

Guardian & Conservator Education Online Course Troubleshooting Guide

Nebraska Office of Public Guardian



Registration & Login Credentials

- You will receive an email with your login credentials.
 - Username
 - Password
- The email also contains important instructions for:
 - Mozilla Firefox
 - Adobe Flash Player (prior to 12/31/2020)
 - Laptop or Desktop Computer
 - Stable Internet Connection

- Go to <http://www.jbeinstruction.org>
- Type in your username and password.
- If this is your first time logging in, the system will require you to change your password.
- **CAUTION:** Your username and password are case sensitive. Save your username and password in a secure place. If you forget your password on subsequent visits, use the “forgotten your username or password?” feature from the login page to reset.

Click on “Becoming a Guardian and/or Conservator 2020” from the Navigation menu underneath My Courses.

Becoming a Guardian and/or Conservator (2020)

You are logged in as Erin Wiesen (Log out)

My home ▶ My courses ▶ Office of the Public Guardian ▶ Becoming a Guardian and/or Conservator (2020) [Turn editing on](#)

Navigation

- My home
- Site home
- My profile
- Current course
 - Becoming a Guardian and/or Conservator (2020)**
 - Participants
 - My courses

Administration

- Course administration
 - Turn editing on
 - Edit settings
 - Course completion
 - Users
 - Unenrol me from OPG2
 - Filters
 - Reports
 - Grades
 - Backup

Your progress

STEP 1: Pre-Course Survey

Before beginning the course, you are required to complete a Pre-Course Survey. Click the link provided here to access the survey:

[PLEASE CLICK HERE to complete the Pre-Course Survey](#)

After you have completed the Pre-Course Survey, return to this webpage, refresh your browser window, and confirm you have completed the survey.

After you confirm you have completed the Pre-Course Survey, you will gain access to the course on this webpage.

Restricted: Not available until the activity **PLEASE CLICK HERE to complete the Pre-Course Survey** is marked complete.

[PLEASE CLICK HERE](#) to confirm you completed the Pre-Course Survey.

Restricted: Not available until the activity **PLEASE CLICK HERE to complete the Pre-**

Search forums

Advanced search

Upcoming events

There are no upcoming events.

[Go to calendar...](#)

[New event...](#)

Recent activity

Activity since Saturday, October 2020, 1:05 P

[Full report of recent activity](#)

Nothing new since your last login

In the center column, click on “PLEASE CLICK HERE to complete the Pre-Course Survey.”

- A new screen will appear.
- Take the survey by reading the questions and selecting the appropriate answer.
- You must take the survey in order to be able to enter the course.
- **CAUTION:** If you have a pop-up blocker installed, you will need to disable it before you can take the survey.

OPG G/C Education Survey ONLINE Pre Class Assessment - Mozilla Firefox

https://www.surveymonkey.com/r/opgpresurvey

90%

NEBRASKA JUDICIAL BRANCH
Office of Public Guardian

OPG G/C Education Survey ONLINE Pre Class Assessment

Pre Class Assessment

Please rank yourself according to the following statements.

[SUBMIT](#)

* 1. I have a clear understanding of the details of the financial responsibilities a guardian or conservator has toward their ward/protected person.

0 of 6 answered

STEP 1: Pre-Course Survey

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 [PLEASE CLICK HERE to confirm you completed the Pre-Course Survey.](#) 

Restricted: Not available until the activity **PLEASE CLICK HERE to complete the Pre-Course Survey** is marked complete.

- Once you submit the survey, click on the "X" in that window to close it.
- In the main course window, a blue checkmark should appear on the "PLEASE CLICK HERE to complete the Pre-Course Survey."
- Once the checkmark appears, locate the question mark icon and click on the text "PLEASE CLICK HERE to confirm you completed the Pre-Course Survey." This will allow you to advance into the next portion of the course.
- **CAUTION:** You may have to refresh the page by using "F5" on your keyboard, or using the refresh button in Firefox.

