

HIV LMS USER GUIDE

INSTRUCTIONS ON ACCOUNT CREATION AND BEGINNING A COURSE

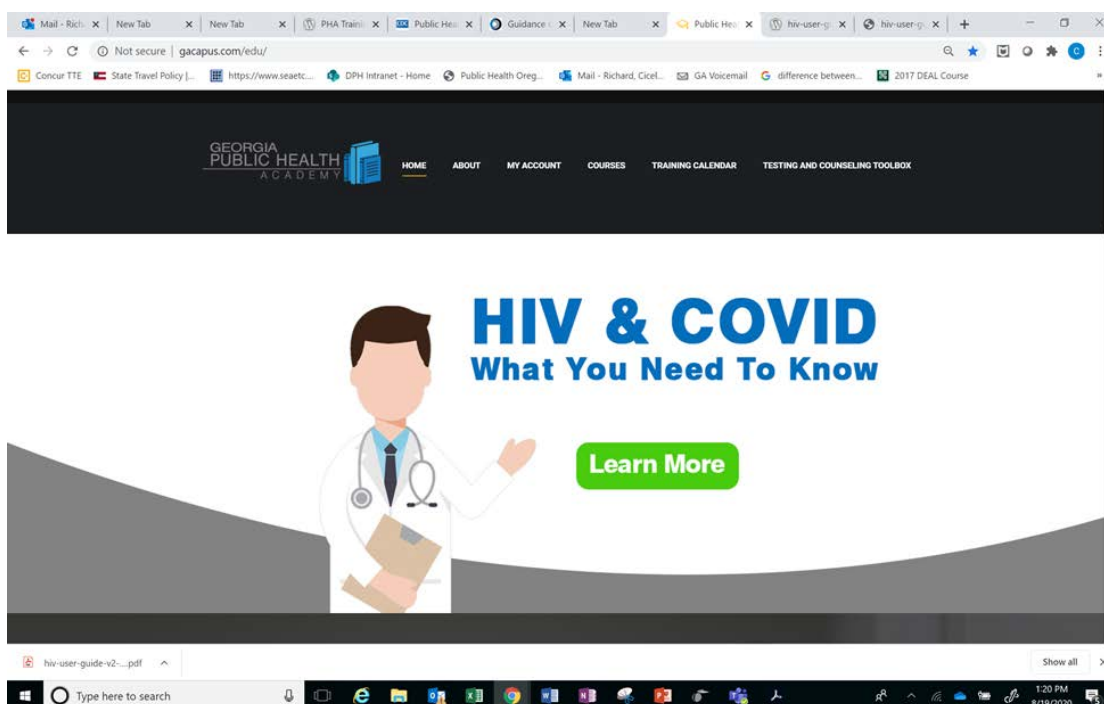
The online Learning Management System (LMS) is designed to teach end users about HIV as well as give them an overview of HIV Basics and testing procedures. At this point, **please make sure you have completed the HIV Testing and Counseling Assessment 1** before creating an account on Learning Management System (LMS). The online courses and training modules will serve as prerequisites for DPH's various testing and counseling face-to-face courses.

The overall objective is to enhance the current learning process by making HIV content easily accessible and readily available for the end users.

