# *Guide to Accessing the Adobe Connect System's*

Training Catalog

Welcome to the Adobe Connect Learning Management System. You were probably asked to log into this system by your Training Coordinator and register to complete a portion or all of a Tier Two curriculum.

What is a Tier Two curriculum? Tier Two was designed as a basic training program for each of the major programs, including Wagner-Peyser (WP), Workforce Investment Act (WIA), Welfare Transition (WT), Supplemental Nutrition Assistance Program (SNAP) and the Migrant Seasonal Farmworker (MSFW) programs.

This guide is designed to help you learn a little bit about the Adobe Connect Learning Management System and how to use the system effectively. This guide will also help you find the Training Catalog and register for the Tier Two program of your choice.

To access the Adobe Connect Learning Management System, simply go to https://deotraining.deo.myflorida.com on the Internet. You will be taken to the *Log In* screen.
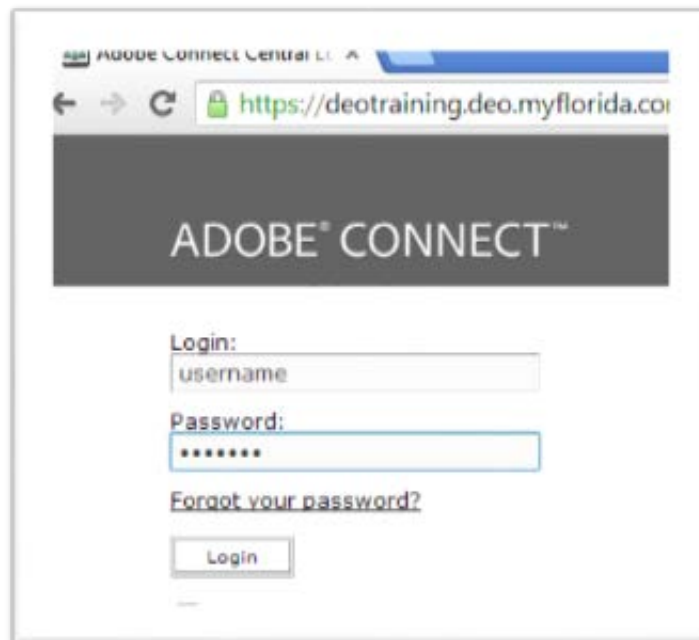
If you forget where to find this Internet address, it is also available on the Florida Department of Economic Opportunity's (DEO's) website at www.floridajobs.org. We will show you how to find the site. First, go to DEO's website at www.floridajobs.org. To navigate off the first page, select the *Learn More* button under *Workforce Board Resources*.
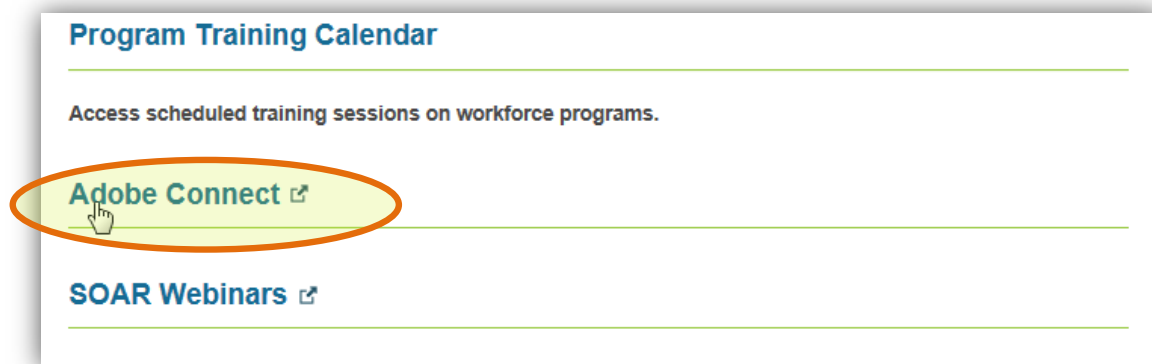
This screen lists resources for workforce boards.

Scroll down the screen to the title *Professional Development and Training.* Select the green arrow next to *Professional Development and Training* to expand the options under this title.