PLEASE CLICK HERE to confirm you completed the Course Survey.

- A new screen will appear.
- Click on "I have completed the Pre-Course Survey"
- Click on "Save my choice."

CONFIRM you completed the Pre-Course Survey.

I have completed the Pre-Course Survey.

[Save my choice](#)



- Click on “Becoming a Guardian and/or Conservator 2020” from the Navigation menu underneath My Courses in the left column.

STEP 2: Course

Restricted: Not available until the activity **PLEASE CLICK HERE to confirm you completed the Pre-Course Survey.** is marked complete.

 Becoming a Guardian and/or Conservator (CLICK HERE to open)

Restricted: Not available until the activity **PLEASE CLICK HERE to complete the Pre-Course Survey** is marked complete.

- Scroll down to “Step 2: Course” in the middle column.
- Locate the yellow box icon and click on “Becoming a Guardian and/or Conservator (CLICK HERE to open).”

- A new screen will appear.
- Make sure that “normal” is selected.
- Click “Enter.”

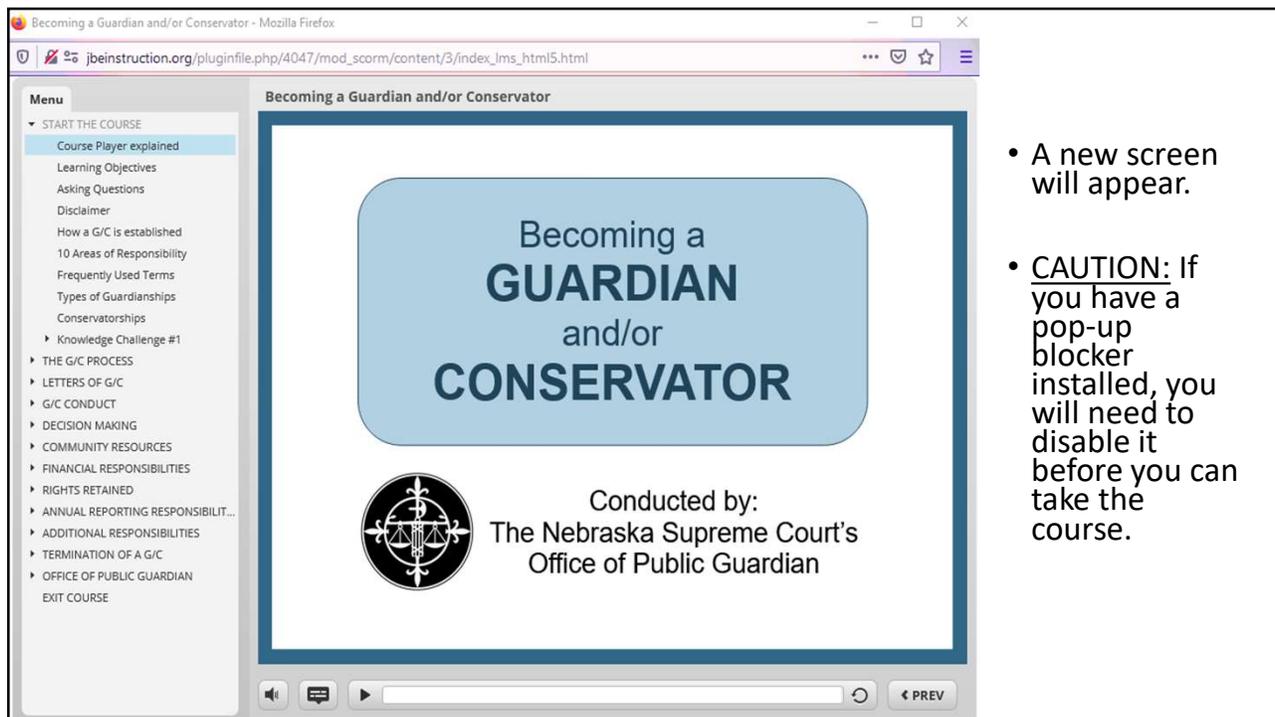
Becoming a Guardian and/or Conservator (CLICK HERE open)

Info Reports

This course summarizes the responsibilities and requirements for becoming a guardian and/or conservator in the State of Nebraska. You must complete the entire course before moving on. Click the "Enter" button to begin the course.

