Senior Corps Litmos Orientation
Your Home for Online Learning

Welcome!

Welcome to Litmos, the new online learning management system (LMS) of the Corporation for National and Community Service (CNCS). A learning management system is a tool to help learners and instructors get the most out of online courses and other learning tools. Litmos houses all of CNCS' online courses for grantees.

Using the system, grantees can track their progress more easily, making it possible to come back to a course and pick up where you left off and to verify that you have completed required coursework. Other benefits include tracking your course history, storing certificates of completion, communicating directly with course creators or instructors and participating in discussion forums. Grantees can also complete training using their smart devices. Litmos also makes it easier for Senior Corps to quickly develop interactive, engaging online learning tools for all of our grantees.

This brief orientation will give Senior Corps grantees all the information they will need to get started with Litmos.

Creating an Account

Senior Corps provided its grantees with Litmos accounts based on information in its electronic grants management system in December 2016. In most cases, your username is your email address.

If you do not already have an account, you can create on by following these steps:

1. Go to https://cncsonlinecourses.litmos.com/self-signup/.
2. Enter the required information.
3. In the **Code** field, enter the following:
    a. SC-FGP if you represent a Foster Grandparent Program
    b. SC-RSVP if you are an RSVP Program
    c. SC-SCP if you are a Senior Companion Program
4. Click "Register".
5. If you are affiliated with two different Senior Corps programs (for example, your sponsor has a Foster Grandparent *and* Senior Companion Program), enter only one code at first. After you hit register, visit

https://cncsonlinecourses.litmos.com/self-signup/ again and enter the code for the second program.

Finding Courses

After you gain access to the system, it's time to find the courses that you need to engage older Americans in service to their community! You'll find the courses you need in two places:

1. **The Learner Dashboard:** The courses you find here are either required or strongly recommended for your specific program. These are courses every grantee could benefit from. See Figure 1 on the next page for more information.

   Note that if a course is required, you will be notified through other communication channels. Appearing in this space does not mean that a course is necessarily required. It highlights *both required and recommended* **courses.**

   These are also the courses referred to in the "To-Do" box. The number of courses listed as "To-Do" may not match the number of courses you see in your dashboard, as the dashboard may include some "Learning Paths," which are collections of related courses.

The To-Do box refers to the same required or highly recommended courses as your dashboard. The numbers may not match your dashboard exactly, as the number may include collections of courses called "Learning Paths."

The dashboard shows courses that are either required or strongly recommended for your program. The exact courses you will see here will vary based on your program.

