



CENTER FOR EXCELLENCE IN ADVOCACY

CHILD ADVOCATES
ONLINE

Welcome to *Child Advocates* Online!

Through years of direct service, the Support Center for Child Advocates (*Child Advocates*) has become a subject matter expert in child welfare and advocacy, with notable expertise in training lawyers representing children and families. Our Center for Excellence in Advocacy builds off this expertise to develop and deliver multidisciplinary trainings to lawyers, judges, court administrators, social workers, educators, healthcare providers, and other professional and lay caregivers. We believe that every child deserves a strong advocate and we aim to improve the outcomes of children and families, especially those involved in the child welfare system, by improving the practice of those who work with them.

Child Advocates Online brings our trainings to you! It is a library of online courses, resources, and educational materials geared toward those working with children and families.

Please read through the general instructions below to get started. Thanks for being a part of *Child Advocates* Online!

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GETTING STARTED

Accessing *Child Advocates* Online

You can access *Child Advocates* Online by typing the URL in your browser, or by visiting the Support Center for Child Advocates [website](#).

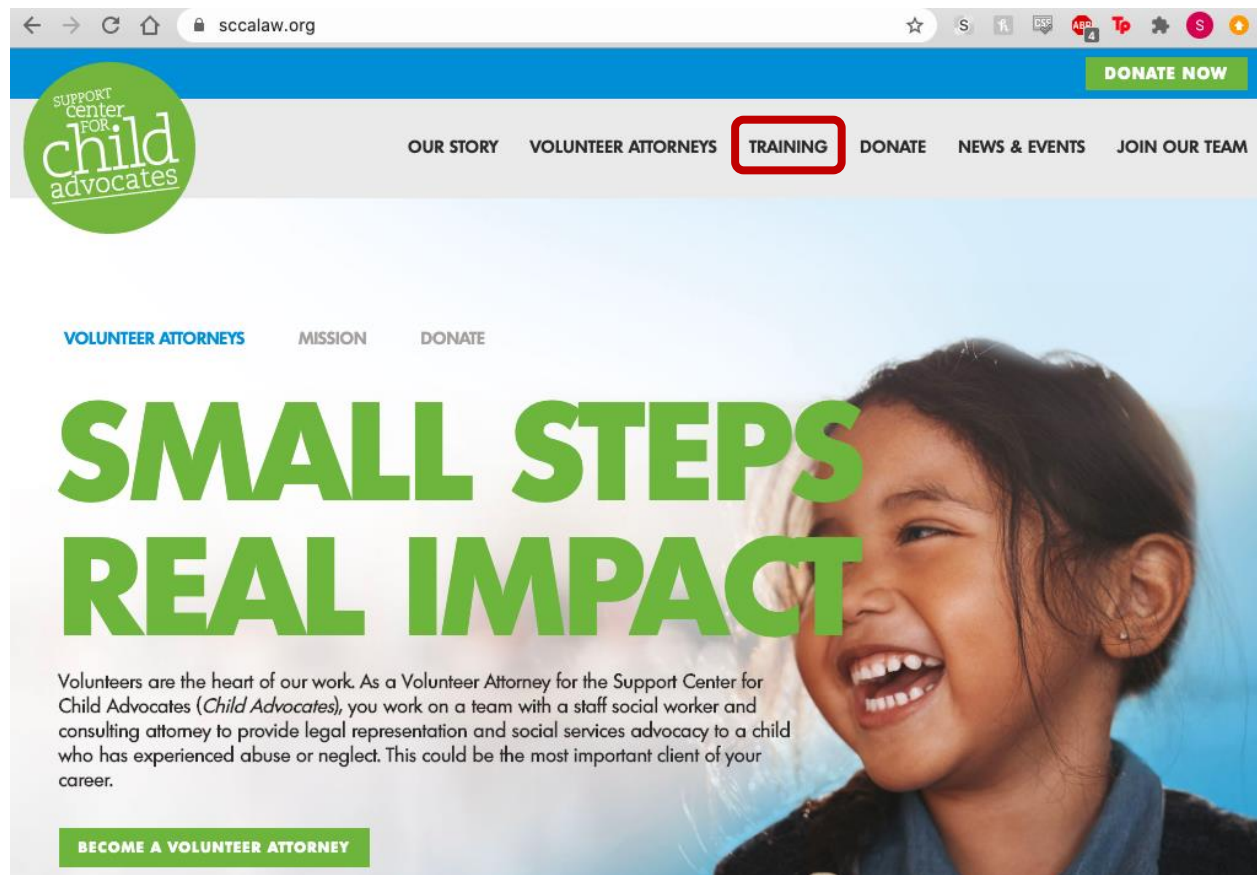
Child Advocates Online is compatible with any of the following browsers: Internet Explorer 8+, Firefox 2+, Safari on Mac 1.2+, and Google Chrome (current version).

