



# Older Indians Learning Management System (LMS) Quick Start Guide

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## SIGN IN/REGISTRATION

To register for the Older Indians Learning Management System (LMS), you will click "register here" in the box on the right-hand side of the home page located in the "Sign In" box (Figure 1). This will take you to the registration form as illustrated below (Figure 2). On this registration form, you will complete all of the required information. You will also create a username and password that you will later need to enter in the "Sign In" box in order to access your Older Indians LMS account.

Figure 1- Sign In

Username

Password (case-sensitive):

[Sign In](#)

[I forgot my password.](#)  
[To create an account, register here.](#)

**Note:** It is very important to use your correct email as this is how Teya will contact you with any information or changes related to the Older Indians LMS.

Figure 2 - Register

Older Indians LMS

olderindians.inquisiqlms.com/Register.aspx

### Register

Fill out the form fields below to register for an account.  
Please note that all fields marked with an asterisk (\*) are required.

**Properties**

#### ACCOUNT

First Name: \*

Last Name: \*

Avatar:  
 No file chosen

Email: \*

Username: \*

Password: \*



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## MY DASHBOARD

The dashboard is your "landing page" once you sign in to your account and is the central component of your LMS experience. The dashboard is customizable and made up of "widgets" that allow you to perform tasks such as:

- Viewing and interacting with course content
- Seeing your progress through course enrollments
- Accessing shared documents
- Viewing course enrollment due dates and course enrollment expiration dates
- Viewing and printing your transcripts for completed courses
- Viewing and printing certificates you have earned for completed course
- Interacting with peers and subject matter experts via course discussion feeds

### Example 1 of a DASHBOARD

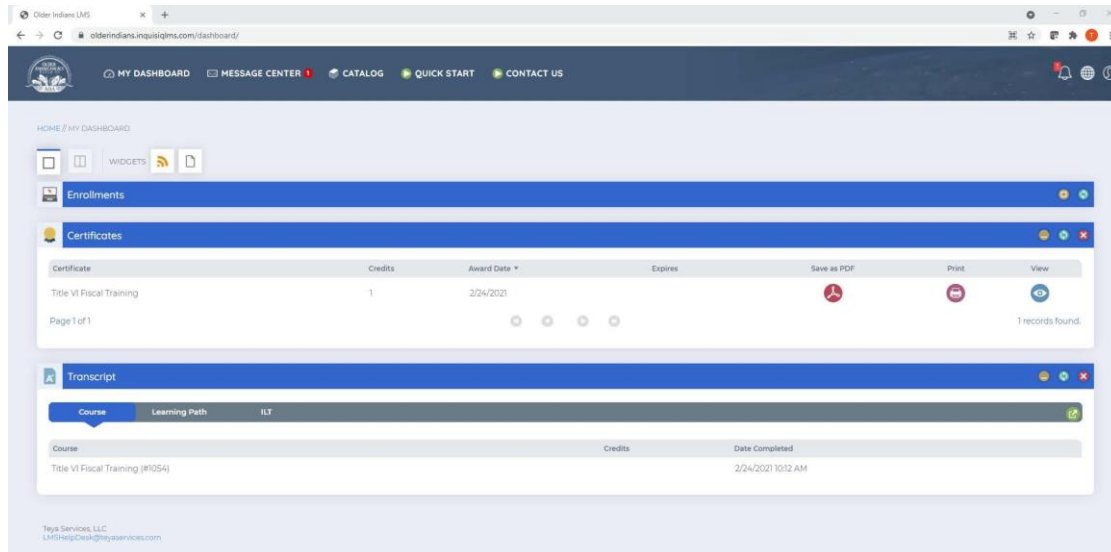
The screenshot displays the LMS dashboard interface. At the top, there is a navigation bar with the following items: 'MY DASHBOARD' (highlighted with a red box), 'MESSAGE CENTER', 'CATALOG', 'QUICK START', and 'CONTACT US'. Below the navigation bar, the dashboard is organized into several widgets:

