Accessing and Navigating iLearn

During your time with Infirmary Health, you will complete a number of eLearning courses. Many of these courses are located within iLearn.

What is iLearn?

iLearn serves as a central repository for Epic-related eLearning content, documentation, and videos. You can find information on the latest enhancements and releases of Epic, courses, lessons, and videos including Epic's "What's New" and "It's Possible" video series. iLearn content can be accessed anywhere and at any time as long as you have a web browser and a network connection. You can also access iLearn content via the **iLearn** button on the Epic toolbar giving you access to unlimited resources to help you along your Epic adventure.

⚠ For optimum performance, iLearn content <u>should not</u> be viewed over a low bandwidth connection.

Accessing iLearn for the First Time

After your iLearn account is created, an automated email containing a link to the website along with your iLearn user name and password are sent to the email address you provided for account creation.

Priscilla:

Your user account has been created in iLearn - the Infirmary Health IT Training Portal. To access iLearn outside of Epic, use the following hyperlink.

https://ilearn.infirmaryhealth.org/

Choose Log In in the top right hand corner and enter the following information:

User ID: MDS00000
Password: password

The first time you access the portal you are prompted to change your iLearn password.

To access via Epic, click on the iLearn button in the Epic toolbar at the top of your screen. No login is required when accessing your iLearn account via Epic.

Figure 1 - iLearn Automated Email

Logging in to iLearn

📖 For more information on the technical requirements for using iLearn, see Appendix A: Technical Requirements at the end of this document.

Use the following procedure to access and navigate iLearn.
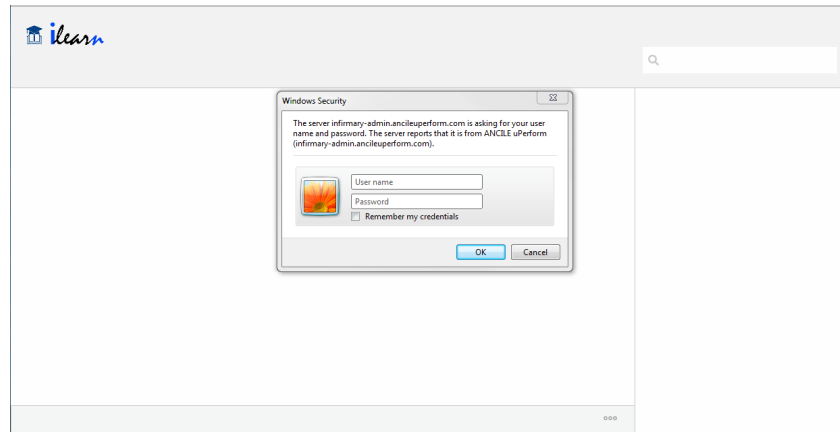
1. Launch your browser.

2. Go to https://iLearn.InfirmaryHealth.org.

Figure 2 - iLearn Home Screen

3. Enter your **User name** in the corresponding field.

Your user name is your E number if you are an employee.

4. Enter your **Password** in the corresponding field.

If you have forgotten your password, see *Resetting your iLearn Password* for information on how to reset your password.

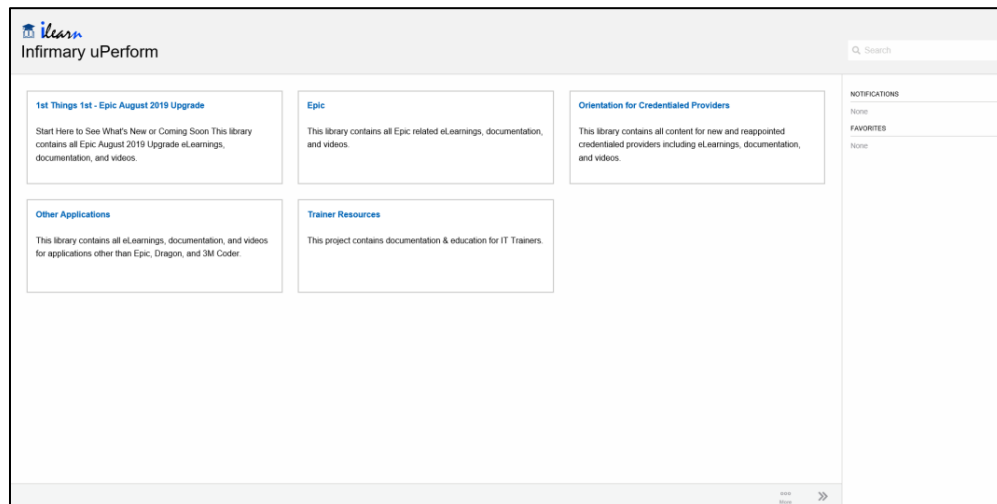5. Click **OK** in the *Windows Security* window. The web page similar to the following appears.

Figure 3 - iLearn Home

Accessing iLearn Via Epic®

Any user with access to Epic can access iLearn from within Epic using the following procedure.

1. Log in to Epic.

2. Click on the **iLearn** icon in the toolbar at the top of the screen.

The **iLearn** icon may be located anywhere in the toolbar depending on your personal configuration.
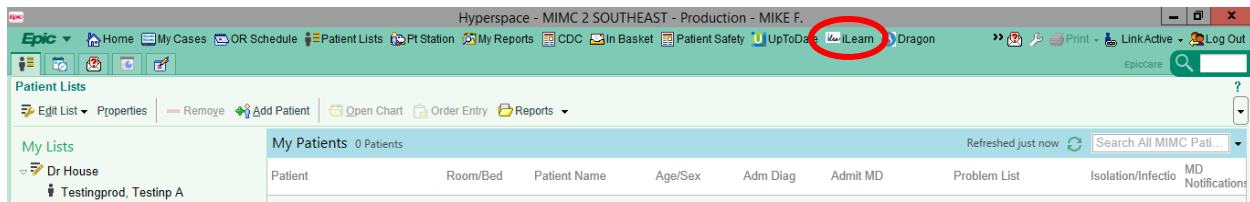

