

# Platform Tutorial



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If you have any questions and/or concerns regarding TalentLMS please feel free to contact:

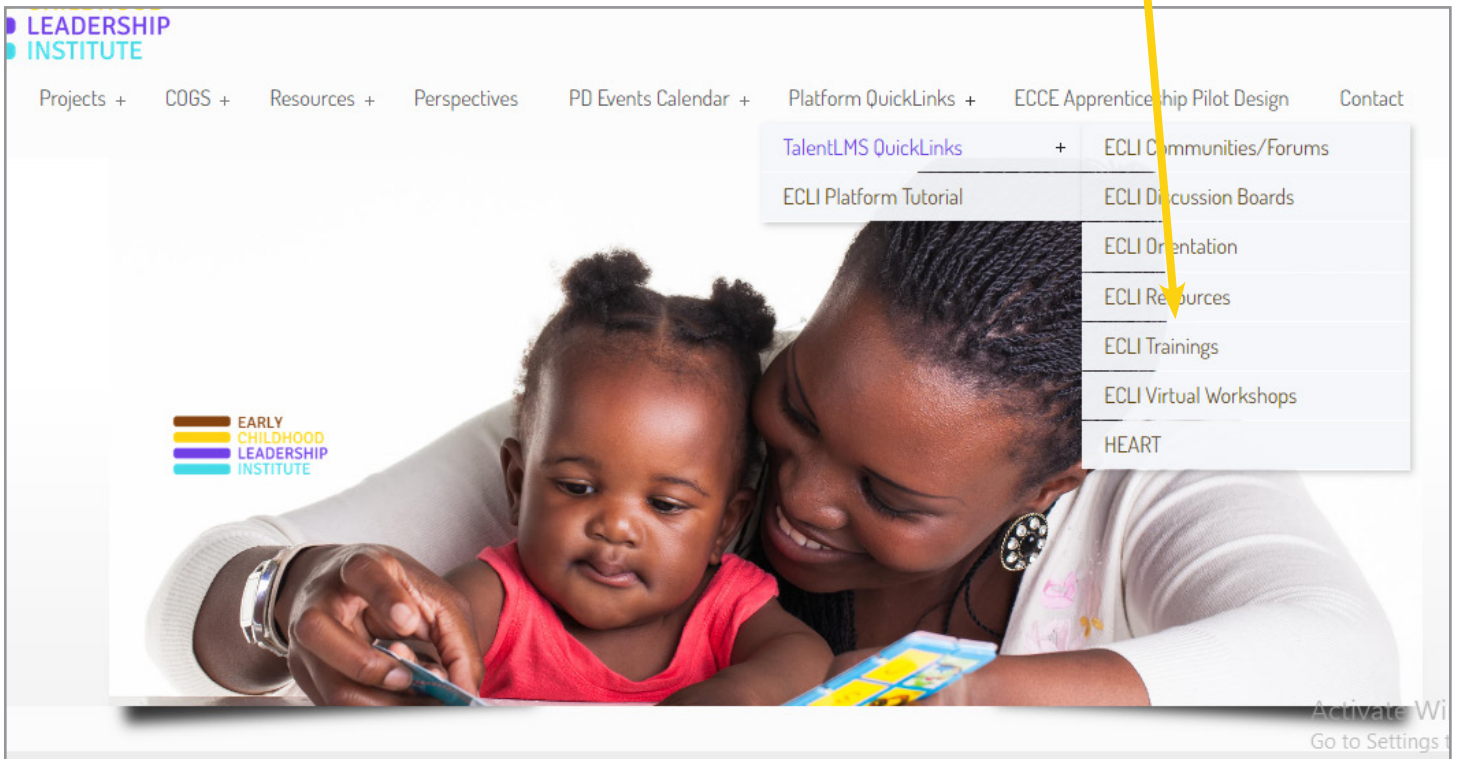
Nan Kalman at [kalmann@rowan.edu](mailto:kalmann@rowan.edu)

# Accessing TalentLMS

1. Visit [eclinj.org](https://eclinj.org) to find the Platform QuickLinks dropdown menu, then click on your specific training.

