The Training Institute Navigation & Course Info

This job aid will cover navigation, course enrollment and accessing enrolled courses on the new ODMHSAS Training Institute Learning Management System (LMS).

OKLAHOMA Mental Health & Substance Abuse

THE TRAINING INSTITUTE
For Excellence in Mental Health & Substance Use

Navigation

TRAINING INSTITUTE
odmhsas.docebosaas.com

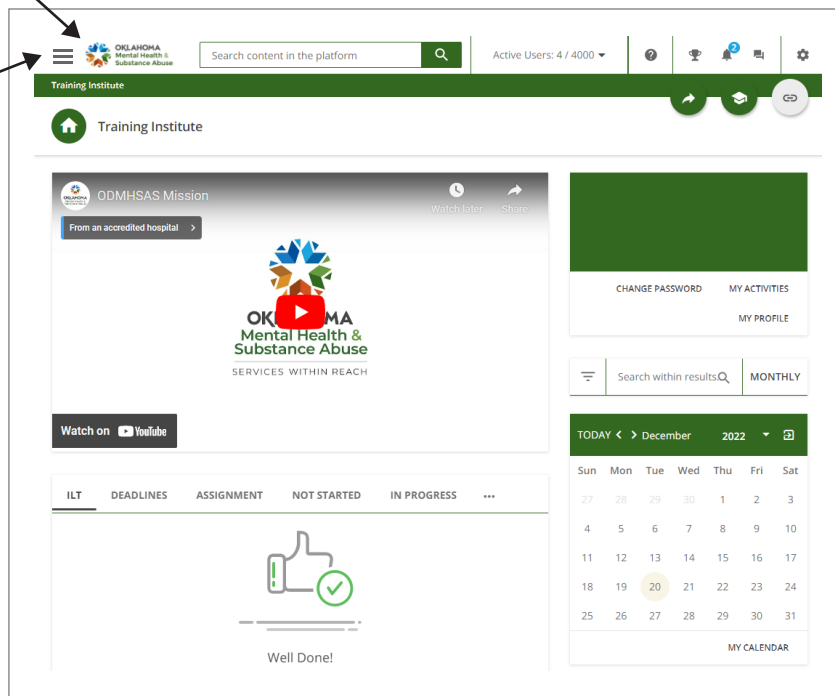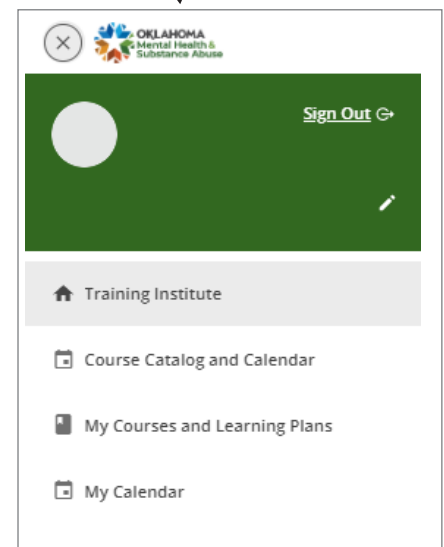**Not compatible with Firefox**

After logging in, you'll find yourself on the homepage layout including user profile, course catalog, and conference section. *When you navigate away from your homepage, you can always return here at any time by pressing the **ODMHSAS logo** in the top left corner of the page.*

ODMHSAS logo

User Menu

Clicking the **User Menu** opens this panel

User Menu

Your User Menu enables you to reach important areas of the platform, such as your profile, course catalog, or all of your courses and learning plans. To access the main menu, press the **menu icon in the top left corner of your platform**. A slide out panel will appear. From here you can navigate all of the available pages on your platform, and access your personal area.

Course Catalog

Search the Course Catalog

To get the most out of The Training Institute, search using the **Course Catalog** search function. This will provide you with courses that are most relevant to you. On the homepage, **scroll down to where it says "Course Catalog"** and begin your search here.

Action Icons

The action icons **in the header of your platform** allow you to quickly check different items in your platform.

Accessing Courses & Learning Plans

Courses can also be accessed from the homepage **User Menu**. Every course is identified by a tile on the page.