- Enrollments:** A horizontal scrollable widget showing progress bars for four courses: 'MIPPA Grants for Title VI Grantees', 'SF-425 Training', 'Starting Your New Title VI Grant: Program Management', and 'Title VI Fiscal Training'. Each course card includes a progress bar, a 'Completed' status indicator, and details for 'Due' and 'Expires' dates.
- Transcript:** A widget displaying a table of completed courses. The table has columns for 'Course', 'Credits', and 'Date Completed'. One entry is visible: 'Title VI Fiscal Training (R054)' with 1 credit and a completion date of '2/24/2021 10:12 AM'.
- Certificates:** A widget displaying a table of earned certificates. The table has columns for 'Certificate', 'Credits', 'Award Date', 'Expires', 'Save as PDF', 'Print', and 'View'. One entry is visible: 'Title VI Fiscal Training' with 1 credit and an award date of '2/24/2021'.
- Documents:** A widget displaying a list of documents. It includes a search bar and a list of document titles such as 'Presentation- MIPPA Grants for Title VI Grantees', 'Presentation- SF-425 Training', 'Presentation- Starting Your New Title VI Grant', 'Presentation- Title VI Fiscal Training', 'Recording- MIPPA Grants for Title VI Grantees', 'Recording- SF-425 Training', 'Recording- Starting Your New Title VI Grant', 'Recording- Title VI Fiscal Training', and 'Supplemental Materials- MIPPA Grants for Title VI Grantees'.
- Discussion Feed:** A widget displaying a discussion post from 'Toni Hinchard' with the text 'When is the MIPPA Grant application due?' and a 'Post Comment' button.






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## Example 2 of a DASHBOARD



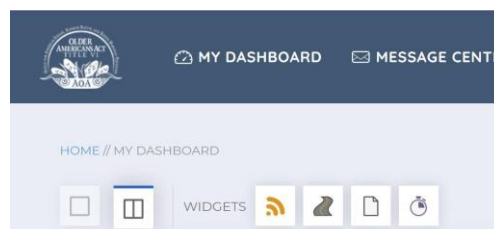
All widgets that are accessible to you via your dashboard can be re-arranged and opened or closed to your liking. A detailed explanation of each widget and its functions are outlined in the sections below.



-  You can minimize the widgets by clicking the minimize icon.
-  If you feel the widget info is not up to date, you can click the update icon.
-  You can close the widget by clicking the close icon.

**Note:** You can never close the enrollments widget, just minimize.

If you close a widget and want to open it back up, click on the widget icon in the top left corner.



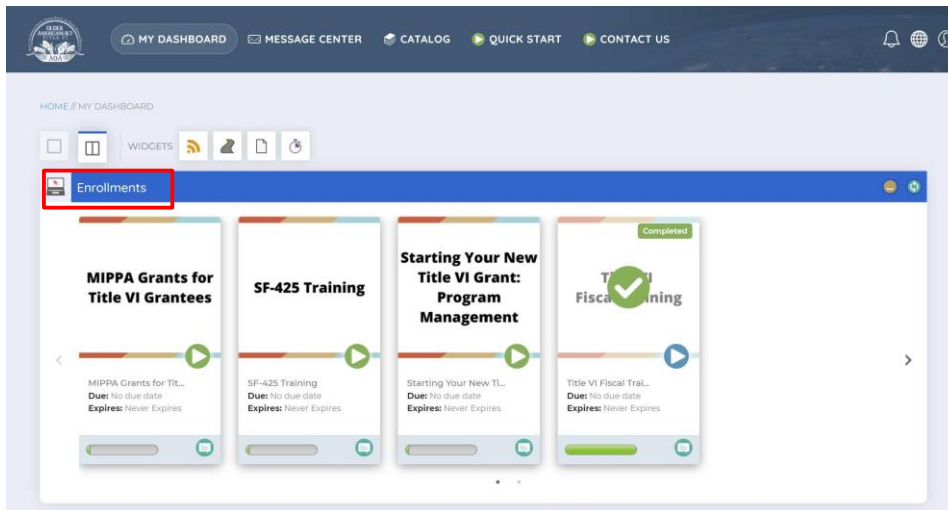


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## ENROLLMENTS WIDGET



The “Enrollments Widget” shows a listing of all courses you are enrolled in and **is the main point of entry for interacting with content for courses in which you are enrolled.** It displays your progress, along with information for courses you are enrolled in such as due/expiration dates.



