



# Praed Foundation Collaborative Training Website



# First time logging into SCX

- For the first time logging in, Please go to:
  - <https://www.schoox.com/login.php>
- To login:
  - Username: email from LearnerNation
  - Temporary Password: password (yes, the password really is 'password')
  - You will be prompted reset your password after completing steps 1 and 2
    - Must be 6 alphanumeric characters
  - You will be prompted to select your agency by using the following filters:
    - Country
    - Regional Designation
    - Unit (agency-start typing your agency name and it will auto populate)

# Logging In

## Registering for the site:

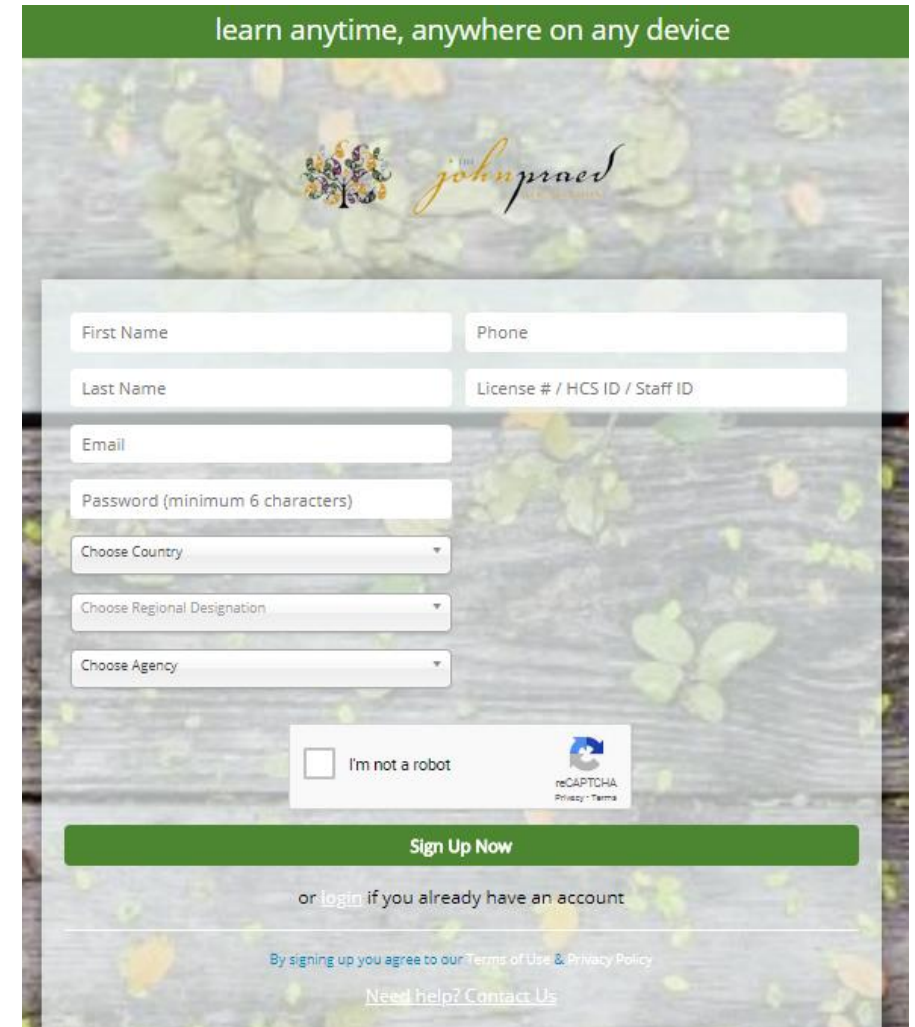
- Ensure you are at the correct Site  
<https://www.schoox.com/academy/CANSAcademy/register>
- To Register Enter your information, Choose a Country, Region then Agency (Required Field).
- After entering your information select the *I'm not a robot* box
- Click *Sign up Now*

## Logging in After Registration

- If you have already registered you can go straight to the login site at: <https://www.schoox.com/login.php>
- Enter your User Name and Password
- Select *Login*

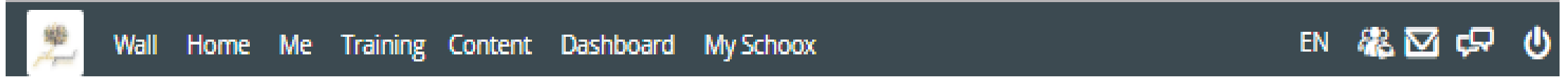
## Forgot Password?

- If you have forgotten your password select the *Forgot Password* Link and enter the email you used to register with. Your like to reset your password will be sent to the email associated with your account.



The screenshot shows the registration page for Schoox Academy. At the top, a green banner reads "learn anytime, anywhere on any device". Below this is the Schoox logo and the text "the john prael academy". The registration form includes the following fields: First Name, Last Name, Email, Password (minimum 6 characters), Choose Country (dropdown), Choose Regional Designation (dropdown), and Choose Agency (dropdown). There is also a Phone field and a License # / HCS ID / Staff ID field. A reCAPTCHA "I'm not a robot" checkbox is present. A green "Sign Up Now" button is at the bottom of the form. Below the button, it says "or login if you already have an account". At the very bottom, there is a link to "Need help? Contact Us" and a note: "By signing up you agree to our Terms of Use & Privacy Policy".

# Navigating the Site



- The above bar will show when you log in. Through this bar you can access the following:
  - Home: Access to your Calendar, which shows when trainings, sessions and Events are coming up.
  - Me: Access to update your profile, View your Accomplishments, View and Download your Certificates, and Edit your Settings.
  - Training: Access to your Trainings, Courses and Events.
  - Content: This is your Academy Library, which will show related documents and Videos.

# Selecting a Course Bundle

- Prior to taking a course you will need to Select the course bundle.
- To Select a Bundle go to **TRAINING > BUNDLES**
- Select the Bundle of courses you would like to proceed with by clicking on the Name of the Bundle.

The screenshot shows the 'Training' section of a web application. At the top, a navigation bar includes 'Home', 'Me', 'Training' (highlighted), 'Content', and 'Dashboard'. Below this, a sub-navigation bar has 'My Training', 'Courses', 'Bundles' (highlighted), and 'Events'. Arrows point from 'Training' to 'Bundles' and from 'Bundles' to the 'Individual Subscription Site' bundle. The main content area is titled 'Academy Bundles' and features a search bar, filters for 'Creation Date' and 'Update Date', and a 'Categories' sidebar on the right. The 'Individual Subscription Site' bundle is listed with a price of 25\$ and a date of Apr 27, 2018.

