



JEWELS
Judicial Education Web Learning System

Getting Started with *JEWELS*: Learner Guide

Table of Contents

Introduction.....	3
Log On to <i>JEWELS</i>	3
Pop-ups in <i>JEWELS</i>	4
Exploring the Interface.....	5
About User Modes.....	6
Finding the Right Training.....	6
Registering for a Learning Activity.....	7
Viewing Your Training Schedule.....	8
Starting a Web Based Training Course.....	9
Starting a Webinar.....	9
Course Cancellation.....	9
Using Development Plans to Map Your Growth.....	10
Contacting the OSCA Help Desk.....	11

Introduction

JEWELS is a Web-based application that provides you with the tools necessary for finding training, managing learning, and tracking your professional growth. Through **JEWELS**, Judicial Education provides you with instant access to online learning courses, schedules and details about traditional learning events, as well as access to performance support and knowledge documents.

Objectives for This Guide

In this document, you will learn how to use **JEWELS** for finding and managing your training. You will also learn about performance management tasks, such as creating a development plan. You will not learn everything about **JEWELS**—just enough to get comfortable navigating and exploring some key features and capabilities.

JEWELS Overview

Learner mode provides many ways to increase your skills, knowledge and productivity.

- Training: You can access online courses, instructor-led training, seminars, documents and more in one easy-to-use location.
- Performance Management: Using **JEWELS**, you can use development plans to manage your career and growth through goals and objectives.
- Collaboration Center: Using a collaboration center, you can access experts and peers for quick answers to questions or clarification of course material. Expert responses to your questions are automatically captured and stored in a knowledge base, providing an ongoing, searchable source of information for everyone. These expert question and response capabilities make it easier for you to acquire the knowledge you need so that you can get your job done faster.

Log On to JEWELS

To access **JEWELS**, double-click the **JEWELS** icon on your desktop. The first thing you will see is a Log On page. Here you will be prompted to enter your username and password.

JEWELS
Judicial Education Web Learning System

Log On

Please enter your username and password.

Username:

Password:

Forgot your password? [Click here](#)

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7.6.2625.0

Your username uses the following format:

Your Judiciary Network User Name

Example: John R. Johnson. His username would be: johnsojr

Choosing a Good Password

Choose a password that is easy for you to remember and never share your password with coworkers.

JEWELS passwords must have at least eight characters and should contain both letters and numbers. This is similar to your Lotus Notes password.

You will be prompted to change your password every six months, and you can not reuse a password for four consecutive six month periods.

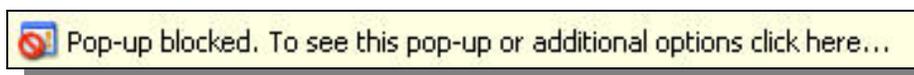
What if I forget my password?

If you forget your password, click on the “Forgot your Password?” link just below the password field on the logon screen. *JEWELS* will e-mail you a temporary password and you will be prompted to reset this password when logging onto *JEWELS*.

If you do not receive your password via e-mail or have difficulty logging into *JEWELS*, contact the OSCA Help Desk and they will assist you with resetting your password.

Pop-ups in JEWELS

It is important that you allow pop-ups from *JEWELS* to display. So, if you see this message appear below your Internet Explorer navigation bar, follow these instructions to allow pop-ups.



To allow Pop-ups:

- 1) Click in the **Pop-up blocked...** alert window.
- 2) When this drop-down menu appears, select **Always Allow Pop-ups from This Site...**



- 3) When this window appears, click on **Yes**.



Exploring the Interface

After you log in to the system, you will see the Home page.

The screenshot shows the JEWELS Home page. At the top, there is a navigation bar with the Missouri State Seal and the text "Your Missouri Courts JEWELS". On the right, there are links for "search", "promote", "help", and "log off". Below the navigation bar, there are tabs for "Assess", "Plan", "Learn", and "Collaborate". The main content area features a "Welcome Test Student 3" message. On the left, there is a "Catalog Search" box (callout 2) and a "Getting Started" section with links like "Change my password" and "View my training transcript". The center features a large banner with a group of people and the text "Providing Quality Education to Enhance the Administration of Justice". Below the banner are several navigation buttons: "My Transcript" (3), "My Development Plan" (4), "My Training" (5), and "Learn About JEWELS" (6). On the right, there are buttons for "Course Catalog" (7), "Collaboration" (8), "Messages" (9), and "Evaluations" (10). At the bottom, there is a "Did you Know?" section. Two informational boxes at the top right of the main content area provide instructions for using Internet Explorer 7 and launching a webinar.

