OCAT Learning Management System Access
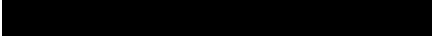
Table of Contents

1 Access Meridian LMS

This section provides the high-level steps to access the Meridian Learning Management System (LMS), which contains the materials for the OCAT Training.

Open IE 11 Browser

1. Open IE 11 Browser.

▶ **Note:** The LMS is optimized for Internet Explorer, and some content will not function correctly in other browsers.

Navigate to the Appropriate LMS

2. Navigate to the Appropriate LMS based the User's county.

▶ **LA County** - Log into the LMS as you normally do, using your single sign-on credentials.
URL: ██████████████████████

▶ **All Other Counties -** Log into the LMS using the OCAT LMS credentials you will receive via email on October 5, 2020.
URL: ██████████████████████

Browse Categories on LMS Home Page

3. OCAT Training Materials are contained in the following categories, accessible from the **Browse Categories** pane on the LMS Home page:

   a. **OCAT End User Required Training** contains required courses for OCAT End Users

   b. **OCAT Administrator Required Training** contains required courses for OCAT Administrators

   c. **OCAT Resource Library** contains additional resources for all OCAT Users

   d. **OCAT Help and Support** contains the Help documents also contained within OCAT

   e. **SAWS OCAT Functionality Required Training** contains required training on the C-IV/LRS/CalWIN functionality associated with OCAT (one WBT for each system)

Courses in the **OCAT End User Required Training** and **OCAT Administrator Required Training** should be taken in the order listed, and Users must complete the Video and Desk Guide components before accessing the Knowledge Assessments for each course.
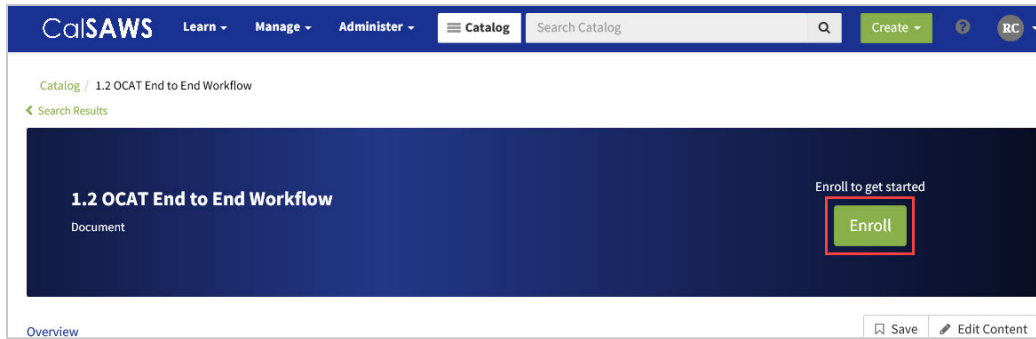
2 Complete OCAT Training Activities

