**AWPHD & WSHA Guide to Governance Education Portal**

**Member User Guide**

**1. How a member creates an account**

1. Go to governanceducation-wsha.talentlms.com
2. Click "Signup" in the upper righthand corner of the page
3. Complete the form
4. Click “Create account”

**2. How a member logs in**

 1. Go to governanceducation-wsha.talentlms.com
 2. Click “Login” in the upper righthand corner of the page
 3. Enter username and password
 4. Click “Login”

**3. How a member registers for a webinar**

In Talent LMS a webinar is referred to as an ILT or Instructor-Led Training.

1. Login to the LMS at governanceducation-wsha.talentlms.com

2. Go to the Course catalog

3. Search for "WEBINAR NAME"

4. Click on the course name

5. Click on the blue "Start or resume course" button

6. Click the blue "Register" button

*\*After a member registers for a webinar, an automated email is sent from Talent LMS:*



**4. How a member accesses the webinar on the date/time of event**

1. Login to the LMS at governanceducation-wsha.talentlms.com

2. Go to the Course catalog

3. Search for "WEBINAR NAME"

4. Click on the course name

5. 15 minutes prior to the start of the webinar a "Join" link will appear. Click the "Join" link to join the webinar.

**5. How a member watches previously recorded courses and earns credit**

Members have access to a library of previously recorded content that can be watched On Demand to earn credit hours.

1. Login to the LMS at governanceducation-wsha.talentlms.com

2. Go to the Course catalog

3. Click on the course name
4. Press the play button to watch the recording
5. **IMPORTANT!** Press the “Complete” button after watching the recording so the course is logged to your learner profile

*\*After a member presses the “Complete” button, an automated email is sent from Talent LMS:*



**6. How a member logs a credit hour earned from an in-person event**

WSHA and AWPHD can select sessions from in-person events to count for credit hours towards Governance certification. If a member attends a session(s) at an in-person or virtual signature event that counts for credit the member can log that credit hour in Talent LMS.

1. Login to the LMS at governanceducation-wsha.talentlms.com

2. Go to the Course catalog

3. Search for "SESSION NAME"

4. Click on the course name

5. Choose “Yes” to confirm attendance at the in-person or virtual session

6. Click “Submit test”

**Staff User Guide**

1. **How to add/schedule a webinar (Instructor Led Training – ILT)**

1. Login to Talent LMS as WSHA Governance Education

* Login: WshaGovEd
* Password: Wsha2022!

2. Switch to Instructor profile

3. Go to Courses then click “Add a Course”

4. Enter the Course Name beginning with the year of the course offering, e.g. “2022 Course Name”

5. Select the Course Category from the drop down menu

6. Add the WSHA logo

7. Click the blue arrow on the “Click and add users” button and select “Save and add content” from the drop down menu

8. Click “Add” and select “Instructor Led Training”

9. Name the ILT unit the same as the course name

10. Click “Add Session”

11.Name the session the same as the ILT unit and course name

12. Choose the date and time

13. Leave the capacity blank

14. Leave the Instructor as W. Education

15. Under Type choose “Webinar”

16. Check the “Create a new webinar” box

17. Choose the webinar duration

18. Click “Save”

19. Login to GoToWebinar

20. Go to the newly created webinar in “Upcoming Courses”

21. Add your co-organizers and panelists

21. Go to the “Emails” drop down menu and click on the three boxes in the screenshot below to select “None” so that emails from GoToWebinar are turned off.



 22. Go back into Talent LMS and switch to Administrator profile

 23. Under “Reports” go to “Custom”

 24. Click on the Custom Report “Assign a Course to all users in Gov Ed branch”

 25. Under the Mass Actions drop down menu select “Enroll to course”

 26. Search for the course name in the drop down menu and click “Enroll”

1. **How to add a recording of a webinar after the live session concludes**

1. Download the webinar recording from GoToWebinar or Zoom

2. Upload the recording to Vimeo

3. Copy the Vimeo URL to paste into Talent LMS

4. Login to Talent LMS

 5. Switch to Instructor profile

 6. Search for the course name

 7. Click on the name of the course

 8. Hover over the Instructor Led Training course content to display a horizontal menu of options

 9. Select deactivate to remove the ILT course content

 10. Click the blue “Add” button

 11. Select “Video”

 12. Title the unit the same name as the course

 13. Paste the Vimeo URL into the box

 14. Click search

 15. Click the blue “Save and View” button

1. **How to give credit to webinar participants (How to grade an ILT)**

After a webinar (ILT) concludes, for the attendees to receive their credit the ILT must be graded by staff.

1. Login to Talent LMS

 2. Switch to Instructor profile

 3. On the right-hand panel, click “Assignments & ILT”

 4.

1. **How to reset a password**
2. **How to impersonate a user**