



## INSTRUCTIONS FOR LOGGING INTO A LIVE CLASS SESSION

We recommend using a **desktop or laptop computer**, since some of the functionality described in this document may not be available in certain mobile devices.

### BEFORE CLASS DATE (Recommended)

To ensure a seamless sign-on process for the class, we recommend checking a few things before the day of the class:

#### 1. Confirm you are able to log into your Learning Portal account

If you did not register yourself online for the class, NYS EIP Online Professional Development Center staff will have asked you to create an account for the Learning Portal (through TalentLMS), or to log into your existing account. Please be sure that you are able to access your account here:

<https://nyseipopdc-measinc.talentlms.com>



- If you have **forgotten your password**, you may reset your password from Login > “Forgot your password?”



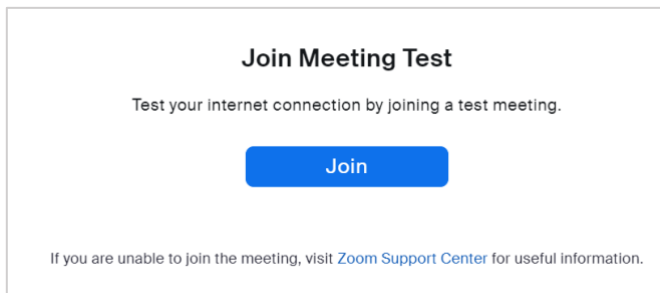
- If you need further assistance, contact [nyseipopdc@measinc.com](mailto:nyseipopdc@measinc.com)

## 2. Test your device's capabilities for Zoom

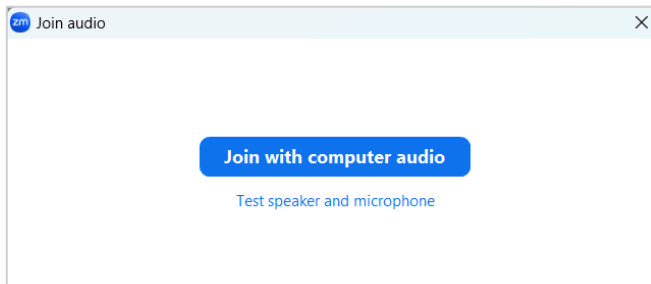
From the device you will be using for class, go to the following link:

<https://zoom.us/test>

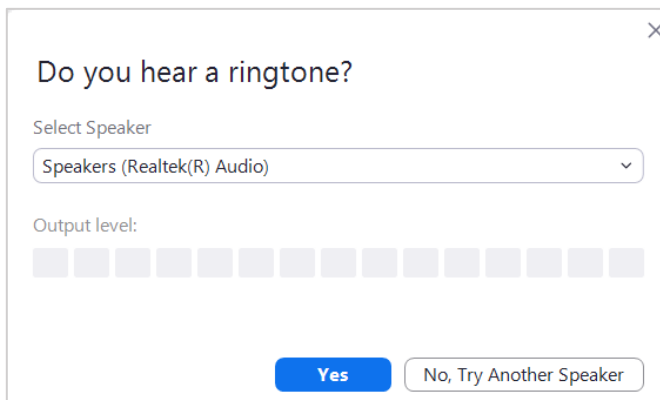
Join Meeting Test (you can either join from your browser or download the Zoom app).



Join audio:



You will not be required to use a camera or microphone for the course, but please be sure that your **speakers** detect the test sound:





## DAY OF CLASS

### 1. 10 minutes before the start of the session:

Log into your account at <https://nyseipopdc-measinc.talentlms.com/>

### 2. Click on the Calendar (as shown below).

The screenshot shows the TalentLMS dashboard. The top navigation bar includes a search box for courses, a user profile icon, and a 'Name' dropdown. Below this is a summary row with statistics: 1 course in progress, 0 courses not passed, 0 completed courses, 0h 0m training time, and 0 certificates. A featured course card for 'Intro to Service Coordination live class s...' is visible. On the right sidebar, several menu items are listed: COURSE CATALOG, PROGRESS, JOIN GROUP, CONFERENCES, DISCUSSIONS, and CALENDAR. The CALENDAR item is circled in red, and a red arrow points to it from the right.