Accessing *Child Advocates* Online via URL

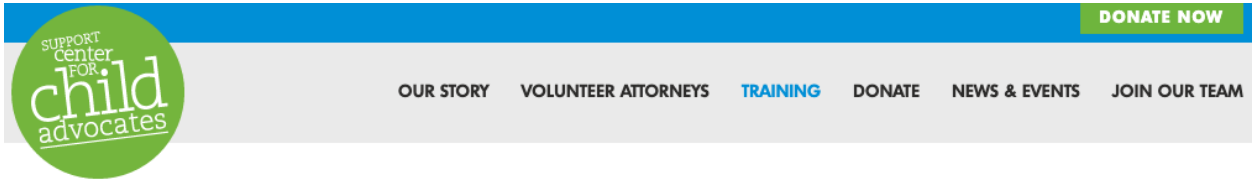
1. Type <https://phillychildadvocates.litmos.com/> into your browser.
 - o Do not type "www." in your browser before phillychildadvocates.litmos.com. The site will not load if you include "www."

Accessing *Child Advocates* Online via the *Child Advocates* website

1. Visit our website at www.sccalaw.org and click *Training*.



2. Once you are on the **Training** page, scroll down to the *Child Advocates Online* section and click the blue link.



GET INVOLVED WITH TRAINING EVENTS

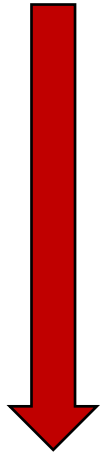
CENTER FOR EXCELLENCE IN ADVOCACY

The Center for Excellence in Advocacy (CEA) believes that every child deserves a strong advocate. Through training, professional development, and systemic advocacy we work to improve the outcomes of children and families, especially those involved in the child welfare system, by improving the practice of those who work with them.



CENTER FOR EXCELLENCE IN ADVOCACY

A skilled advocate for every child.



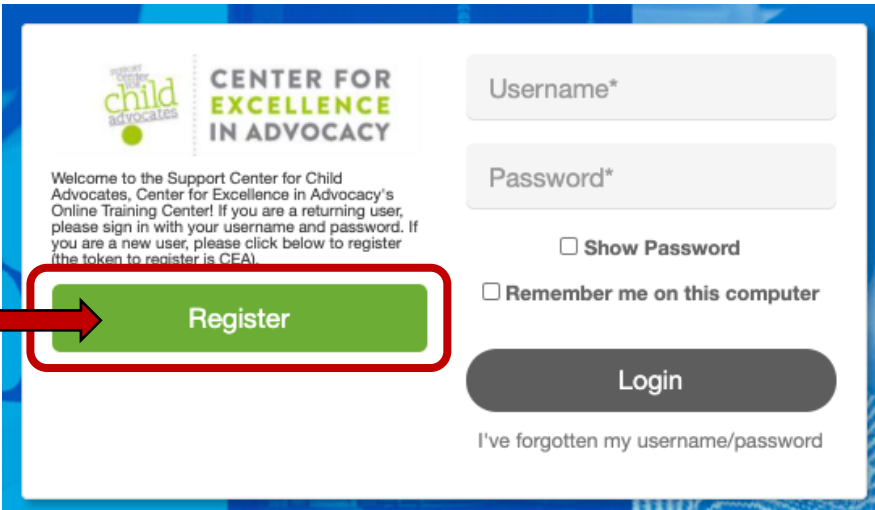
CHILD ADVOCATES ONLINE

CEA also offers a wide variety of courses online that you can take anywhere at any time! Check back for more information soon about how to access our online trainings. In the meantime, check out recordings of our previous trainings.



Creating a new Child Advocates Online account

1. Visit <https://phillychildadvocates.litmos.com/> and click **Register**.
 - o Do not type "www." in your browser before phillychildadvocates.litmos.com. The site will not load if you include "www."



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Welcome to the Support Center for Child Advocates, Center for Excellence in Advocacy's Online Training Center! If you are a returning user, please sign in with your username and password. If you are a new user, please click below to register (the token to register is CEA)

