
Children's University Guide

Instructional Systems and
Technology



Children's
of Alabama®

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Logging On

Action

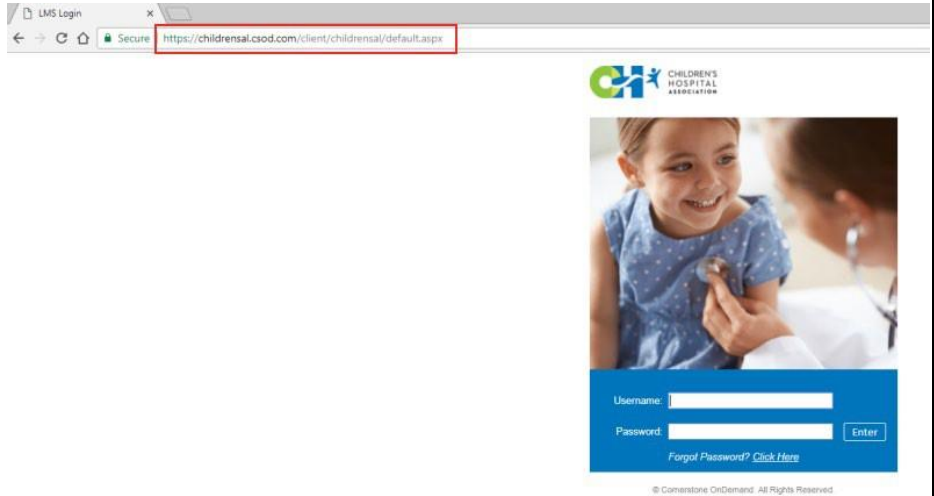
Visual

Accessing Children's University

Click on the Children's University link under the "Education" tab on the Red Wagon

OR

Type the following link into your browser:
<https://childrensal.csod.com/client/childrensal/default.aspx>

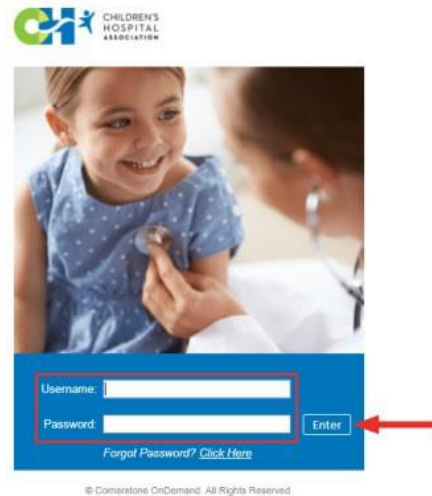


Logging In

Click in the "Username" text field and type in your CHS#.

Click in the "Password" text field and type your password.

Click the "Log In" button.



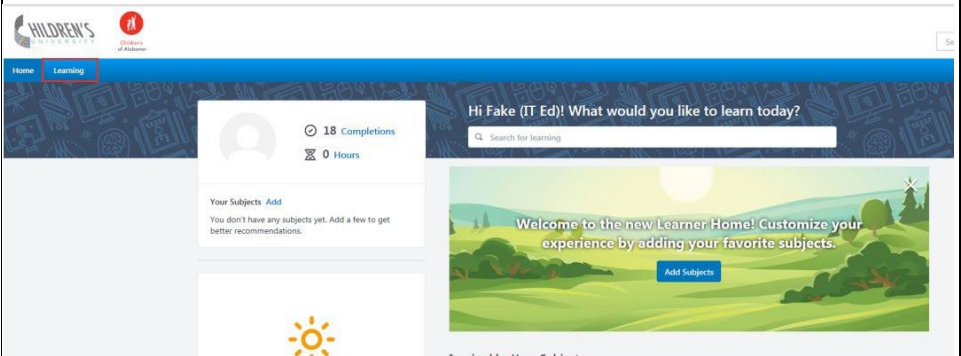
Navigating The Home Screen: View Your Transcript

Action

Visual

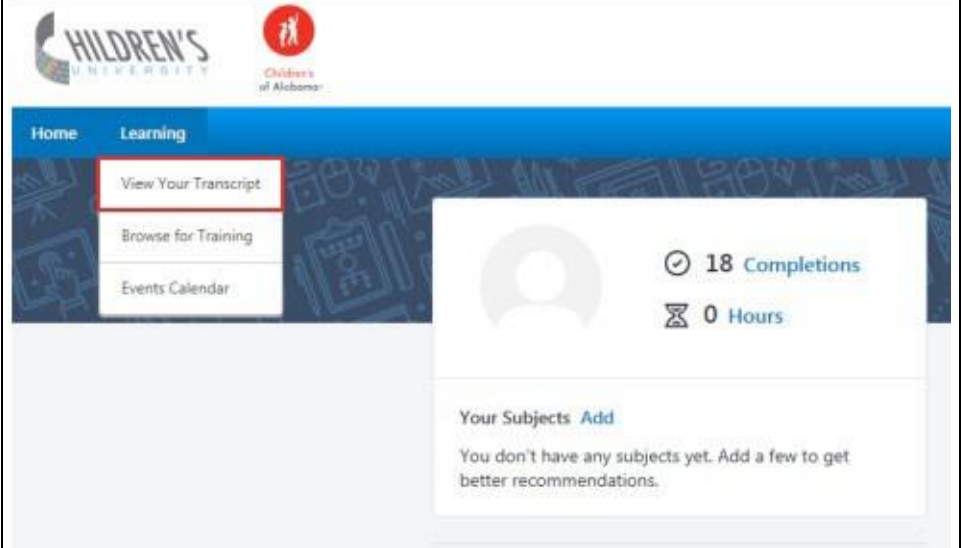
Learning Tab

The Learning Tab is a helpful tool when browsing for different varieties of training. It is located at the top left of the screen.



