

WLC DASHBOARD – USER VIEW

The WellSky Learning Center (WLC) dashboard is a central hub designed to help Users manage their learning activities efficiently.

This handout will provide detailed instructions on how to navigate the dashboard, complete enrolled courses, and print certificates.

The screenshot shows the WellSky Learning Center (WLC) dashboard. At the top, there is a navigation bar with five items: 1. Free Resources, 2. Course Updates, 3. Self-Help Guides, 4. WellSky Learning Center Store, and 5. Dashboard. The main content area is titled 'Dashboard' and includes a welcome message: 'Welcome, Elaine. This is your Dashboard. Get started on your assigned courses below.' Below this is a 'My Certificates' section and a 'Course overview' table. The table lists several courses with their completion status and due dates.

Course Name	Due	Grade	Completion Status
QASIS Skills Testing 2024 QASIS-E Proficiency Test	-	-	100% Complete
Seasons Hospice, Inc. Annual training 2024	-	-	87% Complete
BCHH-C BCHH-C ICD-10 Certification Exam	-	-	50% Complete
Corridor Proprietary Courses Bed Bugs Basics	01/01 /2050	0.0 %	25% Complete
LMS Library Catheter - Associated UTI	-	-	0% complete
SERNO - SERENITY NOW Home Health and Hospice CCS-HH ListServ and News	-	-	-
COHOS - Community Hospice COHOS- Wound Vac	-	-	100% Complete

1. **Free Resources** – lists courses that can be accessed by anyone. A WLC subscription is not needed to access these courses.
2. **Course Updates** – lists courses that have undergone routine maintenance; subject matter updates; changes in contact hours; ID or location changes; and content retirement.
3. **Self-Help Guides** – provides full access to help guides, which include handouts and videos.
4. **WellSky Learning Center Store** – redirects the User to the WLC store.
5. **Dashboard** – redirects the User back to the dashboard.
6. **My Certificates** – provides the User with access to all earned certificates. To download a certificate, click the download icon found on the right-hand side of the screen.

Removing Personal Protective Equipment (PPE)	Completed: 10/16/2024	4 TX Admin/Alt Admin Minutes	
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7. **Course overview** – provides a User with a full list of all enrolled courses. To complete a course, the User should click a course title. The User will be redirected into the course where a series of optional and/or required activities will be shown. All required activities must be completed for the User to be marked complete on the course. Some activities may be locked until the prior activity is completed.

Bed Bugs Basics

Course Competencies

Welcome to the Course Collapse all

CHEX+

Bed Bugs Basics

Bed Bugs Basics

Timing: Self-Paced
Duration: 20 m

**Participants will have 1 year from the purchase date to complete the course and post-test.*

Step 1: Course Description (Required)

Course Description Done

Step 2: Watch the Training Presentation (Required)

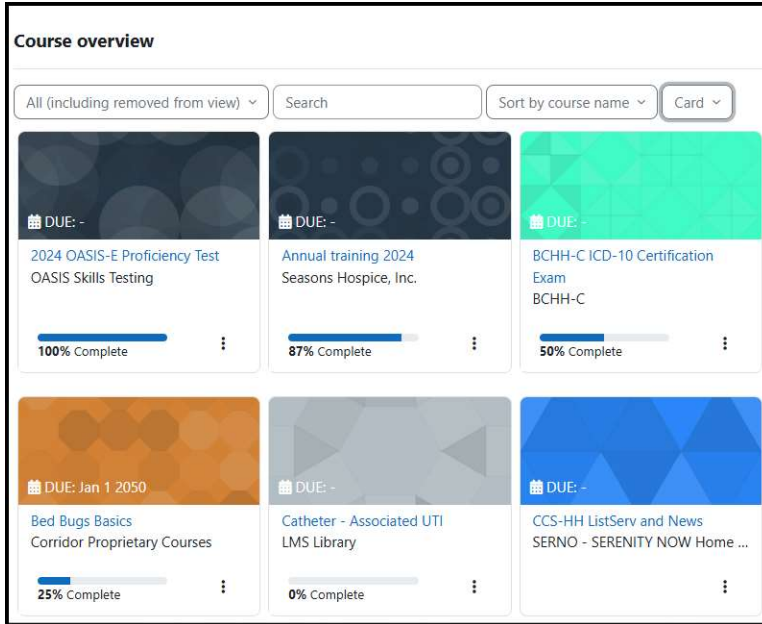
Bed Bugs Basics - Training Presentation To do

