



DSA ACADEMY USER GUIDE

Issued 9/30/2020

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ACCOUNTS

Account Creation

New Accounts

1. Go to DGS's Learning Management System at <https://learning.dgs.ca.gov/PublicWelcome.aspx>.

- Chrome and Safari are the preferred web browsers.

Welcome to the DGS Learning Management System

Log In

Log in with your DGS Active Directory Account

DGS Account Log In

or

Email

Password

Log In

Don't have an account? [Create An Account](#)

Forgot your password? [Reset Your Password](#)

Need Additional Help? If you work at DGS [Contact DGS University](#)

Non-DGS accounts, please [Contact OLS](#) or [DSA](#)

2. If you are new to DSA and do not have a DSA Academy account, click Create an Account.

3. Fill in all required information. Select “Division of the State Architect” for the DGS Division or Office field. Make sure all information is accurate.

Create A New Account

Create an account for non-DGS personnel below.

* required

| | |
|--|----------------------|
| First Name* | Last Name* |
| <input type="text"/> | <input type="text"/> |
| Middle Name | Phone Number* |
| <input type="text"/> | <input type="text"/> |
| Select a DGS Division or Office* | |
| <input type="text" value="Division of the State Architect"/> | |
| Email* | |
| <input type="text"/> | |
| Alternate Email | |
| <input type="text"/> | |
| Alternate Phone Number | AIA# |
| <input type="text"/> | <input type="text"/> |
| Address* | |
| <input type="text"/> | |
| City* | County* |
| <input type="text"/> | <input type="text"/> |
| State* | ZIP Code* |
| <input type="text" value="Select..."/> | <input type="text"/> |
| Organization | |
| <input type="text"/> | |

Already have an account? [Log In Here](#)
Need Additional Help? [Contact us](#)

4. Click Create Account.

Expected Result: The learner will receive a “Welcome to DGS LMS” email from the LMS.

5. Log back into <https://learning.dgs.ca.gov/PublicWelcome.aspx>, per the email instructions.

Click on Reset Your Password.

Welcome to DGS's Learning Management System (LMS)
The minimum system requirements are a stable internet connection and internet browser (e.g. Chrome, Safari).
Note: Browser Internet Explorer (IE) is not supported.

Log In

Log in with your DGS Active Directory Account

[DGS Account Log In](#)

or

Email

Password

[Log In](#)

Don't have an account? [Create An Account](#)
Forgot your password? [Reset Your Password](#)
Need Additional Help? If you work at DGS [Contact DGS University](#)
Non-DGS accounts, please [Contact OLS](#) or [DSA](#)



The learner will receive a "Password Reset" email from the LMS asking to click another link to reset your password.

6. Click on the link within the email to reset your password.

Expected Result: The learner will successfully set their profile password.

Pre-Existing DSA Academy Accounts

1. Go to DGS's Learning Management System at <https://learning.dgs.ca.gov/PublicWelcome.aspx>.

- Chrome and Safari are the preferred web browsers.

Welcome to DGS's Learning Management System (LMS)

The minimum system requirements are a stable internet connection and internet browser (e.g. Chrome, Safari).

Note: Browser Internet Explorer (IE) is not supported.

Log In

Log in with your DGS Active Directory Account

[DGS Account Log In](#)

or

Email

Password

Log In

Don't have an account? [Create An Account](#)
Forgot your password? [Reset Your Password](#)
Need Additional Help? If you work at DGS [Contact DGS University](#)
Non-DGS accounts, please [Contact OLS](#) or [DSA](#)

2. Select [Reset Your Password](#).

Expected Result: The learner will receive a "Password Reset" email from the LMS asking to click another link to reset your password.

3. Click on the link within the email to reset your password.

Expected Result: The learner will successfully reset their profile password and be able to log in to the LMS.

Account Log In

1. Go to DGS's Learning Management System at <https://learning.dgs.ca.gov/PublicWelcome.aspx>.
 - Chrome and Safari are the preferred web browsers.

Welcome to DGS's Learning Management System (LMS)
The minimum system requirements are a stable internet connection and internet browser (e.g. Chrome, Safari).
Note: Browser Internet Explorer (IE) is not supported.

Log In

Log in with your DGS Active Directory Account

[DGS Account Log In](#)

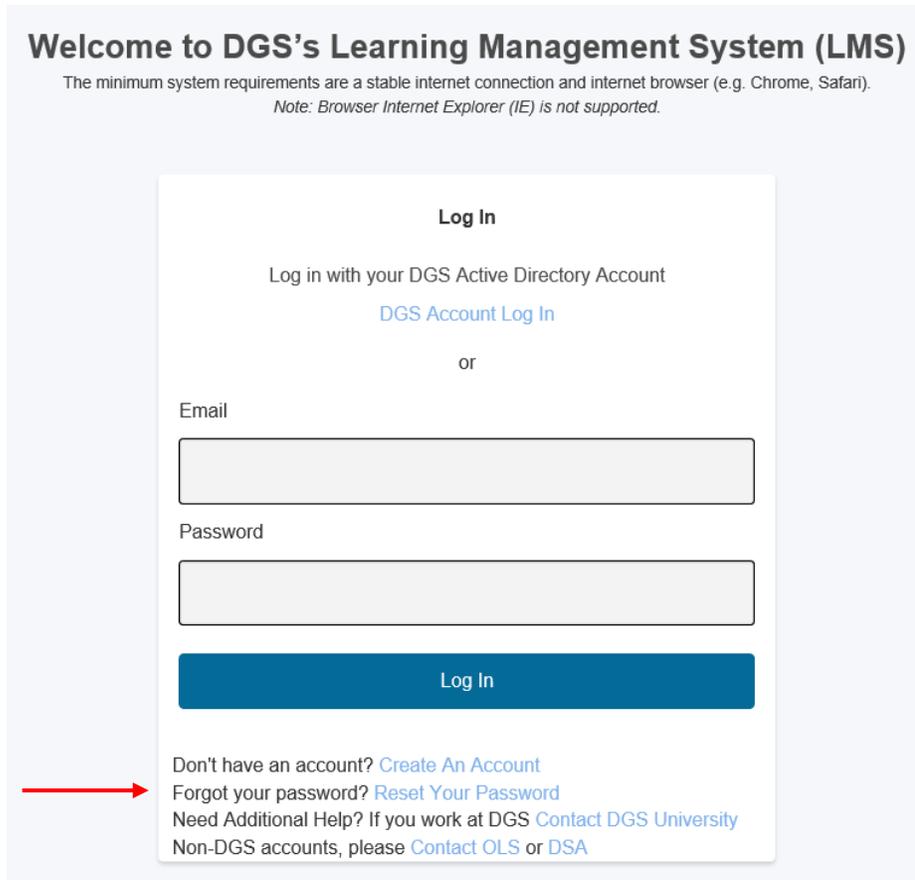
or

Email

Password

Log In

Don't have an account? [Create An Account](#)
Forgot your password? [Reset Your Password](#)
Need Additional Help? If you work at DGS [Contact DGS University](#)
Non-DGS accounts, please [Contact OLS](#) or [DSA](#)



2. Enter your email and password.

Expected Result: Learner be logged into the Learner Dashboard.

