

LearnUpon User Guide

Welcome to The Child Abuse Prevention Center's (CAPC) training website, LearnUpon! All CAPC training will be administered through this website:

capcenter.learnupon.com

This User Guide will walk you through how to access your account, register for and complete training, and other common questions that come up about how to navigate the website. Whenever you have questions about LearnUpon, please refer to this guide before contacting the CAPC Training Team. If you do not find an answer to your question in this User Guide, you can email the CAPC Training Team at trainingteam@thecapcenter.org. Remember that responses to emails are not immediate, so please allow up to 24 hours to receive a response. The CAPC Training Team does not respond to emails on the weekend.

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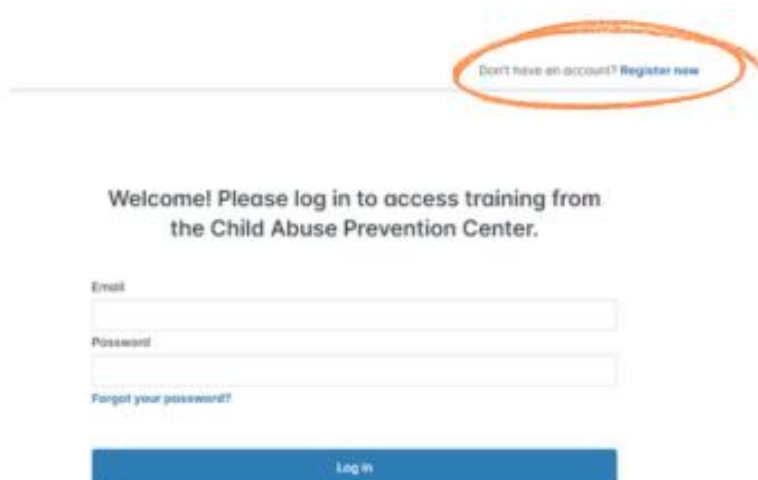
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Creating An Account

To create an account, click “Register now” on the top right of the screen.



Don't have an account? [Register now](#)

Welcome! Please log in to access training from the Child Abuse Prevention Center.

Email

Password

[Forgot your password?](#)

Enter your email address and create a password, then click “Register.”



Register for
CAPC Training

Email

Password

Confirm password

You will receive a confirmation email sent to the email address you used to create your account. Click the link in that email to confirm your account.

You can confirm your account through the link below:

https://capcenter.learnupon.com/users/confirmation?confirmation_token=NkQrDyQtXDeIggVFmXg5Eg

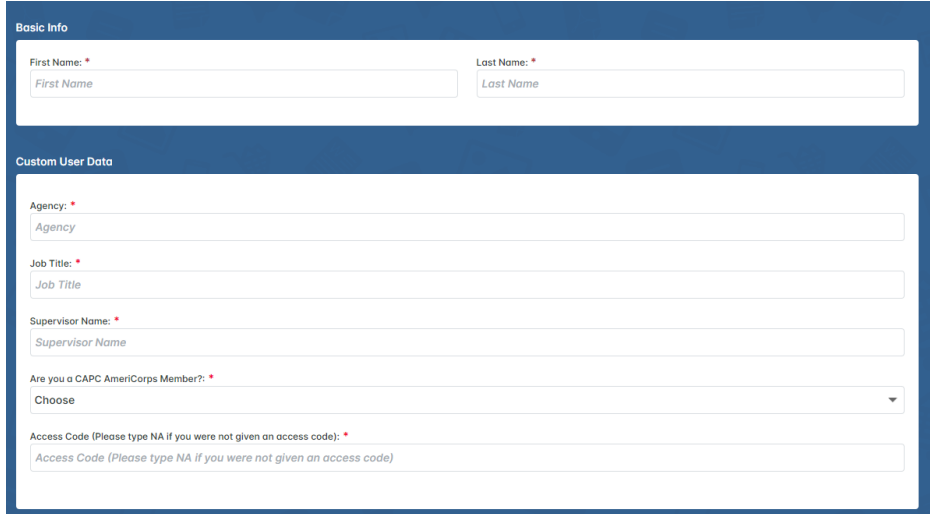


Regards,
Child Abuse Prevention Center Training Team.

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You might also consider adding notifications@learnupon.com to your safe-senders/contacts list so as to prevent our emails going to your spam folder.

