



District of Columbia
Office of the State Superintendent of Education

OSSE LEARNING MANAGEMENT SYSTEM (OSSE LMS)

User Guide

June 2023

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Introduction

This guide serves as a manual on how to access and use the Office of the State Superintendent of Education (OSSE) Learning Management System (LMS), the professional development (PD) training platform for the DC early childhood workforce.

What is the OSSE LMS?

The purpose of the OSSE LMS is to empower early childhood educators, child care providers and administrative staff with a seamless learning and development system. The OSSE LMS organizes eLearning content in a centralized location, provides unlimited access to professional learning and tracks and maintains user progress. The OSSE LMS will replace the Professional Development Information System (PDIS) (dcpdis.org). Effective June 19, 2023, the PDIS will no longer be accessible.

There are two components of the OSSE LMS: Professional Learning and Schoology. Through the Professional Learning component, users can log in, search and register for courses and view a transcript of all of the courses they have taken in the OSSE LMS (as well as courses taken through PDIS). Through Schoology, users can access course content such as webinar links, supplemental materials and any assessments or surveys. OSSE LMS users do not have to log in to Schoology; you will access course content in Schoology directly through links for the course in Professional Learning.

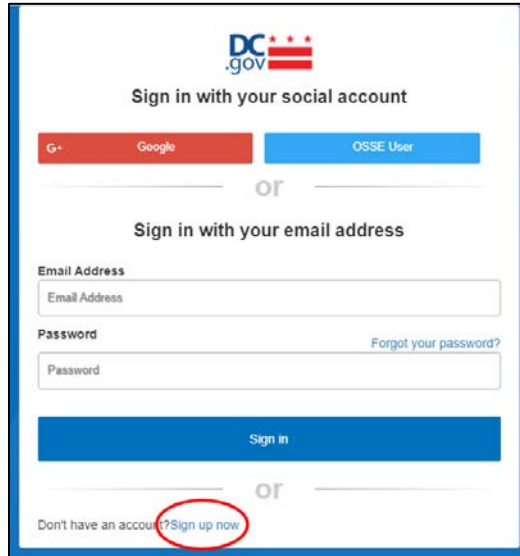
Accessing the OSSE LMS

This section explains the step-by-step process for accessing the OSSE LMS.

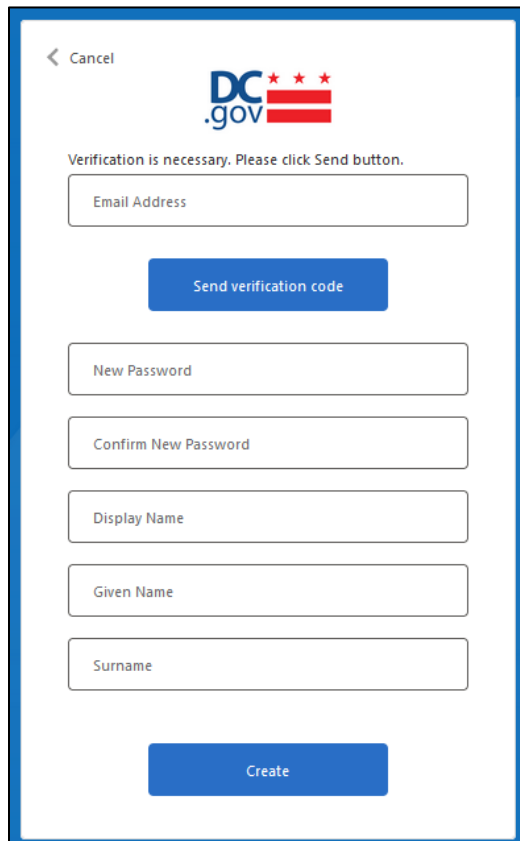
Establishing Single Sign On (SSO) Login Credentials

By creating SSO login credentials with OSSE, users can seamlessly manage their access to all relevant OSSE applications. All staff working in a licensed DC child development facility can gain access to the OSSE LMS platform by first establishing their SSO login credentials through the below steps.

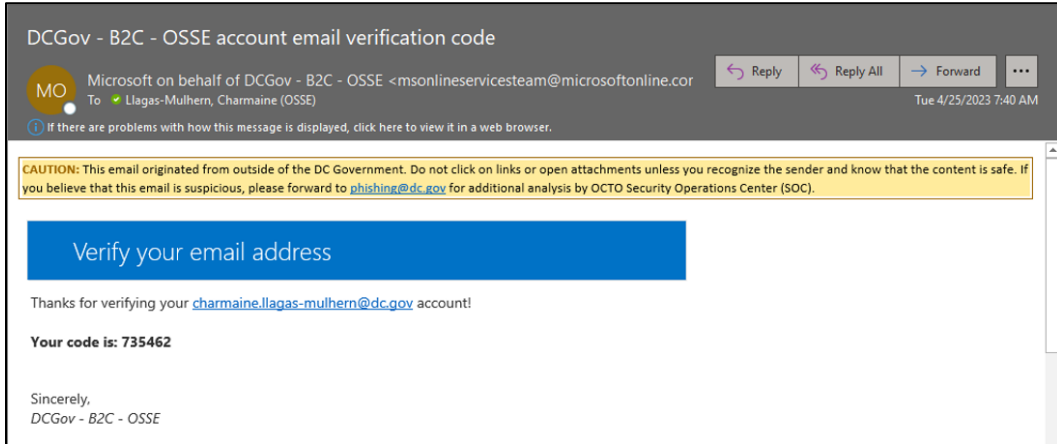
1. Go to the following link: osse.pl.powerschool.com. Click the blue “Sign up now” link at the bottom.



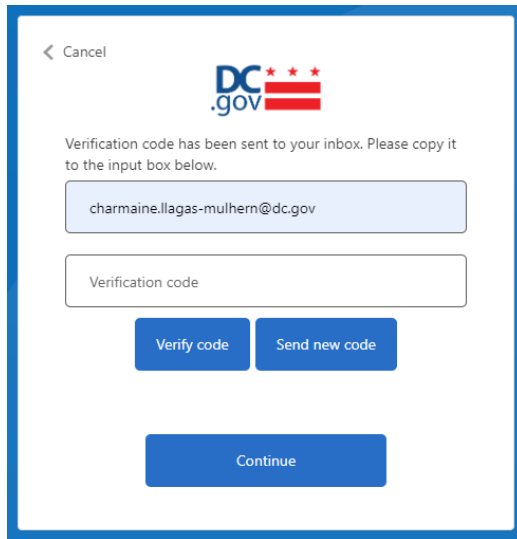
2. The below form will appear. If you have a Quorum (quorumlearning.com) account, enter the email address associated with that account in the first box. If you do not have a Quorum account, enter the email address associated with your PDIS account (dcpdis.org). If you do not have a Quorum or PDIS account or are unsure if you have accounts, please contact the Early Childhood Education (ECE) Help Desk at ECEhelpdesk@dc.gov or (202) 478-5903 for assistance.



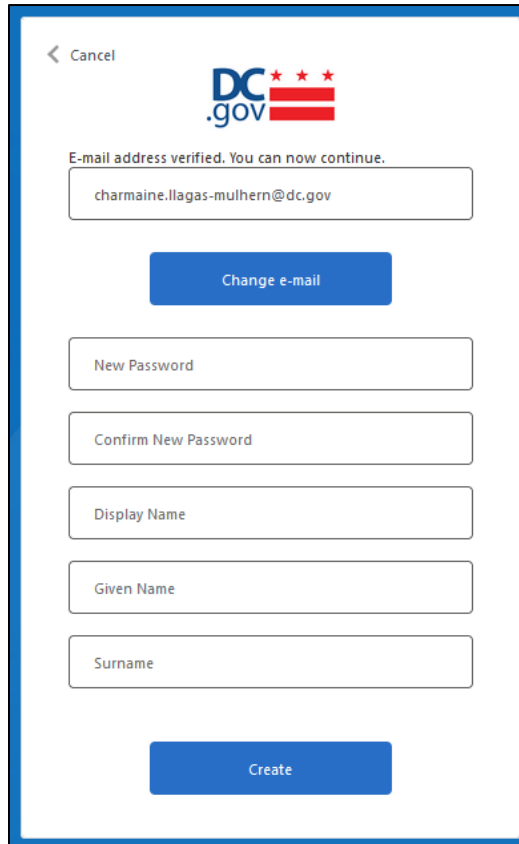
3. After entering your email address, click “Send verification code.” A message will appear that a verification code has been sent to the email address you have input. Check your email inbox for an email with the subject line “DCGov – B2C – OSSE account email verification code.”



4. Copy the code from the email message to the “Verification code” box that appears below the “Email address” box. Click “Verify code.”



- Once your email address has been verified, COMPLETE ONLY THE TWO PASSWORD FIELDS, then click "Create." You do not need to enter anything in the "Display Name," "Given Name" or "Surname" fields. The email address associated with your Quorum account (or PDIS account if you don't have a Quorum account) is already in the system. Do not click "Change e-mail" unless you believe you entered the incorrect email associated with your Quorum or PDIS account.

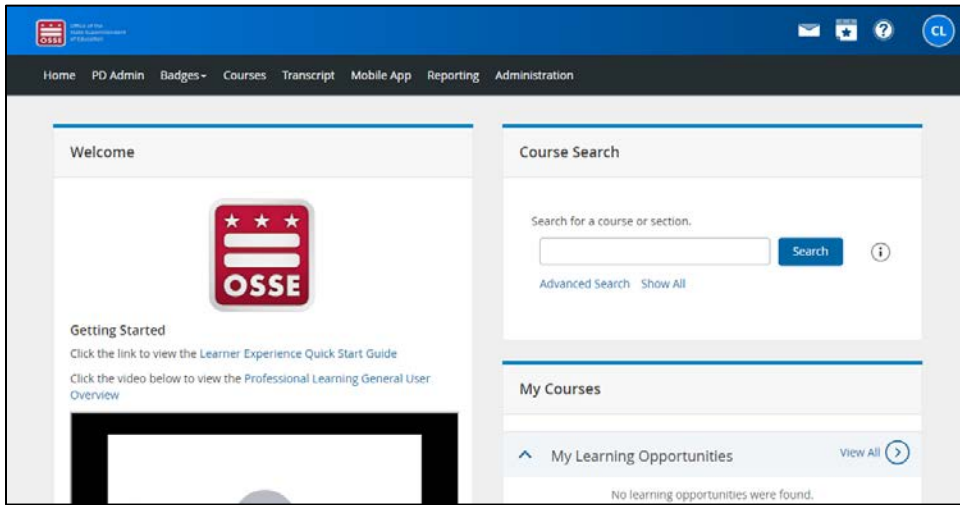


The screenshot shows a mobile application interface for account creation. At the top left is a back arrow and the word "Cancel". In the center is the DC.gov logo, which consists of the letters "DC" in blue, three red stars, and ".gov" in blue. Below the logo, a message reads "E-mail address verified. You can now continue." followed by a text box containing the email address "charmaine.llagas-mulhern@dc.gov". Below this is a blue button labeled "Change e-mail". Further down are five text input fields: "New Password", "Confirm New Password", "Display Name", "Given Name", and "Surname". At the bottom is a large blue button labeled "Create".

- If your email address is not in the system, you will get the below message. Please contact the ECE Help Desk at ECEhelpdesk@dc.gov or (202) 478-5903 for assistance.