Home Me **Training** Content Dashboard

My Training Online and In-Class Training you take Courses Online courses open for you to take **Bundles** Online bundles open for you to take Events Instructor-led events you can join

Online Academy

Academy Bundles

Type to search

Creation Date ↑↓ Update Date ↑↓

Apr 27, 2018

**Individual Subscription Site** price 25\$

by Cory Strawbridge | 8 courses | Category: individual Subscription Site

This bundle is for Users who need to Certify in the TCOM Tools who Do Not Fall Under the Other Jurisdictions

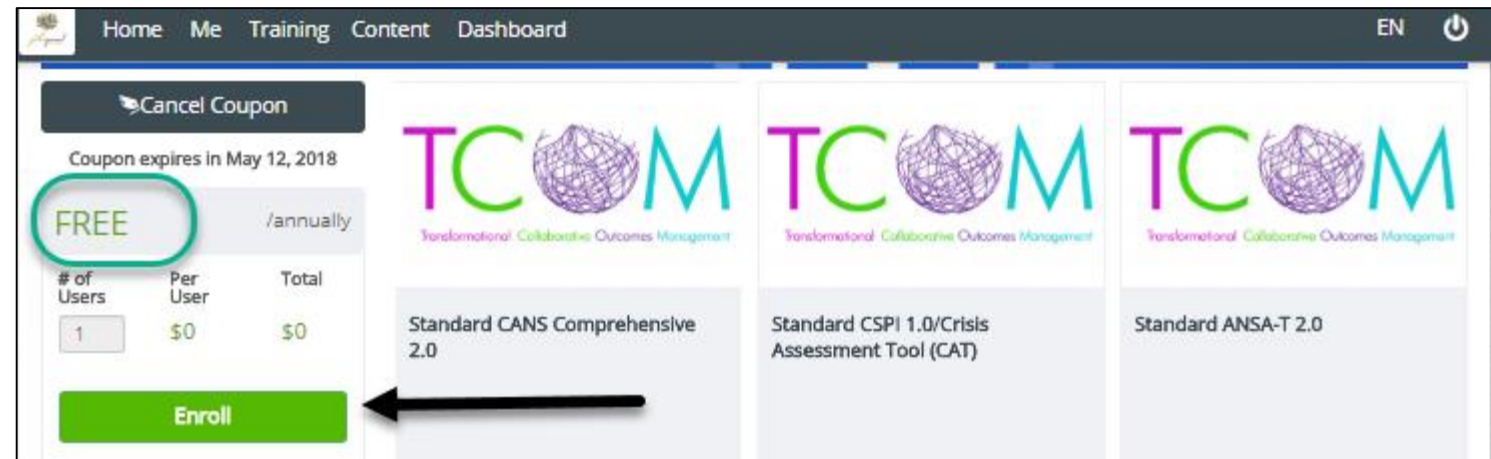
Categories

General

- All Bundles
- Without Category
- Compliance Courses
- Individual Subscription Site

# Bundle with No Fee

- If your bundle does not have a charge, you can click the Enroll Button.
- Skip to the *Accessing your Courses* Slide to continue with your course.





# Purchasing a Course Bundle With a Fee

## If you have a Coupon Code:

- Enter the code and Select *Redeem* and *Buy now*.
- Once a valid bundle code has been entered the price will change to *Free* and you can select *Enroll*.

The screenshot shows the TC M website interface. At the top, there is a navigation bar with links: Home, Me, Training, Content, and Dashboard. Below the navigation bar, there is a search bar and a 'Redeem' button. A table displays the pricing for two course bundles: 'Standard CANS Comprehensive 2.0' and 'Standard CSPI 1.0/Crisis Assessment Tool (CAT)'. The table has columns for '# of Users', 'Per User', and 'Total'. The price is shown as '\$25 /annually'. A 'Buy Now' button is visible at the bottom of the table.

# of Users	Per User	Total
1	\$25	\$25

The screenshot shows the TC M website interface after a coupon code has been applied. The 'Redeem' button is now 'Cancel Coupon'. The table displays the pricing for the same two course bundles, but the price is now 'FREE /annually'. The 'Buy Now' button has been replaced by an 'Enroll' button.

# of Users	Per User	Total
1	\$0	\$0

## If you do not have a Coupon Code:

- Click *Buy now*.
- Enter in your Billing information and Place Order.

The screenshot shows the checkout process on the TC M website. The top section displays the pricing for the two course bundles, with a total of '\$25 /annually'. Below this, there are three buttons: 'Buy for you', 'Buy for Others', and 'Buy for your Academy'. The 'Buy for you' button is highlighted. Below the buttons, there are two steps: 'Step 1: Billing Information' and 'Step 2: Place Order'. The 'Step 1: Billing Information' section contains a 'Payment Details' form with fields for First Name, Last Name, Card Number, Security Code, Expiration Date, Billing Address, Zip Code, and City.

Pay and Check Out:

Buy for you Buy for Others Buy for your Academy

Step 1: Billing Information Step 2: Place Order

Payment Details:

Pay with your credit card on our secure page.