Bed Bugs Basics - Exam

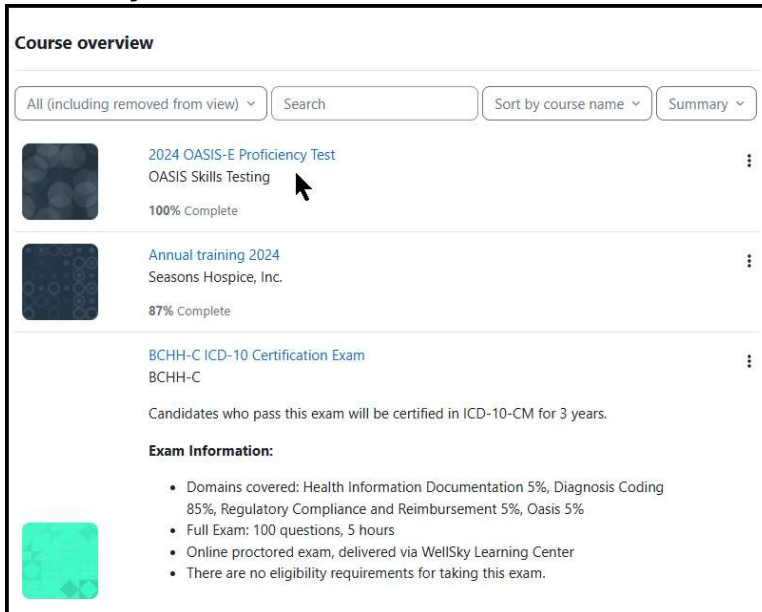
Not available unless: The activity **Bed Bugs Basics - Training Presentation** is marked complete

8. **All** – provides the User the ability to sort enrolled courses by All, In progress, Incomplete, Due in 1 month, Due in 1 week, Future, Past, Complete Course History, and Starred.
9. **Search** – allows the User to search for an enrolled course by name.
10. **Sort by course name** – provides the User the ability to sort the *Course overview* by course name or last accessed.
11. **List** – allows the User to change how the *Course overview* section is displayed. Users can select from Card, List (default view), or Summary views.

