

Learning Plans

Learning plans are bundled courses that you can assign to your users. This feature helps speed up the enrollment process. Instead of having to assign multiple courses one-by-one, you can instead build a learning plan and assign that one item.

This handout will walk you through how to:

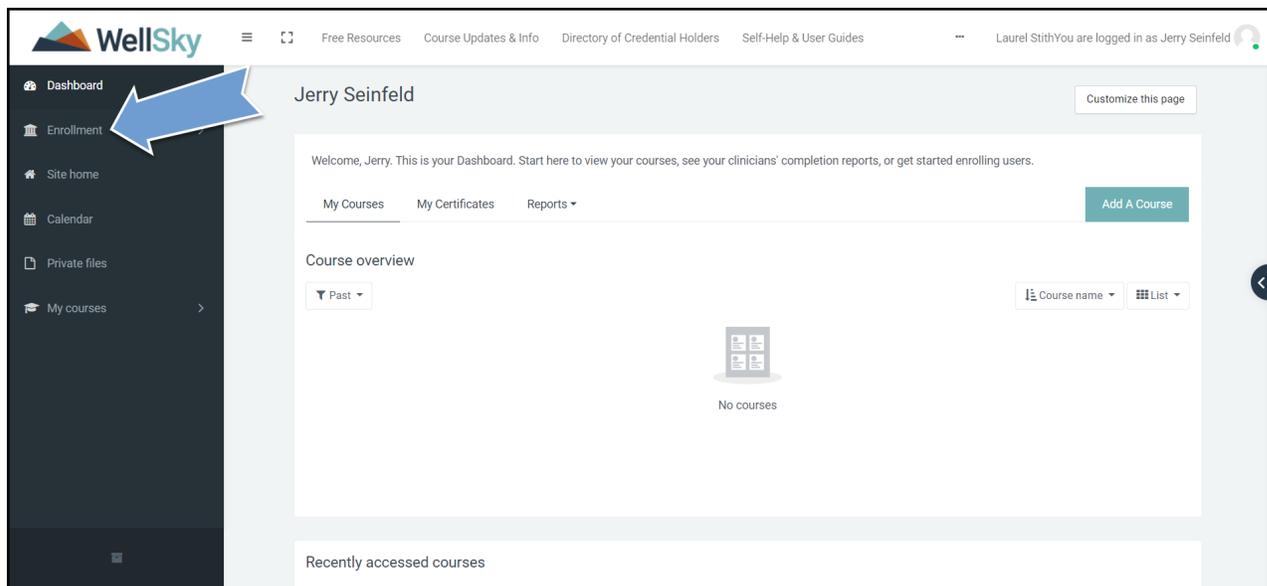
- [Build a Learning Plan from Scratch](#)
- [Add New Courses to an Existing Learning Plan](#)
- [Remove Courses from an Existing Learning Plan](#)

Build a Learning Plan from Scratch

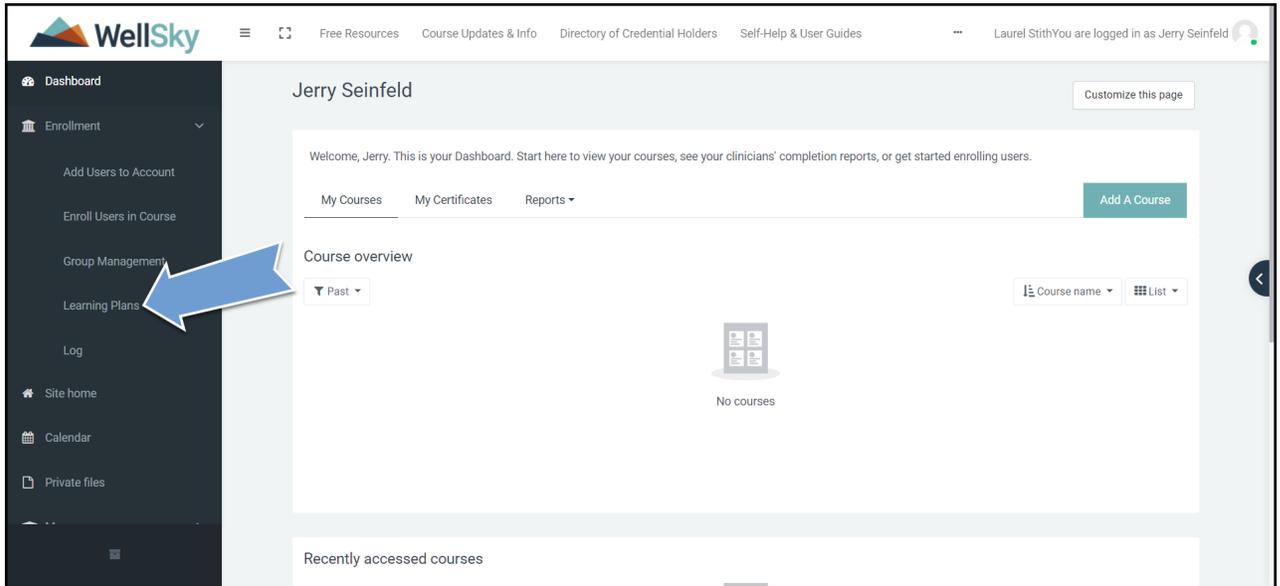
- 1) Click *Enrollment*.
- 2) Select *Learning Plans*.
- 3) You'll be redirected to the *View, Edit and Enroll in Learning Plans* screen. Scroll to the bottom of this screen and click the *Add Learning Plans* tab.
- 4) Give your learning plan a name.
- 5) Enter a brief description into the *Description* field.
- 6) Click *Submit* to save.
- 7) You'll then be redirected to the *Courses* tab where you can select the courses you want to add to your learning plan. You can click *Learn More* to read a brief description on the courses.
- 8) You can search for the courses by using the search bar at the top of the screen.
- 9) Once you find the course(s) you want to add, click the checkbox(es) next to these items.
- 10) After making your selection, click the *Add Courses* button and these new courses will be added to your learning plan.
- 11) After saving your learning plan, you'll be redirected to the *Add Courses to (Learning Plan Title)* page. From this page, you can scroll to the bottom of the screen and review the courses you've added to your newly created learning plan.

The next few pages show the above instructions along with screenshots showing where to click in each step.