Account Password Reset

1. Go to DGS's Learning Management System at <https://learning.dgs.ca.gov/PublicWelcome.aspx>.

Expected Result: Successfully reach log-in page of LMS.

2. Select "Reset Password."

Expected Result: The learner will receive a “Password Reset” email from the LMS asking to click another link to reset your password.

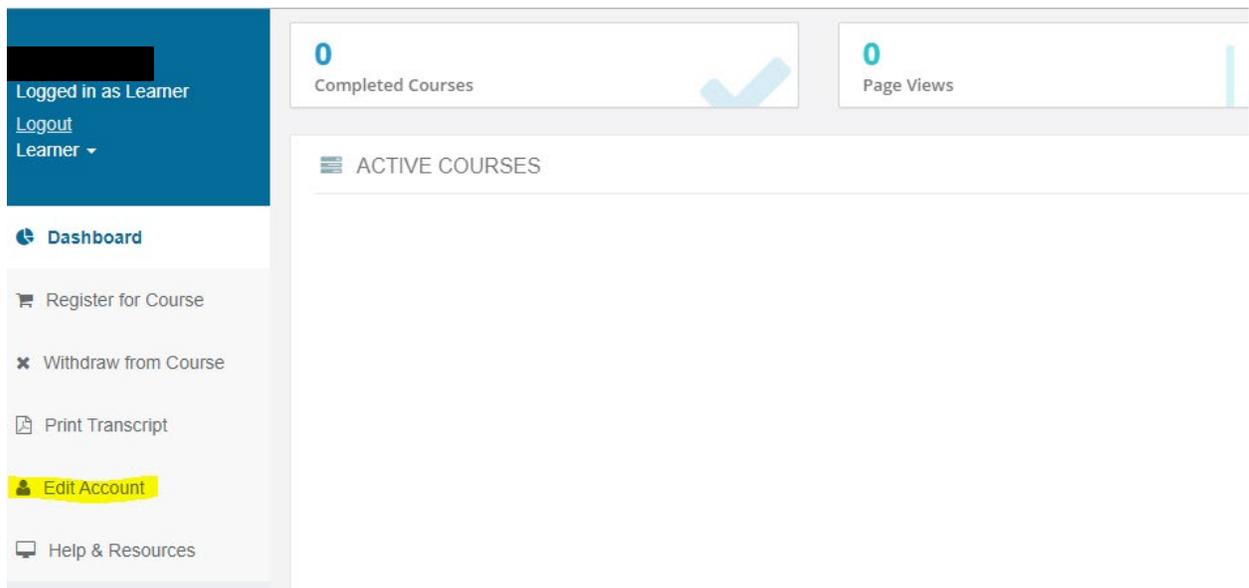
3. Click on the link within the email to reset your password.

Expected Result: The learner will successfully reset their profile password.

Edit Account

1. Go to DGS’s Learning Management System at <https://learning.dgs.ca.gov/PublicWelcome.aspx>.

Expected Result: Successfully takes the user into dashboard view.



2. Click on Edit Account. Here you can edit your first and last name, email address, phone number, and change password.

Expected Result: Successfully edits your profile. Full edit capabilities will be available later.

UNDERSTANDING THE LEARNER DASHBOARD

Once logged in to the DGS's Learning Management System, you are at the Learner Dashboard where all enrolled, completed, pending course and learning paths will be located.

Active Courses

ACTIVE COURSES

0%

DSA TEST COURSE
Jun 03, 2019 - Jun 01, 2020
0 Page Views, last 0 days ago

0 min

● In Progress ● Not Started ● Overdue

All Completed Courses

COMPLETED COURSES

- DSA TEST COURSE**
May 13, 2019 | 0 views **0%**
- DSA TEST COURSE**
May 13, 2019 | 0 views **0%**
- DSA TEST COURSE**
May 13, 2019 | 0 views **0%**
- DSA PROJECT INSPECTOR OVERVIEW 2019**
May 03, 2019 | 0 views **0%**
- DSA TEST COURSE**
0%

