

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

What you see on the dashboard is dependent upon what role you've been assigned as a Client Admin. Client Admins will hold one of three roles – Director, Administrative Staff, or Manager. Directors and Administrative Staff will have access to all features. Managers' access may vary depending upon what rights they've been assigned.

This handout provides a navigational overview of the WLC concentrating on the links that are available only to Client Admins, how to self-enroll in a course, how to complete a WLC created course, and how to complete a client-created course.

Course Name	Due	Grade	Completion
SERNO - SERENITY NOW Home Health and Hospice SERNO - New Hire Onboarding Checklist	-	-	-
SERNO - SERENITY NOW Home Health and Hospice SERNO - Chaplain Competency	-	-	-
Corridor Proprietary Courses CE - Domestic Violence, Abuse & Neglect	01/01 /2050	-	33% Complete
HSI Courses Listening Skills 01: Active Listening	01/01 /2050	-	0% Complete
Corridor Proprietary Courses Back Safety	01/01 /2050	100.0 %	100% Complete
HSI Courses 01: Conflict Management: The Realities of Conflict	01/01	-	0% Complete

- Enrollment** – this menu component is available only to Client Admins.
 - Add Users to Account** – gives Client Admins the ability to create, update, and suspend Users.
 - Enroll Users in Course** – gives Client Admins the ability to enroll Users in a course.
 - Group Management** – allows Users to be organized into groups that are created and updated by Client Admins. It's recommended that you avoid naming groups after leaders at your agency. We suggest that you name your groups after disciplines, for example Registered Nurse, or a location, for example Minneapolis.
 - Learning Plans** – gives Client Admins the ability to build and update learning plans. Learning plans are bundles of courses, which simplify the enrollment process.
 - Log** – tracks and records user interactions within the platform.
- Reports** – provides access to the *Course Overview*, *User Transcript*, and *Course Detail* reports.

- 3. **Add A Course** – gives Client Admins the ability to self-enroll in a course. Courses can be searched for by Category, Contact Hours, Skill Level, and/or Length. Click the course’s *Learn More* button to read more about the course or the *Enroll* button to enroll.

Quick enrollment

Find and Enroll in courses: Search

Filter By: Category: Choose Contact Hours: Choose Level: Choose Length: Choose Reset Filters

1 - 25 of 719

1 2 3 4 5 6 7 8 ... 29 »

Items per page: 25

01. Conflict Management: The Realities of Conflict Management

CONTACT HOURS:
4 TX Admin/Alt Admin Minutes

LEVEL: Beginner
LENGTH: 4 minutes

[Learn more](#)

02. Conflict Management: Maintaining Self-Control

CONTACT HOURS:
4 TX Admin/Alt Admin Minutes

LEVEL: Beginner
LENGTH: 4 minutes

[Enroll](#)

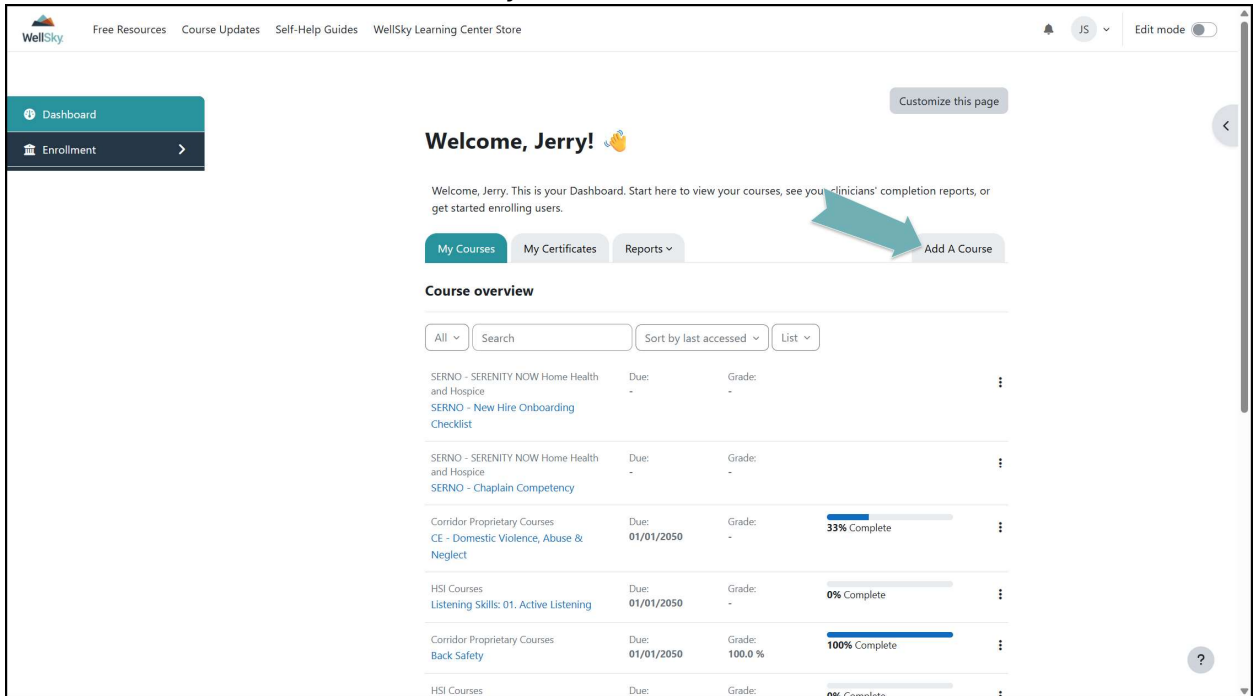
[Learn more](#)

How to Self-Enroll in a Course

Agencies will default to only Client Admins being able to self-enroll in courses.

If you would like those with the User role to also be able to self-enroll, email that request to learning@wellsky.com.