The Home page offers an array of items, including:

- 1 **Help:** Online Help provides step-by-step instructions.
- 2 **Catalog Search:** Find and register for learning activities by using the quick search feature.
- 3 **My Transcript:** View your current transcript of completed and self-reported training.
- 4 **My Development Plan:** View your current development plans.
- 5 **My Training:** View, change, and launch current training that you have registered for previously in *JEWELS*.
- 6 **Learn About JEWELS:** View and launch training specific to using the *JEWELS* learning management system.
- 7 **Course Catalog:** See the current course catalog and register for courses.
- 8 **Collaborate:** Access the collaboration centers via this link.
- 9 **Messages:** See any messages sent to you by *JEWELS* regarding your learning activities.
- 10 **Evaluations:** Access learning activity evaluations assigned to you for completion.

About User Modes

Depending on your role in *JEWELS* (learner, manager, and so forth) you may access different pages that appear in different modes. Each mode provides features for specific roles, such as the ability to publish training to the system or to manage learner information. If you have permission to access features in more than one mode, you can switch between these modes by choosing one of the mode buttons at the top of each page. The table below shows the mode names and buttons. In this document, we will focus on Learner mode.

Mode Name	Icon
Learner mode: Provides access to the training and learning activities available to you.	
Manager mode: Provides information about the individuals and workgroups that managers are allowed to view.	
Administrator mode: Allows users to create, manage, and configure all components. Training can be published and scheduled through this mode.	

Finding the Right Training

On some occasions you will be automatically registered for training. These classes will appear on your **Training Schedule**. All you have to do is click the name of an activity to review the details. You can also search for documents, classes, and other learning opportunities.

Using the Catalog to Find Training

You can access the items in the catalog by clicking on the **Course Catalog** on the learner home page or by opening the **Learn** menu and choosing **Catalog**. The categories in the catalog may contain documents, courses, and other activities that are available to you.

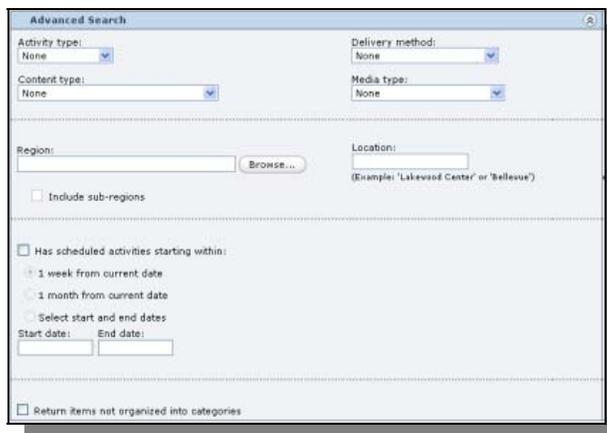
Using Advanced Search

Sometimes you may want to locate items by a set of criteria, such as by location or delivery method. In the **Advanced Search** box you can enter dates, choose locations, and select other types of search parameters as illustrated below.

To use the Advanced Search feature:

- 1) Click **Advanced** next to the Search box.
- 2) From the search criteria text boxes and lists, enter or select your search criteria.
- 3) Use the check boxes and selection options, if applicable, to refine your search.
 - a) *JEWELS* searches for exact, whole-word matches including spaces and correct spelling.
 - b) *JEWELS* searches are not case sensitive.

- c) You can use an asterisk as a wildcard character that represents zero or more characters. For example, to search for all words beginning with "a", type "a*".
- 4) Click **Search**.
- 5) Scroll through the search results to find the items you require.



Registering for a Learning Activity

Once you have located the course you want to register for, simply click on the **1 Register** button located to the left of the course. For some web-based training courses, videos, or documents, the button will say **2 Start** and will immediately launch the course, video, or document for viewing.



After you click on the **Register** button, more information about the course will appear, including date, times, available capacity, and deadlines.

Important Note!

When registering for an ILT Course or Webinar Course, a window will expand below the course which will show you any available upcoming classes as offerings. You **MUST** choose an offering to complete your registration. If none appear, then there are no offerings currently available.

