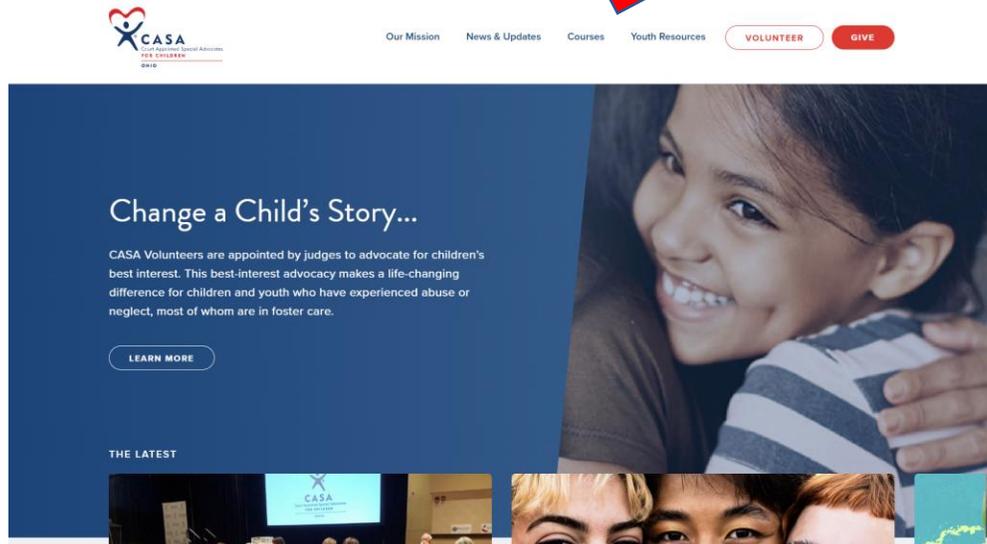


# Ohio CASA's On-line Volunteer Education Instructions

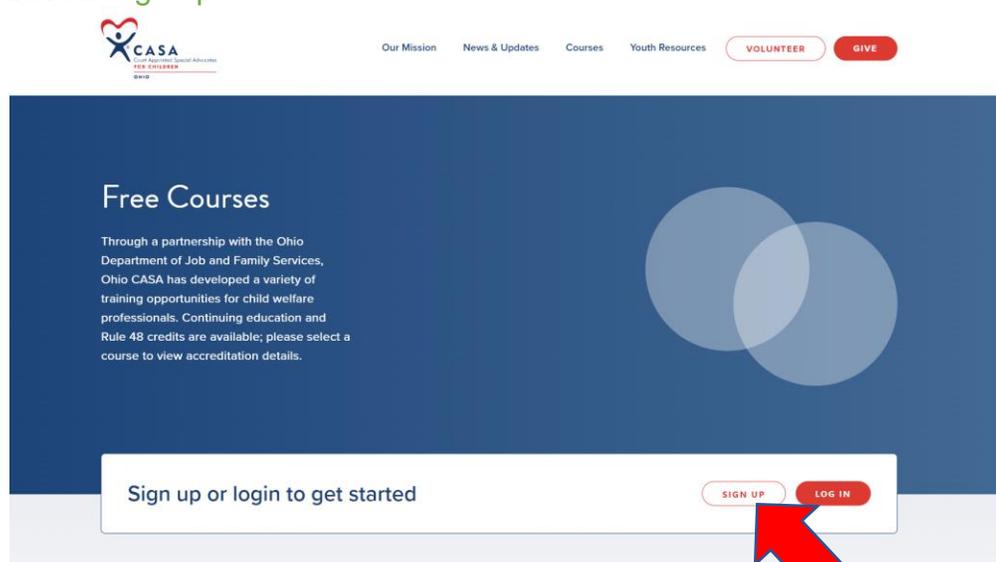
To get access to Ohio CASA's on-line education courses, you must first register on the Ohio CASA's website. The following instructions will walk you through both the registration process and enrolling in a course.