STEP 1

SCHEDULING & REGISTRATION

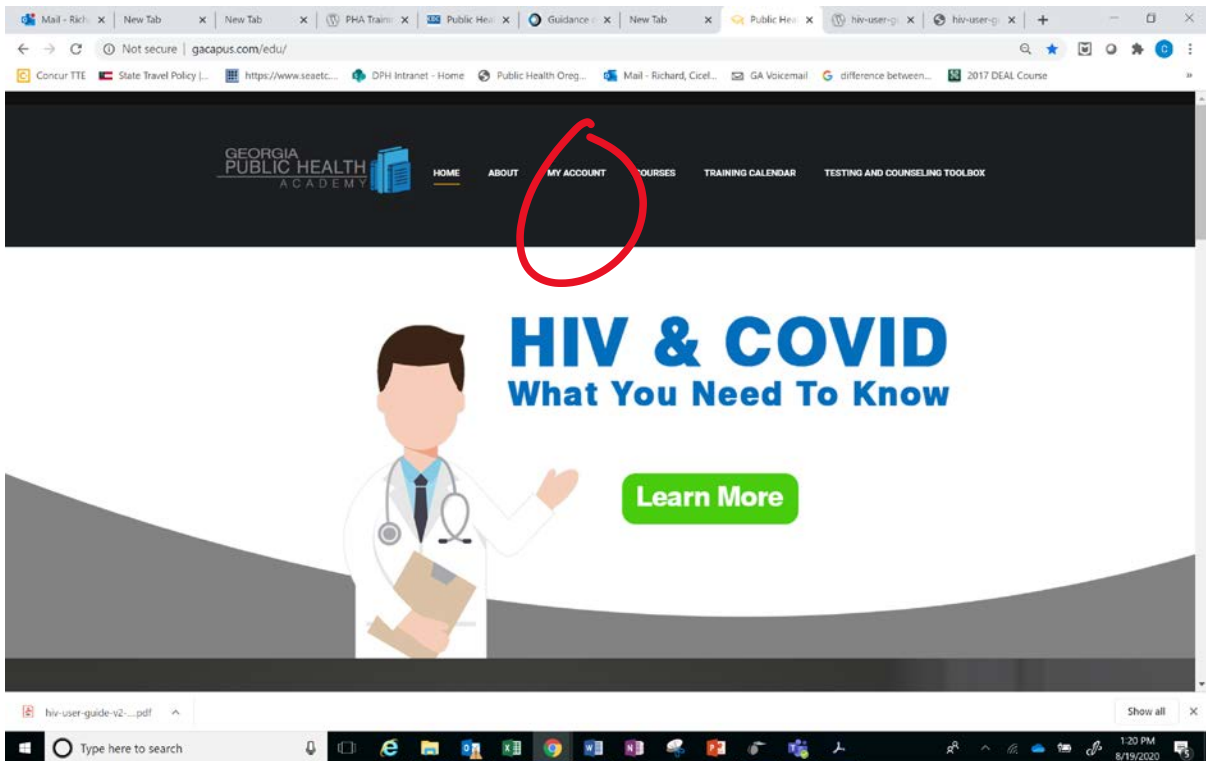
Log on to: <http://gacapus.com/edu>. This will bring you to the Georgia Public Health Academy landing page.



STEP 2

CREATING AN ACCOUNT-REGISTRATION APPROVAL

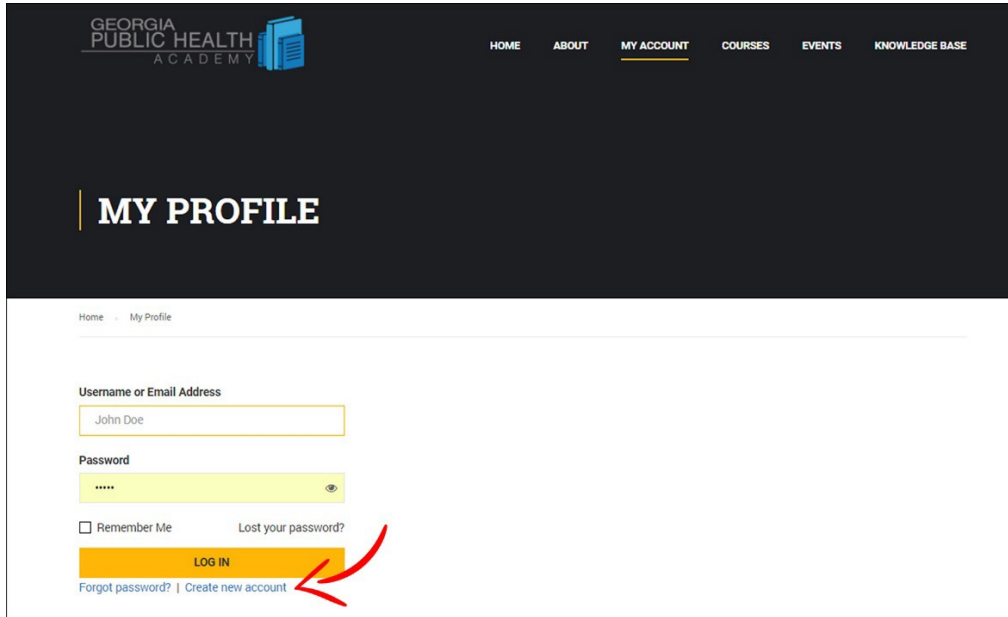
Scroll up to the top of page slightly and click on "MY ACCOUNT". This takes you to the "My Profile" page.