Mode: Preview Normal

Enter



The screenshot shows a web browser window with the URL `jbeinstruction.org/pluginfile.php/4047/mod_scorm/content/3/index_lms_html5.html`. The page title is "Becoming a Guardian and/or Conservator". On the left is a "Menu" with various course sections. The main content area features a large blue rounded rectangle with the text "Becoming a GUARDIAN and/or CONSERVATOR" and a logo of the Nebraska Supreme Court's Office of Public Guardian below it. The text "Conducted by: The Nebraska Supreme Court's Office of Public Guardian" is also present.

- A new screen will appear.
- **CAUTION:** If you have a pop-up blocker installed, you will need to disable it before you can take the course.



The screenshot shows a web browser window with the title "Becoming a Guardian and/or Conservator (CLICK HERE to open)". The main content area is mostly blank, with the text "Becoming a Guardian and/or Conservator" centered. At the bottom, there is a button labeled "Launch course" with an external link icon, which is highlighted by a red rectangular box.

- If the new screen does not appear automatically, click on "Launch Course."
- **CAUTION:** If you have a pop-up blocker installed, you will need to disable it before you can take the course.

Additional Responsibilities to the Court

Volume / Subtitles / Pause or Play Refresh / Go Back to Previous Slide

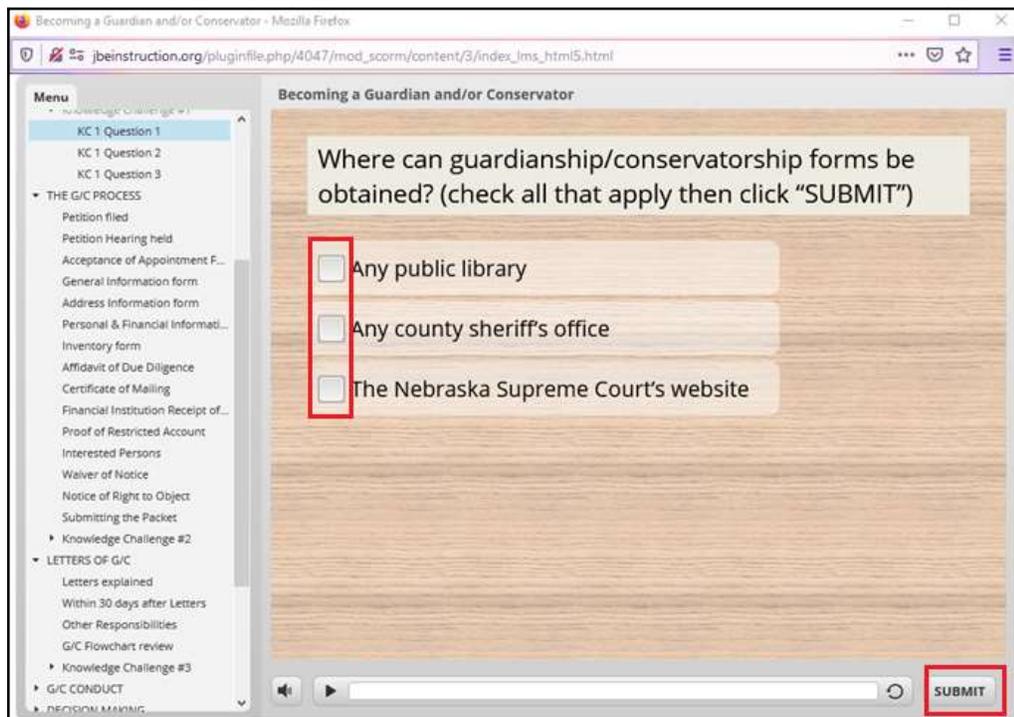
Pay attention to the Course Player instructions at the beginning of the course in case you need to pause, leave, or come back later.