## TO REGISTER:

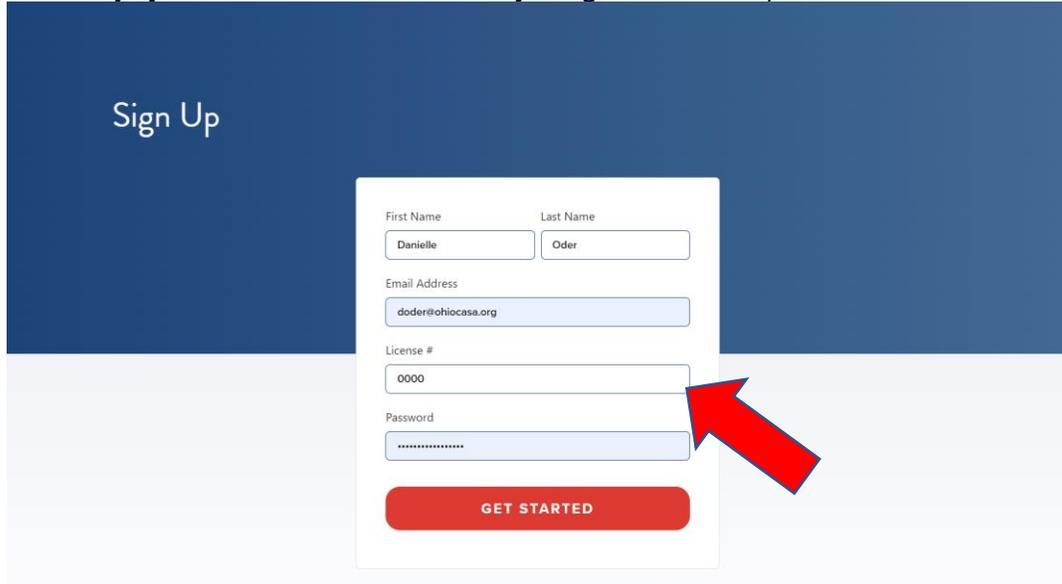
1. Click the **Courses** tab at the top of the page.



2. Click on **Sign up**



3. Enter your personal information. (License # is for attorneys only. If you are not an attorney, you don't need to enter anything in this field.) Then click Get Started.



Sign Up

First Name: Danielle      Last Name: Oder

Email Address: doder@ohiocasa.org

License #: 0000

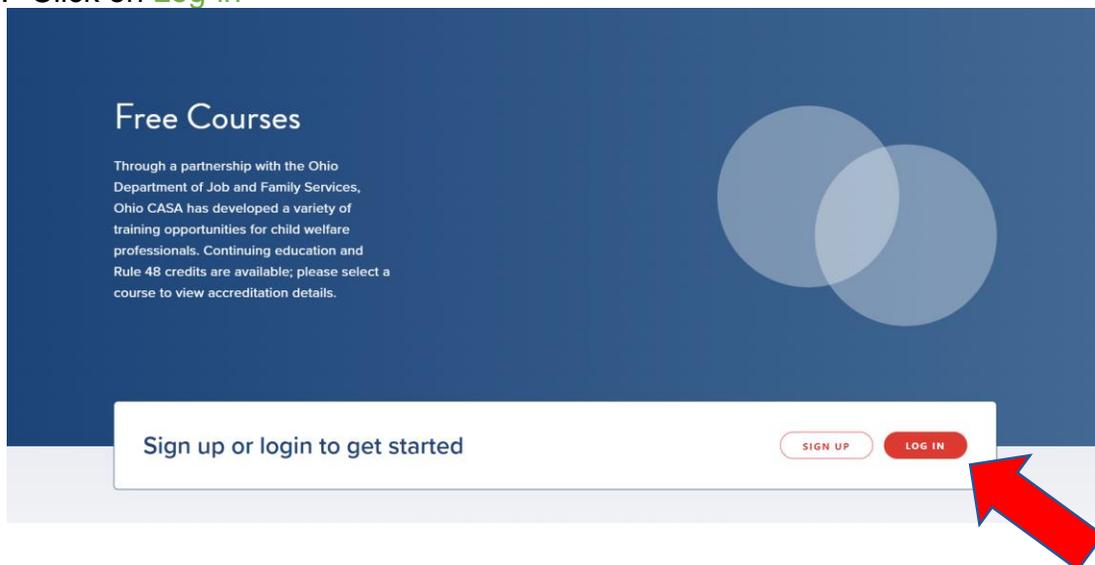
Password: \*\*\*\*\*

**GET STARTED**

A red arrow points to the License # field.

