USER GUIDE

NYS Early Intervention Program Online Professional Development Center

www.nyseipopdc.org

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NEW YORK STATE OF OPPORTUNITY. | **Department of Health**

ABOUT the NYS EIP Online PD Center

The New York State Early Intervention Program Online Professional Development Center ("NYS EIP Online PD Center") is sponsored by Measurement Incorporated with funding from the NYS Department of Health Bureau of Early Intervention. Our mission is to improve outcomes for infants and toddlers with disabilities and their families in New York State's Early Intervention program through access to qualified personnel. Our goal is to provide you with high quality online training on approved early intervention topics relevant to your work with infants and toddlers with disabilities and their families.

The NYS EIP Online PD Center website is located at: **www.nyseipopdc.org**.

ONLINE TRAINING OPTIONS

The NYS EIP Online PD Center currently offers "self-paced" online courses. Self-paced courses allow users to proceed through a series of sequential modules that consist of video instruction, sample documents, learning activities and checks for understanding (tests).

- **Online Self-Paced Courses** - To complete a self-paced course, users must: 1) Sign Up (create an account) for the NYS EIP Online PD Center on WizIQ (if you haven't already done so) or Log In (if you've already created an account); 2) enroll in the course; 3) proceed through all sections; 4) successfully complete all tests; and 5) complete an online post-course evaluation survey. To complete the first four steps in this process, users work in an online learning portal hosted by WizIQ. To learn how to use the portal for a self-paced course, please go to "How to Take a Self-Paced Course – A Step-by-Step Guide" which begins on page 4.

WHO CAN TAKE THE COURSES?

- Approved Early Intervention Program (EIP) service coordinators
- Qualified personnel as specified in Early Intervention Program (EIP) regulations (see Section 69-4.1)—approved evaluators and/or service providers in the EIP
- Municipal representatives responsible for local implementation and oversight of the EIP
- Parents of children participating in the EIP
- Professionals who are mandated referral sources as specified in EIP regulations (see Section 69-4.3)
- Undergraduate and graduate students in the fields of early childhood education, special education, or other related areas of study
- Daycare providers for children birth to 3 years old
- Other interested individuals, as space permits

WIZ IQ TECHNICAL REQUIREMENTS

Computer/laptop: Courses on the WizIQ platform may be accessed by using the ***Google Chrome or Mozilla Firefox*** internet browsers*. **These are the only Internet browsers that are compatible with WizIQ.** Additionally, users must have an Internet connection speed of at least 1 MBPS.

Smartphones/tablets: Courses on the WizIQ platform may also be accessed using a smartphone or tablet (again via Internet browsers Google Chrome or Mozilla Firefox). Those with Android smartphones have the option of downloading a WizIQ app, but this is optional. At this time, WizIQ does not have an app for the iPhone.

TECHNICAL SUPPORT AVAILABLE

If you have any problems accessing or using the WizIQ platform, you may **call the NYS EIP Online PD Center at (800) 330-1420 ext. 213 or ext. 209** between 7:00 am and 3:00 pm (Monday - Thursday). If you prefer, you may send an email to nyseipopdc@measinc.com.

If you need assistance outside of those hours, you may call WizIQ's support line at (800) 567-8059. Live support is available 24 hours per day/7 days a week.

CERTIFICATE OF COMPLETION

In order to obtain a Certificate of Completion you must do the following:

- Successfully complete the entire course
- Provide meaningful feedback on the training content, organization, and effectiveness by completing a post-course evaluation survey. You will receive an email from nyseipopdc@measinc.com with a link to the survey once you complete the entire course.
- Certificates of Completion will be issued by the NYS EIP Online PD Center on behalf of the Bureau of Early Intervention, and will be emailed to you.
- You must keep a copy of the Certificate of Completion in your files and, if you are an employee/contractor to an agency, you must also provide a copy of the certificate to your employer.
- Participants who have successfully completed a course can continue to review the course material/resources for all courses that they have completed on WIZIQ; however, NYSEIPOPDC will not issue a second course completion certificate if the participant chooses to take the course over for a second time in its entirety. Additionally, the course will only be counted once towards the required professional development hours, as outlined in the New York State Department of Health Bureau of Early Intervention Provider Agreement.

USER GUIDE - QUICK LINKS

Enrolling in a course

Signing up or Logging in to the NYS Early Intervention Program Online Professional Development Center on the WizIQ platform

Once enrolled, how to start taking a course

Navigating through the course

Downloading an Activity or Resource

Proceeding from one activity or section to the next

Logging out of a course and resuming learning at a later time

Completing a test

Completing the post-course evaluation survey

Resetting your password

HOW TO TAKE A SELF-PACED COURSE - A Step-by-Step Guide

To complete a self-paced course, users must: 1) Sign Up (create an account) for the NYS EIP Online PD Center on Wiz IQ (if you haven't already done so) or Log In (if you've already created an account); 2) enroll in the course; 3) proceed through all sections; 4) successfully complete all tests; and 5) complete an online post-course evaluation survey.

1. Enroll in the Course

A. ***Make sure you are using either Google Chrome or Mozilla Firefox internet browsers.*** These are the only two browsers that are compatible with WizIQ.

B. Go to http://www.nyseipopdc.org

C. Click on "Enroll in a Course" in the toolbar at the top of the page

D. On the Enroll in a Course page, there will be a listing of available courses. Scroll down until you see the course for which you want to enroll, then click the "Enroll" button (example below).

E. This will redirect you to http://nyseiponlinepdcenter.wiziqxt.com, the online learning portal we are using for the courses. NOTE that you can skip the steps above and go straight to the portal if you do not need to read the description of available courses.

F. At the portal home page, you can either **Sign Up** (create an account) if you haven't already done so or **Log In** (if you have already signed up/created an account for the portal). To learn how to **Sign Up**, continue to step **G**.
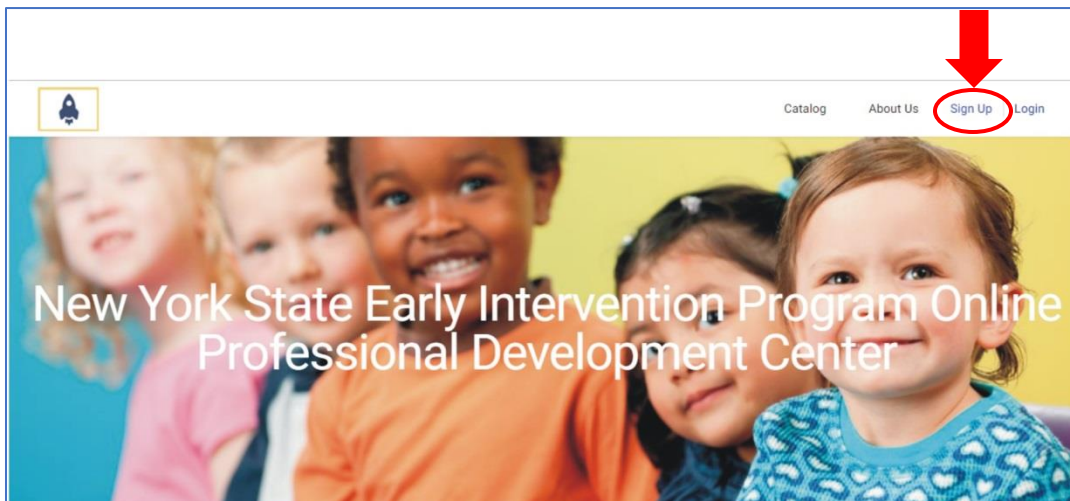
G.   To Sign Up for the online learning portal, click on the "Sign Up" button on the portal home page.

