

OEDM Learning Management System User Guide



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If you require assistance with log in or navigating the system, email:

OEDMlearn@ct.gov

Set up Your Account

The screenshot shows the 'Sign in' page of the OEDM Learning Management System. It features a 'Login' field, a 'Password' field, a 'Sign me in' button, a 'Verify Credential' button, and links for 'Recover your password' and 'Sign up'. A blue arrow points from the 'Verify Credential' button to the text below. Another blue arrow points from the 'Login' field to the text on the right. A third blue arrow points from the 'Password' field to the text on the right.

Your login will be your new ID number, which you received in an email. This login number cannot be changed.

This ID replaces your old ID (first three letters of last name, last 4 digits of SS number).

All passwords **MUST** be at least **9** characters and contain:

- An upper case letter

- A lower case letter

- A number

- An approved special character:

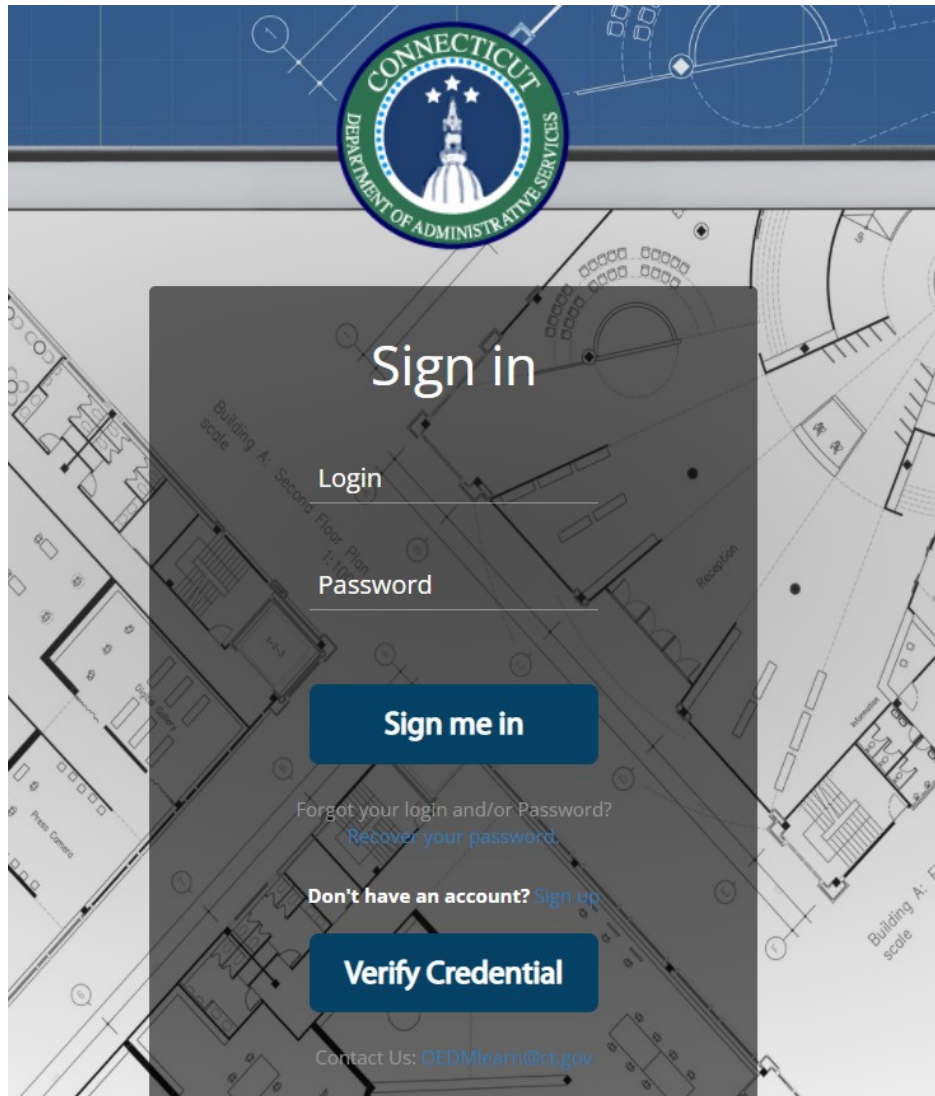
!"#\$%&'()*+,-./:;<=>?@[\\]^_`{|}~

Public look up to verify that Official is compliant with credentialing requirements

OEDM Learning Management System (LMS)

Set up Your Account

The first page you see when you go to OEDM's Learning Management System (LMS) page is the **Sign in** page.

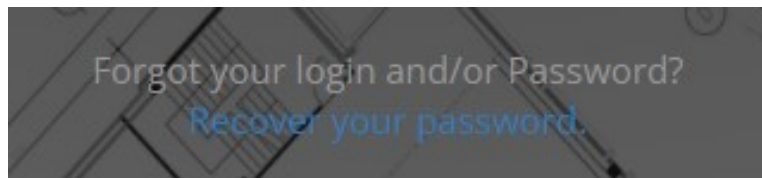


Check your email for a message with login information. Your Login and password will have been emailed to you. (Check your spam folder.) This includes your user ID number and temporary password. The User ID (Login) replaces the old ID (Lastname+SSN) and will serve as a user name for logging into the system as well as for all CEU tracking. You cannot change your User ID number. You will be asked to change your password.

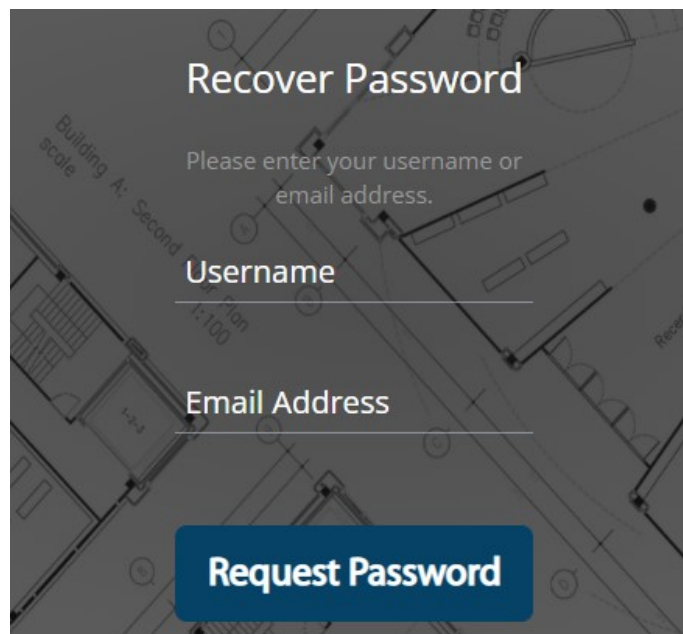
If you are an active user in our system, use the ID number that was emailed to you. Do not create a new account, because your credits will not be tied to the new account number.