For each course enrollment listed in the “Enrollments Widget,” there are buttons you can click to interact with content for that course:

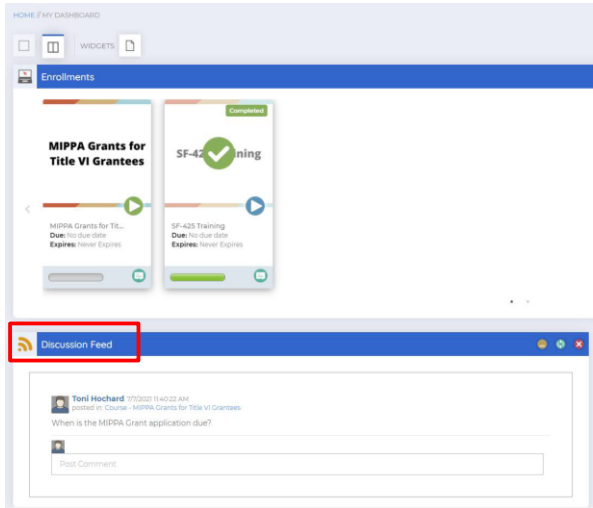
- ▶ **View button** – Clicking this button will take you to the course enrollment details page for that course enrollment. From there, you will be able to access course materials and interact with course content. **This is the main point for launching and completing courses.**
- ▶ **Review button** – This button functions the same as the “View” button above, but appears only for completed course enrollments. This opens content in “review mode” where you can still interact with content where progress is no longer tracked.
- ▶ **Discussion button** – This button allows you to participate in discussion with your peers and subject matter experts. This opens a dialogue box that allows you to post a message or question to the course message feed for others to interact and respond.



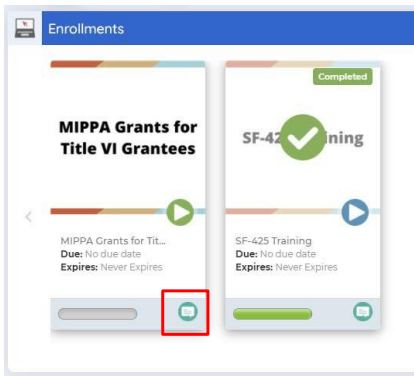
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## DISCUSSION WIDGET

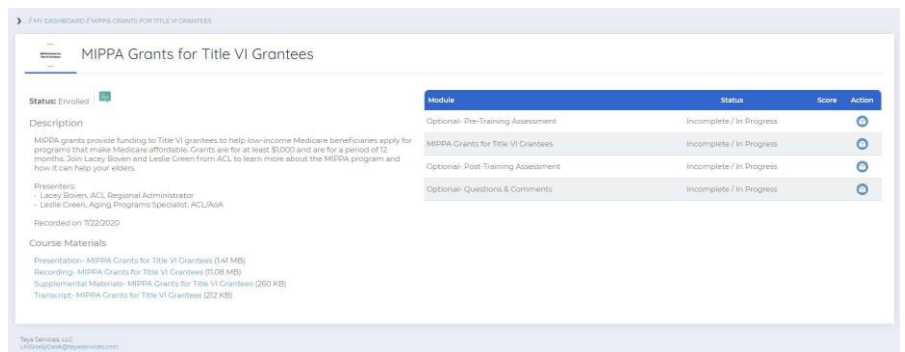
The “Discussion Widget” allows you to view any messages or questions from peers and subject matter experts via course discussion feeds.




Discussion feed messages or questions can be posted from the Enrollment Widget or within the course itself.



OR



Simply click on the  and start composing your message or question. Once finished, click on "Post Message". You will receive a response that your message has been posted. It will be reviewed and displayed shortly.



