Navigating "The Life of a Case"

Please read through all the instructions before you begin the course.

The Life of a Case

Understanding CHINS Hearings and the Role of the GAL/CASA

Click or touch this link to access "**The Life of a Case**" and the course will open automatically:

https://www.in.gov/judiciary/galcasa/lifeofacase/story.html

Turn on your audio speakers, or if you prefer, you may listen via headphones. The introduction to the course plays a voice recording for approximately 2.5 minutes. After the introduction, there will be no more audio for the duration of the course. An audio symbol in the lower left corner ◀ will adjust the volume level. The CC symbol will turn on closed-captioning during the audio portion.

To advance through the course, most screens will require you to click or touch the word **Next >** in the lower right-hand corner of the screen. To go to the previous screen, click or touch the word **< Prev**

Glossary
In the upper left corner of a screen, you will see a symbol ☰ next to the words **GAL/CASA Life of a Case**. Clicking on the symbol will open a side screen on the left with a glossary of terms. To close the screen, the symbol will be just to the right of the Glossary section – click on the symbol again and the Glossary will close.

Resources
In the upper right corner of the screen, you will see the word **Resources**. Touching or clicking on the word will display **The Life of a Case – 2018** on the top line. This is a link to the text document for "The Life of a Case". The bottom line will display **Optima Entry** which is a link to a one-page instruction on how to update Optima once you have completed the course.

Within the text of the course, there will be paragraphs that refer to Indiana statutes with reference numbers in blue, such as I.C. 31-34-5-1 Clicking or touching this link with bring up a separate screen with that section of the Family and Juvenile Law.

At the end of each topic will be a "**Knowledge Check**". These are a few questions that cover the materials your just learned about. After you select the answer to the question, click or touch the word **Submit** ✓. The questions are multiple choice and if you select the correct answer, you'll be advanced to the next section. If the answer is incorrect, the course will bring forth another one to try – please be patient, as it takes a few seconds to display the screen. After 4 tries, the course will move on to the next topic. No scores or performance information is tracked or recorded.

Certificate of Completion
At the end of the course, a screen will appear where you may type your name to print a certificate of completion. After you type your name, go to the next screen. While your certificate is being created, please read the instructions on how to print. Then in about 20-30 seconds or so, your certificate will appear ready for printing. You may need to adjust your printing process to allow for "landscape" mode. Printing is optional.

Exiting the Course – Restarting
When you have completed the course, you may close the browser or browser tab that it opened. If you close in the middle of the course, you may click the link to reopen it. Your browser should remember where you left off. If it does, you may resume or start again, from the beginning.

Questions or Problems?
Please send an email to **education@courts.in.gov** for assistance.