

# Navigation Guide

For the INvest Training Portal

# Index of Sections

Each section below is hyperlinked within the document for easy navigation!

- New User Registration
- Login and Review of Navigation Menu
- My Learning Dashboard
- Course Progress
- Continuing Education (CE) Credit through Indiana University
- References & Resources

Section 1: New User Registration

# Registration

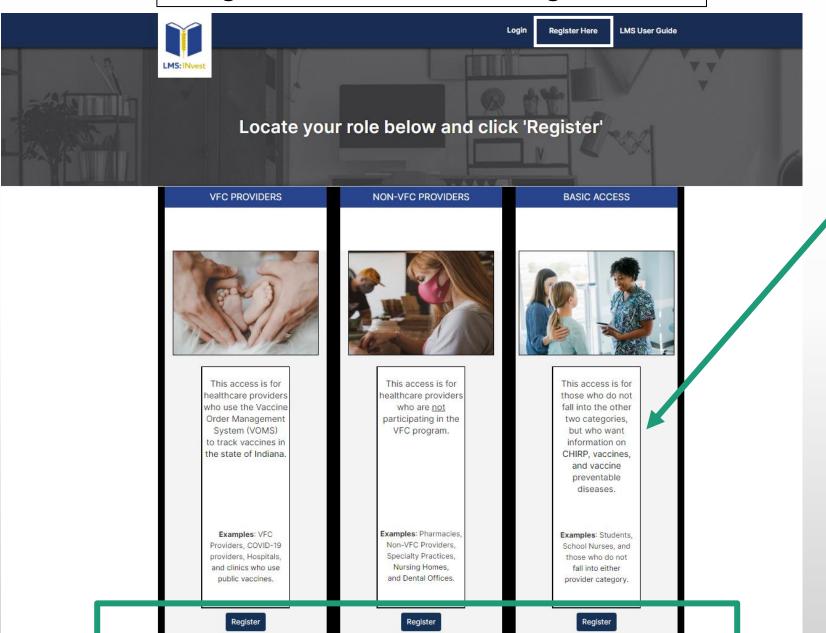


Registration occurs the first time you login.

Directions:

Click 'Register Here'.

# Register Based On Your Assigned Role

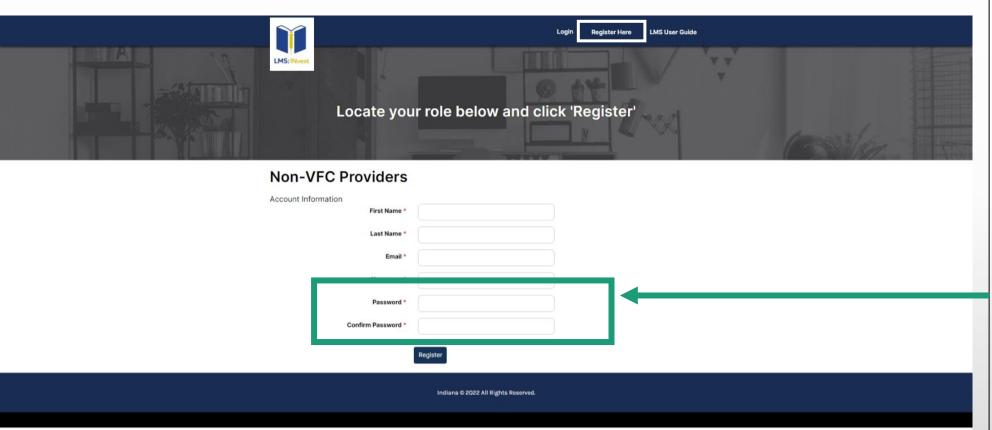


#### **New Users:**

Review
each description
and then
Click 'Register' for
your corresponding
role.

Each role has specific online modules which are then assigned.

#### Register Based On Your Assigned Role

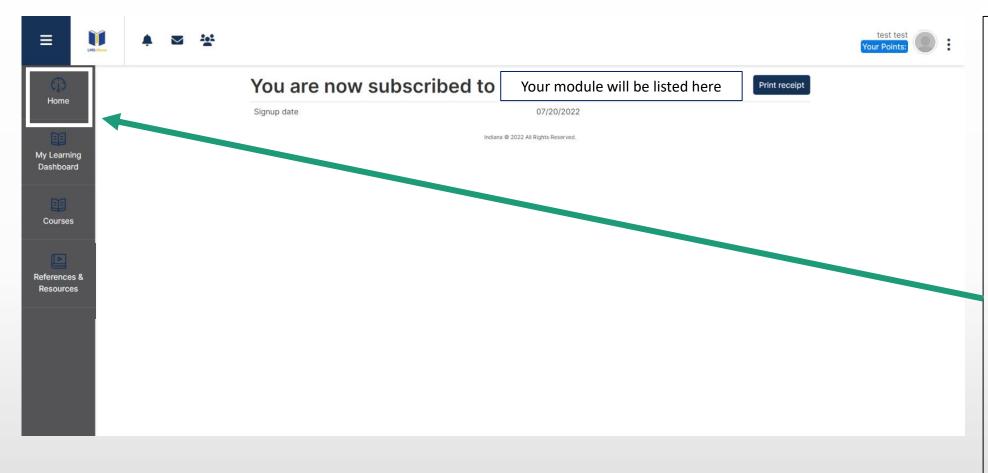


Completion of each section is required.

Note:

The Password must be at minimum 8 characters, with upperand lowercase letters, a number, and special character.

#### **Registration Confirmation**



\*\*The next section will address how to login after you have registered, and then review the Navigation Menu.

Your module name will appear as confirmation on this page.

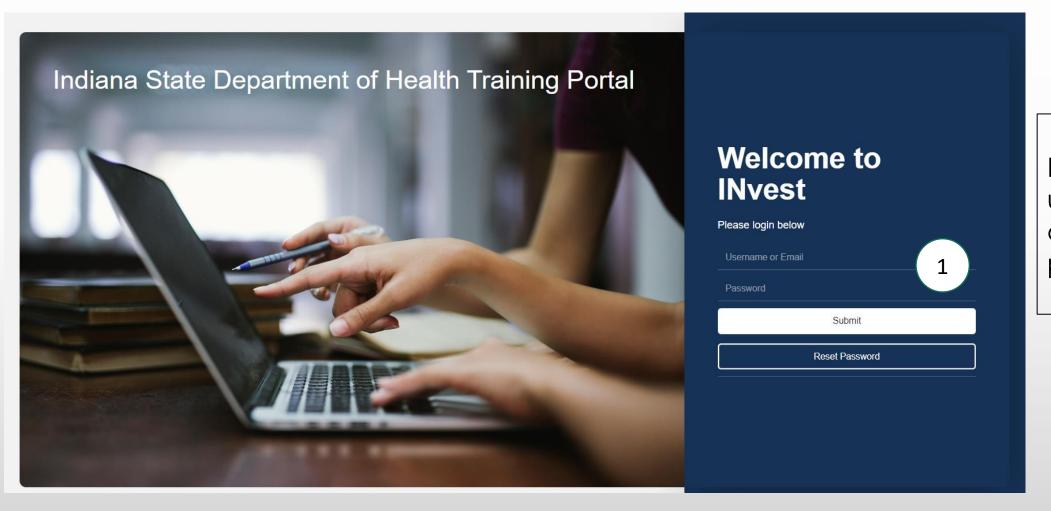
Click 'Home' on the left side menu to view the Welcome page.

When you register, you are automatically logged in.

Section 2: Login and Review of the Navigation Menu

# Login to your LMS

Link to the Indiana LMS: INvest



Enter your username and password.

#### The Navigation Menu



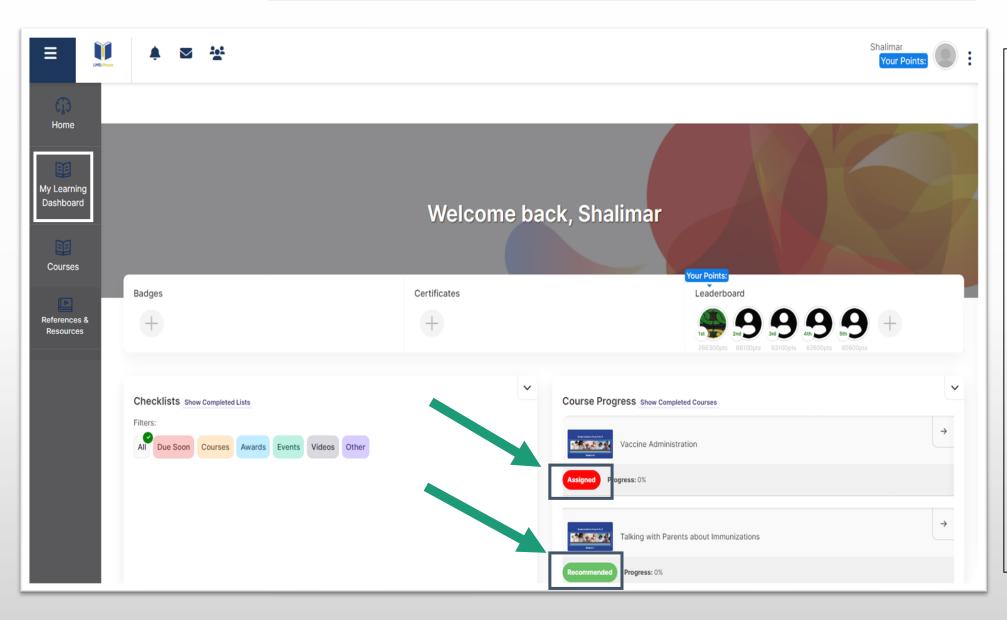
The Navigation Menu provides quick links to the individual LMS sections.

