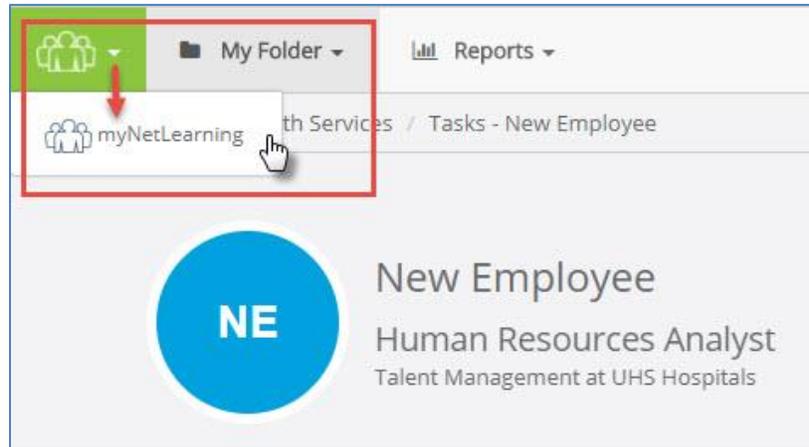


NetLearning E-Learning Instructions

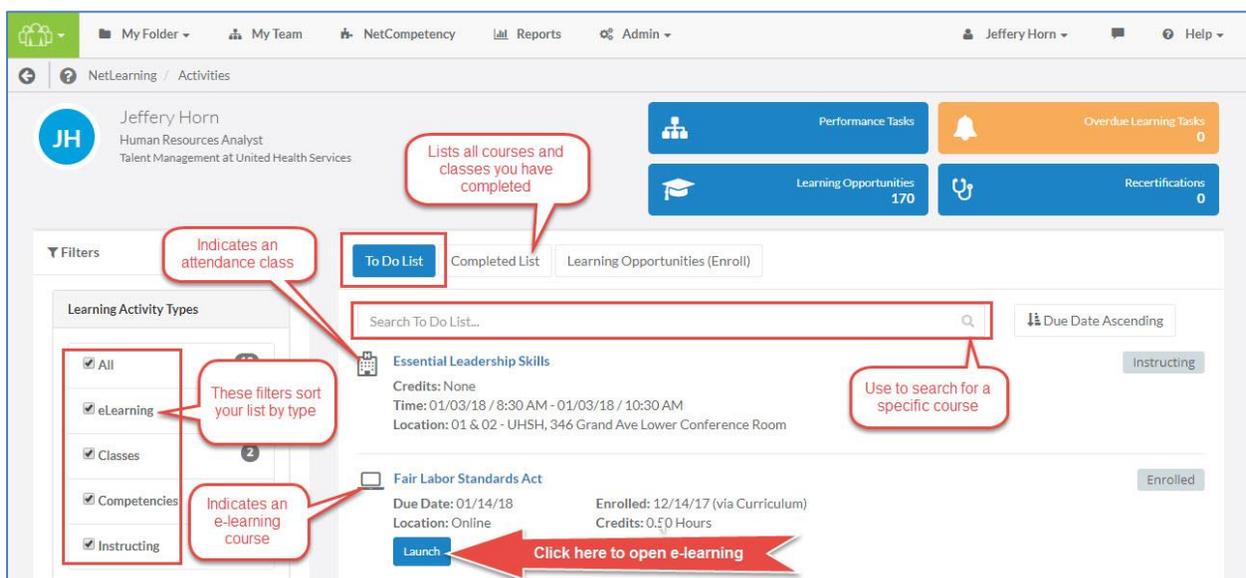
1. Access NetLearning from Performance Manager

- Use the HealthcareSource menu to select myNetLearning. This menu can also be used to navigate from NetLearning back to Performance Manager.



2. NetLearning Landing Page: To Do List

- Your To Do List includes all courses you are required to complete and their due date. Titles with a computer icon are e-learning courses. Titles with a hospital icon are classes that require your attendance.
 - Some e-learning courses come from our HealthcareSource content library and others have been developed directly by UHS. See below for more information about each type.
- The Completed List tab shows you all courses and classes you have completed. This includes historical records imported from EDtrack/CAREtime.
- There are filters on the left side of the screen to help you sort through your list and the Search To Do List field can be used to find a specific topic.