First Name: \* Last Name: \*

Card Number: \* Security Code: \*

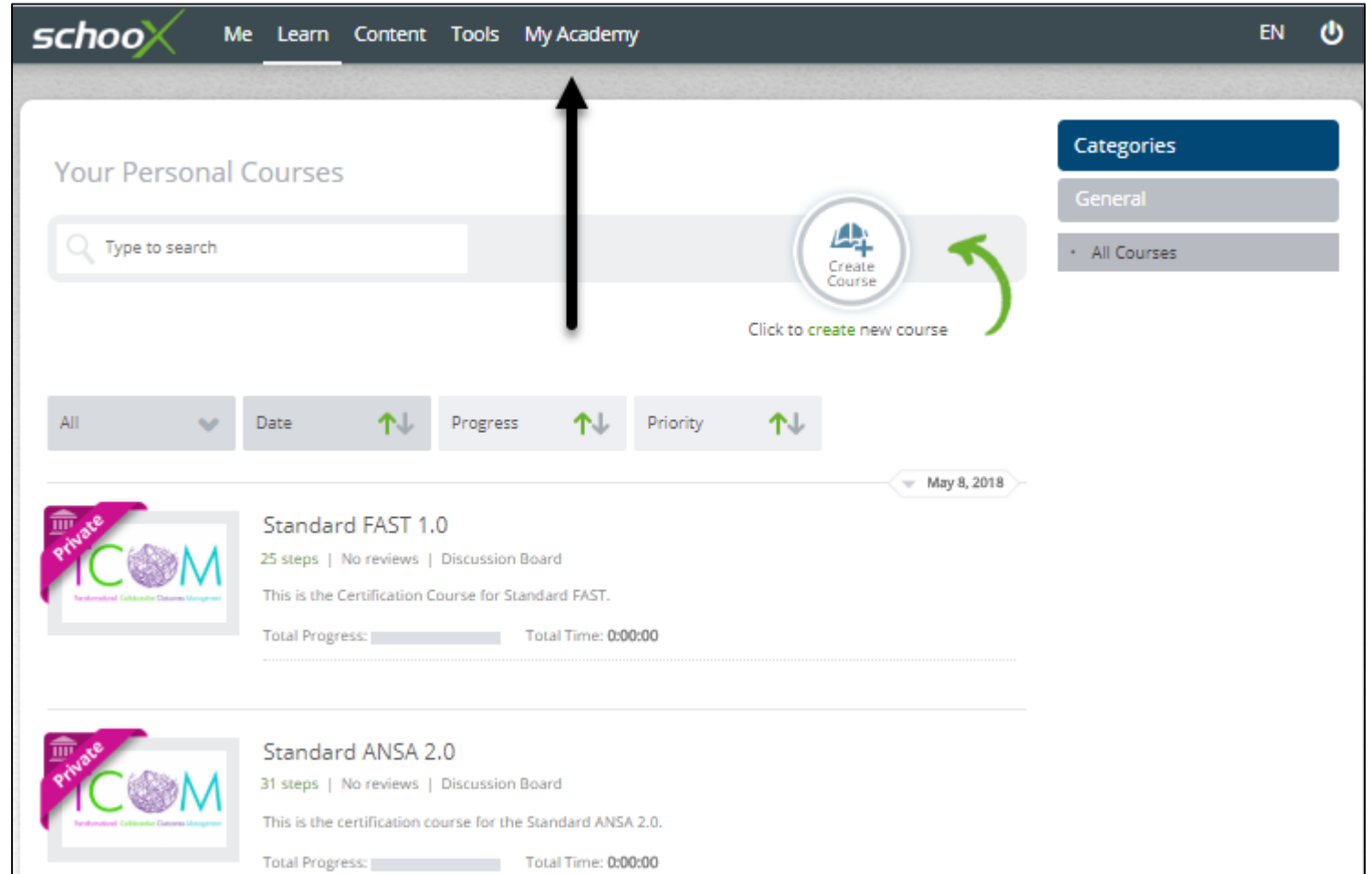
Expiration Date: \*

Billing Address: \*

Zip Code: \* City: \*

# Accessing your Courses

- Once you have purchased your bundle and enrolled your course listing will show your Personal Courses.
- To start your course return to your course page by selecting the *My Academy* link at the top of the page.





# Accessing your Courses Continued

- To start your course select:  
Training-> Courses
- Select a course listed (click on the course name) or search your course catalogue using the search bar for the course you need to take.

The screenshot shows a web interface for a training platform. At the top, there is a navigation bar with links: Home, Me, Training (highlighted), Content, and Dashboard. Below this, a secondary navigation bar contains four main sections: My Training (Online and In-Class Training you take), Courses (Online courses open for you to take), Bundles (Online bundles open for you to take), and Events (Instructor-led events you can join). An arrow points from the 'Courses' link to the 'Course Catalogue' section below. The 'Course Catalogue' section features a search bar with the placeholder text 'Type to search'. To the right of the search bar is a 'Categories' sidebar with a 'General' section containing a list of categories: All Courses, Without Category, Compliance Courses, and Individual Subscription Site. The main content area displays two course listings. The first listing is for 'Standard FAST 1.0', which includes a 'Private' badge, a course icon, and details such as '25 steps | No reviews | Discussion Board'. It also states 'This is the Certification Course for Standard FAST.' and shows a progress bar for 'Your Total Progress' and a 'Total Time: 0:00:00'. An arrow points to the course name 'Standard FAST 1.0'. The second listing is for 'Standard CANS Commercially Sexual Exploited 1.0', which also includes a 'Private' badge, a course icon, and details such as '50 steps | No reviews | Discussion Board'. It states 'This is the CANS CSE Certification Course.' and shows a progress bar for 'Your Total Progress' and a 'Total Time: 0:00:00'.

# Course Details

- Once you Select your course by the course name hyperlink your course will pull up. This screen will show you the details of your course.
- The Course Toolbar is where you can see the following:
  - About: Course Details
  - Steps: Number of steps in course
  - Supplemental Materials: Course Documents that can be viewed and downloaded
  - Course Discussion Board