Card View



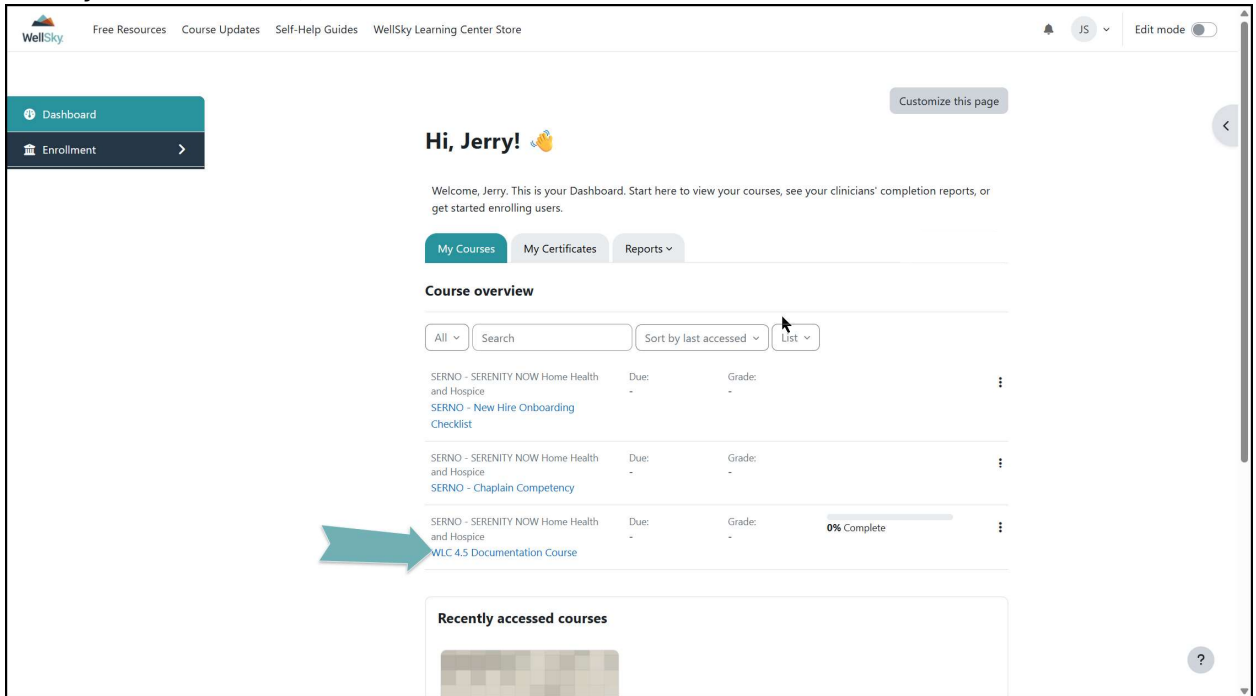
Summary View



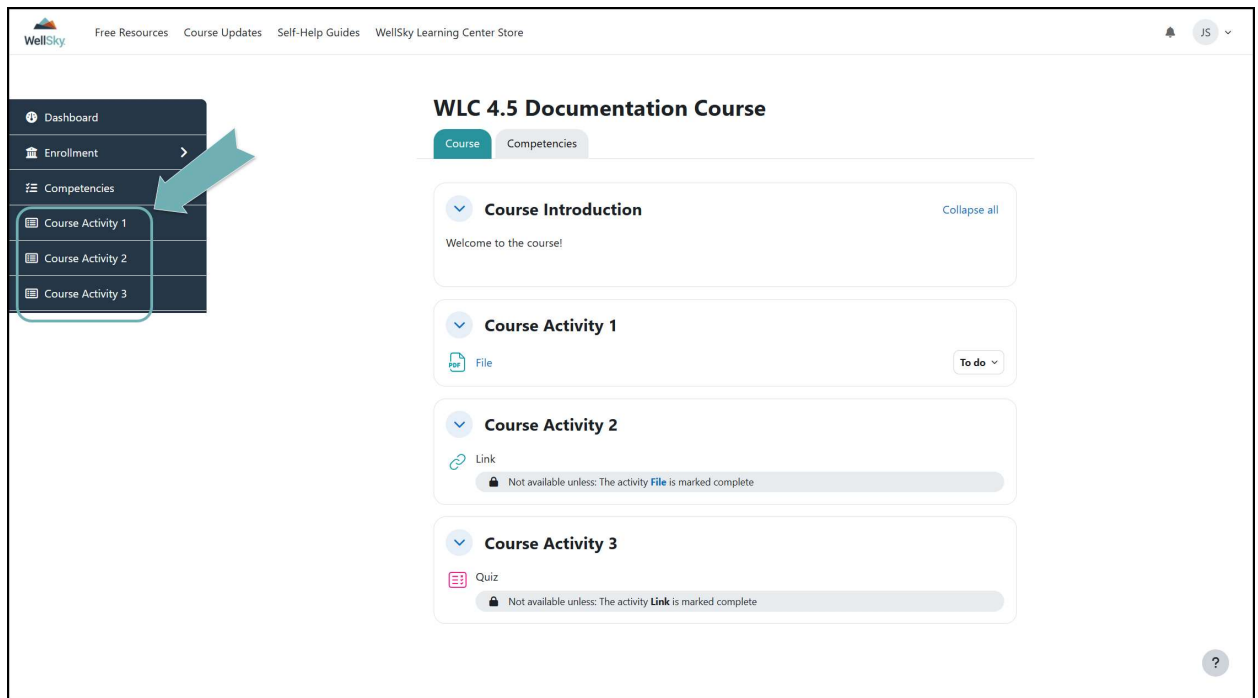
How to Complete a Course

These steps will guide you through how to complete a course you receive access to through your WLC subscription.

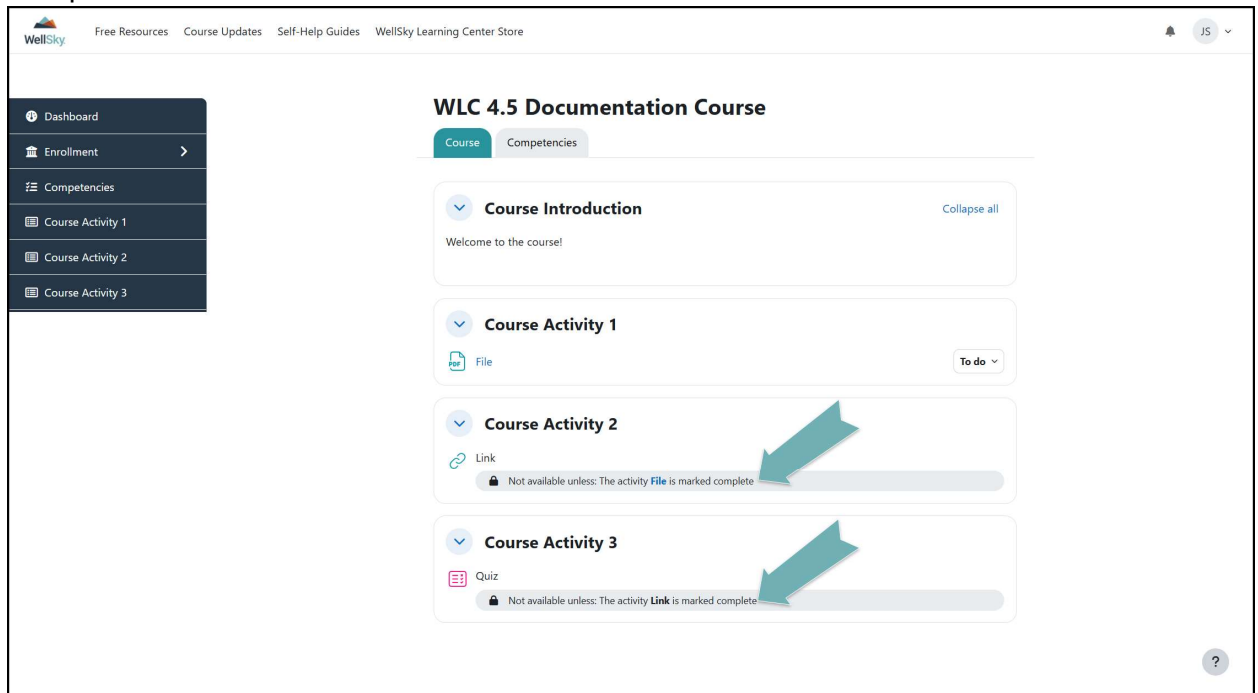
1. From your dashboard, click the course's title.