STEP 3

CREATING AN ACCOUNT REGISTRATION APPROVAL

You will see an area to log in, but under that click on "Create New Account".



The screenshot shows the 'MY PROFILE' page of the Georgia Public Health Academy. The page has a dark header with the logo and navigation links: HOME, ABOUT, MY ACCOUNT (underlined), COURSES, EVENTS, and KNOWLEDGE BASE. Below the header, the page title 'MY PROFILE' is displayed. A breadcrumb trail shows 'Home > My Profile'. The main content area contains a login form with the following elements:

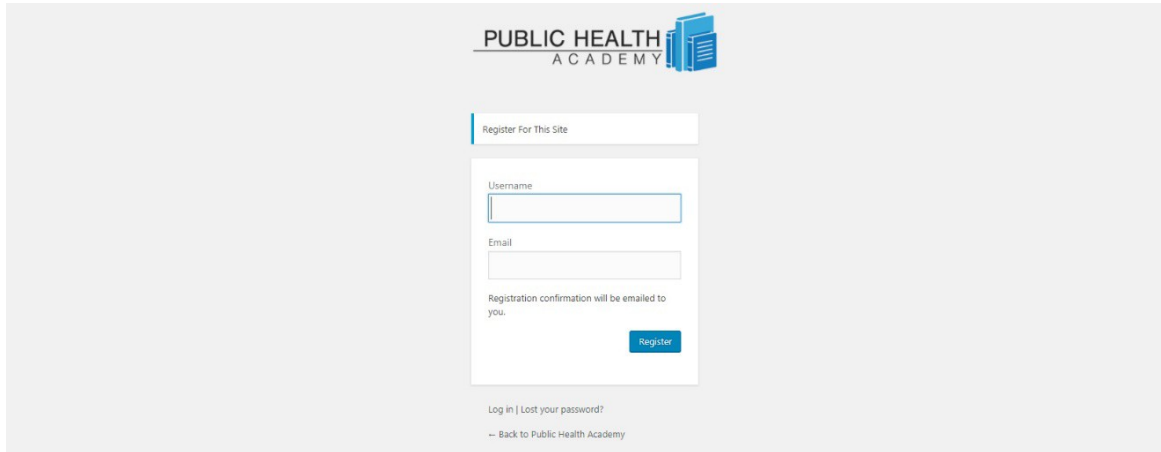
- Username or Email Address:** A text input field containing 'John Doe'.
- Password:** A password input field with a masked password '.....' and a toggle icon.
- Remember Me
- [Lost your password?](#)
- LOG IN:** A prominent orange button.
- [Forgot password?](#) | [Create new account](#)

A red arrow points from the bottom right towards the 'Create new account' link.

STEP 4

CREATING AN ACCOUNT_ REGISTRATION APPROVAL

Type in a username that you will remember as well as your email address. This email address must be readily accessible because it will be utilized to create your password as well as confirm your registration.



The screenshot shows the registration page for the Public Health Academy. At the top, the logo for 'PUBLIC HEALTH ACADEMY' is displayed. Below the logo is a white registration form with the title 'Register For This Site'. The form contains two input fields: 'Username' and 'Email'. Below the 'Email' field, there is a message: 'Registration confirmation will be emailed to you.' and a blue 'Register' button. At the bottom of the form, there are links for 'Log in | Lost your password?' and a link to 'Back to Public Health Academy'.

STEP 5

CREATING AN ACCOUNT-REGISTRATION APPROVAL

Click the "register" button and you should see the message "Registration confirmation will be emailed to you".