H.   A smaller screen will pop up. To Sign Up, click on and/or fill in the required information (see below).

I.   After you click "Create My Account" (see above), wait while the system creates a new account for you. When your account is ready, you will see a User Home Screen (below).
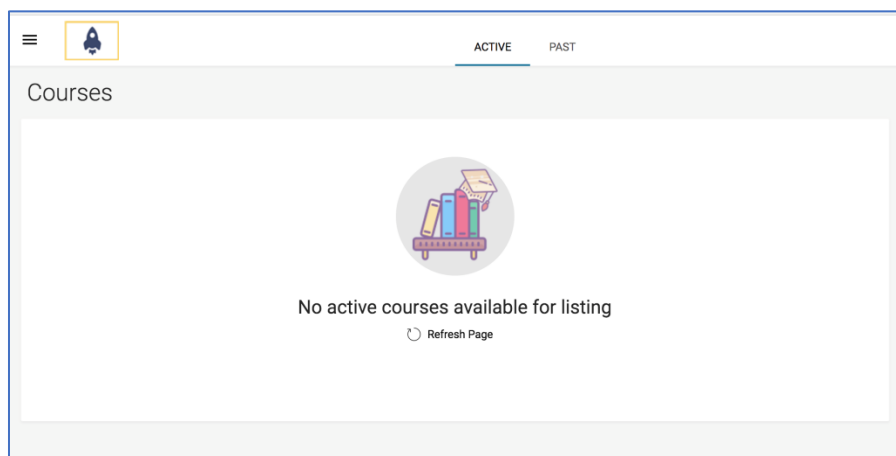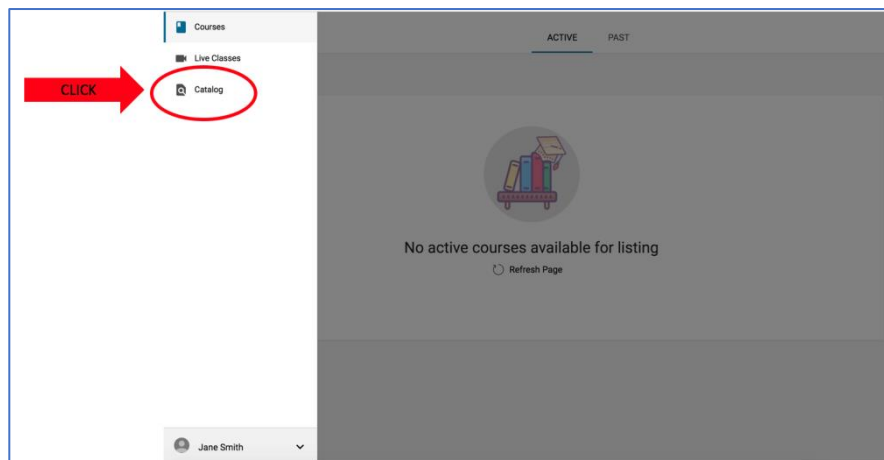
J. To begin enrolling in courses, click on the Menu icon (three vertical lines at the top left of the window as shown below).
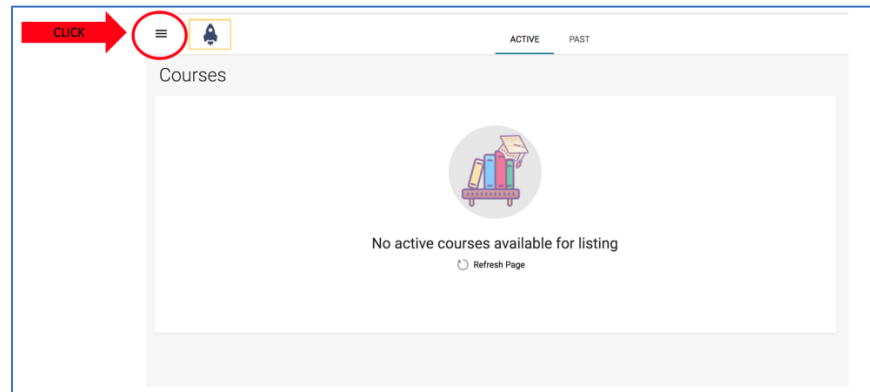
K. A Menu will appear that allows you to select "Courses" (self-paced), "Live Classes" (live sessions), or "Catalog" (listing of available courses). You will also see your User ID at the very bottom of the Menu window. Click on "Catalog".