Once you click the link, you will be taken back to LearnUpon to finish creating your account. Please complete all the fields on the screen. If you did not receive an Access Code, please enter NA.



The screenshot shows a registration form with two main sections: "Basic Info" and "Custom User Data".

Basic Info

- First Name: * (text input field)
- Last Name: * (text input field)

Custom User Data

- Agency: * (text input field)
- Job Title: * (text input field)
- Supervisor Name: * (text input field)
- Are you a CAPC AmeriCorps Member?: * (dropdown menu with "Choose" selected)
- Access Code (Please type NA if you were not given an access code): * (text input field)

After you finish creating your account, you will be taken to your Home page.

How to Register for a Training

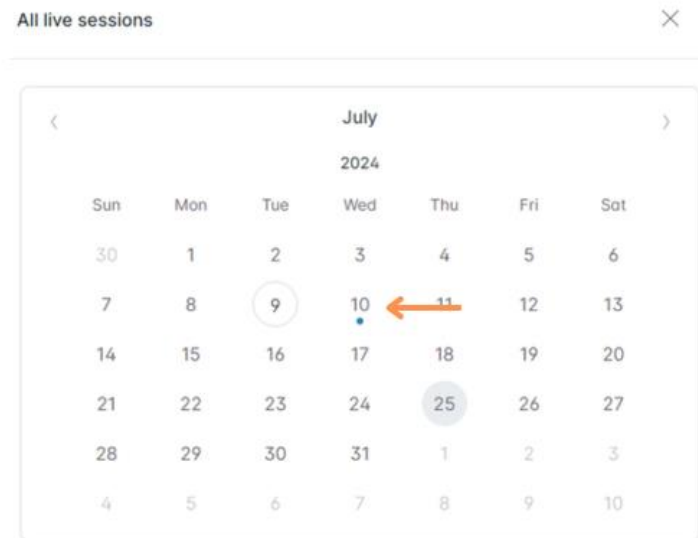
Once you have logged into your LearnUpon account, click on the banner at the top of your Home page to be taken to the Catalog.



Next, click the button on the right that reads "All live sessions."

All live sessions

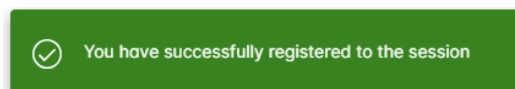
A calendar will pop up on your screen after clicking “All live sessions.” A blue dot indicates that there is a training scheduled for that day.



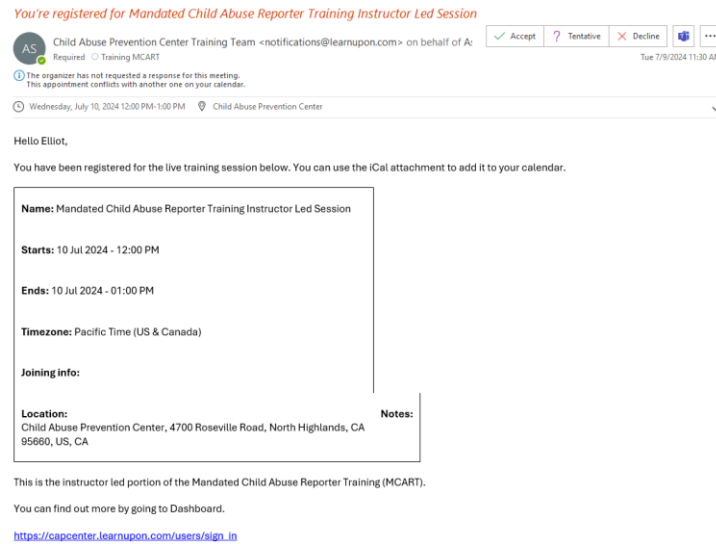
Clicking on a date with the blue dot will show you which trainings are scheduled for that day, what time these trainings are scheduled, the name of the trainer, and the number of seats available in the training. You can click the “See full month” button to scroll through all trainings scheduled for that month. To register for a training, click the button that reads “Register.”



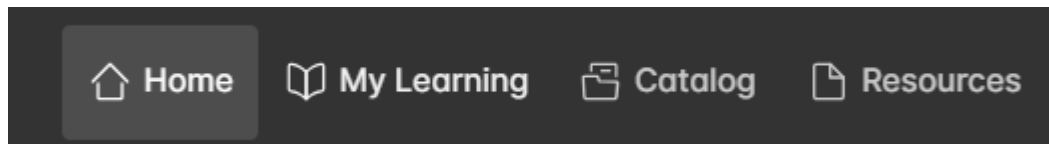
After clicking “Register,” a notification in green will pop up that reads “You have successfully registered to the session.”



