



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:

• Internet Browsers

- Chrome
- Firefox
- Edge
- Safari (Mac Only)
- Supported and Recommended Devices
 - Laptop or Desktop compatible with a keyboard and mouse
 - Headset to listen to audio

Getting Started with your eLearning

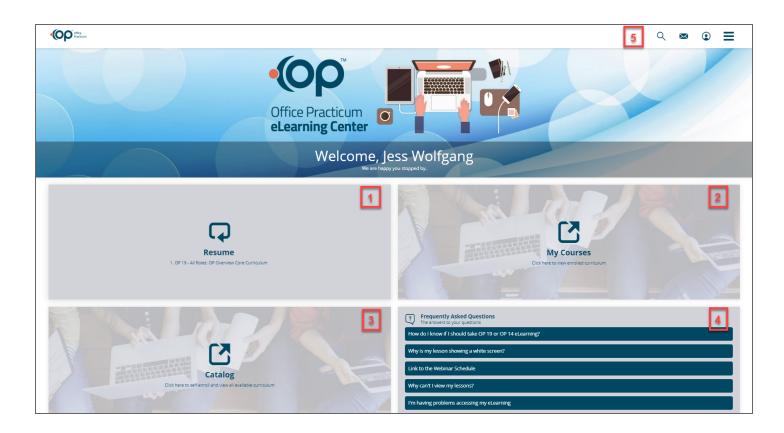
Login to <u>https://connexin.myabsorb.com</u> with the provided username and password. If you forgot your password, click the **Forgot Password** link, and follow the directions to have a temporary password sent to the email address you provided OP.

devtest Password Must contain 1 or more characters Login Keep me logged in Forgot Password? OR	Login
devtest Password Must contain 1 or more characters Login Keep me logged in Forgot Password? OR	Login below to see all your courses.
Password Must contain 1 or more characters Login Keep me logged in Forgot Password? OR	Username
Must contain 1 or more characters Login Keep me logged in <u>Forgot Password7</u> OR	devtest
Login Keep me logged in Forgot Password? OR	Password
Keep me logged in <u>Forgot Password?</u>	Must contain 1 or more characters
OR	Login
	Keep me logged in Forgot Password?
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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.

٢	You are logged in as: Dev Test
	Dashboard
	My Courses
	Catalog
?	FAQs
	Transcript
٢	Profile
9	Log Off



- 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** button 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.
- 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.

MY COURSES		
Hide Refine Search		Alphabetical
Show Completed Course Type: Online Course	1. OP 19 - All Roles: OP Overview Core Curriculum Curriculum	: Start O
Instructor Led Course Curriculum	Estimated Duration - 25 mins.	
Course Name: Search Course Name	1d. OP 19- Provider Core Curriculum Curriculum	: Start O
Advanced Filtering: Select Filter	Estimated Duration - 1.25 hours	Start

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 start the course. *In this example, we will click the* **Start** *button for the* **Chart a** *Well Visit course.*



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
 Complete
 indicates that you completed the course.

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

4. While in a lesson, the **Course Player** allows you to:

2	•	Office Practicu	IN Progress 25%
4			 Prescribing Lessons 12 Write a Prescription from 12 Write a Prescription for a Liquid Medication 14 Refill a Prescription 14
			Prescribing Assessment Prescribing Setup Assessment
Write a F	Prescription for a Lic	quid Medication	
a Names, bolienese, p	(B) Office In-Scoperight & 2019 Converte Software, Inc. On Office In-Scoperight & 2019 Converte Software, Inc. On the Convertex Software Inc. Inc. Convertex Software, Inc. Disc., and events are created by the company for software Inc., and results and provide the Software, Inc.	stflows. Kt. or actual persons, Uving or dead, is parely coincidental.	

- a. **Play** the current lesson.
- b. Easily navigate through the rest of the lessons in that course by clicking the **Next** or **Previous** buttons or the **lesson name**.
- c. See your Course Progress.
- d. View the Course Details by clicking the **Overview** or **Lesson Details** tab to expand.

i. **Overview** tab:

Provider- Prescribing			×
39		I◀ Next: Refill a	►I.
Overview Lesson Details		In Progress	25%
Provider- Prescribing In Progress • 25%		Prescribing Lessons	1/3
Estimated Duration - 18 mins.		S Write a Prescription	ı from
2 Part of Curriculum		Write a Prescriptio Liquid Medication	n for a
1e. OP 20 - Provider Core Curriculum		Refill a Prescription	
Outcomes Provider- Apprentice: V		Prescribing Assessm	ent
Provider- Apprentice: V Level 1		Prescribing Setup A	ssessment
	Collapse Details 🛛 💝		

- 1. Course Name, Progress, and Estimated Duration
- 2. Click the Curricula to see which other curricula this course is a part of.
- 3. Outcomes: The competency/badge you will receive when completing this course.
- ii. Lesson Details tab:

	Provider- Prescribing			×
	2		Mext: Refill a	►I.
	Overview Lesson Details		In Progress	25%
	Prescribing Lessons			
	Write a Prescription from Medication Favorites		Prescribing Lessons	1/3
	Remaining Attempts	Score	🥝 Write a Prescription from	ı
	Unlimited	0%	Write a Prescription for Liquid Medication	a
ļ			Refill a Prescription	
	Remaining Attempts Unlimited	Score 0%		
	Refill a Prescription		Prescribing Assessment	
	Remaining Attempts 0	Score 0%	Prescribing Setup Assess	ment
	Prescribing Assessment			
	Prescribing Setup Assessment	3		
	Remaining Attempts 0	Score 0%		
		Collapse Details 😵		
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- 1. The **Course Name** with a list of lessons underneath.
- 2. The lesson you are currently in will be identified with a mouse click image.

- 3. The **score** for any assessments in the course will be shown here.
- iii. Click the orange **Collapse Details** button to return to the lesson.
- 5. Click the lessons in the course to navigate between them. As you complete each lesson, the progress bar will increase.
- 6. When you have finished all of the lessons in the course, or if you want to return to the list of courses in your curricula at any time, click the **X** to return to the Curricula page and start a new course.

On the Curricula page, 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.

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 Enroll next to the course you want to enroll in, or click on the Resume button Resume 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 **Catalog** 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

Enroll

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 **I** on your homepage.



3. The badges and competencies will show at the top of the window.

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Badges					
Beginner 1					
Competenc	ies				
Competency Titl	e 🔺			Level 🕨	Earned Date 🕨
OP Overview- Beg	ginner 1: OP Overview			Level 1	February 4, 2020