Wall Home Me Training Content Dashboard My Schoox

EN

Course

## Standard CANS Comprehensive 2.0

56 Steps 5 Supplemental materials

Total Progress  Total Time 0:00:00

VIDEO continue with Step 1

About **Steps** Supplemental materials Discussion Board

**Course Toolbar**

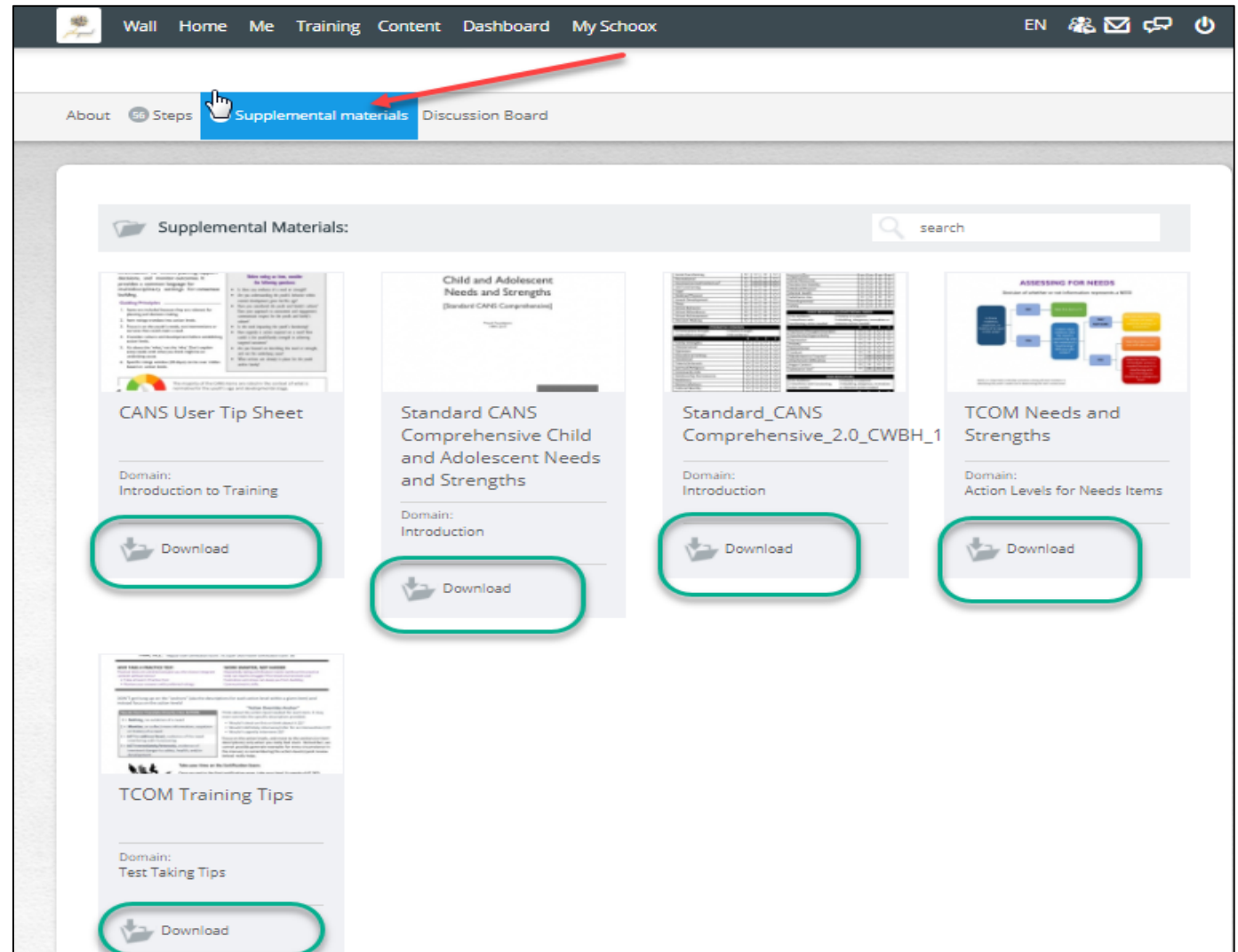
Domains: \* Mandatory Order

Domain	Step
Domain 1 Introduction to Training Discussion Board (1) Supplemental Material	Step 1 Pending!
Domain 2 Introduction This is an Introduction to the Child and Adolescent Needs and Strengths TCOM Tool	Step 2 Pending!
Domain 3 TCOM Overview: Five Decision Points of Care	Step 3

Show Me How...

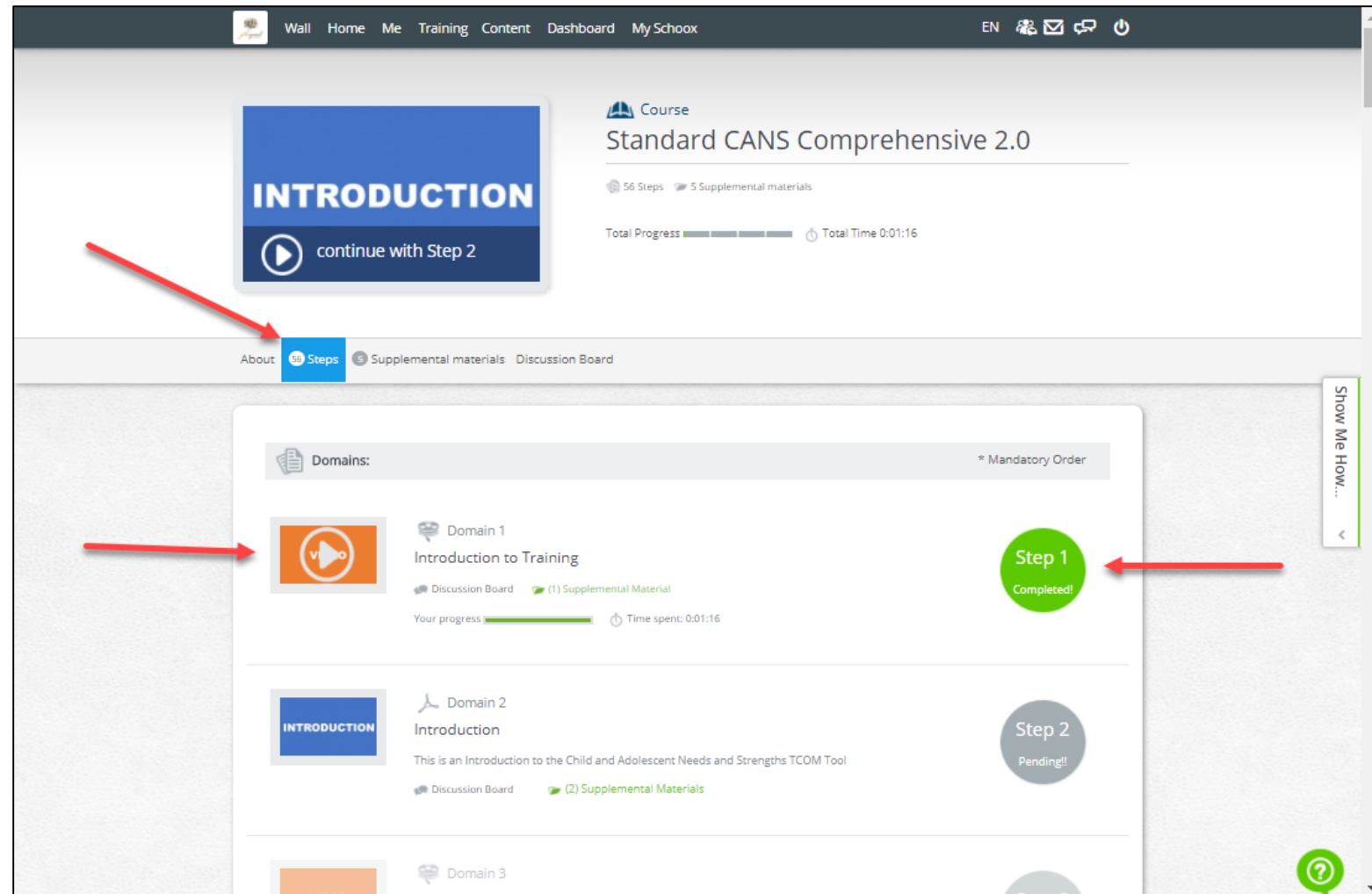
# Supplemental Materials

- Prior to starting your course select the *Supplemental Materials* Icon on the toolbar to Download the Manual and supporting documents to reference throughout your course.



