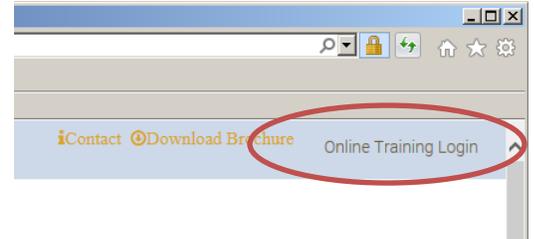


ONLINE TRAINING QUICKSTART GUIDE

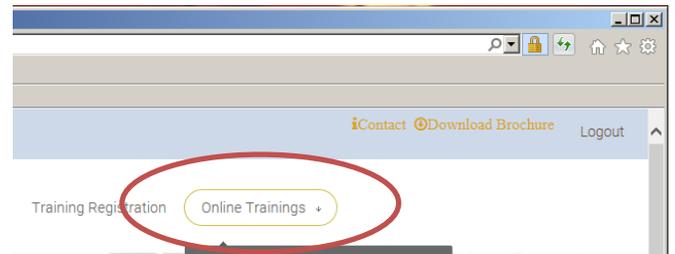
Finding your way around the Online Training System is quite easy once you get the hang of it!
Use this guide to get up and running quickly.

To get to your course:

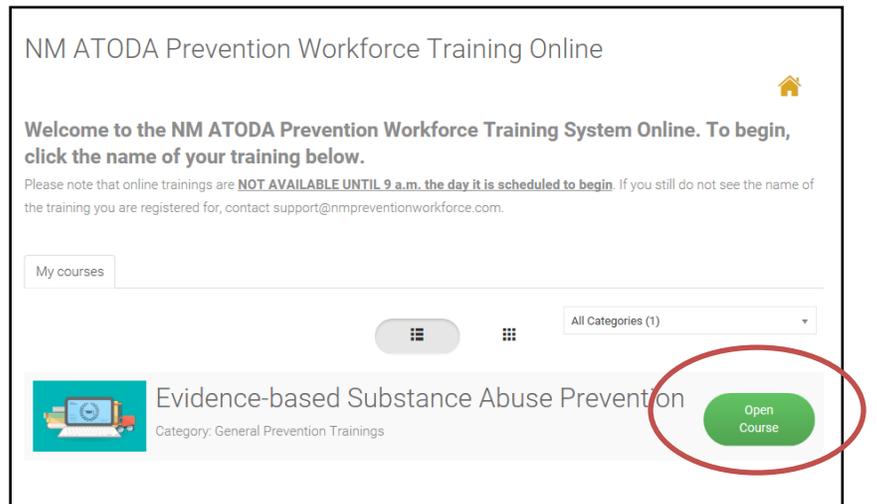
1. Click the **Online Training Login** in the upper right corner of the Training System website:



2. After you log in, click the **Online Trainings** link at the top of the website window.



3. Click the **Open Course** button or the name of the course you are registered for.



Trainings begin at 9 a.m. the day they are scheduled to begin. Courses are not available before then.

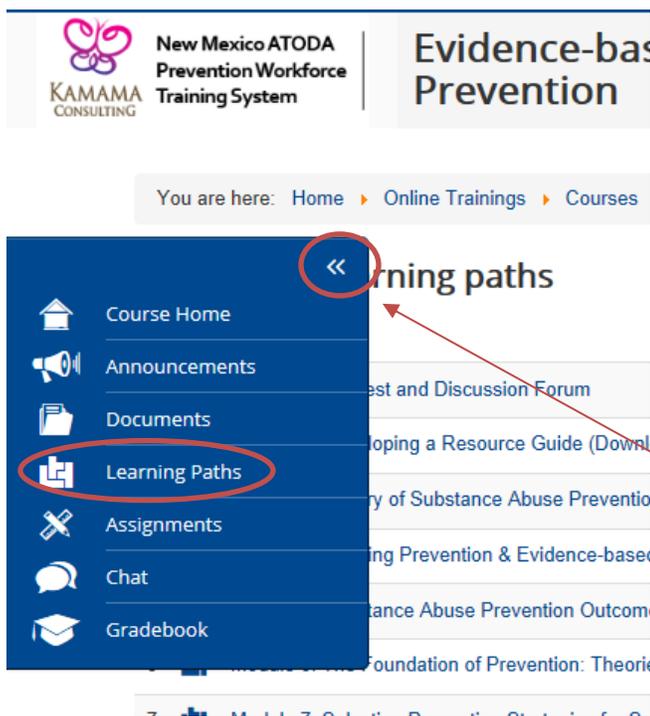
If you are registered for a training, but do not see the course listed, contact support at support@nmpreventionworkforce.org.

To get to the course materials:

The course materials are located in the Learning Paths section of the course. The materials are organized in modules, similar to folders. Click the learning paths link in the blue menu to see the list of modules. Click the title of the module to begin working through it. At any time, you can click the Contents button to see a list of all the steps in the module.

If you want to return to a module you have already completed, click Resume and then click Restart. You will be taken back to the first stop of the module. Once again, you can click the Contents button to see a list of steps and click the name of the step to go directly to it. (Note that the completion bar will be reset, but that is for your information only. The instructor does not use that to gauge your completion.)

