

How-to-Guide: LMS Course Enrollment, Navigation, & Account Creation

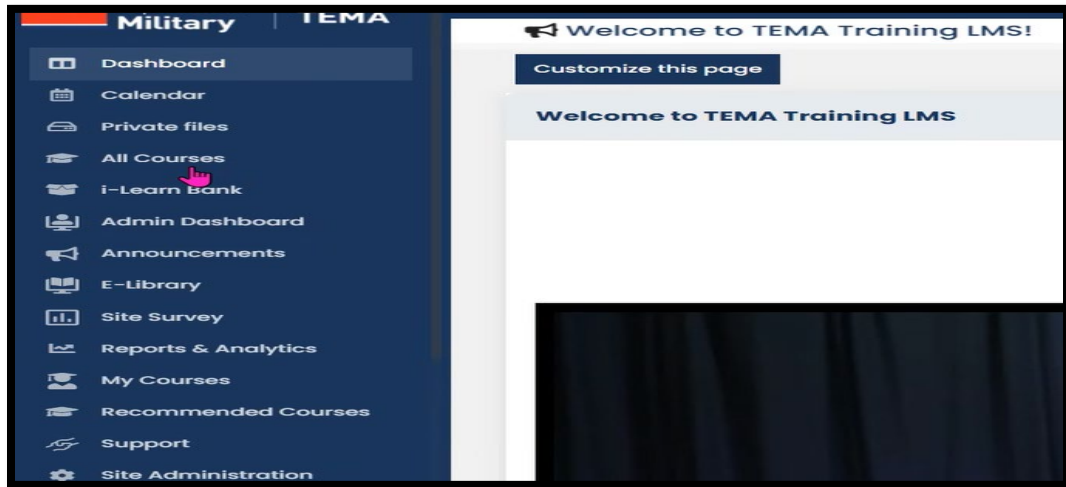
Note: Before enrolling in a course, students must email a copy of their required prerequisites to the course POC and wait for approval. The POC will notify you when you can enroll in the course.

Table of Contents

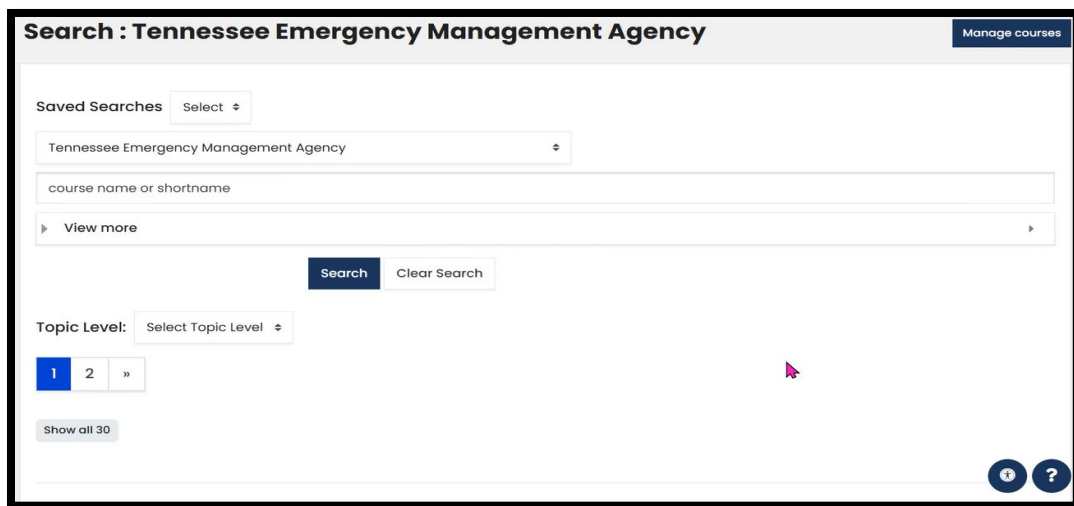
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Course Enrollment:

1. From the main dashboard, select “All Courses” from the navigation menu on the left of your screen.



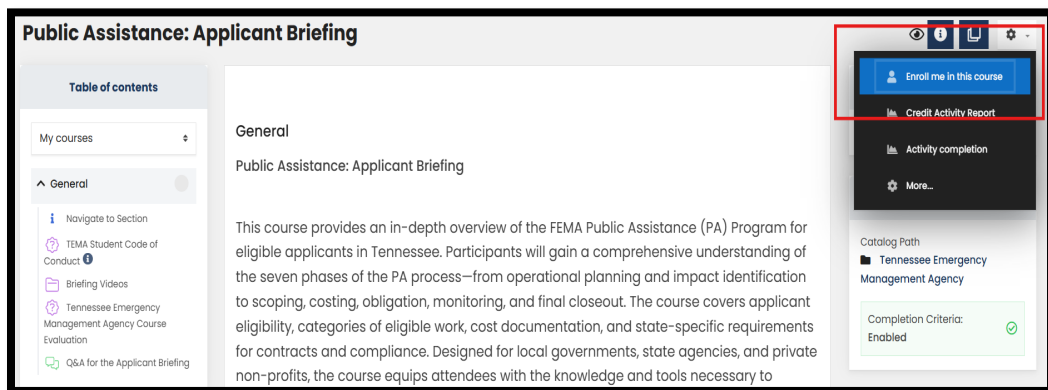
2. You will navigate to the following page. Scroll down until you find the course you are looking for.



- You will then click on “View Course”.



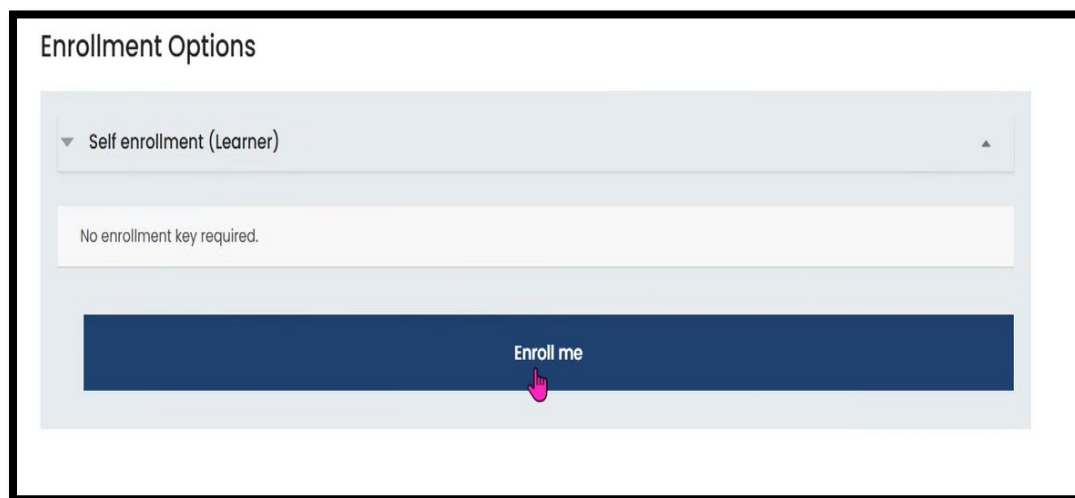
- You will then navigate the course landing page. Click on the gear icon in the top right corner and select “Enroll me in the course”.



