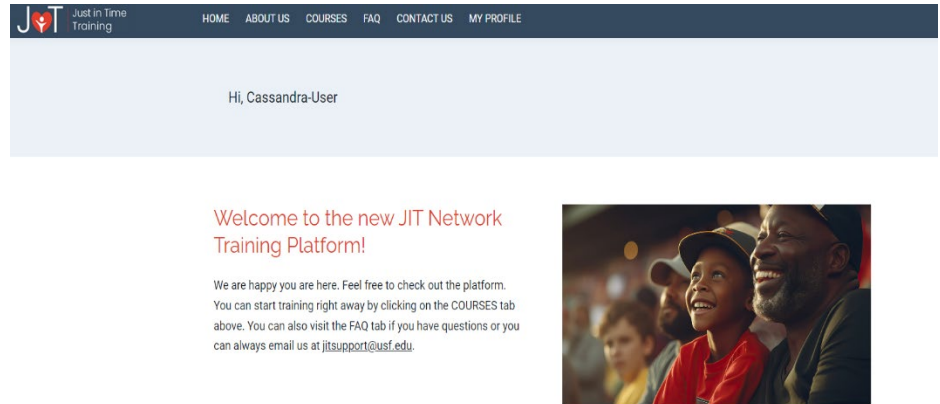
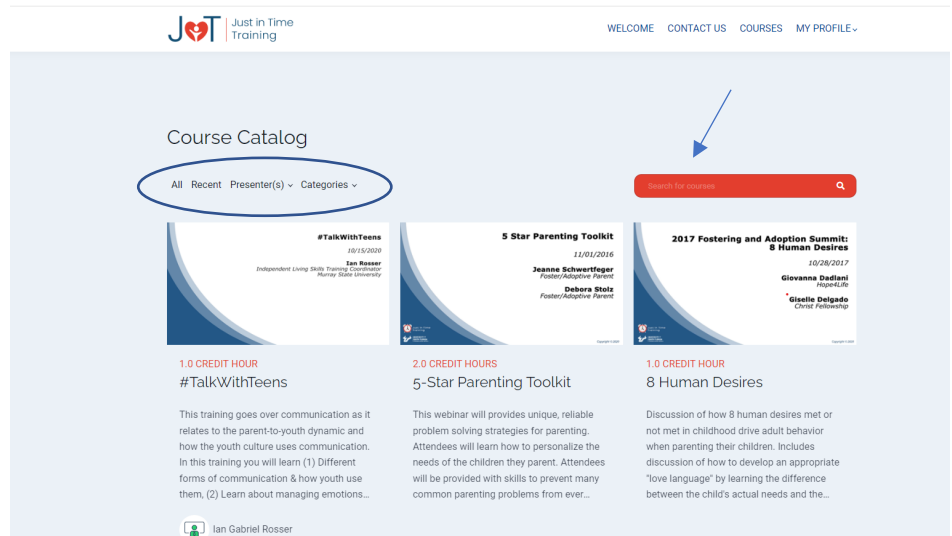


# Step-By-Step Guide to Using the JIT LMS

To watch a training video, navigate to the JIT Training Home Page. At the top of your screen click on the "Courses" tab.