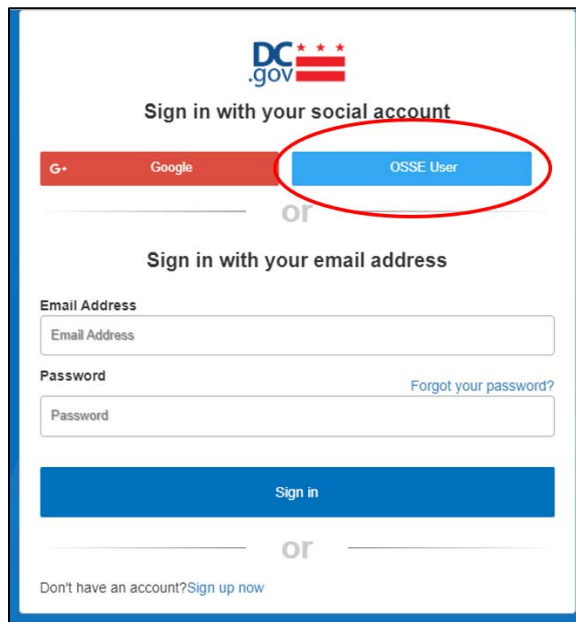


6. Once your SSO credentials have been established, the system will take you to your OSSE LMS home page.

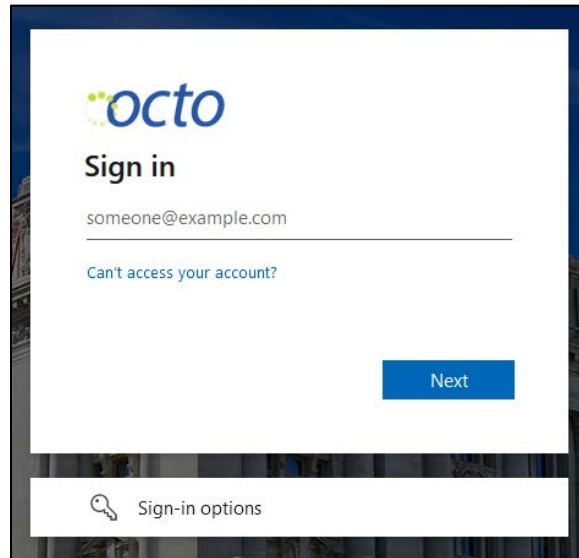


Logging on to the OSSE LMS

1. Once you have successfully established your SSO credentials, log in to your OSSE LMS account by going to the following link: osse.pl.powerschool.com. Click "OSSE User" in the upper right.

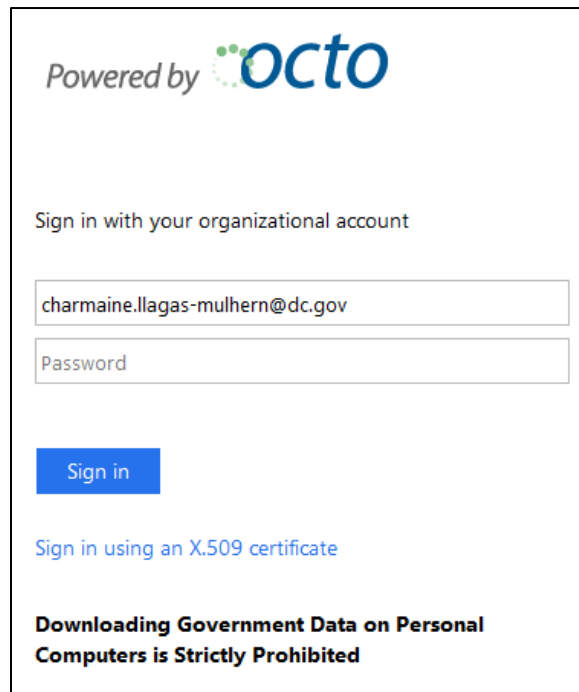


2. In the form that appears, enter the email address used to establish your SSO credentials, then click the “Next” button.



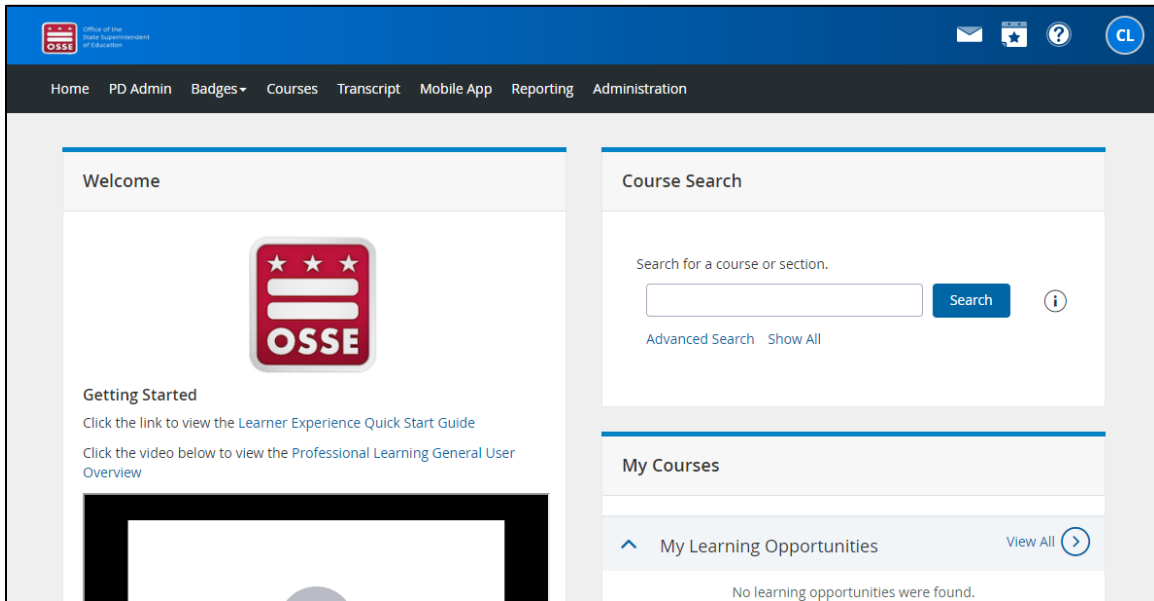
The screenshot shows a sign-in interface for 'octo'. At the top left is the 'octo' logo. Below it, the text 'Sign in' is displayed. A text input field contains the email address 'someone@example.com'. Below the input field is a link that says 'Can't access your account?'. A blue button labeled 'Next' is positioned to the right of the input field. At the bottom of the form, there is a white box with a magnifying glass icon and the text 'Sign-in options'.

3. In the next form that appears, enter your password and click “Sign in.”



The screenshot shows a sign-in interface titled 'Powered by octo'. Below the title, the text 'Sign in with your organizational account' is displayed. There are two text input fields: the first contains the email address 'charmaine.llagas-mulhern@dc.gov' and the second is labeled 'Password'. A blue button labeled 'Sign in' is located below the input fields. Below the button is a link that says 'Sign in using an X.509 certificate'. At the bottom of the form, there is a bolded warning: 'Downloading Government Data on Personal Computers is Strictly Prohibited'.

4. The system will take you to your OSSE LMS home page.



Using the OSSE LMS

This section explains the main functions of the OSSE LMS:

- Searching for courses;
- Registering for courses;
- Accessing course content;
- Earning a certificate of completion; and
- Accessing transcripts and certificates of completion.

Searching for Courses

Searching through All Courses

There are two methods for searching for a course in the OSSE LMS:

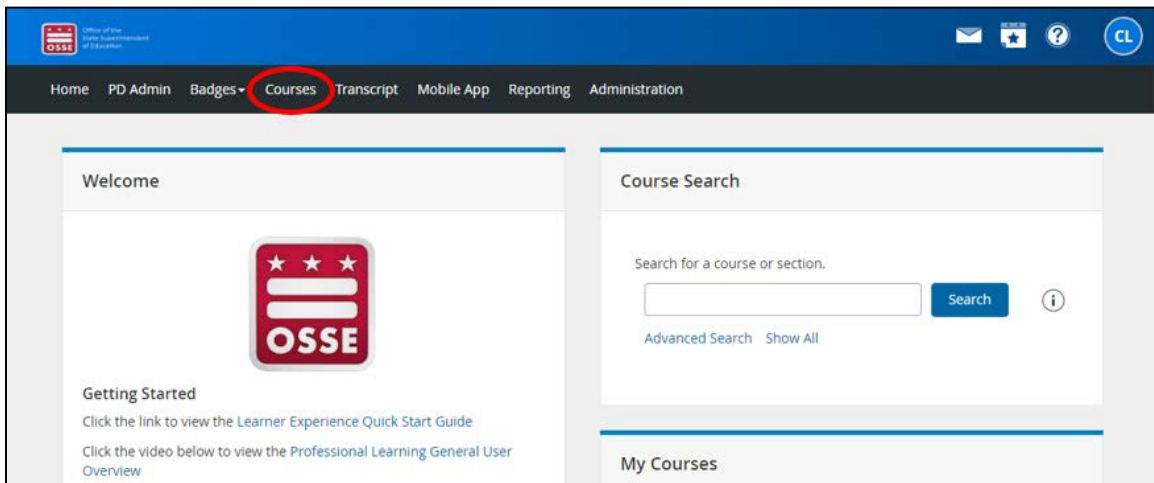
- The course catalog list; and
- The calendar view.

Course Catalog List

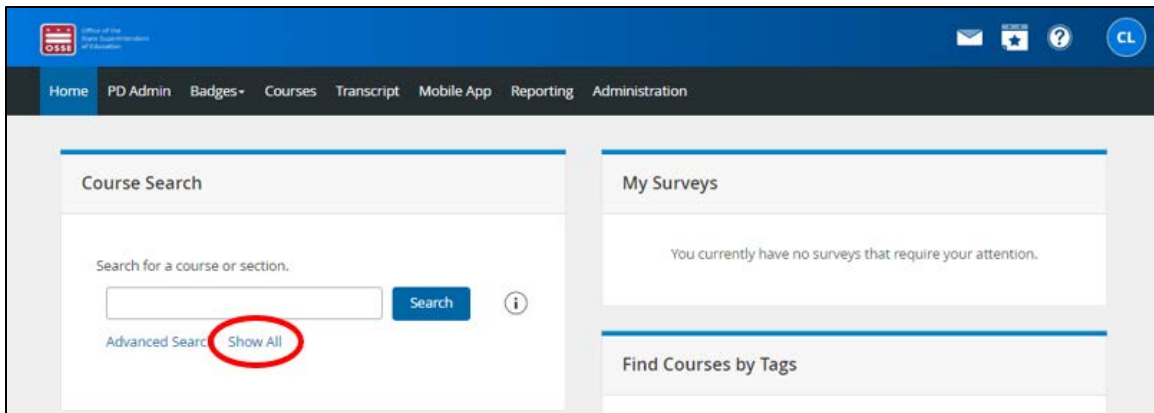
1. There are two ways to search through all available courses from the OSSE LMS home page.

a. Through the “Courses” tab:

i. Click the "Courses" tab in the black bar at the top of the page

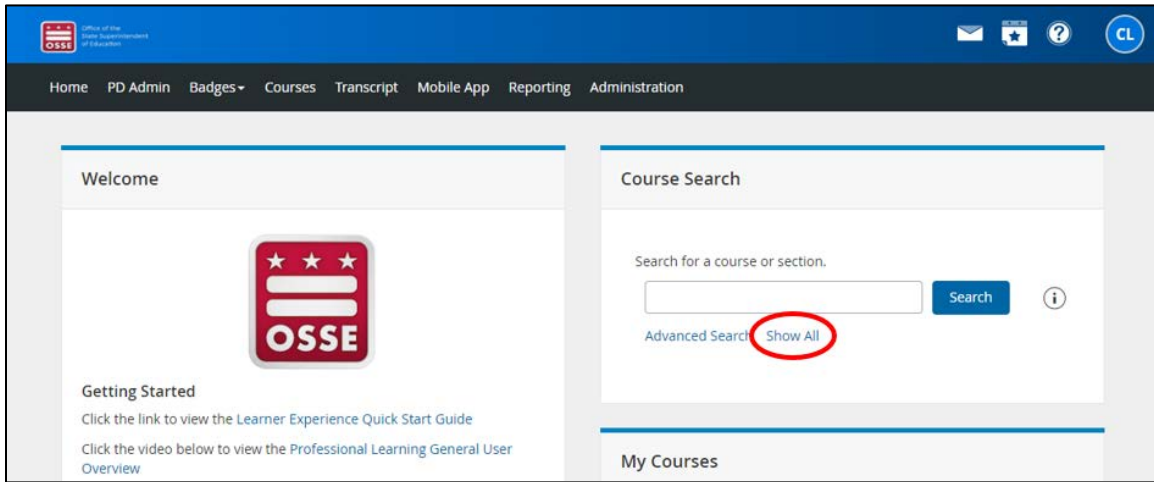


ii. Click the “Show All” link in the “Course Search” box.



