

Distance Learning Tutorial

Getting Started Guide

Distance learning with RPSTC uses several different technologies. Each technology platform plays a different role and the training you wish to take may be delivered using one, two or all three of the platforms. These three platforms and their roles in providing you with training are outlined below.

Lumens:

We have an online learning management system called "Lumens" which is used by our Partnering/Affiliate agencies to enroll their employees in various training, whether classroom or virtual. If you work for an RPSTC Partnering/Affiliate agency and do not have a Lumens login, please contact your Training Coordinator or Supervisor. You may access Lumens by going to the Regional Public Safety Training Center home page at www.rpstc-reno.com.

Regional Public Safety Training Center
Reno, Nevada HOME | SCHEDULE | CONTACT
5190 Spectrum Boulevard Reno, NV 89512 - Phone: (775) 789-5500 - Fax: (775) 789-5501

The Regional Public Safety Training Center (RPSTC)
Serving The Public Safety Community Since 2002

RPSTC Administrative Complex - [See Aerial View of Facility](#)

Public Safety Training Programs Available for:
The Regional Public Safety Training Center is available for training 24-hours a day.

Academies In-Service Training Public Safety Courses Professional Development
Administrative Offices open between 8:00 a.m. - 5:00 p.m (PST). See [Maps](#) or [Directions](#).

The 120-acre and Ultra-Modern **Regional Public Safety Training Center** has won numerous awards across all industries. Our advancements to Public Safety Training includes such state-of-the-art facilities as [high-](#)

Figure 1

From this page, you select schedule/login. Login using your Lumens user name and password.



Figure 2

In Lumens, you can enroll in training, pay for fee based classes and view transcripts or training records for classes you have taken.

Some of the distance learning classes require enrollment through Lumens; while others do not. If you are unsure if the training you wish to take requires Lumens enrollment, please contact your Training Coordinator or view the course information on the courses page.

The next step depends upon which type of web-based learning you will be doing. If Lumens enrollment is not required for your training; you can access the online training through one of our two delivery platforms. We have two delivery methods. The first is Vbrick. Vbrick is a streaming and video on demand delivery system upon which various types of video content is viewed. Access to content is granted by the Vbrick administrator based upon class enrollment and agency demands. The other delivery method is Moodle, which is a web based learning platform. You can access these two platforms from our website www.rpstc-reno.com. Click on the Distance Learning link on the left side of the screen:

RPSTC Tour with Director, Mr. Greg Befort (2MB)

about RPSTC

props

courses

classrooms

partners

faq's

for information

schedule/login

Distance Learning Portal

RPSTC Administrative Complex

Public Safety Training Programs

The Regional Public Safety Training Center is

Academies In-Service Training

Administrative Offices open between 8:00 a.m. -

The 120-acre and Ultra-Modern has won numerous awards across the region. Public Safety Training includes [tech/modern tiered classrooms](#), [customizable burn tower training](#), [space labyrinths](#), [hazardous materials](#), [4WD](#) and [ATV operations courses](#) of training props and classroom

WASHOE COUNTY JOINT PARTNERSHIP

The Center is owned and managed by [Washoe County](#) in partnership with six local Public Safety Agencies and the Community College. Participating agencies include [Nevada State Police](#) and [Nevada State Sheriff's Office](#)

Figure 3

From this page you can select either Video Training (also known as "Vbrick")

RPSTC Video Training ("VBrick")



[Click Here to Access Video Training](#)

Figure 4

Or Web Based Learning (also known as "Moodle")

RPSTC Web Based Learning ("Moodle")



[Click Here to Access Web Based Learning](#)

Figure 5

Vbrick:

To access Vbrick, select RPSTC Video Learning from the Distance Learning page at www.rpstc-reno.com (see picture above). There are some minimum requirements for your PC prior to viewing content on the Vbrick portal. Please make sure the requirements are met prior to attempting to take a web based class. Requirements are:

Windows PCs

Windows 98, 2000, XP or Vista (with Service Pack 2).
300 MHz Pentium II processor for MPEG-1 streams.
500 MHz Pentium III processor for MPEG-2 streams.
500 MHz (minimum), 750 MHz Pentium III processor (recommended) for MPEG-4 streams.
128 MB RAM.
SVGA video card 640x480, 256 colors, video card acceleration recommended.
Windows-compatible sound device. You will need external speakers or headphones
Minimum 10 MB hard disk space for installation.
Microsoft Internet Explorer 6.0 or higher.
Microsoft Windows Media Player 9.0 or higher.
Firefox 1.0 or higher
DirectX Media Version 8.1 and higher.
Adobe Flash Player
IE Explorer 7 or higher **WITH POP UP BLOCKER TURNED OFF** . * Other browsers such as Firefox or Mozilla are not supported.

