

# Basic Learner Functions for Team Members and Non-Team Members in the OLC

Effective **November 30, 2018**, the new BayCare OLC is available. Team members and Non-Team members can use this guide to complete common tasks such as:

- View Your Dashboard
- Search and Register for a Course
- Search and Register for Curricula
- View or Print Your Transcript

## View Your Dashboard

The screenshot shows the BayCare OLC Learner Dashboard. On the left is a navigation menu with options: Dashboard, Courses, Curricula, and Transcript. The main content area is divided into three widgets: Welcome, Learning Overview, and Course Enrollments. A search field is located in the top right navigation bar. User account options (View Profile, Change Language, Logout) are in the top right corner.

**Navigation Menu**

- Dashboard
- Courses
- Curricula
- Transcript

**3 Widgets:**

- Welcome
- Learning Overview
- Course Enrollments

**Search field**

**User Account Options**

- View Profile
- Change Language
- Logout

**Learning Overview Widget Data:**

Status	Count	Percentage
Not Started (2)	2	50%
In Progress (1)	1	25%
Passed (1)	1	25%
Failed (0)	0	0%

## Search for an Online Course

Note the following points when searching for courses:

- Search for online courses by name only. Do not use activity numbers from the previous OLC. It is only included for reference purposes.
- If unable to find a course by name, search **Curricula** on the menu, as some courses are considered modules of an overall curricula. For example, *Cerner Inpatient Nurse Training* is considered a curricula made up of several modules/courses.
- Search by precise name when possible, including exact punctuation and spacing, when possible. If search attempts are unsuccessful, vary punctuation or spacing, or attempt to search by partial name.



### Example Search Term(s)

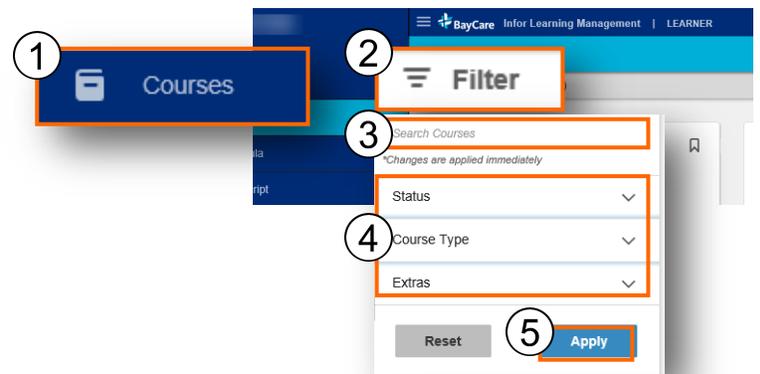
- Cerner Batch Charge Entry
- Cerner(space):(space) Batch Charge Entry
- Cerner:Batch Charge Entry
- Cerner: Batch Charge Entry

### Result

- No course found/No Information Available
- No course found/No Information Available
- No course found/No Information Available
- Course found/Information Available

## Search from the Courses Menu Component

1. Click **Courses** from the menu.
2. Click **Filter**.
3. Enter the course name in the *Search Courses* field.
4. Check/Un-check any other applicable filters.
5. Click the **Apply** button.



A filtered list of online courses displays.

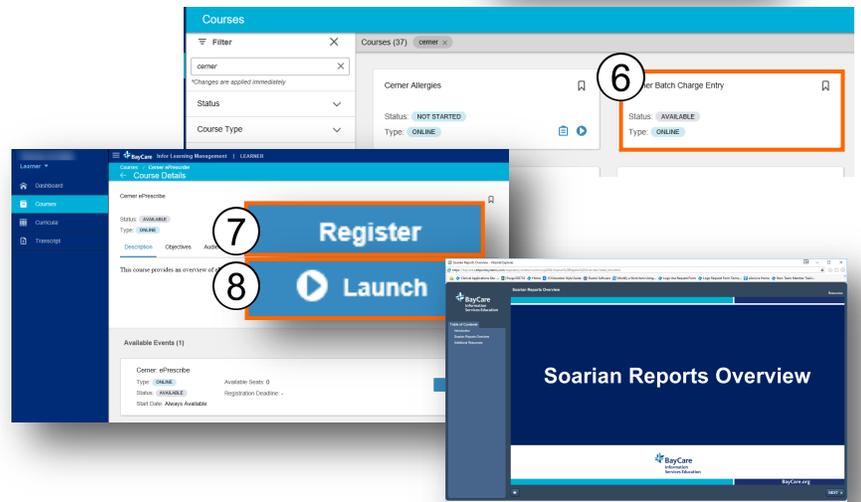
6. Select the online course name.