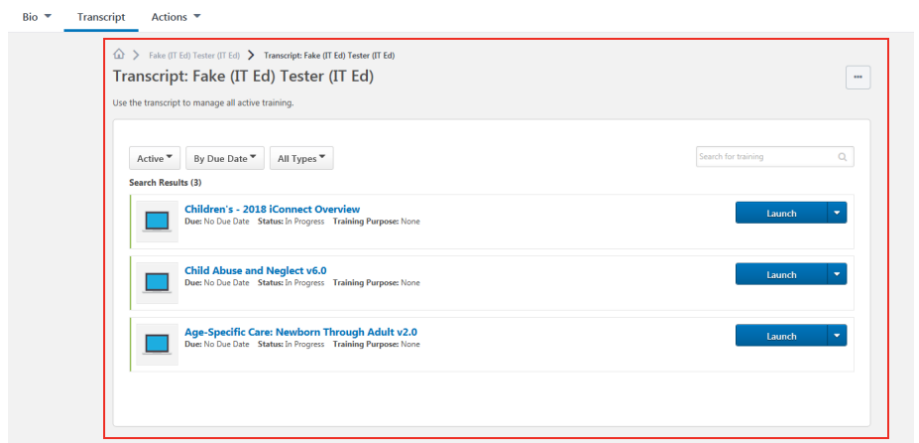
View Your Transcript

The first selection under the Learning Tab is “**View Your Transcript**.” This will bring you to a page showing you the trainings you are actively enrolled in, trainings you have completed, and trainings you have archived.



Transcript

The default view of your transcript is the “**Active Training**” page. You can find information such as **Due Date**, **Status**, and **Training Purpose**. If you are enrolled in an online Computer Based Training (CBT) you can launch this training by clicking on the “**Launch**” button.



Transcript

The default view of your transcript is the “**Active Training**” page. You can find information such as **Due Date**, **Status**, and **Training Purpose**.

Transcript Actions

Transcript: Fake (IT Ed) Tester (IT Ed)

Use the transcript to manage all active training.

Active By Due Date All Types

Search for training

Search Results (3)

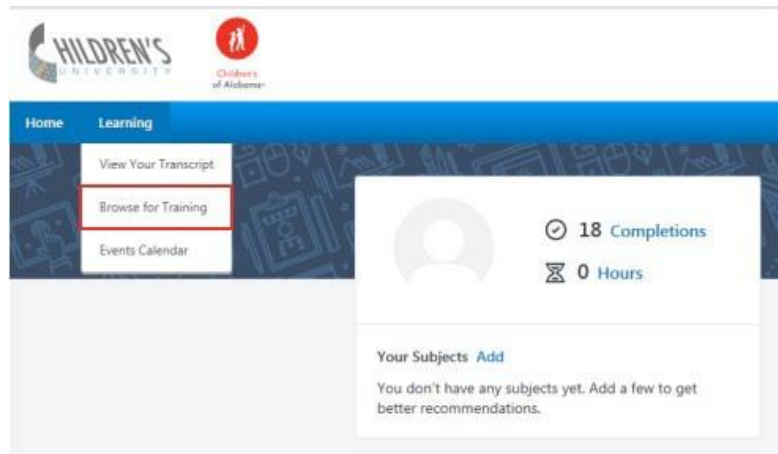
	Children's - 2018 iConnect Overview Due: No Due Date Status: In Progress Training Purpose: None	Launch
	Child Abuse and Neglect v6.0 Due: No Due Date Status: In Progress Training Purpose: None	Launch
	Age-Specific Care: Newborn Through Adult v2.0 Due: No Due Date Status: In Progress Training Purpose: None	Launch

Navigating The Home Screen: Browse for Training

Action

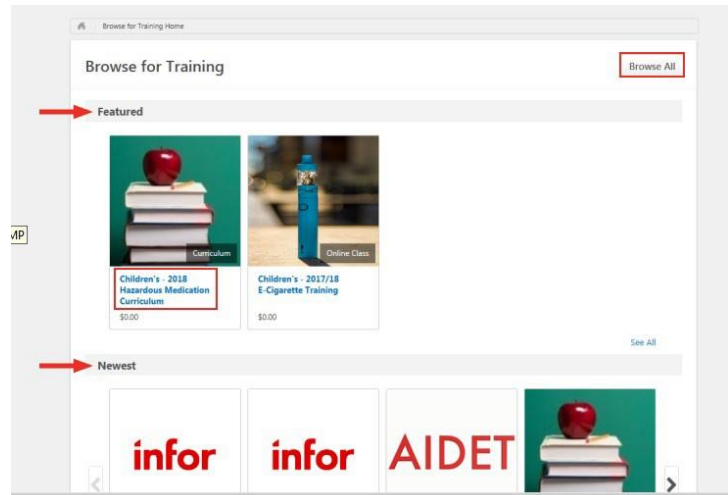
Visual

From the main, choose **Learning** and click on **Browse for Training**.



