

Learning Management System (LMS) Information Sheet

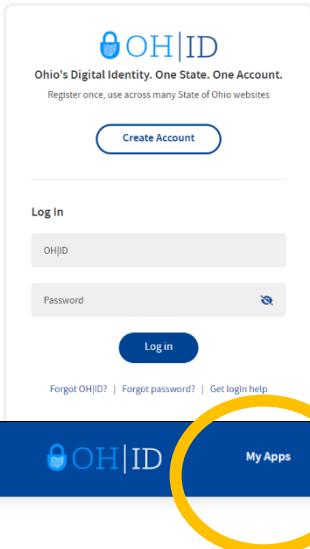
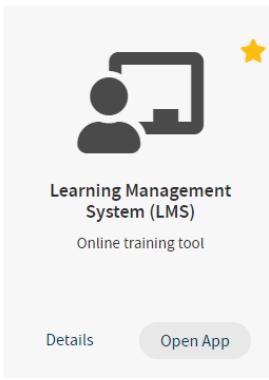
The Learning Management System (LMS) can be found in the **OH|ID portal**.

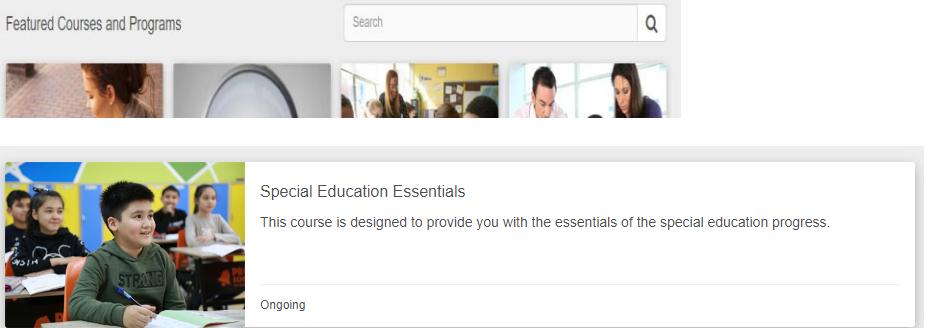
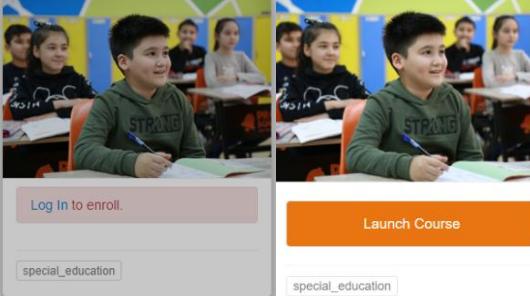
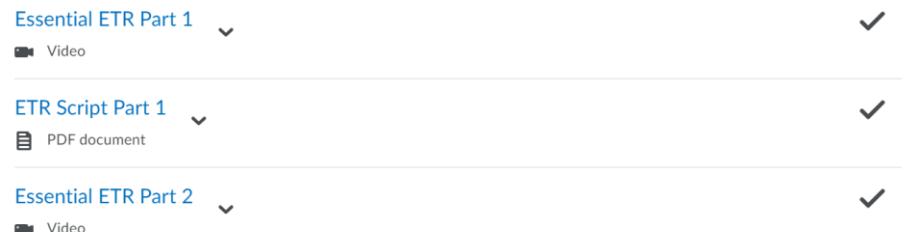
- You must have an **OH|ID portal** account in order to access the LMS Modules.
- Modules can be completed at the staff member's convenience.
- Each module is followed by a quiz that, when passed with 80% or better, will generate a certificate of completion noting affiliated clock hours. It is recommended participants print the scripts before taking the quizzes.

The chart below outlines which modules within the Special Education Essentials course each staff member will need to complete along with the time for each module completion.

Special Education Essentials Course LMS Course	Approximate Time
All educational agency staff who work with students with disabilities (who are not part of the Internal Monitoring Team) will complete the following 3 modules: <ul style="list-style-type: none">↳ Module 1: Evaluation Team Report (ETR) provides a detailed overview of the Evaluation Team Report (ETR) process for school age children.↳ Module 2: Individualized Education Program (IEP) focuses on the development, writing and implementation of the Individualized Education Program (IEP).↳ Module 3: Secondary Transition Plan provides an overview of the requirements for secondary transition plans.	45 minutes 25 questions 36 minutes 26 questions 28 minutes 23 questions
The Internal Monitoring Team will complete Module 4: Internal Monitoring Process: <ul style="list-style-type: none">↳ Module 4: Internal Monitoring Process provides an overview on establishing an Internal Monitoring Process and how to use OEC's record review tools to look at specific record review items for compliance.<ul style="list-style-type: none">▪ Part 1 – Establishing an Internal Monitoring Team and Process▪ Part 2 – Internal Monitoring Process for ETR Review▪ Part 3 – Internal Monitoring Process for Transition Plan Review▪ Part 4 – Internal Monitoring Process for IEP Review	14 minutes 21 minutes 14 minutes 44 minutes 31 questions
<i>Reminder: Certificates of Completion for the Internal Monitoring Team will need to be collected and submitted to the Department.</i>	

How to Access the Special Education Essentials LMS Modules

Follow the link to the OH ID portal Log-in with your OH ID	Safe Portal: https://ohid.ohio.gov/wps/portal/gov/ohid/login 
Click on My Apps in the top blue bar if they do not automatically show	
Find and open the Learning Management System (LMS) app	
Now that you are in the LMS app, find the Special Education courses by going to the Course Catalog It is located on the right hand side of the screen	

<p>In the search bar at the top of the screen, type in Special education essentials. The first course is Special Education Essentials. This course offers information on the Essentials of writing an ETR, IEP and Transition Plan.</p>	
<p>Click Log-in to enroll to gain access to the course. Click Launch Course to begin.</p>	
<p>Once the course is open you will see "Course access" on the right hand side of the screen. Follow the prompts after that.</p>	
<p>Click on the module name to open it. For Example: Module 1: Evaluation Team Report. Follow the prompts after that.</p>	
<p>Then click on the parts of the module to begin viewing the module</p>	
<p>Then the module window will pop-up and you need to hit play to watch the module.</p>	

You do have to click the next button after every page is played.

When you have finished the entire module, click the **Evaluation Team Report (ETR) Quiz. Results do not need to be submitted to the Department; please submit them to your Special Education Director.**