Figure 4 - Epic Home Workspace

iLearn uses your Epic credentials to open in a separate window allowing you to access any content available to you on iLearn.
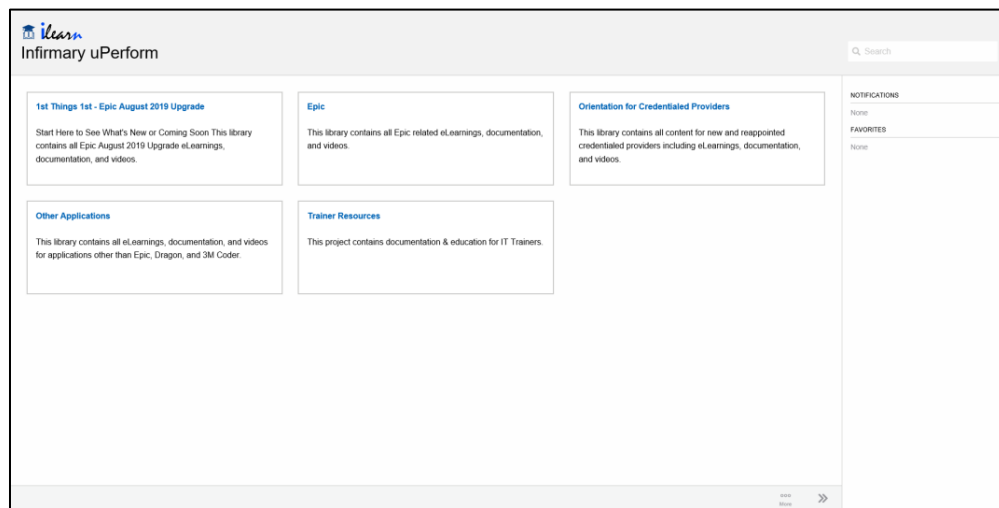

Figure 5 - iLearn Home

Accessing iLearn for Nursing Students

If you are a nursing student and have difficulty remembering the iLearn address, you can access iLearn via InfirmaryHealth.org using the following procedure.

1. Launch your browser.

2. Go to www.InfirmaryHealth.org.
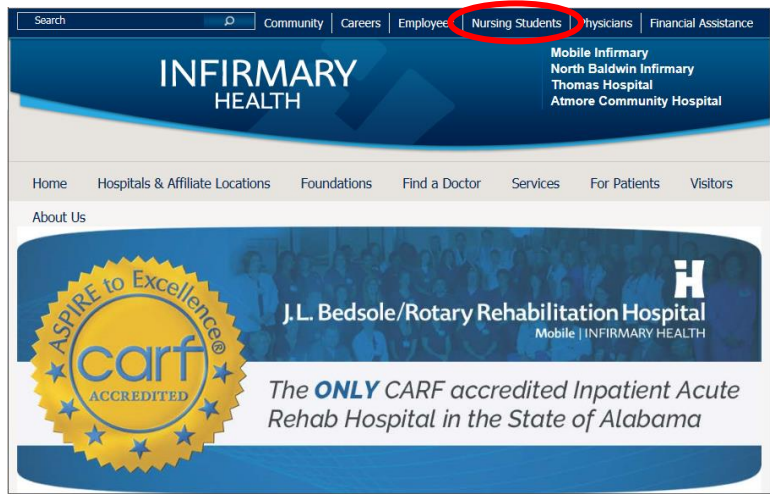
Figure 6 - InfirmaryHealth.org Home Page

3. Click on **Nursing Students**.
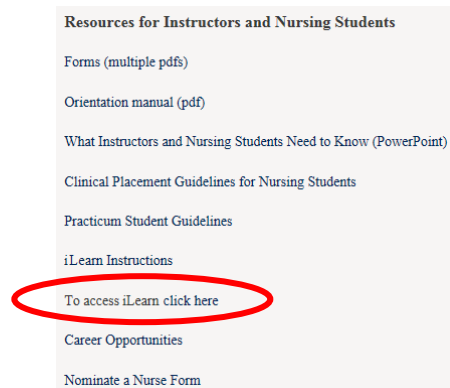4. Scroll down to **Resources for Instructors and Nursing Students**.

Figure 7 - Nursing Students Web Page

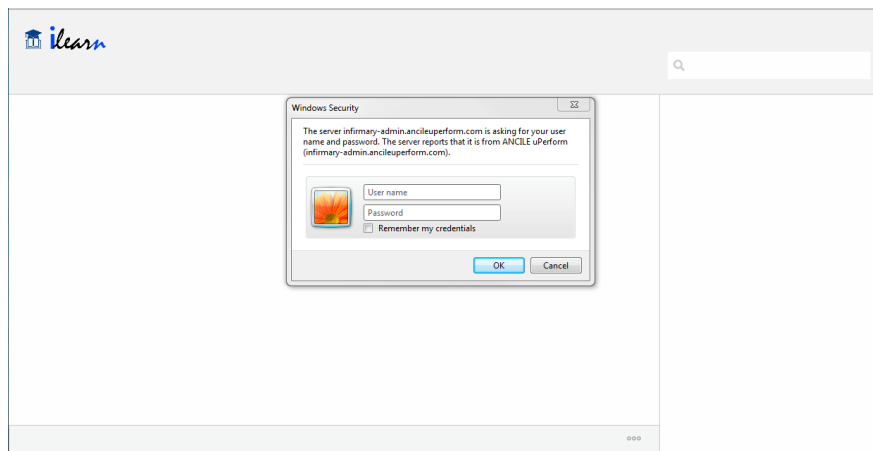5. Click on the **To access iLearn click here** hyperlink. The iLearn website opens.

Figure 8 - iLearn Home Screen

6. Enter your **User name** in the corresponding field.

> Your user name is your E number if you are an employee.

8. Enter your **Password** in the corresponding field.

> If you have forgotten your password, see *Resetting your iLearn Password* for information on how to reset your password.

9. Click **OK** in the *Windows Security* window. The web page similar to the following appears.
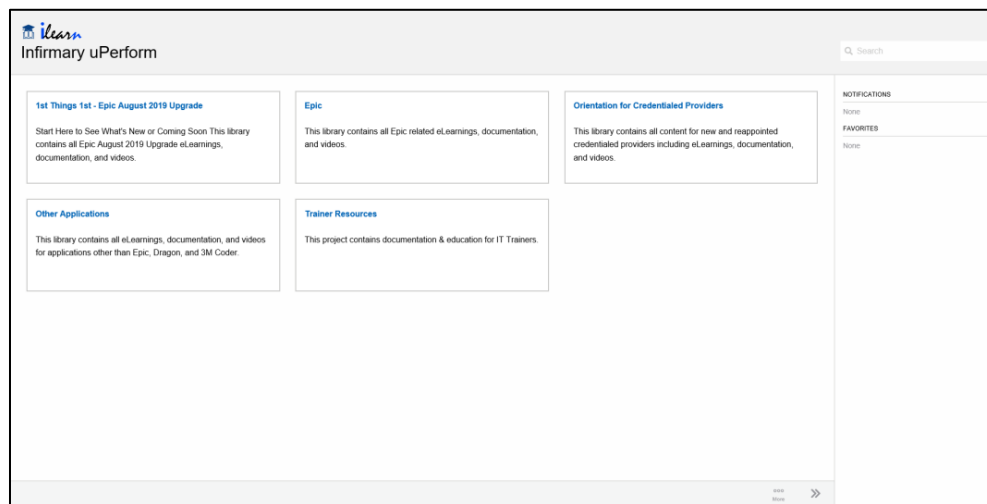