Set up Your Account

If you have forgotten either your Login or password, click on **Recover your password**. Reminder: Your password must have a capital letter, a number, and a special symbol.



This will bring you to this page where you enter either your Login (User ID number) or your email address. (Please make sure your email address is up-to-date.)

A screenshot of a web form titled "Recover Password". The form has a dark background with a faint architectural drawing. It contains the following elements: the title "Recover Password", the instruction "Please enter your username or email address.", a text input field labeled "Username", another text input field labeled "Email Address", and a prominent blue button at the bottom labeled "Request Password".

If you do not have an account, **sign up** here.





Set up Your Account

This will bring you to a **registration** page.

Registration

New to the Learning Portal? Create your account below.

First Name* 	Last Name*
Date of Birth*	
	Confirm password* 

By clicking on register, you agree with our [Usage Terms](#).

Register

Check your email for a message with login information. Your Login and password will have been emailed to you. (Check your spam folder.) This includes your user ID number and temporary password. The User ID (Login) replaces the old ID (Lastname+SSN) and will serve as a user name for logging into the system as well as for all CEU tracking. You cannot change your User ID number. You will be asked to change your password.

OEDM Learning Management System (LMS)

Your Dashboard

Your Learner Dashboard is the page you see once you have **signed in**. There are seven widgets (sections) to this page.

The dashboard features a navigation menu on the left and several data widgets. The top row contains four summary cards: Completed Courses (0), Page Views (25), Assignments Completed (0), and Overdue Courses (0). The main content area is divided into three sections: Active Courses, Credential Status, and a bottom row of Pending Courses, Learning Paths, and Completed Courses.

Bob TheBuilder Test
Log back in
Logout

- Dashboard
- Submit Application
- Register for Course
- Request Outside Credit
- Withdraw from Course
- Print Transcript
- Print Credential Report
- Print ID Card

0 Completed Courses

25 Page Views

0 Assignments Completed

0 Overdue Courses

ACTIVE COURSES

0% OEDM LMS PILOT 1 January
Dec 28, 2021 - Dec 27, 2022
Last access 36 days ago

In Progress Not Started Overdue

CREDENTIAL STATUS

	Start Date	End Date
Fire	12/01/2021	12/01/2024
Building	12/05/2021	12/05/2024

Credential	Credits Needed	Credits Earned	Compliant
Construction Inspector	30	0	No
Fire Code Inspector	60	0	No

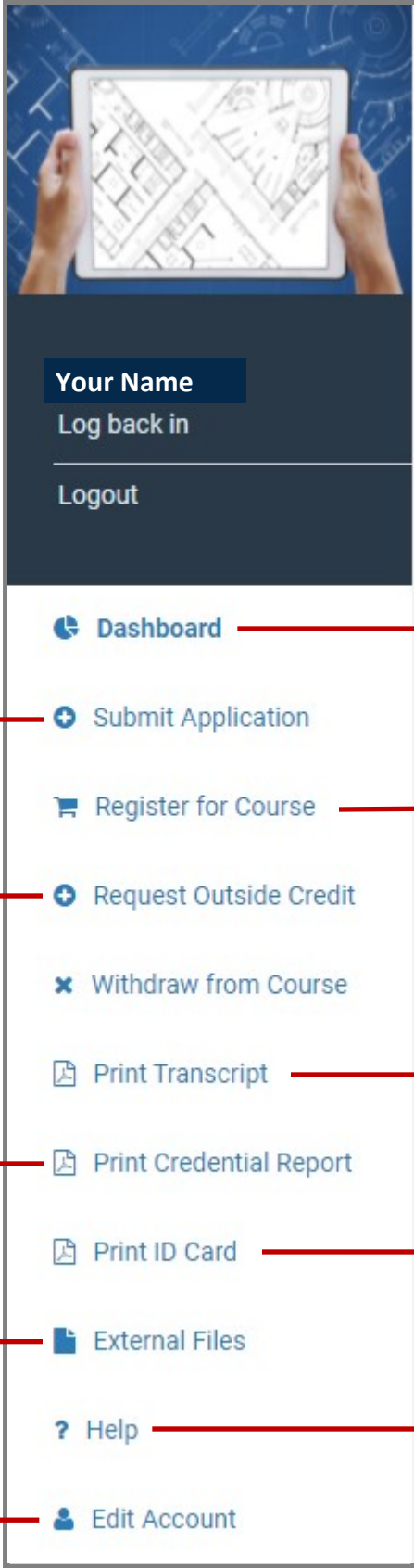
PENDING COURSES

LEARNING PATHS

COMPLETED COURSES

The left-hand side of your Learner Dashboard has a menu with links to the following (see next page):

Your Menu



The screenshot shows a vertical menu for the OEDM Learning Management System. At the top, there is a header with a background image of hands holding a tablet displaying a blueprint. Below this, the user's name is displayed in a dark blue box, followed by 'Log back in' and 'Logout' links. The main menu consists of several items, each with an icon and a red line pointing to an explanatory text block:

- Dashboard**: Brings you to a list of your active, pending and completed courses, and credential credit status
- Submit Application**: Apply for pre-certification or pre-licensure training programs or challenge exams
- Register for Course**: Register for in-person or online training from the catalog of offerings
- Request Outside Credit**: Apply for outside credit. You'll need to upload certificates or proof of attendance and training schedule
- Withdraw from Course**: (No explanatory text provided)
- Print Transcript**: Print a copy of all training ever taken within the LMS, sorted by year
- Print Credential Report**: Print a copy of all training within your current cycle
- Print ID Card**: Print a card for your wallet with your credentials, ID number and cycle end date(s)
- External Files**: Shows all files you ever uploaded into the LMS
- Help**: Help takes you to a searchable screen that provides general directions for using the system
- Edit Account**: Change your email, phone, address or password

Your Dashboard continued

Active Courses

ACTIVE COURSES



● In Progress ● Not Started ● Overdue

The Active Courses shows all the courses you are currently enrolled in. If they are green, they are in progress. If they are orange, they have not started yet. If they are purple, they are overdue. If your course is a webinar or an online module, clicking on the course box will bring you to the class.

Credential Status

The Credential Status shows your current credentials, their cycle's start and end date, and how many credits have been earned



CREDENTIAL STATUS

	Start Date	End Date
Fire	12/29/2021	12/29/2024
Building	12/29/2021	12/29/2024

Credential	Credits Needed	Credits Earned	Compliant
Fire Code Inspector	60	26	No
Building Official	90	26	No

Learning Paths

The Learning Paths shows any learning paths you have registered for. Learning paths are groups of courses.