L. You will then see a listing of available courses. In order to view self-paced courses, make sure that "Courses" is clicked at the top of the page ("Live Classes" is for real-time course instruction only). Then scroll down until you find the course in which you want to enroll. If you aren't sure which course you want to enroll in, you can click "View Course" to read more about the course and its offerings.
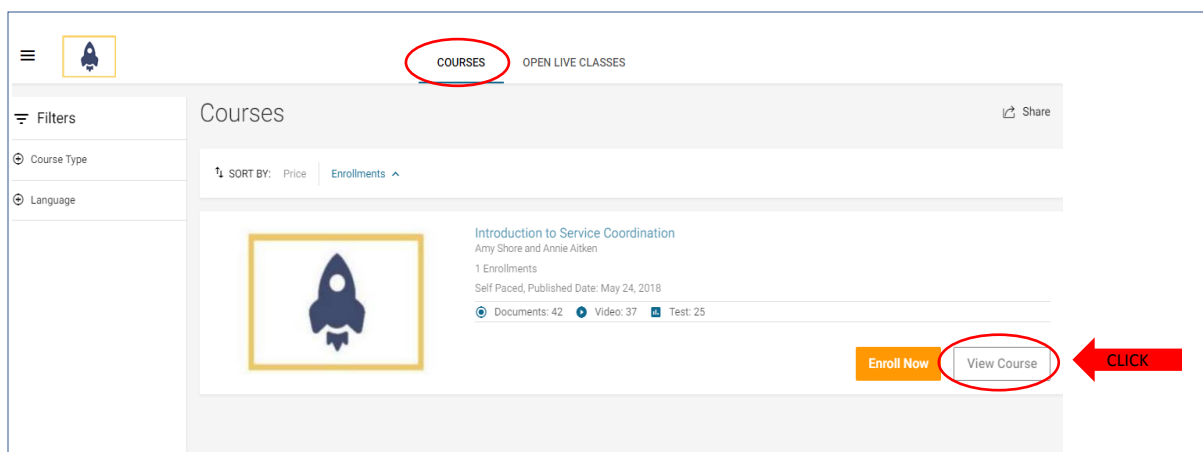
This brings you to the Overview page where you can read a summary of the course.
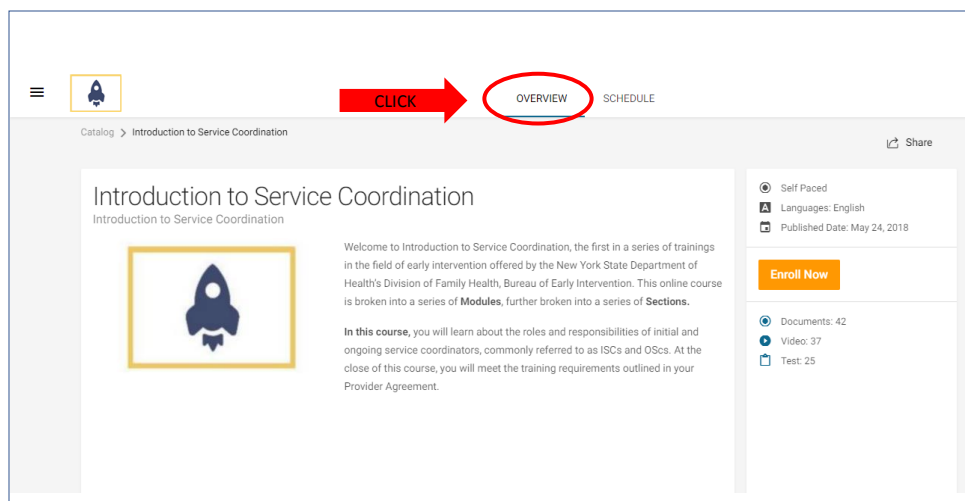
You can click on "Schedule" to review the content and sequencing for the course. Click on the "+" mark next to a Section to see its contents (e.g. videos, documents, checks for understanding, etc.).
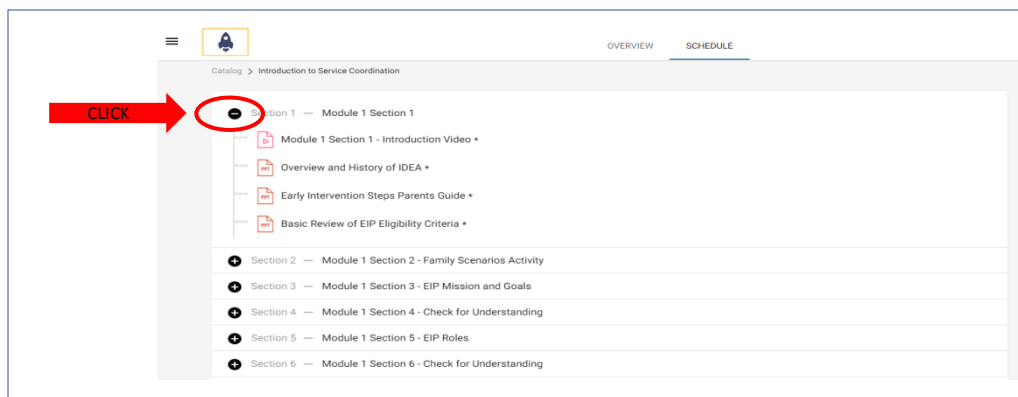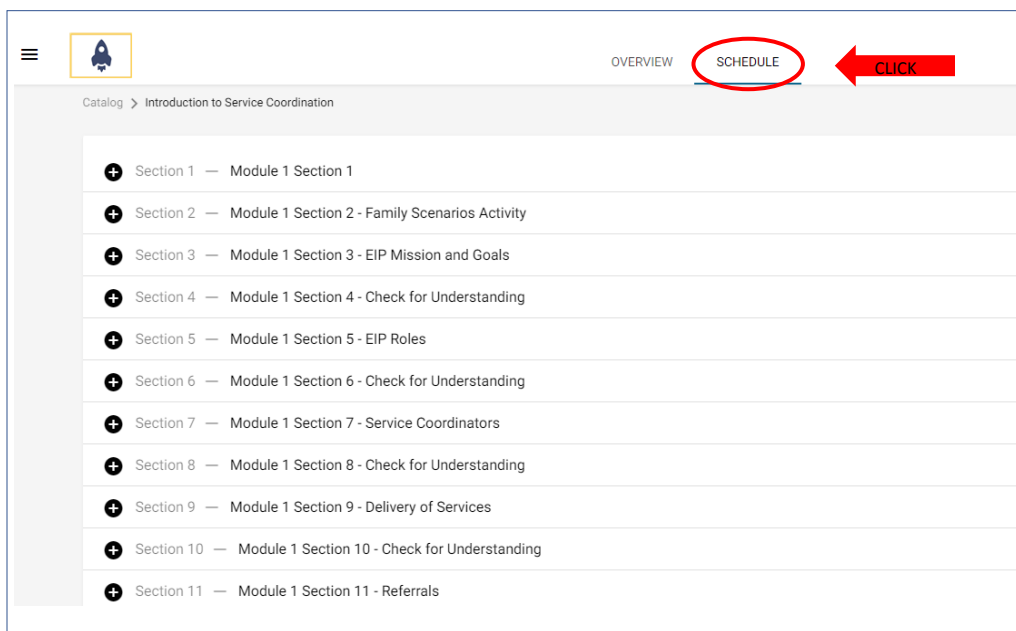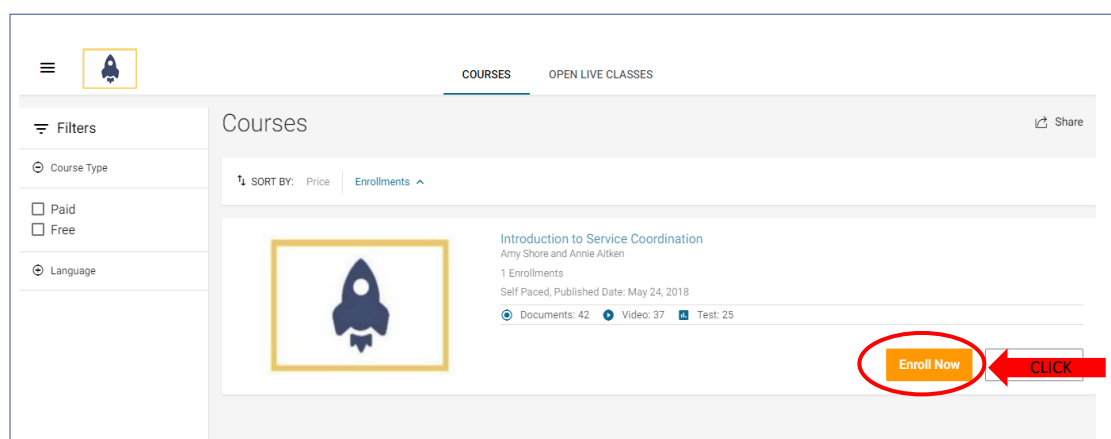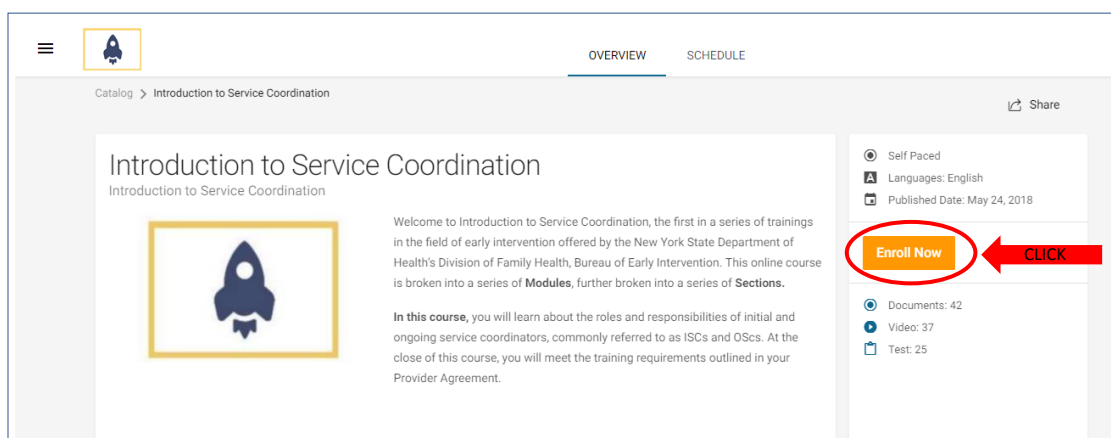
At any time, you can go back to the Catalog by clicking on the word "Catalog".
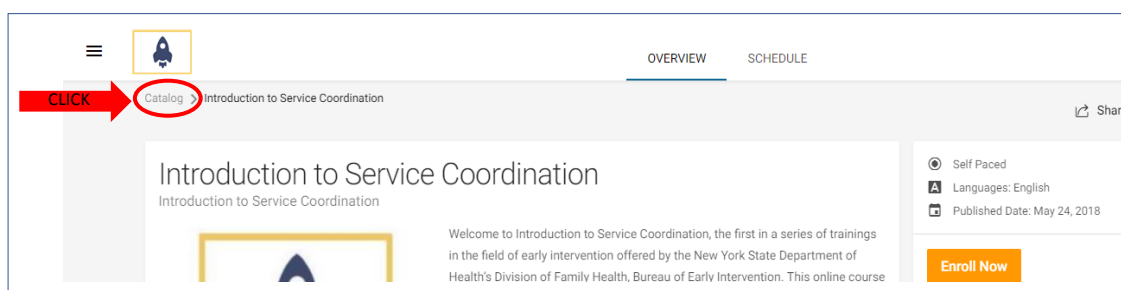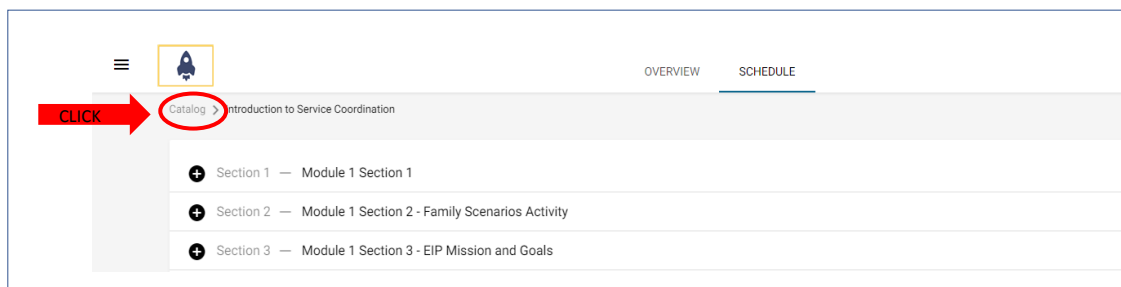
M. To enroll in a course, you can either go to the Course Overview and click on Enroll Now OR return to the Catalog page and click on Enroll Now next to the title of the course for which you want to enroll.

