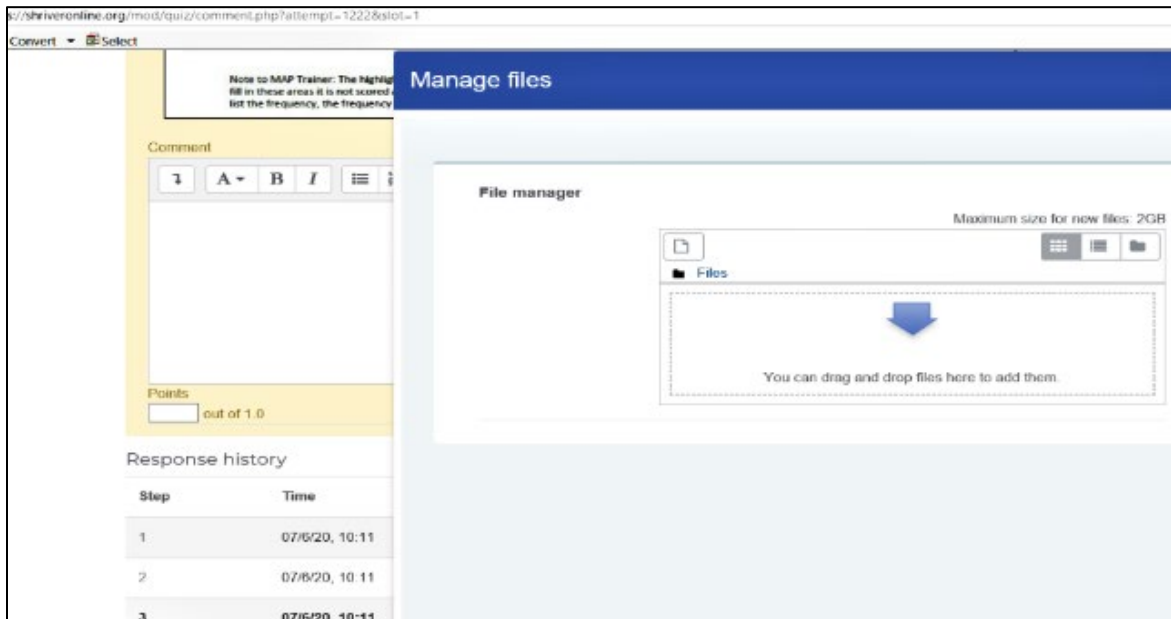


Step 6: Here you can enter points for the attempt. The max possible grade on this assignment is 1 points. Enter a "1" for a passing grade and a "0" for a failing grade.



Step 7: You can also write text in the 'Comments' box. If you need to insert files, do so by clicking on the 'Manage Files' icon in the Comments box (see image below). This will open a new window where you can upload or drag and drop files (see image below).

