



Virginia Learning Center User Guide

Visual Tutorials for Common VLC Needs

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The Virginia Learning Center(VLC)

The following guide was created to aid DJJ employees in navigating the VLC. The Virginia Learning Center was created with the learner in mind. Here DJJ employees can find transcripts, enroll in courses, print certificates from courses taken and much more! Employees are encouraged to spend time getting used to the system.

Click on any of the topics listed in the table of contents to go directly to that tutorial.

VLC Website

<https://covlc.virginia.gov>

VLC Administrator

Amanda Kennedy, Technology Training Program Coordinator
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Courses and Course Availability

Classroom and online courses available throughout the year at DJJ. Please use this guide and the Course Catalog to help aid in searching for classes. DJJ provides electronic course catalogs account homepage and via email throughout the calendar year.

Online Course Creation

The Training and Organizational Development staff can assist departments in creating online training. Please contact the LMS Administrator with any questions you might have.

Contact Us

When having questions about the VLC please contact us at
ddjkcadmin@djj.virginia.gov

Getting Started

Employees wishing to take part in training at DJJ will need to enroll in courses online through the VLC. Below are instructions for logging in for the first time, returning login ins, and registering as a VLC user for those employees on contract with the agency.

Login (First Time DJJ employees)

First time logins should follow the following steps.

1. Go to <https://covlc.virginia.gov>.
2. Click on the Log In button in the center of the screen.



3. Type in your Log In ID (Your employee number with no leading zeros) and the initial password of Password.

A screenshot of the COVLC login interface. At the top left is the COVLC logo, which includes the Commonwealth of Virginia seal and the text "COVLC". Below the logo is the instruction "Enter your login information below." There are two input fields: "Login ID" and "Password". Below these fields is a blue "Log In" button. At the bottom of the form, there is a link that says "Forgot your login ID or password?".

You will then be prompted to change your password.

Login (Current DJJ employees)

1. Go to <https://covlc.virginia.gov>.
2. Click on the Log In button in the center of the screen.



3. Type in your Log In ID and Password

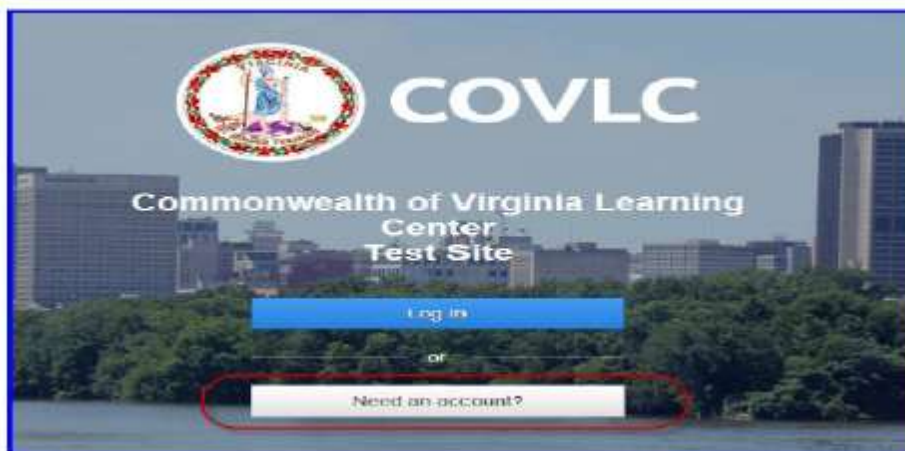


Forgot your login ID or password? Check out the Password and Login ID Assistance Section.

Login (DJJ Contract Employees)

Employees without state employee IDs will need to request access to VLC as a Non-State Employee. Employees will only need to request access once.

1. Click on Need an Account?



2. Choose DJJ – Department of Juvenile Justice (777) and OK

Non-State Registration

This functionality is intended for registration of Non-State employees ONLY.

Non-State Employees: If you are a non-state employee that has registered before but require access to a different administrator. If you are a Non-State employees registering for the first-time, please continue.

State Employees: If you are an employee of the Commonwealth of Virginia, please do not register. An account sho your State Employee ID as your Login ID. Or if you do not know your Login ID, please select the **Forgot Login ID** link to retrieve your password. A password will be emailed to you. If you need additional assistance, please contact

To confirm that you are entering the site for the first time as a Non-State Employee, select the domain that you are

To exit out of the registration process, select the Cancel button.