STEP 6

CREATING AN ACCOUNT-REGISTRATION APPROVAL

After creating a new account you will automatically be taken back to the login page

STEP 7

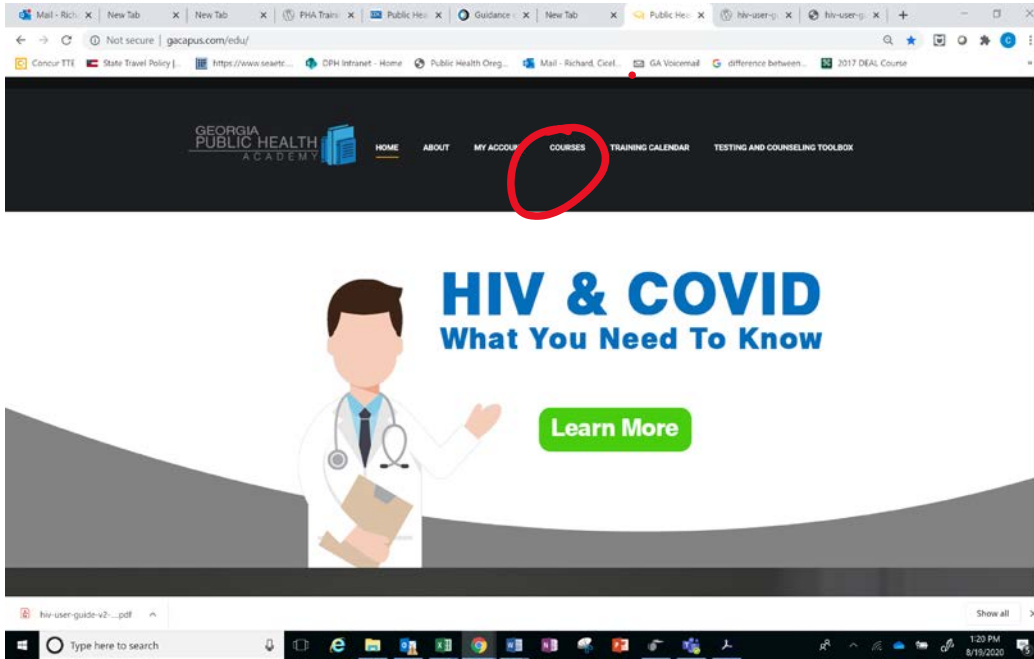
CREATING AN ACCOUNT REGISTRATION APPROVAL

Be sure to check your email to confirm your new login and password, and use that same login info to log into your account

STEP 8

HIV PREREQUISITE TESTING AND COUNSELING COURSES

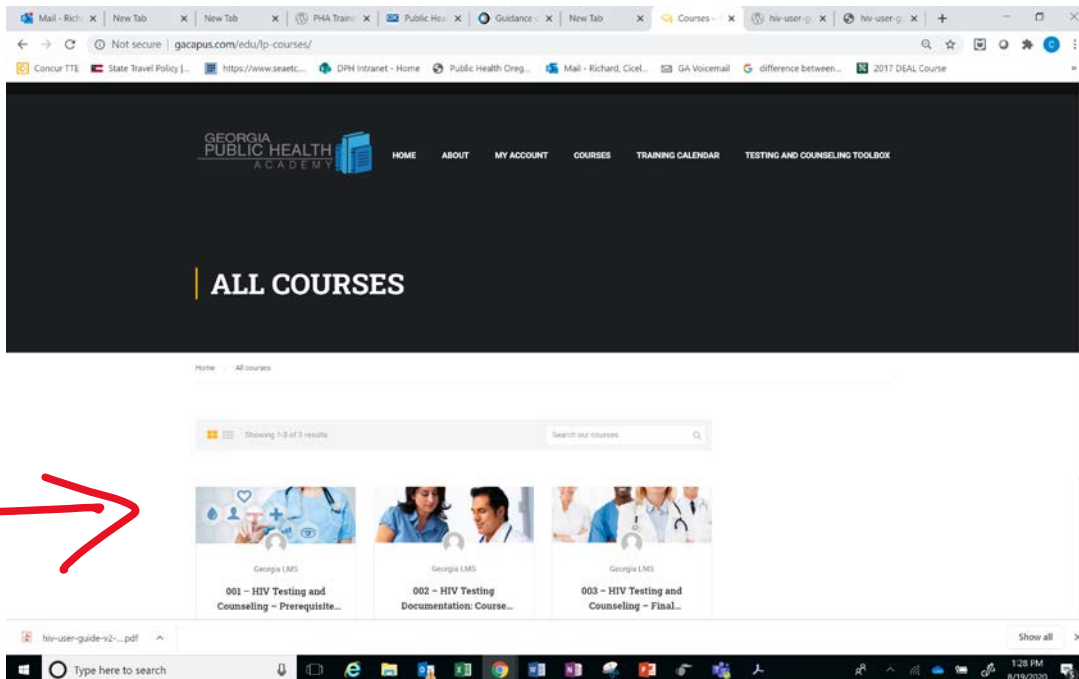
Once logged in click on "courses" in the navigation at the top of the page



