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
- <u>Remove Courses from an Existing Learning Plan</u>

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.

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1) Click Enrollment.

2) Select *Learning Plans*.

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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.

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	C Phone: 844-993-2994	certifications they need to succeed.	Outsourced	Services			
	✓E-mail: learning@wellsky.com						

4) Give your learning plan a name.



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

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6) Click *Submit* to save.

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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.

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	Home Health Basic Training Series - A Framework for Accurate and Efficient Patient Assessment and OASIS Data Collection 0.73Hrs Nursing Learn More	
	Home Health Basic Training Series - Guardrails for Your Work-Day 0.72Hrs Nursing Learn More	

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.

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a	Patient Assessment and OASIS Data Collection	
	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.

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•	E-mail:	learning@wellsky.com	certifications they need to succeed.	Ou	tsourced Ser	rvices		

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.

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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 <u>NOT</u> 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.

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2) Select *Learning Plans*.

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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.

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

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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.

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	Home Health Basic Training Series - A Framework for Accurate and Efficient Patient Assessment and OASIS Data Collection		0.73Hrs Nursing Learn More
	Home Health Basic Training Series - Guardrails for Your Work-Day		0.72Hrs Nursing Learn More
	Hospice Eligibility-LCD and Documentation: Renal Disease		0Hrs Learn More

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.

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	Home Health Basic Training Series - A Framework for Accurate and Efficient Patient Assessment and OASIS Data Collection	0.73Hrs Nursing Learn More								
	Home Health Basic Training Series - Guardrails for Your Work-Day	0.72Hrs Nursing								
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8) After making your selection, click the *Add Courses* button and these new courses will be added to your learning plan.

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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.

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2) Select *Learning Plans*.

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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.

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

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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.

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# Site home	C Adding Packat	g Sterile Solutions to a Sterile Field - Fabi	ic or Paper-Wrapped Sterile		0.02Hrs	None	Learn More	
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	16511	Adding Sterile Solutions to a Sterile	Field - Sterile Drape		e	Learning	0	
	16512	Adding Sterile Solutions to a Sterile	Field - Sterile Packaged Equipment		e	Learning	0	
	16513	Adding Supplies to a Sterile Field - Fi	abric or Paper Wrapped Sterile Packa	ige	e	Learning	٢	
	16514	Adding Supplies to a Sterile Field - S	terile Drape		e	Learning	0	
	16515	Adding Supplies to a Sterile Field - S	terile Packaged Equipment		e	Learning	0	
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6) Click the course's *Delete* button.



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