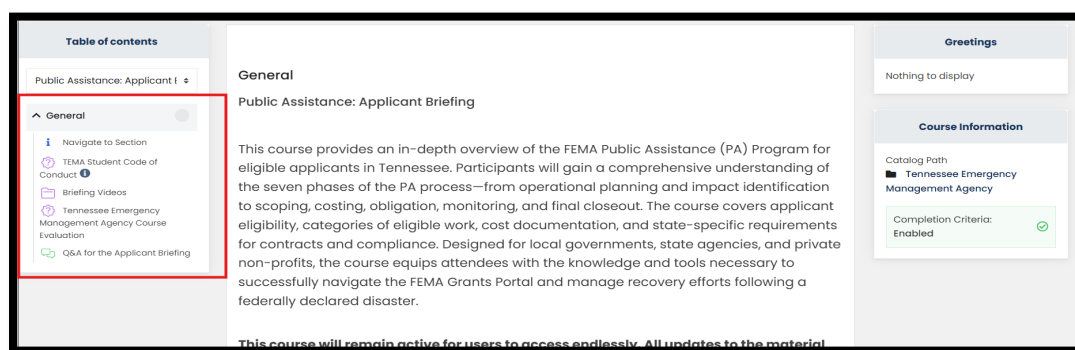
- Next, you will navigate to the following page. Do not select the “Enroll Me” icon shown below. Instead, scroll down to the bottom of the page.



6. You will need to click on this “Enroll me” option.



7. Once selected, you are enrolled in the course. You may be kicked back to the main dashboard. If this happens, navigate to the all courses tab and re-enter the course.



Course Navigation:

1. Once you are back in the course, utilize the “Table of Contents” tab on the left to navigate the course. Start by selecting “TEMA Student Code of Conduct”.
2. Click on “Answer the questions” and follow the prompts to complete the form. You will only need to complete this once for this course.

TEMA Student Code of Conduct

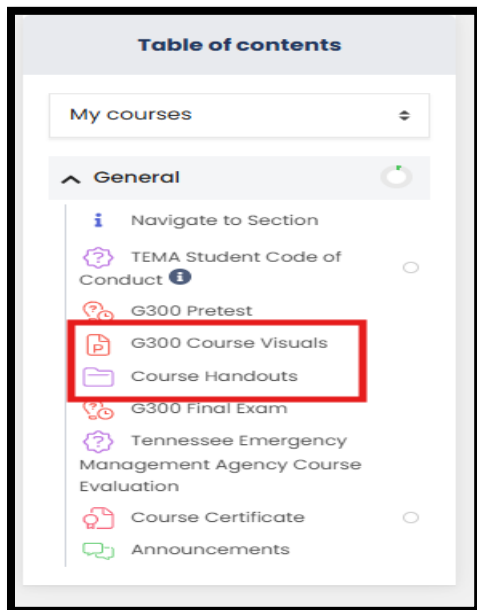
Please click the link below to read and acknowledge TEMA's *Student Code of Conduct*. **By participating in the Tennessee Emergency Management Agency training courses, students agree to adhere to this Code of Conduct. Maintaining high standards of behavior and professionalism is essential for creating a productive and respectful learning environment.**

This must be acknowledged before proceeding to upload prerequisites for in person training enrollment. Please click below to access the document:

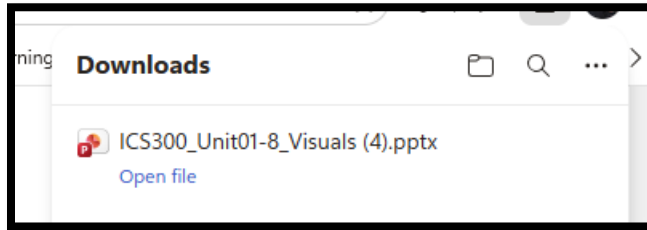
TEMA Student Code of Conduct

Answer the questions...

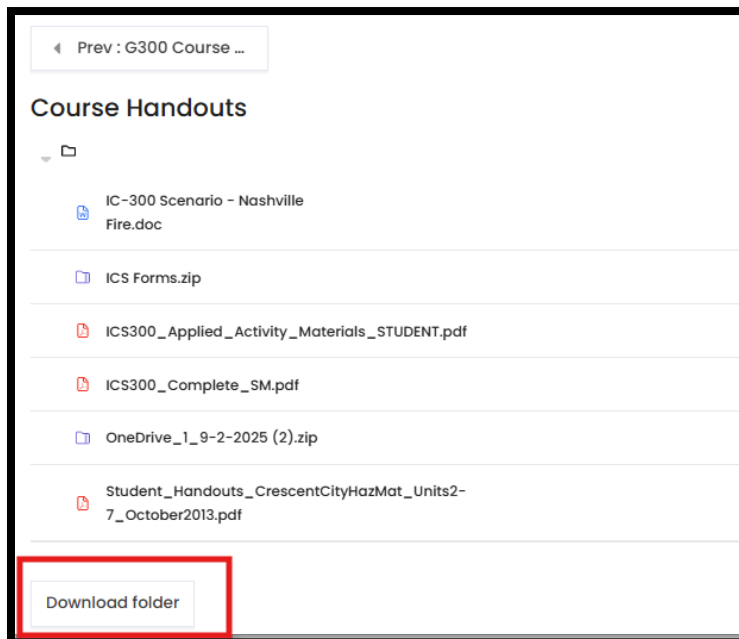
3. Once complete, you can navigate to the next activity. Please note that certain activities will be restricted until the appropriate time during the course. If you cannot access something during the course, please let your instructor know.
4. To view the course student manual, videos, or handouts, select the “Course Visuals” or “Course Handouts” tab on the navigation bar.



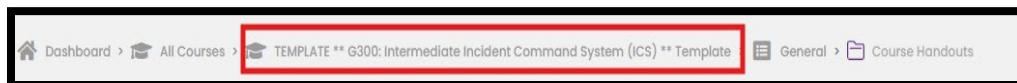
- The “Course Visuals” will download directly to your device. You click on “Open File” to view the material.



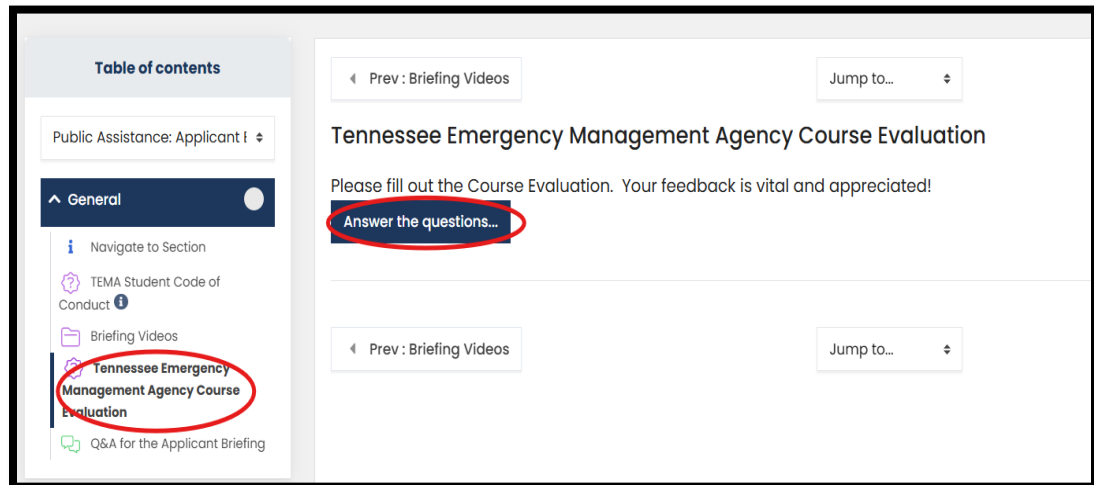
- Clicking on “course handouts” will navigate you to the next page. Click the file you want to view, and it will download to your device the same way Course Visuals did. To download all the files at once, click on the “Download folder” button shown.