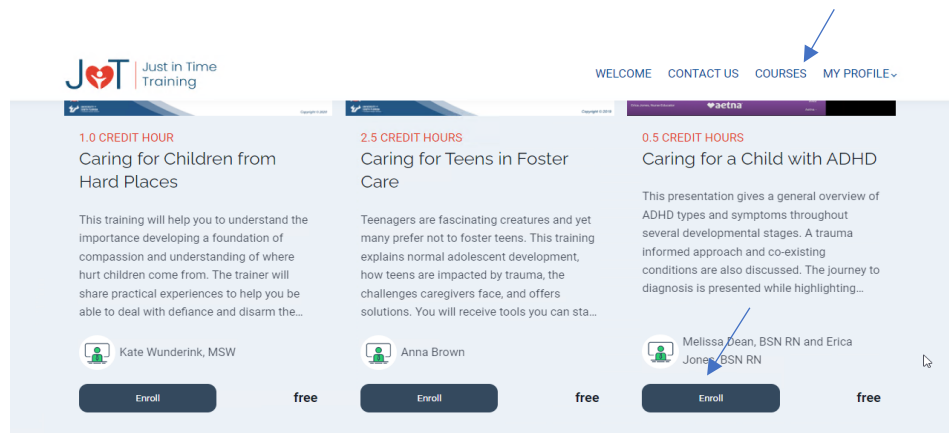


There you will find the Course Catalog with all available trainings. You can search for a training by "All" "Recent" "Presenter(s) Name" or "Category" or simply scrolling down the page. Additionally, you can use the search field by typing in your search criteria



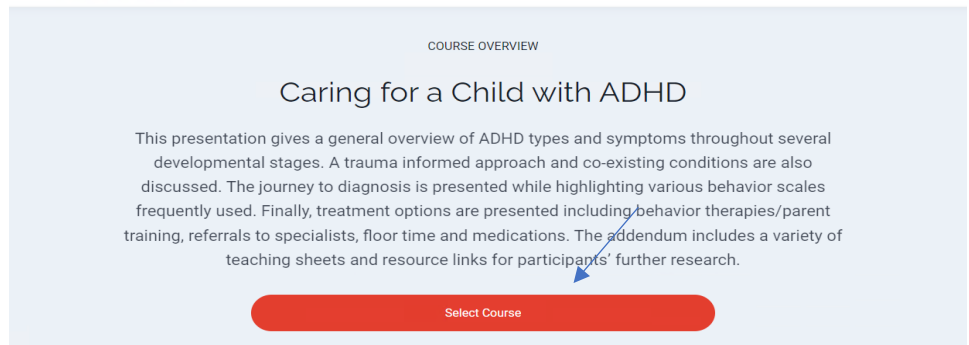
Once you locate the training click the Enroll button

Note: Once you Enroll in a training you can access it from the Welcome Page and the "My Profile" tab



You will be redirected to the Course Overview Page.

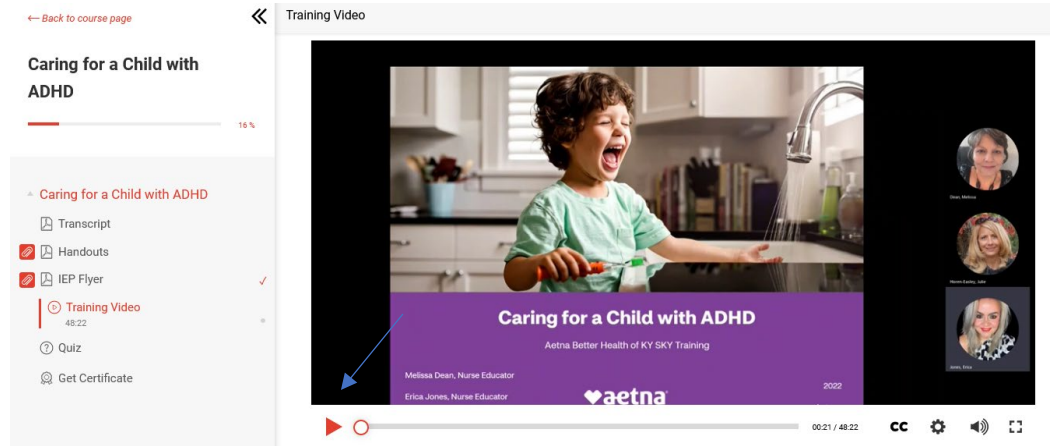
Click the "Select Course" tab



Click the start icon and you can begin watching the training video.

