



## SUPREME COURT OF NEVADA DISTANCE EDUCATION

### DISTANCE EDUCATION USERS GUIDE

#### JUDICIAL BRANCH AUDIT ON-LINE TRAININGS

There are several ways to access the Judicial Branch Audit (JBA) on-line trainings. The [JBA](#) and [Judicial Education Program](#) websites have a direct link to the Court's [Distance Education Program](#) (DEP) home page. There, users can read about the course, including how to enroll. The actual course is housed on the [Distance Education Learning Portal](#) (DELP) website.

DELP is password protected so users will need an account prior to enrolling in courses. The Audit Unit is your primary point of contact for user accounts and course enrollment. They can be contacted at [Auditor@nvcourts.nv.gov](mailto:Auditor@nvcourts.nv.gov) or 702.486.9330/702.486.9331. If they are not available, contact Leyco Rivas at [lrivas@nvcourts.nv.gov/775.687.9858](mailto:lrivas@nvcourts.nv.gov/775.687.9858) or Evie Lancaster at [elancaster@nvcourts.nv.gov/775.687.9855](mailto:elancaster@nvcourts.nv.gov/775.687.9855).



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#### 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. The website is self-explanatory however; there are two notes to assist in navigation to course and jurisdiction specific course information.

The top menu has four main categories: Web Courses, Webcasts, Self-Study Courses, and Resources.

- Web Courses: Here you will find a listing of upcoming live online Webinars sponsored by the Supreme Court of Nevada. Click on the title for more course information.
- Webcasts: Here you will find a variety of resource videos, including those produced from live online webinars. Click on the title for more course information.
- Self-Study Courses: Here you will find a variety of resource materials, many of which have been produced from state-wide conferences and seminars. Click on the title for more course information.
- Resources: Here you will find a variety of resource videos and books and links to organizations now offering online continuing judicial education courses.

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.

#### 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. Unlike DEP, a user's account and password is required to take online courses.

##### Users Account

Your account user name is your work email (lower case). You will be required to set your password the first time you log in (click on [lost password?](#) to generate a password if you have not previously logged on or do not recall it). Once logged in you can update your account information (department, title, etc.) by going to *My profile settings* under the "Administration" block on the left-side page. This is where you can also change your password.

The home page of the website is self-explanatory; however, there are two notes to assist in navigation to course and jurisdiction specific courses. The top menu tab "My Courses" is a shortcut menu to all courses that you are currently enrolled in. The "Course Categories" menu on the left-side is a shortcut to courses for "Court Staff", "Judges", "Supreme Court Staff", "General Court-Related Stakeholders", "Court Improvement Program Stakeholders". You can also scroll down the page to see the current news and courses offered.

##### My Courses

You have been pre-enrolled in current online courses applicable to you either as a judge, non-judicial officer [such as a Juvenile Master], court staff [such as court administrator, court clerk], Nevada Appellate Court employees, or certain



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court stakeholders [such as independent auditor, court interpreter, Court Improvement Program]. On occasion some courses may be available to certain users only. An example would be a judge's ethics course. In this case, court staff would not be able to enroll in or take the course. While judges are not pre-enrolled in court staff specific courses, they can access the course upon request. Other court stakeholders can only be enrolled in discipline specific courses.

#### **Participating in a Course**

Select the course you want to take (or continue) using the My Courses drop down menu. The left- and right-side menus are self-explanatory. Course content is in page center. The course content will vary from course to course; however, it may include these five sections:

- Section 1-Overview – The Overview includes the course learning objectives, faculty and continuing education information, if applicable. It will also provide information as to time estimated to complete the course.
- Section 2-Actual course content or video, such as in the case of an on-demand video – Completion of this section is required to receive education credit, if applicable.
- Section 3-Course Materials – Self-explanatory
- Section 4-Review – The Review, or quiz, generally consists of 4-10 questions and is required to receive education credit, if applicable.
- Section 4-Forms – The Forms includes the Certificate of Attendance (official verification of course completion such as for the CLE Board and Judicial Education), Certificate of Completion (certificate for your personal education records), and Evaluation.