From this screen, you can browse the complete selection of trainings within Children's University. You can view the trainings by:

- Featured
- Newest
- Browse All

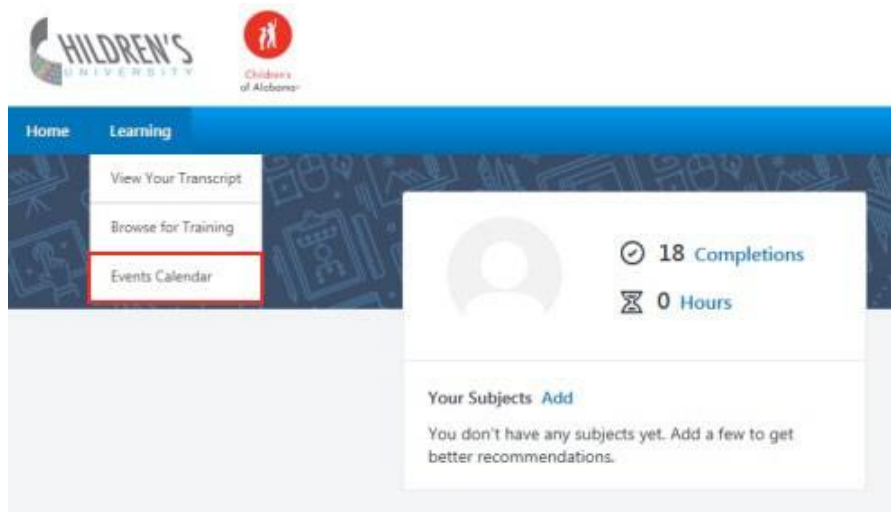


Navigating The Home Screen: Events Calendar

Action

From the main menu, choose **Learning** and click on **Events Calendar**.

Visual

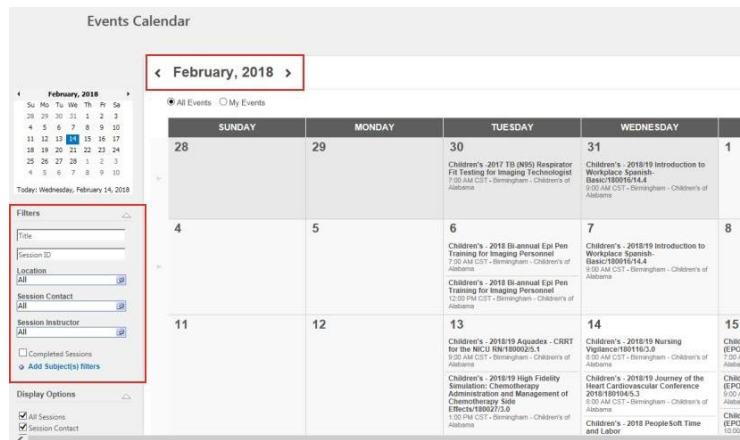


From this screen, you can view in-person training offered through Children's of Alabama. You can filter the trainings by:

- Location
- Session Contact
- Session Instructor

You may view training based upon preference of:

- Day
- Week
- Month
- Agenda



Navigating The Home Screen: Search for Training

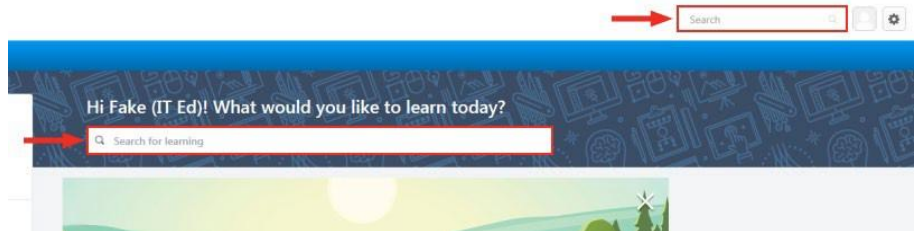
Action

Visual

The **Search Bar** is a helpful tool when you want to do a keyword search for different varieties of training.

There are two **Search Bar** locations: In the middle of the screen and at the top right.

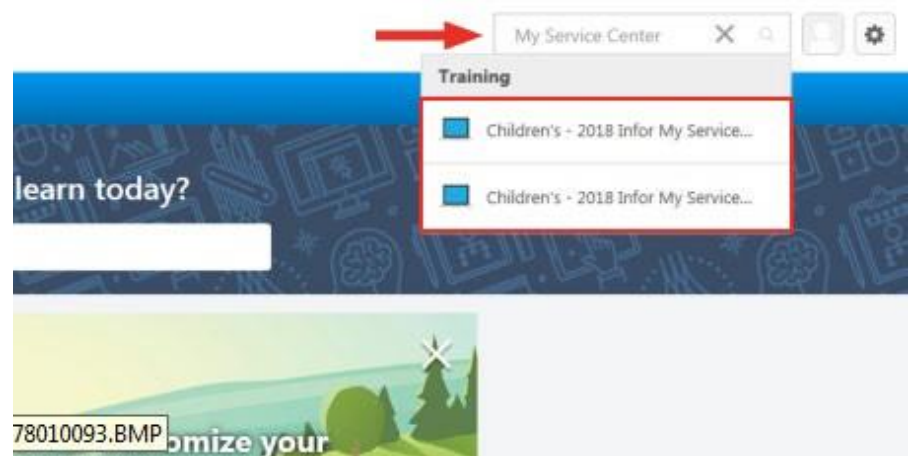
For this example, we will search for online training or is sometimes referred to as a CBT.



Search Results will appear in real time as you type in the **Search Bar**.