3. Populate all fields with the Red Star

Create New Account

Or create manually

| | | | |
|--------------------|--|--------------------------|-----------------------|
| *Login ID | <input type="text"/> | *Email Address | <input type="text"/> |
| *Password | <input type="text"/> | *Confirm Password | <input type="text"/> |
| *First Name | <input type="text"/> | Middle Name | <input type="text"/> |
| *Last Name | <input type="text"/> | | |
| *Gender | <input type="radio"/> Male <input type="radio"/> Female | | *Date of Birth |
| | | | <input type="text"/> |

4. You will only need to select the Organization (skip the Job Title and Manager buttons). Contract employees and partners should Search for DJJ over their CSUs to ensure they are connected to all learning available. Remember to select the Organization with a visible path. (See below)

Select an item from search results, then select Save.

| | | | |
|--------------------------|---------------------------------------|--------------------|--|
| Find Organization | <input type="text" value="777"/> | Search Type | <input type="text" value="All words"/> |
| | <input type="button" value="Search"/> | | |

| Organizations | Path |
|---|--------------------------------|
| <input checked="" type="radio"/> Dept of Juvenile Justice (777) | Dept of Juvenile Justice (777) |


5. Click the save button once you have selected an



6. Create Record

The screenshot shows a web form for creating a record. It includes the following fields and annotations:

- *Time Zone:** A dropdown menu with the current selection "(GMT-05:00) Eastern Time (US and Canada)". A red box highlights the text "Enter Time Zone".
- *Region:** A dropdown menu with the current selection "English (United States)". A red box highlights the text "Select Your Language".
- *# of Records (per page):** A dropdown menu with the current selection "30". A red box highlights the text "Set to 100".
- Enable Accessibility:** A checkbox that is currently unchecked. A red box highlights the text: "If you require a reader such as JAWS, select Enable Accessibility. If not, leave blank".
- Create:** A blue button located at the bottom right of the form.

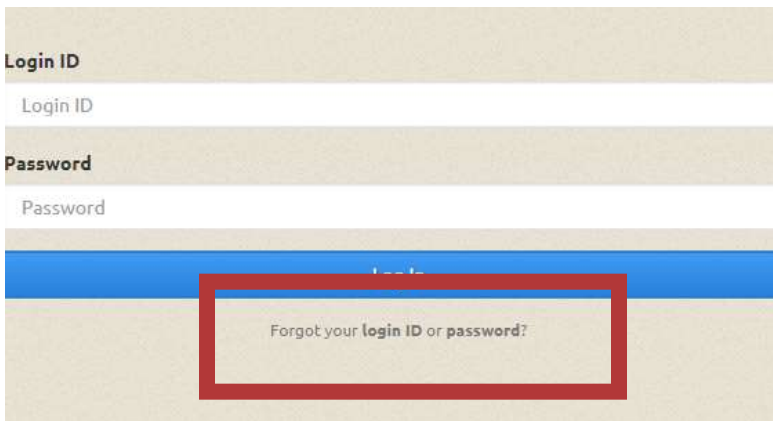
7. Click  Create . You have completed the registration request process for the COVLC. You will be reviewed for approval shortly. Once approved, you will receive a confirmation with your login parameters.

Password and Login ID Assistance

1. Go to <https://covlc.virginia.gov>.
2. Click on the Log In button in the center of the screen.



3. Click on the Forgot your Login ID or Password links



4. Login ID and Password are separate Links. You will be prompted to complete information. A password or Login ID will be emailed to you.

VLC ACCOUNTS

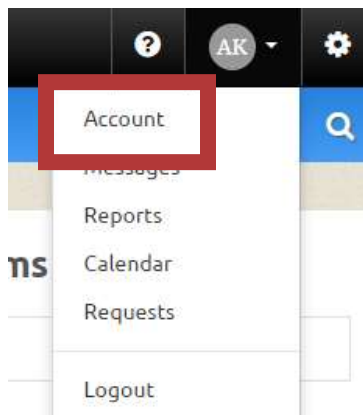
DJJ employees have individual account profiles. Profiles contain information you may wish to update or information that is prepopulated and assigned.

Updating Account Profiles

1. Click on the drop down adjacent to your Profile Name/Icon



2. Click on My Account



3. There are six boxes with edit buttons. The information in any of these boxes can be updated by first clicking the associated edit button.