The *Course Details* page displays.

7. Click the **Register** button.

8. Click the **Launch** button.

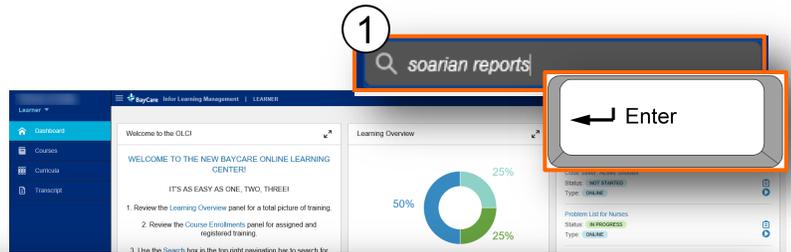
The online course opens in a separate window.



### Search for Online Courses from the Site Search Field

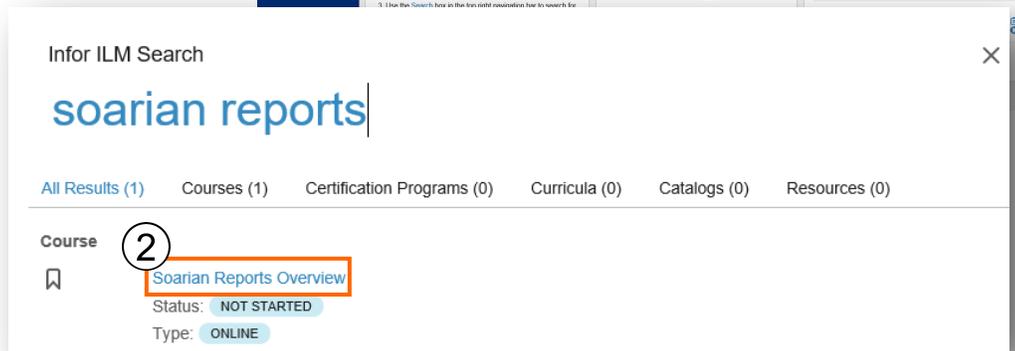
1. Enter the online **course name** in the *Search* field and then press **ENTER** key on your keyboard.

The Search Results page displays.



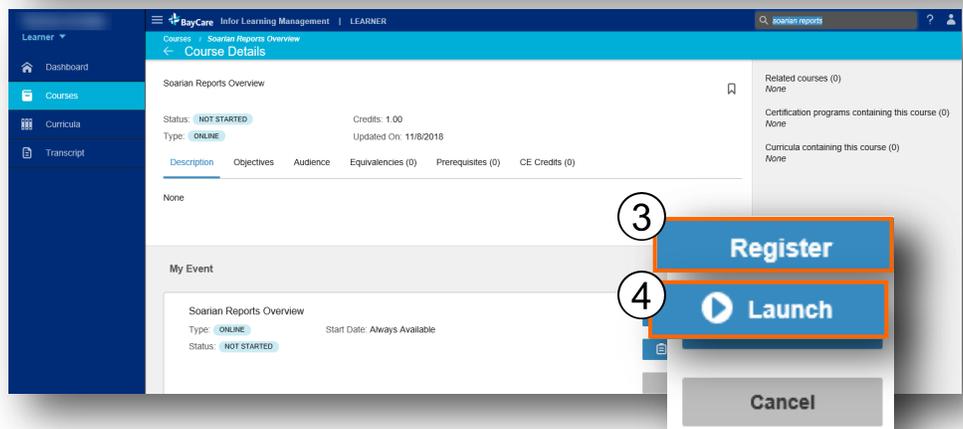
2. Select the online **course name** from the list of results.