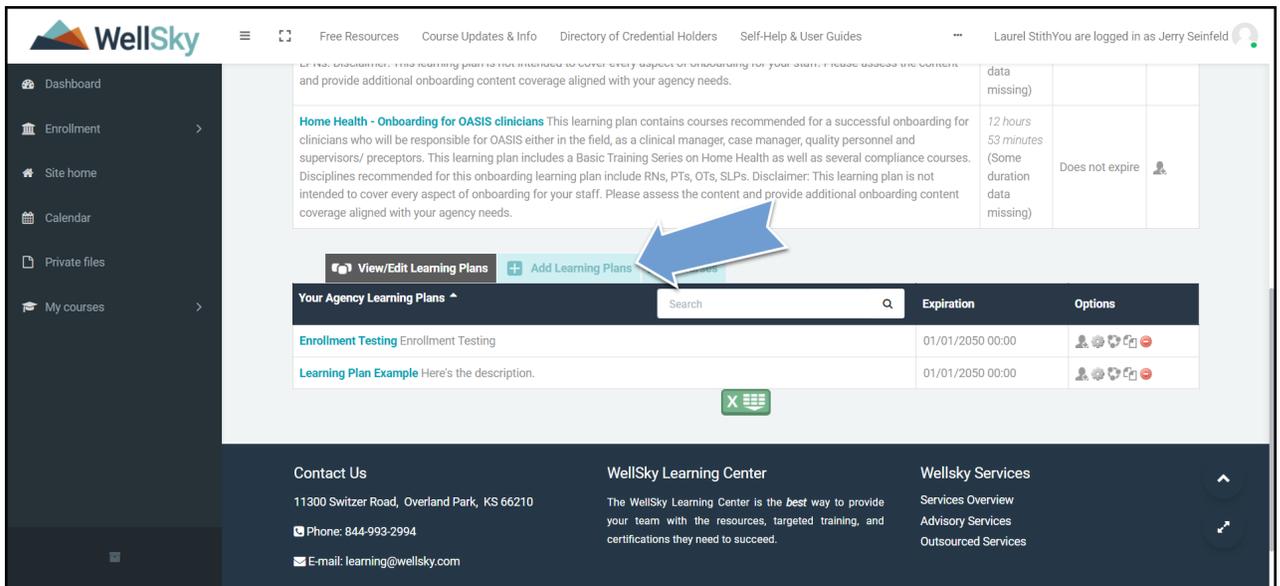
- 1) Click *Enrollment*.



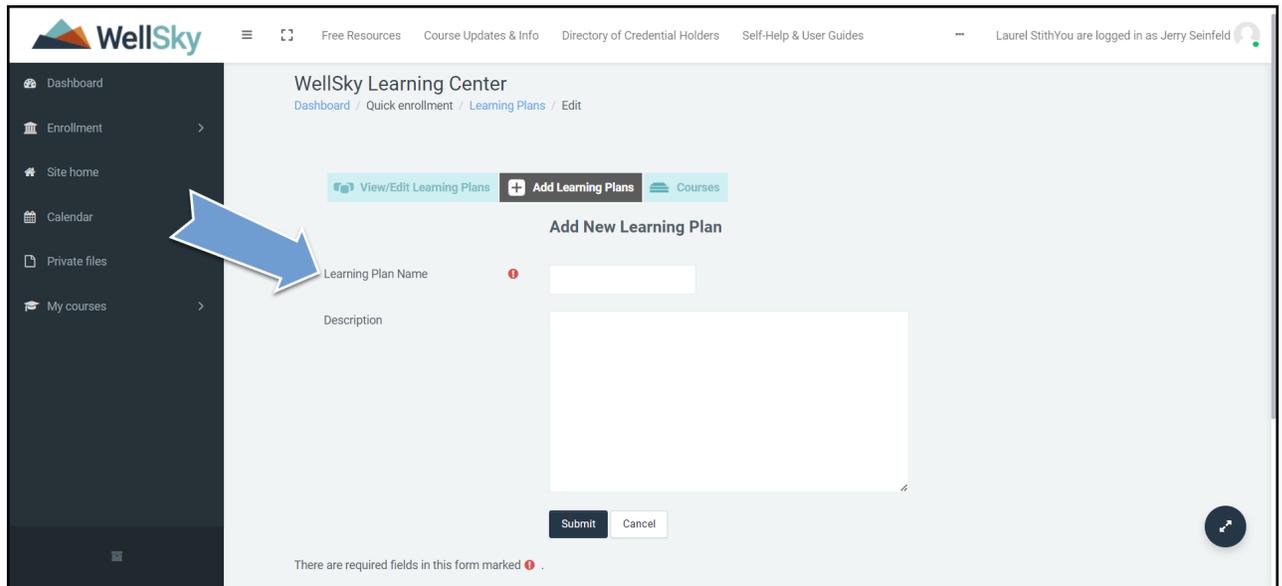
2) Select *Learning Plans*.



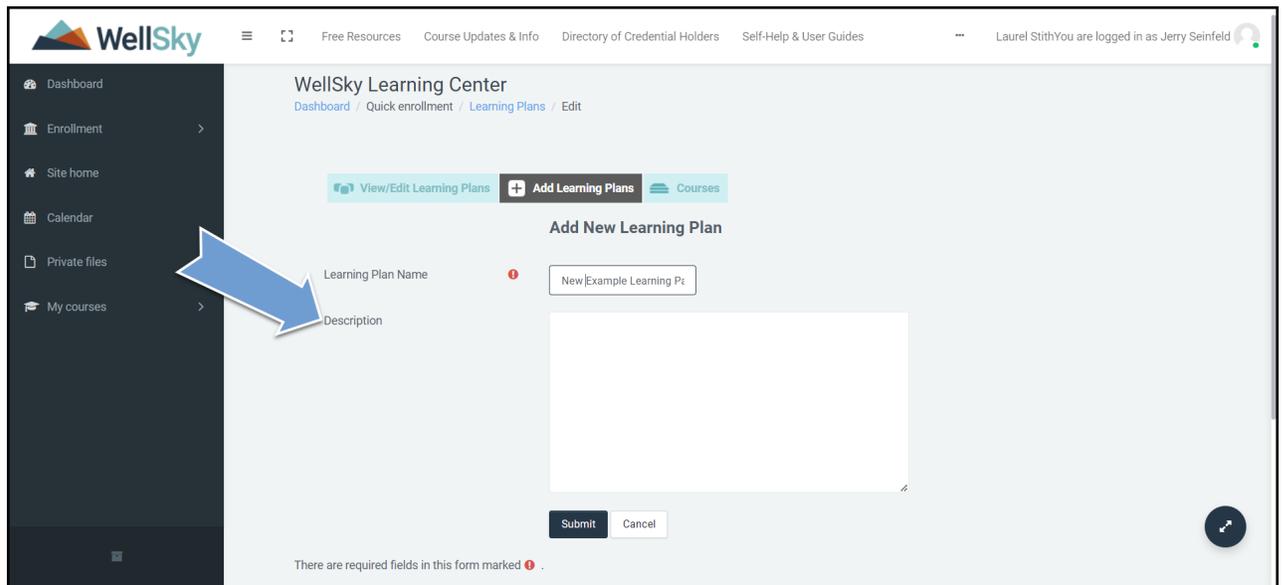
3) You'll be redirected to the *View, Edit and Enroll in Learning Plans* screen. Scroll to the bottom of this screen and click the *Add Learning Plans* tab.



