

Supervisors Guide: How to enroll staff in Ohio Probation Officer Training Program Courses



THE SUPREME COURT *of* OHIO



Ohio Probation Officer
TRAINING PROGRAM

April 1, 2014

The Relias LMS features a wide variety of processes to make enrolling users into training as simple as possible. You have the opportunity to enroll your staff into trainings using any of the techniques below.

Page 3 - [Select a single staff member and enroll them into multiple courses](#)

Page 7 - [Select a course and enroll single or multiple staff members](#)

Page 11 - [Select the Ohio Probation Officer Training Program Curriculum & enroll staff](#)

In accordance with Ohio R.C. 2301.271, adult probation officers hired after January 1, 2014 must complete an introductory training program within one year of their hire date. The 12 online courses below were designed for recently hired adult Probation Officers, they are open and beneficial to all Probation Officers.

- The Principles of Effective Interventions (**This is a prerequisite for the face-to-face courses**)
- Risk Assessment Basics (**This is a prerequisite for the face-to-face courses**)
- The Ohio Court System
- The Ohio Criminal Justice System and Its Partners
- The Authority of Probation Officers and their Role within the Court
- Probation Officer Ethics
- The Basics of Officer Safety
- Courtroom Presentation Basics
- Electronic Offender Information Systems
- Drug Identification and Testing
- Search and Seizure for Probation
- Special Populations – Includes working with probationers with a history of mental illness, substance abuse, co-occurring disorders, sex offenses, and gang involvement

For questions, contact Steve Galloway at steven.galloway@odrc.state.oh.us or 614.877.4345 ext. 3215.

--- Enrolling a Single Staff Member Into Multiple Courses ---

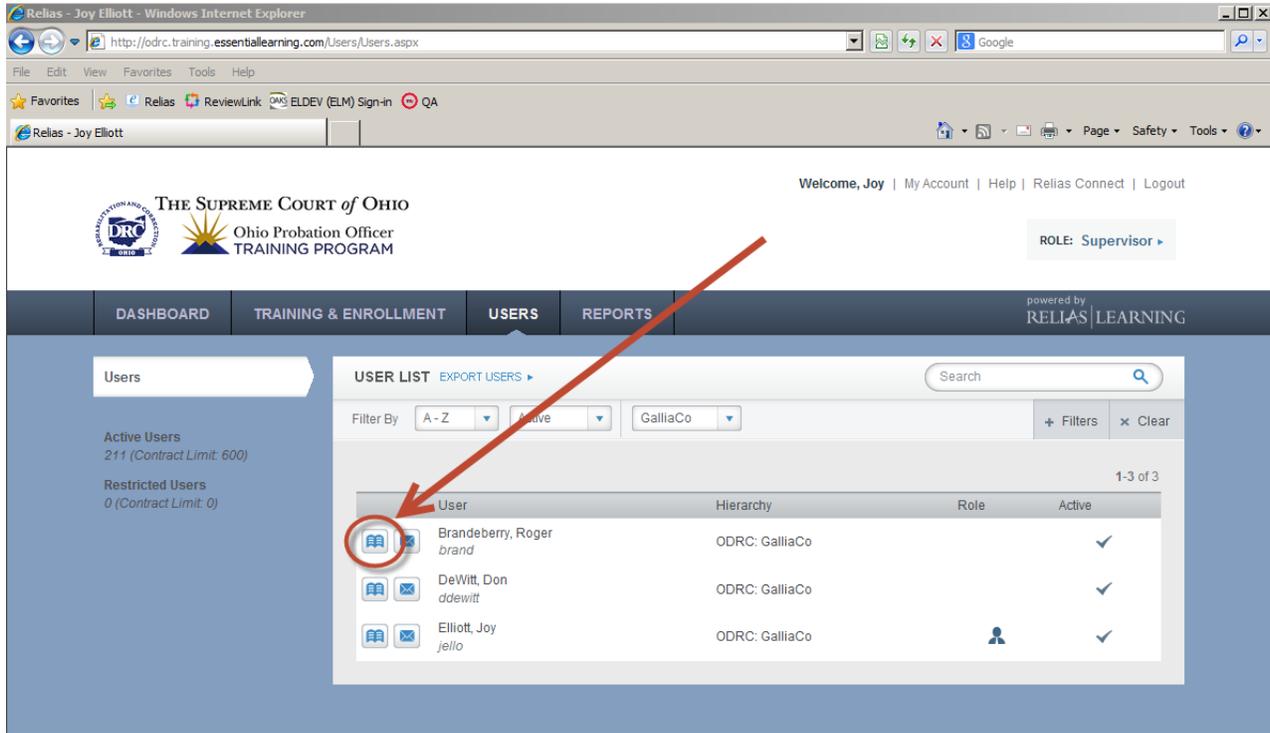
Step 1 – Login to the Relias LMS (<http://odrc.training.essentiallearning.com/>)

The screenshot shows the login interface for the Relias LMS. At the top, it features the logos for 'THE SUPREME COURT of OHIO' and 'Ohio Probation Officer TRAINING PROGRAM'. Below this is a 'SIGN IN' section powered by 'RELIAS LEARNING'. There are two input fields: 'User Name*' with the placeholder text 'YourName' and 'Password*' with a masked password of ten dots. A '* Required Field' note is positioned to the right of the password field. Below the fields are links for 'Forgot Your User Name or Password?' and a 'Log On' button. At the bottom left, there is a link '+ View System Requirements'.