Macintosh PCs

Mac OS X with Safari 1.0 (or higher)
Firefox for Mac 1.0.4
QuickTime Player 6.0 or higher.
Internet Explorer is not supported.
Intel-based Macintoshes play all streams *except* WM.

To turn off popup blocker select "Tools" from the menu bar in Internet Explorer. Select "Pop Up Blocker". Make sure it says "Turn on Pop Up Blocker". This means it is currently off. If it says "Turn Off Pop Up Blocker", click on it to turn it off.

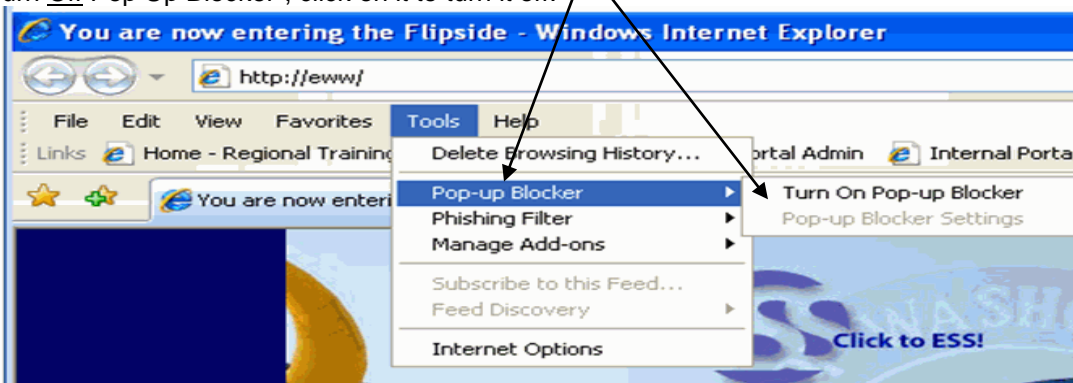


Figure 6

When you click on the RPSTC Video Training link you get a screen like this:

A screenshot of a "System Login" form. The form is enclosed in a thin black border. At the top, the text "System Login:" is centered. Below it, there are three input fields: "User Name" with an empty text box, "Password" with an empty text box, and "Domain" with a dropdown menu showing "CH- City of Reno". Below these fields is a green "Login" button. To the right of the button is a small, white, circular security device with a dial and a handle.

Figure 7

City of Reno Users

City of Reno users login to Vbrick using their typical network login. (See picture below) If you are a City of Reno user, you would use the same user name and password you use to login to your City of Reno PC. For most City of Reno users your user name is lastnamefirstinitial. So if your name is John Smith your user name would be smithj. The Domain field should be as shown below and say CH- City of Reno. You can change the domain by using the drop down arrow should you need to. This is the login method no matter where you are. You can access Vbrick video content from any web enabled computer.

A screenshot of a "System Login" form, identical in layout to Figure 7. The "User Name" field contains the text "lastnamefirstinitial". The "Password" field contains seven black dots. The "Domain" dropdown menu shows "CH- City of Reno". A black arrow points from the text in the paragraph above to the "User Name" field. Below the fields is a green "Login" button. To the right of the button is a small, white, circular security device with a dial and a handle.

Figure 8

Washoe County Users

For Washoe County employees, Vbrick uses your network login. Therefore, you sign in to Vbrick the same way you log in to your County computer at work. Usually your Washoe County user name is firstinitiallastname (i.e. if your name is John Smith, your user name is jsmith). Your password on Vbrick is the same as your County network password. Your Domain is also the same. If you are in a criminal justice related department (WCSO, Juvenile Services, Justice Courts, Public Defender, etc.) your domain is CJ. If you are in a non – criminal justice related department, your domain is Washoe. This is the login method for Vbrick whether you are at work, home or accessing Vbrick using any other web enabled computer.

The image shows a 'System Login' form. At the top, the text 'System Login:' is centered. Below it, there are three input fields: 'User Name' with the placeholder text 'firstinitiallastname', 'Password' with seven black dots, and 'Domain' with a dropdown menu showing 'CJ'. A teal 'Login' button is positioned below the fields. To the right of the button is a small icon of a white combination lock.

Figure 9

City of Sparks Users

Access for City of Sparks users is pending at this time.

Other Vbrick Users

If you are not a Washoe or City of Reno employee, you will need an account on Vbrick. Usually this account will match your Lumens **Student** user name and password. If you do not have a Lumens **Student** user name and password and are not a Reno, Sparks or Washoe employee, please contact RPSTC staff to see if you are eligible to use the distance learning technology offered by RPSTC and if so to get a login set up for you. If you are not a Washoe or Reno employee, the domain field is irrelevant and does not need to be changed or set to any specific thing.

