

CHEX Learner Guide

CREATED EXCLUSIVELY FOR CHEX ELEARNING CLIENTS

CHEX eLearning by Corridor

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Table of Contents

Welcome to CHEX eLearning!	3
Logging into CHEX Learning	5
Homepage	7
Transcript	13
Browse Training	15
Taking a Course Review and Test from <i>Browse Training</i>	17
Important Message about Modules	33
Compliance Paths	35
Printing Completion Certificates	51
Technical Specifications and Pop-Up Blocker Assistance	55

Welcome to CHEX eLearning!

Welcome to CHEX eLearning!

The Corridor Group Home Care & Hospice eLearning Exchange (CHEX eLearning) offers web-based modules to meet your training and orientation needs.

Since 1989, The Corridor Group (Corridor) has been a leading provider of consulting services and education resources for the home care and hospice industries. In 2003, Corridor developed and implemented the CHEX eLearning training and orientation product. It is the first of its kind specifically designed for and marketed to the home health and hospice industries. CHEX eLearning is a web-based training and orientation program that has provided a technologically superior and innovative approach to ensuring compliance to mandates from the federal government and national accrediting bodies.

This guide was designed exclusively for CHEX eLearning clients and contains detailed information on how to navigate through the system. Corridor staff have created the *CHEX Learner Guide* for the benefit of CHEX eLearning clients that hold the *learner* role within CHEX. This guide will educate those employees on how to:

- Log into the system
- Navigate the learner homepage
- Take a course review and test
- Completing a survey
- Important message about ej4 courses
- Important message about *Hiring Stars with Great Attitudes* and *Feed the 485* series
- Accessing modules from *Browse Training*
- Print completion certificates
- CHEX Technical Specifications and Pop-Up Blocker Assistance

Please read this guide in its entirety. If there are any questions about the material presented in this guide, please reach out to your agency's CHEX Manager.

Logging into CHEX eLearning

To log into the CHEX system, enter <http://tcgchex.elogiclearning.com> into your web browser's address bar. The *Password* is case-sensitive.



Best Practice:

Take Note!

If using Internet Explorer as your browser, you may have to go to *Tools->Compatibility View*, and then click the *Add* button next to *elogiclearning* to add it to your list of websites for the *Compatibility View*.

Homepage

1. **Homepage** – This is the learner’s landing page upon successfully logging into the system. It provides access to registrations and notifications. Clicking on this link will return you to the homepage from any other page in the system.
 - A. **My Registrations** – This tab grants the learner access to the courses s/he has been enrolled in either through his/her own actions or by the manager. If the learner has no registrations, this section will be blank.
 - B. **My Notifications** – Clicking on this link will take the learner to a list of the notifications the system has generated for his/her account. Unread notifications will be marked in bold text. If there are no notifications, this section will be blank.
 - C. **More Details** – Depending upon the curricula type, this link may do one of two things:
 - On compliance paths, this link will grant the learner access to the modules within a compliance path.
 - On modules, this link will pull up descriptions and links to launch the course review and test.
 - D. **Mandatory** – Items marked with the red *M* are required training. These items must be completed and cannot be dropped.
 - E. **Open** – Depending upon the curricula type, this link may do one of two things:
 - On compliance paths, this link will grant the learner access to the modules within the compliance path.
 - On modules, this link will pull up descriptions and links to launch the course review and test.
 - F. **Expand** – A learner should click this link to launch either the course review or test.
 - G. **Drop** – This link gives the learner the ability to drop the module registration.



The *My Registrations* tab displays all of the modules and compliance paths that you currently are registered for or in progress of completing. Items will not be removed from your My Registrations until they have been passed or you are withdrawn.

Transcript

Example Learner
Logout

Example's Transcript

NOTE: The **Transcript** column labeled **Hours** is displaying the total minutes for each module. To accurately calculate your hours of completed learning, add together the total minutes from the HOURS column. The resulting number is the total minutes of all education you have completed. To determine total hours, divide this number by 60. The estimated time of each module is also displayed on your completion certificates.

Display: All

Curriculum Name	Completed Date	Type	Rating	Score	Status	Hours	Details	Action
CHEX Learner Guide	10/27/2016	Library			Complete	0.00		
▲ Domestic Violence, Abuse, and Neglect	10/26/2016	Module			Complete	60.00		
▲ Back Safety, Ergonomics, and WMSDs	10/26/2016	Module			Complete	30.00		
▲ Active Listening	10/26/2016	Module			Complete	9.00		

Page Size: 10

4 items in 1 pages

1. **Transcript** – This link allows learners to view completions, notes, launch completion certificates, and print/export activity.
 - A. **Training** – This link allows learners to view completion activity.
 - B. **Certifications** – This link displays any external certifications that have been earned.
 - C. **CEU Credits** – This link allows learners to quickly review earned CE credits.
 - D. **Certificate** – This link allows a learner to print completion certificates. Completion certificates are available once the course has been successfully completed.

Browse Training

The screenshot shows the 'Browse Training' page for 'Example Learner'. The page features a navigation menu on the left with 'Browse Training' highlighted. The main content area is titled 'Example's Browse Training' and includes a search bar. Below the search bar, there are two columns of training categories, each with an icon and a count:

Category	Count
Business Basics	386
Clinical Development	83
Compliance and Regulatory	83
Customer Service	62
Human Resources	37
Safety	92
Social Responsibility/Advocacy	73
CHEX Training Materials	2
Communication Skills	56
Continuing Education	50
Home Health and Hospice Aides	44
Management and Leadership Skills	229
Sales	63
Volunteers	21

1. **Browse Training** – This link allows learners to view a list of all module categories. Once a category is selected, the system will return all active modules that are associated with the selected search category.

Taking a Course Review and Test from *Browse Training*

Learners are required to complete the course review and pass the test with a score of 80% or higher. If a learner attempts to skip the course review and moves straight to the test, the learner won't receive credit for the course review and the overall course will remain *In Progress*. Learners must review each page of the course review to receive credit. Each course review contains either a *Thank You* or *Conclusion* page. When a learner lands on this page, s/he can then click the *Exit* button and the system will register that the course review has been viewed in its entirety.

Step 1: Click on the link for *Browse Training*. All active search categories will be displayed.

Step 2: Click on the category you want to search on. That categories will display. The system will return all active courses within the selected category.

The screenshot shows the 'Example's Browse Training' page. The left sidebar contains a 'Menu' with options: 'Homepage', 'Transcript', and 'Browse Training' (highlighted with a yellow circle containing the number 1). The main content area is titled 'Example's Browse Training' and features a search bar with a dropdown menu set to 'All' and a search icon. Below the search bar is a grid of course categories, each with an icon and a count:

- Business Basics (386)
- Clinical Development (83)
- Compliance and Regulatory (83)
- Customer Service (62)
- Human Resources (37)
- Safety (92) (highlighted with a yellow circle containing the number 2)
- Social Responsibility/Advocacy (73)
- CHEX Training Materials (2)
- Communication Skills (56)
- Continuing Education (50)
- Home Health and Hospice Aides (44)
- Management and Leadership Skills (229)
- Sales (63)
- Volunteers (21)

Step 3: Select the course you wish to take by clicking on the *Register* button.

The screenshot displays the CHEX eLearning interface. On the left is a navigation menu with options: Menu, Homepage, Transcript, and Browse Training. The main header shows the CHEX eLearning logo and the user 'Example Learner' with a 'Logout' button. Below the header is a search bar with a dropdown menu set to 'Safety' and a search button. The search results are for 'Safety' and are sorted by 'Name' in 'Ascending' order. Three results are shown:

- Back Safety, Ergonomics, and WMSDs LP296** (Module): The course and test must both be completed in order to be marked complete on this module. Register button with a yellow circle containing the number 3.
- Bad Weather Driving Basics LP299** (Module): The course must be completed and the test passed with a score of 80% or greater for successful completion of the module. Register button.
- Bloodborne Pathogens for Home Care LP380** (Module): This course and test must be completed in order to be marked complete on this module. Register button.

Step 4: Click the *Register* button highlighted below.

The screenshot displays the user interface of the CHEX eLearning system. On the left is a navigation menu with options: Menu, Homepage, Transcript, and Browse Training. The main header area includes the CHEX logo, the user name 'Example Learner', and a 'Logout' button. Below the header, the page title is 'Example's Curriculum Details' with a search bar containing 'All' and 'Search Training'. The main content area features a course card for 'Back Safety, Ergonomics, and WMSDs' with a '4' badge and 'Register' and 'Back' buttons. The course details are as follows:

Module Information
Curriculum Number: LP296
Hours: 30.00
Manager: Online Course | Manager Email: blank@blank.com

Training Included

- Course**
Back Safety, Ergonomics, and WMSDs (Course)
Courses
This course discusses back safety, causes, signs and symptoms, and preventative measures of common work related musculoskeletal disorders (WMSDs).
[More Details](#)
- Test**
Back Safety, Ergonomics, and WMSDs (Test)
Courses
This test requires an 85% or greater passing score for successful completion of the test.
[More Details](#)

Step 5: A message will appear at the top of the screen that states “You have successfully registered for:” and the module name will be displayed. Click the *Homepage* link.