Step 2 – Click on the Users Tab

This screenshot shows the dashboard of the Relias LMS. The browser window title is 'Relias - Joy Elliott - Windows Internet Explorer' and the address bar shows 'http://odrc.training.essentiallearning.com/Dashboard.aspx'. The dashboard header includes the program name and a 'Welcome, Joy | My Account | Help | Relias Connect | Logout' menu. A navigation bar contains tabs for 'DASHBOARD', 'TRAINING & ENROLLMENT', 'USERS', and 'REPORTS'. A red arrow points to the 'USERS' tab. The main content area displays 'TRAINING PERFORMANCE' with options for 'COMPLIANCE REALTIME' and 'COMPLETION REALTIME'. A 'Course Compliance Top/Bottom Performers' bar chart is shown, with a y-axis for 'Compliance %' ranging from 0 to 100. The chart has a single blue bar representing a 'Compliance' category. To the right, there are sections for 'Announcements' and 'News'.

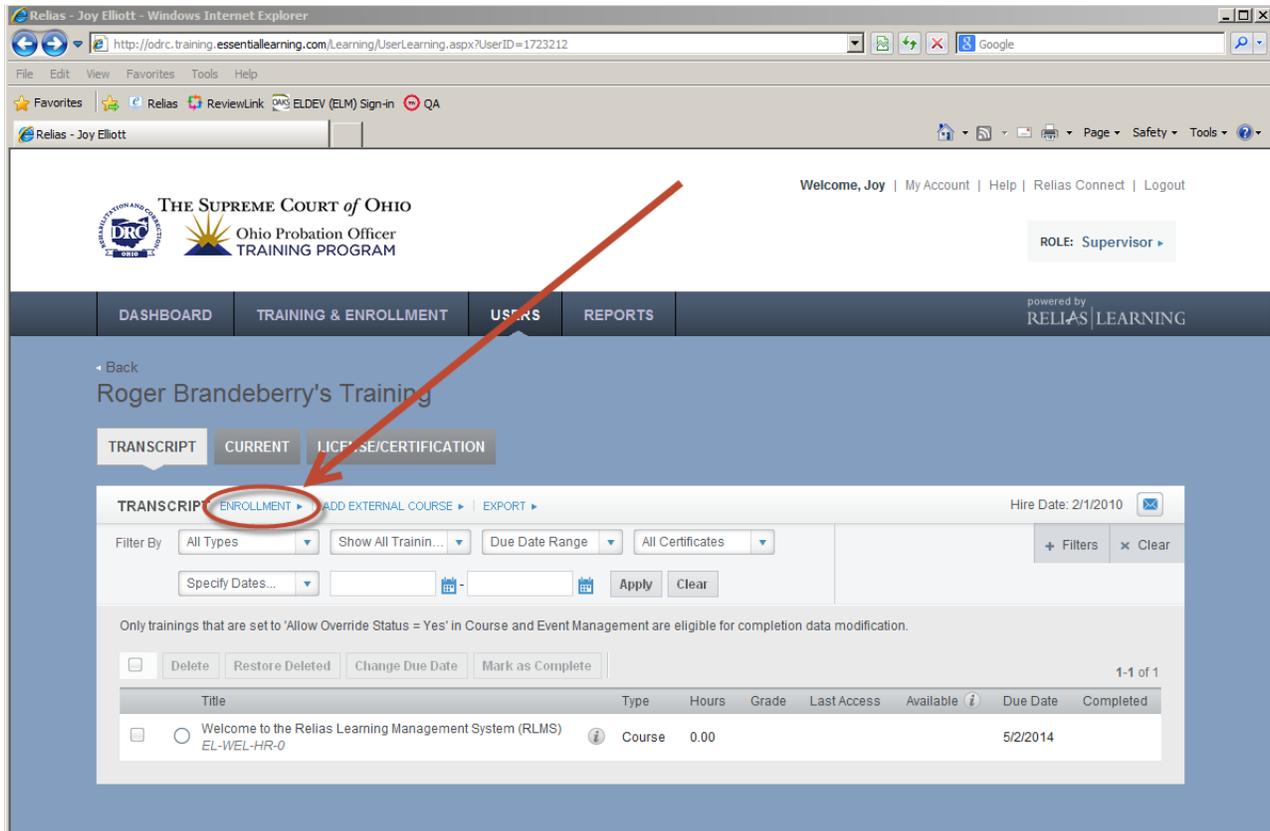
Step 3 – Select the User you want to enroll into the courses by clicking on the View or Assign Training Button  next to their name.



The screenshot shows the 'Users' page in the Relias Learning system. The page header includes 'THE SUPREME COURT of OHIO Ohio Probation Officer TRAINING PROGRAM' and 'powered by RELIAS LEARNING'. The main content area displays a 'USER LIST' table with columns for 'User', 'Hierarchy', 'Role', and 'Active'. The table lists three users: Brandeberry, Roger; DeWitt, Don; and Elliott, Joy. A red arrow points to the 'View' button (book icon) next to Roger Brandeberry's name.

User	Hierarchy	Role	Active
Brandeberry, Roger <i>brand</i>	ODRC: GalliaCo		✓
DeWitt, Don <i>dewitt</i>	ODRC: GalliaCo		✓
Elliott, Joy <i>jello</i>	ODRC: GalliaCo		✓

Step 4 – Click ENROLLMENT



The screenshot shows the 'Roger Brandeberry's Training' page in the Relias Learning system. The page header includes 'THE SUPREME COURT of OHIO Ohio Probation Officer TRAINING PROGRAM' and 'powered by RELIAS LEARNING'. The main content area displays a 'TRANSCRIPT' section with tabs for 'TRANSCRIPT', 'CURRENT', and 'LICENSE/CERTIFICATION'. The 'TRANSCRIPT' tab is selected, and a red arrow points to the 'ENROLLMENT' button. Below the transcript, there is a table of training records.

