

Getting the Most Out of the Deliberation Process
Online Training
www.youthcourt.net

Youth Court Coordinator Instructions

The “Getting the Most Out of the Deliberation Process” Internet lessons were developed to help programs educate youth on how to determine fair, constructive, and restorative dispositions for youth court defendants/respondents.

If my youth volunteers take this lesson(s), what will they have to do?

This online training features two scenarios – a shoplifting case and a school fight case. You can choose which lesson(s) your volunteers take. When volunteers register for and take a lesson, they will specify which lesson they are taking (according to your instruction). They will be given an option for viewing a video of the case facts or reading a transcript. Once they have the case facts, they will take a quiz that consists of multiple choice questions designed to see how well they listened to the case facts and understand what happened in the scenario. When they submit their final answer for each multiple choice question, the computer will let them know if they answered the question correctly. If they did not answer the question correctly, it will explain to them what their correct response is. After they’ve completed that part of the quiz, they will be instructed to type in a recommended disposition for the defendant/respondent in the case they watched or read. Their disposition recommendation is purely subjective and so we recommend that you review and go over their recommended disposition with them at a later time, if possible.

So, what do I need to do to get started so my youth can take the lesson(s)?

Before your youth volunteers can take the lesson(s), you must create an Administrative Access Area. This will allow you to know which of your volunteers have registered to take the lesson(s), which lessons they’ve completed, and the results of their lesson(s). The area that you create is private and cannot be accessed by any other youth court coordinators.

Creating an Administrative Access Area:

- Go to www.youthcourt.net and click on the button called “Online Training.”
- On the overview page for the Online Training, scroll down and click on the button that says “Main Page.”
- You will now be on the main page for the Getting the Most Out of the Deliberation Process Internet lessons.

- Click on the button on the left hand side of the page that says “Create an Administrative Access Area.”
- This will take you to a screen with instructions and a place to enter your personal information. Please read the instructions carefully and enter all required information. (Required fields are in red letters.)
 - Please note that the last section of the Creating an Administrative Access Area page asks you if you’d like to receive your volunteers’ lesson results via email. If you click “yes,” you must provide us with an email address. **Note:** *You will still be able to view your volunteers’ lesson results online in your private Administrative Access Area. The email option helps simplify things for you so you don’t have to always login to see a youth’s results.*
- Once you submit your personal information by clicking on the “Submit Form” button at the bottom of the page, you will see a screen that confirms that you have registered correctly and provides you with your user name, password, and volunteer access code. *We suggest you write your volunteer access code somewhere so that you can find it easily when you are requesting a youth to take the lesson(s). They must have your volunteer access code to take the lesson(s). You should **not** give your username or password to your volunteers!*
- If you’d like, you can download a copy of the instruction page that was designed to help youth volunteers when they are registering for and taking the lessons. On their instructions page there is a place where you can write in your volunteer access code and indicate which lesson(s) you would like for them to take. That way, they have all the information they need to get started on the lessons in one place.
 - To download a copy of the youth volunteer instructions sheet, go to www.youthcourt.net and click on the “Online Training” button.
 - Scroll down the page and click on the “Instructions” button under the youth volunteers paragraph. You can choose the format you’d like to receive the instructions in (i.e., Word, WordPerfect, or Adobe Acrobat).

Viewing and Managing Your Administrative Access Area

- If you’ve just created your Administrative Access Area and you are still on the screen that confirms you have created an area and provides your user name, password, and volunteer access code, you will notice on the right hand side of the page there is a place where you can log in. If you want to view your Administrative Access Area, you can type in your user name and password now. Note: There isn’t much to view and manage in your Administrative Access Area until some of your youth actually register to take the lesson(s). So, if you log in now, there won’t be much for you to see or do.

- Once you've provide your volunteer access code to some of your volunteers and they have had a chance to register, you can log on to the site to check their progress. To do this:
 - Go to www.youthcourt.net and click on the "Online Training" button.
 - Scroll down the Online Training page and click on the button that says "Main Page"
 - On the left hand side of the main page for the lesson, enter your user name and password in the log in section for Youth Court Coordinators.
- Once you have successfully logged in to your Administrative Access Area, you will see a screen that welcomes you and then provides the name of each volunteer who has registered to take the lesson(s). For each volunteer listed, you can:
 - Look to the far right hand column and see which lesson(s) he/she has completed.
 - Click on the person's name and view the results of his/her lesson(s). When you are on the page that shows his/her results, you can download a copy of the test that shows the correct answers so you will know what they got incorrect. The test questions are available in an Adobe Acrobat file and in a Microsoft Word document. **Note:** *The score that is provided is only for the multiple choice questions in the test. The disposition that your youth recommends at the end of the test is purely subjective and so you will have to look at that part of the test to see if you feel the youth's recommendations are appropriate.*
 - Click on the delete volunteer button if you want to delete the volunteer from your Administrative Access Area. **Note:** *You shouldn't delete the volunteer until he/she has completed all the lessons you assigned and you have viewed his/her results.*
 - While in your Administrative Access Area, you can also change your personal preferences. For example, if you have your area set so that your volunteers' results are sent to your email address and your email address changes, you can go and edit your preferences and change your email address so the results will go to the correct place. You do this by clicking on "Edit My Preferences" at the top right hand side of the page.
 - If you are ready to leave the Administrative Access Area, you can click on "Exit and Logout" at the top right hand side of the page.

You should now have all of the information you need to use the "Getting the Most Out of the Deliberation Process" online training. We hope this will prove to be a beneficial and convenient training tool for your volunteers. If you need more information or have difficulty creating or accessing your Administrative Access Area, please contact the Federal Youth Court Program at (775) 784-6012 or youthcourt@ncjfcj.org.