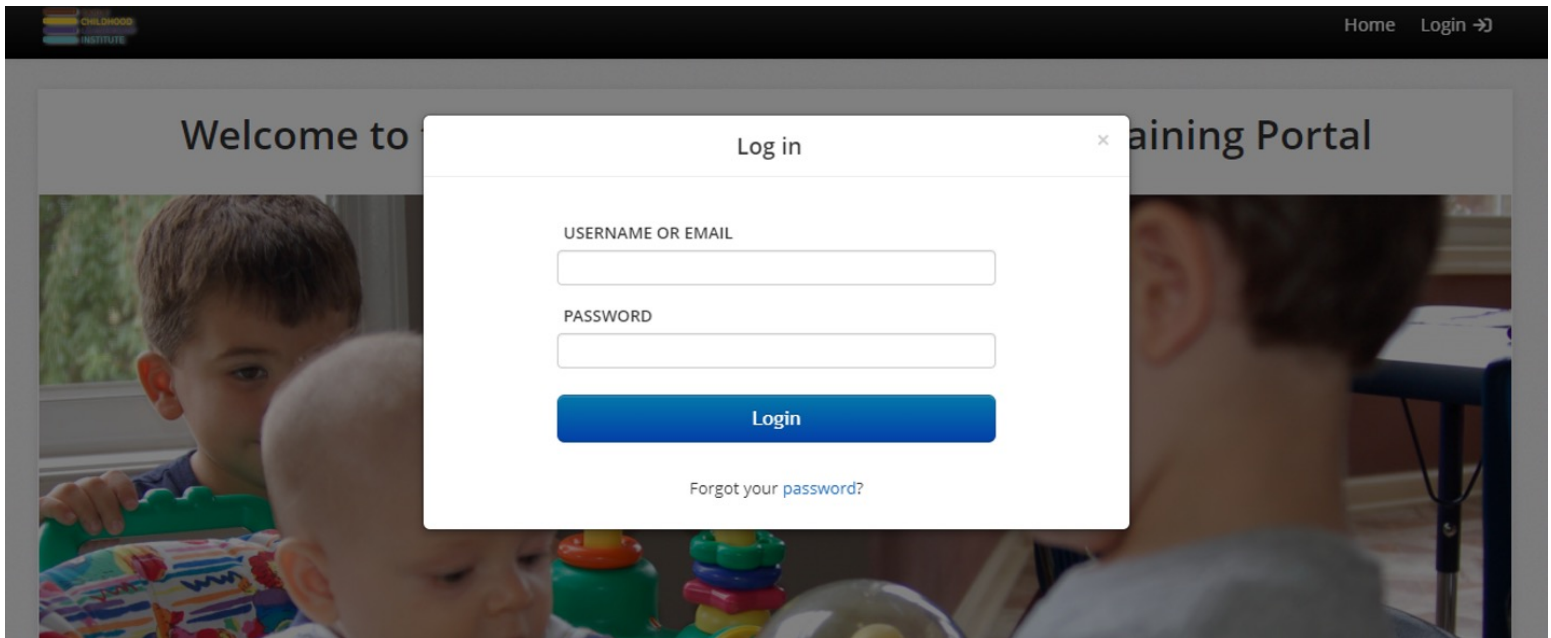
Note: The examples on the following slides are representative of multiple branches, and some may not be relevant to your course.

Access your branch here.

