# **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**

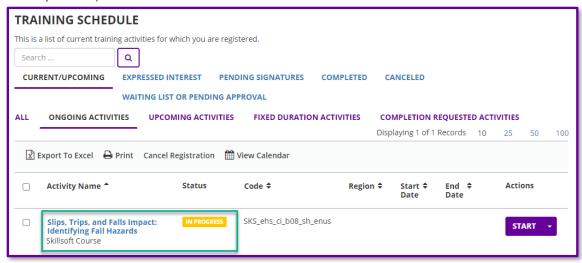
1. Log into CareLearn. If you are already in CareLearn, click the **Home icon** at the top of the **interface**.



2. Click the **Training Schedule** located in the user dashboard.

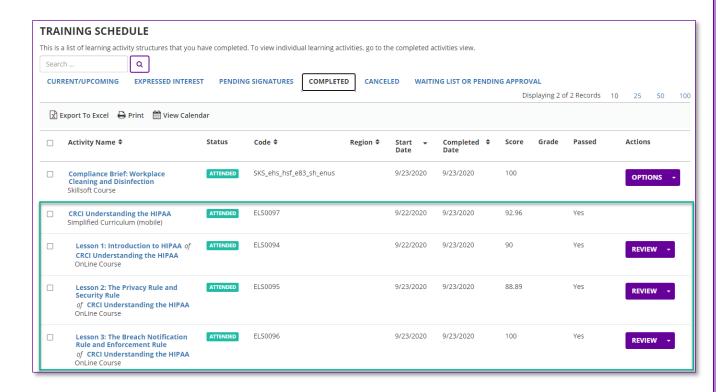


The training schedule page will open. By default, it will open to a view that shows you all training activities that you have started but have not yet completed. In the image below, you can see that I started a course titled *Slips, Trips, and Falls Impact: Identifying Fall Hazards*. Its current status 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.

- 2. If you would like to re-start a training you can click the **Start button** at the end of its row.
- 3. 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.



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)	
Expand / Contract	Many menus can be expanded and contracted to show or hide more information.
Dashboard menu	Located on the left of every page are the <b>Home, Timeline, Library, Training Transcript, and Training Schedule</b> icons.
Interface	The area of the screen that CareLearn uses.
Lesson / Course	Indicates In Progress or Incomplete (depending on where you are viewing it) until you have
Status	successfully completed the lesson or course. It will then change to <b>Attended</b> or <b>Passed</b> .
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).