



# Using the NetLearning Student Interface

# How to get to NetLearning: from work, use the WVUH-East Intranet

The screenshot shows the WVUH-East Intranet website in Internet Explorer. The browser title is "East-Link - Windows Internet Explorer" and the address bar shows "http://intranet.chi.wvuhs.com/". The website header features the "EAST-Link" logo and the tagline "... your map to all points EAST!". Below the header is a navigation bar with links for Home, JMH Email, City Email, Helpdesk Self Service, Directory, Contact Us, and Weather. A secondary row of buttons includes Jefferson Memorial Hospital, City Hospital, Ruby Online, and Lawson Home. The main content area is divided into three sections: a left sidebar with a list of links, a central "ANNOUNCEMENTS" section, and a right "NEWS-ROOM" section. The "NetLearning" link in the sidebar is highlighted with a red box. An arrow points from the top text to this link. The taskbar at the bottom shows several open applications, including "Inbox - Microsoft...", "NetLearning", "NetLearning Scre...", "Microsoft PowerP...", and "East-Link - Wind...".

East-Link - Windows Internet Explorer  
http://intranet.chi.wvuhs.com/

File Edit View Favorites Tools Help  
Links Joint Commission E-dition New Search Advanced Surgery, PC Dr Levin Rhapsody Online NetLearning MEDITECH Product Resources C-S PCM Tutorials AACN

East-Link

# EAST-Link

... your map to all points EAST!

September 29, 2009

Home JMH Email City Email Helpdesk Self Service Directory Contact Us Weather

Jefferson Memorial Hospital City Hospital Ruby Online Lawson Home

Mission, Vision, Values  
WVUH-East Executive Team  
Calendar  
Citrix  
Computer Tips  
Departments  
Daisy Award - CH  
Emergency Alert Codes  
Employee Wellness Program  
HIPAA  
IT-Helpdesk  
Joint Commission & EMS  
Kronos  
Mandatory Education 2009  
MEDITECH  
**NetLearning**  
Newsletters  
Phone Directories  
Policies  
Press Ganey  
Scheduled Downtime  
Shortcuts  
Tobacco Free  
Weblinks

## ANNOUNCEMENTS

- September 1, 2009 is our start up date for implementation of the new Employee Recognition program, NOW Awards (Notably Outstanding Work) and Quality Service Awards! ...more info/packet
- 30th Annual Apple Trample 5K Saturday October 17, 2009 at 12:00PM...Registration Form

## NEWS-ROOM

### WVUH-East CEO Update

From Albert Pilkington, III  
President & CEO

- WVUH-East Bulletin  
September 14, 2009
- City Hospital - The Communicator  
July 9, 2009
- City Hospital - Nursing News & Notes  
July - September  
Page1 | Page2 | Page3 | Page4

http://rubyonline.rcbhsc.wvu.edu/plsql/oracle/rubyonline.itweb\_frameset?vv\_session\_id=

Start | Internet | 100% | 09:40

# For Jefferson Memorial Hospital

Jefferson Memorial Hospital *INTRANET*

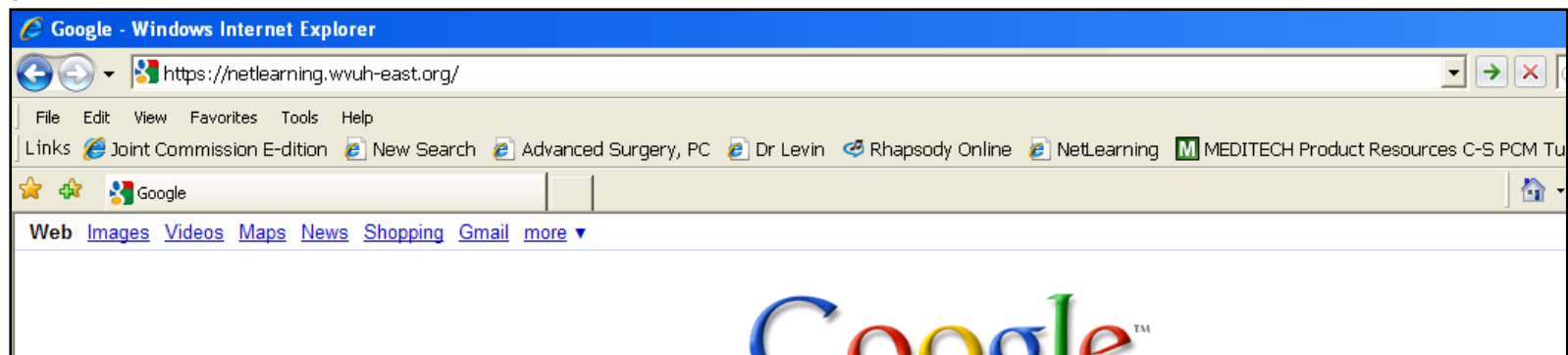
- POLICIES
- NEWS
- EDUCATION
- ADMINISTRATION
- EXECUTIVE TEAM
- HUMAN RESOURCES
- REFERENCE
- JOB OPPORTUNITIES
- SUPPORT
- WVU INTRANET
- PRESS GANEY
- UTILITIES
- WALLPAPER

On the Intranet – go under Education and then click on the NetLearning button

Start | Inbox - Microsoft O... | NetLearning | Microsoft PowerPo... | JMH Intranet Hom... | Local intranet | 100% | 13:30

# How to get to NetLearning from Home:

- You will have to use the Address bar on your home computer



- and type in  
`https://netlearning.wvuh-east.org/`

# The Student Interface

WVUH-East NetLearning - Windows Internet Explorer

http://intranet.chi.wvuhs.com/NetLearning/NetLearning-Main.html

File Edit View Favorites Tools Help

Links Joint Commission E-dition New Search Advanced Surgery, PC Dr Levin Rhapsody Online NetLearning MEDITECH Product Resources C-S PCM Tutorials AACN

WVUH-East NetLearning

Welcome to NetLearning

Announcements:

Student Interface Tutorial

Student Interface Login

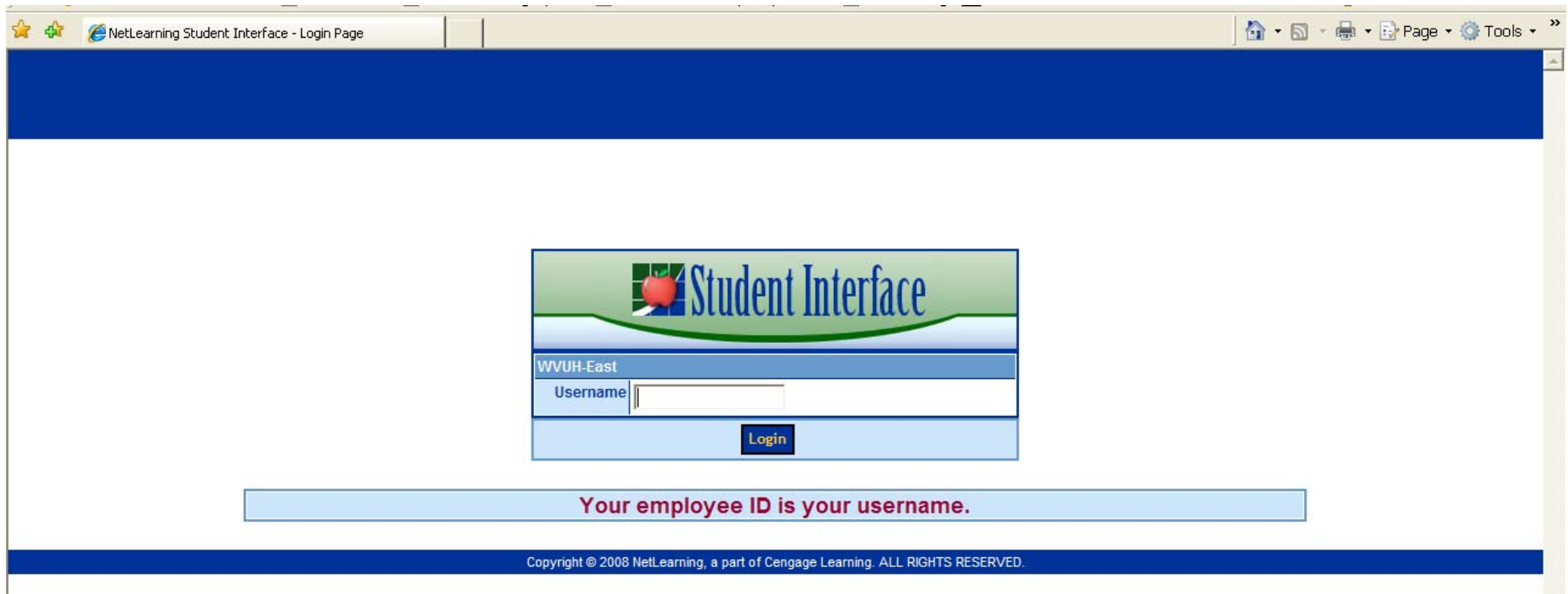
View the Tutorial here

Login here

For assistance, please contact the WVUH-East IT Help Desk or Education staff at the numbers listed below.

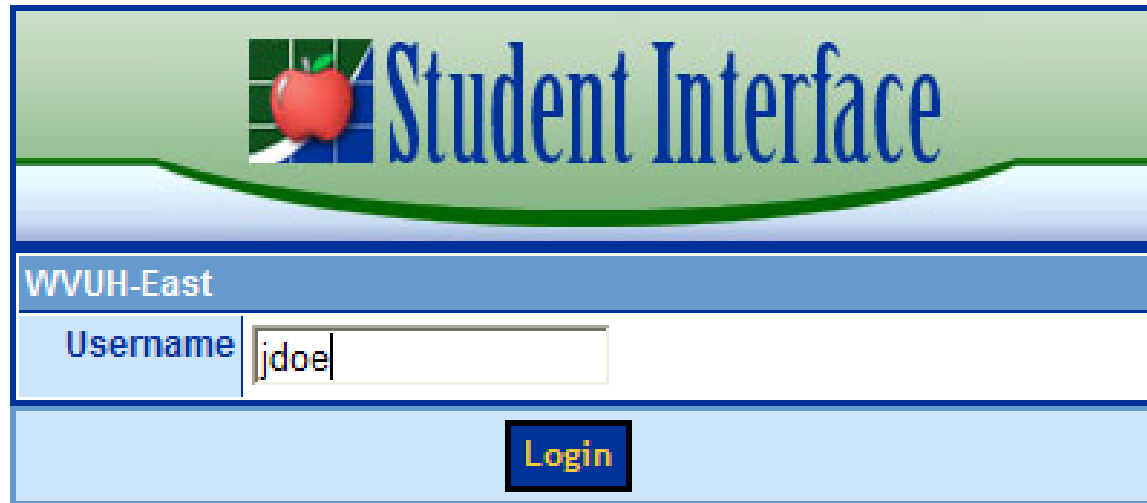
	Extension	Direct Dial
Jeannette Jefferies (JMH)	3544	304-724-3544
Joanna Bender (CH)	1383	304-264-1383
Val Penick (JMH)	1693	304-728-1693
WVUH-East IT Help Desk	1217	304-264-1217

Start | Internet | 100% | 13:33



## Overview

The Student Interface is your "window" into the NetLearning system.