You will receive a calendar invite to the email address associated with your LearnUpon account. This calendar invite will contain all the information you need to attend the training, including the address for in-person training.



Next, navigate to your Home page by clicking “Home” on the menu at the top of your screen.



The training you just registered for will be listed under “Learning not started.” Click the icon to access that training.

Learning not started

■ Course ■ LIVE session



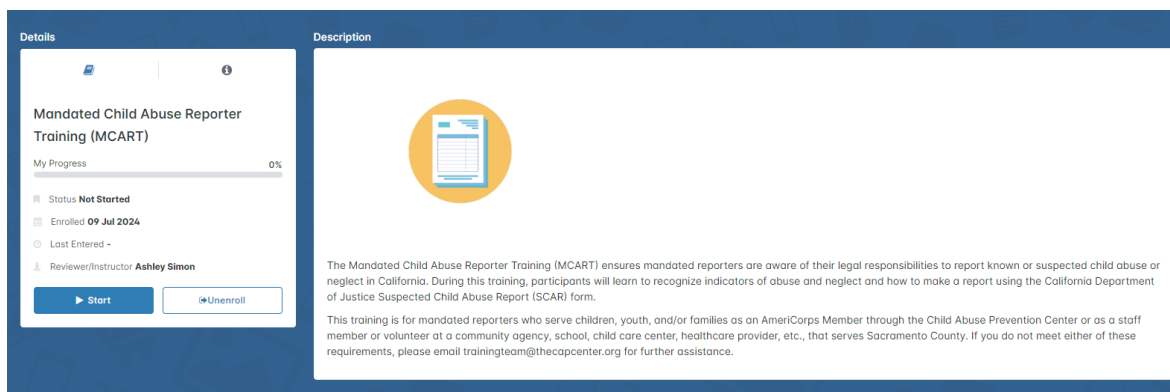
Mandated Child Abuse Reporter Training (MCART)

Enrolled on July 9, 2024

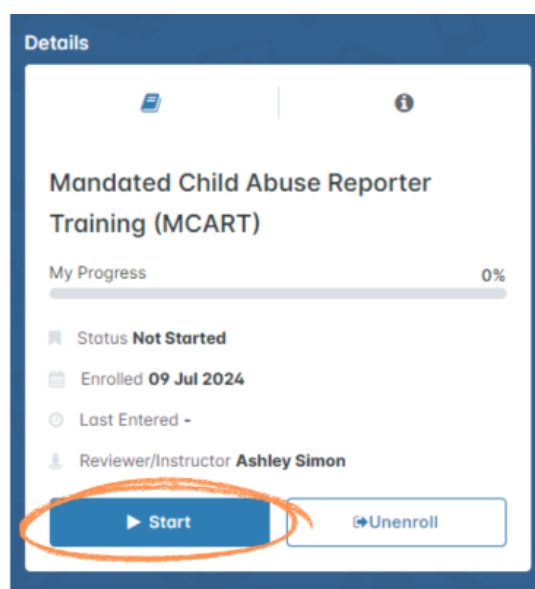
The Mandated Child Abuse Reporter Training (MCART) ensures mandated reporters are aware of their legal respons ...

🕒 3h 🕒 Session Jul 10, 12:00 PM 📄 Certificate

You will be taken to the course detail page which lists the course description and outcomes for the training along with the progress you have made on the course. The image below shows a progress bar at 0%, meaning no part of the training has been completed.



Click the “Start” button to access the pre-test. The pre-test must be completed at least 24 hours prior to the Instructor Led Session or you will not be admitted into the training.