Figure 9 - iLearn Home

Resetting your iLearn Password

Use the following procedure to reset your iLearn password if you do not remember it or wish to reset it.
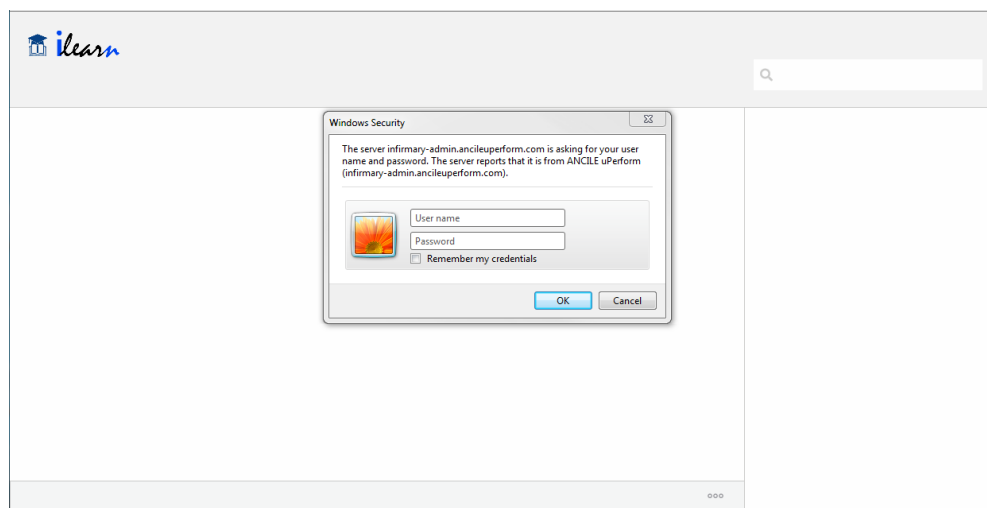
1. Launch your browser.
2. Go to https://iLearn.InfirmaryHealth.org.

Figure 10 - iLearn Home Screen

4. Click **Cancel** in the *Windows Security* window.

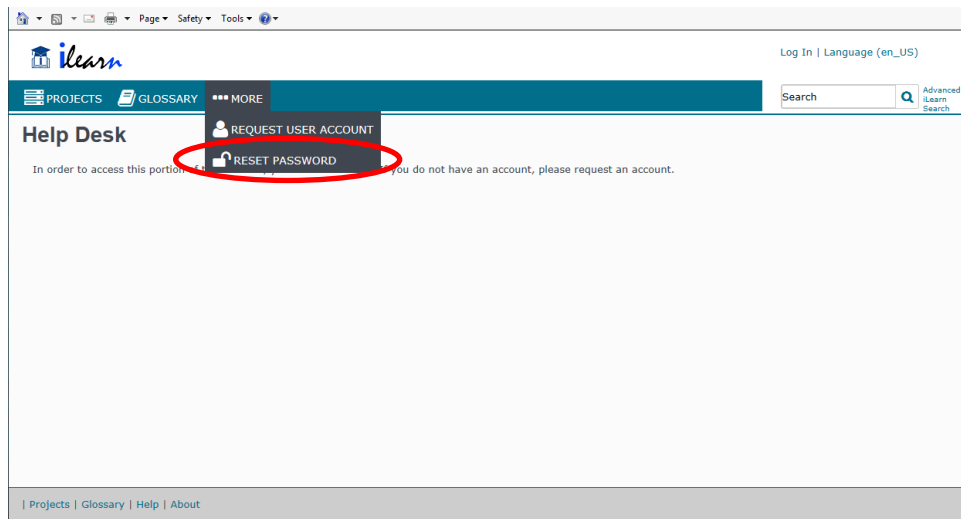5. Go to **More** > **Reset Password**.

Figure 11 - iLearn Web Page

6. Enter your **User ID** in the corresponding field in the pop-up window that appears.
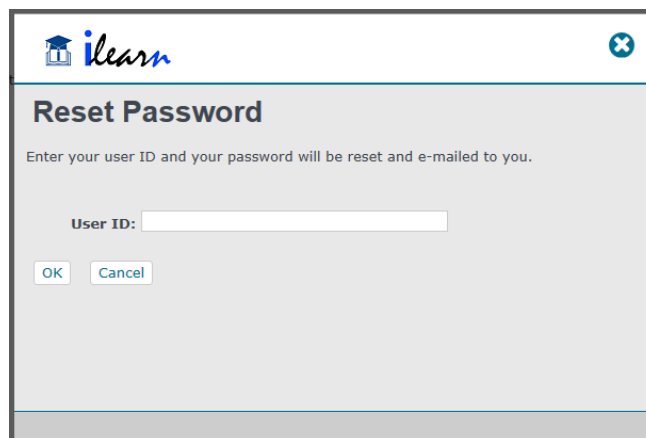

Figure 12 - Reset Password

7. Click **OK** to submit the request. Your password will be reset and e-mailed to you.

Navigating Your iLearn Home Page

There are several areas available on your Home Page.

1. **Projects**
2. **Search** field
3. **Alerts**
4. **Favorites**
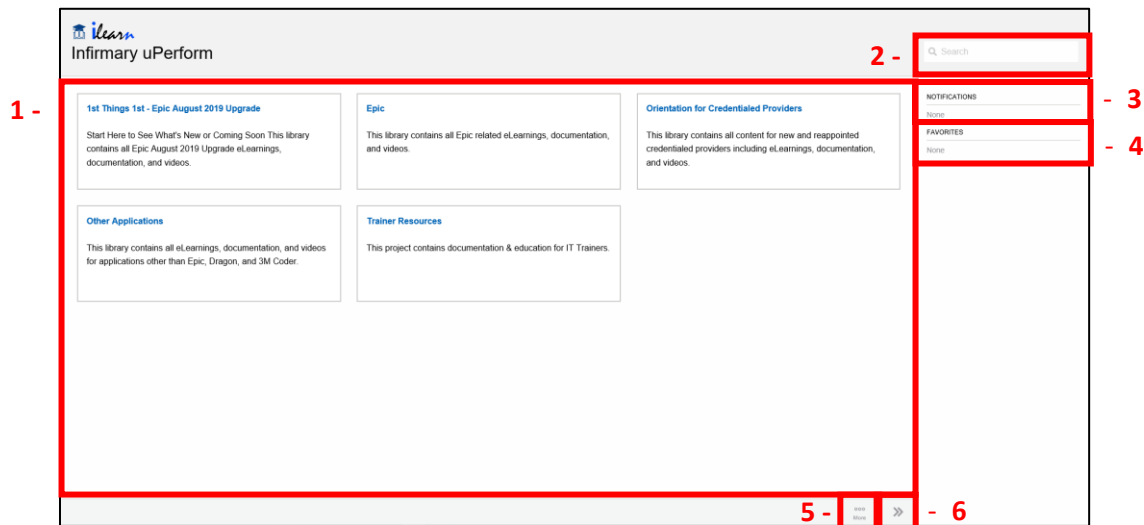5. **More** menu
6. **Hide Sidebar**