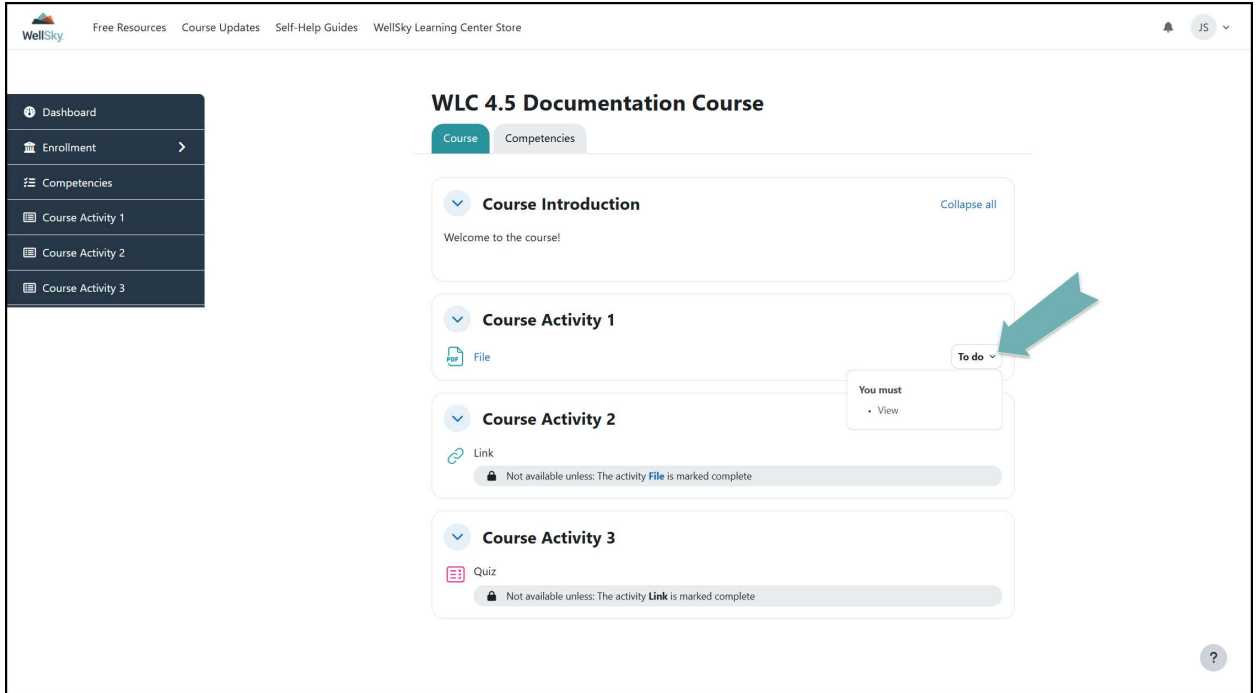
- To navigate through the course’s activities, use the left-hand navigation menu. While there are other navigation menus available, this menu remains visible on each page of the course.



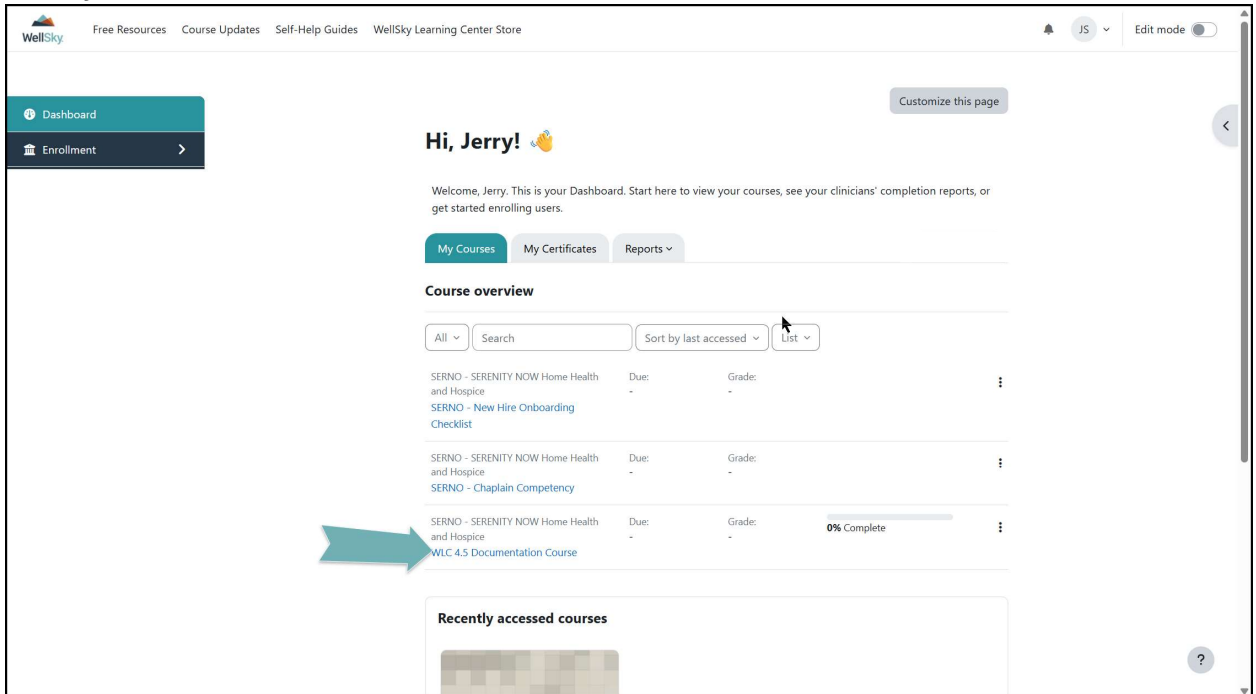
- Activities that are locked will display a banner beneath them detailing what must be completed to make them accessible.