Student Interface

WVUH-East

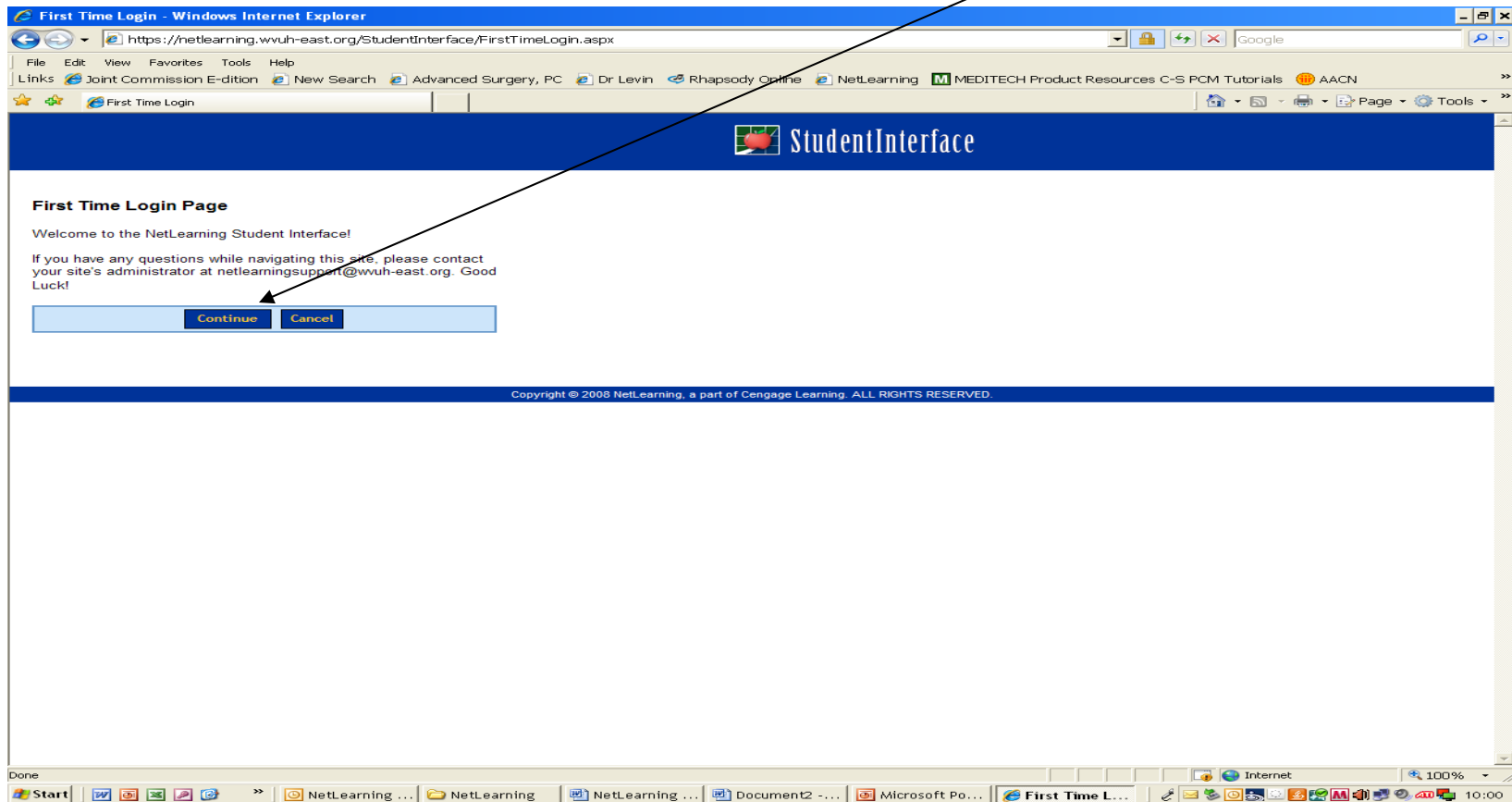
Username | jdoe |

Login

The Student Interface login screen has two steps:

1. Type your participant identification number in the **Participant ID** text field. At WVUH-EAST, your login is your User Name – the same as you use for email and Meditech.
2. Click the **Login** button.

# This is the First Page: Read, then click Continue



- Main

To Do

Completions

Enroll in CBL

Enroll in Class

• CBL

+ Reports

Help

About

Exit

## Overview

The Student Interface is your "window" into the NetLearning system. Use the Student Interface to

- The "To Do" option shows what course you need to complete
- enroll in (CBL) courses.
- view a list of traditional (instructor-led) courses in which you are enrolled.
- enroll in traditional courses.
- answer survey or exam questions.
- view your transcript.

# Viewing a course

**Filters**

Display List By: Courses

Curriculum: < All Curriculums >

Display Course list by word in title:

List Order: Alphabetically

**Update Results**

(Display 10 rows per page) **Submit** **Turn Row Shading OFF**

Info	Unenroll	Course Title	Location	Enrolled On	Date/Time	Finish By
		<a href="#">Abuse or Neglect</a>	On-line CBL	05/15/2006		12/31/2006
		<a href="#">Advanced Yoga</a>	Mandatory Class	05/15/2006		12/31/2006
		<a href="#">Age Appropriate Care: Newborns Through School-Age</a>	On-line CBL	05/15/2006		12/31/2006
		<a href="#">Bloodborne Pathogens</a>	On-line CBL	05/15/2006		12/31/2006
		<a href="#">Emergency Preparedness</a>	On-line CBL	05/15/2006		12/31/2006
		<a href="#">Introduction to Customer Service</a>	On-line CBL	05/15/2006		12/31/2006

When the Student Interface opens, the To Do list appears in the course/class frame.



- Main

To Do

Completions

Enroll in CBL

Enroll in Class

• CBL

+ Reports

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Exit

To Do: Courses

Filters

Display List By

Curriculum

Display Course list by word in title

List Order

**Update Results**

(Display  rows per page) **Submit** **Turn Row Shading OFF**

Info	Unenroll	Course Title	Location	Enrolled On	Date/Time	Finish By
		<a href="#">Abuse or Neglect</a>	On-line CBL	05/15/2006		12/31/2006
		<a href="#">Advanced Yoga</a>	Mandatory Class	05/15/2006		12/31/2006
		<a href="#">Age Appropriate Care: Newborns Through School-Age</a>	On-line CBL	05/15/2006		12/31/2006
		<a href="#">Bloodborne Pathogens</a>	On-line CBL	05/15/2006		12/31/2006
		<a href="#">Emergency Preparedness</a>	On-line CBL	05/15/2006		12/31/2006
		<a href="#">Introduction to Customer Service</a>	On-line CBL	05/15/2006		12/31/2006

