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



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 - <u>Select a course and enroll single or multiple staff members</u>

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 <u>steven.galloway@odrc.state.oh.us</u> 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/)

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Step 2 - Click on the Users Tab

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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.

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4 | P a g e - Supervisors Guide: How to enroll staff in Ohio Probation Officer Training Program Courses

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

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5 | P a g e - Supervisors Guide: How to enroll staff in Ohio Probation Officer Training Program Courses

Step 7 – Click the Enroll Now button

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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.



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

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#### Step 2 – Click on Training & Enrollment

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Step 3 – Click on Courses & Enrollment

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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.



8 | P a g e - Supervisors Guide: How to enroll staff in Ohio Probation Officer Training Program Courses

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

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

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

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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.



## --- 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/)

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Step 2 – Click on Training & Enrollment

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

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Courses & Enrollment				1-3 of 3
Career Paths & Enrollment	Title	Туре	Approved En	roller
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Curriculum & Enrollment Overview Video	Welcome & System Overview	(i) One-Time Only	×	95
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Step 4 – Click the Enrollment button on the Curriculum's currently enrolled page.

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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

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13 | P a g e - Supervisors Guide: How to enroll staff in Ohio Probation Officer Training Program Courses

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

