CHEX Learner Guide

CREATED EXCLUSIVELY FOR CHEX ELEARNING CLIENTS

CHEX eLearning by Corridor
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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.

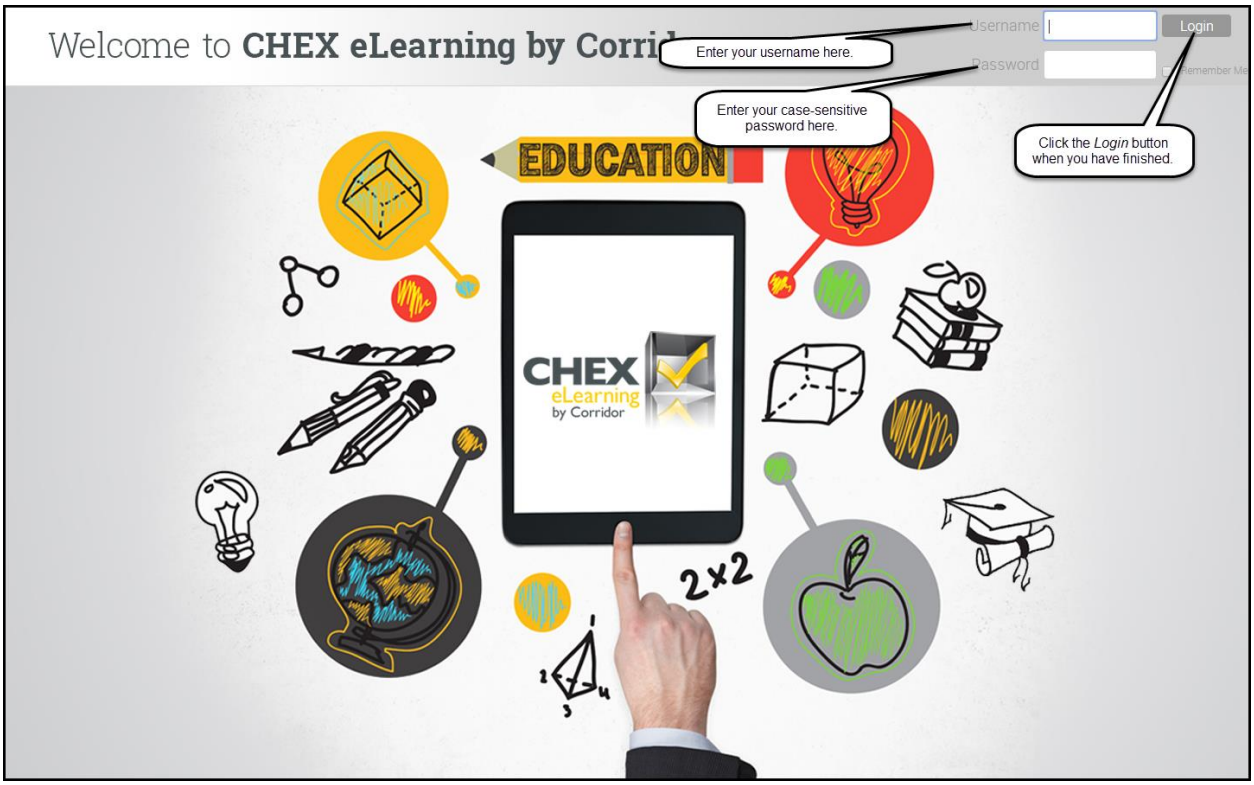
This guide was designed exclusively for CHEX eLearning clients and contains detailed information on how to navigate through the system. Corridor staff have created the *CHEX Learner Guide* for the benefit of CHEX eLearning clients that hold the *learner* role within CHEX. This guide will educate those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

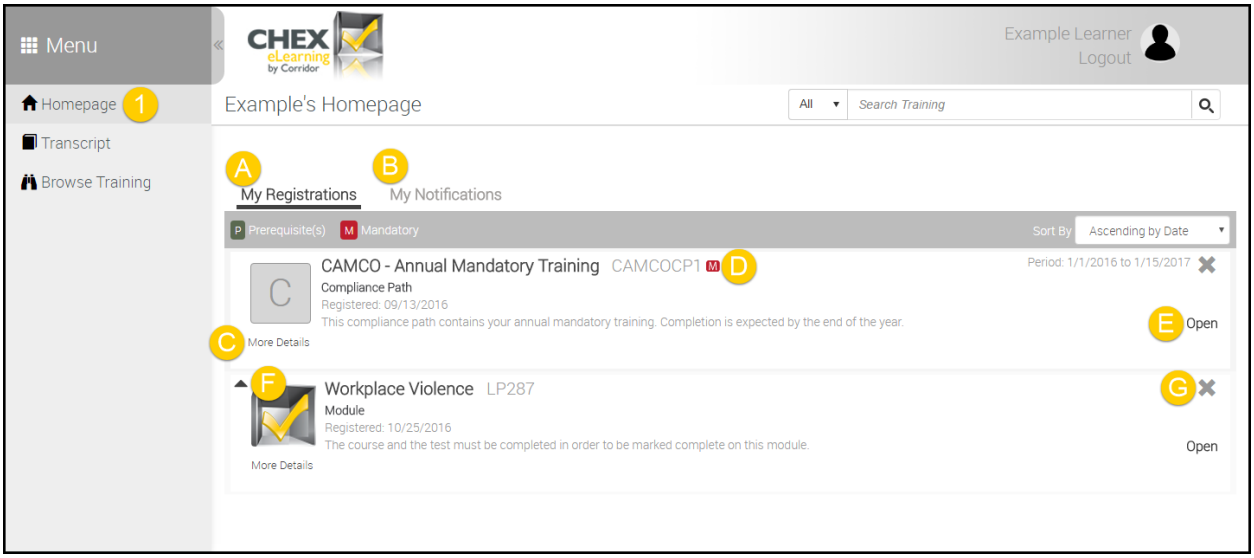
Logging into CHEX eLearning

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



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*.

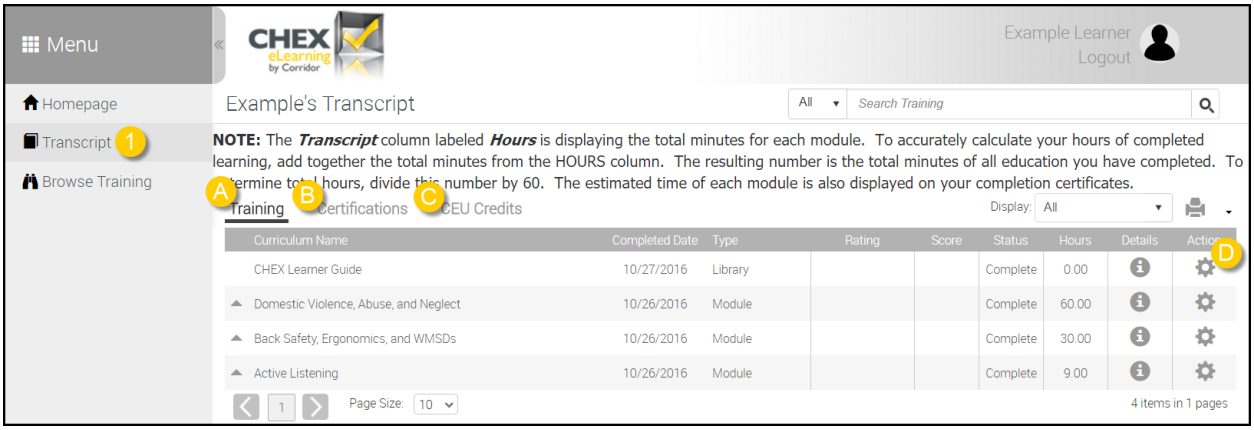
Homepage



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.

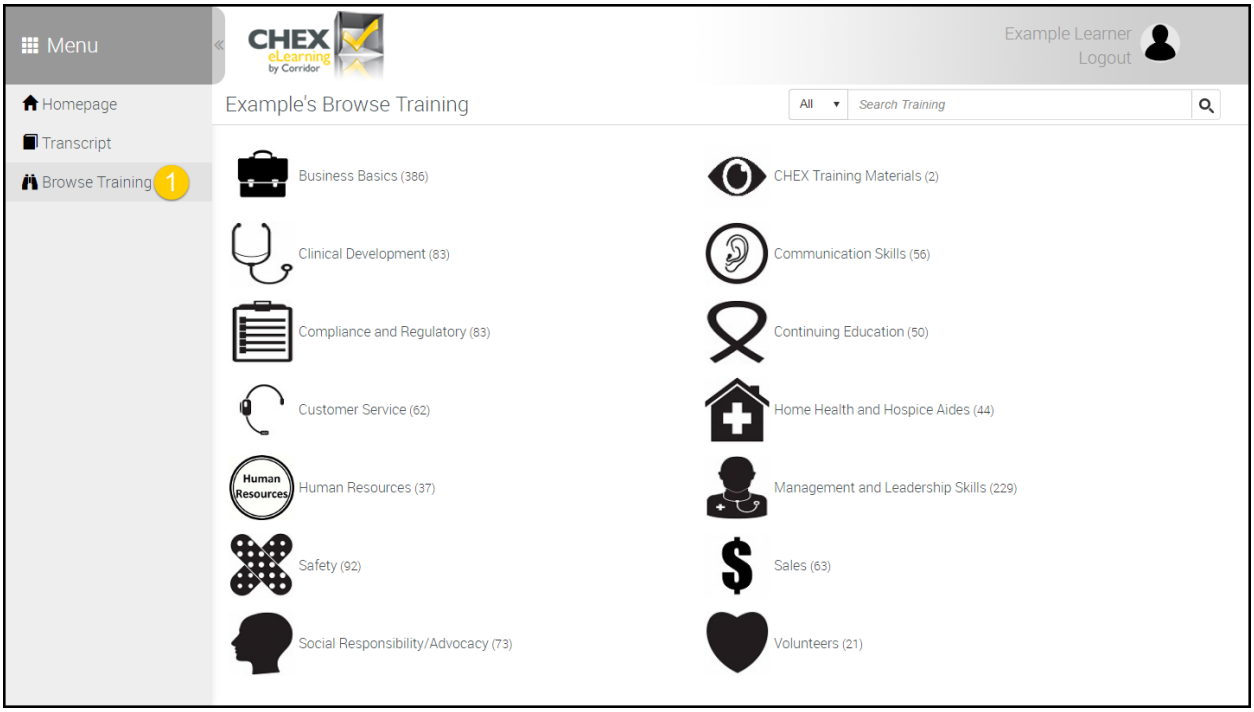
The *My Registrations* tab displays all of the modules and compliance paths that you currently are registered for or in progress of completing. Items will not be removed from your My Registrations until they have been passed or you are withdrawn.

Transcript



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



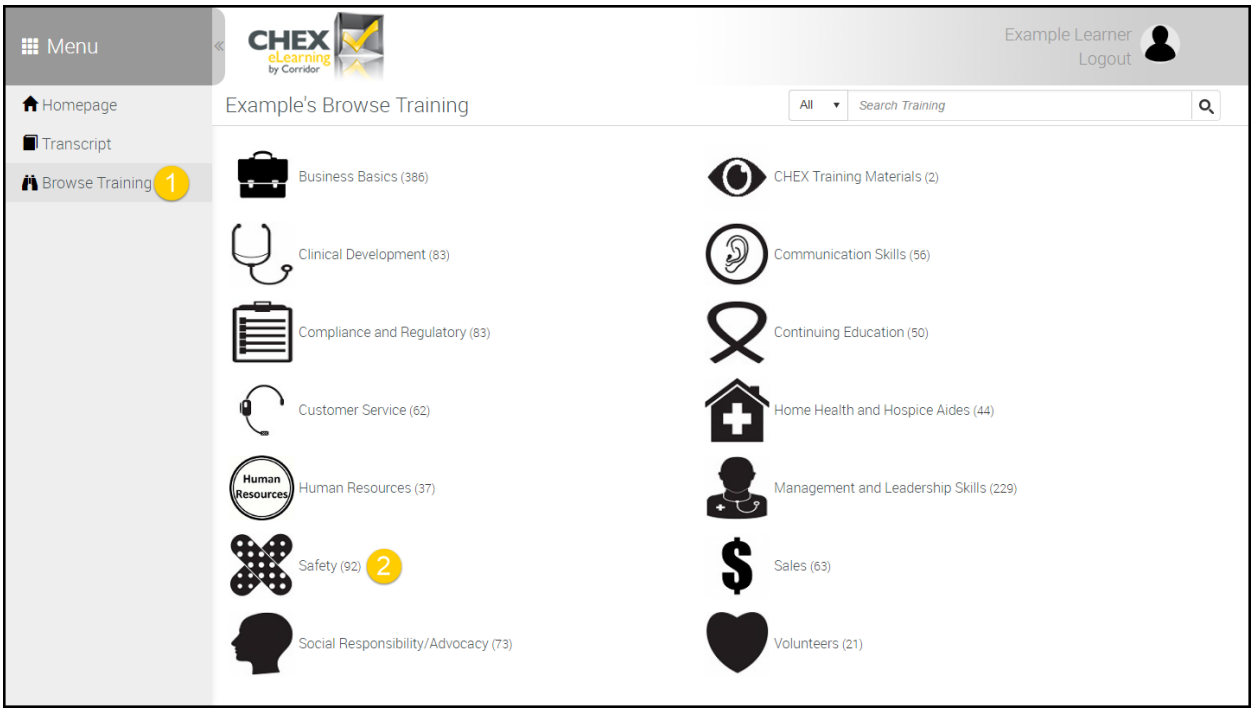
1. **Browse Training** – This link allows learners to view a list of all module categories. Once a category is selected, the system will return all active modules that are associated with the selected search category.

Taking a Course Review and Test from *Browse Training*

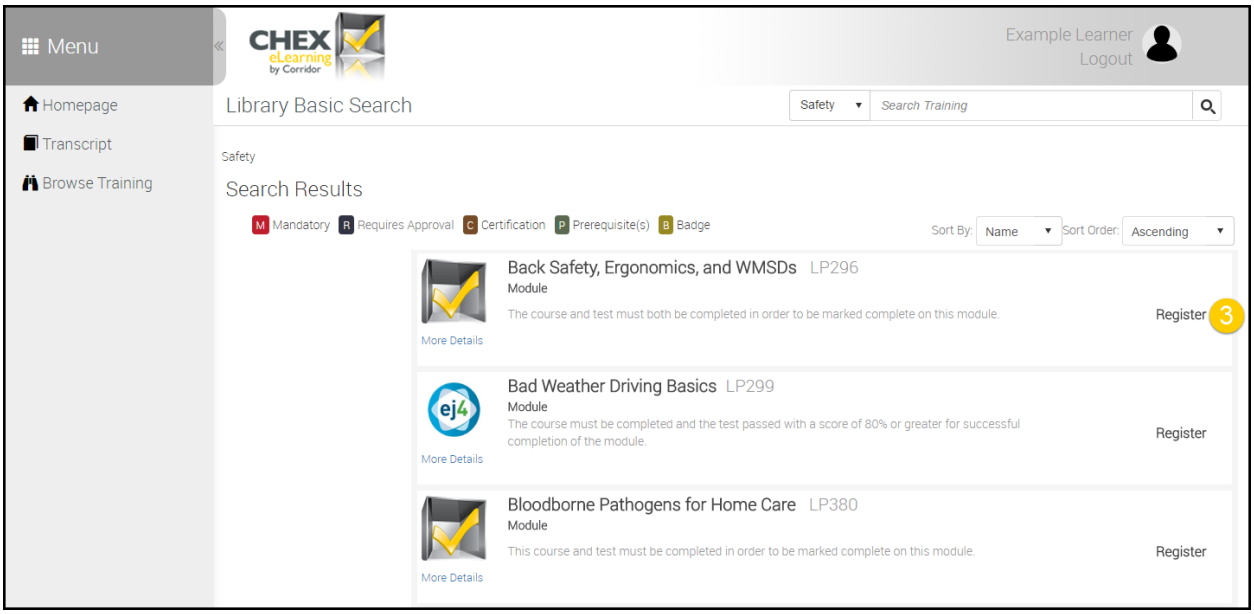
Learners are required to complete the course review and pass the test with a score of 80% or higher. If a learner attempts to skip the course review and moves straight to the test, the learner won't receive credit for the course review and the overall course will remain *In Progress*. Learners must review 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.