Figure 13 - User Home Page

Projects

The **Projects** area displays a tile for each project to which you have access. Clicking on a tile displays the content associated with the project to which you have access.

Search

The **Search** field allows you to enter a search parameter and execute the search for the entire website. Clicking the **Advanced Search** hyperlink allows you define the item type and location to use for the search.

Only those websites that you have access to appear for selection.

Alerts

The **Alerts** area contains any alerts for any items to which you are subscribed.

Favorites

The **Favorites** area contains a list of any items that you have selected and saved as a favorite.

More

There are five options available in the **More** menu.

- **Open Management Center** – Displays the iLearn home page.
- **Glossary** – Provides access to a search that can be used to locate the definition of a term.
- **Assessments** – Provides a list of assessments for you.
- **My Profile** – Displays your user information where some of the fields can be edited and you can change your password.
- **Support** – Provides access to a support site and online manuals.

Hide Sidebar

This button collapses the sidebar containing **Notifications** and **Favorites**.

Accessing Content in iLearn

Use the following procedure to access content in iLearn.

1. Click on the desired project name.

    Projects are available based on your role within the organization and security.
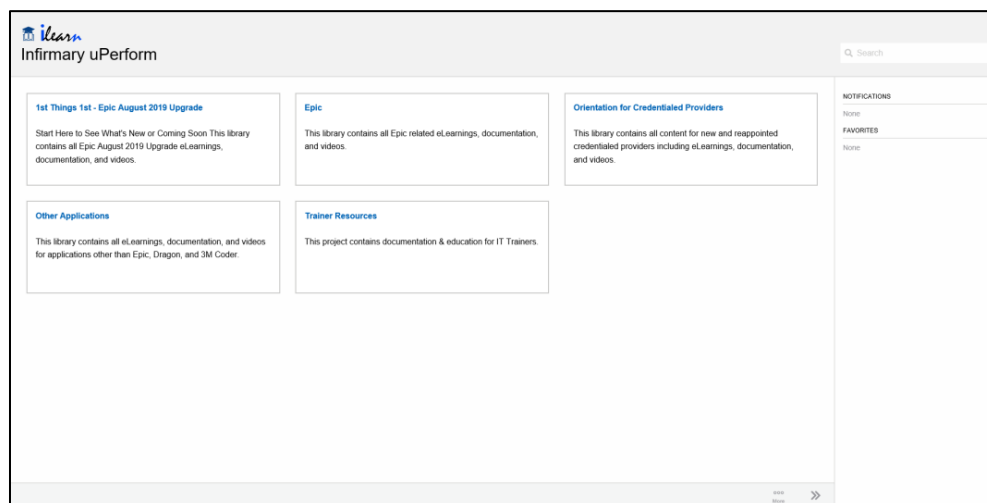
Figure 14 – User Home Page

A web page similar to the following appears.
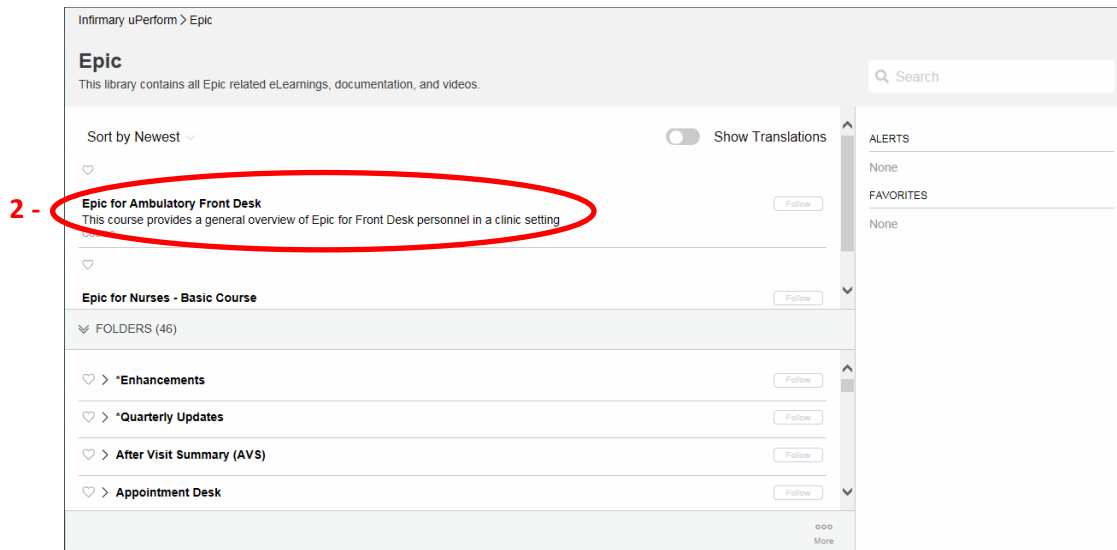
Figure 15 - Project Home Page