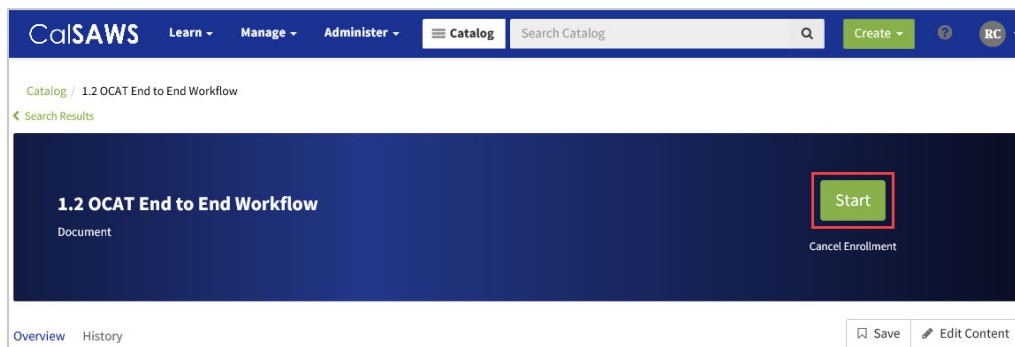1. Click the appropriate link in the **Browse Categories** pane on the LMS Home page:
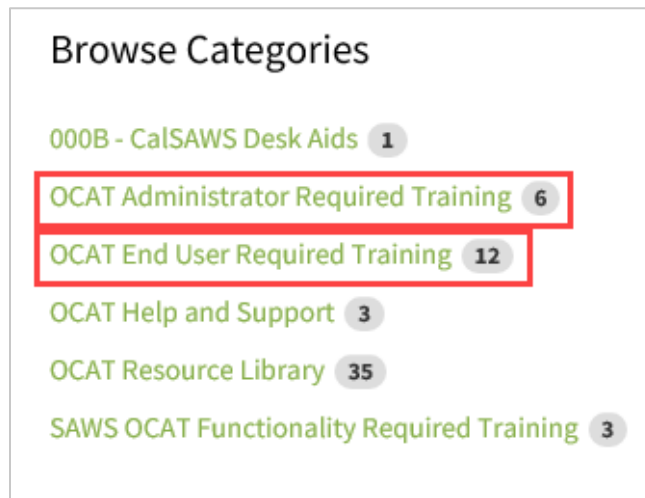
2. On the **Search Results** page, click the link for the course in which you want to enroll:
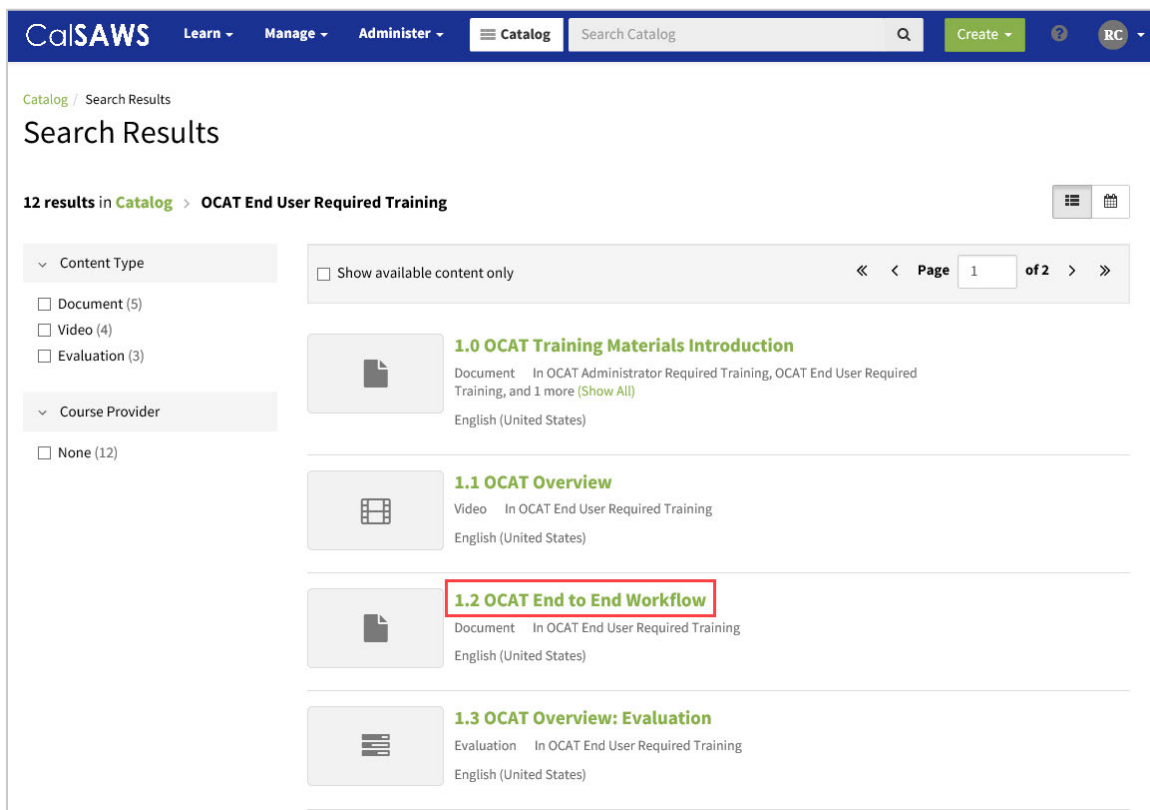
3. On the Course Detail page, click the **Enroll** button:


4. Click the **Start** button:

5. The course content will launch. Documents will open as PDFs within the LMS; videos will open in a linked webpage. If you wish to download a document for future use, you may do so by clicking the **Save** icon that displays when you hover over the top of the page:

6. After reading the document or watching the video, click the **Mark Complete** button to receive credit for completing that component of the course:

7. You can also mark a component complete from the Course Detail page after closing the content:
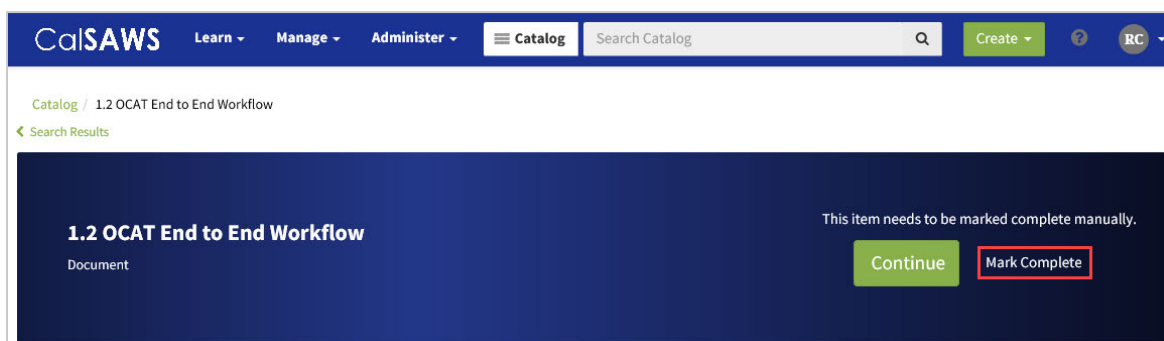
▶ **Note:** You must complete all content for a course before you can access the Knowledge Assessment (Quiz) for that course.

8. After you view all videos and documents associated with a course, you will complete a Knowledge Assessment (Quiz) designed to test your understanding of the training content. To complete the Knowledge Assessment (Quiz):

    a. Follow the steps 3 and 4 above

    b. After clicking **Start** a new tab will open

    c. Fill in the answers to the Knowledge Assessment (Quiz).

        ▪ **Note:** Each Knowledge Assessment will ask for the County and Email address of this User. This information is important to record who has completed their Knowledge Assessment.

    d. After completing the Knowledge Assessment (Quiz), click the **View Results** button.

e. (Optional) If any questions were answered incorrectly, click **Go back to thank you** page at the bottom of the Knowledge Assessment (Quiz) results page.

Go back to thank you page

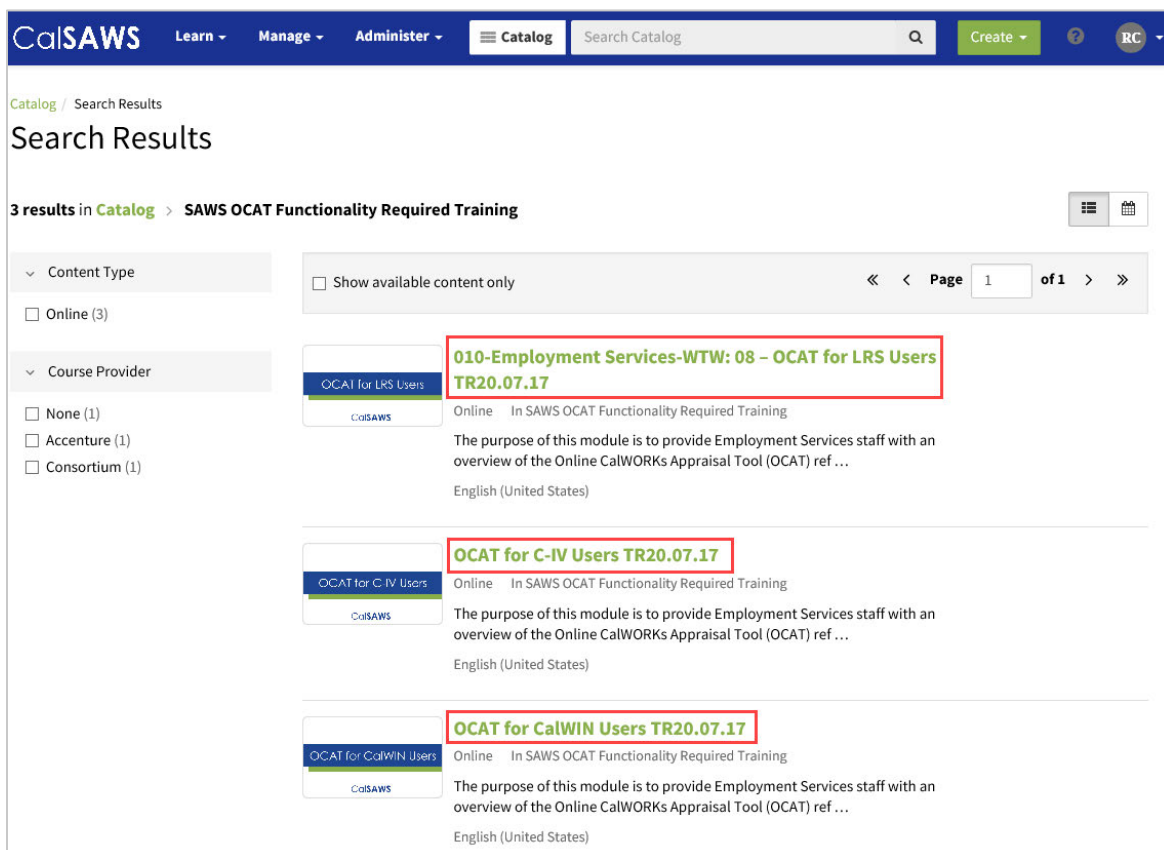f. (Optional) Click **Submit another response** on the thank you page to re-take the Knowledge Assessment.