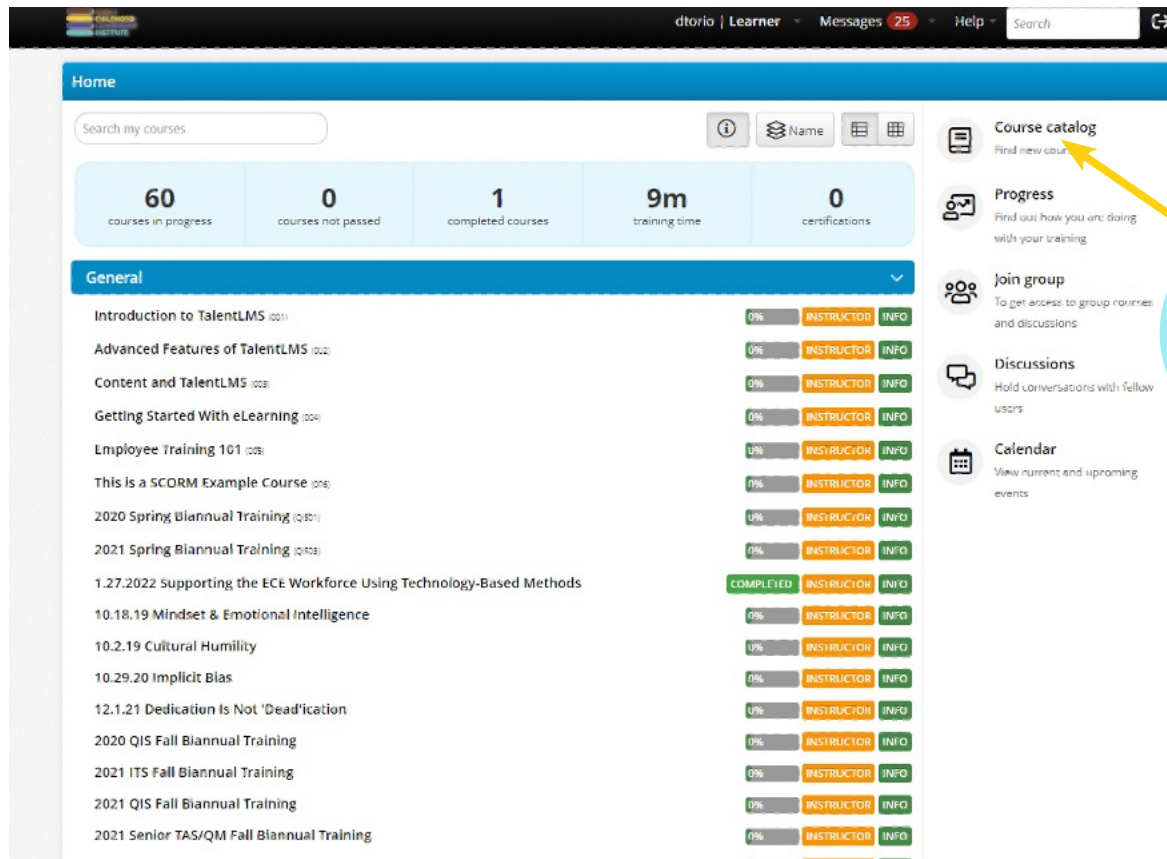




- Input your Login information that can be **found in the initial email** for the TalentLMS platform. Contact one of your trainers if you cannot locate it.

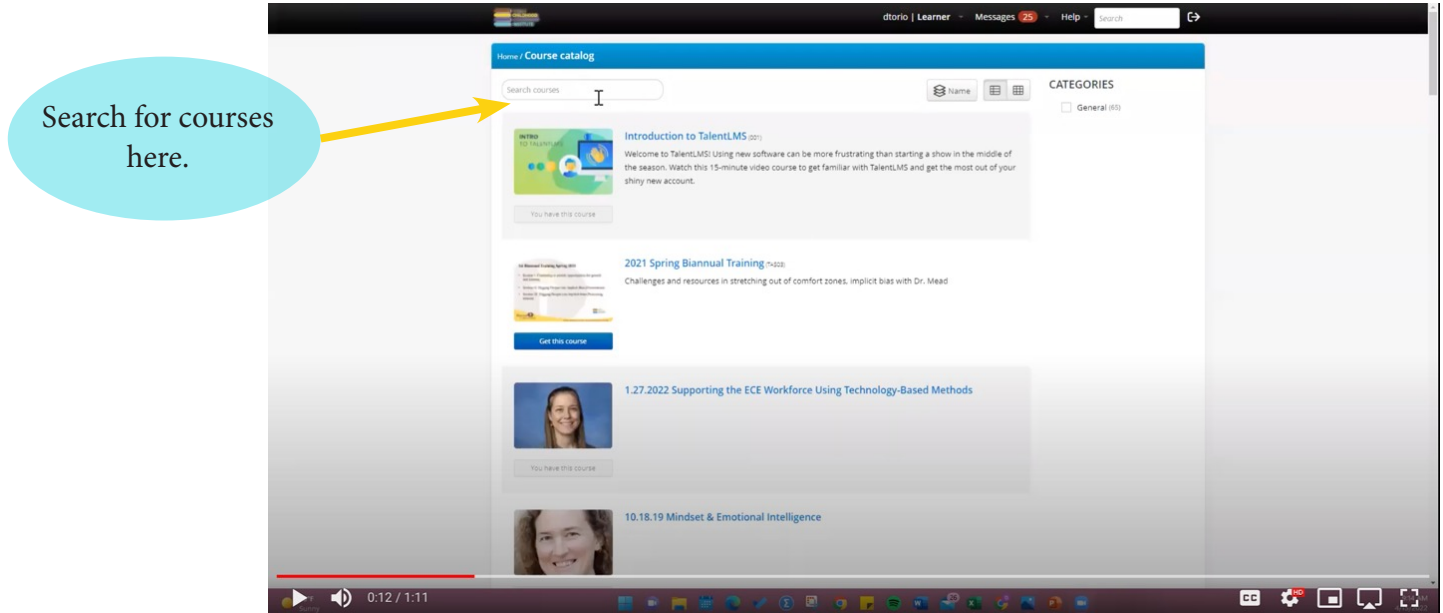


- You will be redirected to your dashboard which gives a brief report of your progress and the courses in which you are enrolled for that specific branch.



Click on course catalog to easily search and access your enrolled courses.

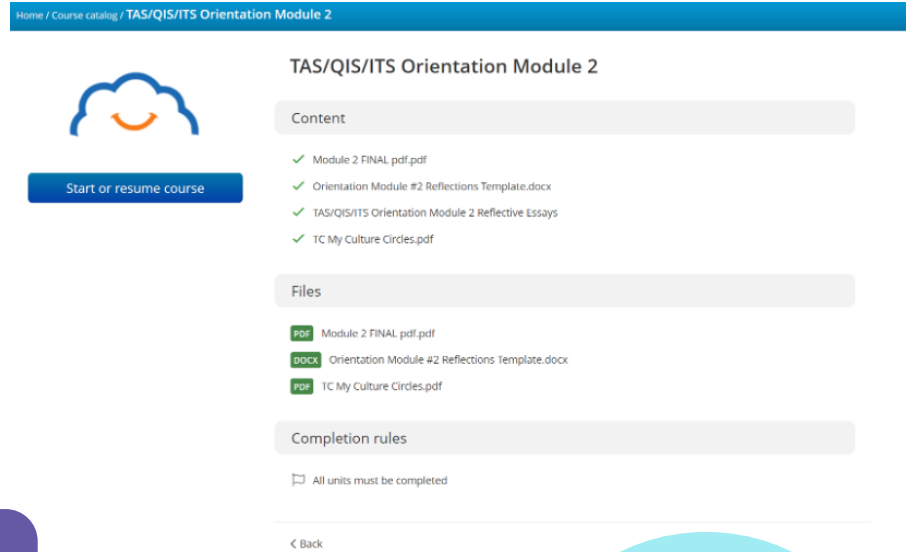
4. You can search for the course you need in the search bar or simply scroll down the courses listed on the page.