2. Click on the course name in the top section under **Sort by Newest**. The course launch page appears in the browser.
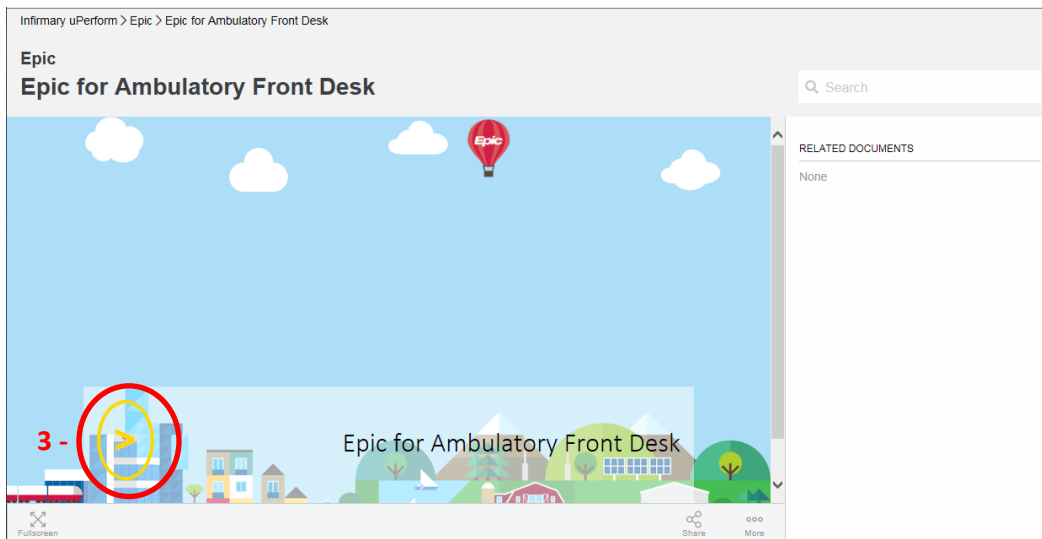

Figure 16 - Course Launch Page

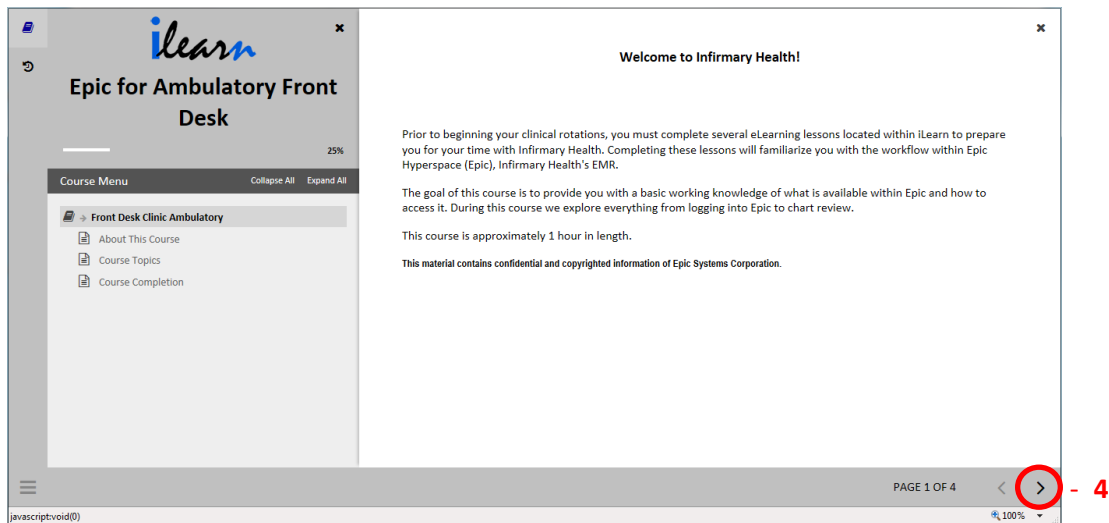3. Click **Launch** button to begin. The course appears similar to the following.

Figure 17 - eLearning Course

4. Click the **Next** button to move through the course.
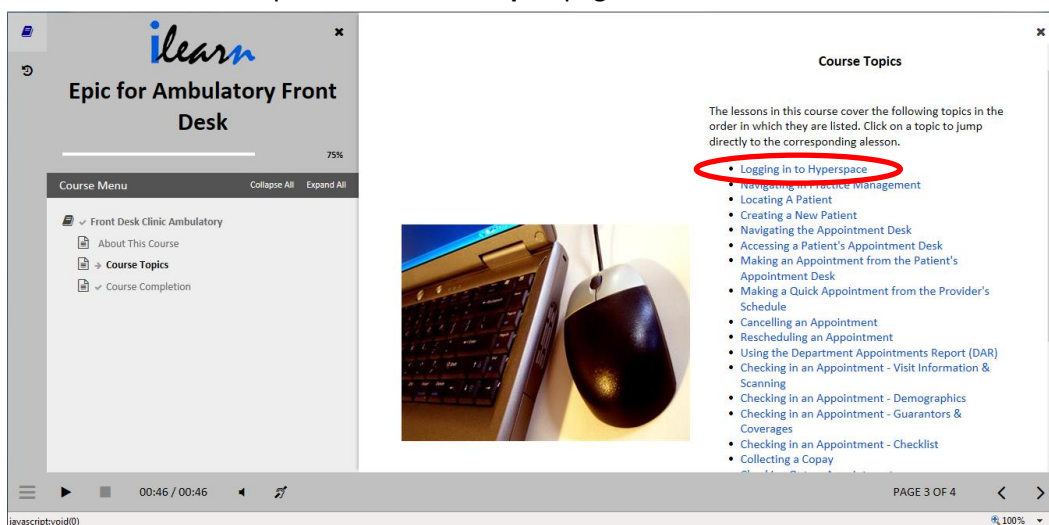5. Click on the desired topic in the **Course Topics** page.

Figure 18 - eLearning Course - Course Topics

6. Launch the lesson using one of the following methods.

   Method 1 – Epic Created Content

   Click on the **Play** button to launch the lesson.
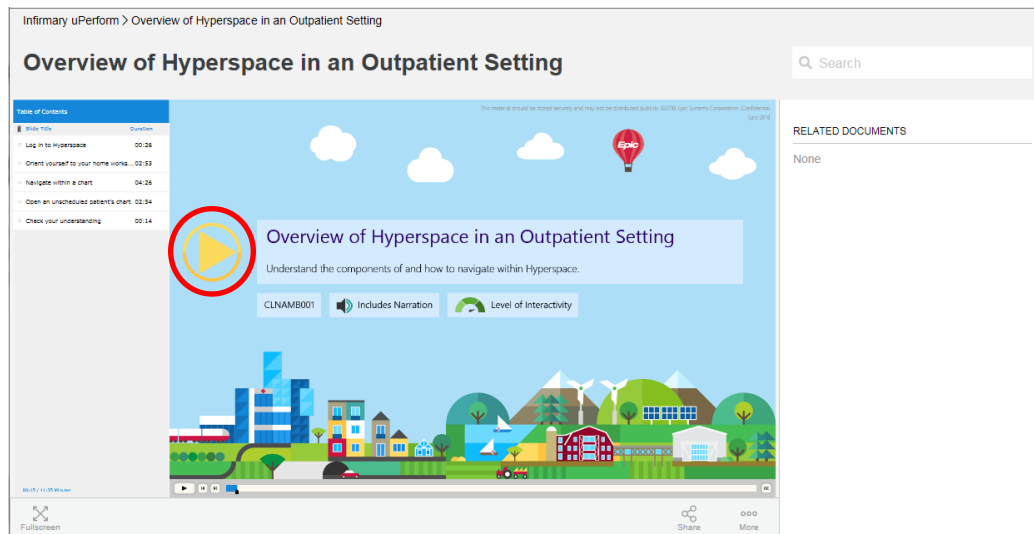
Figure 19 - Epic Created eLearning Lesson