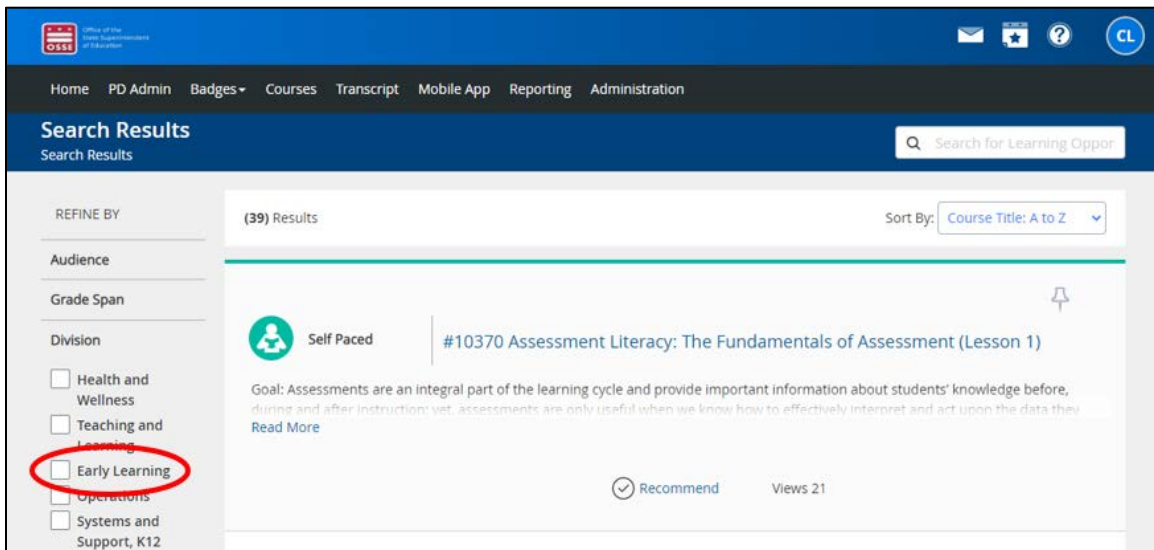
b. Through the “Course Search” box:

- i. In the “Course Search” box on the OSSE LMS home page, click the “Show All” link.



NOTE: On some computer screens and on mobile devices, the home page view might be condensed and the “Course Search” box will be underneath the “Welcome” box instead of next to it.

- 2. In the “Refine By” side bar to the left on the next screen, click “Early Learning” under “Division” to view the courses available to you through the Division of Early Learning (DEL) and other OSSE divisions. If the divisions are not already in view, you may have to expand the “Division” filter by clicking the word “Division.”



The OSSE LMS is available for use by all OSSE divisions, including individuals who are not members of the early childhood workforce. Additional filters in the “Refine by” side bar can be used to find courses that are most relevant to the early childhood workforce. Key search filters for the early childhood workforce are below.

a. Audience

- i. Directors
- ii. Administrators
- iii. Teachers
- iv. Assistant Teachers
- v. Home Caregivers
- vi. Associate Home Caregivers
- vii. Out-of-school Time Staff
- viii. Early Care and Education Staff Serving School-age Children
- ix. Instructional Coaches
- x. Trainers
- xi. Other Early Childhood Support Roles

b. Grade Span

- i. Early Childhood
- ii. Out-of-school Time

c. Licensing Compliance

- i. Required within 30 Calendar Days of Hire
- ii. Required within 90 Calendar Days of Hire
- iii. Required Annually
- iv. Required Before Caring for Children Unsupervised
- v. Required Before Transporting Children

d. Required Health and Safety Trainings¹

- i. Infectious Diseases
- ii. SIDS and Safe Sleep
- iii. Administration of Medicine
- iv. Food and Allergic Reactions
- v. Building/Physical Premises Safety
- vi. Shaken Baby Syndrome
- vii. Emergency Preparedness
- viii. Hazardous Materials
- ix. Transporting Children
- x. First Aid/CPR
- xi. Child Abuse
- xii. Developmentally Appropriate Programming
- xiii. Psychological Distress

¹ See "CCDF Health & Safety Requirements Trainings" at osse.dc.gov/publication/ccdf-health-safety-requirements-training-catalog.

- e. Core Knowledge Areas²
 - i. Child Growth and Development
 - ii. Observing, Documenting and Assessing
 - iii. Health, Safety and Nutrition
 - iv. Curriculum
 - v. Inclusive Practices
 - vi. Learning Environments
 - vii. Building Family and Community Relationships
 - viii. Program Management, Operation and Evaluation
 - ix. Professionalism and Advocacy
 - x. Social-Emotional Development and Mental Health

- f. Age Groups
 - i. Infant (Birth-12 Months)
 - ii. Toddler (12-36 Months)
 - iii. Preschooler (36-60 Months)
 - iv. School-age Child (5-12 Years)

- g. Content Level
 - i. Basic
 - ii. Intermediate
 - iii. Advanced

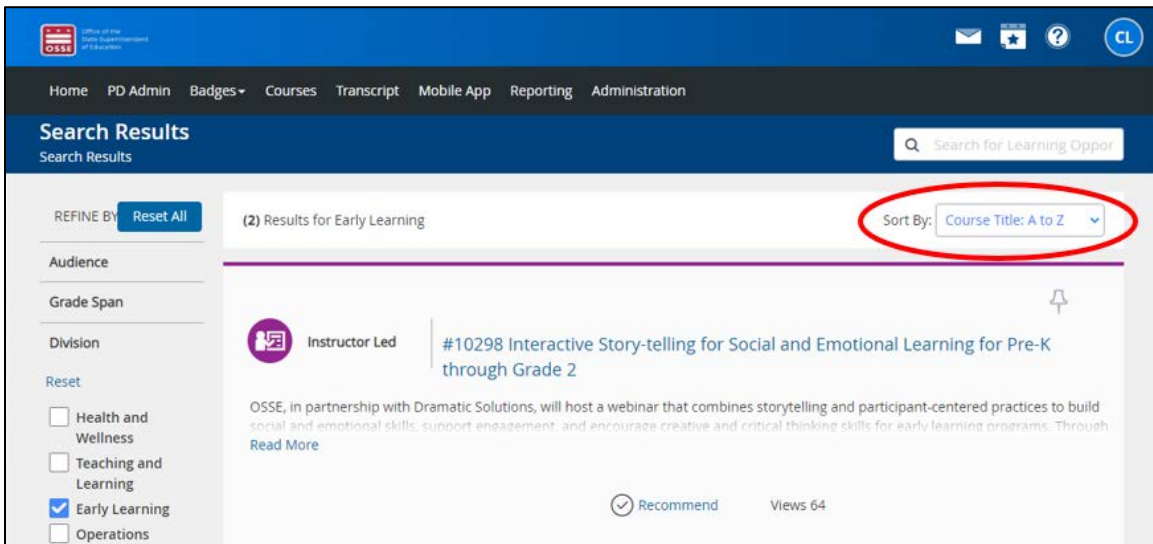
- h. Language
 - i. English
 - ii. Spanish
 - iii. English with Spanish Interpretation Available
 - iv. Amharic
 - v. English with Amharic Interpretation Available

- i. Special Topics
 - i. Business Practices
 - ii. Cultural and Linguistic Responsiveness
 - iii. Equity
 - iv. Inclusive Practices
 - v. Out-of-school Time
 - vi. Social-emotional Development/Mental Health
 - vii. Technical Assistance
 - viii. Trauma-informed

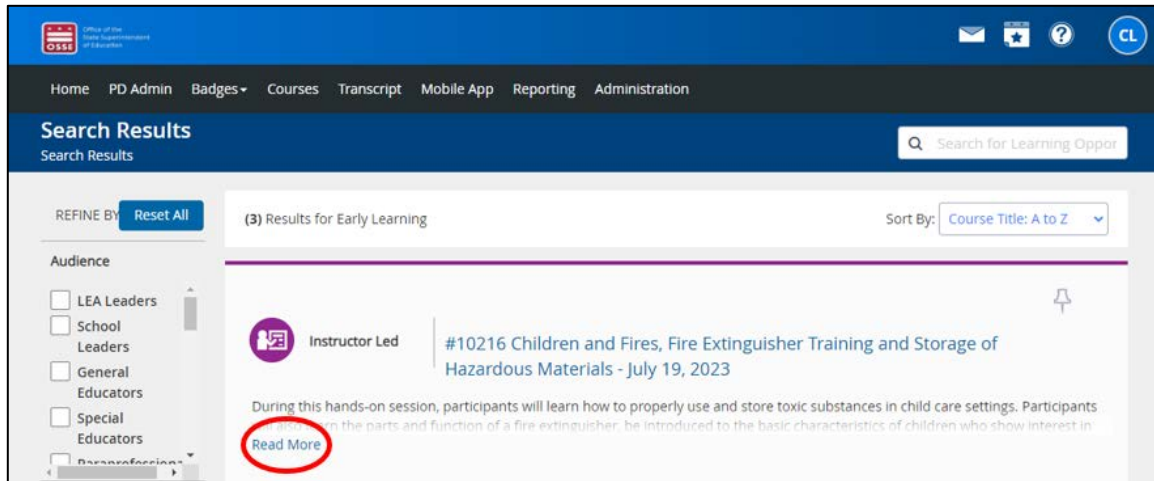
² See “Core Knowledge Areas” at <https://osse.dc.gov/publication/core-knowledge-areas-division-early-learning>.

- j. Type of Facility
 - i. Child Development Centers
 - ii. Child Development Homes/Expanded Homes
 - iii. DC Public Schools (DCPS)
 - iv. DC Public Charter Schools
 - v. Other

 - k. Program/Grant Participation
 - i. Back to Work Child Care Grant
 - ii. Capital Quality (CQ)
 - iii. Child Care Subsidy
 - iv. DC Child Care Stabilization Grant
 - v. DC Leading Educators toward Advanced Degrees (DC LEAD)
 - vi. Pay Equity Fund
 - vii. Pre-K Enhancement and Expansion Program (PKEEP)
 - viii. Quality Improvement Network (QIN)
 - ix. Shared Services Business Alliance (SSBA)
3. Scroll the results to find courses. By default, the courses are listed in alphabetical order by title (“Course Title: A to Z”). Click the “Sort By” drop-down menu to sort the results by other criteria, including:
- a. Course Title: A to Z
 - b. Course Title: Z to A
 - c. Course Number
 - d. Rating: High to Low
 - e. Views: Low to High
 - f. Views: High to Low
 - g. Start date: Ascending (i.e., by chronological order starting with the course with the earliest date)



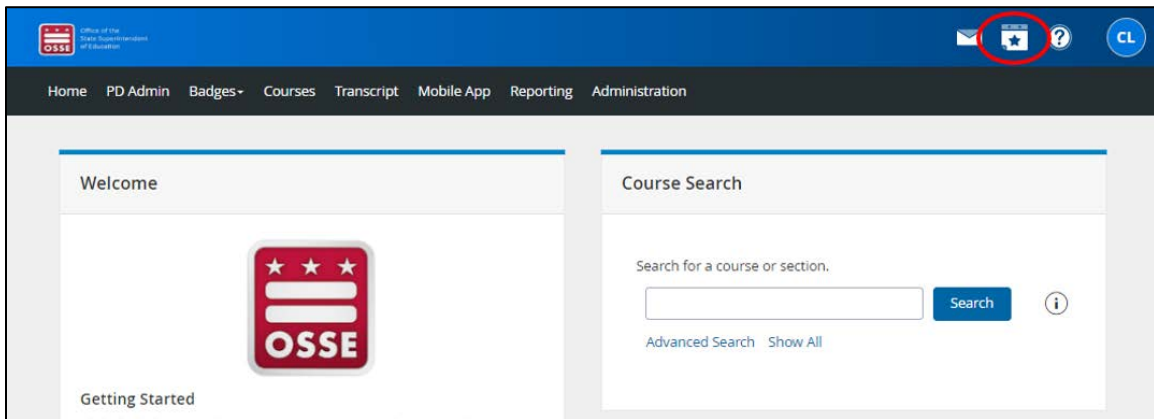
4. To learn more about a course, click “Read More” to read the complete description.