Register   Webinar Course: [Adult Abuse Exparte and Full Orders of Protection](#)

VAWA, Violence Against Women Act, has provided Missouri with a grant to enhance the electronic transfer of Adult Abuse ExParte and Full Orders of Protection to Law Enforcement. See what's NEW in the Adult Abuse Order of Protection process in JIS, and...--more--

<input checked="" type="checkbox"/>	 Webinar Course : Adult Abuse Exparte and Full Orders of Protection	Available Capacity: Unlimited	Status: Registration allowed
3	Required: At least 1		
<input type="radio"/>	 Webinar Class : Offering Adult Abuse Orders of Prot. - REJIS/ALERT-Sep. 2 Wednesday, September 02, 2009 1:30:00 PM - 3:00:00 PM CDT	Available Capacity: Unlimited Registration deadline Tuesday, September 01, 2009	
<input type="radio"/>	 Webinar Class : Offering Adult Abuse Orders of Prot. - REJIS/ALERT-Sep. 3 Thursday, September 03, 2009 9:30:00 AM - 11:00:00 AM CDT	Available Capacity: Unlimited Registration deadline Tuesday, September 01, 2009	

To register, select the offering you want to attend. Your registration will not be complete without selecting an offering. When you are done, click Submit.

4

You now need to select the session you want to attend by **3** clicking on the radio button next the name. Some live classes will have multiple sessions available for you to attend.

For example, if you wanted to attend the September 2nd webinar class “Adult Abuse Orders of Prot. – REJIS/ALERT – Sep. 2”, you would click the radio button to the left.

After you have selected your session, then click the **4** **Submit** button located at the bottom of the sessions window to complete your registration.

Viewing Your Training Schedule

JEWELS makes it easy for you to access the activities and courses you are registered to take. You can choose to view your upcoming scheduled activities, completed activities, or the ones in which you are assigned to the waiting list.

To view your Training Schedule:

- 1) From the **Learn** menu select **Training Schedule**.
- 2) In the **View** list, select the type of training you would like to see (such as **Upcoming** or **Completed**).

On the **Training Schedule** page, you can search for specific courses or cancel a registration.

Starting a Web Based Training Course

After you have registered for a web based training course, you can start the course from your **My Training** list of current courses. Find the course you wish to begin and then click on the **Start** button next to the name. The course will play inside the pop-up window that appears.

When you exit the course, the system will automatically bookmark your last location and return you to that same spot when start the course at a later time.

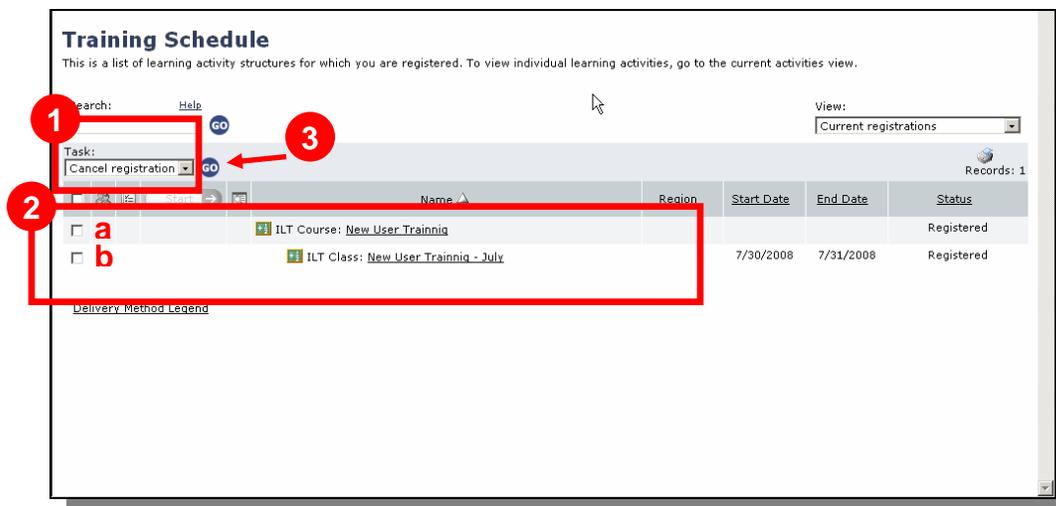
Starting a Webinar

After you have registered for a webinar, you can enter the virtual session from your **My Training** list of current courses. Find the webinar you wish to begin and then click on the **Start** button next to the name. The course will play inside the pop-up window that appears.