The course information page displays.



3. Click the **Register** button.

4. Click the **Launch** button.



The online course displays in a new window.

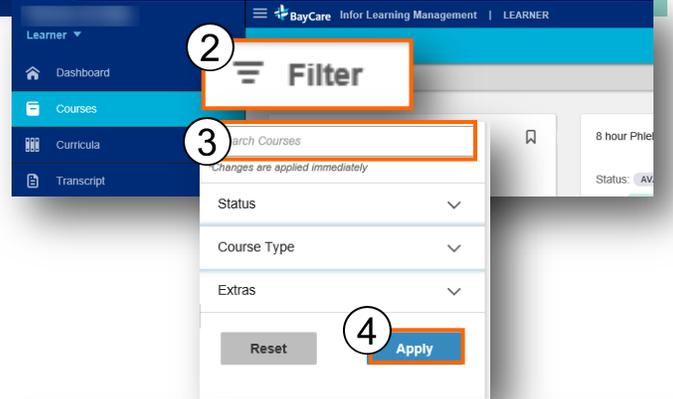


# Register for an Instructor-Led Course

1. Click **Courses** from the menu.



2. Click **Filter**.

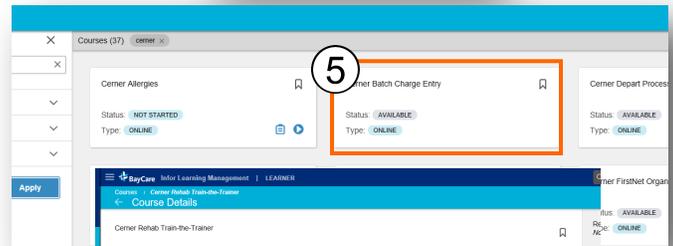


3. Enter the instructor-led **course name** in the *Search* field.

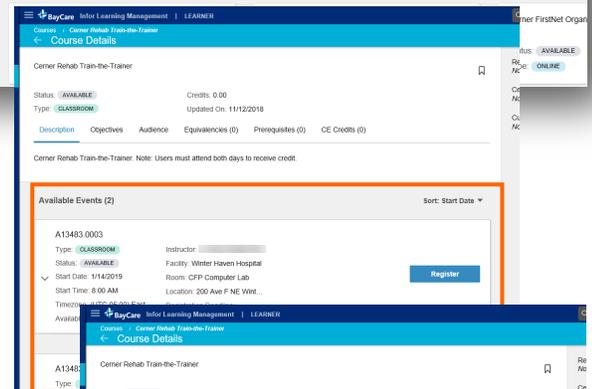
4. Click the **Apply** button.

The Search Results page displays.

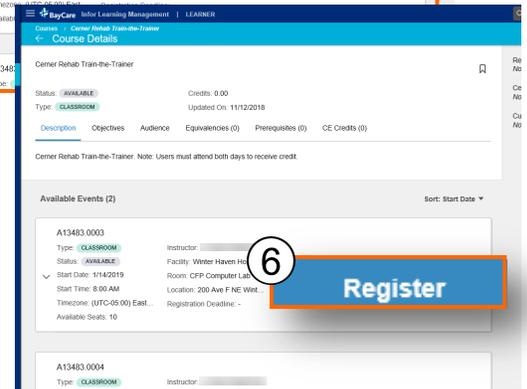
5. Select the instructor-led **course name**.