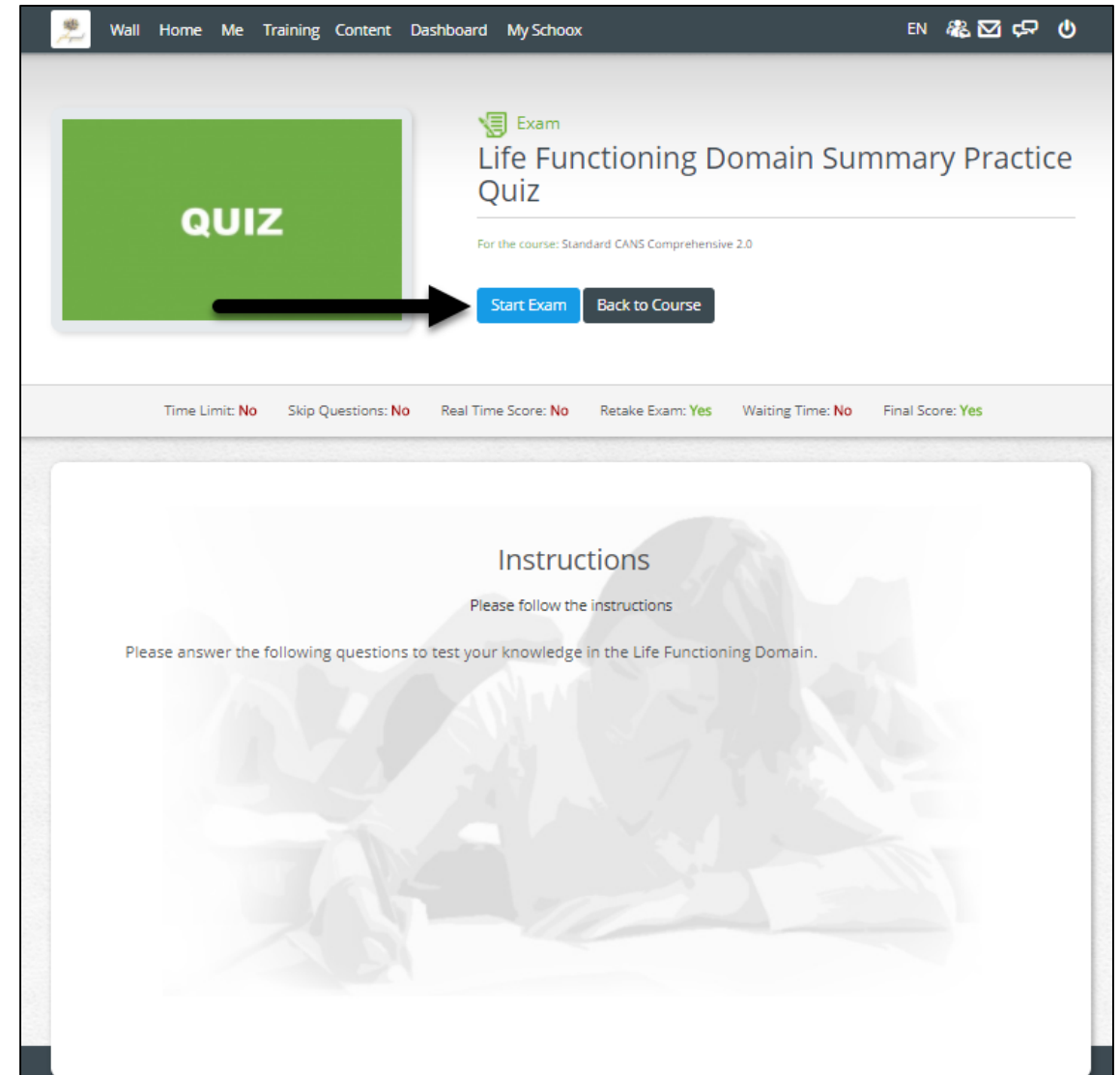
# Starting the Course

- After downloading the Supplemental Materials, click the Steps Icon on the toolbar and it will take you back to your course.
- To start your course click the play button (or select the topic image) for the step you are on.
- Once you have completed a step it will indicate “Completed!” and the next step will be ready to start.
- At anytime you can go back to a completed step and review it as needed. To do so you can click on the Step Icon, the topic title or the Image Icon.



# Taking an Quiz

- To Start the Exam select the *Start Exam* button.
- If you need to return to the course select *Back to Course*.



The screenshot shows a web interface for a quiz. At the top, there is a navigation bar with links: Wall, Home, Me, Training, Content, Dashboard, and My Schoox. On the right side of the navigation bar are icons for language (EN), notifications, chat, and a power button. The main content area features a green square with the word "QUIZ" in white. To the right of this square is the title "Life Functioning Domain Summary Practice Quiz" and a subtitle "For the course: Standard CANS Comprehensive 2.0". Below the title are two buttons: "Start Exam" (blue) and "Back to Course" (dark grey). A black arrow points from the "QUIZ" square to the "Start Exam" button. Below the buttons is a status bar with the following information: Time Limit: No, Skip Questions: No, Real Time Score: No, Retake Exam: Yes, Waiting Time: No, Final Score: Yes. The bottom section of the interface is titled "Instructions" and contains the text "Please follow the instructions" and "Please answer the following questions to test your knowledge in the Life Functioning Domain." The background of the bottom section is a faded image of a person sitting at a desk.

# Quiz Details

- The Question will be at the top of the page.
- To take the Exam select the Radio Icon for your answer and hit *Submit your answer*.
- At the bottom of the page you will see the tracking that shows you how many questions are within the exam, along with which question you are currently on.

The screenshot shows a web-based quiz interface. At the top, there is a navigation bar with links: Wall, Home, Me, Training, Content, Dashboard, and My Schoox. The page title is "Exam: Life Functioning Domain Summary Practice Quiz" for the course "Standard CANS Comprehensive 2.0". There are "Leave Exam" and "Finish Exam" buttons. The main content area displays "Question (2/14)" with the text: "Living Situation: Nancy has the occasional fight at home with her parents; her parents are concerned about her behavior at home." Below the question, there is a table of answers:

Answers	
A 0	<input type="radio"/>
B 1	<input type="radio"/>
C 2	<input type="radio"/>
D 3	<input type="radio"/>

At the bottom right of the question card is a "Submit your answer" button. At the bottom of the page is a progress bar showing 14 questions, with question 2 currently selected. Annotations include an arrow pointing to the question text labeled "Question", an arrow pointing to the radio buttons labeled "Radio Icons", and an arrow pointing to the "Submit your answer" button.

# Quiz Details Continued

- Once you have answered each question within the Exam this screen will appear where you can review each question on the exam.
- If you need to change an answer or return to a question you can click on the question to return to it and update your answer.
- If you are ready to continue select the *Submit Exam* at the top or bottom of the page.

Wall Home Me Training Content Dashboard My Schoolx EN

Exam: Cultural Factors Domain Summary Practice Quiz

For the course: Standard CANS Comprehensive 2.0

Leave Exam Submit Exam

You have reached the end of the Exam

Here is a summary of your exam. Before submitting your exam you can review your exam or / and answer open questions depending on the exam rules set by your instructor

Questions	Status
1 Language: Yiliu emigrated from China 3 months ago to join his parents. He does not speak English yet, but his parents do and are able to translate for him.	Answered
2 Traditions and Rituals: A 12-year-old has lived in institutions since he was 3 years old. He has never experienced a family holiday.	Answered
3 Cultural Stress: A family has recently arrived from Somalia and reports some initial difficulties adjusting to the American way of life.	Answered

