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

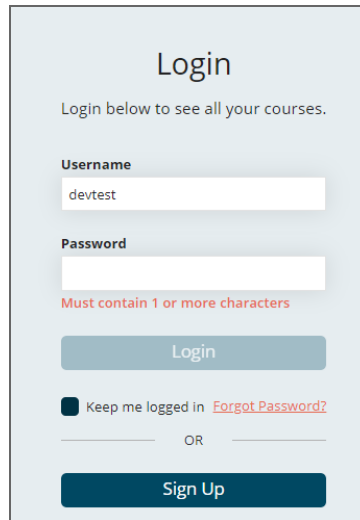## Absorb Minimum System Requirements

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
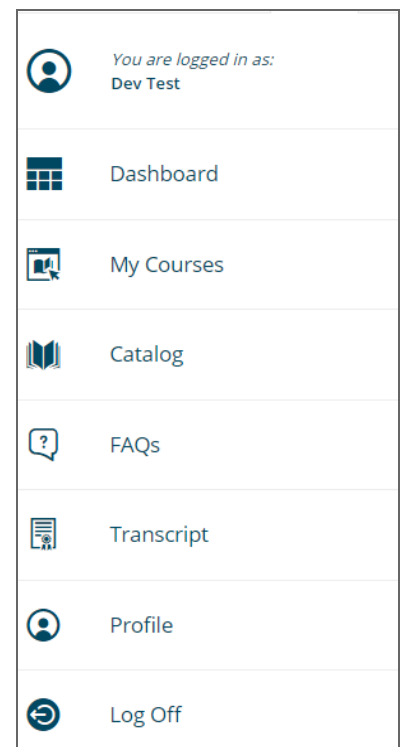
Getting Started with your eLearning

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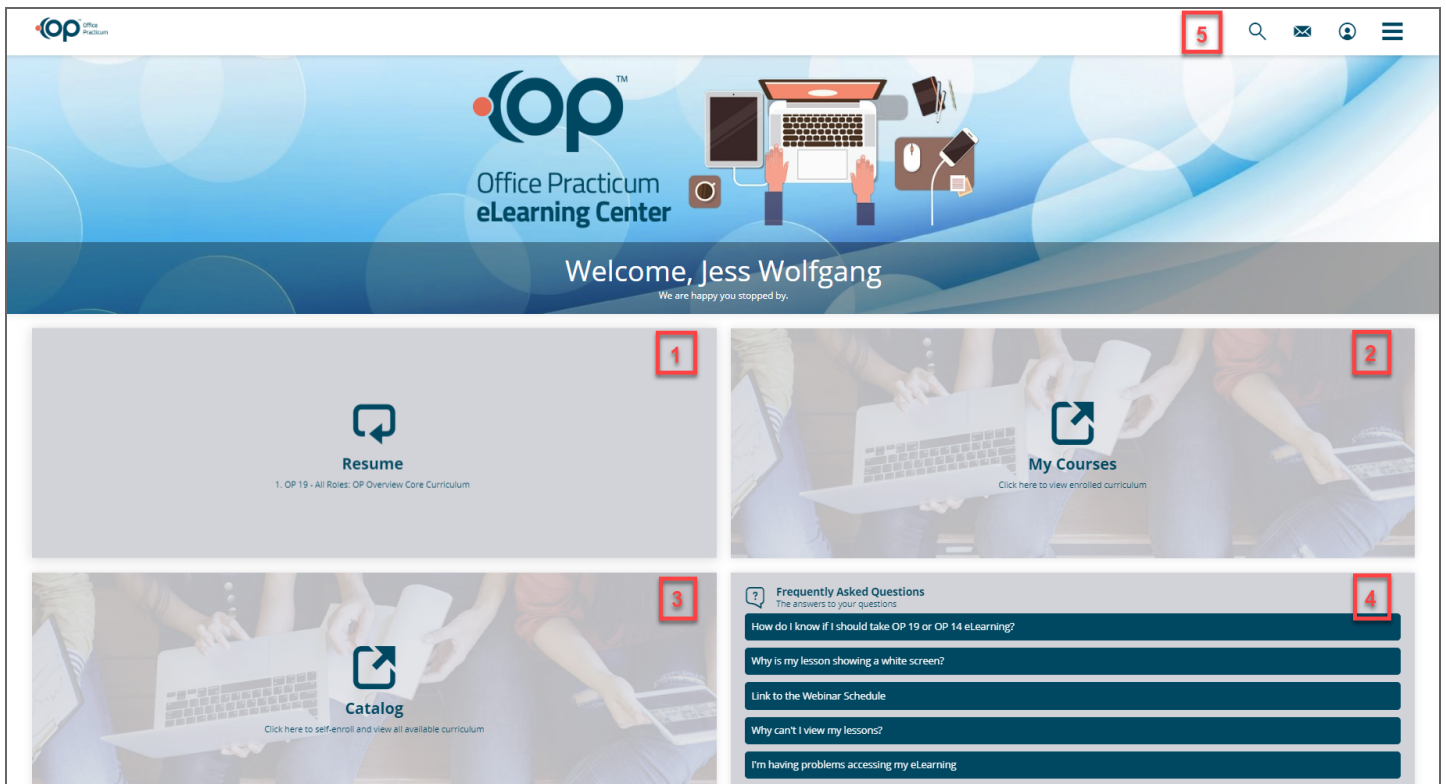
The **Main Menu** button is displayed on the top-right of the Office Practicum eLearning Center. Click this button to open the **Main Menu** and:

- **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.

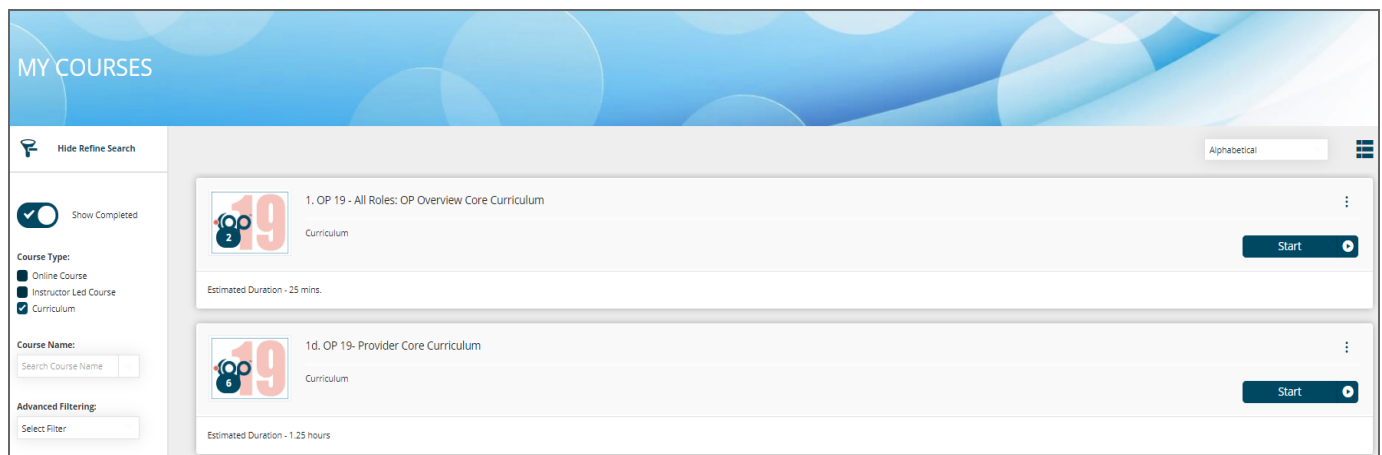1. If you have logged in and started a course, click here to access the course from where you left off.
2. Click here to view a list of all the courses that you have been assigned. This is the place where you will access all eLearning to complete and review.
3. Browse all available courses that you can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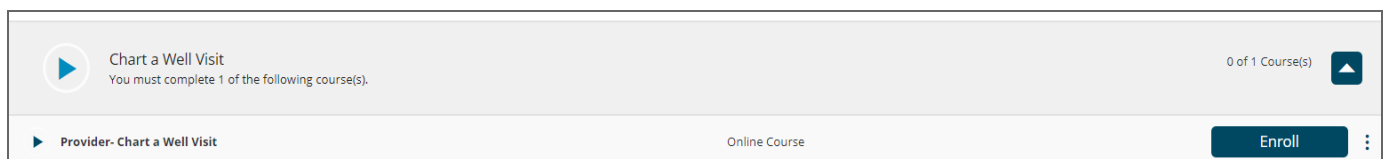5. Type a search term to see any search results.

Navigate Your Courses
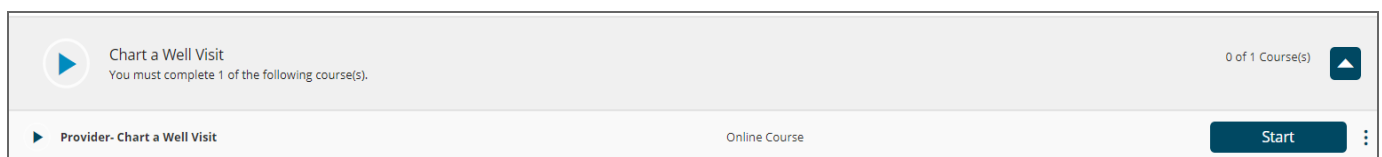
To access your courses, you can either:

- Click the **Resume** button [Resume] on your Dashboard to continue where you left off, or