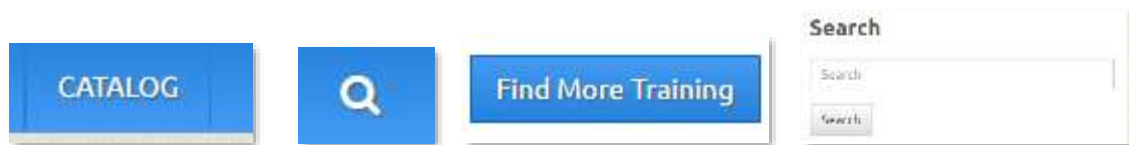
Enrollment and Cancellation

With the VLC, each DJJ employee can enroll or cancel their enrollment for Classroom Courses, eLearning, Conferences, Webinars, and more! **Employees must be enrolled prior to attending any conferences, classes, or webinars. Acceptance to courses or conferences will not be permitted to those who have not previously enrolled and are the Roster.**

Search for a Class, Conference, or eLearning

Searching for courses, training and events can happen in many different places within the VLC.

On the account home page, DJJ employees will see the following icons or allocated spaces to support searches:



Instructions on Enrollment and Cancellation will utilize Catalog method of finding courses, however DJJ employee can use whatever search path is most comfortable for them.

Enroll in a Classroom Course, Conference, or Other Event

1. Click on Learning



2. Click on Catalog



3. Type the title of the course you wish to enroll in and click Search



All DJJ courses will start with: DJJ – Pay close attention to the dates of courses (Ensure you are registering for the right Calendar Year)

4. Click on the title of the Course

DJJ - Institutional In-Service: Day 2 - 2017 (Direct Care & Direct Supervision)

This 8 hour training covers: CPR/AED/1st Aid

Content Type: **Classroom** **Checked in**

5. Schedule sections will appear with their corresponding dates and information. Click enroll for the one you want to attend.

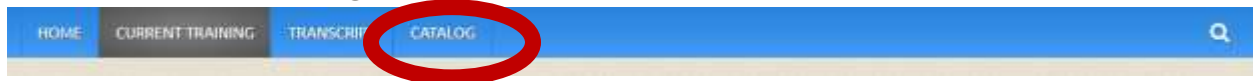
| Scheduled course sections: 7 | | |
|------------------------------|--|---|
| Sort by | Date | ▼ |
| <input type="checkbox"/> | 8/8/2017 - 8/8/2017 Institutional In-Service: Day 2 - 2017 In-Person | Open for enrollment 3 seats left <input type="button" value="Enroll"/> |
| <input type="checkbox"/> | 8/29/2017 - 8/29/2017 Institutional In-Service: Day 2 - 2017 In-Person | Open for enrollment 25 seats left <input type="button" value="Enroll"/> |

Enroll in an eLearning Course

1. Click on Learning



2. Click on Catalog



3. Type the title of the course you wish to enroll in and click Search

Browse Catalog

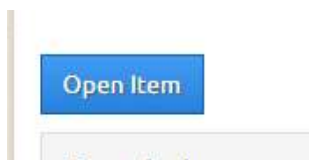
Search for :

[> See more search criteria](#)

