

# REVIEW YOUR TRAINING SCHEDULE



Last updated by: Collin may | 2022-10-11

## 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 **Training Schedule** located in the user dashboard.



1. 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).

### TRAINING SCHEDULE

This is a list of current training activities for which you are registered.

**CURRENT/UPCOMING**   EXPRESSED INTEREST   PENDING SIGNATURES   COMPLETED   CANCELED

WAITING LIST OR PENDING APPROVAL

ALL   **ONGOING ACTIVITIES**   UPCOMING ACTIVITIES   FIXED DURATION ACTIVITIES   COMPLETION REQUESTED ACTIVITIES

Displaying 1 of 1 Records   10   25   50   100

       

<input type="checkbox"/>	Activity Name ^	Status	Code ^	Region ^	Start Date ^	End Date ^	Actions
<input type="checkbox"/>	Slips, Trips, and Falls Impact: Identifying Fall Hazards Skillsoft Course	<b>IN PROGRESS</b>	SKS_ehs_ci_b08_sh_enus				<input type="button" value="START"/>

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.

- If you would like to re-start a training you can click the **Start button** at the end of its row.
- 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](#)

<input type="checkbox"/>	Activity Name	Status	Code	Region	Start Date	Completed Date	Score	Grade	Passed	Actions
<input type="checkbox"/>	Compliance Brief: Workplace Cleaning and Disinfection Skillssoft Course	ATTENDED	SKS_ehs_hsf_e83_sh_enus		9/23/2020	9/23/2020	100			<b>OPTIONS</b>
<input type="checkbox"/>	CRCI Understanding the HIPAA Simplified Curriculum (mobile)	ATTENDED	ELS0097		9/22/2020	9/23/2020	92.96		Yes	
<input type="checkbox"/>	Lesson 1: Introduction to HIPAA of CRCI Understanding the HIPAA OnLine Course	ATTENDED	ELS0094		9/22/2020	9/23/2020	90		Yes	<b>REVIEW</b>
<input type="checkbox"/>	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	<b>REVIEW</b>
<input type="checkbox"/>	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	<b>REVIEW</b>

In the above image, 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)

<b>Expand / Contract Dashboard menu</b>	Many menus can be expanded and contracted to show or hide more information. Located on the left of every page are the <b>Home, Timeline, Library, Training Transcript, and Training Schedule</b> icons.
<b>Interface Lesson / Course Status</b>	The area of the screen that CareLearn uses. Indicates <b>In Progress</b> or <b>Incomplete</b> (depending on where you are viewing it) until you have successfully completed the lesson or course. It will then change to <b>Attended</b> or <b>Passed</b> .
<b>Maximize/Minimize Slide-out menu</b>	When you click a web browser's Maximize button, it will use the full size of your display. A menu that slides in and 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).