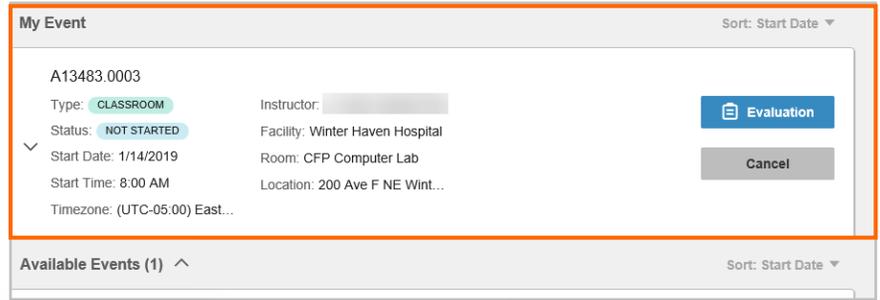
The instructor-led course information page displays a list of available events.



6. Click the **Register** button from the event (class) you want to attend.

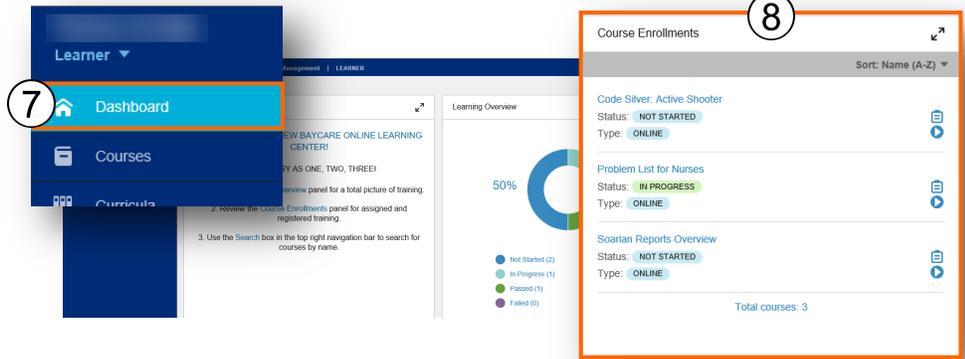


Your selected course registration is located under *My Event*.



7. Click **Dashboard** from the menu.

8. Confirm your selected course is listed in the *Course Enrollments* widget.



## View a Curricula

1. Click **Curricula** from the menu.

A list of Curricula display on the right side of the page.

2. Click a **curricula name** to display the courses included in the curricula.

The curricula page opens and displays a list of included courses.

3. Click the **Register** button to register for the curricula.

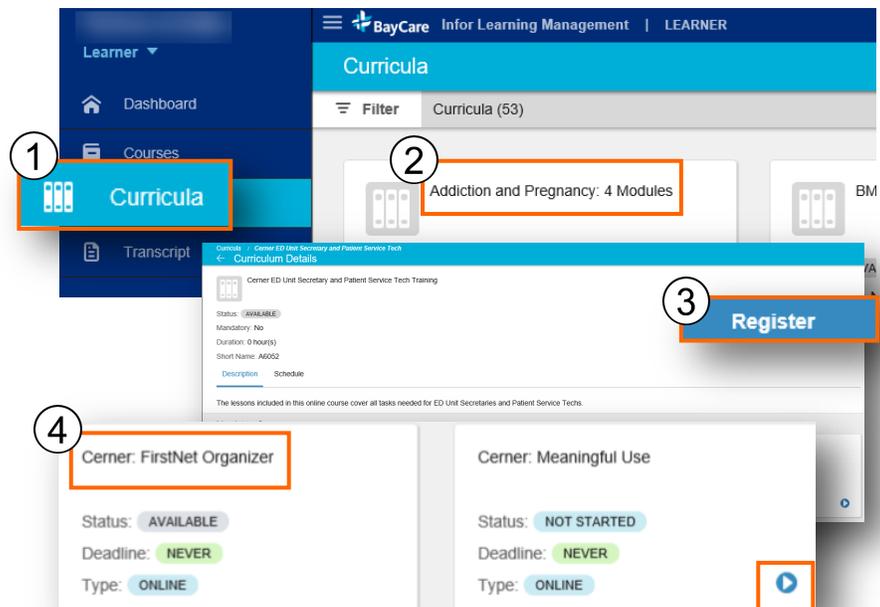
**Note:** The *Launch* button will display for any individual course that you are already registered for (either by shared curricula or individual registration)