The screenshot displays the CHEx eLearning interface. On the left is a navigation menu with 'Homepage' highlighted with a yellow circle containing the number '5'. The main content area shows 'Example's Curriculum Details' with a search bar and a message: 'You have successfully registered for:'. Below this is a module card for 'Back Safety, Ergonomics, and WMSDs' with a 'Back' button and 'In Process' status. The 'Module Information' section lists Curriculum Number: LP296, Hours: 30.00, and Manager: Online Course | Manager Email: blank@blank.com. The 'Training Included' section lists two items: 'Back Safety, Ergonomics, and WMSDs (Course)' and 'Back Safety, Ergonomics, and WMSDs (Test)', each with a 'Launch' button and a 'More Details' link.

Step 6: Once on the *Homepage*, click the module's *Expand* button.

The screenshot displays the CHEx eLearning by Corridor learner interface. The top navigation bar includes a 'Menu' button, the CHEx logo, and the user's name 'Example Learner' with a 'Logout' link. The main content area is titled 'Example's Homepage' and features a search bar. The 'My Registrations' section is active, showing a list of training modules. A yellow circle with the number '6' highlights the 'Expand' button (a downward-pointing arrow) next to the 'Back Safety, Ergonomics, and WMSDs' module. The list includes:

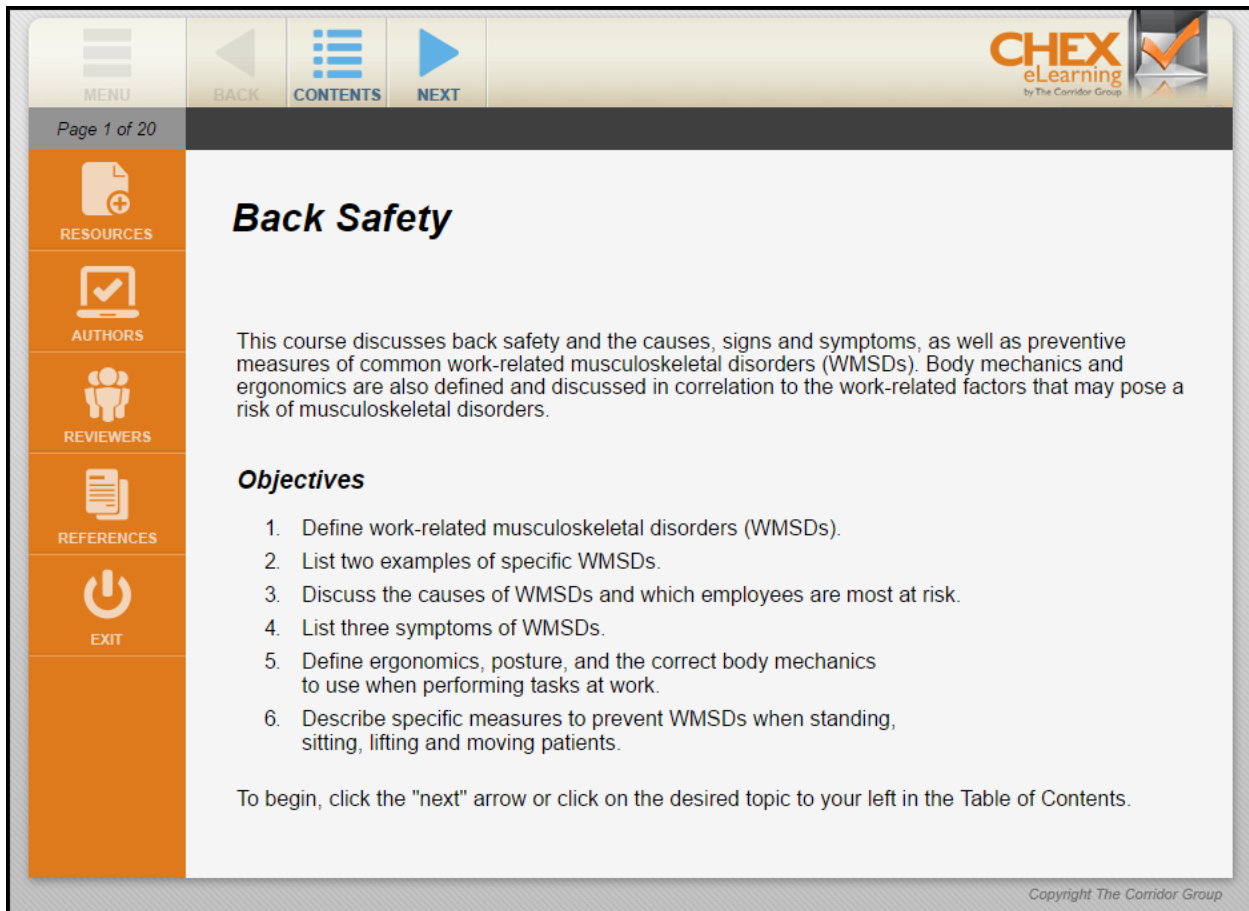
- CAMCO - Annual Mandatory Training** (CAMCOCP1) - Compliance Path, Registered: 09/13/2016, Period: 1/1/2016 to 1/15/2017. Description: This compliance path contains your annual mandatory training. Completion is expected by the end of the year.
- Workplace Violence** (LP287) - Module, Registered: 10/25/2016. Description: The course and the test must be completed in order to be marked complete on this module.
- Back Safety, Ergonomics, and WMSDs** (LP296) - Module, Registered: 10/25/2016. Description: The course and test must both be completed in order to be marked complete on this module.

Step 7: The module will expand. Click the *Launch* button for the course review.

The screenshot shows the CHEx eLearning by Corridor learner interface. On the left is a navigation menu with options: Menu, Homepage, Transcript, and Browse Training. The main header area includes the CHEx logo, the user name 'Example Learner', and a 'Logout' button. Below the header is a search bar and tabs for 'My Registrations' and 'My Notifications'. The 'My Registrations' tab is active, displaying a list of courses with filters for 'Prerequisite(s)' and 'Mandatory'. Three courses are listed: 'CAMCO - Annual Mandatory Training' (Compliance Path), 'Workplace Violence' (Module), and 'Back Safety, Ergonomics, and WMSDs' (Module). The 'Back Safety, Ergonomics, and WMSDs' module is expanded to show a table of related courses.

Curriculum Name	Type	Registered Date	Event Date	Action	Notes	Status
Back Safety, Ergonomics, and WMSDs (Course)	Courses	10/25/2016	-	Launch 7		Not Started
Back Safety, Ergonomics, and WMSDs (Test)	Courses	10/25/2016	-	Launch		Not Started

Step 8: The course review will open in a new pop-up window. The learner may need to resize this window in order to see all information within the new screen.



Page 1 of 20

Back Safety

This course discusses back safety and the causes, signs and symptoms, as well as preventive measures of common work-related musculoskeletal disorders (WMSDs). Body mechanics and ergonomics are also defined and discussed in correlation to the work-related factors that may pose a risk of musculoskeletal disorders.

Objectives

1. Define work-related musculoskeletal disorders (WMSDs).
2. List two examples of specific WMSDs.
3. Discuss the causes of WMSDs and which employees are most at risk.
4. List three symptoms of WMSDs.
5. Define ergonomics, posture, and the correct body mechanics to use when performing tasks at work.
6. Describe specific measures to prevent WMSDs when standing, sitting, lifting and moving patients.

To begin, click the "next" arrow or click on the desired topic to your left in the Table of Contents.

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Step 9: If the course review is a video, watch it in its entirety. If the course review is a slideshow, use the navigation buttons to review the material.

The screenshot shows a presentation slide titled "Back Safety". At the top, there is a navigation bar with four buttons: A (Menu), B (Back), C (Contents), and D (Next). On the left side, there is a vertical sidebar with five buttons: E (Resources), F (Authors), G (Reviewers), H (References), and I (Exit). The main content area of the slide contains the following text:

Back Safety

This course discusses back safety and the causes, signs and symptoms, as well as preventive measures of common work-related musculoskeletal disorders (WMSDs). Body mechanics and ergonomics are also defined and discussed in correlation to the work-related factors that may pose a risk of musculoskeletal disorders.

Objectives

1. Define work-related musculoskeletal disorders (WMSDs).
2. List two examples of specific WMSDs.
3. Discuss the causes of WMSDs and which employees are most at risk.
4. List three symptoms of WMSDs.
5. Define ergonomics, posture, and the correct body mechanics to use when performing tasks at work.
6. Describe specific measures to prevent WMSDs when standing, sitting, lifting and moving patients.

To begin, click the "next" arrow or click on the desired topic to your left in the Table of Contents.

Page 1 of 20

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- Menu** – This button will display the menu when it is collapsed.
- Back Arrow** – This arrow will move the presentation back one page in the slideshow.
- Contents** – This button gives the learner the ability to move forward in the presentation to a specific section by clicking that section title.
- Next Arrow** – This arrow will move the presentation forward one page in the slideshow.
- Resources** – This button will display any additional resources if they are available.
- Authors** – This button will display the author(s).
- Reviewers** – This button will display the reviewer(s).
- References** – This button will display the references.
- Exit** – This button will close the presentation.