Training System Menu



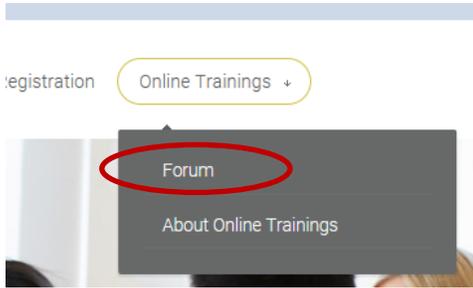
Use the links in the blue menu to get to sections of the course:

- Learning Paths is where you find the course materials and instructions for completing the steps.
- The Assignments area is where you will upload your completed documents.
- Look in the Gradebook for your quiz results and to print out results.
- Announcements may include messages from the facilitator.

TIP! To see the names of the links, click the top double arrows at the top of the menu to expand and collapse the menu.

QUIZ RESULTS: The pre- and post-test **printouts show how you answered the questions**, and whether you got it right (0/1 means you got the answer incorrect; 1/1 means you were correct).

Printouts do NOT include the correct answers. If you believe you were not graded correctly or believe you got the answer correct, it is your responsibility to contact the facilitator to discuss. The facilitator will be able to see if you got the answer correct, and you can also explain why you believe you answered the question correctly.



Trainings will also include a **Discussion Forum**. There are links to the forum in the Course, but you can also get to it from the Online Trainings menu at the top of the main Training System website. *(Note that you must be logged in to see the Online Trainings menu.)*

To work through the course materials:

Use the green “**Prev**” and “**Next**” buttons to go through the steps in the modules.

IMPORTANT – When you return to a module, the system will automatically take you to where you left off. So, *if you need to go back to a step* you have already completed, click the **Contents** button to see all the steps in the module. Click on the step you want to go to.



To get back into a module you have completed, click **Resume**, **Restart**, and then the **Contents** button to see the steps.

A screenshot of a web browser displaying the 'Evidence-based Substance Abuse Prevention' course page. The browser title is 'NM ATODA Prevention Workforce Training Online - Evidence-based Substance Abuse Prevention - Internet Explorer'. The address bar shows the URL: 'https://nmpreventionworkforce.org/online-trainings/courses/6-evidence-based-substance-abuse-prevention/learn_paths/22-module-4-defining-prevention-evidence-b...'. The page header includes the 'New Mexico ATODA Prevention Workforce Training System' logo and the text 'Evidence-based Substance Abuse Prevention'. A breadcrumb trail reads: 'You are here: Home > Online Trainings > Courses > Evidence-based Substance Abuse Prevention > Learning Paths > Module 4: Defining Prevention & Evidence-based'. The main content area is titled 'What is "Evidence-based"?' and features a list of four steps: 1. Defining Prevention (completed), 2. What is "Evidence-based"? (current step), 3. Resource Guide Assignment, and 4. Reflective Essay. At the top right of the content area are three buttons: 'Prev', 'Next', and 'Contents'. The 'Contents' button is circled in red, and a red arrow points from it to the second step in the list. A vertical sidebar on the left contains various navigation icons.

The Discussion Forum:

Follow these four steps to participate in the discussion forum.

1. Click the name of the discussion.

Forum ▶ Forum Home

MARK ALL TOPICS READ

DISCUSSION FORUM FOR INTRODUCTION TO SUBSTANCE ABUSE PREVENTION

DISCUSSION ABOUT PREVENTION'S EFFECTIVENESS
Is prevention effective? How do you know? In your first post, describe at least one benefit and one challenge you have observed in your own program or community regarding the use of evidence based strategies. What has been your experience? What have you learned talking with others who use evidence based strategies? Do you have concerns about evidence-based strategies and how well they fit with the culture and people of your community? For a second post, some time during the week, post at least one other reaction to something one of your classmates posted.

0 Topics 0 Replies

1. Click the name of the Discussion

2. Click on **the topic within the discussion** to read other students' posts and to submit your own message. You do NOT need to create a **new topic**, unless you want to take the discussion in a different direction.

CATEGORY HEADER

Directions: Click a topic below, or click "+ New Topic" to begin the discussion, and then click "reply" / "submit" to post your comments. Hint: Click the "quick reply" button to respond specifically to another person's post. At any time, you can also start a different "New Topic" if you wish to cover different aspects.