3. Begin an e-learning course by clicking Launch under its title.

4. **Courses from our HealthcareSource Library** open to the introduction page shown below. You have two options for reviewing the course content:
- Expanded Course: Full course, with all content which leads to a post-lesson assessment; for new employees or employees who wish to thoroughly review the topic.
 - Minute Mandatories: Quick summary of content which leads to a post-lesson assessment; for experienced employees who do not need to review the content.

Important Note: Regardless of which option you pick to review the content, you must pass the Post Course Assessment to receive credit.

HealthcareSource eLearning Library

Compliance Series: Diversity in Health Care

Course Introduction AUDIO

Expanded Course
Click here to begin the expanded course

Minute Mandatories
Click here to take the shorter course

In health care, as in all other areas, people are diverse. This is true among patients, workers, visitors, and vendors. They have various backgrounds, heritages, and needs. Your ability to recognize, understand, and appreciate this diversity will provide benefits for patients and for this facility. The importance of your being culturally competent cannot be overemphasized.

Are you familiar with this?
If you just need a refresher, the Minute Mandatory lesson summarizes the main points of the course and can be accessed by clicking the Minutes Mandatories button at the top of this page.

UHS
We will listen. We will show respect.
We will hope.

If the course you opened looks different than the one at left, please see step 12 below for information about UHS developed courses.

5. **Click on Expanded Course or Minute Mandatories.**
6. **Use the Next and/or Back arrows to navigate the course content.**

HealthcareSource NetLearning

HealthcareSource eLearning Library

Compliance Series: Diversity in Health Care

Course Introduction AUDIO

Course Learning Objective

After completing this course, you should be able to correctly define *diversity* and describe its impact on health care.

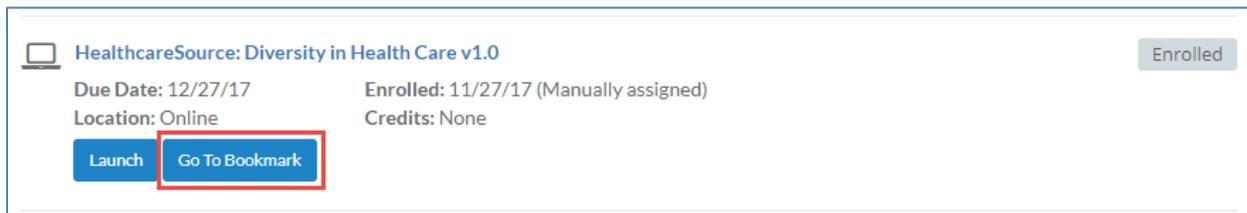
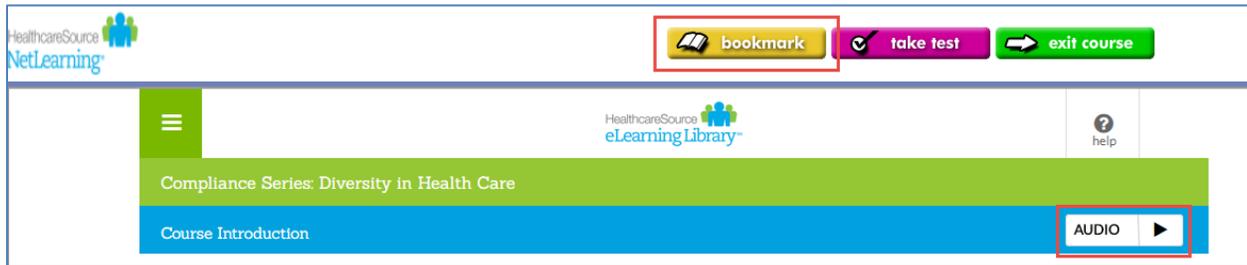
Page 2 of 50