Click here to watch a video on searching for classes.

# Accessing Course Content

1. Once located, click on desired course.
2. Content shows you all of the components of a course to be completed. Files allow you access to download specific components.
3. a. Some Files (Powerpoints/MP4s) may need to be downloaded as audio/video guide you through the course and assignments.



Click here to play video on how to access Power Point presentations.

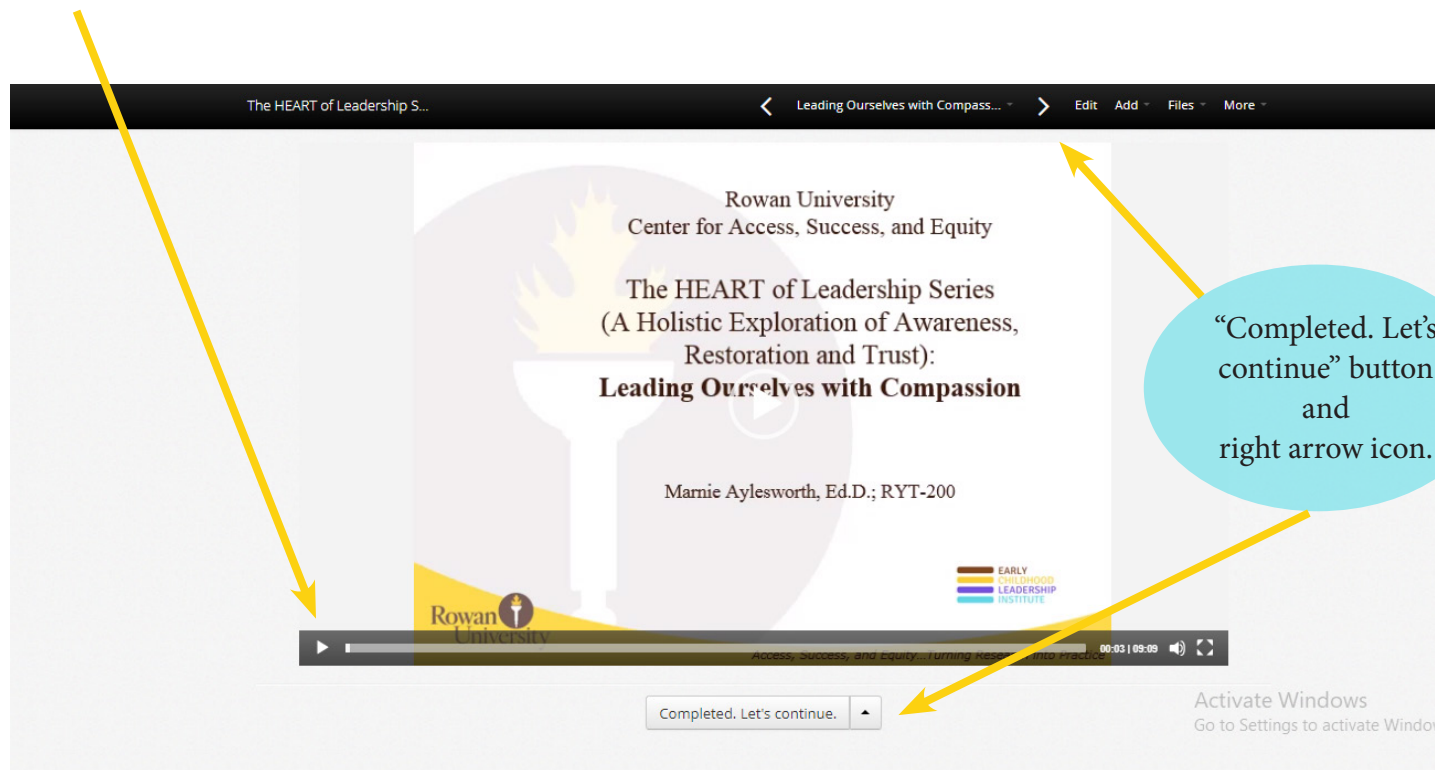
File menu.  
Drop down to  
download.