Register

Username*

Password*

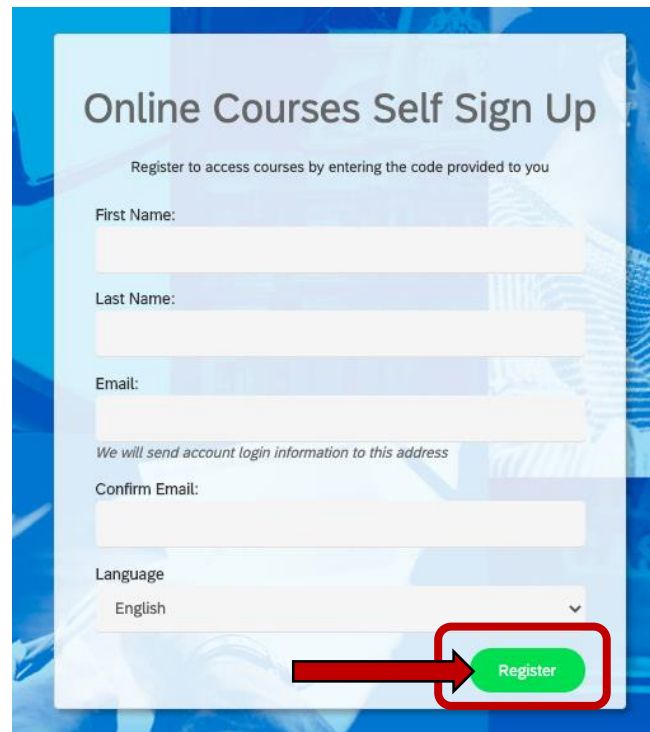
Show Password

Remember me on this computer

Login

I've forgotten my username/password

2. Complete the Online Courses Self-sign Up form by entering your first name, last name, and primary work email address. **This email address will also act as your username, so please choose an email address that you will remember.** You will always use this email to log in. Once completed, Click **Register**.
 - o If you submit this form and accidentally leave one of the fields blank, you may be asked to enter a code on your second submission attempt. The code is "CEA".



Online Courses Self Sign Up

Register to access courses by entering the code provided to you

First Name:

Last Name:

Email:

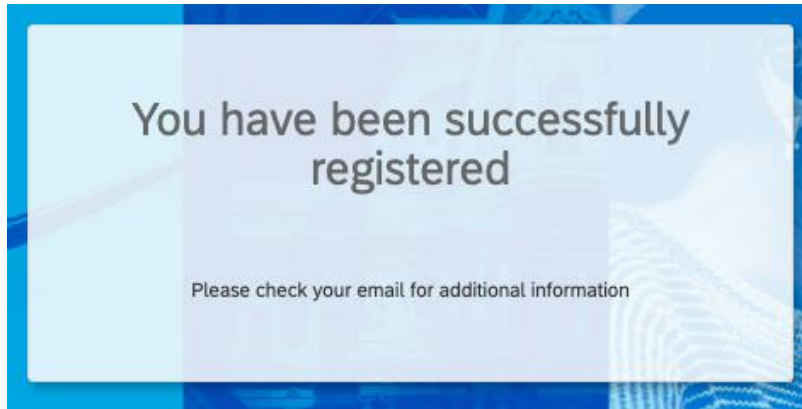
We will send account login information to this address

Confirm Email:

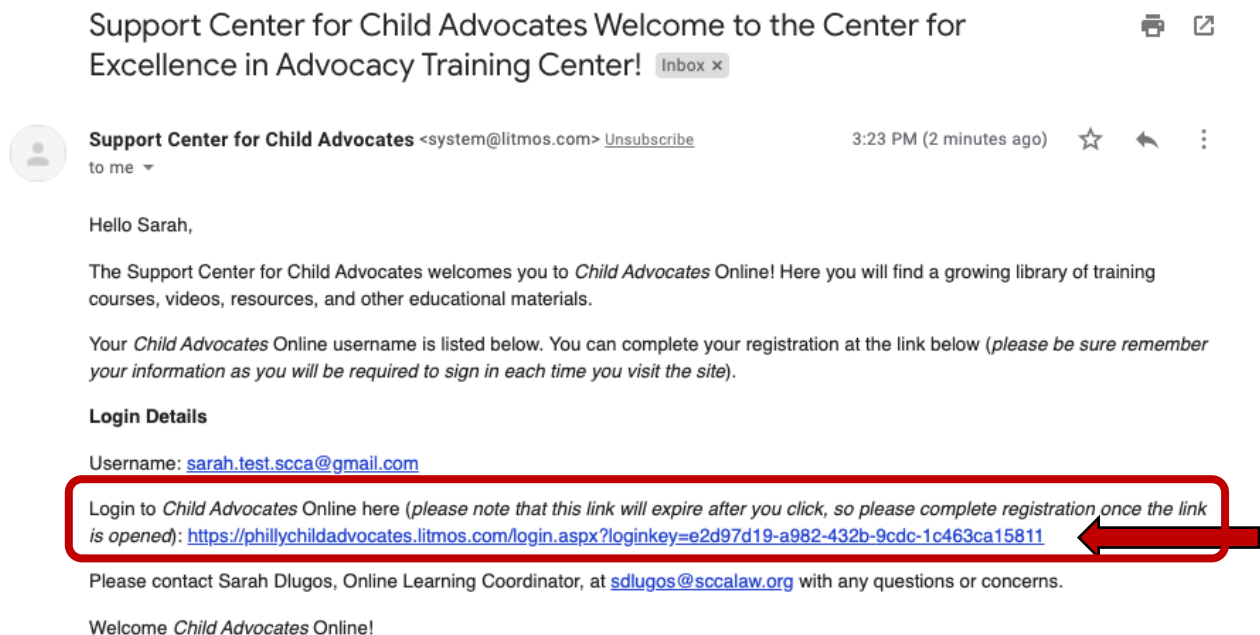
Language
English

Register

- Once submitted, you will be directed to check your email for additional information. Please check the email address you just submitted in the previous form.



- You will receive an email with your login information. **Click the link at the end of the email to complete your registration and open *Child Advocates Online*.**
 - This email may take up to 4 hours to deliver. If you cannot find this email in your inbox, **please check your spam or junk folders, or search for emails from system@litmos.com.** If you still have not received the email after 4 hours, reach out to Sarah Dlugos at sdlugos@sccalaw.org.
 - The link in this email can only be opened once.** If you open this link and do not complete the registration steps, you will be unable to open the link again. **After opening this link, please finish the registration process immediately.**



5. Complete your User Profile and click *Continue*.

1. Confirm your name

* is required field

Please make sure that we have your first and last names correct.

First Name*

Sarah

Last Name*

Test

Enter your first and last name.

2. Create a password

Next time you login you will use the following username and password

Username: sarah.test.scca@gmail.com

Password*

Password must contain: 1 upper case, 1 lower case, 1 number, 1 special character, 8 characters

Confirm password*

Confirm your password by entering it again

Show Password

Enter a secure password you will remember.

3. Additional information

Time zone

(UTC-05:00) Eastern Time (US & Canada)

Language

English

Date Format

MM/DD/YYYY

Pick your preferred time zone, language, and date format.

Company*

Title*

Enter your company and job title.

Email*

Enter the email you used to create your account.

Website

The website section is optional. Feel free to leave blank.

Address*

Street1

Street2

City*

State*

Zip*

Country*

Enter your work address.

This information is required to create an account, but it will never be used to contact you.

Work Phone*

Enter your work phone number.

Mobile Phone

Skype

Twitter

The mobile phone, skype, and twitter sections are optional. Feel free to leave blank.

Which of the following best describes your professional role?*

--Select--

For licensing/continuing education purposes, please select your professional discipline:*

--Select--

Please list the county (or counties) in which you practice:*

--Select--

What is your affiliation with the Support Center for Child Advocates?*

--Select--

How did you learn about the Support Center for Child Advocates Online Learning Center?*

--Select--

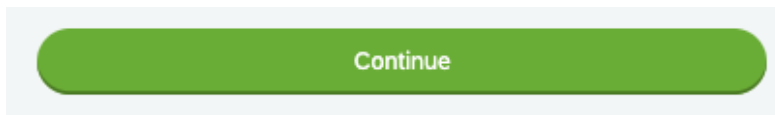
What is your main reason for joining the Support Center for Child Advocates Online Learning Center?*

--Select--

Please select the answers that fit you most.


Please select your affiliation. If you are unsure, select "other."

6. Scroll to the top of the page and click *Continue*.



Logging into an Existing *Child Advocates* Online Account

1. Visit <https://phillychildadvocates.litmos.com/>.
 - o Do not type "www." in your browser before phillychildadvocates.litmos.com. The site will not load if you include [www.](https://www.phillychildadvocates.litmos.com/)
2. Enter your username (this should be your email address) and password, and click **Login**.

 **CENTER FOR EXCELLENCE IN ADVOCACY**

Welcome to the Support Center for Child Advocates, Center for Excellence in Advocacy's Online Training Center! If you are a returning user, please sign in with your username and password. If you are a new user, please click below to register (the token to register is CEA).