   Method 2 – Infirmary Created Content

   Click on the desired simulation option to view the simulation lesson. Options may include the following:

   - **Show Me** – Walks you through the lesson without requiring any input.
   - **Guide Me** – Requires you to input information and click through the simulation.
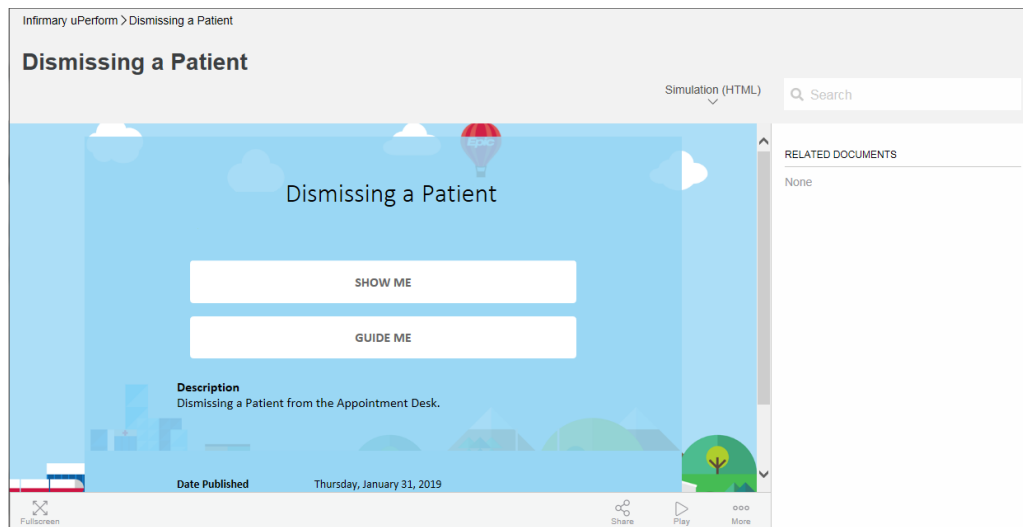
Figure 20 – Infirmary Created eLearning Lesson

Adding an iLearn Website to Your Favorites

You can add content to your favorites by going to **More**> **Add to Favorites**.
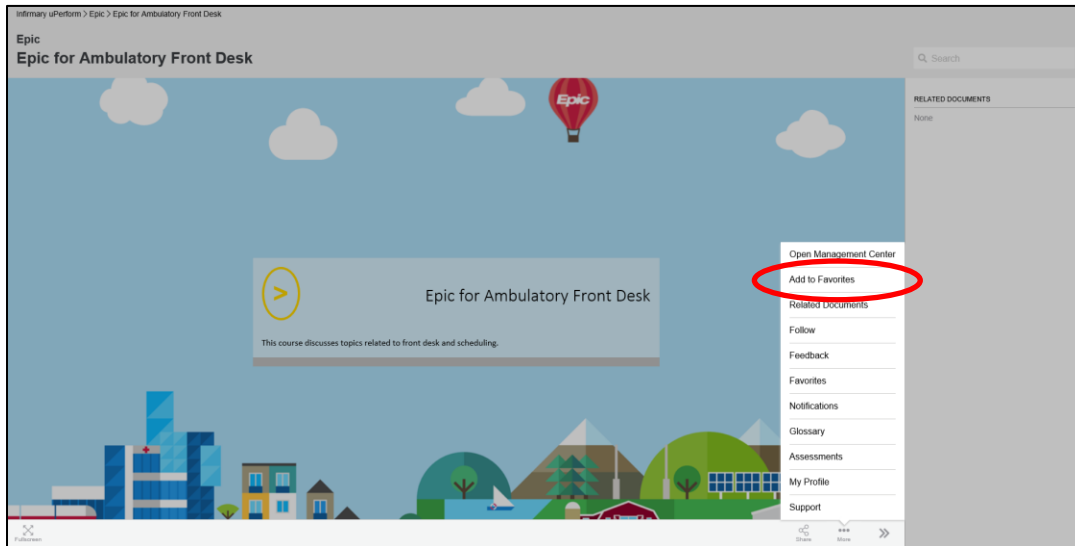
Figure 21 - iLearn Website More Menu

Related Documents

You can view content that is related to the content you are currently viewing by going to **More**> **Related Documents**. A list of related content displays in the *Related Documents* window. Click on an item to open it.
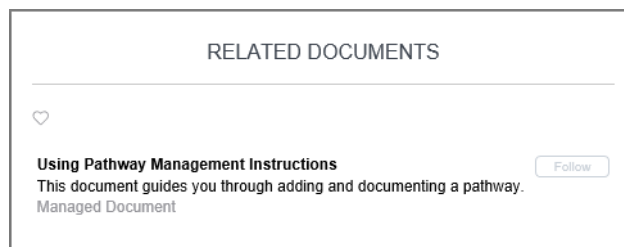

Figure 22 - Related Documents

Subscribing to Content to Receive Updates

You can subscribe to an iLearn website in order to receive alerts regarding project updates using the following procedure.