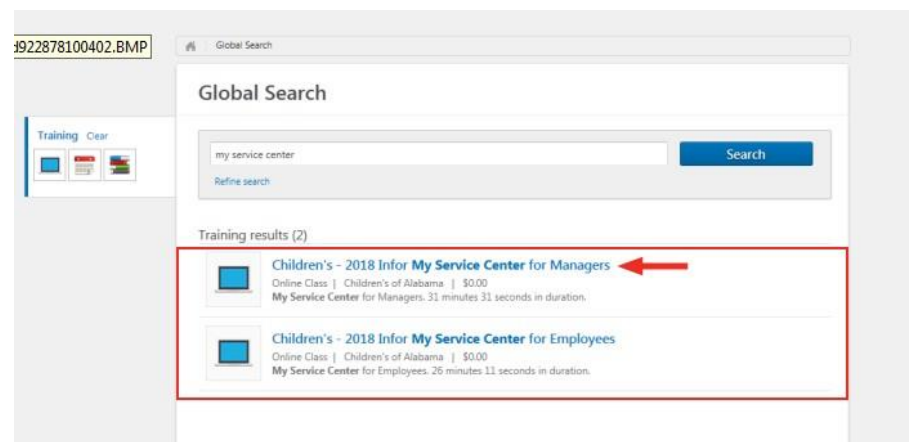
If the results provide the desired training, choose it by clicking from the titles listed.

You may also press **Enter** on your keyboard to submit your text and the **Global Search** page will open.



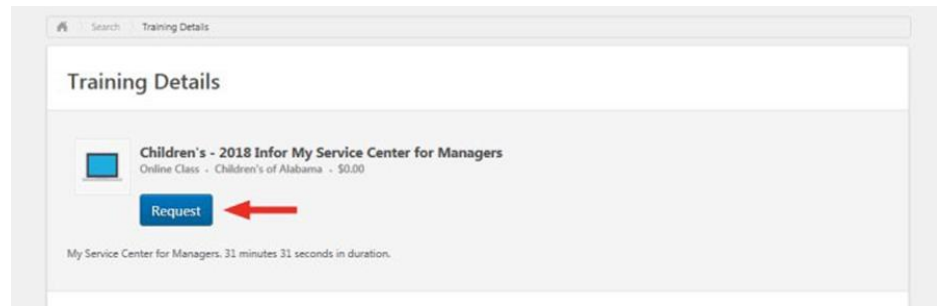
The **Global Search** page provides results from any training related to the keywords you searched.

You will access the by clicking the training title.



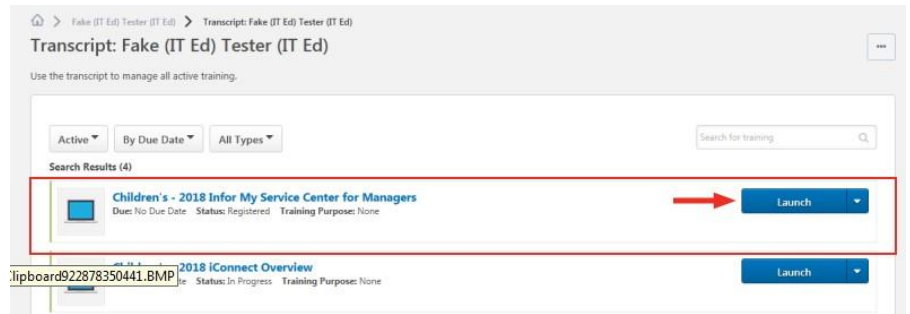
Request Training

It may be necessary for you to request access for certain courses, events, or materials. To do this, click on **Request**.



Transcript

After requesting your training, you will automatically be taken to your Transcript page. To begin training, click **Launch**.



Navigating The Home Screen: Search for Curriculum

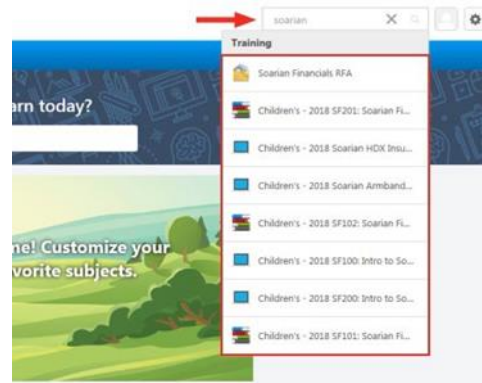
Action

The **Search Bar** is a helpful tool when you want to do a keyword search for different varieties of training.

There are two **Search Bar** locations: In the middle of the screen and at the top right.

In this example, we will search for a **Curriculum**.

