

# NetLearning and Epic Training

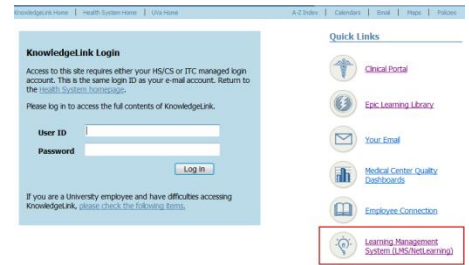
## Using NetLearning for Epic Training

NetLearning is UVA's OnLine Learning Management System, including components of your Epic training. Users enroll in live Epic training classes as well as online CBLs using the NetLearning System. The NetLearning homepage has various windows containing your scheduled classes and CBLs to do, classes and CBLs you may enroll in, as well as a transcript of your completed CBLs and classes. Use these tips to find NetLearning, and to manage your CBLs and classes.





## Finding NetLearning

NetLearning can be found on the Clinical Portal, or in the Quick Link list on KnowledgeLink **before you log in**.

1. From the main page of the UVA website click [KnowledgeLink](#) under the Employee heading.
2. **Before signing in**, click the [Learning Management System \(LMS/NetLearning\)](#) link in the Quick Links list.
3. Follow the Login Instructions on the myNetLearning homepage.



## Enrolling in a Class or CBL


1. Scroll to the box labeled **Enroll in Class or CBL**
2. On the far right of the box are four icons  Click the  icon (second icon from the right). The search fields open allowing you to search for a CBL or class.
3. Search for a class by using the drop down menu next to Class, or a CBL by clicking the drop down menu next to Course.
  - You can also search for a class/CBL by using the search box next to Locate. Select if you are looking for a Course or Class, and then type any key words the CBL/class contains.
4. Click  to view your search results.
5. The search results appear in the box below the search fields. You may need to use the arrow buttons (◀ ▶) to page through the results.
6. Click the green plus sign icon,  next to the desired class or CBL you wish to enroll in.
7. In the pop-up box, click Enroll to confirm, then if necessary confirm the enrollment again.
8. When enrolling in a CBL, you will be brought to the Launch Course screen. Click Launch Course to begin watching the CBL.
9. If you enrolled in a Class you will be brought back to your home screen. You can confirm the enrollment by seeing the class listed in the **My Scheduled Classes and CBLs to Do** window.

Locate	Course
	Contains
	Clinical View Only

Page 1 of 1	Page Size 10
Title/Location	
Epic: Clinical View Only On-Line CBL	



## Un-enrolling from a Class or CBL

To un-enroll from a class or CBL in which you had self-enrolled, click the  icon next to the selected CBL or class in the **My Scheduled Classes and CBLs to Do** window. You will be taken to a confirmation screen. After confirming your intention to un-enroll, the CBL or class will be removed from your scheduled window.

## Screenshot of Learning Management System Intranet Homepage

Highlighted areas show the broad scope of web-based Computer Based Learning Modules (CBLs) and Live Classes available to staff, as well as Nursing-specific and other departmental educational contacts.

The screenshot displays the myNetLearning intranet homepage. At the top, it shows the user's login status and the date: Monday, June 23, 2014 03:43 pm. The page features a navigation bar with 'Sign Out' and 'Main Menu' options. A system message highlights new on-line courses and provides contact information for various departments. Below this, there are sections for 'My Recertifications/Renewals', 'My Scheduled Classes and CBLs to Do', and 'Enroll in Class'. The 'Enroll in Class' section is currently active, showing a list of classes with their titles, dates, and times. Red arrows point to specific areas: one points to the contact information for the Nursing Education classes, and another points to the 'Enroll in Class' section.

**System Message:**

Many new on-line courses are now available – most providing contact and continuing education hours (search for "CE Credit"). Additional professional and self-development online courses are now available in such topics as communication, team building, leadership, using Microsoft Office products, Fundamental and Advanced Nursing Skills, Home Health Care, Pediatric Care, Quality and many others. To find a topic of interest, enter a key word in the "search" field on the "Enroll in CBL" widget.

Some courses incur a cost to the Medical Center, so if there is an "eye" icon next to the course title, click on it for a free preview before enrolling in the course.

If you have questions about a class, please contact the responsible department:

- Learning & Organizational Development classes: 243-3344, HROD@virginia.edu
- Nursing Education classes: 924-8290, NursingEducationServices@healthsystem.virginia.edu**
- Epic classes: 924-5334 (ask for Epic Help Desk), CLEpicHelpdesk@healthsystem.virginia.edu
- Code 12 Review/CPR/BLS/ACLS (including related online modules): 924-1765, rlsmailbox@hscmail.mcc.virginia.edu
- CRC Sessions: 924-8530, jlp6q@virginia.edu
- School of Medicine: 982-5656
- Respiratory Fit Testing for staff: Employee Health, 982-0928, VGN@virginia.edu
- Respiratory Fit Testing for School of Nursing students: Marcia Lachniet, sonregistrar@virginia.edu

**Enroll in Class Table:**

Class	Date/Time
1b Preceptor Essentials (UVA) [2 sessions]	07/12/14 8:00 AM
1b Preceptor Essentials (UVA) [2 sessions]	07/24/14 8:00 AM
1b Preceptor Essentials (UVA) [2 sessions]	09/11/14 8:00 AM
1b Preceptor Essentials (UVA) [2 sessions]	11/06/14 8:00 AM
1b Preceptor Essentials (UVA) [2 sessions]	12/04/14 8:00 AM
2 Preceptor Essentials Booster (UVA)	07/02/14 3:00 PM
2 Preceptor Essentials Booster (UVA)	07/29/14 8:00 AM
2 Preceptor Essentials Booster (UVA)	08/12/14 8:00 AM