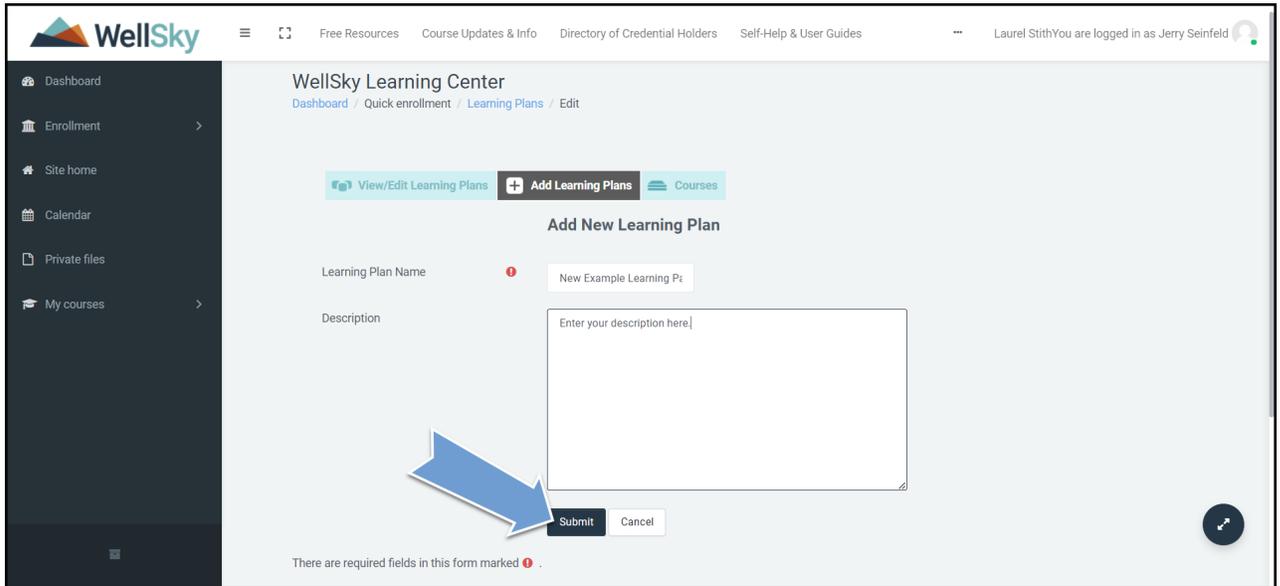
4) Give your learning plan a name.



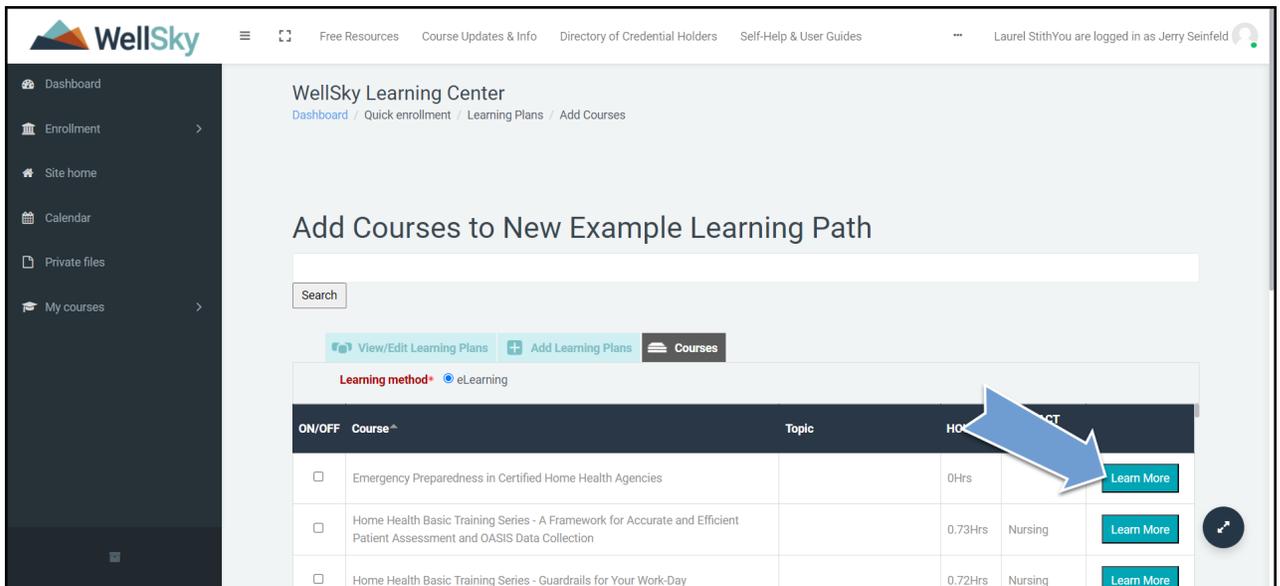
5) Enter a brief description into the *Description* field.



6) Click *Submit* to save.



7) You'll then be redirected to the *Courses* tab where you can select the courses you want to add to your learning plan. You can click *Learn More* to read a brief description on the courses.



8) You can search for the courses by using the search bar at the top of the screen.

The screenshot shows the WellSky Learning Center interface. At the top, there is a navigation bar with the WellSky logo and several menu items: Free Resources, Course Updates & Info, Directory of Credential Holders, and Self-Help & User Guides. On the right, it indicates the user is logged in as Jerry Seinfeld. A dark sidebar on the left contains navigation options: Dashboard, Enrollment, Site home, Calendar, Private files, and My courses. The main content area is titled "WellSky Learning Center" and "Add Courses to New Example Learning Path". Below the title is a search bar with a "Search" button. A blue arrow points to this search bar. Below the search bar are three buttons: "View/Edit Learning Plans", "Add Learning Plans", and "Courses". A "Learning method*" dropdown is set to "eLearning". Below this is a table with the following columns: ON/OFF, Course, Topic, HOURS, CONTACT HOURS, and a "Learn More" button. The table contains three rows of course data.

ON/OFF	Course	Topic	HOURS	CONTACT HOURS	
<input type="checkbox"/>	Emergency Preparedness in Certified Home Health Agencies		0Hrs		Learn More
<input type="checkbox"/>	Home Health Basic Training Series - A Framework for Accurate and Efficient Patient Assessment and OASIS Data Collection		0.73Hrs	Nursing	Learn More
<input type="checkbox"/>	Home Health Basic Training Series - Guardrails for Your Work-Day		0.72Hrs	Nursing	Learn More

9) Once you find the course(s) you want to add, click the checkbox(es) next to these items.

This screenshot is identical to the previous one, showing the WellSky Learning Center interface with the search bar and the table of courses. A blue arrow points to the checkboxes in the "ON/OFF" column of the table, indicating where to click to select courses for addition.

