Contents

Overview

When you are logged into the BioSciences Learning Center, the Home tab displays your relevant training information such as:

	Trainings Completed	• Displays the number of trainings that you have completed • When clicked, displays the name, completion date, status, and details for all completed trainings
	Certificates Received	• Displays the number of Certificates of Completion that you have received; only trainings that include a certificate are displayed here • When clicked, displays the name, date the certificate was earned, and downloadable certificate file
	Skills Acquired	• Displays the number of skills acquired through activities you have completed • When clicked, displays the name and level of each skill earned
	Badges Earned	*COMING SOON*
	Training History	• Displays all trainings in which you are enrolled, training progress, status, and the ability to start or resume the training (Launch Training)

To launch/start my assigned training:

1. Click on the *Home* button in the navigation bar.

    The *Home* screen displays any trainings that have been assigned to you and also any trainings that you have self-enrolled in.

2. Click the *Launch Training* button next to the training you would like to launch or start.

3. Click the *Start* button to launch the training.

To navigate through a training:

When you start or launch a training, the *training space* will contain a training menu (A), global training progress bar (B), and active training area (C). Any activities that need to be completed are located in the training menu (A).
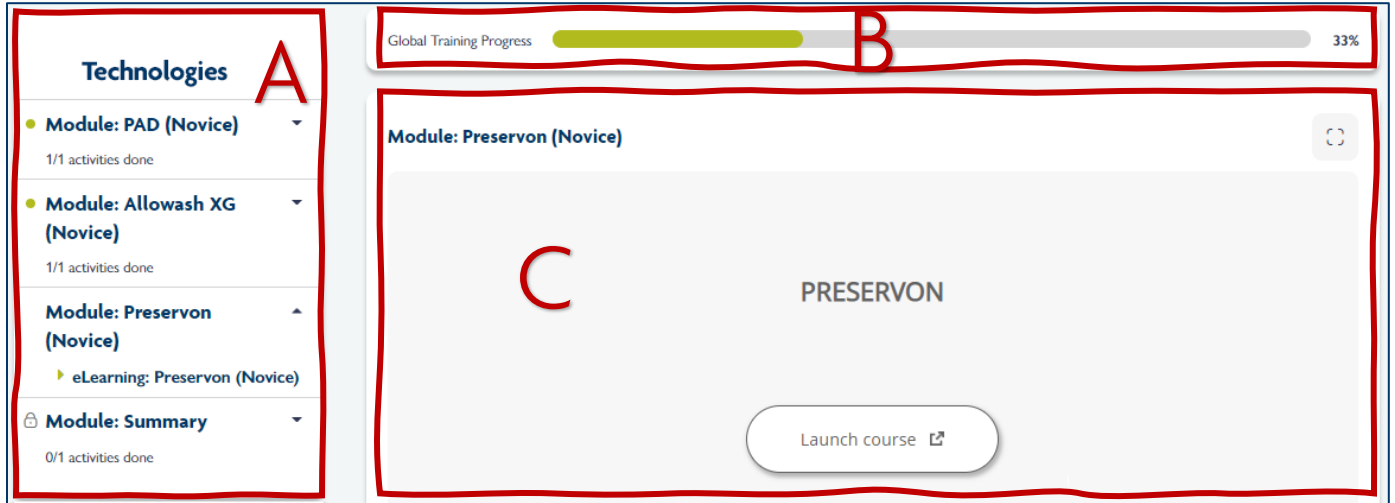
The icons in the training menu are helpful in determining what action is needed:

▶	Green arrow	Indicates the current activity
●	Green circle	Indicates a completed activity
🔒	Lock	Indicates an activity that has not been unlocked; you must complete activities listed above this before you can proceed to this activity
0/1 activities done	Activities	Displays the number of activities you have completed within a given module

1. Depending on the activity, you may need to click the *Launch course* button in the training area if a pop-up window does not display.
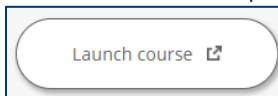
   For eLearning courses, complete the activity within the pop-up window and then exit the window when you have reached the end of the eLearning activity (and achieved a passing score of 80% or higher if applicable).