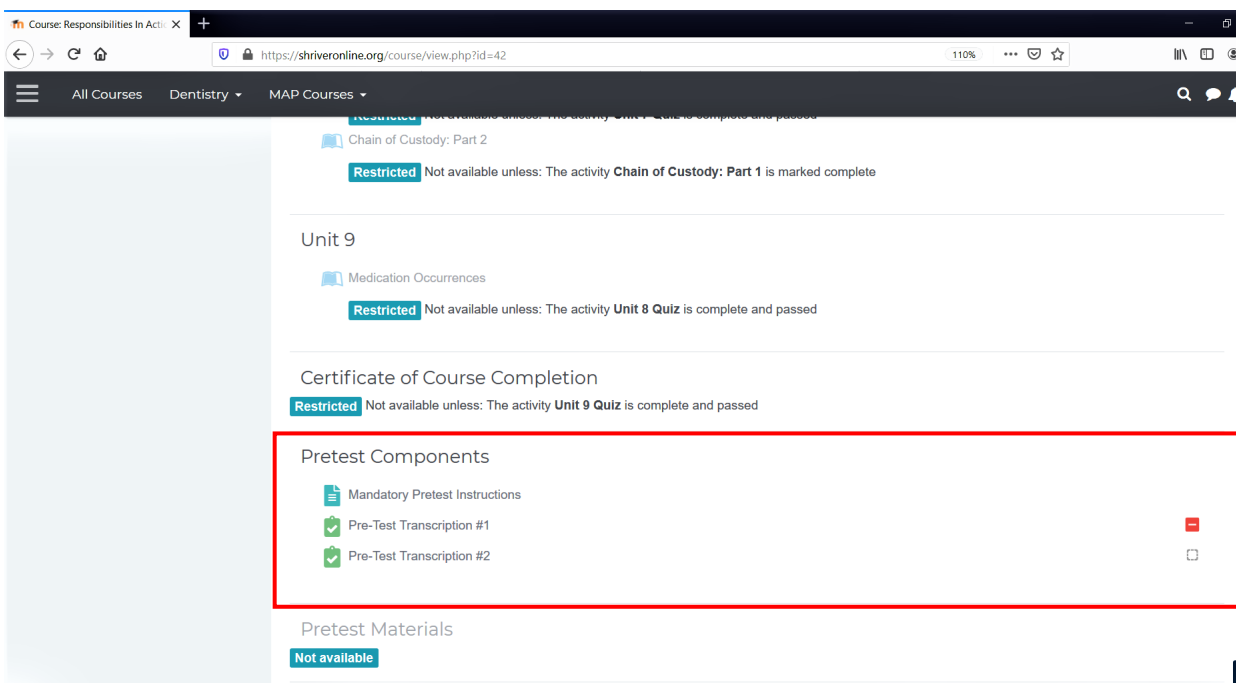




Step 8: When you are all done grading, select 'Save'. Students will not receive notification that their quiz has been graded, but the grade will appear in their Gradebook.

Pretest Transcriptions #1, #2, and #3

There are 3 different Pretest scenarios. Students are automatically directed to complete #1. They are allowed three attempts to pass it. If they fail three times, e.g. the Trainer scores each attempt with a "0" to indicate a failing grade, the #2 scenario will automatically appear on the Dashboard. If they fail #2 three times, #3 will automatically appear on the Dashboard.