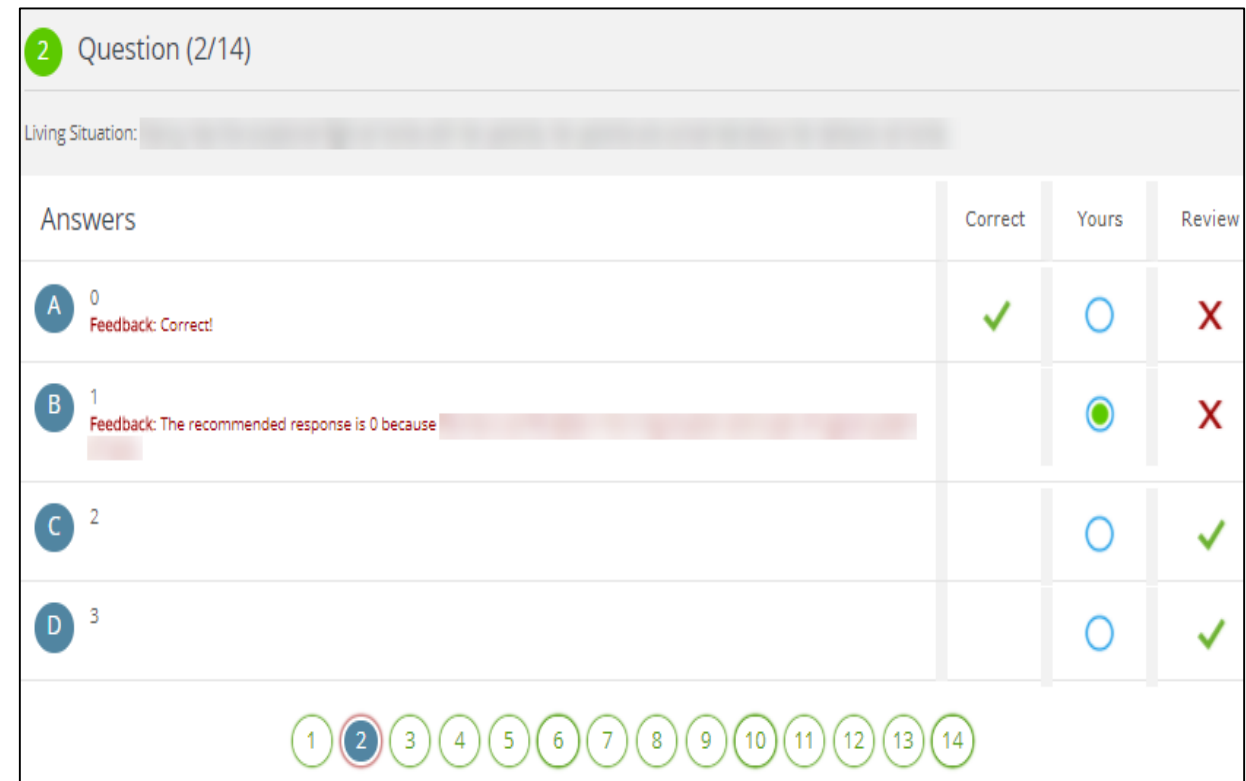
Click here to submit my exam

1 2 3



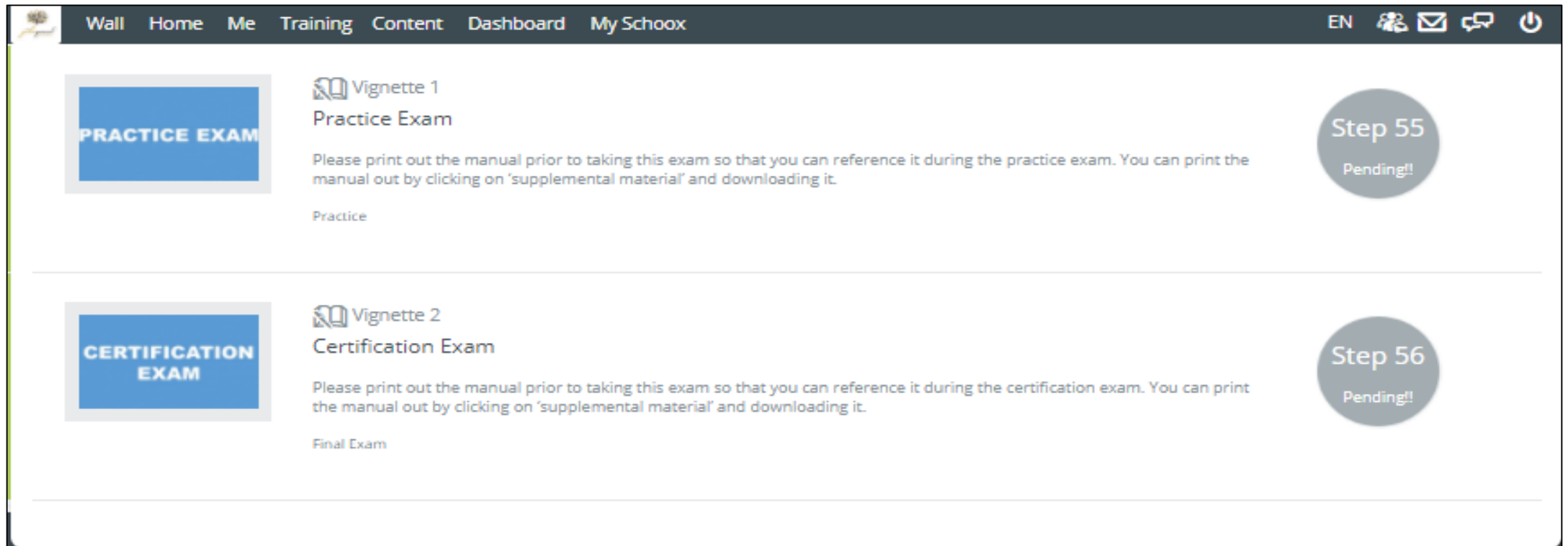
# Quiz Details Continued

- Your exam summary will appear showing your results.
- For any question details you can click on the question to see the feedback.



# Course Exams

- After you have completed all Domains, quizzes and videos in the course you will come to the Practice Exam and the Certification Exam.
- You can take multiple Practice Exams prior to taking the Certification Exam.