## TO TAKE AND ENROLL IN COURSE

1. Click on **Log-in**



Free Courses

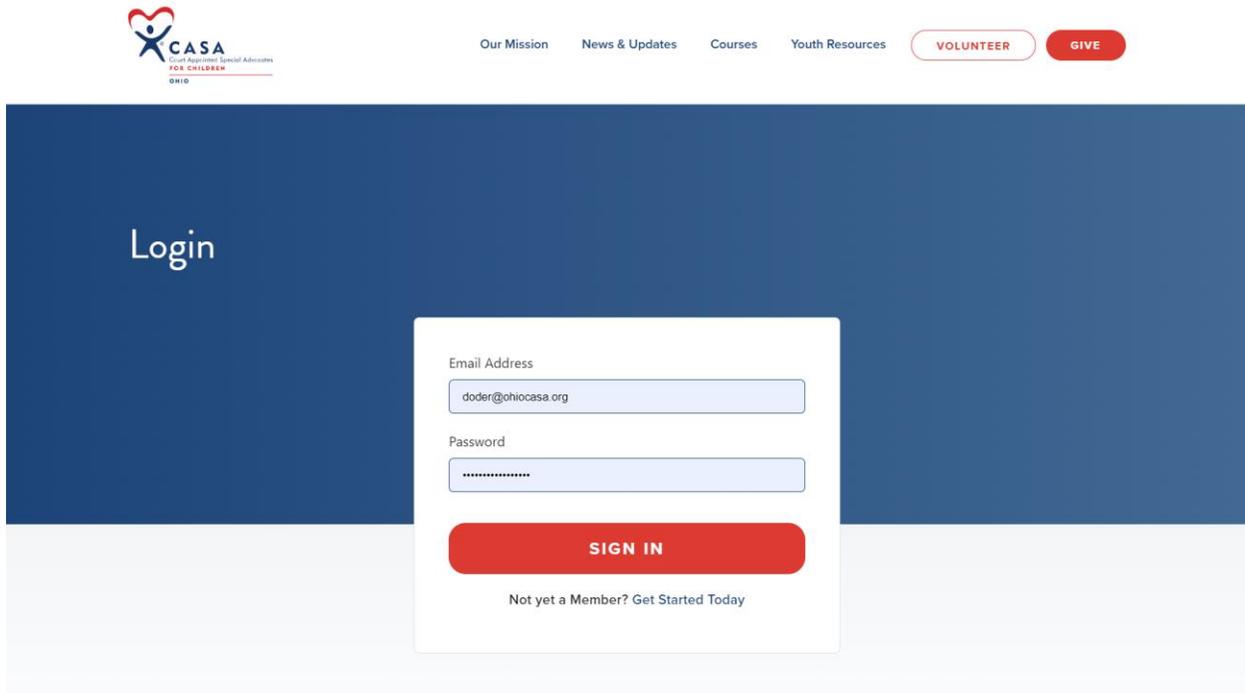
Through a partnership with the Ohio Department of Job and Family Services, Ohio CASA has developed a variety of training opportunities for child welfare professionals. Continuing education and Rule 48 credits are available; please select a course to view accreditation details.