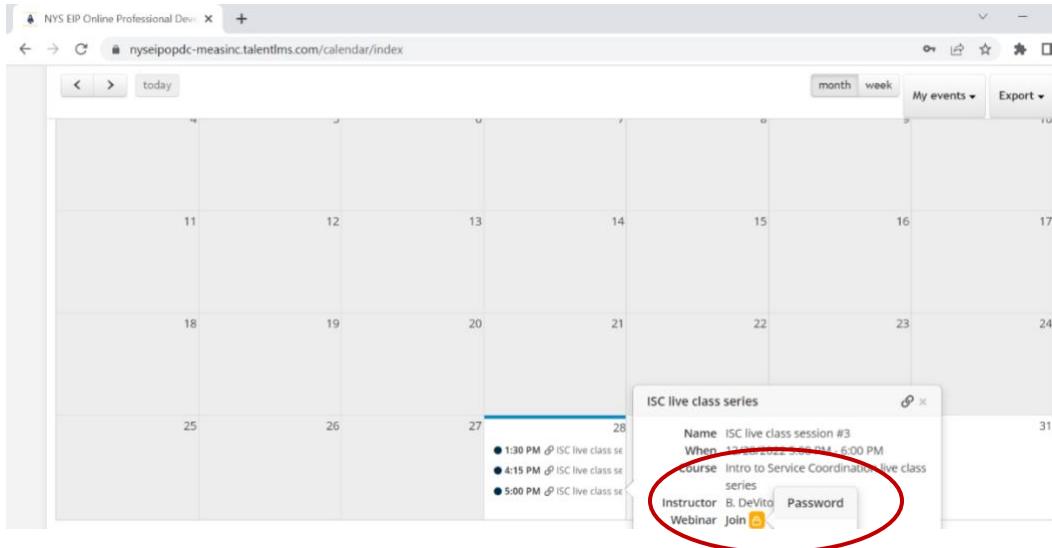
### 3. Click on the session you wish to join (see example below).

The screenshot shows the TalentLMS calendar view. The calendar is set to 'today' and displays a grid of dates from 4 to 31. Two events are visible on the 27th: a 1:30 PM session and a 1:00 PM session, both titled 'ISC live class sr'. The 1:30 PM event is circled in red.

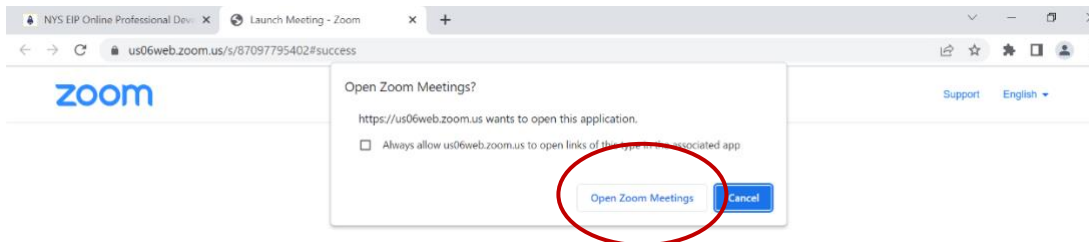
### 4. Hover over the lock icon and jot down the unique password that appears, then click on “Join.”



**Note: The “Join” functionality will not be active until 15 minutes prior to the session start time. It will appear as grayed out until it is active.** If, for some reason, it does not activate within 15 minutes of the session start time, try refreshing/reloading your browser or logging out and logging back into your TalentLMS account.



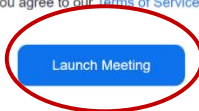
5. You may then be prompted to “**Open Zoom Meetings**” by clicking on it (as shown below), or you **can Launch Meeting** in your browser.



Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

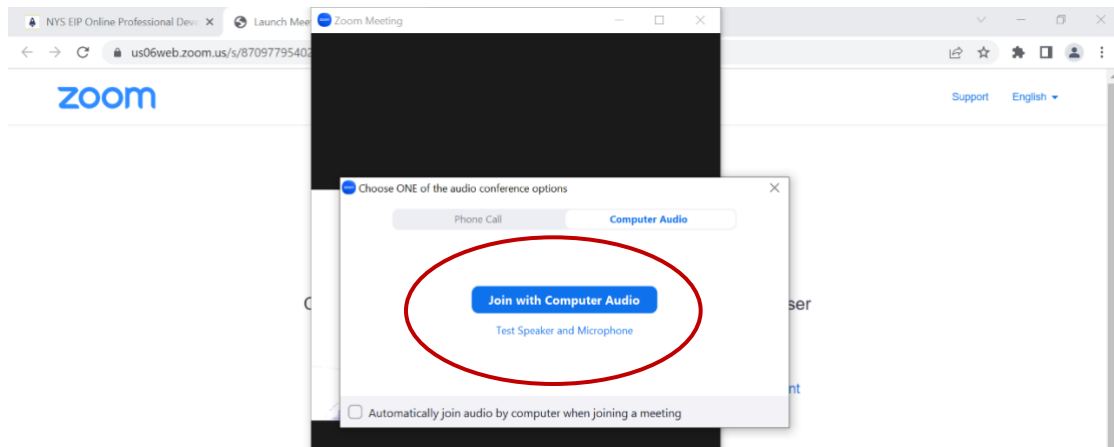


6. You will be prompted to enter the passcode, then click on “**Join Meeting**” (see Step #4 above if you have questions about passcode).

You may be prompted to “join with video” or “join without video.” If so, please select your preference.



7. The meeting host will admit you at the start of the session, and you will be prompted to click “**Join with Computer Audio**” (as shown below).



- If the **name** on the Zoom account you are using is different from the one you used when registering for the course, please update the Zoom name so the meeting host can verify your registration status. (The host can help you update your Zoom display name if needed.)
- Your microphone will be automatically **muted** upon entry to the session. Please keep your microphone muted for the duration of the session to minimize background noise. You may use the **chat** feature to communicate with the instructors as needed.
- **You must participate in the entire session from start to finish. If you log in late, you will not be admitted into the session. If you log out early, your participation will not count, and you will not be eligible to receive a certificate of completion for the live course.** In such cases, you will need to enroll in and complete the self-paced version of the course to receive a certificate of completion.

## AFTER THE FINAL SESSION / COURSE MATERIALS


If you were present for all required class sessions, you will be asked to complete a post-course survey. Upon completion of the survey, you will be issued a certificate of completion. If for some reason you are not eligible to receive a certificate (for example, if you already took the same course recently), you will be notified. The survey will only be available after completion of the live session/s.

Here is where you can find the **post-course survey** (located within your particular course at



<https://nyseipopdc-measinc.talentlms.com>). Additionally, if any reference materials were provided with the course, they will appear under “Files.”

Home / **EI Evaluation, Assessment, & Eligibility Determination LIVE Class Series (July 2024)**



**Early Intervention Evaluation, Assessment, and Eligibility Determination**  
Live | July 2024

[Resume course](#)

### EI Evaluation, Assessment, & Eligibility Determination LIVE Class Series (July 2024) 0%

Welcome to Early Intervention Evaluation, Assessment, and Eligibility Determination, a training in the field of early intervention offered by the New York State Department of Health's Division of Family Health, Bureau of Early Intervention. In this course, you will learn about the regulatory requirements and responsibilities of providers who are tasked with assisting families from the time their child is referred to the Program through determination of their child's eligibility for the Early Intervention Program (EIP).

After completing both live online training sessions in their entirety and submitting the post-course evaluation survey, a certificate of completion will be available for you to download. Should you miss any portion of either of the live training sessions, or if you have already completed this course in another format within the past 12 months, you will not receive a certificate of completion.

Thank you for joining us!

#### CONTENT

- Live Sessions - July 16-17: EI Evaluation, Assessment, & Eligibility
- Evaluation, Assessment, Eligibility LIVE CLASS SERIES survey: July 2024

#### FILES

- 00 Live Program - Notice regarding reference materials.pdf
- 01 Pre-Training Scenario.pdf
- 02 Whose Role is It\_10-21-Form.pdf
- 03 Checklist for Growing Children.pdf
- 04 Engaging\_Families\_Partners\_2018.pdf
- 05 Evaluation Essentials Chart.pdf
- 06 Examples of tests and eligibility.pdf



**Questions?** Contact [nyseipopdc@measinc.com](mailto:nyseipopdc@measinc.com)