# 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.

O NetLearning / Activities					
Jeffery Horn Human Resources Analyst	Lists all courses and	<b>.</b>	Performance Tasks		Overdue Learning Task
Talent Management & United Hea	classes you have completed		Learning Opportunities 170	ণ্ড	Recertification
Filters Indicates an attendance class	To Do List Completed List	Learning Opportunities (Enroll)			
Learning Activity Types	Search To Do List			0	Due Date Ascending
Learning Activity Types	Search To Do List Essential Leadership Skills			a 1	Due Date Ascending
Learning Activity Types	Search To Do List Essential Leadership Skills Credits: None Time: 01/03/18/8:30 AM Location: 01 & 02 - UHSH, 3	01/03/18 / 10:30 AM 146 Grand Ave Lower Conference Room	Use to se specific	arch for a course	Due Date Ascending
Learning Activity Types	Search To Do List Essential Leadership Skills Credits: None Time: 01/03/18 / 8:30 AM Location: 01 & 02 - UHSH, 3	01/03/18 / 10:30 AM 46 Grand Ave Lower Conference Room	Use to se specific	arch for a course	Le Date Ascending
Learning Activity Types	Search To Do List Soft pe Essential Leadership Skills Credits: None Time: 01/03/18 / 8:30 AM Location: 01 & 02 - UHSH, 3 Fair Labor Standards Act Due Date: 01/14/18	01/03/18 / 10:30 AM 146 Grand Ave Lower Conference Room Enrolled: 12/14/17 (via Curriculur	Use to se specific	arch for a course	E Due Date Ascending

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.

=	HeathcansGaure	Phelp		
Compliance Series: Diversity in He				
Course Introduction		AUDIO		
Contraction of the second seco	In the state of the second as the second by clicking the Minutes Mandatories buttor of this page.	ts, eeds, Your tis for cannot be in points o at the	               	f 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.

lealthcareSource			🖉 bookmark	🗙 take test	🗲 exit course
	=		HealthcareSource		() help
	Compliance Series: D	iversity in Health Care			
	Course Introduction				AUDIO 🕨
		Course Lear After compleits impact on	ning Objective ting this course, you should be able to health care.	o correctiy define <i>diversit</i>	v and describe
				Page 2 of 50	BACK NEXT
		© 20	017 HealthcareSource. All rights reserved.		

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.

HealthcareSource			bookmark of take test	exit course	
	=		HealthcareSource	(? help	
	Comj	pliance Series: Div	ersity in Health Care		
	Cours	e Introduction		AUDIO	►
Healtho	careSou	rce: Diversity in	Health Care v1.0		Enrolled
Due Da	te: 12/2	27/17	Enrolled: 11/27/17 (Manually assigned)		
Location	n: Onlir Go	ie To Bookmark	Credits: None		

#### 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.

I Diversity Issues			
Review Question			
Health care facilities sho	ould seek to create a setting that:		
a. enables employees	s to provide care to patients from diverse backgrounds.		
O b. ignores that divers	sity is present.		
○ c. increases health ca	are disparities among different patient groups.		
O d. refuses care to pat	tients from diverse backgrounds.		
Check Answer		Page 11 of 50	< BACK NE
Check Answer	© 2017 HealthcareSource. All rights reserved.	Page 11 of 50	< BACK NE
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Check Answer ance Series: Diversity in Conclusion	© 2017 HealthcareSource. All rights reserved. Health Care Practice Game	Page 11 of 50	AUDIO
Check Answer ance Series: Diversity in Conclusion	© 2017 HealthcareGource. All rights reserved. Health Care Practice Game Click on the button below to practice what you!	Page 11 of 50	K BACK NE
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Check Answer ance Series: Diversity in Conclusion	© 2017 HealthcareSource. All rights reserved. Health Care Practice Game Click on the button below to practice what you BUILD A WORD	Page 11 of 50	AUDIO
Check Answer ance Series: Diversity in Conclusion	Click on the button below to practice what you	Page 11 of 50	ing a game.
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Check Answer ance Series: Divensity in Conclusion	C 2017 HealthcareSource. All rights reserved.	Page 11 of 50	ing a game.
Conclusion	C 2017 HealthcareSource. All rights reserved.	Page 11 of 50	AUDIO

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).

HealthcareSource		🖉 bookmark 💽 🕤 take test	exit course
	=	HealthcareSource	() help
	Compliance Series: Diversity in Hea	alth Care	
	Course Conclusion		
		Next Steps We hope this course has been both informative and helpful. For more in may want to consult the sources used to prepare this course. The final so contains the bibliography. Click the Test link or button when you are ready to complete the requir course. Upon completion of the test, you can view your test results, whi summary of your performance.	iformation, you creen of the course ements for this ich will give you a
		Page 49 of 50	< BACK NEXT >
		© 2017 HealthcareSource. All rights reserved.	

- 10. Completing the Post Course Assessment:
  - Select Click here to proceed to open the test

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Current assignments	(6) Courses (0) Classes	(0) Competencies			Learning	Activities
Test Introduct	n					
	HealthcareSo	ource: Diversity	in Health C	are v1.0		
		Y	ou are about to	b take a Test for the course listed above		
			L	Click here to proceed		
			Averag	e time to complete: 0 minutes		
			Suggest	ted time to complete: 0 minutes		

#### 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.

HealthcareSource: Diversity in Health Care v1.0
Test Question (#2)
Which of the following statements is TRUE of diversity in the workplace?
<ul> <li>Culture does not affect how patients react to the health care system.</li> <li>Diversity issues do not influence patient outcomes.</li> <li>An employee's beliefs may affect how he or she treats patients and their families.</li> <li>Meeting the cultural needs of a patient in the health care system is not a priority of care.</li> </ul>
GRADE TEST (Not Answered)
Test Questions 1 / 7 Complete 14%

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

HealthcareSource: Diversity in Health Care v1.0	
Test Question (#7)	
All of the following are potential areas of diversity for which the health care provider should assess EXCEPT:	
<ul> <li>diagnosis.</li> <li>dietary issues.</li> <li>family structure.</li> <li>religious beliefs.</li> </ul>	
Grade test (Answered)	
Test Questions 7 / 7 Complete 100%	

l	Confirm Grading X
	You are about to submit your responses to be graded and recorded.
7	<ul> <li>Click the "Grade" button to continue and grade your test</li> <li>Click the "Cancel" button to return and review your responses</li> </ul>
	Cancel Grade

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.

Test Results					
Results Summar	V				
Name	Jeffery Horn				
Course Title	HealthcareSource: Diversity in Health Care v1.0				
Grade	100				
Time	4				
Status	O Passed				
	Congratulations! You have successfully completed the requirements for this course. When you return, check to make sure this course has been added to your Transcript record. You may also review the contents of this course at any time.				
	Return To myNetLearning				

- 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.

UHS Emergency Codes, Emergency Numbers and Active Shooter Response	Remember: Your safety is the top priority during an Active Shooter event! Running to escape should always be your first choice.
UHS Emergency Codes & Phone Numbers	You have now finished this lesson. Please complete and
E Code Silver: Active Shooter	pass the post-lesson assessment in NetLearning to receive credit.

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

• Click Post Test to open the assessment

Course Information			ж
	UHS Emergency (	Codes, Emergency Numbers and Active Shooter Response	
	Description		
	Status	Enrolled	
	Due Date	12/01/17	
	Assigned on	11/27/17 - (via Curriculum)	
	Credits	1.00 Credits	
	Last Completed	11/22/17	
		Launch PostTest	

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