ON/OFF	Course	Topic	HOURS	CONTACT HOURS	
<input type="checkbox"/>	Emergency Preparedness in Certified Home Health Agencies		0Hrs		Learn More
<input type="checkbox"/>	Home Health Basic Training Series - A Framework for Accurate and Efficient Patient Assessment and OASIS Data Collection		0.73Hrs	Nursing	Learn More
<input type="checkbox"/>	Home Health Basic Training Series - Guardrails for Your Work-Day		0.72Hrs	Nursing	Learn More

10) After making your selection, click the *Add Courses* button and these new courses will be added to your learning plan.

The screenshot shows the WellSky user interface. On the left is a dark sidebar with navigation options: Dashboard, Enrollment, Site home, Calendar, Private files, and My courses. The main content area displays a table of available courses. A blue arrow points to the 'Add Courses' button located below the table.

<input type="checkbox"/>	Course Name	Category	Duration	Learning Method	Action
<input type="checkbox"/>	Water, Hydration and Health	Home Health Aide Series of Trainings	0.41Hrs	Nursing	Learn More
<input type="checkbox"/>	WellSky Free Resources		3Hrs		Learn More
<input type="checkbox"/>	When did maintenance become a bad word?	Therapy	1.4Hrs	Therapy	Learn More
<input type="checkbox"/>	Working Through Ambivalence with Change Talk		0.43Hrs	None	Learn More
<input type="checkbox"/>	Workplace Diversity		0.58Hrs	None	Learn More
<input type="checkbox"/>	Workplace Violence		0.58Hrs	None	Learn More

Below the table, there is an 'Add Courses' button. The footer contains contact information for WellSky Learning Center and WellSky Services.

11) After saving your learning plan, you'll be redirected to the *Add Courses to (Learning Plan Title)* page. From this page, you can scroll to the bottom of the screen and review the courses you've added to your newly created learning plan.

The screenshot shows the WellSky interface after a learning plan has been created. The main content area displays a table of added courses. Below this table is a section titled 'Current Courses in New Example Learning Path' which contains a table of the selected courses.

<input type="checkbox"/>	Course Name	Duration	Learning Method	Action
<input type="checkbox"/>	Administering Medication Through a Central Venous Access Device (CVAD)	0.2Hrs	None	Learn More
<input type="checkbox"/>	Administering Medication Through an Enteral Tube	0.08Hrs	None	Learn More
<input type="checkbox"/>	Administering Metered Dose Inhaler (MDI) Medication	0.05Hrs	None	Learn More

Below the table, there is an 'Add Courses' button. The section 'Current Courses in New Example Learning Path' contains the following table:

SERIAL NO.	COURSE NAME	LEARNING METHOD	Action
16511	Adding Sterile Solutions to a Sterile Field - Sterile Drape	eLearning	Remove
16512	Adding Sterile Solutions to a Sterile Field - Sterile Packaged Equipment	eLearning	Remove
16513	Adding Supplies to a Sterile Field - Fabric or Paper Wrapped Sterile Package	eLearning	Remove
16514	Adding Supplies to a Sterile Field - Sterile Drape	eLearning	Remove
16515	Adding Supplies to a Sterile Field - Sterile Packaged Equipment	eLearning	Remove

The footer contains contact information for WellSky Learning Center and WellSky Services.

Add New Courses to an Existing Learning Plan

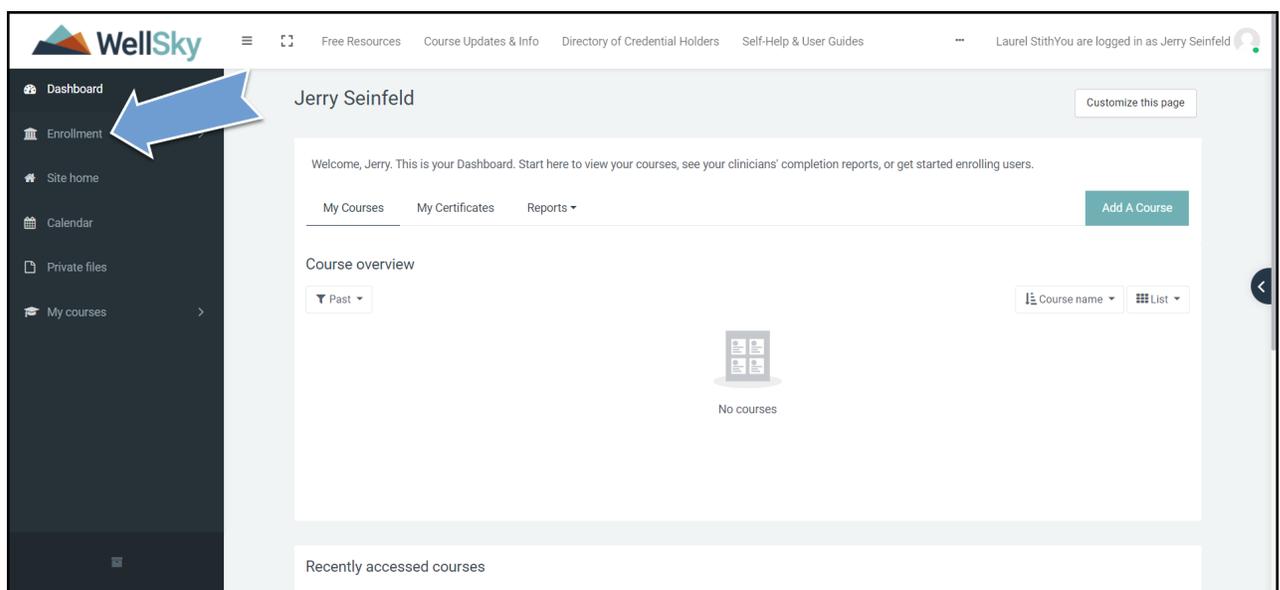
- 1) Click *Enrollment*.
- 2) Select *Learning Plans*.
- 3) You'll be redirected to the *View, Edit and Enroll in Learning Plans* screen. Scroll to the bottom of this screen to find the learning plans you've created.
- 4) Click the *Courses* icon to edit the courses within the learning plan.
- 5) You'll then be redirected to the *Add Courses to (Learning Plan Title)* page where you can select the new courses you want to add to your learning plan. You can click *Learn More* to read a brief description on the courses.
- 6) You can search for the courses by using the search bar at the top of the screen.
- 7) Once you find the course(s) you want to add, click the checkbox(es) next to these items.
- 8) After making your selection, click the *Add Courses* button and these new courses will be added to your learning plan.