Then, select *Adobe Connect*.

You will be taken to the Adobe Connect Learning Management System's *Login* screen. You may want to bookmark this Internet address.

Enter your user name in the *Login* field and your password in the *Password* field. Select the *Login* button to access the system.


Once you have entered the DEO Adobe Connect Learning Management System, you will be taken to the *My Training* screen associated with your profile. Do not select the tabs at the top of the page, which are highlighted below, or you will be removed from the system. Only administrators can access these tabs.
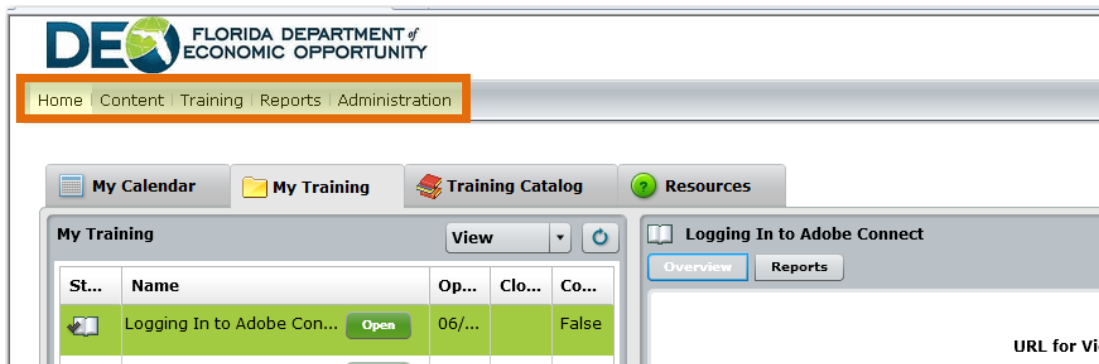
The tabs of most use to you are the *My Training* and the *Training Catalog* tabs. The *My Training* tab lists all of the training sessions

- That have been assigned to you; or
- That you registered to complete through the *Training Catalog*.

Here are some key features that will assist you while navigating the *My Training* tab of the Adobe Connect Learning Management System.
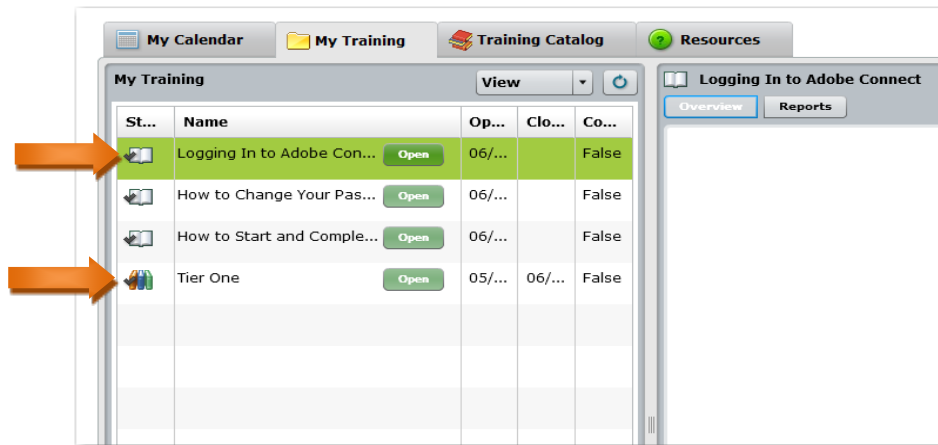
- Lessons are single courses. These have an open book icon next to the name of course. This is shown next to the lesson titled, *Logging In to Adobe Connect* above.

- A curriculum is made up of multiple lessons. These are distinguished by the icon that looks like several colorful books next to the name of the curriculum. See the curriculum titled "Tier One" above.

- If the item has a green *Open* button next to the title of the lesson or curriculum, the item is accessible (not locked). Simply select the *Open* button to get started. The training will start in a separate window.

- Once you have started a course, the *Open* button will change to a *Continue* button. This means you have started the course or curriculum but have not completed the course/curriculum.

- Once you have completed a course/curriculum, the *Continue* button will change to a *Review* button. This means that you have completed the materials and can go back and review the coursework at any time. The "review" mode acts differently than the regular mode. You cannot complete the materials again with your answers to the quizzes tracked. If you do not pass the exam and want to study the materials again with your time and quiz answers tracked, your training coordinator will have to send in a request for your transcript to be reset to WFSTraining@deo.myflorida.com.

Lessons open in a separate window. If you complete a lesson, close the window and select the "Refresh" button on the *My Training* screen to update your status in the system. This button looks like a circle and is highlighted below.
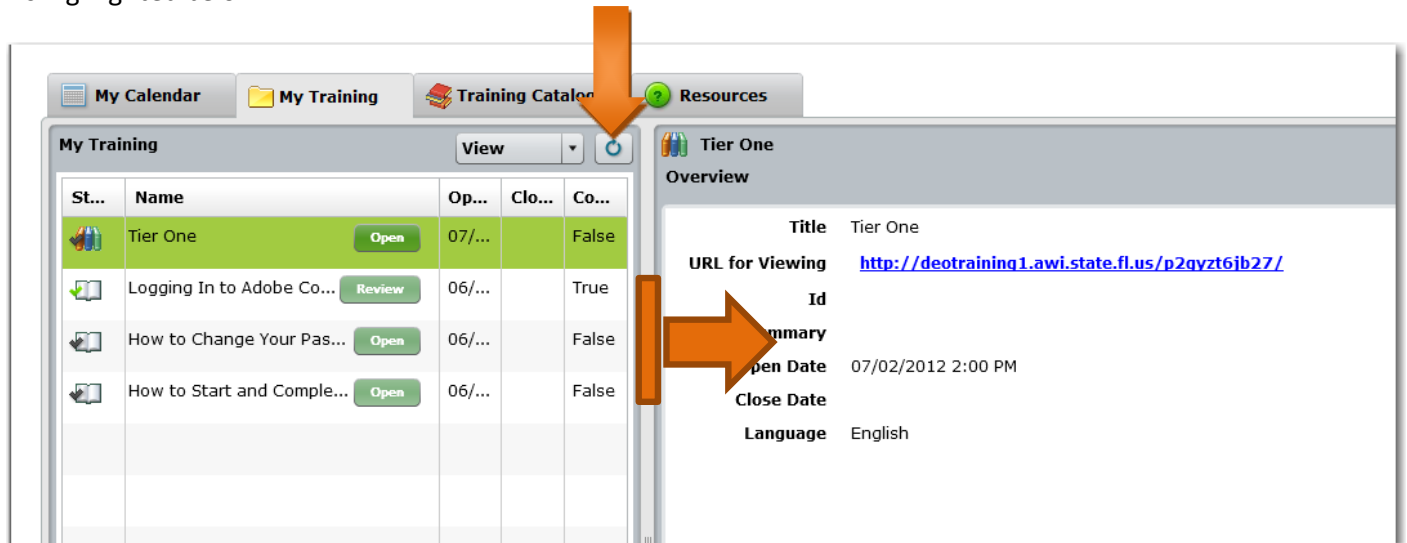
You can make the first screen (the screen on the left) bigger or smaller by placing your cursor between the two screens, clicking the bar and moving it to the right. This will allow you to view if when you opened the course or curriculum and completion details, including your quiz/test score.

Question: I left my session for a little while. When I came back, I finished my lesson. However, I closed out and hit refresh, the lesson still said *Continue*. The last column titled, *Complete* stated *False.* I do not understand why.

Answer: If you are not actually completing training, you should log out of the training system. If you are not actively in the training system for 20 minutes, the system will time out. Even if you complete the session in the separate window, the main Adobe Connect Learning Management System will not log your time or completion of training. You do not have to complete the training all in one sitting, but you do have to ensure the system does not time out prior to completion.

Question: Do I have to finish the course all in one sitting?
Answer: No. You do have to select the *Finish* button at the end to get credit though. See the instructions below.

- To finish a lesson or course, you must watch the entire session, answer the quiz questions and select the *Finish* button on the last slide. Once *Finish* is selected, simply close the pop-out window to return to the Adobe Connect Learning Management System's *My Training* screen.

Thank you for viewing the "Career Plan Development: Introduction" Training Course. Please press the button below to complete the course.

Finish
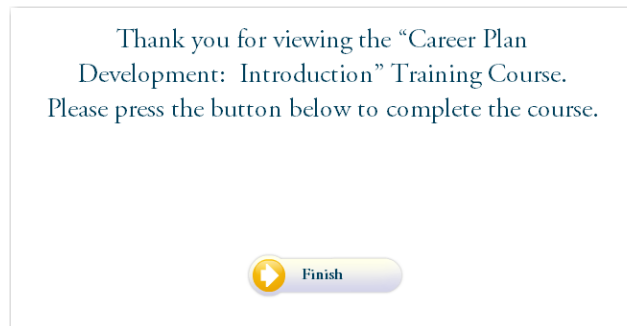
- Your Training Coordinator will receive a report outlining each course that you complete and the time you spent completing those courses.

How do I get to the *Training Catalog*?

On your *My Training* page, the *Training Catalog* option appears at the top of the page.

Select the Training Catalog tab. The page always shows the Training Catalog condensed into one folder at first. Select the arrow next to the *Training Catalog* folder to expand to see the various subfolders underneath.

You can now see there are a host of various course options to explore. They are all grouped in like folder topics headings, such as *Tier Two*.

To see inside the *Tier Two* folder, select the folder's name.

As you can see, there is a group of courses for every major workforce program. We know that each grouping is made of multiple courses because there is a symbol of a group of books, not just a single book next to each major program name. To enroll, select the name of the curriculum and the *Enroll* button on the right panel. In this example, the staff member has not enrolled in the SNAP curriculum. To enroll, she will have to select the *Enroll* button on the far right. The far right box provides the user with the name of the curriculum and the user's status of enrollment.
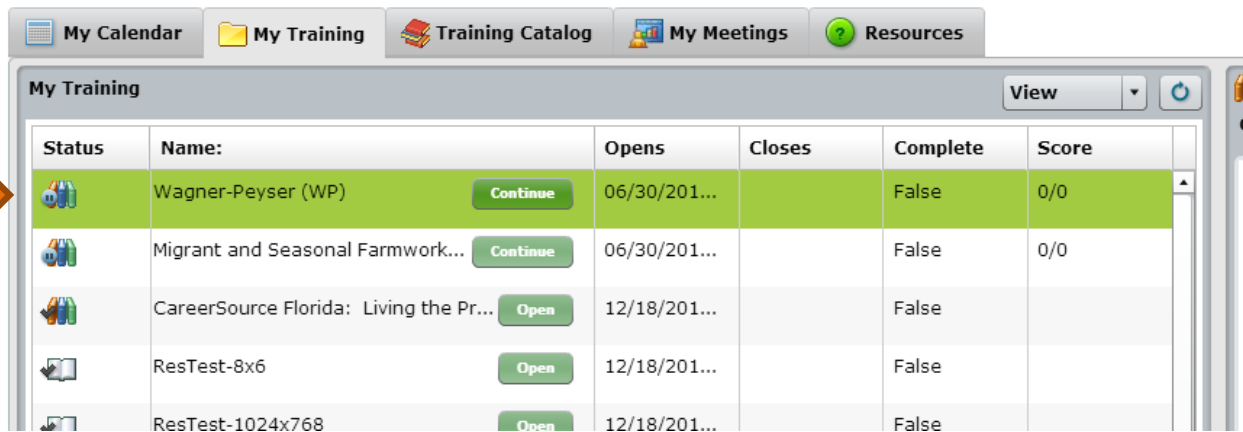
Once you have selected the **Enroll** button, the button will change to **View** so you can see all the courses in the curriculum in another window. In this example, the staff member has enrolled in the WP Tier Two program and is ready to start taking the courses. If she selects the **View** button, she can see all the courses in another window.
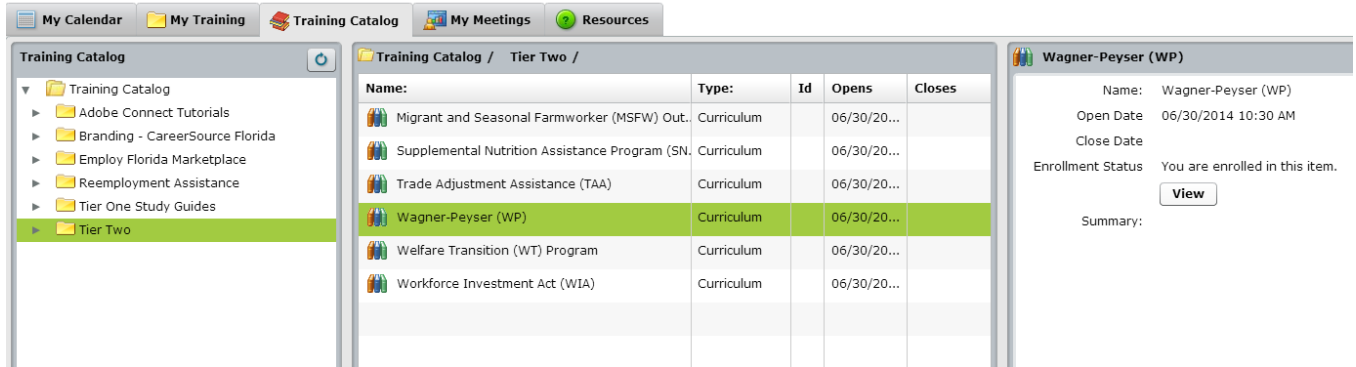
By selecting **View**, these WP course displayed in another window. She simply selects to close the window to return to her main Training Catalog page.
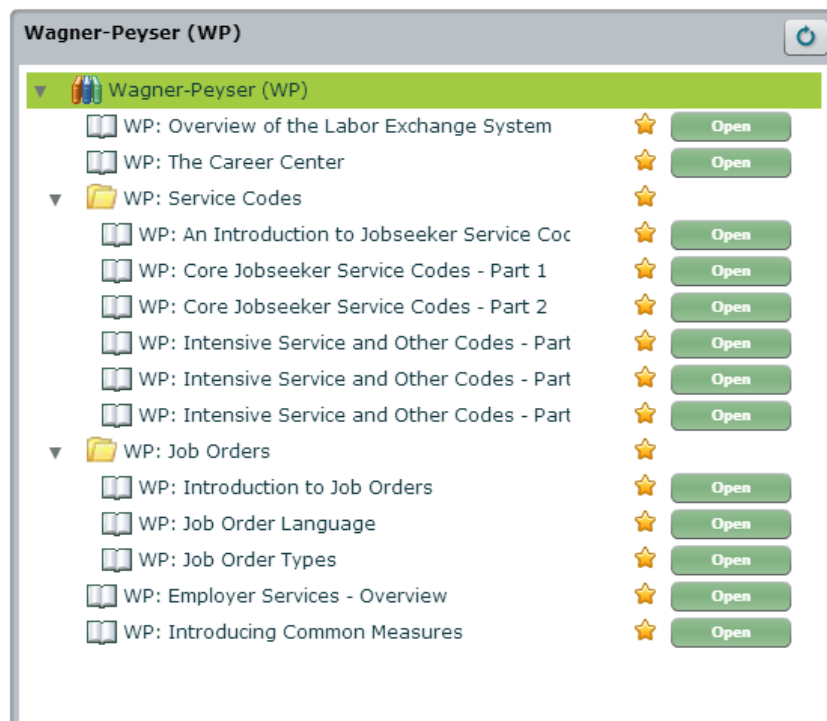
Now that she has enrolled in these courses, these will display each time she logs into the system on her My Training page, see below.

To continue taking the lessons, she simply needs to select the *Continue* button to pick up where she left off or start a new course that has been added to the WP Tier Two program.

Please note: the Tier Two programs are a work in progress and may have new materials added over time. Completing the materials simply means that you have completed the materials as of that date and time. Tier Two is a grouping not a measure. As we add new materials, our goal is to impart basic information to staff to help them learn basics about workforce programs.