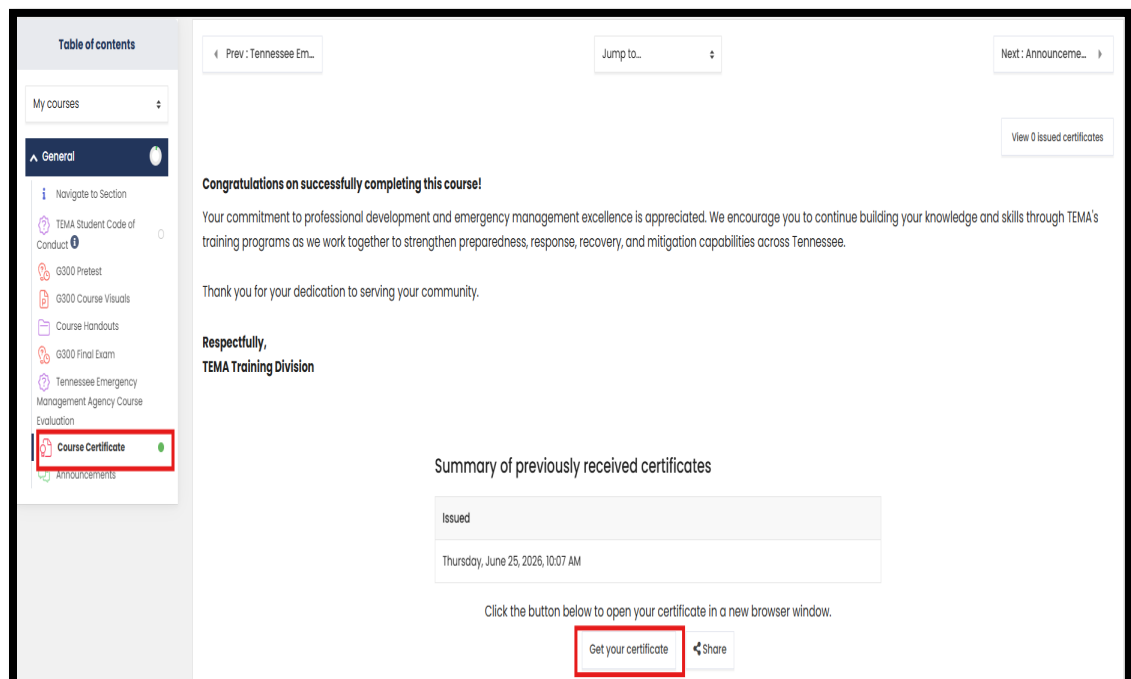
- To return to the course main page, click on the course name using the top navigation bar.



- Once you have completed the course, you will need to complete the course evaluation before receiving your certificate. Navigate to the “Course Evaluation” tab. Click on “Answer the questions” and follow the prompts to complete the survey. This is how we improve our material, so please provide constructive, high-quality feedback.

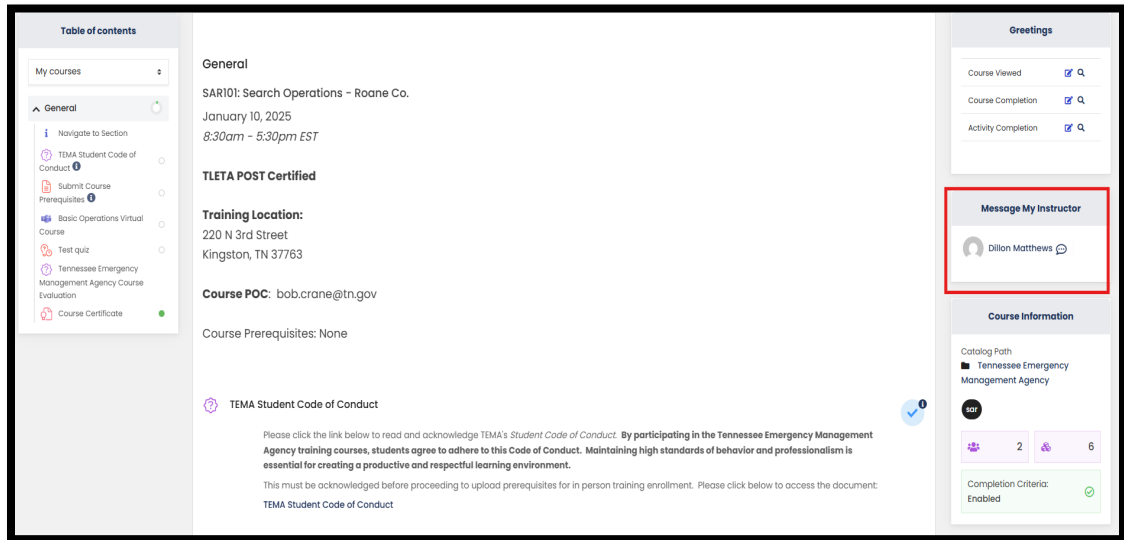


- Once your course is complete, you have passed all required tests and completed the course evaluation, you will gain access to the course certificate, which will mark your course as complete. Using the Course Navigation bar on the left, click on “Course Certificate”. This will direct you to the certificate page, where you will select “Get your certificate”. Your certificate will be downloaded for you to save to your device. Please note: It may take a few minutes for your certificate to populate. If you run into any issues, please let your instructor know so we can resolve the matter.



Message Your Instructor:

1. If you need to contact your instructor before, during, or after the course, navigate to the course you are enrolled in and locate the “Message My Instructor” tab on the right of your screen.

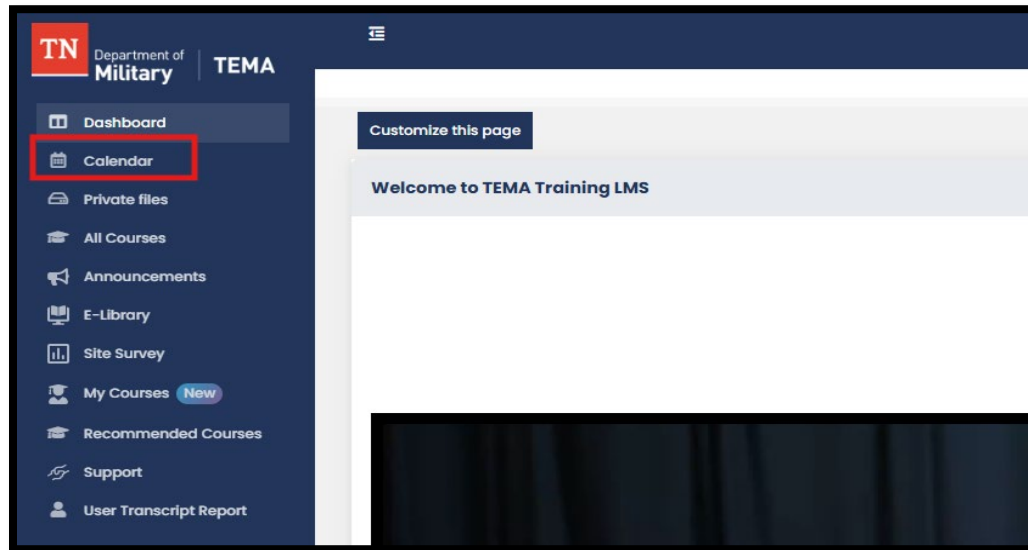


2. You will be directed to the following page. Type your message in the “Message text” box and click “Send”. This will email your instructor and notify them of any issues.

