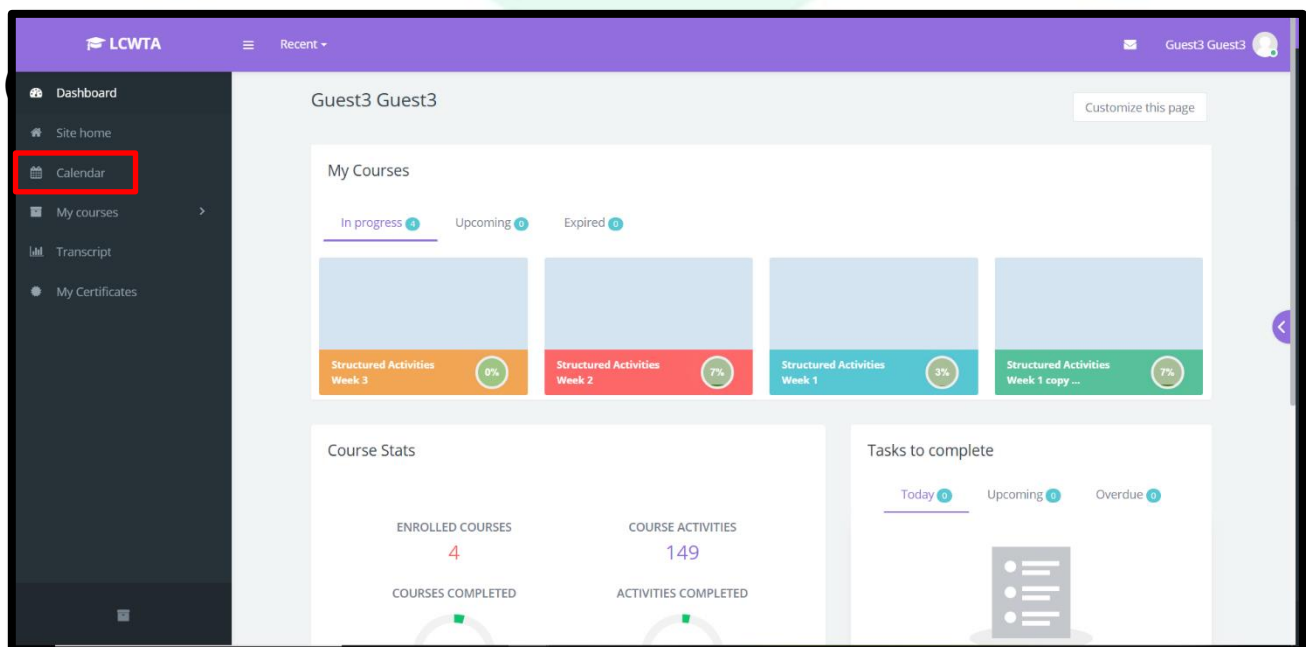


How to Sign Up for In-Person Trainings

In-person trainings can only be accessed through the **Calendar**. The Calendar can be found on the **left sidebar** of the eLearning site.



The screenshot displays the LCWTA eLearning site dashboard. The left sidebar is dark grey and contains several menu items: Dashboard, Site home, Calendar (highlighted with a red box), My courses, Transcript, and My Certificates. The main content area is white and shows the user's profile (Guest3 Guest3) and a 'My Courses' section. The 'My Courses' section has tabs for 'In progress', 'Upcoming', and 'Expired'. Below the tabs are four course cards, each with a progress indicator: 'Structured Activities Week 3' (0%), 'Structured Activities Week 2' (7%), 'Structured Activities Week 1' (3%), and 'Structured Activities Week 1 copy...' (7%). Below the course cards are two sections: 'Course Stats' and 'Tasks to complete'. 'Course Stats' shows 'ENROLLED COURSES' (4) and 'COURSES COMPLETED' (0). 'Tasks to complete' shows 'COURSE ACTIVITIES' (149) and 'ACTIVITIES COMPLETED' (0). The 'Tasks to complete' section also has tabs for 'Today', 'Upcoming', and 'Overdue'.

Here, all available in-person classes are visible. You can navigate available classes by:

1. Using the arrows to change months
2. Search for the name of a course (if you know the name)

LCWTA Department of Children & Family Services Building a Stronger Louisiana Pelican Center for Children & Families

Calendar

Calendar View List View Month View Past Events

Filter by Classification: No Filter Filter by Credit: No Filter Filter by Course Name: Search

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4 us	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

To sign up for a class, you need to click on the **name of the class**.