*Note: While viewing the training you can pause, rewind, and even close the page, return and resume where you left off.*

*You can always come back and revisit any training; however you must start and finish on the same device.*

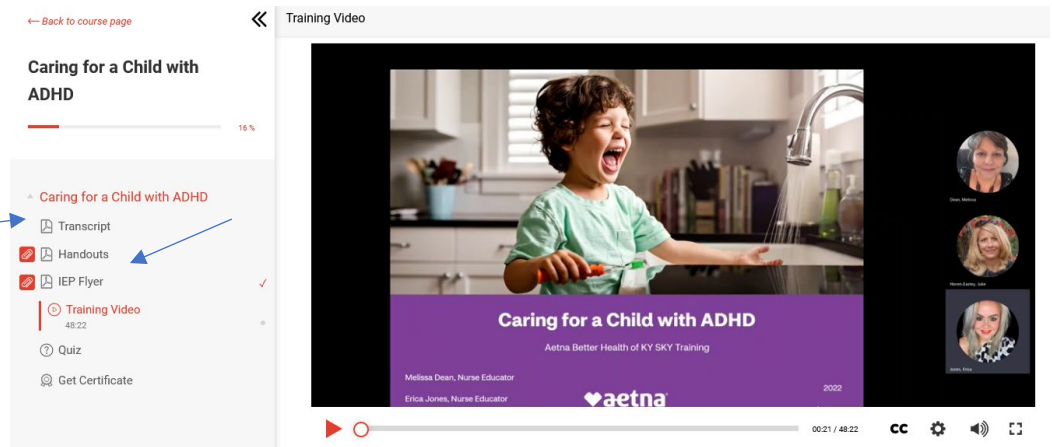


**\*In order to take a quiz and earn a Certificate you must watch the training video in its entirety.**

A transcript of the training is located on the far left side of the video. Some trainings may have additional material related to the topic such as handouts, flyers, resources, links to websites, etc. These can be identified by the red paperclip attachment icon.

When you click the icon the files will be unfolded and you can download them to your computer or mobile device.

If a training has a separate video that is part of the training such as a YouTube clip, it must be opened to obtain a certificate.



- ▶ Training Video 43:48
- ▶ YouTube Video: Discipline Birth to 5 Years
- ▶ YouTube Video: Discipline 13 to 18 Years
- ? Quiz 10 questions
- 🏆 Get Certificate

Many of our videos have knowledge checks throughout the training that must be answered to move forward with the video. You will receive feedback on your response.

Once you have watched the training video (and any additional videos included as part of the training) you can take the quiz.