Here is a view of the “To Do” list on the right side of the screen – to open a course, click on the [blue](#) underlined course title

## Viewing a course – using Filters

Filters	
Display List By	Courses <input type="button" value="v"/>
Curriculum	< All Curriculums > <input type="button" value="v"/>
Display Course list by word in title	<input type="text"/>
	List Order
	Alphabetically <input type="button" value="v"/>
<input type="button" value="Update Results"/>	

(Display <input type="text" value="10"/> rows per page)	<input type="button" value="Submit"/>	<input type="button" value="Turn Row Shading OFF"/>
---------------------------------------------------------	---------------------------------------	-----------------------------------------------------

- To narrow the selection of courses, choose the appropriate curriculum from the curriculum drop-down list.
- Click on the desired course title to proceed.
- The CBL screen is set to display the first 10 rows of course titles. You can change the number in the “rows displayed per page” box to increase or decrease the number of courses listed.

## Viewing a course – the selected course

- Main

**To Do**

**Completions**

**Enroll in CBL**

**Enroll in Class**

• CBL

+ Reports

**Help**



**About**

**Exit**

Launch Course

**Age Appropriate Care: Newborns Through School-Age**

You may review the Course as many times as you like. Once you pass the post Test, you will be finished with this Course.



launch course

take test

Click on “launch course” to open the course content.

Sometimes there will be an option to go straight to the test using the “take test” option. This is determined by your educators.

# Viewing a course

Name: WYRICK, BROOKE

+ Main

- CBL

Take Test

Bookmark

+ Reports

Help

About

Exit



## Age-Appropriate Care: Newborn Through School-Age



Welcome to the  
NetLearning Age-  
Appropriate Care: Newborn  
Through School-Age CBL

### Contents:

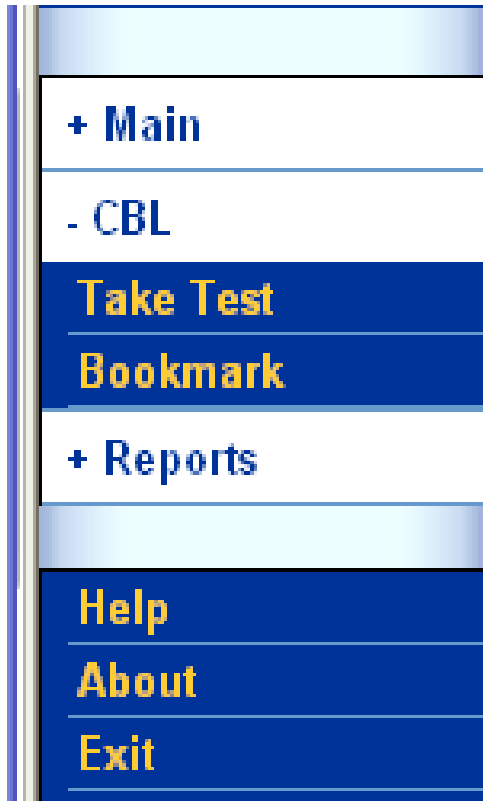
This computer-based learning  
(CBL) course is a guide to  
caring for:

- Newborns and infants
- Toddlers
- Preschool-age children
- School-age children

ISBN 1418011983

Use the Next, Back, Menu or ? Buttons to navigate through the material

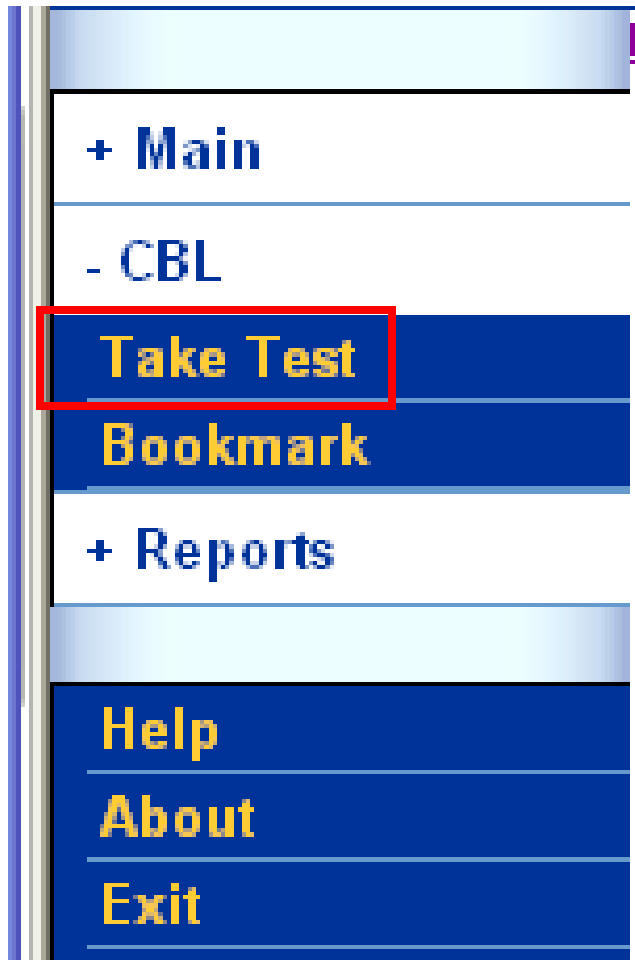
## Viewing a course



### Overview

When the CBL course opens, the navigational frame changes. You can no longer view the CBL to do list or access features related to traditional classes. Use the new links to:

- take a test or survey.
- bookmark a page if you must close a course before completion (taking a test/survey).
- CBL - return to your records (to do list) without completing the test/survey. When you return to your records without taking the test/survey, the course title remains in your to do list.



## Overview

After viewing the course, click the **Take Test** link in the navigational frame to begin the test/survey.