7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

Trauma Informed Care Thibodaux (7/29/2019 - 7/30/2019)

Here you can read about the class, what times the class is held, who the instructor is, and more. If you want to take the class:

1. Please **read the red text**, "Note: A confirmation..." and make sure your profile is set up correctly.
 - If you are not positive that your profile is setup correctly, please refer to "How to Update Your Profile" in this document.
2. Click the box next to the red text, "Note: A confirmation..."
3. Click the **Enroll button**

Event Information

Name: Trauma Informed Care Thibodaux (7/29/2019 - 7/30/2019)

Description: This course is a two-day event. Participants are expected to attend both days to receive credit for the training. Day 1 (7/29/2019): 1:00 PM - 4:30 PM Day 2 (7/30/2019): 8:30 AM - 4:00 PM

Location: [Redacted]

Date: 2019-07-29 | 2019-07-30

Time: 1:00 pm | 4:30 pm

Requires Approval: Yes

Supervisor's email: [Redacted]

Course Information

Name: Trauma Informed Care Thibodaux (July 29 - 30, 2019)

Category: Ongoing Training Classroom

Summary

This course is designed to provide a basic working knowledge of trauma in the child welfare system. Participants will be able to recognize the effects of trauma in children, identify how trauma affects children at the various stages of development, recognize child traumatic grief and understand the long term effects of trauma. Participants will also understand the different types of trauma and gain insight to help the children, birth families and resource parents in dealing with the aftermath of childhood trauma.

This course utilizes activities, video, and group discussion to help participants explore their beliefs and biases with regard to childhood trauma in the populations that they were hired to aid. The participant will gain understanding in ways to aid the child in reaching more of their potential.

Target Participants: All DCFS Child Welfare Staff.

Upon successful completion of training participants will receive **9.25 Clinical CEU's**.

Training Times:
Day 1: 1:00 PM - 4:30 PM
Day 2: 8:30 AM - 4:00 PM

To [Un-enroll](#) from training.

If you experience any technical difficulties please email us at support@lcwta.org, or give us a call at **985-248-0888**.

***Note: A confirmation email will be sent to the supervisor you have specified in your Moodle profile. It is your responsibility, to ensure the information is accurate before enrolling in this training. Failure to do so will delay your enrollment process.**

[Enroll](#)

You should see the following screen.

You have been Enrolled in the Course!

Dashboard

Guest3 Guest3
 Joined Mon, Dec 3, 2018 11:32 AM

Classification: Louisiana DCFS Staff

Region: Region 3 - Covington

User Courses

- Structured Activities Week 3
- Structured Activities Week 2
- Structured Activities Week 1
- Trauma Informed Care Thibodaux (July 29 - 30, 2019)
- Structured Activities Week 1 copy 1

My Current Courses / Upcoming Events

Event: Trauma Informed Care Thibodaux (7/29/2019 - 7/30/2019)
 Description: This course is a two-day event. Participants are expected to attend both days to receive credit for the training. Day 1 (7/29/2019): 1:00 PM - 4:30 PM Day 2 (7/30/2019): 8:30 AM - 4:00 PM
 Date: 2019-07-29
 Location: [Redacted]
 Course: Trauma Informed Care Thibodaux (July 29 - 30, 2019)

This Month Events

Name	Classification	Date	Location	Course
Trauma Informed Care Thibodaux (7/29/2019 - 7/30/2019)	Louisiana DCFS Staff	2019-07-29 2019-07-30	[Redacted]	Trauma Informed Care Thibodaux (July 29 - 30, 2019)

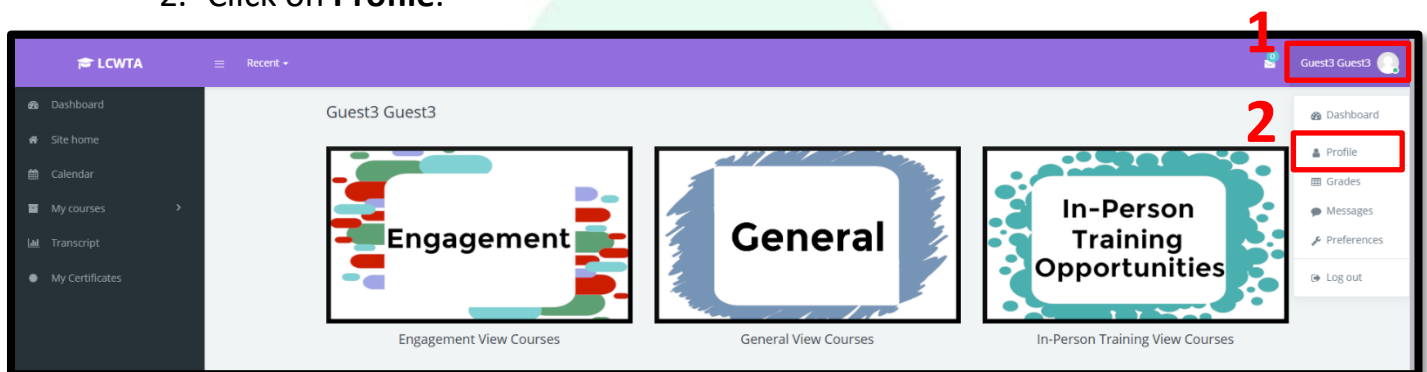
Congratulations, you have successfully enrolled in the course!