Title	Type	Hours	Grade	Last Access	Available	Due Date	Completed
Welcome to the Relias Learning Management System (RLMS) <i>EL-WEL-HR-0</i>	Course	0.00				5/2/2014	

Step 5 – Click Courses and Events

THE SUPREME COURT of OHIO
Ohio Probation Officer TRAINING PROGRAM

Welcome, Joy | My Account | Help | Relias Connect | Logout

ROLE: Supervisor

DASHBOARD TRAINING & ENROLLMENT USERS REPORTS

Enrollment - Roger Brandberry - Hire Date: 2/1/2010

CURRICULA COURSES AND EVENTS CAREER PATHS

CURRICULA

Enroll Now 1-1 of 1

Curriculum Name	Type	Reporting Start Date	Default Due Date
System Overview for Supervisors	One-Time Only	4/2/2014	

Step 6 – Select courses you want to enroll the user into by clicking their checkbox.

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Ohio Probation Officer TRAINING PROGRAM

ROLE: Supervisor

DASHBOARD TRAINING & ENROLLMENT USERS REPORTS

Enrollment - Roger Brandberry - Hire Date: 2/1/2010

CURRICULA COURSES AND EVENTS CAREER PATHS

COURSES AND EVENTS

Filter By: All Types, All Owners, All Certificates

Due Date

Enroll Now 1-100 of 235

Course Code	Course Name	Type	Session
<input checked="" type="checkbox"/>	POTP001	001 - The Principles of Effective Interventions	Course
<input checked="" type="checkbox"/>	POTP002	002 - Risk Assessment Basics	Course
<input type="checkbox"/>	POTP006	006 - Probation Officer Ethics	Course
<input checked="" type="checkbox"/>	ABMA	A Biopsychosocial Model of Addiction	Course
<input type="checkbox"/>	REL-HHS-0-ASUDCPT	Adolescent Substance Use Disorder Clinical Pathways Training	Course
<input type="checkbox"/>	AMI	Advanced Motivational Interviewing	Course
<input checked="" type="checkbox"/>	EL-AF-ADYN-0	Alcohol and the Family	Course
<input type="checkbox"/>	EL-OMI-CORR-ACA	An Overview of Mental Illness for Correctional Staff	Course
<input type="checkbox"/>	EL-ASAMPPC-ADYN-CRC	ASAM Patient Placement Criteria	Course
<input type="checkbox"/>	EL-ASAMPPC-CVE-0	ASAM Patient Placement Criteria for Adolescents	Course

Step 7 – Click the Enroll Now button

The screenshot shows a web browser window displaying the Relias Learning interface. The page title is "Enrollment" and the user's role is "Supervisor". The navigation menu includes "DASHBOARD", "TRAINING & ENROLLMENT", "USERS", and "REPORTS". The "COURSES AND EVENTS" tab is selected, and the "Enroll Now" button is highlighted with a red circle. A red arrow points to this button. Below the button is a table of courses with columns for Course Code, Course Name, Type, and Session. The table lists several courses, including POTP001, POTP002, POTP006, ABMA, REL-HHS-0-ASUDCPT, AMI, EL-AF-ADXN-0, EL-OMI-CORR-ACA, EL-ASAMPPC-ADXN-CRC, and EL-ABCA-CVE-0. A second red arrow points to the right side of the page.

Step 8 – Verify that the user was successfully enrolled into the selected courses by reading the system generated message at the top of the page.

The screenshot shows the Relias Learning interface with a success message at the top. The message reads: "Learners successfully added to queue. Most enrollments are completed within a few minutes. You may continue working in the system while enrollments are being processed." A red arrow points to this message. Below the message is the "Enrollment" section with the "COURSES AND EVENTS" tab selected. A second red arrow points to the "REPORTS" tab in the navigation menu.

--- Select a Course and Enroll a Single or Multiple Staff Members ---

Step 1 – Login to the Relias LMS (<http://odrc.training.essentiallearning.com/>)