Step 10: At the completion of the course review, click the *Exit* button. The learner will be redirected back to the *Homepage*.

Page 20 of 20 **Back Safety**

Thank you for completing the Back Safety, Ergonomics and Work-Related Musculoskeletal Disorder prevention course. In this course, you have learned that using good posture, body mechanics and principles of ergonomics can significantly reduce your risk of back and other musculoskeletal injuries and disorders.

A test score of 85% or greater will be required for completion of this course. Click the Exit button to access the test.

Thank You

EXIT 10

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Step 11: You will be redirected back to the *Homepage*. Click the module's *Expand* button.

The screenshot displays the CHEx eLearning by Corridor learner interface. On the left is a navigation menu with options: Menu, Homepage, Transcript, and Browse Training. The main content area is titled 'Example's Homepage' and includes a search bar and tabs for 'My Registrations' and 'My Notifications'. Under 'My Registrations', there are three items listed:

- CAMCO - Annual Mandatory Training** (CAMCOC1) - Compliance Path, Registered: 09/13/2016. Description: This compliance path contains your annual mandatory training. Completion is expected by the end of the year. Includes a 'More Details' link and an 'Open' button.
- Workplace Violence** (LP287) - Module, Registered: 10/25/2016. Description: The course and the test must be completed in order to be marked complete on this module. Includes a 'More Details' link and an 'Open' button.
- Back Safety, Ergonomics, and WMSDs** (LP296) - Module, Registered: 10/25/2016. Description: The course and test must both be completed in order to be marked complete on this module. Includes a 'More Details' link and an 'Open' button.

A yellow callout bubble with the number '11' points to the 'Expand' button (represented by a yellow triangle icon) on the 'Back Safety, Ergonomics, and WMSDs' module row.

Step 12: Click the *Launch* button to the right of the test.

The screenshot shows the 'My Registrations' section of the CHEX eLearning by Corridor interface. The page title is 'Example's Homepage'. The user is logged in as 'Example Learner'.

Under 'My Registrations', there are three items:

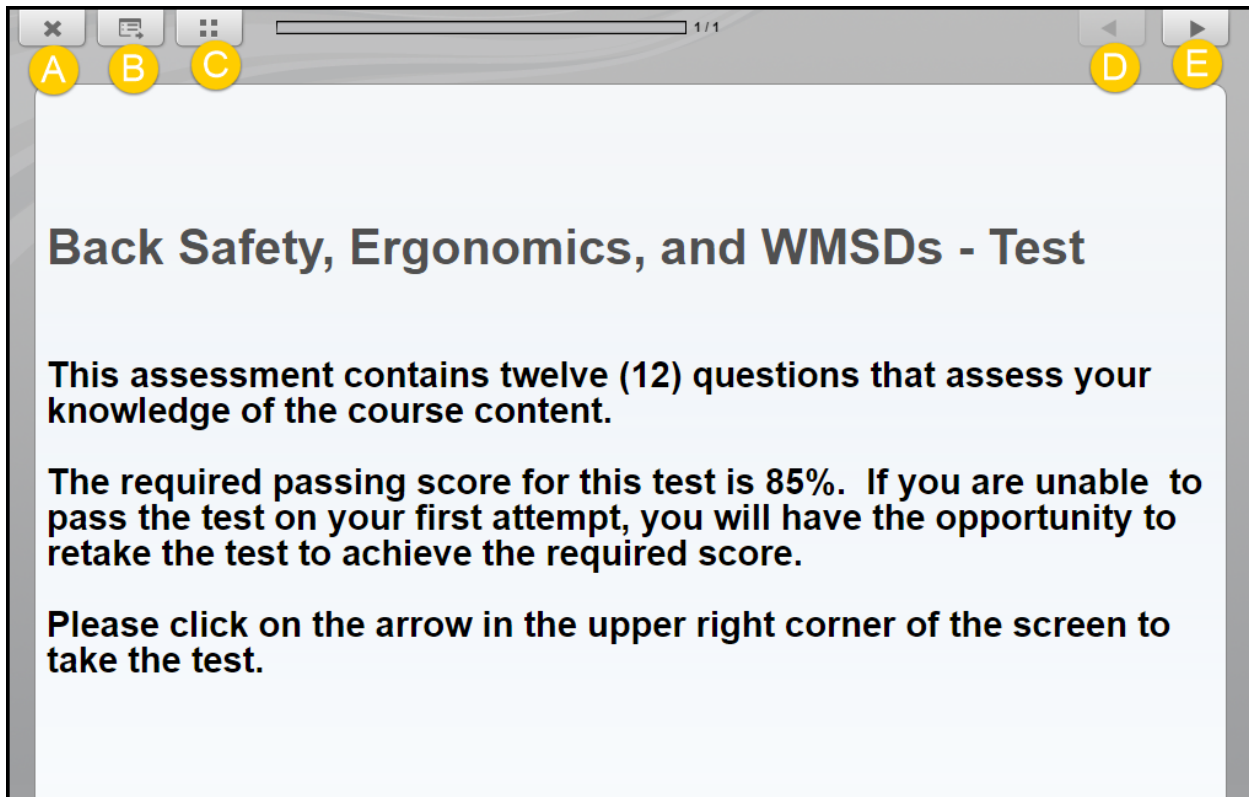
- CAMCO - Annual Mandatory Training** (CAMCOCOP1) - Compliance Path, Registered: 09/13/2016. Description: This compliance path contains your annual mandatory training. Completion is expected by the end of the year. Status: Open.
- Workplace Violence** (LP287) - Module, Registered: 10/25/2016. Description: The course and the test must be completed in order to be marked complete on this module. Status: Open.
- Back Safety, Ergonomics, and WMSDs** (LP296) - Module, Registered: 10/25/2016. Description: The course and test must both be completed in order to be marked complete on this module. Status: Open.

Below these items is a table with the following data:

Curriculum Name	Type	Registered Date	Event Date	Action	Notes	Status
Back Safety, Ergonomics, and WMSDs (Course)	Courses	10/25/2016	-	Review		Complete
Back Safety, Ergonomics, and WMSDs (Test)	Courses	10/25/2016	-	Launch		Not Started

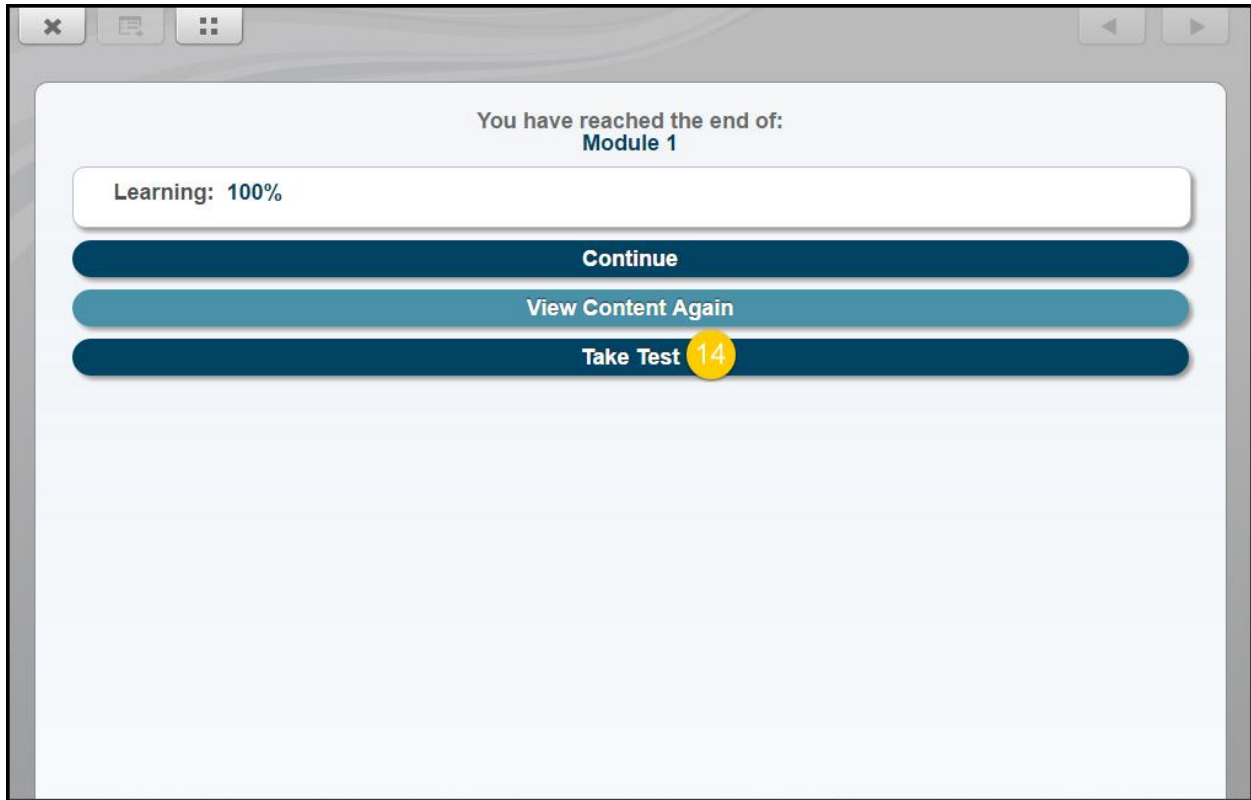
The 'Launch' button in the second row of the table is highlighted with a yellow circle containing the number 12, indicating the step to be performed.