4. Click a **course name** to register for a course in the curricula.

5. Click the **Register** button.



6. Click the **Launch** button.

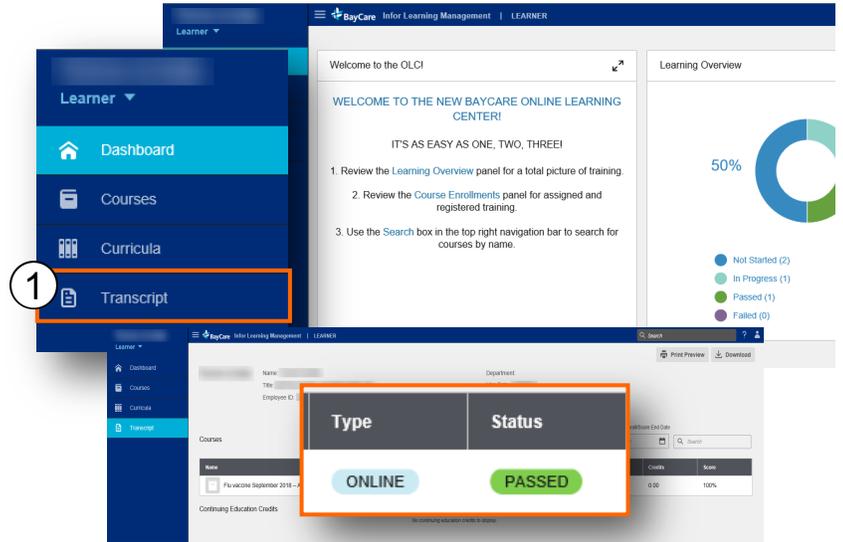


**Note:** The *Launch* button for an online course will display if:

- The course is shared between two curricula and the user is registered for the shared curricula, OR
- The user is registered for the individual course

# View and Print Your Transcript

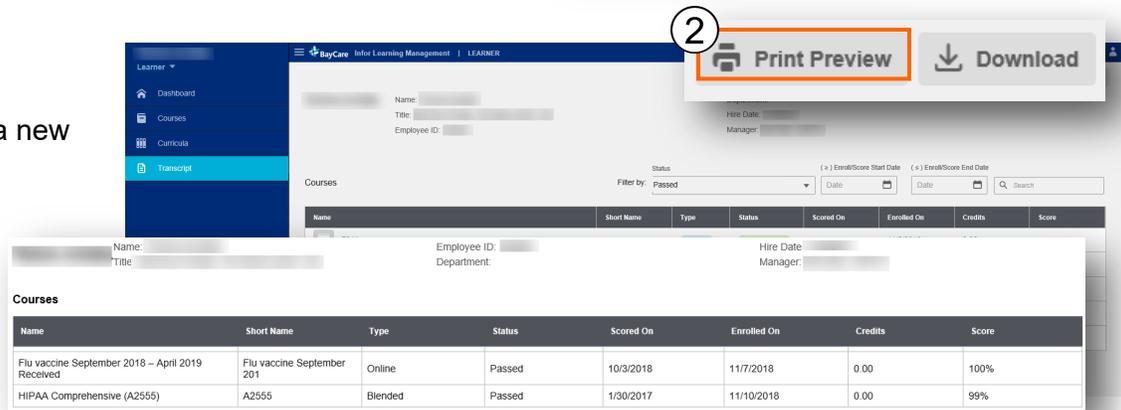
1. Click **Transcript** from the menu.



A list of passed courses displays.

2. Click the **Print Preview** button.

Your transcript displays in a new window.



3. Right-click anywhere on the page and then select **Print** from the menu.

4. Select your preferred printer.

5. Click the **Print** button.