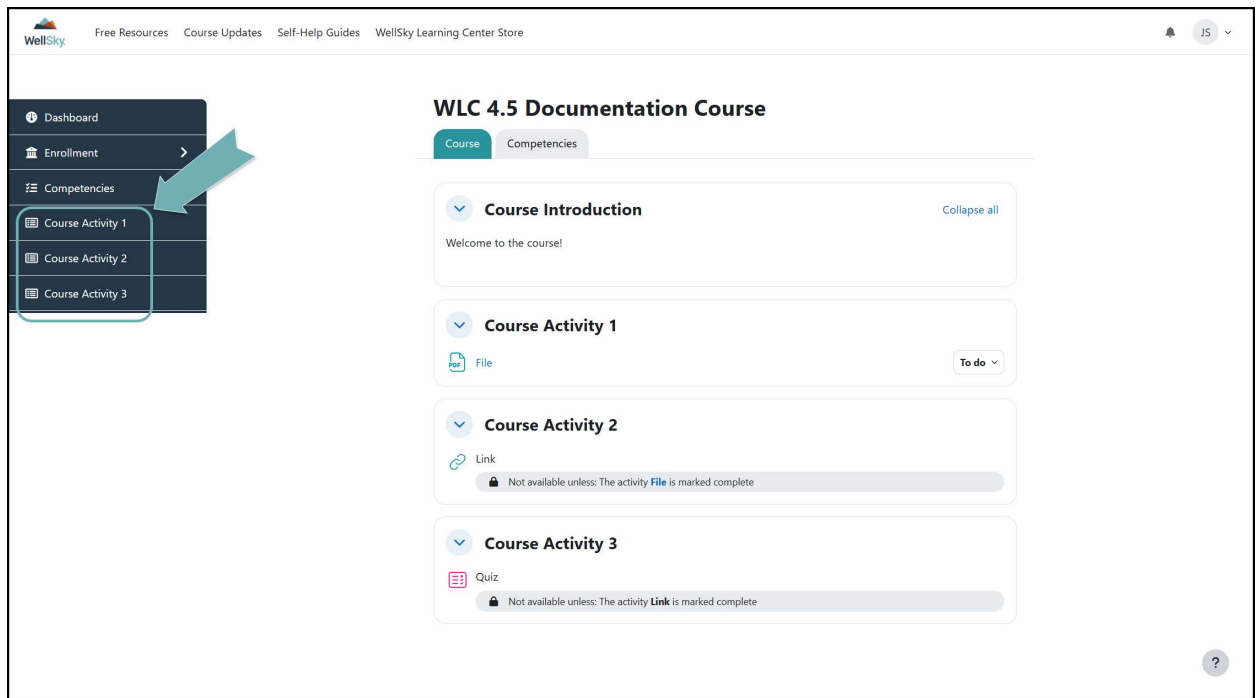
4. The *To Do* dropdown will list what’s required for completion on each activity.



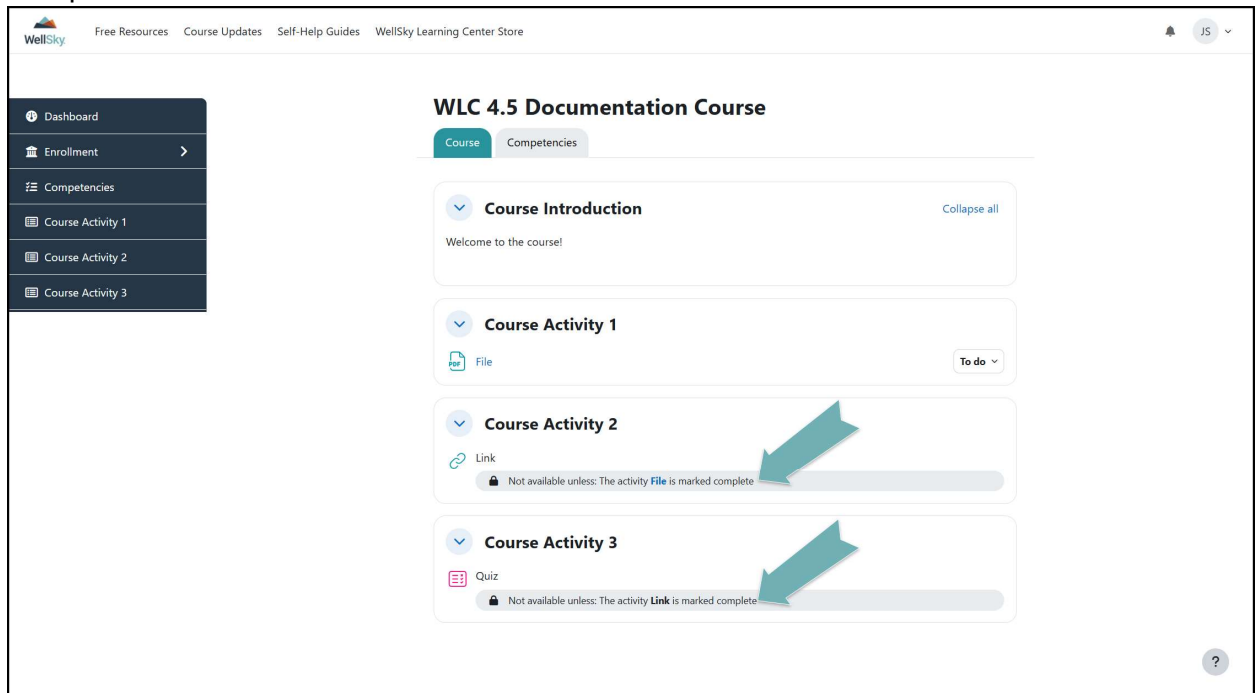
5. From your dashboard, click the course’s title.



