



Welcome to the Office Practicum eLearning Center! This guide will help you navigate throughout the system, easily access your eLearning, and track your progress.

Absorb Minimum System Requirements

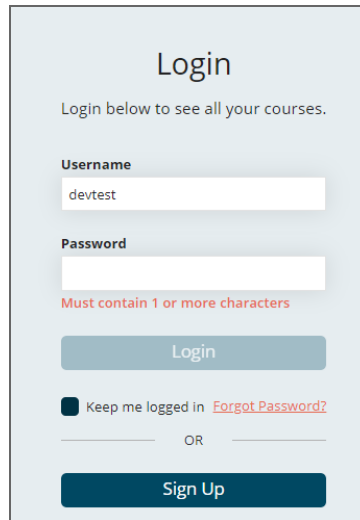


To ensure access to your Absorb elearning, please be sure your system meets the minimum requirements:


- **Java Version 8 or higher**
 - To check what version of Java is installed, please click [here](#).
- **Internet Browsers**
 - Chrome
 - Firefox
 - Internet Explorer 11
 - Edge
 - Safari (Mac Only)
- **Supported and Recommended Devices**
 - Laptop or Desktop compatible with a keyboard and mouse
 - Headset to listen to audio
- **NOTE:** Flash will be no longer supported after Dec 31 2020:
 - [Uninstall Flash on Your Browser](#)

Getting Started with your eLearning

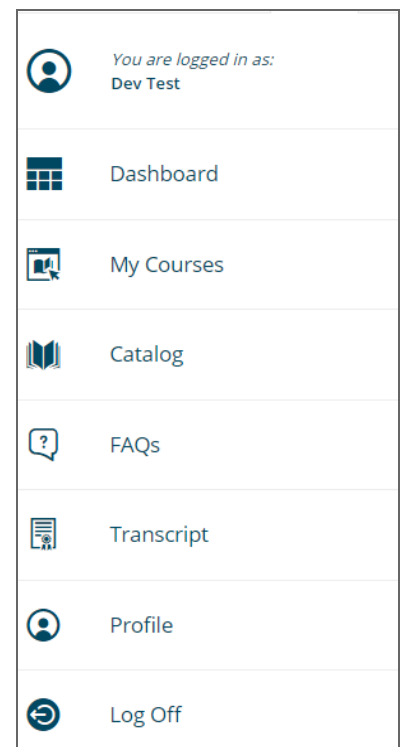
Login to <https://connexin.myabsorb.com> with the provided username and password. If you forgot your password, click the **Forgot Password** link, and follow the directions to have a temporary password sent to the email address you provided OP.



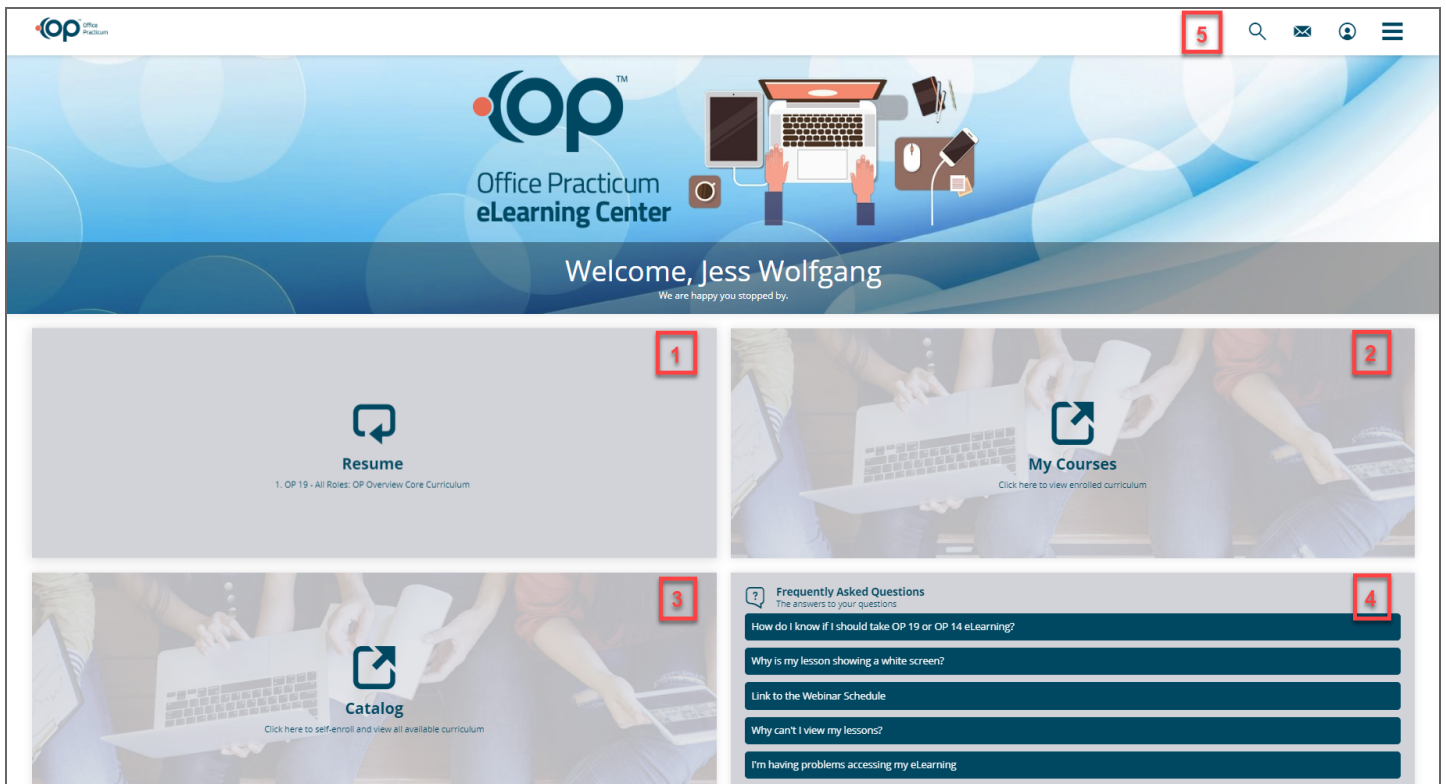
The login form is titled "Login" and includes the instruction "Login below to see all your courses." It features two input fields: "Username" with the value "devtest" and "Password" which is empty. Below the password field is a red error message: "Must contain 1 or more characters". There are two buttons: a light blue "Login" button and a dark blue "Sign Up" button. A checkbox labeled "Keep me logged in" is checked, and a link "Forgot Password?" is provided next to it. An "OR" separator is located between the "Login" and "Sign Up" buttons.