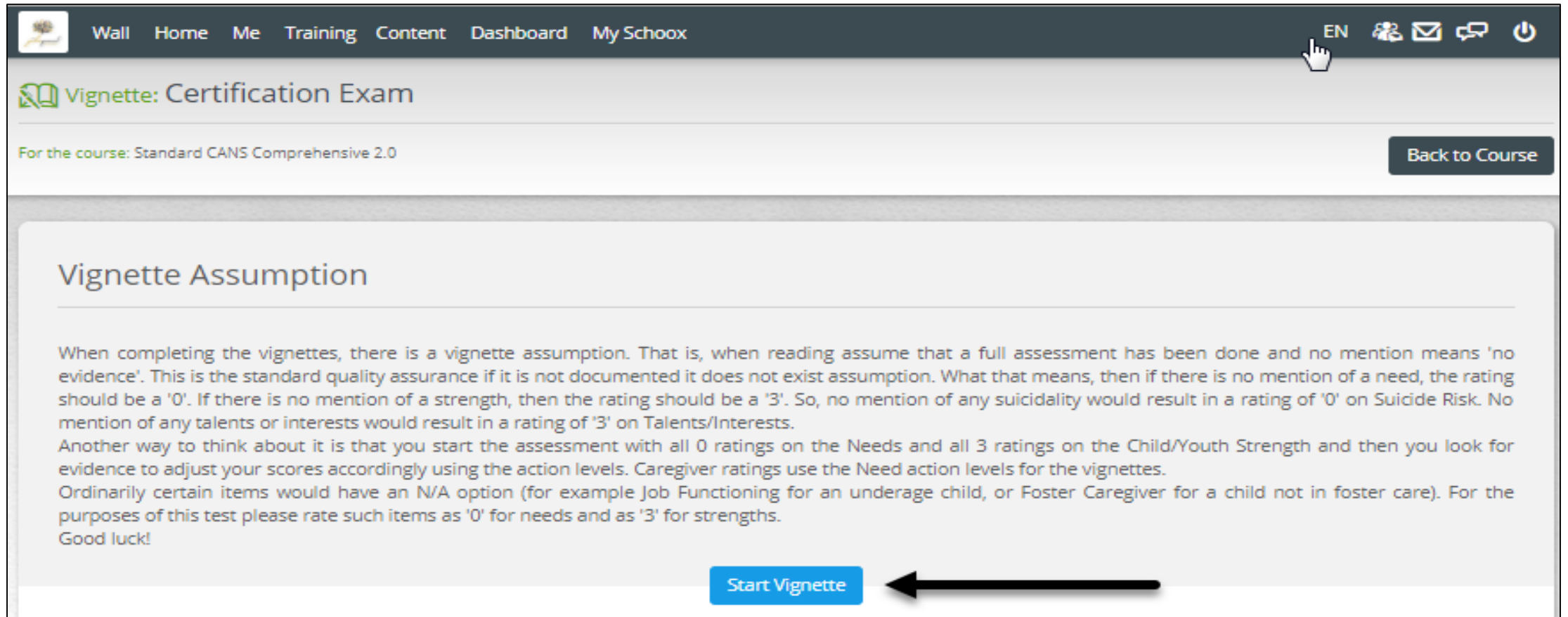


The screenshot displays a course dashboard with a dark navigation bar at the top containing links: Wall, Home, Me, Training, Content, Dashboard, and My Schoox. On the right of the navigation bar are icons for language (EN), user profile, email, chat, and a power button. The main content area is divided into two sections, each featuring a blue box with white text, a title, a description, and a progress indicator.

Exam Type	Section	Instructions	Progress
PRACTICE EXAM	Vignette 1 Practice Exam	Please print out the manual prior to taking this exam so that you can reference it during the practice exam. You can print the manual out by clicking on 'supplemental material' and downloading it.	Step 55 Pending!!
CERTIFICATION EXAM	Vignette 2 Certification Exam	Please print out the manual prior to taking this exam so that you can reference it during the certification exam. You can print the manual out by clicking on 'supplemental material' and downloading it.	Step 56 Pending!!

# Exam Continued

- You will receive the following message prior to starting both the Practice Exam and Certification Exam. **Please be sure to read through the Vignette Assumption.** Press *Start Vignette* to continue.



The screenshot shows a web interface for a certification exam. At the top, there is a dark navigation bar with a logo on the left and links for Wall, Home, Me, Training, Content, Dashboard, and My Schoox. On the right of this bar are icons for language (EN), user profile, email, chat, and a power button. Below the navigation bar, the page title is "Vignette: Certification Exam" with a book icon. Underneath, it says "For the course: Standard CANS Comprehensive 2.0" and a "Back to Course" button is on the right. The main content area has a heading "Vignette Assumption" followed by three paragraphs of text explaining the assumption and how to rate items. At the bottom of this area is a blue "Start Vignette" button, which is pointed to by a large black arrow.

Wall Home Me Training Content Dashboard My Schoox EN

Vignette: Certification Exam

For the course: Standard CANS Comprehensive 2.0 Back to Course

## Vignette Assumption

When completing the vignettes, there is a vignette assumption. That is, when reading assume that a full assessment has been done and no mention means 'no evidence'. This is the standard quality assurance if it is not documented it does not exist assumption. What that means, then if there is no mention of a need, the rating should be a '0'. If there is no mention of a strength, then the rating should be a '3'. So, no mention of any suicidality would result in a rating of '0' on Suicide Risk. No mention of any talents or interests would result in a rating of '3' on Talents/Interests.

Another way to think about it is that you start the assessment with all 0 ratings on the Needs and all 3 ratings on the Child/Youth Strength and then you look for evidence to adjust your scores accordingly using the action levels. Caregiver ratings use the Need action levels for the vignettes.

Ordinarily certain items would have an N/A option (for example Job Functioning for an underage child, or Foster Caregiver for a child not in foster care). For the purposes of this test please rate such items as '0' for needs and as '3' for strengths.

Good luck!

Start Vignette

# Exam Continued

- Start by reading the story for your exam. You can reference the story at anytime throughout your exam.
- Each Exam has a 2 hour time limit. The time clock will continue to run throughout your exam to show you how much time is remaining.
- To answer the questions select the radio button for each topic. When you have rated all questions within the domain you can move forward with your exam by selecting the *Next Section* button.

Vignette: Practice Exam

For the course: Standard CANS Comprehensive 2.0

Leave Vignette

### Vignette Assumption

Story:

(please rate foster parents as caregiver)

Deonte is a seven-year-old,





01:59:37 Section: #3 of 6

Previous Section Next Section

Cultural Factors	0	1	2	3
0. No evidence of need. No action needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1. Significant history or possible need that is not interfering with functioning. Watchful waiting/prevention/additional assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Need interferes with functioning. Action/intervention required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Need is dangerous or disabling. Immediate action/intensive action required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Exam Continued

- Once you have completed your Practice exam you will receive your results.
- For Practice Exams, your results will appear for all questions on the exam so you are able to review them.

[Wall](#) [Home](#) [Me](#) [Training](#) [Content](#) [Dashboard](#) [My Schoox](#) EN    

Vignette: Practice Exam

For the course: Standard CANS Comprehensive 2.0 [Back to Vignette](#) [Back to Course](#)

Vignette results:

Your Score

1

Passing Score

0.70

Review

Congratulations, you have achieved sufficient reliability in the Nell Vignette practice exam within the CANS-NY 2016 Training, Testing, & Certification 0-5 Course!  
Please proceed with the Final Exam to complete your certification.