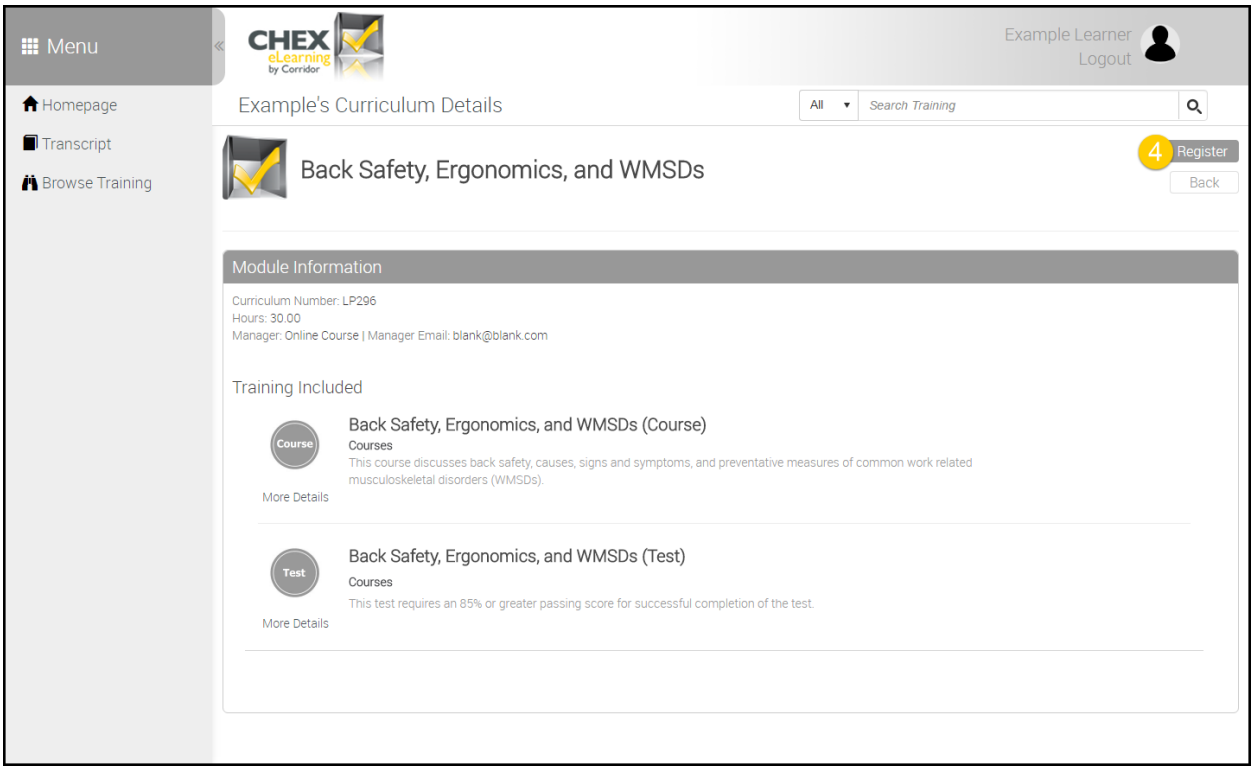
Step 2: Click on the category you want to search on. That categories will display. The system will return all active courses within the selected category.



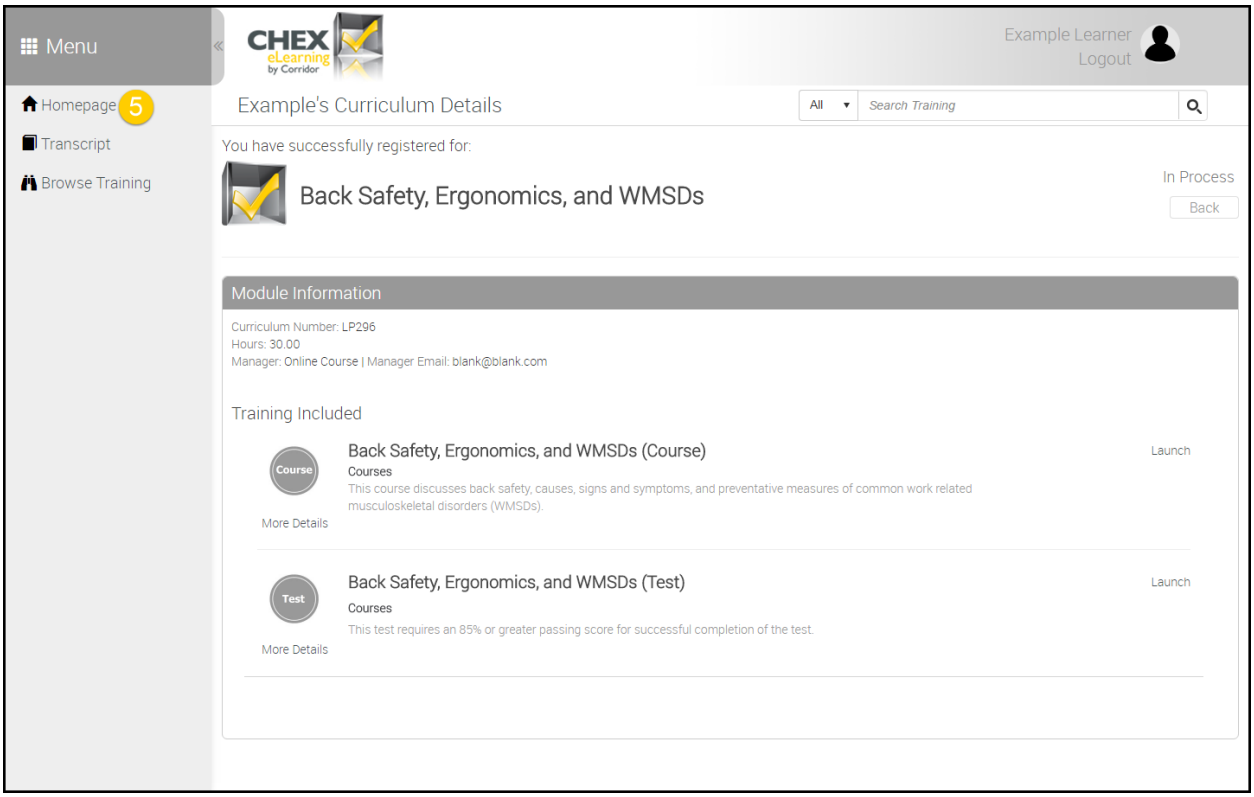
Step 3: Select the course you wish to take by clicking on the *Register* button.



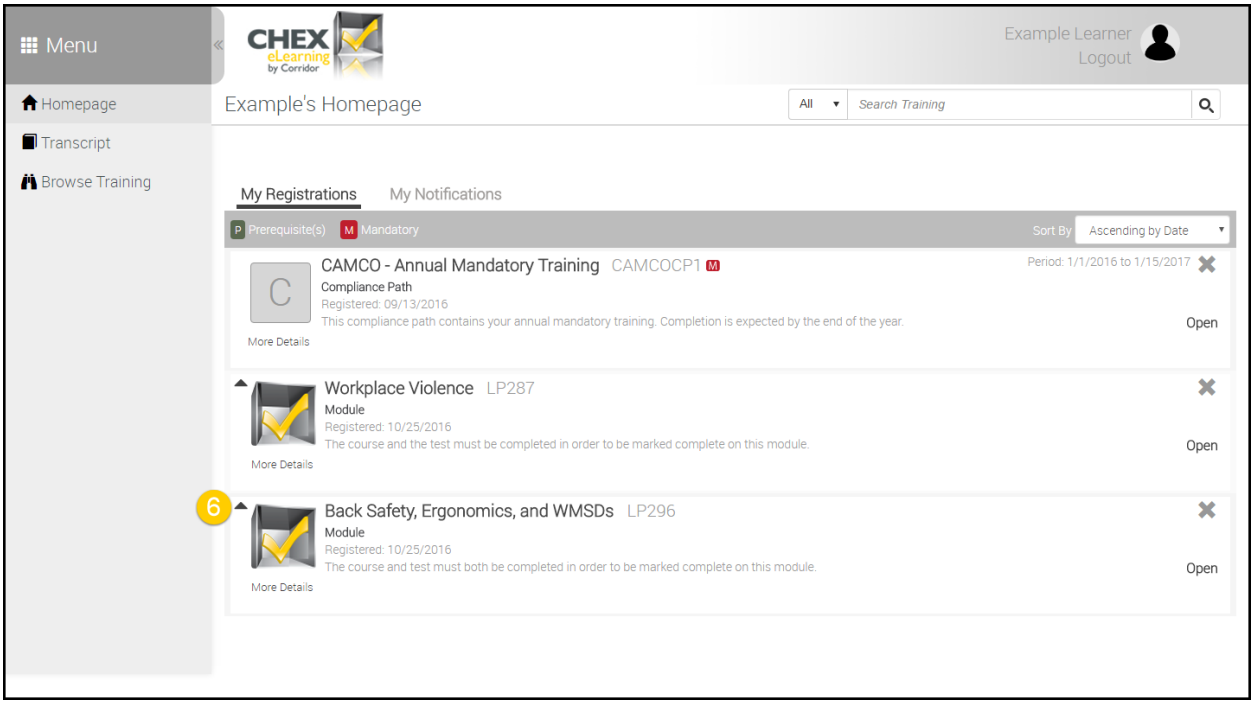
Step 4: Click the *Register* button highlighted below.



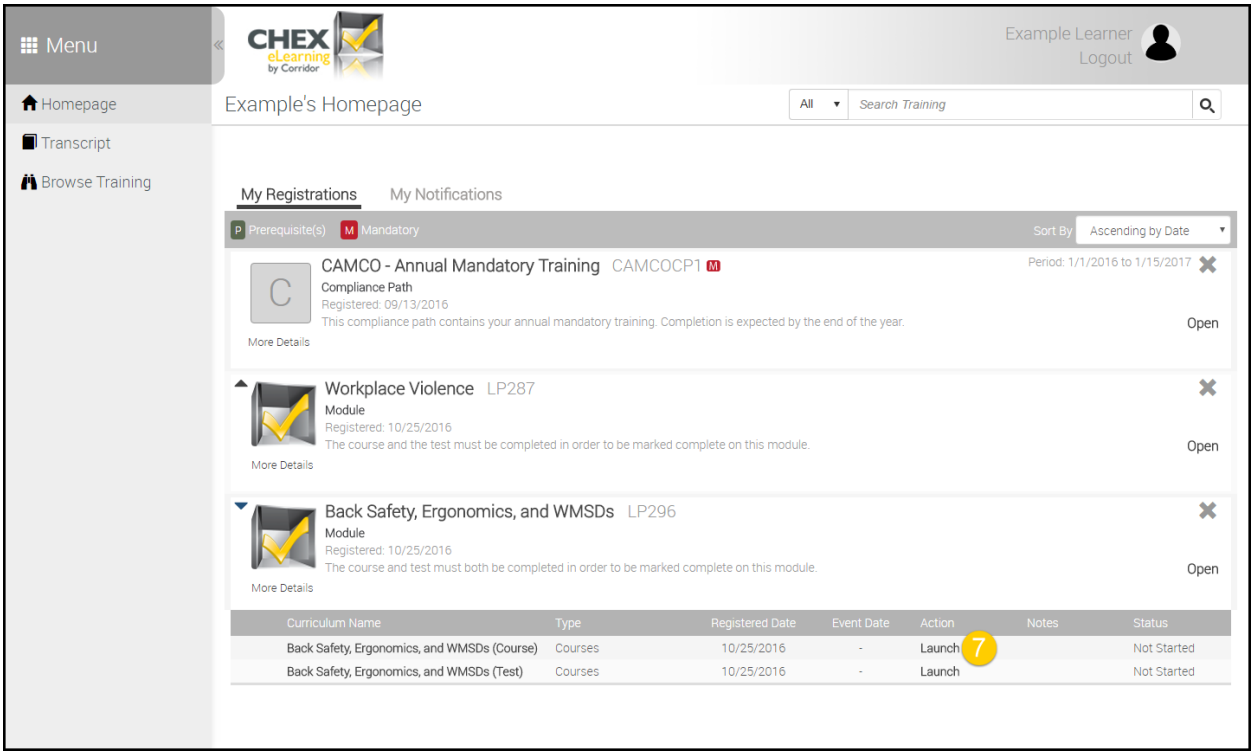
Step 5: A message will appear at the top of the screen that states "You have successfully registered for:" and the module name will be displayed. Click the *Homepage* link.



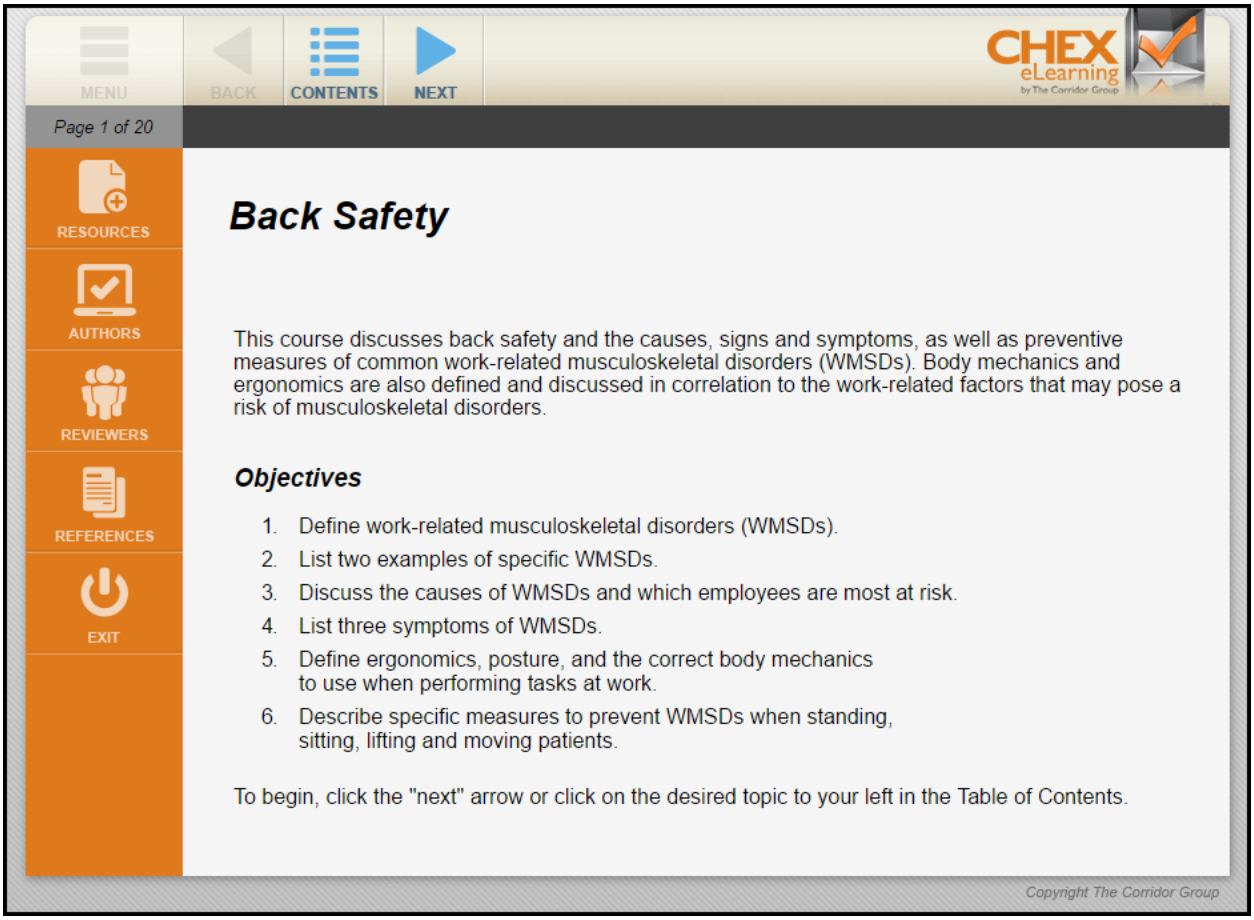
Step 6: Once on the *Homepage*, click the module's *Expand* button.