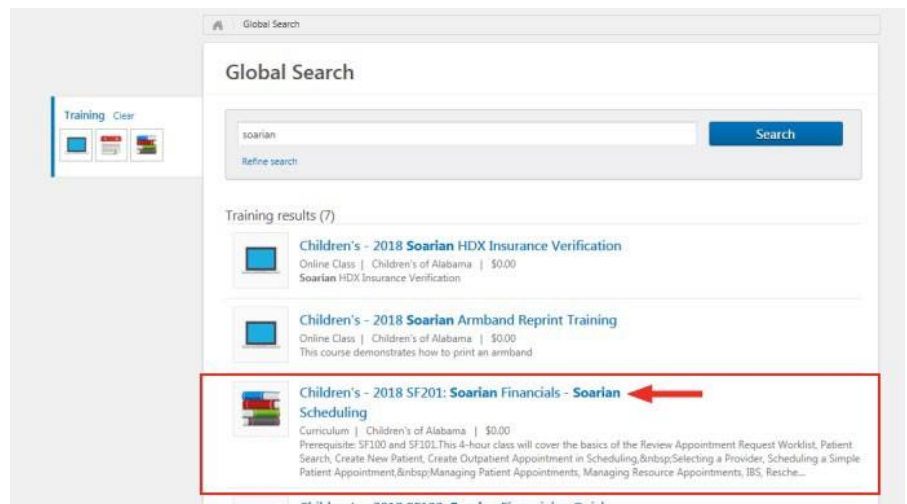
Visual



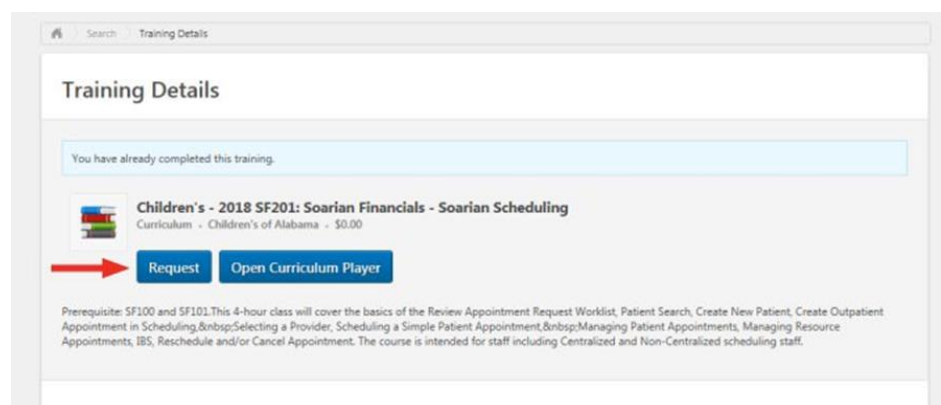
If you pressed “Enter” in your search on the home screen you will be brought to the **Global Search** page.

Here lists the results of any training related to the keywords you searched.

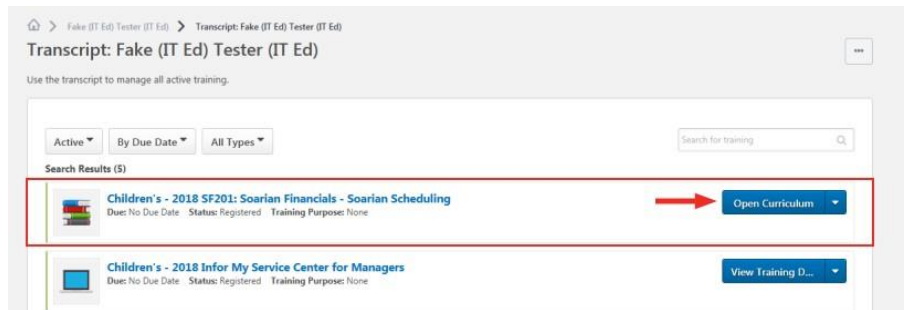
If you see the Curriculum which you are looking for, access it by clicking the title.



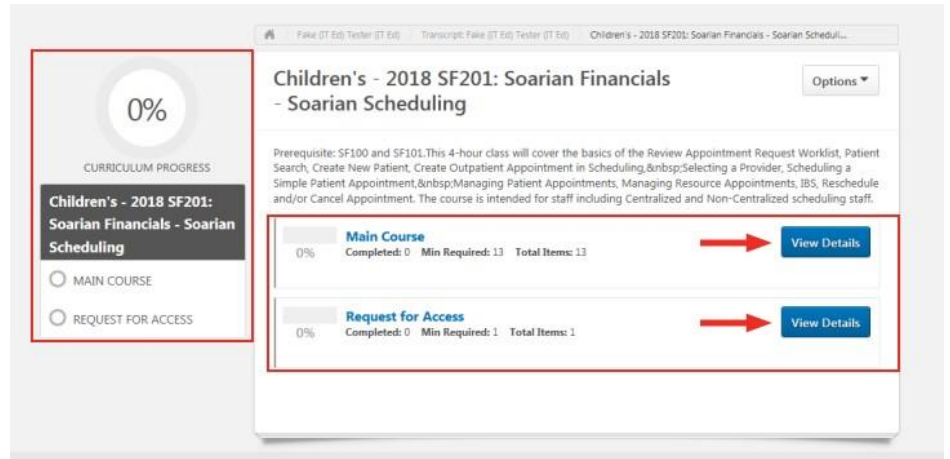
Sometimes it may be possible that you need to request access for certain training. To do this, click on **Request**.



After requesting access for the training, you will automatically be taken to your **Transcript**. To begin the training, click **Open Curriculum**.



The training opens a **Curriculum Player**. From this page, you may view Curriculum Progress and launch the individual online courses within the curriculum by clicking on **View Details**.