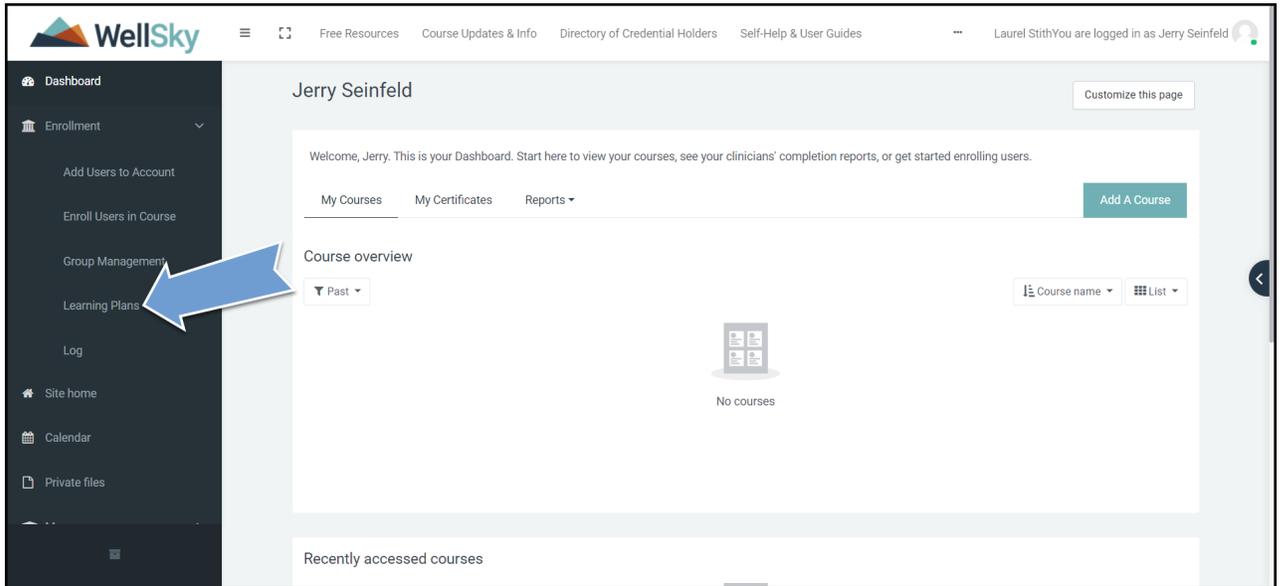
If you add courses to a learning plan that has already been assigned to users, you will need to refresh your users' assignments for them to see these newly added courses. All you need to do to refresh these assignments is to re-enroll your users into the learning plan again. Doing this will **NOT** result in duplicate assignments or lost progress. The only result will be that your users will now see the newly added courses.

The next few pages show the above instructions along with screenshots showing where to click in each step.

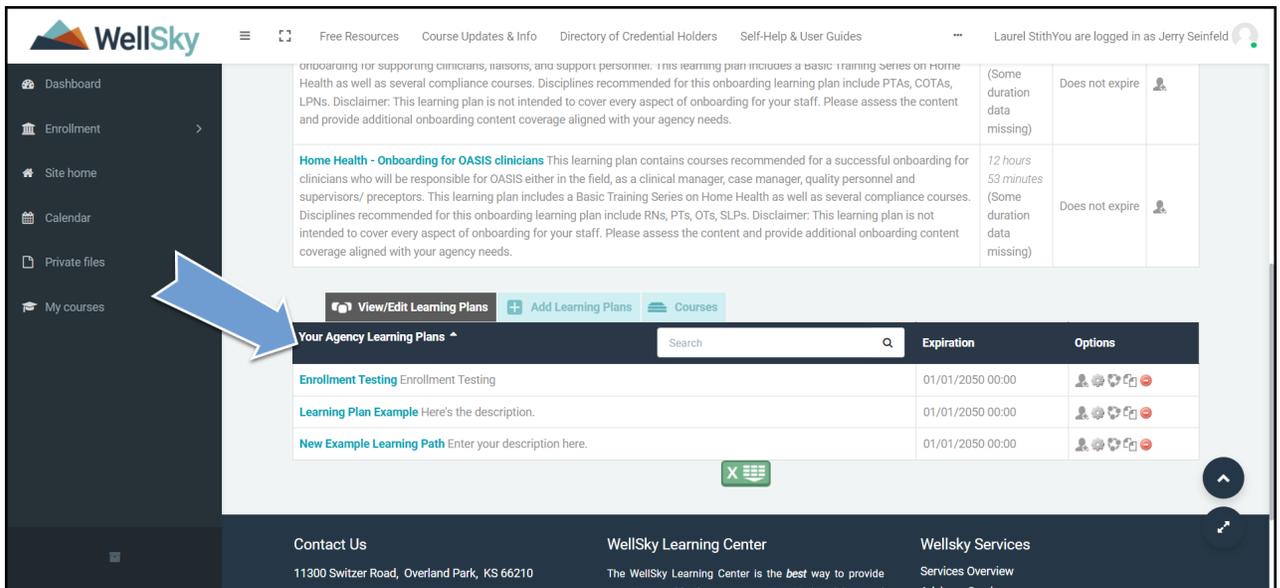
- 1) Click *Enrollment*.



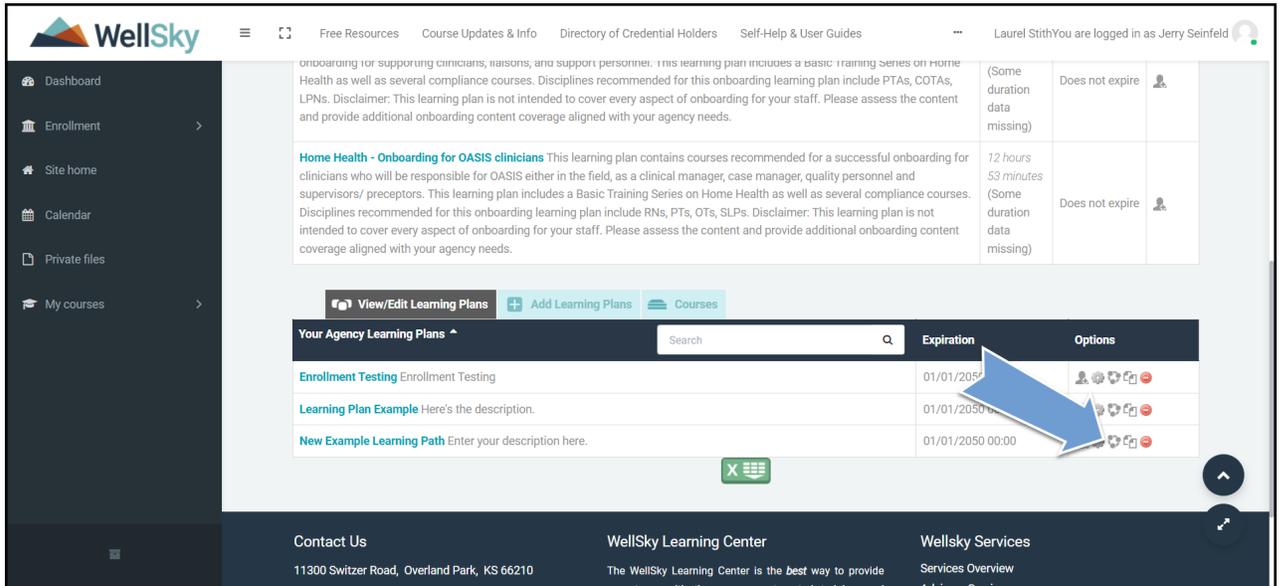
2) Select *Learning Plans*.