When seeing this icon, it means that the slide will be narrated. You can either:  
Click on the icon to hear the sound without viewing the slide show in presenter mode.  
OR  
The audio will automatically play when in presenter mode.

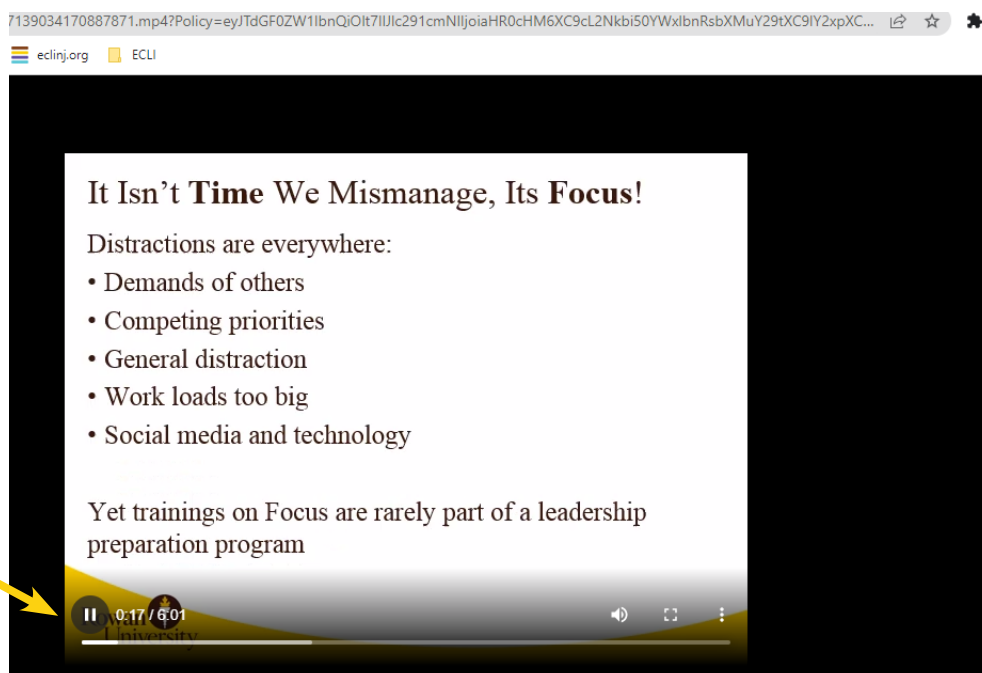


3. b. Other Files will be easier to follow in presenter mode through this platform. In this case, just click on the play button on the bar at the bottom and follow the natural progression of the course in presenter mode.



4. When finished with each component of a course's Content, please proceed to the next component by:
- Pressing the "Complete(d). Let's continue" button below the window.
  - Clicking on the "right arrow" icon at the top of the course bar.

When the Powerpoint/video is set to play on its own, you can pause it by hovering over the bottom of the slide.



# Completing Assignments

During your course, you may need to participate in various assignments/discussions within the TalentLMS Platform to receive credit and complete the course.

## Completing Discussions

### Reflective Activity

Answer the questions below by clicking on the *Day 1 Prerecorded Reflective Activity* located below this PowerPoint in Talent LMS.


1. What are your thoughts about *The Biden Administration's Vision for Comprehensive Early Care and Education Systems*? What do you feel are the strengths of this vision?
2. Considering the content presented in this session on the *Quality Early Care and Education: National and State Landscape*, what is your biggest take-away and how will this impact your work?

**Completion of this activity is required to receive credit for completing the Day 1 Pre-Recorded Session.**



Activate Windows  
Go to Settings to activate Windows.



  
[Start or resume course](#)

### Orientation Day 1 Prerecorded

Instructions: Download the PowerPoint presentation to your computer and view in "Presentation Mode" to enable all the audio/video content.

#### Content

- Day 1 Prerecorded Session 2023.pptx
- </> Day 1 Prerecorded Reflective Activity**

#### Files

- PPTX** Day 1 Prerecorded Session 2023.pptx

#### Completion rules

- All units must be completed

[< Back](#)

Activate Windows  
Go to Settings to activate Windows



# Completing Assignments Submitted on TalentLMS

Assignments to be completed on TalentLMS will be noted with this symbol:



The screenshot shows the TalentLMS interface for 'TAS/QIS/ITS Orientation Module 2'. On the left, there's a cloud icon with a smiley face and a blue button that says 'Start or resume course'. The main content area is divided into 'Content' and 'Files' sections. The 'Content' section lists four items: 'Module 2 FINAL pdf.pdf' (with a green checkmark), 'Orientation Module #2 Reflections Template.docx' (with a green checkmark), 'TAS/QIS/ITS Orientation Module 2 Reflective Essays' (with a pencil icon), and 'TC My Culture Circles.pdf' (with a green checkmark). The 'Files' section lists three items: 'Module 2 FINAL pdf.pdf' (with a PDF icon), 'Orientation Module #2 Reflections Template.docx' (with a DOCX icon), and 'TC My Culture Circles.pdf' (with a PDF icon). A yellow arrow points from the pencil icon in the 'Content' section to the 'Files' section, specifically to the 'Orientation Module #2 Reflections Template.docx' file.

