HOW TO NAVIGATE THE CANS TRAINING WEBSITE

The Praed Foundation
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THE LOGIN PAGE

- This is what you will see when you go to: www.CANStraining.com
LOGIN PAGE-IF YOU ALREADY HAVE AN ACCOUNT

- Click “LOGIN” and enter your username and password
  - If you forget your password, please click on “FORGET PASSWORD” and enter the email address associated with your www.CANStraining.com account
  - If you do not get an email from LearnerNation with a link to reset your password, please do the following:
    - Ensure that compatibility view is NOT check marked in your browser
    - Ensure you are using one of the following:
      - Firefox
      - Google chrome
      - Safari
      - Internet explorer 8 or higher
    - Contact your IT department and ask that www.CANStraining.com be added to your whitelist.
LOGIN PAGE - IF YOU FORGET YOUR PASSWORD

- Enter the email address that you used to create your account.
- An email will be sent to you from LearnerNation containing a link that will allow you to reset your password.
LOGIN PAGE - IF YOU DO NOT HAVE AN ACCOUNT

- Click on "REGISTER" on the login page
- Enter the following:
  - Create a username
  - Enter your first and last name
  - Enter your email
  - Create a password
  - Repeat your created password
  - Click "NEXT"
LOGIN PAGE - IF YOU DO NOT HAVE AN ACCOUNT

- Complete the following:
  - Select your Jurisdiction
  - Select your Agency
  - Enter your phone number

- All of the other information is optional, but encouraged to fill out

- Click “REGISTER”
PROFILE PAGE

- This is what you will see when you first login
- Click on “My Content”
PROFILE PAGE: FIRST TIME LOGGING IN

- If this is your first time logging in, this is what you will see when you click on “My Content”
- Click on “GET ACCESS”
**Get Access Page**

- The price of the jurisdiction that you are registered under appears in the blue box.
- Enter your name and address.
- Click “NEXT”
GET ACCESS PAGE

- If you have a coupon code, please copy and paste it into the box (please ensure that there are no spaces when copying and pasting the coupon code).
- Click “APPLY CODE”
- If you do not have a coupon code, click “NEXT” and enter your credit card information.
GET ACCESS PAGE

- Your discount will appear in the blue box if you used a coupon code.
- If you used a credit card instead, you will be brought to this page to show that the transaction was successful.
- Click “COMPLETE TRANSACTION”
GET ACCESS PAGE

- After clicking on “complete transaction”, you will be brought to this page
- You can download your receipt if you need to
- Click “START LEARNING” to get started
PROFILE PAGE

- If this is not your first time logging onto the site, you will be brought to this page after clicking on “My Content”
- If you just completed the “Get Access” process, you will be brought to this page
- Please select the subject you would like to train in by clicking on it
Once you click on a subject, you will be brought to this page

Click on “OUTLINE” to see the outline of the training materials

Click on “VIEW” to start training

You can also click on the mail icon to email the instructor of the subject
This is what you will see if you click on “Outline”
You can select any domain or item to skip ahead to that domain or item
- For example: you can click on the “Life Domain Functioning” Domain and then the “Living Situation” item if you would like to skip ahead to that spot
VIEW PAGE

- This is what you see when you click on view
- Please take the time to read the “How to Use This Site” page that appears right away
- You can click on “NEXT” to go through the training, or jump from section to section by selecting an area in the menu on the right
ITEM PAGE

- This is what you will see when you click on an item within a domain
- Each item contains: text, video, and three multiple choice quiz questions
VIDEO PAGE

- Click on “VIDEO” to view the video
- You can make the video full screen by clicking on the two expanding arrows in the bottom right hand corner of the video once you have pressed play
Click on “MULTIPLE CHOICE” to view the multiple choice quizzes
There are three for each item
Once you have gone through the training you can test your knowledge by doing a practice test.

Click on “PRACTICE TEST” and select a test to test your knowledge.
Once you select a practice test, you will be asked to confirm whether or not you would like to start the test.

You have 2 hours of continuous testing time to complete the test within 6 hours of when you confirmed that you will be taking the test.
This is the practice test
CONTENT OF THE TEST PAGE

- Here you can see the timer so that you know how much time you have left to complete the test.
CONTENT OF THE TEST PAGE

- Here you can see your progress

Practice Test: Practice Test: Jamal

02:00:23 [Hide]

Section #1 of 8

Vignette Assumption

When completing the vignettes, there is a vignette assumption. That is, when reading assume that a full assessment has been done and no mention means 'no evidence'. This is the standard quality assurance if it isn't documented it does not exist assumption. What that means, then if there is no mention of a need, the rating should be a '0'. If there is no mention of a strength, then the rating should be a '3'. So, no mention of an suicidality would result in a rating of '0' on Suicide Risk. No mention of any talents or interests would result in a rating of '3' on Talents/Interests.

