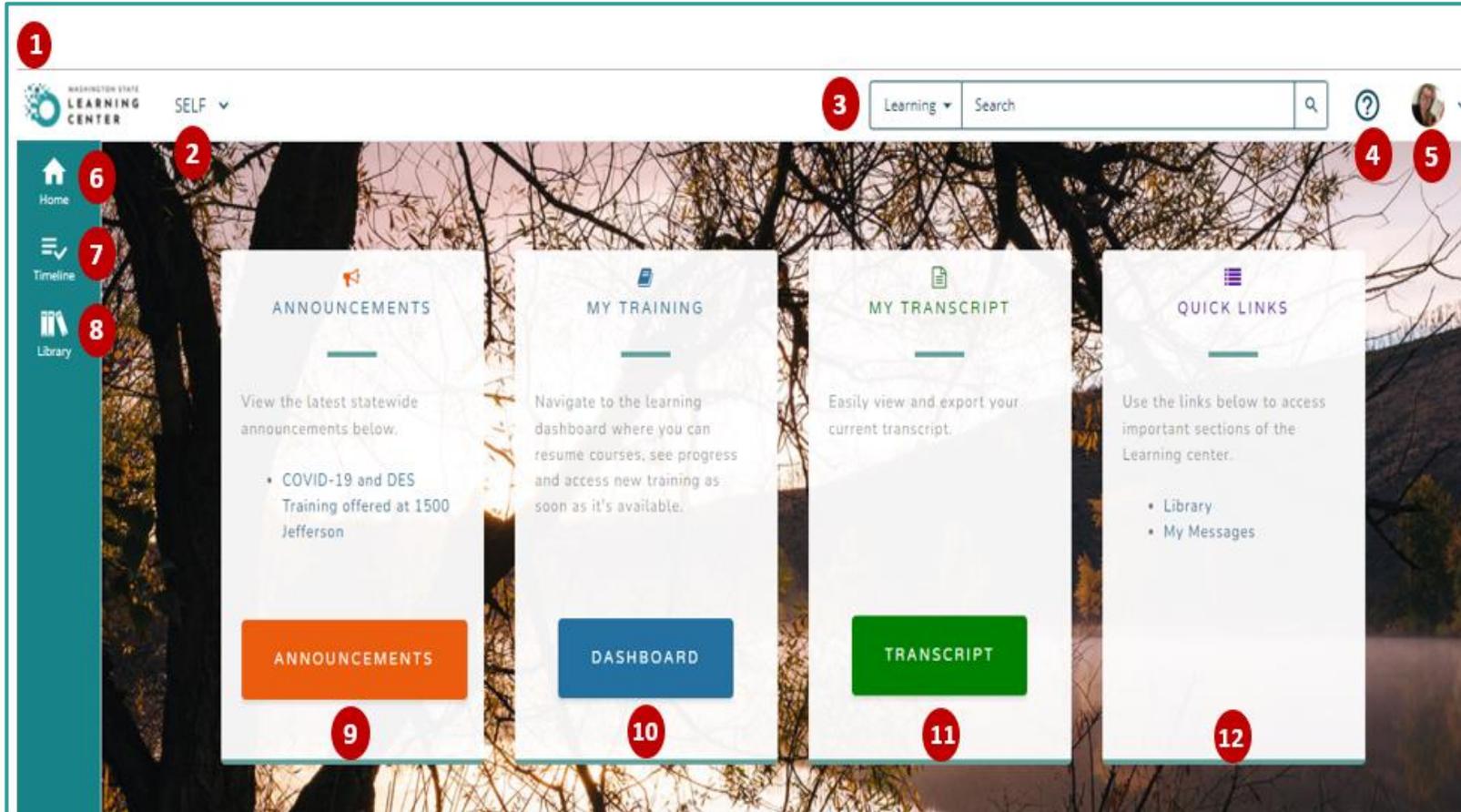


Basic Navigation in Learning Center

The purpose of this document is to:

