

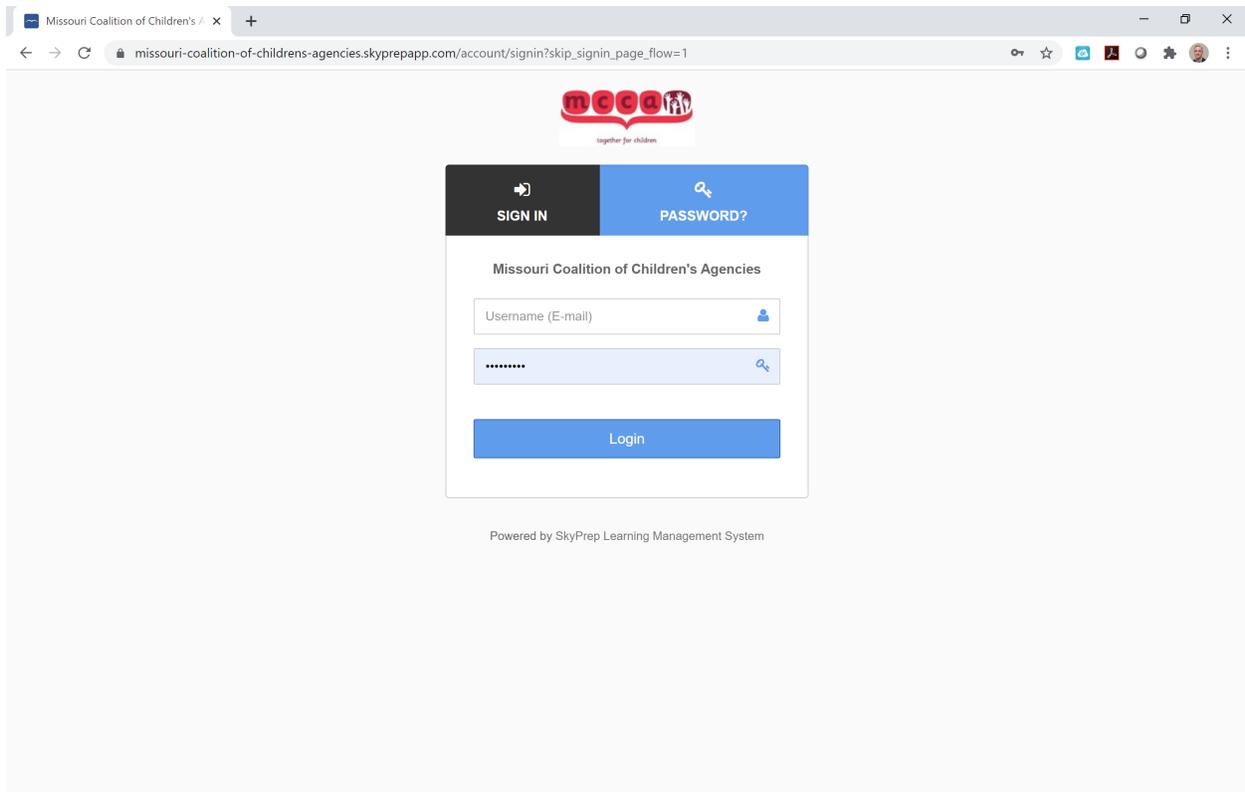
## Checking off on student competencies in SkyPrep

Nov. 24, 2020

Once students have fulfilled all course requirements (see below), nurse-instructors must “check off on competencies”, confirming this has happened. Only a licensed Missouri nurse may check off on competencies in the MCCA Med Cert system.

Course requirements differ depending on the student type. Initial students, or those who have never been certified as aides or have expired certifications, must sit for a class, pass an online exam (facilitated by this system), and demonstrate competency to a nurse. Renewal students must site for a shorter class and demonstrate competency to a nurse.

Nurse-instructors will then log into SkyPrep.



The screenshot shows a web browser window with the URL [missouri-coalition-of-childrens-agencies.skyprepapp.com/account/signin?skip\\_signin\\_page\\_flow=1](https://missouri-coalition-of-childrens-agencies.skyprepapp.com/account/signin?skip_signin_page_flow=1). The page features the MCCA logo at the top center, which includes the text "MCCA" in red and "together for children" below it. Below the logo is a navigation bar with two buttons: "SIGN IN" (black background with a white arrow icon) and "PASSWORD?" (blue background with a white magnifying glass icon). The main content area is a white box with the heading "Missouri Coalition of Children's Agencies". It contains two input fields: "Username (E-mail)" with a user icon and "Password" with a magnifying glass icon. Below these fields is a blue "Login" button. At the bottom of the page, it says "Powered by SkyPrep Learning Management System".