LEARNING PATHS

Pending Courses

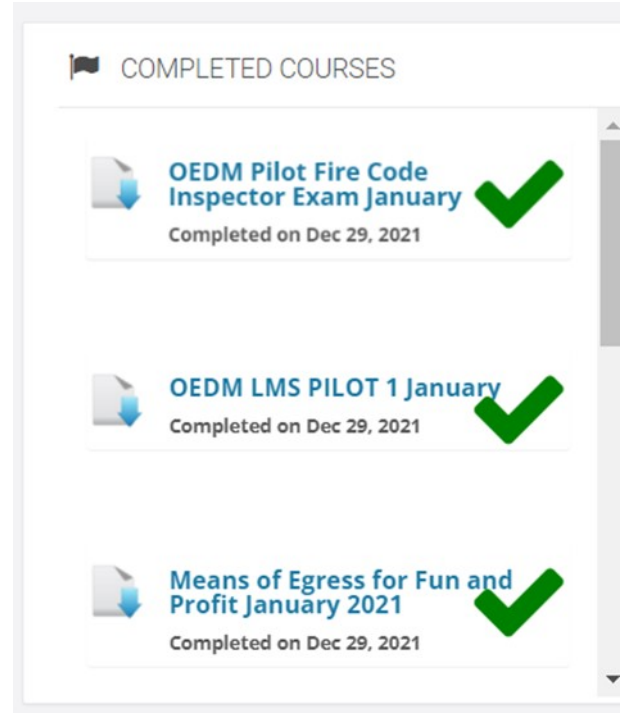
The Pending Courses shows any courses you have registered for but have not yet been approved by an instructor.

PENDING COURSES

Your Dashboard continued

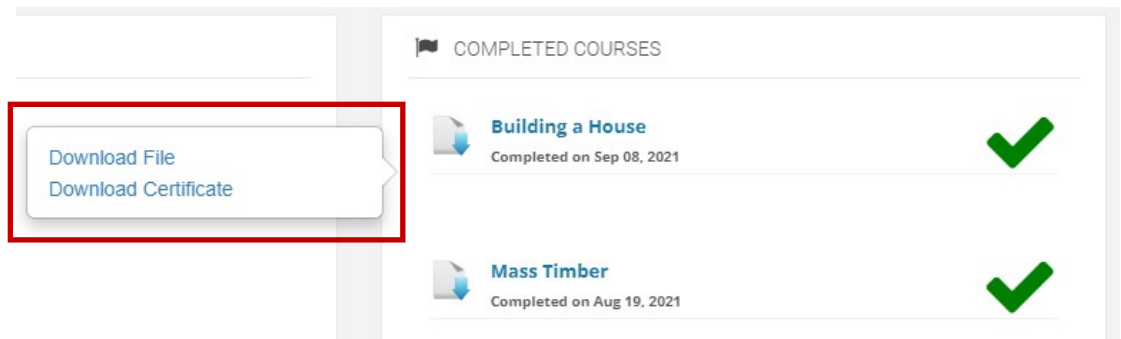
Completed Courses

The Completed Courses shows every course you have completed in the LMS and earned credit for taking. These can also be shown on your transcript and credit report when you go to Print Transcript or Print Credit Report.



To Print a Certificate

For every course that you complete, you can print a certificate to validate your attendance. Go to **Completed Courses** and left click on the course title. A window will pop up with **Download Certificate**. Left click on **Download Certificate** then print or save.



Submit Application

This is for applying to the Pre-Licensure or Pre-Certification Training Programs, or to the Challenge Exam. You'll need to have supporting document files ready to upload.

The Submit Application link is on the left side menu of your dashboard.

The screenshot shows the LMS dashboard. On the left sidebar, the user is logged in as 'bob3 bobson'. The 'Submit Application' link is highlighted with a red box. The main content area shows 'ACTIVE COURSES' with three course cards: 'CE Webinar Dec 2021' (100% complete), 'Fire_Drill_Question_Pilot Dec 2021' (0% complete), and 'Alternat for Nor Constr' (0% complete). A legend at the bottom right indicates 'In Progress' (green) and 'Not Started' (orange).

At the top of the page, there will be the option to **Request Credential Application**. If you have submitted an application previously, it will show below with the status.

+ APPLICATION REQUEST

Request Credential Application

There is 1 applications for this learner:

View	Edit	Cancel	Program	Candidate Credential	Date Created
			BUILDING	Building Official	02/09/2022

Click on **Request Credential Application**, and a drop-down menu will ask you to select which program you are applying to. Select **Building** or **Fire**.

+ APPLICATION REQUEST

What program are you applying for?

Select...

Submit Application continued

You will then be asked to fill out a form. There will be an option for classes or the exam.

BASIC INFORMATION

What are you applying for?

What license are you applying for?

ID Number: 226 Email: bob3@bob.com

First Name: bob3 Last Name: bobson

Street 1: Street 2:

City: State: Zip:

Phone Number:

[Save and Continue later](#) [Next](#)

Continue to the end or save and continue later. The application will not be processed until you hit submit at the end of the application.

The application requirements have not changed, and you will be required to submit a detailed work history and letters of reference.

There is 1 applications for this learner:

View	Edit	Cancel	Program	Candidate Credential	Date Created
			BUILDING	Building Official	02/09/2022

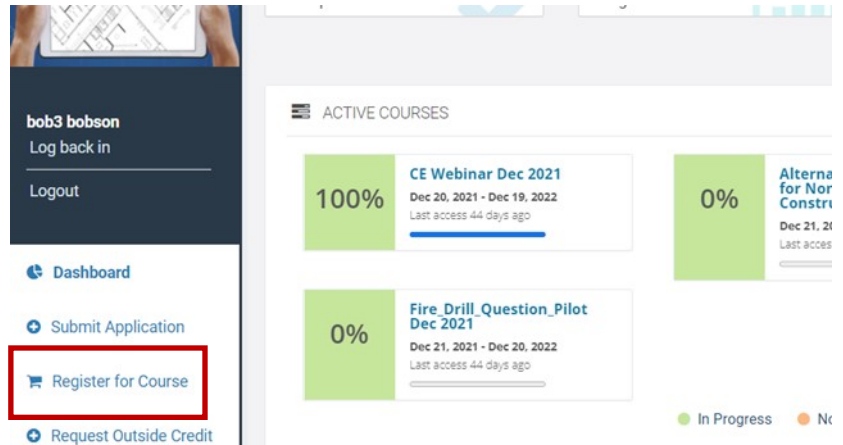
Click on **Edit** to get back into the application you left unfinished.

You will receive an email when your application has been submitted. You will receive a second email letting you know if your application has been approved or denied.