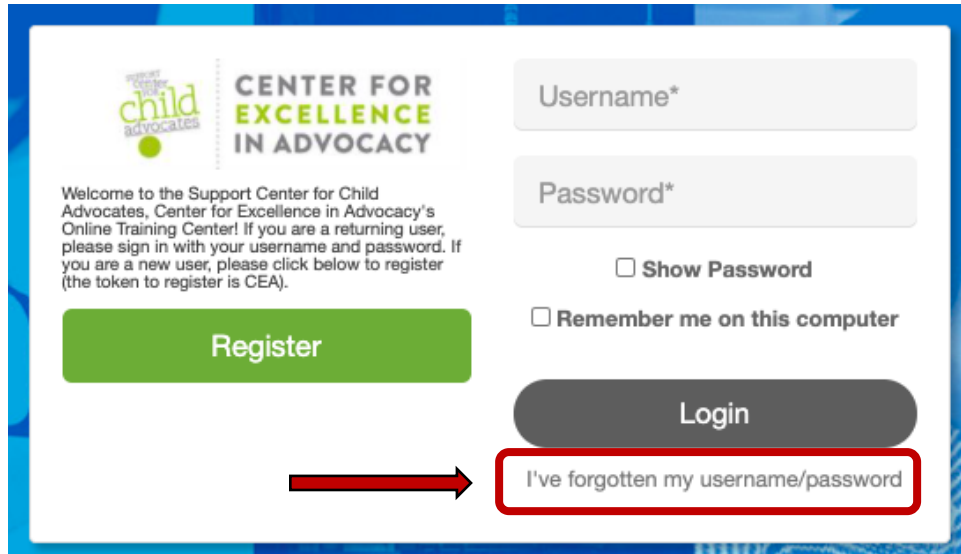
Show Password

Remember me on this computer

[I've forgotten my username/password](#)

Recovering A Lost Password

1. Click *I've forgotten my username/password* on the Login page.



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CENTER FOR EXCELLENCE IN ADVOCACY

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Register

Username*

Password*

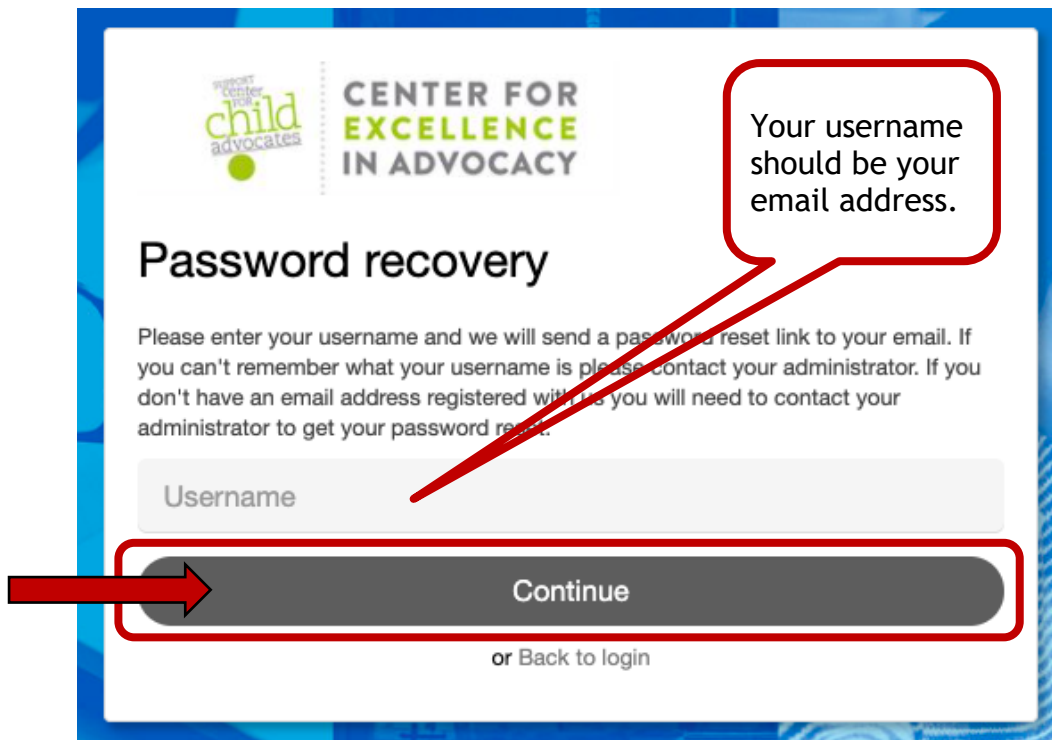
Show Password

Remember me on this computer

Login

I've forgotten my username/password

2. Enter your username (this is your email address) and click *Continue*.



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Password recovery

Please enter your username and we will send a password reset link to your email. If you can't remember what your username is please contact your administrator. If you don't have an email address registered with us you will need to contact your administrator to get your password reset.

Username

Continue

or Back to login

Your username should be your email address.

3. You will receive an email with a link to the password reset.
 - o This email may take up to 4 hours to deliver. **If you cannot find this email in your inbox, please check your spam or junk folders, or search for emails from system@litmos.com.** If you still have not received the email after 4 hours, reach out to Sarah Dlugos at sdlugos@sccalaw.org.