*For Medical Students Only – Required Online Training Based on Rotation:

Epic Providers: Anesthesia/CRNA Medical Students

Epic Providers: Emergency Medical Students

Epic Providers: Inpatient Medical Students

Epic Providers: Outpatient Medical Students

Navigating The Home Screen: Search for Session

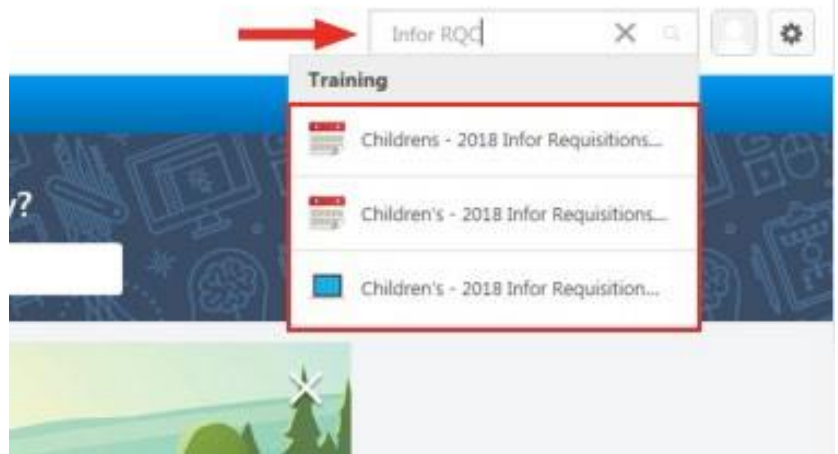
Action

The **Search Bar** is a helpful tool when you want to do a keyword search for different varieties of training.

There are two **Search Bar** locations: In the middle of the screen and at the top right.

In this example, we will search for a in-person training referred to as “Individual Live Training” in Children’s University a **ILT Event**.

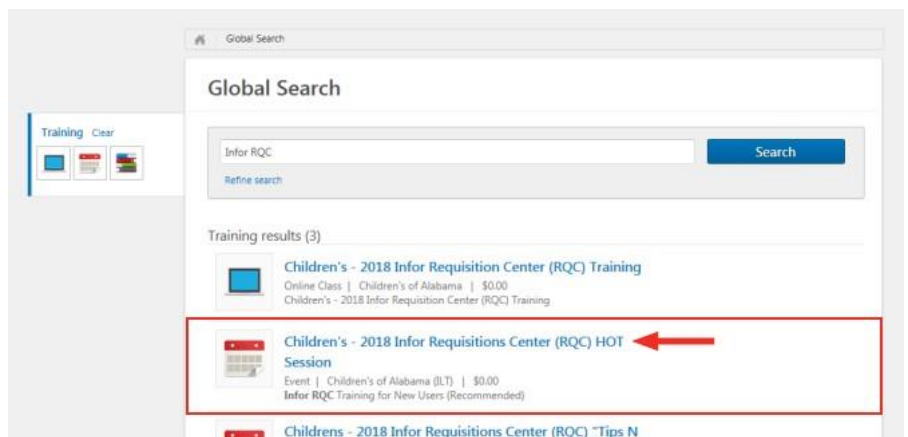
Visual



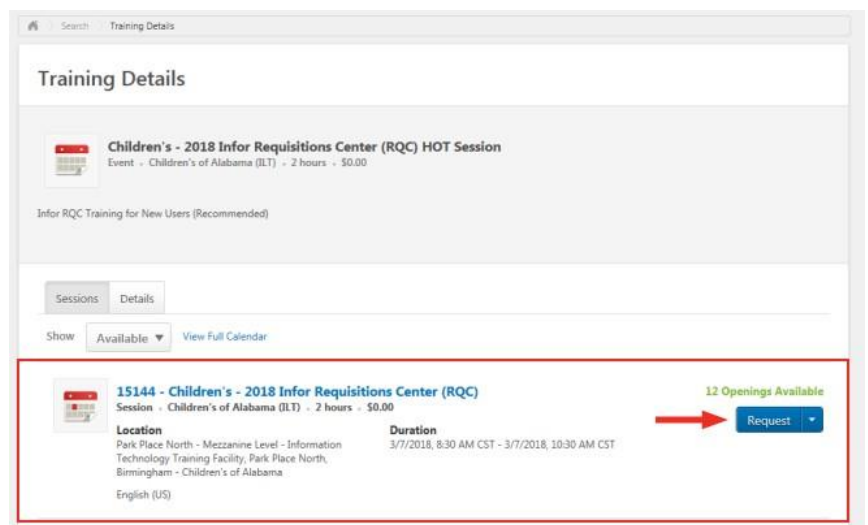
If you pressed “Enter” in your search on the home screen you will be brought to the **Global Search** page.

Here lists the results of any training related **Sessions** for the keywords you searched.

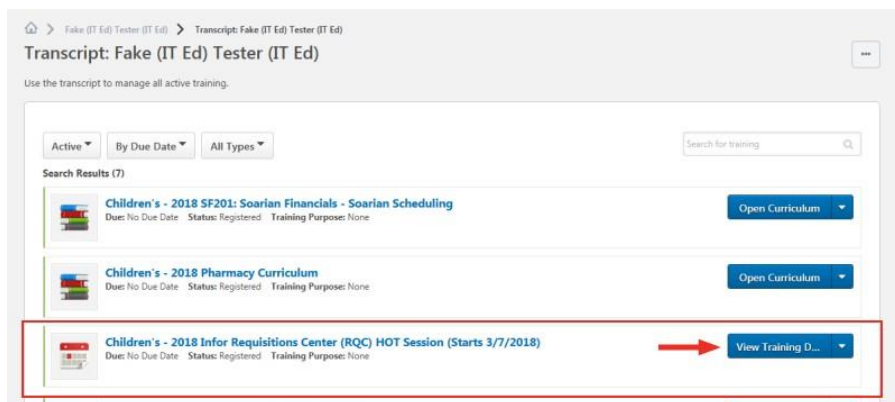
If you see the **ILT Event Session** which you are looking for, access it by clicking the title.



It is possible that you may have to request access for certain sessions. To do this, click **Request**.