Responsibilities in Action (RIA): Massachusetts MAP Certification Training

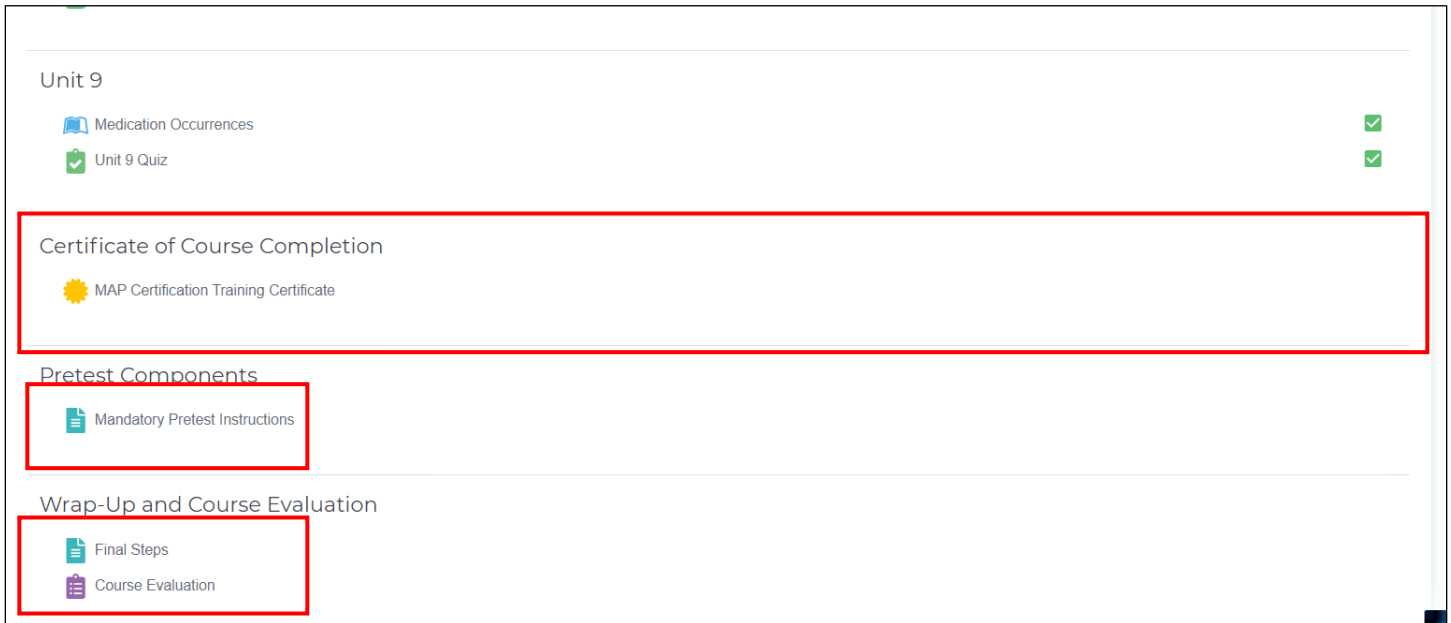
MAP Trainer User Manual

Certificates of Completion

Once a student passes the Unit 9 quiz, a “Certificate of Completion” will appear on the dashboard, under Unit 9. This certificate is also emailed to the MAP Trainer and to the student.

Students are then eligible to take the Pretest Components, by reading through the “Mandatory Pretest Instructions” and following the links there to each Pretest Components.

Finally, students should read through “Final Steps” and then complete the course evaluation.



THE END

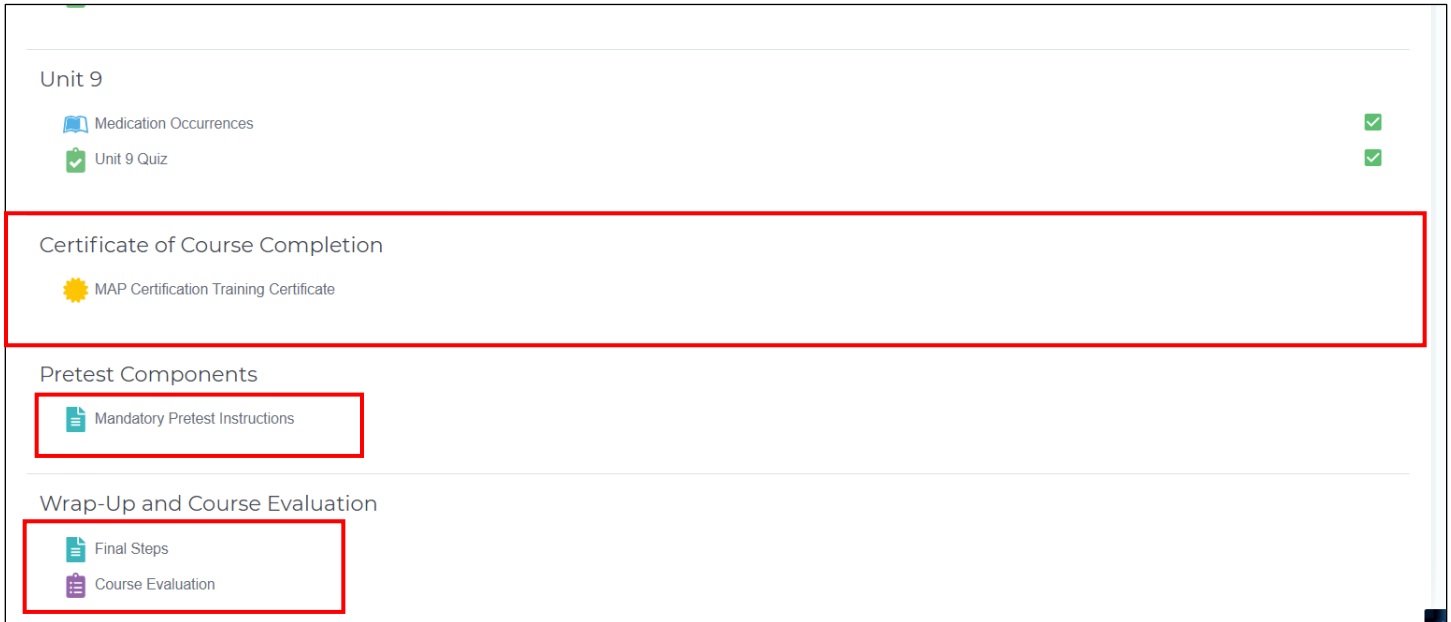
MAP Trainer User Manual

Certificates of Completion

Once a student passes the Unit 9 quiz, a “Certificate of Completion” will appear on the dashboard, under Unit 9. This certificate is also emailed to the MAP Trainer and to the student.

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THE END