



SUPREME COURT OF NEVADA DISTANCE EDUCATION

DISTANCE EDUCATION USERS REFERENCE GUIDE

I. DISTANCE EDUCATION PROGRAM HOME WEBSITE (DEP)

You can access the DEP home website at <http://dep.nvcourtsdistanceed.com/>. No password is required to access the website itself; however, a user's account and password is required to register and/or take online courses. Below is information to assist in navigation to course and jurisdiction specific course information.

The top menu has six categories: Select your group under the category then click on the title course information.

- **Web Courses:** Upcoming live online Webinars sponsored by the Supreme Court of Nevada.
- **Webcasts:** Resource videos, including those produced from live online webinars.
- **Self-Study Courses:** Resource materials, some produced from state-wide conferences and seminars.
- **Archived Courses:** Past courses that have been archived.
- **Resources:** Resource videos, books and links to organizations offering online continuing judicial education.
- **News:** The most current webinars and webcasts are listed here.

The Web Courses, Webcasts and Self-Study Courses categories each have a drop down menu: District Court, Family Court, Justice Court, Municipal Court, Senior Judges, and General Court-Related Training.

The left-side menu has three main categories: Judges Training, Court Staff Training, and General Court-Related Training. These are jurisdiction-specific menus. General Court-Related training includes specialty programs such as Court Improvement, Court Interpreter and Settlement Program.

II. DISTANCE EDUCATION PROGRAM LEARNING PORTAL WEBSITE (DELP)

The Learning Portal, or DELP, is available through the Moodle online learning management system. You can access DELP at <http://nvcourtsdistanceed.com/> or through DEP when viewing course information. A user's account and password is required to take online courses.

Users Account

To request a new account from the Home page follow the directions given at the top of the page for new users. You will then receive an email box to send the Distance Education Program email your information to create this account. Please provide: your full name, company, title, department, work address and work phone number. You will receive an email back, within 24 business hours, with your login information. Once logged in you can update your account information (department, title, password, etc.) by going to *My profile settings* under your name at the top right - side of the page.

My Courses

This is a list of pre-enrolled online courses available to you. Please select the course from your specific category.

Participating in a Course

Once you have signed into your account, select the course you want to take (or continue) using either the My Courses drop down menu or selecting your category from the list on the Home Page. The course content will vary from course to course; however, it will usually have an Overview, Video Presentation, Course Materials, and Forms which include an Evaluation, Certificate of Completion and Certificate of Attendance. **Note: in order to have access to the Certificate of Attendance and Completion you have to view the video in its entirety and in some cases review Course Materials.**