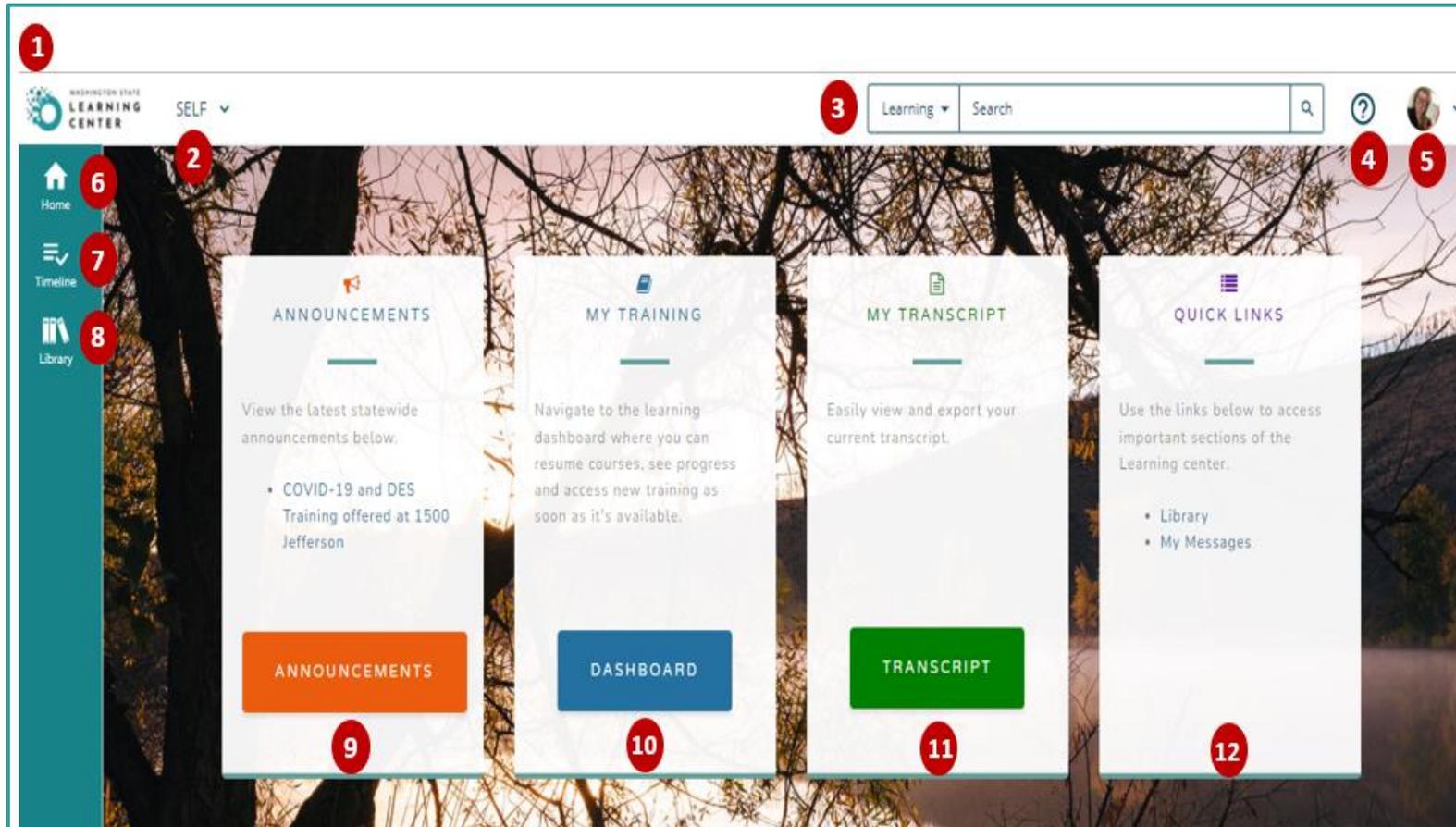
1. Cover basic navigation,
2. Cover terms in Learning Center,
3. Share commonly used features, and
4. Cover individual learner features.