Sign up or login to get started

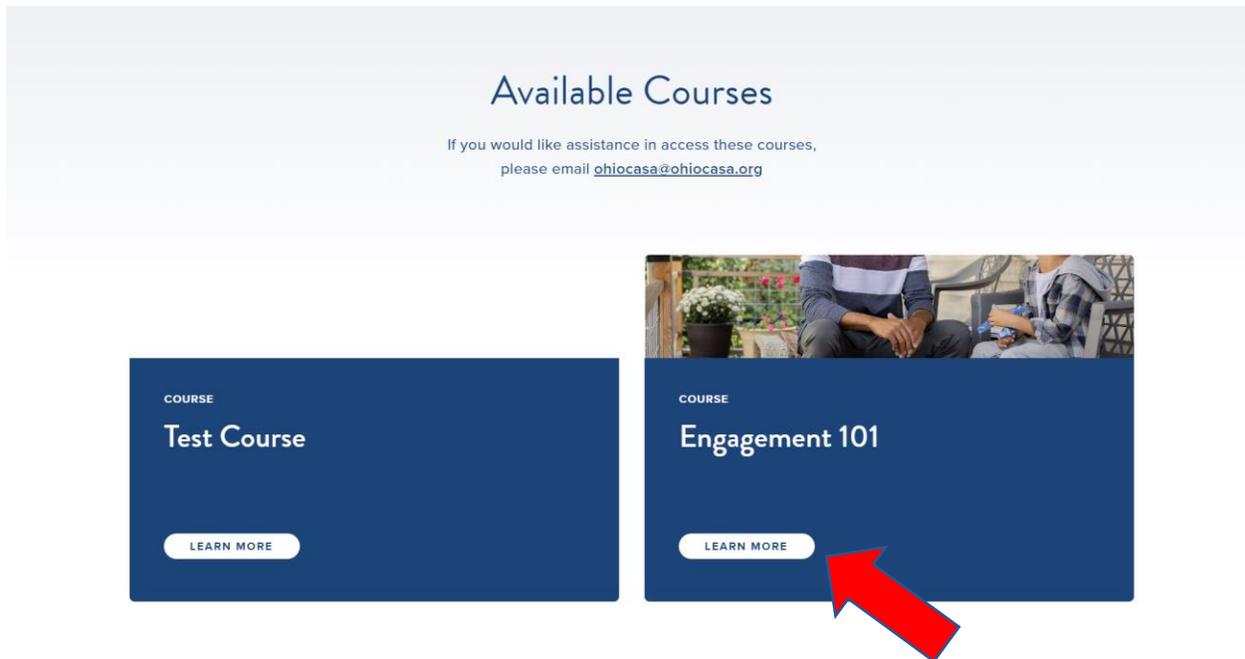
**SIGN UP**      **LOG IN**

A red arrow points to the LOG IN button.

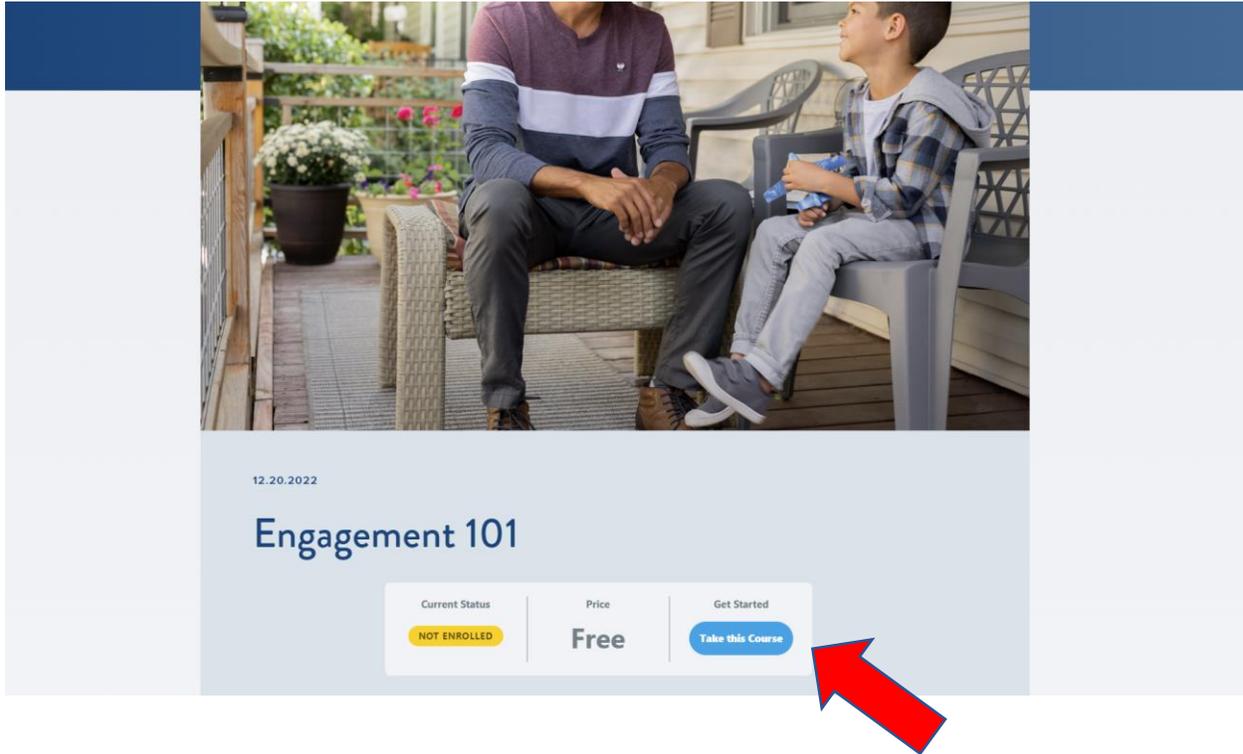
2. Enter email address and password and click on sign in



