



# APS Virtual Learning Community

A place to connect, communicate, and collaborate

## UI: Dashboard



## User Guide – Fall 2018

### Overview of the Dashboard

The Genius Dashboard is where you will access courses and manage your course records.

**Step 1:** Go to the Academy of Peer Services: <https://www.academyofpeerservices.org>.  
(<https://www.academyofpeerservices.org>)

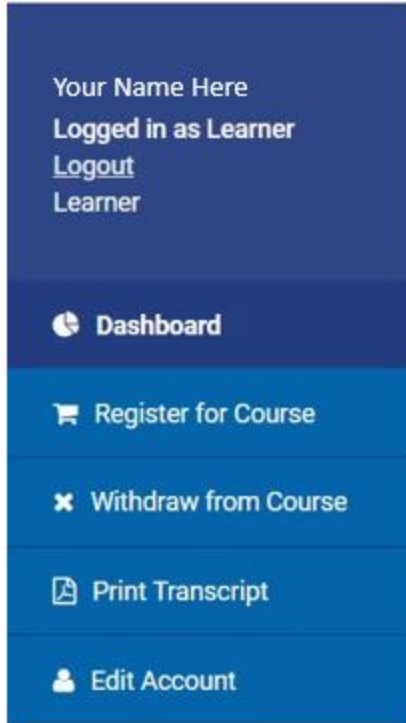
- If you are **not** already logged in, click **Log in** (upper right button) and follow the steps.



- If you **are** already logged in, click **Dashboard** (upper right button).

## Bb Dashboard

**Step 2:** Review the Navigation bar that appears on the left side of the screen.

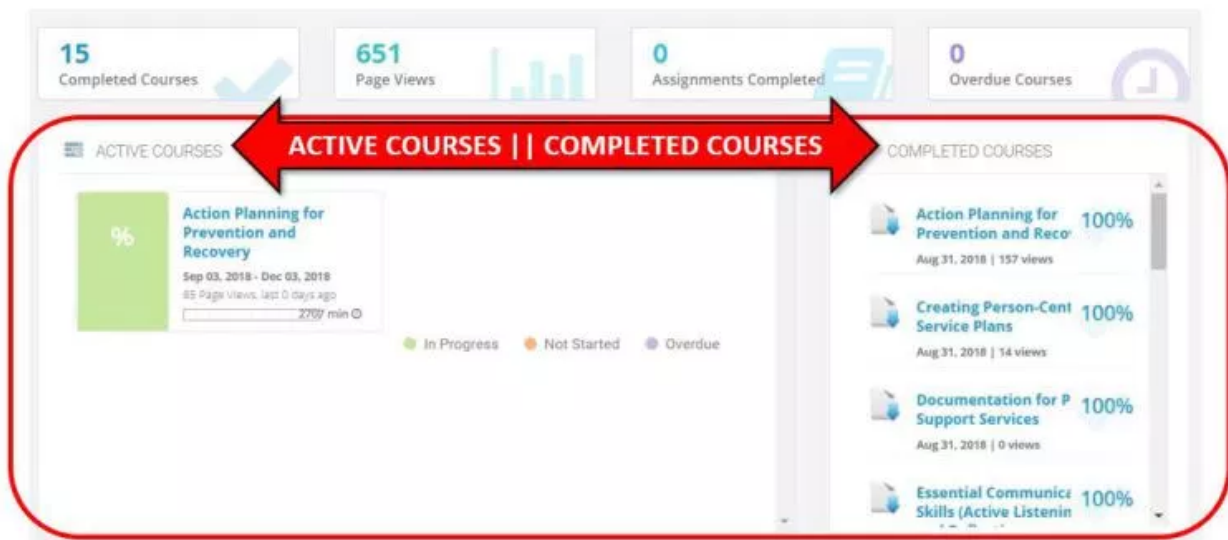


Your username and role (**Learner**) are in the top block. Use **Logout** to exit the Academy of Peer Services. The Navigation buttons below will give you access to the different features. You will click:

- **Dashboard** to view the status of courses you are taking.
- **Register for Course** to select courses to take.
- **Withdraw from Course** if you change your mind about taking a course you have registered to take.
- **Print Transcript** for a list of all of the courses you have completed (Core, Elective, and Supervision).
- **Edit Account** to change your password.

**Step 3:** With the **Dashboard** clicked, review the windows for Active Courses and Completed Courses.

- To start a course or take a test, you will click one of the **Active Courses**.
- To print the certificate for a course, you will click one of the **Completed Courses**.



If you have not registered for or completed any courses, these windows will be blank.

**Step 4:** In the middle section of the Dashboard, review the **Learning Path**.

The Learning Path is a blue block that appears below the Active and Completed Courses. It lists required (Core) courses and your progress for each course. Courses needed to complete the Learning Path appear in the Pending Courses window on the left side.