N. After you click "Enroll Now," the orange button will change to say "Start Learning". Click this button in order to begin work on the course.
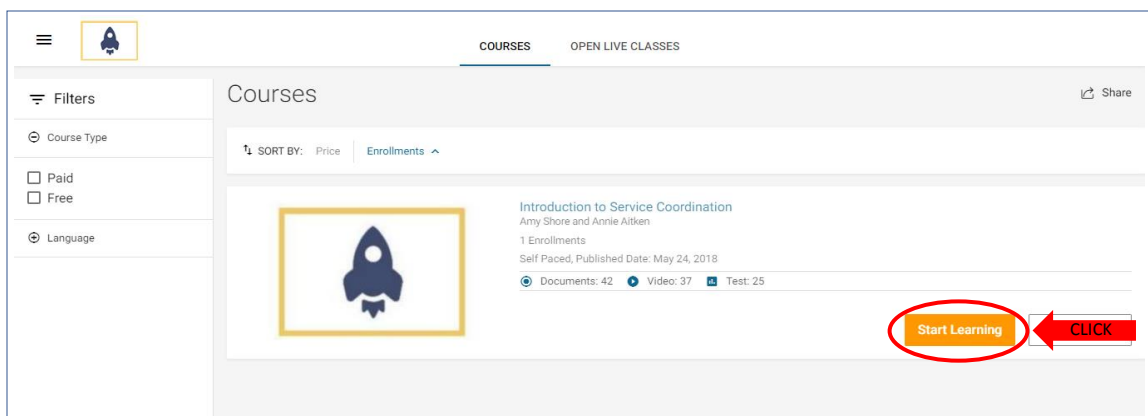
2. Proceed through the Sections