Step 13: The first page is a description of the test. It lists how many questions there are and what the passing score. The learner should click the *Forward Arrow* when s/he is ready to begin the test.

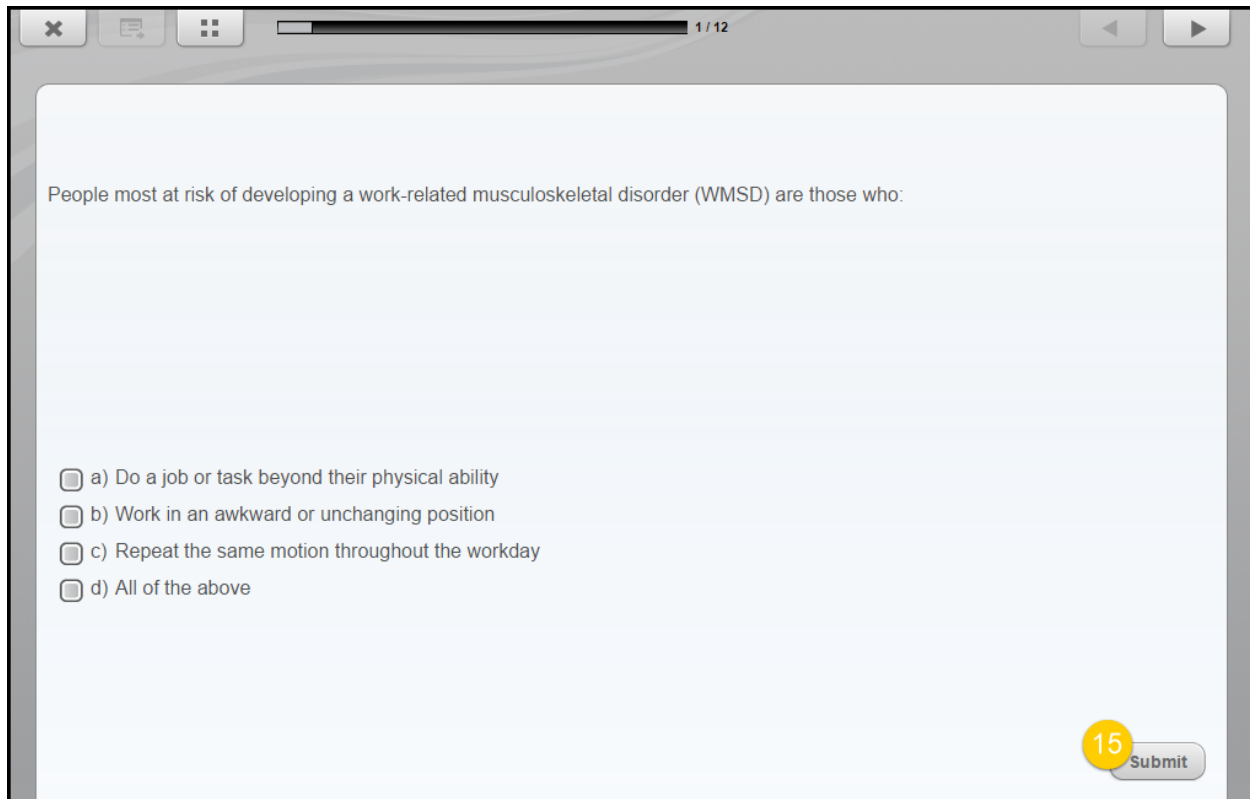


- A. **Close** – This button will close the test attempt.
- B. **Menu** – This button allows the learner to access a menu for the test. There's no relevant information stored here for the learner.
- C. **Additional Options** – This button pulls up additional options (sound, for example) for the test. There are no additional options associated with CHEX eLearning tests.
- D. **Back Arrow** – This button will take the learner back a question in the test.
- E. **Forward Arrow** – This button will take the learner forward a question in the test.

Step 14: Click *Take Test*.



Step 15: Answer the questions in order. Click *Submit* on each question after you've selected your desired answer to move through the questions.



People most at risk of developing a work-related musculoskeletal disorder (WMSD) are those who:

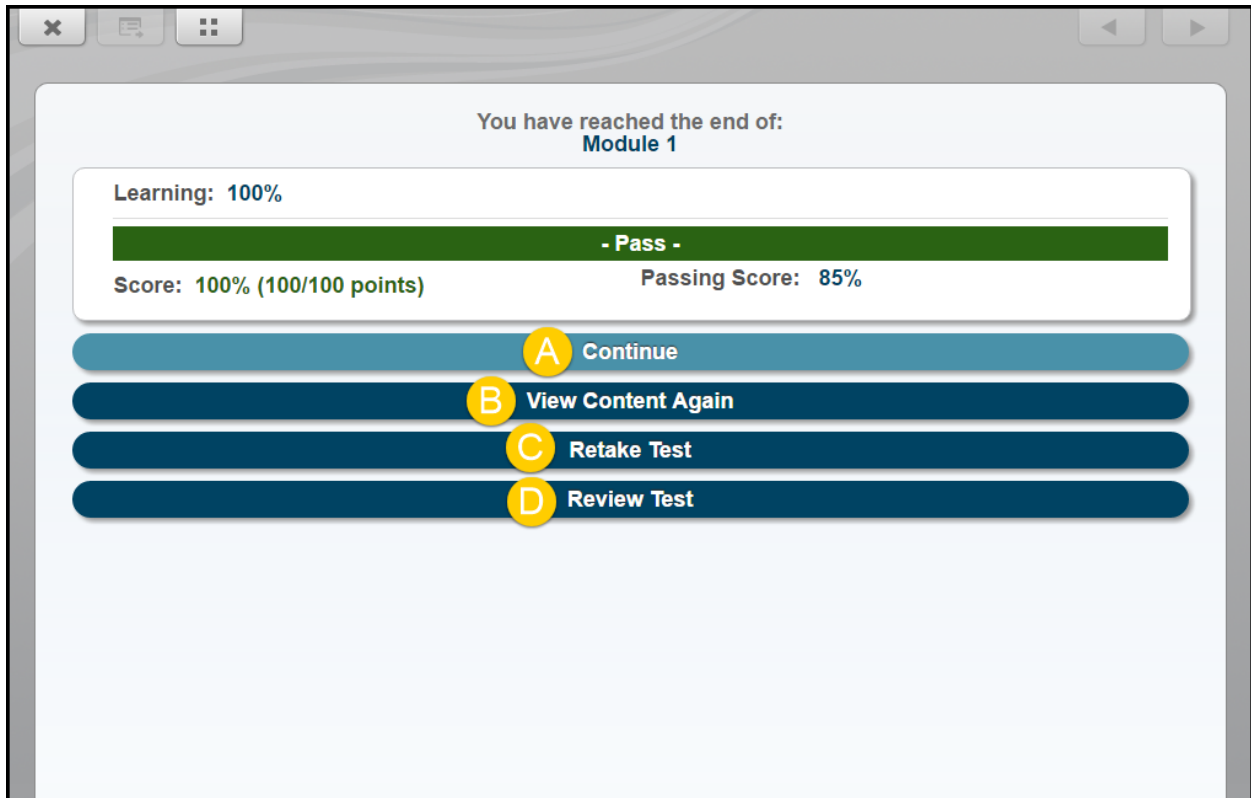
- a) Do a job or task beyond their physical ability
- b) Work in an awkward or unchanging position
- c) Repeat the same motion throughout the workday
- d) All of the above

15 Submit



The test questions are true/false, multiple choice, and multiple selection. There is a tracking bar at the top of the screen which will show you which question you are on.

Step 16: From this screen you may continue if you have scored 85% or above which indicates you passed the course. You can retake the test if you did not score 85% or above or you can review the test results.




- A. **Continue** – This button will show the learner how many remaining attempts they have on the test. If this part of the test is accessed, there is a *Take Test* link they can access that will allow the learner to retake the test if necessary.
- B. **View Content Again** – This button will take the learner back to the test’s instruction page.
- C. **Retake Test** – This button will allow the learner to retake the test.
- D. **Review Test** – This button will allow the learner to review what was answered correctly and incorrectly.

Important Message about Modules

EJ4 MODULES

It is important to know the test is accessed differently in ej4 video courses. The test is imbedded at the end of the video. **When the video concludes, a *Take Exam* button will appear.** Clicking this button will give the learner access to the test. All ej4 tests contain multiple choice, multiple selection, true/false, or fill in the blank questions. Most tests are short and range from five (5) questions up to ten (10) questions. Learners will be shown which questions they answered correctly and incorrectly after selecting and submitting the preferred answer and when the test is submitted for scoring.