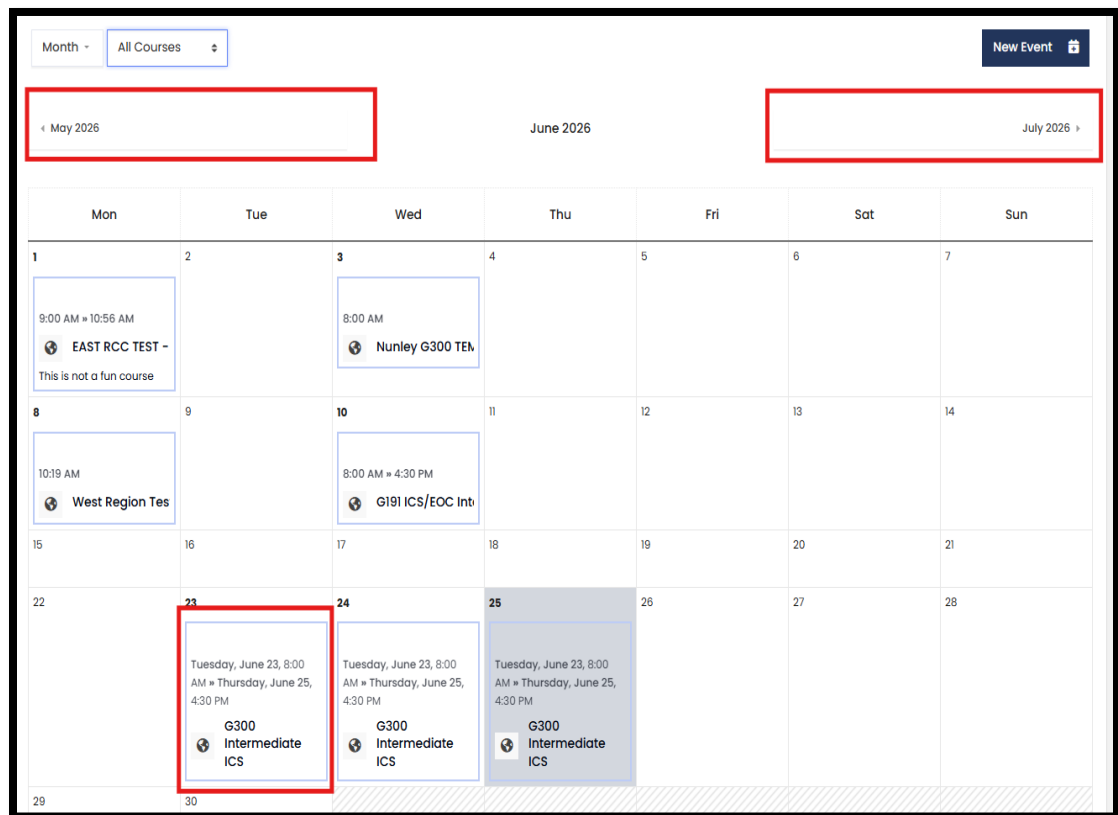
The screenshot shows a message form titled 'Enter your message for Dillon Matthews'. It features a text input field labeled 'Message text' with a red asterisk indicating it is required. Below the input field is a blue 'Send' button, which is highlighted with a red box.

Accessing the Training Calendar:

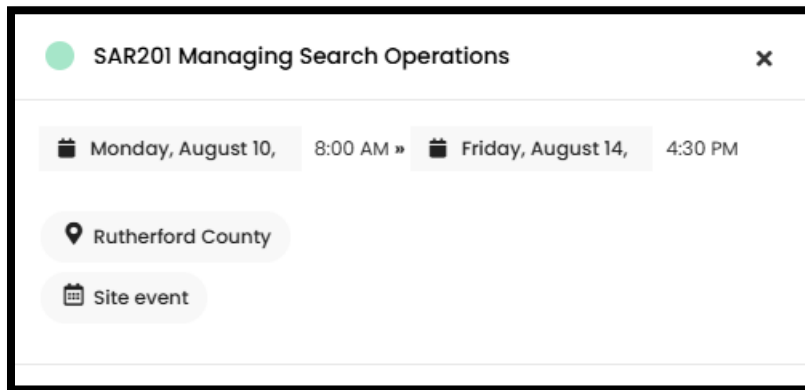
1. From the LMS Dashboard, click on the “Calendar” tab on the left of your screen.



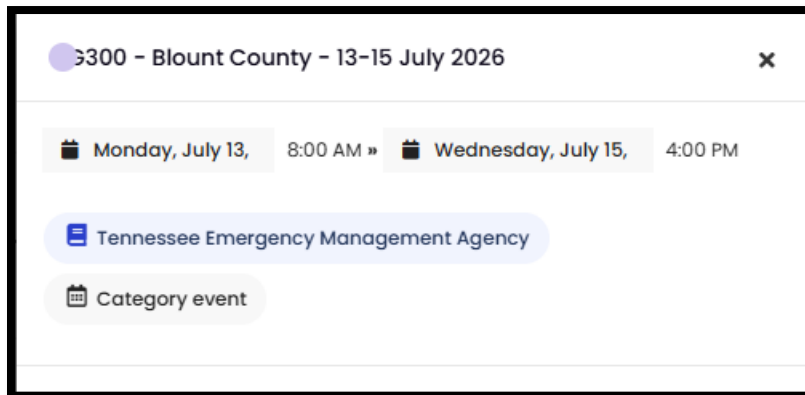
2. You will then be redirected to the calendar page. From here, you can use the directional arrows at the top to move from month to month. Once you find the course you are looking for, double-click it.



3. The course calendar page will pop up and show you the basic logistical information for the course.



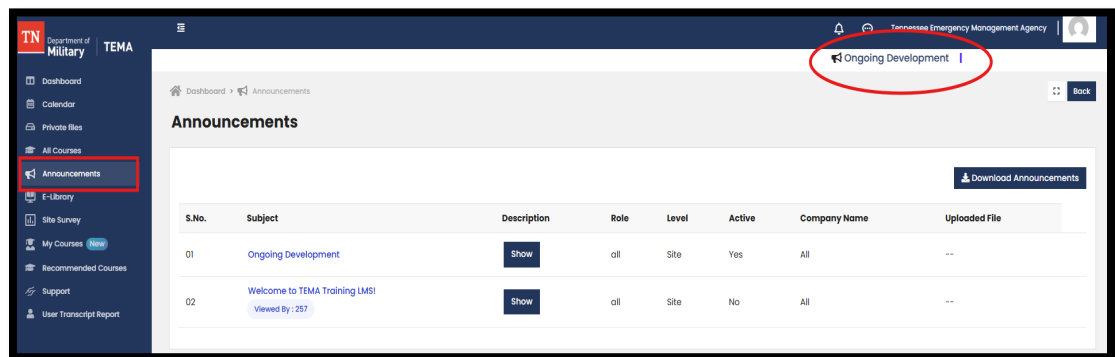
4. If the course has a "Book Icon" as shown below, that means the course has been created in the LMS, and you can message the course POC to begin the registration process.



Please note: Check the course calendar periodically, as courses are added regularly. If you do not find what you are looking for, please get in touch with your TEMA Regional office or TEMA Training, as appropriate.

View Announcements:

1. There will be announcements that are pushed out for the LMS system. These include course announcements, quality-of-life fixes, updates, etc. When you log in after an announcement is made, you may see a pop-up banner displaying the message. They will also appear as floating banners at the top of the dashboards, as shown. You can click on the banner to read the message or click on the “Announcements” tab to view all announcements.

