

# Navigation Guide

For the INvest Training Portal

## LMS: INvest

# Index of Sections

Each section below is hyperlinked within the document for easy navigation!

- New User Registration
- Login and Review of Navigation Menu
- <u>My Learning Dashboard</u>
- <u>Course Progress</u>
- <u>Continuing Education (CE) Credit through Indiana</u>
   <u>University</u>
- <u>References & Resources</u>

## Section 1: New User Registration

#### Registration



Registration occurs the first time you login.

Directions:

Click 'Register Here'.

Welcome to the Indiana Department of Health Immunization Division Learning Management System!

#### **Register Based On Your Assigned Role**



#### **Register Based On Your Assigned Role**



#### **Non-VFC Providers**



Completion of each section is required.

Note:

The Password must be at minimum 8 characters, with upperand lowercase letters, a number, and special character.

#### **Registration Confirmation**



### Section 2: Login and Review of the Navigation Menu

#### Login to your LMS

#### Link to the Indiana LMS: INvest



#### Welcome to INvest

Please login below	
Username or Email	1
Password	
Submit	
Reset Passv	vord

Enter your username and password.

#### The Navigation Menu



The Navigation Menu provides quick links to the individual LMS sections.

The Home Screen provides useful resources as well as a contact to the help desk with the immunization Program.

Each icon listed is also hyperlinked to provide additional reference.

## Section 3: My Learning Dashboard

#### My Learning Dashboard – Available Courses



After first logging into the system, you will see courses 'Assigned', 'Recommended', and other courses that are available.

As each lesson within the course is completed, you will see a progress bar mark your achievements.

#### My Learning Dashboard – Types of Recognition



#### My Learning Dashboard – Documented Achievements



As you progress through your training, you will earn accumulate points, badges, and certificates documenting your achievements!

The leaderboard shows how your point total compares to other users of the INvest LMS.

#### My Learning Dashboard – Documented Achievements



#### My Learning Dashboard - Examples of Certificates and Badges

La Download Certificate		These are examples of a certificate and
<b>CERTIFICATE</b> OF COMPLETION THIS CERTIFICATE REPRESENTS		badge that can be issued. Some certificates have an expiration if training needs to be
		annually renewed.
HAS SUCCESSFULLY COMPLETED THE 'GENERAL RECOMMENDATIONS FOR IMMUNIZATIONS' TRAINING. THIS IS SET TO EXPIRE EXACTLY ONE YEAR OF DATE ISSUED BELOW.	Highest Quiz Score	Badges can be awarded for various milestones.
Jul 06, 2022       Date issued   Signature		
General Recommendations for Immunizations		

### Section 4: Courses and Course Progress

#### Courses



#### Choose Your Lesson within the Course



#### Complete the quiz for the lesson (if applicable)



#### Navigation Between Lessons within the Course



#### **Course Progress**



#### **Course Progress Notification**



#### **Courses: Lesson and Quiz Completion**



#### **Courses: Lesson and Quiz completion Continued**



#### **Courses: Lesson and Quiz Completion Continued**



#### **Courses: Survey Completion**



#### Courses: Confirmation the Module has been Completed



There are three sections which will help you verify all lessons and the course have been finished.

- 1. The large progress bar at the top will indicate 100% completion.
- 2. The lesson complete icon in green.
- 3. The lock showing that you have reached the end of the course.

### Section 5: Continuing Education (CE) Credit through Indiana University

#### Indiana University-Continuing Education (CE) Credit

Close

#### **Congratulations!**



There are two steps that need to be followed in order to both get credit for the LMS course AND get Continuing Education (CE) credit through Indiana University.

1. To submit your request for Continuing Education credit, follow the link below the graphic to register, and then login, to the Indiana University website.

2. To simply get credit for the course in the LMS, click 'Return to your Course' or 'Close' and complete the survey on the next lesson.

#### Indiana University-Main Screen



This is an example of the Indiana University page which will open in a new window after clicking the link in the INvest LMS to obtain Continuing Education credit.

To begin the process, click 'Sign In.'

