



## **IOTIS Welcome and Introduction**

*Welcome!*

You are scheduled to facilitate the NTDC training for prospective foster and adoptive parents. We at IOTIS are here to support you in providing a smooth and effective training experience.

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*We recognize the importance of your critical role in recruiting, training, and retaining qualified foster parents for children in Georgia!*

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This packet contains instructions on how to complete all tasks associated with your facilitatory duties in the IOTIS Learning Management System (LMS). IOTIS is where NTDC training schedules are housed, where you and your participants will access NTDC course activities and resources, and where participants can access their student records.

Remember that we are always here to help! Please contact us by chat Monday-Friday, 8-5, with any questions or concerns.

*Thank you for all you do!*



# IOTIS Welcome and Introduction

## General instructions regarding the IOTIS LMS:

You may already be familiar with the IOTIS LMS from your completion of OCP 904-NTDC Train the Trainer, but we are including the basics below as a refresher.

The LMS is located at [iotis.org](http://iotis.org).



Once you log in, you should see the **Caregiver Dashboard**.

Welcome to the DHS LMS

You must use Chrome or Firefox

Username

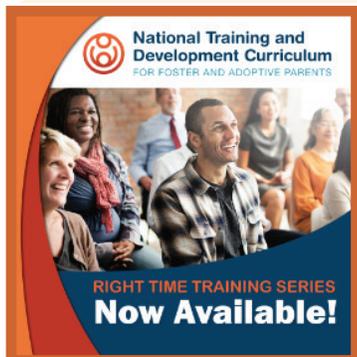
Password



- Most Popular Courses**
- Autism Awareness (Foster Parents)
  - Annual Mandatory Trainings
  - Civil Rights: DHS 1100 - Civil Rights & LEP/SI (SNAP E&T Contractors)
  - OCP 904 - NTDC Train the Trainer
  - OCP 905 - NTDC For Foster and Adoptive Parents



- Most Popular Courses**
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  - OCP 904 - NTDC Train the Trainer
  - OCP 905 - NTDC For Foster and Adoptive Parents



Under Most Popular Courses, you will find **OCP 905 - NTDC For Foster Parents**

There is also a link on the dashboard to the **NTDC Right Time Trainings**, which are trainings that your participants are encouraged to complete.



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### Important Note about Receiving Course Credit

Participants will not receive NTDC course completion credit, or be able to access their certificate, unless the following tasks are completed in the IOTIS LMS.

#### Participant Tasks

- Complete the pre- and post-assessments located on the OCP 905 NTDC course page
- Complete the course evaluation

#### Facilitator Tasks

- Unlock the pre- and post- assessments according to schedule, and ensure participants complete both
- Update attendance to “Completed/Passed” after the final session
- Update the Facilitator Confirmation of Course Completion in the gradebook

### FAQs



#### What if a participant doesn't attend all sessions?

The attendance should not be marked “Completed/Passed” but should be either “No Show,” “Withdrawn,” or “Incomplete/Failed,” whichever is most appropriate.

#### What if a participant starts in one cohort and completes the requirements in another cohort?

The attendance for the first cohort should be “Incomplete/Failed”, and the Facilitator Confirmation of Course Completion in the gradebook should be “Not Complete” for the first session. Once the participant fulfills all requirements in the next session, they can be marked “Completed/Passed” and “Complete” in their new cohort.

#### What if I have questions, or require technical support, while navigating the IOTIS LMS?

Contact us by email, chat or phone.

**QUESTIONS?**   
*Contact Us!*  
Chat us Monday-Friday, 8-5



[ntdc@iotis.org](mailto:ntdc@iotis.org)  
706-355-5144



**!** Please note, for a student to be shown as having completed a course, you must perform **TWO** steps.

**STEP ONE** In step one, you will mark attendance.  
You will only mark attendance **once** for the entire event.

- 1** In the **Attendance & Roster** box in the upper right-hand corner of the course page, choose the **Start Date** of the roster you need to access. **Attendance can only be marked for classes that have already ended.**

Dashboard / Courses / OCP 905 - NTDC

OCP 905 - NTDC - National Training and Development Curriculum for Foster and Adoptive Parents (Instructor-Led)

**Attendance & Roster**

Start Date	Event Trainer
7 Nov 2023 at 18:00	Amber Miller 'Jamie Voyles' 'Kaylene Kimsey
9 Nov 2023 at 18:00	Amber Miller 'Jamie Voyles' 'Kaylene Kimsey
14 Nov 2023 at 18:00	Amber Miller 'Jamie Voyles' 'Kaylene Kimsey

- 2** Under the **Take Attendance** tab, mark the appropriate choice for each student.