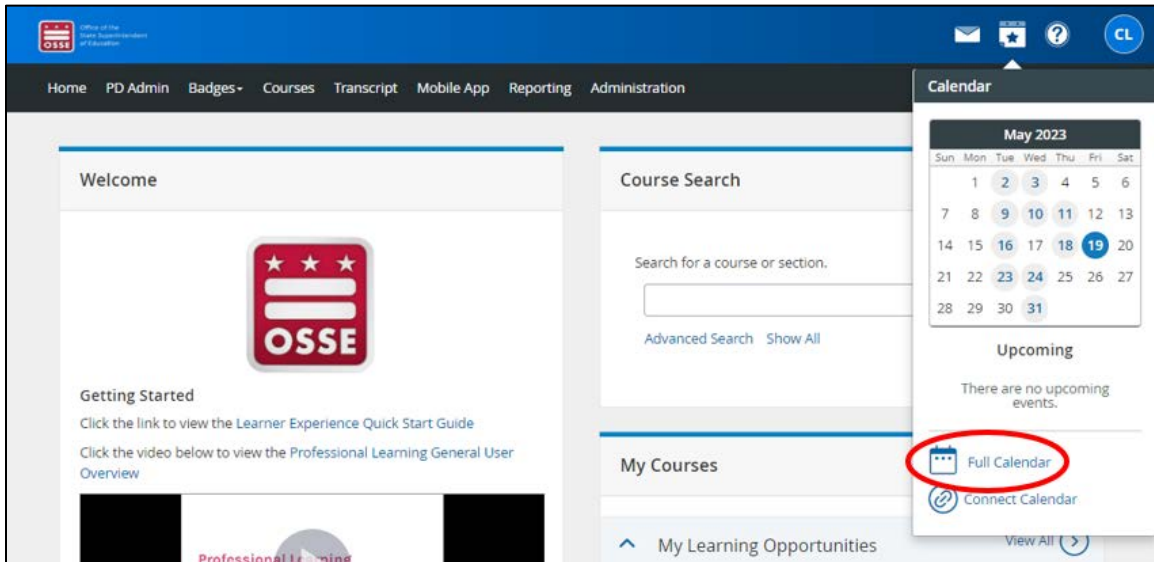
NOTE: Courses offered by DEL will have the date of the course in the title, but courses offered by other OSSE divisions may not have the date in the title. To get the date and time for these other courses, you will have to click on the section title.

Calendar View

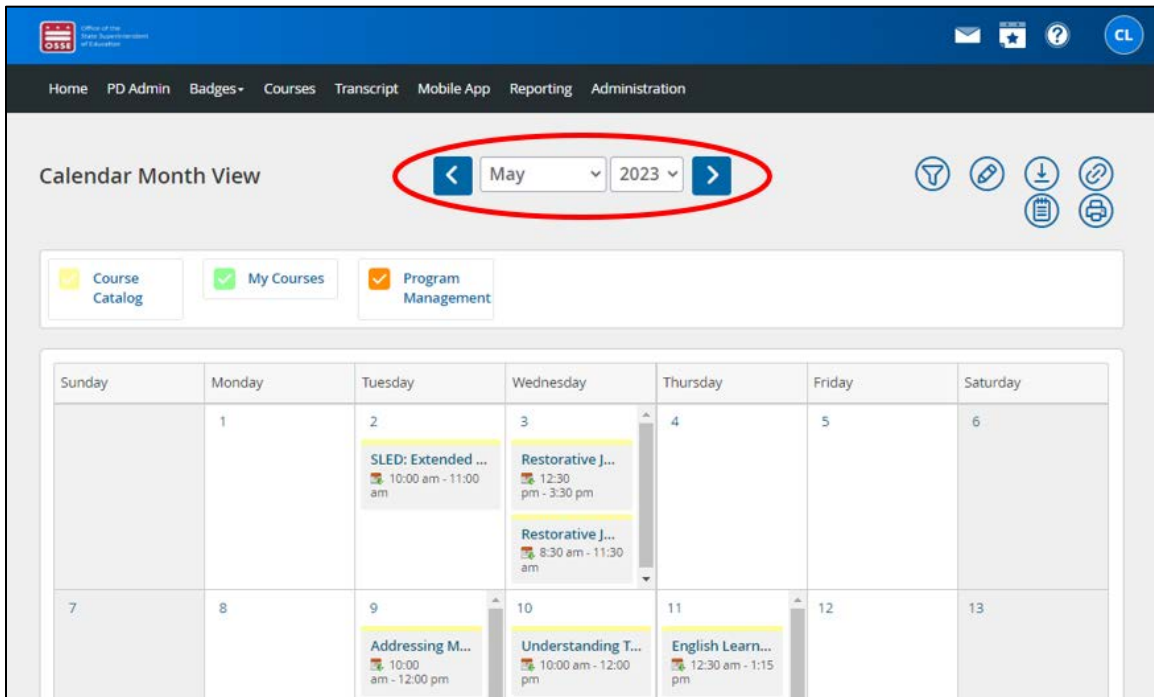
1. Click the calendar icon in the upper right-hand corner of the screen.



2. A small calendar will appear in the upper right-hand corner. Click the “Full Calendar” link below the calendar.



3. The next screen will show a full-page view of the current month with available courses. To see courses for a different month, use the blue arrow keys or the dropdown menus found above the calendar to select the month and year.

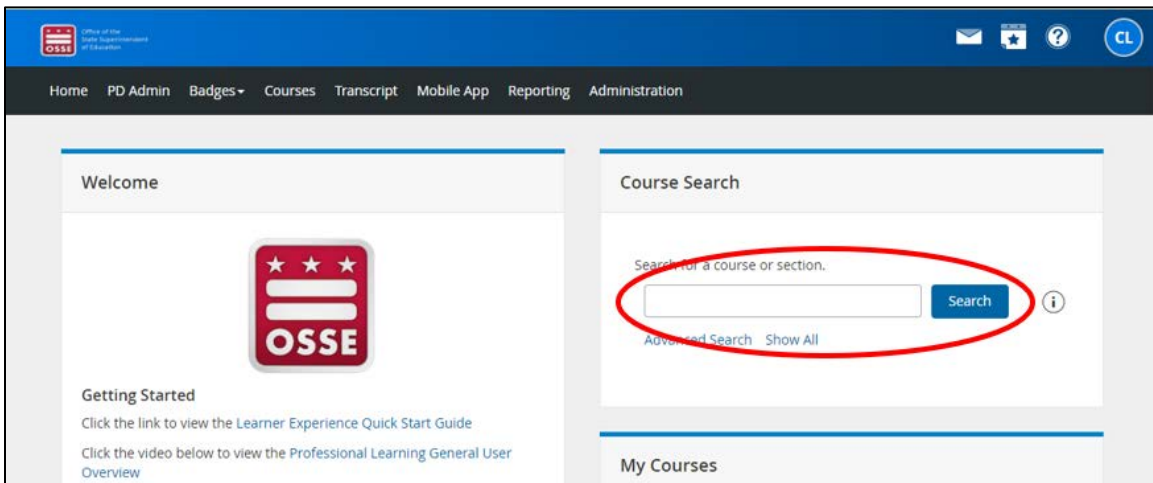


4. To learn more about a course, click the course title to view more information.

Searching for a Specific Course

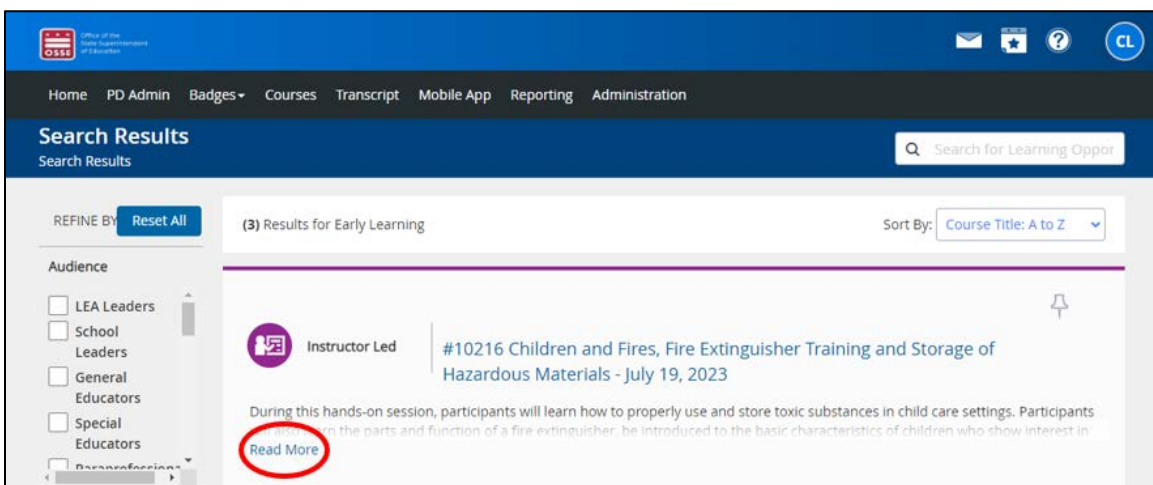
From the Home Page

1. If there is a specific course you are looking for, from the home page enter the title or a keyword into the box found in the “Course Search” box in the upper right-hand corner. Then click the blue “Search” button.



NOTE: On some computer screens and some mobile devices, the home page view might be condensed and the “Course Search” box will be underneath the “Welcome” box instead of next to it.

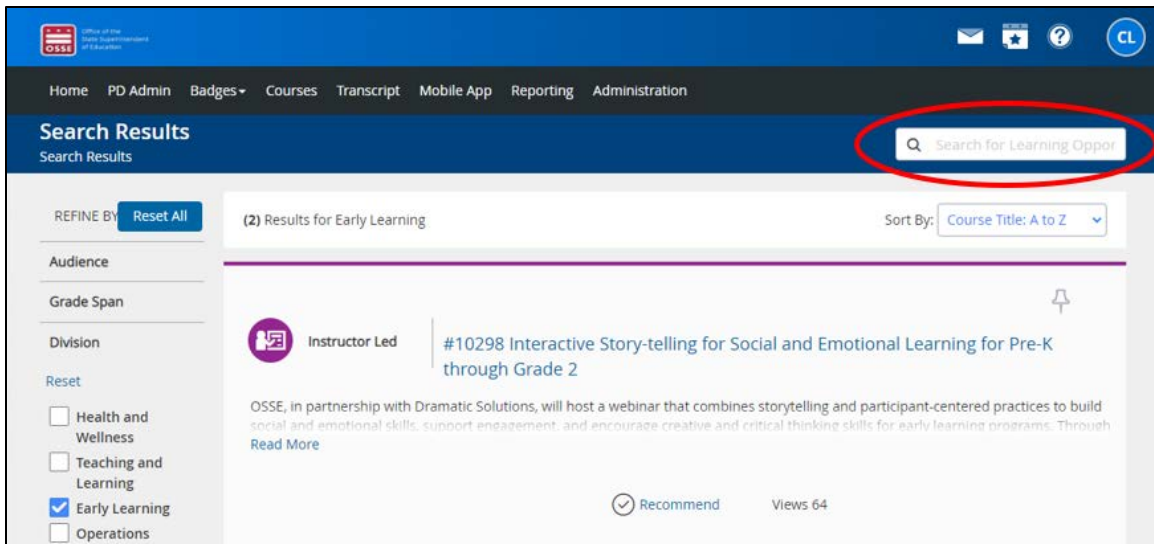
2. To learn more about a course, click “Read More” to read the complete description.



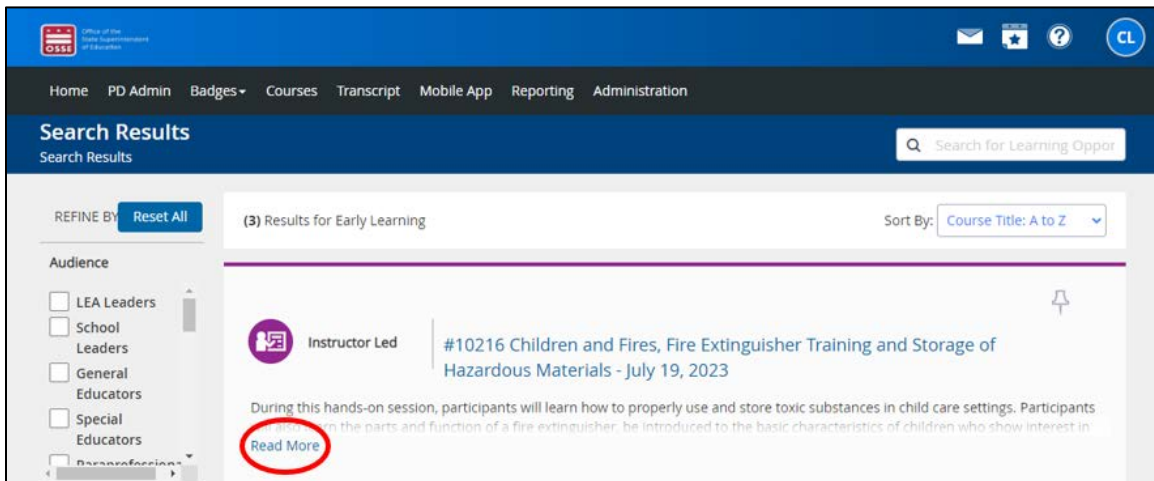
NOTE: Courses offered by DEL will have the date of the course in the title, but courses offered by other OSSE divisions may not have the date in the title. To get the date and time for these other courses, you will have to click the section title.