Active Listening



The listening process is pretty straightforward. To listen actively, we have to pay attention. We've got to hear something, we've got to let it physically enter and vibrate our eardrums, and go into our brain, and then let our brain think about it.

TAKE EXAM

DOWNLOADS
Active Listening Student Materials

HIRING STARS WITH GREAT ATTITUDES* and *FEED THE 485 SERIES

Hiring Stars with Great Attitudes and the *Feed the 485* series do not have tests attached to the course reviews. After the course review has been completed, the system will mark you as being complete and you will have the ability to print a certificate.

Continuing Education (CE) Modules

Modules that offer continuing education (CE) credits upon completion also have a survey that must be completed. Corridor is accredited through Kansas State Board of Nursing (KSBN) to award CEs on approved modules. KSBN requires each user who completes a CE module to also complete a survey. When the course review and test for the CE module have been completed, the user will have to complete a brief survey. After the survey has been completed, the module will be marked complete and the user will be able to print the CE certificate.

The screenshot shows the CHEx eLearning by Corridor learner interface. The top navigation bar includes a 'Menu' button, the CHEx logo, and a user profile for 'Example Learner' with a 'Logout' option. Below the navigation bar, the main content area is titled 'Example's Homepage' and features a search bar. The 'My Registrations' section is active, displaying a list of training items. The first item is 'CAMCO - Annual Mandatory Training' (CAMCOCP1), a Compliance Path registered on 09/13/2016, with a description: 'This compliance path contains your annual mandatory training. Completion is expected by the end of the year.' The second item is 'OASIS-C2: Assessment of Wounds' (LP917), a CE Module registered on 12/01/2016, with a description: 'The course and the test must both be completed in order to be marked complete on this module.' A red circle highlights the 'Survey' button next to the second item.

Compliance Paths

A compliance path will contain any number of modules management considers mandatory and will require you to complete these courses in a set number of days. For example, learners may have ninety (90) days to finish the courses within a compliance path.

Step 1: To access a compliance path, click on the link for *Homepage*, as shown below.

The screenshot shows the CHEx eLearning interface. The left sidebar has a 'Menu' section with 'Homepage' (1), 'Transcript', and 'Browse Training'. The main content area is titled 'Example's Homepage' and has a search bar. Below the search bar, there are tabs for 'My Registrations' and 'My Notifications'. Under 'My Registrations', there are filters for 'Prerequisite(s)' and 'Mandatory'. A registration for 'CAMCO - Annual Mandatory Training' (CAMCOCP1) is listed, registered on 09/13/2016, with a period from 1/1/2016 to 1/15/2017. The registration is marked as a 'Compliance Path' and includes the text: 'This compliance path contains your annual mandatory training. Completion is expected by the end of the year.' An 'Open' button is visible next to the registration.

Step 2: Click the *Open* button.

This screenshot is identical to the previous one, but the 'Open' button next to the 'CAMCO - Annual Mandatory Training' registration is now highlighted with a yellow circle and the number '2', indicating the next step in the process.

Step 3: Learners will then be redirected to the compliance path’s module listing.

The screenshot displays the 'Example Learner' interface for 'CAMCO - Annual Mandatory Training'. The page is titled 'Example's Curriculum Details' and includes a search bar and a 'Back' button. The main content area is titled 'Compliance Path Information' for the period '1/1/2016 to 1/15/2017'. It lists the curriculum number (CAMCOCPI | M), due date (01/15/2017), and manager information. Below this, it states 'Required Modules - Complete any 5 of the following 5 training elements'. Five modules are listed, each with an icon, title, ID, description, and a 'Register' button:

- Active Listening - LP285** (Module): The course must be completed and the test passed with a score of 80% or greater for successful completion of the module.
- Back Safety, Ergonomics, and WMSDs - LP296** (Module): The course and test must both be completed in order to be marked complete on this module.
- Workplace Diversity - LP344** (Module): The course and the test must be completed to be marked complete in this module.
- Workplace Violence - LP287** (Module): The course and the test must be completed in order to be marked complete on this module.
- Wound Care Basics - LP087** (Module): The course and the test must be completed in order to be marked complete on this module.

Step 4: Click on the *Register* button next to one of the modules.

The screenshot displays the 'Example Learner' interface for 'CAMCO - Annual Mandatory Training'. The page includes a navigation menu on the left with options like 'Homepage', 'Transcript', and 'Browse Training'. The main content area shows 'Compliance Path Information' for the period '1/1/2016 to 1/15/2017'. It lists five required modules, each with a 'Register' button. The 'Back Safety, Ergonomics, and WMSDs' module is highlighted with a yellow badge containing the number '4'. The interface also features a search bar and a 'Logout' button for the learner.

Step 5: Click the *Register* button highlighted below.

The screenshot displays the user interface for a course titled "Back Safety, Ergonomics, and WMSDs". On the left is a navigation menu with options: "Menu", "Homepage", "Transcript", and "Browse Training". The top right shows the user "Example Learner" with a "Logout" link. Below the navigation is a search bar with "All" and "Search Training" options. The course title is prominently displayed with a yellow checkmark icon. A yellow circle with the number "5" highlights the "Register" button, with a "Back" button below it. The "Module Information" section lists: Curriculum Number: LP296, Hours: 30.00, and Manager: Online Course | Manager Email: blank@blank.com. The "Training Included" section lists two items: "Back Safety, Ergonomics, and WMSDs (Course)" and "Back Safety, Ergonomics, and WMSDs (Test)", each with a brief description and a "More Details" link.

Step 6: A message will appear at the top of the screen that states “You have successfully registered for:” and the module name will be displayed. Click the *Homepage* link.

The screenshot displays the CHEx eLearning interface. On the left is a navigation menu with 'Homepage' highlighted and a '6' badge. The main content area shows 'Example's Curriculum Details' with a search bar. A message states 'You have successfully registered for:' followed by a checkmark icon and the module title 'Back Safety, Ergonomics, and WMSDs'. Below this is a 'Module Information' section with details like 'Curriculum Number: LP296' and 'Hours: 30.00'. The 'Training Included' section lists two items: a 'Course' and a 'Test', both with 'Launch' buttons and 'More Details' links.

Step 7: Once on the *Homepage*, click the module's *Expand* button.

The screenshot displays the CHEX eLearning by Corridor learner interface. The top navigation bar includes a 'Menu' button, the CHEX logo, and the user's name 'Example Learner' with a 'Logout' link. The main content area is titled 'Example's Homepage' and features a search bar. Below the search bar, there are tabs for 'My Registrations' and 'My Notifications'. The 'My Registrations' tab is active, showing a list of registered items. A yellow circle with the number 7 highlights the 'Expand' button for the 'Back Safety, Ergonomics, and WMSDs' module.

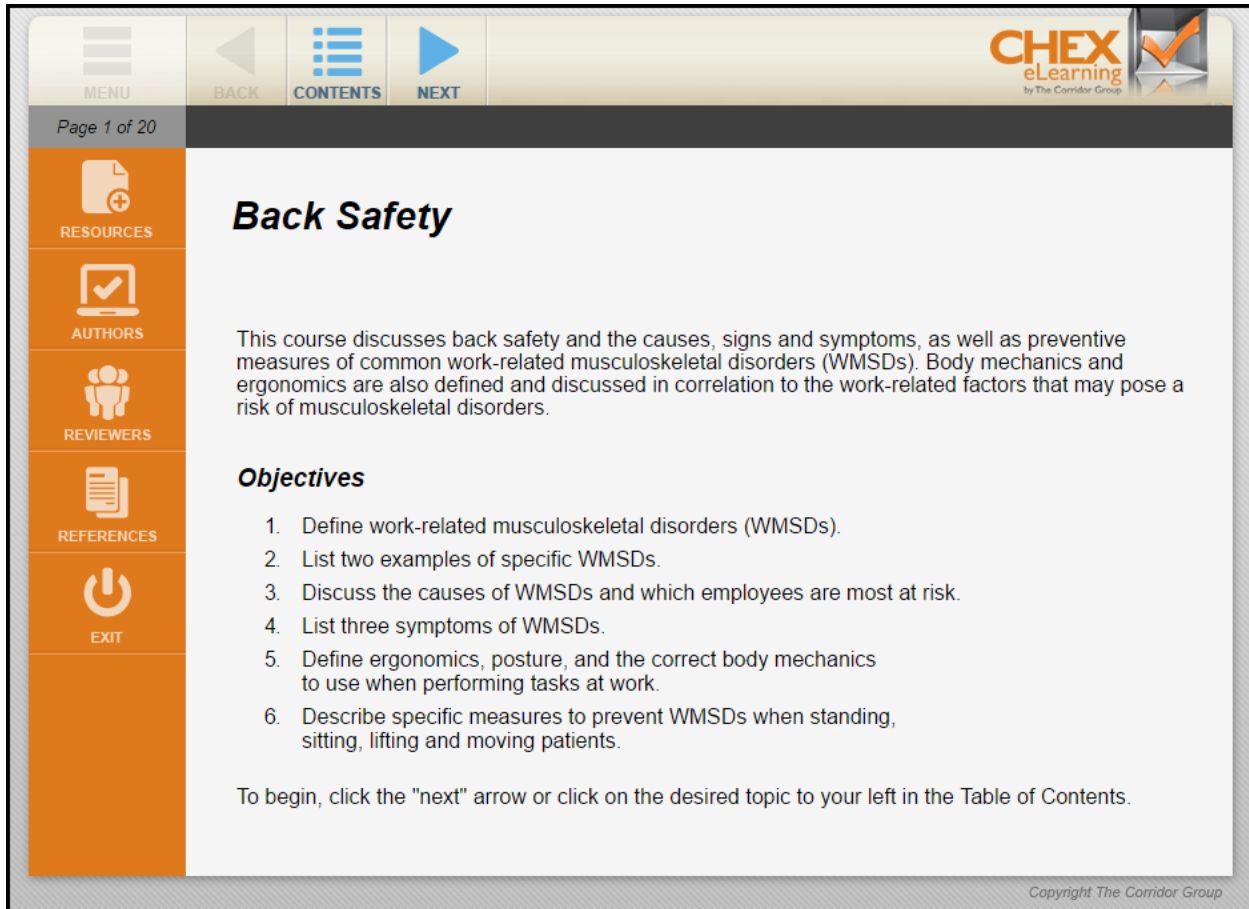
Prerequisite(s)	Mandatory	Sort By	Ascending by Date
CAMCO - Annual Mandatory Training CAMCOCP1			
Compliance Path			
Registered: 09/13/2016			
This compliance path contains your annual mandatory training. Completion is expected by the end of the year.			
Period: 1/1/2016 to 1/15/2017			
Open			
More Details			
Back Safety, Ergonomics, and WMSDs LP296			
Module			
Registered: 10/28/2016			
The course and test must both be completed in order to be marked complete on this module.			
Open			
More Details			

