
Quick Reference Guide

PromisePoint™ Learning Page

September 2018

My Learning Assignments

On the PromisePoint™ community, select the **Learning/Training** tab to find *required curriculum(s)*, *Elective Asssignments* and *My Completion History*. Next to each section is a progress wheel that displays the percentage of courses completed in each curriculum and elective assignments.

Example:

Completion Progress

Reviewing the screenshot, it shows a list of curriculum items. Each item consists of a circular progress indicator on the left, the curriculum name in the middle, and a dropdown arrow on the right. The items are: 'Reviewer' with a 0% progress wheel and '72 Assignments, 0 Complete' below it; 'TEEM Workshop' with a 0% progress wheel and '7 Assignments, 1 Complete' below it; 'Elective Assignments' with a 0% progress wheel, a description 'Assignments you personally elected or an assignment given specifically to you by an administrator', and '7 Assignments, 0 Complete' below it; and 'My Completion History' with a green checkmark icon and '1 Complete' below it.

Expand to see

To view the courses that are assigned as part of a curriculum, select the drop-down arrow below the curriculum name. Use the expand/collapse arrow to the right of a course to see the status or to launch a course. If a description exists, it will display under **status**. The icon to the left of each course will show a status of **Assigned**, **In Progress** or **Complete**.

Example:

The screenshot shows the 'CERNER' curriculum page. At the top is a 20% progress wheel and '5 Assignments' with an expand arrow. Below is a section titled 'Online Courses'. The list includes: 'ACE IT 320 Adjust the Schedule' (Assigned status icon), 'ACE IT 330 Manage Appointments for Therapists' (In Progress status icon), 'ACE IT 340 Manage Appointments for Schedulers' (Locked status icon), 'ACE IT 350 Advanced Scheduling' (Locked status icon), and 'ACE IT 360 Schedule Reports' (Complete status icon). A 'Launch Course' button is visible next to the 'ACE IT 330' course. Annotations with arrows point to the 'Assigned', 'In Progress', 'Launch', 'Locked: Prerequisites', and 'Complete' labels.

Under the **My Completion History** section, select the expand/collapse arrow on the right to re-launch a course or view a certificate.

The screenshot shows the 'My Completion History' section. It features a green checkmark icon and '1 Assignments' with a dropdown arrow. Below is the 'ACE IT 360 Schedule Reports' course, which is marked as 'Complete'. The details for this course show a 'Status: Complete' and two buttons: 'Launch Course' and 'Certificate'.

View Learning Catalog

The learning catalog contains courses that are not assigned to a required curriculum on the **My Learning Assignments** page. Select the **View Learning Catalog** link in the upper right-hand corner to add *Elective Assignments*. Use the expand/collapse arrow to register for a course.

Select the **View My Learning Assignments** link to return to assignments page.

Note: Classroom Management/Instructor-Led Training does not apply to all organizations.

Return to My Learning Assignments

Learning Catalog [View My Learning Assignments](#)

Instructor-Led Training

Elective Courses

Classroom Training

- Training 1
Not Enrolled

Online Courses

Document Patient History
Status: Not Assigned
[Register](#)

- Document Patient Medications
- RMC_0010 - Paragon - Log On and Off Paragon
- RMC_0010 - Paragon - Log On and Off Paragon
- RMC_0020 - Paragon - Introduction to Clinical Carestation
- RMC_0020 - Paragon - Introduction to Clinical Carestation
- RMC_0030 - Paragon - Navigate the Patient Chart
- RMC_0030 - Paragon - Navigate the Patient Chart
- RMC_0040 - Paragon - Document Patient History

[back to top](#)

Learners may remove self-assigned courses if necessary

Self Assigned

0%

1 Assignments

Online Courses

Document Patient History
Status: Assigned

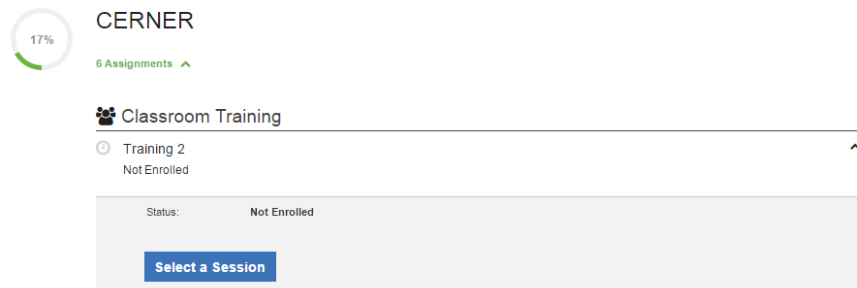
[Launch Course](#) [Remove](#)

Classroom Management/Instructor-Led Training

If an organization utilizes instructor-led-training, the following instructions will show how to select and withdraw from a session and where to find session details after selecting a session. There can be two ways to sign up for a session. The first is to select one from the **My Learning Assignments** page under the curriculum to which the session has been assigned. The second method is to choose a session from the **Learning Catalog**.

Choose a session from the **My Learning Assignments** page:

1. Expand the curriculum list.
2. Select an event name.
3. Use the expand/collapse arrow to find the **Select a Session** button.



4. Place the cursor in the **Choose a Date** field:
 - a) Green dates display if a session is available.
 - b) If an organization uses the waitlist option, all sessions will be green.

Select a Session

Where would you like your enrollment confirmation message sent?

Email (Required): Alternate Email (Optional):

View available sessions by choosing a date highlighted in green:

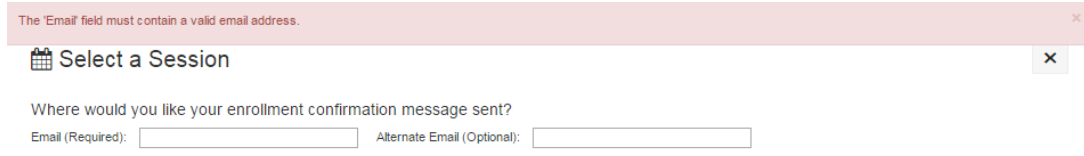
Choose a Date...

Go

February 2017							March 2017							April 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa

5. Type in a primary email address. (Required)

Note: If no email address is entered, this message will display at the top of the page:



6. After choosing a date, select the **blue Go** button.
 - a) If the waitlist option is not used by an organization, a full session will show as **Session Full**.
 - b) If the waitlist option is used, a full session will show as **Waitlist**.

7. Once a learner has entered a primary email address and selected a session, a green bar will show at the top of the page to confirm the enrollment.
8. Select the **X** in the upper right-hand corner to return to the learning page.

You have enrolled in the 12:00 AM session on 2/28/2017 located in CERNER, C Room 1.

Select a Session

Where would you like your enrollment confirmation message sent?
 Email (Required): Alternate Email (Optional):

[Return to Learning page.](#)

A learner who is enrolled in a session will see the event name, day and time of a session on the **My Learning Assignments** page. A learner can use the expand/collapse arrow to see the status of his/her enrollment, the location of the session, directions to the location (if available), session notes (if available) as well as the option to withdraw.

Self Assigned
0%
2 Assignments ^

Classroom Training

Training 3 ^

Day: Monday, 1/2/2017
 Start Time: 8:00 AM
 Length: 1 Hour

Status:	Enrolled
Location:	CERNER
Room:	C Room 1
Directions:	Directions to C Room 1
Session Notes:	lot of random text lot of random text lot of random text lot of random text lot of random text

Withdraw