4. Select a new password and press *Continue* to save.

The screenshot shows a web form for password reset. It has two main sections:

- 1. Confirm your name**: Includes a note "* is required field" and "Please make sure that we have your first and last names correct." There are input fields for "First Name*" and "Last Name*".
- 2. Create a password**: Includes a blue box stating "Next time you login you will use the following username and password". There are input fields for "Username:", "Password*", and "Confirm password*". Below the password field, it says "Password must contain: 1 upper case, 1 lower case, 1 number, 1 special character, 8 characters". Below the confirm password field, it says "Confirm your password by entering it again". There is a checkbox for "Show Password".

At the top right, there is a green "Continue" button. A red callout box points to it with the text "Then press *Continue*." Another red callout box is positioned near the password fields with the text "Enter a secure password you will remember."

Recovering A Lost Username

1. Your username should be your email address. If you've forgotten your username, please email Sarah Dlugos, Online Learning Coordinator, at sdlugos@sccalaw.org.

NAVIGATING THE HOMEPAGE

On the top right of the home page, you will find your profile icon and **Username, My Profile & Settings, Help, and Sign-Out** options.

Under the *Child Advocates Online* banner, you will find several headers referring to your course progress: **All, In Progress, Overdue, Not Started, and Completed**. On the left of the home page, you will find several options: **Home, Content Library, Achievements, Live Sessions, and Collapse Menu**.

- **Content Library** - All courses and learning paths available for self registration are listed here. Use the Search bar at the top of the list to search for a specific course. To play a course, click on the title of the course.
- **Achievements** - All Achievements are listed here. If the course has a certificate of completion to download, you can select download my certificate next to the Achievement. Completed courses are listed here. You are also able to re-access any courses that have already been completed from this page.
- **Live Sessions** - All live webinars are listed here.

The screenshot shows the homepage of the Center for Excellence in Advocacy's Online Training Center. The user is Sarah Dlugos. The page features a navigation menu on the left with options: Home, Content Library, Achievements, Live Sessions, Instructor, and Collapse Menu. The main content area includes a welcome banner, a progress filter (All, In Progress, Overdue, Not Started, Completed), a search bar, and three course cards: 'How to Use our Online Learning Platform', 'The Children's Docket Brown Bag Training Series for Child Advocates Volunteer Attorneys', and 'How to Handle a Child Abuse Case" New Volunteer Training'. A news section on the right provides contact information for Sarah Dlugos, the Online Learning Coordinator.

Welcome, Sarah Dlugos

SUPPORT center FOR **child** advocates

CENTER FOR EXCELLENCE IN ADVOCACY

A skilled advocate for every child.

Welcome to our Online Training Center!

All In Progress Overdue Not Started Completed

Search for assigned courses and learning paths

How to Use our Online Learning Platform
Learning Path
100%

Children's Docket Brown Bag Training Series
Learning Path
The Children's Docket Brown Bag Training Series for Child Advocates Volunteer Attorneys
100%

"How to Handle a Child Abuse Case" New Volunteer Training
100%

News

Welcome to the Support Center for Child Advocates, Center for Excellence in Advocacy's Training Center! If you have any questions about how to use this platform or how to access trainings, please contact Sarah Dlugos, Online Learning Coordinator, at sdlugos@sccalaw.org.

Thank you!