BACK NEXT

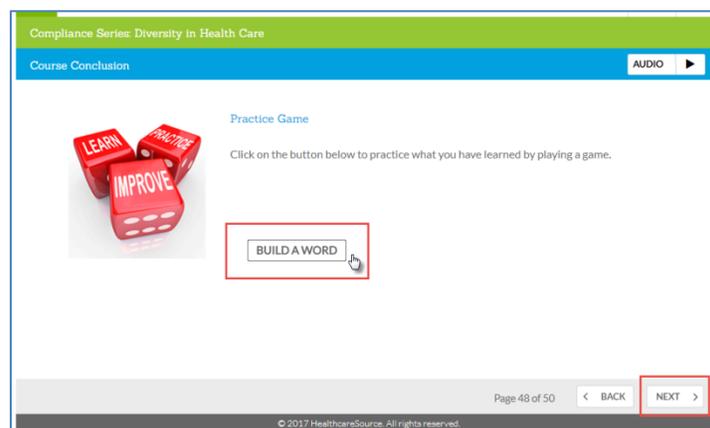
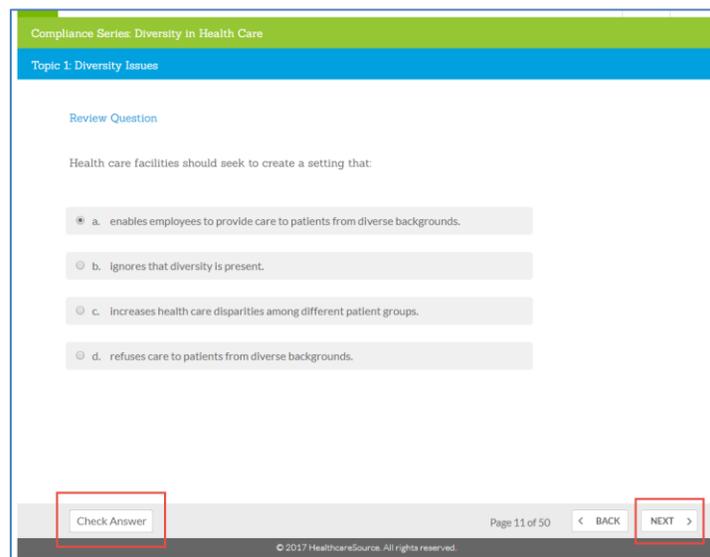
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7. **Bookmark tool:** If you are interrupted while completing a course, click on the Bookmark tool at the top of the screen. If you exit the course, the system will give you the option of starting over completely by clicking Launch or at your last bookmark.

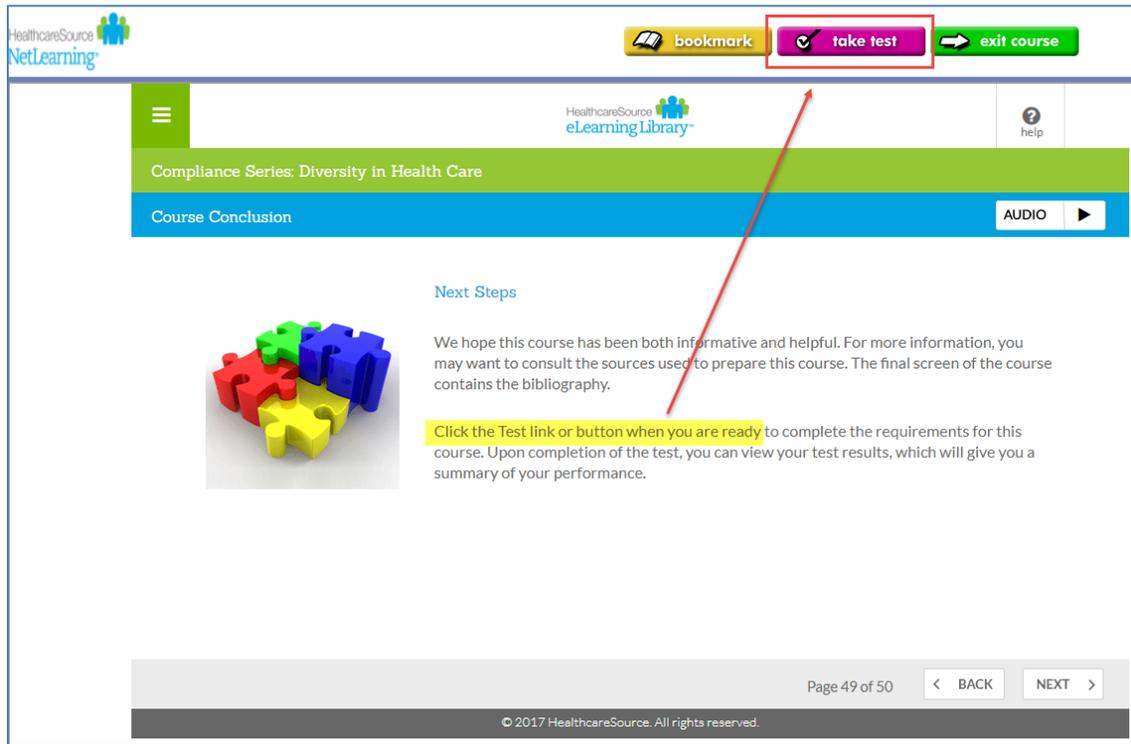
The Bookmark feature is only available in courses from the HealthcareSource library.



