

FIND TRAINING USING THE LIBRARY (For Desktop Users)



Last updated by: Collin May | 2021-12-14

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

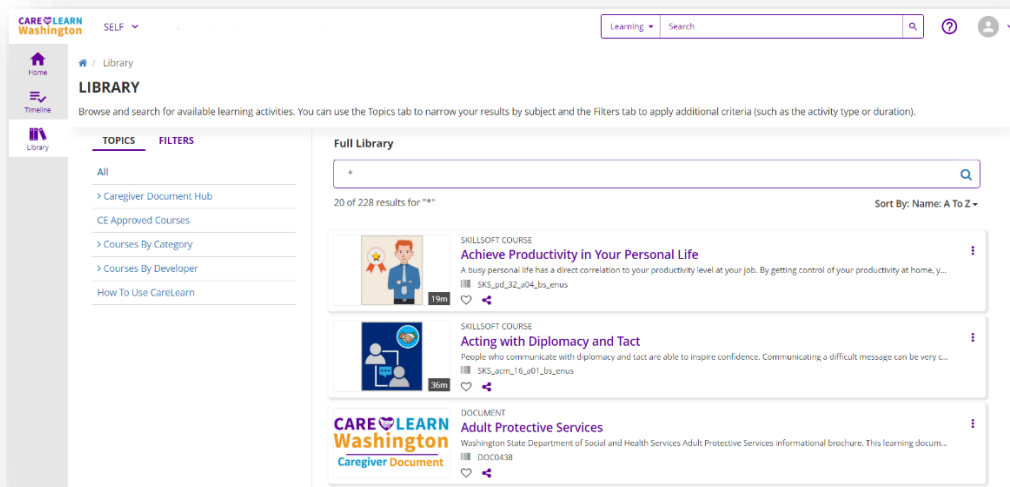
1. Log into CareLearn. If you are already in CareLearn, click the **Home icon** at the top of the **interface**.



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

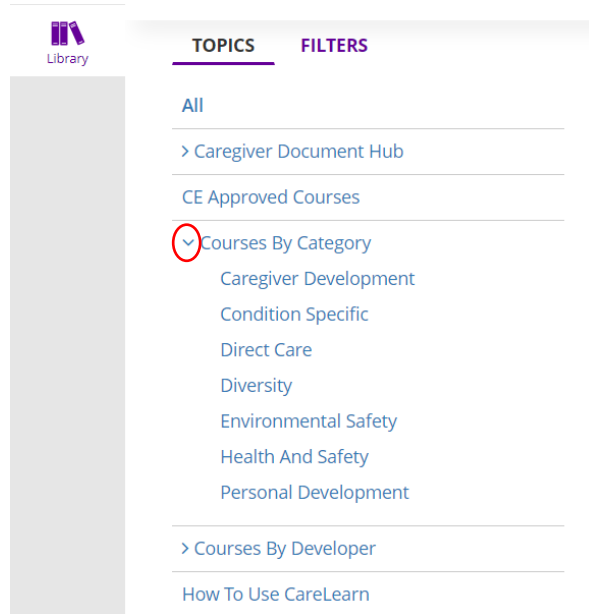


3. When you click the library icon, you will see directed to the **Library Menu**.



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

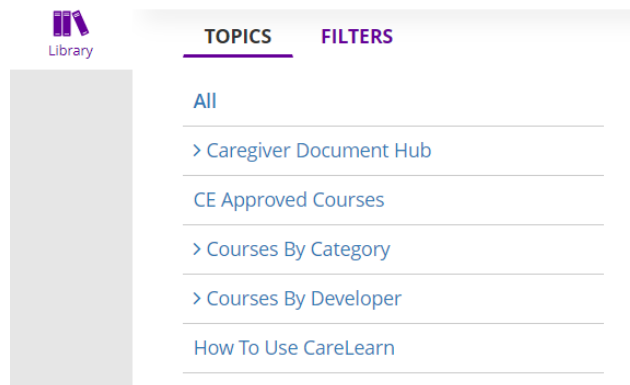
4. Click the **>** icon next to **Course By Category**. In CareLearn, a greater-than symbols or a triangle is used to **expand or contract a menu**.



Now the **>** icon is facing down **▼**. If you were to click it again, the menu would **contract** (returning to how it was before).

The **expanded menu** shows that the Courses by Category Library has 7 sections.

5. Close the library by clicking the back button on another button on the home menu. Re-open the library by clicking the **Library icon**.



Notice that there are multiple **Libraries** to choose from; **Caregiver Document Hub, CE approved Courses, Courses by Category, Courses By Developer, and How To Use CareLearn**.

- Caregiver Document Hub consists of downloadable Caregiver resources.
- CE Approved Courses lists every course that awards continuing education credits.
- Courses By Category lists courses by topic
- Courses By Developer lists the courses by curriculum creators.
- How To Use CareLearn consists of courses designed to help users navigate CareLearn

6. Click on the **How to use CareLearn** library. That section has fifteen course (15) in it. If you click any of the courses, you will see details about that specific course.

The screenshot shows the 'Library' interface with a sidebar on the left containing 'TOPICS' and 'FILTERS'. The main area displays search results for 'How To Use CareLearn'. A search bar at the top contains an asterisk and shows '15 of 15 results for "*"'. The results are sorted by 'Name: A To Z'. Three items are listed:

- Getting Started With CARE LEARN Washington** (ONLINE COURSE, OLT0280): 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 ...
- How to Use CARE LEARN Washington** (DOCUMENT, DOC0281): A PDF document that includes all of the Quick references in the "How to use CareLearn" series. Target Population: All new CareLearn...
- How to Use CARE LEARN Washington** (DOCUMENT, DOC0282): A PDF document that describes the CareLearn environment. Part of the "How to use CareLearn" series. Target Population: All new ...

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