*Specialties* - Adolescent Medicine, Allergy and Immunology, Cardiovascular Disease , Critical Care Medicine, Dental, Developmental-Behavioral Pediatrics, Emergency Medicine, Family Medicine, Geriatric Medicine , Hematology and Oncology, Hospitalist, Infectious Disease, Internal Medicine, Internal Medicine-Pediatrics, Neonatal-Perinatal Medicine, Nursing, Obstetrics and Gynecology, Oncology, Pediatric

#### Indiana University-Main Screen



System does not require a IU CAS login.

### Indiana University- Account Creation

V INDIANA UNIVERSITY SCHOOL OF MEDICINE	ite	
Sign In Live Activities Scheduled Series Online Activities Learning From Teaching Help		
Create an Account: (All fields are required) Email First Name Password Confirm Password Confirm Password Select Degree: Select Profession: - Select Profession: - Select Profession V	If you nee create ac make sure complete designate fields.	d to count, you all d
Create Account	Account'.	
Back to Login		

V INDIANA UNIVERSITY SCHOOL OF MEDICINE	to Main Site
Sign In Live Activities Scheduled Series Online Activities Learning From Teaching Help	م Once logged into
A to Z Immunization Course Module 1 and 2: Principles of Vaccination and General Immunization Recommendations           Overview         Tests	click on the 'Tests button.
Date & Location Thursday, June 30, 2022, 12:00 AM - Friday, June 30, 2023, 12:00 Am	
Target Audience Specialties - Adolescent Medicine, Allergy and Immunology, Cardiovascular Disease , Critical Care Medicine, Dental, Developmental-Behavioral Pediatrics, Emergency Medicine, Family Medicine, G Medicine , Hematology and Oncology, Hospitalist, Infectious Disease, Internal Medicine, Internal Medicine-Pediatrics, Neonatal-Perinatal Medicine, Nursing, Obstetrics and Gynecology, Oncology, Emergency Medicine, Pediatric Infectious Diseases, Pediatrics, Pharmacy, Preventive Medicine, Public Health, Pulmonary Disease, Surgery General	Geriatric J. Pediatric
Overview This 8 module course will present the following topics: Principles of Vaccination, Vaccine Recommendations, Vaccine Preventable Diseases, Storage and Handling, Timing and Contraindications, V Administration, Communicating with patients about Vaccines	Vaccine
Launch Date: 6/30/2022	
Expiration Date: 6/30/2023	

VI INDIANA UNIVERSITY SCHOOL OF MEDICINE	<< Return to Main Site	
Sign Out Live Activities Scheduled Series Online Activities Learning From Teaching Help My CME	٩	
A to Z Immunization Course Module 1 and 2: Principles of Vaccination and General Immunization Recom Overview Tests	mendations	After clicking on tests, click the 'Launch Website'
A to Z Immunization Course Module 1 and 2: Principles of Vaccination and General Immunization Recommendation	s	button for the INvest module.
Disclosure Form Application Form	CONTACT 410 W 10th Street, Indianapolis, IN 46202 317-274-0104   1-888-615-8013 <u>medicine.iu.edu/education/cme</u> cme@iu.edu	
	Copyright © 2018 The Trustees of Indiana University <u>Copyright Complaints   Privacy Notice</u>	



After clicking on 'Launch Website', you will be directed to the INvest module for LMS completion.

Launching this page is only necessary to change the login window on the Indiana University website. Close this new pop-up window, you will be taken back to the Indiana page.









This page has two sections. The bottom section has additional information that we will cover on the next slide\*

Please share an example of a challenging case you have experienced in your educational/professional/healthcare team that relates to this educational activity: \*

#### Please rate the length of the educational activity:

Appropriate

O Too long

O Too short

#### Additional comments and/or suggestions for improvement:

If the Submit button below (computer) or above (tablet/mobile) is dimmed, you have not fully completed all of the required fields. Please review the form for any required fields (with an asterisk) that you may have missed.

74504



Disclosure Form

**Application Form** 

CONTACT 410 W 10th Street, Indianapolis, IN 46202 317-274-0104 | 1-888-615-8013 <u>medicine.iu.edu/education/cme</u> cme@iu.edu Scroll down to the bottom to answer all questions and 'Click Submit'.