The Home Screen provides useful resources as well as a contact to the help desk with the immunization Program.

Each icon listed is also hyperlinked to provide additional reference.

# Section 3: My Learning Dashboard

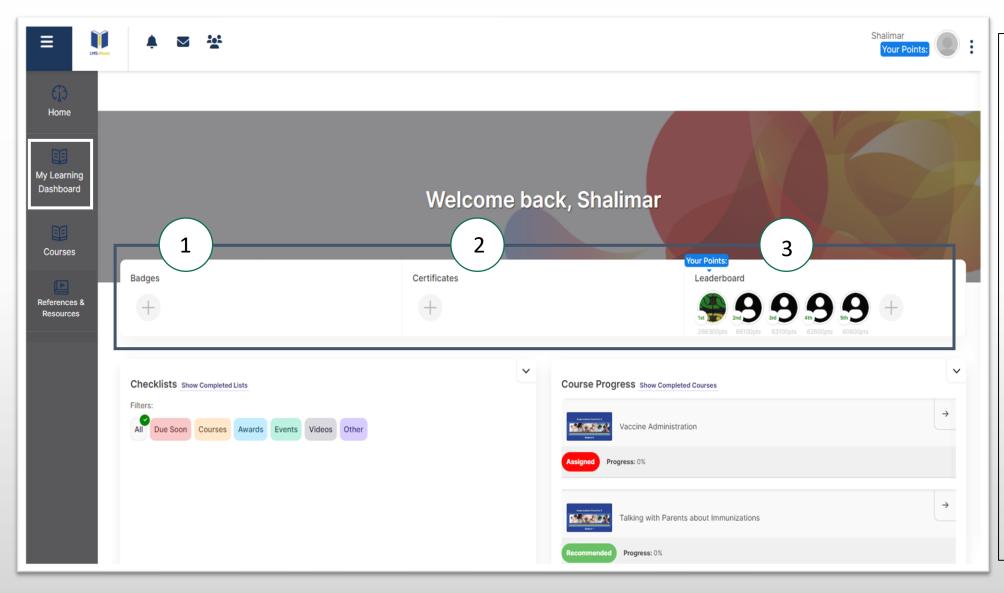
#### My Learning Dashboard – Available Courses



After first logging into the system, you will see courses 'Assigned', 'Recommended', and other courses that are available.

As each lesson within the course is completed, you will see a progress bar mark your achievements.

#### My Learning Dashboard – Types of Recognition



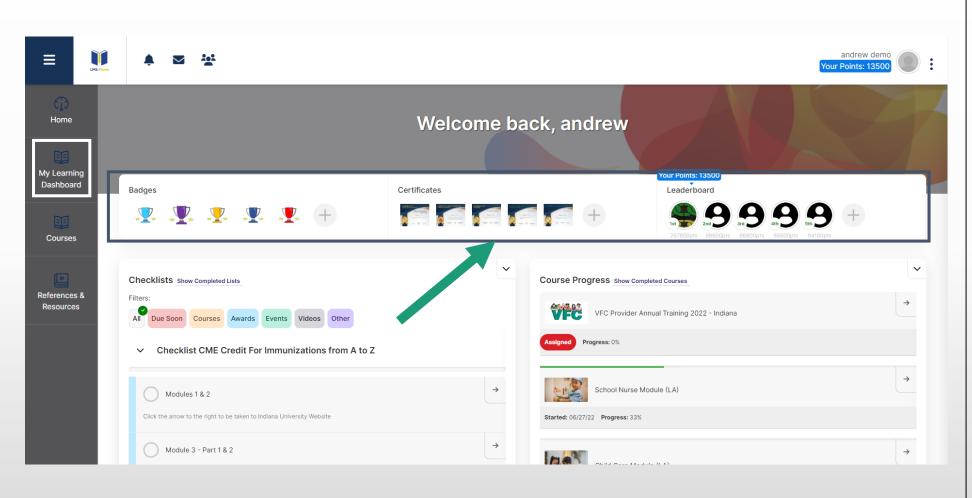
The Learning Dashboard will also display:

- 1. Badges for various milestones
- 2. Certificates of Achievement

And

3. Leaderboard Activities

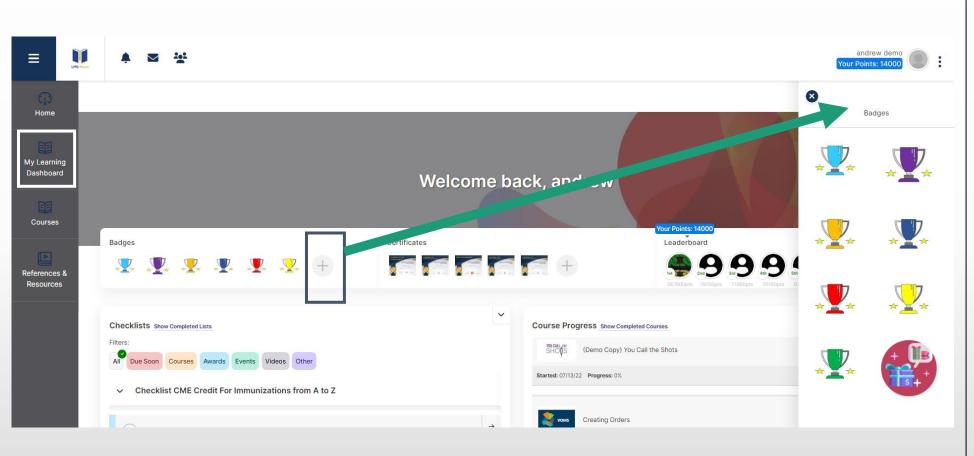
#### My Learning Dashboard – Documented Achievements



As you progress through your training, you will earn accumulate points, badges, and certificates documenting your achievements!

The leaderboard shows how your point total compares to other users of the INvest LMS.

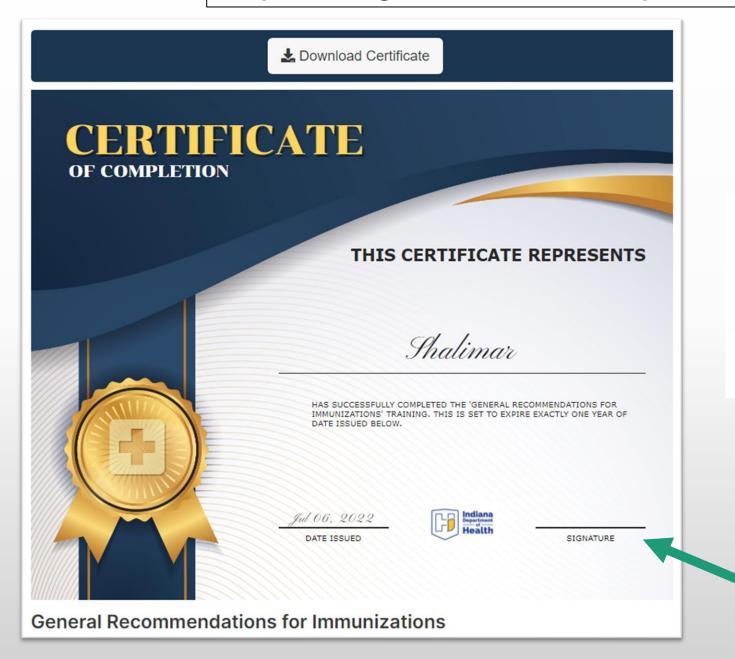
# My Learning Dashboard – Documented Achievements



Your hard work might even earn more badges or certificates than room to show on the dashboard.

Click the '+' sign next to badges, certificates, or the leaderboard to see all your achievements.

#### My Learning Dashboard - Examples of Certificates and Badges



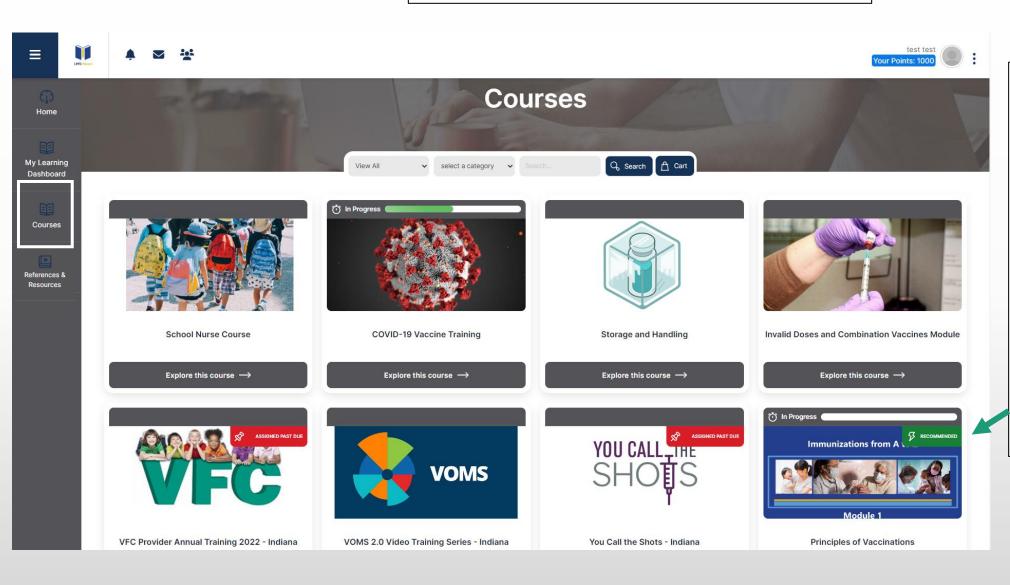


Highest Quiz Score These are examples of a certificate and badge that can be issued. Some certificates have an expiration if training needs to be annually renewed.

