

IMWCA Online University Student Training

Introduction:

IMWCA (Iowa Municipalities Workers Compensation Association) has partnered with FirstNet Learning to provide online safety training to its members. By June 2013, they will offer 42 courses to members, including the staff of Webster County, all at no additional charge, through the IMWCA "Online University." Webster County has chosen to participate in this program due to the convenience for staff and ability to complete training at your own workstations. It will enable Webster County to provide annual mandatory education and other pertinent education to employees through a simple online training system. The courses specifically cover subjects that address a government employee's role in the organization.

Course Features:

- Easy to use for first-time computer users. After logging in, only the use of the mouse is necessary. Course navigation is intuitive and easy. If you have any difficulties completing your training, FirstNet Learning Heal Desk is available to help you Monday through Friday, 8 AM to 5 PM Mountain Time. You may send an email to infoIMWCA@firstnetlearning.com or call toll-free at (888) 948-4949x1.
- Audio is an enhancement for some courses. You will hear sound in the course if your computer supports audio and speakers are attached and turned on. Sound is not required to complete the courses.
- Easy navigation and NO SCROLLING.

Core Curriculum:

The core curriculum includes courses in five areas: public safety, public works and utilities; parks and recreation; administrative and office; and management and elected officials.

We are very excited about this partnership, and opportunity for staff to have 24 hour access to education and training, required and optional.

****Online University will be accessible from any Webster County computer with internet access, and additional computer stations with headphones will also be available for staff in the 4th floor breakroom (Courthouse)****

- **Register Yourself**
 - Visit <http://firstnetcampus.com/IMWCA/entities/IMWCA/logon.htm>
 - Click on "I Am A New User" near the bottom of the display box
 - Select first letter of the organization (W)
 - Select "WEBSTER COUNTY" from the drop down list (NOT Webster)
 - Fill out the registration information and create a user name and password. Be sure to memorize or write down your username and password – you will need this information for future use!
 - Online University may also be accessed from any home, personal or business computer with internet access by typing in the URL. However, hourly employees should ONLY complete training while at work.
- **Logging in as a Student**
 - Go to <http://firstnetcampus.com/IMWCA/entities/IMWCA/logon.htm>
 - To login, enter the USERNAME and PASSWORD you created
 - This will be the only time you use the keyboard
 - You are now in the University that lists the five "Workplace Colleges" (Public Safety, Public Works & Utilities, Parks & Recreation, Administrative & Office, Mgmt. & Elected Officials)
- **"My Courses" Tab**
 - By clicking on the My Courses tab, you will see all courses ASSIGNED to you and when they are DUE. The Status section shows if the course is incomplete or completed, and if you have passed the course.

- Online University will remember where you stopped, even if you fail to exit properly, so you can always pick up where you left off without repeating anything.
- The Status Date section shows that date the course was assigned, and the Enrolled Through section shows the deadline for completion. You are given 6 months to complete a course.
- **Taking a Course**
 - Your supervisor or reports displayed in your work area (or emailed to you) will let you know if you have any courses currently assigned to you and when they are due.
 - Click on any course title to move to the course information page and begin taking that course. The first slide will give you an estimate on the length of time needed to complete the course.
 - All material is at a 6th-8th grade reading level with more difficult words or terms underlined and in blue (you may click on these words to receive a definition) – the introduction slide of “Bloodborne Pathogens” gives 3 examples of this.
 - Using the mouse, unless otherwise prompted, navigate through the course by clicking the “Next” (≥) button to advance the slides.
 - The post-test passing grade is 80%. If you are confident that you know the material, you may attempt the post-test in lieu of viewing all of the lessons/slides. If you fail the post-test, simply review the course material in needed and then click “Re-try Quiz” to re-take the test.
- **Completed Work/Track Progress**
 - Now that you have taken courses, you can track your progress in one of two ways through the Student Center Tab:
 1. *Transcript Report* – This shows a summary of all tests that have been attempted.
 2. *Activity Report* – This shows activity on all courses employees have been assigned.
 1. Choose the time period you want to see results for, by either using the drop down menu or entering specific dates
 2. Select the different ways you want to sort the information by using the down menus
 3. Either leave the box checked to view all courses or select specific ones from the list. (Hold the “Control” key to select more than one)
 4. Click “submit”
- **Certificates of Completion**
 - Once you have completed courses, you can print your Certificate of Completion for your records through the Student Center.
 1. Select the course certificates you want to print
 2. Click “View Certificate”
 3. Print out the certificates in the pop-up window, making sure your printed orientation is set to “Landscape” mode.
 - You are NOT required to provide certificates of completion to Human Resources.
- **Help/Exit**
 - At the top right of the course player screen is the Help and Exit options. Click on “Help” for assistance with navigation or other questions.
 - Click on “Exit when you have completed working in Online University.

If you experience any difficulty, call the help desk at 1-888-948-4949x1