STEP 9

HIV PREREQUISITE TESTING AND COUNSELING COURSES-001 and 002

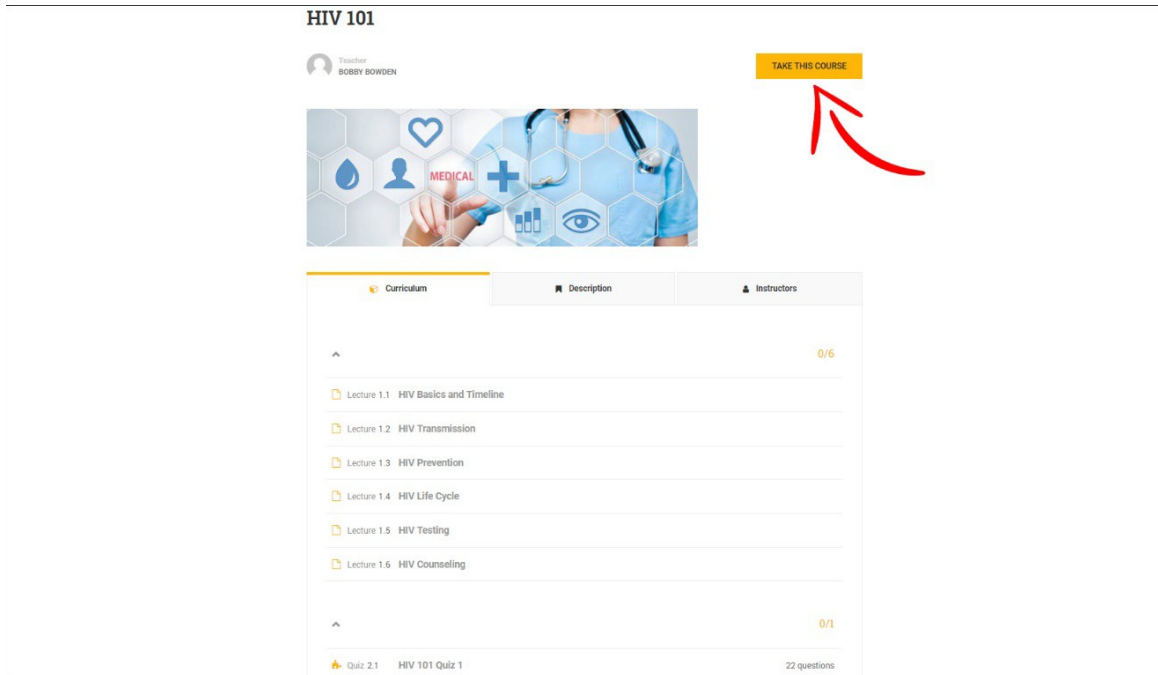
Please click on HIV Prerequisite courses HIV Testing and Counseling 001 and HIV Testing Documentation 002