8. **Review Questions and Practice Games:** These features are optional checks for understanding and are not part of the post course assessment.

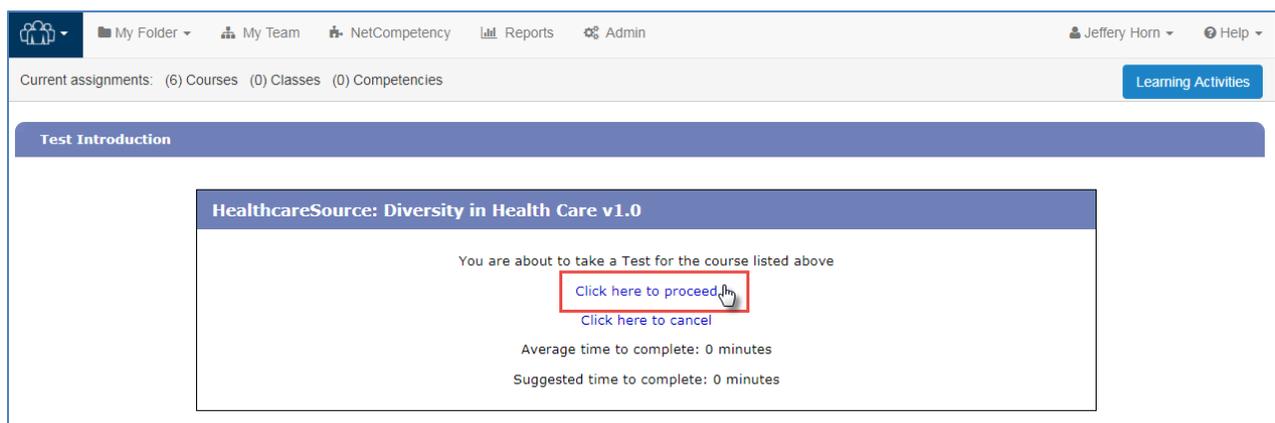


9. **Opening the Post Course Assessment:** Upon reaching the end of the course, click on Take Test at the top of the screen to open the post-course assessment (Some courses developed by UHS will not have a Take Test button available in this manner – please continue reading below for more details).



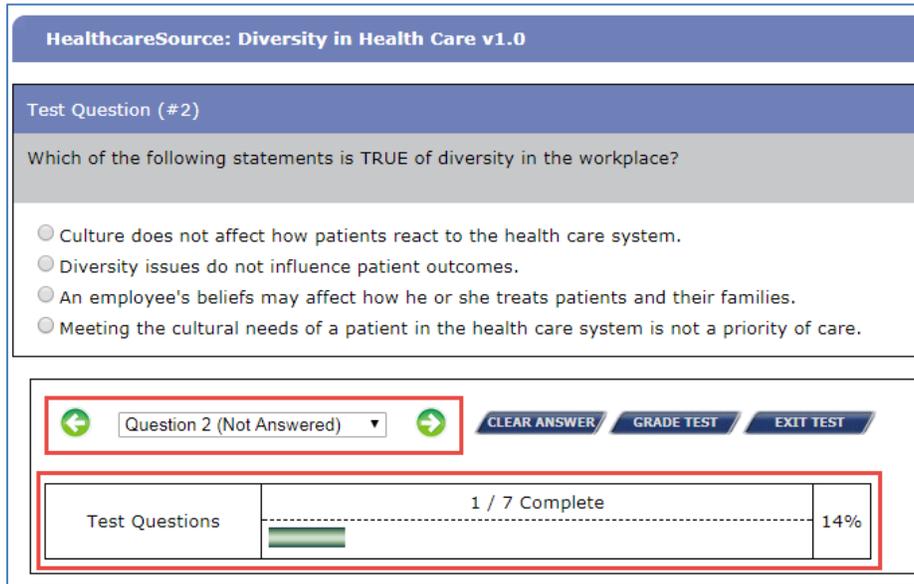
10. **Completing the Post Course Assessment:**