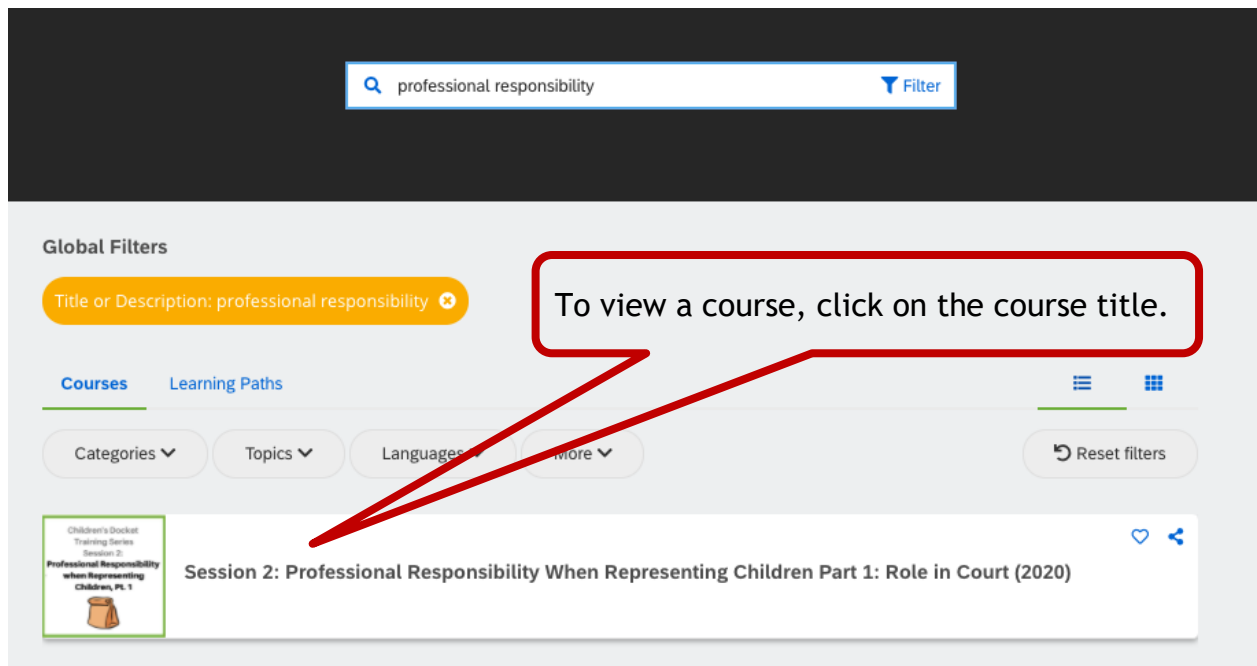
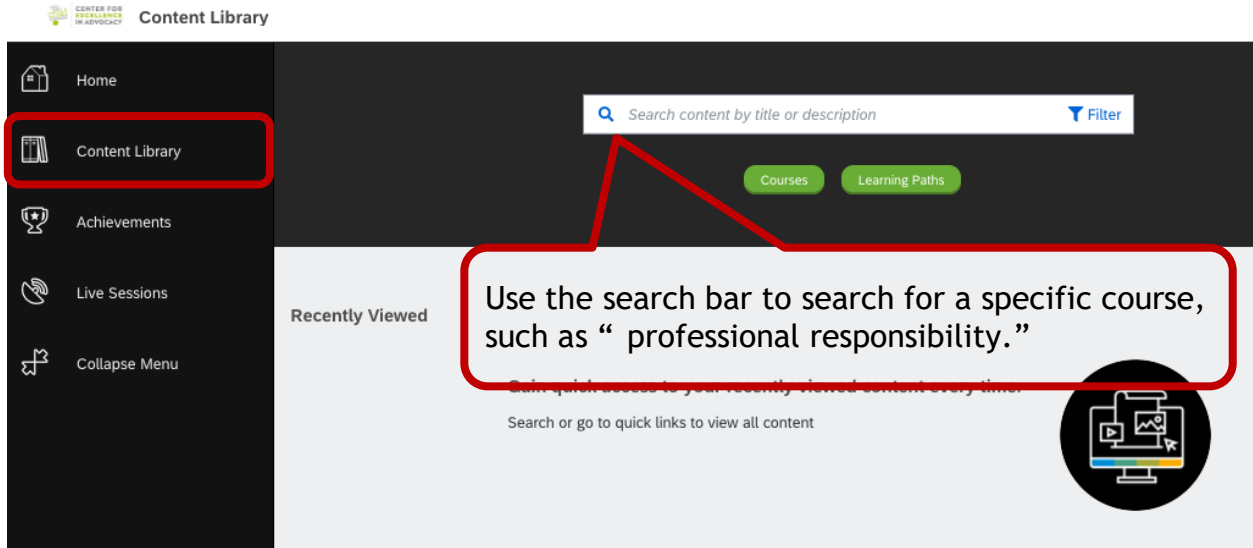
- Support Center for Child Advocates
9 months ago

Calendar

Searching for a Course

All courses and learning paths available for registration are listed in the **Content Library** Tab.

Your **Recently Viewed**, **Popular Categories**, and **Favorited Courses** are saved on the **Content Library** homepage.



Beginning a Course and Checking Course Progress

To begin a course, press **Start This Course** or click the title of the first module. Your course progress is displayed by percentage complete on the right side of the course page.

A course is considered 100% complete when you have finished all modules, surveys, and assessments.