The first time you access Vbrick from a PC, you may be asked to download some components. You will need to have the correct permissions on your computer to install new software. The screen will look something like this:

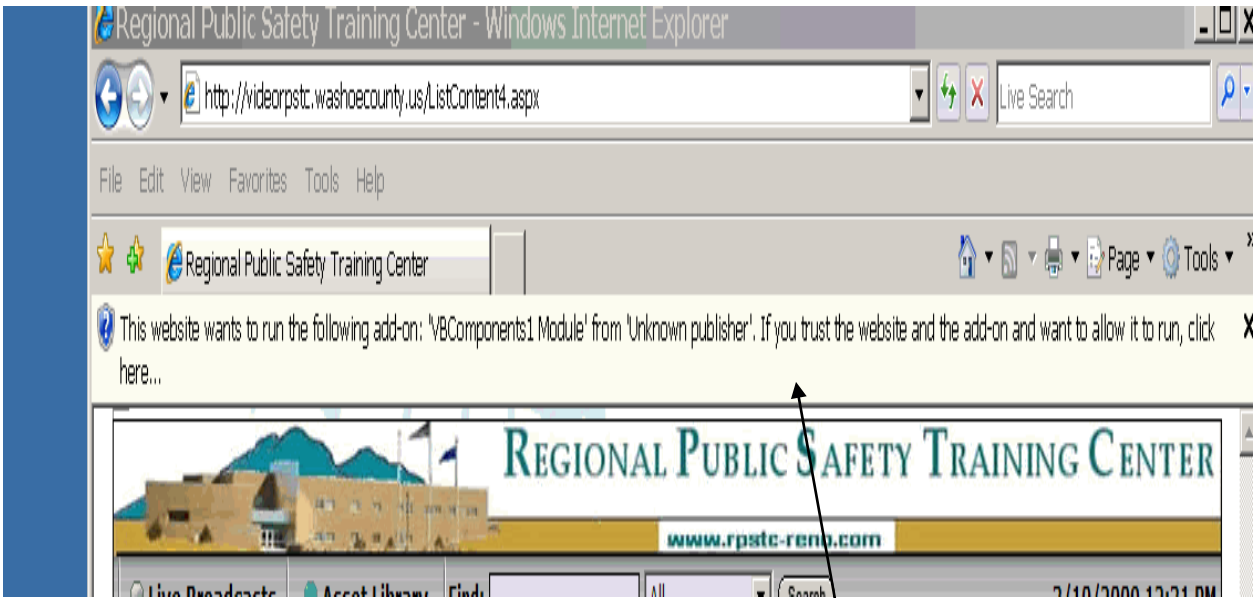


Figure 10

Go ahead and click on the yellow bar at the top of the page. This will give you a “context menu” with the choices shown below:

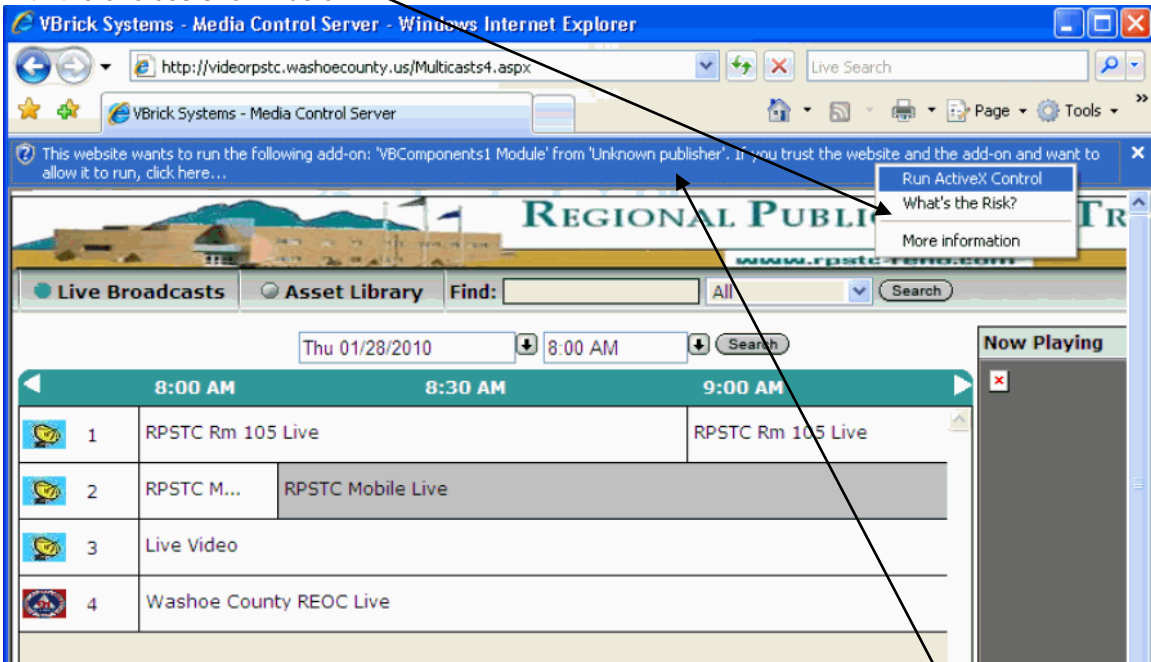


Figure 11

Select “Run ActiveX Control”. There are 4 different downloads so you will likely need to repeat the “Click on the yellow bar/Run ActiveX Control” 4 times. Each download has a different name: You will see names like “VB Components1” Module; “Moonlight Elecard4 MPEG2 Decoder”; “VB Components4 Module” and “Player Control”. Continue this process until all downloads have occurred and the bar at the top of the page is gone. Your components have finished downloading.

You should close Internet Explorer, then come back to the RPSTC Video Training (Vbrick) portal. (See Figure 7).

Once all the components have downloaded and you are logged back in, you are ready to view your content. There are two types of content on Vbrick. There are Live Broadcasts (live streaming), which are used for video content that is going on “right now” or Live. If the content you wish to view was recorded earlier, it is considered “on demand” and will be on the Asset Library page. In the upper left area of the page, you will see a bar with two buttons. One is marked Live Broadcasts, the other is marked Asset Library. Click the link for whichever type of content you wish to view.

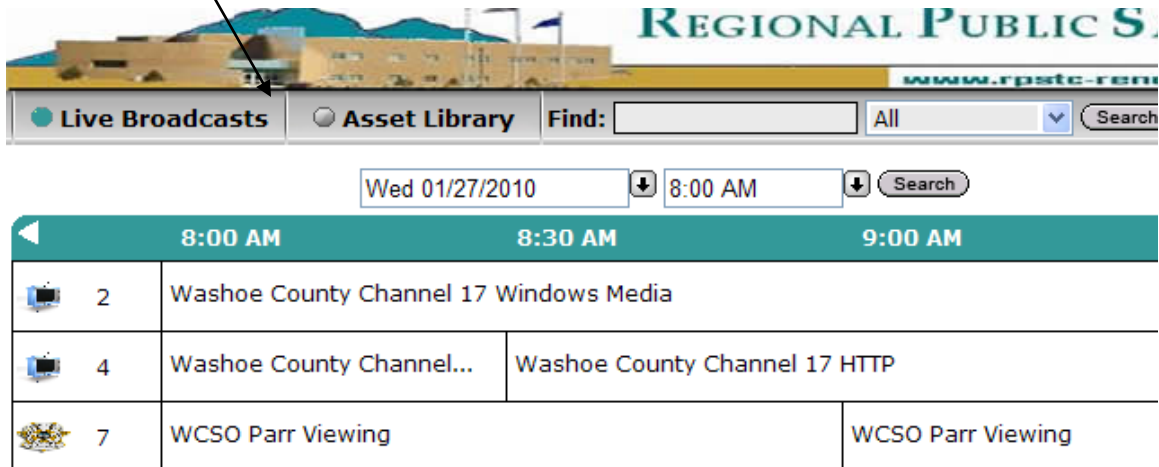


Figure 12

If the content you are viewing is a mandatory training (i.e. In-Service, mandatory policy, CPT, etc) – its imperative that you are logged in as yourself. If you are not, the logs will not show that you ever viewed it. Content viewing logs are sent to Training staff regularly.

Once you have selected the content you wish to view, you will see the video start to play on the right side.