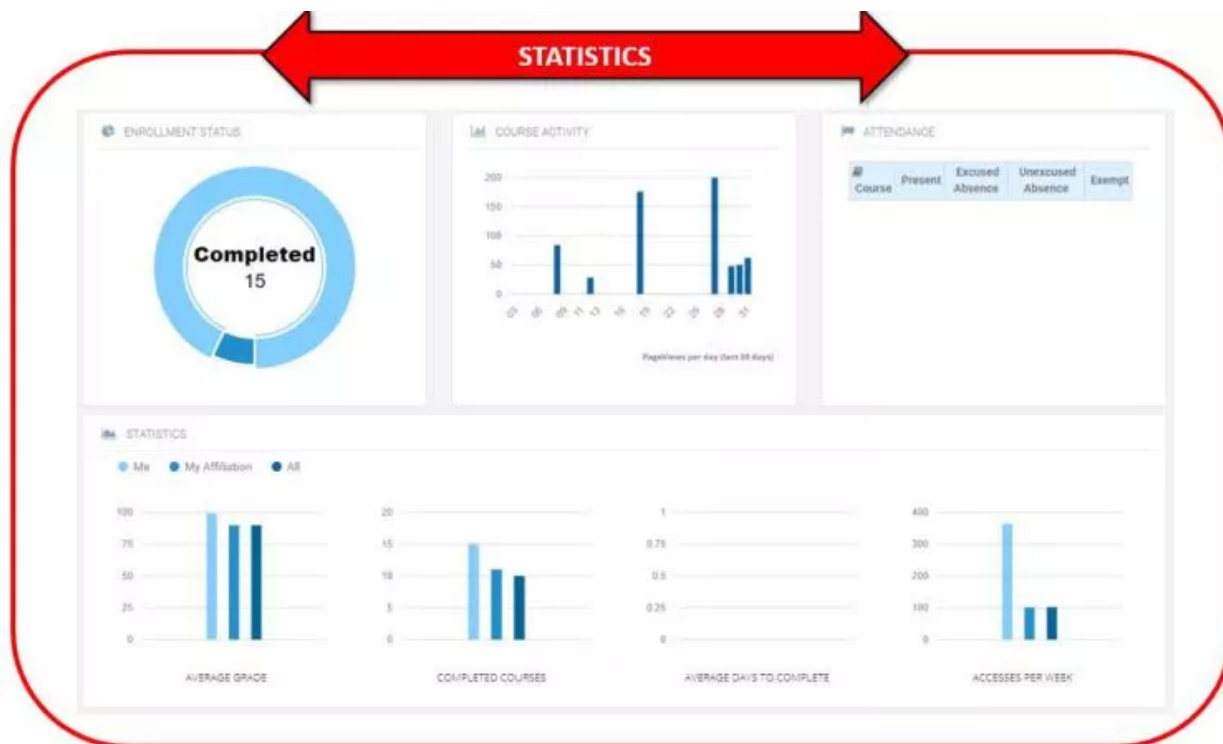
The screenshot displays two main sections: 'PENDING COURSES' on the left and 'LEARNING PATHS' on the right. A red double-headed arrow labeled 'LEARNING PATH' connects the two sections. The 'LEARNING PATHS' section contains a list of courses, each with a completion date of '08/31/2018'. A red arrow labeled 'MASTER CERTIFICATE' points to a 'Download' button at the bottom right of the list.

Course Title	Completion Date
Action Planning for Prevention and Recovery	Comp. on 08/31/2018
Creating Person-Centered Service Plans	Comp. on 08/31/2018
Documentation for Peer Support Services	Comp. on 08/31/2018
Essential Communication Skills (Active Listening and Reflective Responding)	Comp. on 08/31/2018
Human and Patient Rights in New York	Comp. on 08/31/2018
Introduction to Person-Centered Principles	Comp. on 08/31/2018
Olmstead: The Continued Mandate of De-Institutionalization	Comp. on 08/31/2018
Peer Delivered Service Models	Comp. on 08/31/2018
The Goal Is Recovery	Comp. on 08/31/2018
The Historical Roots of the Peer Movement	Comp. on 08/31/2018
The Importance of Advocacy	Comp. on 08/31/2018
Trauma-Informed Peer Support	Comp. on 08/31/2018
The Rehabilitation Act and the Americans with Disabilities Act (ADA)	Comp. on 08/31/2018

When all of the required courses have been successfully completed, a Download button appears so that you can print the Master Certificate.

You will submit the master certificate with your application to the New York Peer Specialist Certification Board when you apply for certification. Be sure to check the application process on their website for all of the required elements: <http://nypeerspecialist.org/> (<http://nypeerspecialist.org/>).

**Step 4:** In the bottom section of the Dashboard, review the Status and Statistics information. Several charts report on your completion status, activity level, average time it took to complete courses and more.



Next you will learn how to register for courses.

<< Return to Main Guide (<https://wp.me/P7HoLH-sv>) >>

Need help? Send email to: [academyofpeerservicesnyomh@gmail.com](mailto:academyofpeerservicesnyomh@gmail.com)  
 (<mailto:academyofpeerservicesnyomh@gmail.com>).

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