Basic Navigation in Learning Center



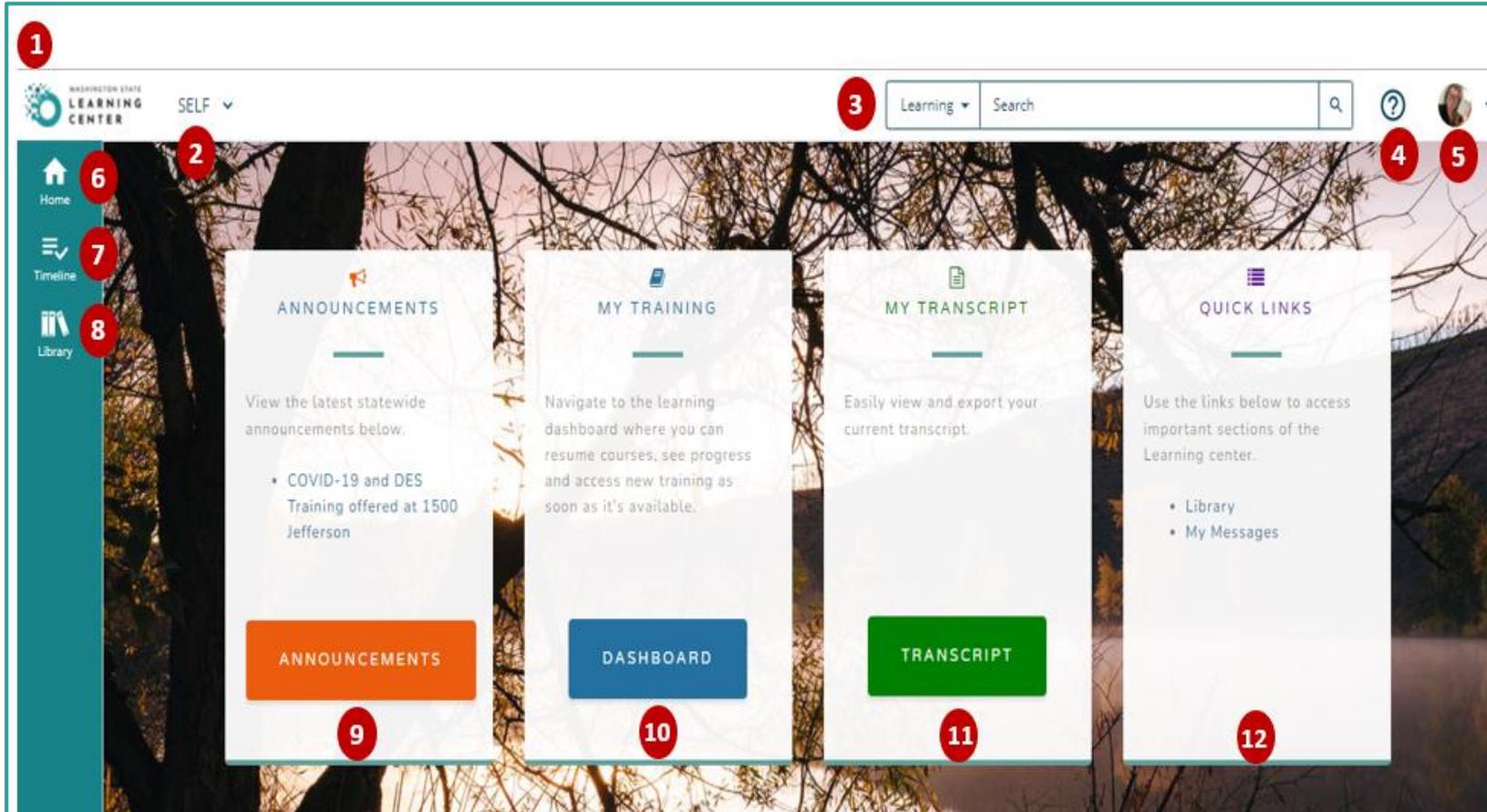
1. Learning Center Logo – will take you to the Home Page you see now.
2. Self – opens menu of additional opens to access your learning dashboard, development, etc.
3. Learning Search bar – type and search for courses/classes/and curriculum in Learning Center.
4. Question Icon – provides access to SumTotal help. *SumTotal is the platform that Learning Center is hosted on.*
5. Profile Icon – allows access to your user profile.
6. Home Icon – will take you to the Home Page you see now.

Basic Navigation in Learning Center (cont.)