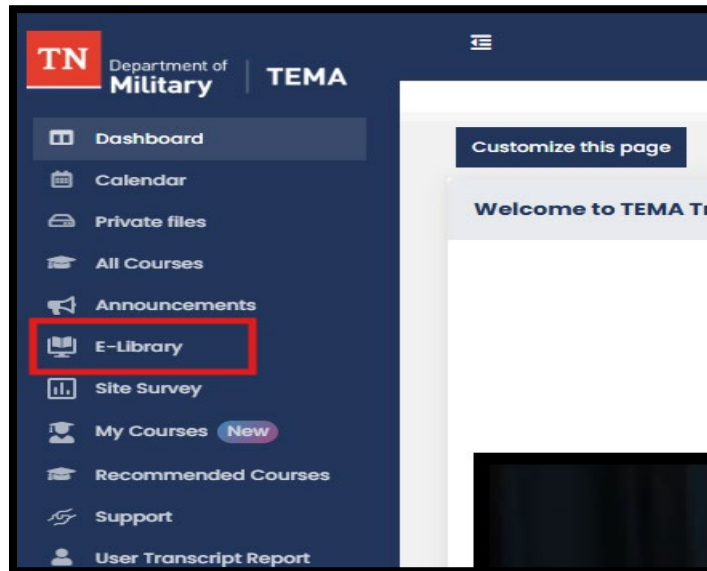


2. From here, you can click the “Show button next to each announcement to read the message.

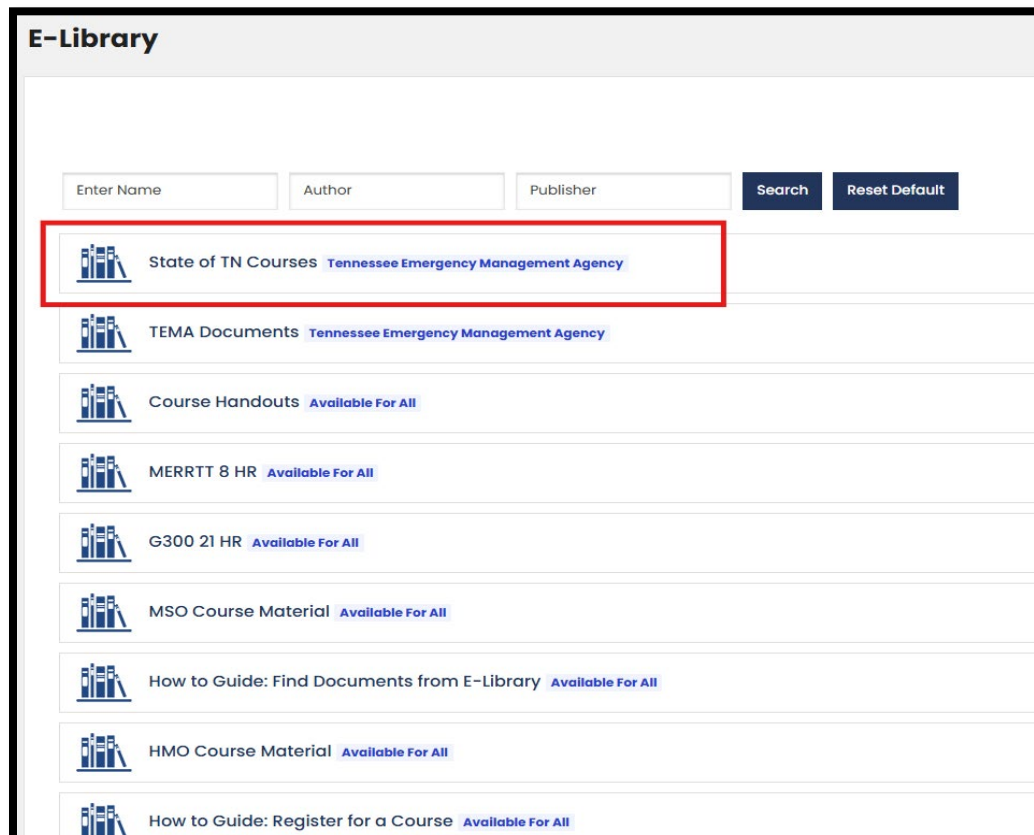
S.No.	Subject	Description	Role	Level	Active	Company Name
01	Ongoing Development	Show	all	Site	Yes	All
02	Welcome to TEMA Training LMS! Viewed By : 257	Show	all	Site	No	All

Navigating the E-Library:

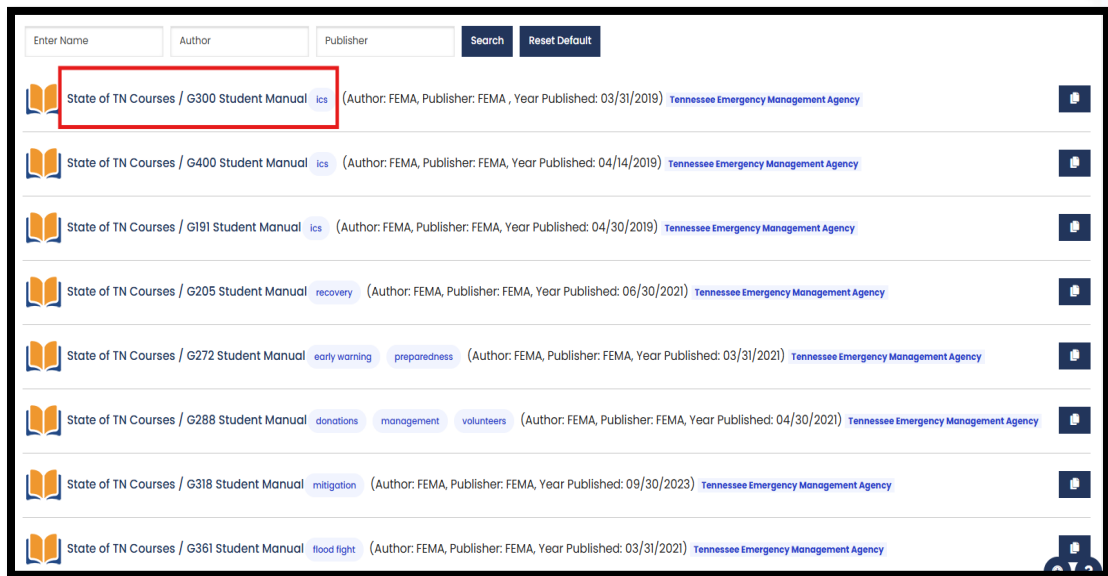
1. From the dashboard, select the “E-Library” tab on the navigation bar.



2. From here, you can scroll and look at the available material. Most of the student manuals are located in the “State of TN Courses” folder shown below.



- Click on the folder you want to access the next material page. You will be taken to the next page. Once you find the manual you are looking for, click on the title as shown below.



- Once selected, you will be directed to the URL for the PDF version of the student manual. From here, you can download the manual and save it for future access.