A. Once you've enrolled in a course (see "1. Enroll for the Course," above), you then need to complete all activities within each Section of the course. Click on "Start Learning" (see 1M, above). You will then see a screen with a listing on the left of all Sections and their related Activities. On the right, you will see a window that previews content related to individual Activities.
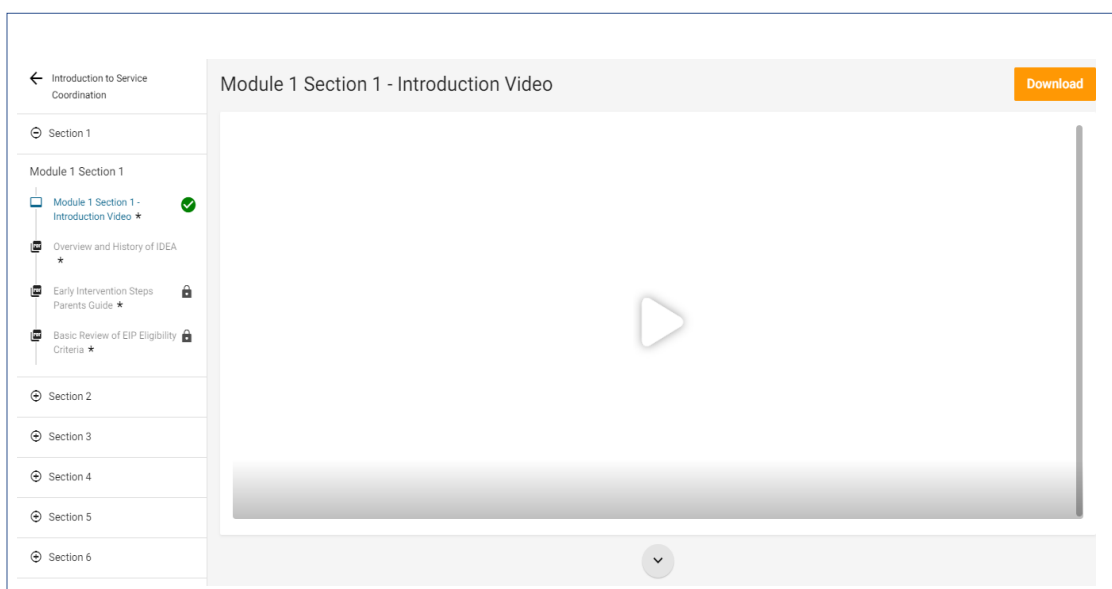
You must complete each activity within a section in the order that it appears. To check what Section and Activity you are on, look at the left listing—the Activity that you are currently on will show up in blue font.
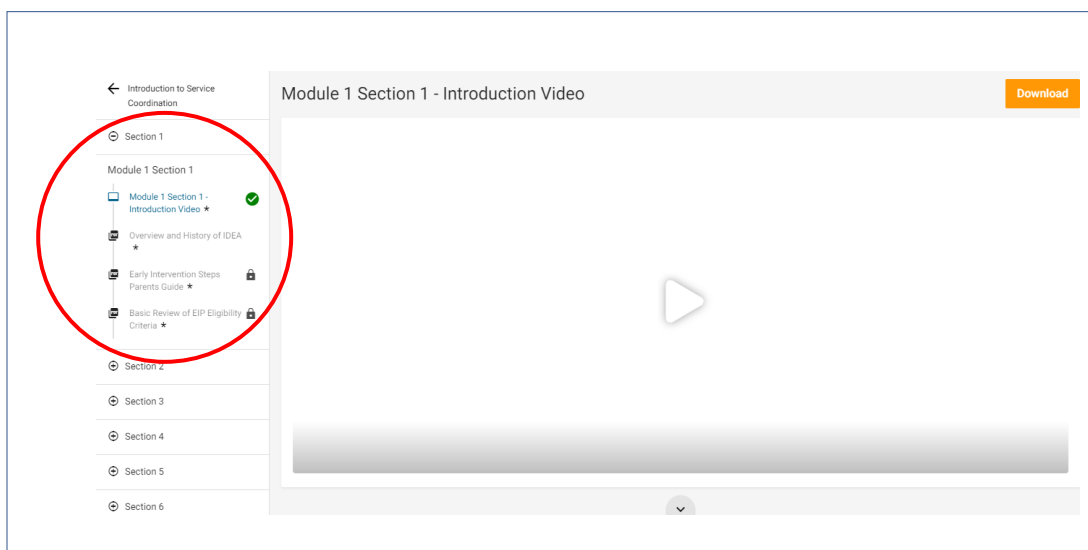
B. To engage in an Activity, click in the right preview window and either click "play" for a video, or scroll up and down to read a document. NOTE: Documents viewed in the preview window appear as one continuous document (the preview does not show page breaks). If you see a large blank area, just keep scrolling (this is where the page break would normally show).
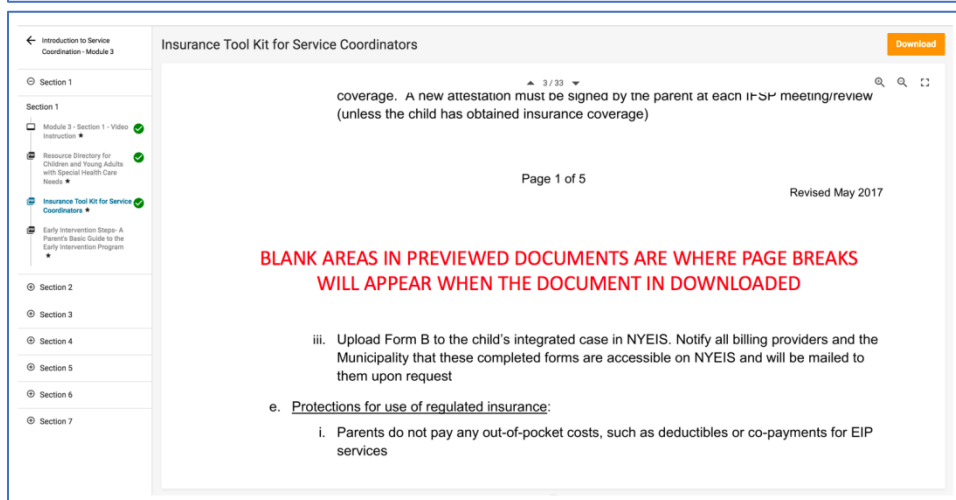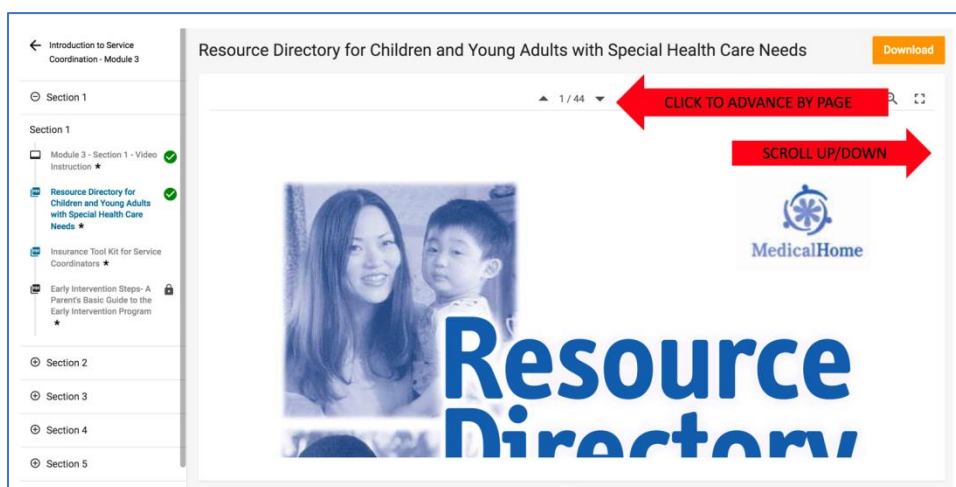

You can also click "Download" at any time to download the Activity onto your desktop. This allows you to work offline, save a document or file for later reference, or print a document to work on it as a hard copy.