7. Timeline Icon - shows a list of training that is required, assigned, past due, currently taking, and upcoming.
8. Library – if your Agency has written out Library Topics, you will find various learning activities
9. Announcements - when there is an important announcement, this is the location it will be posted. This may be blank.
10. My Training – access to your training “Experience Hub”.
11. My Transcript – access to your learning transcript.
12. Quick Links – quick access to important links.

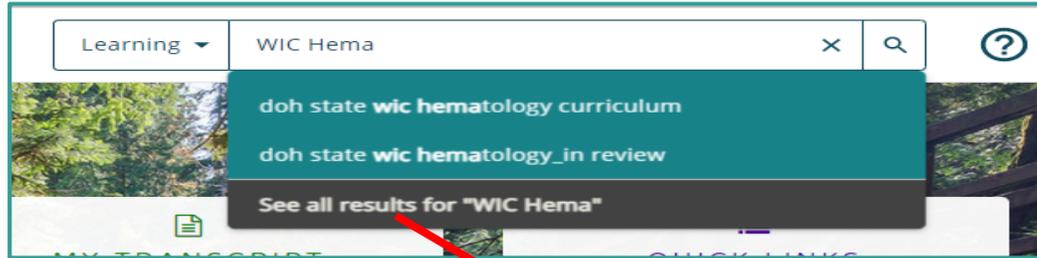
Most Used Features



Most times you will access Learning Center to:

3. Look for Training opportunities (**Learning Search bar**)
4. Complete assigned/required training (**Timeline Icon**)
11. Review your transcript (**My Transcript button**)

Learning Search



SEARCH RESULTS FOR LEARNING

Search for available learning activities. Use the Filters to narrow your results.

20 of 466 results for "doh state wic hematology curriculum"

All Watch Listen

-  CURRICULUM
DOH STATE WIC Hematology Curriculum
This curriculum contains the Hematology online course and the Hematology Post-Test.
DOH_WIC_Hematology_Curriculum
-  CURRICULUM
DOH STATE WIC Breastfeeding Curriculum
This curriculum contains the Breastfeeding course and the Breastfeeding post-test.
DOH_WIC_Breastfeeding_Curriculum
-  CURRICULUM
DOH STATE WIC Anthropometrics Curriculum
This curriculum contains the Anthropometrics online course and Anthropometrics post-test.
DOH_WIC_Anthro_Curriculum
-  ONLINE COURSE
DOH STATE WIC Welcome to WIC
Introduction to WIC for coordinators, leads, administrators
Training Objectives: •Learn about WIC's history and mission •Hear about ...
DOH_PCH_WIC_0062

Learning Search bar:

- Allows you to search with key terms.
- As you type titles will start to display.
- To see all results, select “see all results” text.

Learning Search (cont.)

Home / Search

SEARCH RESULTS FOR LEARNING

Search for available learning activities. Use the Filters to narrow your results.

Filter Results

> Saved Searches

> Activity Type

- ILT Course (370)
- OnLine Course (74)
- Curriculum (10)
- Document (6)
- Quick Assessment (6)

> Additional Activity Filters

> Duration (Minutes)

> Topics

> Credit Hours

> Language

> Activity Availability

> Start Date

> Location

> Media Type

> Delivery Method

20 of 466 results for "doh state wic hematology curriculum"

All Watch Listen Sort By: Best Match

-  CURRICULUM
DOH STATE WIC Hematology Curriculum
This curriculum contains the Hematology online course and the Hematology Post-Test.
DOH_WIC_Hematology_Curriculum
-  CURRICULUM
DOH STATE WIC Breastfeeding Curriculum
This curriculum contains the Breastfeeding course and the Breastfeeding post-test.
DOH_WIC_Breastfeeding_Curriculum
-  CURRICULUM
DOH STATE WIC Anthropometrics Curriculum
This curriculum contains the Anthropometrics online course and Anthropometrics post-test.
DOH_WIC_Anthro_Curriculum
-  ONLINE COURSE
DOH STATE WIC Welcome to WIC
Introduction to WIC for coordinators, leads, administrators
Training Objectives: •Learn about WIC's history and mission •Hear about ...
DOH_PCH_WIC_0062

Search Results for Learning:

- You'll have the ability to sort & filter results.
- Take note of the Title above the results displays "Curriculum", "Online Course", or "Quick Assessment".
- To open a result, select the title of the Curriculum or Online Course.