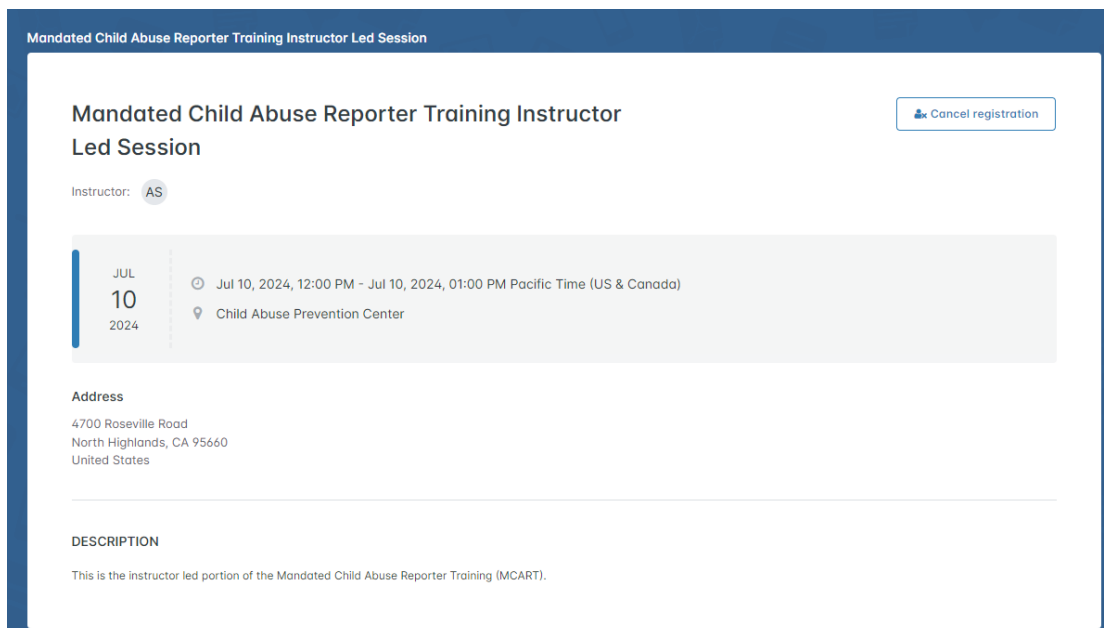
Follow the instructions provided on your screen to complete the pre-test. To navigate throughout the course, click the “Next module” button on the top right of your screen.

Next Module →

You can view your course progress in the box on the left side of the screen.



All prework has been completed when you reach the Instructor Led Session module. The next step is to attend the Instructor Led Session, which is the live portion of the training. You can find the details for the live session in the Instructor Led Session module. You can also cancel your registration and select another date from this page.



After you have attended the live portion of the training, you can complete the post-test and evaluation. Once you have completed all the modules in a course, your certificate of completion will be emailed to you at the email address associated with your account and will be available to download from LearnUpon.



Hello Ashley,

Well done, you completed your course Nurturing Parenting Program (NPP) School Age.

You can login and launch/review your completed courses at any time, by accessing the url below.

https://capcenter.learnupon.com/users/sign_in

If you need assistance, please email trainingteam@thecapcenter.org.

Regards,
CAPC Training
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Please do not reply to this message. Mail sent to this address cannot be answered.

After Attending an Instructor Led Session

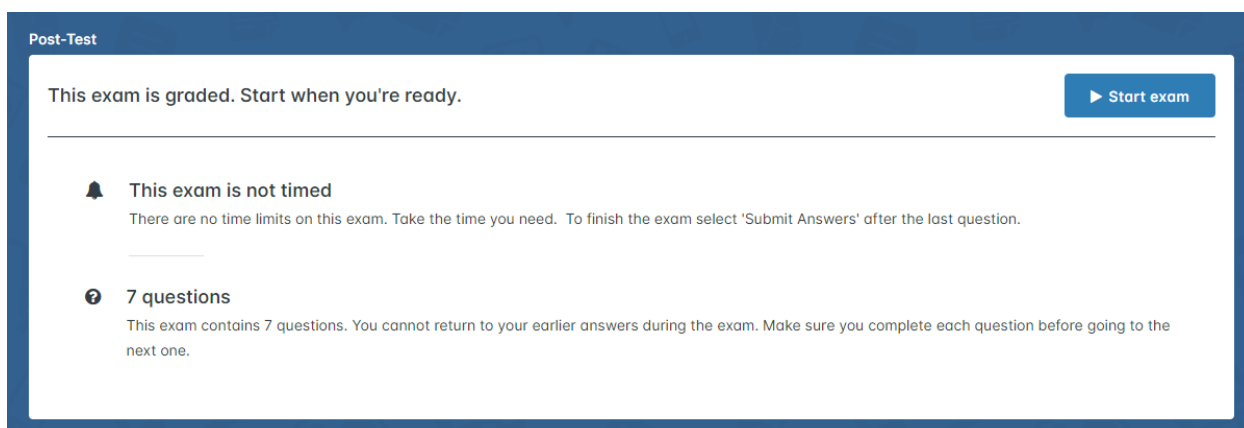
After you have attended the live portion of the training, you will be able to complete any required post-work and the evaluation. To do this, you will log into your LearnUpon account, go to the “Learning in progress” section of your Home page, and click on the course icon for the training you have just completed.

