

Summer CAMP



Before you start even one activity, make the following online courses part of your counselor training:

- Child Sexual Abuse Prevention at Camp
- Bullying Prevention at Camp
- Playground Safety for Camp Counselors
- Trip and Transportation Safety
- Aquatic Safety for Counselors
- The Professional Lifeguard – Pools

Visit The MEL Safety Institute

How to Access MEL Safety Institute's Online Training Courses

1. Click the following link for the MEL Safety Institutes Learning Management System: www.firstnetcampus.com/melijif
2. If you have previously taken MSI classes, enter your username and password. If you are new, click 'New User Registration.' Complete the fields and you will receive an email with your username and password.
3. Click on the On-Line Training Courses, at bottom right.
4. Click the course you would like to complete.
5. Click 'Enroll'.
6. Click the 'My Training' tab on the top blue tool bar.
7. Click the program name to launch the course.
8. Upon completion of the course and questions navigate to the 'Student Center' tab to print your Certificate of Completion. Transcripts are automatically updated in the MEL Safety Institute's Learning Management System.

Questions? Contact the MSI Help Line (866) 661-5120. The MEL Safety Institute can also be accessed anytime by going to www.njmel.org.



MSI – Online Group Training - Sign in Sheet

NOTE NEW PROCEDURE: This sign in sheet is for your records. Group Online Training will now be recorded by your MSI Training Admin(s). See attached for quick step by step instructions.

Title of MSI Online Course: _____

Municipality/Authority/BOE: _____ Date and Time of Online Training: _____

Supervisor Administering Online Group Training: _____ (Sign below at completion of training.)

	<u>First Name</u>				** please print clearly **				<u>Last Name</u>				<u>Signature</u>				
	J	O	H	N						D	O	E					John Doe
1																	
2																	
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I attest the above listed students attended the entire course and were given the opportunity to ask questions of the material. Supervisor / Training Administrator Signature: _____ Phone #: _____ Email Address: _____	Page _____ of _____
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How to Record MSI Group Online Training and Print Group Certificates

Note: Certificates of Completion are optional – Proof of course completion is within each user’s transcript once learning event is recorded.

Log into the MEL Safety Institutes Learning Management System:

www.firstnetcampus.com/meljif

Record completed online training in employees’ transcripts:

1. At the top blue tool bar select the ‘Administration’ menu/ ‘Learning Event Admin’
2. Select ‘Record External Learning Event’
3. Select Town/Department folder of employees you want to record
4. The ‘Record Learning Event’ screen will open:

5. First drop down menu – select ‘Core Courses Only’
6. Second drop down menu - select ‘Filter by Event Type’
7. Third drop down menu – MSI online courses are listed-choose online course title that was completed by your employees
8. Completion status radio button defaults to ‘Completed’
9. Grade doesn’t apply – leave blank
10. Status date defaults to current date- Change to date course was completed
11. Set Due Date –Course will reappear in students record as due the date you select – Not required, leave blank
12. Vendor – leave blank
13. Employee names appear in list on right side. Click and hold down control key to select multiple employees.
 - a. Note- If employee names do not appear, add a new employee record for them using the ‘Admin Register User’ tool. Then return to Record External Learning Event tool to record the learning.
14. Click Submit – Online class completion is now recorded for each employee selected



Printing Group Certificates – Optional

1. On Administration menu select 'User Admin'
2. Select 'Print Group Certificates'
3. Select Town/Department folder of employees who need certificates printed
4. 'Print Group Certificates' screen opens:

5. Select a start and end date and top of screen then click 'Set Date'. This will narrow your course choices by date of the class.
6. Left box - select employee names to print. Hold down control key to select multiple employees.
7. Right box – select course name for certificate
8. Click 'Submit'
9. Certificate pages will open and can be printed.
10. Set your print settings to 'Landscape' before printing through your computers File menu/Page Setup. Adjust margin settings as needed, can be done on print preview screen.