1. Go to **More**> **Follow**.
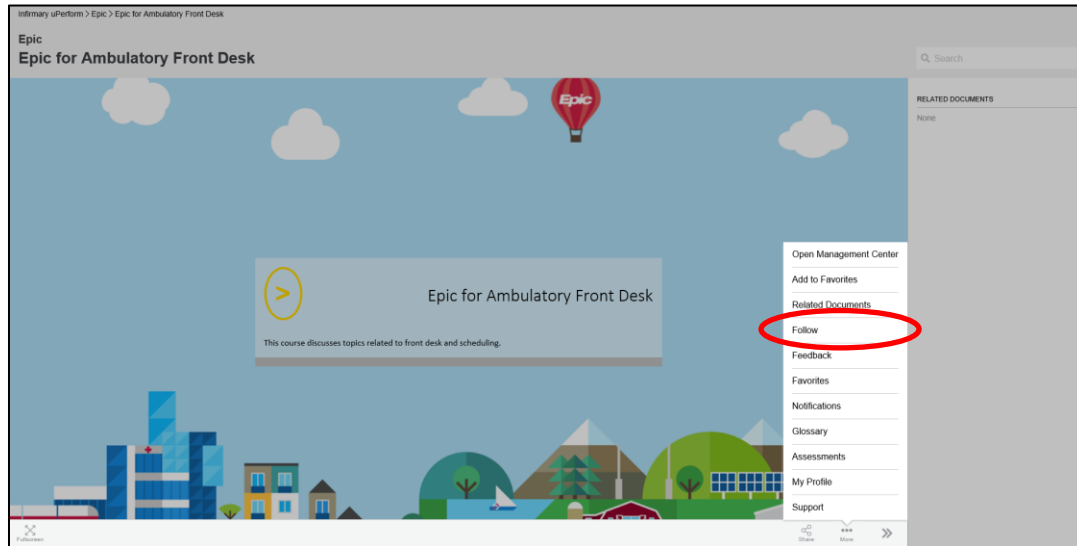
Figure 23 - iLearn Website More Menu

2. Place a check in the **Notification in Learning Library** check box if desired.

Figure 24 - iLearn Subscribe

3. Place a check in the **Email** email.user@user.org if desired.

This field is populated with the email address that is configured for the logged in user.

4. Select the desired frequency of email communication if you activated email reports by clicking on the desired radio button. Options include:

- **Daily summary**
- **Weekly summary**
- **Send immediately**

5. Select the desired email configuration if you selected immediate email notifications by clicking on the desired radio button. Options include:

- **Default subject**
- **Add subject prefix**

    Use the text field at the bottom of the window to enter the desired prefix.

- **Use this subject**

    Use the text field at the bottom of the window to enter the desired subject default.

6. Click **Follow** to record your selections, or click **Cancel** to discard your selections.

Providing Feedback

You can share feedback regarding content using the following procedure.

1. Go to **More**> **Feedback**.
2. Enter a **Subject** in the corresponding field in the *Feedback* window that opens.

FEEDBACK

Subject

You must enter a subject.

Message

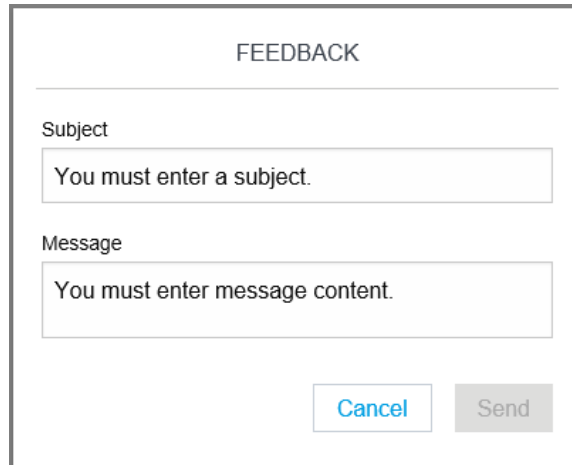You must enter message content.

Cancel   Send

Figure 25 - Feedback

3. Enter a **Message** in the corresponding field.
4. Click **Send** to send your message to the iLearn administrator.

    The **Send** button is activated once information is entered in each of the fields.

Viewing and Removing Favorites

You can view your list of **Favorites** by going to **More**> **Favorites**. The *Favorites* window opens listing the any content that you have added to your **Favorites**. The list also indicates whether you are following the content.
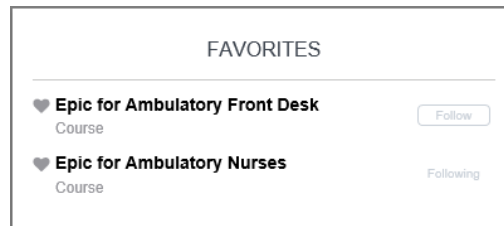

Figure 26 - Favorites

You can click the **Follow** button to begin following content. You can click on the **Following** button to open the *Stop following* window which allows you to unfollow the corresponding content by clicking the **Unfollow** button.
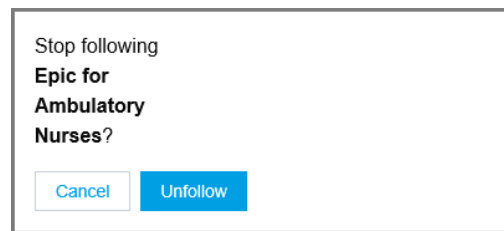
Figure 27 - Stop Following

Viewing Notifications

You can view your list of **Notifications** by going to **More**> **Notifications**. You can click the **X** corresponding to a single notification to remove it, or you can click **Remove All** to remove all notifications from the list.
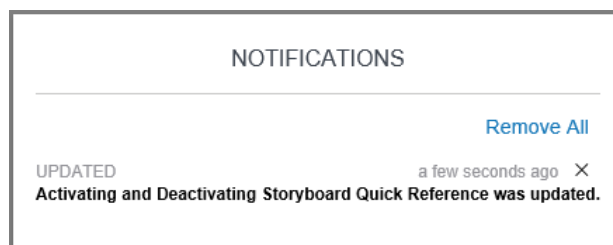
Figure 28 - Notifications

Viewing Assessments

You can view the status of your assessments by going to **More**> **Assessments**. Assessments that are completed display a **green check mark** icon. Incomplete assessments display a **caution** icon.
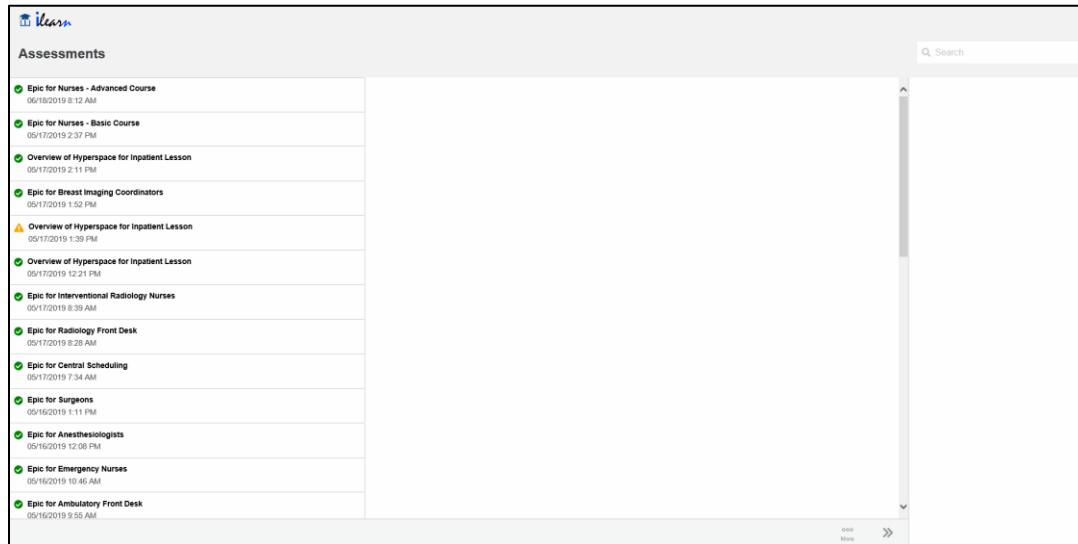