Badges can be awarded for various milestones.

Section 4: Courses and Course Progress

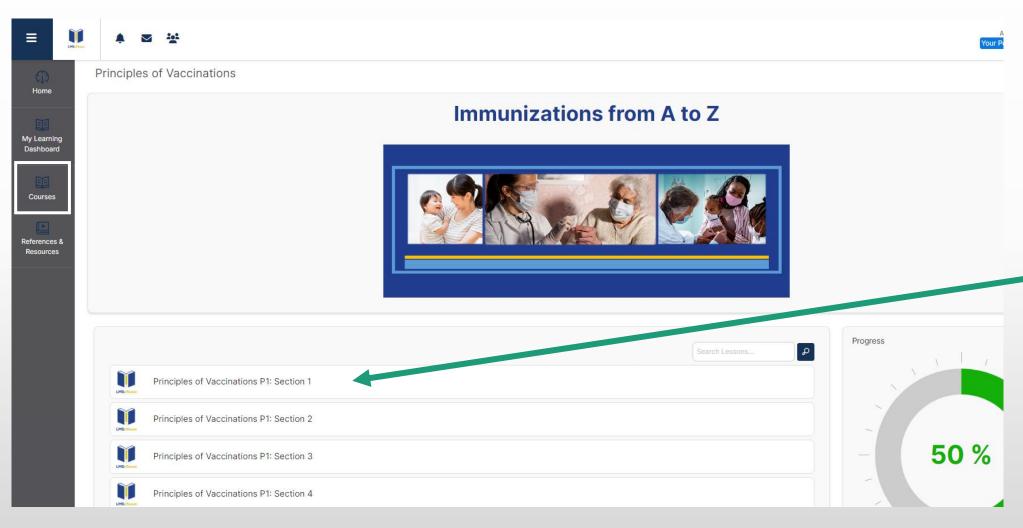
#### **Courses**



The list of available courses can be seen on this page.

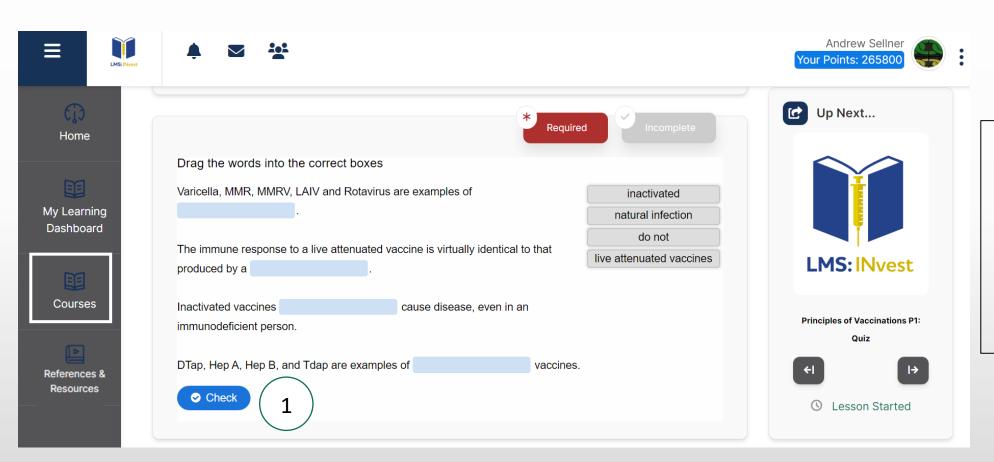
Progress also appears for the course as well as if it's 'Assigned' or 'Recommended'.

#### **Choose Your Lesson within the Course**



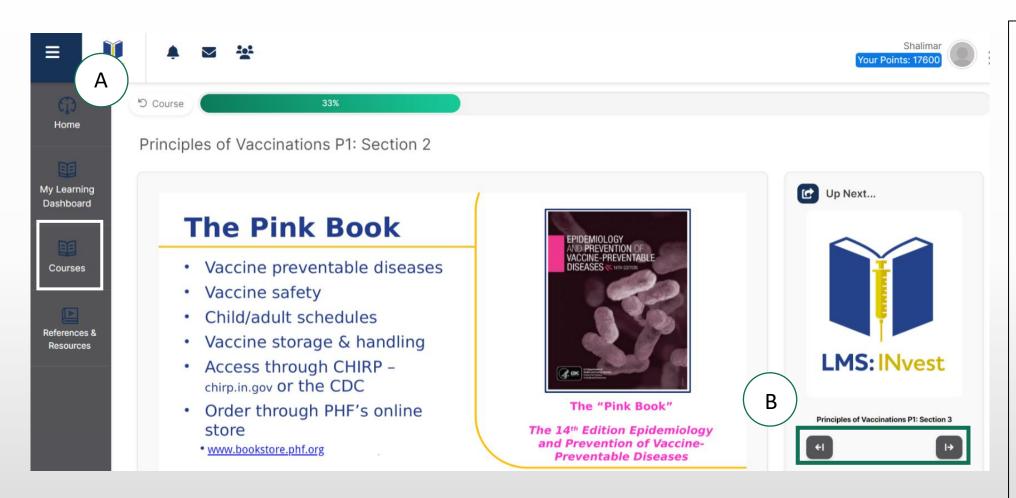
Click on each lesson within the course and explore the material through interactive content, videos, and slide decks.

# Complete the quiz for the lesson (if applicable)



1. Answer the appropriate quiz question and click 'Check'.

#### Navigation Between Lessons within the Course



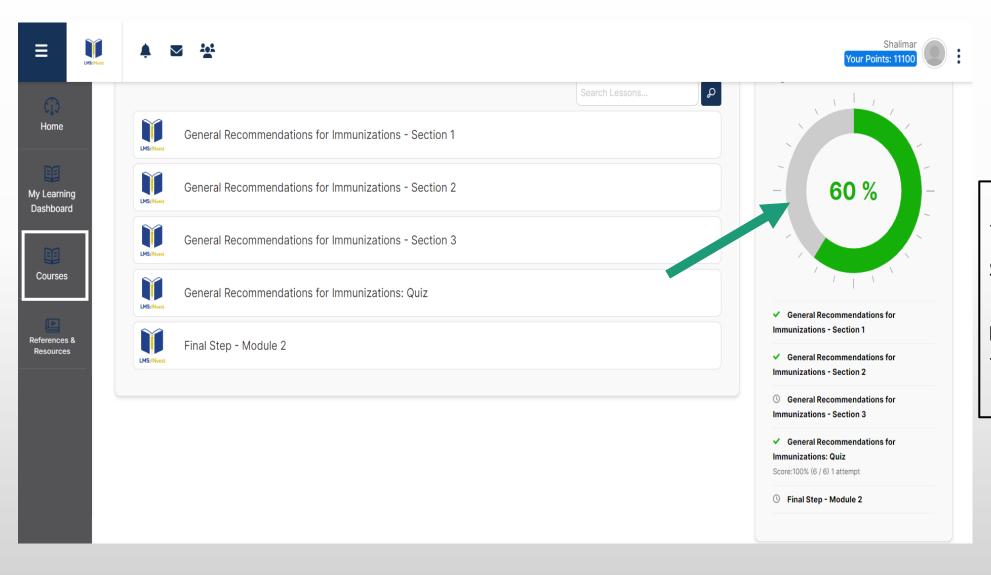
Once the lesson has been completed you can navigate to the next lesson by:

A) Clicking 'Course' on the top left,

Or

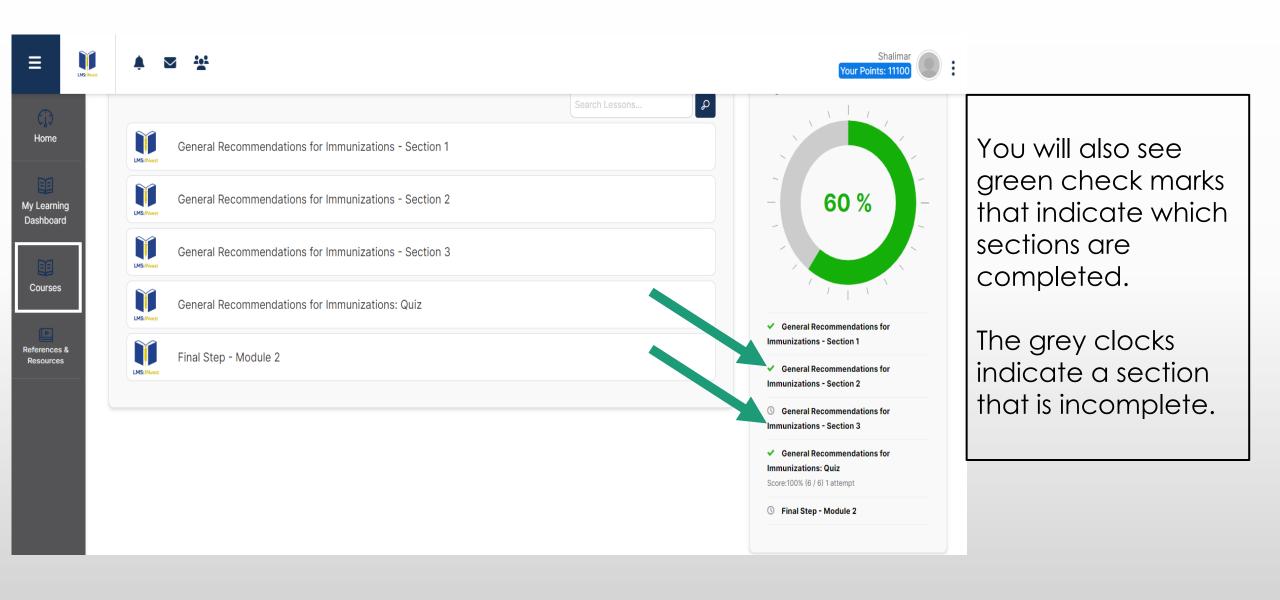
B) Clicking the arrows to the right of the content.