From the Search Results Page

1. When you have pulled up a list of all courses and have a search result, you can search for a specific course by entering the title or a keyword into the “Search for Learning Opportunities” box in the upper right-hand corner.



2. To learn more about a course, click “Read More” to read the complete description.

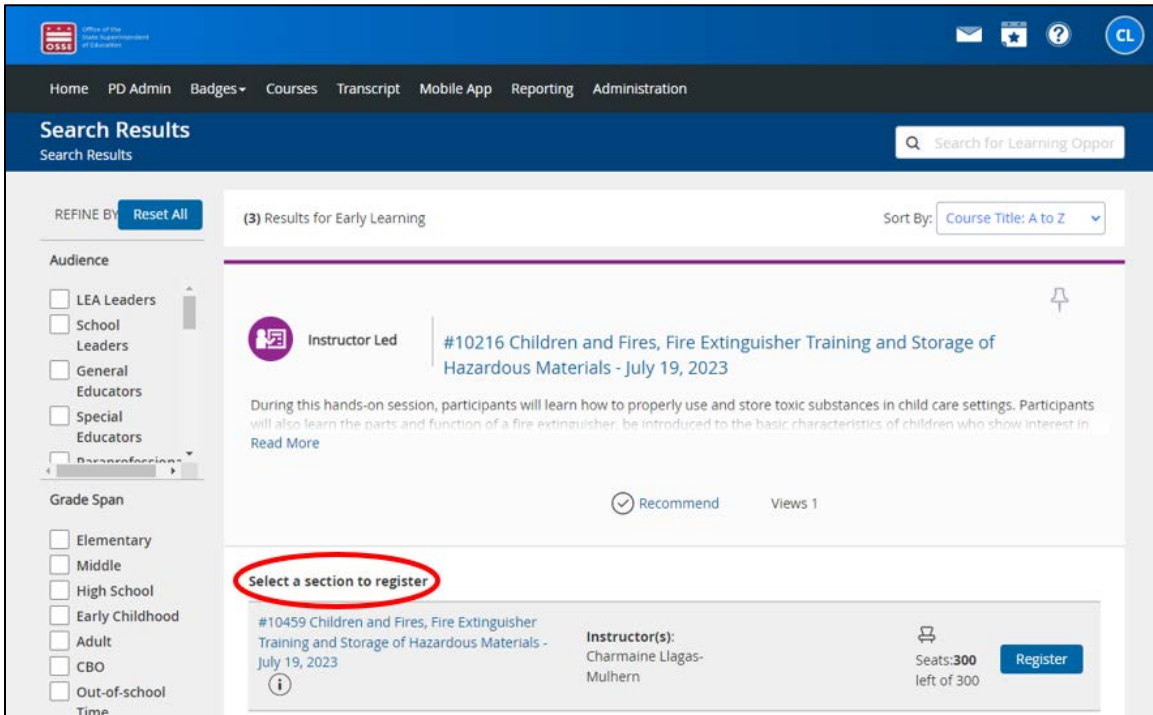


NOTE: Courses offered by DEL will have the date of the course in the title, but courses offered by other OSSE divisions may not have the date in the title. To get the date and time for these other courses, you will have to click the section title.

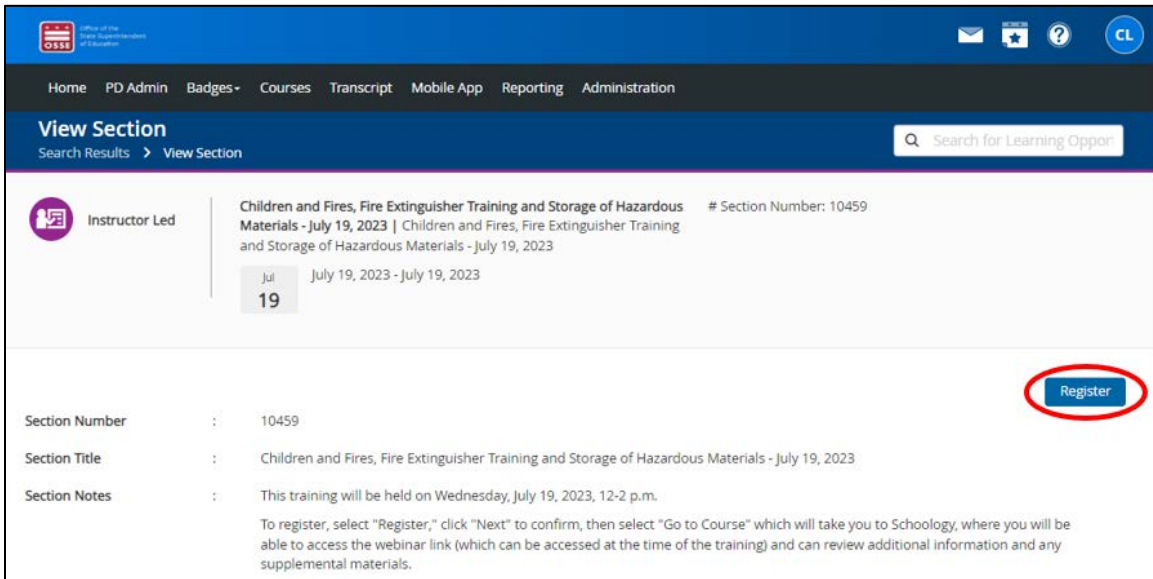
Registering for Courses

1. Once you have found a course you would like to register for, click the section link under “Select a section to register” to find more details about the course offering (e.g., course date and time, meeting location).

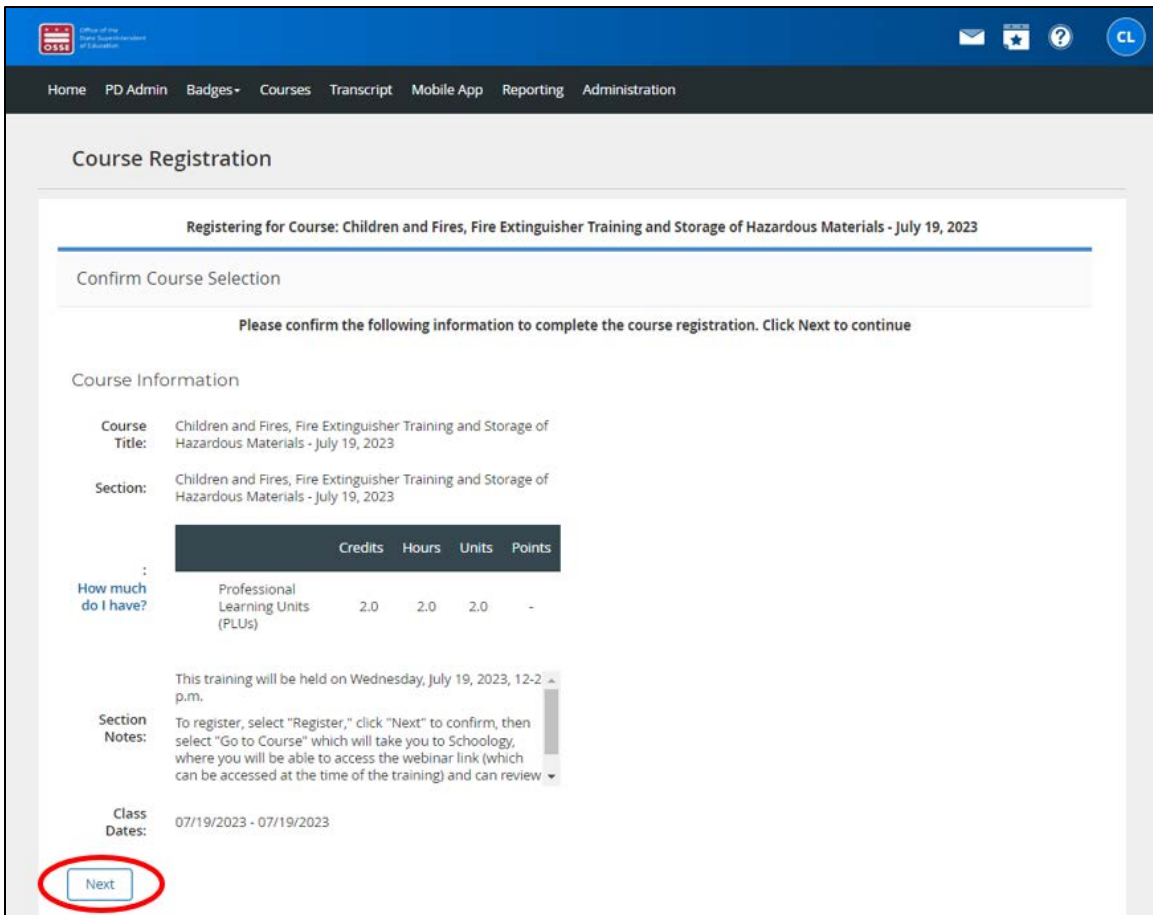
- a. If a course will be held in person, the address for the course will be listed in the “Meeting Location” field. However, you must access additional information, any supplemental materials and any required assessments in Schoology (see “Accessing Course Content” section on page 22), some of which MUST BE accessed/completed in order to receive your certificate of completion for the course (see “Earning a Certificate of Completion) on page 25.
- b. If a course is being offered as a webinar, then the “Meeting Location” field will say “Virtual via Schoology.”



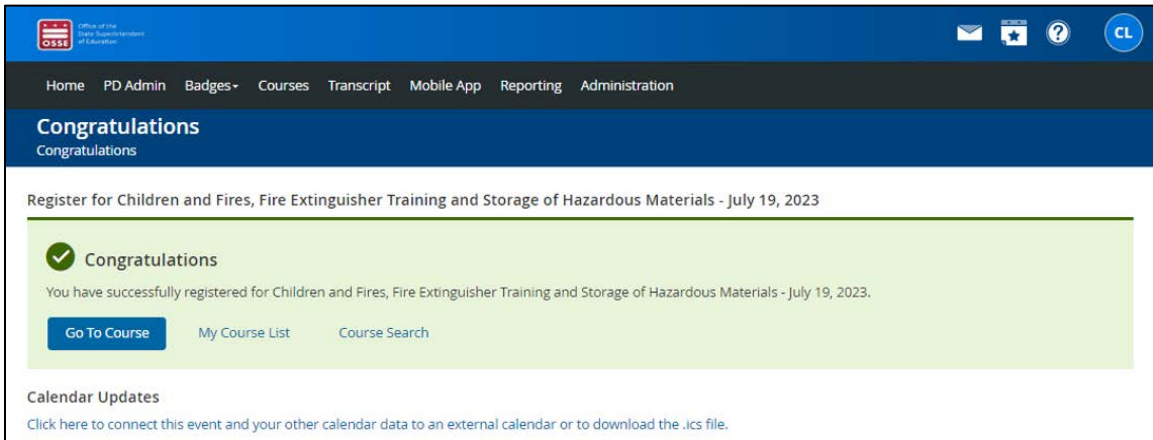
- From the next screen, click the blue “Register” button on the right-hand side.