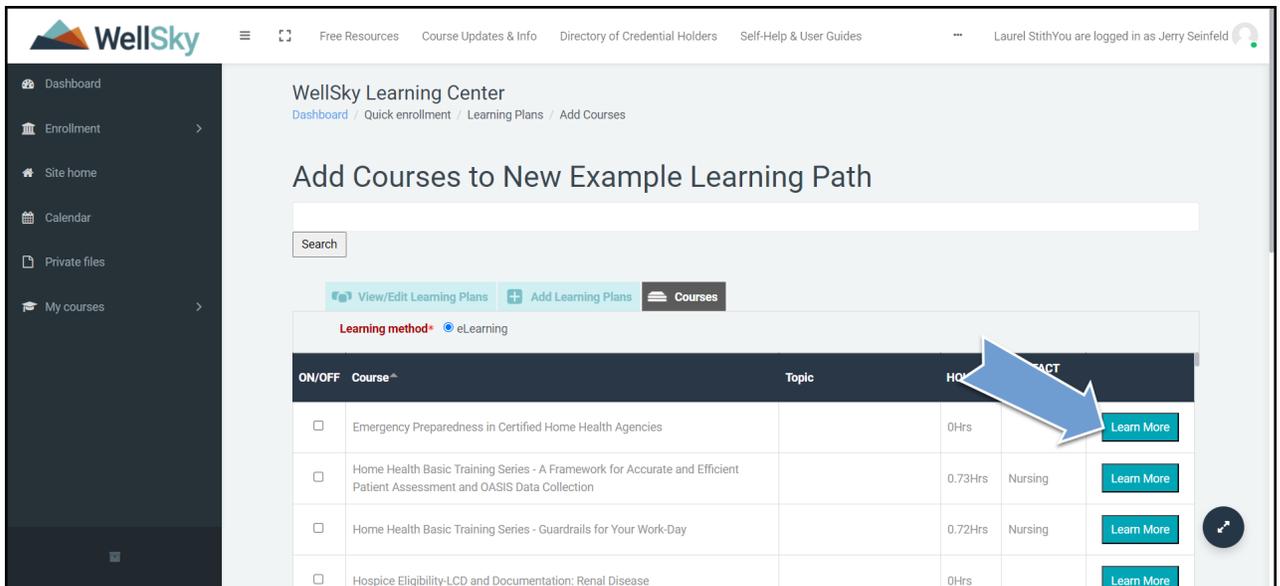
3) You'll be redirected to the *View, Edit and Enroll in Learning Plans* screen. Scroll to the bottom of this screen to find the learning plans you've created.



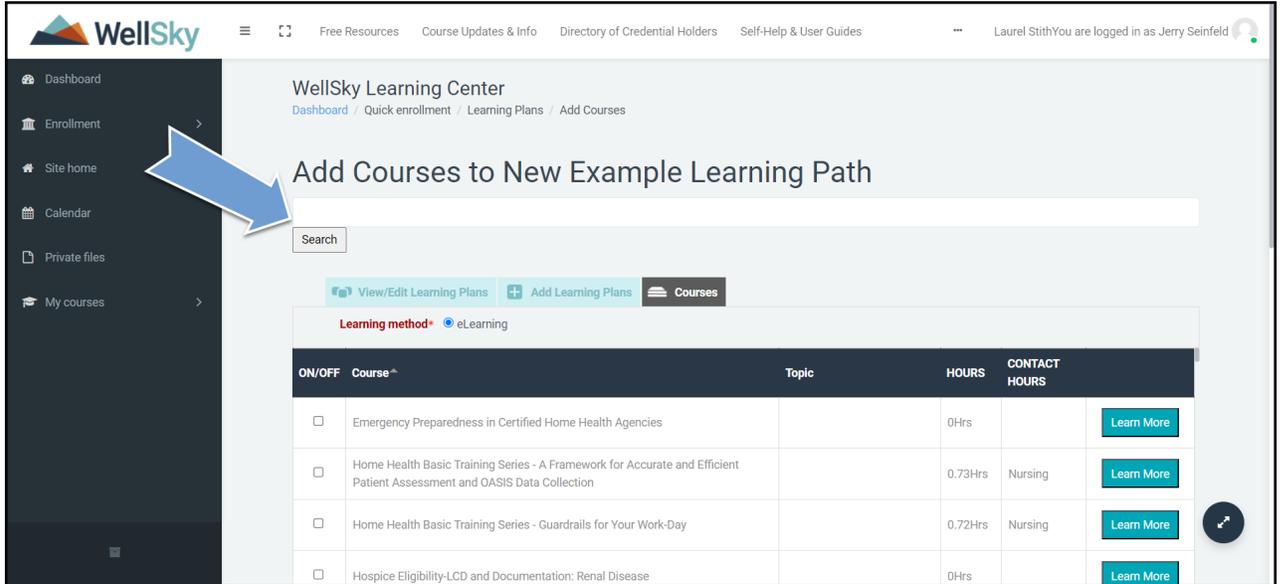
4) Click the *Courses* icon to edit the courses within the learning plan.



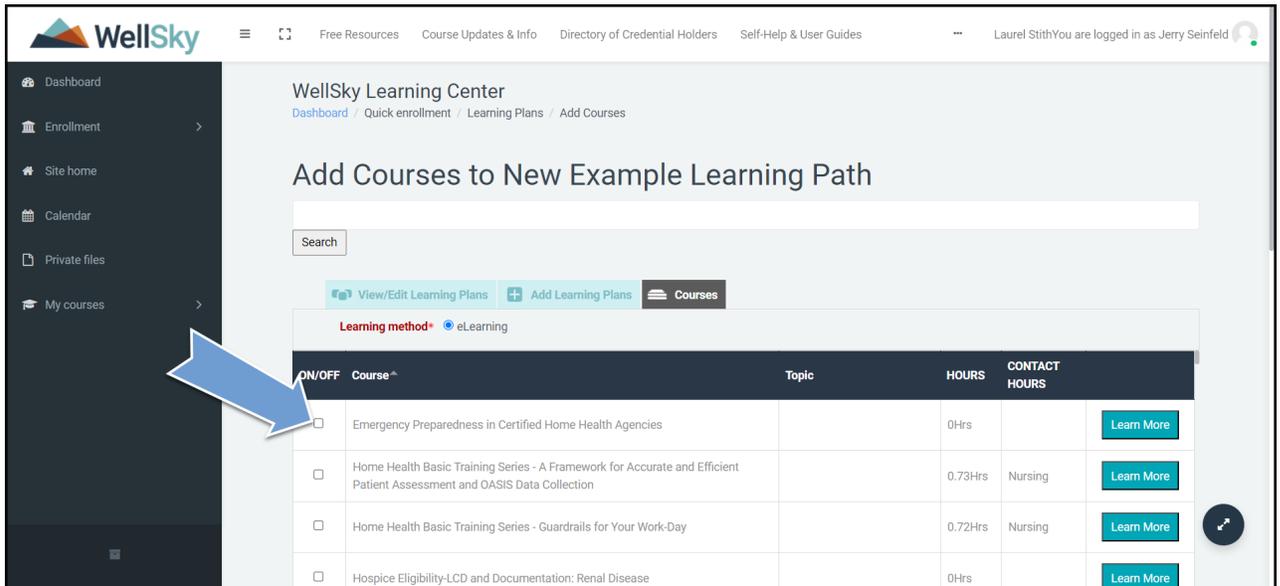
5) You'll then be redirected to the *Add Courses to (Learning Plan Title)* page where you can select the new courses you want to add to your learning plan. You can click *Learn More* to read a brief description on the courses.