Click the "Next" tab

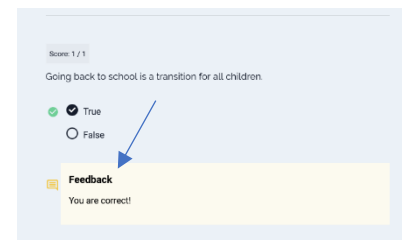
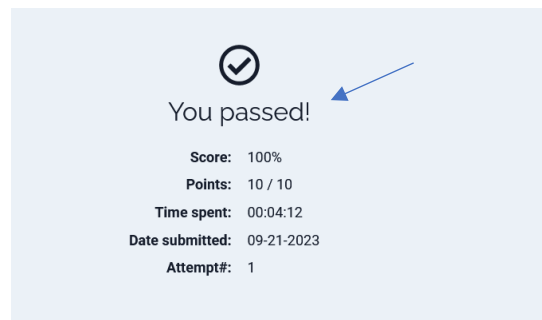
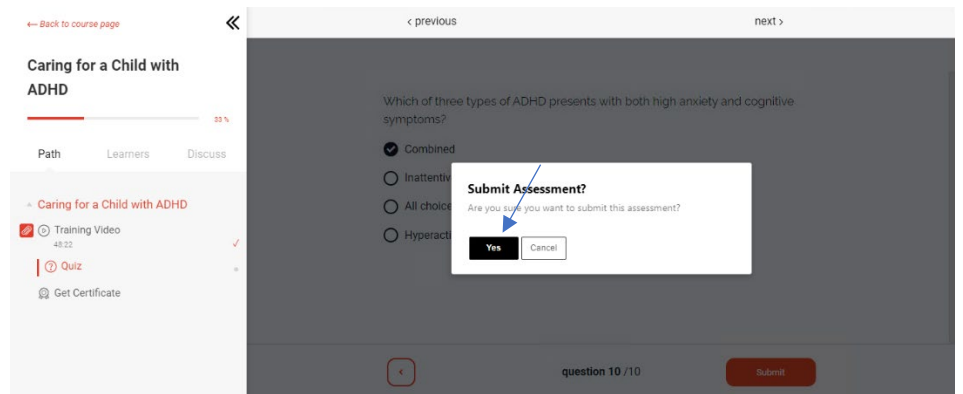
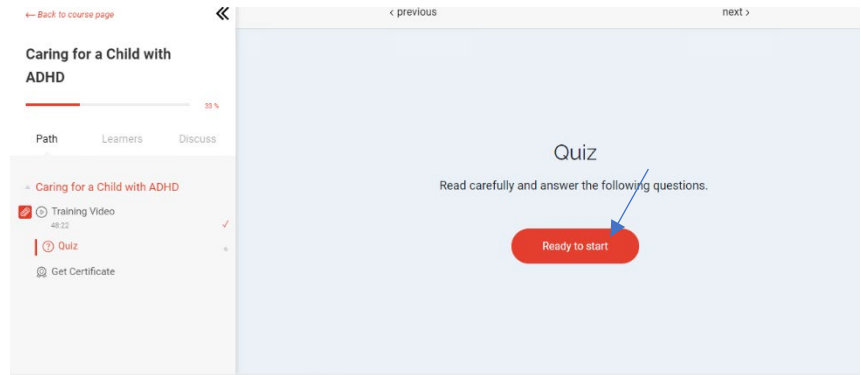
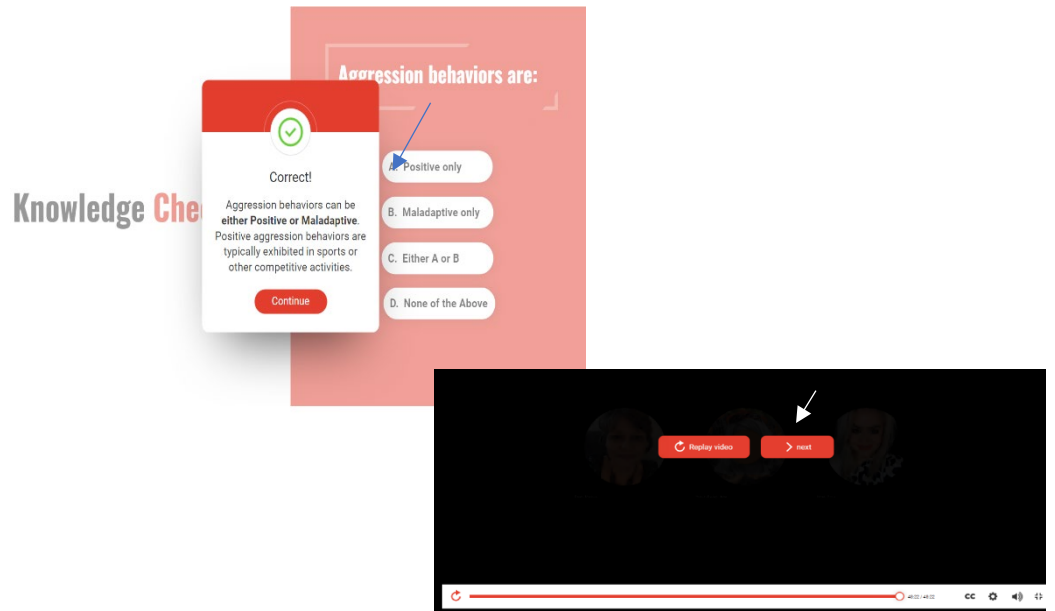
Click the "Ready to Start" tab to begin the quiz.