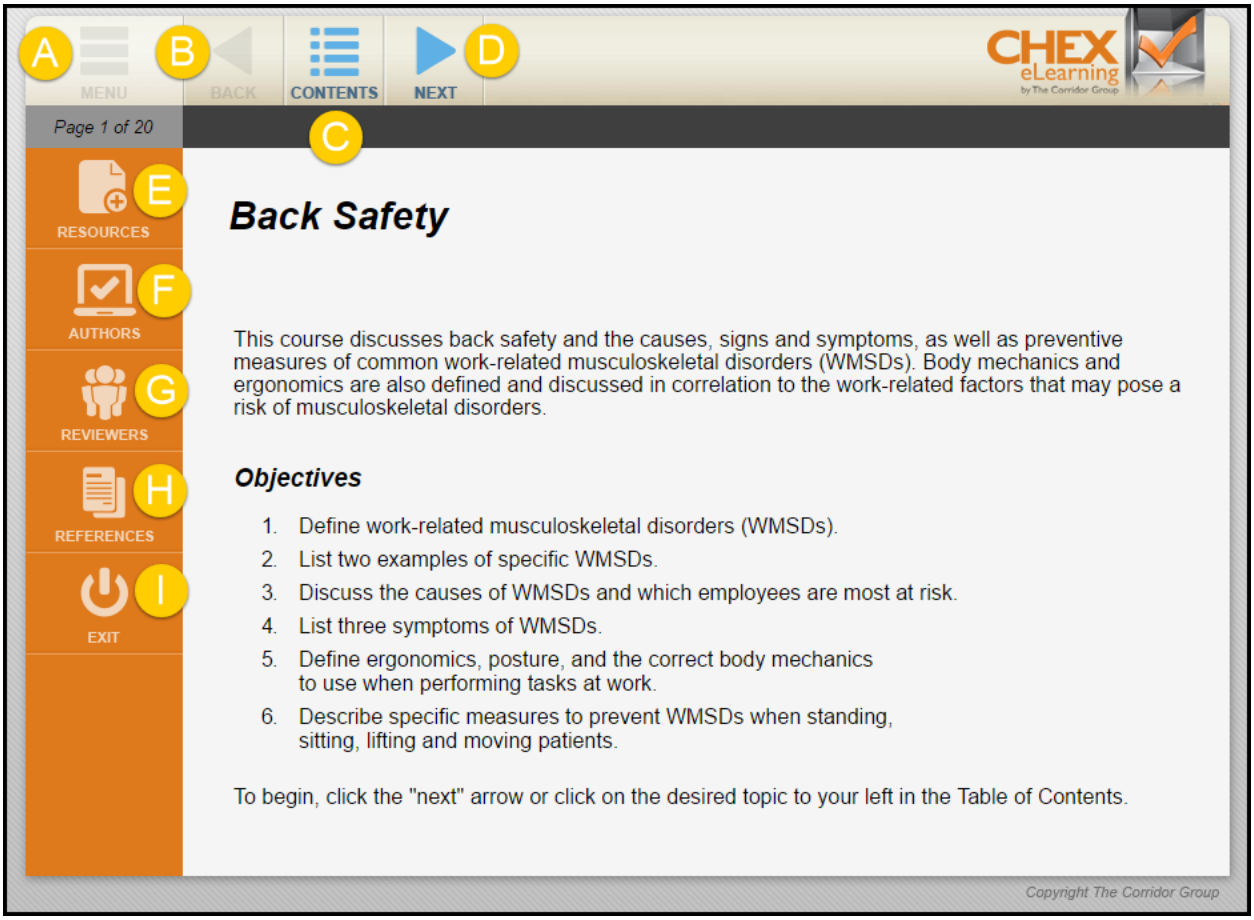
Step 7: The module will expand. Click the *Launch* button for the course review.



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.

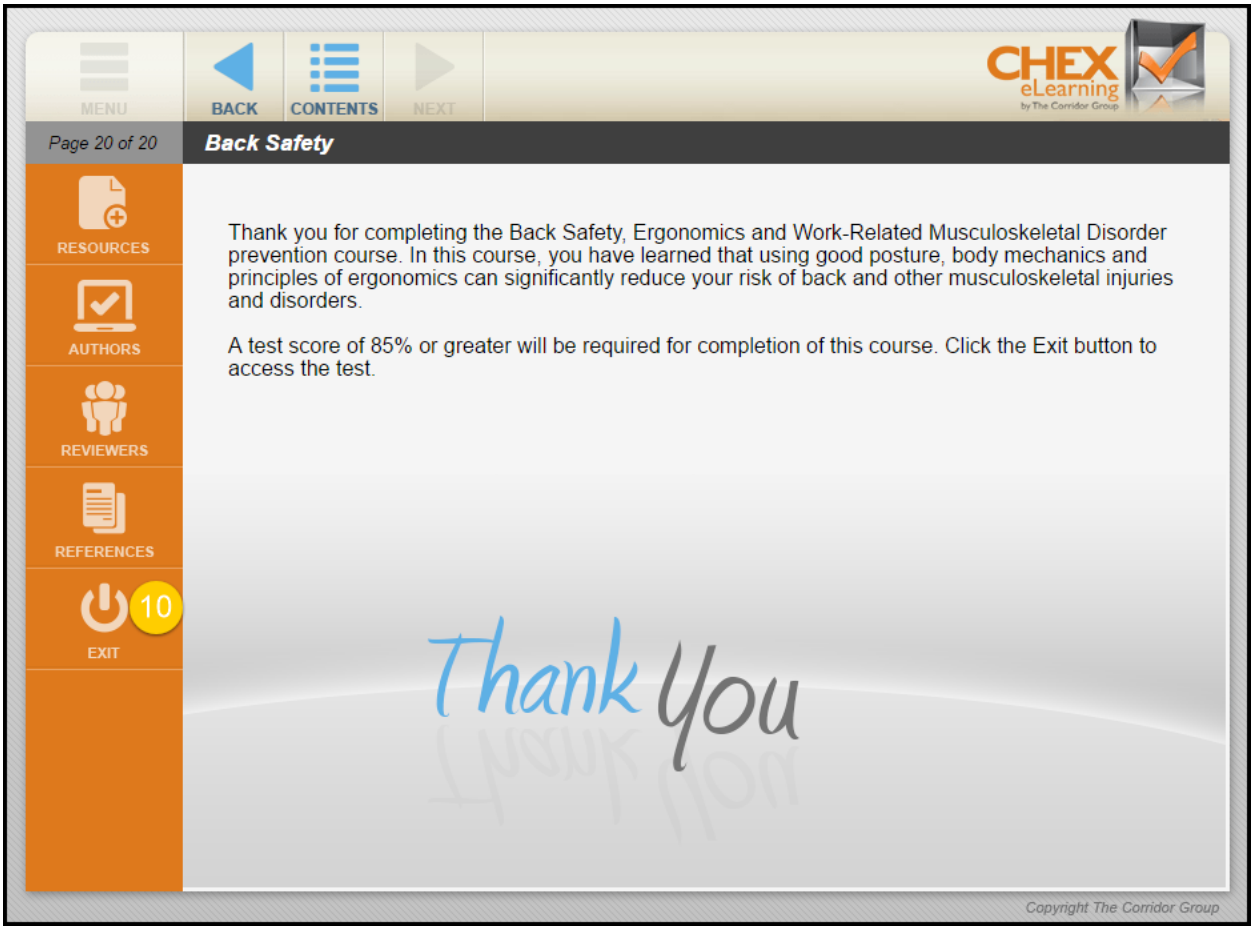


Step 9: If the course review is a video, watch it in its entirety. If the course review is a slideshow, use the navigation buttons to review the material.

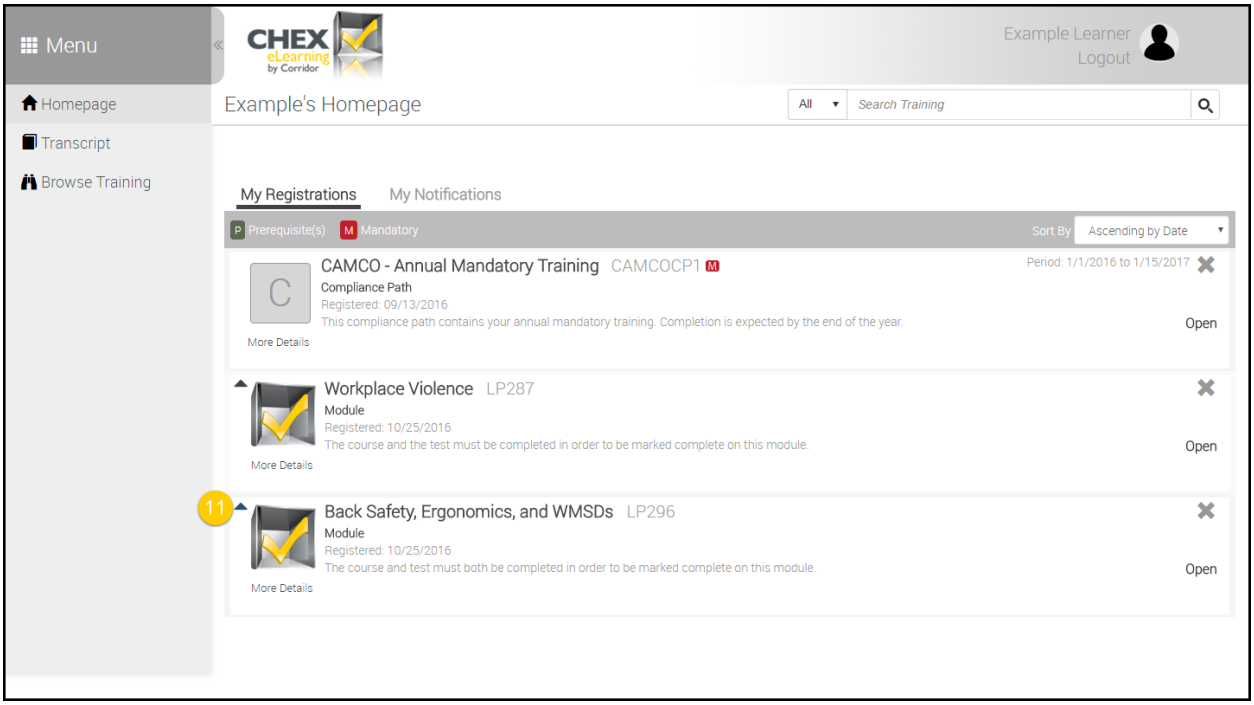


A. **Menu** – This button will display the menu when it is collapsed**.**
B. **Back Arrow** – This arrow will move the presentation back one page in the slideshow.
C. **Contents** – This button gives the learner the ability to move forward in the presentation to a specific section by clicking that section 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.

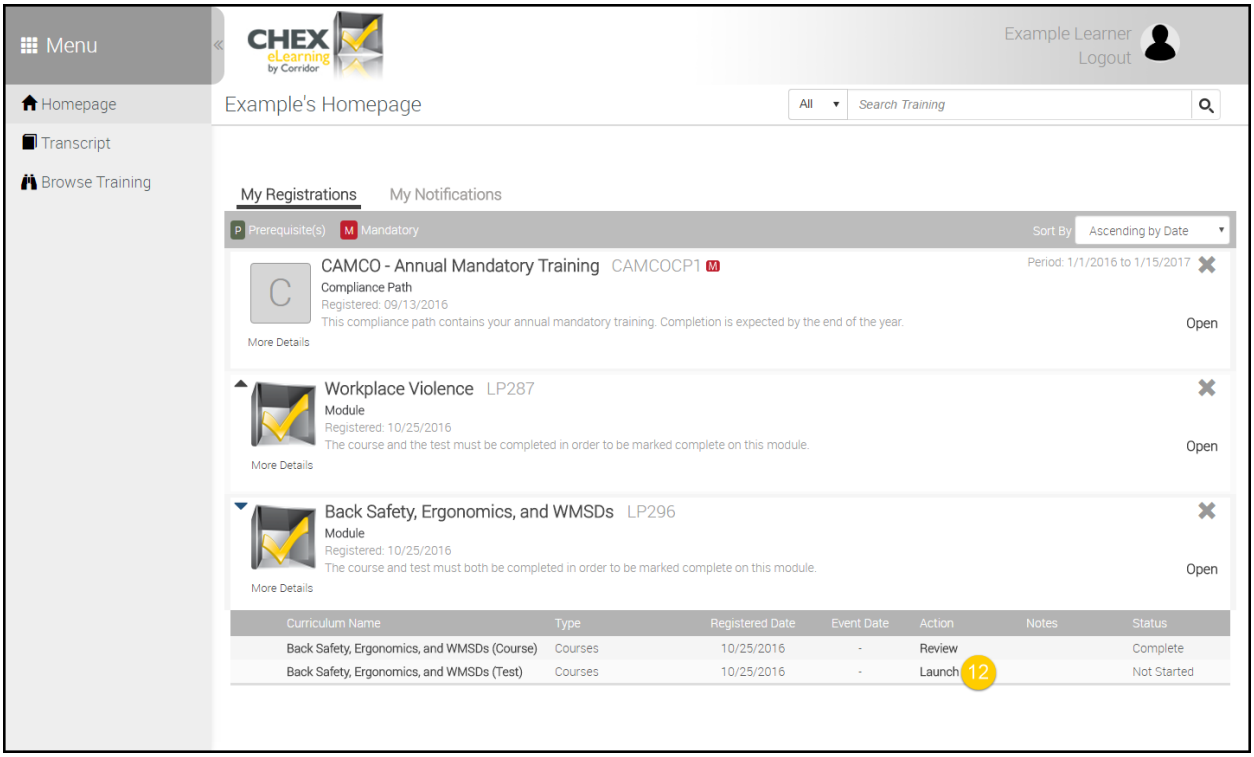
Step 10: At the completion of the course review, click the *Exit* button. The learner will be redirected back to the *Homepage*.