1. Click the *Add A Course* tab found on your dashboard.



WLC DASHBOARD – CLIENT ADMIN VIEW

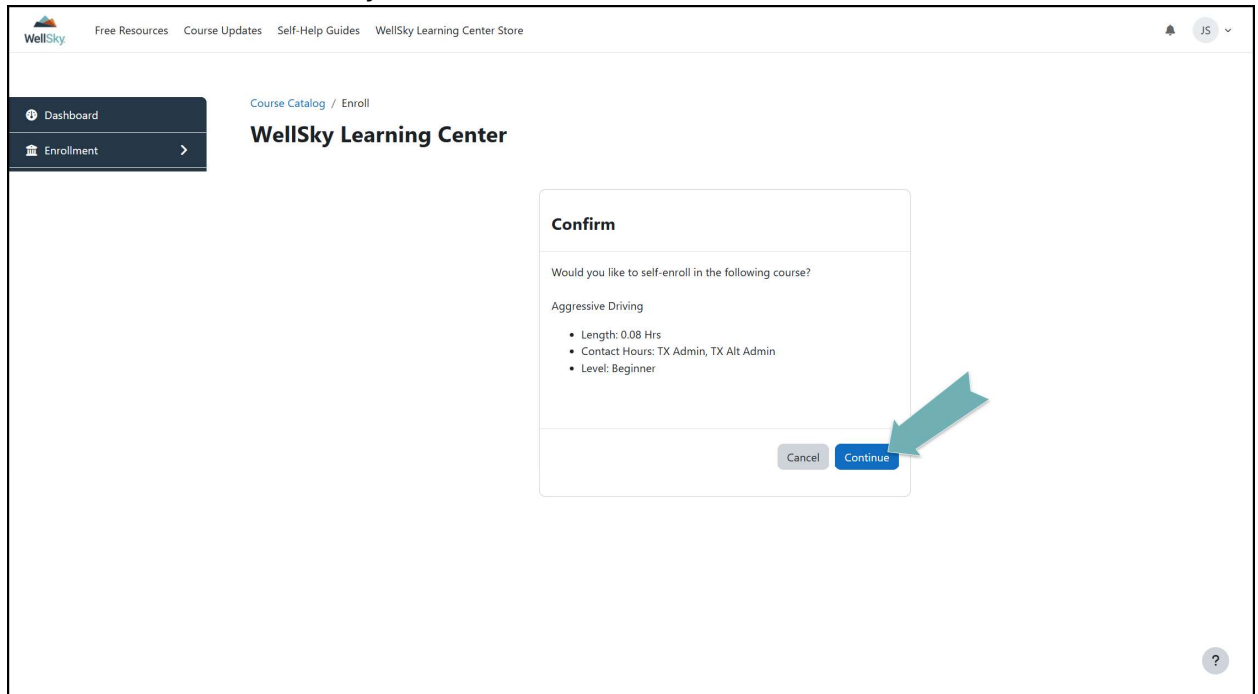
- You can use the *Find and Enroll in Courses* text field to search for a particular course or you can use the filters to narrow down the course results. Remember to click *Search* if you use the text field. The filters will automatically return results if you opt to use that method.

The screenshot shows the WellSky dashboard with the 'Quick enrollment' section. The search field is empty, and the filters are set to 'Choose'. The results show two courses: '01. Conflict Management: The Realities of Conflict Management' and '02. Conflict Management: Maintaining Self-Control'. Both courses have 4 TX Admin/Alt Admin Minutes, are Beginner level, and are 4 minutes long. The 'Enroll' button is visible for the second course.

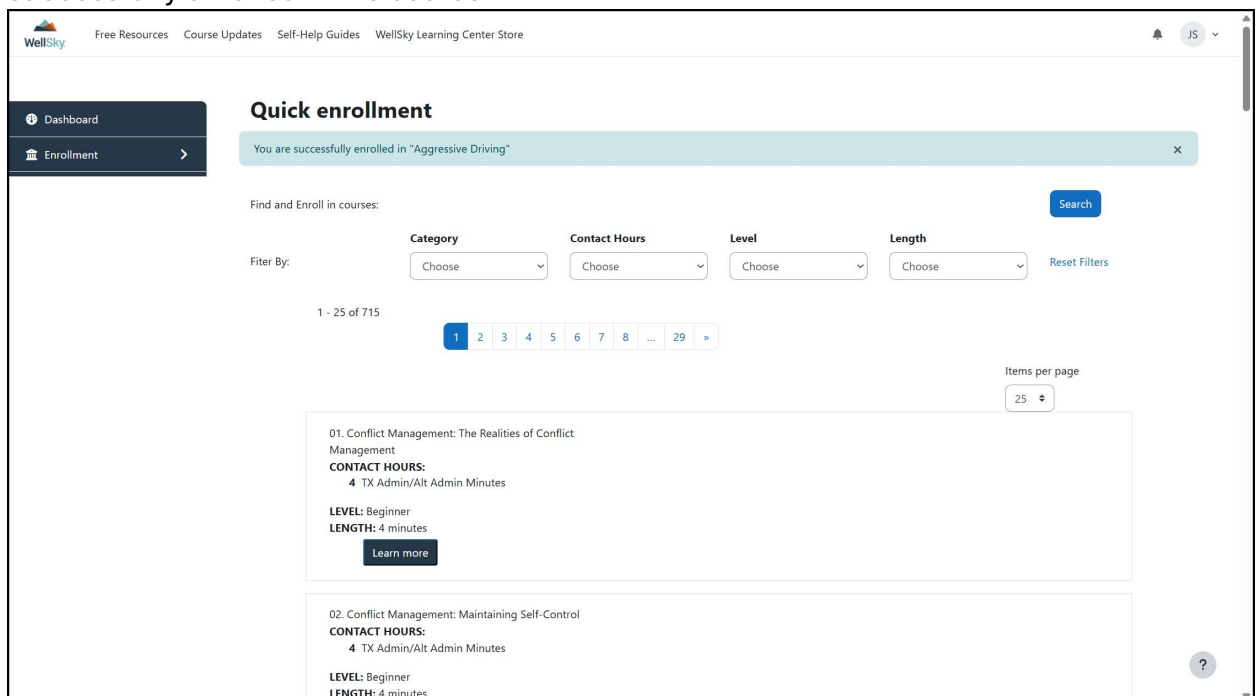
- Once you've found the course you want, click *Enroll* to enroll in the course.

The screenshot shows the WellSky dashboard with the 'Quick enrollment' section. The search field contains the text 'driving', and the filters are set to 'Choose'. The results show two courses: 'Aggressive Driving' and 'Bad Weather Driving'. 'Aggressive Driving' has 5 TX Admin/Alt Admin Minutes, is Beginner level, and is 5 minutes long. 'Bad Weather Driving' has 8 TX Admin/Alt Admin Minutes, is Beginner level, and is 8 minutes long. The 'Enroll' button is visible for both courses.

4. Click *Continue* to confirm your actions.



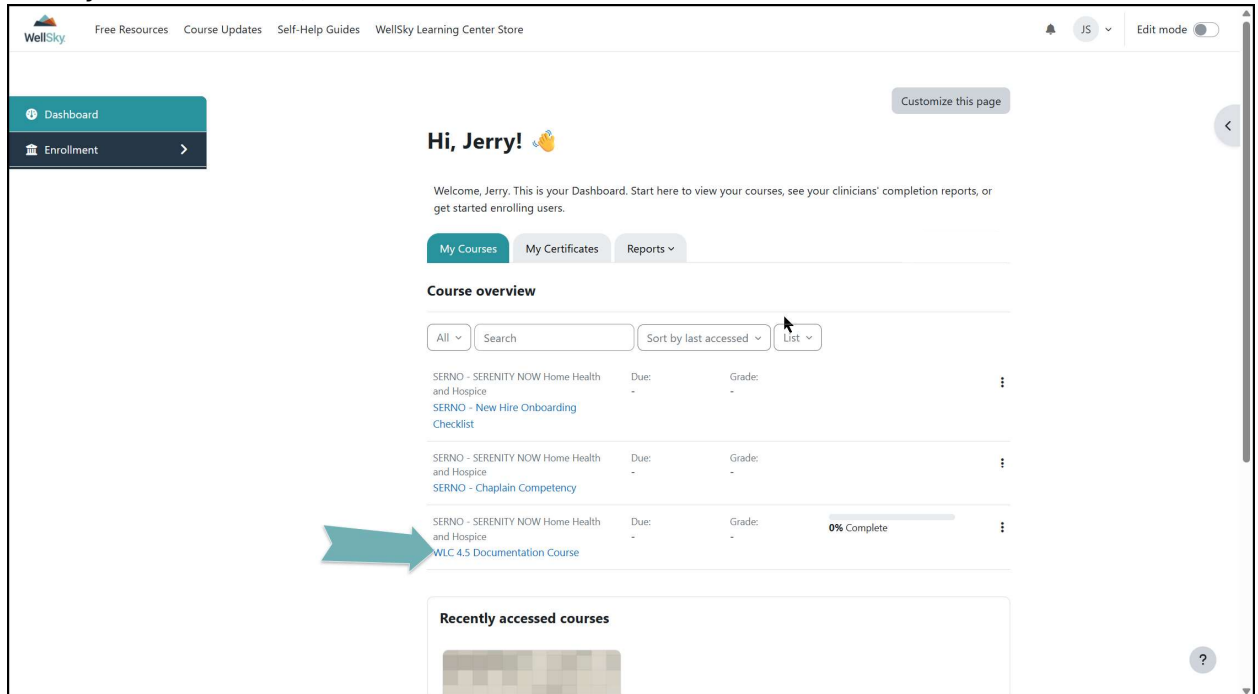
5. Your screen will refresh, and you will then see a banner notifying you that you have successfully enrolled in the course.



