FIND TRAINING USING THE LIBRARY

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Purpose

The library is one way to find courses you may be interested in. Every course that is available in CareLearn is listed in our library. This document will introduce you to the CareLearn Library. You will learn to open the library, navigate within the library, view courses based on the course developer, and identify courses that earn Continuing Education (CE).
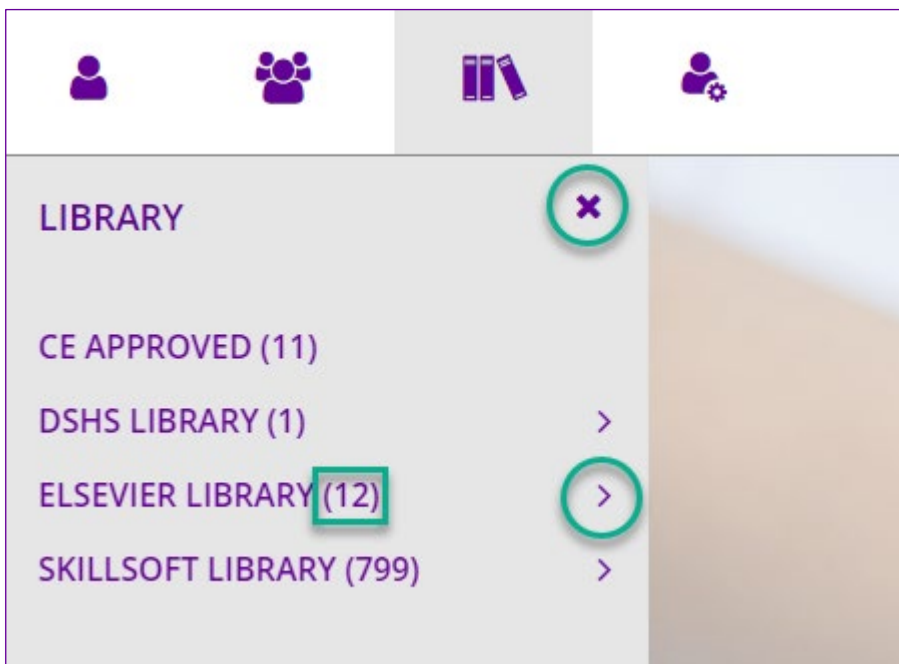
Process

1. Log into CareLearn. If you are already in CareLearn, click the **Home icon** at the top of the **interface**.

2. Click the **Library icon** located in the **Header menu**.

3. When you click the library icon, you will see a **slide-out menu** on the left of the **interface**.
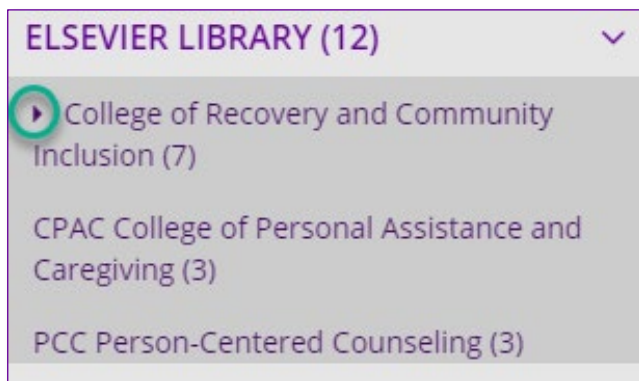

The **X** lets you close the slide-out menu that is showing you the library.

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.

   * Note that the image above may not reflect the current state of the system.

4. Click the **>** icon next to **Elsevier Library**. In CareLearn, a greater-than symbols or a triangle is used to **expand or contract a menu**.

ELSEVIER LIBRARY (12) ⌄	Now the **>** icon is facing down **V**. If you were to click it again, the menu would **contract** (returning to how it was before).
▸ College of Recovery and Community Inclusion (7) CPAC College of Personal Assistance and Caregiving (3) PCC Person-Centered Counseling (3)	The **expanded menu** shows that the Elsevier Library has 3 sections. Notice the tringle by the first section. It can be expanded too!

5. Close the library by clicking the **X** at the top of the **Library's slide-out menu**. Re-open the library by clicking the **Library icon**.

LIBRARY ✖ CE APPROVED (11) DSHS LIBRARY (1) > ELSEVIER LIBRARY (12) > SKILLSOFT LIBRARY (799) >	Notice that there is a **DSHS Library**, an **Elsevier Library,** and a **SkillSoft Library**. Elsevier and SkillSoft are external companies that create content we have purchased. The DSHS library will hold any custom training we develop for CareLearn. Notice that there is a section of the library that lists every course that awards continuing education credits. At the time this document was created there were 11.

6. Expand the DSHS Library by clicking the **>** icon next to it. At the time this document was created, the DSHS Library has one section called **How to use CareLearn**. And that section has a single course (1) in it. If you click it, you will see details about that course. It is named **Getting Started in CareLearn**.

Eventually the **How to use CareLearn section** of the DSHS Library will contain a number of courses covering everything you need to know about how to use CareLearn.

Notes

Glossary of Terms (just the most useful)

Expand / Contract   Many menus can be expanded and contracted to show or hide their more information.
Header menu   At the top of most every page. Contains the **Home, Search, and Library** icons.
Interface   The area of the screen that CareLearn uses.
Slide-out menu   A menu that slides in an out of the current page.

Library Quick Reference Guide

- **Use the library to find courses that interest you, or courses by a particular vendor.**
- **The library icon is at the top-left of most pages.**
- **The library sections can be expanded (to show more) or contracted (to show less).**

- **The little triangles and/or greater-than symbols are used to expand or contract items.**
- **The DSHS Library contains courses DSHS created.**
- **The CE Approved section of the library will show every course that provides CE credits.**

Here is an area where you can make your own notes