YouthWorks

How to Enter Staff Information in the YouthWorks Learning Management System (LMS)

Description: This job aid provides information on how to accurately set up a Staff Profile in the LMS to ensure consistency across all YouthWorks partners.

Once in the LMS, use the steps below to Create a New User

- 1. On the left side of your Dashboard, select the Users tab
- 2. Navigate to Users
- 3. Ensure no users are selected
- 4. Under Actions, select Add User

Follow the steps below to create the Staff Profile:

Field	Action
First Name	Enter Staff's First Name
Last Name	Enter Staff's Last Name
Username	Enter Staff's e-mail address
Department:	Select appropriate Region or site
Messages	Send new user email is automatically checked on. Leaving this checked on will send the new user an onboarding email. You can uncheck it and send an onboarding email to multiple people at once if you prefer. See Participant LMS Portal in the LMS Guide for more details
Active	Ensure the Active button is "On". It should be Blue
Learner	Ensure the Learner button in "On"
Instructor	Ensure the Instructor button is "On"
Admin	Ensure the Admin button is "On"
User Management	After Admin is turned on the User Management box will pop up. Ensure Department is highlighted. Ensure the first box says "Is Only" and add the correct Department for that staff.
Roles	Select the correct role, choose Case Manager or Facilitator. See Below to ensure you are assigning them the correct role.
Location	Select appropriate Region or site
Supervisor	Enter assigned Region Lead's name
Program	See the Program Naming Convention Chart below to determine correct naming convention to use
User Type	Enter the same term as their Role
Organization Name	Add the name of the organization they are a part of

Program Naming Convention Chart

Site or Region Department Name	Program Naming Convention		
Berkshires	Berkshires		
Boston ABDC	ABCD		
Boston Apprentice Learning	Apprentice Learning		
Boston Brighter Boston	Brighter Boston		
Boston Digital Ready	Bos Digital Ready		
Boston Fresh Films	Bos Fresh Films		
Boston OYEO	OYEO		
Boston PIC	PIC		
Boston Wentworth	Wentworth		
Boston YOU	YOU		
Bristol Associates for Human Services	Associates for Human Services		
Bristol Attleboro	Attleboro		
Bristol Area School to Career Partnership	AASTCP		
Bristol Coastal Career Academy	Coastal Career Academy		
Bristol Taunton Together	Taunton Together		
Bristol Youth Connections	Youth Connections		
Cape and Islands	Cape and Islands		
Central Blackstone Valley Hub	Blackstone Valley Hub		
Central Center of Hope Foundation	Center of Hope Foundation		
Central Milford Youth Center	Milford Youth Center		
Central Worcester Community Action Council	Community Action Council		
Central Youth Opportunities	Youth Opportunities		
Franklin Hampshire	Franklin Hampshire		
Greater Brockton	Brockton		
Greater Lowell	Lowell		
Greater New Bedford	New Bedford		
Hampden Holyoke Youth Services	Holyoke Youth Services		
Hampden New England Farmworkers Council	New England Farmworkers Council		
Hampden Valley Opportunity Council	Valley Opportunity Council		
Merrimack Valley	Merrimack Valley		
Metro North City of Cambridge	Cambridge		
Metro North City of Everett	Everett		
Metro North City of Malden	Malden		
Metro North City of Revere	Revere		
Metro North City of Somerville	Somerville		
Metro North Community Work Services	Community Work Services		
Metro North Digital Ready	MN Digital Ready		
Metro North La Colaborativa	La Colaborativa		
Metro North Sasaki Foundation	Sasaki Foundation		
Metro South West Waltham	Waltham		
Metro South West Youth Connections	Youth Connections		
North Central	North Central		
North Central Fitchburg Public Schools	Fitchburg Public Schools		
North Central Fresh Films	NC Fresh Films		
North Central Making Opportunities Count	Making Opportunities Count		
North Central Monty Tech	Monty Tech		
North Central Spanish American Center	Spanish American Center		

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North Central Winchendon YMCA	Winchendon YMCA
North Shore	North Shore
North Shore Beverly	Beverly
North Shore Danvers	Danvers
North Shore Gloucester	Gloucester
North Shore Lynn	Lynn
North Shore Peabody	Peabody
North Shore Salem	Salem
South Shore	South Shore
South Shore MAP Academy	MAP Academy
South Shore Middleboro	Middleboro
South Shore Plymouth	Plymouth
South Shore Quincy	Quincy
South Shore Randolph	Randolph

Assigning Staff Correct Roles

Regional Admin: Regional Admins are only assigned to the Region Lead of each region. This position has the most capabilities within the LMS. See below for details

Case Manager: Case Managers are the most common role in the LMS. Staff assigned as Case Managers are staff who are participating in the intake, onboarding and management of participants during their YouthWorks participation. Case managers may also deliver career readiness learnings.

Facilitator: Facilitators are staff members who have been hired to deliver career readiness learnings to participants. Their main role in the LMS is to enroll participants in career readiness learnings, facilitate said learnings and mark attendance.

Permissions Per Role:

Capability	Region Admin	Case Manager	Facilitator
Create Instructor Lead Sessions	\sim	\checkmark	\checkmark
Assign Youth Online Modules	\checkmark	\checkmark	\checkmark
Enroll New Participants	\sim	\checkmark	×
Add or Delete New Venues	\sim	\checkmark	\checkmark
Can Modify Groups	\checkmark	×	×
Delete Participant Accounts	\checkmark	×	×
View All Curriculum and Files	\checkmark	\checkmark	\checkmark
Add New Files	\sim	\checkmark	×
Run Any Reports	\checkmark	\checkmark	×
Modify Messages to Participants	\checkmark	\checkmark	\checkmark
Can Impersonate a User	\checkmark	\checkmark	×