## Taking a test/exam/survey

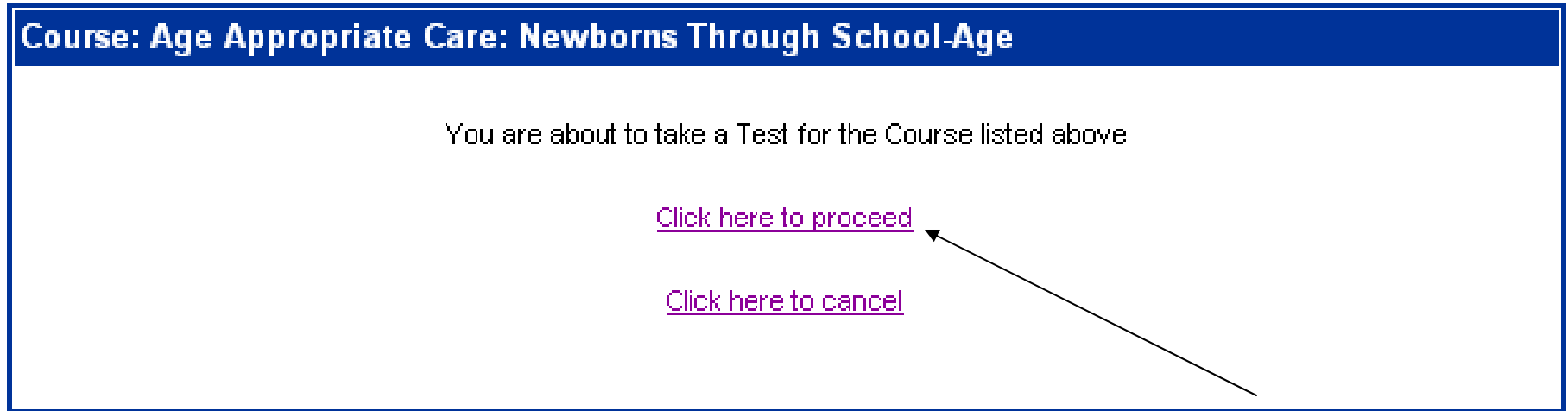
### Launch Test

**Course: Age Appropriate Care: Newborns Through School-Age**

You are about to take a Test for the Course listed above

[Click here to proceed](#)

[Click here to cancel](#)



Once the option to “Take Test” is selected from the CBL, this window appears. Select the link labeled “Click here to Proceed” to launch the test, exam, or survey.

# Taking an exam or survey

The screenshot displays an exam interface. At the top, a blue header reads "Exam Question". Below it, the question text is "The neonatal period includes the first four months of life." Two radio buttons are provided for the answer: "True" and "False". Below the question area, there is a navigation bar with a left arrow, a dropdown menu currently set to "Question 1", a "Go" button, and a right arrow. A "Clear Answer" button is also visible. Below the navigation bar, a progress bar shows "0 Complete" out of 10 questions. A status box at the bottom left indicates "Test contains 10 exam questions. You have completed 0."

## Answering Questions

To answer exam or survey questions, place the pointer over the appropriate radio button and click the mouse. A green circle appears in the radio button when the answer is selected. Click the forward arrow to move to the next question or pick the question in the drop down and click the "Go" button.

# Taking an exam or survey

## Exam Question

Which of the following statements is true of adolescent victims of abuse?

- Adolescents may feel embarrassed and blame themselves.
- Adolescents are likely to report abusive family members.
- Physical signs of abuse are more obvious in adolescents than in younger children.
- Sexual abuse is unlikely—adolescents are always responsible for their sexual activity.



Question 10



Go



Clear Answer

Discard Progress and Exit Test

Finish and Grade Exam

You are currently on question number **10**.

Test contains **10** exam questions.  
You have completed **9**.

Exam Questions

9 Complete

10

To complete the exam or survey, answer all questions, then click the **Finish and Grade Exam** button.

# Taking an exam or survey

## CBL Test Results

Course: Age Appropriate Care: Newborns Through School-Age

Congratulations! You have successfully completed the requirements for this Course.

When you return to the Completions page, check to make sure this Course has been added to your Transcript record.

You may also review the contents of this Course at any time.

### Course Details

Name BROOKE WYRICK

Grade 90%

Time 2 minutes



return to  
my records

### Missed Questions:

Question: The neonatal period includes the first four months of life.

Your Answer: **True**

Correct Answer: **False**

After completing the exam, you will receive your score. If you missed questions on the exam, these will be listed here for further review.

# View of Completed Courses

Completions: Courses

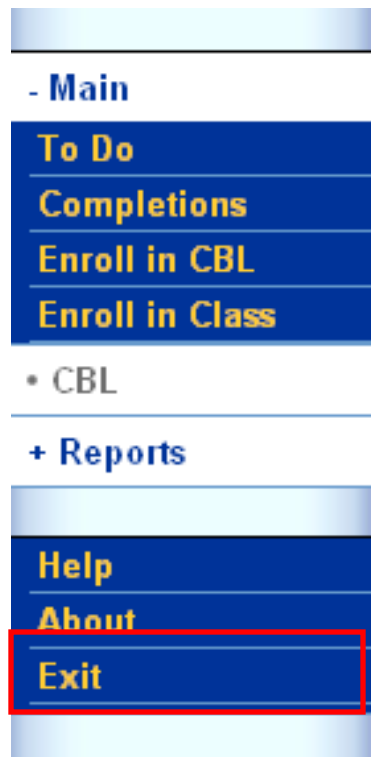
Filters					
Display List By	Courses	Curriculum	< All Curriculums >		
From	January	1995	Through	May	2006
Transcript Type	Regular				

(Display 10 rows per page) [Submit](#) [Turn Row Shading OFF](#)

Info	Review	Course Title	Completed	Credits	Grade
		Advanced Yoga	05/15/2006	1 CREDIT HOURS	
	<a href="#">Review</a>	Age Appropriate Care: Newborns Through School-Age	05/16/2006	1 CREDIT HOURS	90
	<a href="#">Review</a>	Body Mechanics/Ergonomics	05/01/2006	1 CREDIT HOURS	100
	<a href="#">Review</a>	NetLearning Student Interface Tutorial	05/01/2006	1 CREDIT HOURS	95

After clicking “Return to my Records” you will be taken to the Completions page.