How to Update Your Profile

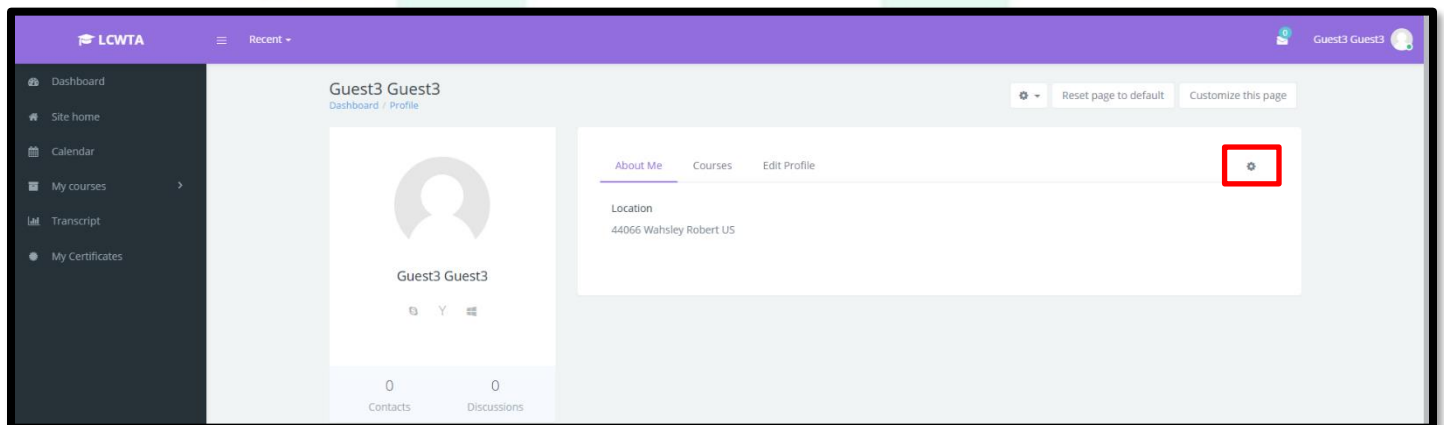
Though you can update different aspects of your profile, this guide will help you change your **supervisor's email address**.

The first steps to editing your profile is to

1. Click on **your name** in the **top right corner** of the screen.
2. Click on **Profile**.



You will see this screen. Click on the **gear** to see detailed information about your profile.



Here you will see your detailed information. First check if your **current supervisor email** is correct.

The screenshot shows a user profile page for 'Guest3 Guest3'. The page has a header with 'Dashboard / Profile' and settings options. The main content is divided into sections: 'User details', 'Miscellaneous', and 'Reports'. The 'User details' section includes fields for 'Email address', 'Date of Birth' (1991-09-02), 'Parish' (St. Tammany), 'State' (Louisiana), and 'What is your classification' (Louisiana DCFS Staff). A red box highlights the 'Supervisor Email' field, which is currently blank. The 'Miscellaneous' section includes links for 'My certificates', 'Forum posts', 'Forum discussions', and 'Learning plans'. The 'Reports' section includes links for 'Browser sessions' and 'Grades overview'. There are also statistics for 'Contacts' and 'Discussions' (both at 0).

If your current supervisor information is **incorrect**, it can be changed by clicking on **Edit profile**.

This close-up shows the 'User details' section of the profile page. A red box highlights the 'Edit profile' link, which is located above the 'Email address' field. Below the 'Email address' field, the 'Date of Birth' is listed as 1991-09-02.

Scroll down to **Additional Information** and look for **Supervisor Email**.

1. Replace the wrong email address with a correct one.
2. Click on **Update profile**.

Optional

Additional Information

Date of Birth ❗ ❗

Parish ❗ ❗

State ❗ ❗

1 What is your classification ❗ ❗

Supervisor Email

What is the highest degree or level of school you have completed? If currently enrolled, highest degree received. ❗ ❗

University ❗

Other University

What Region are you located in? ❗ ❗

2

There are required fields in this form marked ❗.

Congratulations, your supervisors' email has been updated. You can now successfully sign up for a in-person training class.



The Louisiana Child Welfare Training Academy
985-248-0888 support@lcwta.org