- Select [Click here to proceed](#) to open the test

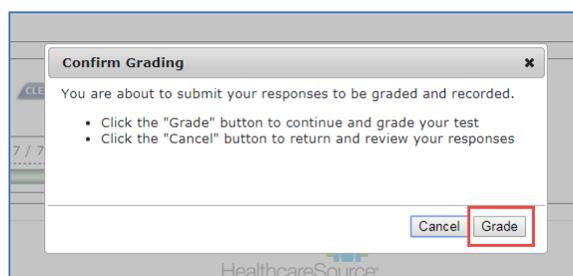
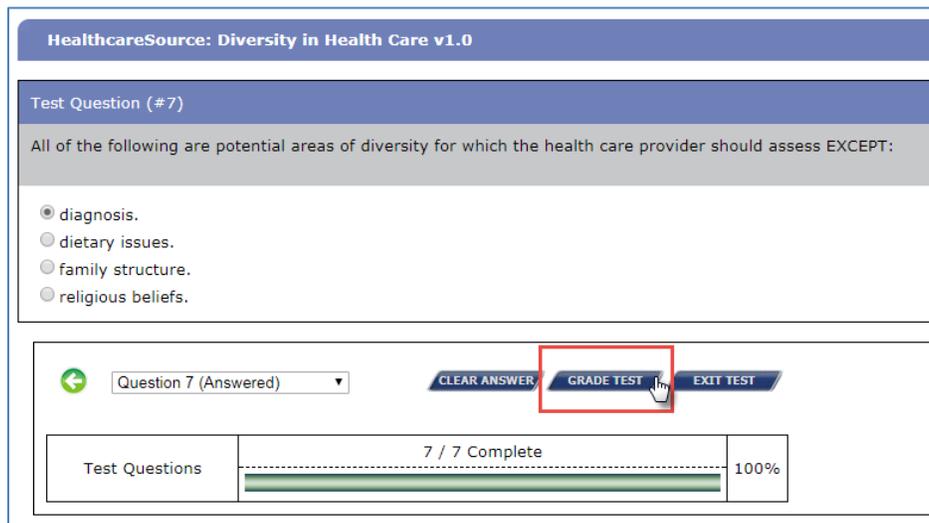


10. **Completing the Post Course Assessment** continued:

- Answer each question and use the green arrows to move to the next question. Answers will not be graded until after the entire test is complete.
- You may navigate backwards to review questions without impacting your grade. You may also use the drop down menu between the arrows to navigate.
- A progress bar indicates how many questions the test contains and how many you have answered.



- After answering all questions, select Grade Test. When prompted, select Grade to confirm you are finished with the test.

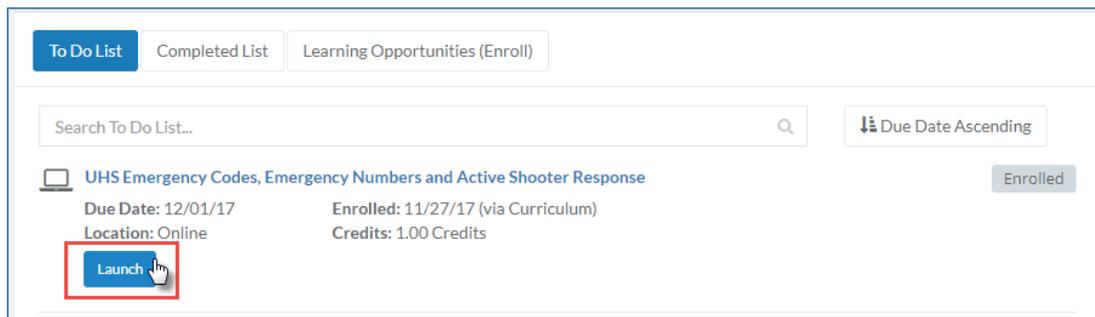


11. **View Test Results**, then select Return to myNetLearning to return to your To Do List. If you passed the Post Course Assessment, the course can now be found on your Completed List.

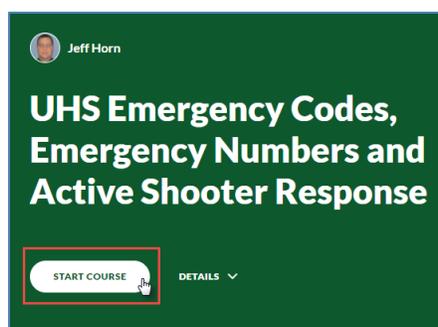


12. **Completing a course developed by UHS.** There are two types of UHS developed courses.

- Both types of courses open by clicking Launch on your To Do List.
- PowerPoint based courses – these courses simply require you to scroll through and read the content in the course before completing the Post Course Assessment.
 - After completing the course’s content, click the Take Test button as shown in step 9 above.
- Interactive courses which open in a new internet browser window – these courses require you to navigate interactive content that must be reviewed before completing the Post Course Assessment; may include videos or interactive review checks
 - The Post Course Assessment is accessed differently for these courses. See step 16 below for more details on how to access the Post Course Assessment.



