# Enrolling & Completing NYSDOH-COVID-19-POD on the NYLearnsPH.com LMS

# <u>Enroll</u>

- 1. Log-In or Register
  - Returning Users: Go to <u>NYLearnsPH.com</u> and Log In
  - First time Users: Click Here to Register for the LMS
- 2. Locating the Course
  - <u>Click here for NYSDOH-COVID-19-POD course description page</u> -or-
  - Search Course Catalog (6th tile down in LMS navigation menu) → Search Catalog Query

#### 3. Enroll in Course

- On course description page: Click the orange Enroll button.
- This will add the course to:
  - My Current Courses (found in the upper right corner of your Home page) -and-
  - My Courses (5th tile down in LMS menu) in the Current Courses (default) tab

# Complete & Receive Credit

- 4. Launch Course
  - Click orange Launch Course button
  - The course will open in a new browser tab labeled "SCORM player" → SCORM Player
  - Advance through slides using navigation buttons

#### 5. Key Steps to Ensure Course Completion

- Advance to the end of the course, you will see a "You may now exit..." message.
- b. Confirm there is a checkmark next to each chapter in the "Table of Contents." (<u>Note</u>: If any Chapter lacks a checkmark, select to ensure you have reviewed the content).
- **c.** Click the white **in the bottom** right of the player.



Tablet Users: "Zoom-in" to tap the white "X". This will close/complete the course. Skip to step f.

- d. <u>Desktop/Laptop Users</u>: A browser-specific pop-up will ask if you want to "Leave site?"
  - Select "Cancel" or "Stay on Page".





Run into problems? Please do not create a duplicate account.

Contact Us: 518-474-1678 or eDLearn@health.ny.gov

**Course Keyword Search** 

COVID-19-POD

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- **e.** A new "Thank you..." message will be displayed in the slide viewing area.
- f. Close browser tab labeled "SCORM Player"
  - The "SCORM Player" tab can be found at the top of your browser, above the address bar.
- g. Another browser-specific pop-up will ask if you want to "Leave site?"
  - Select "Leave" or "Leave Page".
  - This will close the player and post course completion to LMS.
- **h.** You will be returned to the LMS browser tab, **click the refresh button**  $\rightarrow$  C
  - Usually found to the left of the address bar on Edge/Chrome/Firefox; to the right on Safari.

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Leave site?

Changes you made may not be saved

Cancel

## The POD course should no longer appear in Current Courses areas

#### If NYSDOH-COVID-19-POD still appears in My Courses:

- **1.** Re-launch the course.
- 2. If you see a pop-up from Adobe—click "CANCEL"
- 3. Begin with the first chapter in the table of contents
- 4. Repeat step 5 on page 1.

## View Your Certificate & Rate Course

Home

- i. Go to *My Courses* (5th tile down in Menu on left)
- ii. Select Completed Courses folder tab
- **iii.** Click *View Certificate* in column of the same name.

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Demos	My Courses	_		
	Be sure to register for your Required Courses and Recommendation	ed Courses. You may also view Co	urse Catalog for a full list of	
Assessme	Pending Courses Current Courses Failed/Incomplete Courses Con	noteted Courses Current Deograms Comp	eted Programs	
Courses	Click "Rate This Course" to share your feedback with us.	ŰŰ	iv)	
	Completed LMS Courses	Section Completed View Certificate Acti	vities/Quizzes Your Ratings	
	NYSDOH-COVID-19-POD NYSDOH COVID-19 POD Operations Training for POD Stat NYSDOH COVID-19 POD Operations Training for POD Staff   Online Launch Course	ff 1/1/2021 Details 2/17/2022 View Certificate Messaging	Rate This Course	
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	Visit us: <u>http://www.ny.gov/publichealthcorps</u>			
CORPS	Contact us: <u>NYSPublicHealthCorps@health.ny.gov</u>			
NEW YORK Department	Forgot your LMS Username	Forgot your LMS Username or Password? Click Here!		
	Contact us: 518-474-1678 or	eDI earn@health n	v dov	

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This page is asking you to confirm that you want to leave information you've entered may not be saved.

Stay on page