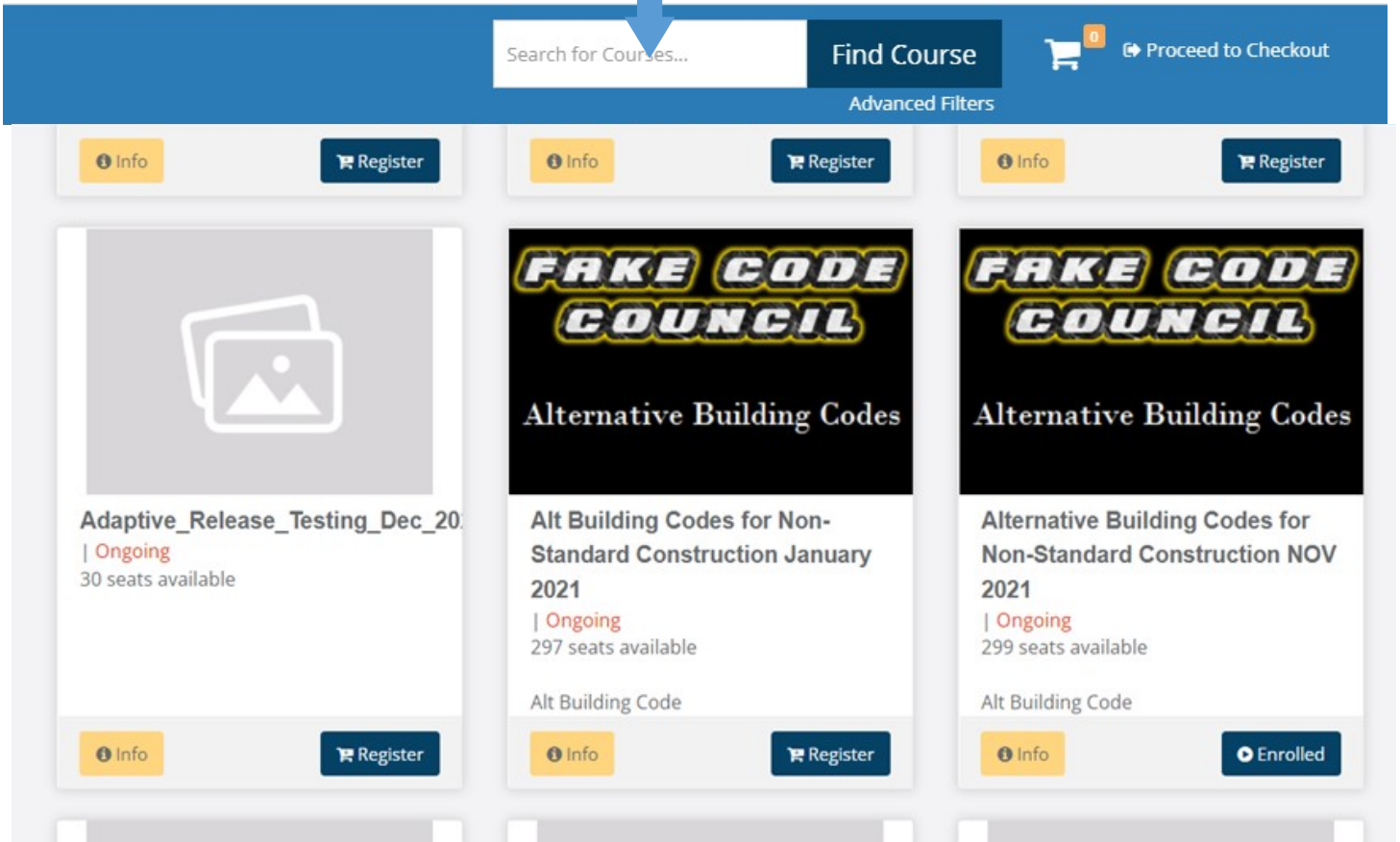
OEDM Learning Management System (LMS)

Register for Course

The **Register for Course** link is on the left side menu of your dashboard.



This will take you to a list of all the courses being offered. Search for a specific course using the search function at the top of the page.

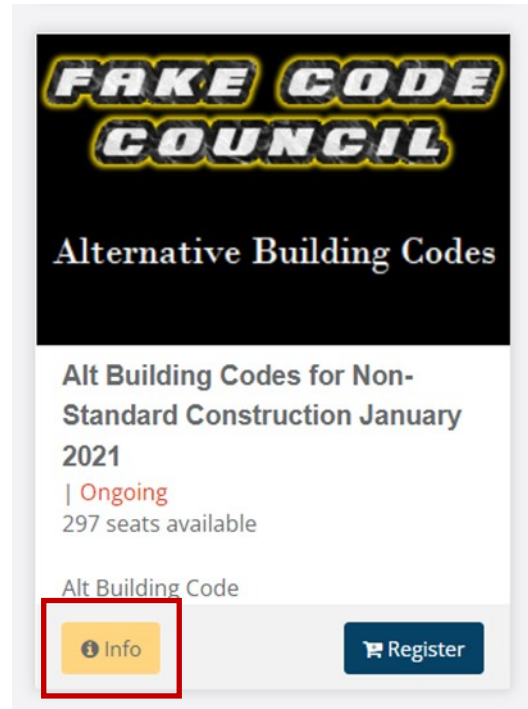


Register for Course continued

Once you find the course you want to take, you will see the information about the course listed.

This includes the name of the course, the semester and year it is offered, whether it is ongoing or if there is a specific date, and how many seats are available.

For more information, click on the yellow info button in the lower lefthand corner. This will provide a popup with information including the number of credits awarded, the instructor, any prerequisite courses, and any other necessary documentation.