- If you return to the course later, you may have to login again at <http://www.jbeinstruction.org>
- Scroll down to the yellow box icon and click on “Becoming a Guardian and/or Conservator (CLICK HERE to open).”
- A new screen will appear. Make sure that “normal” is selected.
- Click “Enter.”
- The course player will then ask you if you’d like to resume the course. Click “yes” to resume.
- **CAUTION: DO NOT CLICK “NO,” UNLESS YOU WANT TO START THE CLASS OVER FROM THE BEGINNING.**

Resume

Would you like to resume where you left off?

Yes No

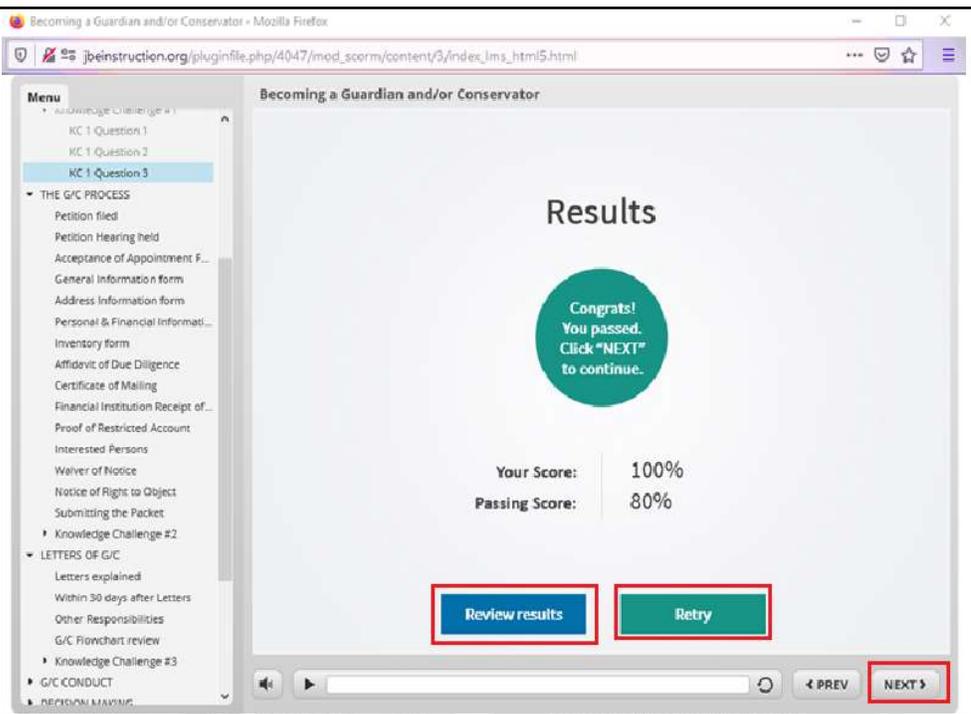


Where can guardianship/conservatorship forms be obtained? (check all that apply then click "SUBMIT")

- Any public library
- Any county sheriff's office
- The Nebraska Supreme Court's website

SUBMIT

- When you reach the end of a module, complete the Knowledge Challenge by reading the question and selecting the correct answer.
- You must complete the Knowledge Challenges in order to move into the next module.
- Click "Submit" and "Continue" after answering each question to move onto the next.



Results

Congrats!
You passed.
Click "NEXT" to continue.

Your Score: 100%
Passing Score: 80%

Review results **Retry**

← PREV **NEXT** →

- At the end of each module's knowledge challenge, you will receive your score. A passing score is 80% or above.
- Click on "review results" to see the correct answers.
- Click on "retry" to take the knowledge challenge over again.
- Click on "next" to move onto the next module.