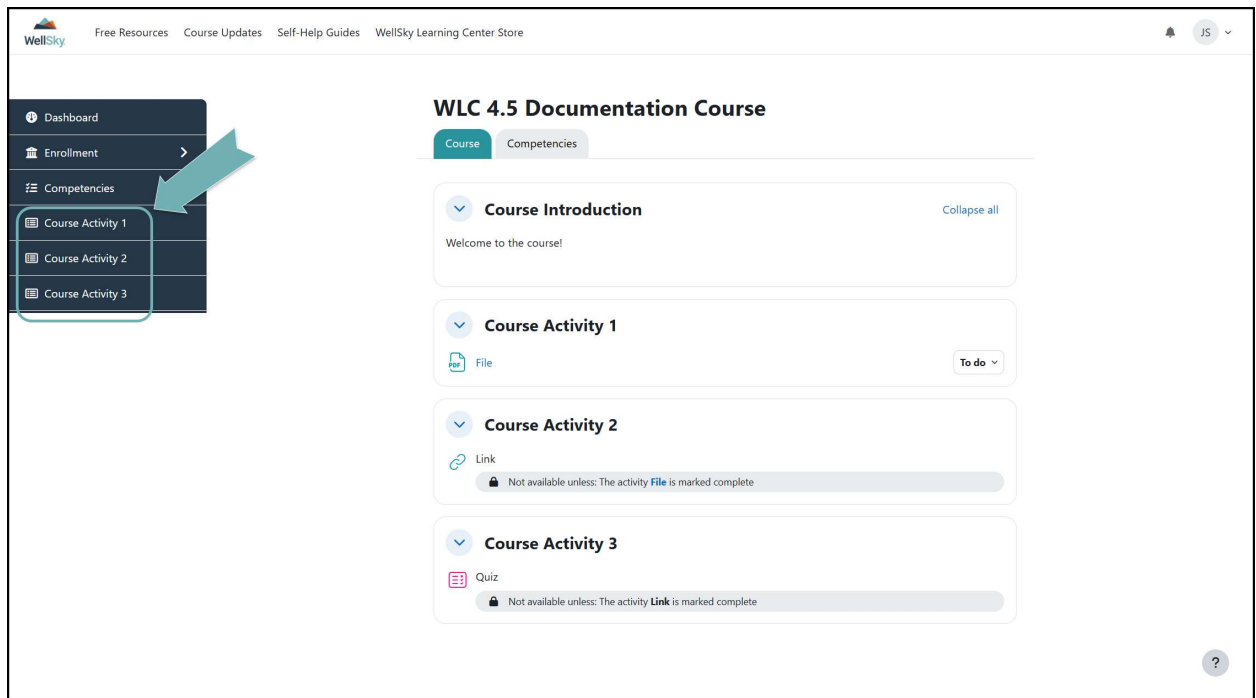
How to Complete a Course

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

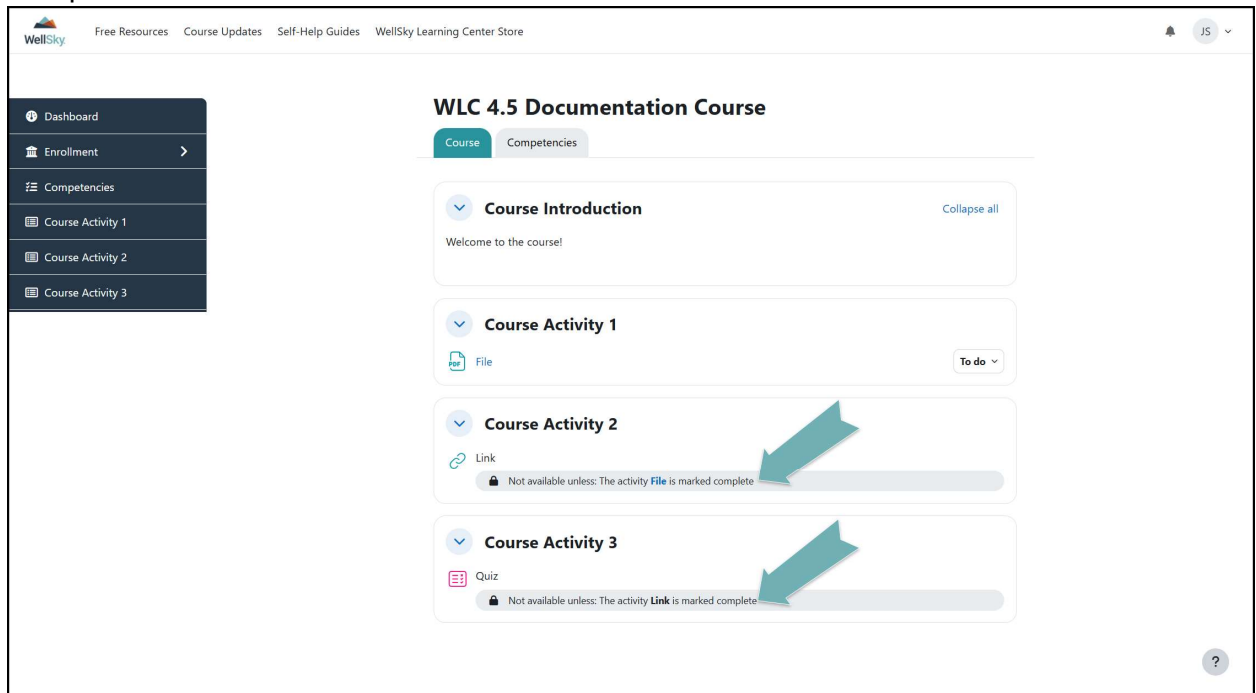
1. From your dashboard, click the course's title.