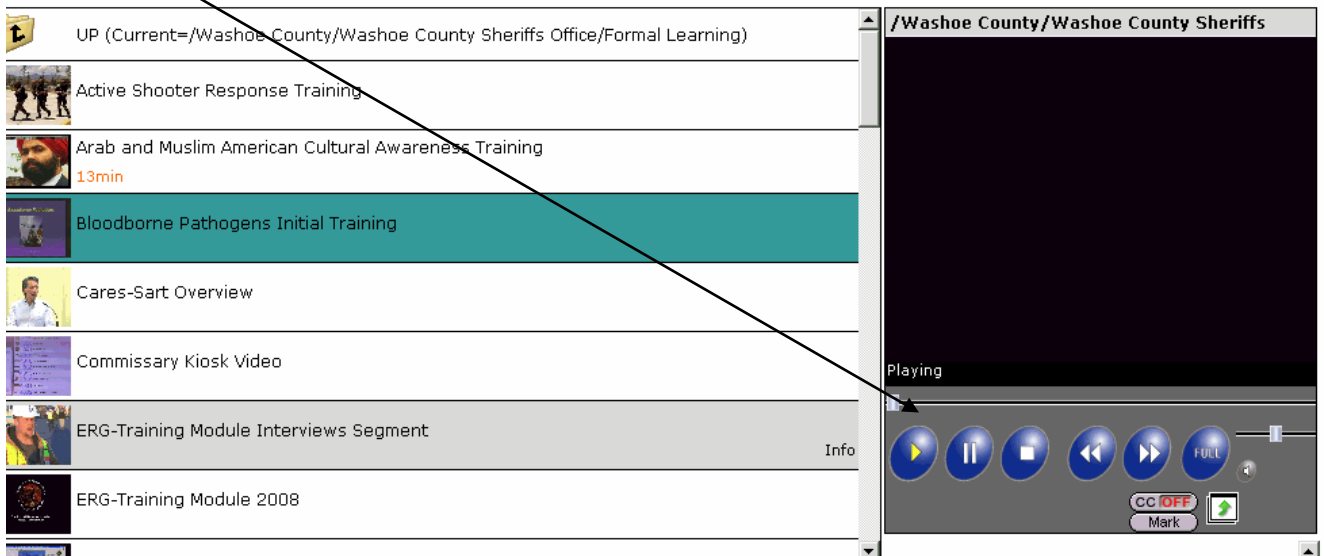


Figure 13

The controls for the player are very similar to Windows Media Player. You can play, stop, fast forward or rewind anything you are watching by using the arrow keys. You can also choose to watch the video full screen by selecting the FULL button. **In most cases the content is designed to be viewed in its entirety at one sitting. If you have to leave the program you can “book mark” your place and return to it later by pressing the “Mark” button.**

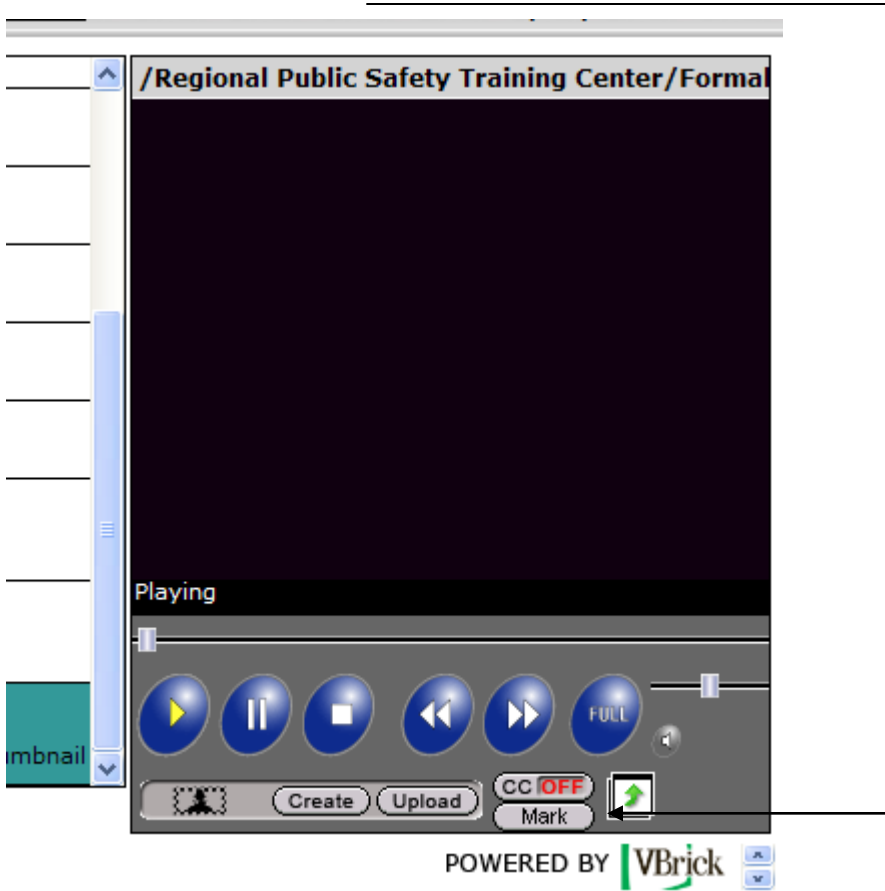


Figure 14

When you do this it will create a folder under the Asset Library section in your view of Vbrick called MyMedia that contains the remainder of the file you were viewing.