Figure 1 - The Learner Dashboard

2. **The Course Library:** The Course Library is a large collection of all courses available to users of Litmos. It includes courses for Senior Corps grantees, as well as other populations of CNCS learners. You can access it by clicking the icon that looks like a few books on the left-hand menu. You can click the two arrows to see all your options in this menu. See Figure 2.
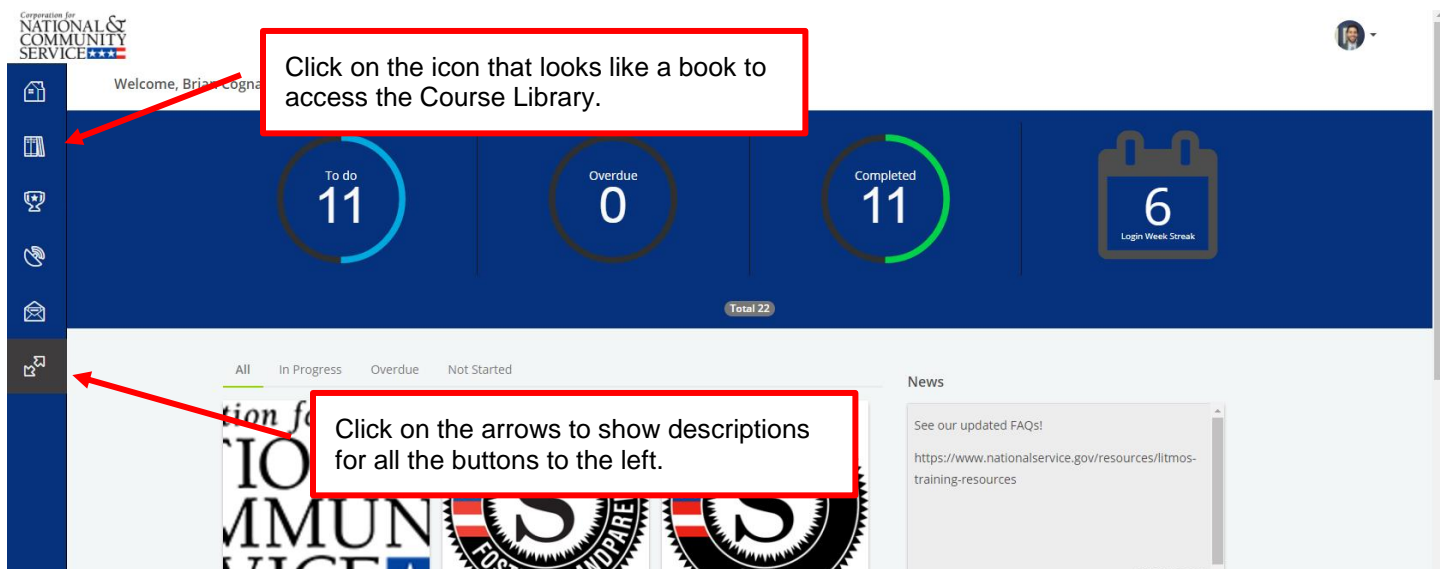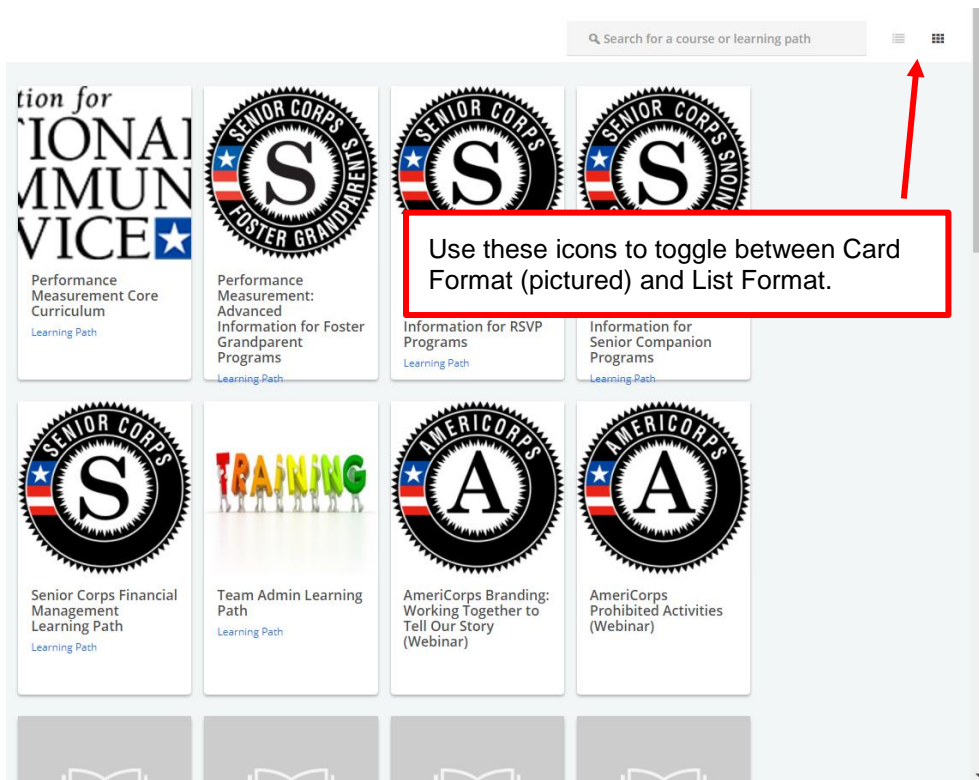

Figure 2 - Accessing the Course Library

You can view the Course Library in two formats:

a. **List Format:** To see the courses available, with their descriptions, as a single list, click the list icon at the top of the screen.

b. **Card Format:** To see just course icons and titles, click the card icon at the top of the screen.