All Pending Courses

 PENDING COURSES



Concrete

Pre-requisite



DSA STRUCTURAL PLAN REVIEW 2019 CBC

Pre-requisite



Structural Plan

Pre-requisite



All Courses within a Learning Path and Status

 LEARNING PATHS

Project Inspector Learning Path

Concrete

Not Started

DSA STRUCTURAL PLAN REVIEW 2019 CBC
 - Expiration: 48 months

Not Started

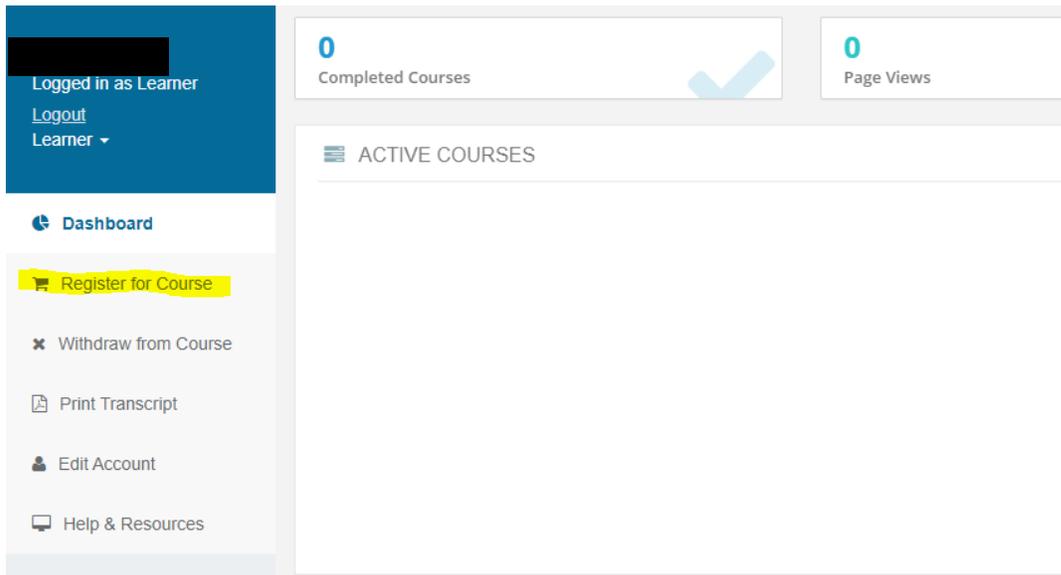
Structural Plan

Not Started

REGISTRATION AND PAYMENT

Selecting Items from the Course Catalog

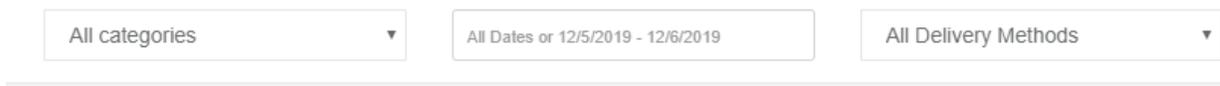
1. Go to DGS's Learning Management System at <https://learning.dgs.ca.gov/PublicWelcome.aspx>.
2. Click on Register for Course.



Expected Result: Successfully takes the user to the Course Catalog.

Filter by Categories; will show only Classes for chosen Category:

Course Catalog Filter Bar



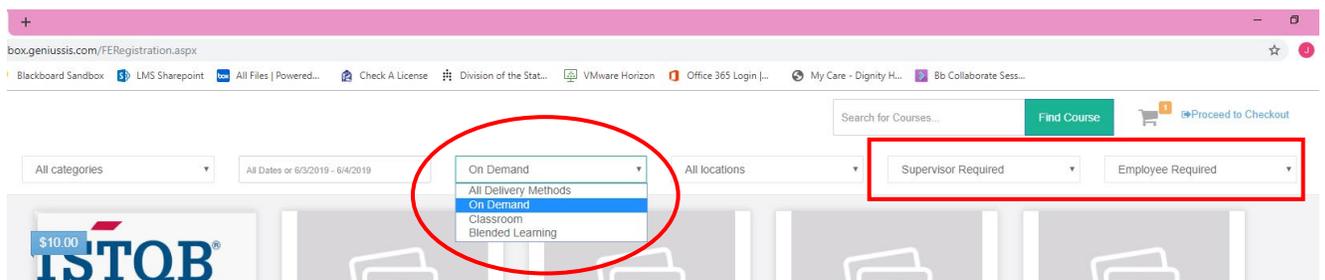
Filter by Date Range will show only Classes for chosen Date Range:

All Dates or 12/5/2019 - 12/6/2019 All Delivery Methods

| Dec 2019 | | | | | | | Jan 2020 | | | | | | |
|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

12/05/2019 - 12/05/2019 Clear Apply

Filter by Delivery Method: On Demand, Classroom, or Blended Learning to only show classes for chosen delivery method.



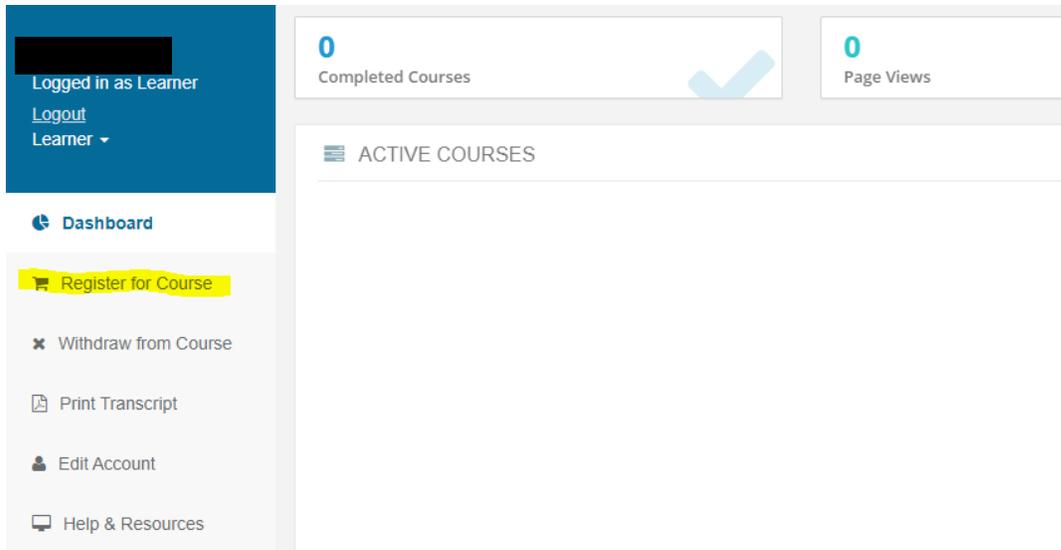
The screenshot shows a web browser window with the URL box.geniusiss.com/FERegistration.aspx. The page features a search bar and several filter dropdowns. A red circle highlights the 'All Delivery Methods' dropdown menu, which is open and shows options: 'On Demand', 'All Delivery Methods', 'On Demand', 'Classroom', and 'Blended Learning'. A red rectangle highlights the 'Supervisor Required' and 'Employee Required' dropdown menus, both of which are currently set to 'Supervisor Required' and 'Employee Required' respectively.

Filtering by Supervisor or Employee Required will not be applicable for external learners (only DSA staff).

Expected Result: Successfully takes the user through the filtering function within the Course Catalog.