C. To proceed to the next activity in a section, you can either click on the activity title on the left side listing or click on the circular arrow button on the bottom center of the page.
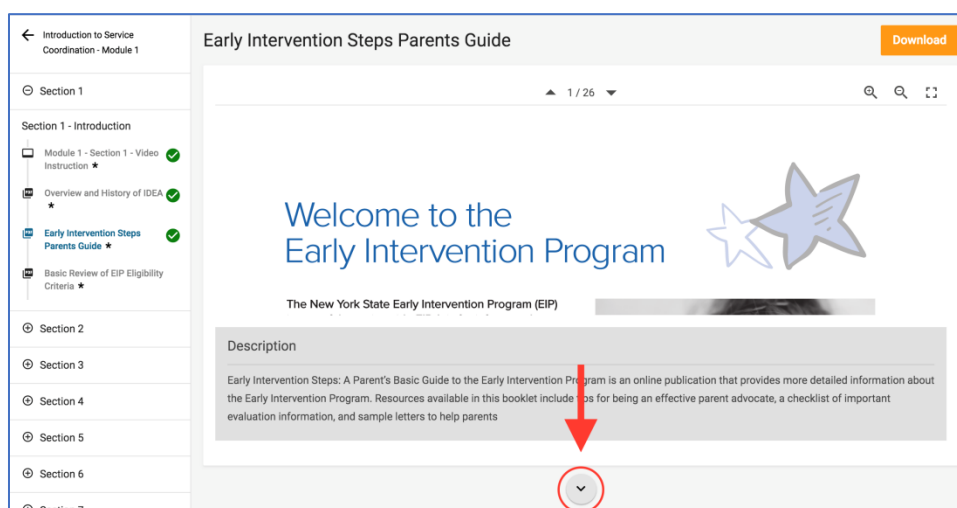