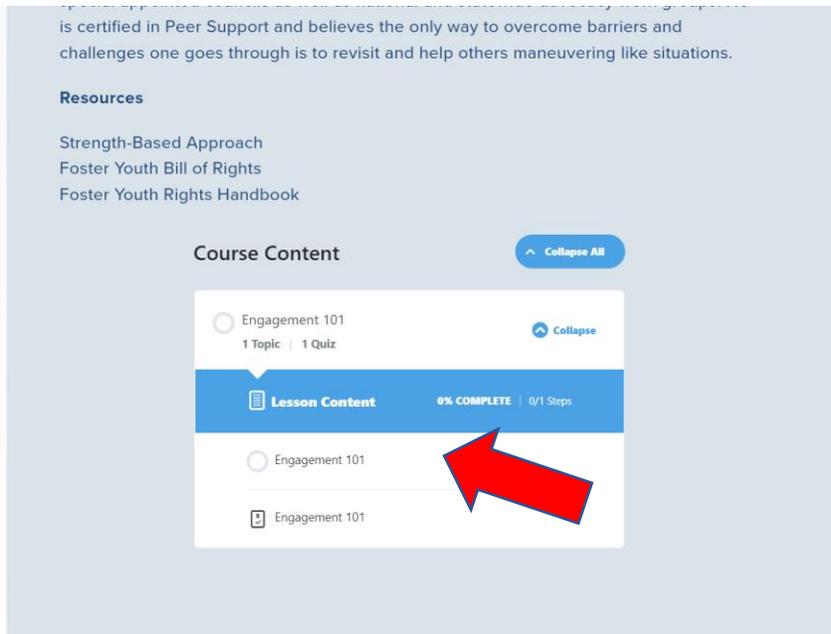
3. Pick course of your choice and click learn more.



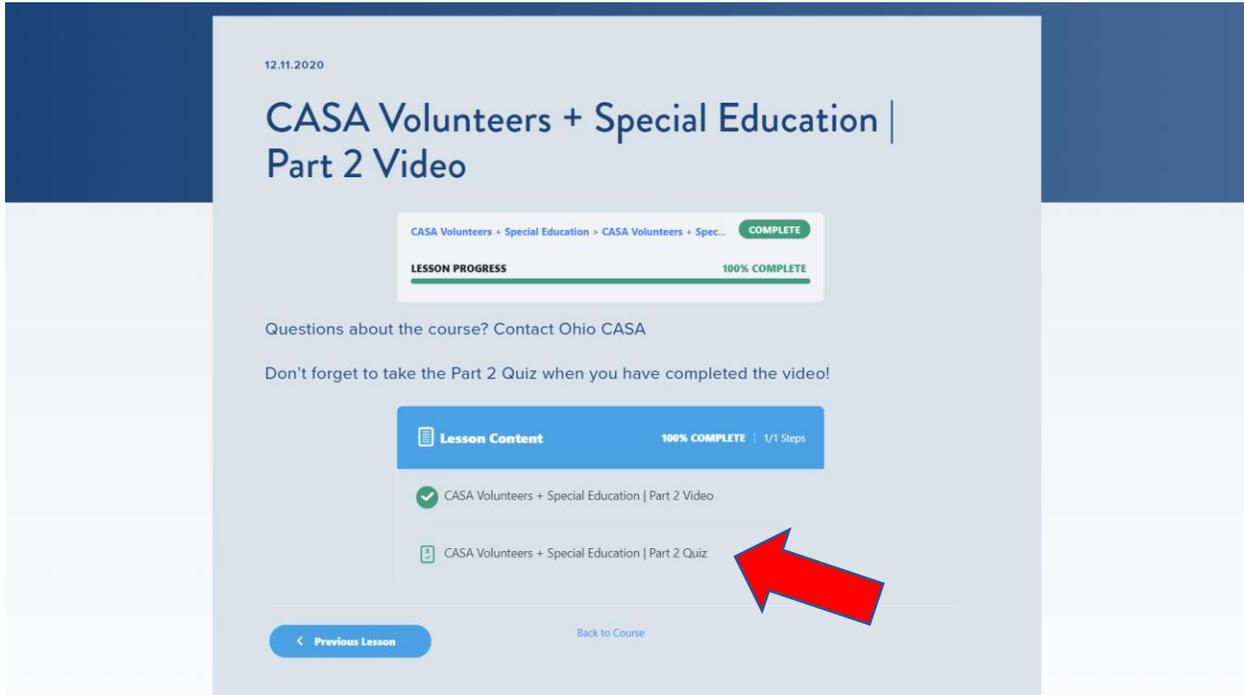
4. Click on **Take this Course**



5. Click **Lesson Content** and then **course bubble** and watch video. You will not be able to move on to the quiz until video is watched to completion and there are zero seconds remaining in the lesson. This is very important in order to gain access to the quiz.