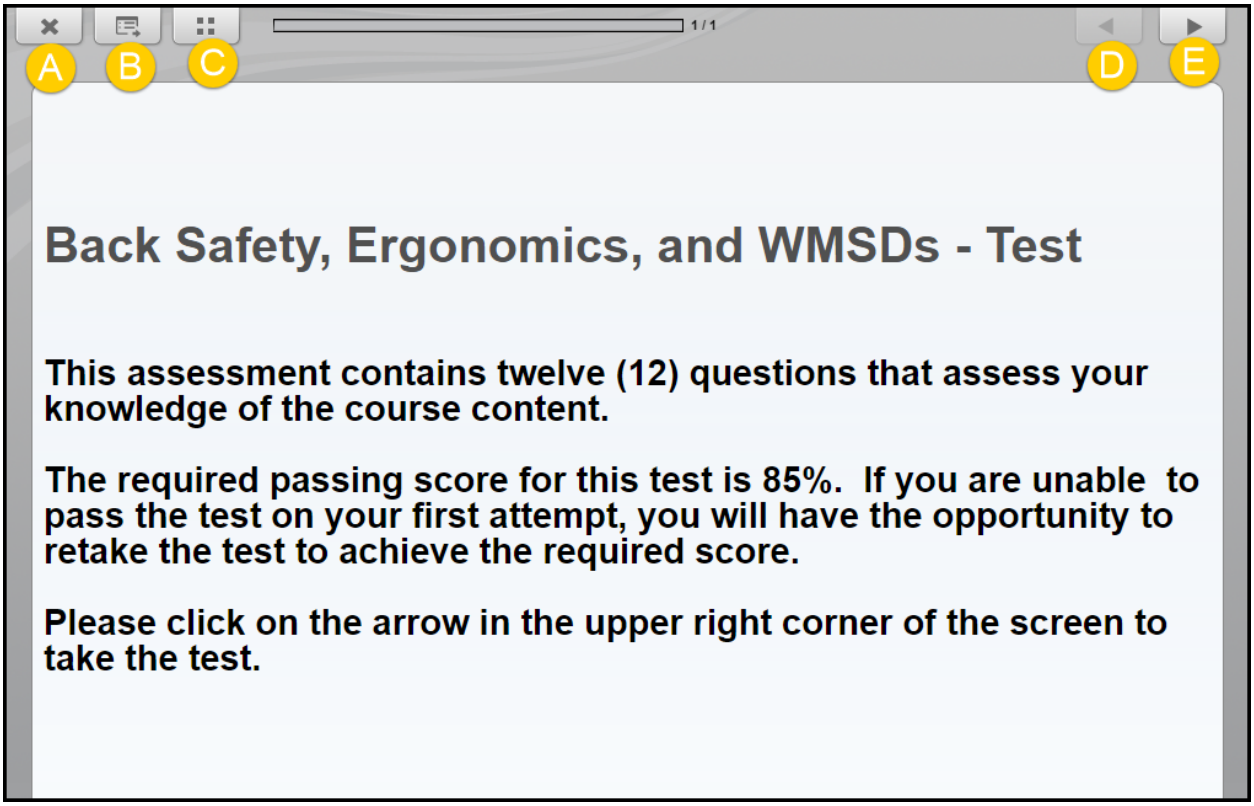
Step 11: You will be redirected back to the *Homepage*. Click the module's *Expand* button.



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

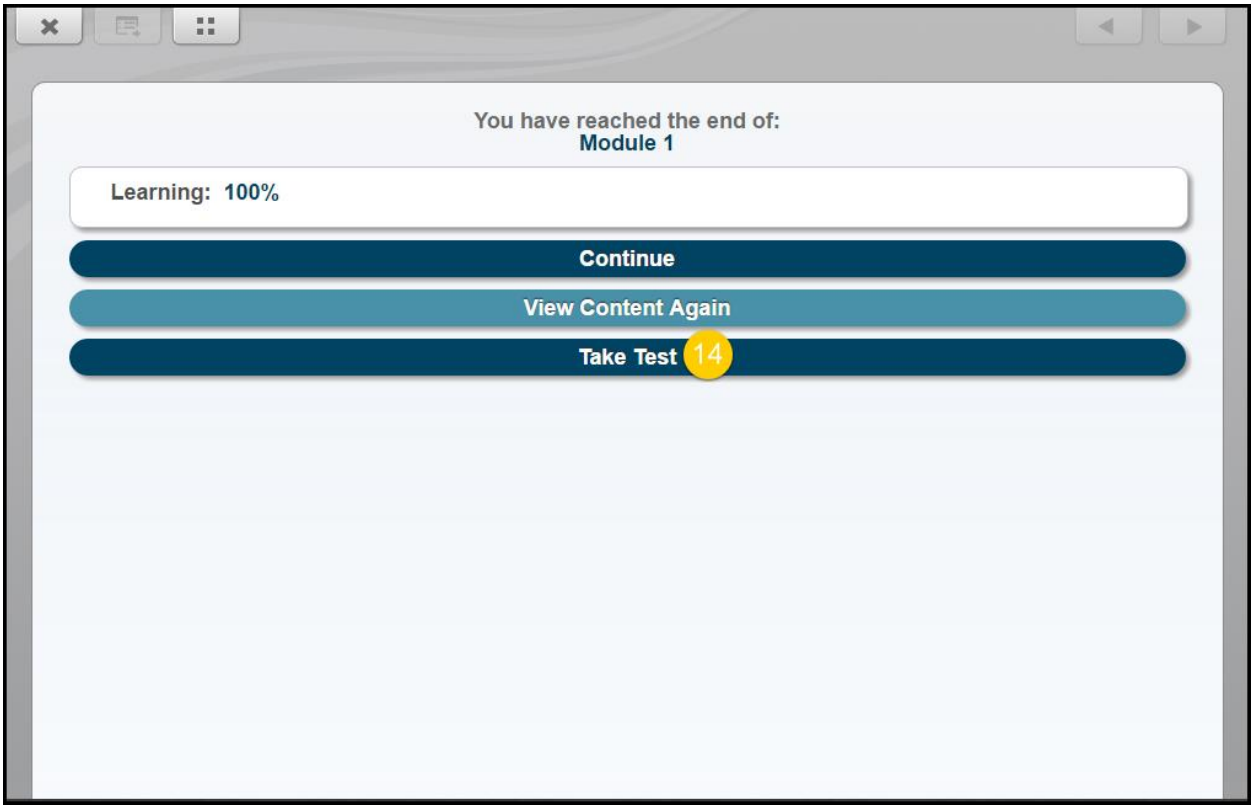


Step 13: The first page is a description of the test. It lists how many questions there are and what the passing score. The learner should click the *Forward Arrow* when s/he is ready to begin the test.

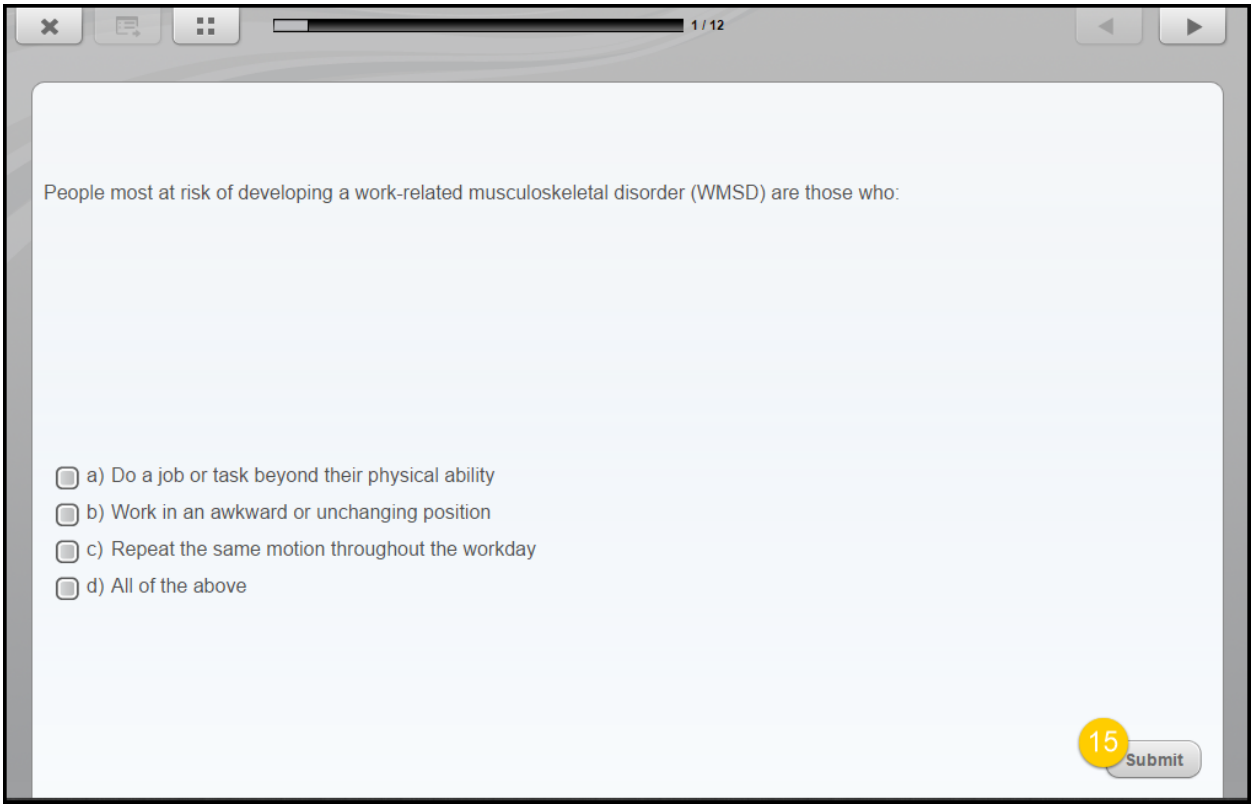


A. **Close** – This button will close the test attempt.
B. **Menu** – This button allows the learner to access a menu for the test. There's no relevant information stored here for the learner.
C. **Additional Options** – This button pulls up additional options (sound, for example) for the test. There 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*.

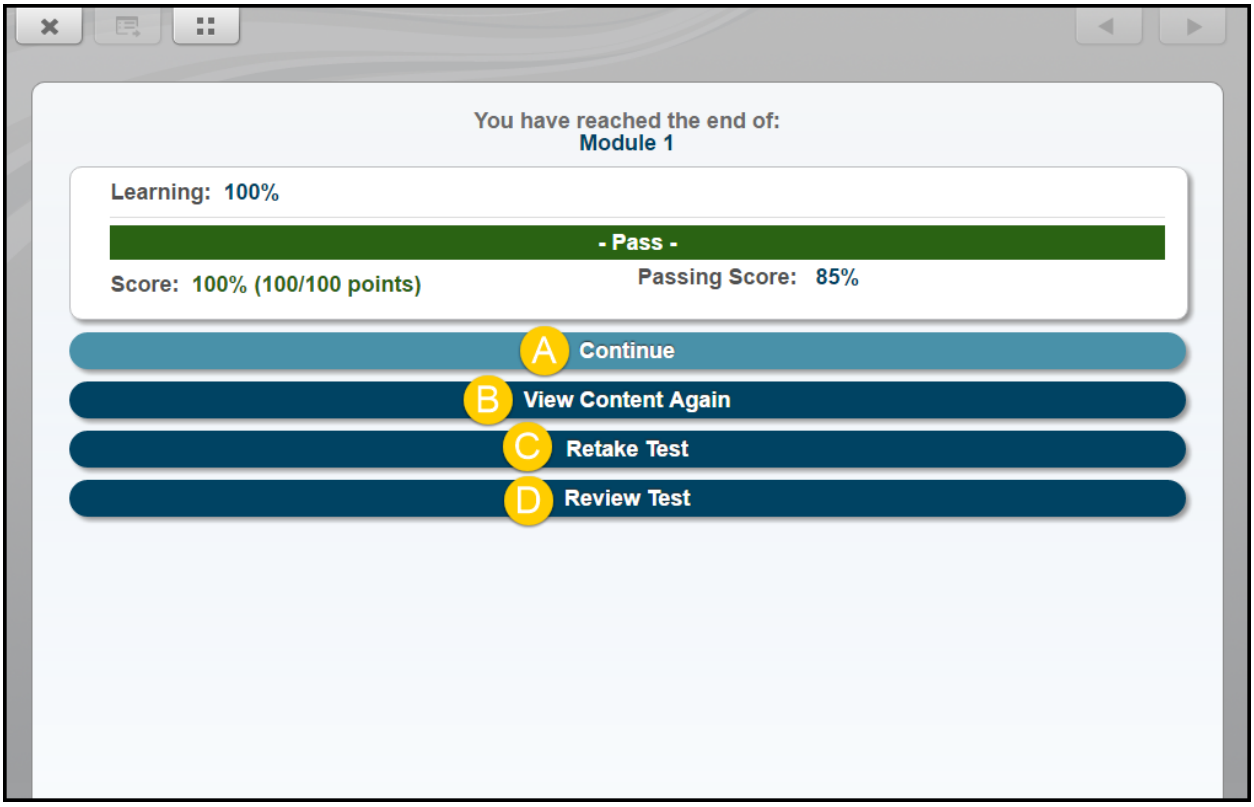


Step 15: Answer the questions in order. Click *Submit* on each question after you've selected your desired answer to move through the questions.



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.

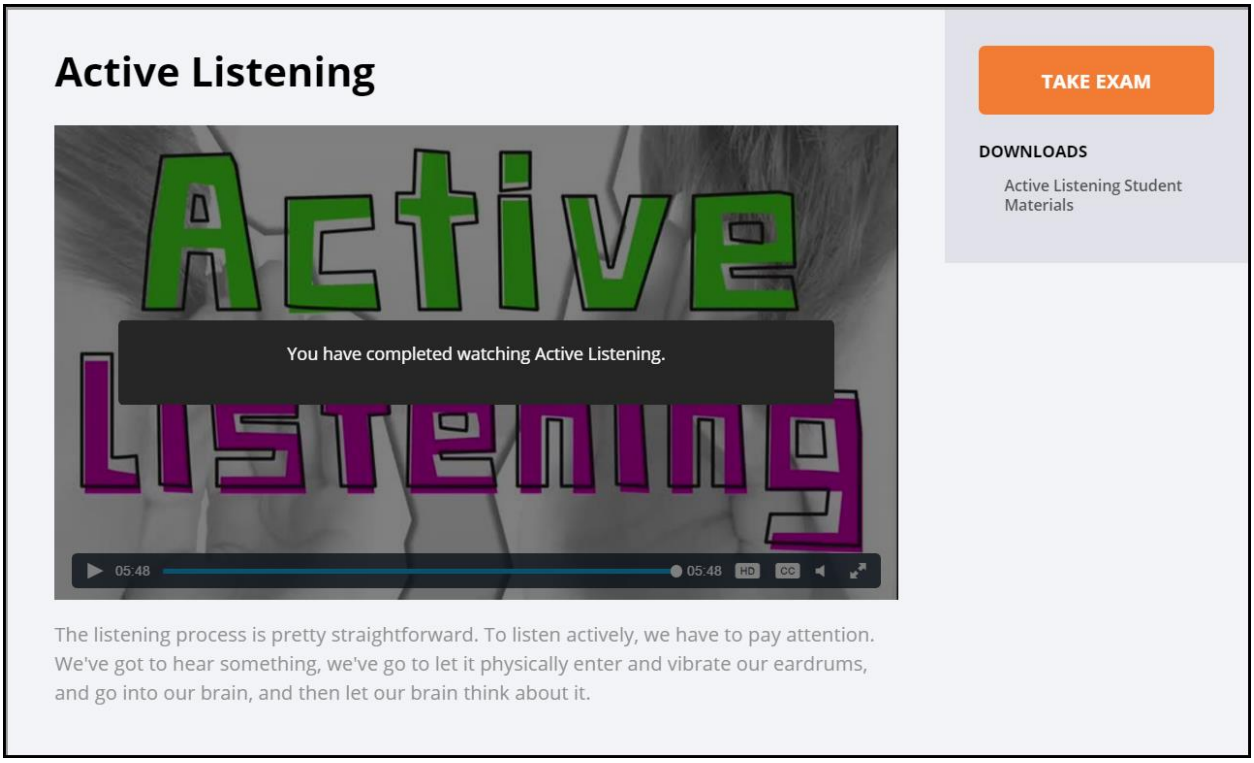


A. **Continue** – This button will show the learner how many remaining attempts they have on the test. If this part of the test is accessed, there is a *Take Test* link they can access that will allow the learner to retake the test if necessary.
B. **View Content Again** – This button will take the learner 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.