NOTE: You must complete each individual activity in a section before moving on to the next section. Activities that have not been completed yet will have a "lock" icon next to their title in the left side listing. If you try and skip ahead to a future activity without completing the previous activity, you will see the message "This activity cannot be accessed until the completion of previous activity".
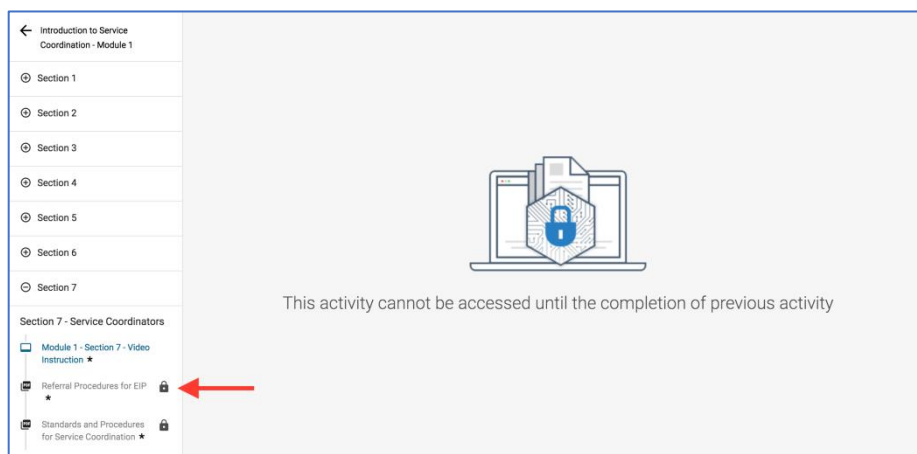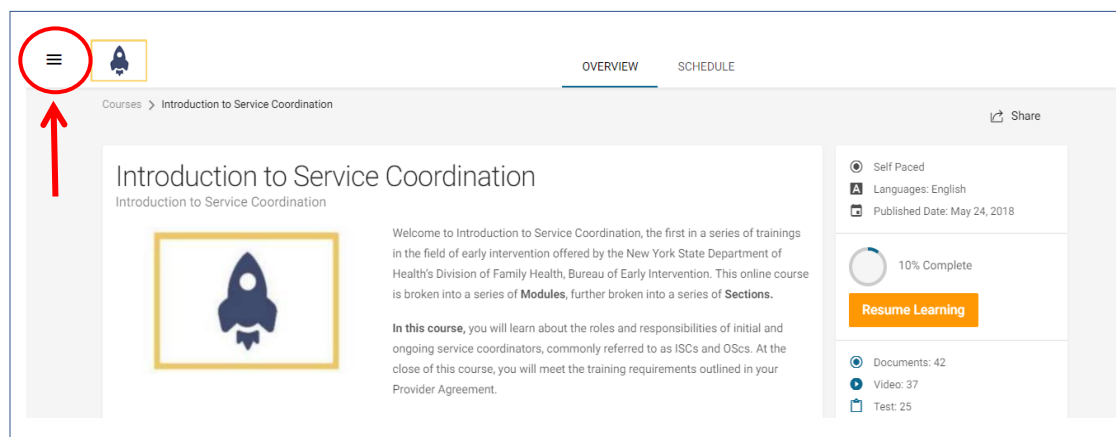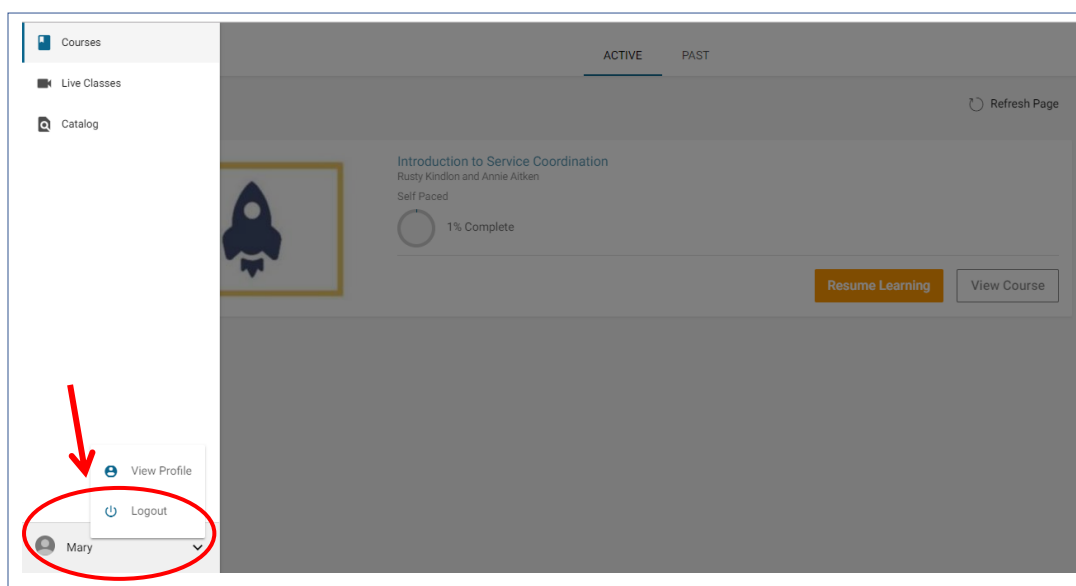
D. At any time, you can exit out of the course and your progress will automatically be saved. **To log out**, you must go back to the main Course page (see below).
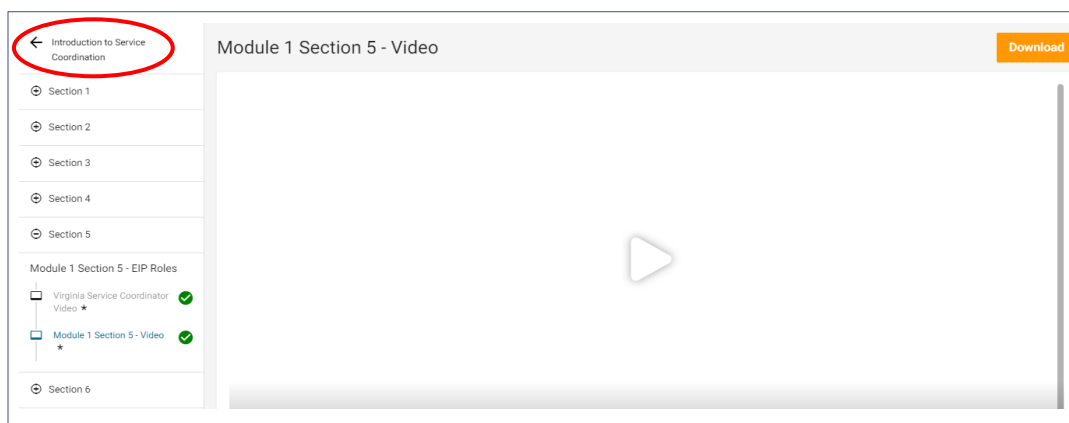
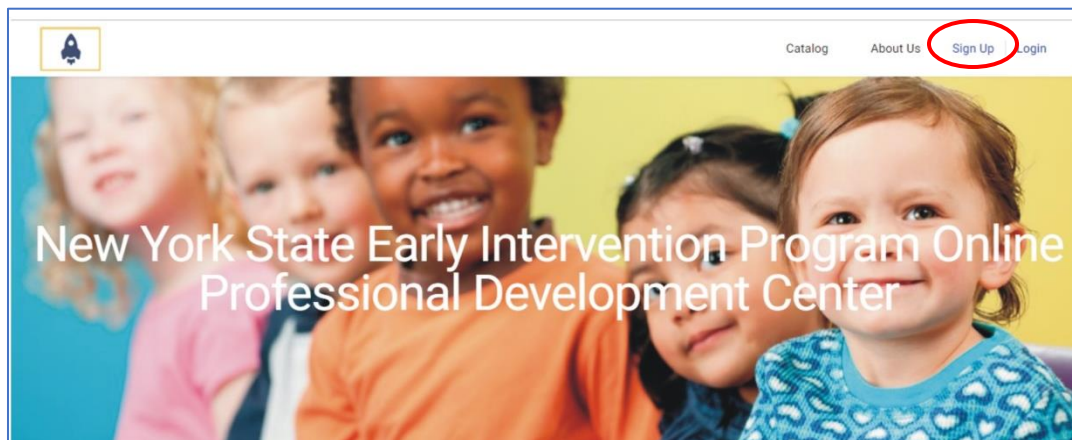Then click on the Menu icon in the upper left corner of the screen (see below).

Then click on your user name at the bottom left corner of the screen and select "Logout" (see below).
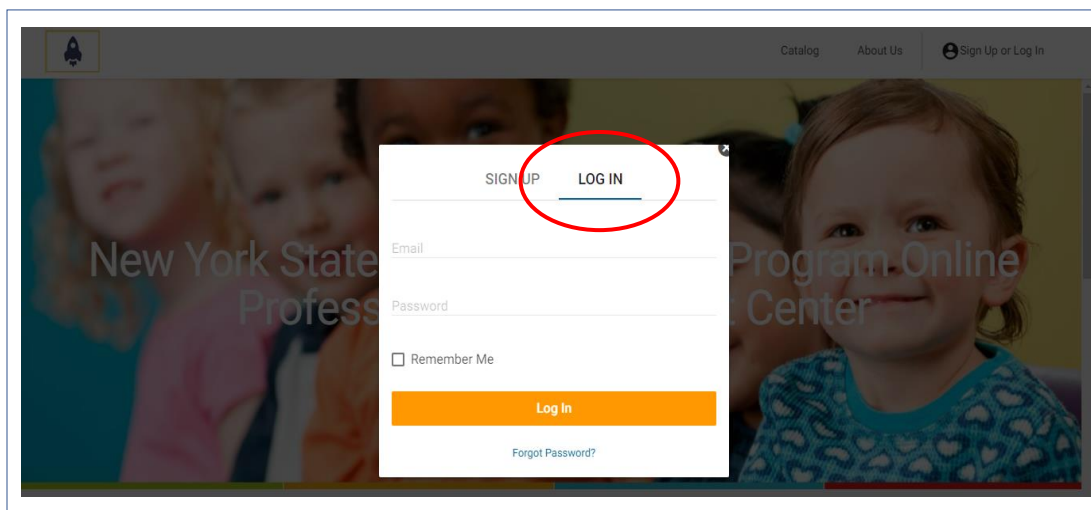
E. **To log back into the course at a later time, go directly to http://nyseiponlinepdcenter.wiziqxt.com/ and log in by clicking the "Log In" button (see below).**

Then select the "Log In" tab (see below) and enter the email address and password associated with your account.