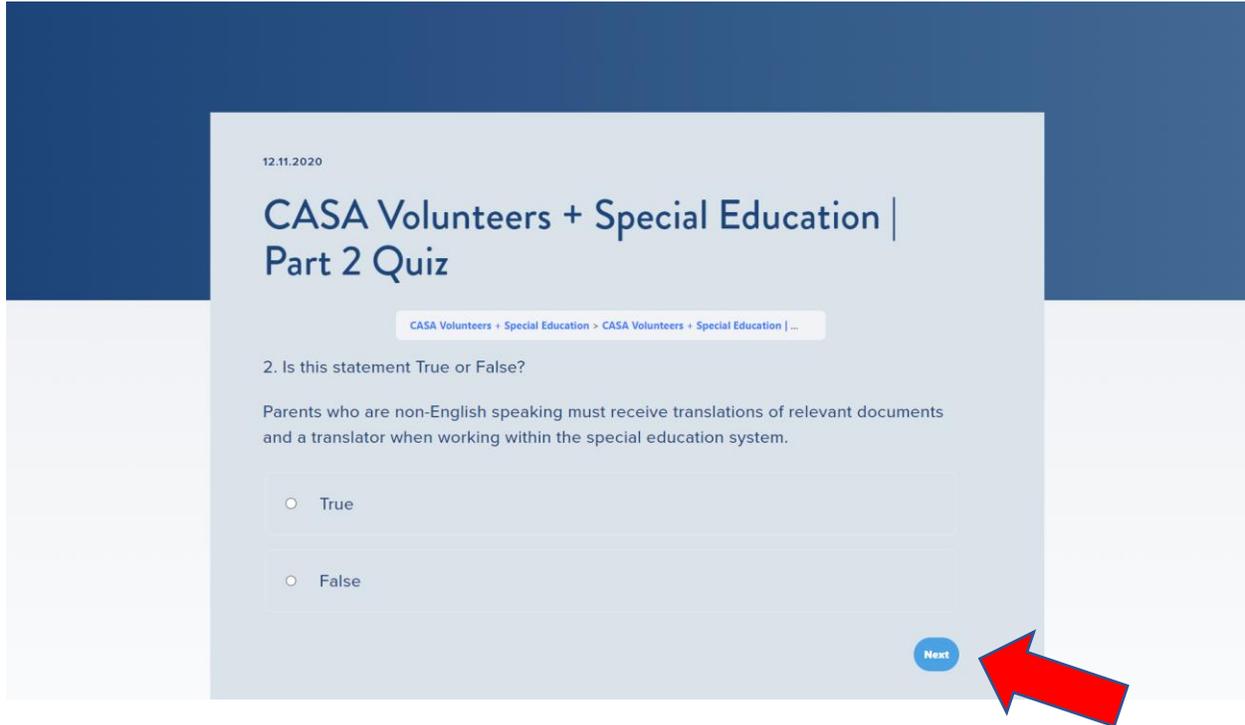
6. Click on **Quiz**



7. Click on **Start Quiz**



8. Answer questions and click **next**



12.11.2020

## CASA Volunteers + Special Education | Part 2 Quiz

CASA Volunteers + Special Education > CASA Volunteers + Special Education | ...

