

## Conducting a Search on SanfordLearn: Casting a Net in an Ocean of Learning

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### Introduction

SanfordLearn has many learning objects available to Sanford Health and our affiliates.

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 SanfordLearn, 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 SanfordLearn, keywords and subjects are determined. The course descriptors are updated when the courses are added to SanfordLearn. This is to help the users to search for courses on SanfordLearn. 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

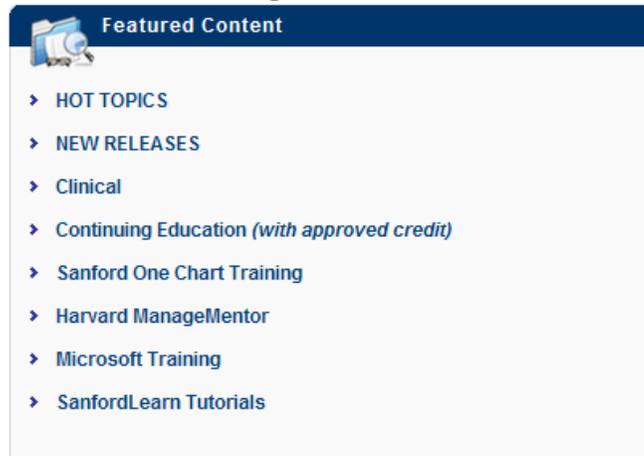
Check out the TOP RIGHT HAND CORNER to do a quick search :

Tip: Type a general word that may be found in the title or keywords of the course. (Example: Using ethic or ethic\* to match up with any titles containing ethics or ethical.)

Tip: Type a vendor name: eHealthcare, Harvard, NetLearning

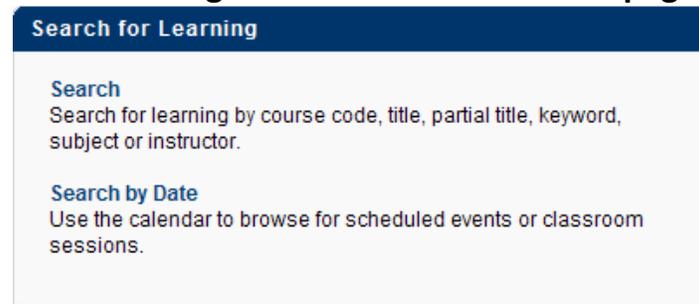
Tip: Type the course code if known.

## Welcome Page: Featured Content



Click on one of the links to see a list of related titles.

## Welcome Page: Branch to other Search pages



## Main Search Page: Type of Learning Object



Tip: Uncheck different types of learning objects to narrow your search.

Online Class: any courses or tests that will be accessed online.

Event: live events held in a certain place/time: training class, computer lab, presentation, etc.

Curriculum: a set of learning objects that put together for a particular purpose.

Library: a set of online courses, typically purchased from a vendor, used mainly to limit access.

(Note: SanfordLearn has other types of learning objects that may surface in 2010.)

## Main Search Page: Title Search

The screenshot shows a search interface with four input fields: "Title", "Subject", "Location", and "Instructor". Each field has a small icon to its right. A "Search" button with a magnifying glass icon is located at the bottom right of the search area.

Tip: If left blank and Search is clicked, then every title for the checked learning object(s) available to the user will be listed.

Tip: If the search results in more than 20 on a list, then the user must navigate to the next page(s) to see all of the items located.

(82 Results) [1](#) [2](#) [3](#) [4](#)

## Main Search Page: Subject Drill-down

Tip: Click the expanding arrow to see a list of Subjects.

The screenshot shows a search interface with two input fields: "Title" and "Subject". The "Subject" field has a small icon to its right, indicating a drill-down or expandable list.

Tip: Click on the subject name and/or the + to see the other types of subjects available:

The screenshot shows a web browser window titled "Empowering People: Sanfordhealth - Windows Internet Explorer provided by Sanford Health". The address bar shows the URL: <https://sanfordhealth.csod.com/Common/popups/SearchSubjects.aspx?v=True&nc=True&ns=True&dp=True&dp=False&permissionI>. The page content is titled "Find Subject" and includes a search bar with "Search by subject name:" and a dropdown menu set to "English (US)". Below the search bar is a table of subjects.

SUBJECT NAME	LANGUAGE
Applications	English (US)
Benefits Education	English (US)
Clinical	English (US)
Continuing Education (with approved credit)	English (US)
Development	English (US)
eHealthcareIT	English (US)
Equipment	English (US)
General	English (US)
Harvard ManageMentor	English (US)
HIPAA	English (US)
HOT TOPICS	English (US)
Leadership Competencies	English (US)
Microsoft Training	English (US)
MindLeaders	English (US)
NetLearning	English (US)
NEW RELEASES	English (US)
Safety	English (US)
Sanford Health & MeritCare Shuttles	English (US)
Sanford One Chart Training	English (US)
SanfordLearn Tutorials	English (US)

## Learning Tab: Events Calendar

# SanfordLearn

Home Learning

View Your Transcript | Events Calendar | Browse for Training

Once the Event Calendar is shown on the screen, there are multiple ways to see events.

## SanfordLearn

Search

[My Account](#) | [Log Out](#) | [Help](#)

Home Learning My Team Reports My Profile Content Admin ILT Care Knowledge Connections Integration Suite

View Your Transcript | Events Calendar | Browse for Training | Interests and Waitlists

### Events Calendar

Click on the date to see the full day at a glance. To view all locations you must click on the "Display All Locations" link below. Click on the event name to see the session details. To search for an event, use the Advanced Search. To view events you've registered for, click the "Display My Events" link.