2. When you have finished the activity, click the *Next Module* button at the top of the training space.
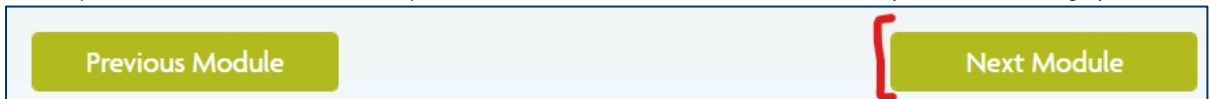
3. Your score for the activity will display. If you have met the completion criteria for the activity, click the *Next* button to begin the next activity.
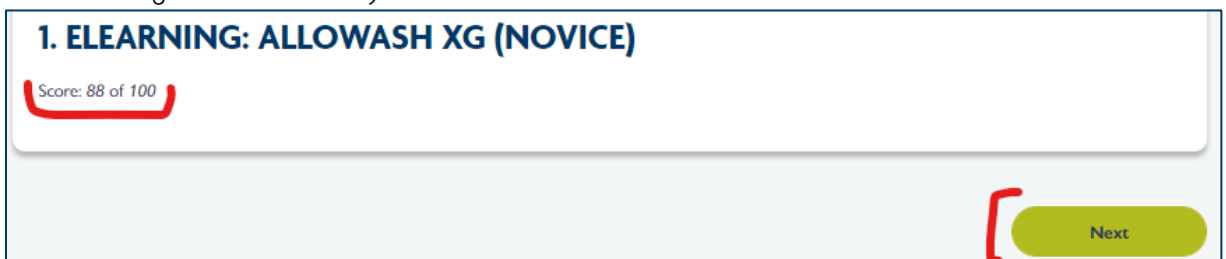
4. (If applicable) When you have reached the end of your training, choose the statement that indicates you have completed all items within the training.
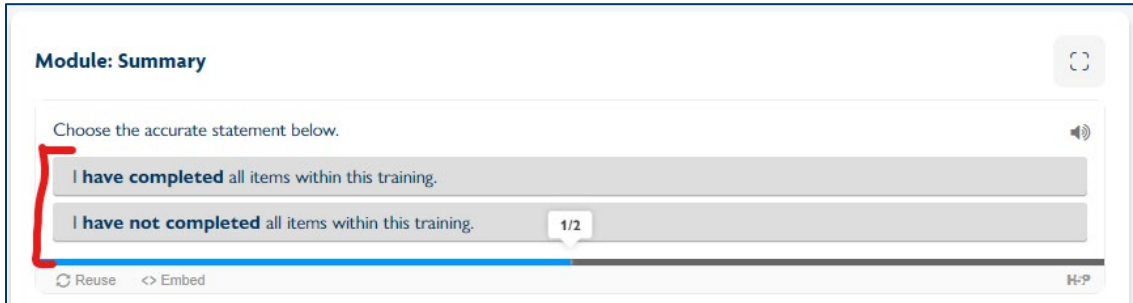
5. Click *Next Module* to finalize your overall progress for the training.
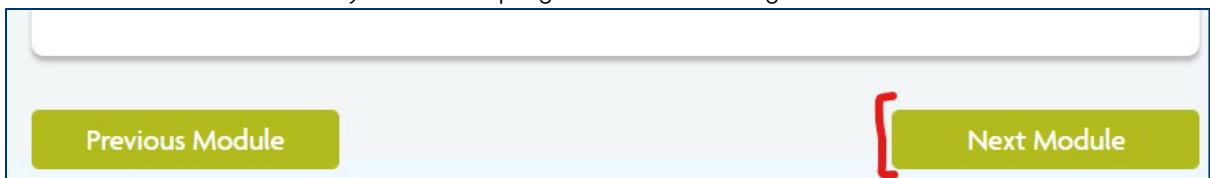
6. Click *Back to training homepage.*
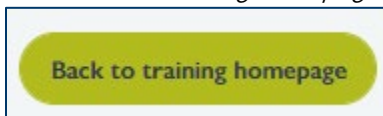
FAQ: How do I move from one activity to another?
Once you have completed an activity, proceed by clicking the *Next Module* icons at the bottom of the training area.
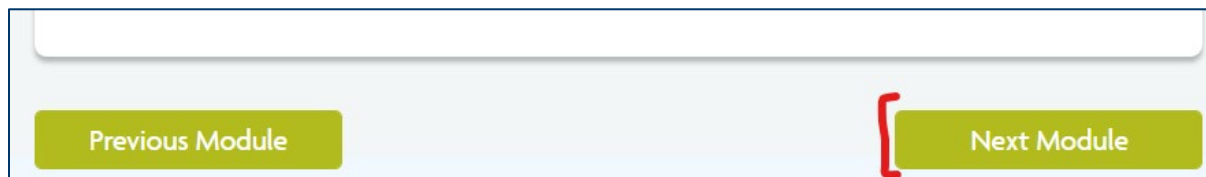
FAQ: What if I already started or completed an activity in another training?