2. Is this statement True or False?

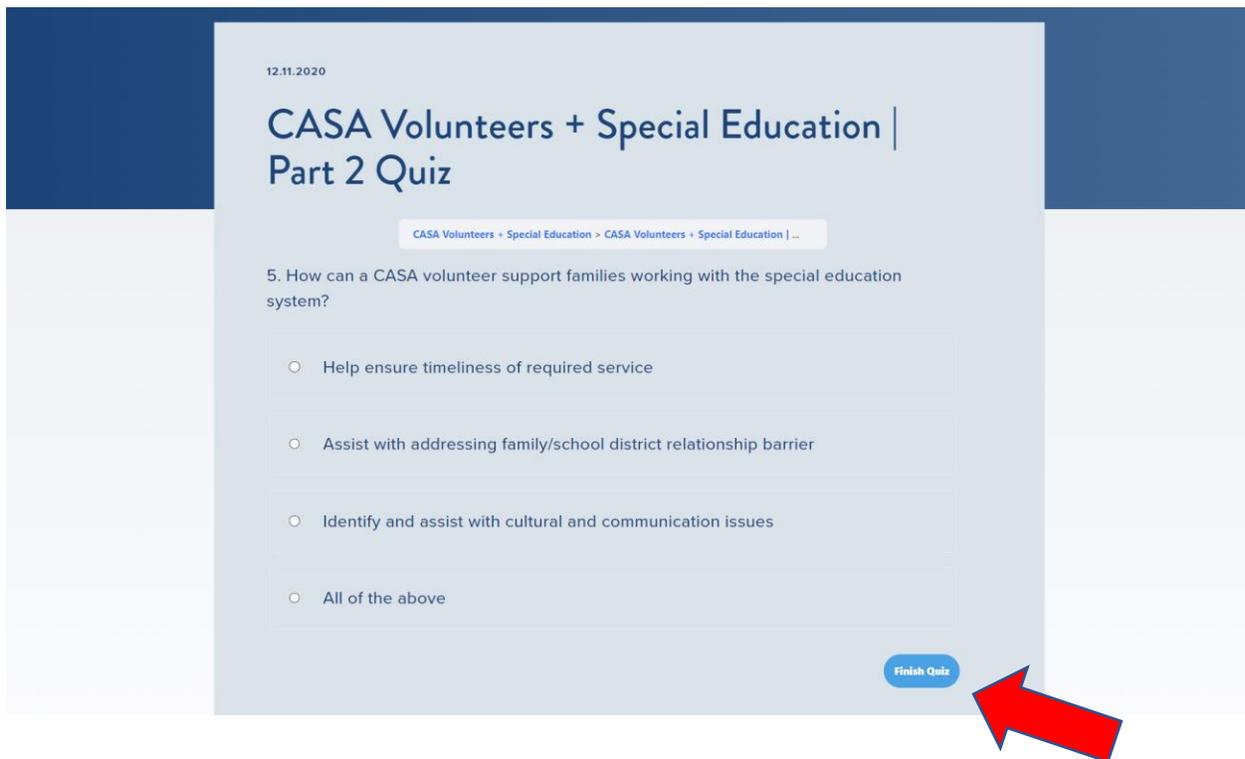
Parents who are non-English speaking must receive translations of relevant documents and a translator when working within the special education system.

- True
- False

Next

A red arrow points to the 'Next' button.

9. Once you finished answering all questions click on **Finish Quiz**



12.11.2020

## CASA Volunteers + Special Education | Part 2 Quiz

CASA Volunteers + Special Education > CASA Volunteers + Special Education | ...

5. How can a CASA volunteer support families working with the special education system?

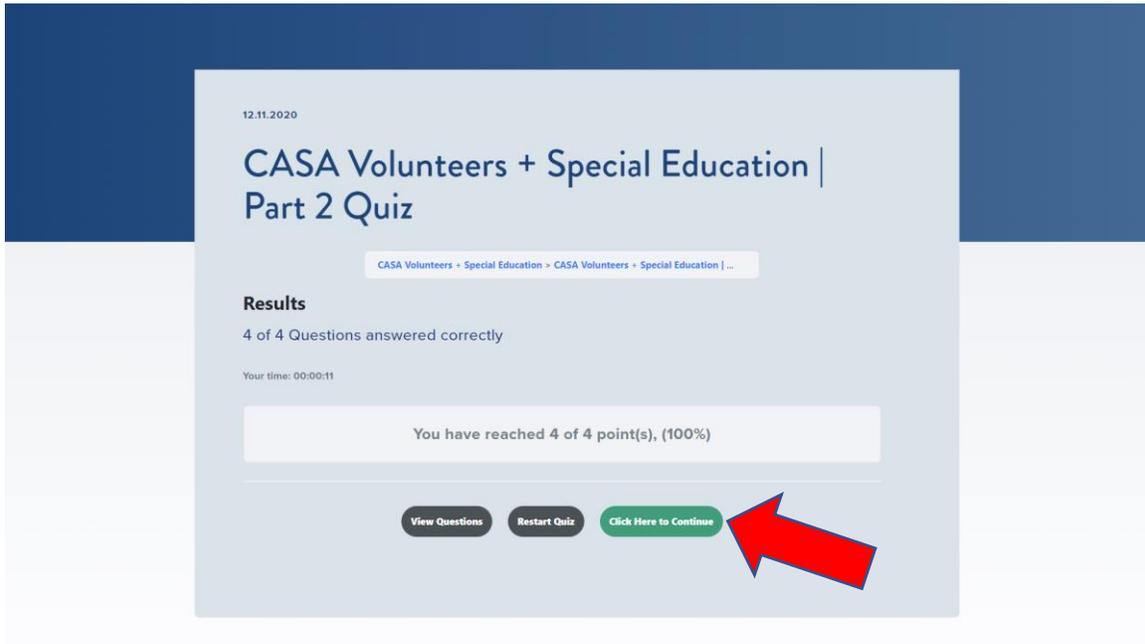
- Help ensure timeliness of required service
- Assist with addressing family/school district relationship barrier
- Identify and assist with cultural and communication issues
- All of the above