Another way to think about it is that you start the assessment with all 0 ratings on the Needs and all 3 ratings on the Child/Youth Strength and then you look for evidence to adjust your scores accordingly using the action levels. Caregiver ratings use the Need action levels for the vignettes.

Good luck!

Practice Test: Jamal

Jamal is a two-and-a-half-year-old boy who lives with his mother and father and two siblings from the mother's previous relationship. He was born premature by four weeks, and only weighed four pounds seven ounces at birth; he is now only slightly underweight for his age. He developed jaundice and remained hospitalized for the first month of his life. His liver functions have returned to normal in the past six months. However, he is often sick with colds and other respiratory infections; his parents have been very conscientious about bringing Jamal to the doctor for these illnesses.

Jamal was slow to talk and was diagnosed as having bi-lateral hearing loss. His speech began to develop following his receipt of hearing aids and, although he is still behind in speech development, it appears likely that he will reach an age-appropriate level soon.

Jamal presents as rather passive and, although he loves to play with his siblings, he rarely initiates play on his own. Once or twice a week Jamal becomes upset...
CONTENT OF THE TEST PAGE

- On the left hand side is the vignette assumption and the vignette
- Please ensure that you read BOTH carefully
CONTENT OF THE TEST PAGE

- Here are the action levels
- You can refer to this area for guidance about what each level means
- Please print off a copy of the manual (available under the Introduction-Printable Materials section in the menu on the right hand side of the subject) for further detail about each action level specific to each item
CONTENT OF THE TEST PAGE

- Here is where you fill in your answers
- Please ensure each answer is answered before click “NEXT” to move to the next section
**Practice Test Page**

- Once you complete the test, you will see this page.
- You have a few options on this page:
  - You can export the test to PDF
  - You can click on “VIEW EXPLANATIONS” to see the recommended scores versus what you scored for feedback

![Practice Test Page](image-url)
Feedback Page

- This is the feedback page
- This page will show you the recommended scores and your scores
- You can click on “SHOW” to see the specific scores
- Scores off by 1 mark appear blue, scores off by 2 or 3 marks appear red, and correct scores appear green
Final Exam Page

- This is the final exam page
- Click on “FINAL EXAM” and then “START FINAL EXAM”
This is the confirmation page for the final exam.
You get 3 attempts to pass the final exam.
  • After 3 failed attempts to pass the final exam, you will be locked out of the website and must wait for an email that will arrive within 24 hours. This email will provide feedback and notify you that your account has been unlocked and that you may try again another 3 times.
The final exam page looks and is administered in the same fashion as the practice test. Below is a refresher of what you will see:
**Final Exam Page**

- This is what you will see when you complete the final exam.
- Unlike the practice tests, you do not have the option to review your answers.
- If you pass the exam, you can print off your certificate by clicking “DOWNLOAD CERTIFICATE”.
- If you do not pass the exam, you can try again.

![Final Exam Page](image-url)
OTHER OPTIONS

- If you click on your name, you can choose to:
  - Go to your main profile page
  - View your test history
  - Edit your profile
  - Sign out
This is the test history page
Here you can view all tests (practice and finals)
You can also print off your certificate if you lose yours
MY RECEIPTS PAGE

- Here is the “My Receipts” page
- Here you can view any jurisdictions that you have purchased or use coupon codes on and print of the receipt

<table>
<thead>
<tr>
<th>Type</th>
<th>Jurisdiction</th>
<th>Date Purchased</th>
<th>Price Paid</th>
<th>Actions</th>
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</thead>
<tbody>
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<td>Subject</td>
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<td>Jul 8th 2013</td>
<td>$0</td>
<td>Download Receipt</td>
</tr>
<tr>
<td>Subject</td>
<td>California–Los Angeles Office of Education SELPA</td>
<td>Nov 13th 2013</td>
<td>$50</td>
<td>Download Receipt</td>
</tr>
</tbody>
</table>
EDIT PROFILE PAGE

- This is the “EDIT PROFILE” page
- Here you can: Change your name, email address, mailing address, password, jurisdiction, agency, and add a backup email, picture, etc.
COMMON PROBLEMS

For ANY and ALL technical problems encountered on the site, please do the following:

• Please ensure that compatibility view is NOT check marked in your browser

• Please ensure you are using one of the following:
  - Firefox
  - Google chrome
  - Safari
  - Internet explorer 8 or higher

• Please contact your IT department and ask that www.canstraining.com be added to your whitelist.
THE END

- Do not hesitate to contact us with any questions you may have