The **Main Menu** button  is displayed on the top-right of the Office Practicum eLearning Center. Click this button to open the **Main Menu** and:

- **Dashboard:** Return to the Dashboard.
- **My Courses:** View and open your assigned eLearning and all the courses you enrolled in.
- **Catalog:** Browse available courses that you can self-enroll in.
- **FAQs:** Answers to your frequently asked questions.
- **Transcript:** View or print a list of all courses you are enrolled in, and their completion status.
- **Profile:** Change your password.
- **Log Off:** Log out of the LMS.





The Main Menu dropdown menu shows the user is logged in as "Dev Test". It lists the following options with corresponding icons: Dashboard (grid icon), My Courses (book icon), Catalog (book icon), FAQs (question mark icon), Transcript (document icon), Profile (person icon), and Log Off (logout icon).

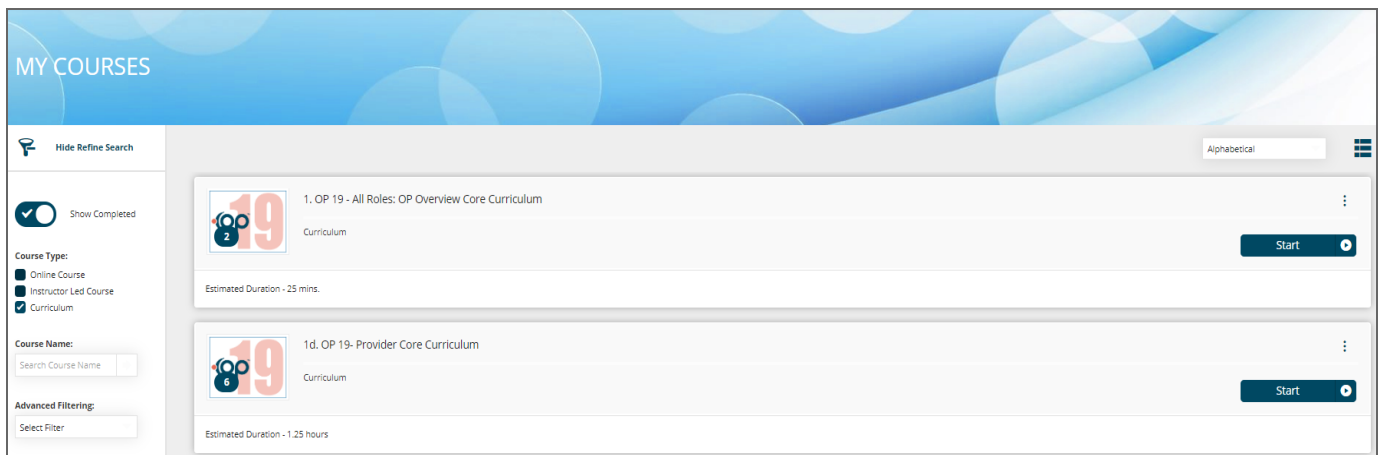


1. If you have logged in and started a course, click here to access the course from where you left off.
2. Click here to view a list of all the courses that you have been assigned. This is the place where you will access all eLearning to complete and review.
3. Browse all available courses that you can self-enroll in.
4. View questions and answers to common questions.
5. Type a search term to see any search results.