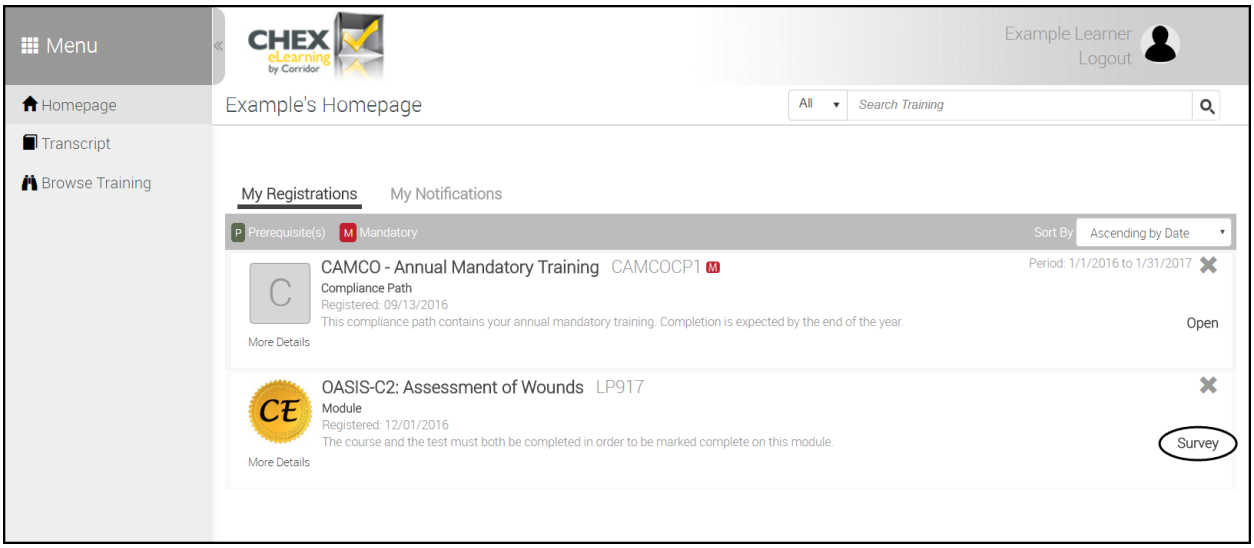


HIRING STARS WITH GREAT ATTITUDES and *FEED THE 485* SERIES

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

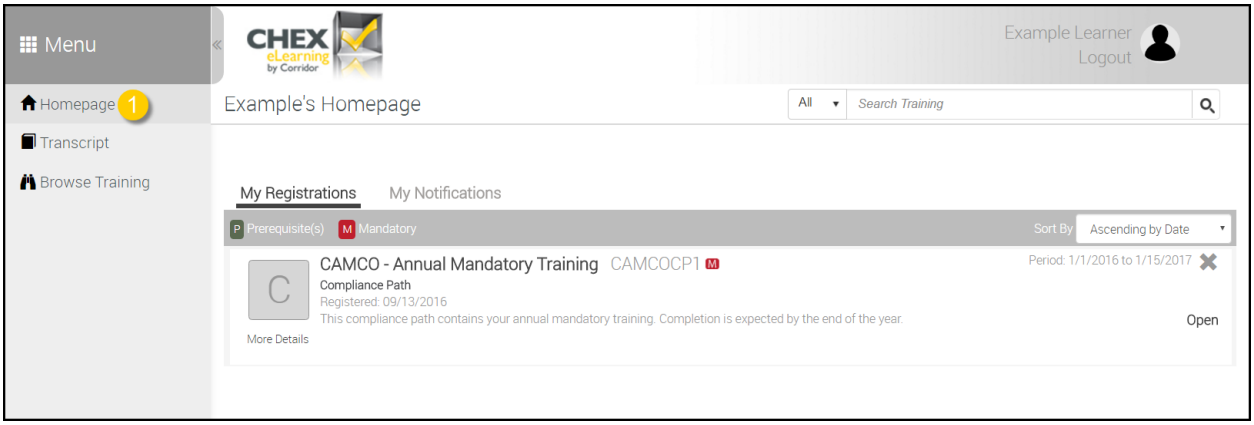
Modules that offer continuing education (CE) credits upon completion also have a survey that must be completed. Corridor is accredited through Kansas State Board of Nursing (KSBN) to award CEs on approved modules. KSBN requires each user who completes a CE module to also complete a survey. When the course 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.



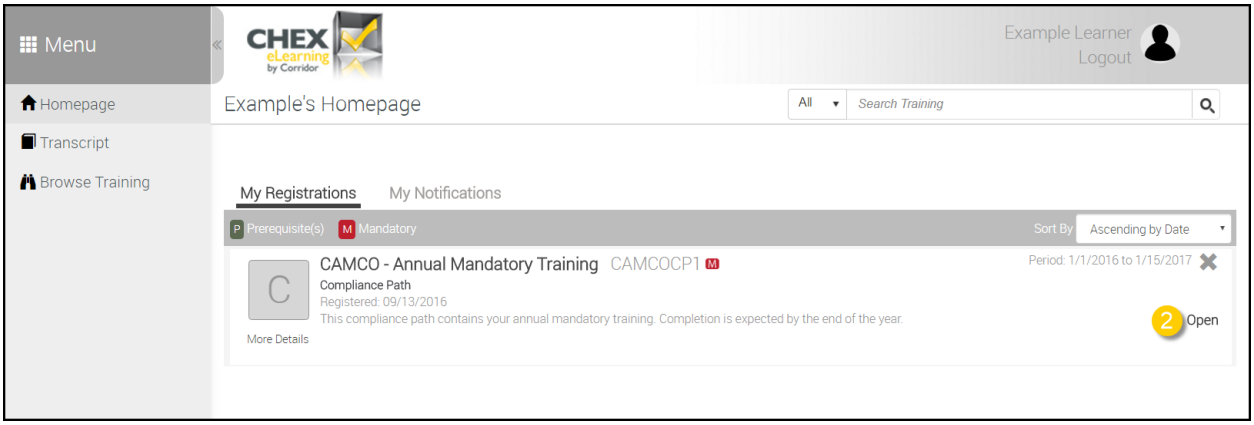
Compliance Paths

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.

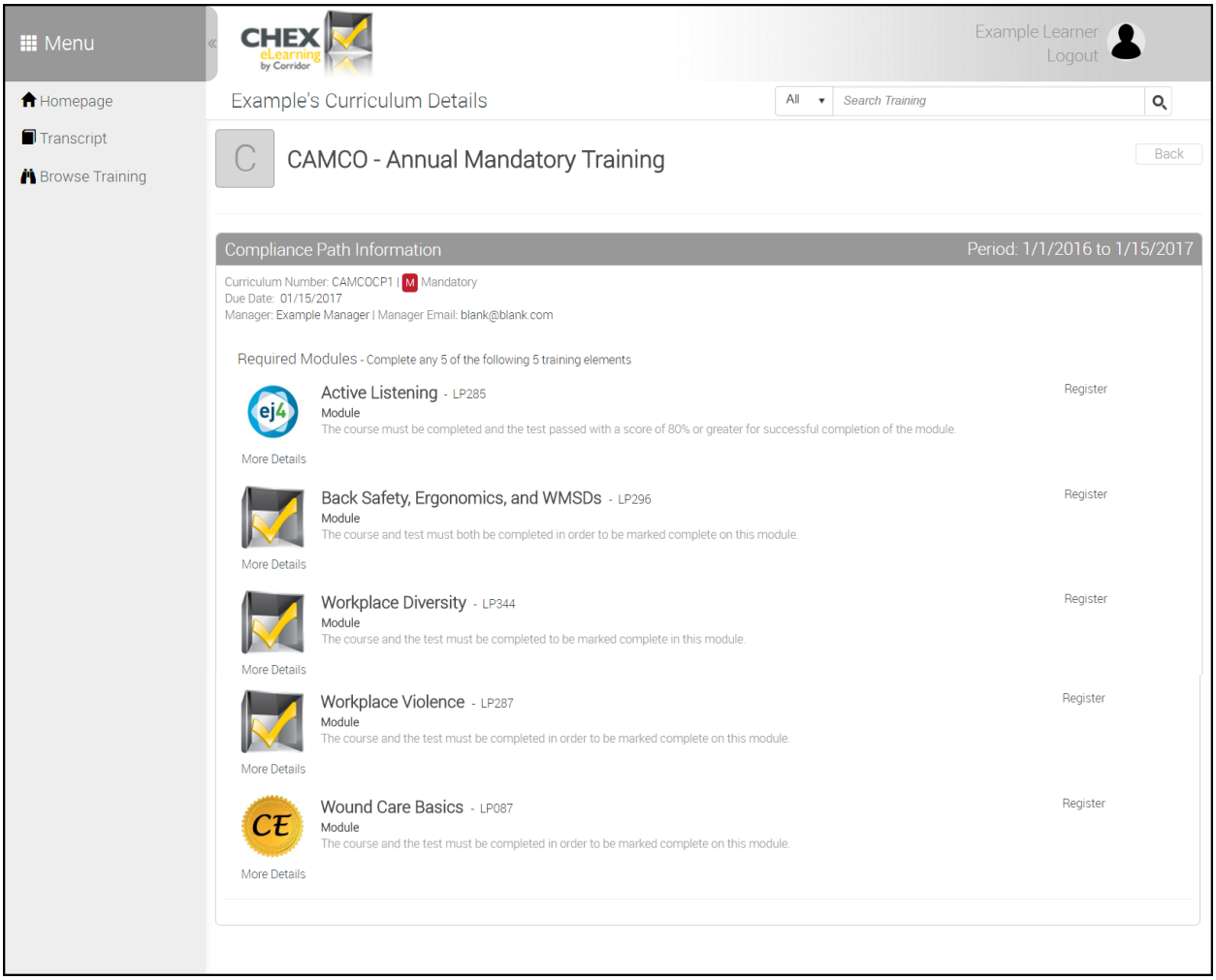
Step 1: To access a compliance path, click on the link for *Homepage,* as shown below.



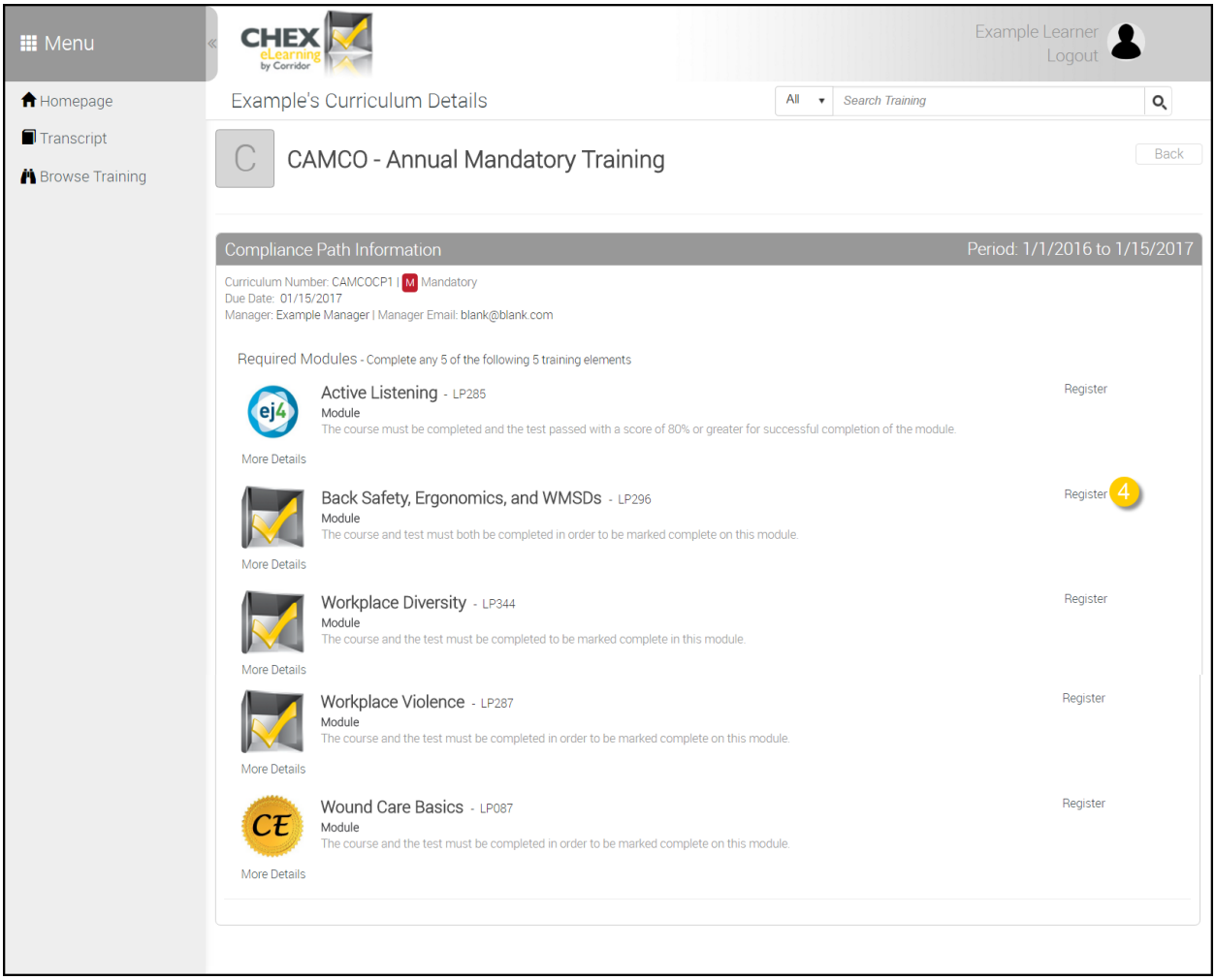
Step 2: Click the *Open* button.