#### **Course Progress**

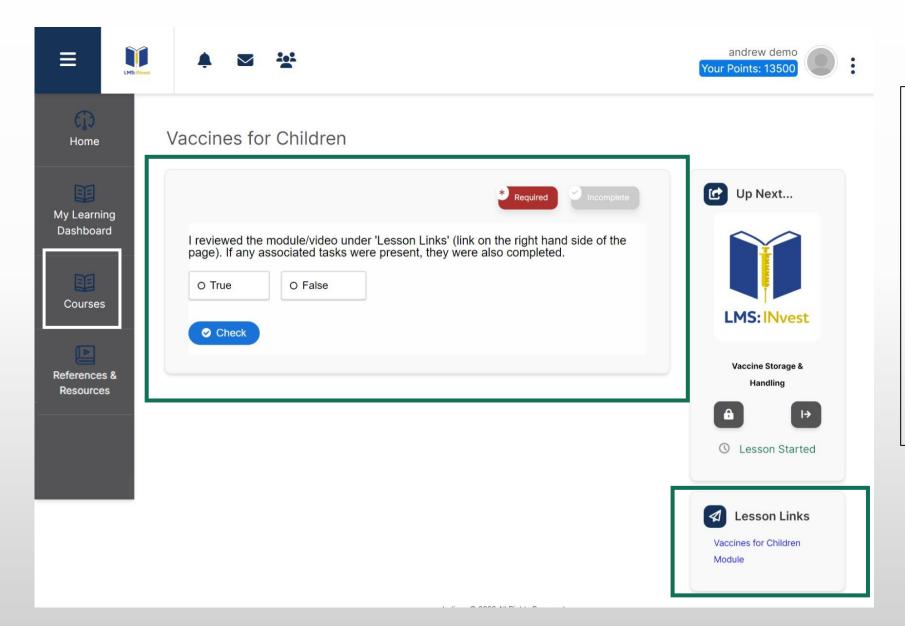


You will be able to see your progress percentage on the right-hand side of the lessons.

# **Course Progress Notification**

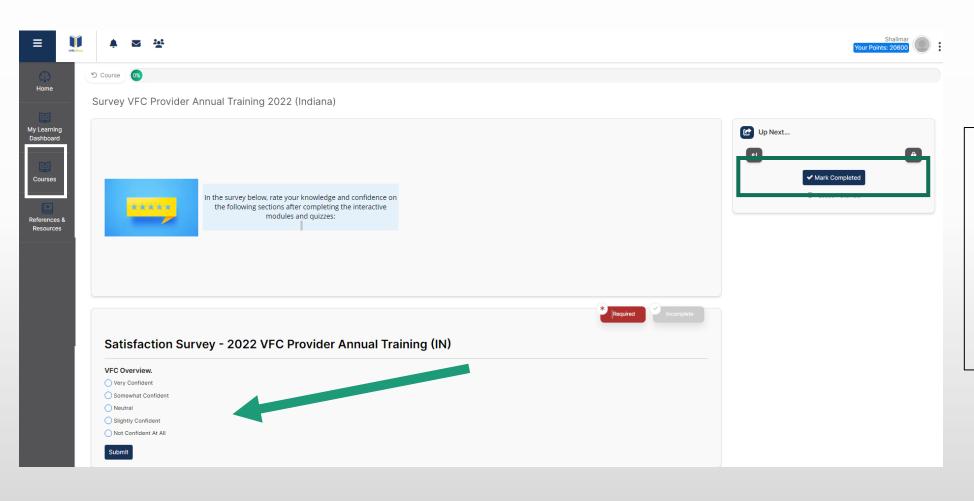


#### Courses: Lesson and Quiz Completion



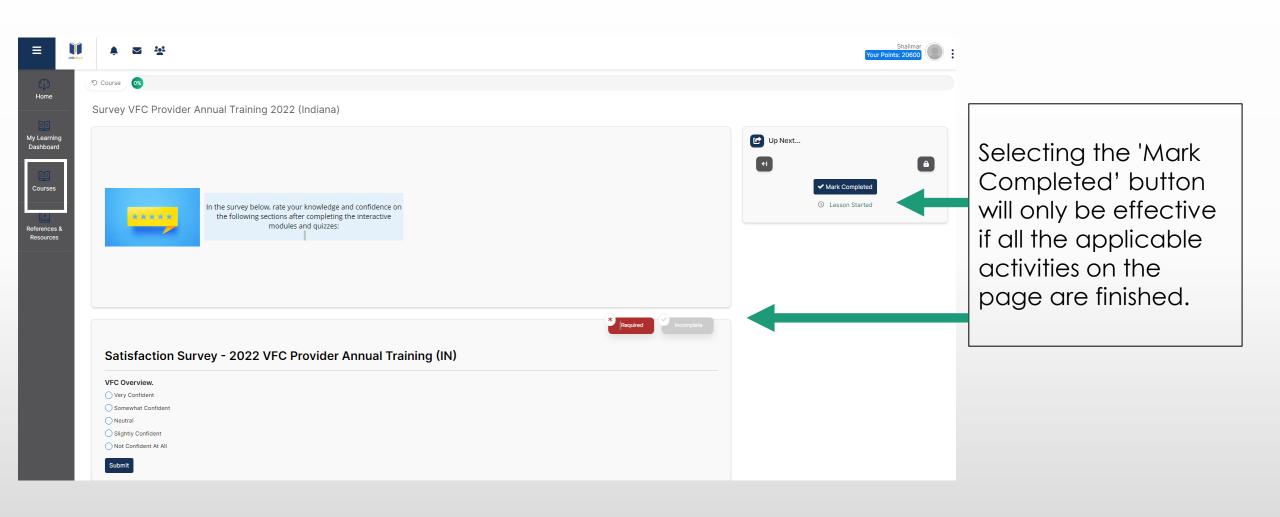
Many courses include external content linked from the LMS. Although this content might have a test as well, a quiz question or survey will appear next to the external link and under the lesson instructions.

# Courses: Lesson and Quiz completion Continued

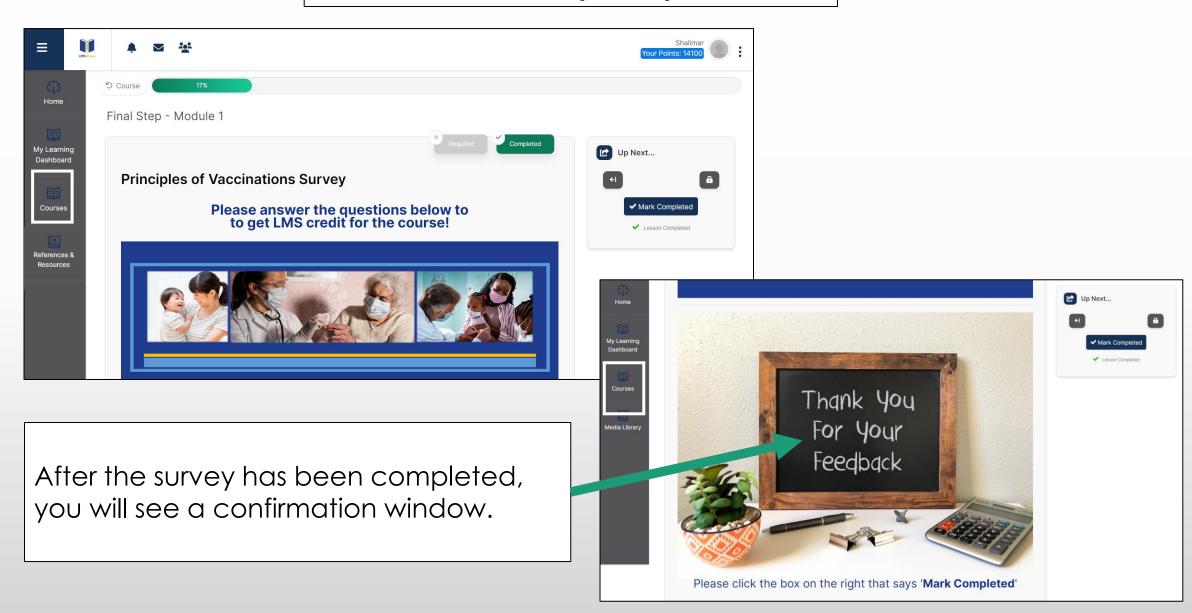


If a quiz question or survey appears below the lesson instructions, it must be completed to get credit for the lesson or course.