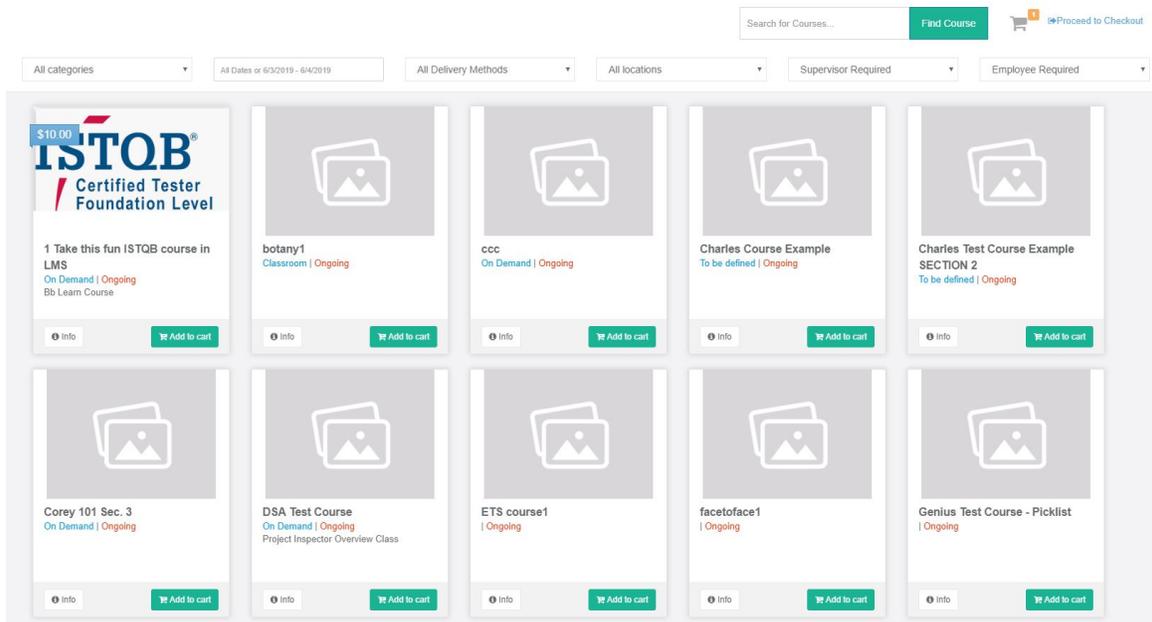
Register and Pay for a Class

1. Go to DGS's Learning Management System at <https://learning.dgs.ca.gov/PublicWelcome.aspx>.
2. Click on Register for Course.



Expected Result: Successfully takes the user to the Course Catalog.

3. Add to Cart any class(es) the user wishes to take.



Expected Result: Successfully adds class(es) to the users' cart.

- From the cart, click Confirm to proceed to checkout.

Welcome to the Course Catalog Hello, 

To confirm your enrollment please click the Confirm button below.
Make sure you check the date, time, and location, of the selected class(es).

Course Confirmation

Total Amount: \$0.00
There is 1 courses selected:

| Course | Instructors | Start Date | Location | Tuition | Remove |
|-----------------|-------------|------------|----------|---------|------------------------|
| DSA TEST COURSE | TBD TBD | | | \$0.00 | Remove |

[Change Courses](#)

[Confirm](#)

Expected Result: Successfully check out class from cart.

- Classes that require payment.

Course Confirmation

Total Amount: \$500.00
There is 1 courses selected:

| Course | Instructors | Start Date | Location | Tuition | Remove |
|-------------------------------------|-------------|------------|--------------------|----------|------------------------|
| DSA PROJECT INSPECTOR OVERVIEW 2019 | TBD TBD | 11/4/2019 | 10920 VIA FRONTERA | \$500.00 | Remove |

Charge of 2.99 percent convenience fee for Credit/Debit cards. No convenience fee for e-Check.

Expected Result: Notification will be emailed to you to alert you that enrollment in to a course has been completed. The email will include the class location and time, as well as any other information.

Courses with Prerequisites

- Go to DGS's Learning Management System at <https://learning.dgs.ca.gov/PublicWelcome.aspx>.
- Click on Learners, under the Pending Courses.

Expected Result: You will see a notation with courses requiring a prerequisite.

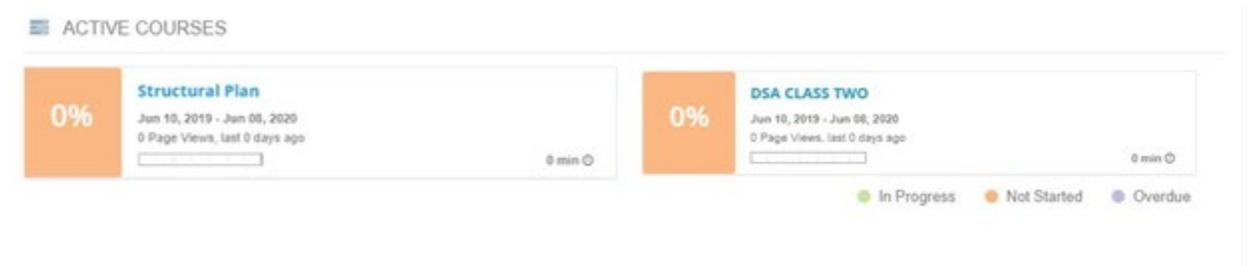


Once the prerequisite course has been completed, it will move under the Completed Courses. The Pending Course (requiring a prerequisite) will automatically show up in the Active Courses.

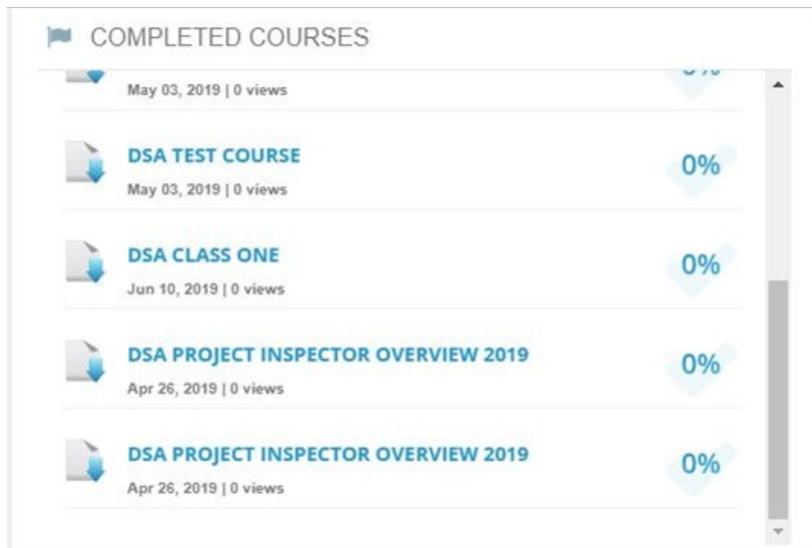
Active Courses on a Learner Dashboard with One Course