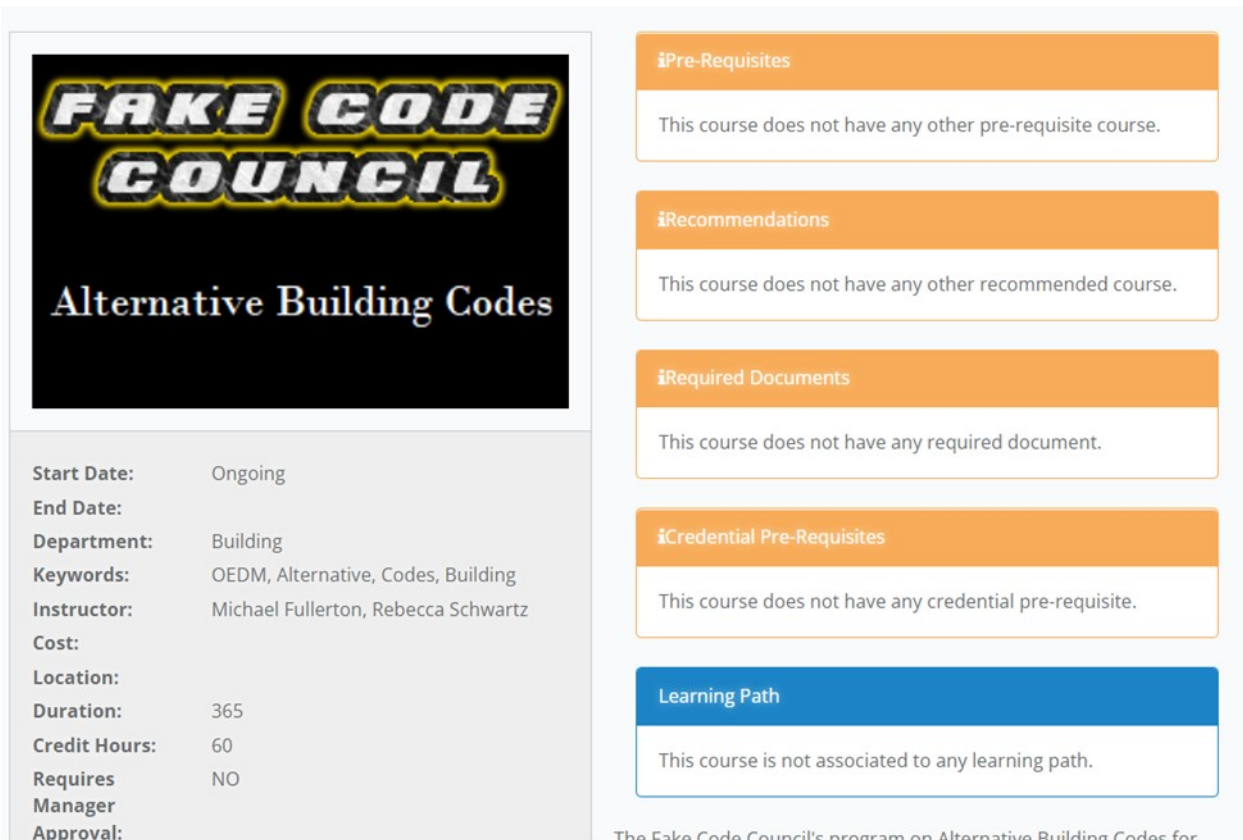


FAKE CODE COUNCIL
Alternative Building Codes

Alt Building Codes for Non-Standard Construction January 2021
| Ongoing
297 seats available

Alt Building Code

[Info](#) [Register](#)



FAKE CODE COUNCIL
Alternative Building Codes

Start Date:	Ongoing
End Date:	
Department:	Building
Keywords:	OEDM, Alternative, Codes, Building
Instructor:	Michael Fullerton, Rebecca Schwartz
Cost:	
Location:	
Duration:	365
Credit Hours:	60
Requires Manager Approval:	NO

iPre-Requisites
This course does not have any other pre-requisite course.

iRecommendations
This course does not have any other recommended course.

iRequired Documents
This course does not have any required document.

iCredential Pre-Requisites
This course does not have any credential pre-requisite.

Learning Path
This course is not associated to any learning path.

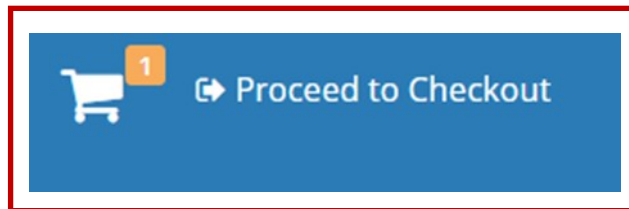
The Fake Code Council's program on Alternative Building Codes for

Register for Course continued

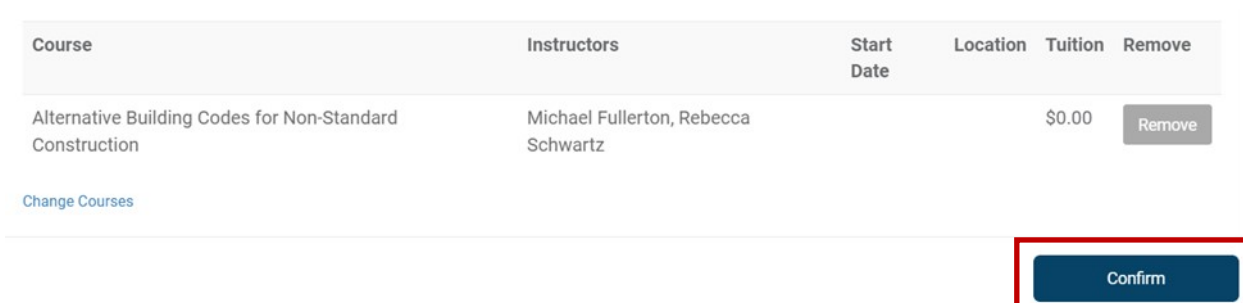
To register for the course, click on the blue register button in the bottom righthand corner.



This will place the course in your checkout cart. Once you have clicked **registered** for all the courses you wish to register for, click on the checkout cart in the top righthand corner of the page and proceed to check out.



It will bring you to your cart. All courses are free, but it works just like Amazon or any other online shopping cart.



If you wish to remove a course, click remove. If you want to take all the courses in your cart, click **Confirm**. You will receive notification of enrollment here as well as confirmation via email.

Learner Registration

Thank you, your registration was received!

You will receive an email with instructions.

Accessing a Course

Click go to Dashboard to return to your dashboard and see your classes in Active Courses. This is where you will find the link to the training.

[Go to Dashboard](#)

0%

Alt Building Codes for Non-Standard Construction
January 2021

Feb 15, 2022 - Feb 14, 2023

For Continuing Education Credits, the course will look something like this. The schedule and handouts will be provided before the live portions of the class begin.

The screenshot shows the course page for 'Spring 2022 CE Webinar'. The page has a navigation bar with 'Content', 'Calendar', 'Discussions', 'Gradebook', and 'Messages'. The 'Content' tab is active. On the left, there is a sidebar with various icons and a list of course actions. The 'Blackboard Collaborate' item is highlighted with a red box. On the right, the 'Course Content' section shows 'Webinar Schedule' and 'Handouts'. A blue arrow points to the 'Handouts' link.

Spring_2022_CE_Webinar

Spring 2022 CE Webinar

Content Calendar Discussions Gradebook Messages

Course Faculty

Rebecca Schwartz
INSTRUCTOR

Details & Actions

Learner List
[View everyone in your course](#)

Blackboard Collaborate
Room closed

Attendance
[View your attendance](#)

Groups
[View groups to join](#)

Announcements
No announcements

Books & Tools
[View course & organization tools](#)

Course Content

Webinar Schedule

Handouts

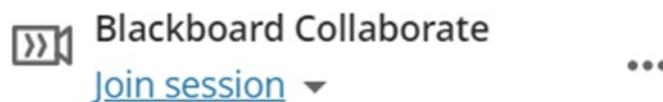
On the left you will see a link for Blackboard Collaborate.

Click on the Webinar Schedule and Handouts to see the schedule and handouts for the class.