You can find courses here in three ways:

a. **Browse:** All of the courses you see here are open to you. You may look through it and choose to take any courses that interest you. Click on the icon for that course to see a description of its content.

b. **Search:** Use the search box to enter a key term and see courses related to that concept.

c. **View courses by category, including courses developed for Senior Corps:** Click on the "Popular Categories" button to view courses by category. The courses listed in the "Senior Corps" category have all been developed with Senior Corps grantees in mind.

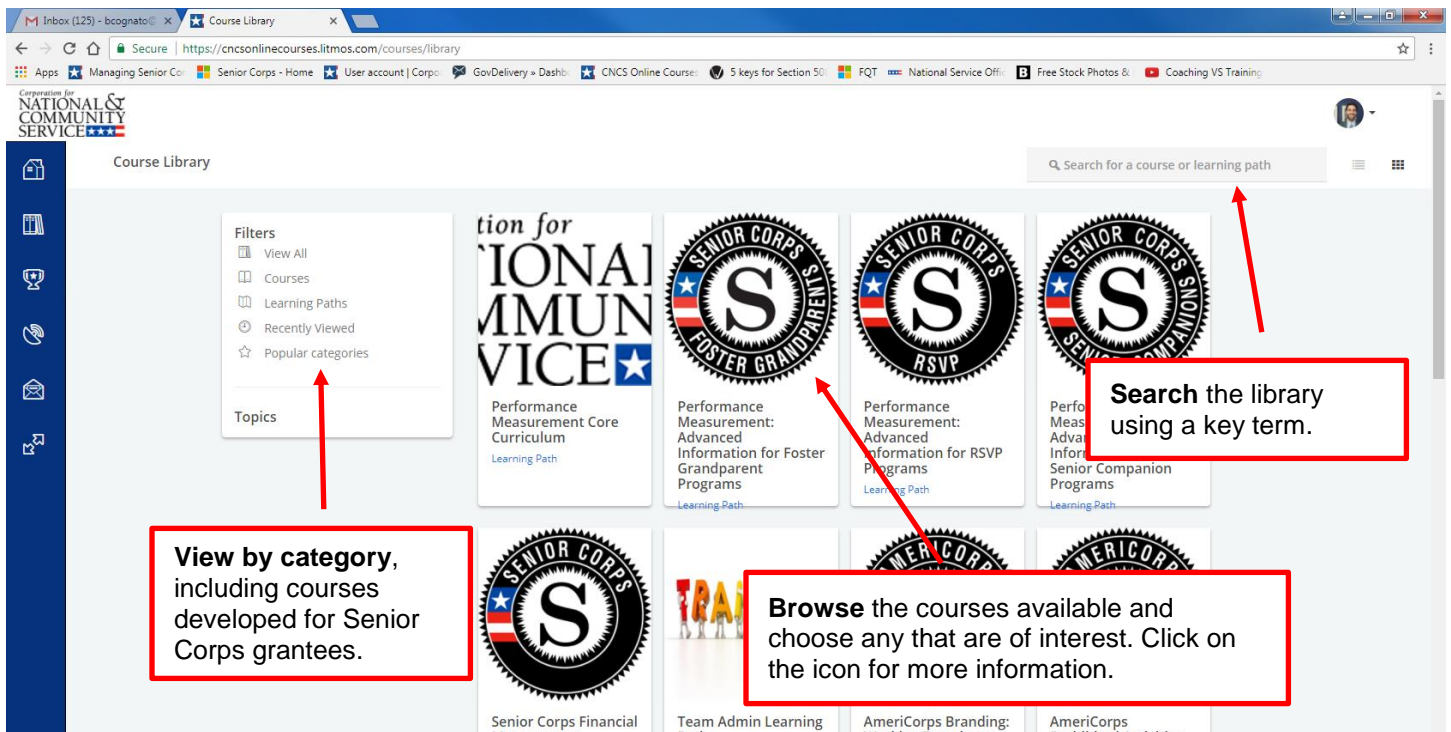See Figure 3 on the next page for more information.

Figure 3 - Browse the icons, browse by category or search

A Note on Live Sessions

You will see some sections of Litmos refer to "Live Sessions." Senior Corps does not currently use this functionality. You'll continue to receive notices of live courses via email and on our webpage.

What's Next?

Before you're finished with this orientation, you should take two more steps:

- Visit the Additional Resources section to access the Litmos Quick Start Guide, which has more information on all of Litmos' functionality.