After requesting session, you will automatically be taken to the **Transcript** page, where you can click **View Training Details** to gather information on your session.



Withdraw from a Session

You can withdraw from your session by clicking on the drop-down arrow to the right of the **View Training Details** button and selecting **Withdraw**.



Withdraw Registration

If you choose to withdraw from your session, you will be brought to the **Withdraw Registration** screen.

To complete your withdrawal, you must select a reason from the drop-down menu and click **Submit**.

Withdraw Registration

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

Session Details

Event Name: Children's - 2018 Infor Requisitions Center (RQC) HOT Session
 Date / Time: (1) 3/7/2018 9:30 AM - 3/7/2018 10:30 AM
 Location: Park Place North - Mezzanine Level - Information Technology Training Facility
 Price: Price Not Set

SESSION WITHDRAWAL OPTIONS

Please select a reason

- Other
- Cancelled Day of Class
- Found More Appropriate Training
- Illness/Family Emergency
- Inclement Weather
- Leaving the Company
- Replaced with another candidate (input name of replacement in comments box below)
- Rescheduling due to conflict
- Vacation
- Withdrawing by request of learner's manager

Submit **Cancel**

CHILDREN'S HOSPITAL ASSOCIATION

Session Status

After you click **Submit**, you will return to your **Transcript**.

You may view that the **Session** still listed in your active among other courses, but notice the Status has been changed from **"Registered"** to **"Withdrawn."**

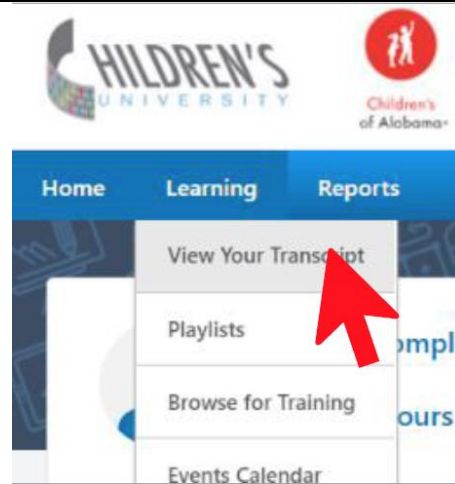


How to Access eLearning Pre-work

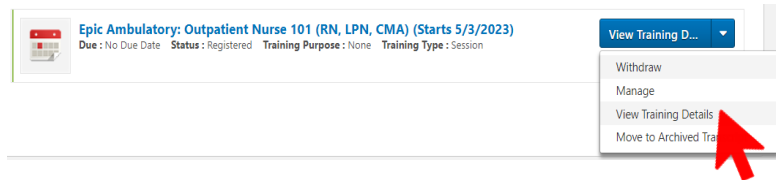
Action

Visual

After logging in to Children's University, hover on **Learning**, and then select **View Your Transcript**.



On your Learning Transcript, click the drop down arrow next to the class title and select **View Training Details**.

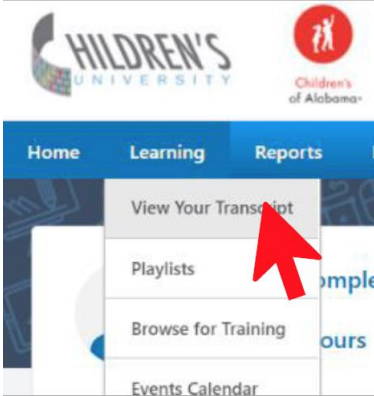
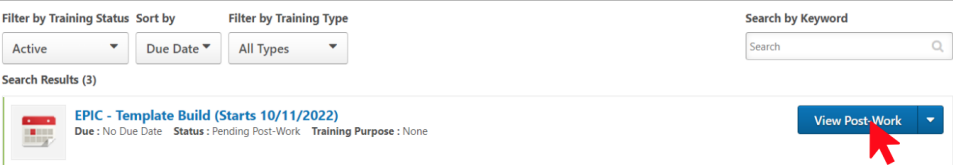




On the next screen, scroll down to the **Pre-Work** section.

To complete each pre-work item, click **Activate** and then click **Launch**. Once complete, you will see the Status column change to Completed.

Pre-Work							
TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	REQUIRED	EXEMPT	STATUS	OPTION	DETAILS
MYC002 Responding to Patient Messages	Online Class	None	No	No	Not Activated	Activate	None
AMB540 In Basket: Patient Advice Request Messages	Online Class	None	No	No	Not Activated	Activate	None
MD108 Overview of In Basket	Online Class	None	No	No	Not Activated	Activate	None

How to Access Post-Training Assessment

Action	Visual
Click on Learning and View Your Transcript .	
Then, click on View Post-Work .	
Scroll down on the next screen until you see the Post-Work section and click Activate next to the assessment name (type will be Test).	
Finally, click Launch Test to begin the assessment.	
Upon completion of the assessment, you will submit your answers and you may review the questions missed. If you did not pass the assessment, you will have two attempts remaining and can access the assessment the same as above for a retake.	

