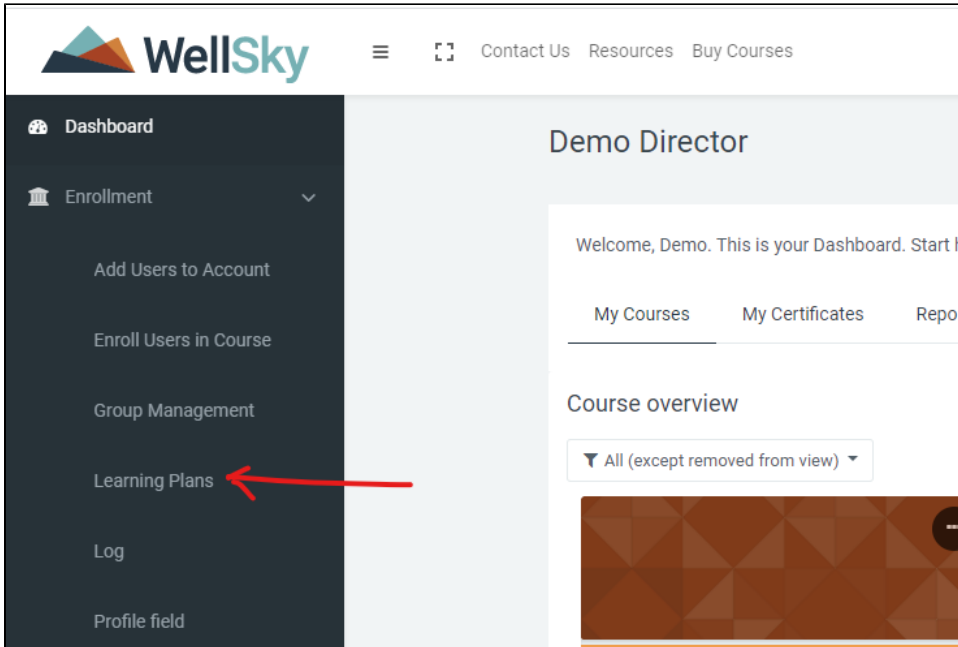


Enrollment Block: How to Create A Learning Plan

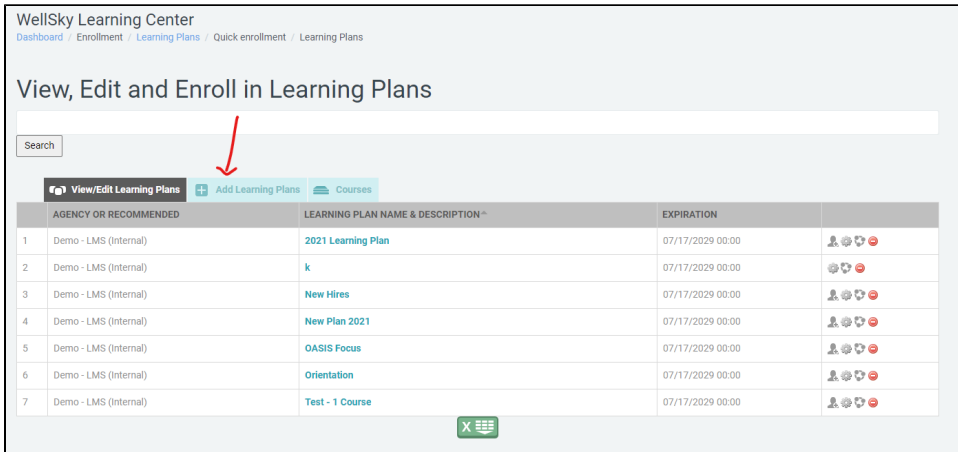
Step-by-step guide

Under **Enrollment**

1. Click **Learning Plans**



2. Click **Add Learning Plans** Tab



3. Enter the Learning Plan Name > Click **Submit** button

WellSky Learning Center
 Dashboard / Quick enrollment / Learning Plans / Edit

View/Edit Learning Plans + Add Learning Plans Courses

Add New Learning Plan

Learning Plan Name !

Description

There are required fields in this form marked !.