6) You can search for the courses by using the search bar at the top of the screen.



7) Once you find the course(s) you want to add, click the checkbox(es) next to these items.



8) After making your selection, click the *Add Courses* button and these new courses will be added to your learning plan.

The screenshot shows the WellSky user interface. At the top, there is a navigation bar with the WellSky logo and several menu items: Free Resources, Course Updates & Info, Directory of Credential Holders, and Self-Help & User Guides. The user is logged in as Jerry Seinfeld. On the left, there is a dark sidebar with navigation options: Dashboard, Enrollment, Site home, Calendar, Private files, and My courses. The main content area displays a table of available courses with checkboxes for selection. A blue arrow points to the 'Add Courses' button located below the table. Below the button, there is a section titled 'Current Courses in New Example Learning Path' which contains a table of selected courses.

SERIAL NO.	COURSE NAME	LEARNING METHOD
16511	Adding Sterile Solutions to a Sterile Field - Sterile Drape	eLearning
16512	Adding Sterile Solutions to a Sterile Field - Sterile Packaged Equipment	eLearning
16513	Adding Supplies to a Sterile Field - Fabric or Paper Wrapped Sterile Package	eLearning
16514	Adding Supplies to a Sterile Field - Sterile Drape	eLearning

Remove Courses from an Existing Learning Plan

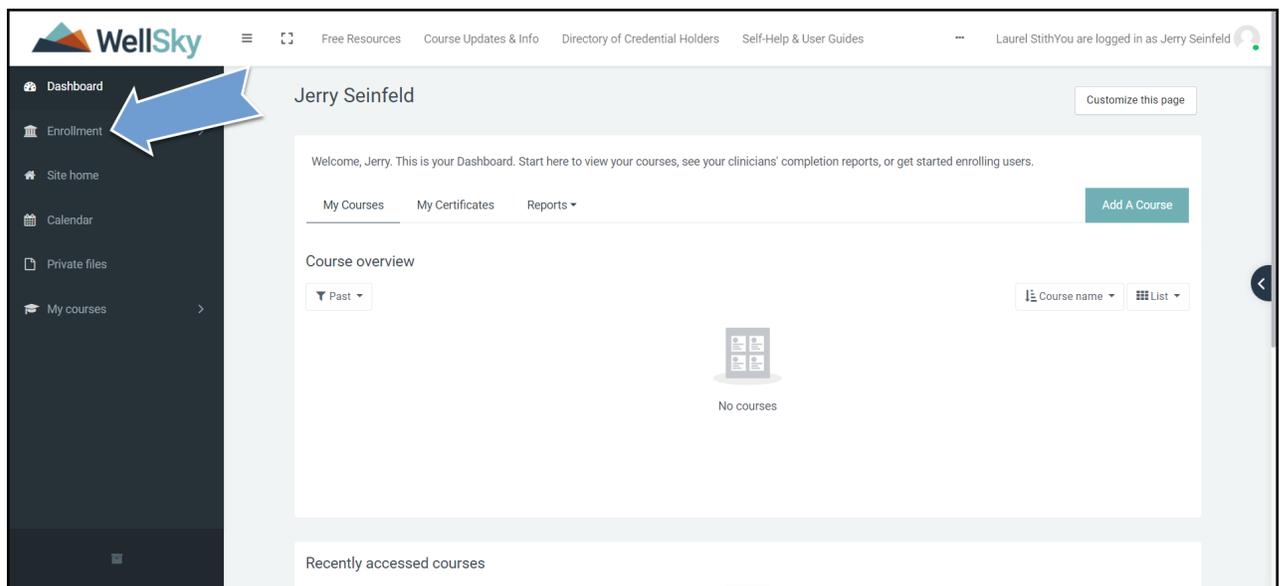
- 1) Click *Enrollment*.
- 2) Select *Learning Plans*.
- 3) You'll be redirected to the *View, Edit and Enroll in Learning Plans* screen. Scroll to the bottom of this screen to find the learning plans you've created.
- 4) Click the *Courses* icon to edit the courses within the learning plan.
- 5) You'll then be redirected to the *Add Courses to (Learning Plan Title)* page. Scroll to the bottom of this screen and you'll see a list that shows which courses are within your learning plan.
- 6) Click the course's *Delete* button.
- 7) Confirm your actions and the course will be removed.



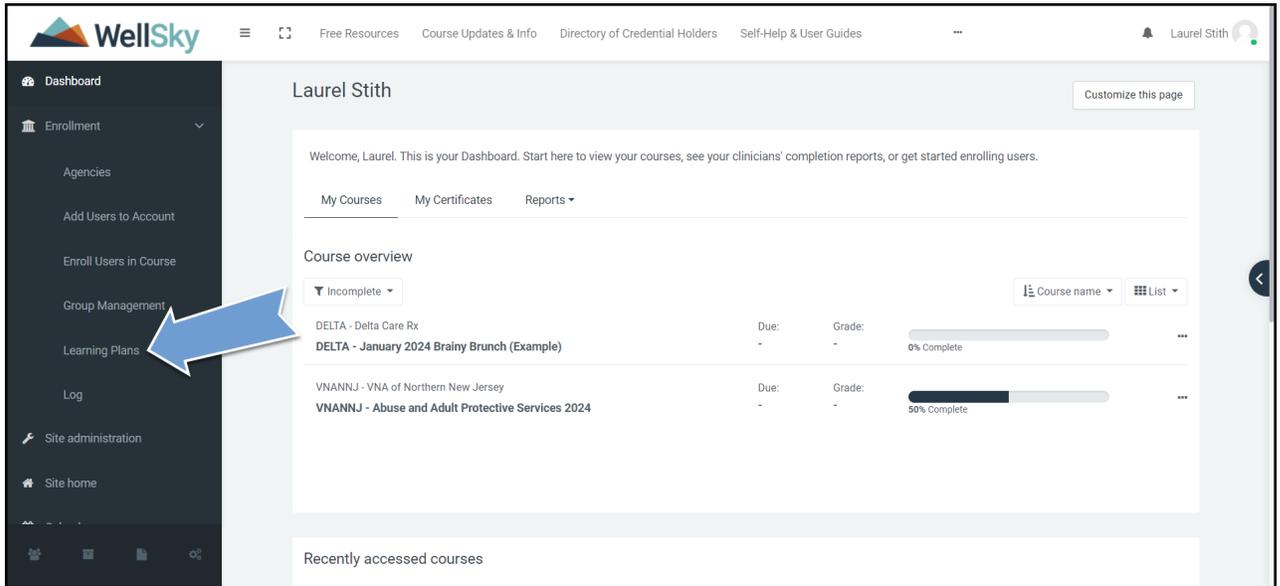
Removing courses from a learning plan that has already been assigned to your users will have no impact to their assignments.