July, 2012

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today: January 13, 2012

**Filters**

Location  
SANFORD STEVENS CENTER

Completed Sessions

**Display Options**

All Sessions  
 Session Contact  
 Session Instructor

July, 2012

Day Week **Month** Agenda

All Events My Events

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	ci-0422 SMC Medication 8:30 AM CST  ci-0534 Large Volume I 12:15 PM CST  gi-0304 Sanford Health 1:00 PM CST  zi-0539 Sanford One Ct 1:00 PM CST  ci-0522 PCA Pump (Life 2:30 PM CST  ci-0523 Epidural Pump 3:30 PM CST	zi-1193 Sanford One Ct 8:00 AM CST  zi-1326 Clinic Clinical Si 9:00 AM CST	4	ci-1440 POCT Glucose 8:00 AM CST  zi-1327 Clinic Clinical Si 9:00 AM CST  ni-0023 Simulation - RII 1:30 PM CST	si-0077 Patient Safety; I 8:00 AM CST  ci-0191 An Unexpected 9:45 AM CST  di-0021 The Patient Exp 12:45 PM CST  ci-1426 Patient Educatio 1:10 PM CST  ci-1425 Video Sanford 2:10 PM CST  ci-0539 Testing Your R 2:40 PM CST	7
8	ci-0183 Information Rev 8:00 AM CST  gi-0102 Hew Employee 9:00 AM CST  gi-0096 Sanford Health 9:00 AM CST	ci-0806 Phlebotomy Ori 8:00 AM CST  zi-1194 Sanford One Ct 8:00 AM CST  di-0017 Hl, How Do You 8:00 AM CST  di-0010 Communicatin 8:30 AM CST  ci-0531 Sticks & Stone 9:05 AM CST  si-0089 National Patient 10:30 AM CST	ci-0079 It's a Dilemma: 8:00 AM CST  ni-0024 Simulation - Int 9:15 AM CST  gi-0093 Ho Shirt, Ho Sh 12:30 PM CST  ni-0020 MRI Video (CLI 1:15 PM CST  si-0080 Personal Safet 1:45 PM CST  si-0079 My Role in Safe 2:45 PM CST	ni-0018 Elder Friendly C 8:00 AM CST  gi-0080 Weaving Spirit 9:15 AM CST  ci-0192 Discovering My 9:45 AM CST  ci-0532 Our Practice: St 10:30 AM CST  si-0082 Patient Safety; I 12:30 PM CST  ai-0019 Micromedex 2:45 PM CST	ci-0533 Watch Your Bac 8:00 AM CST  ci-1471 Task Trainer-CI 8:45 AM CST  ci-0281 Understanding 10:30 AM CST  ci-1472 Task Trainer-CI 1:00 PM CST	14

**Tip:** Hover over the calendar item to see more details, click to request or drill-down for more information. **Note:** Orientation-RN classes are limited to a designated group of new RNs.

**ci-0191 An Unexpected Curve: Navigating Unexpected Change in Patient Status**

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Session | Sanford CLI ILT or Curriculum | 2 hours 0 min

ci-0191 An Unexpected Curve: Navigating Unexpected Change in Patient Status

**Session Details**

Locator Number: 20087

Session ID: ci-0191:ci-0191-13

Subjects: Clinical, Orientation-RN

Price: \$00

Roster: [View Roster](#)

Student Roster: [View Student Roster](#)

Registration Deadline	Seats Available	Maximum Registration	Currently Registered
2/28/2010 9:45 AM CST	34	36	2

**Part: 1**

Monday 3/1/2010 9:45 AM - 11:45 AM CST

Location: SOUTH DAKOTA > Stevens Center 2120 CLI Classroom (40 seats) [view map](#)

Instructors: TERESA JAHN [JAHNT@SANFORDHEALTH.ORG](mailto:JAHNT@SANFORDHEALTH.ORG)

ROINE KLASSEN [KLASSEN@SANFORDHEALTH.ORG](mailto:KLASSEN@SANFORDHEALTH.ORG)

**More Event Details**

Course Code: ci-0191

Previous Course Code: SV-EO-0098

Request
Assign
Close
Print
View Event

## Learning Tab: Browse for Training

### Browse for Training

#### Browse for Training

- > HOT TOPICS
- > NEW RELEASES
- > Clinical
- > Continuing Education *(with approved credit)*
- > Sanford One Chart Training
- > Harvard ManageMentor
- > Microsoft Training
- > SanfordLearn Tutorials

Find exactly what you're looking for using a more detailed Search.

> [Go to Search](#)

January 2012						
SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

#### Your Upcoming Sessions

No sessions scheduled

[View all](#)

#### Suggested Training

ac-0104 SanfordLearn Roster Management

## Review of Courses on SanfordLearn

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, then a request should be submitted to [sanfordlearn@sanfordhealth.org](mailto:sanfordlearn@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.

**Tip:** 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 ([sanfordlearn@sanfordhealth.org](mailto:sanfordlearn@sanfordhealth.org)) to remove the training from the transcript. Also, our 'pilot' system can be used to review vendor courses to preserve licenses!

## Summary: Successful Searching Can Result in a Great Catch!