THE SUPREME COURT of OHIO
Ohio Probation Officer
TRAINING PROGRAM

SIGN IN powered by RELIAS LEARNING

* Required Field

User Name* YourName

Password*

Forgot Your User Name or Password? Log On

+ View System Requirements

Step 2 – Click on Training & Enrollment

Relias - Noah Altenburger - Windows Internet Explorer

http://odrc.training.essentiallearning.com/Learning/Curricula.aspx

THE SUPREME COURT of OHIO Ohio Probation Officer TRAINING PROGRAM

Welcome, Noah | My Account | Help | Relias Connect | Logout

ROLE: Supervisor

DASHBOARD **TRAINING & ENROLLMENT** USERS REPORTS powered by RELIAS LEARNING

Curricula & Enrollment

Courses & Enrollment

Career Paths & Enrollment

CURRICULUM HELP

Curriculum & Enrollment Overview Video

My training plan worksheet

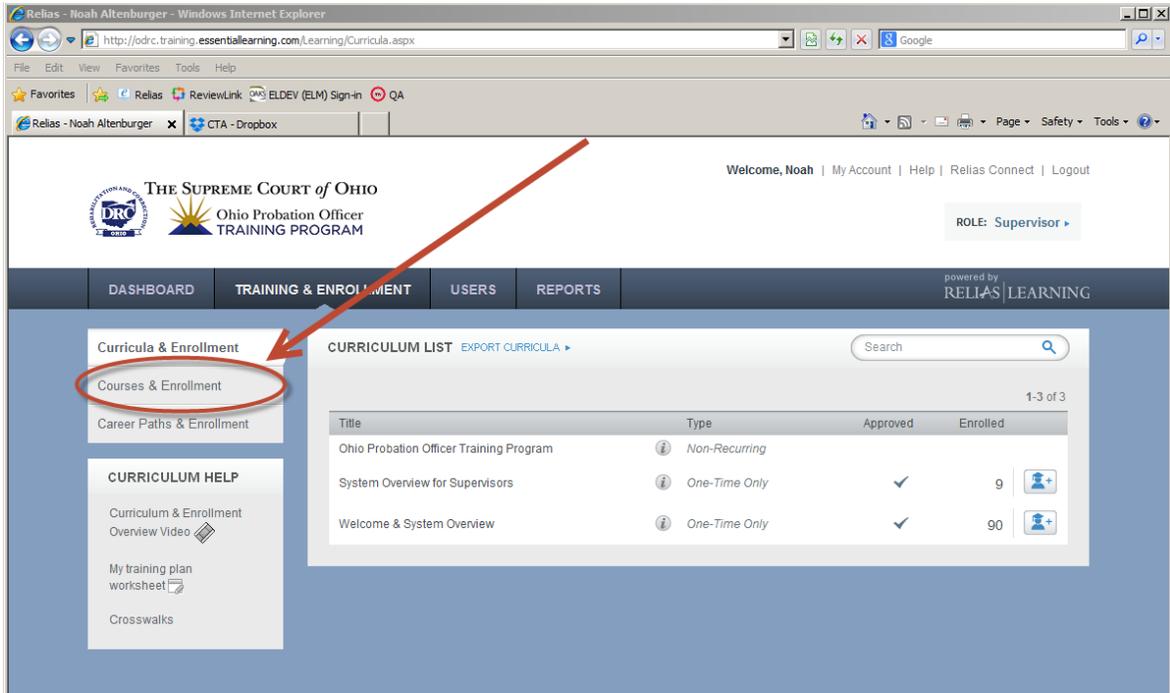
Crosswalks

CURRICULUM LIST EXPORT CURRICULA

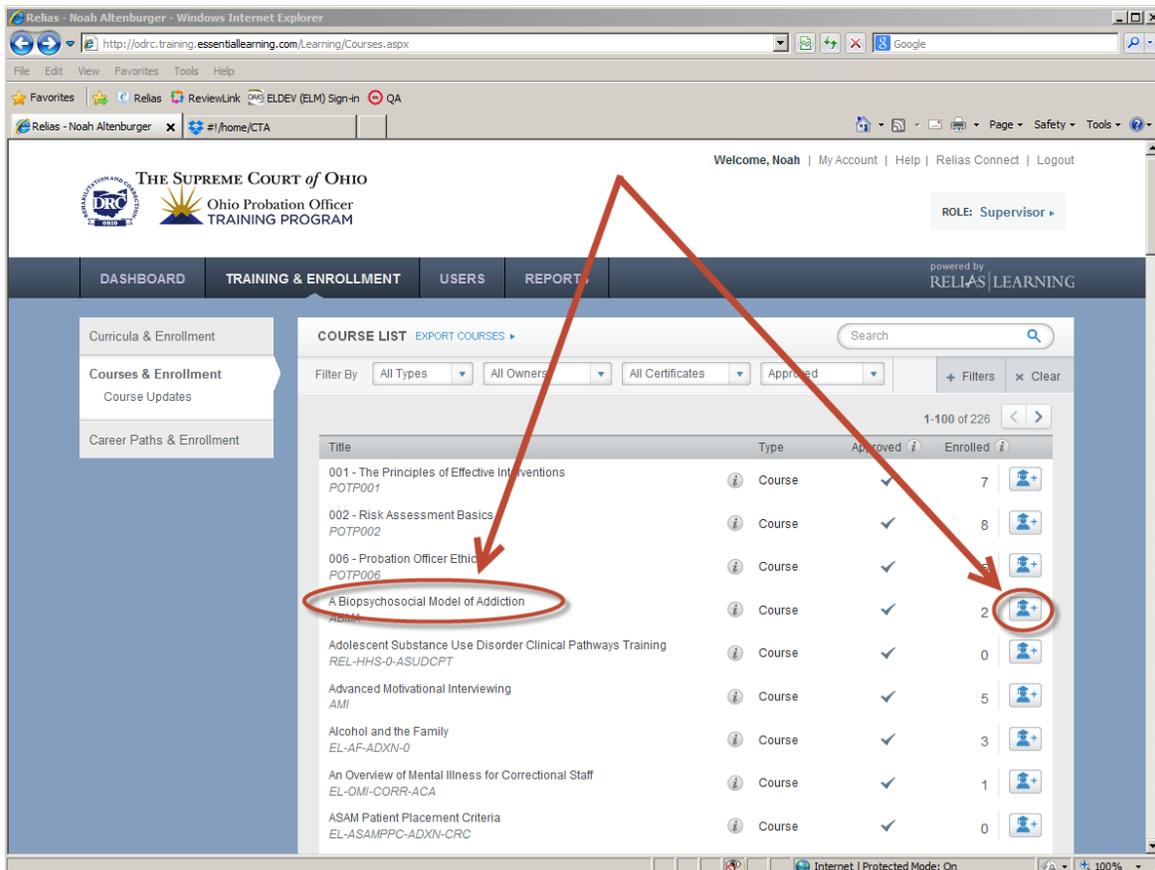
Search

Title	Type	Approved	Enrolled
Ohio Probation Officer Training Program	Non-Recurring		
System Overview for Supervisors	One-Time Only	✓	9
Welcome & System Overview	One-Time Only	✓	90