Once you are logged in, click on the menu icon in the upper left corner of the screen, then click on Courses. On the Courses page, click on "Resume Learning" in order to start working where you left off.
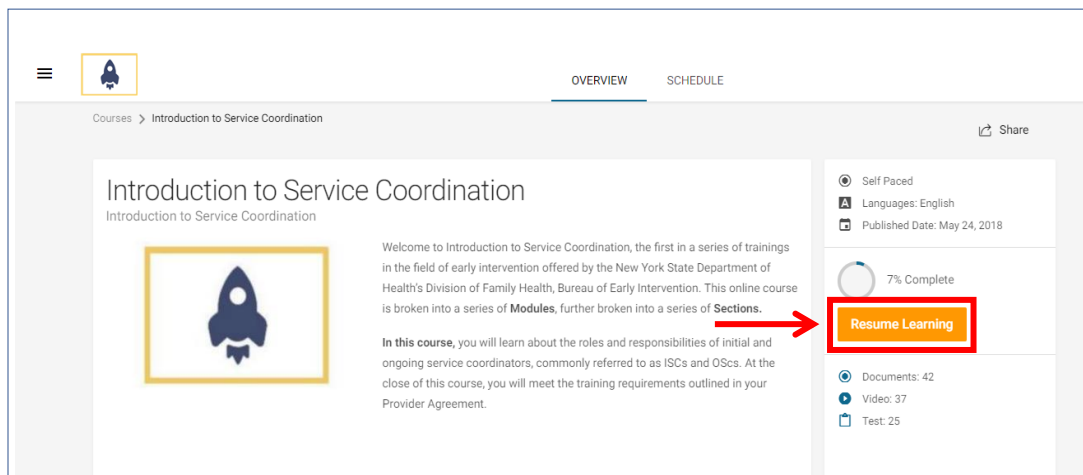
3. Completing a Test

Each module will have a few "Check for Understanding" sections, usually after a video instruction section. These checks for understanding are short tests, between 5 and 10 questions, and will be a mixture of multiple choice and true/false questions. **You must receive a score of 100% in order to proceed to the next section.**

A. To begin the test, click on the orange button in the upper right corner of the screen that says "Start Test". **Note: It may take WizIQ a minute to load the test after clicking on the "Start Test" button.** The "Check for Understanding" page will tell you how many questions are in the test, what score is required to advance (100%), and additional instructions about the test.

B. Each question will appear sequentially. When you choose an answer, your selection will be highlighted in yellow. To move between questions, use the orange "Previous" or "Next" buttons on the bottom right. You can view your overall progress, what question you are on, and how much time has elapsed on the top portion of each question.

NOTE: Do not click "Submit" until you have answered *all of the questions in the test*. Clicking "Submit" will submit the entire test, whether you have completed it or not. To avoid having to re-take the test, make sure to only use the "Previous" and "Next" buttons to cycle through the test and only submit when you have answered all of the questions.

C. You will know when you have come to the last question of the test by your overall progress bar at the top and when you only have the option to click either the "Previous" button or "Submit" button on the bottom. If you would like to review your answers before submitting, you can cycle through each question by clicking the "Previous" button. When you are ready to submit your test, click the "Submit" button. **Note: It may take WizIQ a minute to load the test after clicking on the "Submit" button.**

A prompt will appear confirming that you wish to submit your answers. Click "Yes" to proceed.

D. After submitting your answers, a screen will pop up to review how many questions you answered correctly. If you received less than the passing score of 100%, you can click on the "Review" button on the bottom right-hand corner to see which questions were incorrect.
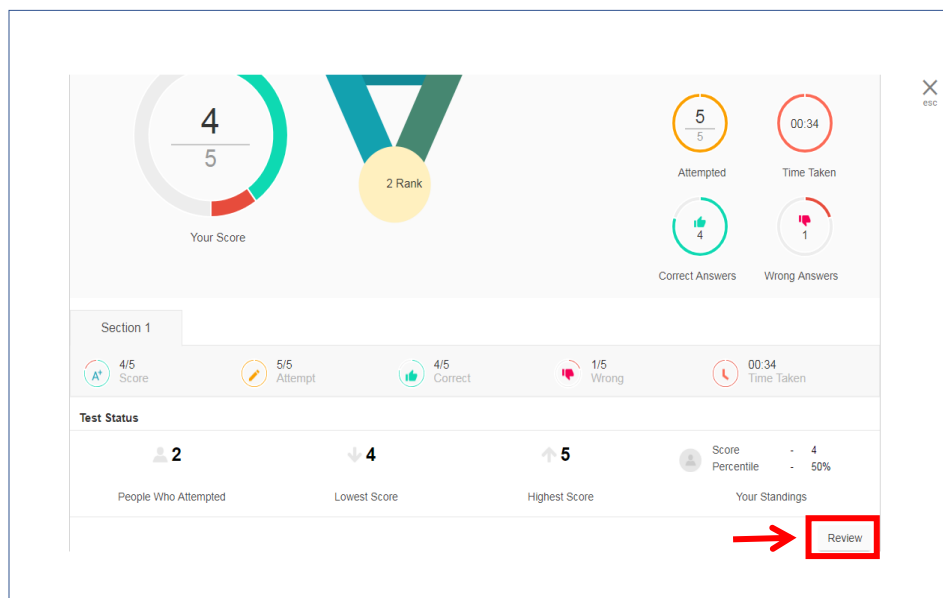
Note: You will not be able to see the correct answers; just which questions were incorrect. You can cycle through each question using the "Next" button and when you are finished reviewing the graded answers, click "Done" to exit.

E. If you have received less than a passing grade, you will have to re-attempt and pass the quiz before you can proceed to the next section.

F. Once you have successfully completed a test, click on the "X esc" button in the top right corner of the screen.

G. To proceed to the next activity in a section, you can either click on the activity title on the left side listing or click on the circular arrow button on the bottom center of the page.

4. Completing the Post-Course Evaluation Survey

After you complete the course, you will need to **complete and submit an online post-course evaluation survey in order to receive your course Certificate of Completion.**

Within 2 business days following your completion of the course, you will receive an email from nyseipopdc@measinc.com with a link to a post-course evaluation survey. This survey should take no more than 10 minutes to complete and your responses will be kept confidential.

If you do not receive the email with link to the survey within 2 business days of completing the course, or if you have any questions, please send an email to nyseipopdc@measinc.com.

5. Resetting your WizIQ Password

If you forget your password to log into the NYS EIP Online PD Center learning portal on WizIQ, or want to reset your password for any reason, follow these steps:

--Go to http://nyseiponlinepdcenter.wiziqxt.com/.

--Click on the "Log In" button in the top right corner of the screen.

--At the bottom of the Log In box, click on **Forgot Password?**

--You will then be prompted to enter the email address you used when you originally signed up, and WizIQ will email you instructions to reset your password.