- Click the **My Courses** [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**.*
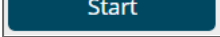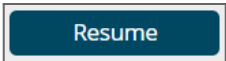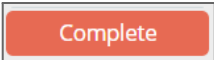

2. Click the **Enroll** button next to each course, the first time you open the course. *In this example, we will click the **Enroll** button for the **Chart a Well Visit** course.*

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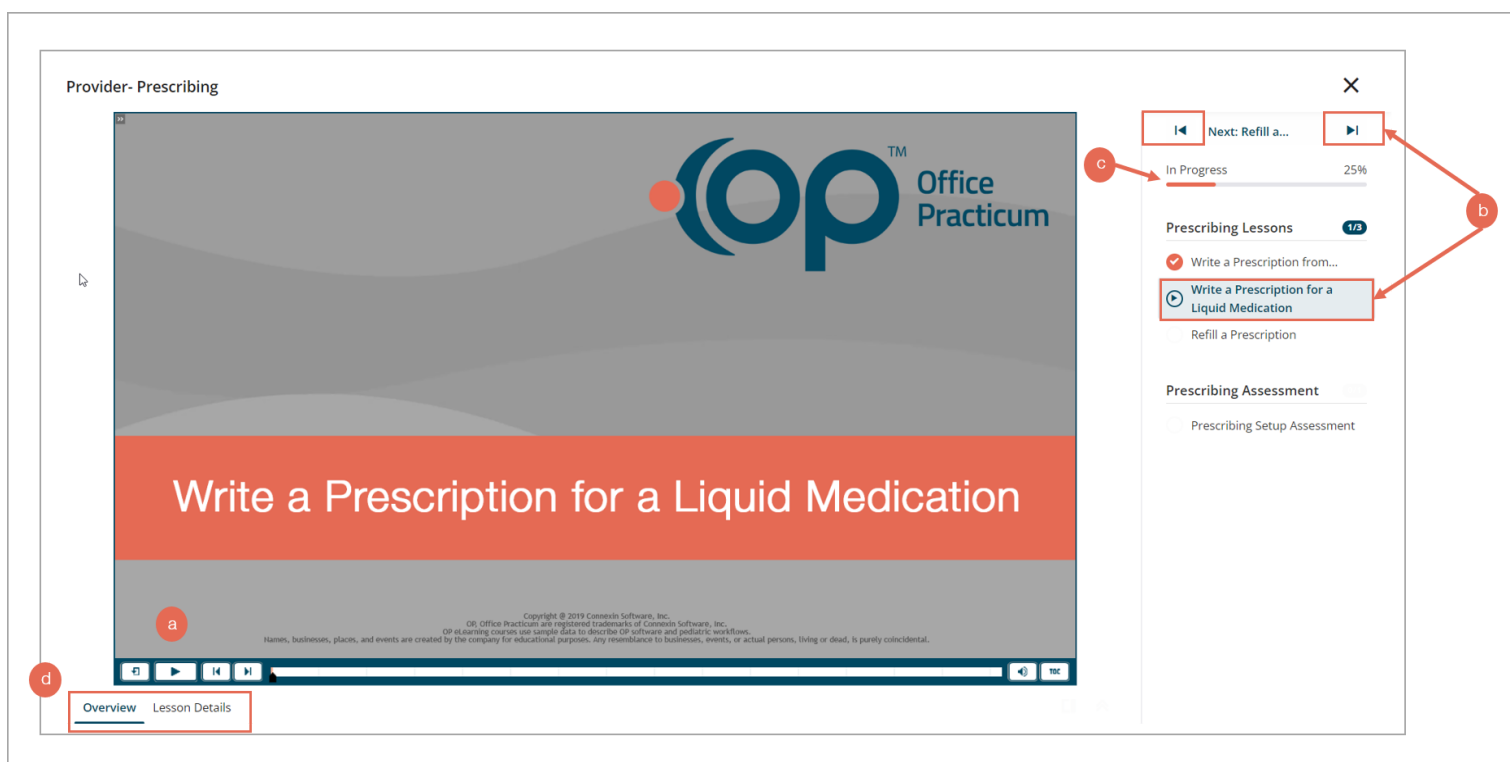

The different buttons indicate course progress.

- The **Start** button [Start] indicates that you have not started the course yet.
- The **Resume** button [Resume] 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:

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:

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.
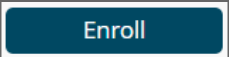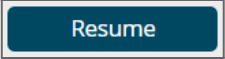
ii. **Lesson Details** tab:

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.
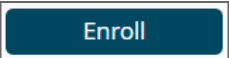
Search for Available Courses from the Main Menu

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.

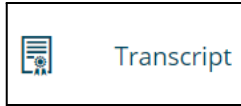# Self-Enroll in Available Courses from the Catalog

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 [≡] 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