#### Indiana University- Continuing Education (CE) Certificate

V INDIANA UNIVERSITY	
	After clicking
Sign Out Live Activities Scheduled Series Online Activities Learning From Teaching Help My CME	submit, press
Evaluations and Certificates	Certificate'.
After receiving credit, certificates will be displayed in this area for 1-3 months. Please print or save any certificates before this time period ends. (Note: All credits will be recorded on transcripts, available for download 24/7 in the "Transcripts" area of the portal - credits earned do not disappear from transcripts.)	
Claiming MOC: If MOC points were available for an activity you should have received detailed instructions onsite or via email on how to claim the MOC points. If no, MOC is available then the "Claim Moc?" column will be blank.	
Start Date: 7/8/2021 End Date: 7/8/2022 EARCH	
Credit Date       Course Title       Evaluations       Certificates       Claim         MOC?	
7/8/2022       A to Z Immunization Course Module 1 and 2: Principles of Vaccination and General Immunization Recommendations - AMA PRA Category       DOWNLOAD CERTIFICATE         1 Credits™       Credits™	

#### Indiana University- Example Certificate



#### Your name here



In support of improving patient care, Indiana University School of Medicine is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC), to provide continuing education for the healthcare team.

Indiana University School of Medicine certifies that Shalimar Wilkerson has participated in the Enduring Material titled A to Z Immunization Course. This activity was available on June 30, 2022 - June 30, 2023.

AMA PRA Category 1 Credits<sup>™</sup> Awarded: 1.00 Date Credits Awarded: 7/8/2022 12:00:00 AM

mator

Michelle Howenstine, MD Senior Associate Dean Continuing Medical Education Indiana University School of Medicine

b. Jaki

Bita H. Zakeri, PhD Director Continuing Medical Education Indiana University School of Medicine

Example CE Certificate

medicine.iu.edu/education/cme/

#### **Financial Disclosures**

No one with the ability to control content of this activity has a relevant financial relationship with an ineligible company.

#### **Criteria for Successful Completion**

Participants must attend the entire meeting and submit a completed evaluation via survey monkey after the event.

#### **ONA Approval**

Indiana Immunization Coalition (IIC) is approved as a provider of nursing continuing professional development by Colorado Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Nurses to receive 4.5 CNE contact Hours and your CNE certificate, please complete the survey at the link below:

### https://www.surveymonkey.com/r/AtoZLiveCNE2022

For questions about CNE or content, please email Lori@vaccinateindiana.org



#### Final Steps to Get Course Credit in the INvest LMS

#### **Congratulations!**



Please click here to be taken to the external website Indiana University to complete the evaluation and claim your CME credit.

Return to your Course

Once you record your progress and obtain Continuing Education (CE) credit from Indiana University, one additional step is needed in order to receive full credit for the module in the INvest LMS.

#### **Final Steps for Course Completion**



#### **Final Steps for Course Completion**



#### Final Step for Course Completion - Survey Recorded



#### Module Complete



Completed Screen:

You will notice 3 areas of completion.

- 1. The large progress bar at the top will indicate 100% completion.
- 2. The lesson complete icon in green.
- 3. The lock showing that you have reached the end of the course.

#### Regenerating the Continuing Education Certificate on Indiana University's Website



After fully completing the module, the Certificate for Continuing Education can be reprinted from the Indiana University(IU) website by clicking the arrow to the right under the checklist. You will need to again login to the IU website

Once the certificate has been reprinted, you can click the circle next to the module name to remove it from the checklist.

### Section 6: References & Resources

#### The References & Resources Library



This resource contains valuable documents, forms, guidelines, videos, and links to external websites to assist in daily tasks and support training efforts.

#### The References & Resources Library



The References & Resources section has three filters to help narrow your focus to only relevant information:

- Categories divided by section ranging from forms to COVID-19 guidelines.
- Filter by specific media types like videos or PDFs.
- 3. Search by resource title.

Please contact <u>STC TrainingServices@stchome.com</u> for any questions in regard to your INvest LMS courses.



Please contact the Sharon Griffin <u>sgriffin@isdh.in.gov</u> at the Indiana Department of Health Immunization Division for questions on policy.

Please contact Indiana University for any questions regarding your Continuing Education (CE) courses.