

Quick Reference Guides



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Purpose

Read the full instructions associated with these tasks. You may then find that this is all the reminder you need as you get to know CareLearn. **Note that if you view quick reference guides in the CareLearn LMS, you can move your mouse to the top of the document and a menu will appear. You can then choose to download and/ or print the document.**

Navigation Quick Reference Guide

- <https://sowa.sumtotal.host/>
- Create a desktop shortcut to CareLearn.
- Use that shortcut to navigate to CareLearn.
- Use icons, buttons, and menus to navigate.
- Do NOT use the browser buttons to navigate.
- Click the HOME icon to return to the home page.
- Find your first training on the home 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.
- When the video is over close the window
- Click the Library icon at the top of the page
- Click the DSHS Library
- Choose another course in the How to Use CareLearn series.

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.

Enterprise Search Quick Reference Guide

- Use Enterprise Search to look for courses by topics or keywords.
- The Search icon is at the top-right of most pages. The icon looks like a magnifying glass.
- Search using only one word at a time for a narrower search.
- Search for multiple words for a wider search.
- By default, search results will be sorted by relevance – best matches first.
- Use search filters to restrict your results based on things like CE hours awarded.
- Click the Apply button after changing any of the filters.

Elsevier Training Quick Reference Guide

- Find courses from Elsevier by clicking the Library icon and then clicking Elsevier Library.
- Click the course title that interests you and review its description and lessons.
- Click the Register button in the header section. It will register you for ALL lessons in the course.
- All lessons must be completed, and in order.
- Click the Start button next to the first lesson.
- A new windows opens, do not close the new window or the previous browser window.
- Click the Start the Lesson button that is at the bottom of the lesson Introduction page.
- Move through the course using the Prev and Next buttons, and interacting with the content.
- When you have reviewed all content click the Take Test icon.
- Review the test instructions and click another Take Test icon.
- Answer all questions and click Submit Test.
- Review the feedback and click the Exit icon.
- If you score below 80% on a test, exit the lesson and re-start that lesson.
- When you have successfully completed all lessons you will get credit for the course.

SkillSoft Training Quick Reference Guide

- Find courses from SkillSoft by clicking the Library icon and then clicking SkillSoft Library. Or use Enterprise Search and filter by Activity Type.
- Click the course title that interests you and review its description.
- Click the Start button in the header section.
- A new windows opens. Do not close the new window or the previous browser window.
- Skillsoft courses often include several topics. You can see them in the course menu.
- Use the course controls at the bottom of the screen to move through each page of each topic.
- When you have reviewed all course content click the Take Test button or find it in the menu.
- Answer all questions and review the feedback. Click the Done button.
- When you have scored an 80% or better you can click the Exit Test button.

Transcript Quick Reference Guide

- Click the Transcript button on the home page.
- If you want to see the CE you have earned since your birthday, change the view to "Continuing Education."
- Change the start date of the date range to your birthday, and make sure the end date is the current date.

Diploma Quick Reference Guide

- Click the Transcript button on the home page.
- Click the Diploma icon next to a course.
- Click Export to PDF.
- Select *Click here to download the file.*
- Save or print the PDF.
- Print in landscape.

Training Schedule Quick Reference Guide

- Click the Self icon in the Header menu.
- Expand the Learning menu item.
- Select Training Schedule.
- The Ongoing Activities section shows courses with a status of Incomplete / In Progress.
- The Completed section will show courses you have completed (to include lesson details).

Facility Types Quick Reference Guide

- Click the Self icon in the Header menu.
- Click Profile Details.
- Review language and facility information.
- If changes are needed, click the Home icon, and then the Ask for Help button. Give us your name, your CareLearn login email address, and tell us what information we should change for you.