

NAVIGATION AND INTERFACE



Last updated by: Collin May | 2021-08-13

Purpose

This document will introduce you to the CareLearn environment, describe its parts, and help you learn to get around in the system. You do **NOT** need to learn the terms used in this document, but it wouldn't be a bad idea at all!

The CareLearn Application

CareLearn Washington is a **web-based application**. That simply means that you have to use a **web browser** to use it. Some common examples of web browsers are **Chrome, Firefox, Safari, Internet Explorer, and Edge**. So the way that you use CareLearn Washington is by opening up a browser and navigating to CareLearn. **Navigation** is the word commonly used to describe how people get around when using a web browser.

The Interface

Interface is the word we use to describe the area of the screen that CareLearn uses. It is the area within your web browser that represents the CareLearn application. The words *environment*, and *platform* are often used to mean the same thing. The following screen shot (image) shows the CareLearn application open in Google Chrome.



At the top of the image you can see parts of the web browser.

The area of the image within the blue rectangle represents the CareLearn interface.

If you click anything within that area, you are using CareLearn. If you click anything in the area above, you are using your web browser.

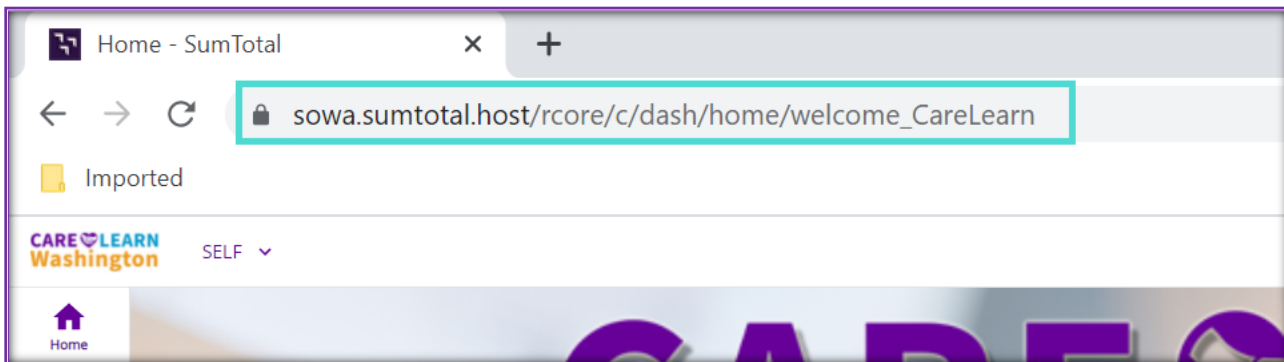
Different browsers look different. Some will have different buttons, some will take up space above and below the CareLearn interface.

We often use the word **page** to refer to a particular area within CareLearn. The above image shows the home page.

Navigating to CareLearn

There are many ways to get to CareLearn Washington. The first time you navigate to CareLearn, you will probably click a hyperlink in the email you received when your CareLearn account was created. A **hyperlink** (often just called a *link*) will use your web browser to take you to an **internet address** on the **World Wide Web**. <https://sowa.sumtotal.host> is CareLearn's **internet address**.

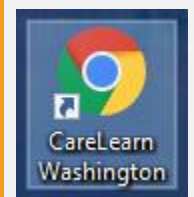
Another way to navigate to CareLearn Washington is to paste its internet address into the URL Window of your web browser. The image below shows a screen shot of Chrome with the URL Window outlined. The **URL Window** shows the internet address you are viewing.



Most people do not bother typing internet addresses in the URL Window. Most people use bookmarks, Favorites, or shortcuts to get to addresses they visit regularly. **Bookmarks** and **Favorites** are two terms that mean the same thing. Once you navigate to a site you would like to revisit, each browser has a way for you to save that internet address. Once you have bookmarked a site or have saved it as one of your favorites, you can use your browser menu to select the site by name without knowing its internet address.

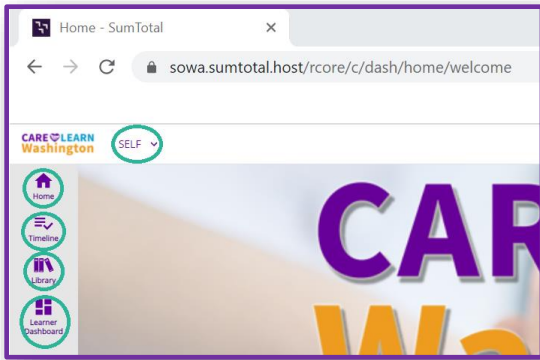
You can also navigate to CareLearn Washington by placing a shortcut on your desktop. A shortcut is an icon linked to an internet address.

To create a shortcut to CareLearn using Microsoft Windows, right-click anywhere on your desktop. From the menu, select **New > Shortcut**. For the location type <https://sowa.sumtotal.host/> and name the shortcut CareLearn Washington. Now you have an icon on your desktop that will take you to CareLearn anytime you click it.



Navigating within CareLearn

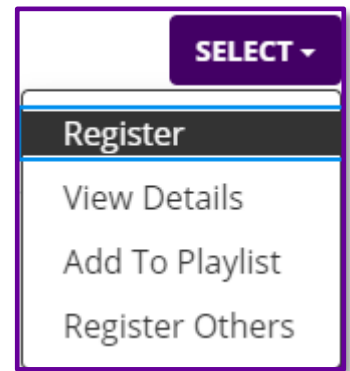
Once you have navigated to CareLearn, you can navigate *within* CareLearn. **It is very easy to get around in CareLearn!** You will usually click icons or buttons or links, or use internal menus. An **icon** is an image that performs some function in CareLearn or helps you move to another part of CareLearn. All of the circled items in the image below are icons.



Buttons are similar to icons (they are images you can click). **Buttons** are often used to perform some action rather than change your location in CareLearn.



Menus let you select from a set of choices. In CareLearn there are some buttons that even have menus built into them. Anytime you see a little triangle in CareLearn, it usually means that if you click it, you will get a menu of options. In the image to the right you see a button. When I clicked the little triangle next to the word SELECT, a menu appeared. I now have 4 different options from which to choose (click).



The most important icon to know is the **Home** icon. The home icon is our CareLearn logo, and is at the top of most every page in CareLearn. When you click it, it will take you back to the CareLearn home page. When you are following any instructions on how to use CareLearn, start by clicking the home icon.

Many instructions on how to use CareLearn will refer to the Header menu. The **Header** menu is that area of the interface at the top of most pages. The Home icon is at the left of the header menu. The **Enterprise Search** field is on the right, as well as the help and your profile icon.



Notes

Do NOT use the browser's forward and back buttons to navigate within CareLearn. Once you get to CareLearn, only use the icons links and menus in the CareLearn interface.

Glossary of Terms (just the most useful)

Header menu	At the top of most every page. Contains the Home and Search icons.
Icons, Buttons Menus Interface	Are all ways to perform actions and navigate in CareLearn.
Page	The area of the screen that CareLearn uses.
URL Window	Areas within CareLearn. You might navigate from one page to another within the interface.
Web browser	Shows the internet address you are viewing.
	Examples include Chrome, Firefox, Safari, Internet Explorer, and Edge.

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.