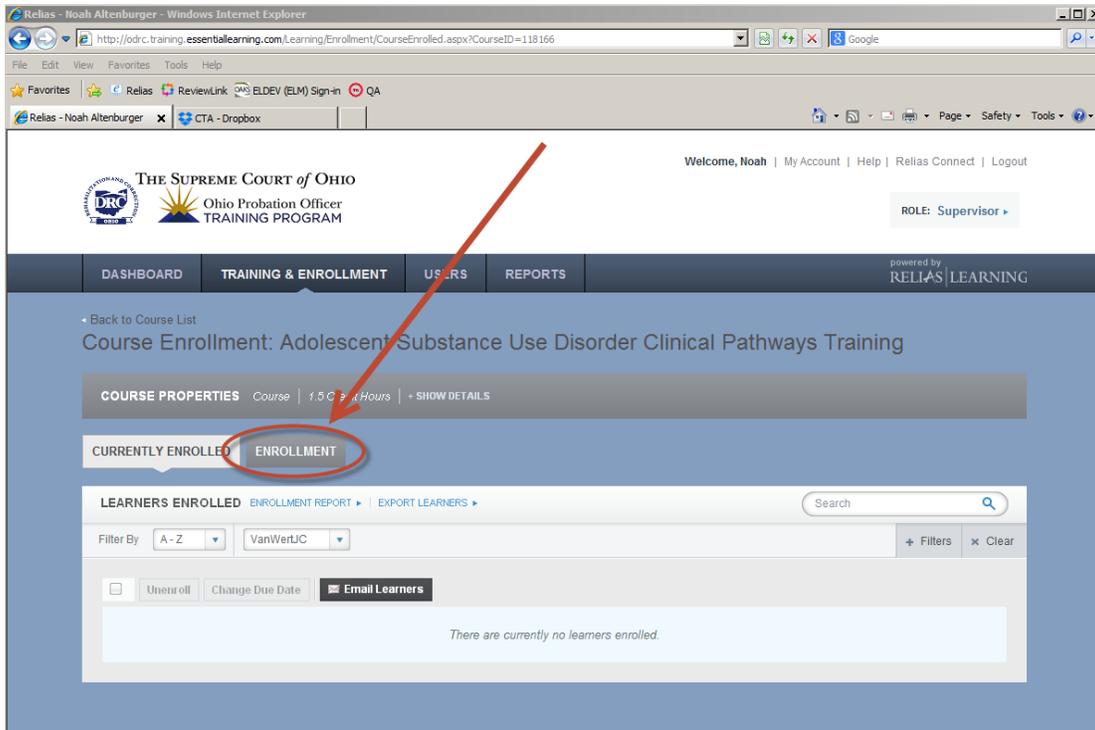
Step 3 – Click on Courses & Enrollment



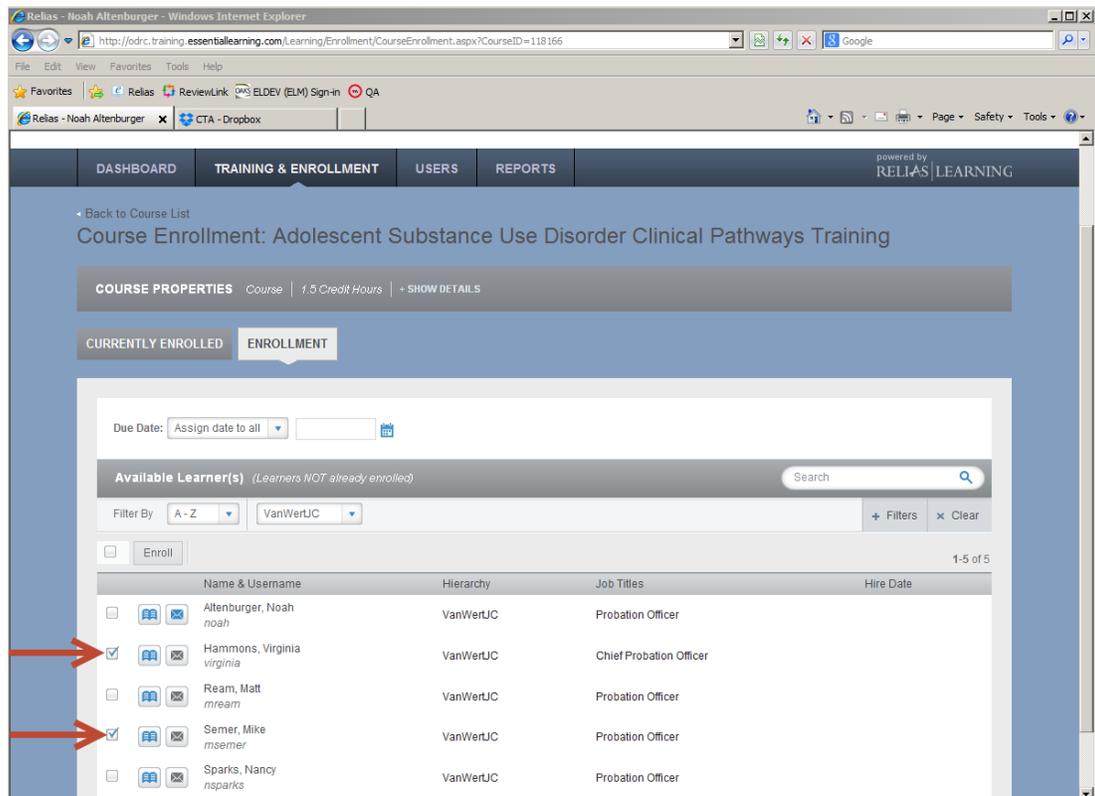
Step 4 – Click on either the Title or the Enrollment button  for the course that you want to enroll either a single user or multiple users into.



Step 5 – Click the Enrollment button on the course currently enrolled page.



Step 6 – Select users you want to enroll in this course by clicking their checkbox.



Step 7 – Click the Enroll button after the users have been selected

The screenshot shows the Relias Learning interface for course enrollment. The page title is "Course Enrollment: Adolescent Substance Use Disorder Clinical Pathways Training". Under the "ENROLLMENT" tab, there is a table of "Available Learner(s)". The "Enroll" button is circled in red, and a red arrow points to it from the top of the page.

	Name & Username	Hierarchy	Job Titles	Hire Date
<input type="checkbox"/>	Allenburger, Noah noah	VanWertJC	Probation Officer	
<input checked="" type="checkbox"/>	Hammons, Virginia virginia	VanWertJC	Chief Probation Officer	
<input type="checkbox"/>	Ream, Matt mream	VanWertJC	Probation Officer	
<input checked="" type="checkbox"/>	Semer, Mike msemer	VanWertJC	Probation Officer	
<input type="checkbox"/>	Sparks, Nancy nsparks	VanWertJC	Probation Officer	

Step 8 – Verify that the users were successfully enrolled into the selected courses by reading the system generated message at the top of the page.