OCAT Quiz

Thanks!
Click below to view your results!

View results
Submit another response
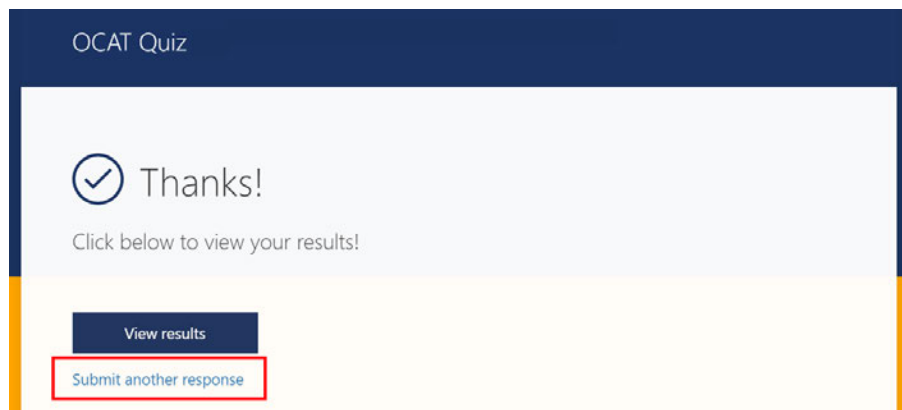
g. Repeat steps 3 – 13 for all components within the End User and/or Administrator categories, as needed for the User's OCAT Role.

3 Access SAWS Training Content

1. Click the **SAWS OCAT Functionality Required Training** link:
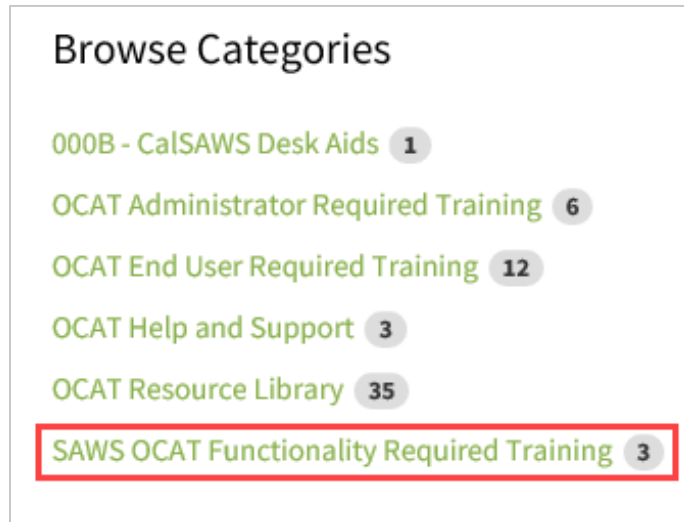
2. On the **Search Results** page, click the link for the WBT you wish to access:

3. On the Course Detail page, click the **Enroll** button:

4. Click the **Start** button:

5. The WBT will launch in a new window. If you need to stop the WBT and complete it later, click the **Close** button in the upper right corner of the WBT window:
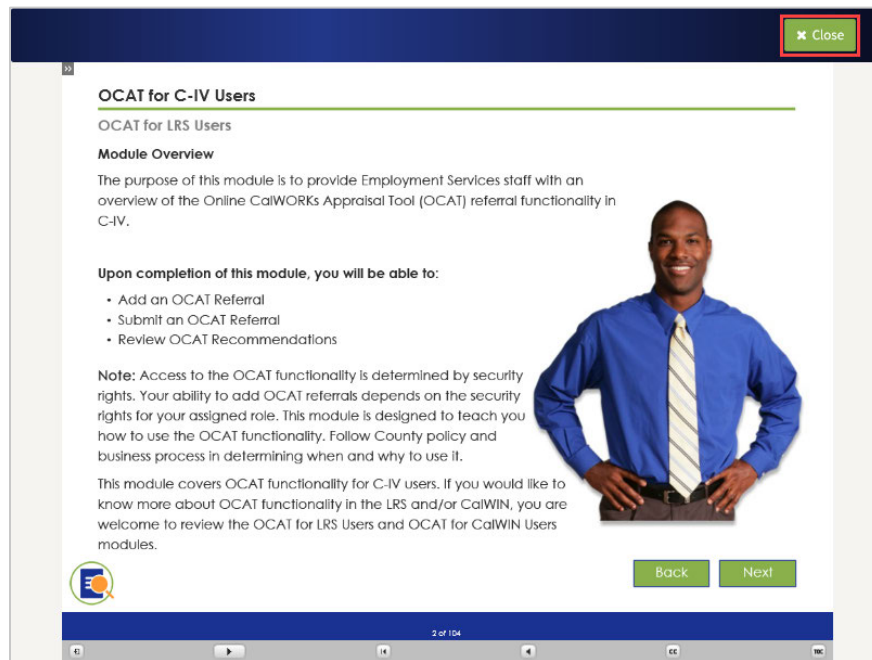
6. When you are ready to return to the WBT, navigate back to the Course Detail page and click the **Continue** button:
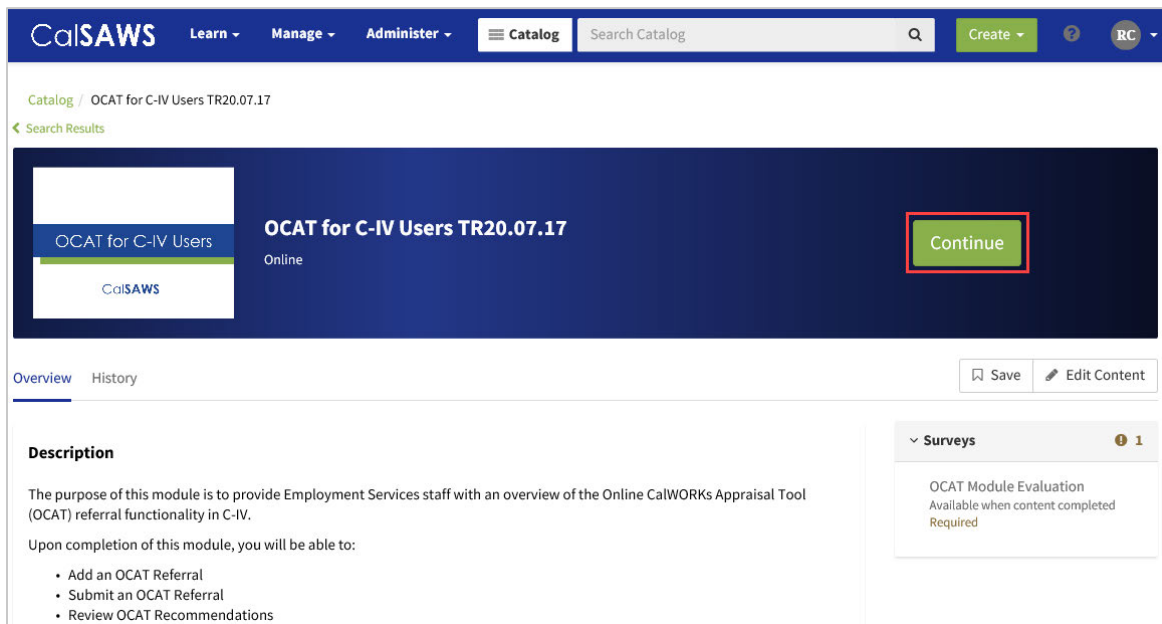
▶ **Note:** The WBT will re-launch in a new window starting on the slide you last viewed.

7. After completing the WBT, complete the **OCAT Module Evaluation** by clicking the link on the Course Detail page:


▶ **Note:** The module evaluation is your opportunity to provide feedback on the WBT, and you must complete the module evaluation to receive credit for the course.