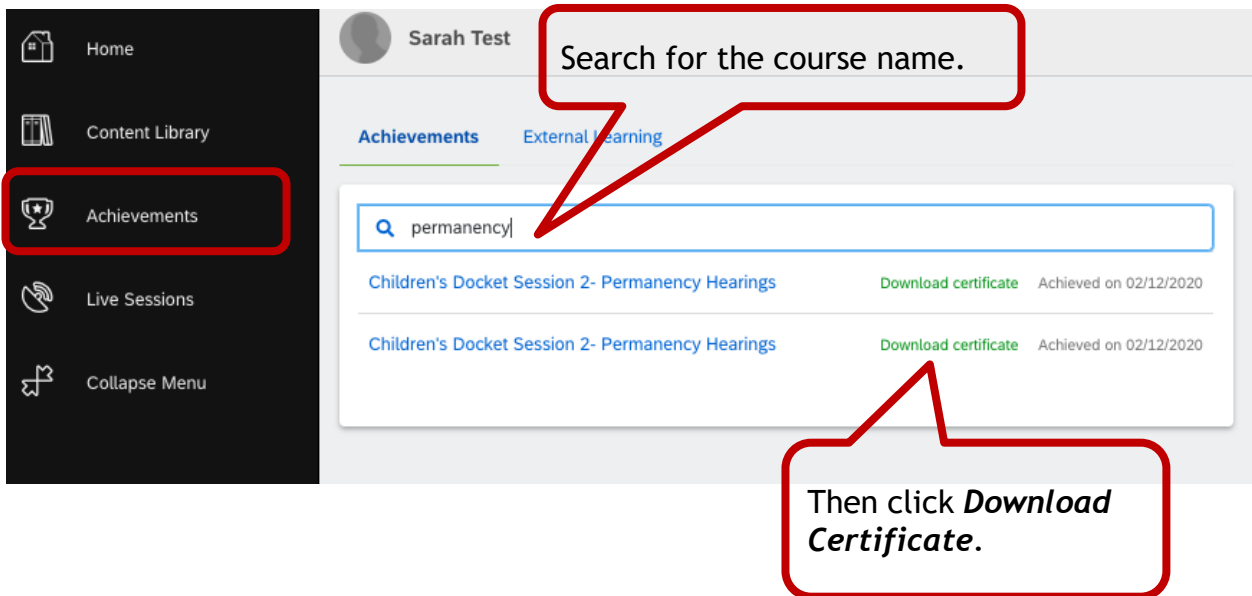
The screenshot shows a course page with the following elements and annotations:

- Header:** Content Library / Session 2: Professional Responsibility When Representing Children Part 1: Role in Court (2020)
- Course Card:**
 - Title:** Session 2: Professional Responsibility When Representing Children Part 1: Role in Court (2020)
 - Description:** This is the second training from our 2020 Children's Docket Brown Bag Training Series for Child Advocates Volunteer Attorneys. These sessions are specifically designed for Child Advocates Volunteer Attorneys and are meant to provide more detailed information about the ins and outs of handling a case as a Child Advocates Volunteer.
 - Image:** A brown paper bag icon.
 - Buttons:** A green button labeled "Start this course" and a course title.
 - Progress:** A circular progress indicator showing 0%.
- Annotations:**
 - A red arrow points from the course title to the "Start this course" button.
 - A red box highlights the "Start this course" button with the text: "Click the green button or the course title to start."
 - A red box highlights the "0%" progress indicator with the text: "Course progress".
- Modules:** A list of modules is shown below the course card, with a red arrow pointing to the first module: "Professional Responsibility When Representing Children Part 1: Role in Court Recording".

Downloading a Certificate of Completion

Please note: these are general course certificates of completion, not certificates for professional credit, such as CLEs or CEUs.

1. To download a course certificate of completion, click **Achievements** on the right side of the homepage.
2. Type the name of the course in the search bar and click **Search**. Click **Download Certificate** next to the course name.



Home

Content Library

Achievements

Live Sessions

Collapse Menu

Sarah Test

Search for the course name.

Achievements External Learning

permanency

Children's Docket Session 2- Permanency Hearings Download certificate Achieved on 02/12/2020

Children's Docket Session 2- Permanency Hearings Download certificate Achieved on 02/12/2020

Then click **Download Certificate**.

CHILD ADVOCATES ONLINE GLOSSARY

Child Advocates Online - A library of online courses, resources, and educational materials geared toward those working with children and families

Learning Management System (LMS) - a software application for the administration, documentation, tracking, reporting, automation and delivery of educational courses, training programs, or learning and development programs. *Child Advocates Online* is a learning management system and you may hear it referred to as an “LMS.”

Content Library - A tab on the left side of the *Child Advocates Online* homepage where all courses and learning paths are listed

Course - An online course or recorded webinar about one topic. The actual instructional content of the course is broken up into modules.

Module - The instructional content of each course. Modules can be videos, quizzes, surveys, etc.

Learning Path - A grouping of multiple courses that all share a similar theme. For example, all courses in our Children’s Docket Brown Bag Training Series are found in our Children’s Docket Brown Bag Training Series Learning Path.

“All” Tab on Homepage - This tab displays all of your assigned courses *and* courses you have in progress. To see the entire collection of our available courses and learning paths, click the content library tab on the left side of the homepage.

“In Progress” Tab on Homepage - This tab displays all of the courses you have in progress.

“Overdue” Tab on Homepage - This tab displays all assigned courses that are overdue.

“Not Started” Tab on Homepage - This tab displays all assigned courses that have not been started.

“Completed” Tab on Homepage - This tab displays all the courses that are 100% complete. Courses are considered 100% completed when you have completed all modules.