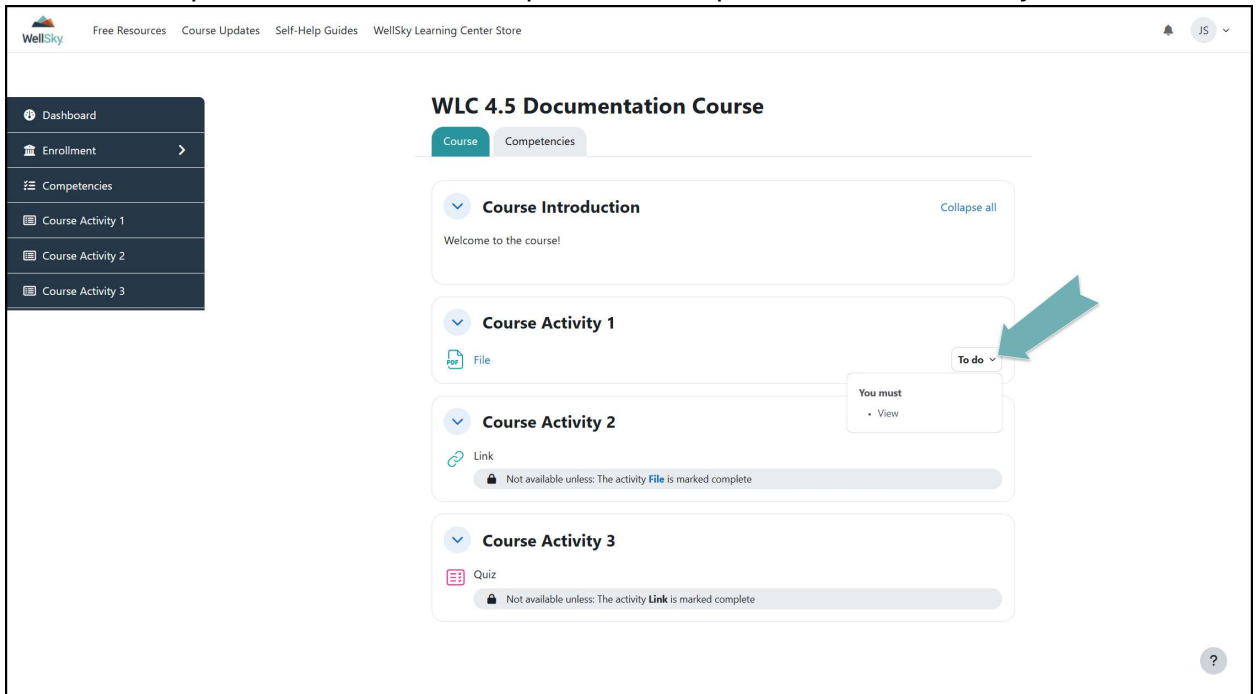
- To navigate through the course’s activities, use the left-hand navigation menu. While there are other navigation menus available, this menu remains visible on each page of the course.



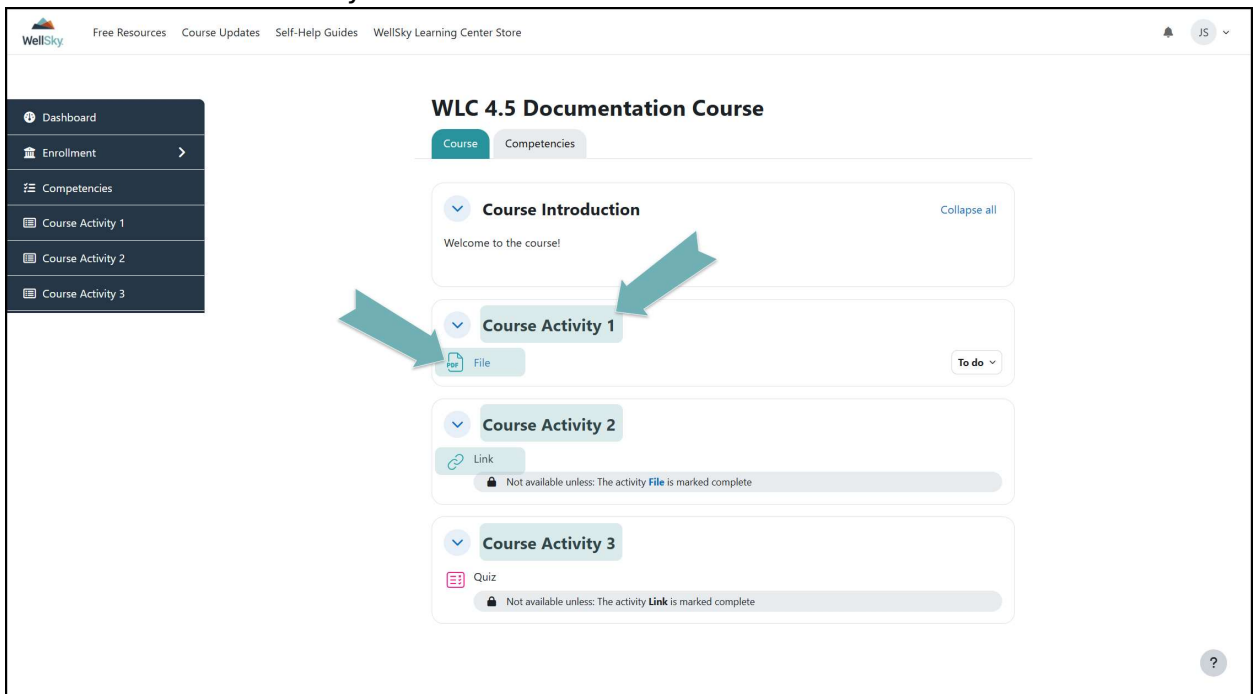
- Activities that are locked will display a banner beneath them detailing what must be completed to make them accessible.



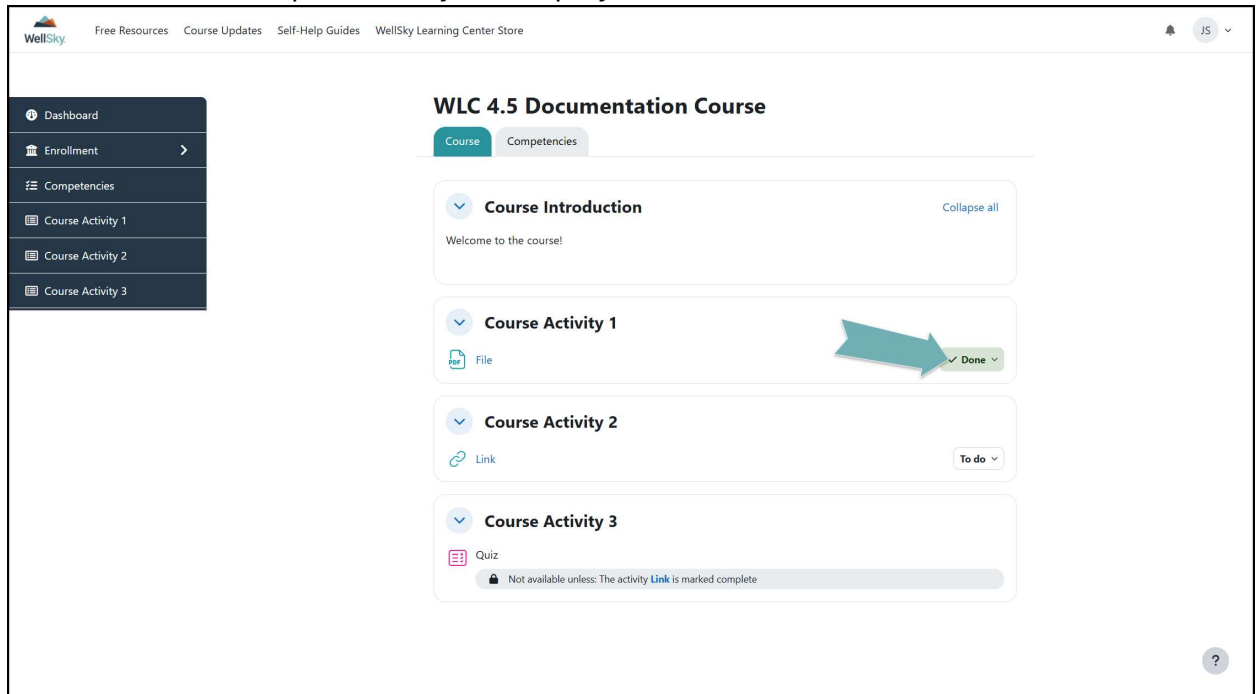
4. The *To Do* dropdown will list what's required for completion on each activity.