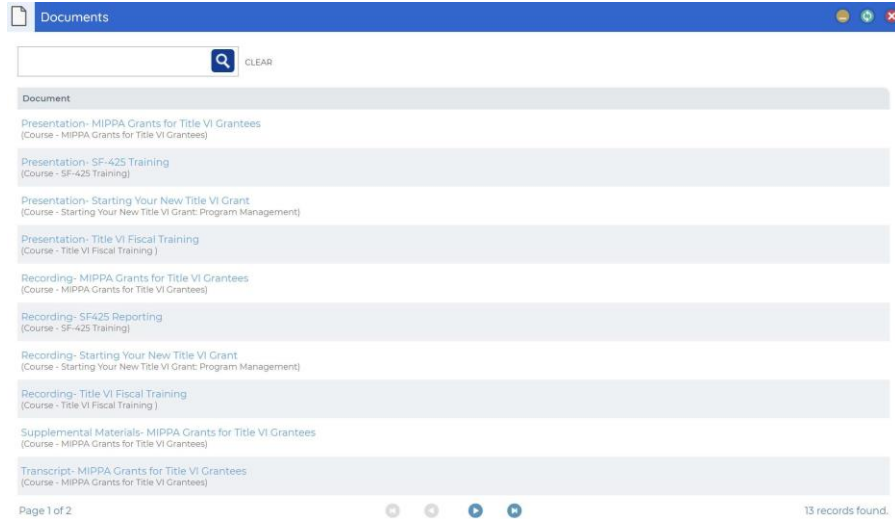


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## DOCUMENTS WIDGET



The “Documents Widget” shows a listing of all documents you have access to as a result of being enrolled in courses that have course materials attached to them. This widget serves as a means to quickly search for and access any document you have access to within the Older Indians LMS.




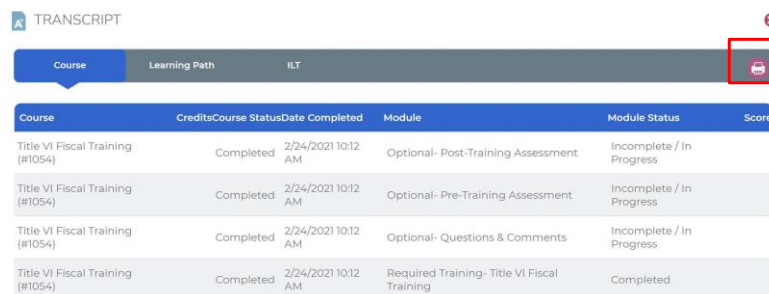
## TRANSCRIPT WIDGET




The “Transcript Widget” shows your transcripts for all courses, learning paths, and instructor led trainings you have completed as well as those that are in progress.



 Click on this button to open your transcript



 Once open, click on this icon to print your transcript



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## CERTIFICATE WIDGET



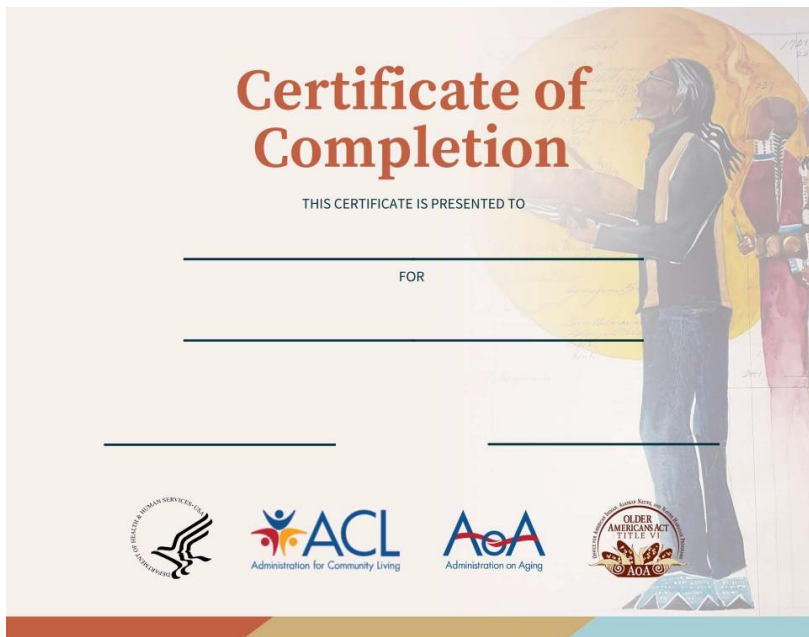
The “Certificate Widget” shows all certificates you have earned by completing courses.