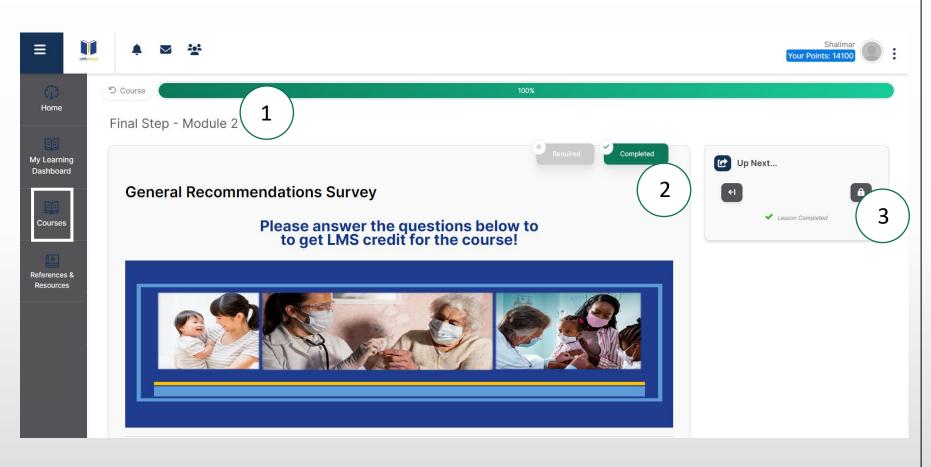
#### Courses: Lesson and Quiz Completion Continued



# **Courses: Survey Completion**



#### Courses: Confirmation the Module has been Completed



There are three sections which will help you verify all lessons and the course have been finished.

- The large progress bar at the top will indicate 100% completion.
- 2. The lesson complete icon in green.
- 3. The lock showing that you have reached the end of the course.

Section 5: Continuing Education (CE) Credit through Indiana University

#### Indiana University-Continuing Education (CE) Credit

#### Congratulations!



Please click here to be taken to the external website Indiana University to complete the evaluation and claim your CME credit.

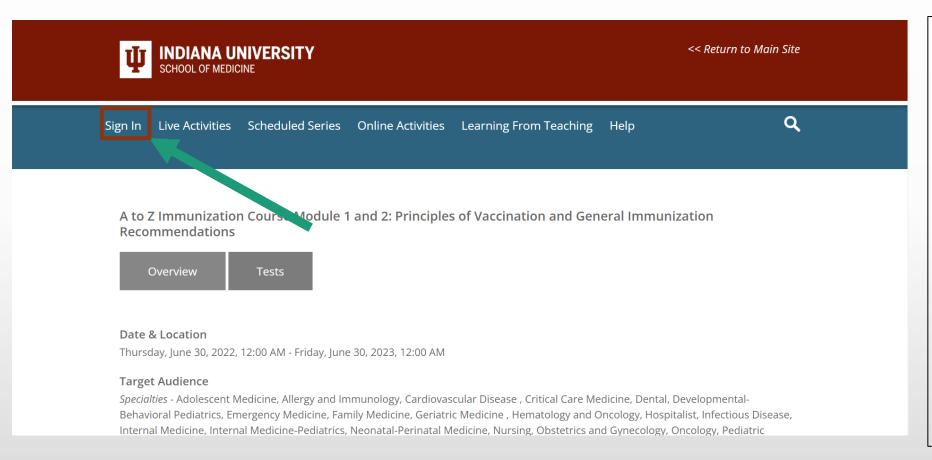
Return to your Course

2

There are two steps that need to be followed in order to both get credit for the LMS course AND get Continuing Education (CE) credit through Indiana University.

- 1. To submit your request for Continuing Education credit, follow the link below the graphic to register, and then login, to the Indiana University website.
- 2. To simply get credit for the course in the LMS, click 'Return to your Course' or 'Close' and complete the survey on the next lesson.

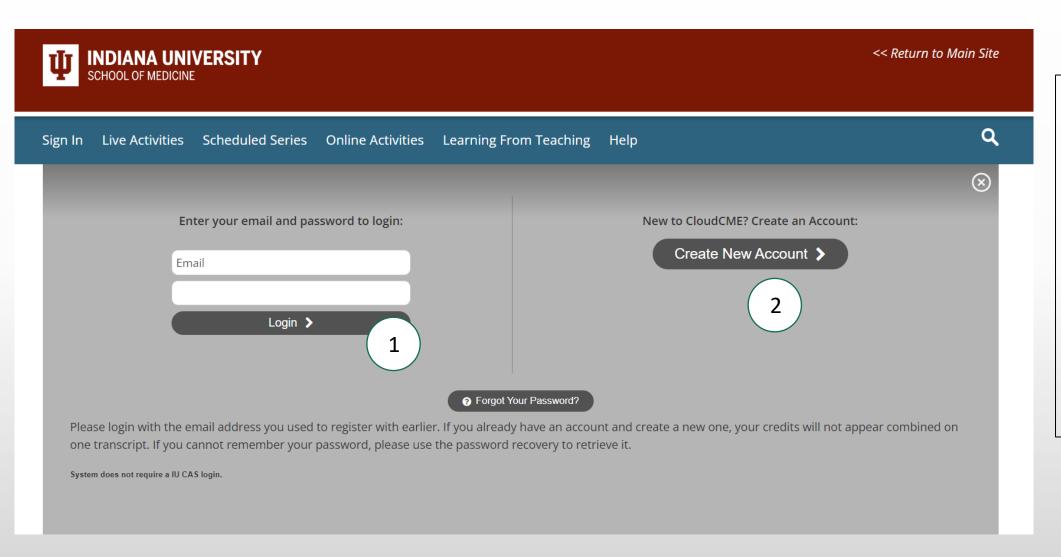
#### Indiana University-Main Screen



This is an example of the Indiana University page which will open in a new window after clicking the link in the INvest LMS to obtain Continuing Education credit.

To begin the process, click 'Sign In.'

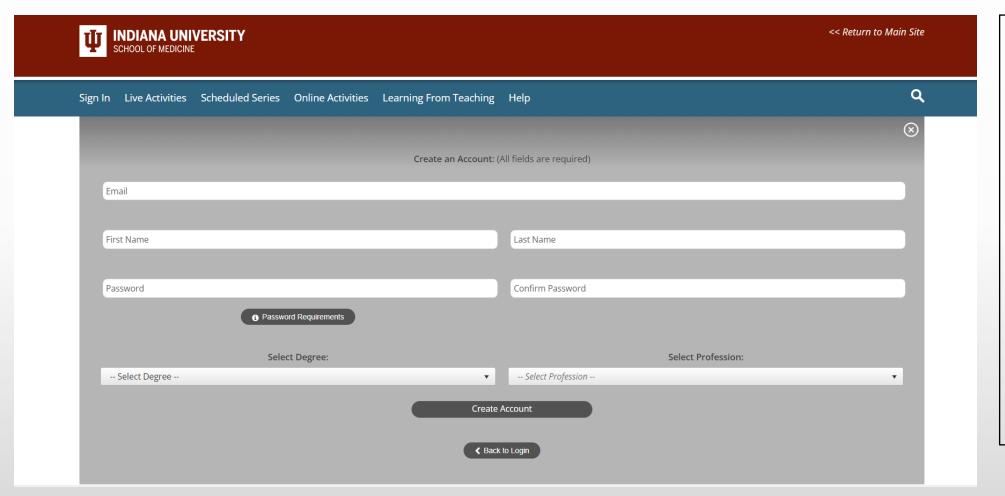
#### Indiana University-Main Screen



#### Directions:

- 1. Sign in with your existing account or
- 2. Click on create new account.

#### **Indiana University- Account Creation**

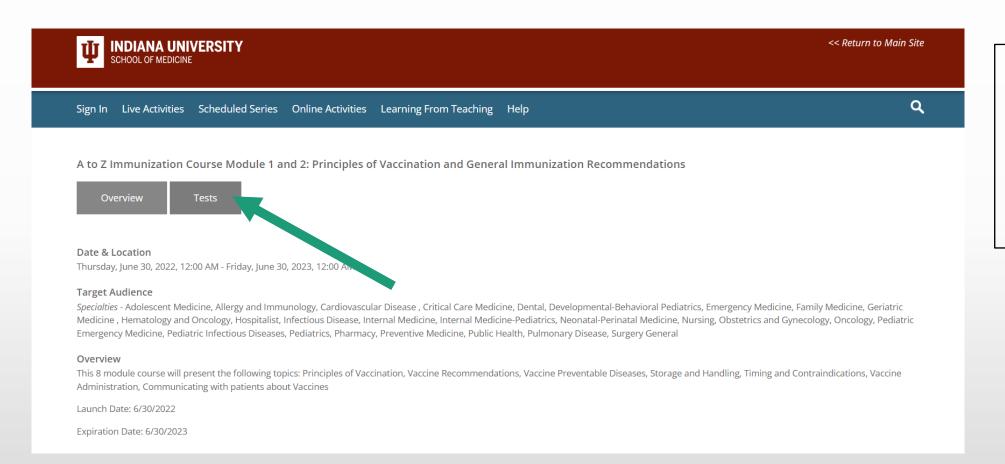


#### Note:

If you need to create account, make sure you complete all designated fields.