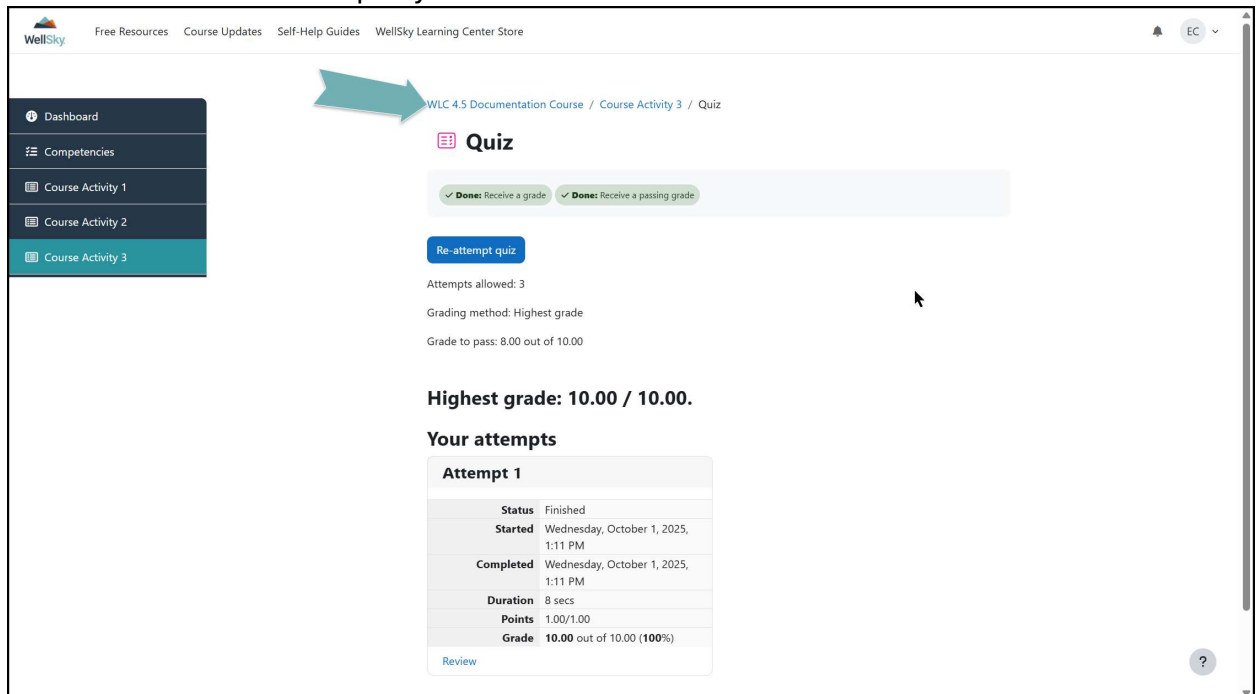
5. Complete each activity within the course by clicking the activity title or the link found beneath the activity title.



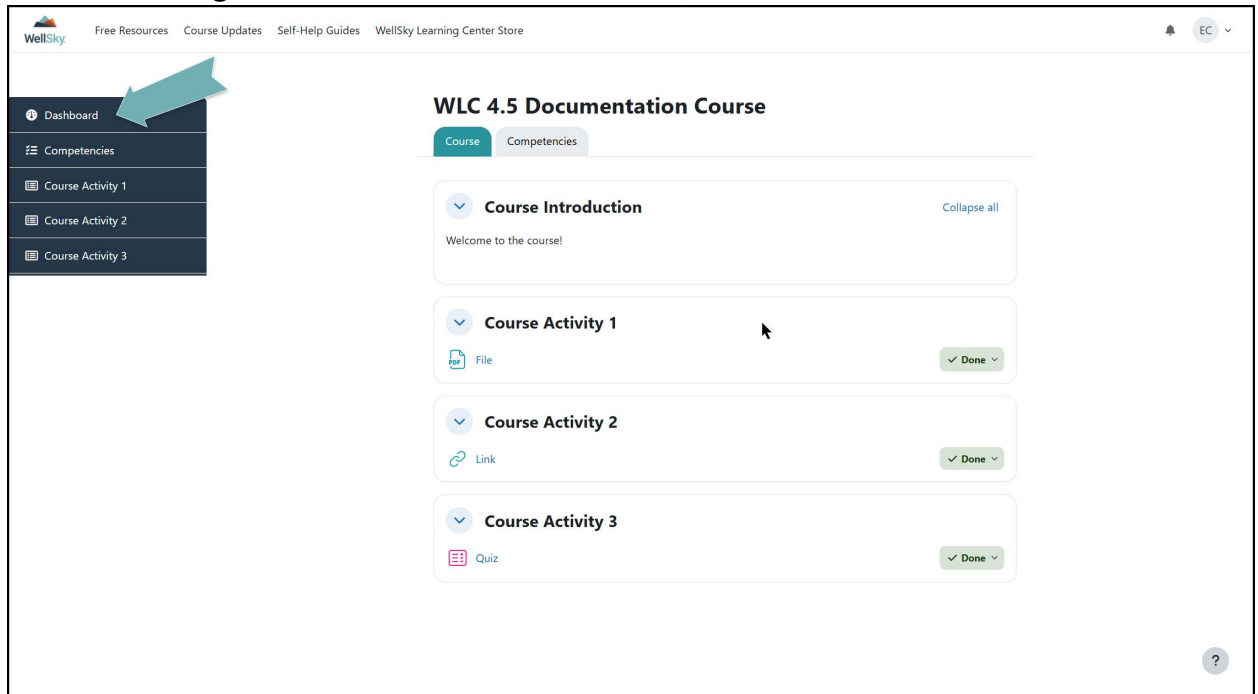
6. As activities are completed, they will display a *Done* status.