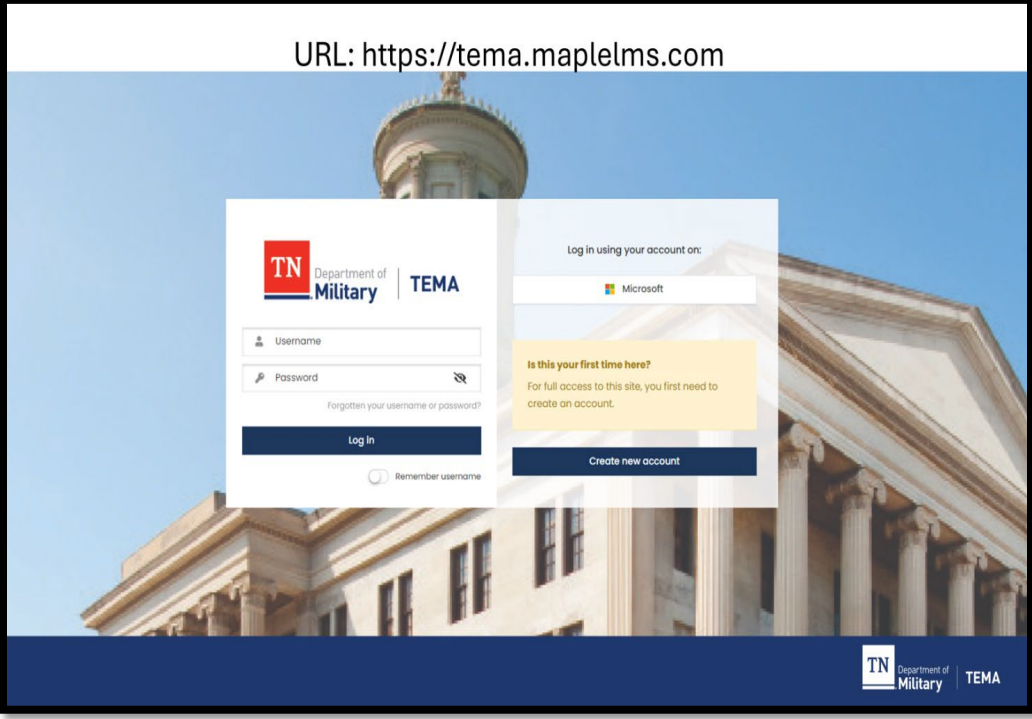
Please note: We are regularly adding new documents and manuals. If you do not find the manual you need, please get in touch with TEMA Training so we can add it for you.

Account Creation:

Please utilize the following URL to access the LMS. URL: <https://tema.maplelms.com>

1. Click “Create new Account” in the middle right of the screen.

URL: <https://tema.maplelms.com>



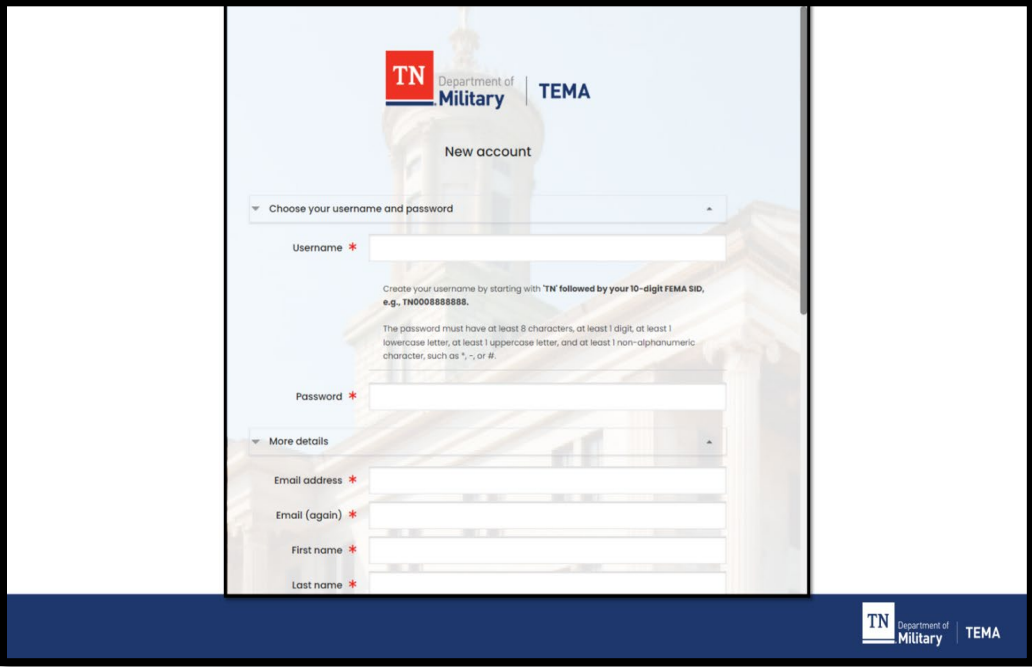
Log in using your account on:

Microsoft

Is this your first time here?
For full access to this site, you first need to create an account.

Create new account

2. Follow the instructions on the screen and fill out your user account information.



New account

Choose your username and password

Username *

Create your username by starting with 'TN' followed by your 10-digit FEMA SID, e.g., TN000888888.

The password must have at least 8 characters, at least 1 digit, at least 1 lowercase letter, at least 1 uppercase letter, and at least 1 non-alphanumeric character, such as *, ~, or #.

Password *

More details

Email address *

Email (again) *

First name *

Last name *

For “Emergency Service Coordinators” Only: *Click the drop-down arrow and fill out your ESC information.*

3. Once you verify your information, click “Create my new account.”

The screenshot shows a registration form for Emergency Service Coordinators. The form includes the following fields:

- City/town: Text input field.
- State: Drop-down menu with a red asterisk indicating it is required.
- Zip: Text input field with a red asterisk indicating it is required.
- County: Drop-down menu with a red asterisk indicating it is required.
- Country: Drop-down menu with "United States" selected.
- Additional Information: Expandable section containing:
 - Title/Position: Text input field with a red asterisk indicating it is required.
 - Please Select Your Field: Drop-down menu with a red asterisk indicating it is required.
 - Section/Bureau: Text input field with a red asterisk indicating it is required.
 - FEMA SID: Text input field with a red asterisk indicating it is required.
- Emergency Service Coordinators: Expandable section.

At the bottom of the form are two buttons: "Create my new account" and "Cancel". A red error message at the bottom states: "There are required fields in this form marked *". The footer includes the TN Department of Military and TEMA logos.

4. You will then be redirected to the following page. Click “Continue.” An email will be sent to the address you selected for your account. You should receive this email within an hour. Please check your spam/junk folder.

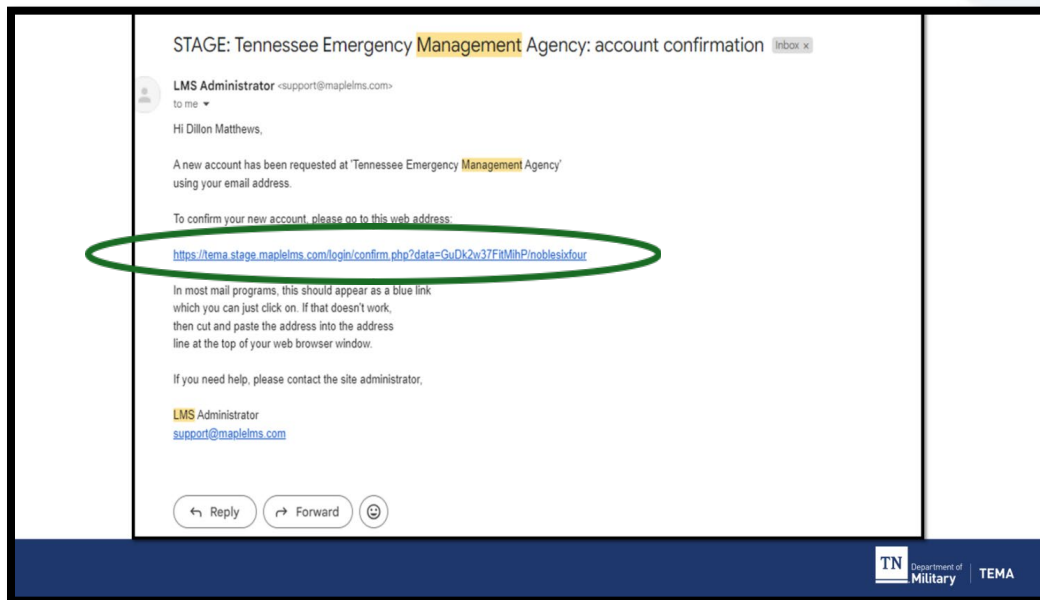
The screenshot shows the "Confirm your account" page. The header includes the TN Department of Military and TEMA logos, a "Log in" button, and a "Back" button. The main content area is titled "Tennessee Emergency Management Agency" and contains the following text:

An email should have been sent to your address at mwalberg420@gmail.com. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator.