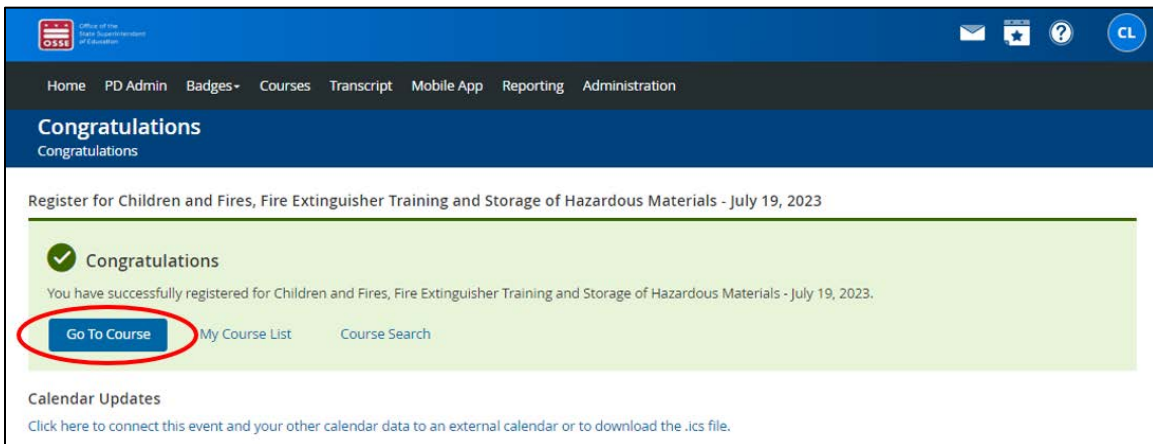
- Review the course information on the next page to confirm that you are registering for the correct course. Click the “Next” button at the bottom of the screen.



4. On the next screen, you will receive confirmation of your course registration. You will also receive an email confirmation.

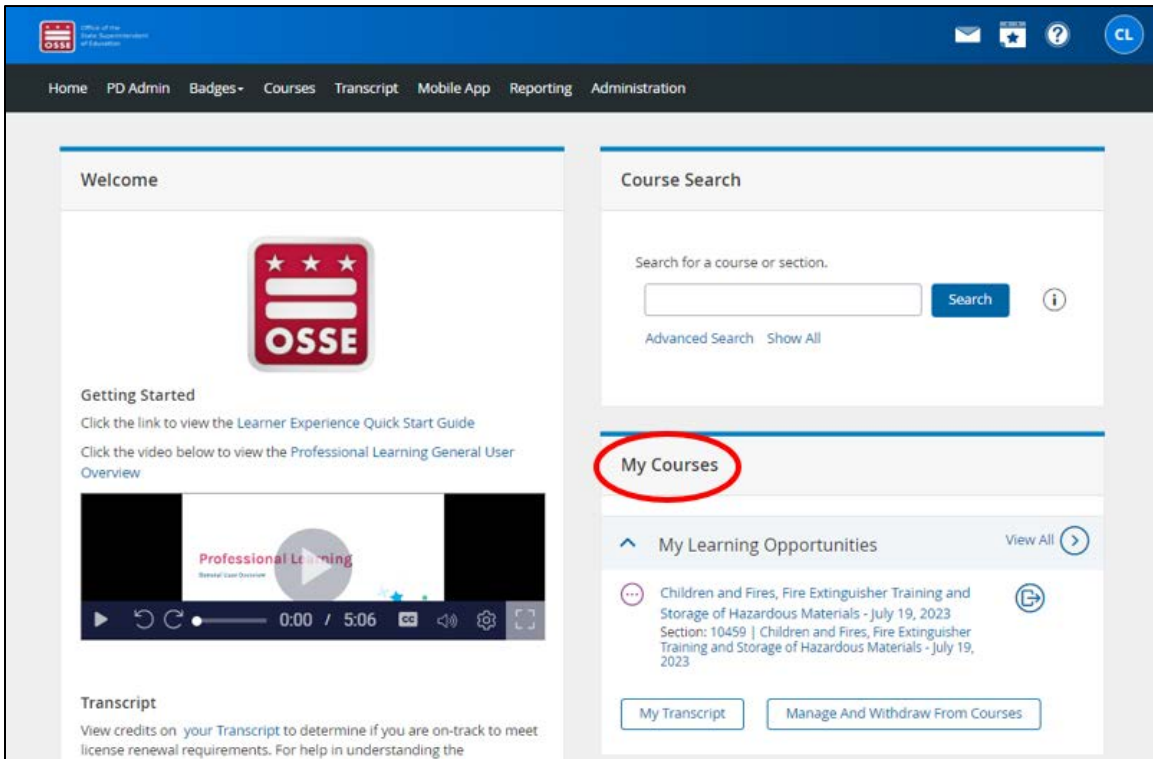


- a. If you'd like to review any course information and materials from this screen, click the blue "Go to Course" button. You will be taken to the course page in Schoology. See the "Accessing Course Content" section on page 22 for further instruction regarding content in Schoology.



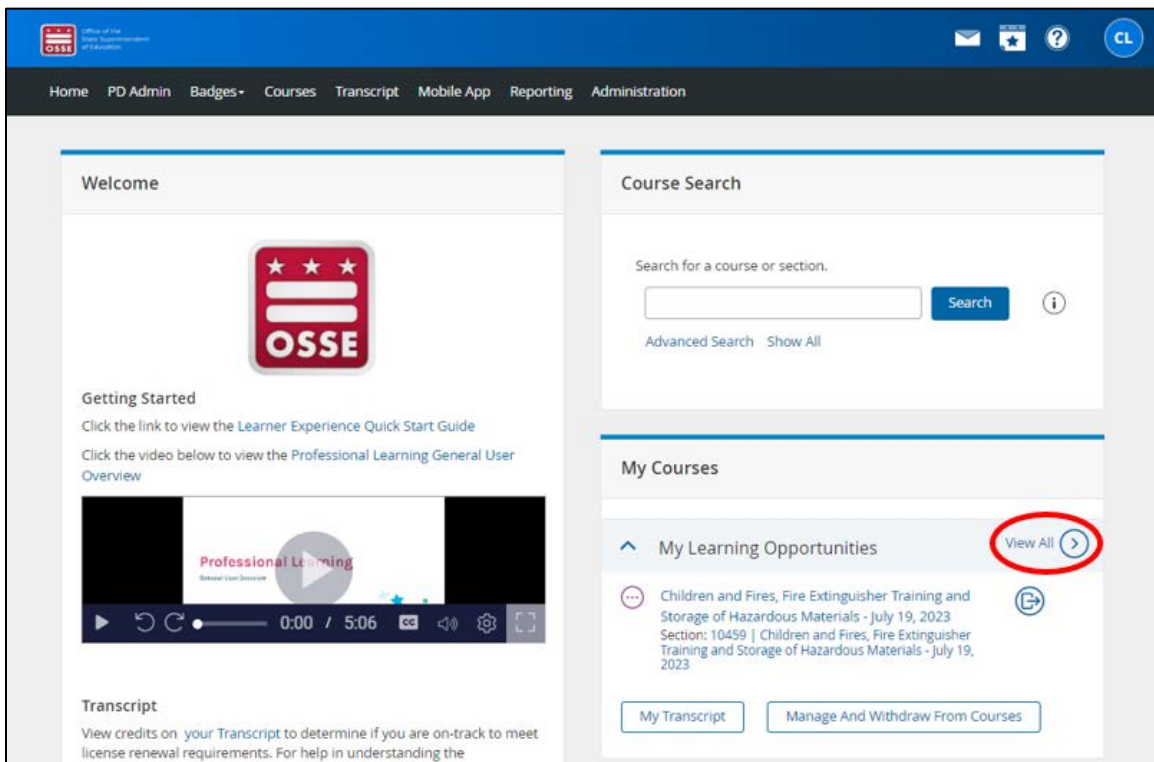
Accessing Course Content

1. To access course content, which will be available only AFTER you have registered for a course, go to the “My Courses” box on the OSSE LMS home page. If the “My Courses” box shows the course you want to access, click the course title. You will be taken directly to the course page in Schoology.

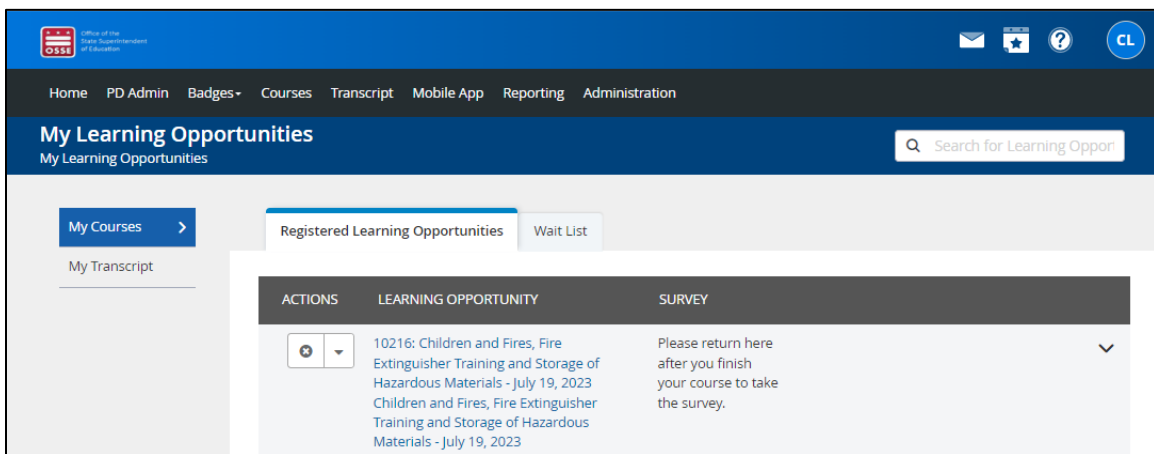


NOTE: On some computer screens and on mobile devices, the home page view might be condensed and the “My Courses” box will be two boxes underneath the “Welcome” box instead of next to it.

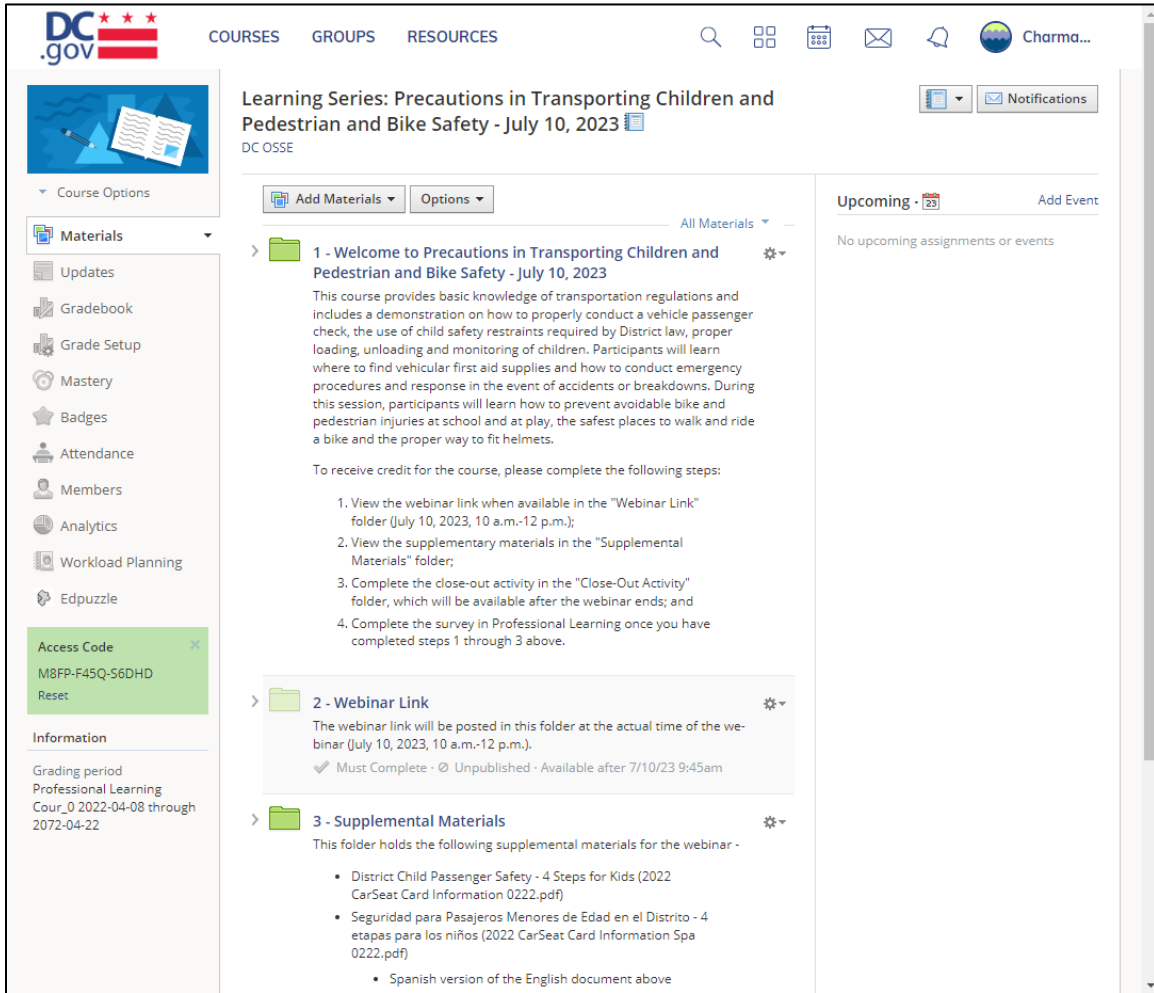
- a. If the course you would like to access does not appear in the “My Courses” box, click the “View All” link on the right side of the “My Courses” box.