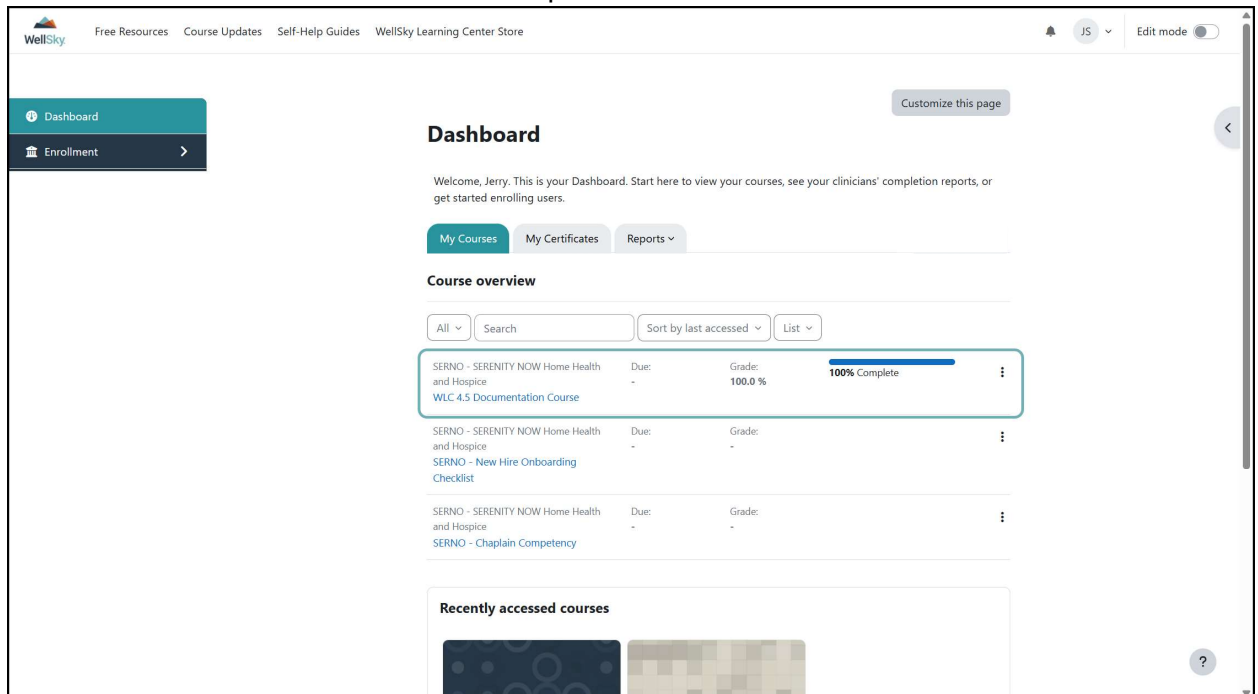
7. After completing all course activities, click the course title found within the breadcrumb trail at the top of your screen.



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



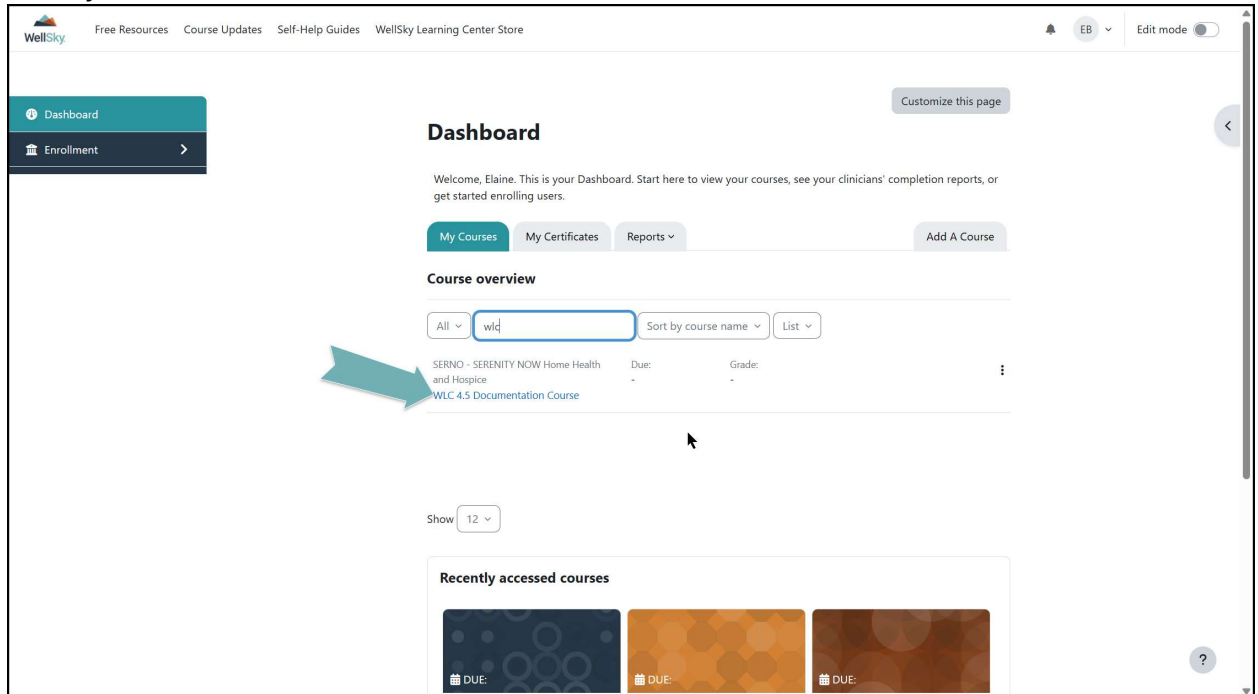
9. The course will now show as 100% complete.



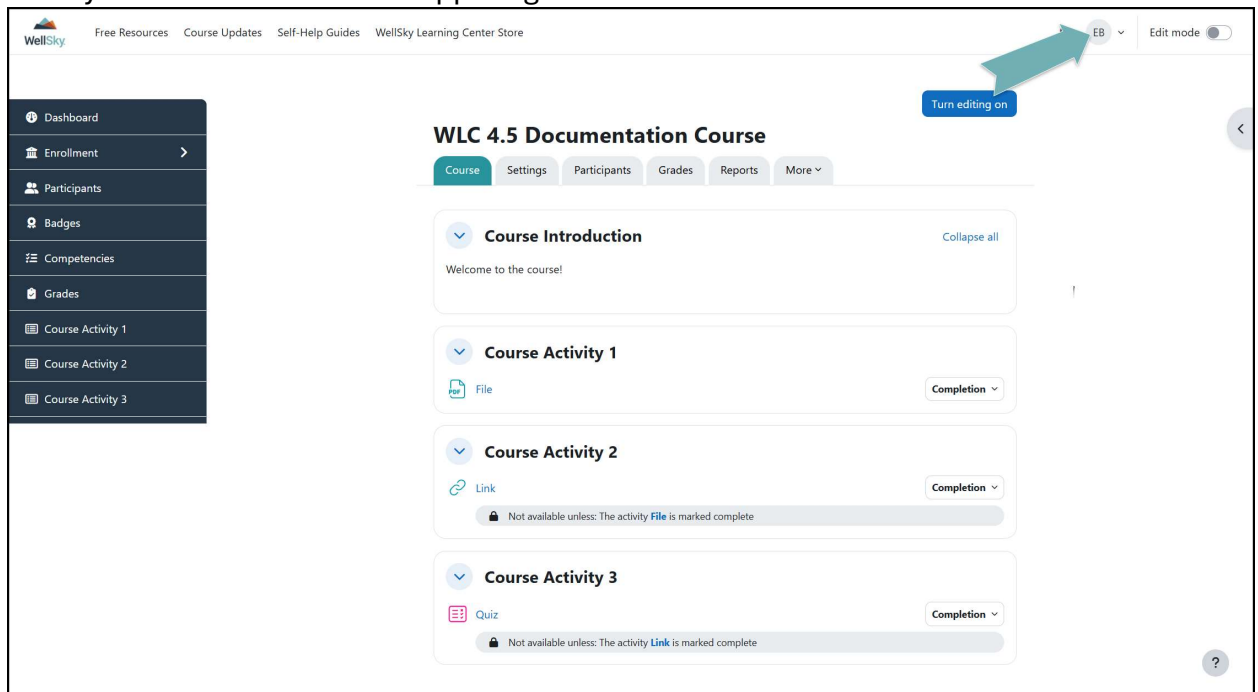
How to Complete a Client-Created Course

These steps will guide you through how to complete a client-created course where you are the author.