The webinar start button will not appear until a few minutes before the session is scheduled to begin.

Course Cancellation

After you have registered for a course, you can easily cancel your registration. First you need to locate the course. The easiest way to do this is to click on the **My Training** link on your home page. This will display all the training in which you are currently registered, but have not completed yet. Look through your list and find the course you wish to cancel.

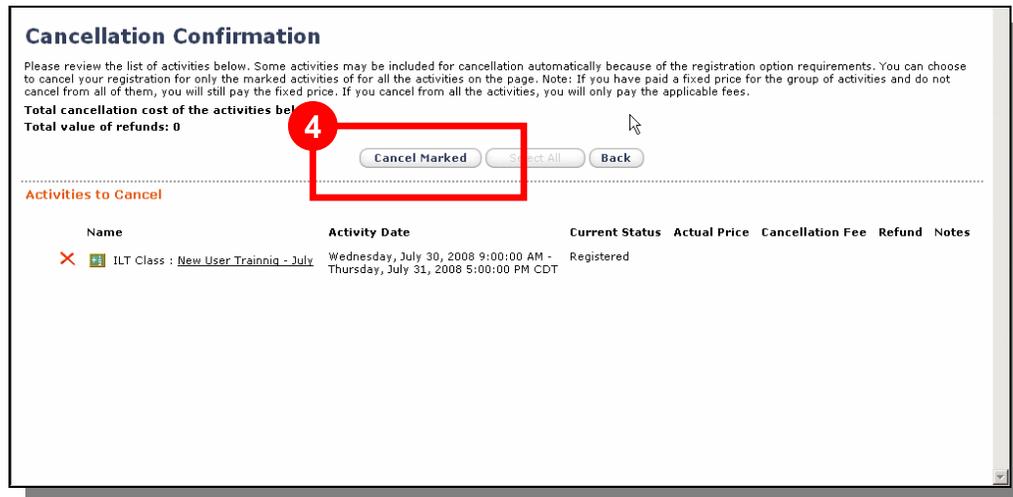


After you have located the course follow this procedure to cancel the course:

- 1 Select **Cancel Registration** from the Task drop-down menu.
- 2 Depending on whether you want to cancel the course completely or just change to another class or offering on a different date or time will determine whether to do step **a** or **b**.
a: If you want to cancel the course completely and don't plan on re-registering for a different date and time, click in the check-box field next to the course name.

b: If you want to cancel just the session you registered for and plan on attending on another date and time, click in the check-box field next to the class name.

- 3** Click on the **GO** button to submit your cancellation.
- 4** You will now see a confirmation screen. Check to make sure this is the course or class you wish to cancel. If correct, click on the **Cancel Marked** button located at the top.



Using Development Plans to Map Your Growth

Development plans bring together skills, training, experiences, and user-defined items to:

- Establish goals and activities for personal development.
- Establish timeframes and actions for addressing the goals.
- Track and report progress.

Features of Development Plan

You can create your own individual development plan or use a group plan assigned by your manager using the **Development Plans** page. Depending on your permissions, some of the features on your Development Plans page may include the items below. Use the **JEWELS** online **Help** to learn more about each feature.

Use online **Help** to learn more about these features:

- Create, delete, and update plans. Development plans are powerful tools if they are relevant and up-to-date. Keep your development plans current by updating them to reflect goals.
- Assign a plan to participants.
- Change the status of a plan. You can activate or deactivate a plan.

- Print a plan. If you prefer to review details in a hard copy format, you can print a development plan.
- Export data. You can review a plan offline by exporting it to Microsoft Excel.

Adding to a Plan

You can add goals and activities to an existing individual development plan from many sections in *JEWELS*. A development plan contains goals and goals contain activities. You can add goals and activities as your need for learning develops. This keeps your development plan relevant and current.

Adding Training

If you select training to add to a development plan, *JEWELS* will add a new goal called **New Goal** and add an activity with the name of the selected training course. You can add training to a development plan from the following sections:

- Training
- Alternate job analysis for training required
- Alternate organization analysis for training required

Contacting the OSCA Help Desk

If you have any questions about the information in this guide or need assistance accessing *JEWELS*, please contact the OSCA Help Desk at 888-541-4894.