- b. A list of all courses you are registered for will come up. Click the title of the course for which you would like to access content. You will be taken directly to the course page in Schoology.



2. The Schoology page for the course you want to view will look like the page below. The title of the page will include the words “Learning Series” followed by the title of the course. Content of the page will include:
 - a. The description of the course;
 - b. Instructions on how to receive credit for the course;
 - c. Any available supplemental materials; and
 - d. Any required assessments.

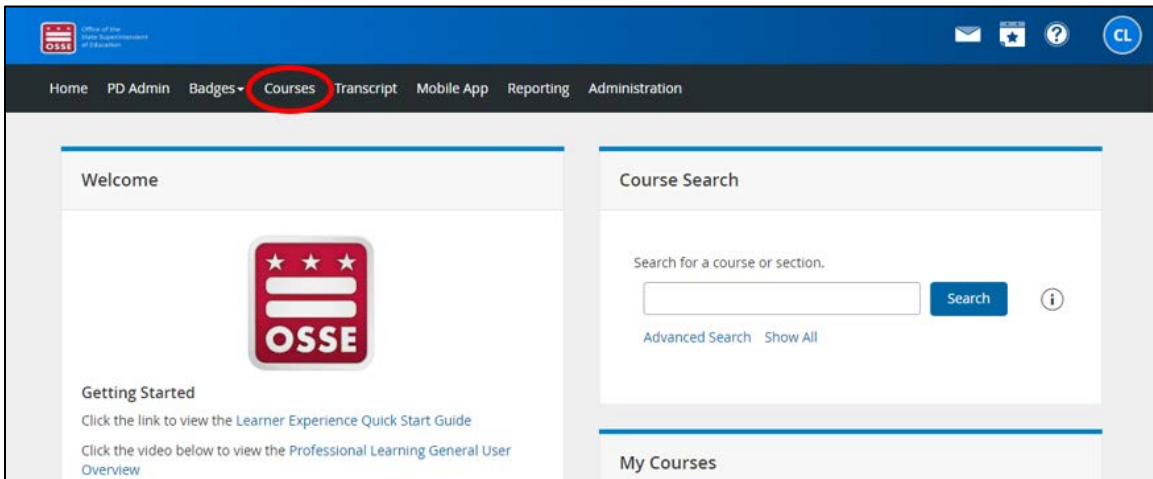


NOTE: Once you have attended the class or completed the webinar/course modules, please be sure to review all folders and complete any necessary assessments (e.g., quizzes, surveys), though not all courses will require an assessment. These activities are a partial requirement in order to receive a certificate of completion. The other requirement is to complete the course survey in Professional Learning (the part of the OSSE LMS you log into) once the course is complete (see the “Earning a Certificate of Completion” section on page 25).

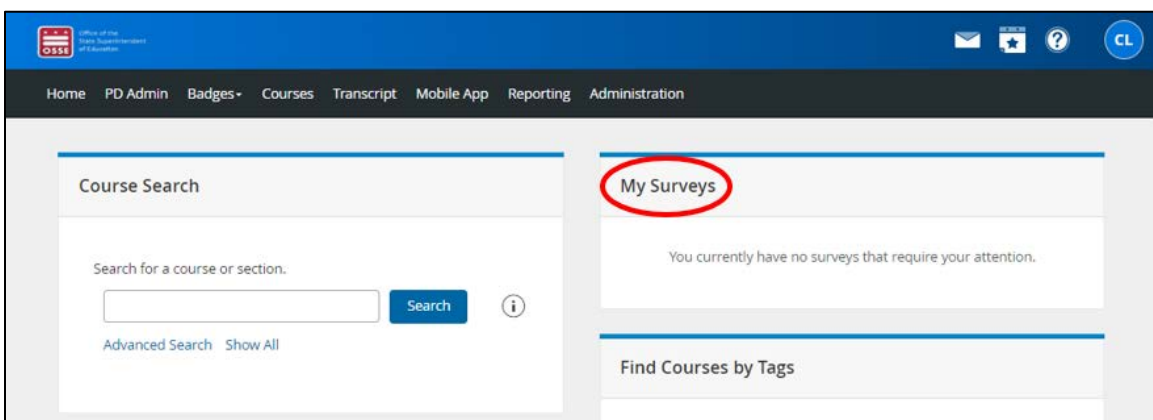
Earning a Certificate of Completion

To earn a certificate of completion, the following steps must be followed:

1. Attend the course in its entirety;
2. Follow the instructions on the course page in Schoology (see the “Accessing Course Content” section on page 22); and
3. Complete the course survey in Professional Learning (the part of the OSSE LMS you log into) once the course is complete. The survey will be available in Professional Learning within 48 hours. You will get an email reminder to complete the survey, but you can also go directly to Professional Learning to access it by following the steps below.
 - a. To complete the course survey, access the “Courses” tab from the OSSE LMS home page.

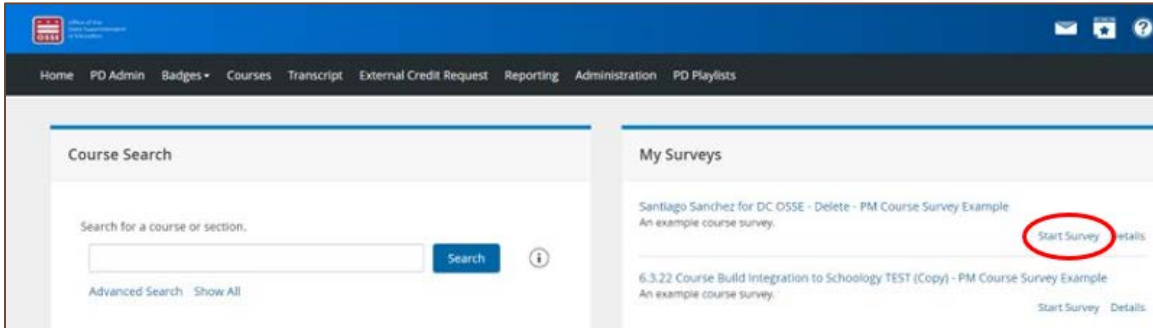


- b. Available surveys for courses you successfully completed through Schoology (e.g., by completing steps 1 and 2 above) will be available in the “My Surveys” box.

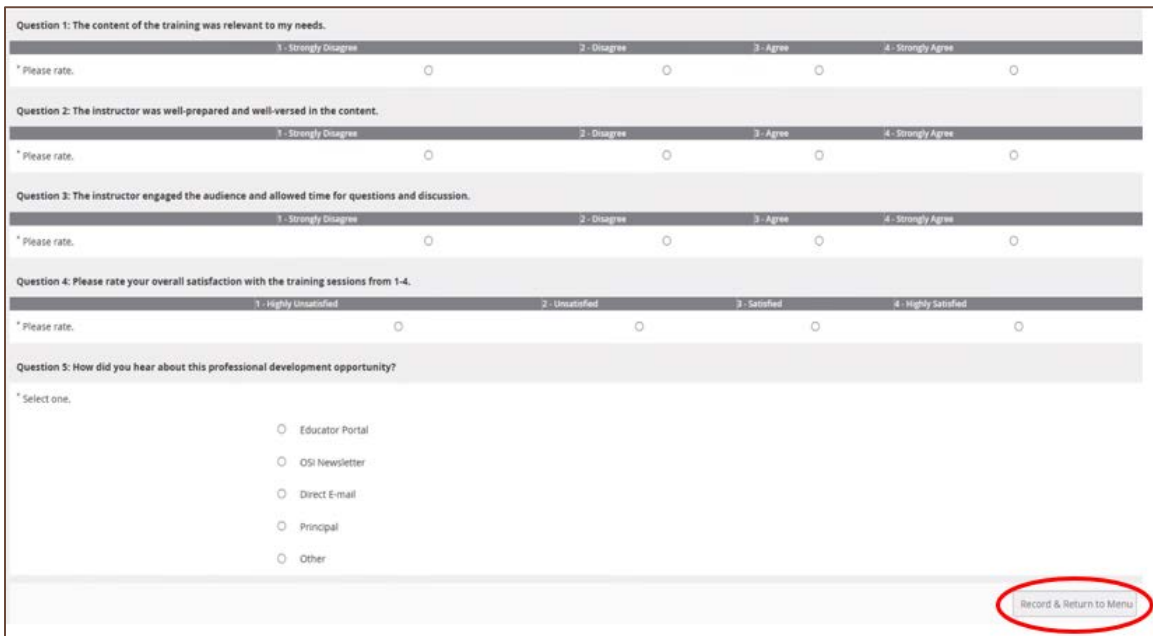


NOTE: On some computer screens and on mobile devices, the “Courses” page view might be condensed and the “My Surveys” box will be underneath the “Course Search” box instead of next to it.

- c. Click the “Start Survey” link next to the course title for the course for which you want to complete the survey.

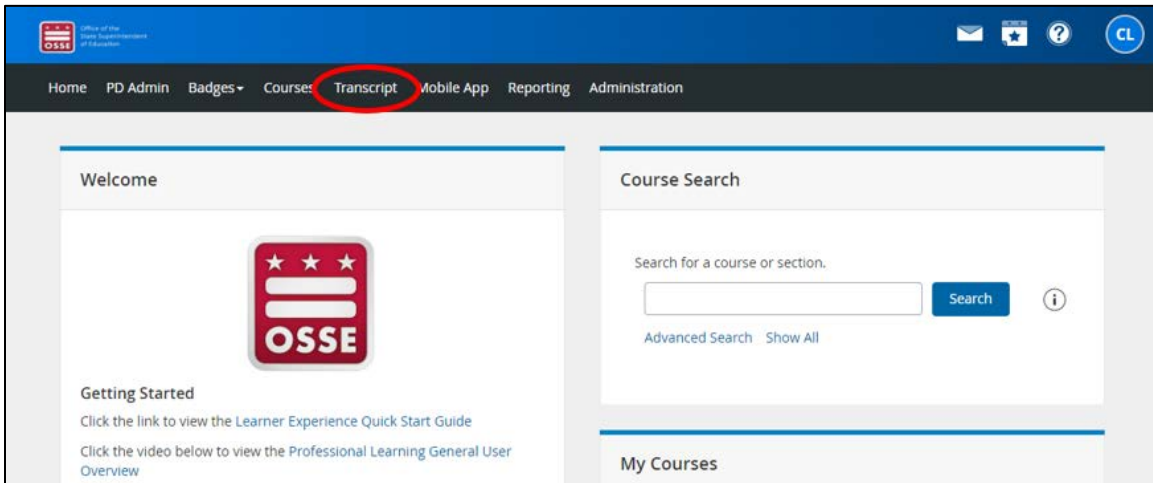


- d. Once you have completed the survey, click the “Record & Return to Menu” button on the right-hand corner of the screen to submit it. Your certificate of completion will be available soon after the course survey has been submitted (see “Accessing Transcripts and Certificates of Completion” section on page 27).