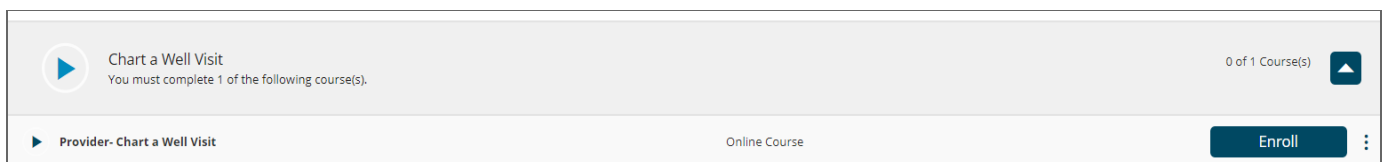
Navigate Your Courses

To access your courses, you can either:

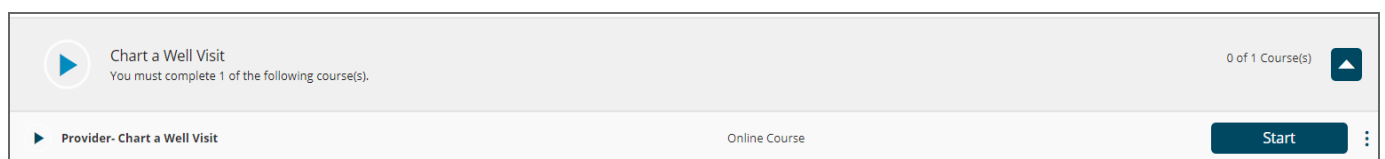
- Click the **Resume**  on your Dashboard to continue where you left off, or
 - Click the **My Courses**  button on your homepage to view all the courses you are enrolled in.
1. You will see a list of courses that you have been enrolled in according to your role in the office. Click the **Start** button to open the course. *In this example, we will click the **Start** button for the **Provider Core Curriculum**.*



2. Click the **Enroll** button next to each course, the first time you open the course. *In this example, we will click the **Enroll** button for the **Chart a Well Visit** course.*



3. Click the **Start** button to view the course lessons. *In this example, we will click the **Start** button for the **Chart a Well Visit** course.*


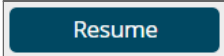
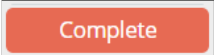


4. Click the **Start** button next to each lesson to play it.

The screenshot shows a 'Course Content' page with a title bar and a hamburger menu icon. Below the title bar, there is a section titled 'Chart a Well Visit' with a sub-header '3 Lesson(s)'. The content area lists three lessons, each with a play button icon, the lesson title, and a 'Start' button. Below each lesson title, the status is shown as 'Status: Not Started'.

Lesson Title	Status
Start the Visit	Not Started
Review Clinical Documentation	Not Started
Provider Documentation	Not Started

The different buttons indicate course progress.

- The **Start** button  indicates that you have not started the course yet.
- The **Resume** button  indicates that the course is in progress. Click the button to resume the course where you left off.
- The **Complete** button  indicates that you completed the course.


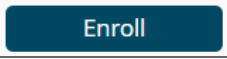
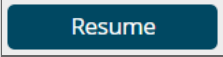
*****NOTE:** It is recommended that learners run the eLearning in Full Screen mode for best viewing.

As you complete the courses, the progress bar will increase with each completion. At any time you can navigate back to the course page by clicking the **Main Menu** and selecting **My Courses**. You can also navigate back to the curriculum from the course page, by clicking the **Curriculum** button.

The screenshot shows a progress bar at the bottom of the page. On the left, there is a back arrow icon and the text 'This course is part of the curriculum: 1d. OP 19- Provider Core Curriculum'. On the right, it shows '0 / 4 Courses'.

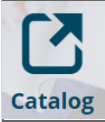

Search for Available Courses from the Main Menu

You can search for available courses from the main menu.

1. Click the **Search** button  to type a search term in the **Search** field and click the **Enter** key. *Any search results are displayed.*
2. Click the **Enroll** button  next to the course you want to enroll in, or click on the **Resume** button  to continue a course.


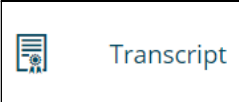
Self-Enroll in Available Courses from the Catalog

You can self-enroll in additional courses available to you.


1. Click the **Catalog** tile  on your homepage. *The catalog displays all the courses that are available to you, and the courses you are already enrolled in.*
2. Click the **Enroll** button  next to the course you want to self-enroll in.

View Badges & Competencies in Transcript

You will receive a badge for each course and curriculum that you complete. Each badge is linked to a competency which represents that you have completed the material in that course and curriculum.

1. Click the **Main Menu** button  on your homepage.
2. Click **Transcript** .
3. The badges and competencies will show at the top of the window.

Badges



Competencies

Competency Title ▾	Level ▸	Earned Date ▸
OP Overview- Beginner 1: OP Overview	Level 1	February 4, 2020