Some assignments may have a template for you to complete. Download your template from the course Files.

Sometimes you will need to complete several reflective essays throughout the course to receive credit for ECLI Orientation completion.

*Note: Your completion percentage in TalentLMS does not necessarily reflect your completion for ECLI.*

**Reflection 1:** Take a few minutes and write a reflective essay about these questions:

- How are you noticing the integration of the content of the orientation? What are some patterns or intentional connections you are noticing in the content?
- Write one goal focused on something new to integrate into your TA practice based on the integrated content from all three trainings.

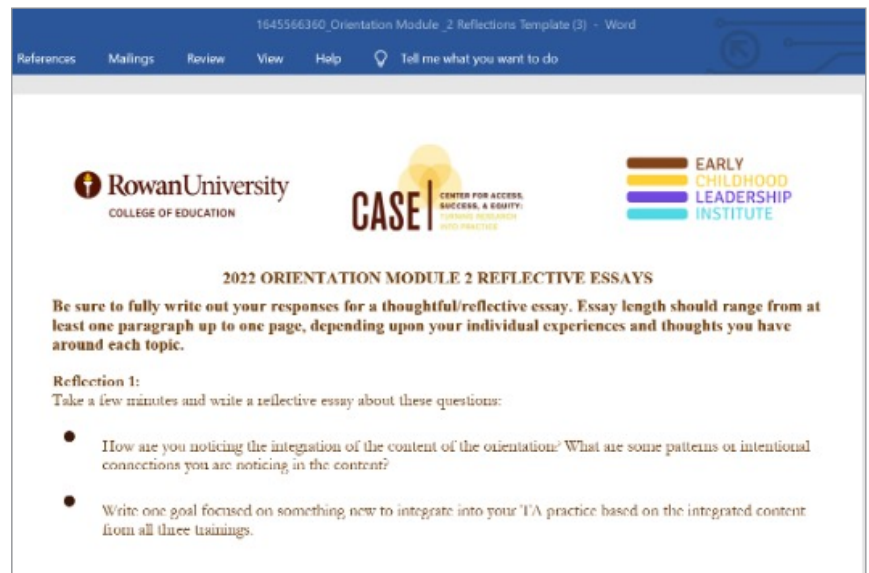
This is an example of a Reflective Essay assignment.

Locate the assignment (example “Orientation Module #2 Reflections Template”) and record your responses on the **downloaded** word document for your assignment.

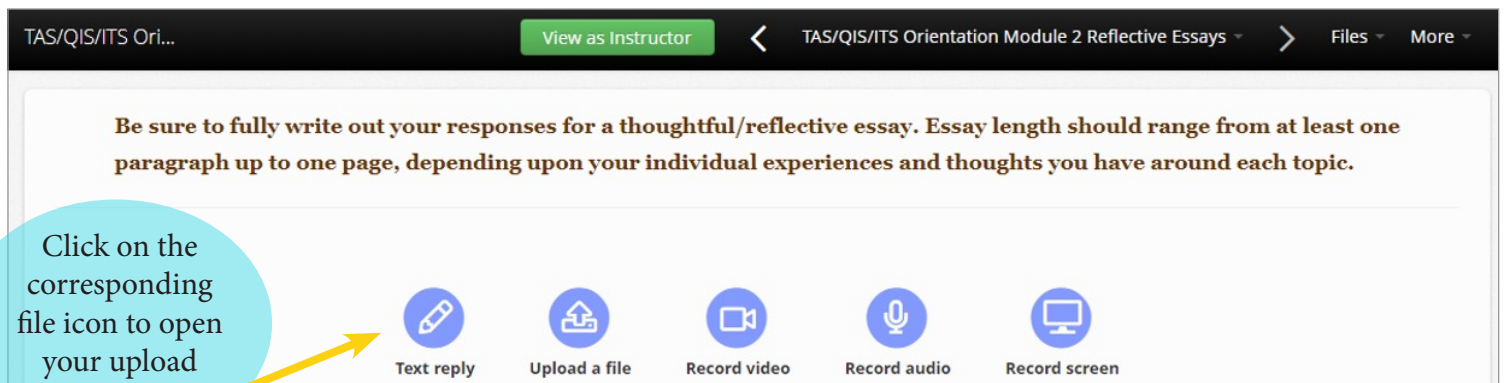
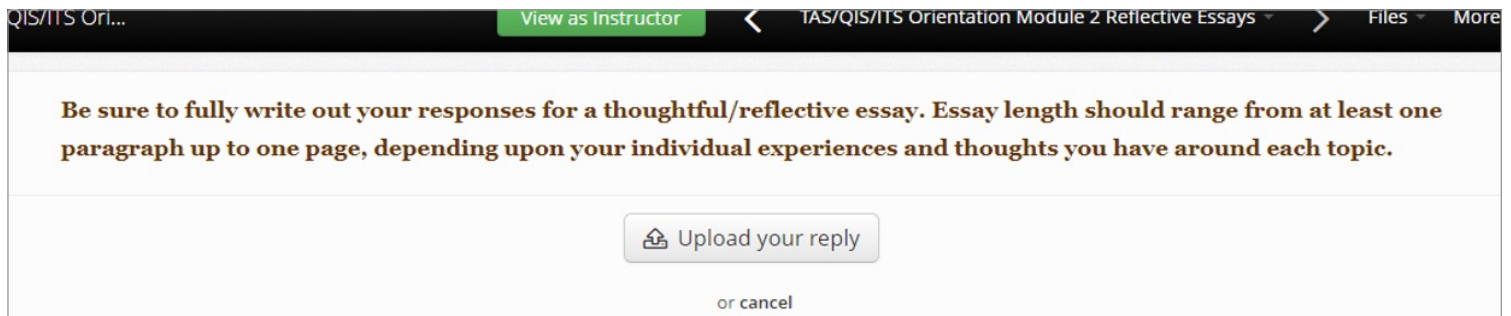
After downloading and saving this template to your computer, **rename the document** as