STEP 10

HIV PREREQUISITE TESTING AND COUNSELING COURSES

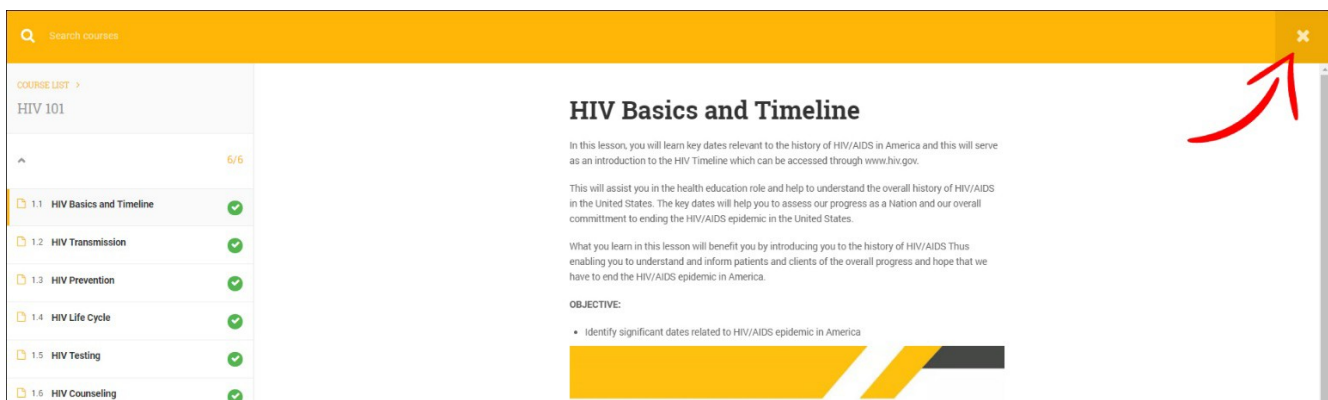
Click on the “Description” tab first to view the course objectives and briefly familiarize yourself with the course. After going back to the “Curriculum” tab, once you click on “Take This Course”, each of the lessons for that course will be listed.



STEP 11

HIV PREREQUISITE TESTING AND COUNSELING COURSES

Click on the first lesson in the list to begin. This will “open” the module (notice the “X” in the top right corner... this is how you will exit out of the lessons instead of clicking “back” in your browser)



STEP 12

HIV PREREQUISITE TESTING AND COUNSELING COURSES

After briefly reading the course objectives for the lesson, click the video to begin the first lesson. Be sure to “maximize” the size of the video to full screen by clicking on the square in the bottom right hand corner of the video screen.

The screenshot displays a course management interface. On the left, a sidebar titled 'COURSE LIST >' shows the course 'HIV 101' with a progress indicator of 6/6. Below this, a list of lessons is shown, each with a folder icon and a green checkmark: 1.1 HIV Basics and Timeline, 1.2 HIV Transmission, 1.3 HIV Prevention, 1.4 HIV Life Cycle, 1.5 HIV Testing, and 1.6 HIV Counseling. A section separator shows '1/1' and a quiz icon for '2.1 HIV 101 Quiz 1' with '22 questions' and a green checkmark. The main content area is titled 'HIV Basics and Timeline'. It contains introductory text about the lesson's purpose, an objective to identify significant dates, and a video player. The video player shows a red banner with 'HIV Basics' and a graphic of a person with a virus icon. A red arrow points to the maximize button in the video player's bottom right corner.

STEP 13

HIV PREREQUISITE TESTING AND COUNSELING COURSE 001 and HIV DOCUMENTATION 002

After you have finished the lesson video and minimized the video screen, be sure to scroll your page down below the video and click the “completed” button before moving on to the next lesson in the list.