Accessing a Course continued

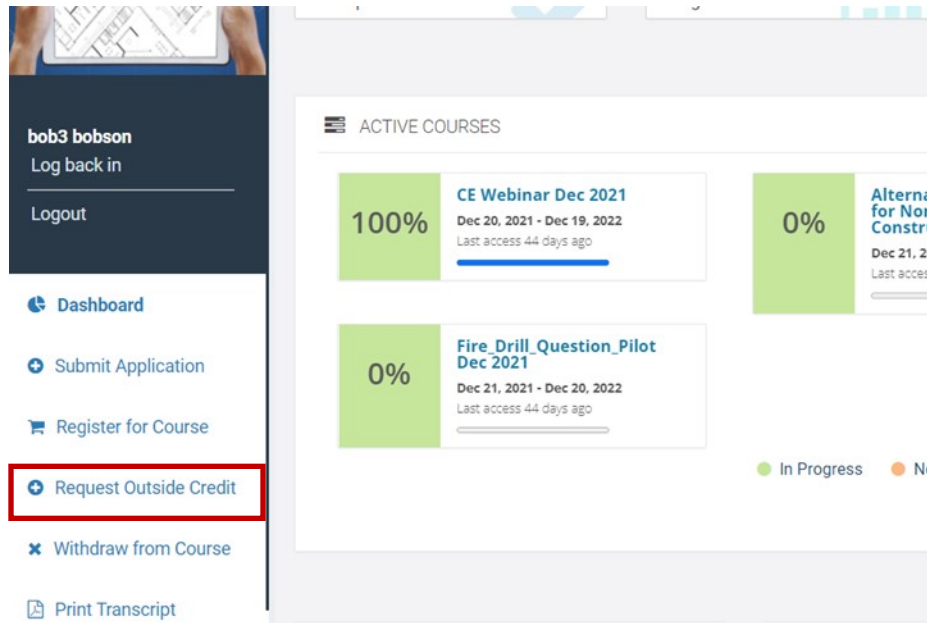
The link for Blackboard Collaborate will most likely say that the room is closed. The room will automatically open 15 minutes before the scheduled start of class.

If it is less than 15 minutes before the start of class and the room is still closed, refresh the page or go back to your Dashboard and enter the class again. When the room is open and the live part of class is about to begin, click on Join session and you will be brought to the Collaborate Classroom.

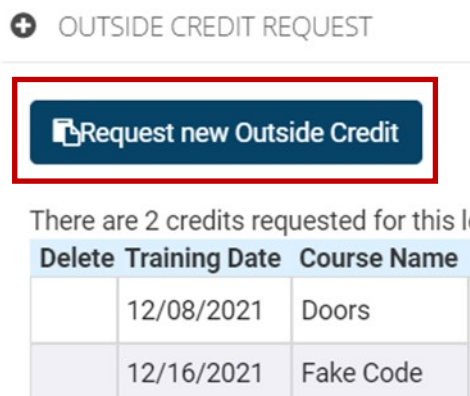


Request Outside Credit

The Request Outside Credit link is on the menu on the left side of your dashboard.



This will take you to a link where you can request new outside credit and find a list of all the outside credit you have applied for.



Click Request new Outside Credit to upload all relevant information for outside credit.

Request Outside Credit continued

You must answer all the questions, and be ready to upload a certificate of completion, course syllabus and/or training schedule. When you are finished click on **Request Outside Credit**.

Complete all information below and submit to request outside credits ×

Drop files here to upload
Proof of Attendance, Course Description, Training Schedule

Outside Credit Both
Outside Credit Building
Outside Credit Fire

Request Outside Credit

Close

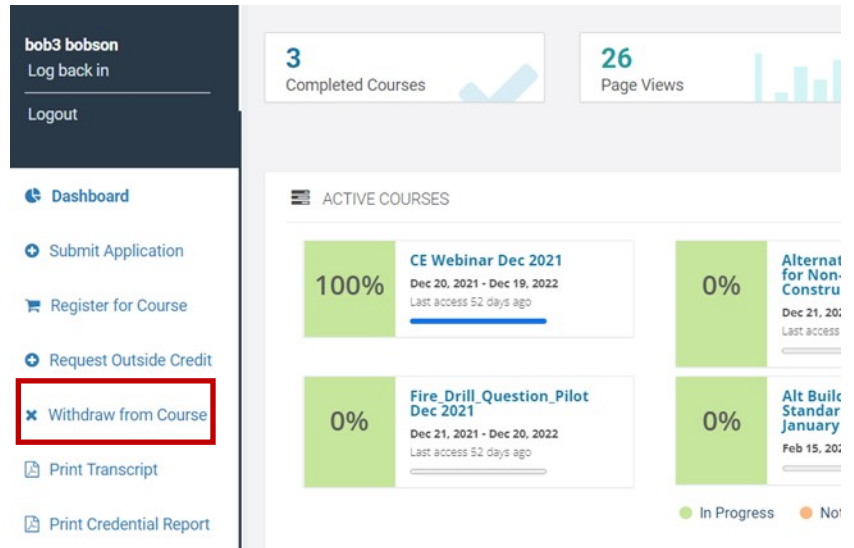
Select Equivalent Course has a drop down window.

You will have to select from one of the first three selections in the drop down: Outside Credit Both, Outside Credit Building or Outside Credit Fire.

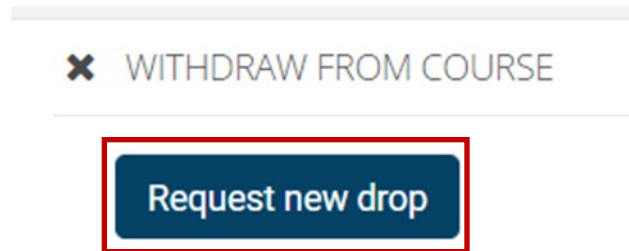
Because the system can enforce the 50% policy (OEDM allows 50% of your credits to come from Fire courses if you hold a Building credential, or 50% of your credits to come from Building courses if you hold a Fire credential.) it is important that you select the correct outside credit type. **If you identify the course type incorrectly, your application will be denied with directions for resubmitting.**

Withdraw from Course

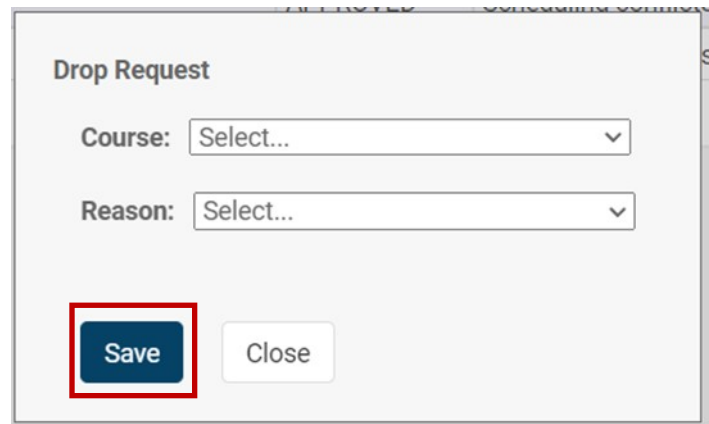
The **Withdraw from Course** link is on the left side menu of your dashboard.



This will take you to a link where you can request to drop from a course.



There will be a popup with two drop-down menus: the course you wish to drop and the reason. After making your selections, click **Save**.