Step 8: The module will expand. Click the *Launch* button for the course review.

The screenshot shows the CHEx eLearning by Corridor learner interface. On the left is a navigation menu with options: Menu, Homepage, Transcript, and Browse Training. The main header area includes the CHEx logo, the user name 'Example Learner', and a 'Logout' button. Below the header is a search bar and tabs for 'My Registrations' and 'My Notifications'. The 'My Registrations' tab is active, displaying a list of courses with filters for 'Prerequisite(s)' and 'Mandatory'. Three courses are listed: 'CAMCO - Annual Mandatory Training' (Compliance Path), 'Workplace Violence' (Module), and 'Back Safety, Ergonomics, and WMSDs' (Module). Below the list is a table with columns: Curriculum Name, Type, Registered Date, Event Date, Action, Notes, and Status. The 'Action' column for the 'Back Safety, Ergonomics, and WMSDs' course has a 'Launch' button highlighted with a yellow circle containing the number 8.

Curriculum Name	Type	Registered Date	Event Date	Action	Notes	Status
Back Safety, Ergonomics, and WMSDs (Course)	Courses	10/25/2016	-	Launch		Not Started
Back Safety, Ergonomics, and WMSDs (Test)	Courses	10/25/2016	-	Launch		Not Started

Step 9: The course review will open in a new pop-up window. The learner may need to resize this window in order to see all information within the new screen.



Page 1 of 20

Back Safety

This course discusses back safety and the causes, signs and symptoms, as well as preventive measures of common work-related musculoskeletal disorders (WMSDs). Body mechanics and ergonomics are also defined and discussed in correlation to the work-related factors that may pose a risk of musculoskeletal disorders.

Objectives

1. Define work-related musculoskeletal disorders (WMSDs).
2. List two examples of specific WMSDs.
3. Discuss the causes of WMSDs and which employees are most at risk.
4. List three symptoms of WMSDs.
5. Define ergonomics, posture, and the correct body mechanics to use when performing tasks at work.
6. Describe specific measures to prevent WMSDs when standing, sitting, lifting and moving patients.

To begin, click the "next" arrow or click on the desired topic to your left in the Table of Contents.

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Step 10: If the course review is a video, watch it in its entirety. If the course review is a slideshow, use the navigation buttons to review the material.

The screenshot shows the CHEX eLearning interface. At the top, there is a navigation bar with four buttons: A (Menu), B (Back), C (Contents), and D (Next). Below this, a sidebar on the left contains five buttons: E (Resources), F (Authors), G (Reviewers), H (References), and I (Exit). The main content area displays the title "Back Safety" and a paragraph of text: "This course discusses back safety and the causes, signs and symptoms, as well as preventive measures of common work-related musculoskeletal disorders (WMSDs). Body mechanics and ergonomics are also defined and discussed in correlation to the work-related factors that may pose a risk of musculoskeletal disorders." Below this is a section titled "Objectives" with a numbered list of six items. At the bottom of the slide, there is a sentence: "To begin, click the 'next' arrow or click on the desired topic to your left in the Table of Contents." The CHEX eLearning logo is in the top right corner.

- A. **Menu** – This button will display the menu when it is collapsed.
- B. **Back Arrow** – This arrow will move the presentation back one page in the slideshow.
- C. **Contents** – This button gives the learner the ability to move forward in the presentation to a specific section by clicking that section title.
- D. **Next Arrow** – This arrow will move the presentation forward one page in the slideshow.
- E. **Resources** – This button will display any additional resources if they are available.
- F. **Authors** – This button will display the author(s).
- G. **Reviewers** – This button will display the reviewer(s).
- H. **References** – This button will display the references.
- I. **Exit** – This button will close the presentation.

Step 11: At the completion of the course review, click the *Exit* button. The learner will be redirected back to the *Homepage*.

Page 20 of 20 **Back Safety**

Thank you for completing the Back Safety, Ergonomics and Work-Related Musculoskeletal Disorder prevention course. In this course, you have learned that using good posture, body mechanics and principles of ergonomics can significantly reduce your risk of back and other musculoskeletal injuries and disorders.

A test score of 85% or greater will be required for completion of this course. Click the Exit button to access the test.

Thank You

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Step 12: You will be redirected back to the *Homepage*. Click the module's *Expand* button.

The screenshot displays the 'Example's Homepage' in the CHEX eLearning system. The left sidebar contains navigation options: Menu, Homepage, Transcript, and Browse Training. The main content area is titled 'Example's Homepage' and includes a search bar and a 'Sort By' dropdown set to 'Ascending by Date'. Under the 'My Registrations' tab, two items are listed:

- CAMCO - Annual Mandatory Training** (CAMCOCP1): A Compliance Path registered on 09/13/2016. Description: 'This compliance path contains your annual mandatory training. Completion is expected by the end of the year.' It has an 'Open' status and a 'More Details' link.
- Back Safety, Ergonomics, and WMSDs** (LP296): A Module registered on 10/28/2016. Description: 'The course and test must both be completed in order to be marked complete on this module.' It has an 'Open' status and a 'More Details' link.

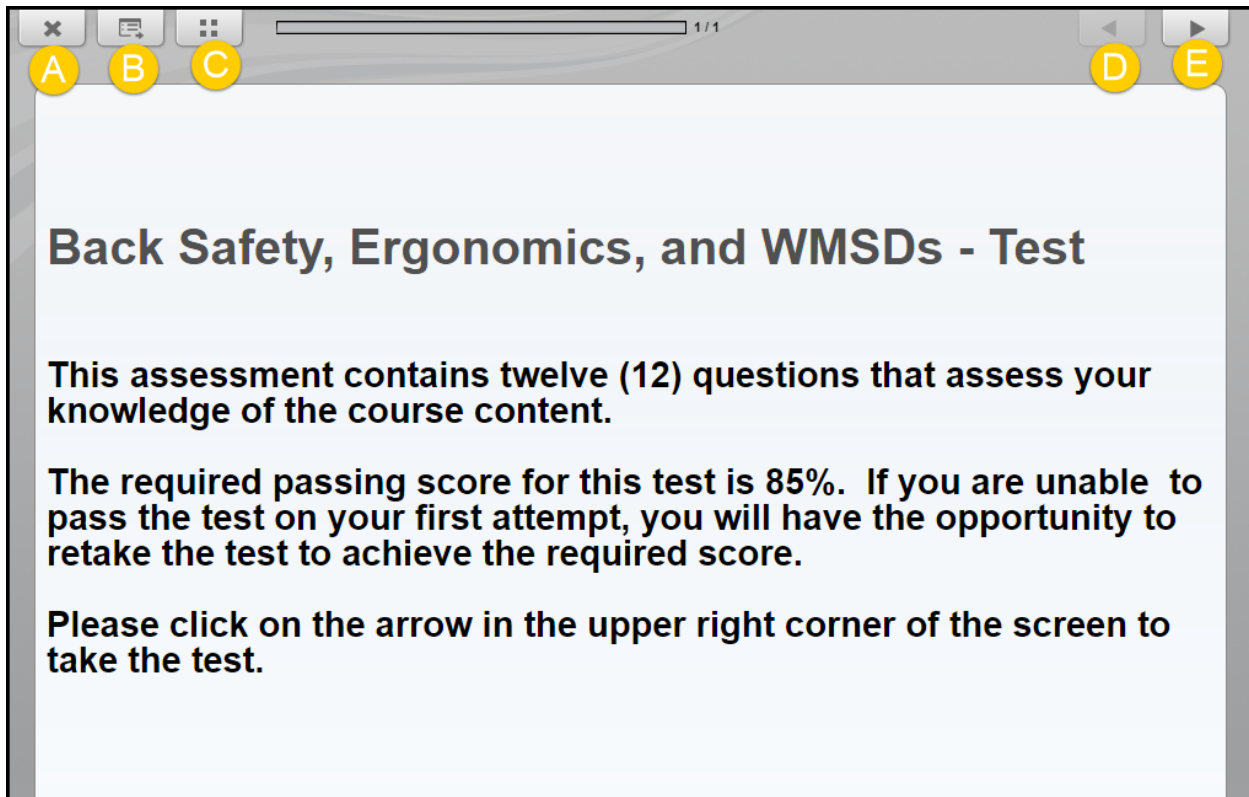
A yellow callout bubble with the number '12' is positioned over the 'Expand' button (a small upward-pointing triangle) located to the left of the 'Back Safety, Ergonomics, and WMSDs' module entry.