The next few pages show the above instructions along with screenshots showing where to click in each step.

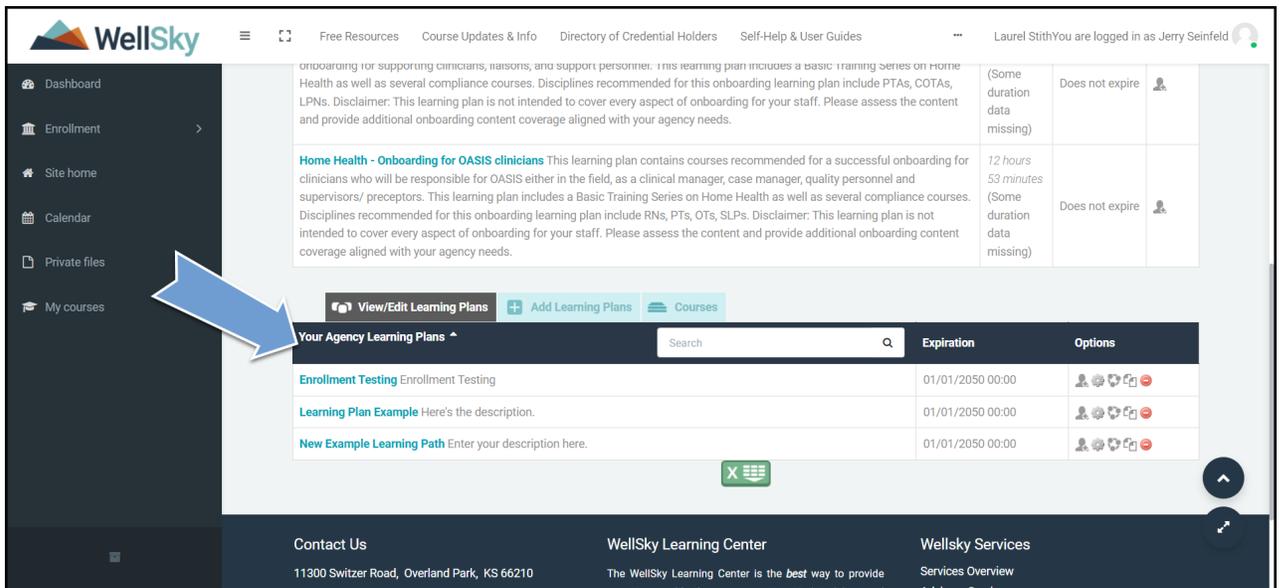
- 1) Click *Enrollment*.



2) Select *Learning Plans*.



3) You'll be redirected to the *View, Edit and Enroll in Learning Plans* screen. Scroll to the bottom of this screen to find the learning plans you've created.



4) Click the *Courses* icon to edit the courses within the learning plan.

The screenshot shows the WellSky dashboard with a sidebar on the left containing navigation options: Dashboard, Enrollment, Site home, Calendar, Private files, and My courses. The main content area displays 'Your Agency Learning Plans' with a search bar and a table of learning plans. A blue arrow points to the 'Courses' button in the top navigation bar of the 'Your Agency Learning Plans' section.

Learning Plan Title	Description	Expiration	Options
Enrollment Testing	Enrollment Testing	01/01/2050	[Icons]
Learning Plan Example	Here's the description.	01/01/2050	[Icons]
New Example Learning Path	Enter your description here.	01/01/2050 00:00	[Icons]

5) You'll then be redirected to the *Add Courses to (Learning Plan Title)* page. Scroll to the bottom of this screen and you'll see a list that shows which courses are within your learning plan.

The screenshot shows the 'Add Courses' page in WellSky. At the top, there is a list of existing learning plans with checkboxes and 'Learn More' buttons. Below this is an 'Add Courses' button. A blue arrow points to the 'Current Courses in New Example Learning Path' table at the bottom of the page.

SERIAL NO.	COURSE NAME	LEARNING METHOD	
16511	Adding Sterile Solutions to a Sterile Field - Sterile Drape	eLearning	[Close]
16512	Adding Sterile Solutions to a Sterile Field - Sterile Packaged Equipment	eLearning	[Close]
16513	Adding Supplies to a Sterile Field - Fabric or Paper Wrapped Sterile Package	eLearning	[Close]
16514	Adding Supplies to a Sterile Field - Sterile Drape	eLearning	[Close]
16515	Adding Supplies to a Sterile Field - Sterile Packaged Equipment	eLearning	[Close]

6) Click the course's *Delete* button.

The screenshot shows the WellSky Learning Center interface. At the top, there is a navigation bar with the WellSky logo and several menu items: Free Resources, Course Updates & Info, Directory of Credential Holders, and Self-Help & User Guides. The user is logged in as Jerry Seinfeld. Below the navigation bar is a sidebar with options like Dashboard, Enrollment, Site home, Calendar, Private files, and My courses. The main content area displays a table of courses with columns for SERIAL NO., COURSE NAME, and LEARNING METHOD. A blue arrow points to a red minus sign icon in the rightmost column of the table, which is used for deleting a course. Below the table is a section titled 'Current Courses in New Example Learning Path' with an 'Add Courses' button. At the bottom of the page, there is a footer with contact information for the WellSky Learning Center and WellSky Services.

SERIAL NO.	COURSE NAME	LEARNING METHOD	
16511	Adding Sterile Solutions to a Sterile Field - Sterile Drape	eLearning	⊖
16512	Adding Sterile Solutions to a Sterile Field - Sterile Packaged Equipment	eLearning	⊖
16513	Adding Supplies to a Sterile Field - Fabric or Paper Wrapped Sterile Package	eLearning	⊖
16514	Adding Supplies to a Sterile Field - Sterile Drape	eLearning	⊖
16515	Adding Supplies to a Sterile Field - Sterile Packaged Equipment	eLearning	⊖

7) Confirm your actions and the course will be removed.

The dialog box is light blue with a white border. It contains the text 'learning.wellsky.com says' in a bold font, followed by the question 'Do you want to delete record?'. At the bottom right, there are two buttons: 'OK' and 'Cancel', both with rounded corners and a teal outline.