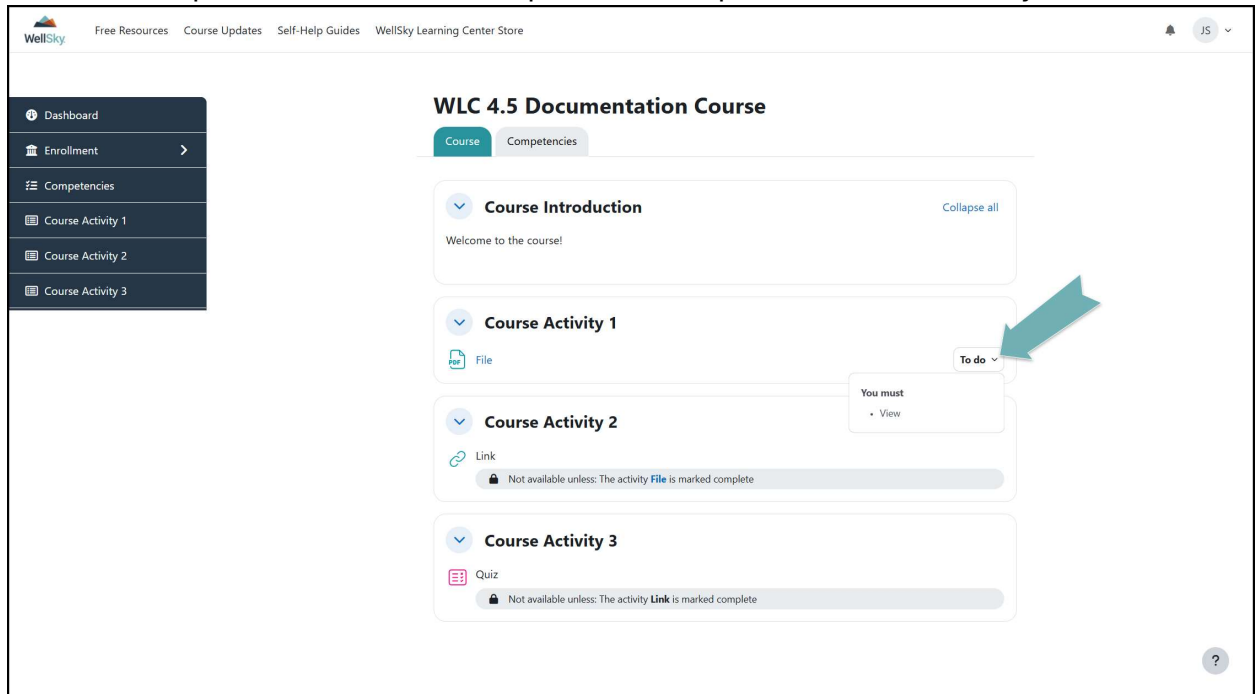
- To navigate through the course’s activities, use the left-hand navigation menu. While there are other navigation menus available, this menu remains visible on each page of the course.