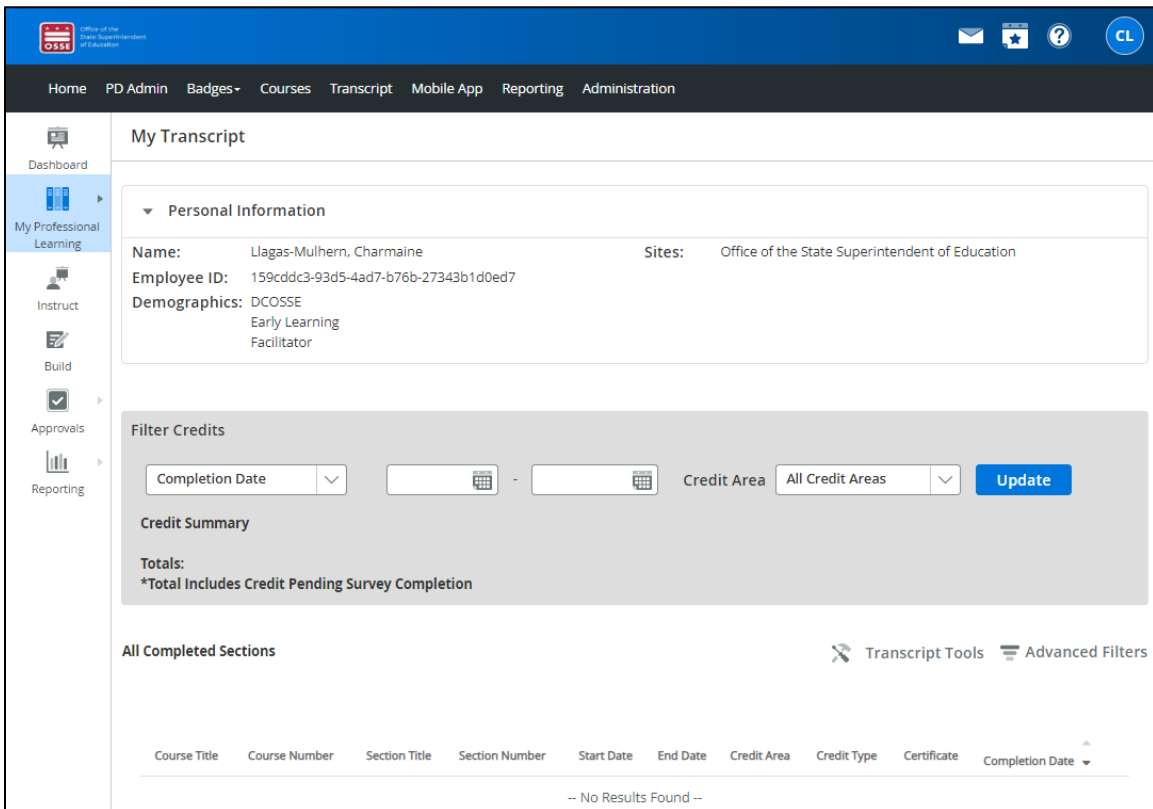


Accessing Transcripts and Certificates of Completion

1. To view the history of courses that you have taken through the OSSE LMS, click the "Transcript" tab in the black bar at the top of the page.

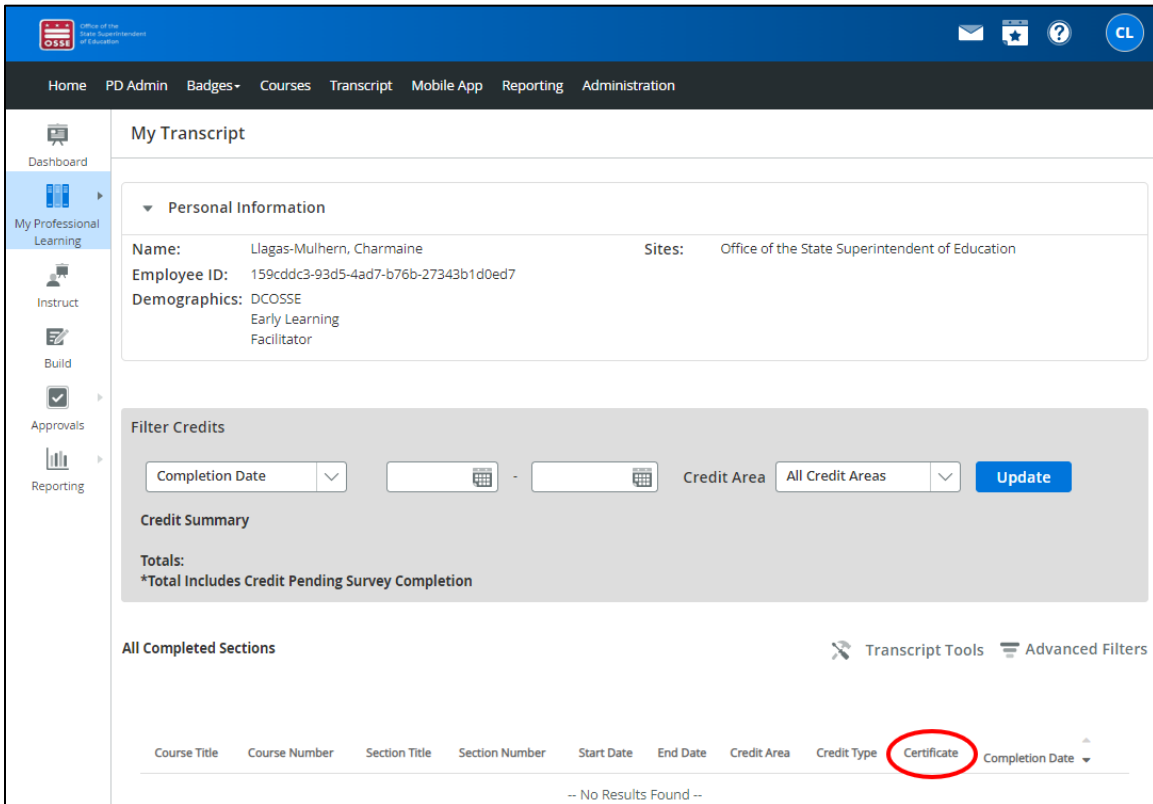


2. All courses you have taken through the OSSE LMS will be listed on the following page.



NOTE: If you previously had a PDIS account, OSSE will transfer your PDIS PD history to your OSSE LMS account. This transfer will take place in the months following the transition from PDIS to the OSSE LMS in summer 2023. PDIS PD history may not be immediately available in your OSSE LMS account.

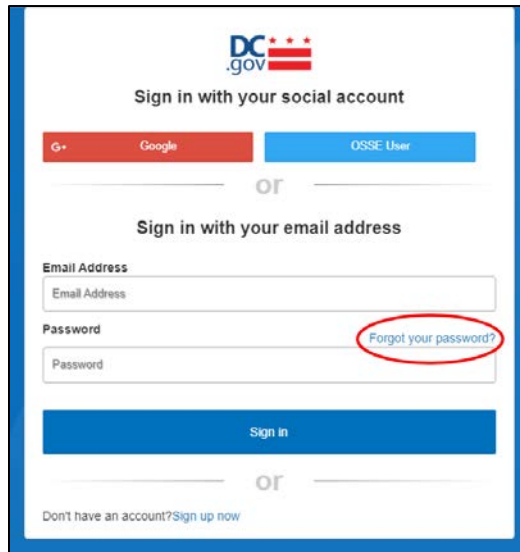
3. Click the certificate number in the certificate column for the course for which you want to view the certificate of completion. You will be able to download your certificate to your device if you wish to do so.



Support and Troubleshooting

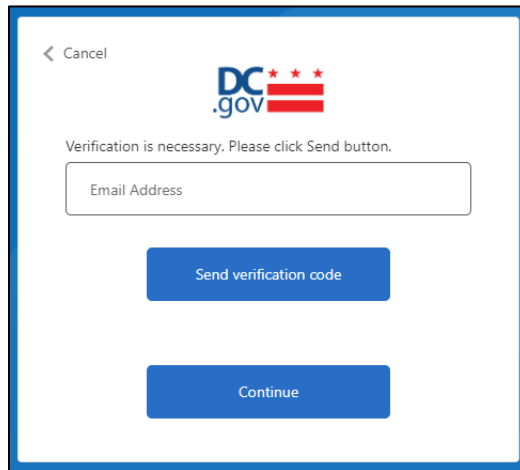
Resetting a Password

1. To reset your password, click the blue “Forgot your password” link on the sign-in page.



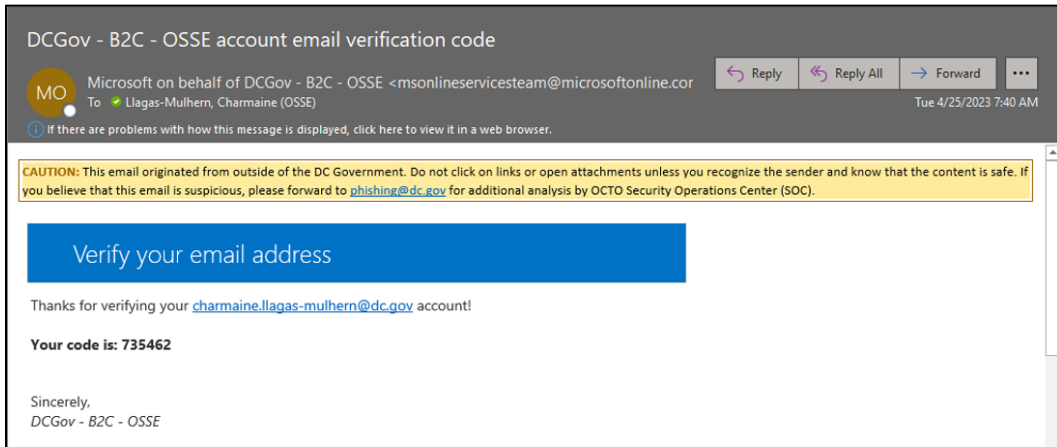
The screenshot shows the DC.gov sign-in interface. At the top is the DC.gov logo. Below it, the text "Sign in with your social account" is followed by two buttons: "Google" (with a G+ icon) and "OSSE User". A horizontal line with "OR" in the center separates this from the "Sign in with your email address" section. This section contains two input fields: "Email Address" and "Password". A blue link "Forgot your password?" is positioned to the right of the password field and is circled in red. Below the input fields is a large blue "Sign in" button. At the bottom, there is a link "Don't have an account? Sign up now" and another "OR" separator.

2. The below form will appear. Enter your email address in the box and click “Send verification code.”

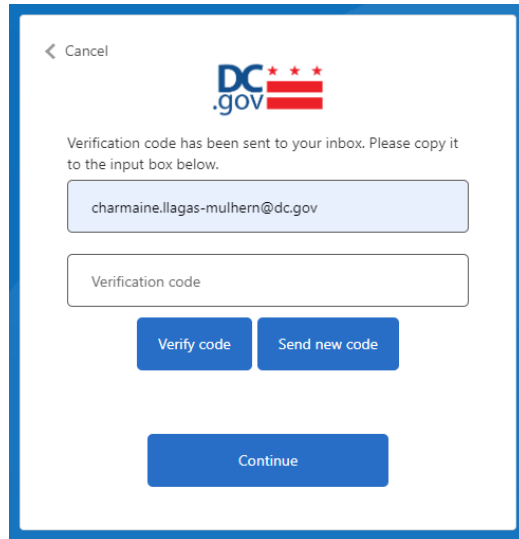


The screenshot shows a verification form on the DC.gov mobile app. At the top left is a back arrow and the word "Cancel". The DC.gov logo is centered at the top. Below the logo, the text "Verification is necessary. Please click Send button." is displayed. There is a single input field labeled "Email Address". Below the input field are two blue buttons: "Send verification code" and "Continue".

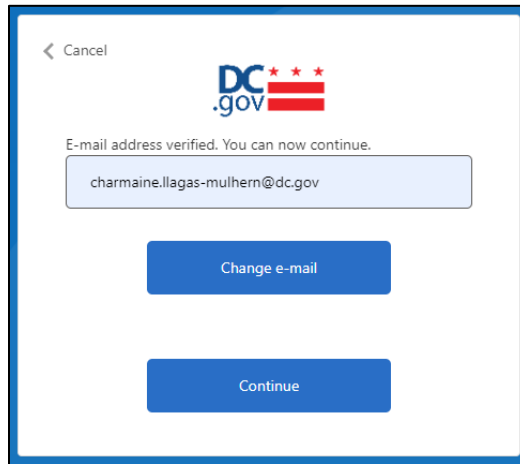
3. Check your email inbox for an email with the subject line “DCGov – B2C – OSSE account email verification code.”



4. Copy the code from the email message to the “Verification code” box that appears below the “Email address” box. Click “Verify code.”



5. The next form that appears will confirm that your email address has been verified. Click “Continue.”



6. From the next screen, you will be able to reset your password.

ECE Help Desk

For other questions or technical assistance, contact the ECE Help Desk at ECehelpdesk@dc.gov or (202) 478-5903.