STEP 14

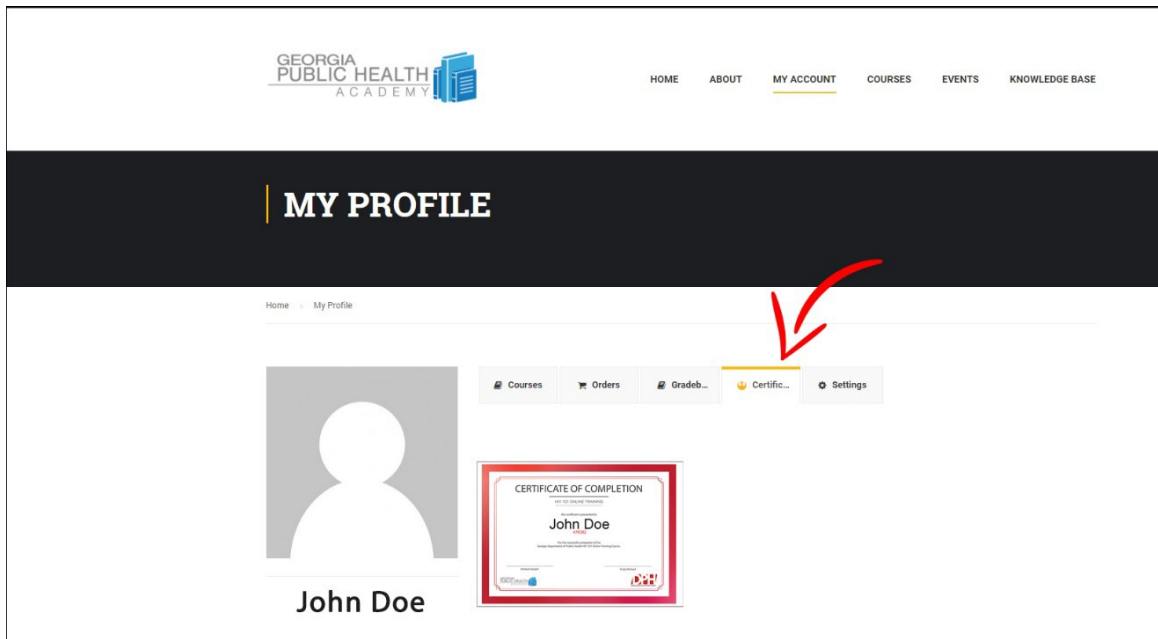
HIV TESTING AND COUNSELING ASSESSMENT 3

Once all of the lessons have been completed, click on “HIV Testing and Counseling Assessment 2” to begin taking the quiz designated for this course.

STEP 15

HIV TESTING AND COUNSELING ASSESSMENT 2

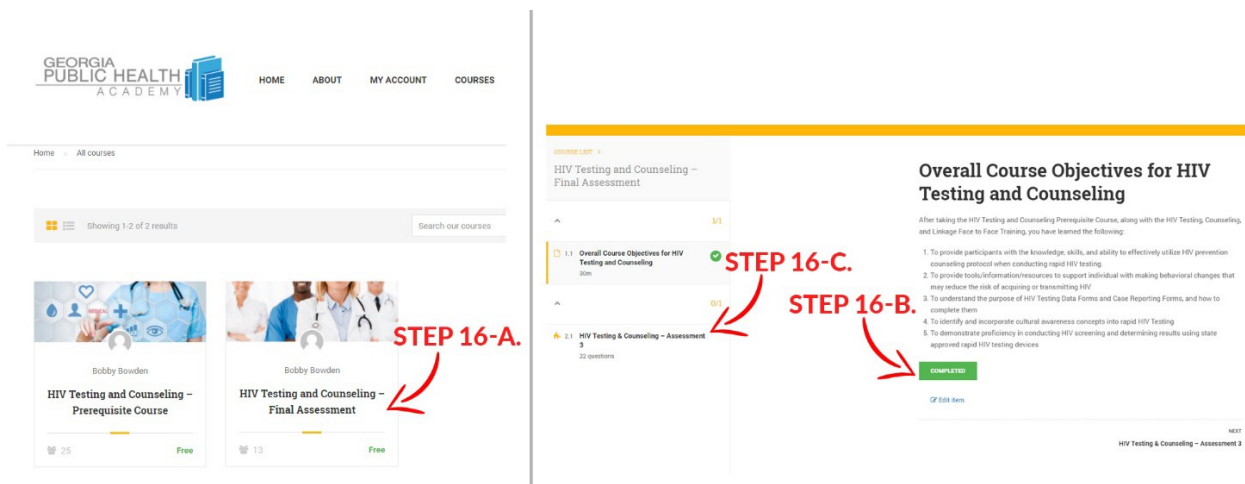
Once you're done with all of the lessons and have successfully passed the quiz you will be awarded a preliminary certificate of completion for the online course. This certificate verifies that you have completed the first half of this course and can be found under My Account > Certificates. This certificate must be taken with you, and allows you to participate in the classroom/virtual training. This online portion of the course as well as your quiz MUST be completed to participate in the classroom training.



STEP 16

VIRTUAL OR FACE -TO - FACE TRAINING

Upon fulfilling your classroom requirements you will receive an e-mail link to take an anonymous survey, along with that be sure to access your account to take "[HIV Testing and Counseling - Assessment 3.](#)



STEP 17

POST EVALUATION

Upon successful completion of your final **HIV Testing and Counseling Assessment 3** you will be issued a final certificate of completion for the entire course. Again, this certificate can be found on the LMS by clicking on "My Account" in the top navigation menu and then clicking on the "certificates" tab.

STEP 18

CONGRATULATIONS!

Congratulations! You've finished your first courses on the Georgia Public Health Academy!

ADDENDUMS & NOTES

LMS INTERNAL TESTING

Thank you for your time!