Certificate	Credits	Award Date	Expires	Save as PDF	Print	View
Title VI Fiscal Training	1	2/24/2021				

Page 1 of 1 1 records found.

You can download, print, or view your certificates using the following buttons:

- PDF – Clicking this button will generate and download a PDF file for the certificate.
- Print – Clicking this button will print the certificate.
- View – Clicking this button will open the certificate for viewing.



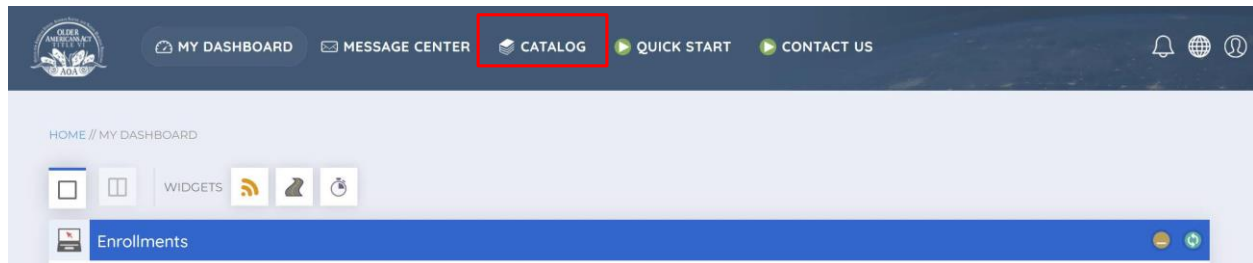




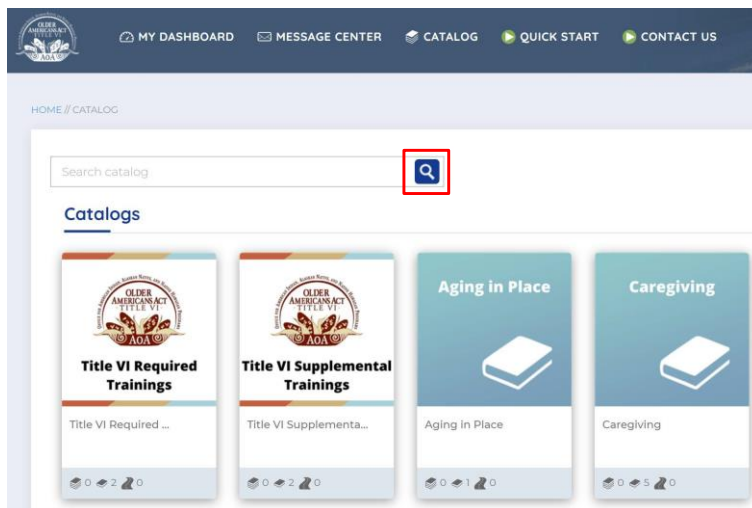
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## FINDING A COURSE/CATALOG

To view courses, click **CATALOG** on the top banner.



The course catalog screen will open. On this page you can click on a catalog to expand it to see the courses that exist inside a particular catalog, or you can select a course that is not in a catalog.



 You can also search for a catalog or a course by searching for the name of the course.



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## ENROLLING IN A COURSE

Clicking a course tile will take you to the details view of that course where you can view additional information and enroll in the course.

To enroll in a course, click the “Enroll” button below the course title.

HOME // CATALOG // TITLE VI REQUIRED TRAININGS // TITLE VI FISCAL TRAINING

Search catalog

Back

Title VI Fiscal Training TITLE VI FISCAL TRAINING

ENROLL

### Description

In this training, you will learn about Fiscal reporting for FY19, FY20, FY21.

- New Title VI COVID Supplemental Funding
- Allowable expenditures under FFCRA, CARES Act, and new Title VI supplemental funding
- Title VI Funding
- Large purchase requests
- ....and much more!

Once you have been enrolled in the course successfully, you will see a pop-up that contains a link to go to your course enrollment where you can begin interacting with the course’s content.

