LMS FOR FELLOWS:
COMPLETE A QUIZ
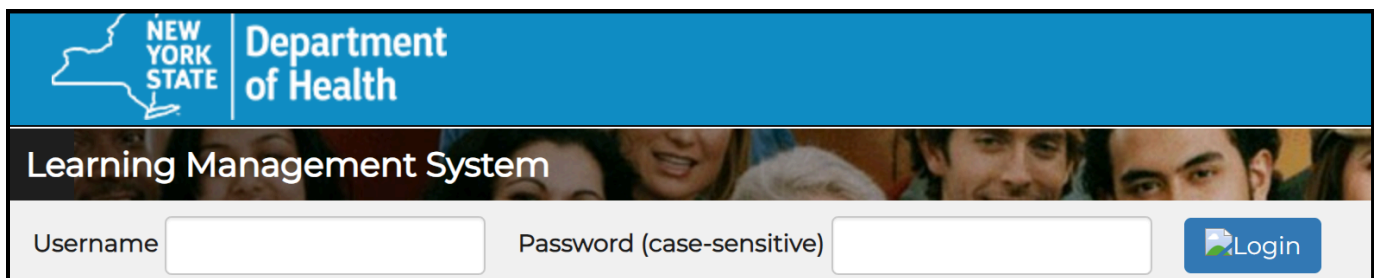
NYLearnsPH LMS   https://www.nylearnsph.com

Welcome to the LMS!

We hope you are enjoying the New York Learns Public Health (NYLearnsPH.com) Learning Management System (LMS) so far! This guide outlines how to complete a program quiz.

Here's how to get started:

- Please see the **Certificate Program Enrollment and Completion Quick Reference Guide** for steps to enroll in the NYSPHC Certificate Program.

Step 1: Start by navigating to the <u>NYLearnsPH Log in Page</u> (shown below) and log in using your username and password.

Step 2: Once you are logged in and on the LMS home page, click on **My Courses and Programs** in the navigation menu on the left.

Step 3: Once you are in the **My Courses and Programs** area, click on **My Programs** tab.

Step 4: Confirm that you see **Educational Series One Click Program** in your list of programs and click on the **NYSPHC Educational Series 1 (2022-2023) Certificate** link.

Step 5: On the **Program Details** page, you will see your current status in program courses and have access to tools which will support completion of the program. When you're ready, click on the **Quiz - due** link in the **Activities**/**Quizzes** column for the courses you like to complete. This will launch the course quiz.

Step 6: Click "Submit" when you have answered all of the questions and are satisfied with your answers.

Note: If you have not attended or viewed the corresponding educational series course, please do so by clicking "Launch Course" from the **Program Details** page before completing your quizzes.

After you click submit, you will receive your quiz score on the resulting screen:

My Courses and Programs

Thank you. Your quiz has been graded. You can access the graded quiz on your My Courses page.

NYSPHC-EdSeries1-001_BudFin - Quiz

What are the three major stages of a federal grant life cycle?	1/1
Pre-cycle, Award and Post Grant	
✓ Pre-award, Award and Post-award	
Pre-award, Presentation, Post-presentation	

Which of the following is not a component of performance monitoring?	0/1
Progress reports	
Deliverable completion tracking	
✗ Voucher/expense tracking	
Scope of Work / Deliverables	

Which budget category does this description fall under: Any nonwage payment or benefit (e.g., pension plans, profit-sharing programs, vacation pay, and company-paid life, health, and unemployment insurance programs) granted to employees by employers.	1/1
Personnel	
Supplies	
Administrative Costs	
✓ Fringe Benefits	

Total score is 2/3.

Note: If you do not pass the quiz, navigate back to the **My Courses and Programs** (navigation menu on the left), and go back to Step 3. You may retake each quiz three times if your score is below passing.

Step 7: Once you submit and pass your quizzes, you will receive an email for each course confirming that you completed the quiz and course.

New York State Department of Health Learning Management System LMS Course Certification

DN DO NOT REPLY <cade@uic.edu>
To ● Claudia Congemi

☺ ↩ Reply   ↩ Reply All   → Forward   ⋯
Fri 5/31/2024 2:00 PM

[You don't often get email from cade@uic.edu. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

[External Email]

Congratulations Claudia Congemi!

You have successfully completed the following New York State Department of Health Learning Management System (LMS) course:

NYSPHC-EdSeries-001 NYSPHC Educational Series - Budget and Financial Management

You have been issued a certificate of completion that is now available by logging into the New York State Department of Health Learning Management System (LMS) at https://www.nylearnsph.com and going to the My Courses page of the website.

If you have forgotten your password, please visit the password retrieval page at https://www.nylearnsph.com/forgot.aspx

After logging in, go to My Courses and click on "Completed Courses". To access your certificate, click on the "View Certificate" link next to the course listing. You will then be able to print a pre-formatted Adobe Acrobat file. This requires Adobe Acrobat Reader which is available for free download at http://www.adobe.com/products/acrobat/readstep.html.

**Note: An incomplete course evaluation will prevent you from accessing your course completion certificate.
To complete an evaluation after you have been completed for a course:
1. Log in to https://www.nylearnsph.com
2. Go to My Courses - Completed Courses
3. In the Activities Column on the right, click on "<evaluation name> - due" alongside the course listing
4. Answer the questions and submit.
The "View Certificate" link will appear alongside the course listing in the "View Certificate" column.

This quiz and course completion will be counted toward the NYSPHC Certificate Program. Please see the **Certificate Enrollment Program Quick Reference Guide** for steps to enroll in the NYSPHC Certificate Program.

Congrats! You have successfully completed a course quiz on the LMS.

Contact Us

For questions about your LMS course quizzes, please contact the LMS support contacts listed below. For all other questions about content in the LMS, please contact your regional Fellowship Placement Coordinator or Fellowship Placement Specialist or view the help content on the Training & Resources website.

Contact Information

LMS Support	518-473-4223 (Press 3 for Abbey)
	edlearn@health.ny.gov
	Online LMS Help Resources for Fellows