

Success Center Navigation Basics

Learning Objects

Success Center has many learning objects available to Sanford Health and our affiliates. Some of these include:

- **Internally built courses** - Developed by our staff for a specific unit, a particular facility, or a certain entity. Some online courses, such as HIPAA Security, are designed to apply to all Sanford Health employees.
- **Vendor courses** - To meet the global needs of the various clients using Success Center, a variety of courses were obtained from vendors based on estimates of licenses that would be needed. Vendors include: eHealthcareIT, Harvard Business Press, NetLearning, JJKeller, HCPro, TypingMaster, and MindLeaders.
- **Titles, Keywords, Subjects** - As courses are prepared to be on Success Center, keywords and subjects are determined. The course descriptors are updated when the courses are added to Success Center. This is to help the users to search for courses on Success Center. By typing in a word that matches a value in a title or in the keywords, users are able to locate courses. Subjects are also useful to drill down to courses.

Welcome Page

Search

To search for a specific course or training resource, use the search bar in the top right-hand corner of the page. You can enter a general word that may be found in the resource title or keywords, a vendor name, or the course code (if known) to filter available resources.



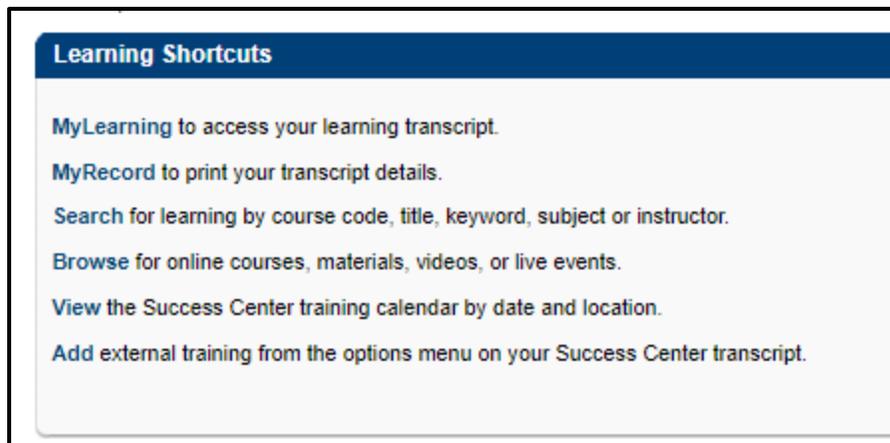
Featured Content

The *Featured Content* section displays newly created resources along with links to topics that are accessed most often by users. Expand the titles to view more specific subtopics. Click the links to browse a list of related resources.



Learning Shortcuts

The *Learning Shortcuts* section provides direct links to your learning transcript, your transcript details, the learning resource database, the training calendar, and the form to add external training to your transcript.



Viewing Your Transcript

There are two ways to view your transcript. From the homepage of the Success Center, hover over the **Learning** tab and select View Your Transcript. You can also click **MyLearning** from the Learning Shortcuts section of the homepage.

[Navigating Transcript Areas](#)

You can easily switch between your active, archived, and completed transcript areas by using the drop-down menu at the top of your transcript page. Your active transcript will show as the default. Courses will automatically move to your completed transcript once they are completed. You can use the archive section to clear out withdrawn classroom sessions or unnecessary self-selected items from your active transcript.

[Global Search](#)

To navigate to the *Global Search* page to search for training courses, click the **Search** link under *Learning Shortcuts*.

Enter keywords or a course code to filter your *Training results*. You can also click **Refine Search** to filter by the following criteria:

- Title
- Description
- Subject
- Provider
- Keywords
- Location
- Session Start Time

[Learning Tab](#)

Events Calendar

To navigate to the *Events Calendar*, hover over the *Learning* tab at the top of the page and click **Events Calendar**.

Once the *Events Calendar* is displayed, there are multiple ways to view events:

- Hover over a calendar item to see more details
- Click a calendar item to request or view more information

Note: Orientation-RN classes are limited to a designated group of new RNs.

Browse for Training

To navigate to the *Browse for Training* page, hover over the *Learning* tab at the top of the page and click **Browse for Training**.

This page allows you to browse available training resources and courses. You can also filter the resources by popularity, newest, subject, type, date range, and location.

If you are unable to locate a specific community education course through Success Center, access the [Sanford Health Classes and Events](#) website.

Success Center Course Review

Education leaders are expected to evaluate the content of the courses that have been developed or purchased to determine if they are a good fit for the learning needs of a specific entity, unit, or organization. If a course does not appear to be available to meet the need, a request should be submitted to learningsolutions@sanfordhealth.org. In some cases, an existing Sanford Health course may be modified. In other situations, a new course may need to be developed or purchased from a vendor.

Note: If education leaders select and launch an online course for evaluation purposes, they may not wish to have the evaluation remain on their transcript. In that case, they should contact the local education coordinator or the Learning Technology team (learningsolutions@sanfordhealth.org) to remove the training from the transcript. The 'pilot' system can also be used to review vendor courses to preserve licenses.