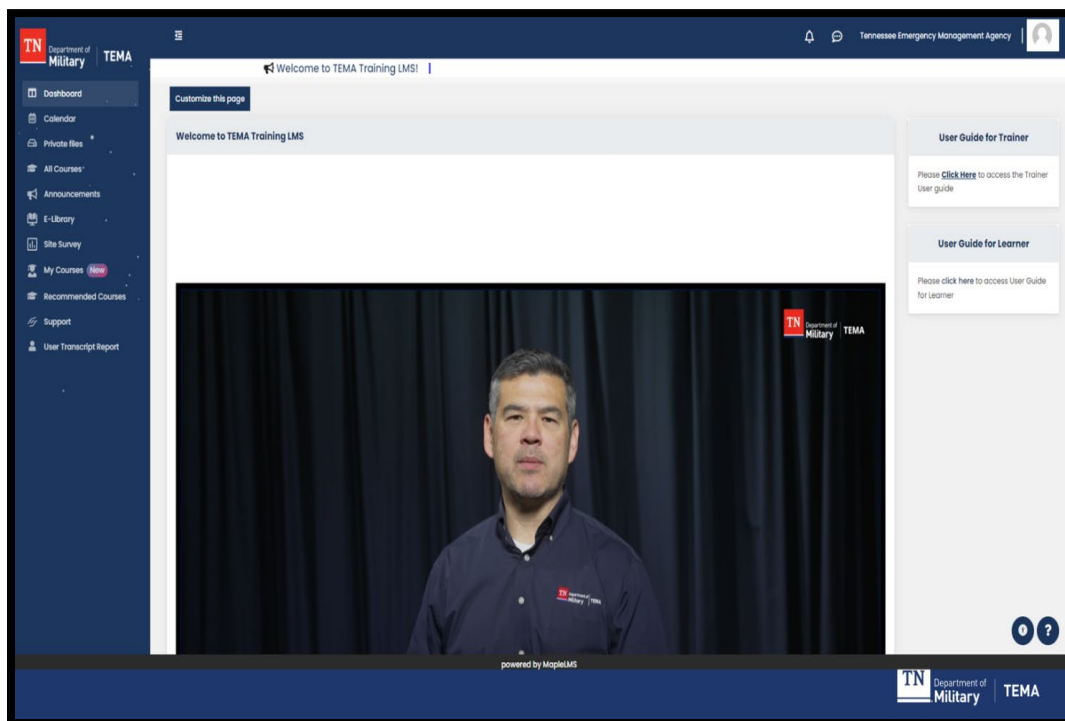
A "Continue" button is located at the bottom of the text block. The footer includes the TN Department of Military and TEMA logos.

Please note: If you do not receive this email, please get in touch with TEMA.Training@tn.gov.

5. Access the email and follow the hyperlink to access your new LMS account.

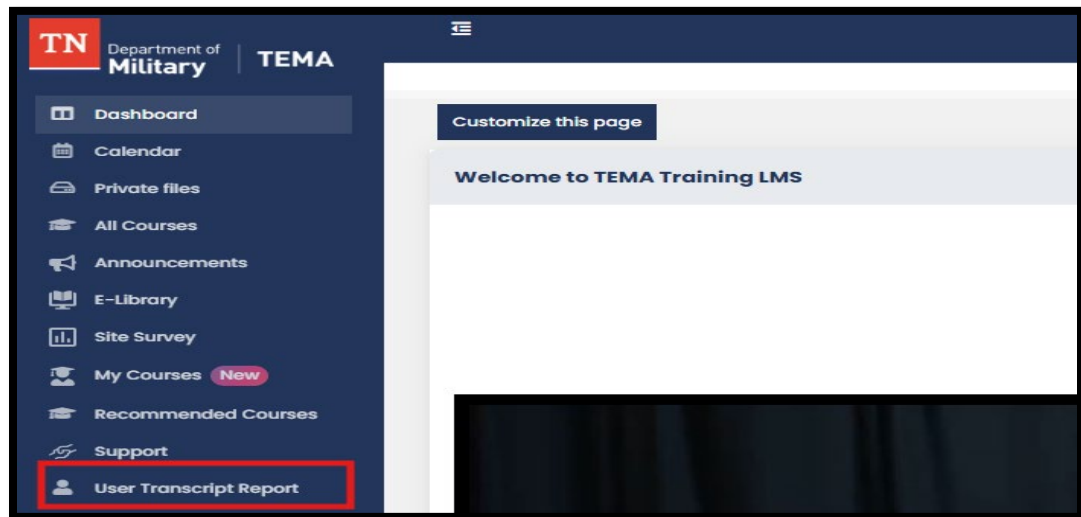


6. You will then be redirected to the LMS dashboard, and your account will be created.

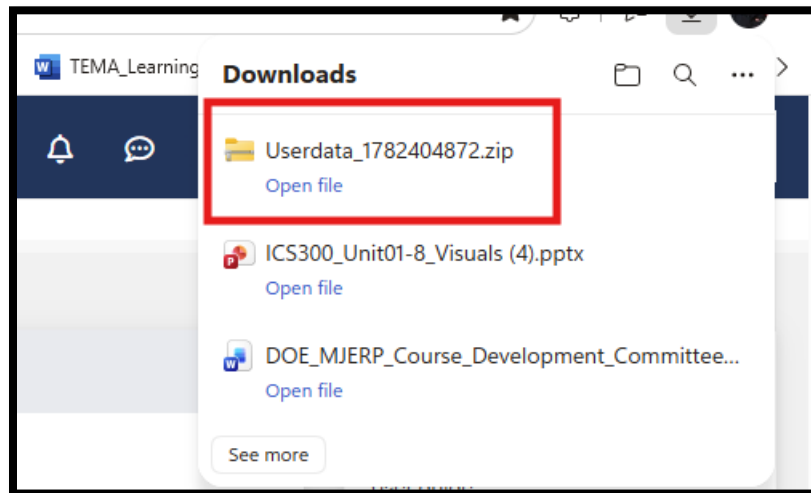


Obtaining Your User Transcript:

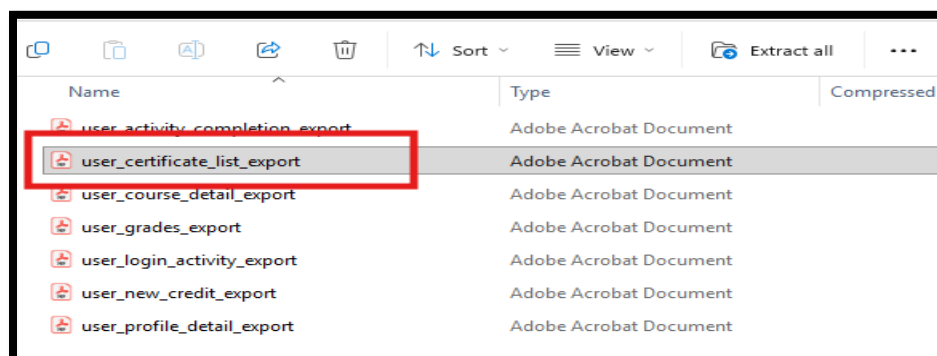
1. From the LMS Dashboard, click on the “User Transcript Report on the main navigation bar.