ATTENDEES WAIT-LIST CANCELLATIONS **TAKE ATTENDANCE** MESSAGE USERS HOTEL REQUEST LIST

### Take attendance

Update status for the following users.  
 Completed/Passed = Completed the entire curriculum with a passing score.  
 Completed/Failed = Completed the entire curriculum with a failing score.  
 Withdrawn = Started the curriculum but withdrew before being able to complete.  
 No Show = Student never began the curriculum.

Mark all selected as: Bulk actions

Select	Name	Time Signed Up	Current status
<input type="checkbox"/>	[Redacted]	December 22 2023, 10:51 AM	Not set
<input type="checkbox"/>	[Redacted]	December 22 2023, 10:51 AM	Not set
<input type="checkbox"/>	[Redacted]	December 22 2023, 10:51 AM	Not set

**Current status**

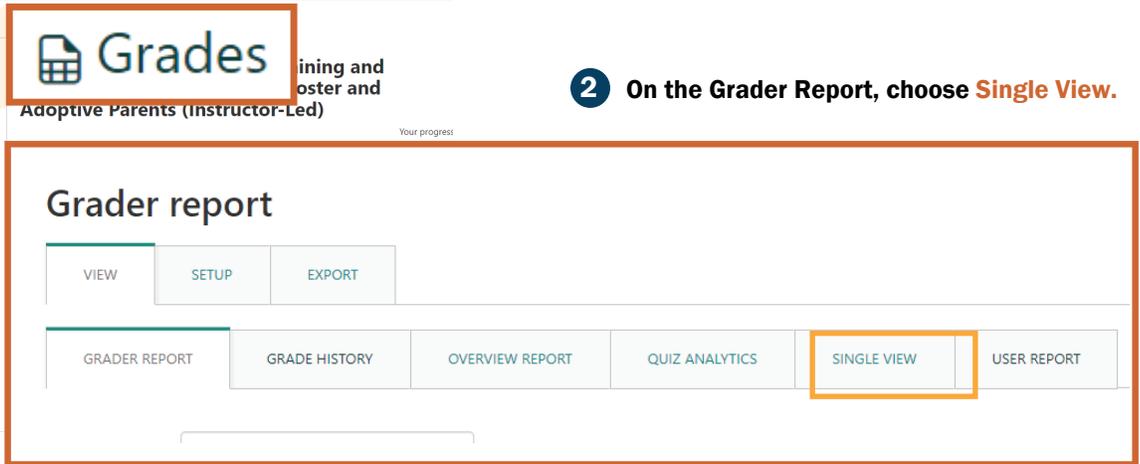
- Not set
- Removed/Failed**
- Incomplete/Failed
- Not Applicable
- Not set
- Completed/Passed
- Withdrawn
- Completed/Failed
- No show

**STEP TWO** In step two, you will Complete the **Facilitator Confirmation Activity**.

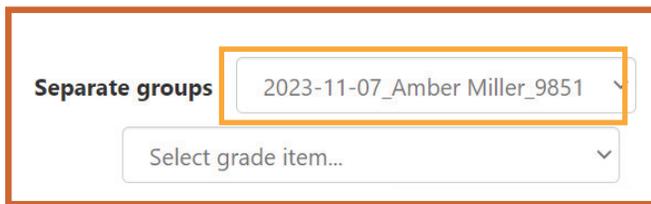
**1** Navigate to **Grades** on the left-hand side of your screen.