The screenshot shows the Relias Learning interface after enrollment. A success message is displayed in a light blue box, circled in red. The message reads: "Learners successfully added to queue. Most enrollments are completed within a few minutes. You may continue working in the system while enrollments are being processed." A red arrow points to the message from the top of the page.

THE SUPREME COURT of OHIO
Ohio Probation Officer TRAINING PROGRAM

Welcome, Noah | My Account | Help | Relias Connect | Logout

ROLE: Supervisor

DASHBOARD TRAINING & ENROLLMENT USERS REPORTS

powered by RELIAS LEARNING

Learners successfully added to queue. Most enrollments are completed within a few minutes. You may continue working in the system while enrollments are being processed.

Back to Course List

Course Enrollment: Adolescent Substance Use Disorder Clinical Pathways Training

COURSE PROPERTIES Course | 1.5 Credit Hours | SHOW DETAILS

CURRENTLY ENROLLED ENROLLMENT

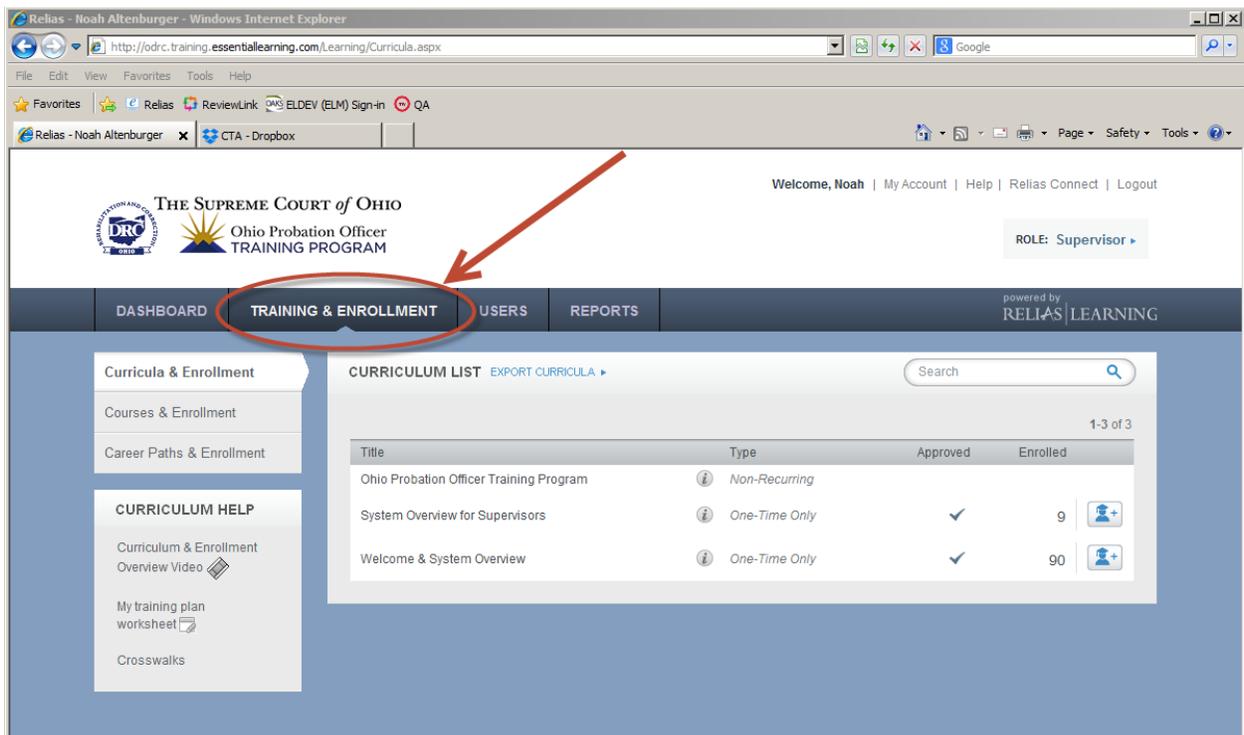
--- Select the Ohio Probation Officer Training Program Curriculum ---

--- and Enroll a Single or Multiple Staff ---

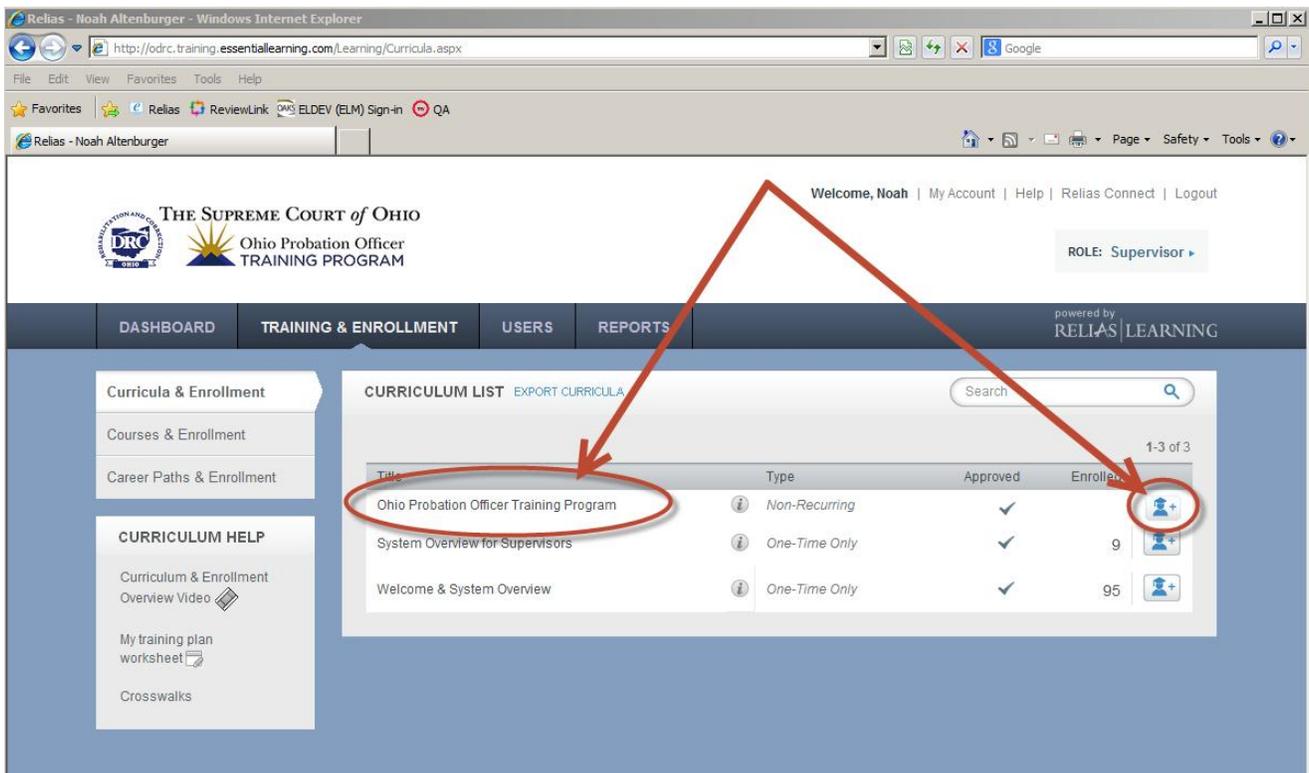
Step 1 – Login to the Relias LMS (<http://odrc.training.essentiallearning.com/>)