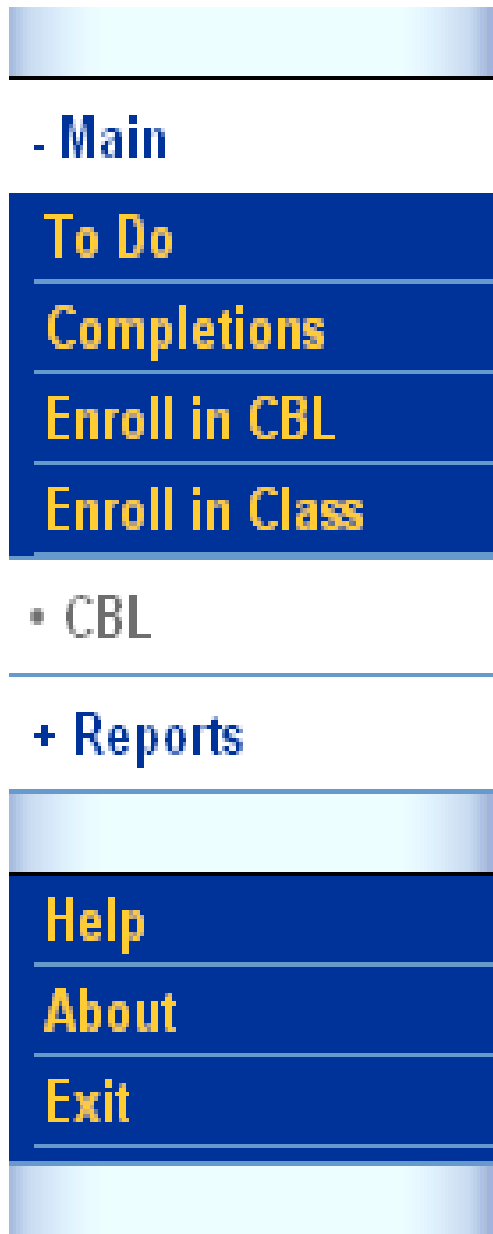
# When you are Done



Click on Exit to leave the system

# Other Features of NetLearning





What follows is an Overview of the additional buttons (links) in the Student Interface frame:

- Completions
- Enroll in CBL
- Enroll in Class
- Reports
- Help
- About
- Exit.

# Completions

- Main

**To Do**

- Completions**
- Enroll in CBL
- Enroll in Class

• CBL

+ Reports

**Help**

- About
- Exit

## Completions: Courses

### Filters

Display List By: Courses

Curriculum: < All Curriculums >

From: January 1995

Through: May 2006

Transcript Type: Regular

(Display 10 rows per page) **Submit** **Turn Row Shading OFF**

Info	Review	Course Title	Completed	Credits	Grade
		Advanced Yoga	05/15/2006	1 CREDIT HOURS	
	<a href="#">Review</a>	Age Appropriate Care: Newborns Through School-Age	05/16/2006	1 CREDIT HOURS	90
	<a href="#">Review</a>	Body Mechanics/Ergonomics	05/01/2006	1 CREDIT HOURS	100
	<a href="#">Review</a>	NetLearning Student Interface Tutorial	05/01/2006	1 CREDIT HOURS	95

## Completions

To view a list of your completed coursework, click **Completions** in the navigational frame. The course/class frame lists details including the courses and you have the option to Review any CBLs.

# Enroll in CBL

Name: WYRICK, BROOKE

- Main

To Do

Completions

**Enroll in CBL**

Enroll in Class

• CBL

+ Reports

Help

About

Exit

## Enroll In CBL

### Filters

Curriculum

< All Curriculums >

Display Course  
list by word in  
title

Update Results

List Order






Alphabetically

You may choose CBLs to enroll in here.

(Display 10 rows per page)

Submit

Turn Row Shading OFF

Info	Enroll	Course	Credits
	<a href="#">Enroll</a>	Body Mechanics/Ergonomics	1 CREDIT HOURS
	<a href="#">Enroll</a>	Health Care Safety	1 CREDIT HOURS
	<a href="#">Enroll</a>	Health Care Security	1 CREDIT HOURS
	<a href="#">Enroll</a>	Medical Equipment Management	1 CREDIT HOURS
	<a href="#">Enroll</a>	NetLearning Student Interface Tutorial	0 CREDIT HOURS

Name: WYRICK, BROOKE

- Main

To Do

Completions

**Enroll in CBL**

Enroll in Class

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Exit

## Enroll In CBL

### Filters

Curriculum

< All Curriculums >

Display Course  
list by word in  
title

Update Results

List Order






Alphabetically

You may choose CBLs to enroll in here.

(Display 10 rows per page)

Submit

Turn Row Shading OFF

Info	Enroll	Course	Credits
	<a href="#">Enroll</a>	Body Mechanics/Ergonomics	1 CREDIT HOURS
	<a href="#">Enroll</a>	Health Care Safety	1 CREDIT HOURS
	<a href="#">Enroll</a>	Health Care Security	1 CREDIT HOURS
	<a href="#">Enroll</a>	Medical Equipment Management	1 CREDIT HOURS
	<a href="#">Enroll</a>	NetLearning Student Interface Tutorial	0 CREDIT HOURS

## Enroll in CBL

To enroll in a CBL course, choose **Enroll in CBL** in the navigational frame. Click the desired CBL title in the course/class frame.