ODMHSAS Trainings

Advanced Culturally Modified Trauma-Focused Cognitive Behavioral...	Higher Education Prevention Provider Training	Finding Your Best Self: A New Trauma/Addiction Model for Self-help,...	PRSS African American History & Culture
Moderated	*New*	*New*	*New*
FREE	FREE	FREE	FREE
EN | 7h 00m	EN | 2h 00m	EN | 7h 30m	EN | 4h 00m
ILT (Instructor-Led Training)	ILT (Instructor-Led Training)	ILT (Instructor-Led Training)	ILT (Instructor-Led Training)

Courses may also be displayed in **CALENDAR** view by clicking on the course catalog page from the **User Menu**.

Note: You may need to change **CARDS** to **CALENDAR** in the dropdown menu.

Course Catalog

All your courses and learning plans in which you're enrolled, including all your courses and learning plans in progress and already completed.
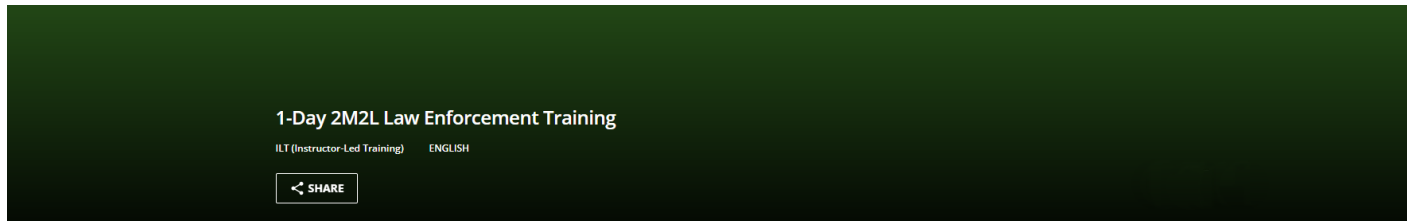
FILTERS   CALENDAR ▾   MONTHLY ▾

30 items

TODAY ‹ ›	January 2023		JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC	YEAR: 2023 ▾		
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
1	2	3	4 Keeping Babies In Mind W... Wraparound 101 Training	5 PRSS Methamphetamine Wraparound 101 Training	6	7
8	9 PRSS Crisis Track Core Matrix Training	10 Structured Psychotherapy ... PRSS Crisis Track 2 more events...	11 Structured Psychotherapy ... Core Matrix Training	12	13 Finding Your Best Self: A N...	14
15	16 PRSS for Veterans	17 PRSS Methamphetamine PRSS Domestic Violence 101	18 PRSS Gambling Wraparound 101 Training 1 more events...	19 Wraparound 101 Training Advanced Cultural Modifie...	20 PRSS Group Facilitation Ski... Advanced Cultural Modifie...	21
22	23 PRSS Core Training	24 PRSS Core Training	25 PRSS Core Training	26 PRSS Core Training	27 PRSS Core Training	28
29	30	31	1	2 PRSS African American His...	3 PRSS Ethics	4

Enrolling

To enter a course or a learning plan, click on its tile and start navigating it. To enroll click the enroll button on the top right side of the page. Choose the session/date that the user wants to enroll.

Choose Session

Subscription Codes

If the course you need requires a "subscription code", you will be provided with one. You will then enter the code into the subscription code field found on the Training Institute homepage below the calendar or on your Course Catalog and Calendar page.

Once you enter this code, select view all my courses and learning plans where you can enroll in the training session.

Homepage

Course Catalog and Calendar

Subscription code field

View all my courses and learning plans

Join a Virtual Training

All of the courses and learning plans in which you're enrolled are listed on the **My Courses and Learning Plans** page. You can reach this page from the corresponding option in your **User Menu** or from the **profile section** on your homepage. Select the virtual course that you enrolled in. ☰ ⇨ 🔖

Click the **JOIN** button. The join webinar button will appear 30 minutes for before the course begins. The join webinar button will only show for users enrolled in the course.

Foundational Cognitive Behavioral Therapy Training

ILT (Instructor-Led Training)   0 of 1 sessions completed

⤵ SHARE   ⋯

October 10-12, 2023 - Virtual

10/10/2023 - 04/3/2029 (GMT - 05:00) America/Chicago

SESSION INFORMATION   EVENTS   SYLLABUS   INSTRUCTORS   COURSE DETAILS   D >

Session Information

📅 Events 3   📹 Attendance Full Online   🎧 Video Conference Tool Zoom V2 Meeting   ⏳ Duration 21h

The Foundational Cognitive Behavioral Therapy training is for licensed staff or staff that are under supervision for licensure.

