

OVERVIEW OF CAPS LMS – Basic Navigation



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Definitions

Several terms you need to know to help you find courses in the delivery method you are looking to attend.

Delivery Method = How the course is delivered: Virtual Instructor-led (VILT), In-person Instructor-led, or Online (self-directed).

Virtual Instructor-led Training (VILT) refers to training delivered in a virtual or simulated environment, or when the instructor and learner are in separate locations.

In-person Instructor-led (ILT) courses are training sessions where a certified instructor delivers instruction to a group of learners face-to-face.

Online/Self-directed online courses are continuing education courses that offer study material in tests, videos, audio, or computerized format, including interactive online courses.

Curriculum is a set of courses constituting an area of specialization. Depending on the objectives, it can include courses (online/self-directed, instructor-led), materials, and/or tests.

Events determine what learners want or need to learn that is new, and designers create sessions to ensure this desired content is learned.

Sessions refer to specific locations, days, and times when V/ILT courses occur.

Navigate means moving around the online environment by clicking on hypertext links (or paths) that take you from one page to another.

Login

Login link for external users: <https://jfs-ohio.csod.com/Login/render.aspx?id=defaultclp>

If you can access Ohio SACWIS, you will have a tile in MyOhio and must use the single sign on.

When you login for the first time, you should read the CAPS LMS privacy notice to understand your responsibility as a learner in our system.

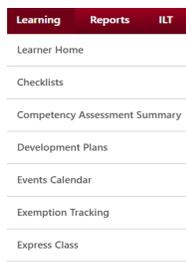
- Once you have read this, scroll down and click on “**Acknowledge**”. This message will populate every time you login, but you do not have to click “**Acknowledge**” again after the first time.

APS LMS will be used for learning analytics research and evaluation.

ACKNOWLEDGE

It's important to note that you hover over the titles in the universal navigation bar to allow other options to open under each tab. Do Not Click. If you click, nothing will happen.

- Once the additional options open, click on the title you want to open.



Universal Navigation Bar is the red bar across the top of the page.

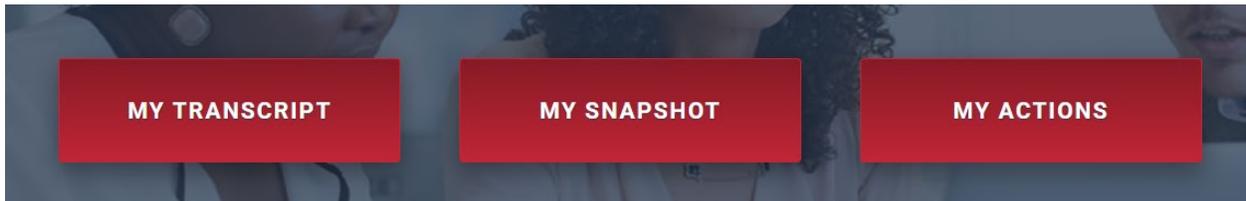


By hovering over the Universal Navigation Bar, a drop-down appears, click on the appropriate title.

Hover over the “**Home**” tab and click the “**Welcome**” link to open a new page.



On the “**Welcome**” page, you will have various quick link options. The red tabs are quick links that allow you to navigate to “**My Transcript**”, “**My Snapshot**”, and any pending actions under “**My Actions**”.



In the center of the page is a quick link to get 24/7 live support.



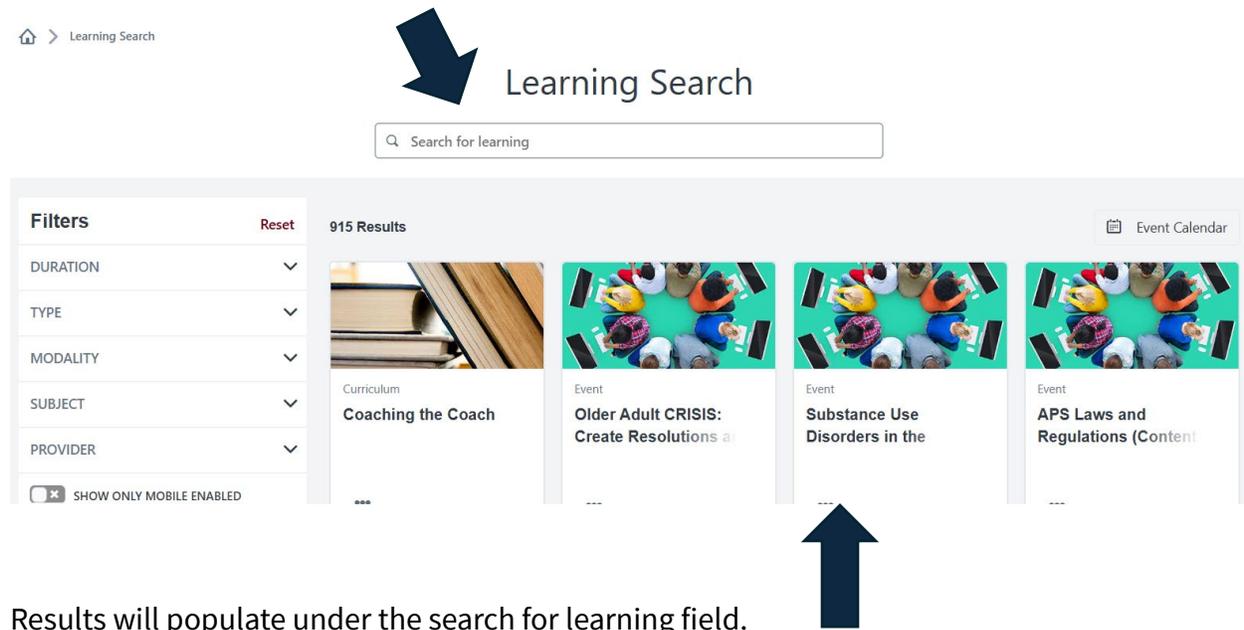
Scrolling further down the page, several other quick links are available. Options are to **“Search Available Training”**, view the **“Event Calendar”**, view **“Tasks”**, visit the **“Knowledge Bank”**, find a **“Regional Training Center”**, or visit a **“Community.”**

 Search Available Training Learning Search page allows you to search for and filter training in the system. The robust filter options make it easy for you to find training.	 Event Calendar The Events Calendar allows users to view upcoming instructor-led training (ILT) events in a calendar format. Filter options are available to help users find training that aligns with their interests and schedule.	 Tasks View all of the tasks required to complete, including ITNA performance reviews, evaluations, assessments, forms, surveys.
 Knowledge Bank The Knowledge Bank is a central hub and repository for social learning. Discover curated content from the Main page or navigate through the Topics list to find specific content.	 Regional Training Center For more information/assistance with specific sessions of training, contact a Regional Training Center. RTC's collaborate with constituent agencies regarding the identification of training needs.	 Communities The All Communities page displays all of the active communities to which a user belongs. This page also displays all of the communities that the user is able to view and join.
 SEARCH AVAILABLE TRAINING	EVENT CALENDAR	TASKS
KNOWLEDGE BANK	TRAINING CENTER	ALL COMMUNITIES

Click on the **“Search Available Training”** (arrow 1) blue tab, and a new screen appears where you can search for available training. Go to the next page to see more.

Search Available Training

In the “**Search for Learning**” field, type in keywords.



The screenshot shows the 'Learning Search' interface. At the top, there is a search bar with the text 'Search for learning' and a magnifying glass icon. Below the search bar, there are four search results displayed as tiles. The first tile is titled 'Coaching the Coach' and is categorized as 'Curriculum'. The second tile is titled 'Older Adult CRISIS: Create Resolutions at' and is categorized as 'Event'. The third tile is titled 'Substance Use Disorders in the' and is categorized as 'Event'. The fourth tile is titled 'APS Laws and Regulations (Content' and is categorized as 'Event'. A large blue arrow points from the search bar down to the search results. Another large blue arrow points from the bottom of the page up to the search results.

Results will populate under the search for learning field.

Selecting and Registering for an Online Course

When determining which courses you are interested in registering for, you can click anywhere on the tile to open it; once it is open, explore the details to ensure it meets your learning needs.

Each type of course presents different registration options.

Online Classes (self-directed) can be taken as often as necessary to ensure understanding of the concepts. You can identify these courses as they all have the same picture below.



After you click on the tile, you will be directed to a new page. Here, you will find information about the course and be able to launch the content. You will see the course “**Details**” (arrow 1) on the left, and to the right, you will see a red “**Launch**” (arrow 2) tab, where you will click to begin the course.



ONLINE CLASS

Documentation Basics

Last Updated 12/04/2023 Duration 30 minutes

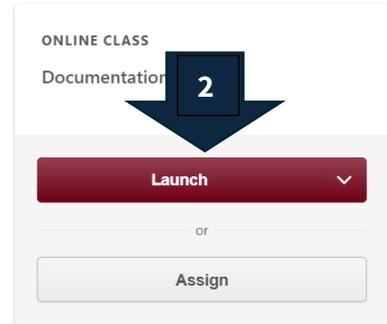
[Details](#)

Documentation provides a record of thoughts, actions, observations, and interventions. It is the written record of the case. It is an essential function in child protection. Documenting is the best way to keep track of and synthesize important information. This course will not teach you what to document in specific tools or forms. Instead, this course will provide you with the underlying principles and best practices of quality writing that you should use anytime you document.

Learning objectives:

- Identify the overarching principles of quality writing:
 - Clear and Concise
 - Relevant
 - Accurate
 - Complete
 - Person-First and Strengths-Based
 - Judgment-Free and Unbiased
 - Individualized
- Eliminate biases and values from documentation
- Practice writing an activity log that follows the principles of quality writing

[Show More](#)



ONLINE CLASS

Documentation

Launch

or

Assign

When you click “**Launch**”, a new window opens. ***To avoid disruption during your course, you must read this statement regarding your device’s optimal settings.***

Once you have read the statement, click “**Disagree**” or “**Agree**”. After you select, two things can happen: either a new window will open where you will begin your course, or the course will open on the same screen you are working on. This depends on how the course was set up when uploaded to CAPS LMS; you cannot change this option.

Please disregard for virtual instructor-led courses. For self-directed online courses completed via CAPS LMS, the following settings are recommended for an optimal learning experience. Please verify the following settings prior to launching the course: * Preferred browsers are Google Chrome and Microsoft Edge * Enable cookies within the browser * Disable popup blocker within the browser for CAPS LMS * When an online course is launched, it does so in a new browser window. To keep CAPS LMS active and ensure proper recording of your completion, please navigate between the course window and the CAPS LMS window every 20-30 minutes to prevent being logged out while completing online training.



Whichever way the course opens, you will see a button that states “**Start Course**”. This is how you begin your learning journey. Online Classes (self-directed) can be launched at any time.



Selecting and Registering for Instructor-led Courses

Events and **Sessions** are instructor-led courses, either virtual or in-person. Complete a search the same way you did for Online courses. *If you are an employee or caregiver for a private or congregate care agency, these courses are available on a space-available basis.* They are all recognized by the same picture seen below.



A couple of different things can happen when you click on the tile for an event. A new window will open with the event details on the left, and a red tab will be to the right, like the online (self-directed) course. (Jump to #2 if your selected event has sessions to learn more.)

1. **If no sessions are scheduled for an event**, the red tab will say “**Notify Me**”, letting you express interest in a course and receive emails for up to 12 months when a session is scheduled in your selected location. You will also receive an email up to six times when new sessions are in that location. NOTE: You will not be notified if sessions occur in any other location, only the selected location.

Training Details

Interest Tracking

Documentation with a Purpose

Location
 

Comments

Notify me when sessions are scheduled at any location

Click on the icon circled in red, and a new window will open where you select your location.

A new window opens. Here, you will select which “**Region**” you are interested in taking the course through. (To learn more about the counties assigned to each Regional Training Center (RTC), jump to the “**RTC Overview Page**” at the end of this document.) To make your selection, there are several steps as follows:

Select Facility

Search

Name: ID: Owner:

Top Node (18 Results) << < 1 2

Hierarchy

ADD	TITLE	ID
	 ODJFS	ODJFS
	 OUCCAS	OUCCAS
	 PCSAO	PCSAO
	 SEORTC	SEORTC
	 SWORTC	SWORTC
	 System Administration Locations	SAL
	 UPP Location Placeholder	UPPLOCPLACEHOLDER
	 WORTC	WORTC

Click on the + sign to select your region.

Select Facility

Search

Name: ID: Owner:

 Search

Top Node

Selected Primary Position County

REMOVE TITLE



SEORTC

SEORTC

(18 Results) << < 1 2 >>

Your selection will populate at the top of the page and the + sign will convert the "N/A" as pictured below.

  OUCCAS

  PCSAO

N/A  SEORTC

  SWORTC

  System Administration Locations

  UPP Location Placeholder

  WORTC

Your selection will not be saved until you click "Done."

Close

Done

After clicking done, your "Interest Tracking" page will update to reflect your selection.

Interest Tracking

Documentation with a Purpose

Location

SEORTC

Select a Location

Your selection is now indicated here.

Comments

Enter your comments here

Notify me when sessions are scheduled at any location

Remember to click "Submit" to save your work.

Cancel

Submit

2. **Events with scheduled sessions** have a similar screen. The course “**Details**” will still be on the left, except the red tab will say “**Select a Session**” (arrow 1).

EVENT

Street Smart Ohio Series: Everything Marijuana (Content 3 Hours, Scheduling Varies)

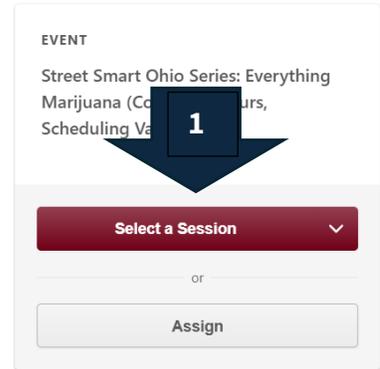
Last Updated 11/20/2024

Details

Marijuana affects so many families and so many lives in Ohio. Marijuana use has often been referred to as a “gateway” drug, leading to harder drug use. The instructor doesn’t use this term and doesn’t believe Marijuana use causes a person to use harder drugs; the instructor does believe there is a correlation between Marijuana use and the use of harder drugs. Marijuana has changed more than any other drug in recent years with the addition of Cannabis concentrates such as “Dabs” and “Shatter” making this drug more potent and dangerous. Ohio State law has changed, creating Medical Marijuana and Recreational Marijuana available to Ohioans, and everyone needs to become familiar with these laws.

[Show More](#)

Upcoming Sessions



When you scroll down the page, you will see all the currently scheduled sessions across the regions.

MAY 21 **CPS-NCORTC-21130**
 Wed, May 21, 2025, 9:00 AM - 12:15 PM EDT
 Register by Mon, May 19, 2025, 9:00 AM EDT
 NCORTC - Virtual, NCORTC
 English (US)

JUN 7 **CG-CPS-NEORTC-19620**
 Sat, Jun 7, 2025, 8:00 AM - 11:15 AM EDT
 Register by Thu, Jun 5, 2025, 8:00 AM EDT
 NEORTC - Virtual, NEORTC
 English (US)

View Details (5 people on waitlist)

Request
 Save for Later
 View Details (12 seats available)

The system will send you an email confirmation of registration. To prevent your notifications from going to your junk folder, add capsllms@csod.com to your address book in Outlook. Open the email and click to “**Accept**” the meeting.



You are now Registered for Street Smart Ohio Series: Everything Marijuana (Content 3 Hours, Scheduling Varies)

capsllms@csod.com
Required • Krueger, Tina
Thu 4/17/2025 9:59 AM

The organizer has not requested a response for this meeting.

Saturday, June 7, 2025 8:00 AM-11:15 AM NEORTC - Virtual

8 AM Street Smart Ohio Series: Everything Marijuana (Content 3 Hours, Scheduling Varies)
NEORTC - Virtual
capsllms@csod.com

9 AM

Dear Tina Krueger:

You are now registered to attend Street Smart Ohio Series: Everything Marijuana (Content 3 Hours, Scheduling Varies). Please take note of the session schedule below:

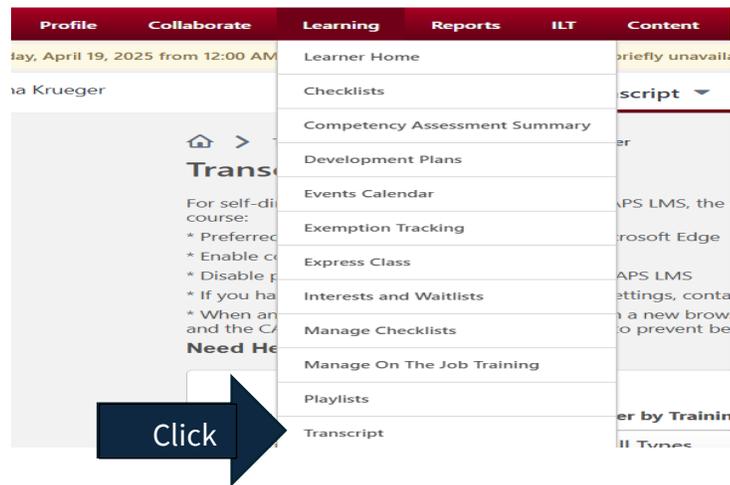
1-NEORTC-Street Smart Ohio Series Everything Marijuana

- Date:** 6/7/2025 8:00 AM
- Time:** 8:00 AM - 11:15 AM EDT
- Location:** NEORTC - Virtual
- Address:** NEORTC-Virtual, OH
- Room:**
- Instructor(s):** Shawn Bain (Primary Instructor)
Roland Cross (Secondary Instructor)

Launching an Instructor-led Course

Navigate to your **“Transcript”** when you have a training scheduled to launch the course. To get to your transcript, follow the steps below:

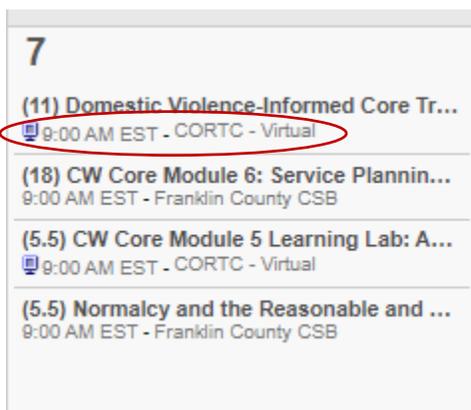
Go to the Universal Navigation Bar (the red bar at the top of the page) and hover over the **“Learning”** tab. The options will drop down. Navigate to **“Transcript”** and click.



Navigate down the transcript **“Active”** page to find your course title; in the red tab, click **“Launch”**:



You can also launch virtual sessions from your calendar view of scheduled sessions (select **“Events Calendar”** under the **“Learning”** menu tab and select the **“My Events”** radio button right beneath the month). Once you are viewing your scheduled events in calendar view, click on the session’s start time in the calendar to launch it in Zoom.



If you have trouble either logging into CAPS LMS or launching a Zoom session from within your CAPS LMS transcript, contact the 24-hour CAPS LMS live support team: <https://odjfs.eskillzlivesupport.com/support/home>.

Note: Instructor-led Virtual courses launch via Zoom. You cannot launch CAPS Zoom sessions earlier than a half hour before the start time.

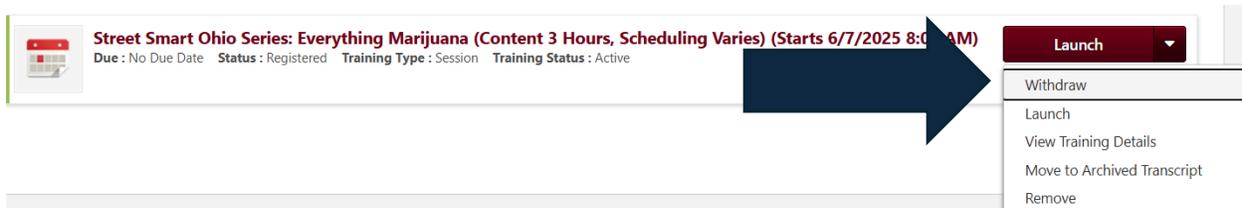
Below you will see a tile for a **curriculum**. The curriculum may include specific requirements, such as courses called "prerequisites." This means a learner must complete these courses before they can register for or move forward in the curriculum. The curriculum courses are indicated in the picture below.



Withdrawing from a Course

If you are scheduled to attend a session and something comes up that prevents you from joining the course, you should “**Withdraw**” from it. This will make that seat available to others needing access to that course.

To withdraw, you will navigate back to your transcript, find the course title, click the drop-down arrow in the red tab, and select “**Withdraw**”, as depicted below.



A new window will appear. In it, you will select appropriately, add a reason, and click “**Submit.**”

Withdraw Registration

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

Session Details

Event Name: Street Smart Ohio Series: Everything Marijuana (Content 3 Hours, Scheduling Varies)
Date / Time: (1) 6/7/2025 8:00 AM - 6/7/2025 11:15 AM
Location: NEORTC - Virtual

SESSION WITHDRAWAL OPTIONS

Please select a reason

Comments

Submit Cancel

Navigating to your Transcript

You can get to your transcript in a couple of ways.

Navigate to the “**Home**” tab in the universal navigation bar, scroll down, and click “**Welcome.**” Then click on the red tab labeled “**My Transcript.**”

Ohio Department of Job & Family Services

Home Profile Collaborate Learning Reports ILT Content Admin Certifications Success Center Need Help?

Welcome

From 12:00 AM EDT to 2:30 AM EDT, your portal will be briefly unavailable due to a software update.

CAPS LMS Privacy Notice

People Matrix

Inbox

Expert Validation

Welcome to the Child and Adult Protective Services

TINA KRUEGER

MY TRANSCRIPT MY SNAPSHOT MY ACTIONS

When the new screen opens, you land on your “**Active**” transcript page. You can change your view to your “**Completed**” transcript items by clicking the down arrow next to “**Active**” in the “**Filter by Training Status**” field.

Transcript:

For self-directed online courses completed via CAPS LMS, the following settings are recommended for an optimal learning experience. Please verify the following settings prior to launching each course:

* Preferred browsers are Google Chrome and Microsoft Edge

* Enable cookies within the browser

* Disable popup blocker within the browser for CAPS LMS

* If you have questions regarding your browser settings, contact your county's Technical Point of Contact

* When an online course is launched, it does so in a new browser window. To keep CAPS LMS active and ensure proper recording of your completion, please navigate between the course window and the CAPS LMS window every 20-30 minutes to prevent being logged out while completing online training.

Need Help? [Click Live Support.](#)

Filter by Training Status: Active (selected) | Sort by: Status | Filter by Training Type: All Types | Search by Keyword: Search

Build 4.21
Due Date: No Due Date | Status: In Progress | Training Type: Video | Training Status: Active | **Launch**

AFCARS Build 4.22 Content
Due: No Due Date | Status: In Progress | Training Type: Curriculum | Training Status: Active | **Open Curriculum**

To view a certificate after completing training, navigate to the completed area of the transcript (instructions above). In the red tab next to the course title, you will see **“View Certificate.”** Click it. The certificate will open in a new window.

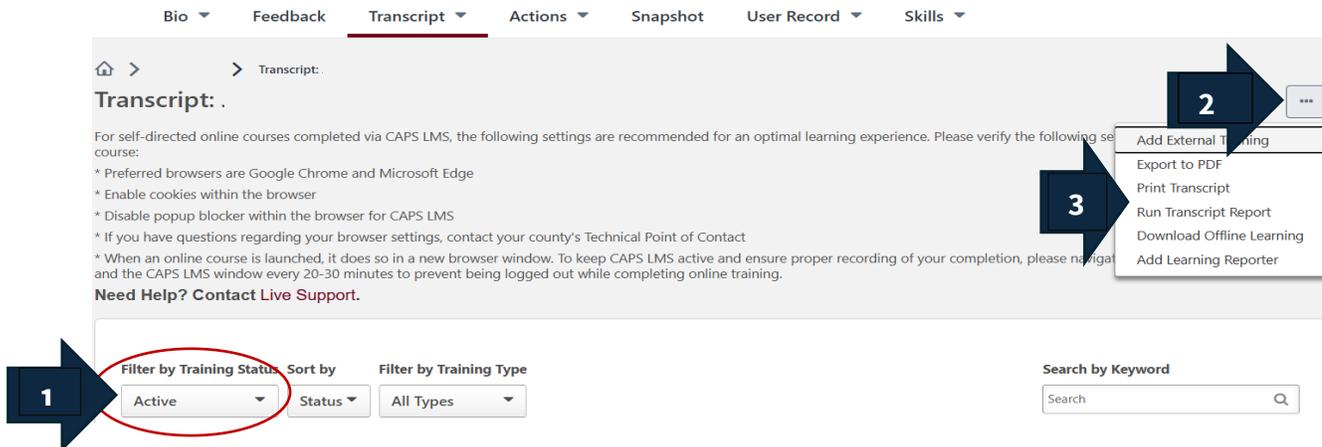
CERTIFICATE OF TRAINING
OHIO DEPARTMENT OF CHILDREN AND YOUTH
OHIO CHILD WELFARE TRAINING PROGRAM

License Number (if applicable):
has satisfactorily completed the course:
Street Smart Ohio Series: Everything Marijuana (Content 3 Hours, Scheduling Varies)
Start Date: 4/7/2025 | Completion Date: 4/7/2025
INSTRUCTOR: Shawn Bain CLASS TIME: 6:00pm to 9:15pm
Training Hours: 3 Hours 15 Minutes
Location: CORTC-Virtual

CEU Provider:
University of Cincinnati School of Social Work
Social work approved provider number: R23X0289102
Counselor approved provider number: R23X02101
Approved for Continuing Professional Education by the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Social Work 3

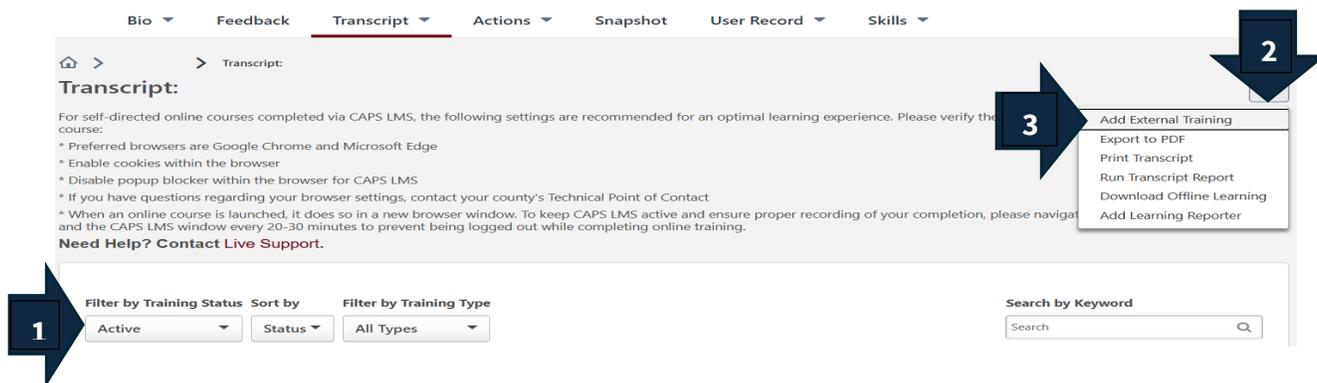
Street Smart Ohio Series: Everything Marijuana (Content 3 Hours, Scheduling Varies) (Starts 4/7/2025 6:00 PM)
Completed: 4/9/2025 | Status: Completed | Training Type: Session | Training Status: Completed | **View Certificate**

To run a report of your transcript, navigate back to your **“Active”** Transcript (arrow 1) page. Click on the three ellipses (arrow 2) in the upper right corner of the page. In the drop-down list, select **“Run Transcript Report”** (arrow 3) and complete the fields that populate.



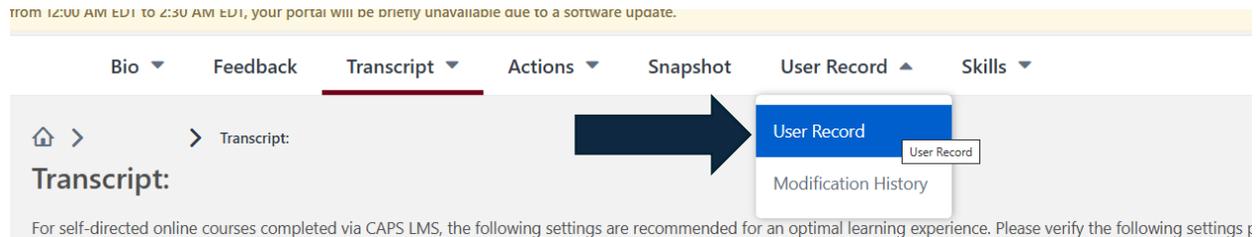
Loading External Training

If you attend a training outside of CAPS LMS, you can add that training to your transcript so that all your training records are in one space. Navigate to your **“Active”** transcript (arrow 1) page. Click on the three ellipses (arrow 2) in the upper right corner of the page. Select **“Add External Training”** (arrow 3) from the drop-down list. Follow the instructions on the page that opens. (Note that you can also upload certificates when adding external training.)



User Record/Profile

Navigate to your “**Transcript**” page. Below the red universal navigation bar, you will find “**User Record.**” Hover over the title, and a drop-down list appears. Navigate to “**User Record**” and click.



Your user profile page will open. Your profile may contain information such as your agency, position, and county location.

The Knowledge Bank

The Knowledge Bank contains how-to articles and job aids. To access them, navigate to the red universal navigation bar and click “**Collaborate.**” Then, hover over the drop-down menu until the “**Knowledge Bank**” option appears.



A new page is populated. Click on “**Topics**”, which will display all the files available. Click on the file you are interested in to browse all the documents.

Knowledge Bank Options ▾

Mail **Topics** Search within community 🔍

Adult Protective Services

CAPS LMS Administrator Job Aids
These Job Aids will provide step-by-step instructions for common tas...

CAPS LMS User & Manager Job Aids
These Job Aids will provide step-by-step instructions for common tas...

Foster Care, Adoptive Care, and Kinship Care CAP...
This area is where information is found on how to navigate the CAPS ...

OFC Training
OFC Training includes the OFC Children Services Training and Develo...

Other Training Resources

OUCCAS
OUCCAS is the statewide training coordinator for OCWTP.

Communities

Navigate to the red universal navigation bar to “**Collaborate**” and hover over it until the drop-down options populate. Then, navigate to “**Communities**” and click. This is where resources are stored for various topics.

Profile Collaborate Learning Reports ILT Content Admin Certifications Success Center Need Help?

rday, April 19, 2023 10:23:00 AM EDT, your portal will be briefly unavailable due to a software update.

Live Feed

Teams

Communities

Knowledge Bank

Communities

All Communities New Community ▾

My Communities

Adult Protective Services / ODAPS 👤👤👤👤 +99

Resources for the Adult Protective Services User

Automated Systems Deployment Communications 👤👤👤👤 +99

Details the new, fixed and/or enhanced functionality deployed into Automated Systems.

Child Protective Services Policy and Practice Application 👤👤👤👤 +99

The Department of Children and Youth policy areas are responsible for developing Ohio Administrative Code rules and

The Event Calendar

You can access the Event Calendar from a quick link on the “Welcome” page:



Event Calendar

The Events Calendar allows users to view upcoming instructor-led training (ILT) events in a calendar format. Filter options are available to help users find training that aligns with their interests and schedule.

EVENT CALENDAR

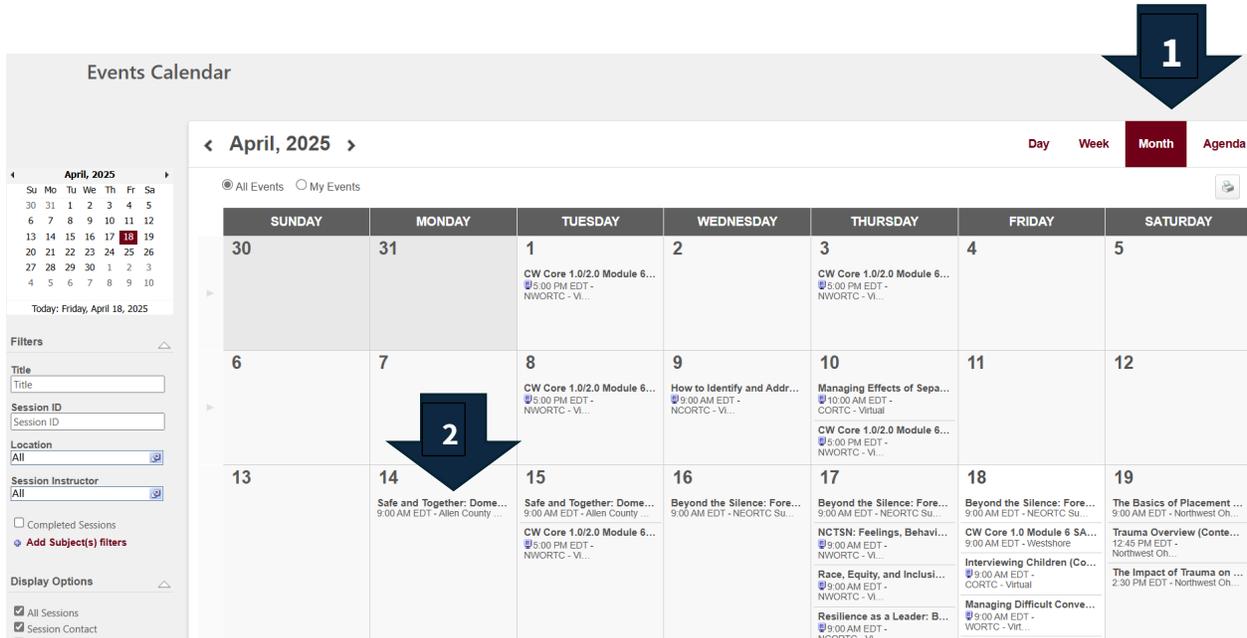
The calendar is also under the “Learning” tab in the red universal navigation bar. Hover over “Learning”; when the drop-down list appears, navigate to “Events Calendar” and click.

The screenshot shows a navigation bar with tabs: Home, Profile, Collaborate, Learning, Reports, Admin, and Need Help?. The 'Services' dropdown menu is open, listing: Learner Home, Checklists, Competency Assessment Summary, Development Plans, Events Calendar (highlighted with an arrow), Interests and Waitlists, Playlists, and Transcript. To the left, there is a section for 'APS LMS Privacy Notice' with details about data collection and sharing.

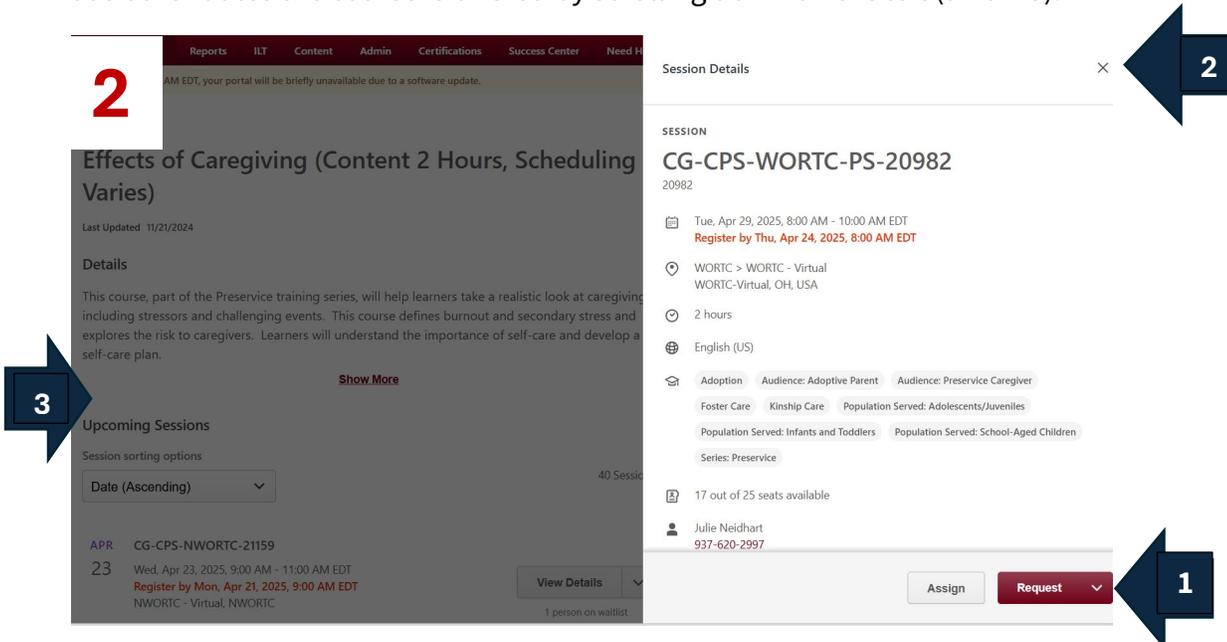
A new page opens with the calendar view as below.

The screenshot shows the 'Events Calendar' interface. It includes a monthly calendar for April 2025, a filter sidebar on the left, and a detailed view of the calendar grid. The filter sidebar includes options for Title, Session ID, Location, Session Instructor, and Display Options. The calendar grid shows events for each day of the month, such as 'CW Core 1.0/2.0 Module 6...' and 'Beyond the Silence: Fore...'.

In the calendar, you can change the view by selecting the option in the upper right corner of the page (arrow 1). Click on the training title (arrow 2) in the calendar, and the system will redirect you to the training event information. To see how this looks, look at picture 2.



In this view, you can request (arrow 1) to register for this session, or by clicking the “x” (arrow 2) in the upper right corner of the page, you can close the data-specific training details and see other dates the course is offered by scrolling down on the left (arrow 3).



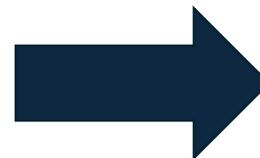
Regional Training Center Overview

Central Ohio Regional Training Center (CORTC)



Crawford	Richland
Marion	Morrow
Knox	Union
Delaware	Licking
Franklin	Madison
Fairfield	Pickaway
Fayette	

East Central Ohio Regional Training Center (ECORTC)



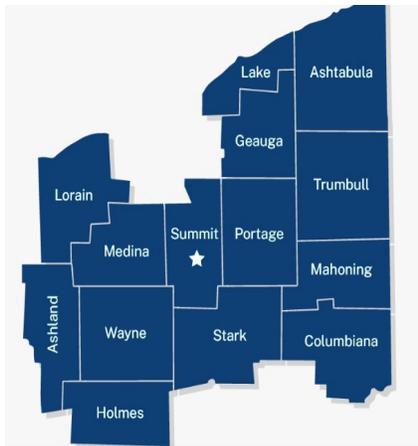
Coshocton	Tuscarawas
Carroll	Harrison
Jefferson	Muskingum
Guernsey	Belmont
Noble	Monroe

North Central Ohio Regional Training Center (NCORTC)



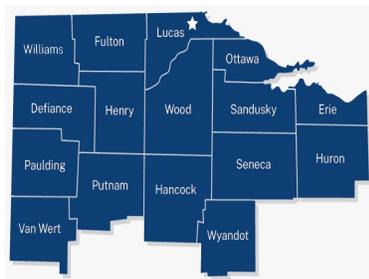
Cuyahoga

Northeast Ohio Regional Training Center (NEORTC)



Lorain	Lake
Ashtabula	Geauga
Medina	Summit
Portage	Trumbull
Ashland	Wayne
Stark	Mahoning
Holmes	Columbiana

Northwest Ohio Regional Training Center (NWORTC)



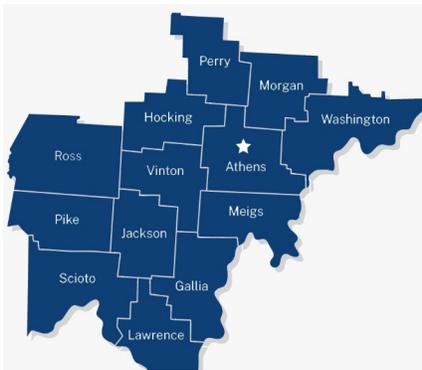
Williams	Fulton
Lucas	Ottawa
Defiance	Henry
Wood	Sandusky
Erie	Paulding
Putnam	Hancock
Seneca	Huron
Van Wert	Wyandot

Southwest Ohio Regional Training Center (SWORTC)



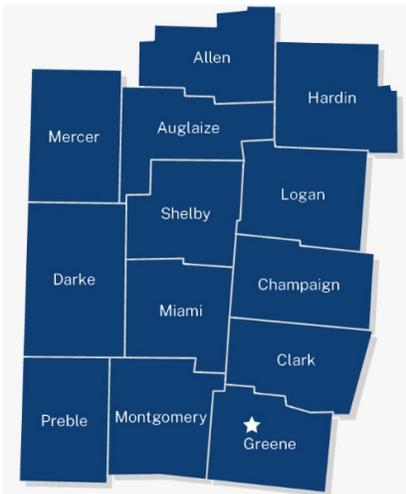
Butler	Warren
Clinton	Hamilton
Clermont	Highland
Brown	Adams

Southeast Ohio Regional Training Center (SEORTC)



Perry	Hocking
Morgan	Ross
Vinton	Athens
Washington	Pike
Jackson	Meigs
Scioto	Gallia
Lawrence	

Western Ohio Regional Training Center (WORTC)



Allen	Mercer
Auglaize	Hardin
Darke	Shelby
Logan	Miami
Champaign	Preble
Montgomery	Clark
Greene	