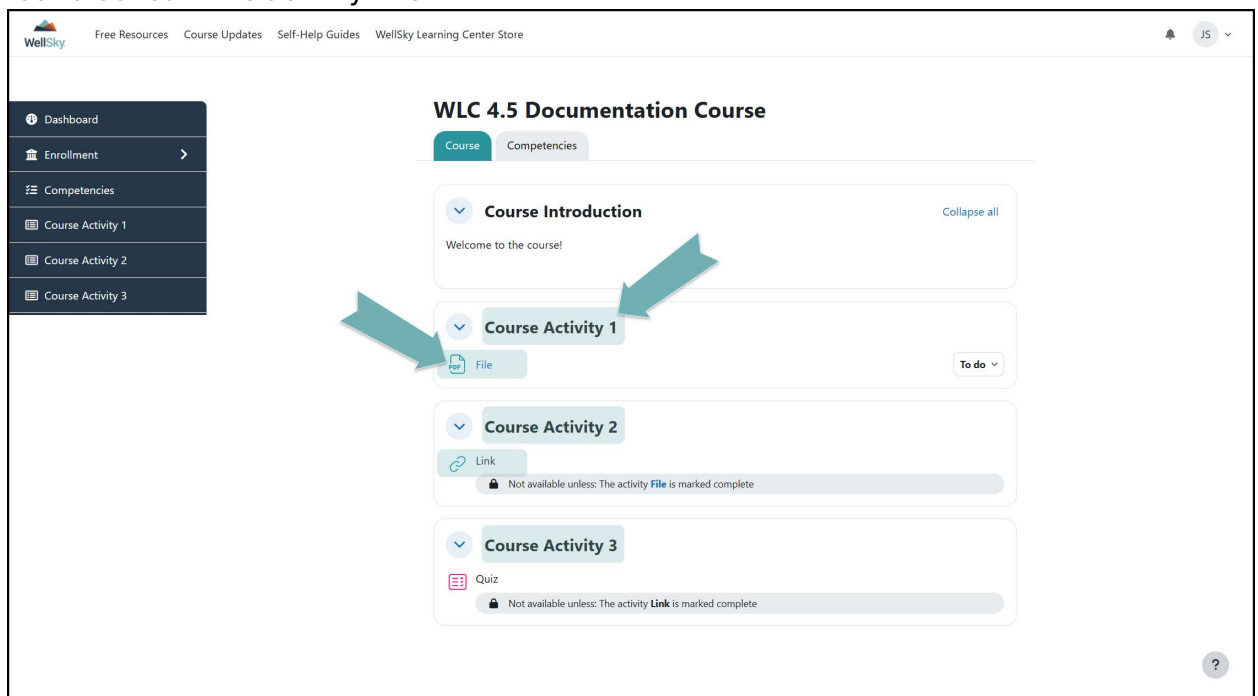
- Activities that are locked will display a banner beneath them detailing what must be completed to make them accessible.



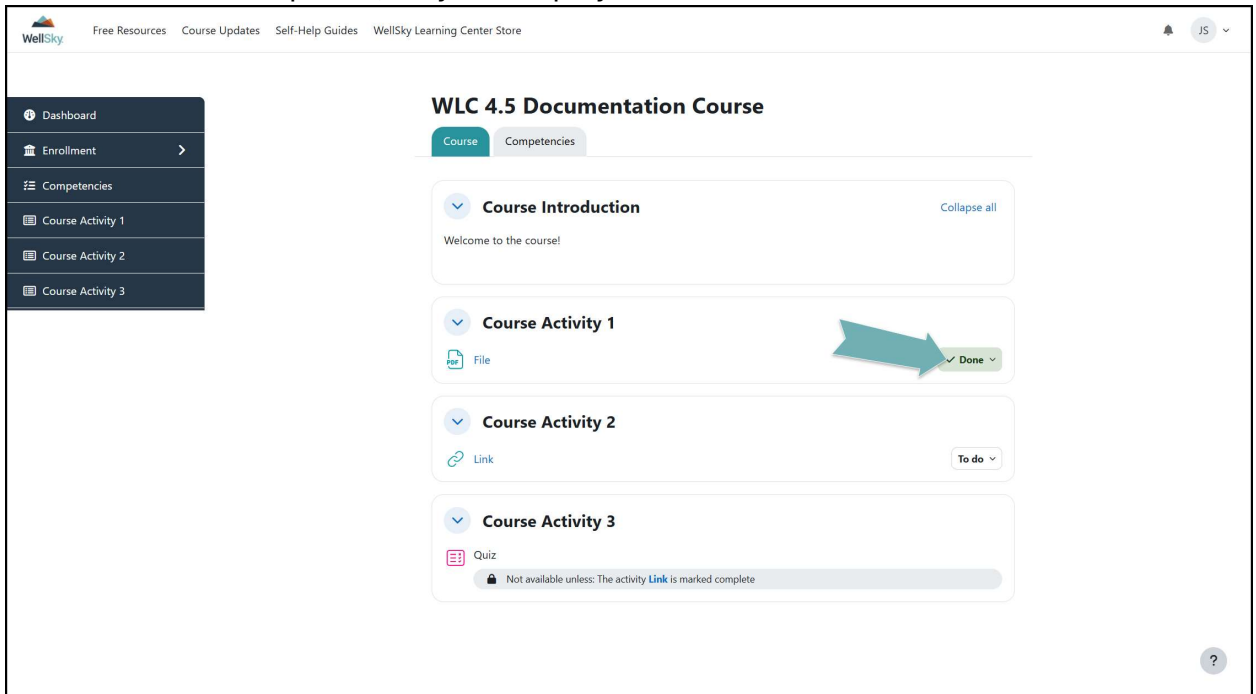
8. The *To Do* dropdown will list what’s required for completion on each activity.