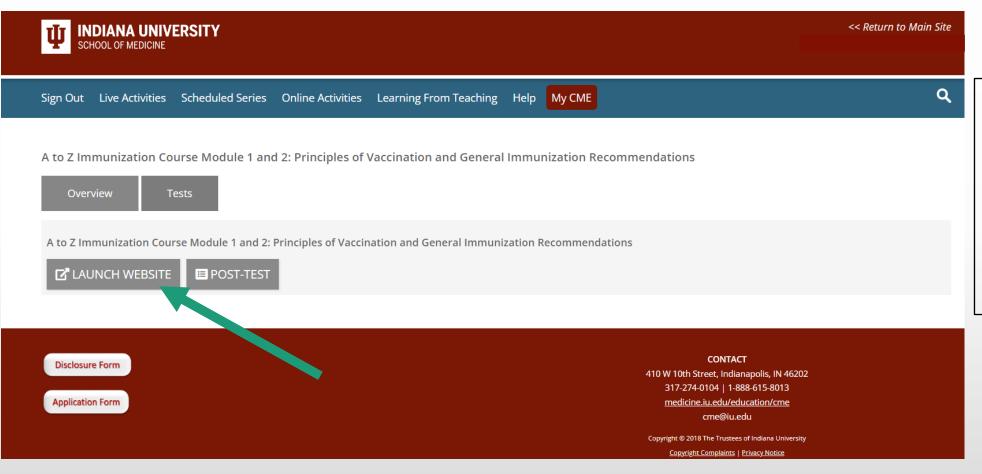
Click on 'Create Account'.

#### Indiana University- Continuing Education (CE) Information



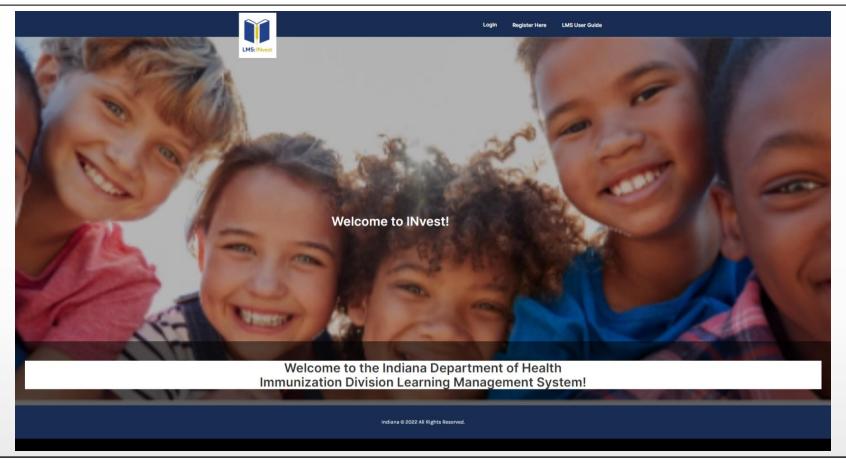
Once logged into your account, click on the 'Tests' button.

# Indiana University- Continuing Education (CE) Information



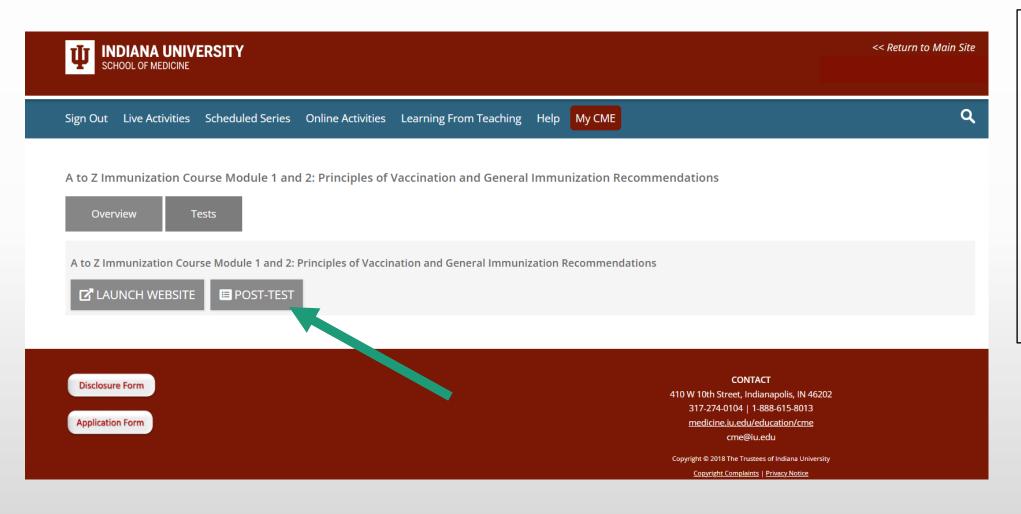
After clicking on tests, click the 'Launch Website' button for the INvest module.

# Indiana University- Continuing Education (CE) Information

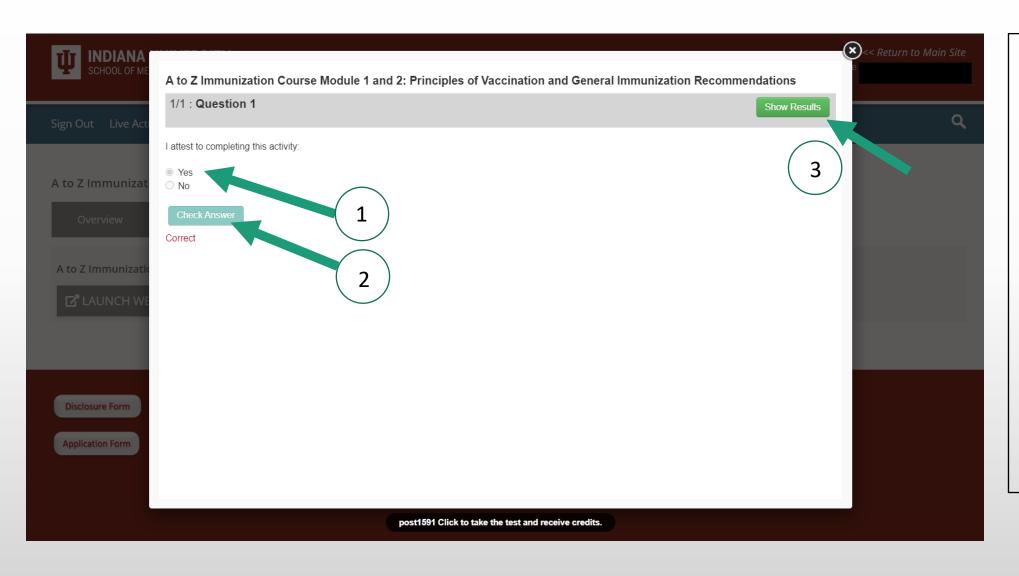


After clicking on 'Launch Website', you will be directed to the INvest module for LMS completion.

Launching this page is only necessary to change the login window on the Indiana University website. Close this new pop-up window, you will be taken back to the Indiana page.

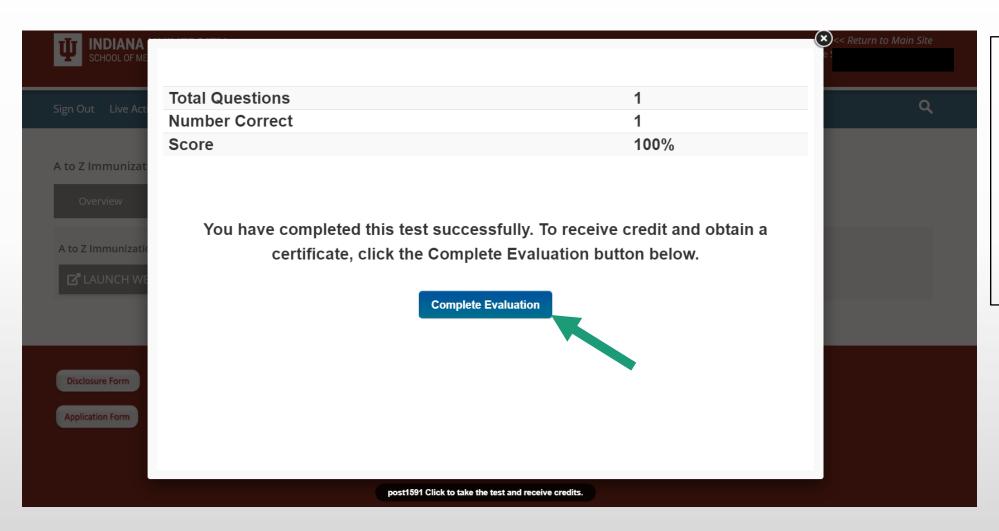


After closing the pop-up window, refer back to the Indiana University page, and click on 'Post-Test'.