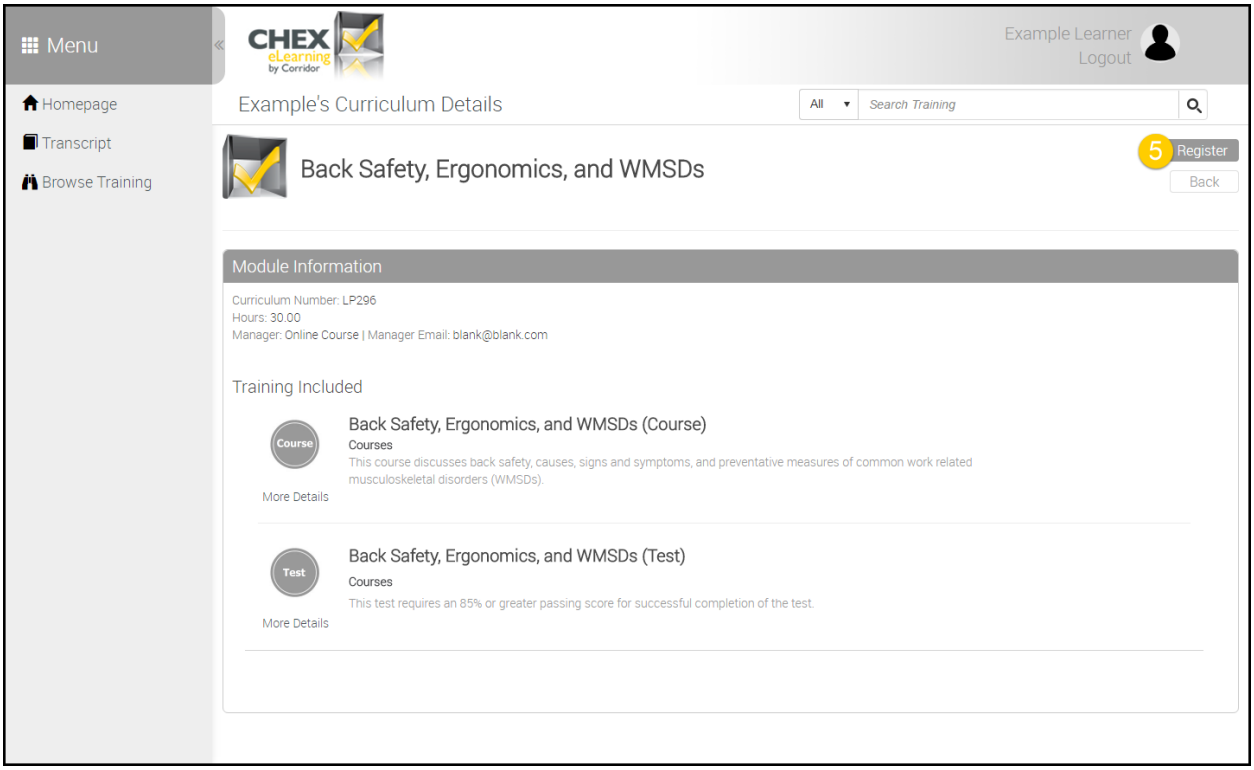
Step 3: Learners will then be redirected to the compliance path's module listing.



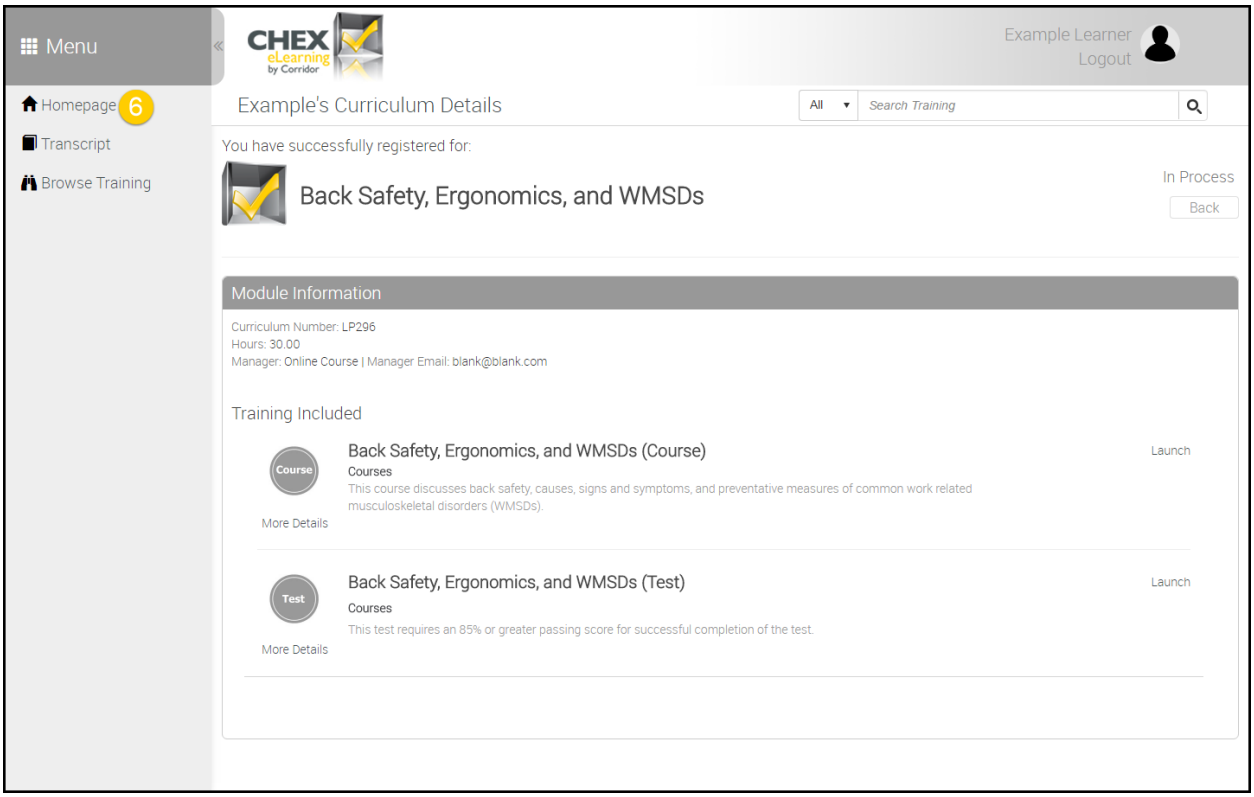
Step 4: Click on the *Register* button next to one of the modules.



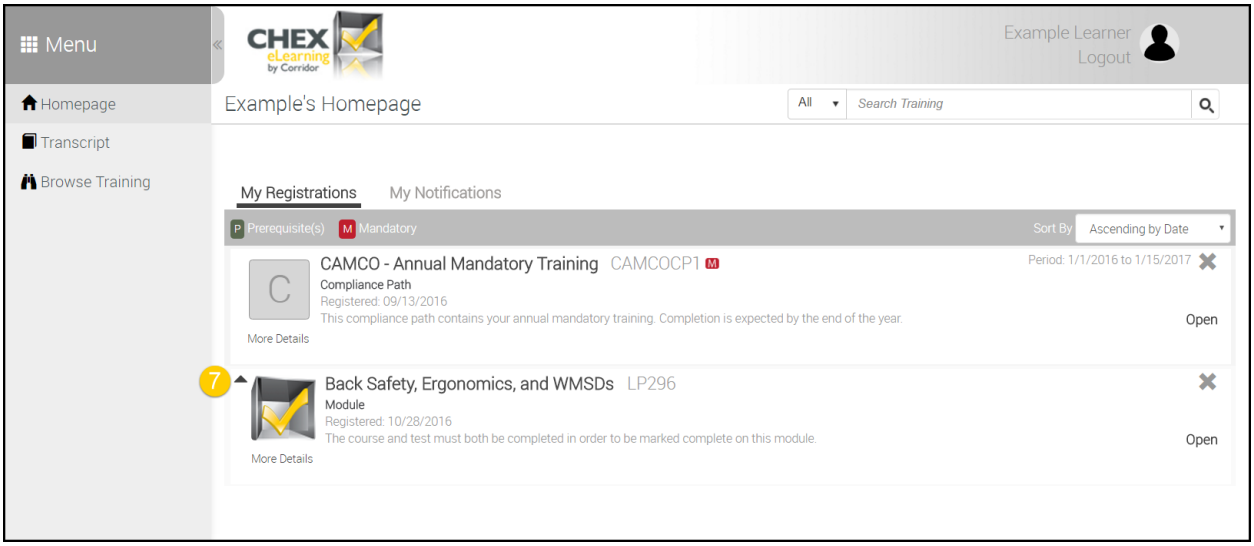
Step 5: Click the *Register* button highlighted below.



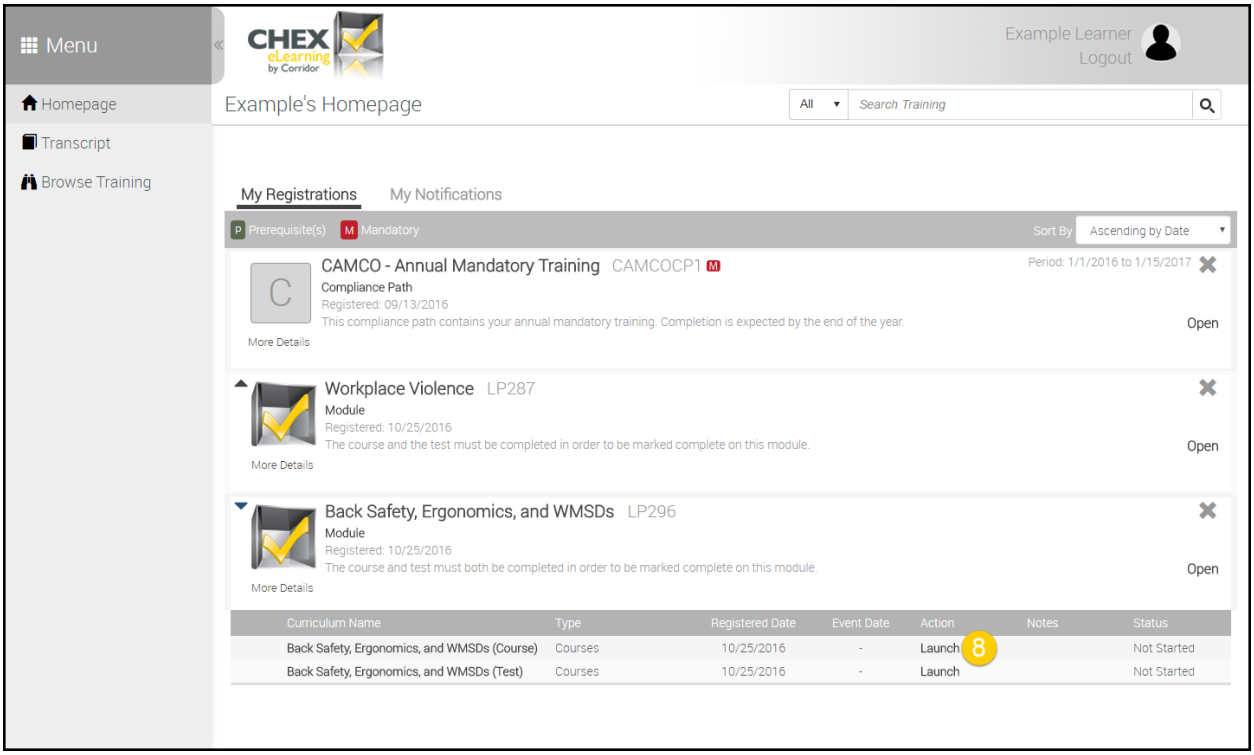
Step 6: A message will appear at the top of the screen that states "You have successfully registered for:" and the module name will be displayed. Click the *Homepage* link.



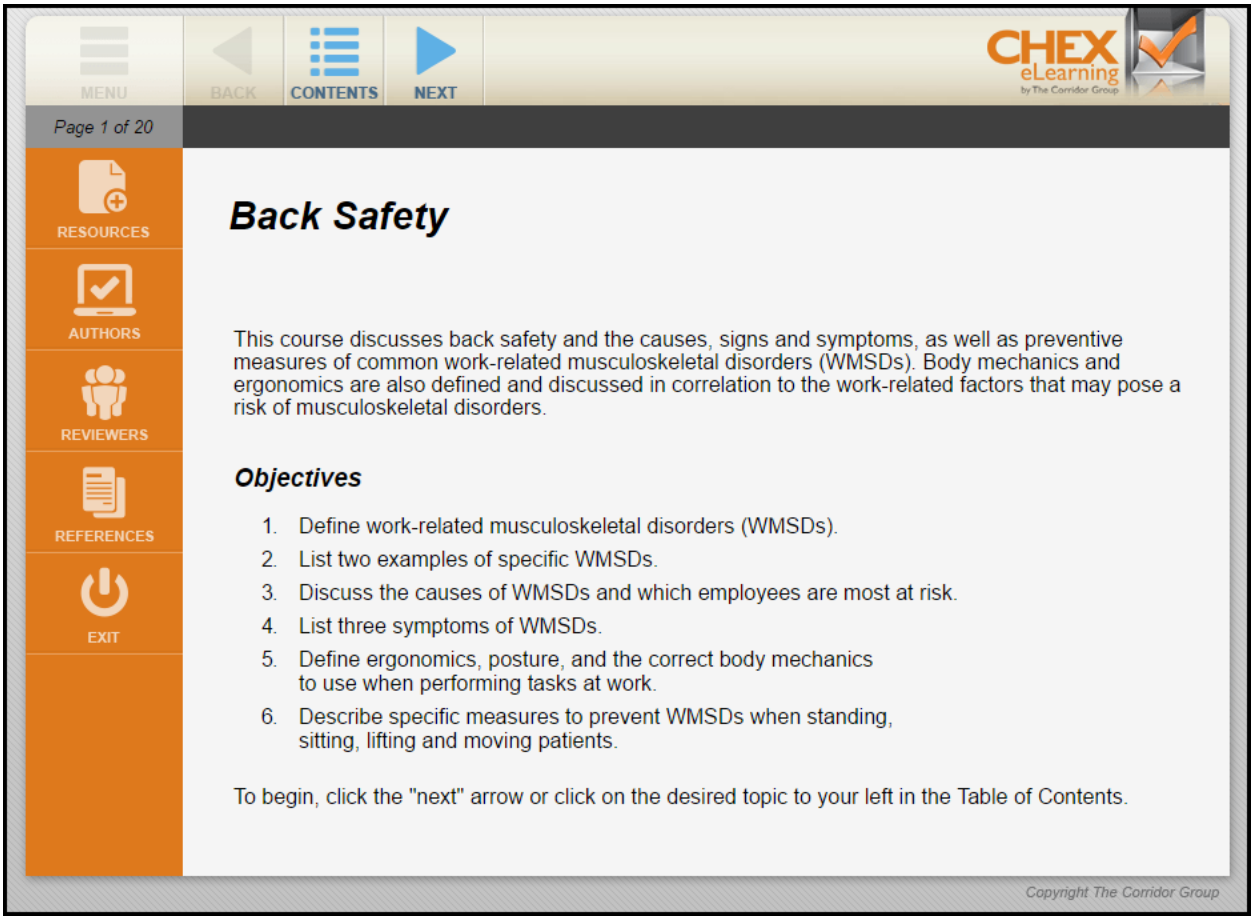
Step 7: Once on the *Homepage*, click the module's *Expand* button.