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



2. Click your initials found in the upper right-hand corner.



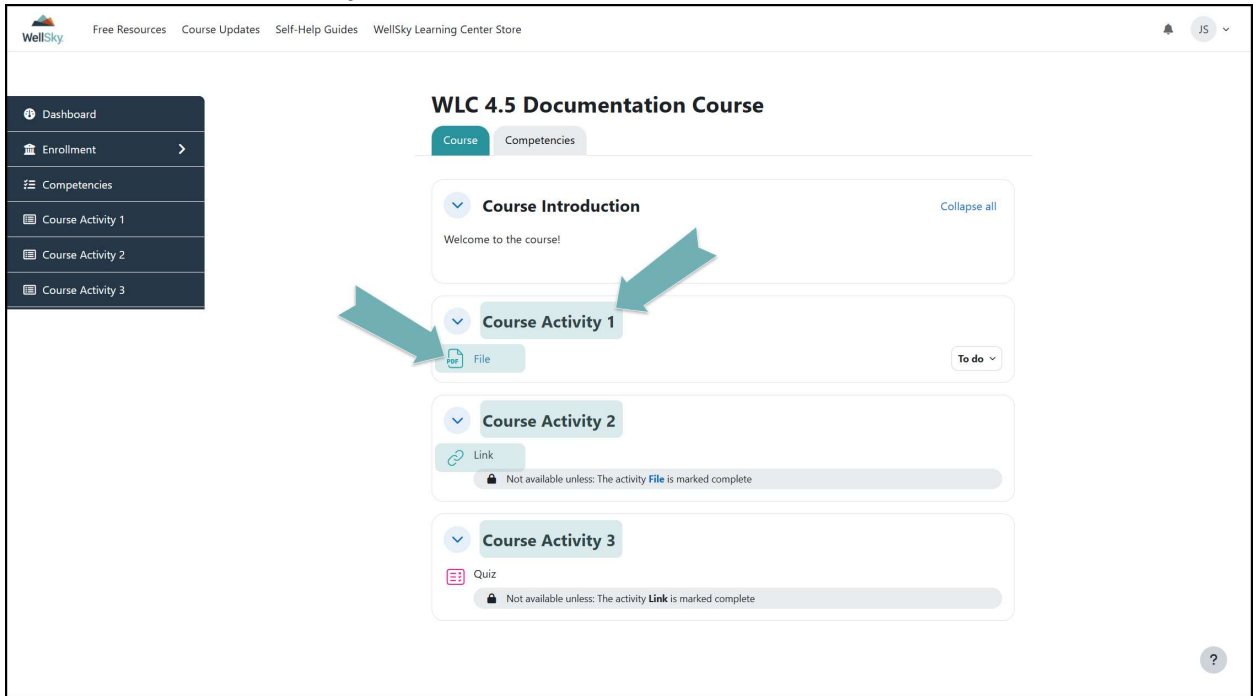
3. Select *Switch role to...* from the dropdown menu.

The screenshot shows the 'WLC 4.5 Documentation Course' dashboard. On the left is a navigation sidebar with options: Dashboard, Enrollment, Participants, Badges, Competencies, Grades, Course Activity 1, Course Activity 2, and Course Activity 3. The main content area has tabs for Course, Settings, Participants, Grades, Reports, and More. A user profile dropdown menu is open, showing options: Profile, Calendar, Private files, Reports, Preferences, Switch role to..., and Log out. A teal arrow points to the 'Switch role to...' option. Below the menu, the course content is visible, including 'Course Introduction' and three 'Course Activity' sections (1, 2, and 3), each with a completion status and a lock icon indicating dependencies.

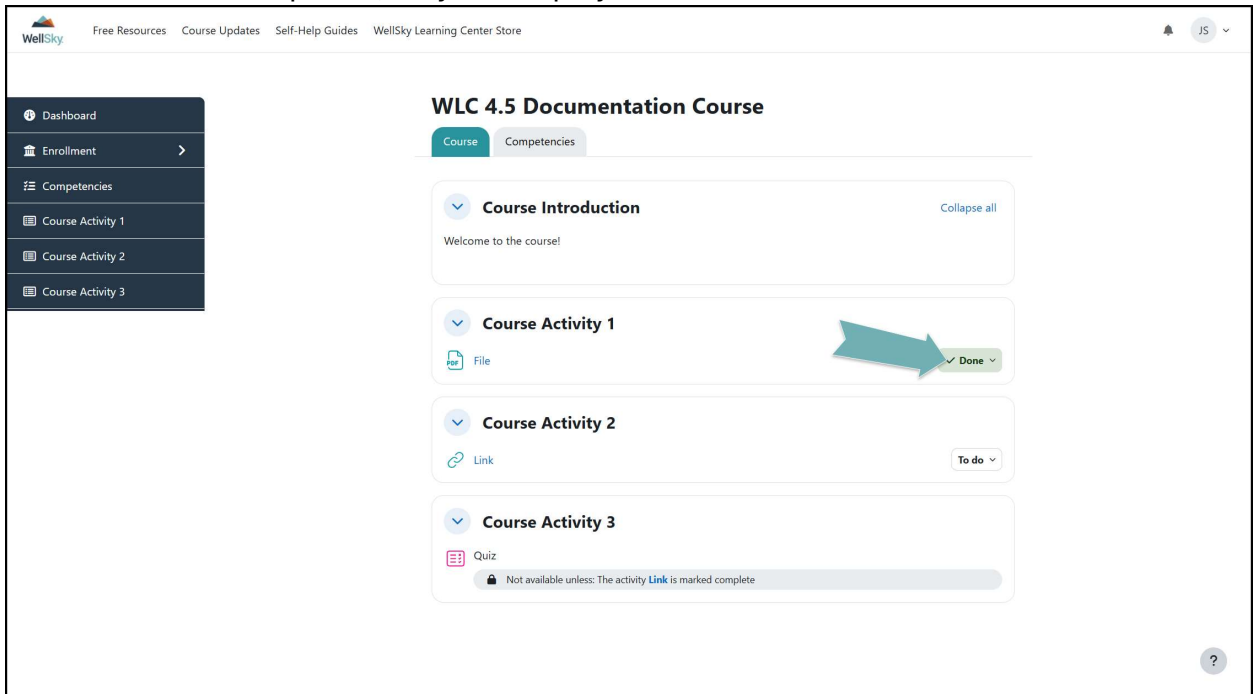
4. Click the *Student* role.

The screenshot shows the same dashboard as above, but with a role selection dialog box open. The dialog contains the text: 'Choose a role to get an idea of how someone with that role will see this course. Please note that this view may not be perfect (See details and alternatives).'. There are two buttons: 'Student' and 'Cancel'. A teal arrow points to the 'Student' button. The background content is dimmed.