Timeline Icon (cont.)

The screenshot shows the Washington State Learning Center interface. On the left sidebar, the 'Timeline' icon is highlighted with a red arrow. The main content area displays the 'TIMELINE' page with tabs for 'TASKS' and 'LEARN'. A summary bar shows: TOTAL 18, CURRENT 8, UPCOMING 8, ASSIGNED 1, and CRITICAL 2. Below this, two 'ILT SESSION' entries are listed:

Start Date	Status	Delivery Method	Action
12/27/2021	Registered	Instructor Led	VIEW DETAILS
12/29/2021	Registered	Instructor Led	VIEW DETAILS

Timeline Icon:

- Opens your learning timeline.
- Allows you to view tasks & learning path.
- Provides a learning timeline total. You can click on the timeline headers “Current”, “Upcoming”, “Assigned” and “Critical” to view learnings under that title.
- Allows you to **Sort by** your learnings.
- **View Details** will open the training, if you select the arrow, it will allow you to cancel registration.

Timeline Icon (cont.)



Timeline Icon:

Total: *Displays all trainings on a learners account.*

Current: *Displays a list of current training activities that a learner is Registered for or In Progress.*

Upcoming: *Displays upcoming training activities, either Registered or Assigned.*

Assigned: *Displays a list of assigned training activities included Requires and Recommended.*

Critical: *Displays all critical training a learner needs to complete including; registered, assigned, certification with an end date, or non-certification with an expired date.*

My Transcript

TRAINING TRANSCRIPT PRINT EXPORT TO PDF

Select a year or date range to filter completed training records.

Date Range ▾

Start Date 12/22/2020 10:55am End Date 12/22/2021 10:55am REFRESH

SHAINA LEARNER

List of completed activities from 12/22/2020 to 12/22/2021

Username: 1203921

E-mail: Shaina.Learner@doh.wa.gov

Primary domain: Department of Health (DOH)

Primary organization: DOH PCH OFFICE OF NUTRITION SVCS

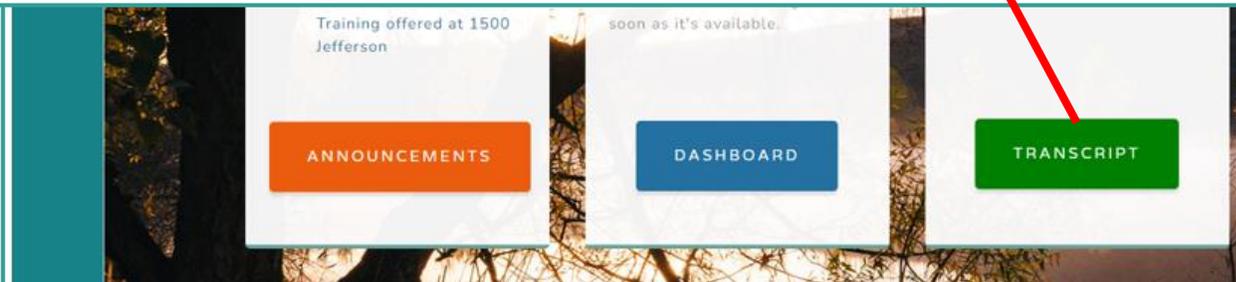
Manager: LEARNER MANAGER

ACTIVITIES

Activity	Completion Date ▾	Estimated Credit Hours	Score
 OnLine Course: DOH STATE WIC Cascades Income Assessment Policy Training	11/23/2021		
 Curriculum: DOH STATE WIC Prenatal Nutrition Curriculum	10/29/2021		94.93

My Transcript:

- The easiest way to access is to select the **Transcript** button from the home page.
- You have the option to show training records by:
 - Specific Date Range
 - Year
- Once a date range/year is selected you can view the **Activity title, Completion Date, Estimated Credit Hours (if applicable), and Score (if applicable)**.
- You can **Print & Export to PDF**.
- The Transcript will only show completed trainings.





This institution is an equal opportunity provider. Washington WIC doesn't discriminate.

To request this document in another format, call 1-800-841-1410. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email WIC@doh.wa.gov

DOH 961-1259 January 2022