

## Office for Victims of Crime Training and Technical Assistance Center LMS Orientation Transcript

**Descriptive Text:** Animated video of the Office for Victims of Crime Training and Technical Assistance Center logo.

**Male VO:** Welcome to the Office for Victims of Crime Training and Technical Assistance Center learning management system, or LMS. Before we get started, let's make sure you're able to access the system in Adobe Captivate Prime.

**Descriptive Text:** Screenshots of the Adobe Captivate Prime Log In page and Sign In page.

**Male VO:** If you've already created an Adobe Captivate Prime account or have an Adobe ID, visit [ovcttac.captivateprime.com](http://ovcttac.captivateprime.com) and select the Log In button to access the LMS.

**Descriptive Text:** Screenshot navigating from the OVCTTAC.gov homepage to the Resources page to the Online Training page. Screenshot of the Adobe Captivate Prime Create an Account page and Complete Your Profile page being filled out and submitted.

**Male VO:** If you're new to Adobe Captivate Prime, or don't have an Adobe ID, you'll first need to register for a free account. Visit the Online Training page on OVCTTAC.gov and select the Register link for any of the trainings. On the Adobe Sign In page, select Create an Account and fill out the requested information. When you're done, select the Create account button, fill out the rest of your user profile, and then select the Proceed button to complete the registration process.

Please note that the field labeled User ID is an administrative field and should be left blank. You will use your email address as your Adobe ID to log in to the system.

**Descriptive Text:** Screenshot highlighting the Adobe Captivate Prime homepage, the Notifications dropdown, and the Announcements section.

**Male VO:** Once you're logged in, you'll be taken to the LMS homepage. Here, you will find an overview of your enrolled courses, your progress, as well as any badges or certificates you've earned.

If you have any notifications, such as new course enrollments, course completions, or upcoming due dates, you can click on the bell icon at the top of the page to access them.

If there are any important announcements from the LMS administrator, such as planned updates to courses in which you're enrolled, you'll also find these at the top of the page or as a popup when you first log in.

**Descriptive Text:** Screenshot of the Catalog page highlighting the Filters, Search Bar, and List View options. Screenshot of the VAT *Online* – Basics – Criminal Justice System course page with the Enroll button highlighted. Screenshot of the Catalog page with the

Victim Assistance Training *Online* (For NACP) and Victim Assistance Training *Online* (Individual Courses) sections highlighted.

**Male VO:**

To enroll in a new course, select the Catalog option on the left side navigation menu. Here you'll find a list of available trainings. You can use the filters on the left to narrow the list down; or, if you know the name of a specific course, you can use the search bar at the top of the page. To change to a simplified version of the Catalog, enable the List view by clicking the icon next to the Sort By dropdown menu.

If you'd like to learn more about a course, click on the course name for a brief description. If you'd like to enroll in the course, simply select the Enroll button to begin the training.

For Victim Assistance Training, or VAT *Online*, you have two options for enrolling. If you would like to take the entire training, select the Victim Assistance Training *Online* (For NACP) option to enroll in all of the modules at once.

If you would like to browse and take only the VAT Online courses that interest you, you can enroll in specific modules one by one under the Victim Assistance Training *Online* (Individual Courses) section.

**Descriptive Text:**

Screenshot of the My Learning page.

**Male VO:**

To access a list of all the courses in which you're enrolled or have already completed, go to the My Learning page from the left side navigation menu. From here, you can continue with a course or revisit a course you've already completed.

**Descriptive Text:**

Screenshot of the Badges page, highlighting an In Progress course and a course labeled Achieved, as well as a downloaded PDF certificate of completion.

**Male VO:**

Once you complete a course successfully, you will receive a badge with a certificate attached. To download a certificate, go to the Badges section from the left side navigation menu. Here you'll find a list of badges for all of the courses you've started or completed. If you're still in the middle of a course, the badge status will be In Progress. If you complete a course, the status will change to Achieved, and you will be able to select the PDF link on the right to download a certificate of completion to your computer. To download all of your available certificates at once, select the Download All: PDF option at the top of the page.

**Descriptive Text:**

Screenshot of the Profile Settings window highlighting the Download my Transcript (XLS) link and the Generating Report Request popup. Screenshot of a downloaded transcript in Microsoft Excel.

**Male VO:**

If you'd like to download a transcript of your courses and progress in the LMS, select the Profile Settings option from the User dropdown menu in the top-right corner. Scroll to the Transcript section, and select the Download My Learning

Transcript (XLS) option. A popup will alert you that the report is being generated. Select OK. When the report is generated, you will be able to download a copy of the transcript as a spreadsheet to your computer.

**Descriptive Text:**

Animated video of the Office for Victims of Crime Training and Technical Assistance Center logo and contact information.

**Male VO:**

Thank you for taking a training through the Office for Victims of Crime Training and Technical Assistance Center. If you have any questions about the trainings, please contact us by emailing us at [TTAC@ovcttac.org](mailto:TTAC@ovcttac.org) or by calling us at 1-866-682-8822.