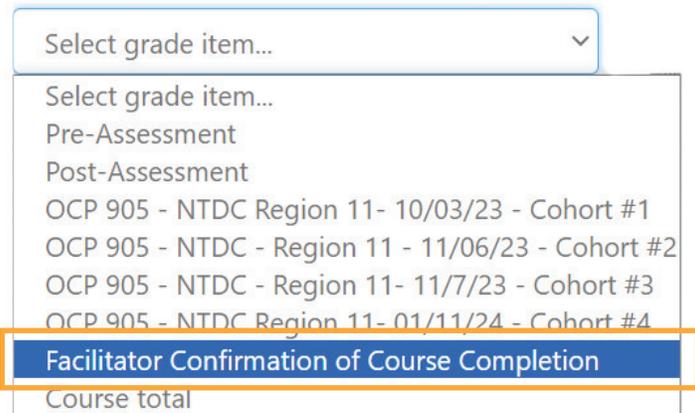
**2** On the Grader Report, choose **Single View**.



**3** In the **Separate Groups** dropdown, choose the event with the correct start date and trainer name.

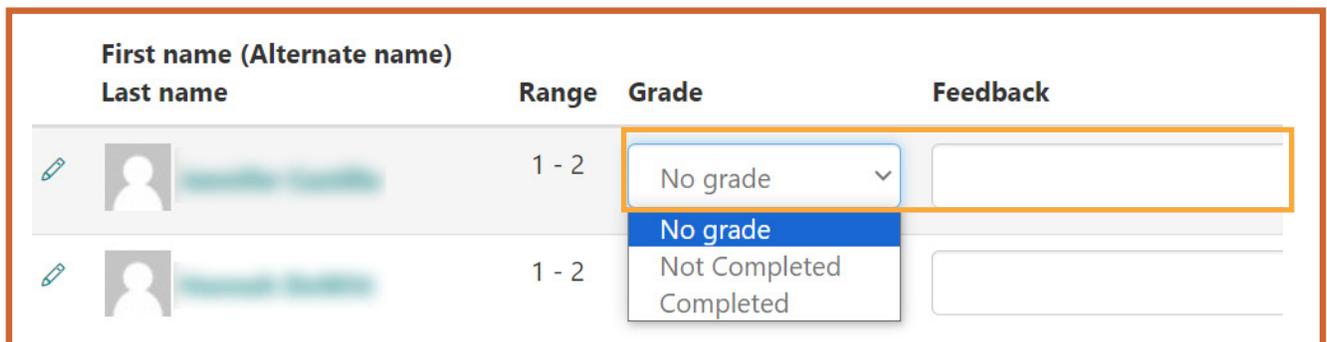


**4** Under **Select grade item**, choose **Facilitator Confirmation of Course Completion**.



**5** For each student, select **Not Completed** or **Completed**. There is also a place to enter any relevant feedback, such as if a participant missed any sessions or took sessions with another cohort, etc.

This final step confirms the participant completed all training requirements and therefore completed the course.





## Making Quizzes Available to Students

Once you are ready to open a quiz\* to your class, you will use **Group Overrides**.



\*"Quiz" is the official LMS terminology for activities which may be titled test, quiz, or assessment on the course page.



**For OCP 905, we have created shortcuts to the overrides that are located on the right-hand side of the course page. Click on the appropriate link, and skip to Step 4.**

**UNLOCK PRE-ASSESSMENT**

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Trainers: unlock Pre-Assessment here

**UNLOCK POST-ASSESSMENT**

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Trainers: unlock Post-Assessment here

**If your course does NOT have a shortcut, follow Steps 1-3 below.**

**1** Navigate to the quiz you wish to open and click on the **title**.

**2** Under the **Administration** tab, click on **Group overrides**

**3** Click **Add group override**

**4** Choose the **Override group**. Set the **Open the quiz** and **Close the quiz** dates. Click **Save** when done.

Choose your class

Set times for your quiz to open and close  
**Note: Times are based on a 24-hr clock**

Do not change **Time limit**

Do not change **Attempts allowed**.



The "Open" and "Close" times are a **WINDOW** of time when the quiz can be accessed by the participant.

Once the user begins the quiz, his/her time limit will start.

## NOTE ABOUT TIME LIMITS



The quiz will close promptly at the "Close the quiz" time, even if the student has not reached his/her time limit.