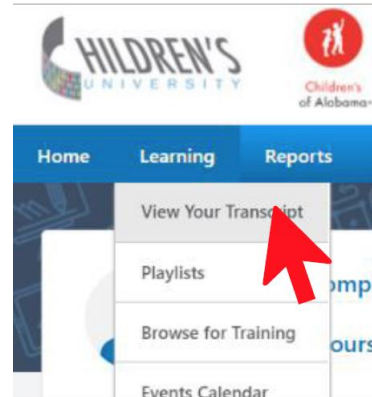
How to Access Training Evaluation & Post-Work

Once you have successfully completed your live Epic Training and Proficiency Assessment, you can evaluate your session and access any additional **Post-Work** (elearning modules) associated with the session. Follow the instructions below to access your Epic Training Evaluation and Post-Work:

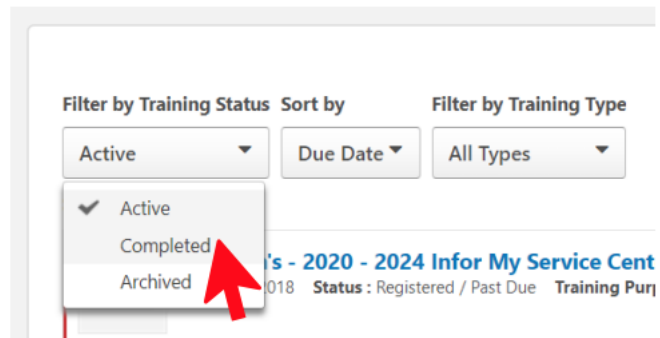
Action

Visual

Click on **Learning** and **View Your Transcript**.

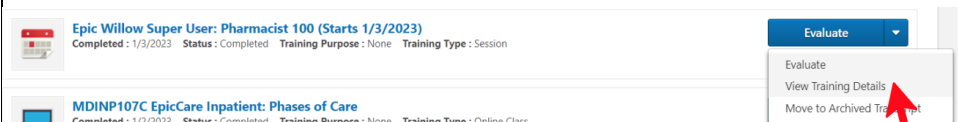


At the top of your Transcript, click the drop down arrow next to **Active**, click on **Completed**.



Scroll down until you see the Training course that you completed.

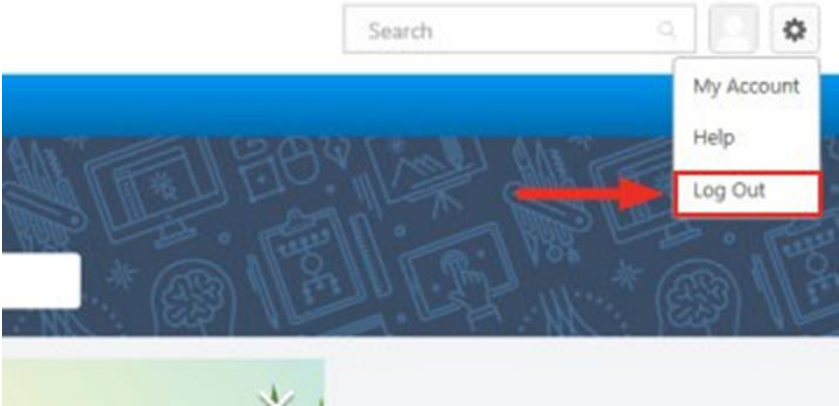
- To complete the evaluation, click **Evaluate**
- TO access your **Post-Work**, click the drop-down arrow to the right of the class title and select **View Training Details**.



On the next screen, scroll down until you find the **Post-Work** Section Click **Activate** or **Launch** next to any module you wish to complete

Post-Work							
TITLE (CLICK ON ⓘ TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	REQUIRED	EXEMPT	STATUS	OPTION	DETAILS
ⓘ Epic Willow: Pharmacist 100 Assessment	Test	None	Yes	No	Completed	Review	Details
ⓘ RX003 Complete Common Pharmacy Tasks	Online Class	None	No	No	Completed	Launch	Details
ⓘ INP062 Administering Medications on the Web MAR	Online Class	None	No	No	Not Activated	Activate	Details
ⓘ INP162 Advanced Medication Administration on the Web MAR	Online Class	None	No	No	Not Activated	Activate	Details
ⓘ INP160 Documenting IV Fluids and Medication Drips	Online Class	None	No	No	Not Activated	Activate	Details

Navigating The Home Screen: Logging Off

Action	Visual
<p>Logging Out</p> <p>To log out, click the “Gear” icon at the top right of the screen and select Log Out.</p>	 A screenshot of a web application's home screen. At the top right, there is a search bar and two icons: a user profile and a gear (settings). A dropdown menu is open from the gear icon, showing three options: 'My Account', 'Help', and 'Log Out'. The 'Log Out' option is highlighted with a red rectangular box, and a red arrow points to it from the left. The background of the page features a blue header and a dark blue patterned area with various educational icons like a laptop, calendar, and lightbulb.

System Requirements

Computer	Display Resolution	Display Color	Network & Connectivity
Minimum 1 GB of RAM, 1 GHz Processor. Soundcard required only for courses delivered in audio.	A resolution of 1024x768 or higher is recommended.	Minimum color quality requirement is 16 bit. Optimal color quality is 32 bit.	Minimum 128 kbps. 256 kbps or higher is recommended.

Browser Requirements

Browser	Information
Browser Versions Supported	<ul style="list-style-type: none"> • Microsoft Edge for Windows 10 (Microsoft Edge Chromium) • Apple Safari 10 and greater • Latest Mozilla Firefox • Latest Google Chrome
Browser Compatibility Settings and Security Requirements	<p>Children's University does NOT require any specific compatibility settings aside from:</p> <ul style="list-style-type: none"> • Support for Transport Layer Security (TLS 1.1 or 1.2) (Must support 256 or 128 bit TLS encryption). • Cookies and JavaScript are required to be enabled. • Pop-up blocker must be disabled for Children's University