Active Courses on a Learner Dashboard with Two Courses



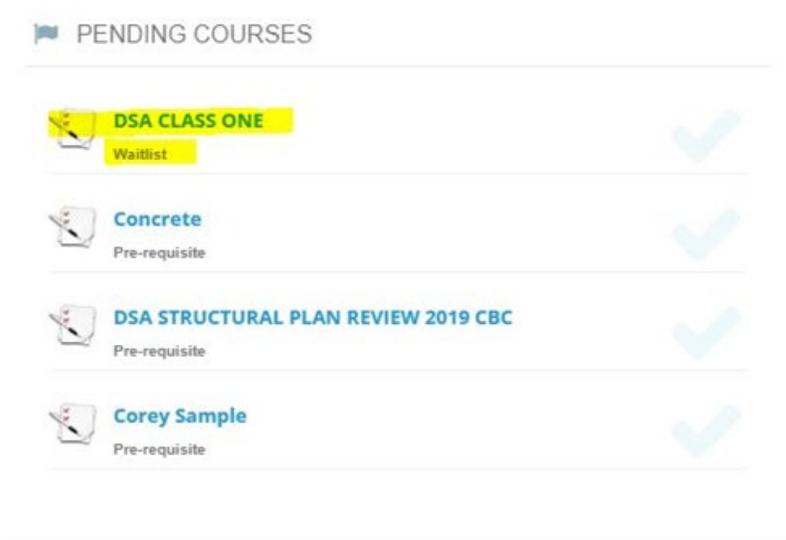
Completed Courses on a Learner Dashboard



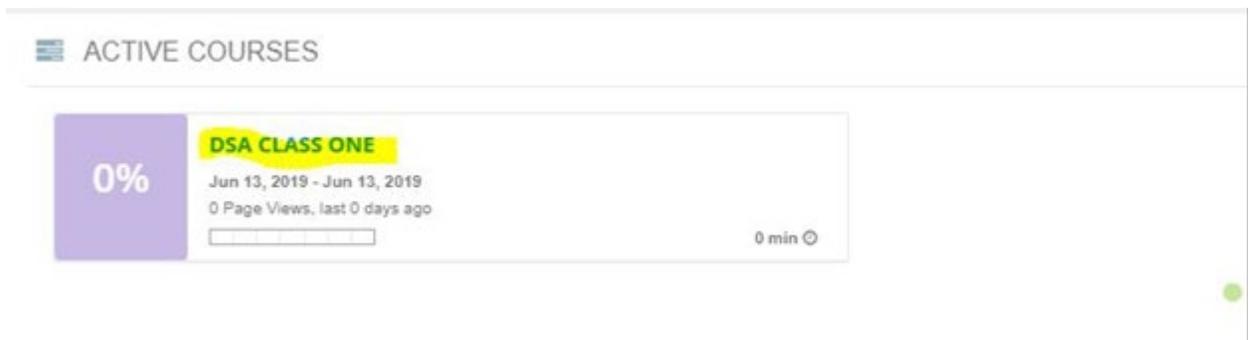
Expected Result: Successfully show you how to complete prerequisite for another course.

Add to Waitlist

1. Go to DGS's Learning Management System at <https://learning.dgs.ca.gov/PublicWelcome.aspx>.
2. Class will appear in under Pending Courses upon adding to the cart.



3. When an enrolled learner drops the course, a notification email will be sent to notifying the waitlisted person of enrollment.
4. The class will now be moved into the Learner's Active courses.



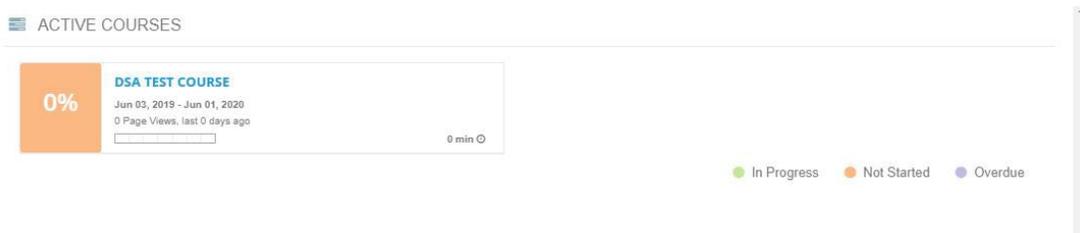
Expected Result: Successfully registers you for the waitlist.