An instructor will approve this if necessary, and you will be removed from the course. There is a list of all pending, approved, and denied requests under the **Request new Drop** link.

There are 3 drops requested for this learner:

Edit	Course	Status	Reason
	OEDM Pilot Fire Code Inspector Exam	APPROVED	Selected the wrong course
		APPROVED	Scheduling conflicts
		APPROVED	Scheduling conflicts

Print Transcript and Print Credential Report

Transcript

The Training Transcript is a list of all your courses and credits within the LMS by year.

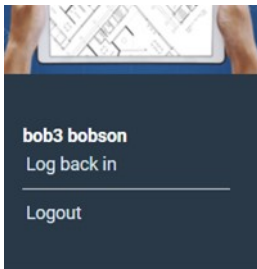
Credential Report

The Credential Report lists classes that you have received credit for within your current training cycle. This includes the **Legacy Credits**—number of training hours transferred from the old OEDM database.

The report shows how credits were awarded based on the 50% rule—OEDM allows 50% of your credits to come from Fire courses if you hold a Building credential, or 50% of your credits to come from Building courses if you hold a Fire credential.

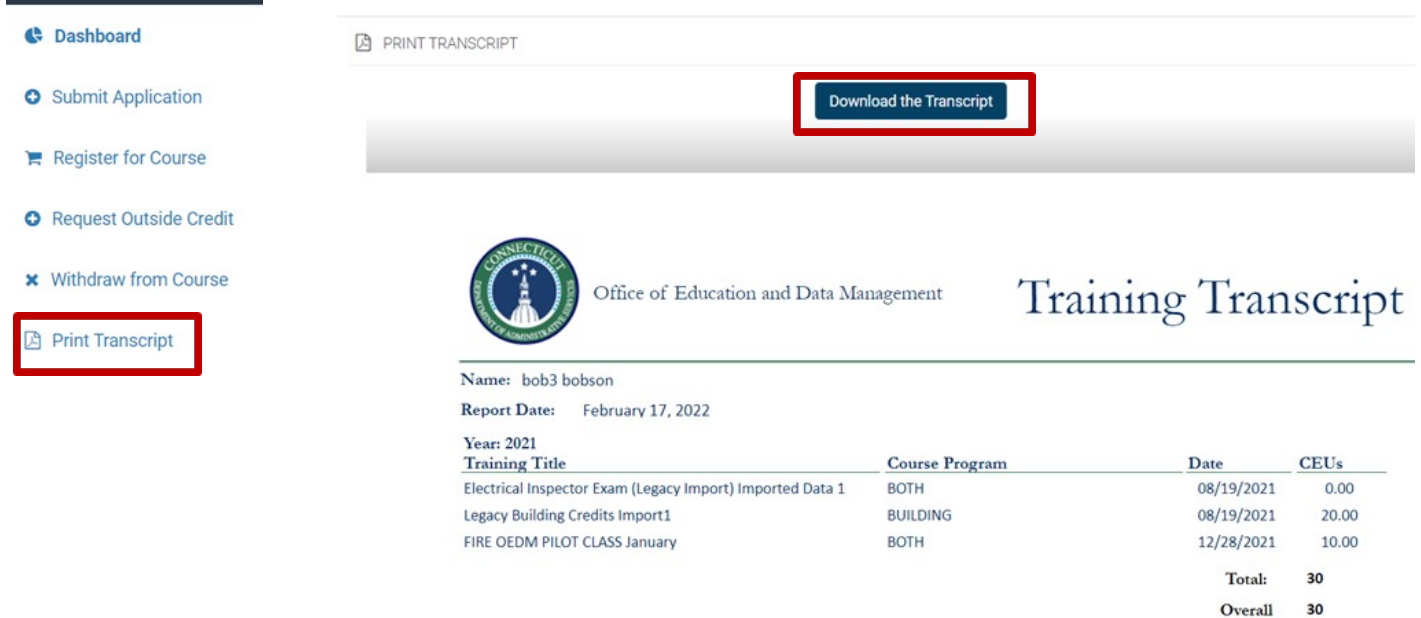
Both reports need to be downloaded prior to printing.

How to View and Print Your Transcript




The **Print Transcript** link is on the left side of your dashboard.

There will be a link to **download the Transcript** to your computer, and your transcript will appear below without needing to click on anything else.



PRINT TRANSCRIPT

Download the Transcript

 Office of Education and Data Management

Training Transcript

Name: bob3 bobson
Report Date: February 17, 2022

Year: 2021

Training Title	Course Program	Date	CEUs
Electrical Inspector Exam (Legacy Import) Imported Data 1	BOTH	08/19/2021	0.00
Legacy Building Credits Import1	BUILDING	08/19/2021	20.00
FIRE OEDM PILOT CLASS January	BOTH	12/28/2021	10.00
Total:			30
Overall			30

How to View and Print Your Credential Report

bob3 bobson
Log back in
Logout

- Dashboard
- Submit Application
- Register for Course
- Request Outside Credit
- Withdraw from Course
- Print Transcript
- Print Credential Report**
- Print ID Card
- External Files
- Help
- Edit Account

The **Print Credential Report** link is on the left side menu of your dashboard.

There will drop-down menu to choose which credential you wish to view. If you only have one credential, that will be the only option.

PRINT CREDENTIAL REPORT

Credential:

Update Report **Download the Credential Report**

Click **Update Report** and the report will generate below. Then click on **Download the Credential Report** to print or save.

Update Report **Download the Credential Report**



Office of Education and Data Management

Credential Report

Name: bob3 bobson
Report Date: February 17, 2022
Total Credits Earned: 30

Credential: Electrical Inspector
Mandated Credits: 30
Cycle Dates: 12/12/2020 – 12/12/2023

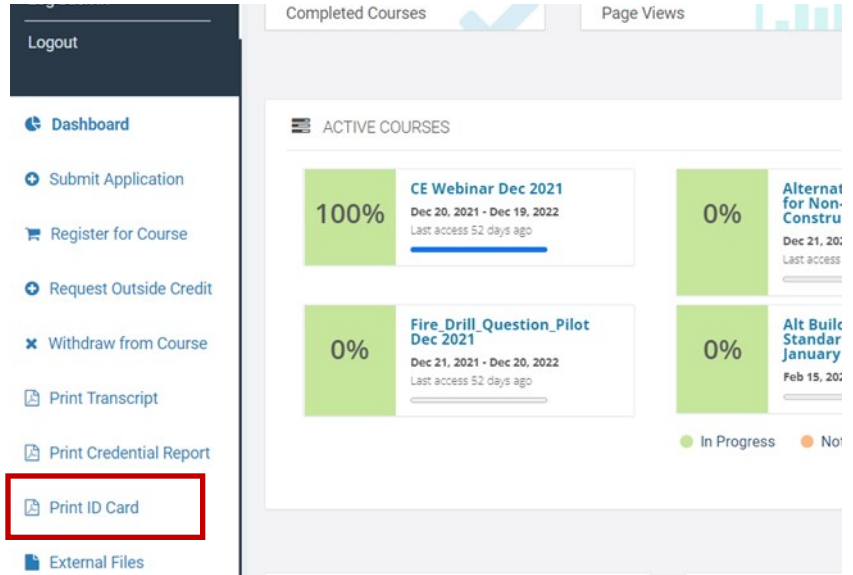
Training Title	Course Program	Status	Date	CEUs
Alt Building Codes for Non-Standard Construction January 2021	BUILDING	ENROLLED		0.00
Alternative Building Codes for Non-Standard Construction NOV 2021	BUILDING	ENROLLED		0.00
CE Webinar Dec 2021	BOTH	ENROLLED		0.00
Electrical Inspector Exam (Legacy Import) Imported Data 1	BOTH	COMPLETED	08/19/2021	0.00
FIRE OEDM PILOT CLASS January	BOTH	COMPLETED	12/28/2021	10.00