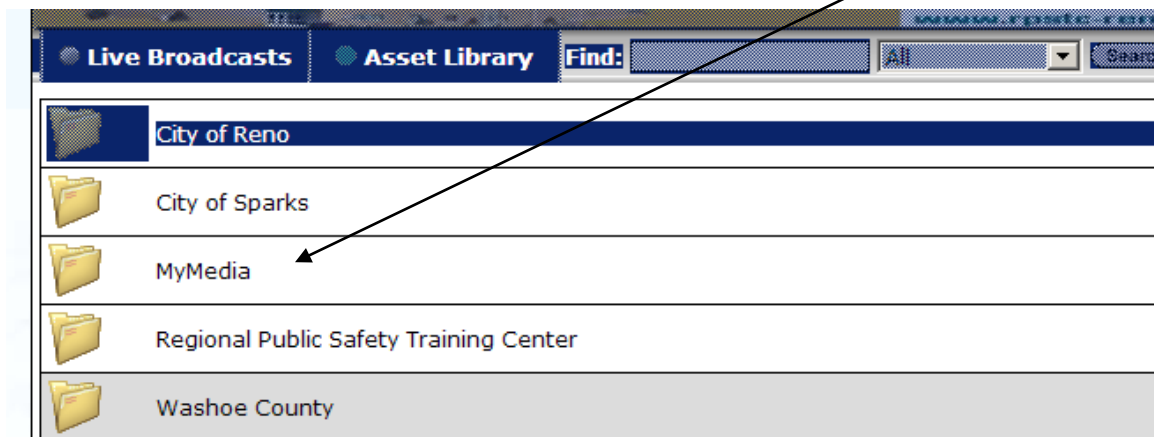


Figure 15

When you return to view the rest of the video, this is where you should go to pick up where you left off. You always have the option of starting from the beginning by going to the section of the Asset Library where the entire file is stored, but going to your MyMedia folder will allow you to pick up where you left off.

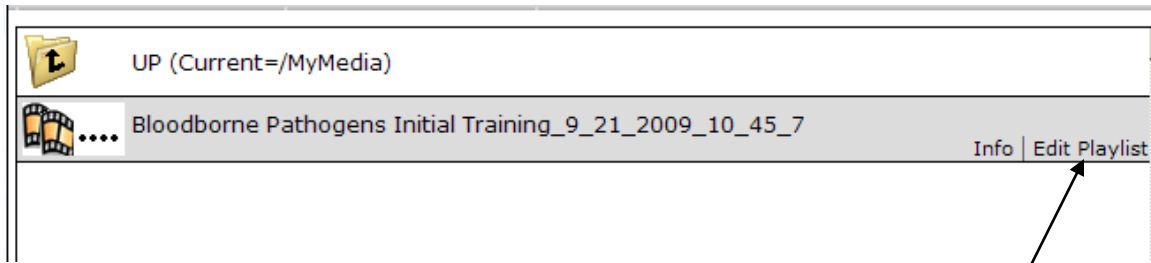


Figure 16

When you are done viewing the file in MyMedia, you can select the “Edit Playlist” link and delete this file from your playlist. If your playlist is empty, the MyMedia folder does not show up at all.

If the training you are viewing has attachments (such as an acknowledgement form, quiz or study guide) you can find and download these by clicking on the info link that shows up when you “hover” over the link to the video you are going to view. It is recommended that you download or if necessary print any needed attachments prior to viewing the video presentation.