Step 13: Click the *Launch* button to the right of the test.

The screenshot shows the CHEx eLearning interface. On the left is a navigation menu with options: Menu, Homepage, Transcript, and Browse Training. The main header area includes the CHEx logo, the user name 'Example Learner', and a 'Logout' button. Below the header, there's a search bar and tabs for 'My Registrations' and 'My Notifications'. The 'My Registrations' tab is active, showing a list of items. The first item is 'CAMCO - Annual Mandatory Training' (CAMCOCP1), a Compliance Path registered on 09/13/2016. The second item is 'Back Safety, Ergonomics, and WMSDs' (LP296), a Module registered on 10/28/2016. Below the module listing is a table with columns: Curriculum Name, Type, Registered Date, Event Date, Action, Notes, and Status.

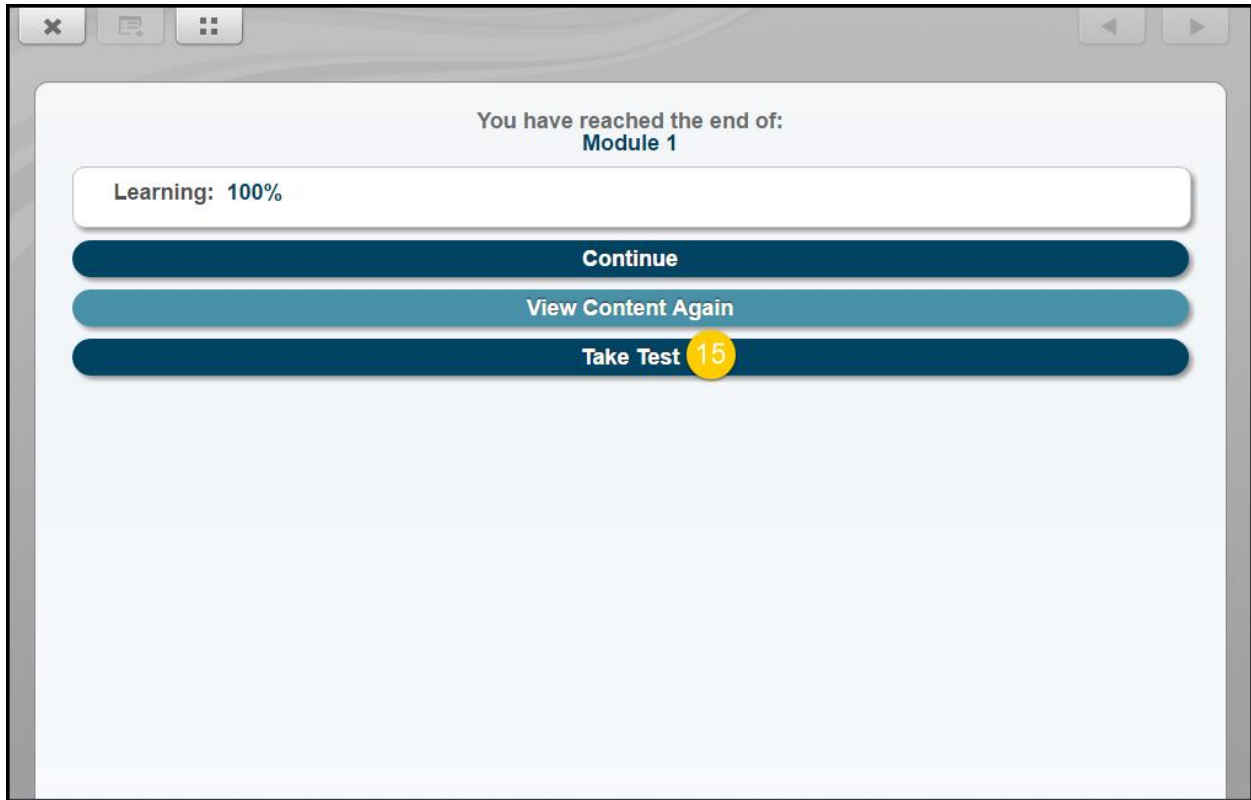
Curriculum Name	Type	Registered Date	Event Date	Action	Notes	Status
Back Safety, Ergonomics, and WMSDs (Course)	Courses	10/28/2016	-	Review		Complete
Back Safety, Ergonomics, and WMSDs (Test)	Courses	10/28/2016	-	Launch 13		Not Started

Step 14: The first page is a description of the test. It lists how many questions there are and what the passing score. The learner should click the *Forward Arrow* when s/he is ready to begin the test.

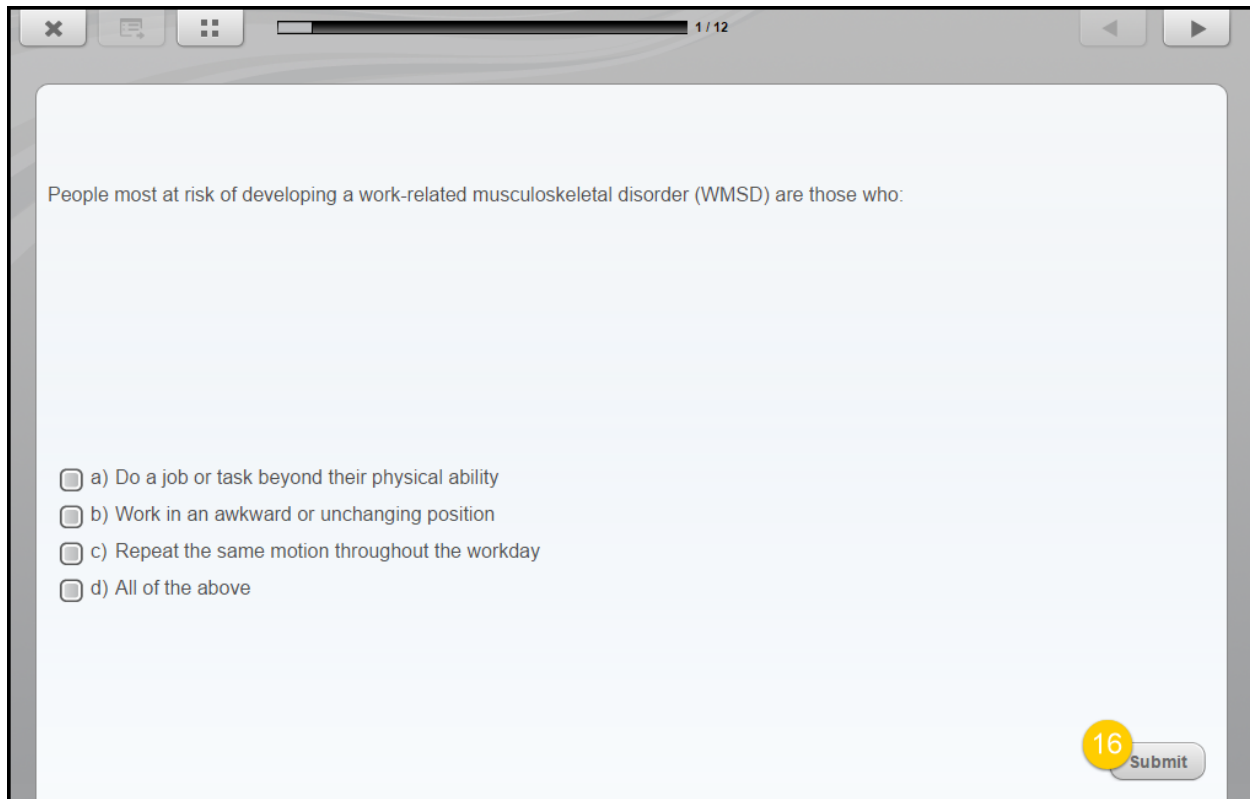


- A. **Close** – This button will close the test attempt.
- B. **Menu** – This button allows the learner to access a menu for the test. There's no relevant information stored here for the learner.
- C. **Additional Options** – This button pulls up additional options (sound, for example) for the test. There are no additional options associated with CHEX eLearning tests.
- D. **Back Arrow** – This button will take the learner back a question in the test.
- E. **Forward Arrow** – This button will take the learner forward a question in the test.

