REVIEW YOUR TRAINING SCHEDULE

Last updated by: Michael D. Sheehan | 2020-09-24

Purpose

The CareLearn Training Schedule can be used to review training you expressed interest in, started, completed, and much more. This document will introduce you to two features of the Training Schedule that you might find very useful; Courses you have started but have not completed, and courses you have completed (to include lesson details).
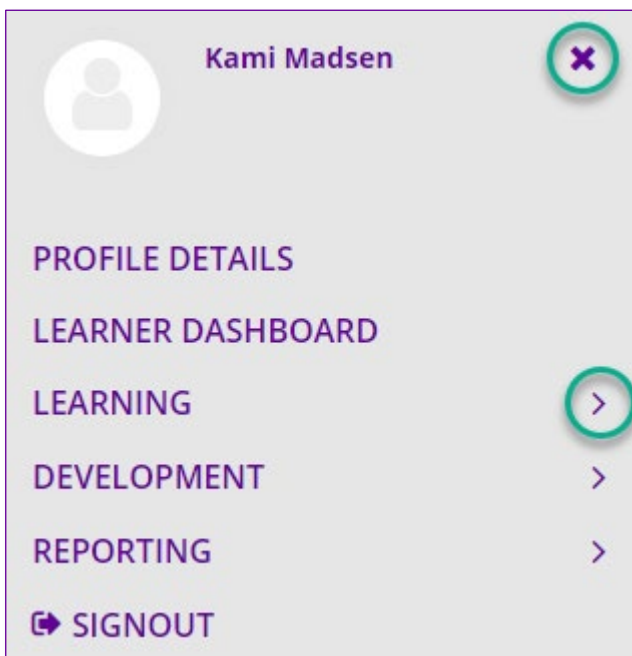
Process

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

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

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

Click the **X** to close the slide-out menu.

Click any of the **>** arrows to **expand** those menu items. Doing so will show more items under than menu item.

4. Expand the **Learning menu** by clicking the arrow next to it.

Note that once you expand the menu item several more items appear under it. You could contract the menu by clicking the arrow again, which would return the menu to its previous state.

5. Click **Training Schedule**. The training schedule page will open. By default, it will open to a view that shows you all training activities that you have started but have not yet completed. In the image below, you can see that I started a course titled **Slips, Trips, and Falls Impact: Identifying Fall Hazards**. Its current **status** is **In Progress** or **Incomplete** (depending where you look).

Viewing the **Ongoing Activities section** of the **Training Schedule** is a great way to "remember" which courses you started and need to complete. Also note that the system tracks your progress through training. When you re-start this training, you can pick up where you left off.

6. If you would like to re-start a training you can click the **Start button** at the end of its row.
7. Click the **Completed link**. You can use the Training Schedule to view courses you have previously completed. You may also use the **Training Transcript** to review the courses you have completed. One difference is that the Training Schedule will make it immediately clear which courses included multiple, separate lessons.

TRAINING SCHEDULE

This is a list of learning activity structures that you have completed. To view individual learning activities, go to the completed activities view.

| Search ... | 🔍 |

CURRENT/UPCOMING   EXPRESSED INTEREST   PENDING SIGNATURES   **COMPLETED**   CANCELED   WAITING LIST OR PENDING APPROVAL

Displaying 2 of 2 Records   10   25   50   100

📄 Export To Excel   🖨 Print   📅 View Calendar

☐	Activity Name ⇕	Status	Code ⇕	Region ⇕	Start Date	Completed Date	Score	Grade	Passed	Actions
☐	**Compliance Brief: Workplace Cleaning and Disinfection** Skillsoft Course	ATTENDED	SKS_ehs_hsf_e83_sh_enus		9/23/2020	9/23/2020	100			OPTIONS ▾
☐	**CRCI Understanding the HIPAA** Simplified Curriculum (mobile)	ATTENDED	ELS0097		9/22/2020	9/23/2020	92.96		Yes	
☐	**Lesson 1: Introduction to HIPAA** *of* **CRCI Understanding the HIPAA** OnLine Course	ATTENDED	ELS0094		9/22/2020	9/23/2020	90		Yes	REVIEW ▾
☐	**Lesson 2: The Privacy Rule and Security Rule** *of* **CRCI Understanding the HIPAA** OnLine Course	ATTENDED	ELS0095		9/23/2020	9/23/2020	88.89		Yes	REVIEW ▾
☐	**Lesson 3: The Breach Notification Rule and Enforcement Rule** *of* **CRCI Understanding the HIPAA** OnLine Course	ATTENDED	ELS0096		9/23/2020	9/23/2020	100		Yes	REVIEW ▾

In the above image you may be able to notice that the course titled CRCI *Understanding the HIPAA* has 3 lessons listed beneath it, and that they are slightly indented. Also note that the course title does NOT have a **Review button** at the end of its row. That is because the course has no content of its own… it is made up of the 3 courses listed below it.

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.
Lesson / Course Status	Indicates **In Progress** or **Incomplete** (depending on where you are viewing it) until you have successfully completed the lesson or course. It will then change to **Attended** or **Passed**.
Maximize/Minimize	When you click a web browser's Maximize button, it will use the full size of your display.
Slide-out menu	A menu that slides in an out of the current page.
Training Schedule	View courses you expressed interest in, started, completed, and much more.

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).**