# Enroll in Class

Name: WYRICK, BROOKE

- Main

To Do

Completions

Enroll in CBL

**Enroll in Class**

• CBL

+ Reports

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Exit

## Enroll In Class

### Filters

From May 2006

Through July 2006

Curriculum < All Curriculums >

Course < All Courses >

### Location

Facility

Room

< All Facilities >

< All Rooms >

### Class Schedule

(Display 10 rows per page) **Submit**

**Turn Row Shading OFF**

Info	Enroll	Class	Start Date	Start Time	End Time	Credits
	<a href="#">Enroll</a>	advanced cardiac life support	05/22/2006	08:00 AM	09:00 AM	n/a
	<a href="#">Enroll</a>	advanced cardiac life support	06/19/2006	08:00 AM	09:00 AM	n/a
	<a href="#">Enroll</a>	advanced cardiac life support	07/24/2006	08:00 AM	09:00 AM	n/a
	<a href="#">Enroll</a>	basic life support	05/18/2006	08:00 AM	09:00 AM	4 CREDIT HOURS
	<a href="#">Enroll</a>	basic life support	06/12/2006	08:00 AM	09:00 AM	4 CREDIT HOURS
	<a href="#">Enroll</a>	basic life support	07/10/2006	08:00 AM	09:00 AM	4 CREDIT HOURS

Name: WYRICK, BROOKE

- Main
- To Do
- Completions
- Enroll in CBL
- Enroll in Class**
- CBL
- + Reports

**Enroll In Class**

**Filters**

From: May 2006 Through: July 2006

Curriculum: < All Curriculums >

Course: < All Courses >

**Location**

Facility: < All Facilities > Room: < All Rooms >

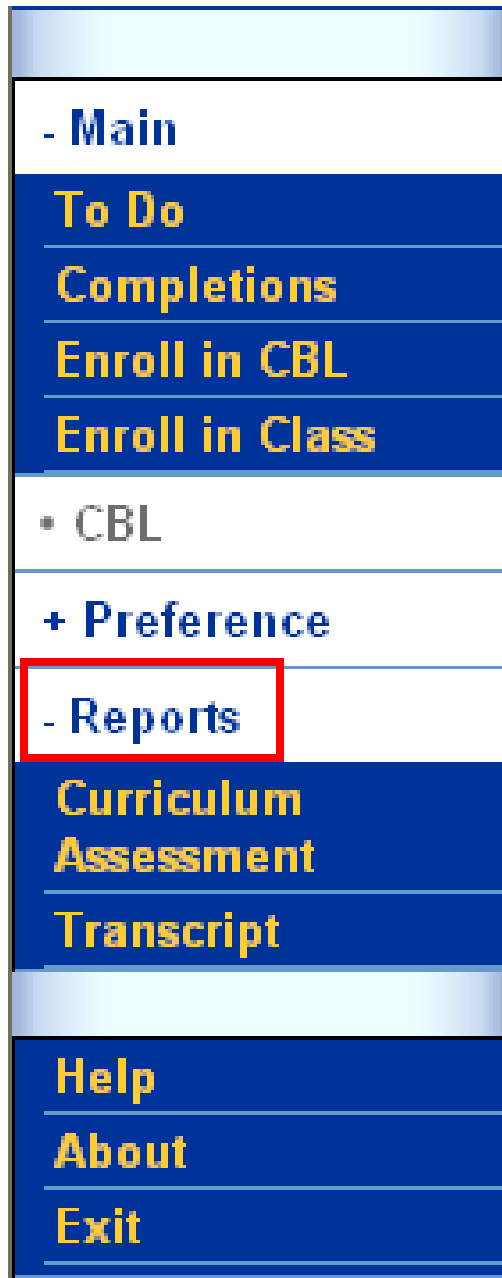
**Class Schedule**

(Display 10 rows per page) **Submit** **Turn Row Shading OFF**

Info	Enroll	Class	Start Date	Start Time	End Time	Credits
	<a href="#">Enroll</a>	advanced cardiac life support	05/22/2006	08:00 AM	09:00 AM	n/a
	<a href="#">Enroll</a>	advanced cardiac life support	06/19/2006	08:00 AM	09:00 AM	n/a
	<a href="#">Enroll</a>	advanced cardiac life support	07/24/2006	08:00 AM	09:00 AM	n/a
	<a href="#">Enroll</a>	basic life support	05/18/2006	08:00 AM	09:00 AM	4 CREDIT HOURS
	<a href="#">Enroll</a>	basic life support	06/12/2006	08:00 AM	09:00 AM	4 CREDIT HOURS
	<a href="#">Enroll</a>	basic life support	07/10/2006	08:00 AM	09:00 AM	4 CREDIT HOURS

## Enroll in Class

To enroll in a traditional (instructor-led) class, choose **Enroll in Class** in the navigational frame. Filter dates and locations as needed. Click on the desired class title to enroll in the class.



- Click the + next to Reports link to expand the menu
- You can run either a Curriculum Assessment or Transcript Report

# Curriculum Assessment

Name: WYRICK, BROOKE

- Main

**To Do**

Completions

Enroll in CBL

Enroll in Class

• CBL

+ Preference

- Reports

**Curriculum Assessment**

Transcript

Help

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Exit

**Build Curriculum Assessment Report**

Date Range

From January 1 2006 Through May 15 2006

Curriculum

NetLearning Test Curricula  
annual clinical mandatories  
annual clinical mandatories

Submit

The Curriculum Assessment allows you to monitor your progress through an assigned set of courses. Select the curriculum and date range to examine.

# Curriculum Assessment

## Assessment Report for BROOKE WYRICK

Report Date: 05/16/2006 02:50 PM

Date range considered for transcripts: 01/01/2006 through 05/16/2006

Dates in grid are last completed dates for each course within the date range considered

Finish-by date: 12/31

CURRICULUM: annual clinical mandates:

- 1 . ADVANCED YOGA
- 2 . INTRODUCTION TO CUSTOMER SERVICE
- 3 . ABUSE OR NEGLECT
- 4 . AGE APPROPRIATE CARE: NEWBORNS THROUGH SCHOOL-AGE
- 5 . BLOODBORNE PATHOGENS
- 6 . EMERGENCY PREPAREDNESS

Participant	Tot	Cmp	%	Avg Grd	1	2	3	4	5	6
WYRICK, BROOKE	6	2	33%	45	05/15/2006			05/16/2006 90		

The report includes the titles of each course in the curriculum, the dates of completion, the total number of courses in the report and completed as well as the percentage of courses completed

# Transcript

Name: WYRICK, BROOKE

- Main

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Enroll in CBL

Enroll in Class

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+ Preference

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Curriculum  
Assessment

Transcript

Help

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Exit

## Transcript

### Filters

From	January	1995	Through	May	2006
Grouping	Regular				
Curriculum	< All Curriculums >				

Print Friendly

(Display 10 rows per page) Submit Turn Row Shading OFF

Course/Class Title	Completed	Credits	Grade
Body Mechanics/Ergonomics	05/01/2006	1 CREDIT HOURS	100
NetLearning Student Interface Tutorial	05/01/2006	1 CREDIT HOURS	95
ADVANCED YOGA	05/15/2006	1 CREDIT HOURS	

### Total Credits

3 CREDIT HOURS

To view your transcript, click the **Transcript** link in the navigational frame. Choose the appropriate **From** and **Through** dates at the top of the frame. Requested transcript data appears in the table below the participant's name.