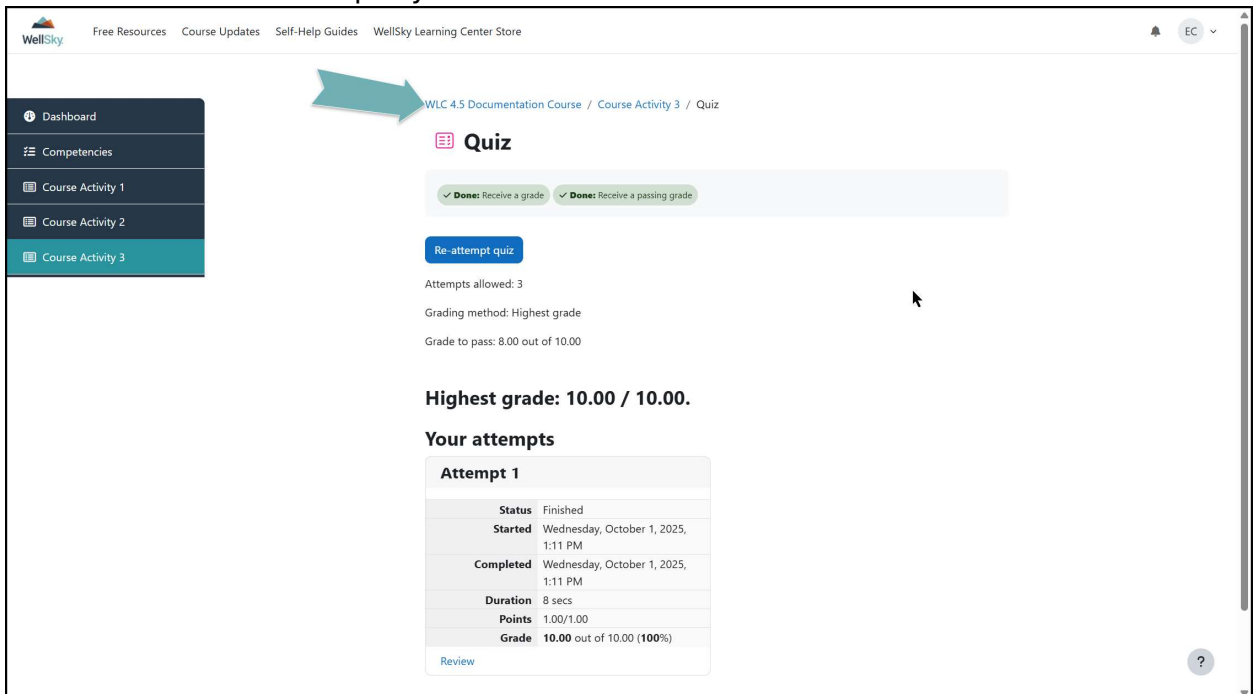
9. Complete each activity within the course by clicking the activity title or the link found beneath the activity title.



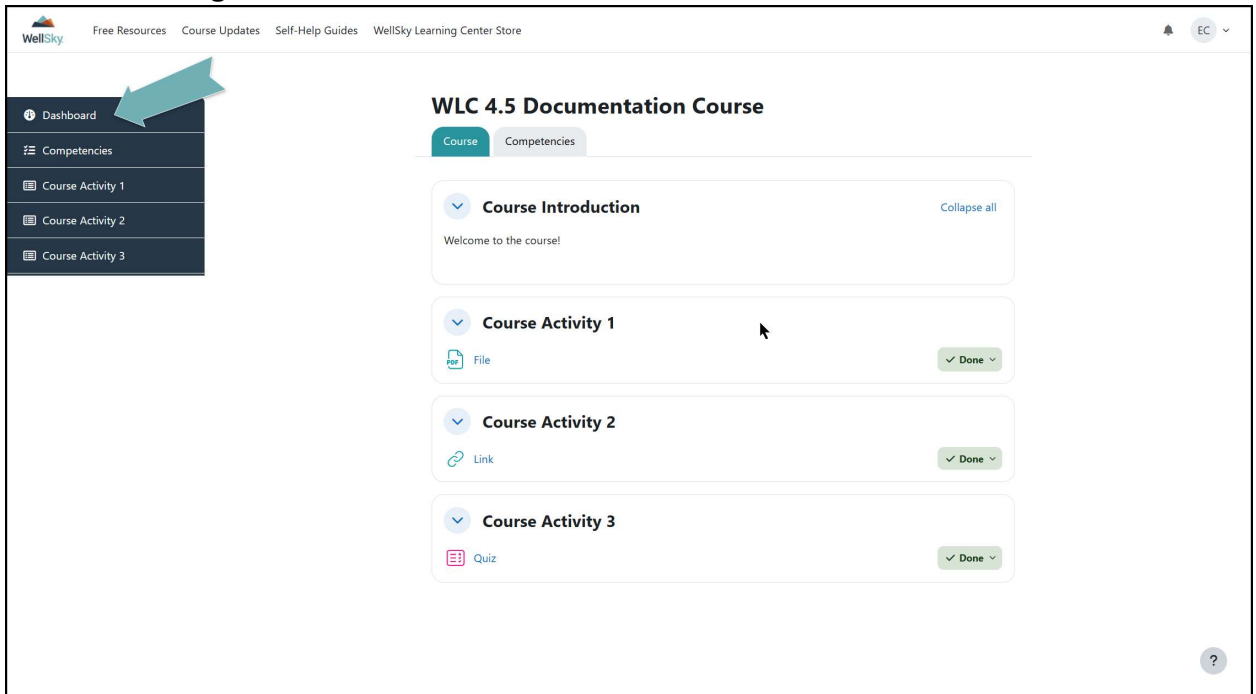
10. As activities are completed, they will display a *Done* status.



11. After completing all course activities, click the course title found within the breadcrumb trail at the top of your screen.



12. After confirming all activities are marked as *Done*, click the *Dashboard* link.



13. The course will now show as 100% complete.