Menu

- ▶ START THE COURSE
- ▶ THE G/C PROCESS
- ▶ LETTERS OF G/C
- ▶ G/C CONDUCT
- ▶ DECISION MAKING
- ▶ COMMUNITY RESOURCES
- ▶ FINANCIAL RESPONSIBILITIES
- ▶ RIGHTS RETAINED
- ▶ ANNUAL REPORTING RESPONSIBILIT...
- ▶ ADDITIONAL RESPONSIBILITIES
- ▶ TERMINATION OF A G/C
- ▶ OFFICE OF PUBLIC GUARDIAN
- EXIT COURSE**

Becoming a Guardian and/or Conservator

Congratulations!

Any final questions?

[OPG contact information](#)

[FAQs website](#)

1st Complete the Post-Course Survey

2nd File your Certificate of Completion of G/C Training in the county court where you were appointed within 90 days of your appointment.

I have completed the course.

SUBMIT

- Once you have completed all of the modules, you will need to exit the course, take the survey, and generate your certificate.
- Click on "I have completed the course."
- Click on "Submit."

Menu

- ▶ START THE COURSE
- ▶ THE G/C PROCESS
- ▶ LETTERS OF G/C
- ▶ G/C CONDUCT
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- ▶ TERMINATION OF A G/C
- ▶ OFFICE OF PUBLIC GUARDIAN
- EXIT COURSE**

Becoming a Guardian and/or Conservator

Click this button to return to the course website and complete the Post-Course Survey.

EXIT COURSE

Click this button if you wish to review the course after you have completed the Post-Course Survey.

Review the course

◀ PREV

Click on "Exit Course."



STEP 3: Post-Course Survey

After completing the course, you are required to complete a Post-Course Survey. Click the link provided here to access the survey:

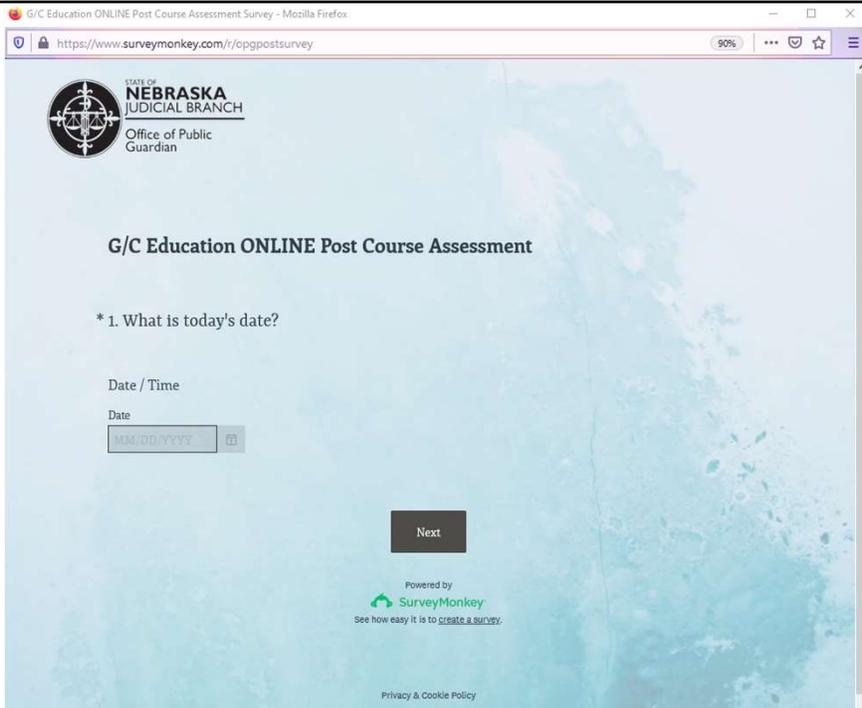
 PLEASE CLICK HERE to complete the Post-Course Survey

Restricted: Not available until the activity **Becoming a Guardian and/or Conservator (CLICK HERE to open)** is marked complete.