On the left navigation menu, click “My Courses”.

Missouri Coalition of Children's Agencies

FEEDBACK

Switch Back to Admin Account

Joan DeArc

### Manager Dashboard

#### Required Actions

<b>Ungraded Assessments</b>	Checklists for Review	Upcoming Deadlines	Upcoming Reenrollments	Upcoming ILTs
0	1	0	0	0

You're in the clear! There's no assessments awaiting grading!

**Manager**

- My Dashboard
- My Groups
- My Courses**
- My ILTs

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- Courses
- Materials
- Assessments
- Learning Paths
- Instructor-Led Trainings

Note the list of Managed Courses. Click the name of the course for which there are students to check off.

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FEEDBACK

Switch Back to Admin Account

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### Managed Courses

Show 25 entries

Search:

Course Name	Currently Enrolled	Course Report
Pre-SkyPrep Certification	725 users	<a href="#">Report</a>
SAMPLE MCCA Med Cert Initial Course	3 users	<a href="#">Report</a>
SAMPLE MCCA Med Cert Renewal Course	1 users	<a href="#">Report</a>

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

[https://missouri-coalition-of-childrens-agencies.skyprepapp.com/managers/show\\_course?course\\_id=88581](https://missouri-coalition-of-childrens-agencies.skyprepapp.com/managers/show_course?course_id=88581)

You should now see a list of enrolled students in this course. Note that for each student, there is a button to Edit Progress. Click that for a student you wish to check off.

Note: In this stage of the process, Initial students should show as “In Progress” under Course Progress. Renewal students will show as “Not Started.”

Missouri Coalition of Children's Agencies / x Missouri Coalition of Children's Agencies / x +

missouri-coalition-of-childrens-agencies.skyprepapp.com/managers/show\_course?course\_id=88581

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MCCA together for children

Managed Courses → SAMPLE MCCA Med Cert Initial Course

Add Users

Show 25 entries

Search:

First Name	Last Name	Email	Course Progress	Date Started	Completion Date	Deadline Date	Expiration Date	User Report	Edit Progress	Unenroll
abeku	pearson	abeku.y.pearson@dss.mo.gov	Not Started	-	-	-	-			
Jazzy	Gassy	jmilarsky@gmail.com	In Progress	2020-11-18	-	-	-			
John	Student	noemail@noemail.com	Passed	-	2020-10-16	-	2021-12-15			

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Latest Notifications

- Jazzy Gassy has started the course SAMPLE MCCA Med Cert Initial Course
- Jazzy Gassy's history was cleared for the course 'SAMPLE MCCA Med Cert Initial Course'
- [ENROLLED] abeku pearson was enrolled in the course SAMPLE MCCA Med Cert Initial Course
- [PASSED] John Student has passed the course 'SAMPLE MCCA Med Cert Initial Course'
- [ENROLLED] John Student was enrolled in the course SAMPLE MCCA Med Cert Initial Course

After clicking Edit Progress, note the Course Items box at the bottom of the screen. There should be one or two items: the quiz item will show for initial students (and it should show a status of Passed if the student has completed the test), and the checklist item will show for both student types.

To check off on competency, click the “Set Checklist as Passed Button.”

Missouri Coalition of Children's Agencies (MCCA) Admin Interface

Course Name: SAMPLE MCCA Med Cert Initial

Course Status: **In Progress**

Progress: 50 %

Status: **In Progress**

Date User Started: 18-Nov 2020

Access Date: 25-Sep 2020

Buttons: [Override/Set Dates](#), [Clear course history](#)

User: Jazzy Gassy (jmlarsky@gmail.com)

Course Item	Status	Attempt	Minimum Passing Grade	Results	Other
MCCA Main Med Cert Quiz - Details	<b>Passed</b>	Attempt - 1 2 attempts remaining.	80%	50 questions, 102 points	
Has this student completed all course requirements (check competencies)	<b>Not Started</b>	Attempt - 0 1 attempt remaining.	-	<a href="#">Set Checklist As Passed</a>	

Manager

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missouri-coalition-of-childrens-agencies.skyprepapp.com/admin/course\_progresses/show/24613949?course\_id=88581&user\_id=1526895

Note that the course status, in the upper-center of the screen, has changed to Passed and there is a link to Download Certificate. Do this for all students you wish to certify.

**Students are not certified until this step is complete.**