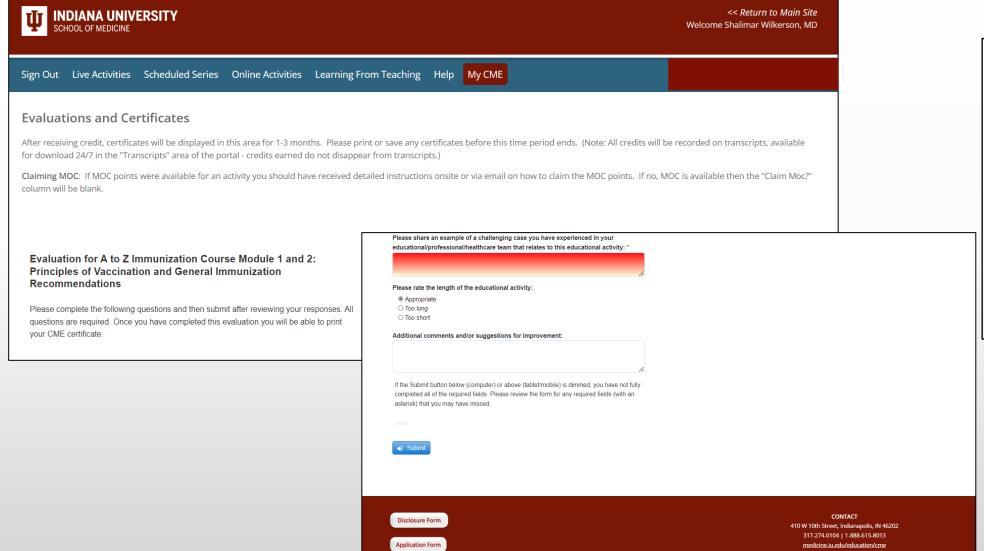
#### Directions:

- 1. Click on the 'Yes' radio button.
- 2. Click on the 'Check Answer' button.
- 3. Click on 'Show Results'.



After clicking on show results.

Click on 'Complete Evaluation'.



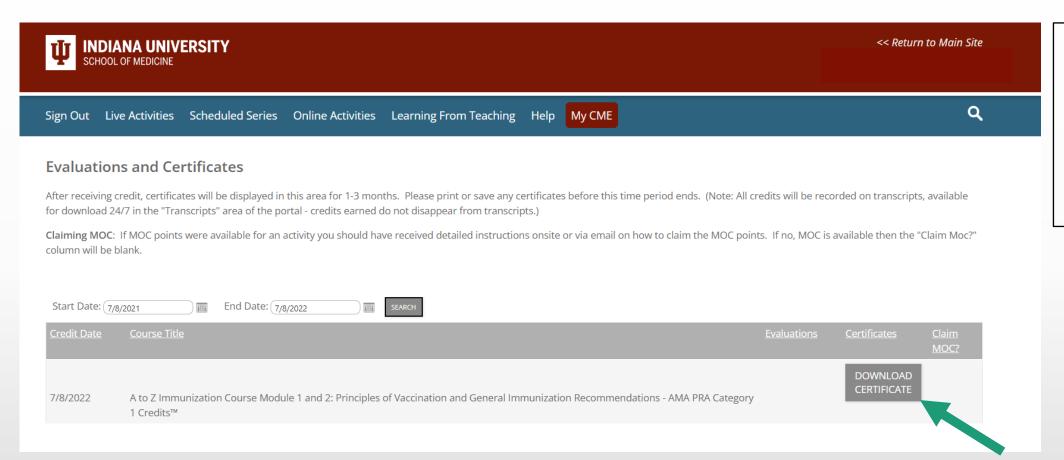
This page has two sections. The bottom section has additional information that we will cover on the next slide\*

cme@iu.edu

Please share an example of a challenging case you have experienced in your educational/professional/healthcare team that relates to this educational activity: \* Please rate the length of the educational activity: Appropriate O Too long O Too short Additional comments and/or suggestions for improvement: If the Submit button below (computer) or above (tablet/mobile) is dimmed, you have not fully completed all of the required fields. Please review the form for any required fields (with an asterisk) that you may have missed. Submit CONTACT **Disclosure Form** 410 W 10th Street, Indianapolis, IN 46202 317-274-0104 | 1-888-615-8013 **Application Form** medicine.iu.edu/education/cme

Scroll down to the bottom to answer all questions and 'Click Submit'.

# Indiana University- Continuing Education (CE) Certificate



After clicking submit, press 'Download Certificate'.

### Indiana University- Example Certificate



#### Your name here



In support of improving patient care, Indiana University School of Medicine is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC), to provide continuing education for the healthcare team.

Indiana University School of Medicine certifies that **Shalimar Wilkerson** has participated in the Enduring Material titled **A to Z Immunization Course**. This activity was available on **June 30, 2022 - June 30, 2023**.

AMA PRA Category 1 Credits™ Awarded: 1.00 Date Credits Awarded: 7/8/2022 12:00:00 AM

Example CE Certificate

maken

Michelle Howenstine, MD Senior Associate Dean Continuing Medical Education Indiana University School of Medicine Bita H. Zakeri, PhD Director Continuing Medical Education Indiana University School of Medicine

#### **Financial Disclosures**

No one with the ability to control content of this activity has a relevant financial relationship with an ineligible company.

#### **Criteria for Successful Completion**

Participants must attend the entire meeting and submit a completed evaluation via survey monkey after the event.

#### **ONA Approval**

Indiana Immunization Coalition (IIC) is approved as a provider of nursing continuing professional development by Colorado Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Nurses to receive 4.5 CNE contact Hours and your CNE certificate, please complete the survey at the link below:

# https://www.surveymonkey.com/r/AtoZLiveCNE2022

For questions about CNE or content, please email <a href="Lori@vaccinateindiana.org">Lori@vaccinateindiana.org</a>



## Final Steps to Get Course Credit in the INvest LMS

#### Congratulations!

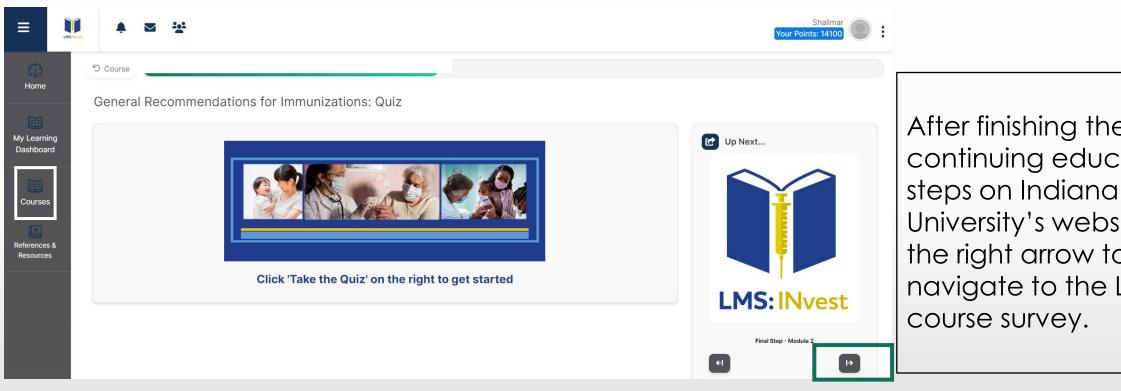


Please click here to be taken to the external website Indiana University to complete the evaluation and claim your CME credit.



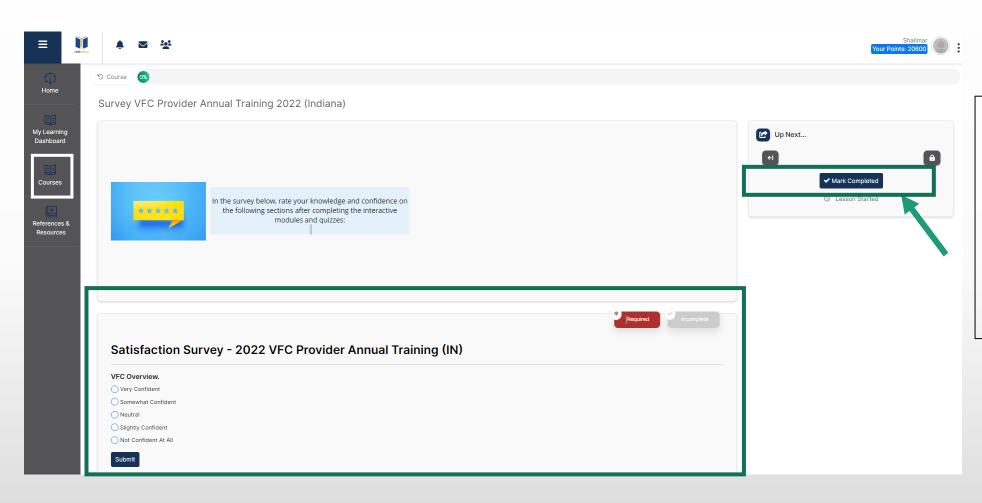
Once you record your progress and obtain Continuing Education (CE) credit from Indiana University, one additional step is needed in order to receive full credit for the module in the INvest LMS.