After you have completed the Post-Course Survey, return to this webpage, refresh your browser window, and confirm you have completed the survey.

- In order to get back to the course homepage, you may need to click on the “Becoming a Guardian and/or Conservator 2020” link in the left hand column again.
- In the main course window, a blue checkmark should appear on the line with the yellow box and text that reads, “Becoming a Guardian and/or Conservator (CLICK HERE to open).”
- You may have to refresh the page by using “F5” on your keyboard, or using the refresh button in Firefox.
- Once the checkmark appears, scroll down to Step 3: Post Course Survey and click on the link next to the globe icon “PLEASE CLICK HERE to complete the Post-Course Survey.”

- A new screen will appear. If you have a pop-up blocker installed, you will need to disable it before you can take the survey. Take the survey by reading the questions and selecting the appropriate answer.
- You must take the survey in order to be able to finish the course and receive your certificate.
- **CAUTION:** If you have a pop-up blocker installed, you will need to disable it before you can take the course.
- When you finish the survey, click “done.”
- Click on the “X” in that window to close it.



STEP 3: Post-Course Survey

After completing the course, you are required to complete a Post-Course Survey. Click the link provided here to access the survey:

 [PLEASE CLICK HERE to complete the Post-Course Survey](#) 

Restricted: Not available until the activity **Becoming a Guardian and/or Conservator (CLICK HERE to open)** is marked complete.

After you have completed the Post-Course Survey, return to this webpage, refresh your browser window, and confirm you have completed the survey.

 [PLEASE CLICK HERE to confirm you completed the Post-Course Survey.](#) 

Restricted: Not available until the activity **PLEASE CLICK HERE to complete the Post-Course Survey** is marked complete.

After you confirm you have completed the Post-Course Survey, your Certificate will become available on this page as a PDF file ready to download or print

Restricted: Not available until the activity **PLEASE CLICK HERE to complete the Post-Course Survey** is marked complete.

- In the main course window, a blue checkmark should appear on the "PLEASE CLICK HERE to complete the Post-Course Survey." You may have to refresh the page by using "F5" on your keyboard, or using the refresh button in Firefox.

- Once the checkmark appears, locate the question mark icon and click on the text "PLEASE CLICK HERE to confirm you completed the Post-Course Survey." This will allow you to advance into the next portion of the course.

PLEASE CLICK HERE to confirm you completed the Post-Course Survey.

- A new screen will appear.
- Click on "I have completed the Post-Course Survey"
- Click on "Save my choice."

[View 380](#)

CONFIRM you completed the Post-Course Survey.

I have completed the Post-Course Survey.

[Save my choice](#)

STEP 4: Certificate of Completion

 PLEASE CLICK HERE to access your Certificate of Completion



Restricted: Not available until the activity
PLEASE CLICK HERE to confirm you completed the Post-Course Survey. is marked complete.

- Click on “Becoming a Guardian and/or Conservator 2020” from the Navigation menu underneath My Courses in the left column.
- Scroll down to “Step 4: Certificate of Completion” in the middle column.
- Click “PLEASE CLICK HERE to access your Certificate of Completion.”

- A new screen will generate. Click on “Get your certificate.”

- Save your certificate as a PDF, save it to your computer, and or print.

- **CAUTION: DO NOT LOSE THIS CERTIFICATE. YOU MUST GIVE A COPY OF THIS CERTIFICATE TO THE COURT! THE OFFICE OF PUBLIC GUARDIAN RECOMMENDS SAVING A COPY FOR YOUR RECORDS.**

Congratulations! You have completed the Guardian and/or Conservator Training Course.

Click the “Get your certificate” button. A window will open where you can download your certificate as a PDF file or print it.

This certificate serves as proof of your completion of this required course.

Summary of previously received certificates

Issued
Tuesday, 6 October 2020, 12:56 PM

Click the button below to open your certificate in a new browser window.

[Get your certificate](#)