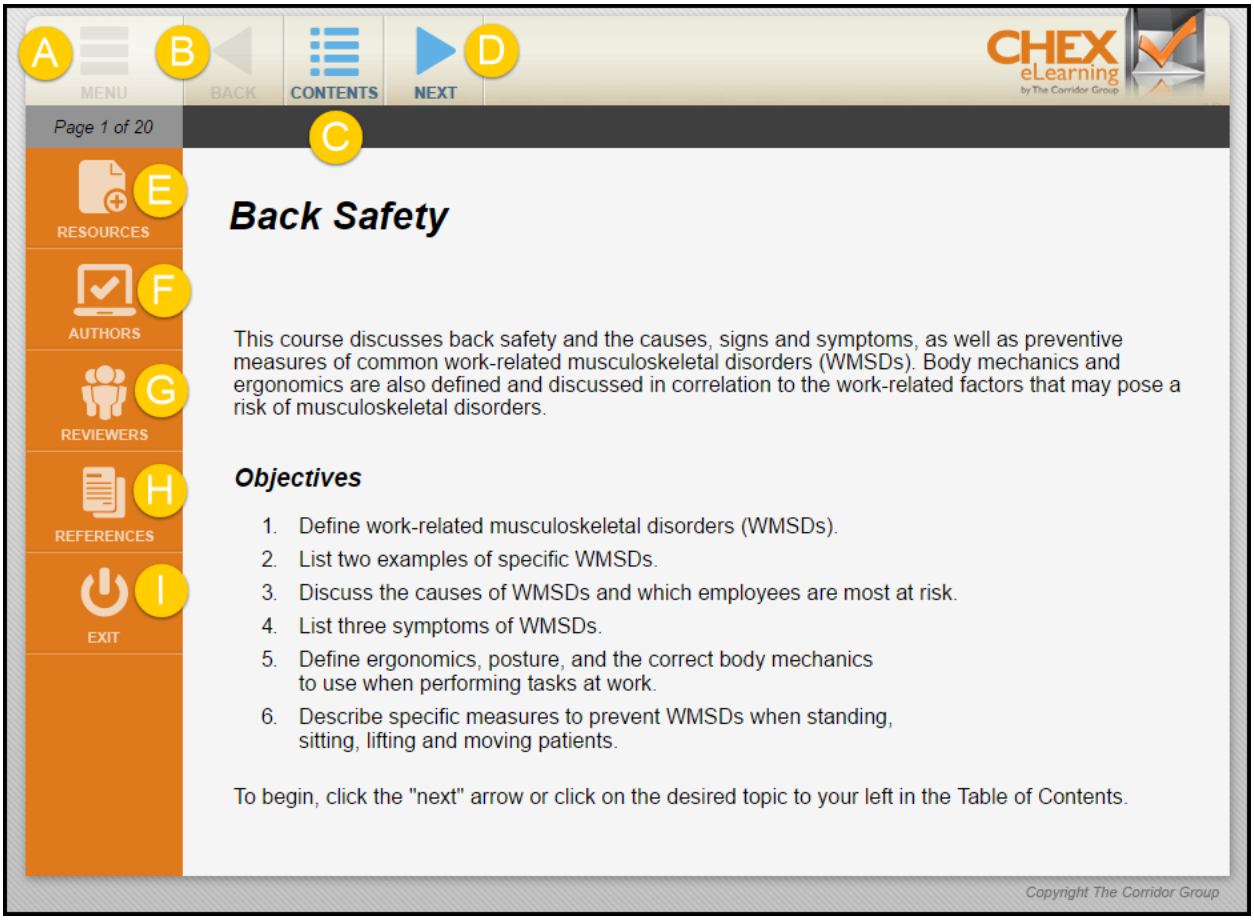
Step 8: The module will expand. Click the *Launch* button for the course review.



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.

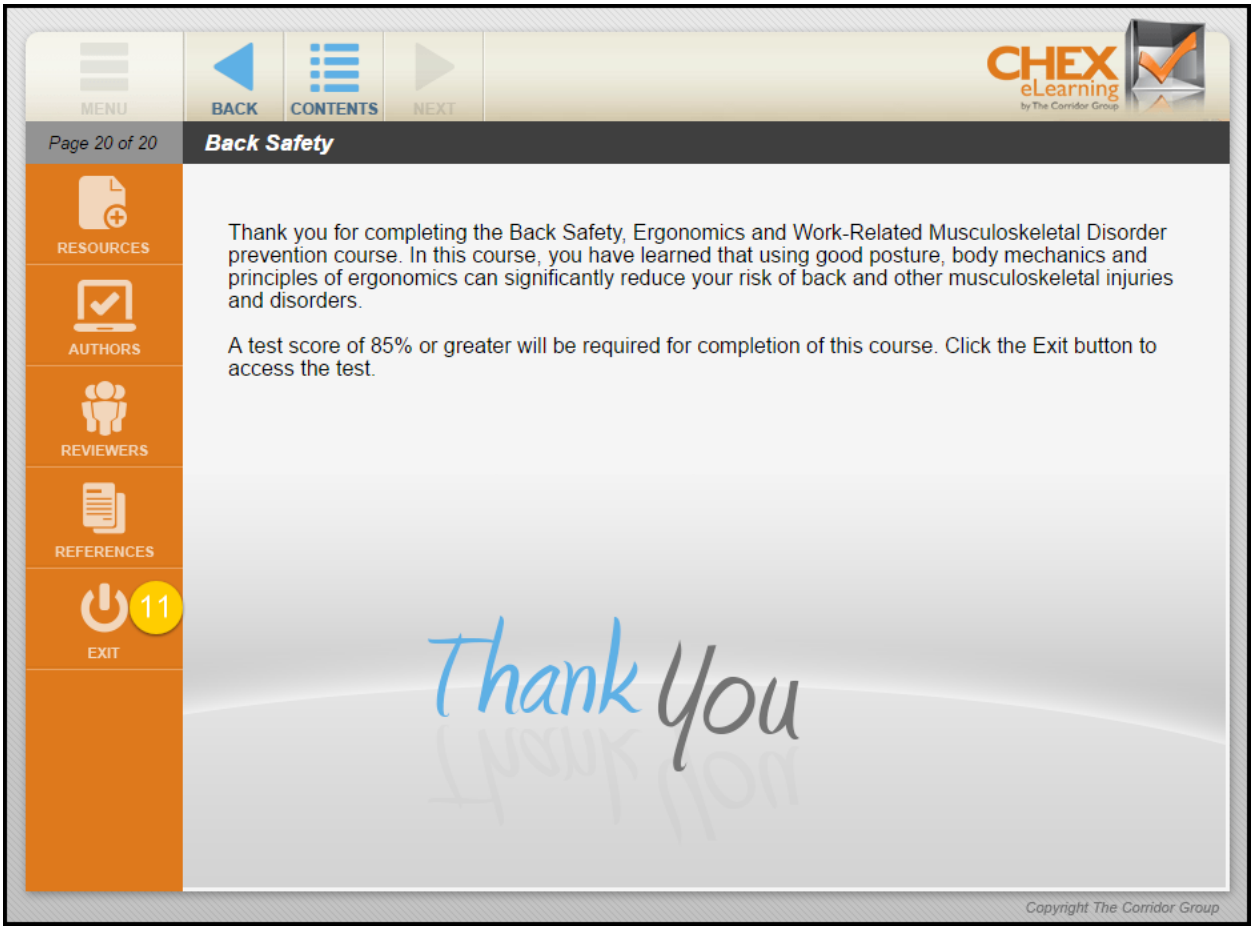


Step 10: If the course review is a video, watch it in its entirety. If the course review is a slideshow, use the navigation buttons to review the material.

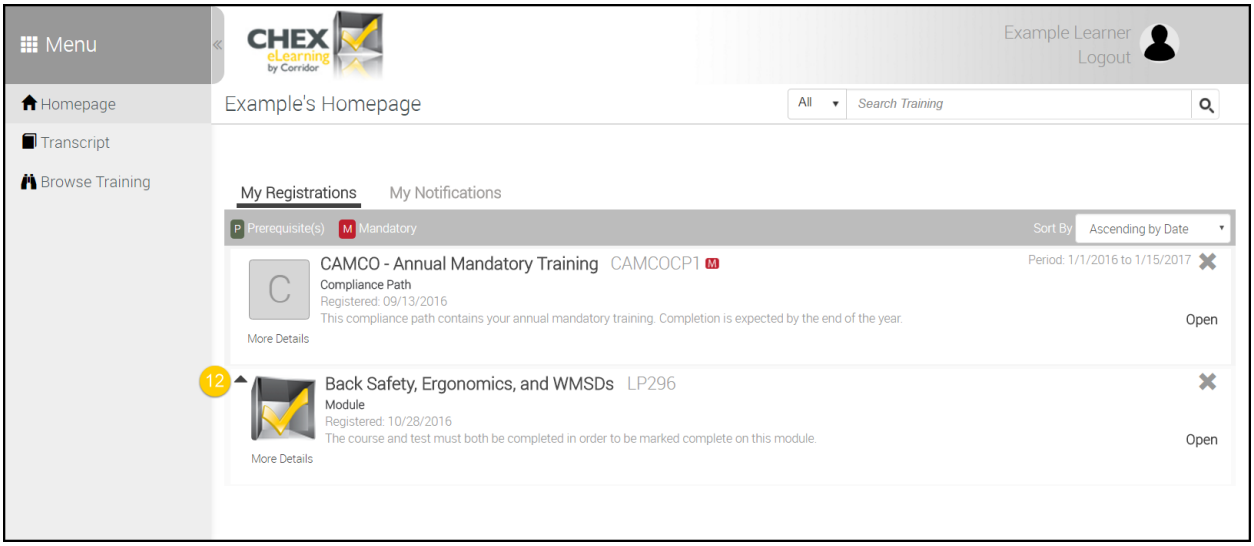


A. **Menu** – This button will display the menu when it is collapsed**.**
B. **Back Arrow** – This arrow will move the presentation back one page in the slideshow.
C. **Contents** – This button gives the learner the ability to move forward in the presentation to a specific section by clicking that section 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.

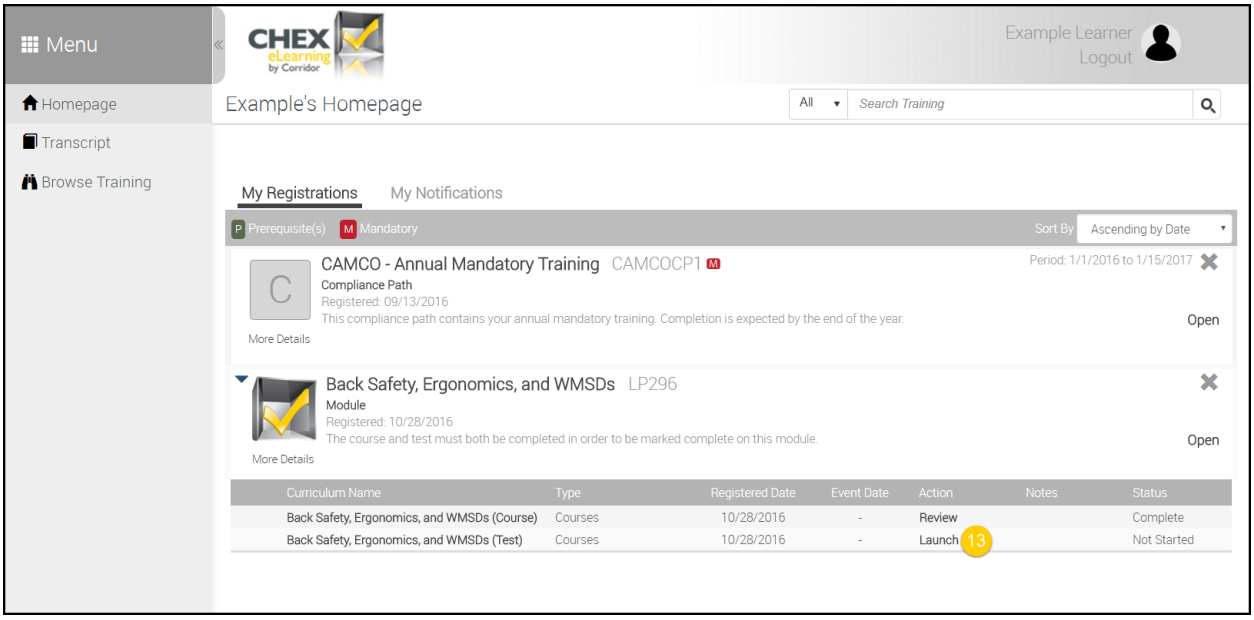
Step 11: At the completion of the course review, click the *Exit* button. The learner will be redirected back to the *Homepage*.



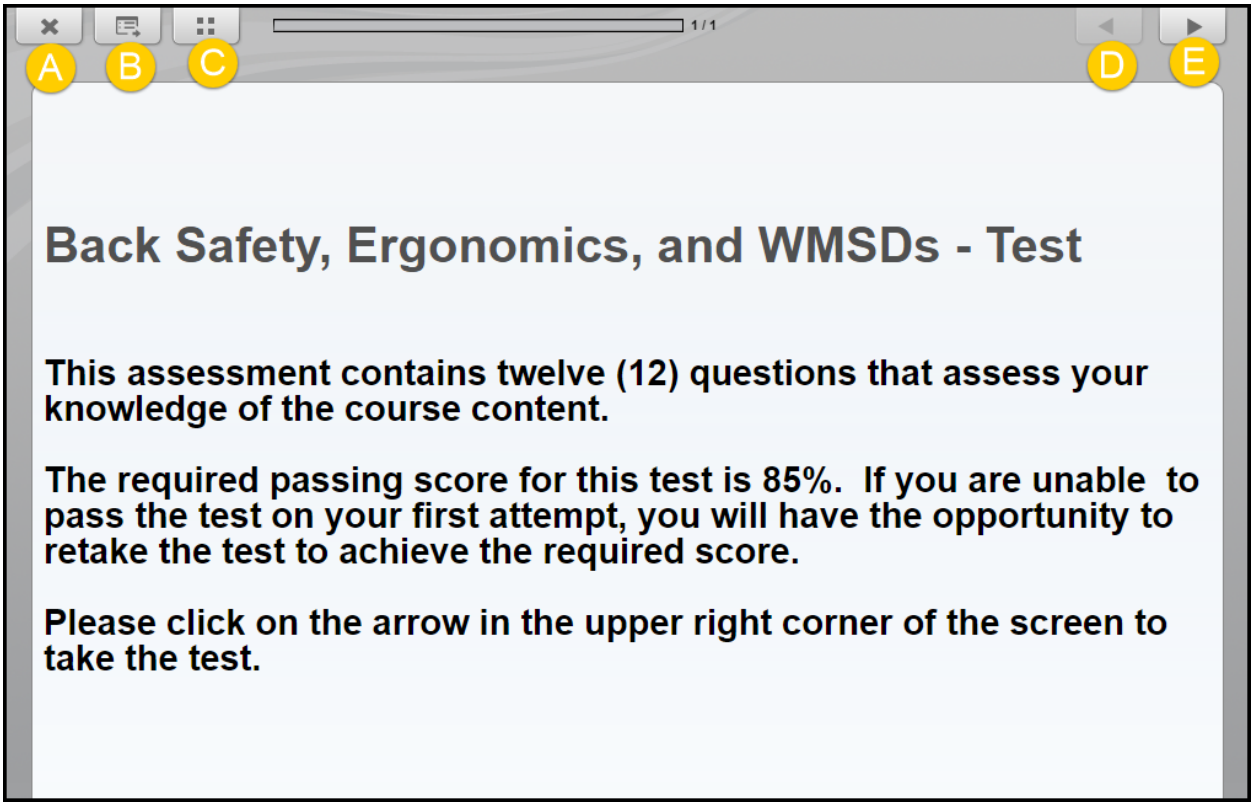
Step 12: You will be redirected back to the *Homepage*. Click the module's *Expand* button.