- Take a look at the courses in the Senior Corps category, using the Course Library as described above. See if there's anything there that could help you!

Signing Out

All done? To sign out:

1. Click on the icon for your profile at the top of the page. If you customize your profile, this will be your picture. If not, it will look like a silhouette. (See Figure 4.)
2. Click "Sign Out."
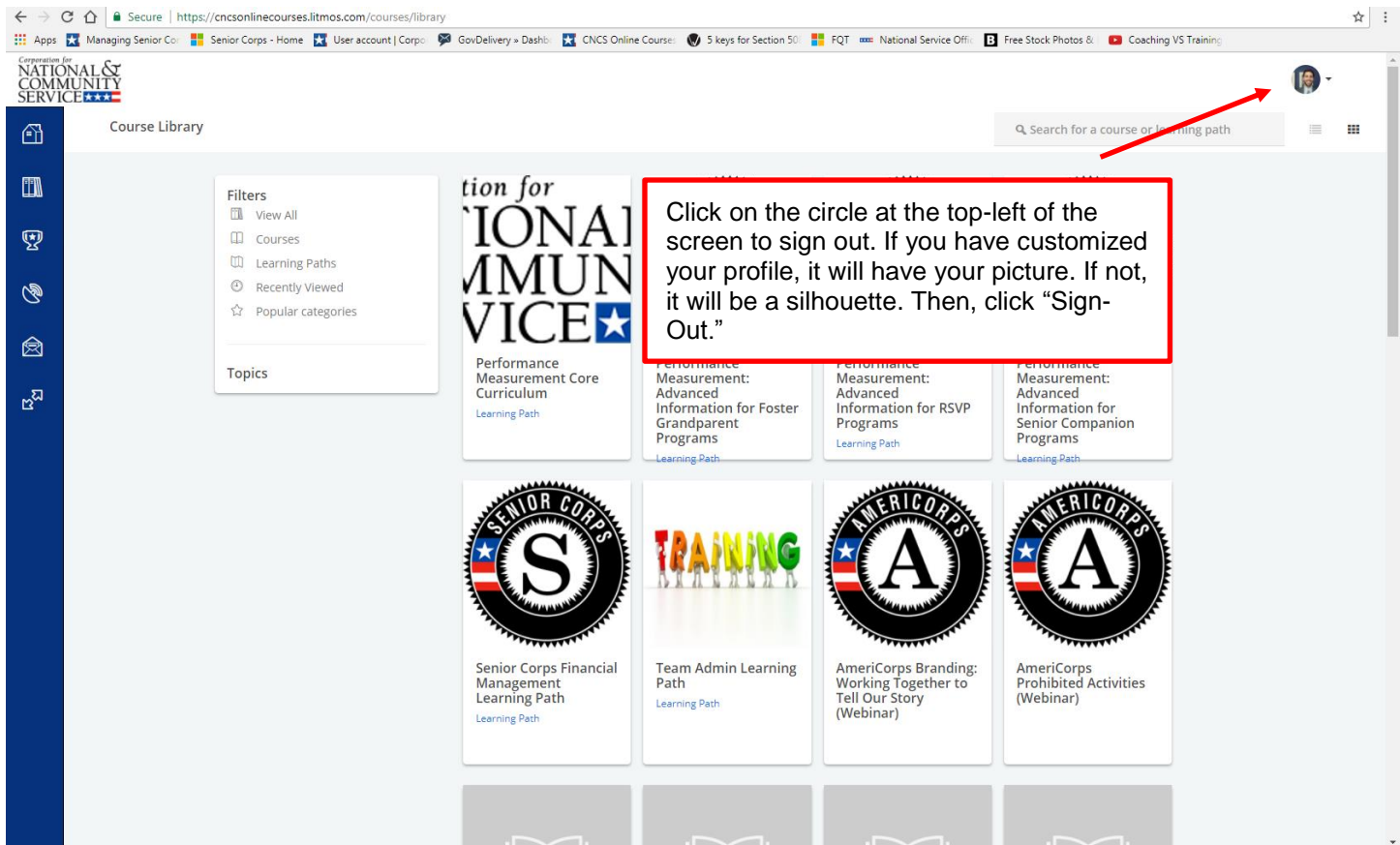3. You can come back anytime by visiting learning.nationalservice.gov.

Figure 4 - Signing Out