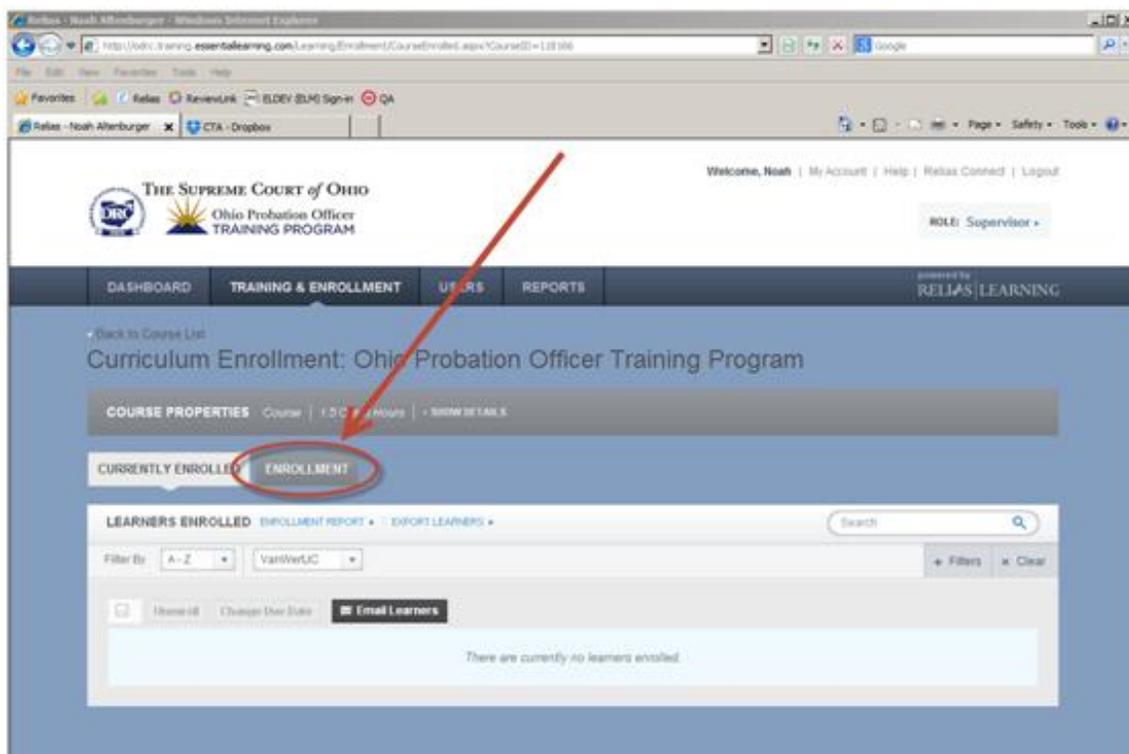
Step 2 – Click on Training & Enrollment



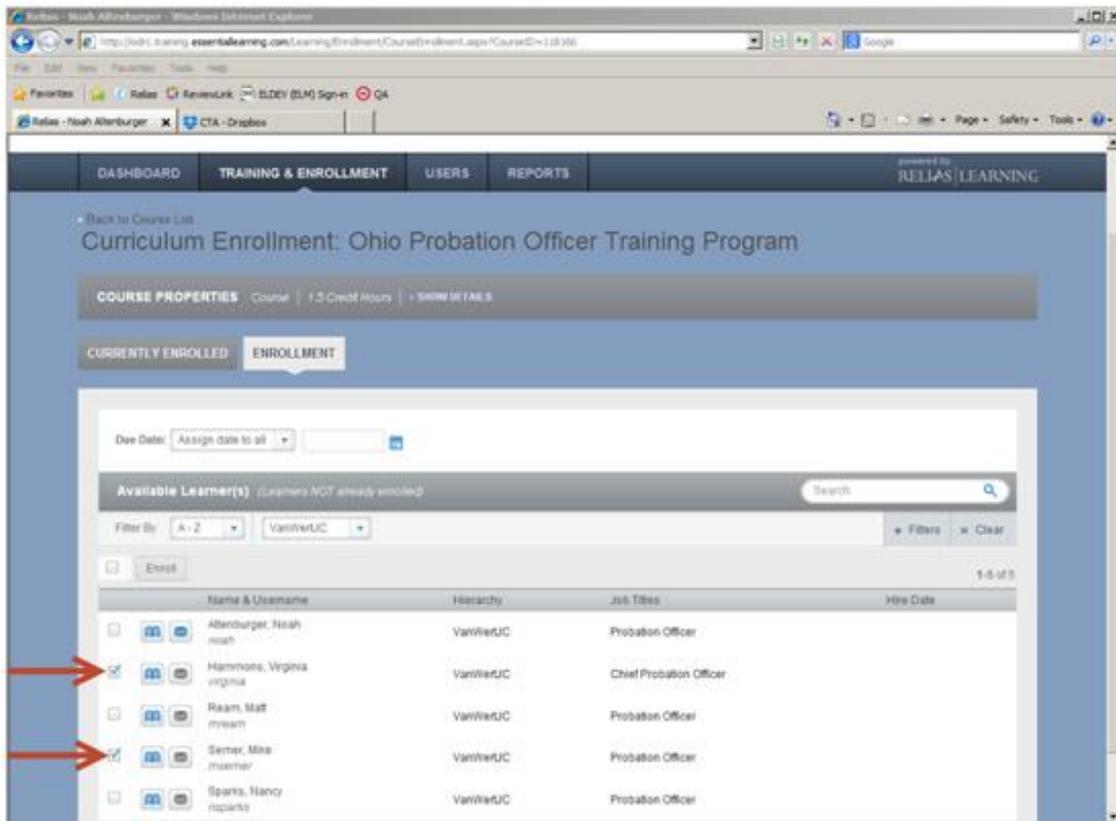
Step 3 – In the Curriculum List click on Ohio Probation Officer Training Program Title or the Enrollment button  to enroll either a single user or multiple users into.



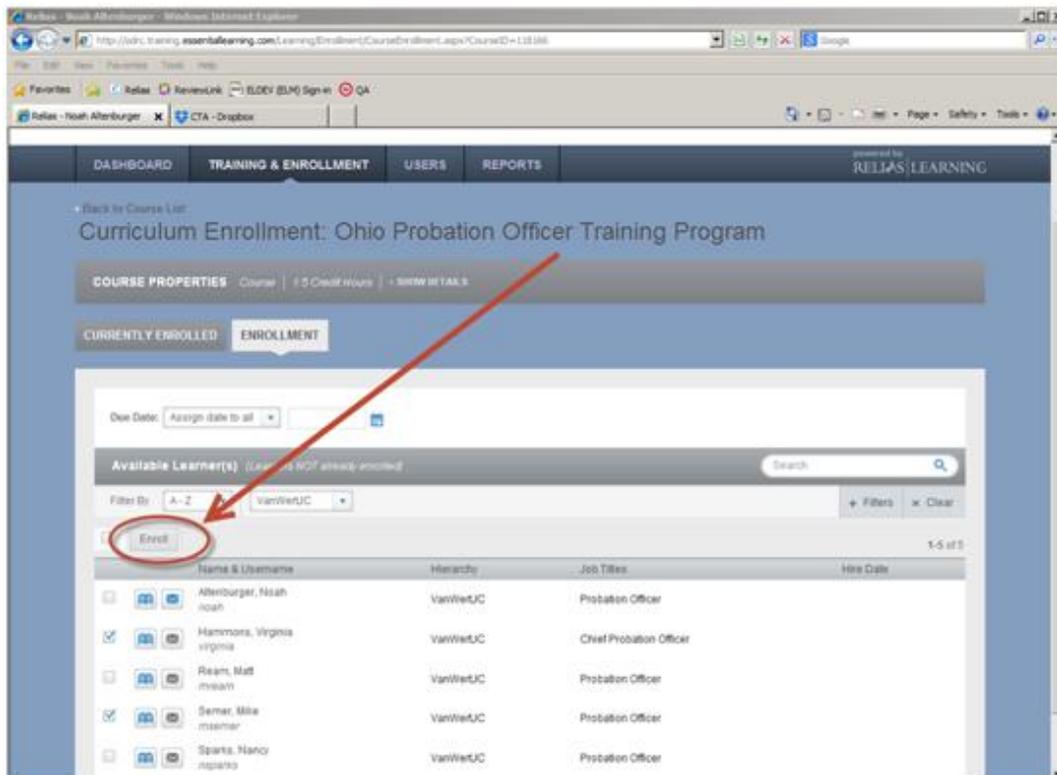
Step 4 – Click the Enrollment button on the Curriculum's currently enrolled page.



Step 5 - Select users you want to enroll in the curriculum by clicking their checkbox.



Step 6 - Click the Enroll button after the users have been selected



Step 7 – Verify that the users were successfully enrolled into the curriculum by reading the system generated message at the top of the page

The screenshot displays the user interface for the Ohio Probation Officer Training Program. At the top left, the logo for the Department of Rehabilitation and Correction (DRC) is shown alongside the text "THE SUPREME COURT of OHIO" and "Ohio Probation Officer TRAINING PROGRAM". On the top right, the user is identified as "Welcome, Noah" with links for "My Account", "Help", "Relias Connect", and "Logout". A dropdown menu indicates the user's role as "Supervisor". A dark navigation bar contains tabs for "DASHBOARD", "TRAINING & ENROLLMENT", "USERS", and "REPORTS", with "REPORTS" being the active tab. Below the navigation bar, a light blue message box states: "Learners successfully added to queue. Most enrollments are completed within a few minutes. You may continue working in the system while enrollments are being processed." A red arrow points from the "REPORTS" tab to this message box. Below the message box is a link for "Back to Course List". The main content area is titled "Course Enrollment: Adolescent Substance Use Disorder Clinical Pathways Training". Underneath, there is a section for "COURSE PROPERTIES" showing "Course" and "1.5 Credit Hours" with a "+ SHOW DETAILS" link. At the bottom, there are two tabs: "CURRENTLY ENROLLED" and "ENROLLMENT", with "ENROLLMENT" being the active tab.