4. Select checkboxes then click Submit button

View/Edit Learning Plans + Add Learning Plans Courses

Learning method* eLearning

ON/OFF	COURSE*	TOPIC	HOURS	CONTACT HOURS	
<input checked="" type="checkbox"/>	The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard		0.43Hrs	Nursing	Learn More
<input checked="" type="checkbox"/>	2017 Home Health Conditions of Participation (CoP): Executive Update		0.6Hrs	Nursing	Learn More
<input checked="" type="checkbox"/>	2020 Basic Training Series: Home Health Edition		5Hrs	Nursing, Therapy	Learn More
<input type="checkbox"/>	2020 OASIS-D1 Proficiency Test		2Hrs	Nursing	Learn More
<input type="checkbox"/>	Adult Malnutrition in Hospice		0.61Hrs	Nursing	Learn More
<input type="checkbox"/>	Advanced Directives: Home Health Agency and Clinician Responsibilities		0.43Hrs	Nursing	Learn More
<input type="checkbox"/>	All About OASIS: Get Ready for 2020	OASIS	1Hrs		Learn More
<input type="checkbox"/>	Approaches for Outstanding Palliative Care: Helping Hospices Expand Their Services		0.58Hrs	Nursing	Learn More
<input type="checkbox"/>	April 2019 OASIS Skills Test		1.24Hrs		Learn More

5. Now that we created the Learning Plan we can enroll Users. Click View / Edit Learning Plans tab to access Learning Plans.

WellSky Learning Center
 Dashboard / Quick enrollment / Learning Plans / Add Courses

Add Courses to New Learning Plan

Search

View/Edit Learning Plans + Add Learning Plans Courses

Learning method* eLearning

























<input type="checkbox"/>	Congestive Heart Failure: Palliative Treatment and Effective Management		0.4Hrs	Nursing	Learn More
<input type="checkbox"/>	CoP Readiness Series: Care Planning and Care Coordination		1Hrs	Nursing	Learn More
<input type="checkbox"/>	CoP Readiness Series: Full Series	Regulations	3Hrs	Nursing	Learn More
<input type="checkbox"/>	CoP Readiness Series: Patient Rights		0.7Hrs	Nursing	Learn More



6. Click the Enroll icon  next to the Learning Plan

View, Edit and Enroll in Learning Plans

Search

View/Edit Learning Plans + Add Learning Plans Courses

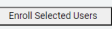
AGENCY OR RECOMMENDED	LEARNING PLAN NAME & DESCRIPTION	EXPIRATION	
1 Demo - LMS (Internal)	2021 Learning Plan	07/17/2029 00:00	  
2 Demo - LMS (Internal)	k	07/17/2029 00:00	  
3 Demo - LMS (Internal)	New Hires	07/17/2029 00:00	  
4 Demo - LMS (Internal)	New Learning Plan	07/17/2029 00:00	  
5 Demo - LMS (Internal)	New Plan 2021	07/17/2029 00:00	  
6 Demo - LMS (Internal)	OASIS Focus	07/17/2029 00:00	  
7 Demo - LMS (Internal)	Orientation	07/17/2029 00:00	  
8 Demo - LMS (Internal)	Test - 1 Course	07/17/2029 00:00	  



 

7. Select the users then click the **Enroll Selected Users** button

<input checked="" type="checkbox"/>	Cyn	Roberts	Demo - LMS (Internal)	Registered Nurse	Director	-	-	<input type="button" value="Enroll"/>	
<input checked="" type="checkbox"/>	Thomas Brothers	TEST	Demo - LMS (Internal)	Registered Nurse	User	-	-	<input type="button" value="Enroll"/>	
<input checked="" type="checkbox"/>	Test	User	Demo - LMS (Internal)	Registered Nurse	User	Home Health, Nancy Marcin	-	-	<input type="button" value="Enroll"/>
<input checked="" type="checkbox"/>	Demo	User	Demo - LMS (Internal)		User		-	-	<input type="button" value="Enroll"/>

Select all / Deselect all



8. Select Due Dates > Click **Finish** to enroll learner into the Learning Plan.

Demo - LMS (Internal) Registered Nurse User

Demo - LMS (Internal) Nancy Marcin

Demo - LMS (Internal)

ton, MA 01060 library presents staff with the courses you n you can buil manage an education program that meets your staff's d needs.

Choose your user's due date for this learning plan: ✕

Due Date: 05/08/2021 08:59

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
25	26	27	28	29	30	1	00:00
2	3	4	5	6	7	8	01:00
9	10	11	12	13	14	15	02:00
16	17	18	19	20	21	22	03:00
23	24	25	26	27	28	29	04:00
30	31	1	2	3	4	5	05:00

Unenroll user on Due Date
 Allow user access to course past Due Date

Cancel Finish