If your activity is an interactive eLearning, you can resume your activity when it loads by clicking the *Resume* button.
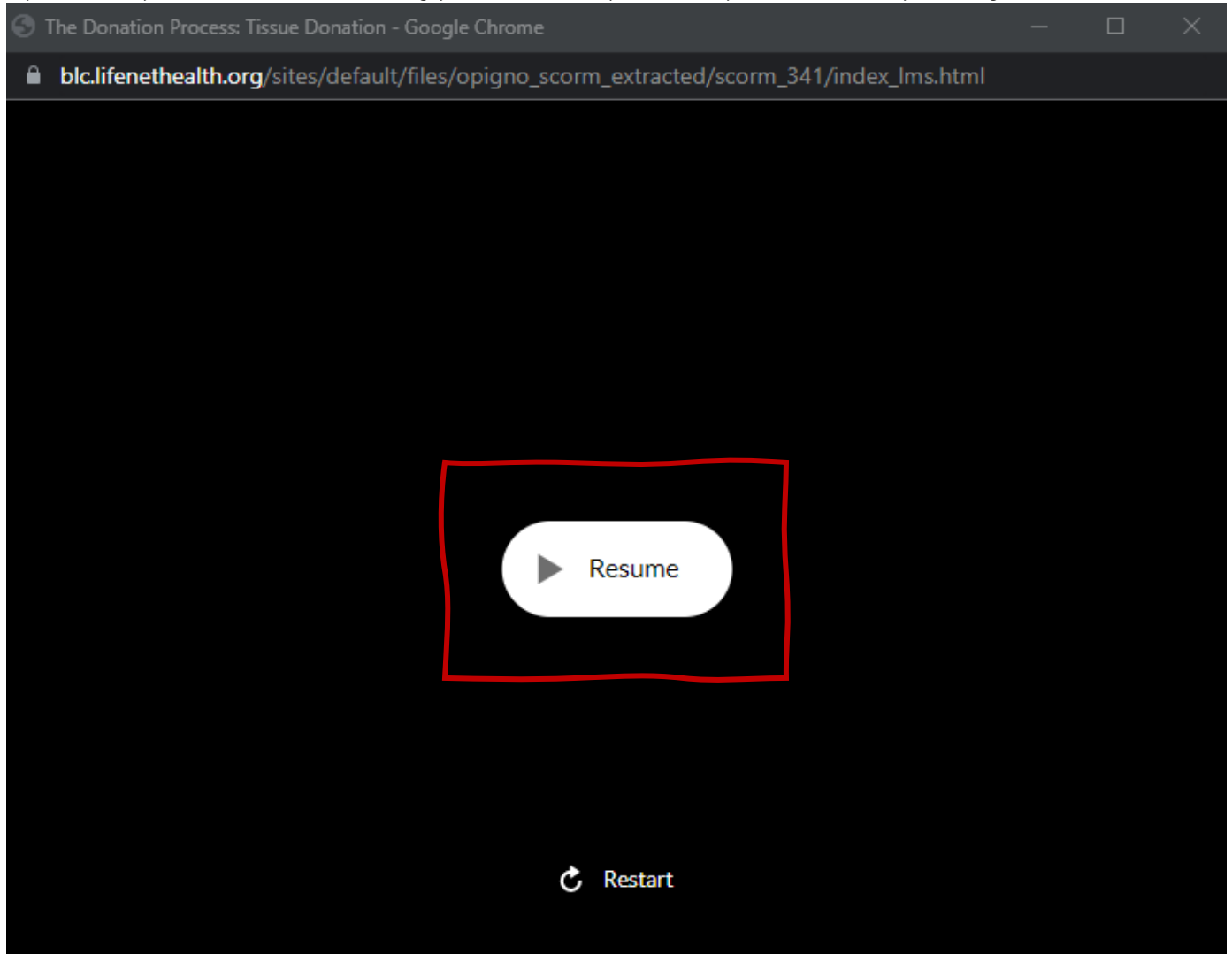
If you have previously met the completion criteria for the activity, proceed by clicking the *Next Module* icons at the bottom of the training area.