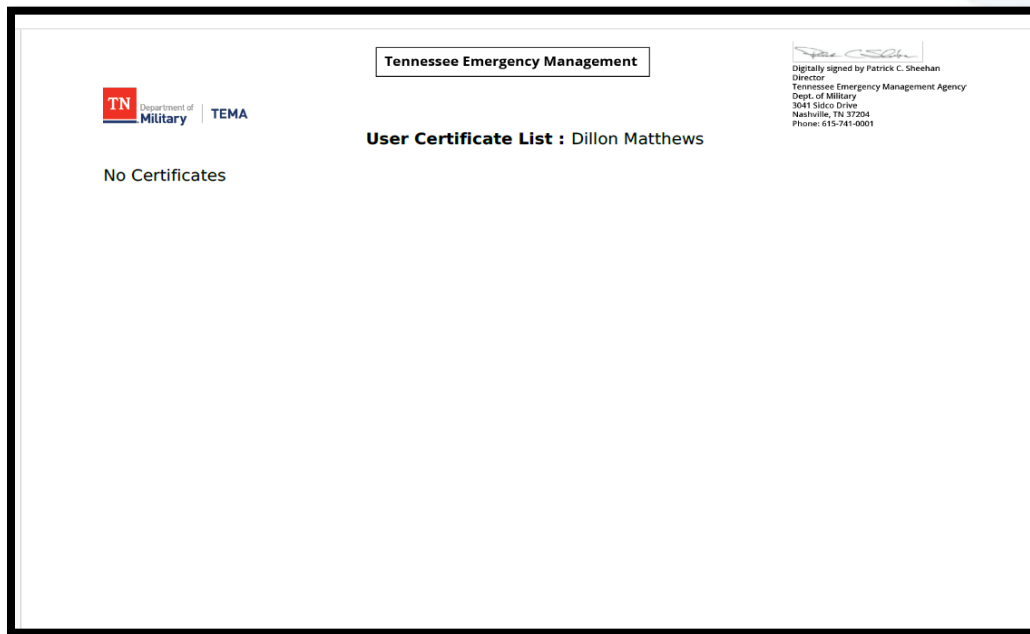
2. Your LMS Record will be downloaded to your device. Access it by clicking “Open File”.



3. Select the “user_certificate_list_export”.



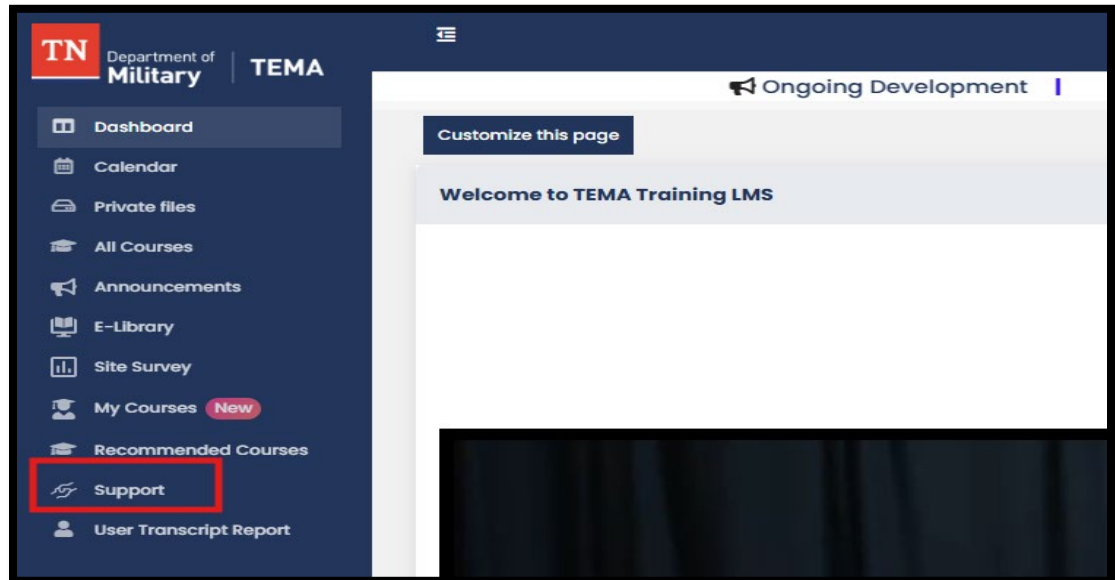
4. This will direct you to the PDF version of your TEMA LMS Transcript.



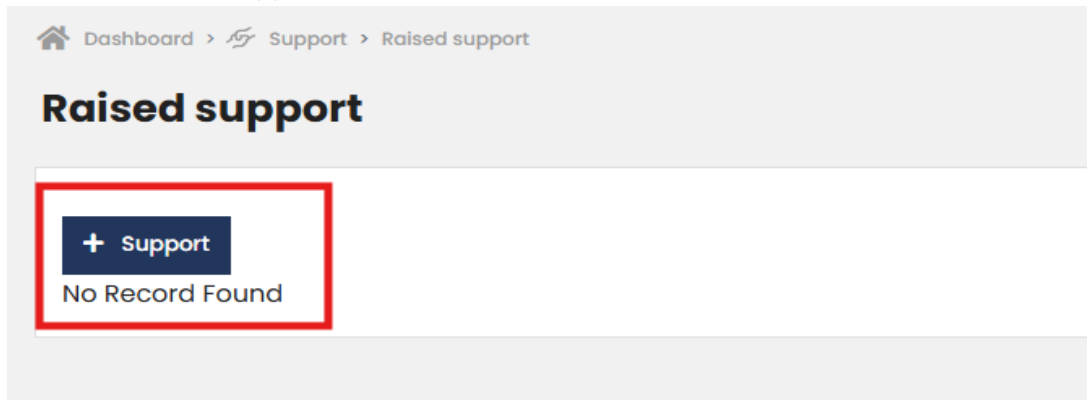
Please note: It is up to the individual students to maintain copies of their LMS records. TEMA will not maintain copies of old training records.

Requesting Support:

1. To submit a help desk ticket, select the "support" tab on the main navigation bar on the dashboard.



2. Click on the blue support button.



3. You will be directed to the support ticket page. From there, fill out the information requested. There is an option to post anonymously; however, if the issue is related to content access or a course, we will need your profile info to resolve it. You can then upload a screenshot of the issue using the drag-and-drop box shown below.

Support

☐ Raised support

Subject *

Description *

☐ Is anonymous

Maximum file size: 4GB, maximum number of files: 100

Upload File

powered by MapletIMS

4. If the help request pertains to a specific course. Use the “course” drop-down menu to find the specific course. Once finished, click submit. The TEMA Training Administrators will be notified of the issue and will work to resolve the matter.

Accepted file types:

All file types

If your support is regarding the course, then please select the course or you can also put the link in the support section

Company Tennessee Emergency Management Agency

Select Course

Course

Search

No selection

Tags

Enter tags...

here are required fields in this form marked *

Please note: TEMA Training may reach out to you to obtain additional information regarding the issue. If needed, we will send your profile information to the Maple LMS vendor to resolve the issue. This can take 24-48 hours.