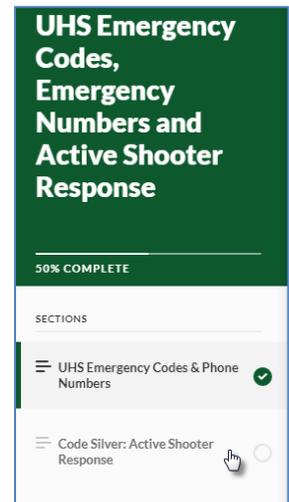
13. **Course Completion:** The course will open in a new browser window. Adjust the size of the window to meet your preference, then click Start Course.



These courses are completed outside of NetLearning. After completing the course, you will need to return to NetLearning to complete its assessment (see below)

14. Navigation of Interactive UHS course:

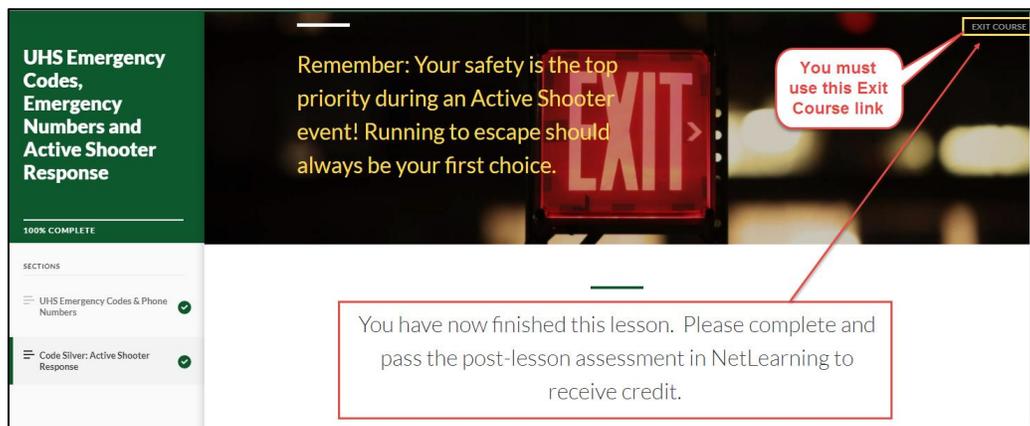
- Courses of this type may have more than one section. In the example used here, there are two: UHS Emergency Codes & Phone Numbers and Code Silver: Active Shooter Response.
- Scroll through each section to review the content, some of which is interactive. Please be sure to test the interactive content and especially the video in the second section.
- A navigation pane on the left side of the screen tracks your progress and can be used to switch sections.
- There is also a bar at the bottom of each section that allows you to advance to the next section.



15. Course Completion:

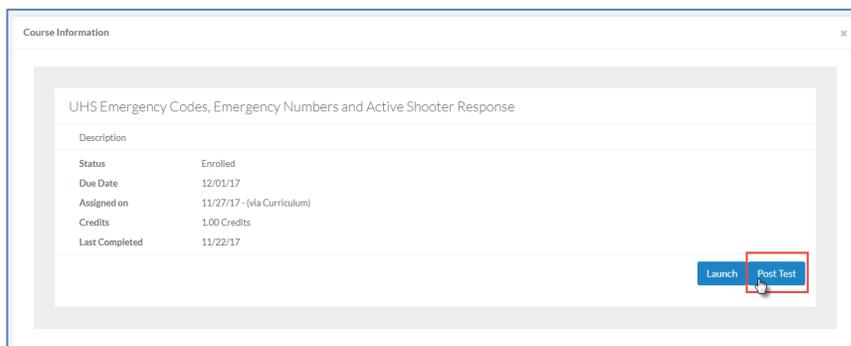
At the end of the final section, you will see a message indicating you have finished the lesson and need to complete the post-lesson assessment in NetLearning.

- To exit the course, use the Exit Course link at top, right to confirm you have completed the content then close the window.
- **IMPORTANT: If you do not use the Exit Course link, the assessment may not be available because the system has not received confirmation you completed the required content.**



16. Return to NetLearning to complete the post-lesson assessment:

- Click Post Test to open the assessment



Once opened, the test is completed in the same way as any other test in the system.