Step 15: Click *Take Test*.



Step 16: Answer the questions in order. Click *Submit* on each question after you've selected your desired answer to move through the questions.



People most at risk of developing a work-related musculoskeletal disorder (WMSD) are those who:

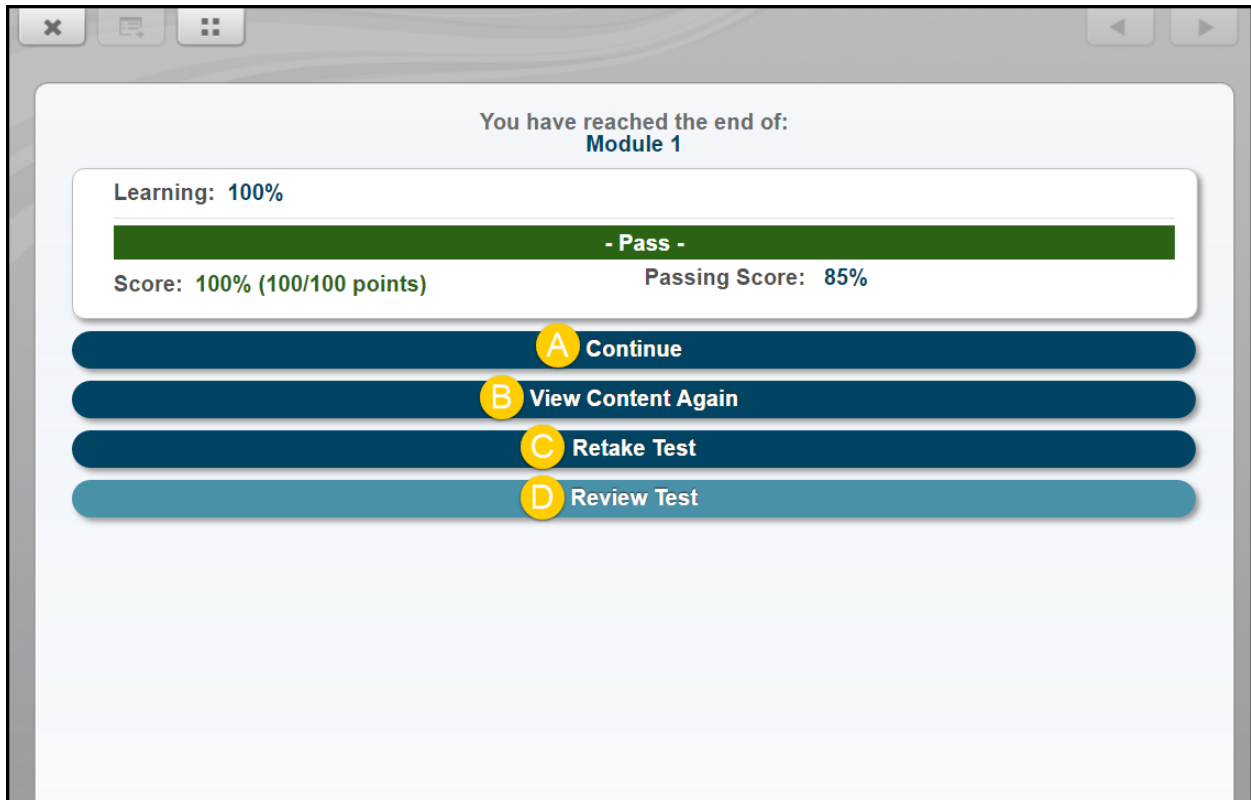
- a) Do a job or task beyond their physical ability
- b) Work in an awkward or unchanging position
- c) Repeat the same motion throughout the workday
- d) All of the above

16 Submit



The test questions are true/false, multiple choice, and multiple selection. There is a tracking bar at the top of the screen which will show you which question you are on.

Step 17: From this screen you may continue if you have scored 85% or above which indicates you passed the course. You can retake the test if you did not score 85% or above or you can review the test results.



- A. **Continue** – This button will show the learner how many remaining attempts they have on the test. If this part of the test is accessed, there is a *Take Test* link they can access that will allow the learner to retake the test if necessary.
- B. **View Content Again** – This button will take the learner back to the test’s instruction page.
- C. **Retake Test** – This button will allow the learner to retake the test.
- D. **Review Test** – This button will allow the learner to review what was answered correctly and incorrectly.

Printing Completion Certificates

Step 1: Click *Transcripts*. This will pull up a list of completed items.

NOTE: The *Transcript* column labeled *Hours* is displaying the total minutes for each module. To accurately calculate your hours of completed learning, add together the total minutes from the HOURS column. The resulting number is the total minutes of all education you have completed. To determine total hours, divide this number by 60. The estimated time of each module is also displayed on your completion certificates.

Curriculum Name	Completed Date	Type	Rating	Score	Status	Hours	Details	Action
Back Safety, Ergonomics, and WMSDs	10/28/2016	Module			Complete	30.00		
CHEX Learner Guide	10/27/2016	Library			Complete	0.00		
Domestic Violence, Abuse, and Neglect	10/26/2016	Module			Complete	60.00		



Learners can only print certificates for completed items.

Step 2: Click the gear icon under the *Print* column for the desired course.

Curriculum Name	Completed Date	Type	Rating	Score	Status	Hours	Details	Action
Back Safety, Ergonomics, and WMSDs	10/28/2016	Module			Complete	30.00		
CHEX Learner Guide	10/27/2016	Library			Complete	0.00		
Domestic Violence, Abuse, and Neglect	10/26/2016	Module			Complete	60.00		

Step 3: Select *Print Certificate* from the dropdown menu.

The screenshot shows the 'Example's Transcript' page. A table lists training modules with columns for Curriculum Name, Completed Date, Type, Rating, Score, Status, Hours, Details, and Action. The 'Hours' column for 'Back Safety, Ergonomics, and WMSDs' is 30.00. A yellow circle with the number '3' highlights the 'Print Certificate' button in the Action column for this row.

Curriculum Name	Completed Date	Type	Rating	Score	Status	Hours	Details	Action
Back Safety, Ergonomics, and WMSDs	10/28/2016	Module			Complete	30.00		
CHEX Learner Guide	10/27/2016	Library			Complete	0.00		
Domestic Violence, Abuse, and Neglect	10/26/2016	Module			Complete	60.00		

Step 4: Click the print icon in the new window's toolbar.

The screenshot shows a 'Completion Certificate' window. A yellow circle with the number '4' highlights the 'Print' button in the top-left corner of the window's toolbar. The certificate text reads: 'TCG Media, LLC certifies that Example Learner has successfully completed Back Safety, Ergonomics, and WMSDs (Estimated Time: 30.00 minutes) on 10/28/2016.' Below the text is a signature and contact information for Peggy Patton, RN, MHCL, Program Coordinator at TCG Media, LLC.



The certificate will download to your computer. Pop-up blockers will need to be disabled to allow the download to complete. Each browser (Internet Explorer, Google Chrome, and Firefox) downloads items in a different way. Please familiarize yourself with how your browser of choice downloads items.

Technical Specifications and Pop-Up Blocker Assistance

System Requirements	
All software and browsers listed below must be the most current versions.	
<i>Minimum Hardware Platform</i>	The minimum hardware requirements are Pentium II 266mhz processor with 2 GB of RAM. The application is optimized for a 1024x768 screen resolution but will work on larger/smaller screens. Java is required to be installed on the client PC.
<i>Supported Browsers</i>	<ul style="list-style-type: none"> The most current versions of the following browsers: IE, Firefox, Safari, and Google Chrome. IE, Firefox, Safari and Google Chrome may require you to install additional extensions not listed above due to the device configuration. These extensions may be needed to play multiple types of media. In order to ensure optimal performance when using IE, please add the site URL to the list of trusted sites in your browser. Pop-up window disabler software has to be disabled. A standard Web browser with an up-to-date Adobe Flash Player plug-in is sufficient. The Flash player plug-in is standard on most browsers, so users won't have to download an additional plug-in. Depending on the type of content uploaded to CHEX, the users might require additional software to be able to view the content (ex. Microsoft Word for Word documents, a media player for movies).
<i>Supported Mobile Devices</i>	iOS 4+ Android 3+ Blackberry OS 6+ Windows Phone 7.5+
<i>Browser Plug-Ins</i>	Depending on your eLearning courses and the material you place in the portal areas, your end-users will likely need other common internet plug-ins. Most of these plug-ins are standard and already installed on computers. <ul style="list-style-type: none"> Flash (requirement on desktops but not mobile technologies) Adobe Viewer (PDF) Microsoft's Media Player Java

Information on how to disable Google Chrome's pop-up blocker:

<https://support.google.com/chrome/answer/95472?hl=en>

Information on how to disable Internet Explorer's pop-up blocker:

<http://windows.microsoft.com/en-us/internet-explorer/ie-security-privacy-settings#ie=ie-11>

Information on how to disable Firefox's pop-up blocker:

<https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting>

Information on how to disable Safari's pop-up blocker:

https://support.apple.com/kb/PH19284?locale=en_US&viewlocale=en_US