Section 1:  
Life Domain Functioning

0. No evidence of need. No action needed

1. Significant history or possible need that is not interfering with functioning. Watchful waiting/prevention/additional assessment

2. Need interferes with functioning. Action/intervention required

3. Need is dangerous or disabling. Immediate action/intensive action required

Correct Answer:

0 1 2 3

1. Family Functioning

0 1 2 3

Correct

Correct Answer:

0 1 2 3

2. Living Situation

0 1 2 3

Correct

# Certification Exam

- The Certification exam is in the same format with the same time limit as the Practice Exams.
- Click on the Certification Exam within your course
- Read the Vignette Assumption
- Start Vignette
- Once Finished you will received Feedback as to if you Passed or Failed the exam.
- If you passed the Exam you will be able to print your certificate from the Top toolbar under *ME-> My Certificates-> Course Certifications*.

The screenshot displays the 'My Academy Profile' page. At the top, there is a navigation bar with links: Wall, Home, Me, Training, Content, Dashboard, and My Schoox. Below this, a secondary navigation bar contains links: My Profile, My ePortfolio, My Certificates (highlighted with a black arrow), My Settings, and Logout. The main content area is titled 'My Academy Profile' and includes a profile picture placeholder, a name field, a country field, an email field (injo119@yahoo.com), and a languages section showing 'EN' as a native speaker. A black arrow points to the 'My Certificates' link in the top navigation bar. Below the profile information, there is a section titled 'Accomplishments' with tabs for About me, Accomplishments, Agencies/Jobs, and Courses. The 'Accomplishments' tab is active, and a black arrow points to the 'Course Certifications' sub-tab. Below this, a table lists certifications. The first entry is 'Standard CANS Comprehensive 2.0' under the 'Schoox Certification' type. A black arrow points to a sample certificate image for this course.

Type of certification	Course Name	Click to view
Schoox Certification	Standard CANS Comprehensive 2.0 Instructor: [redacted] Date Earned: Apr 23, 2018	

# Re-Certification

- Login and Select 'Training' then 'Courses' on the top toolbar
- Select the course you need to Recertify in
- Now you can review the materials or jump straight to the final exam by scrolling to the bottom of the course and selecting 'Certification Exam'.
- Please note all Manuals and course materials are under the 'Supplemental Materials' on the course toolbar and can be reviewed and downloaded for your reference.

The screenshot displays the ICOM Online Academy interface. The top navigation bar includes links for Home, Me, Training, Content, and Dashboard. The 'Training' tab is active, and the 'Courses' sub-tab is selected, indicated by an arrow. Below the navigation bar, there are sections for 'My Training', 'Courses', 'Bundles', and 'Events'. The 'Courses' section is highlighted with an arrow. The main content area shows a 'Course Catalogue' with a search bar and a list of courses. The 'Standard FAST 1.0' course is highlighted with an arrow. The course details for 'Standard FAST 1.0' show 25 steps, no reviews, and a discussion board. The progress bar indicates 0% completion and a total time of 0:00:00. The 'Standard CANS Commercially Sexual Exploited 1.0' course is also listed below it.



# Re-Certification Continued

- Once you have finished your exam you can see your results by selecting “Dashboard” on the top toolbar. Go to Vignettes, Select the bar graph to the right of the Certification Exam you took. Your Status of the Exam will show either Passed or Failed.

- You Can view your updated Certificate by selecting ‘Me’ then ‘My Certificates’ on the top toolbar.

The screenshot shows the 'Dashboard' tab selected in the top navigation bar. Below the navigation bar, there are icons for 'Home', 'Me', 'Training', 'Content', 'Dashboard', and 'My Schoox'. The main content area displays a list of exams. The first two are 'Certification Exam' for 'Casey Family Programs CANS 1.0' and 'Casey Family Programs FAST 1.0'. The third is a 'Practice Exam' for 'Casey Family Programs CANS 1.0' with a 'Best Score: 0.77' and 'Status: Passed'. An arrow points to a bar graph icon to the right of the 'Practice Exam' entry. Below the list is a table with columns for 'History', 'Score', 'Status', and a gear icon for 'Details'.

History	Score	Status	Details
August 13, 2013	0.71	Passed	Details
September 12, 2013	0.77	Passed	Details

The screenshot shows the 'Me' tab selected in the top navigation bar. Below the navigation bar, there are icons for 'Badges', 'Knowledge Profile', 'Course Certifications', and 'Curricula Certifications'. The 'Course Certifications' icon is highlighted. Below this, there is a table with columns for 'Type of certification', 'Course Name', and 'Click to view'. The table lists two 'Schoox Certification' entries for 'Casey Family Programs FAST 1.0'. The first entry has an 'Instructor: Lauren Schmidt' and 'Date Earned: Feb 13, 2018'. The second entry has an 'Instructor: Lauren Schmidt', 'Date Earned: Dec 29, 2016', and is marked as 'Expired' in red. To the right of each entry is a 'Click to view' button with a certificate icon.

Type of certification	Course Name	Click to view
Schoox Certification	Casey Family Programs FAST 1.0 Instructor: Lauren Schmidt Date Earned: Feb 13, 2018	
Schoox Certification	Casey Family Programs FAST 1.0 Instructor: Lauren Schmidt Date Earned: Dec 29, 2016 <b>Expired</b>	

# FAQs

- I had an account on LearnerNation, how do I login to Schoox for the first time?
  - If you had an account in LearnerNation, and are now logging into Schoox for the first time, please follow the below steps:
    - Go to: <https://www.Schoox.com/login.php>
    - Username: the email you used in LearnerNation
    - Password: password (yes, the word 'password' is your temporary password)
    - You will be prompted to reset your password after completing steps 1 and 2
      - Must be 6 alphanumeric characters
    - You will be prompted to select your agency by using the following filters
      - Country
      - Regional Designation
      - Unit (Agency- Start Typing your agency name and it will auto populate)

# FAQs

- I did not have an account on LearnerNation, how do I register on Schoox?
  - If you did not have an account in LearnerNation and need to register on Schoox, please follow the below steps:
    - Go to: <https://www.schoox.com/academy/CANSAcademy/register>
    - Fill out the required fields
    - Click 'sign up now'
- How do I obtain a certificate in one of the TCOM Tools?
  - To obtain a certificate, you must complete ALL of the steps in the corresponding course. Simply passing a final exam does not grant you a certificate

# FAQs

- What courses do I need to take?
  - Please contact your agency to determine what courses you are required to take.
- How do I recertify?
  - See Re-Certification Slides within this power-point.
- I cannot pass the final exam. I have completed all of the materials and reviewed my quizzes and videos, what do I do?
  - If you are having trouble passing the final exam, please contact our support team at: [support@TCOMTraining.com](mailto:support@TCOMTraining.com) and let them know you would like coaching. Our team will connect you with a coach.
- Do you provide live training opportunities?
  - Yes! We provide online webinars and in person training events. To view what is available and register for an event, toggle over 'Training' in the top toolbar and select 'events'.