After answering all of the quiz questions you will receive a prompt "Submit Assessment". If you are satisfied with your answers click "yes".

You must receive a passing score of 80% to receive a Certificate.

If you do not pass you can retake the quiz.

You can review the feedback from each question



To view/download your Certificate click "Get Certificate"

Your name will appear on your certificate exactly as entered, so be sure to enter your FIRST AND LAST to receive credit.

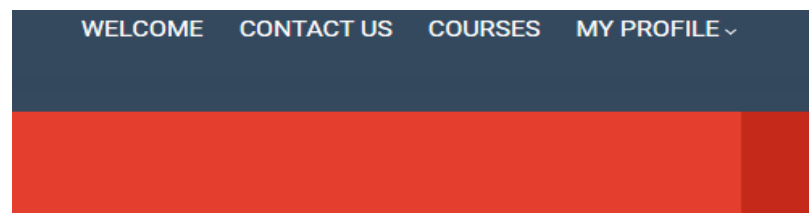
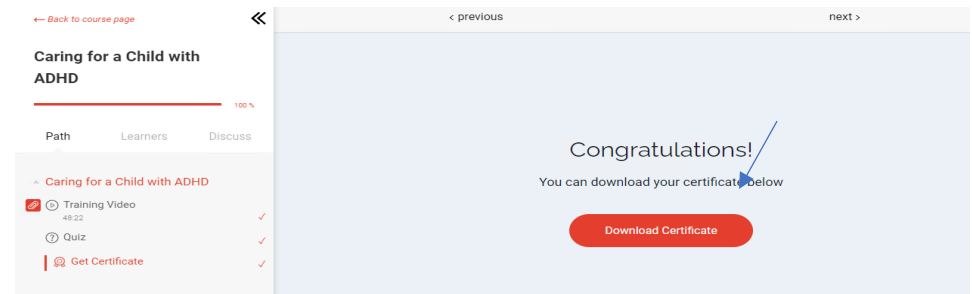
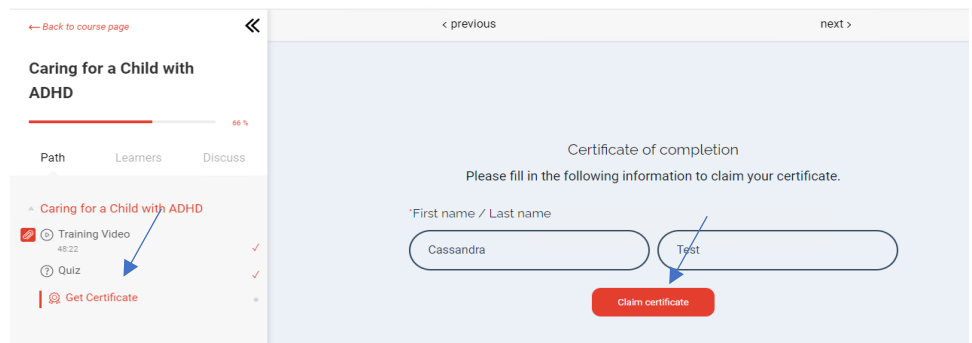
Click the "Claim Certificate" tab

Note: Once you claim your certificate, you cannot make changes.

Click the "Download Certificate" tab

Your certificate will appear and you can download it to your computer or mobile device.

\*Note: You do not have to download your certificate at this point if you choose not to. You can always locate your certificate in your profile.



ACHIEVEMENTS



Child and Adolescent Nutrition and Wellness



Supporting Respectful Partnerships: Coparenting