Completing Registered Course & Printing Certificates

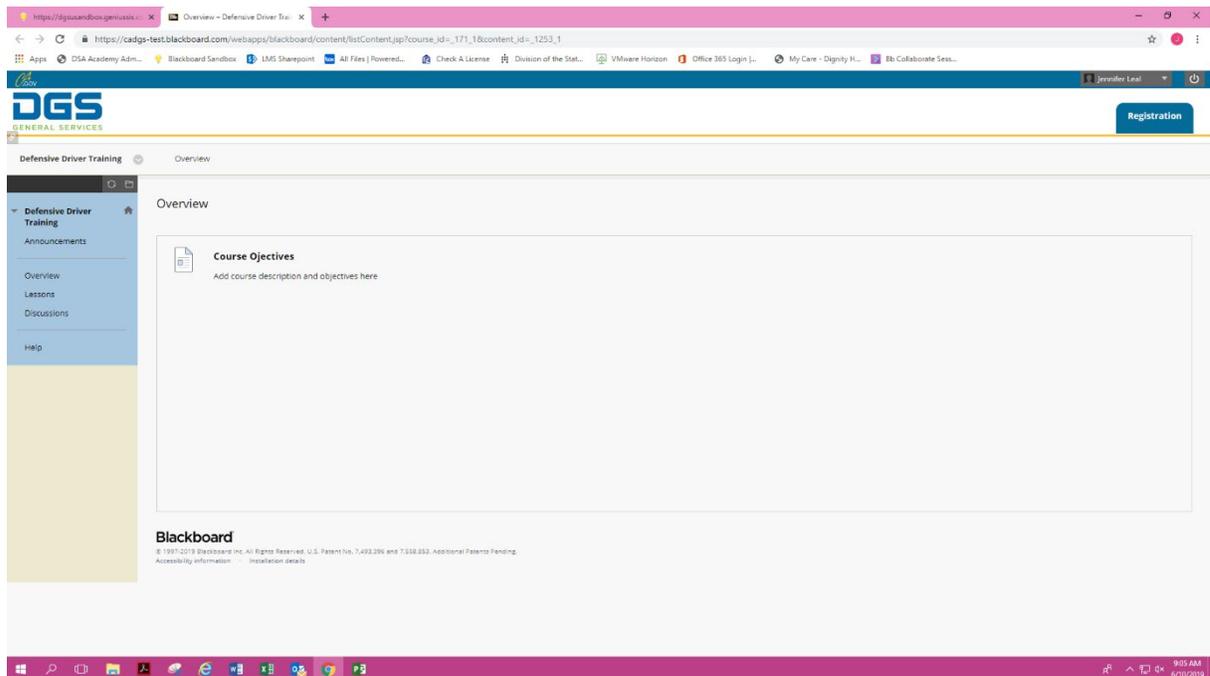
For On-Demand Courses

1. Go to DGS's Learning Management System at <https://learning.dgs.ca.gov/PublicWelcome.aspx>.
2. Launch the course by selecting it from the Active Courses on the Learner Dashboard.

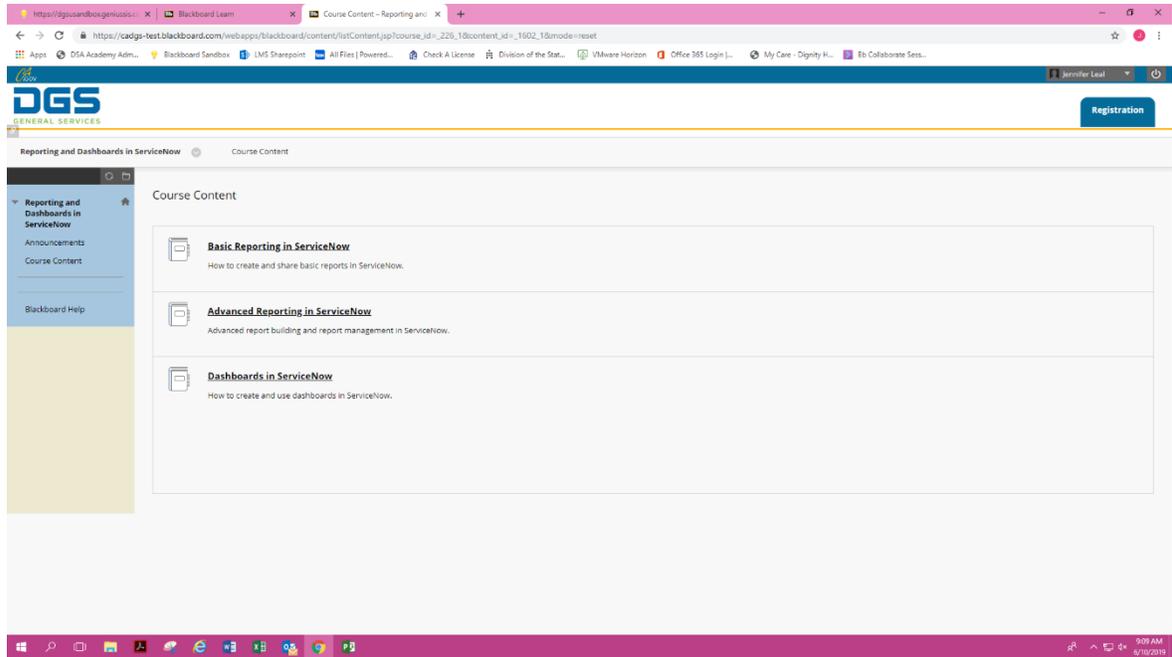
Active Courses



Course Overview Screen

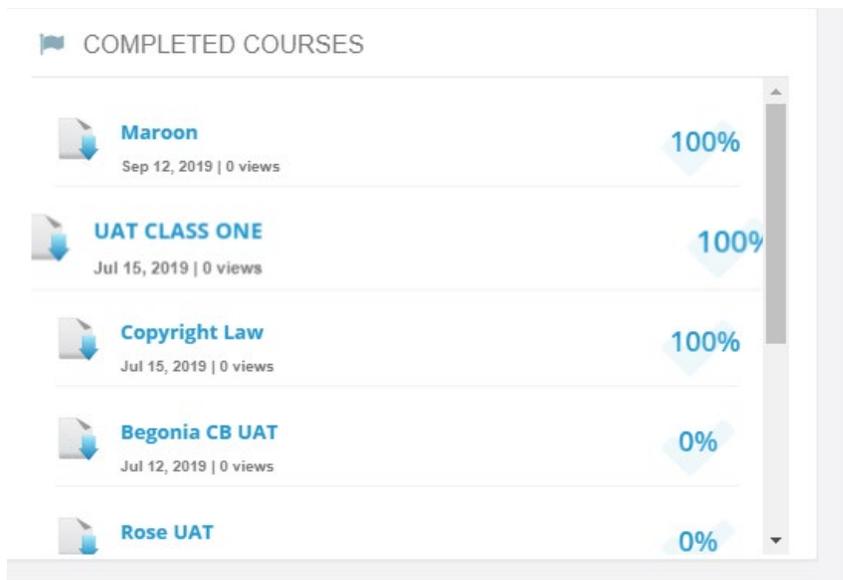


Course Content Screen



Expected Result: Successfully takes the user to the Course Overview, then content.

- Once the course is completed, you can click on the complete course to download and print the completion certification. Download will appear at the bottom of your browser.

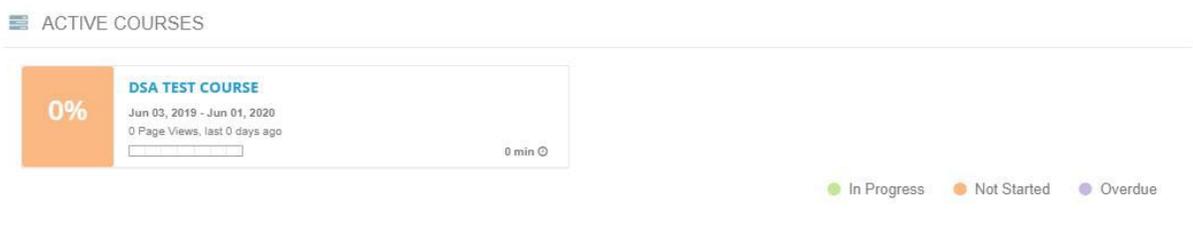


Expected Result: Successfully shows the user how to print out their own completion certificates.