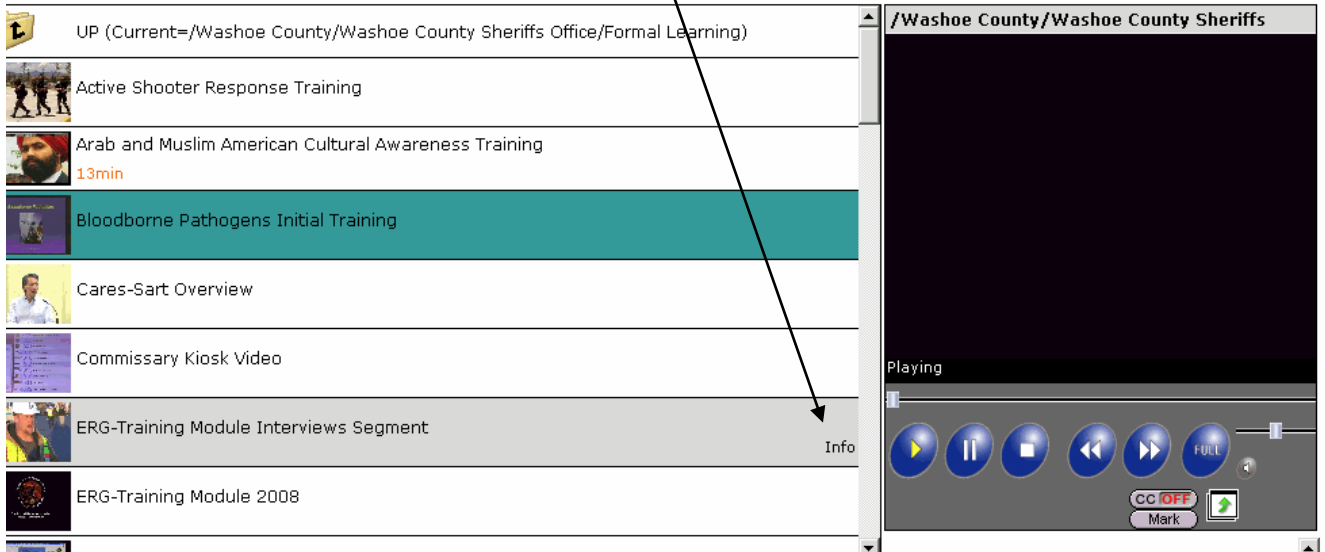


Figure 17

Clicking on the “Info” link will open a window similar to this one:

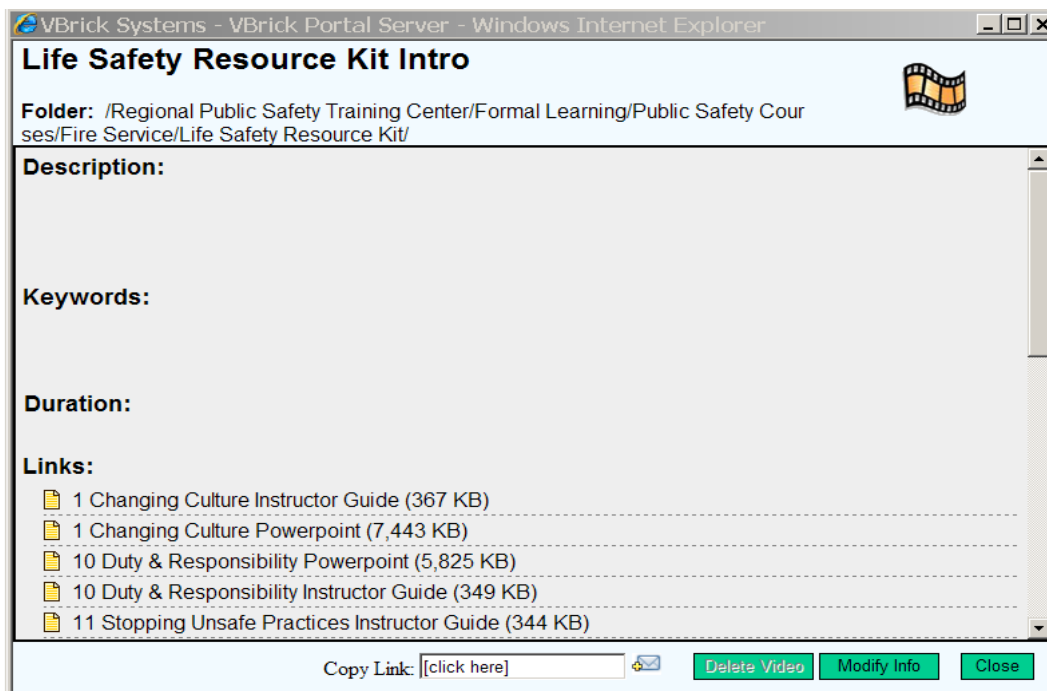


Figure 18

Each link represents an attachment to this video file. Clicking on the link will open the attachment in the appropriate program based upon what type of file it is (i.e. Word, Powerpoint, PDF, etc).

Moodle

If the training you wish to take is on the Web Based Learning (Moodle) platform, you can access Moodle from the Distance Learning page (<http://www.rpstc-reno.com/distance-learning-start.htm>).

- When you are ready to start your web-based training session, go to www.rpstc-reno.com - scroll down to the "Distance Learning Portal", click on it.

The image shows a screenshot of the RPSTC website. On the left is a vertical navigation menu with buttons for 'about RPSTC', 'props', 'courses', 'classrooms', 'partners', 'faq's', 'for information', and 'schedule/login'. Below these is a 'Distance Learning Portal' link with an icon of a laptop and books. An arrow points from the 'Distance Learning Portal' link to the 'Distance Learning Portal' link in the main content area. The main content area includes a photo of the 'RPSTC Administrative Complex', a 'Public Safety Training Program' section with buttons for 'Academies' and 'In-Service Training', and a 'WASHOE COUNTY JOINT PARTNERSHIP' section.

Figure 19

Scroll down to the "RPSTC Web-based Learning" click on it. You can click either the picture or the link.

Figure 20

RPSTC Web Based Learning ("Moodle")



[Click Here to Access Web Based Learning](#)

This will take you to the RPSTC Moodle website.