![BioEd Academy™ logo]
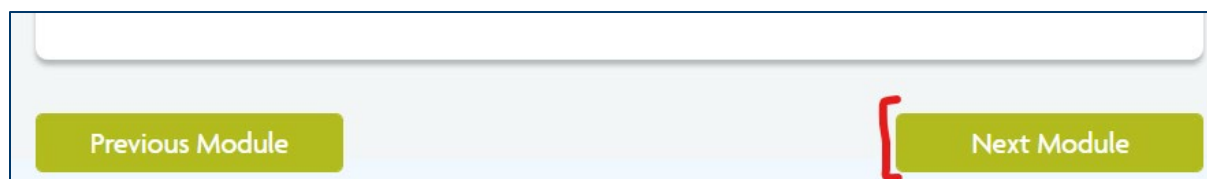
FAQ: How can I tell how many activities are in my training?

When you click the *Launch Training* button on the Home page for a specific training, you will be taken to the *Training Details* page. Click the dropdown arrow to expand and view all activities within the training.

Type	Steps	Status	Progress	
☆ Course	Advanced Wound Management (D/M, Novice)	⋯ Pending	0%	˅

Type	Steps	Status	Progress	
☆ Course	Advanced Wound Management (D/M, Novice)	⋯ Pending	0%	˄
☆ Module	Module: MATRACELL (Novice)	⋯ Pending	0%	
☆ Module	Module: Preservon (Novice)	⋯ Pending	0%	
☆ Module	Module: DermACELL (Novice)	⋯ Pending	0%	
☆ Module	Module: Matrion (Novice)	⋯ Pending	0%	

When you launch the training, the training menu on the left side of the training space also shows you the activities you must complete.

LifeNet Health Technologies

- **Module: PAD (Novice)** ▾
 1/1 activities done
- **Module: Allowash XG (Novice)** ▾
  1/1 activities done
- **Module: Preservon (Novice)** ▴
  ▸ eLearning: Preservon (Novice)
- 🔒 **Module: Summary** ▾
  0/1 activities done

Global Training Progress   33%

Module: Preservon (Novice)

PRESERVON

Launch course ⧉

FAQ: Nothing happens when I click on a module title. Why?