For Classroom and Blended Learn Courses

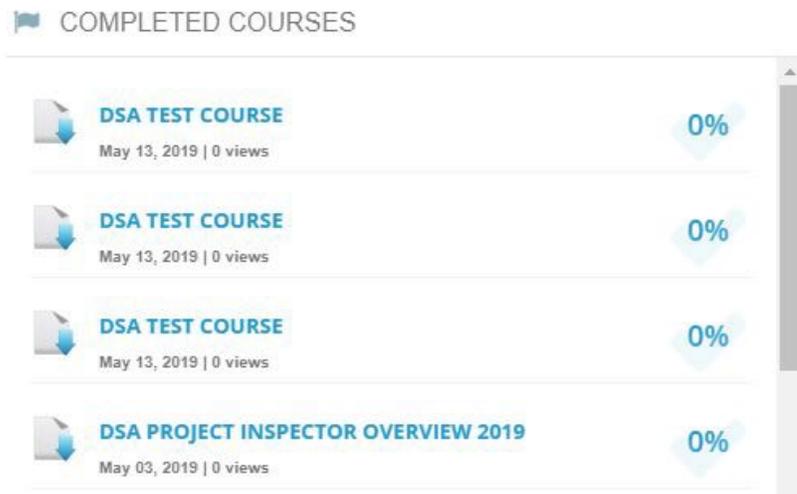
1. Go to DGS’s Learning Management System at <https://learning.dgs.ca.gov/PublicWelcome.aspx>.
2. Locate course information by selecting it from the Active Courses on the Learner Dashboard and participate in course.



3. Notification will be emailed and will include the class location and time, as well as any other information.

For Blended Learning, the notification will also include steps for completing the on-demand portion or collaborate session.

Upon completion of the in-person class or blended learning class, the instructor will manually mark attendance and the completed class will appear in the learner’s dashboard under “Completed Courses.”



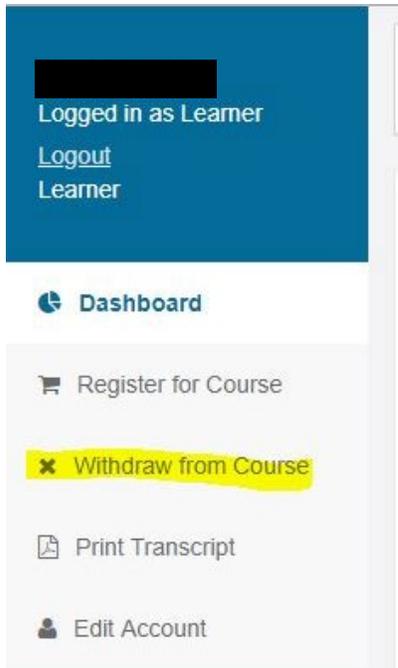
- Once Course is completed, you can click on the course title to download and print the completion certification. The certificate is only available once the course appears in the Completed area on the Learner Dashboard.



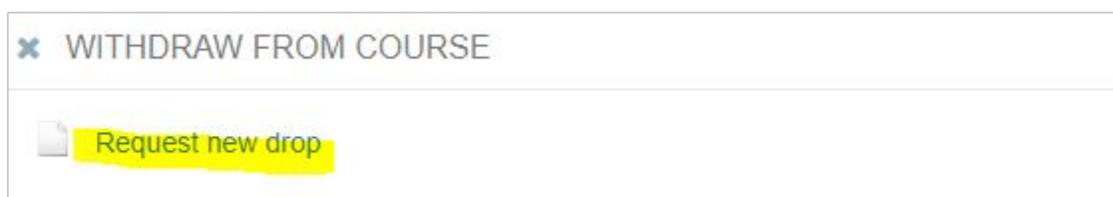
Expected Result: Successfully shows the user how to print out their own completion certificates.

Withdraw from a Course

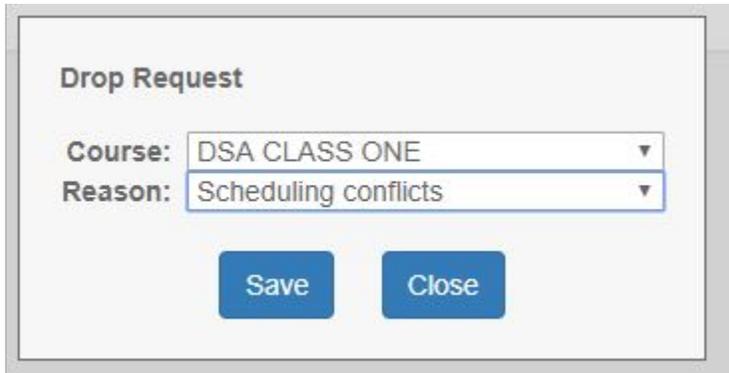
1. Go to DGS's Learning Management System at <https://learning.dgs.ca.gov/PublicWelcome.aspx>.
2. From the Learner Dashboard, select Withdraw from Course.