Session Events

1 Ended Events | 2 Scheduled Events   DAYS ▾

2023

| TUE 10 OCT | WED 11 OCT | THU 12 OCT |

Ongoing
October 11, 2023 - FCBT
🕐 10/11/2023, 09:00 am - 04:00 pm (GMT - 05:00) America/Chicago
Online | Zoom V2 Meeting | 7h   JOIN ⚙ ▾

Completion Status ⌃

Attend at least 3 events to complete this session

0 of 3 events attended

Course Upcoming Events ⌃

October 11, 2023 - FCBT
The event started **2 hours 55 minutes** ago

JOIN

October 12, 2023 - FCBT
The event is starting **in 21 hours 4 minutes**

Join

Drop a Course

To drop a course go to the **User Menu** and select **My Courses and Learning Plans**. Select the course that you want to drop then click the **ellipse** icon located in the top right and select Unenroll. Check, "Current Course" or "Current Session" and then click **UNENROLL**.

6 items

Instructor	In Progress	Instructor	Instructor	In Progress	In Progress
Training Institute Events	Structured Psychotherapy for Adolescents Responding to Chronic...	HRD Docebo Overview	Wellness Coach Training	Seeking Safety: An Evidence-Based Model for Trauma and/or Substanc...	Seeking Safety Adolescent Toolkit
EN	8h 00m	EN	8h 00m	EN	2h 00m ⭐ 5.0	EN	7h 00m	EN	15h 00m	EN	7h 50m
ILT (Instructor-Led... ⋮	ILT (Instructor-Led... ⋮	ILT (Instructor-Led... ⋮	ILT (Instructor-Led... ⋮	ILT (Instructor-Led... ⋮	ILT (Instructor-Led... ⋮

Wraparound 101 Training

ILT (Instructor-Led Training)   0 of 1 sessions completed

Unenroll from the Course

⤵ SHARE   ⋯

🔧 Unenroll

📅 Change Session Enrollment

Add to Playlist

📅 Add to Calendar

Mark as Outdated

November 7-8 2023 - In-Person - OKC

11/7/2023 - 04/30/2029 (GMT - 05:00) America/Chicago

...BUS   INSTRUCTORS   COURSE DETAILS   D >

Unenroll   ✕

Please select from where you want to unenroll

🔘 Current Course
Wraparound 101 Training

⚪ Current Session
November 7-8 2023 - In-Person - OKC

CANCEL   **UNENROLL**

...S Central Office   ⏳ Duration 14h

Completion Status

The instructor must mark the session as complete...

⏳ Pending Instructor's Approval

Course Upcoming Events

November 7, 2023
The event is scheduled for 11/7/2023 at 09:00:00 am
Map and Venue Details

November 8 2023
The event is scheduled for 11/8/2023 at 09:00:00 am
Map and Venue Details

DAYS ▾

Click Uneroll

November 7, 2023
🕐 11/7/2023, 09:00 am - 04:00 pm (GMT - 05:00) America/Chicago
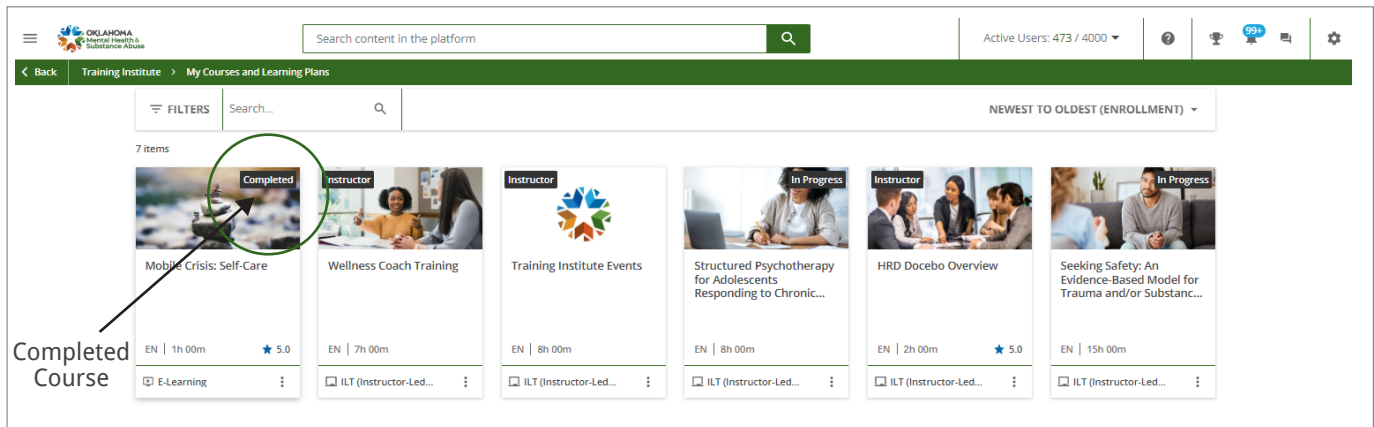Onsite | ODMHSAS Central Office | 7h   ⚙ ▾

