



ICLD Leadership and MSA Course Instructions

These instructions will help you navigate through the system, complete courses and attain your certificates.

COURSE ACCESS: Click on the “**Available Courses**” tab and you will come to a page to search all your available courses, including the ICLD Leadership, the MSA courses and the CIT courses. You will have the ability to search jail specific, POST mandated courses or ICLD courses.

- Click on the course title and icon and you will go to the course page. The title will be at the top of the page and there may be a video related to the module to view. Scroll to the bottom of the page and you will see **Lesson Content** and below that you will see **Lecture, Discussion Board** and **Exam**. Some courses may require a short essay. Click on **Lecture** to launch the module. This will take you to a launch page for the course. Click **Launch Training**, you will go to a page that will say **Pop up Blocked**. Click the **Launch Course** button and the course will begin.
- Each ICLD course has several segments that include video, voice overs, interactive exercises and readings. In order to move through the modules, you will have to click the “**Next**” button at the end of each segment. Once you have completed the course, you be asked to verify that you have completed all segments of the course and then submit that verification.
- Course progress will show on top of the page. This percentage shows the parts of the course that have been completed (i.e. the lecture, the quiz.) The percentage shown does not mean the amount time spent in the lecture portion of the course.
- **IMPORTANT!** When you return to the course’s home page click the green **Mark Complete** button located either at the top or the bottom of the page. You will do this for the MSA courses as well.

DISCUSSION BOARDS: After the lecture, there may be a Discussion Board question to complete. After you have responded, click the green button to mark it complete and click on Exam for the corresponding module and take a short exam to check your knowledge.

EXAMS: You must score 70% to successfully move to the next ICLD course. MSA courses require 80% to pass. If you need to re-take a quiz, it is recommended that you review the course material before doing so. You must complete the course before taking the exam.

CERTIFICATES: You may receive a **certificate** after each ICLD course, each MSA course and each CIT course. These are available on the course main page and ready for printing.

ICLD: Once you complete all the courses in each ICLD phase, you may request a certificate for ICLD I, II, III and IV. This certificate can be printed immediately. Upon completion of ICLD 1-4, you may request a MSA paper certificate and challenge coin that will be mailed to your sheriff for presentation.

CIT: There are individual certificates and a 24-hour Certificate. This certificate is available to those who complete all 19 modules.

Other things to remember:

- You may exit the system at any time and when you log in again you will resume the course where you left off. If the system is not allowing you to do this, please check your browser. Chrome or Edge browser work best.
- Make sure you click **Mark Complete** upon completion of the **Lectures** and **Discussion Questions**.
- The more that you navigate through the system the more familiar you will become with it. You will find that there is more than one way to review your progress and activate courses.
- The system tracks your progress as you move through the program. You may check your progress through “**My Courses**” and “**My Transcripts**” under the My Profile tab.
- The time you spend in the courses is recorded by a **SCORM** system and is viewable by system administrators.
- **Disclaimer:** at the end of each course, you will sign a disclaimer acknowledging your complete participation in the course. Please do not take the disclaimer lightly. If there is issue with your time spent in the course, your sheriff or supervisor will be notified.
- If you are licensed, make sure your **POST** number is in your profile. POST credits are sent in by MSA to POST once a month. You do not need to send your certificate to POST. MSA does this electronically.

Questions: Contact Ann Jarrett ajarrett@mnsheriffs.org or 651-204-2218