



Watershed Partnership Seminar

CALFED Watershed Partnership Seminar Learning Management System User Guide

As part of your registration to the seminar, you've been granted access to the Watershed Partnership Seminar Learning Management System (LMS). The LMS is an online resource that provides supplemental materials that, when combined with the seminar, will to enhance your learning as well as your overall seminar experience.

The LMS provides an online location from which you can interact with other participants, and where you can receive vital information before, during and after the seminar. As the name suggests, the LMS is also a tool to manage your learning. You'll be able to view and track your progress, and to print certificates of completion as evidence of your progress.

Accessing the System

Use the following link to access the Watershed Partnership Seminar LMS login page:
<http://baydeltawatershed.emassist.com/lms>

Logging In to the LMS

Once you have registered, logging in is simple. Your user information is already in the system; therefore, the registration process will simply require you to login using your email address and password.

From the login screen:

- Enter your email address in the Email Address field.
- Enter your password*.
- Click on the **LOGIN** button.

*If you have forgotten your password, just click on the forgotten password link on the LMS login page.



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Updating Your User Profile

The first time you login to the system you may be prompted to verify your user profile information, including your password. You should also select a new password to use each time you login.

To update your password or profile information:

- Click on the **USER PROFILE** tab at the top of the screen.
- Update your profile information including the fields listed below:

User Profile Fields

The following table illustrates the fields that are in the User Profile, and provides a brief description of each.

<i>Email Address</i>	This should be your email address.
<i>First Name</i>	This field has been pre-populated.
<i>Last Name</i>	This field has been pre-populated.
<i>Company</i>	This field should indicate your place of employment.
<i>Desired Password</i>	The field will always appear blank. Please enter a new password here to change the temporary password you have been given.
<i>Forgotten Password Question</i>	Change the answer to this question to an answer that is correct for you.
<i>Address, City State, Zip, and Phone</i>	These fields should indicate the best way to correspond with you about the Watershed Partnership Seminar.
<i>Comments</i>	This field can be used to indicate additional notes about your profile or contact information.

IMPORTANT NOTE! In order to prevent unauthorized access of your information, you'll need to change your password once you login. From the User Profile, simply update the '*Desired Password*' field and enter a '*Forgotten Password Question*' to serve as a reminder if you forget.

- Once the information is complete, click the **UPDATE** button.

Viewing Supplemental Materials

There are a few resource materials available to you to assist you in planning for your seminar attendance. You can review these materials to learn more about the seminar, and to get a better idea of what to expect of your time there.



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To access these materials:

- Click on the **ONLINE COURSES** tab at the top of the screen.
- Select *Pre-Seminar Modules*, *Post-Seminar Modules*, or *Reference Library* from the Course Categories.
- A list of available courses appears.
- Click on the desired course name.

Viewing Your Report Card

Once you have completed a course, the report card feature will track your progress. Once you've completed a course, you can print a certificate of completion, which is generated as evidence of your progress.

To view your report card:

- Click on the **REPORT CARD** tab at the top of the screen.
- You will see the first course you have completed.
- You have the option to **PRINT**, **EXPORT**, or **CLOSE** the Report Card.

Accessing the Bulletin Board

To access the Bulletin Board, click on the Bulletin Board icon from the LMS Home Page. A separate browser window will open, and you will see the following sections within the Bulletin Board:

- Forums - Discussion forums posted by the seminar staff.
- Information – Users who are currently active on the site.
- Active Discussions – The latest postings by seminar participants.

To post a comment:

- Click on a Forum and then click on a topic to reply to an existing discussion topic.
- Click on a Forum and then click the **NEW TOPIC** button to begin a new discussion topic.

Logging Out of the LMS

When you're ready to leave the LMS, you'll need to log out in order to prevent unauthorized access to your account.

From the main LMS window:

- Click on the **[Log Out]** text in white letters at the top right-hand corner of the screen.