Some trainings require you to complete items in a specific order. Start with the first Module item in the list and go from there.
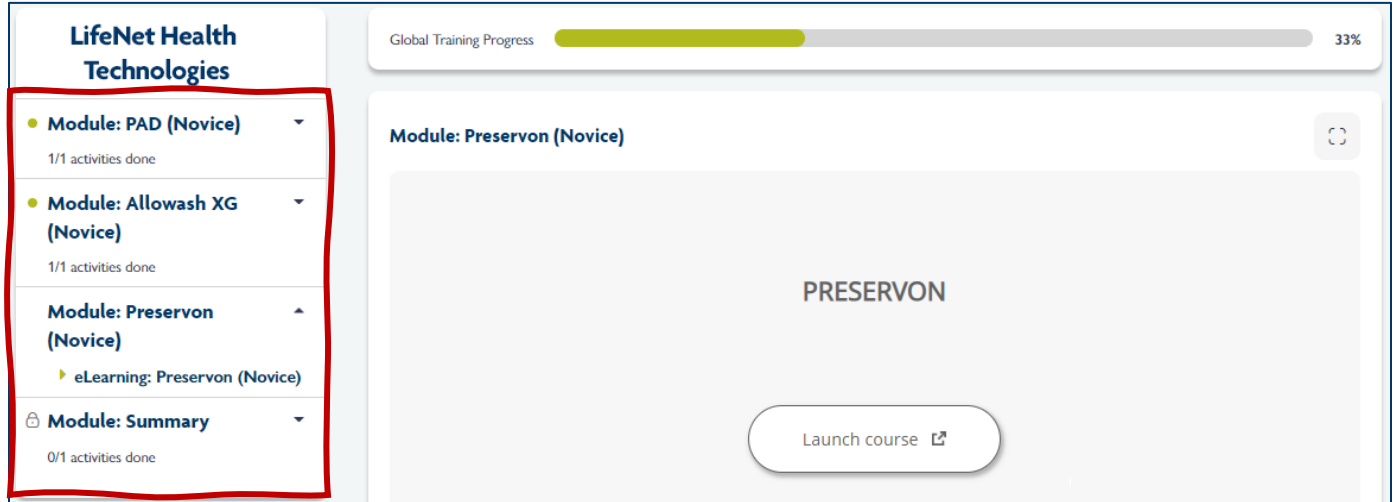
For instance, in the screenshot above, you will complete the activities in the following order:

  a. Module: PAD (Novice)
  b. Module: Allowash XG (Novice)
  c. Module: Preservon (Novice) – *the user is currently attempting this activity as noted by the arrow icon.*
  d. Module: Summary

You will proceed through each activity with the *Previous Module/Next Module* icons at the bottom of the training area.
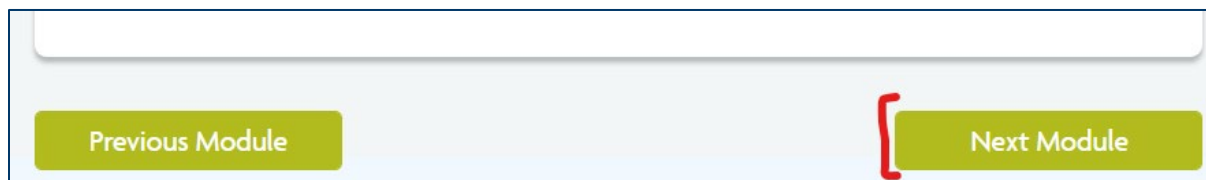
To view your training results:

Once you have started or completed a training, you will have the ability to view your training progress and results.

1. Click on the *Home* button in the navigation bar.

2. Click the *Launch Training* button next to the training of your choice.

3. Click the *See result* button.

Your overall training progress is displayed at the top (A); if a certificate is available, a *Download Certificate* button will be present. You can also view your progress within each individual activity (B).

FAQ: How do I download a certificate of completion for a training I completed?

If your completed training has a certificate associated with it, you can download a PDF copy of the certificate.

1. Click on the *Home* button in the navigation bar.

2. Click the *Certificates Received* button.

3. Click the *Download* button.