Download a Certificate

After completing a course, your instructor will award a certificate that can be viewed or downloaded from the Training Institute site. Similarly, if the course was completed as an eLearning course, a certificate would be awarded and accessible through the Training Institute.
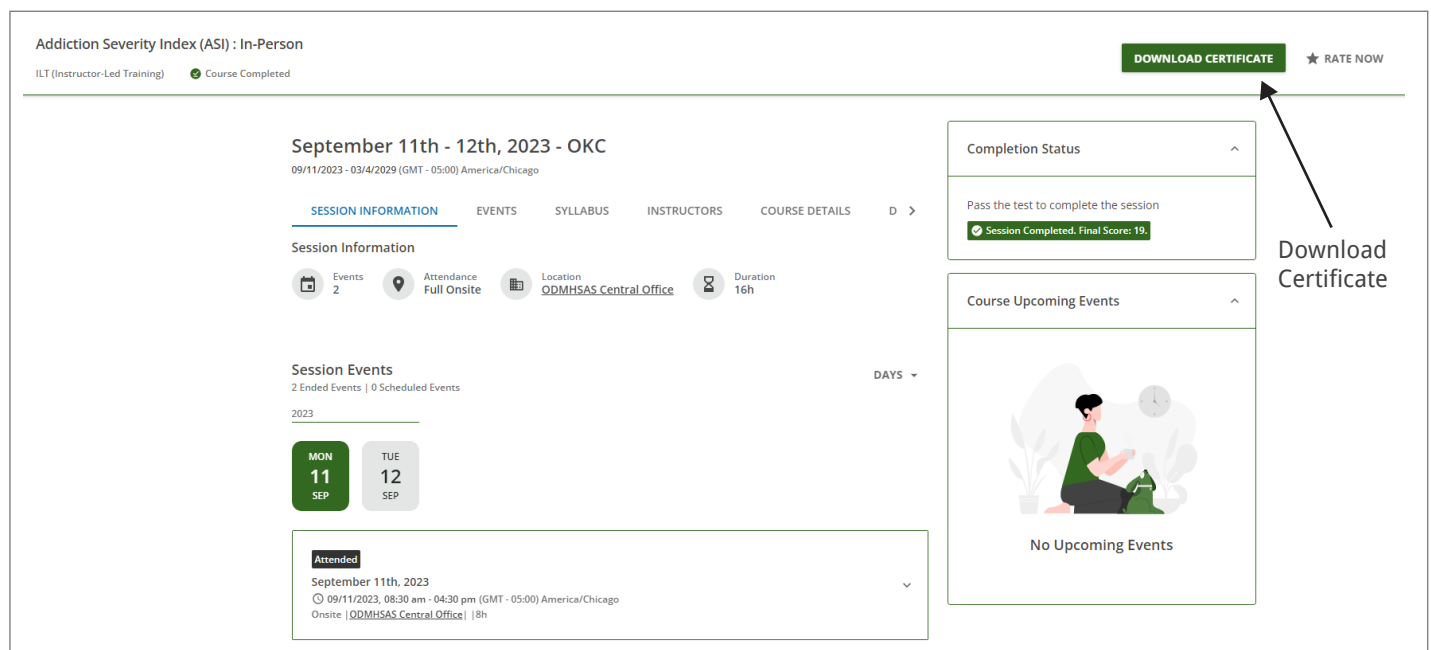
To view or download a certificate:

Access the **My Courses and Learning Plans** page from the **User Menu** on your homepage. ☰ ⇨ 📑

Click the course that you enrolled in and completed (The course will display as **completed**).

Completed Course

On the course overview page click **Download Certificate** from the upper right-hand corner of the page.

Download Certificate

Open the PDF to view or print your certificate.

My Activities

The Training Institute homepage features a **My Activities** tab. Clicking this tab takes you to a page that provides access to your **Statistics**, **Additional Info**, **Courses** and more!

Homepage

My Activities

Statistics

Courses

Click the badge icon to download a course certificate.

You are all set!

Have questions? Email the ODMHSAS Training Institute at TrainingInstitute@odmhsas.org