Finish Quiz

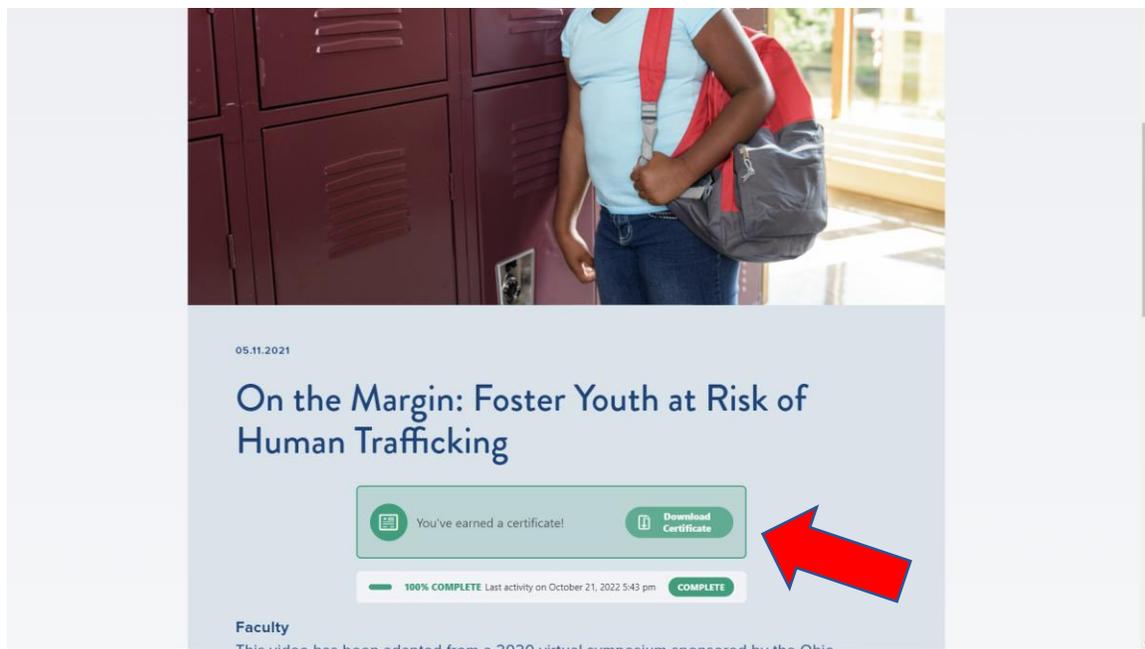
A red arrow points to the 'Finish Quiz' button.

10. Once quiz is completed and you have all answers correct click on the [click here to continue tab](#).

- a. [You must have all answers correct to proceed](#). If an answer is incorrect, you will only have two options (Review Quiz and Restart quiz). You can review the quiz with an explanation below each question. When done reviewing click on the Restart Quiz button.



11. When Course is complete you will see a green box that says you've earned a certificate and can download your certificate.



12. The courses are designed for you to be able to take as your schedule permits. If you wish to complete the course at a later time, you can! When you have completed a section, you can stop and return at a later time by simply logging back in and return to the course page.
  
13. When finished you will receive an email confirmation of the Rule 48 hours that you have earned. Ohio CASA also receives a notice for record-keeping. If your course has been approved for Continuing Legal Education hours, the confirmation will also include an approval number for your records.
  
14. Your confirmation will include a link for a short evaluation. Please complete!! It is anonymous, takes less than 2 minutes and helps us make sure courses are useful for you.

**Thank you. We are always looking for ways to improve the process or offer informative speakers that will enhance skills. We appreciate your suggestions.**

**If you're having difficulty accessing this courses, please reach out to us at [ohiocasa@ohiocasa.org](mailto:ohiocasa@ohiocasa.org).**