

# COMPLETE YOUR FIRST TRAINING



Last updated by: Michael D. Sheehan | 2020-09-30

## Purpose

When your CareLearn account is created, you will receive an email with a link to CareLearn and a reminder of the user name you used for Secure Access Washington and CareLearn. This document will help you find the very first training you should take, and how to find all of the courses in the "How to use CareLearn" series of trainings.

## Process

1. Log into CareLearn. If you are already in CareLearn, click the [Home icon](#) at the top of the [interface](#).



2. Click the [Training button](#) located on the Home page.



- The training link on the home page will take you to a course titled **Getting Started in CareLearn**. It is the very first course in the **How to use CareLearn** series of trainings. Click the **Start button**.

The screenshot shows the CareLearn Washington interface. At the top, there is a navigation bar with a user profile icon, a book icon, the logo 'CARE LEARN Washington', a search icon, a menu icon, and a help icon. Below the navigation bar, the course title 'Getting Started in CareLearn' is displayed in a blue box. To the right, it says 'OnLine Course' and '5 Minute(s)'. A 'Completion Status' section shows '0%' and a 'START' button with a dropdown arrow. Below the course title, there are tabs for 'DETAILS' and 'ACTIVITIES'. The 'Full Description' section is expanded, showing the following text: 'The first course in the "How to Use CareLearn" series. In this training you will learn how to find other training in that series. **Target Population:** All new CareLearners **Content Owner:** Michael D. Sheehan (AL TSA Staff) **Developer:** Michael D. Sheehan (AL TSA Staff) **This course does NOT award any CE credit**'.

- When you click the start button a new window will open. Do NOT close either browser window. Click the browser's **Maximize button** (top-right) to increase the size of that window.

The screenshot shows a video player window. The browser address bar indicates the URL: 'sowa.sumtotalhost/learning/app/experience/course/ACP\_Course.aspx?PackageViewId=5F8C1384-CD55-4978-A079-D8801A407957&StudyMode=true&InSchedule=true&Preview=0&ActID=0&UDO=true&AttemptPK=344&CollabEnabled=false'. The video player interface shows 'Slide: 01 of 01' and the title 'Getting Started with CareLearn'. The video content displays the 'CARE LEARN Washington' logo, which features a purple heart with two hands inside. A play button is visible over the logo. In the top right corner of the video player, there are 'Watch later' and 'Share' buttons.

- Click the **Play button**. When you do, an instructional video will begin to play.
- When the video ends, you have completed your first training. Close the current browser window (the window that included the video).
- Your other browser window will be updated, and will show you that you have completed the training.

**CARE LEARN Washington**

## LEARNING ACTIVITY PROGRESS DETAIL

### GETTING STARTED IN CARELEARN

The first course in the "How to Use CareLearn" series. In this training you will learn how to find other training in that series.

**Target Population:** All new CareLearners  
**Content Owner:** Michael D. Sheehan (AL TSA Staff)  
**Developer:** Michael D. Sheehan (AL TSA Staff)

**This course does NOT award any CE credit**  
**GENERAL**

**Content type:** SCORM 2004  
**Total score:** N/A  
**Elapsed time:** Minute(s): 8, Second(s): 26  
**Status:** Completed

**First launch date:** Wednesday, September 30, 2020 10:40:00 AM PDT  
**Completion date:** Wednesday, September 30, 2020 10:48:47 AM PDT  
**Percent complete:** 100%

Name	Topic Status	Score %	Time in Topic
Getting Started 01	Completed	---	Minute(s): 8, Second(s): 26

OK

8. Now that you have completed your first training, click the **Library icon** located in the **Header menu** (top-left).

**CARE LEARN Washington**

9. When you click the library icon, you will see a **slide-out menu** on the left of the **interface**. Click the **DSHS Library link**.

**LIBRARY** [X]

CE APPROVED (11)

**DSHS LIBRARY (1)** [ ]

ELSEVIER LIBRARY (12) [ > ]

SKILLSOFT LIBRARY (799) [ > ]

The **X** lets you close the slide-out menu that is showing you the library.

The **>** means that there are more levels of organization to view.

The numbers in parentheses are the number of courses that are in that category.

10. You will see a list of all courses in the **How to use CareLearn** series of trainings. Choose one, and click the **Start button**.

The screenshot shows the CareLearn Washington interface. At the top, there is a navigation bar with a user profile icon, a library icon, the CareLearn Washington logo, a search icon, a menu icon, and a help icon. Below the navigation bar, there is a sidebar on the left with a 'LIBRARY' section containing a list of categories: 'CE APPROVED (11)', 'DSHS LIBRARY (1)', 'ELSEVIER LIBRARY (12)', and 'SKILLSOFT LIBRARY (799)'. The main content area shows a breadcrumb trail: 'Library / DSHS Library'. There are buttons for 'FILTER YOUR RESULTS' and 'SHARE TOPIC'. A search bar contains the text 'LEARNING' and a search icon. Below the search bar, there is a section for 'DSHS LIBRARY (1)' with a 'Sort By' dropdown set to 'NAME (A-Z)'. The featured course is 'Getting Started in CareLearn', described as the first course in the 'How to Use CareLearn' series. It includes details like 'OnLine Course', '5 Minutes', and 'OLT0280'. A 'SELECT' dropdown menu is open, showing options: 'Start', 'View Details', and 'Add To Playlist'. At the bottom, there is a section for 'RECOMMENDED ACTIVITIES'.

## Notes

### Glossary of Terms (just the most useful)

<b>Expand / Contract Header menu Interface</b>	Many menus can be expanded and contracted to show or hide their more information. At the top of most every page. Contains the <b>Home, Search, and Library</b> icons. The area of the screen that CareLearn uses.
<b>Maximize button</b>	Located at the top-right of a browser window. Will enlarge the window.
<b>Slide-out menu</b>	A menu that slides in an out of the current page.

### First Training Quick Reference Guide

- Log into CareLearn Washington.
- Click the Training link on the Home page.
- Click the Start button in the course.
- Click the Library icon at the top of the page
- Click the DSHS Library
- Choose another course in the How to Use CareLearn series.
- When the video is over close the window

Here is an area where you can make your own notes