+ NEW TOPIC ! MARK TOPICS READ

TOPICS IN CATEGORY: DISCUSSION ABOUT PREVENTION'S EFFECTIVENESS

0 Replies

Experiences with Evidence Based programs

Topic started 1 minute ago by student prevent

1 Views

Last Post by student prevent 1 minute ago

2. Click the Topic

Forum ▶ Discussion Forum for Introduction to Substance Abuse Prevention ▶ Discussion about Prevention's Effectiveness

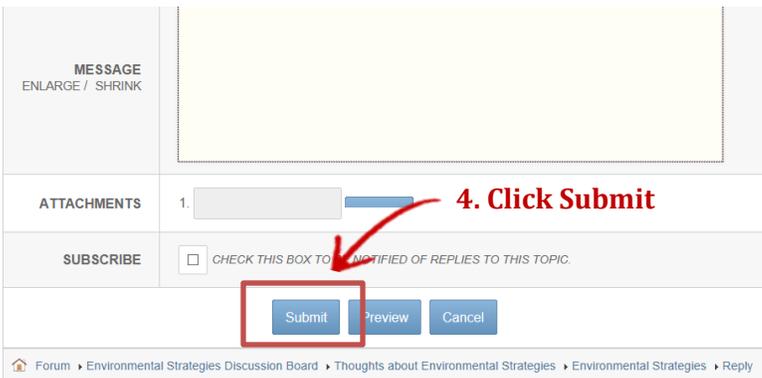
You do not need to create a new topic unless you want the discussion to go in a different direction.

Powered by Kunena Forum

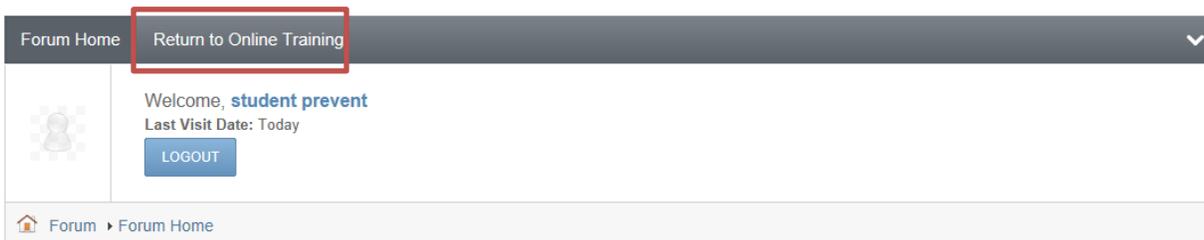
3. Click **Reply to post**, or **Quick Reply** to respond to another person's post.



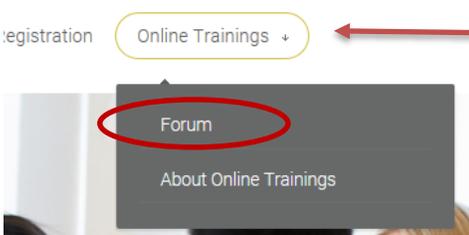
4. Type your message in the text box, and then click the **Submit** button



TIP! To return to the training, click the **"Return to the Online Training"** link.



TIP! Remember, you can go directly to the Discussion Forum from the Online Trainings menu at the top of the main Training System website. (You must be logged in to see the Online Trainings menu.)



To upload Assignments:

Click the **Assignments** link in the blue menu, then click the **name of the Assignment** you are responding to.

This screenshot shows the 'Assignments' page. The breadcrumb trail is 'Home > Online Trainings > Courses > Evidence-based Substance Abuse Prevention > Assignments'. The 'Assignments' header is visible, along with a dropdown menu set to 'All'. A table lists one assignment: '1 Resource Guide' with the description 'Upload your Resource Guide with all assignments completed.' The 'Resource Guide' link is circled in red. A red arrow points from the top right towards the 'Resource Guide' link. On the left, a blue sidebar menu has the 'Assignments' icon circled in red.

You are here: [Home](#) > [Online Trainings](#) > [Courses](#) > [Evidence-based Substance Abuse Prevention](#) > [Assignments](#)

Assignments

All

#	Assignment
1	Resource Guide Upload your Resource Guide with all assignments completed.

This screenshot shows the details for the 'Resource Guide' assignment. The breadcrumb trail is 'Home > Online Trainings > Courses > Evidence-based Substance Abuse Prevention > Assignments'. The 'Assignments' header is visible, along with 'Back' and 'Submit assignment' buttons. A table shows assignment details: Grade (blank), Assignment date (01-30-2018), End date (03-15-2018), and Completion date (Incomplete). Below the table is a 'Description' section with the text 'long' and a 'Choose a file' section with 'Browse...' and 'Upload a file' buttons. Red arrows and numbers 1, 2, and 3 indicate the steps: 1 points to 'Browse...', 2 points to 'Upload a file', and 3 points to 'Submit assignment'.

You are here: [Home](#) > [Online Trainings](#) > [Courses](#) > [Evidence-based Substance Abuse Prevention](#) > [Assignments](#)

Assignments

[Back](#) [Submit assignment](#)

Grade:	
Assignment date	01-30-2018
End date	03-15-2018
Completion date	Incomplete

Description

long

Choose a file

[Browse...](#) [Upload a file](#)

1. Click **Browse** to locate your file to upload
2. Click **Upload a file**
3. Finally, click the **Submit Assignment** button

Assignments

[← Back](#)

Grade:	Complete
Assignment date	01-30-2018
End date	03-15-2018
Completion date	01-31-2018 17:59:22

When you go back to the Assignments area, you will see your **Grade** (e.g., *Complete*) and any comments made by the instructor.

Description

long

Attached file

[Resource Guide_rev2 Feb 2018.doc](#) 02-01-2018 00:59:22

Comments

Teacher's Comments will be here.