A screenshot of the 'Learning in progress' section in a LearnUpon account. At the top, there are two tabs: 'Courses' and 'Learning paths'. Below the tabs, the title 'Learning in progress' is displayed. There are two filter buttons: 'Course' (selected) and 'LIVE session'. A large orange circular icon with a white document symbol is centered. Below the icon, the text reads 'Mandated Child Abuse Reporter Training (MCART)' and 'Last opened July 12, 2024'. A progress bar shows '2/5 modules completed'. At the bottom, there are two links: 'Session Jul 13, 3:00 PM' and 'Certificate'.

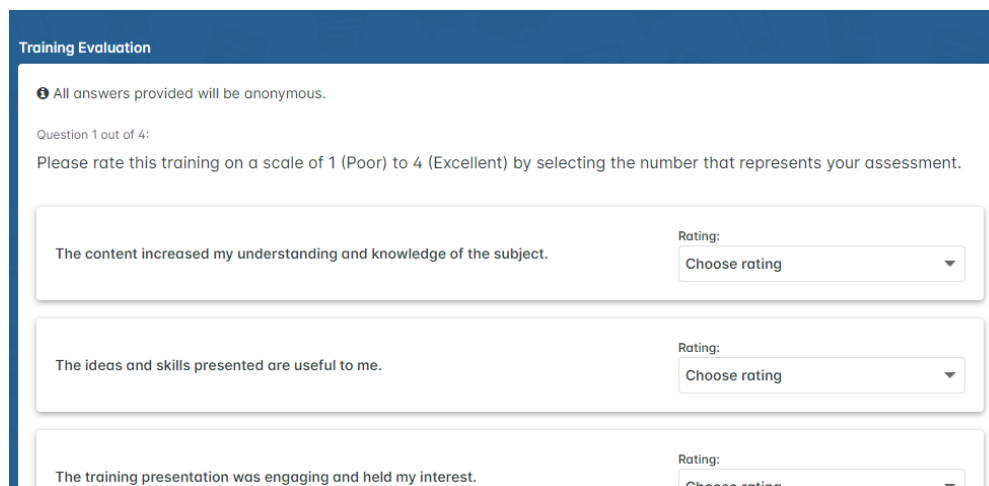
This will take you to the Instructor Led Session module, which should now have a green bar across the top that reads “You have completed this session.”



Click “Next Module” at the top right of your screen. This will take you to the post-test.



Follow the instructions on the screen to complete the post-test, then click “Next Module.” This will take you to the evaluation.



Training Evaluation

All answers provided will be anonymous.

Question 1 out of 4:
Please rate this training on a scale of 1 (Poor) to 4 (Excellent) by selecting the number that represents your assessment.

The content increased my understanding and knowledge of the subject. Rating: Choose rating

The ideas and skills presented are useful to me. Rating: Choose rating

The training presentation was engaging and held my interest. Rating: Choose rating

Follow the instructions on the screen to complete the evaluation. Once you have completed all the modules in a course, a bar will appear on your screen

that reads “Congratulations! You have completed this course! Download your certificate by clicking on the button below.” Click “Download” to download your certificate.



Congratulations! You have completed this course!

Download your certificate by clicking on the button below.

 Download

 Download Certificate

Your file has been generated and is **available here for download**. (This URL will expire in 15 mins)

Close

Your certificate of completion will also be emailed to you.

Your course completion details for Mandated Child Abuse Reporter Training (MCART)



Child Abuse Prevention Center Training Team <notifications@learnupon.com>
To Training MCART



Mon 7/15/2024 5:02 PM



Hello Elliot,

You can login and launch/review your completed courses at any time, by accessing the url below.

https://capcenter.learnupon.com/users/sign_in

If you need assistance, please email trainingteam@thecapcenter.org.

Regards,
CAPC Training
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Please do not reply to this message. Mail sent to this address cannot be answered.