FirstinitialLastname\_assignment

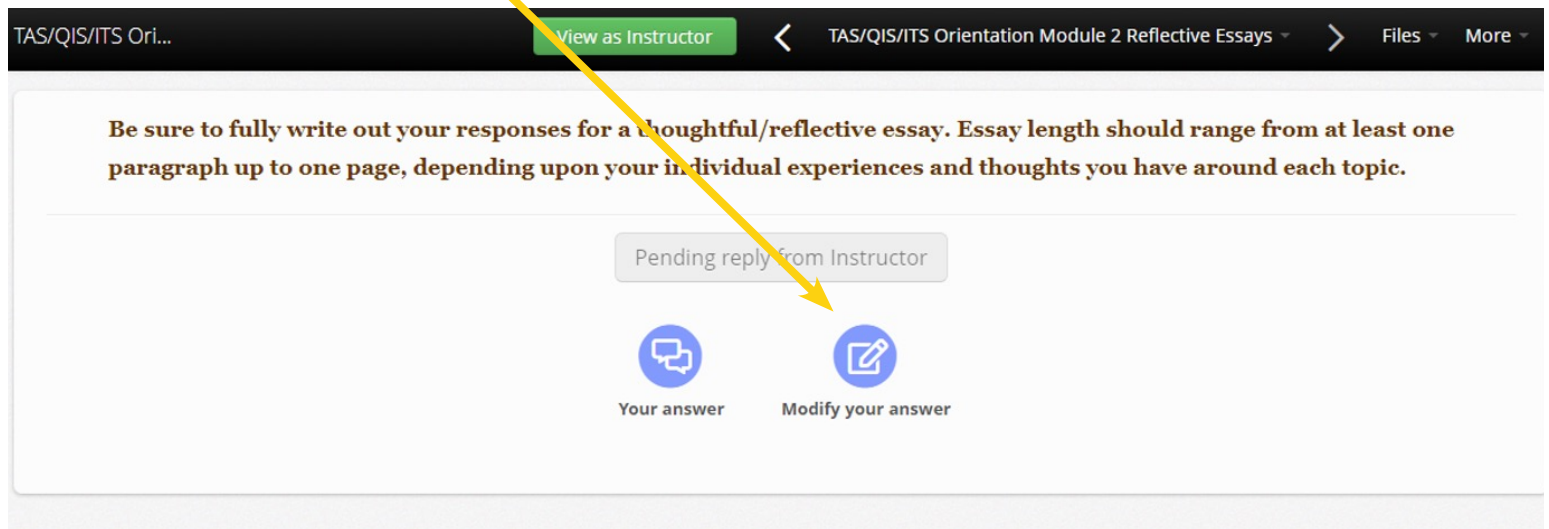
For example:  
MPrice\_OrientationModule2Reflections.docx