3. Select Request New Drop.



4. Select the class to drop and select a reason for the drop.



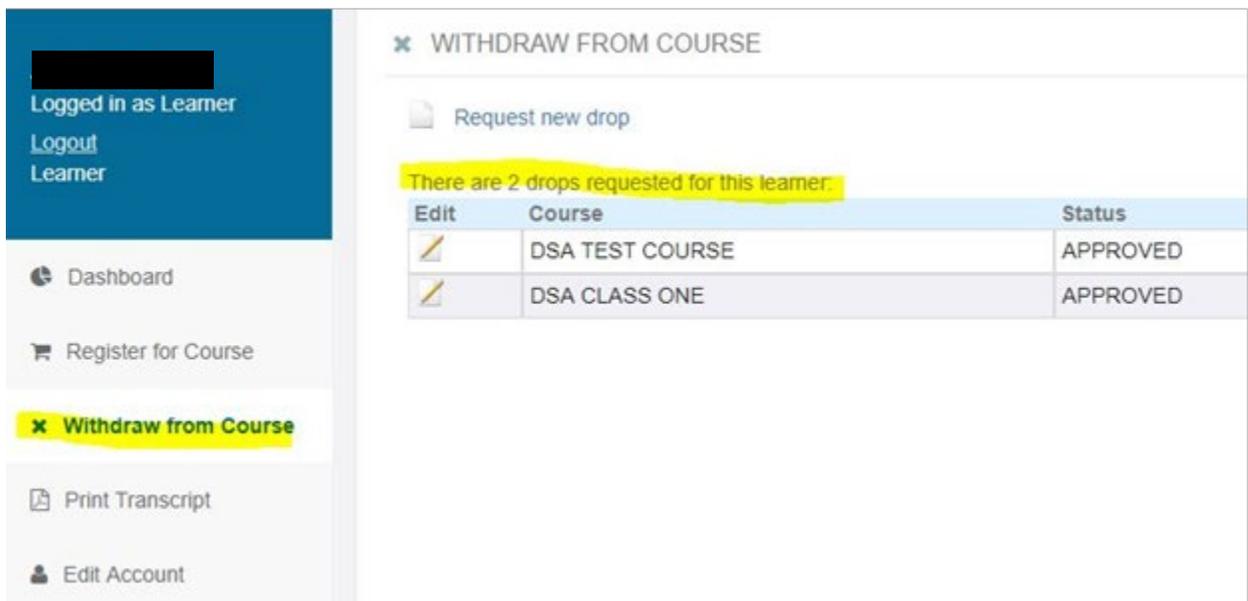
Drop Request

Course: DSA CLASS ONE ▼

Reason: Scheduling conflicts ▼

Save Close

5. Notification of successful class withdraw will be emailed.
6. All Withdraw history will be stored within the Withdraw from Course area.



Logged in as Learner
Logout
Learner

- Dashboard
- Register for Course
- x Withdraw from Course**
- Print Transcript
- Edit Account

x WITHDRAW FROM COURSE

Request new drop

There are 2 drops requested for this learner:

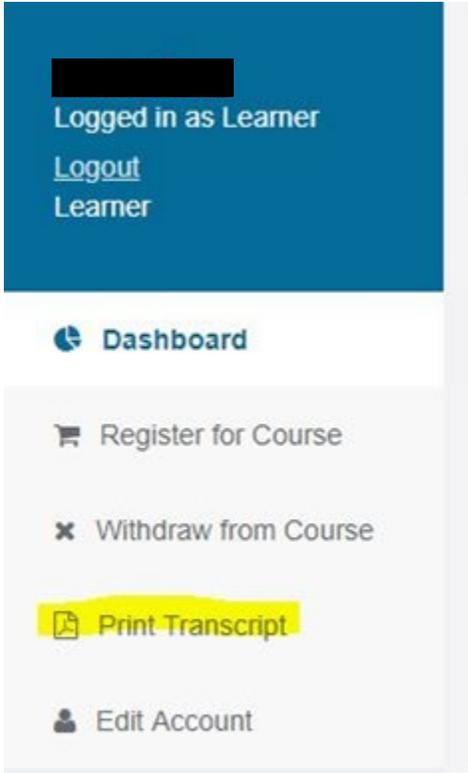
| Edit | Course | Status |
|------|-----------------|----------|
| | DSA TEST COURSE | APPROVED |
| | DSA CLASS ONE | APPROVED |

7. The class will be removed from the Learners Active Courses.
Expected Result: Successfully withdraws you from an Active Course.

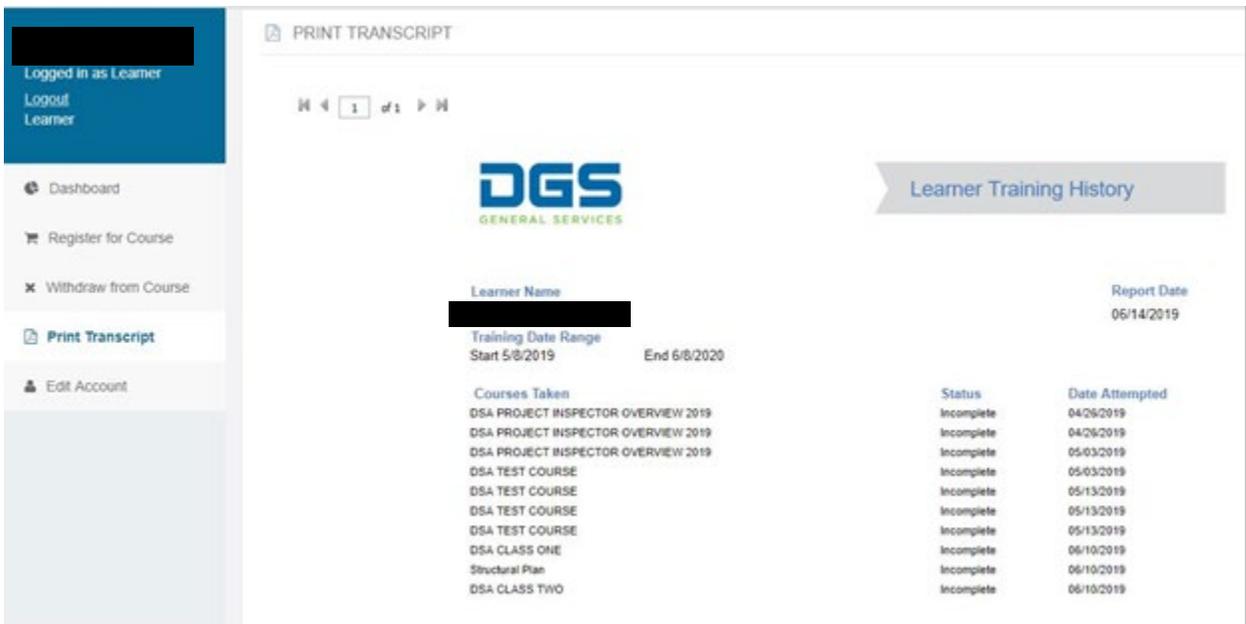
View and Download Learner Transcript

1. Go to DGS's Learning Management System at <https://learning.dgs.ca.gov/PublicWelcome.aspx>.

2. Select Print Transcript.



Expected Result: Successfully takes the Learner to Training History.



3. Select Download Transcript for a PDF version to save to user's computer.

| Course Taken | Status | Date Attempted |
|-------------------------------------|------------|----------------|
| DSA PROJECT INSPECTOR OVERVIEW 2019 | Incomplete | 04/26/2019 |
| DSA PROJECT INSPECTOR OVERVIEW 2019 | Incomplete | 04/26/2019 |
| DSA PROJECT INSPECTOR OVERVIEW 2019 | Incomplete | 05/03/2019 |
| DSA TEST COURSE | Incomplete | 05/03/2019 |

Expected Result: Successfully shows Learner to download their Training History.