4. Click on the title of the Course

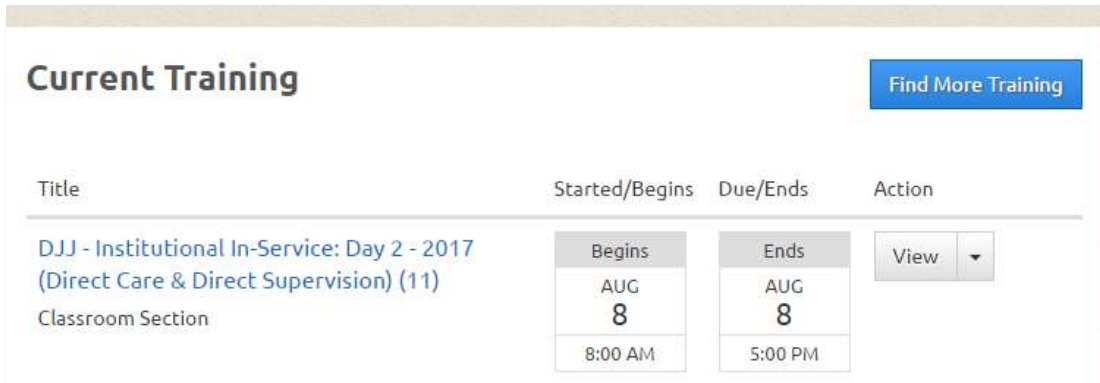
DJJ Cyber Security Awareness Training

5. Click on Open Item



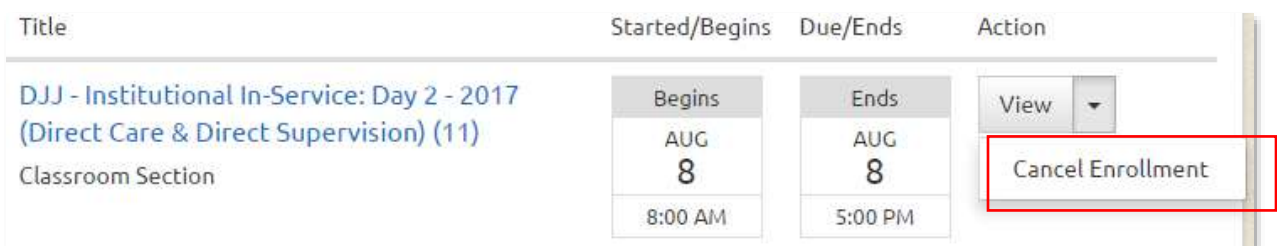
Cancel Enrollment

1. Locate the Course under the Current Training section on the account homepage.



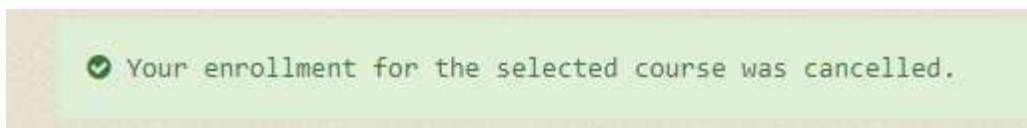
| Title | Started/Begins | Due/Ends | Action |
|--|-------------------------------|-----------------------------|--------|
| DJJ - Institutional In-Service: Day 2 - 2017 (Direct Care & Direct Supervision) (11) Classroom Section | Begins AUG 8 8:00 AM | Ends AUG 8 5:00 PM | View ▾ |

2. You can also search for the course using the search options listed in Enrollment.
3. Select Cancel Enrollment in the Action drop down.



| Title | Started/Begins | Due/Ends | Action |
|--|-------------------------------|-----------------------------|-----------------------------|
| DJJ - Institutional In-Service: Day 2 - 2017 (Direct Care & Direct Supervision) (11) Classroom Section | Begins AUG 8 8:00 AM | Ends AUG 8 5:00 PM | View ▾ Cancel Enrollment |

4. The following prompt will appear at the top of the account homepage.



Additionally, DJJ employees and their direct supervisors will be notified via email when an enrollment cancelation has taken place.

Important Features

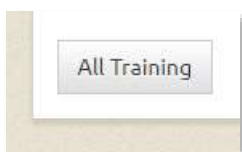
Each account in the VLC houses a wealth of important education information. The courses, certifications, annual compliance, conferences, and webinars are all a part of the account's transcript. A transcript is a document that reports the entire learning history of a DJJ employee (even information from previous state agencies!) In addition to transcripts, DJJ employees can access certificates of completion. DJJ employees can export and print transcripts and certificates at their convenience.

Access Certificates of Completion

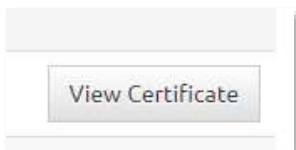
1. Locate the section Completed Training on the Account Homepage.



2. Select the All Training icon in Completed Training Section



3. Locate the course from the Completed Training list and select the View Certificate icon.



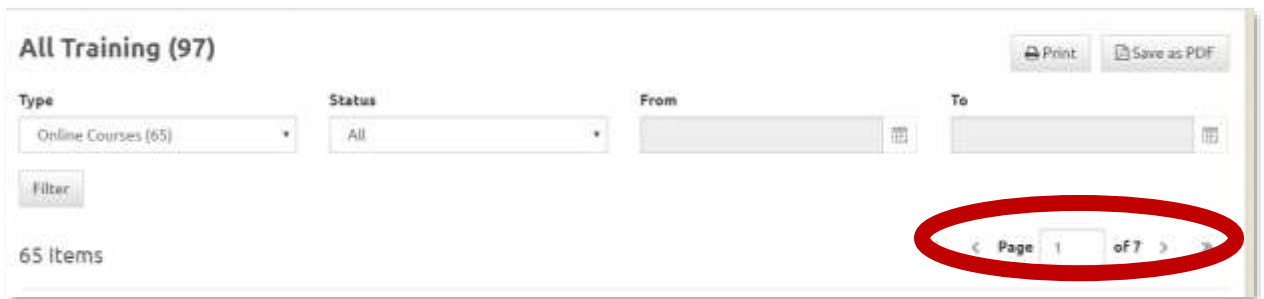
A printable completion certificate will download and can be printed.

Access Transcripts

1. Locate the section Transcript Tab on the Account Homepage.



2. Click on Transcript Tab
3. To move from page to page of the account transcript change the number of the page and click enter



4. Transcripts can also be printed or saved as a PDF by clicking the Print or Save as PDF icons in the All Training Section of the Transcript.