ENROLL COURSE

**Success**

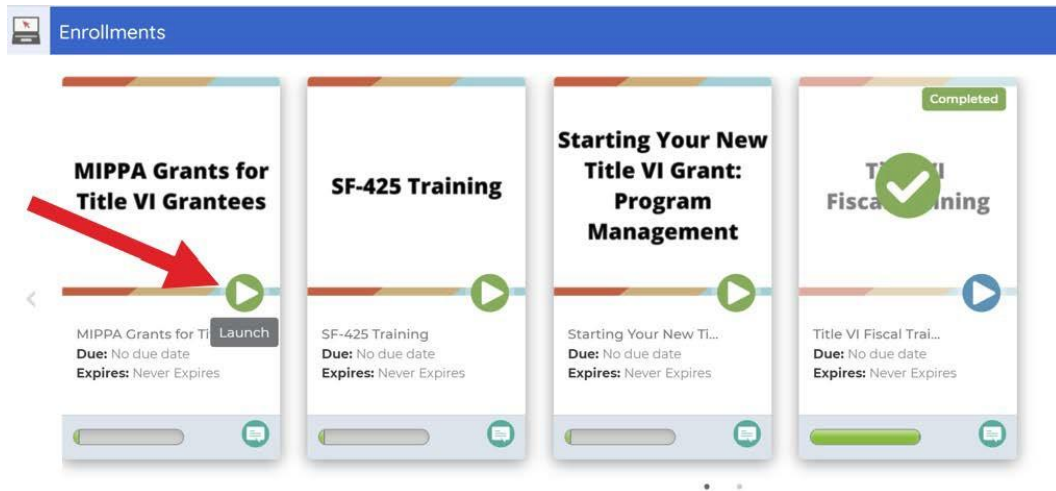
You have been enrolled in this course successfully. [Click here](#) to go to your course enrollment.



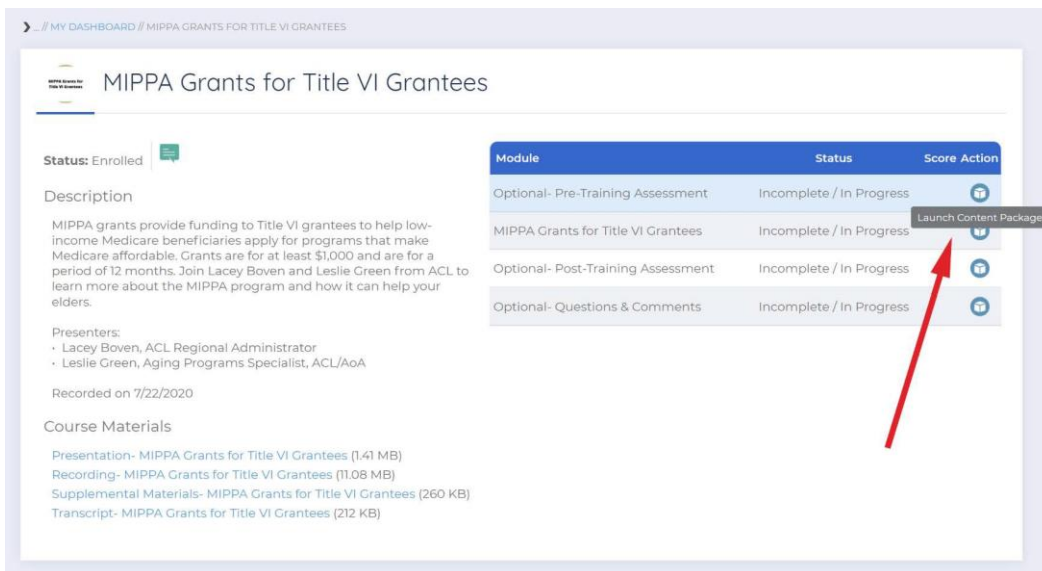
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## COURSES

After you enroll in a course, your enrollments are listed on your “Enrollments Widget.” You may interact with them by clicking the “Launch” button for that course.



Clicking the “Launch” button for a course enrollment will take you to the course enrollment screen where you can view the modules that make up your course, and all information and materials related to that course. To complete a course enrollment, you must complete all modules listed for the course unless listed otherwise.