Regional Public Safety Training Center

5190 Spectrum Boulevard Reno, NV 89512 - Phone: (775) 789-5500 - Fax: (775) 789 5501

Greg Befort, Director Main Website: www.RPSTC-Reno.com

Main menu

- Site news
- What is Moodle

Login

Username:

Password:

[Lost password?](#)

Site news

Fire Agencies Add New Courses

by Greg Befort - Monday, November 30, 2009, 04:19 PM

Reno Fire Department and Sierra Fire Department have added numerous courses for career and volunteer firefighters. Topics range in complexity and most include PowerPoint presentations, links to web resources, quizzes, forum discussions, simulations, games, videos (accessible on the VBrick platform) and training forms.

In January 2009, Sierra Fire Department began the process of

Calendar

January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Figure 21

Before accessing training on the Moodle site, it is a good idea to view the “What is Moodle” tutorial. Your Moodle login is the same as your Lumens login. If you do not have a Lumens Student user name and password, please contact your Training department or RPSTC Staff.

You may also want to update your account/profile settings. You can do this by clicking on your name in the upper right corner.

Regional Public Safety Training Center

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Greg Befort, Director Main Website: www.RPSTC-Reno.com

You are logged in as Julie Thornberry Logout

Figure 22

You will see a screen like this:



Figure 23

It is imperative that you do not change your login name or password. You can update your contact info or add a picture, etc, but **do not change your user name or password.**

Enrolling in a Class in Moodle

Once you have logged in to Moodle, scroll down on the front page until you find the class in which you want to enroll. Classes on Moodle require an “enrollment key.” Students employed by or volunteering for Partnering/Affiliate agencies typically receive enrollment keys either from a confirmation email generated by Lumens, from the instructor or from training staff of their agency.

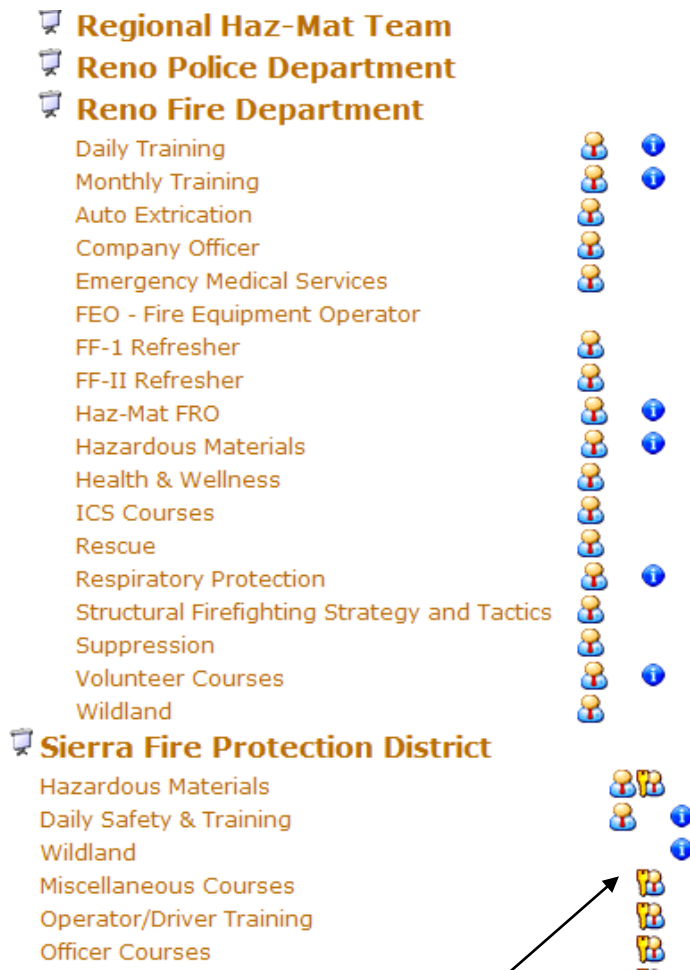


Figure 24

Courses which have the key/person icon require an “enrollment key”. You will only need to enter the enrollment key once, at enrollment.

This course requires an 'enrollment key' - a one-time password that you should have received from :
Greg Befort.
Moodlerooms Support.
Julie Thornberry.

Enrollment key:

Once you are enrolled you may participate in the features of the course. If you have specific questions regarding the course(s) in which you are enrolled, please contact the Instructor directly.

If you forget your login information for any of the platforms discussed herein (Lumens, Moodle, Vbrick) and are employed by a Partnering/Affiliate Agency, you can contact your agency Training Division. If you are not employed either as volunteer or full time paid staff at a Partnering/Affiliate Agency, please contact RPSTC staff.