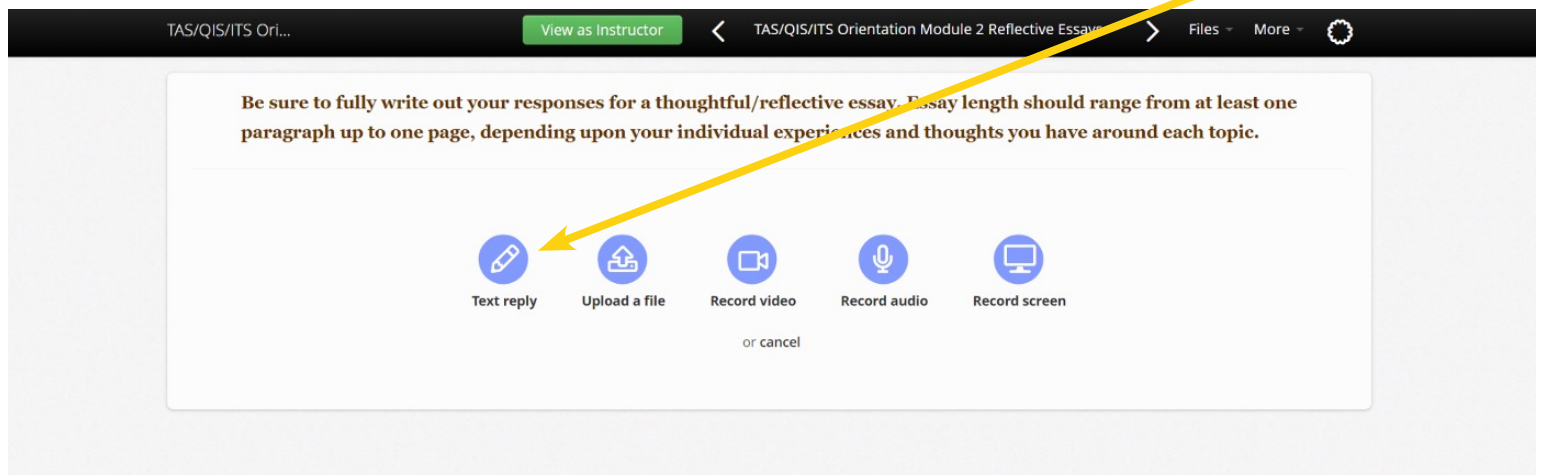
Once you have completed all of your responses, upload them onto the TalentLMS Platform.



If you want to add or modify your answer:

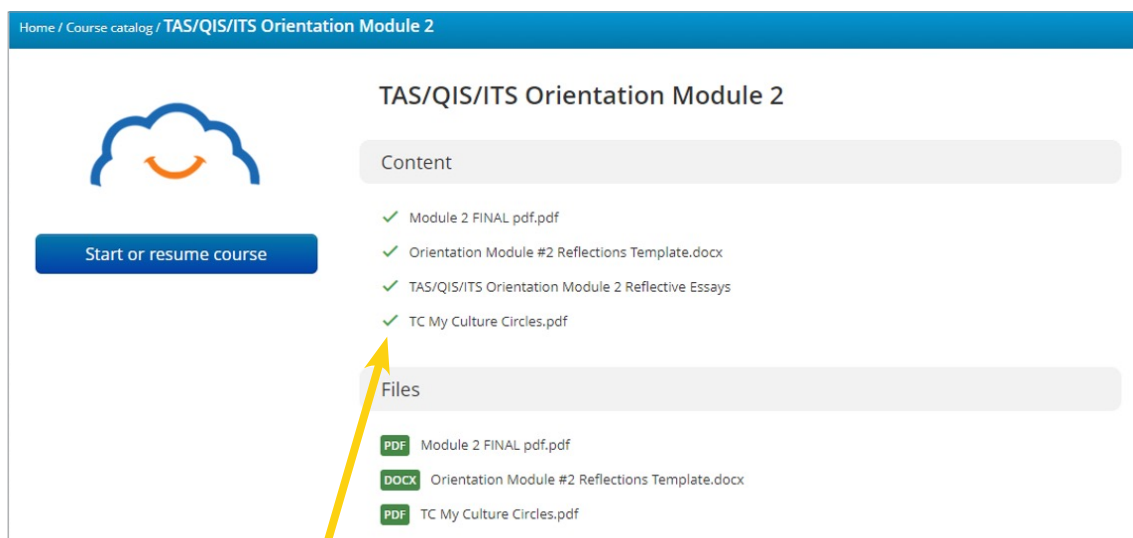


When you click on Modify your answer you will be able to Upload a file again or add a comment with Text reply.



Click here to watch video on how to  
modify answers.

Once you are finished with the course and ALL components are completed...well done!



Home / Course catalog / TAS/QIS/ITS Orientation Module 2

### TAS/QIS/ITS Orientation Module 2

Start or resume course

#### Content

- ✓ Module 2 FINAL pdf.pdf
- ✓ Orientation Module #2 Reflections Template.docx
- ✓ TAS/QIS/ITS Orientation Module 2 Reflective Essays
- ✓ TC My Culture Circles.pdf

#### Files

- PDF Module 2 FINAL pdf.pdf
- DOCX Orientation Module #2 Reflections Template.docx
- PDF TC My Culture Circles.pdf

As you progress through your course, your Content components will show a check mark only if you have pushed the “Complete and continue” button after each component.

**Note:** Just viewing the content alone without hitting “Complete and Continue” leaves it “open.” This feature helps you keep track of what you may need to return to to finish. This is what the platform uses to determine percentage or progress within a course. If a component is skipped, you may not show 100% completion, although still be finished with all required ECLI assignments.