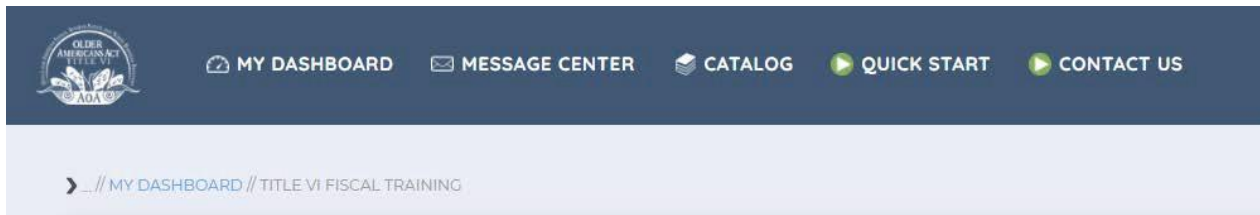


Click on "Launch Content Package" to start the course content.



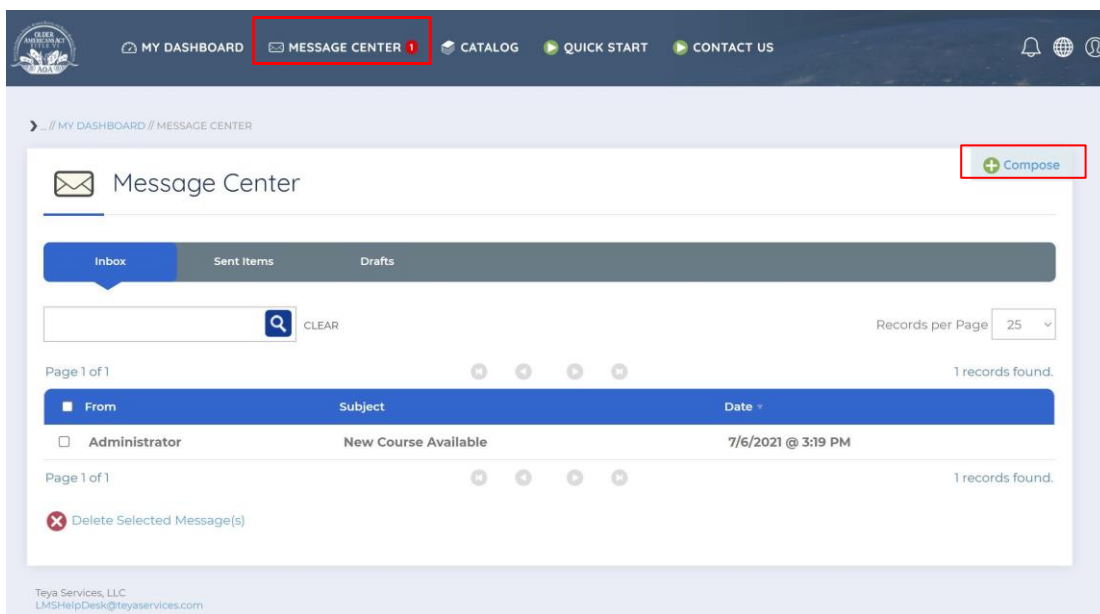
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## MESSAGE CENTER



Besides getting communications through email, you may also receive communications from the Message Center. You can view messages and also send messages to other users in the system.

When you have a new message you will notice a little red circle with a number.



 **Compose** - Click "Compose" to create a new message.



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## ABOUT OLDER INDIANS LMS

The Older Indians LMS is for Title VI Directors to access online courses, complete mandatory and online trainings, view training history, certifications, curricula, and more.

You can access this platform at: <https://olderindians.inquisqlms.com/>

If you have technical problems or need assistance, please contact us at [Laura.Stevenson@teyacompany.com](mailto:Laura.Stevenson@teyacompany.com)

## BROWSER AND TECHNICAL RECOMMENDATIONS

- We strongly recommend using Google Chrome as your browser for the best experience.
- A Wi-Fi internet connection can be used, however, hard wired connection would be better.
- Please only have necessary browser windows or tabs open. For example, having 5 or more browser windows or tabs open at a time may slow down your internet connection.