Name: WYRICK, BROOKE

- Main

To Do

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Enroll in Class

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- Reports

Curriculum  
Assessment

Transcript

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## Transcript

### Filters

From	January	1995	Through	May	2006
Grouping	Regular				
Curriculum	< All Curriculums >				

Print Friendly

(Display 10 rows per page)

Submit

Turn Row Shading OFF

Course/Class Title	Completed	Credits	Grade
Body Mechanics/Ergonomics	05/01/2006	1 CREDIT HOURS	100
NetLearning Student Interface Tutorial	05/01/2006	1 CREDIT HOURS	95
ADVANCED YOGA	05/15/2006	1 CREDIT HOURS	

### Total Credits

3 CREDIT HOURS

You may change the grouping of the report or limit it to a specific curriculum. You may also print this report from this screen using the print friendly option.

# Help

Name: WYRICK, BROOKE

- Main

To Do

Completions

Enroll in CBL

Enroll in Class

• CBL

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Exit

## Student Interface Help

Click the buttons on the bar along the far left frame of the screen as follows:

### Main

**To Do:** Find a list of CBL courses you are to complete and Classes you are to attend.

**CBLs To Do:** Find a list of CBL courses you are to complete.

**Completions:** Review which courses and classes are a part of your record, and add completions for self-add courses.

**Class Schedule:** Find a list of classes you are to attend.

**Enroll In CBL:** Enroll in a self-study CBL course.

**Enroll In Class:** Enroll in an instructor-led class.

### CBL

Note: Items under 'CBL' are only active from within a CBL.

**Take Test:** Take the test for the current CBL.

**Bookmark:** Bookmark the current page of the CBL.

### Reports

**Curriculum Assessment:** Review progress for a curriculum.

**Transcript:** Review and print a list of courses and classes in your record.

**Help:** View this page.

**Exit:** Sign off and leave the Student Interface.

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To Do

Completions

Enroll in CBL

Enroll in Class

## Student Interface Help

Click the buttons on the bar along the far left frame of the screen as follows:

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**To Do:** Find a list of CBL courses you are to complete and Classes you are to attend.

**CBLs To Do:** Find a list of CBL courses you are to complete.

**Completions:** Review which courses and classes are a part of your record, and add completions for self-add courses.

**Class Schedule:** Find a list of classes you are to attend.

**Enroll in CBL:** Enroll in a self-study CBL course.

**Enroll in Class:** Enroll in an instructor-led class.

### CBL

Note: Items under 'CBL' are only active from within a CBL.

**Take Test:** Take the test for the current CBL.

**Bookmark:** Bookmark the current page of the CBL.

### Reports

**Curriculum Assessment:** Review progress for a curriculum.

**Transcript:** Review and print a list of courses and classes in your record.

**Help:** View this page.

**Exit:** Sign off and leave the Student Interface.

Click **Help** in the navigational frame for directions on how to use the Student Interface.

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# Student Interface

Version 2.0.87

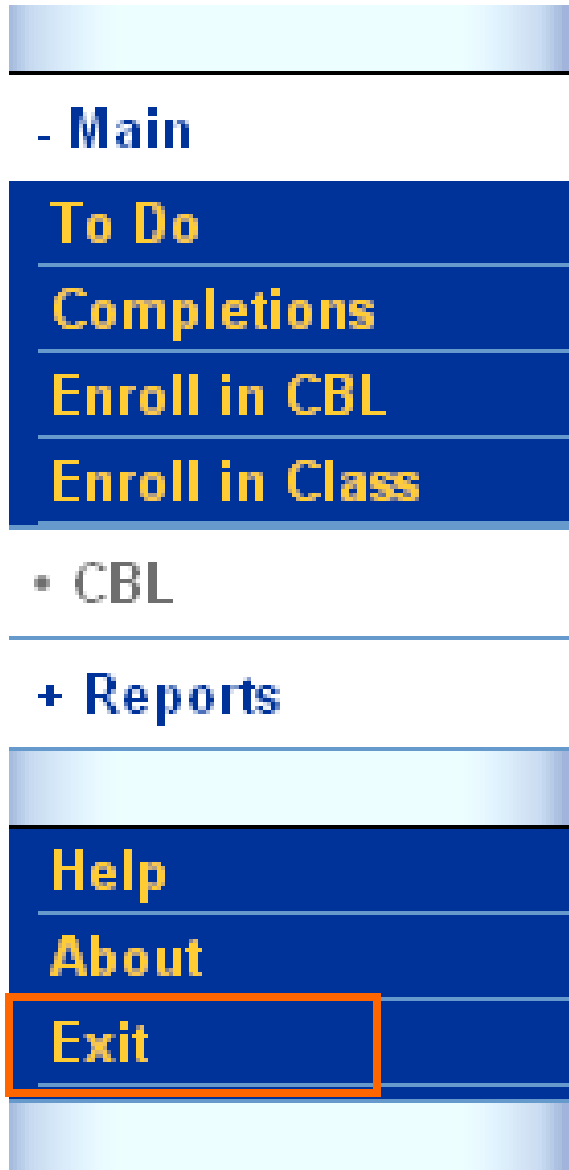
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## About

This is the  
copyright  
information.

## Exit



## Exit

To close the Student Interface, click the **Exit** link in the navigational frame.



This concludes your tour of the NetLearning Student Interface. Please click the “Take Test” link in the left frame to begin your test for this course.