# **Final Steps for Course Completion**



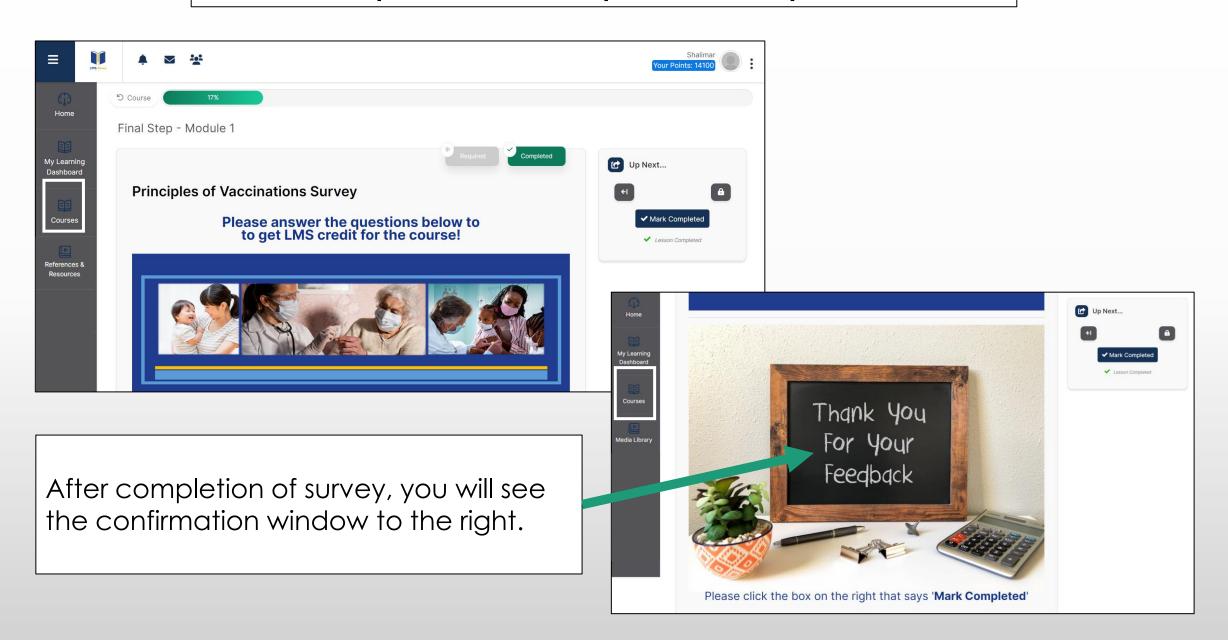
After finishing the continuing education University's website, click the right arrow to navigate to the LMS

# **Final Steps for Course Completion**

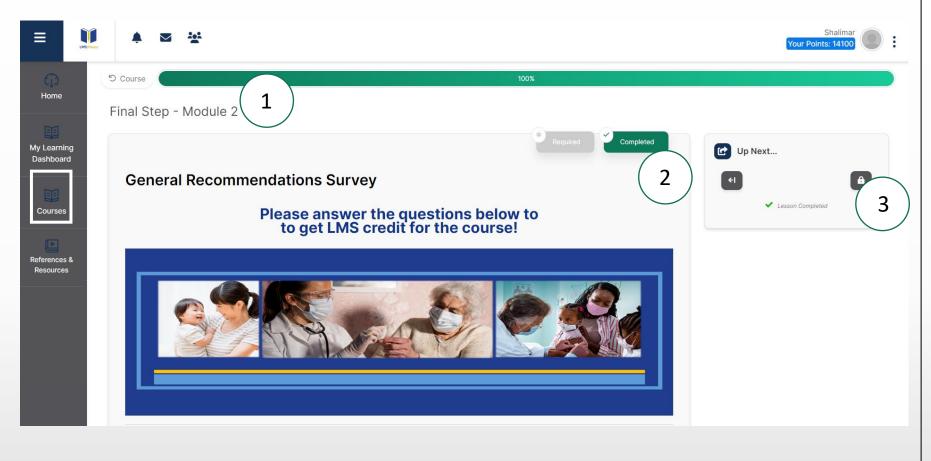


For the 'Mark Completed" button to be applicable all activities on the page must be completed.

# Final Step for Course Completion - Survey Recorded



### **Module Complete**

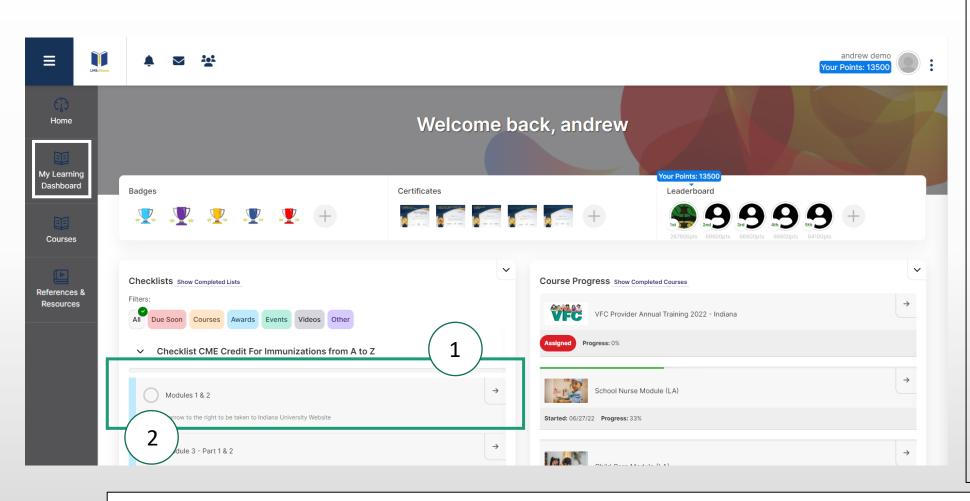


Completed Screen:

You will notice 3 areas of completion.

- The large progress bar at the top will indicate 100% completion.
- 2. The lesson complete icon in green.
- 3. The lock showing that you have reached the end of the course.

## Regenerating the Continuing Education Certificate on Indiana University's Website

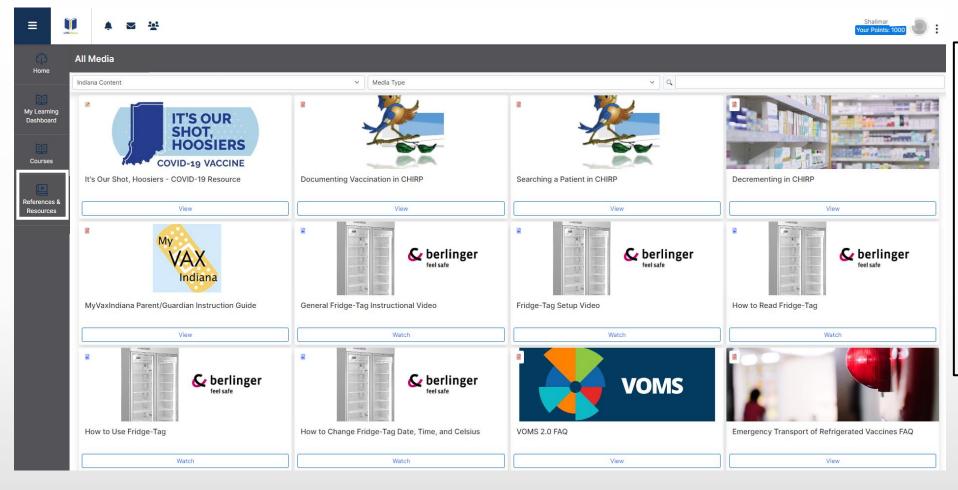


After fully completing the module, the Certificate for Continuing Education can be reprinted from the Indiana University(IU) website by clicking the arrow to the right under the checklist. You will need to again login to the IU website

Once the certificate has been reprinted, you can click the circle next to the module name to remove it from the checklist.

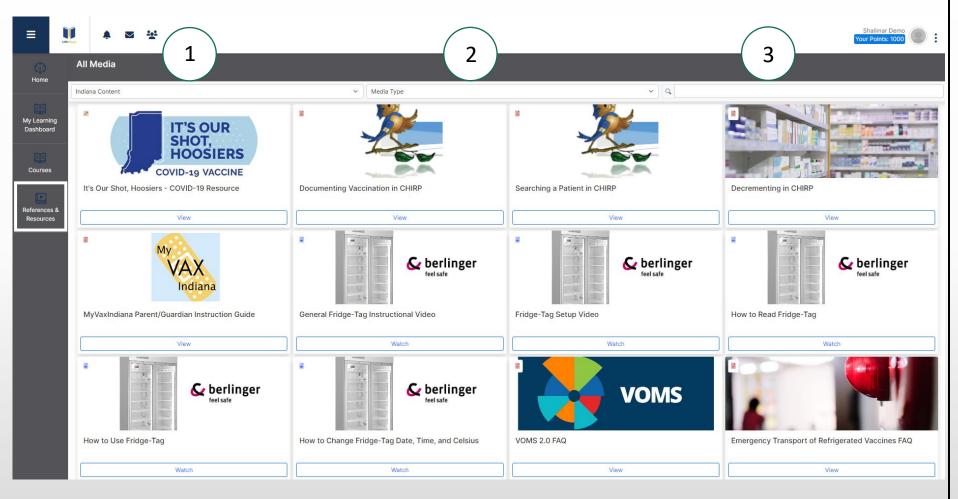
# Section 6: References & Resources

## The References & Resources Library



This resource contains valuable documents, forms, guidelines, videos, and links to external websites to assist in daily tasks and support training efforts.

### The References & Resources Library



The References & Resources section has three filters to help narrow your focus to only relevant information:

- I. Categories divided by section ranging from forms to COVID-19 guidelines.
- 2. Filter by specific media types like videos or PDFs.
- 3. Search by resource title.

Please contact <u>STC TrainingServices@stchome.com</u> for any questions in regard to your INvest LMS courses.



Please contact the Sharon Griffin <u>sgriffin@isdh.in.gov</u> at the Indiana Department of Health Immunization Division for questions on policy.

Please contact Indiana University for any questions regarding your Continuing Education (CE) courses.