OEDM Learning Management System (LMS)

Print ID Card

The ID card is designed as a wallet-sized report of your name, ID number, credential(s) and cycle end date(s). For the ID card to remain accurate, you will need to print a new copy whenever your cycle dates roll over.

The **Print ID Card** link is on the left side menu of your dashboard.

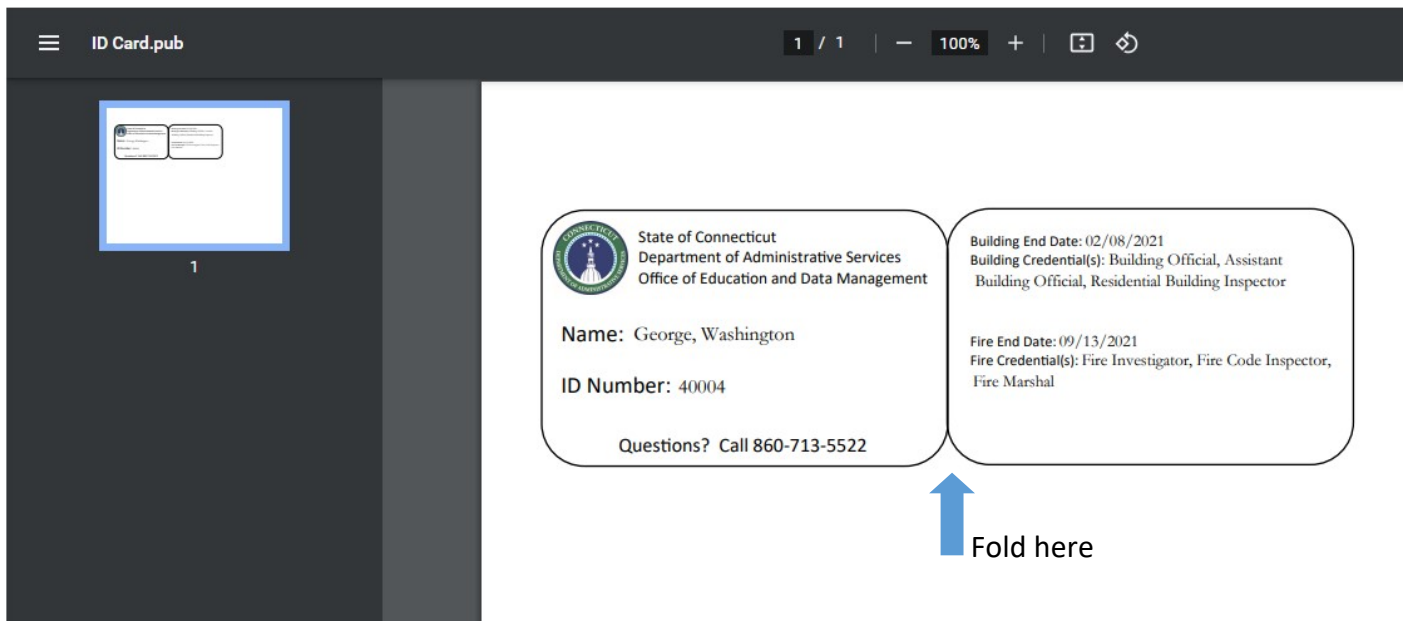


There will be a pdf of your ID card with the option to print directly from the pdf or to download it to your computer.

PRINT ID CARD

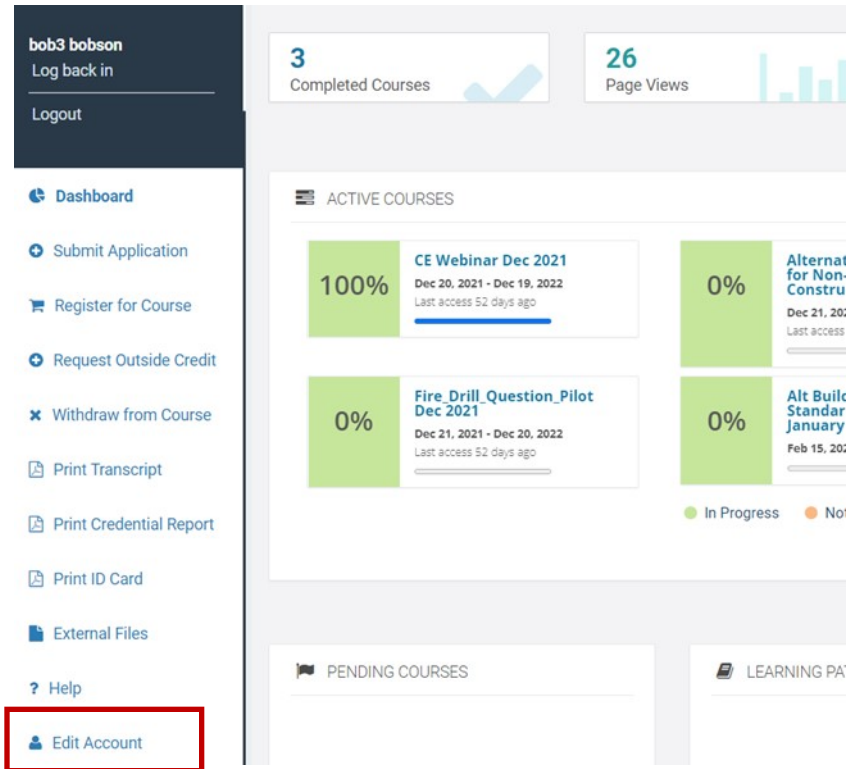
Download and print as pdf the learner's ID Card.

Download



Edit Account

The **Edit Account** link is on the left side of your dashboard. This is where you would go to change your name, email address and password.



Make sure to click **Save** at the bottom of the page when you are finished making changes.

Last Name*

First Name*

Email Address*

Phone

Work Email

Place Of Work

Affiliation

Change my password

Old Password*

New Password*

Confirm Password*