▶ While you are **only** required to complete the SAWS WBT related to **your** County's SAWS System (C-IV, CalWIN, or LRS), you are welcome to view the WBTs created for the other systems.

4 Access Help and Additional Resource Content

1. Click the appropriate link in the **Browse Categories** pane on the LMS Home Page:
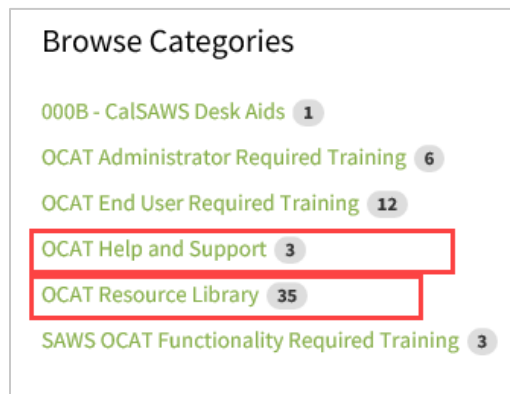
2. On the **Search Results** page, click the link for the document/resource you want to access:
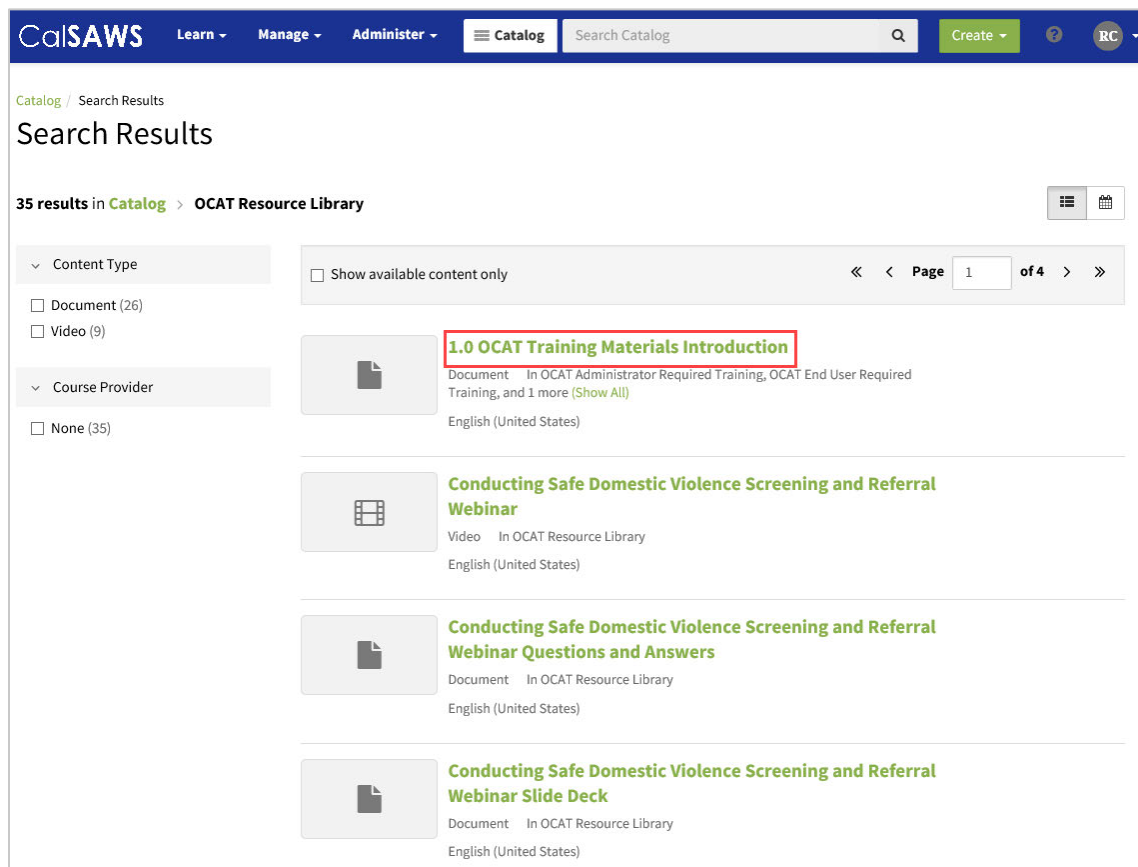
3. On the content detail page, click the **Open Item** button: