



RUTGERS
Robert Wood Johnson
Medical School

THE BOGGS CENTER ON DEVELOPMENTAL DISABILITIES
New Jersey's University Center for Excellence in Developmental Disabilities Education, Research, and Service
New Jersey's Leadership Education in Neurodevelopmental and Related Disabilities Program

**CDS Administrator Supplement:
Reassign Training and
Transcripts**

 For technical assistance, please email:
CDSTA@rutgers.edu


STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES

(please note: this email address is only
for New Jersey agency designated CDS
Administrators)

Rutgers, The State University of New Jersey

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What is Reassignment?

- The process of archiving training that was already completed and assigning it again to staff as a refresher course.
- Completed training is NEVER deleted from the CDS.
- Agencies may choose to reassign already completed training to staff and require them to retake the lesson again as a refresher.

YOU can do it too!

Reassign Training and Transcripts

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From Homepage, click E-Learning then Assign Training

Home System Learners **eLearning** Discussion Content Classes & Events Custom

Reports

My Activities Overview

Overdue Assignments (96)

eLearning Lessons (96) >

All Overdue Assignments >

Current Assignments (6)

Coordinator of DD Services

IMPORTANT REMINDER

Meeting Cancelled For Thursday

All Announcements >

Create an Assignable Module

Edit Existing Modules

Assign Training

Publish Modules for Self Enrollment

My eLearning Lessons

Self Enrollment

Calendar

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Click Choose Individuals. A pop-up box labeled "Select the Users you would like to have added" will appear.

Manage eLearning

Module to Assign

Modules your Department Created: [Dropdown] [Edit] [View] [Assign Now] [Assign Later]

Modules available to All Facilities: [Dropdown] [View] [Assign Now] [Assign Later]

Assignment Options

Send notification email to learners that receive assignment.

Who should be assigned this Module?

Departments

Choose Departments

Individuals

Choose Individuals

Select the Users you would like to have added:

Search Criteria: [Close Window]

Individuals Saved Learners

Last Name: [Text] First Name: [Text]

Facility: [Dropdown]

Department Sort by: Dept Code Dept Name

Department: [Dropdown] Learner ID: [Text]

Job Code: [Text] Sort by: [Last Name] [Search]

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Search for the staff's account, then click Search

Select the Users you would like to have added:

Search Criteria: Close Window

Individuals Saved Learners

Last Name: First Name:

Facility:

Department Sort by: Dept Code Dept Name

Department:

Job Code:

Learner ID: ↗

Sort by: Search

<input type="checkbox"/>	Learner ID	Last Name	First Name, MI	Facility	Department	Dept Code	Job Code	Job Description
<input type="checkbox"/>	dexample2020	Example-Twenty	Demo	01-New Jersey DHS/DDD	Admin Demo	CDSDEMO		

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Click the box next to the name of the staff you would like to reassign training, then click "ok" at the bottom

Select the Users you would like to have added:

Search Criteria: Close Window

Individuals Saved Learners

Last Name: First Name:

Facility:

Department Sort by: Dept Code Dept Name

Department:

Job Code:

Learner ID:

Sort by: Search

<input type="checkbox"/>	Learner ID	Last Name	First Name, MI	Facility	Department	Dept Code	Job Code	Job Description
<input checked="" type="checkbox"/>	dexample2020	Example-Twenty	Demo	01-New Jersey DHS/DDD	Admin Demo	CDSDEMO		

OK Cancel

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Click on the staff's name (hyperlinked). A new window will appear with Modules Assigned

Example-Twenty/ Demo , dexample2020 - Admin Demo

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Modules Assigned lists all training the staff has been assigned. To reassign, click on the Reassign button to the right.

Module Name	Remove	Reassign
A Support Coordinator's Guide to Navigating the Employment Service System (DDD)	Remove	Reassign
Boggs Center - Dragon Training	Remove	Reassign
CFSM: Entry Practice Level Bundle	Remove	Reassign
DDD - Civil Rights & Advocacy	Remove	Reassign
DDD - Cultural Competence	Remove	Reassign
DDD - DIC - Autism	Remove	Reassign
DDD - DIC - Brain Injury	Remove	Reassign
DDD - DIC - Cerebral Palsy	Remove	Reassign
DDD - DIC - Diabetes	Remove	Reassign
DDD - DIC - Epilepsy	Remove	Reassign
DDD - Emergency Preparedness	Remove	Reassign
DDD - HIPAA	Remove	Reassign
DDD - Individual Rights & Choice	Remove	Reassign
DDD - Safetv (New)	Remove	Reassign

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There are three options. Check box(es) most appropriate, then click Reassign Module button. A green confirmation banner will appear.

***Please read the options before making a selection** Close Window

Reassign Module: DDD - DIC - Epilepsy

The lessons contained in this module will be reassigned to learners by clicking the **Reassign Module** button. The following lesson reassignment options are available:

- To reassign incomplete lessons only: Do not enable the Reassign all lessons or the Include incomplete lessons in the archive history checkboxes.
- To reassign incomplete lessons, archive completed lessons and reassign completed lessons: Enable the Reassign all lessons checkbox.
- To reassign and archive both incomplete and completed lessons: Enable the Reassign all lessons and the Include incomplete lesson in the archive history checkboxes.

Reassign all lessons (completed lessons will be archived automatically)
 Include incomplete lessons in the archive history (must also select Reassign all lessons)
 Send notification email to learners that receive assignment.

Check the box/boxes most appropriate

Reassign Module Return to Module List

Reassign Module

This module was successfully reassigned Close Window

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Accessing the Transcript

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Reassign Training and Transcripts

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DirectCourse
 ONLINE CURRICULA FOR LIFE IN COMMUNITY

Home System **Learners** eLearning Discussion Content Classes & Events Custom Surveyor Tools Reports

My Activities

- Overdue Assignments (96) >
 - eLearning Lessons (96) >
 - All Overdue Assignments >
- Current Assignments (6)
 - eLearning Lessons (6) >
 - All Current Assignments >

Click to view:

- Transcript
- Credits Earned
- OnTrack

Quick Links

Home

Recent Announcements

Coordinator of DD Services
 IMPORTANT REMINDER
 Meeting Cancelled For Thursday
 All Announcements >

To check, go back to Homepage and look up the staff's account again under Learner Lookup

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Enter the last name or Learner ID, then click Show Results.

Home Learners eLearning Discussion Classes & Events Custom Surveyor Tools Reports

Manage Learners

NOTES:

- To locate learners please enter at least the first letter of the learner's last name or the first character of the learner's ID or learner's verification code and click Show Results.
- Find learners within your administrative scope (the facilities and departments for which you have been granted administrative access.)
- This search is not case-sensitive. Searching for "Abbot" or "ABBOT" or "abbot" will return the same results.

Show Inactive Learners

Last Name: Learner Id: Verification Code: **Show Results** Add New Learner

Last Name	First Name	Learner Id (Login Name)**	Facility Name	Dept. Name	Dept. Code	Status	Admin	Job Code	HireDate	Email	Edit	Lesson	Event	Transcript
Example-Twenty	Demo	dexample2020	New Jersey DHS/IDD	Admin Demo	CSDSEMO	Active	No		-	✉	Edit	📖	📅	📄

** Login Name will be displayed in parentheses if it is different than the Learner ID

To access the transcript, click on the Transcript icon.

Transcript

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Filter the transcript. Click the box next to Show Module (the page will refresh). Select the reassigned module from the drop-down menu, then click Filter by Module button.

Learner Transcript - Demo Example-Twenty

LearnerId : dexample2020 HireDate :

Show All eLearning Classes & Events Ontrack Checklist Acknowledgements Discussion

Status: Current & Archived

Assigned / Self-Enrolled: All

Show Module: DDD - DIC - Epilepsy **Filter by Module**

Export to Excel Print

All Items: 1 Completed: 0 Due: 1

Item Name	Module	Program	Item Type	Due Date	Status	Completed	Score	Pretest Score	# of Units	Type of Unit	Provider	Assign Type
CDS: Epilepsy	DDD - DIC - Epilepsy		Lesson	11/24/2021	X							A
	DDD - DIC - Epilepsy		Lesson	12/11/2023	X							A

Current & Archived

- All Current
- All Archived
- Current & Archived
- Acknowledged
- No Show
- Cancelled

Reassigned training with old date and new due date

*To view all past and current training, change the status on the transcript to Current and Archived.


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Failure to follow the guidelines set by the CDS Central Administrator and the CDS Admin Manual will result in the loss of your CDS Admin privileges.

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Questions?



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