

Adding Modules to Existing Annual (Recurring) Training Plans

Step 1: Go to your Training Plan List and Select the Training Plan you would like to edit

Training Plan List					Export Training Plans
SHOW FILTERS					Search
Title ↑	Type	Status	Owner	Assigned	
All Staff Annual Training	Recurring every 365 days	Approved	Providers' eAcademy	0	

Step 2: Select Modules from the menu on the left.

Edit Training Plan

All Staff Annual Training [Enroll Learners](#) | [Actions](#) ▾

- ✓ PROPERTIES
- ✓ SCHEDULING
- ✓ **MODULES**
- ✓ SETTINGS
- 5 REVIEW

Scheduling
⌚
Rekurs every 365 days after previous completions

Availability
📅
Learners will gain access to modules 90 days before due date

Completions
📋
Previous completions will be accepted up to 364 days prior to the specific module due date

Properties To be completed within 60 days of hire and annually thereafter... ▾

Modules Total Modules: 8 Credit Hours: 5.25 ▾

Step 3: Click +Add Modules on the right side of the screen.

All Staff Annual Training [+ Add Module](#)

- ✓ PROPERTIES
- ✓ SCHEDULING
- 3 **MODULES**
- ✓ SETTINGS
- ✓ REVIEW

Title	Credit Hours	Due Date
Sexual Harassment: What Employees Need to Know REL-ALL-0-SHWENK	0.5	<input type="text" value="0"/> day(s) after initial due date
The Basics of Workplace Safety REL-ALL-0-BWS	0.25	<input type="text" value="0"/> day(s) after initial due date
Understanding Workplace Violence REL-ALL-0-UWRKVLN	0.5	<input type="text" value="0"/> day(s) after initial due date

Step 4: Search for the module you would like to add.

Add Module(s)

Search:

Filter by:

Module Type: Owner: Certificate:

1 - 4 of 4

<input type="checkbox"/>	Title	Credit Hours	
<input type="checkbox"/>	Child Welfare Credential Level 1, Module 04: Child, Youth and Family Assessment <i>HSCP-CW1-04-2022</i>	1.5	
<input type="checkbox"/>	Identifying and Responding to Child Abuse and Neglect <i>REL-BHC-0-IRCAN</i>	1.5	
<input type="checkbox"/>	MA DDS Mandated Reporter Training 2023 <i>DDS-MR-2023</i>	1	
<input type="checkbox"/>	Practicing Telehealth with Children <i>REL-BHC-0-PTC</i>	2	

Step 4: Check the check-box for the module you would like to add and click +Add to List.

Add Module(s)

Search:

Filter by:

Module Type: Owner: Certificate:

1 - 4 of 4

<input type="checkbox"/>	Title	Credit Hours	
<input type="checkbox"/>	Child Welfare Credential Level 1, Module 04: Child, Youth and Family Assessment <i>HSCP-CW1-04-2022</i>	1.5	
<input type="checkbox"/>	Identifying and Responding to Child Abuse and Neglect <i>REL-BHC-0-IRCAN</i>	1.5	
<input checked="" type="checkbox"/>	MA DDS Mandated Reporter Training 2023 <i>DDS-MR-2023</i>	1	

Step 5: Select the number of days you would like the module to be due after the initial due date.


<input type="checkbox"/>	MA DDS Mandated Reporter Training 2023 DDS-MR-2023	1	<input type="text" value="0"/> day(s) after initial due date
<input type="checkbox"/>	MA DDS Mandated Reporter Training 2023 DDS-MR-2023	1	<input type="text" value="60"/> day(s) after initial due date

Step 6: If you are editing a training plan that has staff currently enrolled you will need to add an initial due date for those users.

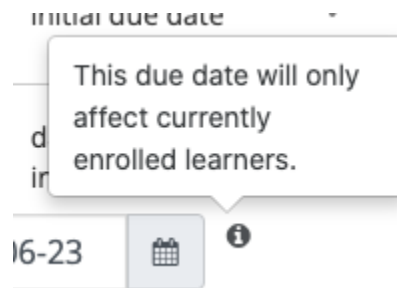
MA DDS Mandated Reporter Training 2023
DDS-MR-2023

1

day(s) after initial due date

2023-06-23  

When you hover over the information button this message appears:



Note: The initial due date set will not affect the future due dates for the module. Once the training plan recurs the following year the training plan will follow the due dates designated by the text boxes.

day(s) after initial due date

Note: When adding a module that will also be in another one-time-only Training Plan (Example: New Hire Training) you want to add an acceptance window to capture a completion so that a user will not be required to complete the same training more than once.

Module Availability

Always Available

days prior to module due date (module availability)

Acceptance window for previously complete modules

days prior to Training Plan enrollment

days prior to module due date

To add the same module to an existing Training Plan that is one-time-only you can follow these same steps to be sure that new staff are also receiving the required training through a one-time plan (New Hire) one year and then the next year through the recurring plan (Annual Training).