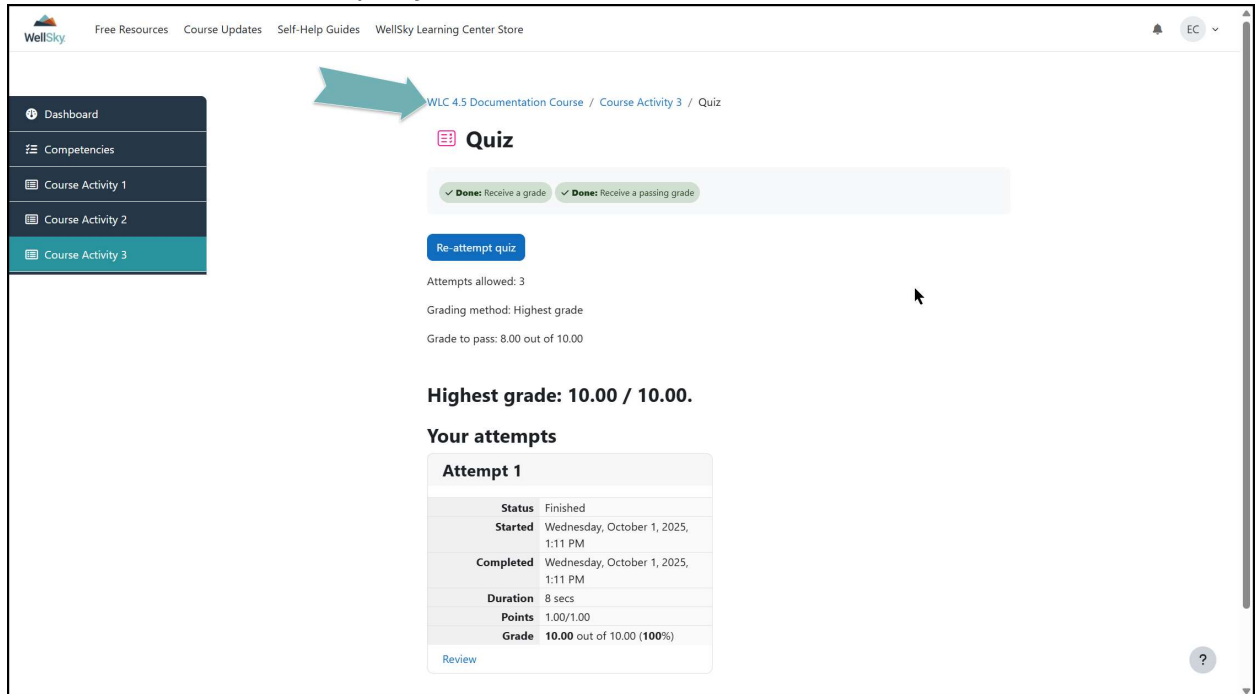
- Complete each activity within the course by clicking the activity title or the link found beneath the activity title.



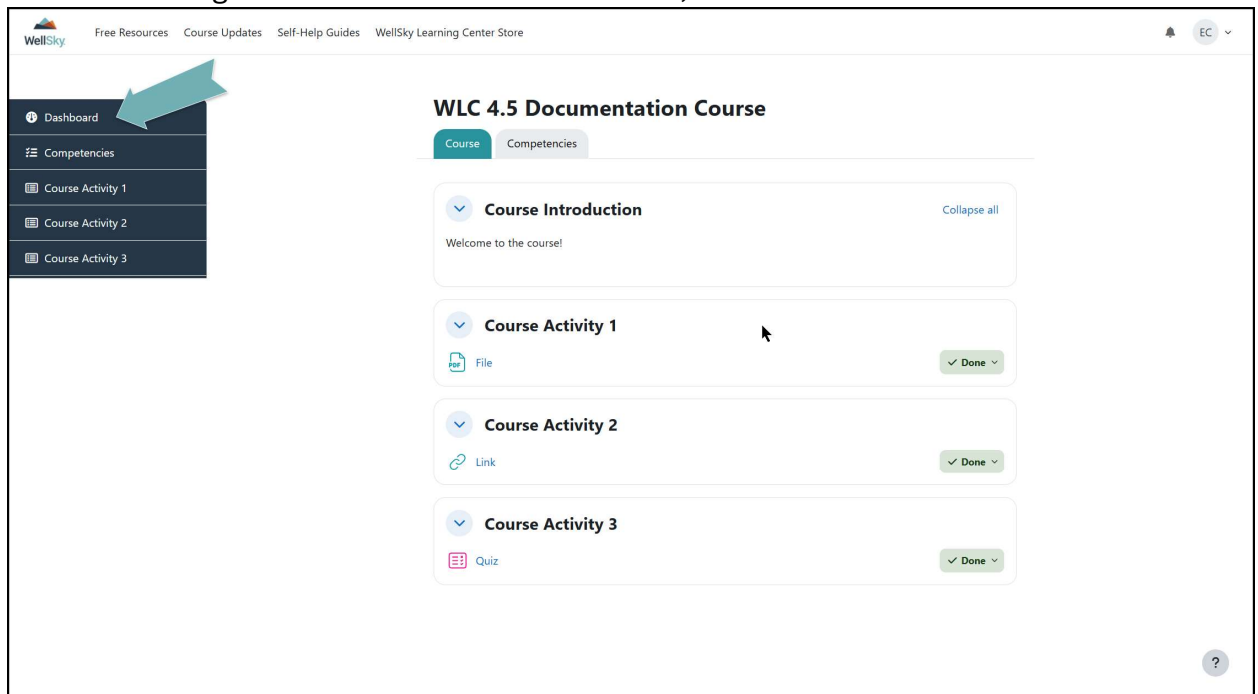
- As activities are completed, they will display a *Done* status.



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



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



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

The screenshot displays the WellSky WLC Dashboard for a client admin. The top navigation bar includes the WellSky logo, links for Free Resources, Course Updates, Self-Help Guides, and WellSky Learning Center Store, along with a user profile (JS) and an Edit mode toggle. A left sidebar contains 'Dashboard' and 'Enrollment' options. The main content area is titled 'Dashboard' and includes a 'Customize this page' button. A welcome message for 'Jerry' is followed by tabs for 'My Courses', 'My Certificates', and 'Reports'. The 'Course overview' section features a search bar, a 'Sort by last accessed' dropdown, and a 'List' dropdown. A table lists courses, with the first one, 'SERNO - SERENITY NOW Home Health and Hospice WLC 4.5 Documentation Course', highlighted in a blue box and showing '100% Complete' with a full progress bar. Other courses listed include 'SERNO - SERENITY NOW Home Health and Hospice SERNO - New Hire Onboarding Checklist' and 'SERNO - SERENITY NOW Home Health and Hospice SERNO - Chaplain Competency'. A 'Recently accessed courses' section is partially visible at the bottom.

Course Name	Due	Grade	Completion
SERNO - SERENITY NOW Home Health and Hospice WLC 4.5 Documentation Course	-	100.0 %	100% Complete
SERNO - SERENITY NOW Home Health and Hospice SERNO - New Hire Onboarding Checklist	-	-	
SERNO - SERENITY NOW Home Health and Hospice SERNO - Chaplain Competency	-	-	