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

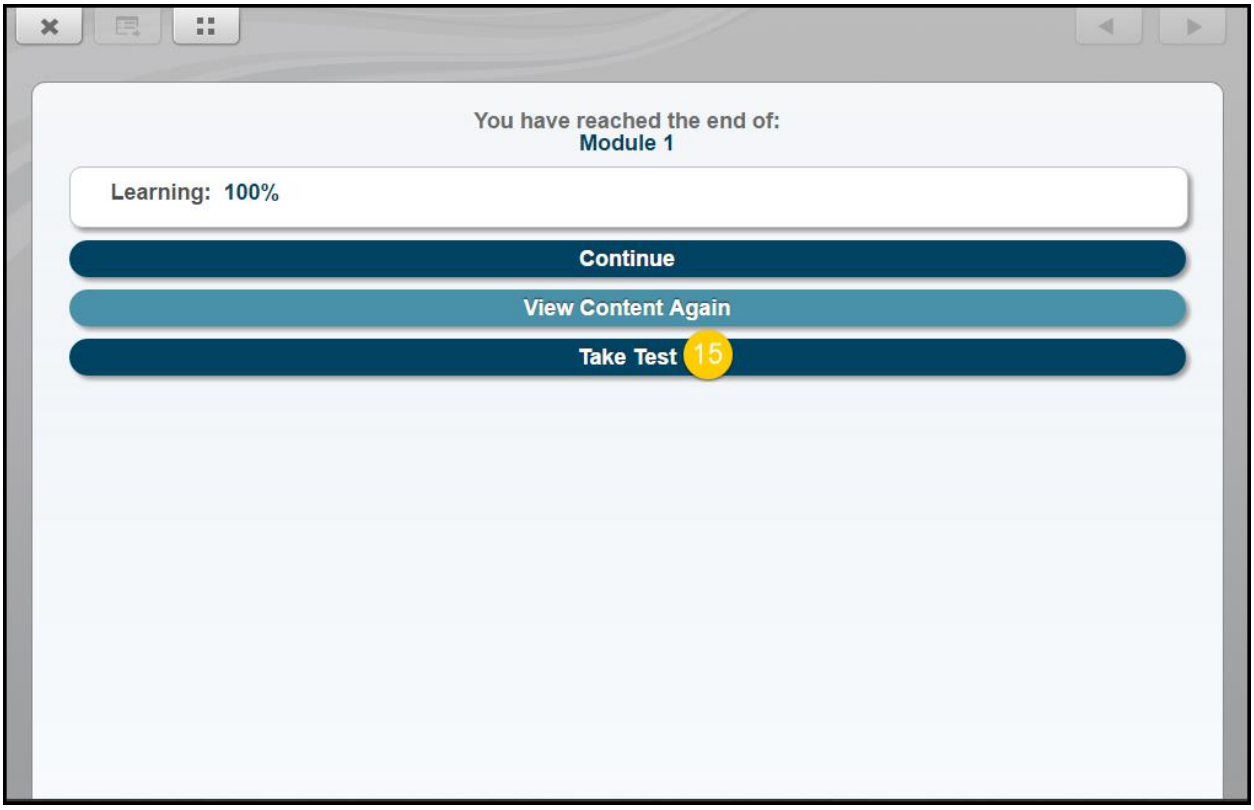


Step 14: The first page is a description of the test. It lists how many questions there are and what the passing score. The learner should click the *Forward Arrow* when s/he is ready to begin the test.

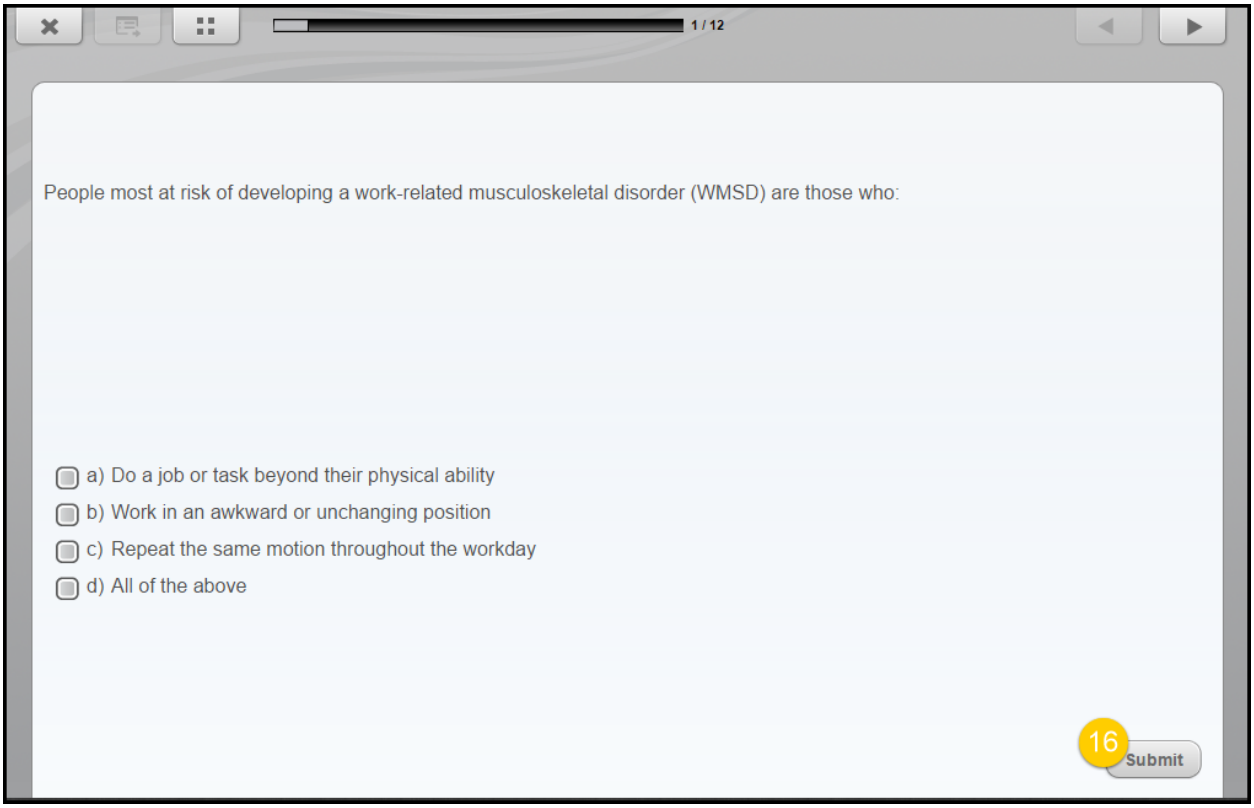


A. **Close** – This button will close the test attempt.
B. **Menu** – This button allows the learner to access a menu for the test. There's no relevant information stored here for the learner.
C. **Additional Options** – This button pulls up additional options (sound, for example) for the test. There 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*.

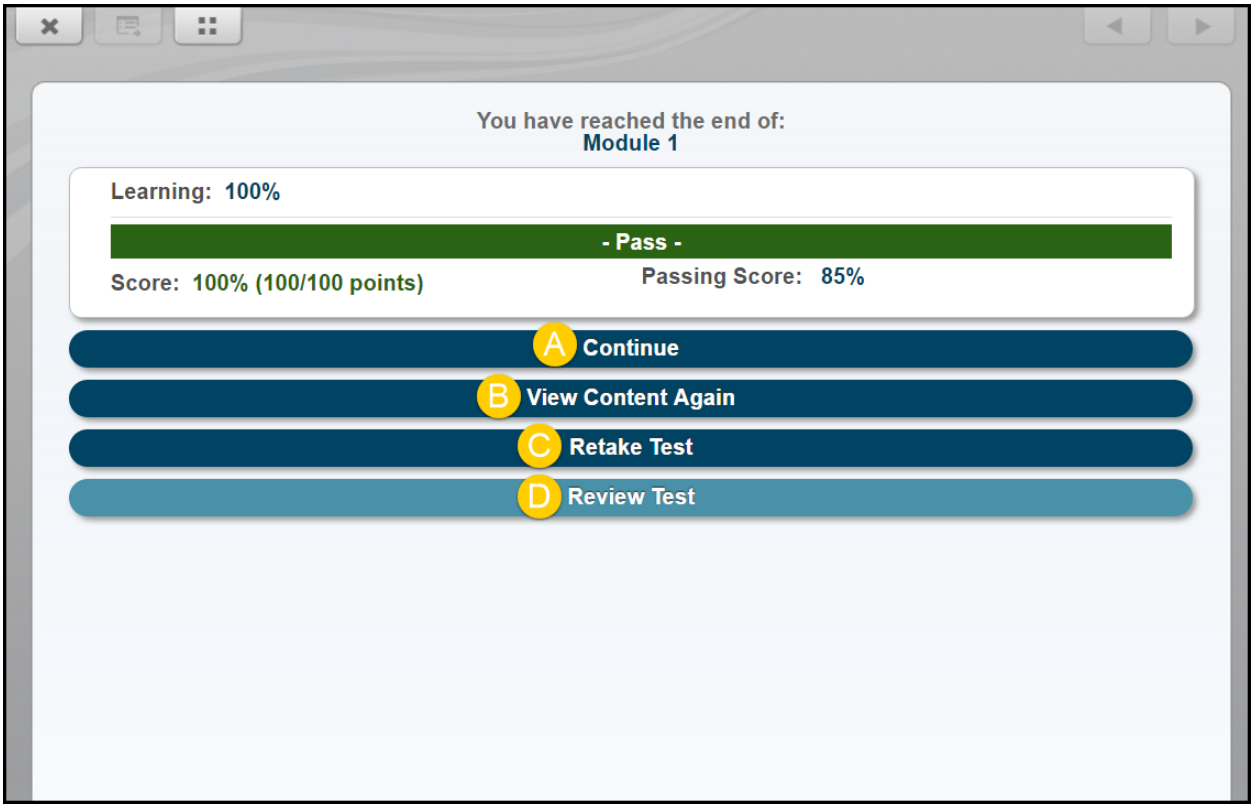


Step 16: Answer the questions in order. Click *Submit* on each question after you've selected your desired answer to move through the questions.



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.

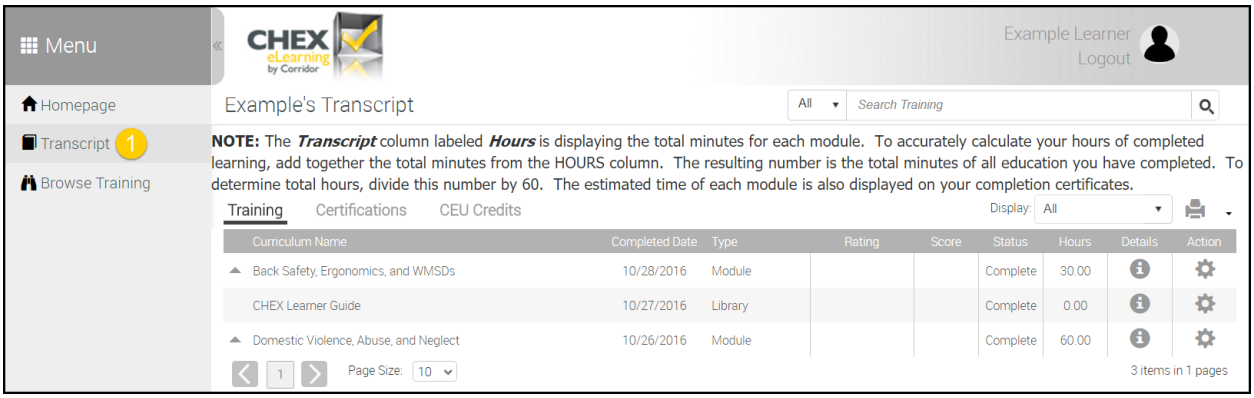
Step 17: From this screen you may continue if you have scored 85% or above which indicates you passed the course. You can retake the test if you did not score 85% or above or you can review the test results.



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.

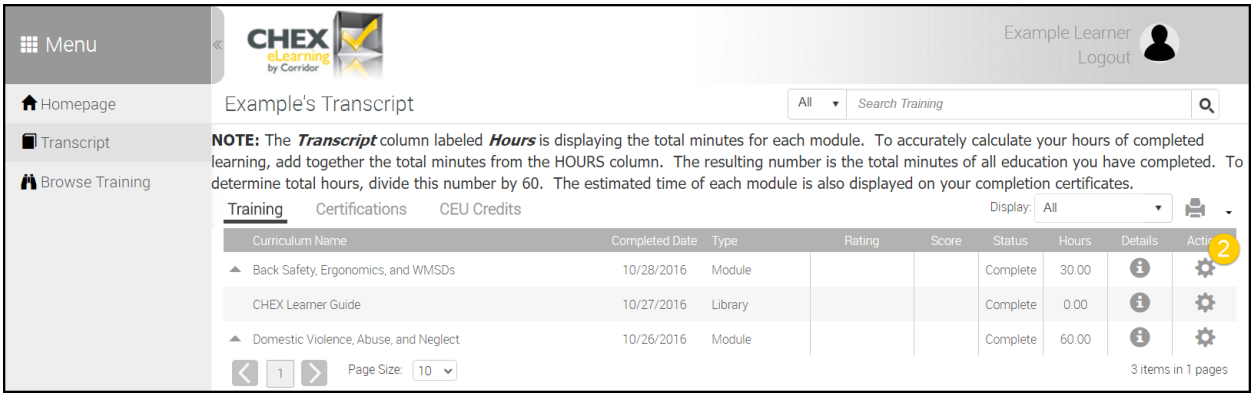
Printing Completion Certificates

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

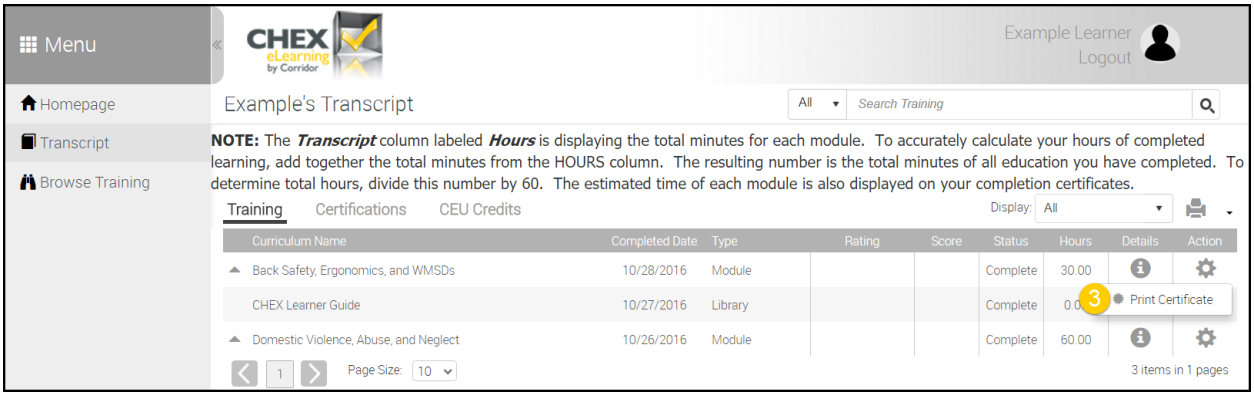


Learners can only print certificates for completed items.

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



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



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

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.	
Minimum Hardware Platform	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.
Supported Browsers	• 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).
Supported Mobile Devices	iOS 4+ Android 3+ Blackberry OS 6+ Windows Phone 7.5+
Browser Plug-Ins	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. • 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