Figure 29 - Assessments

Viewing My Profile

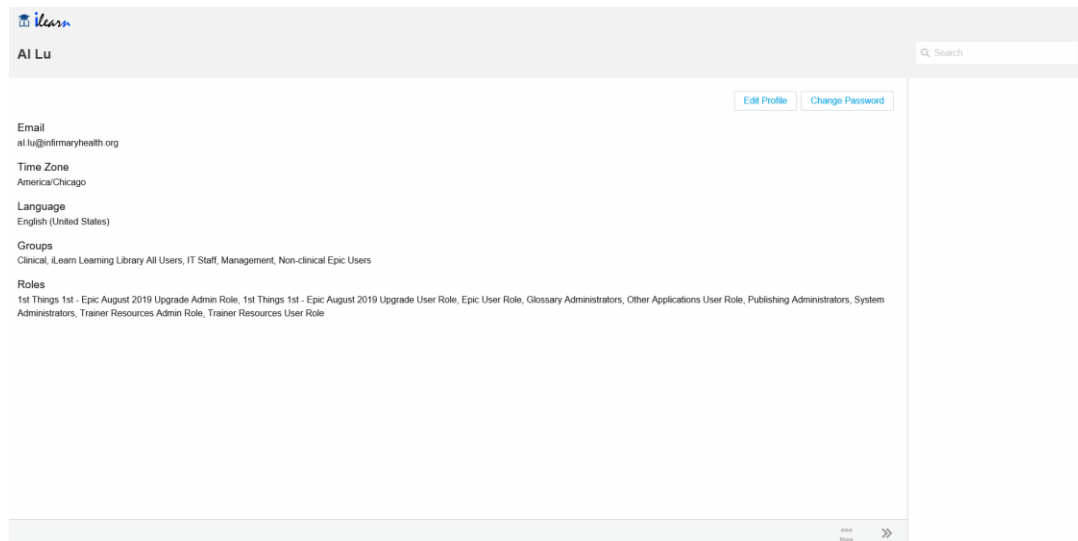You can view your profile by going to **More**> **My Profile**. Your profile appears similar to the following.

Figure 30 - My Profile

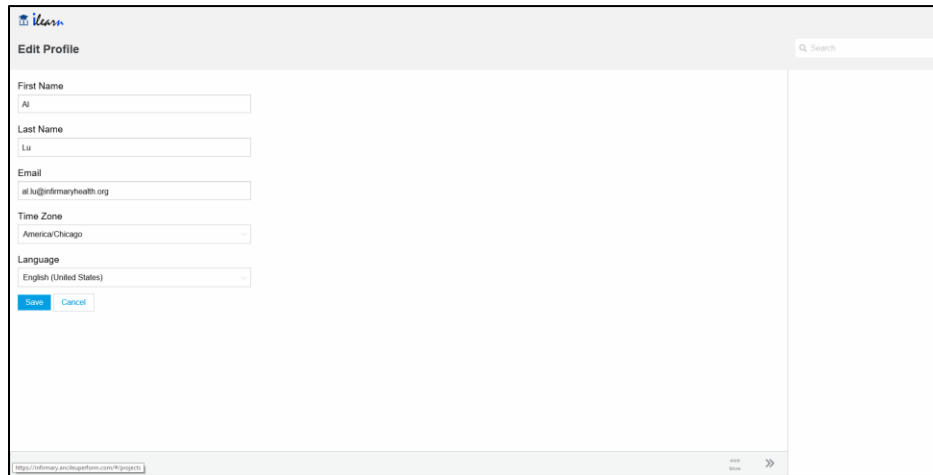## Editing Your Profile

You can edit your profile by clicking the **Edit Profile** button.

Figure 31 - Edit Profile

You can edit the following fields:

- **First Name**
- **Last Name**
- **Email**
- **Time Zone**
- **Language**

Click **Save** to record your changes, or click **Cancel** to discard your changes.

Changing Your Password

You can change your password by clicking the **Change Password** button. Enter your **New Password** in the corresponding field. Confirm your password by entering it in the **Confirm Password** field. Click **Save** to record your changes, or click **Cancel** to discard your changes.
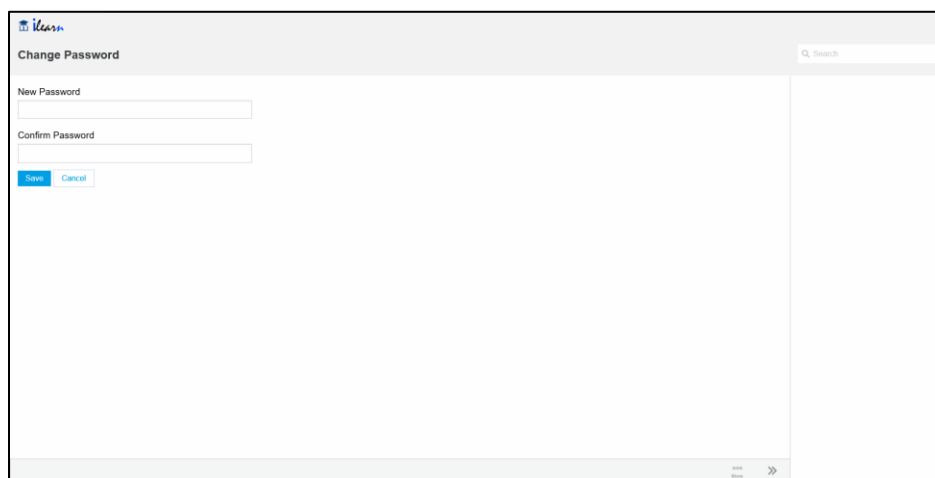
Figure 32 - Change Password

Using Support

You can access support materials by going to **More**> **Support**. Browser extensions can be accessed from this page in addition to the support site and online manuals.
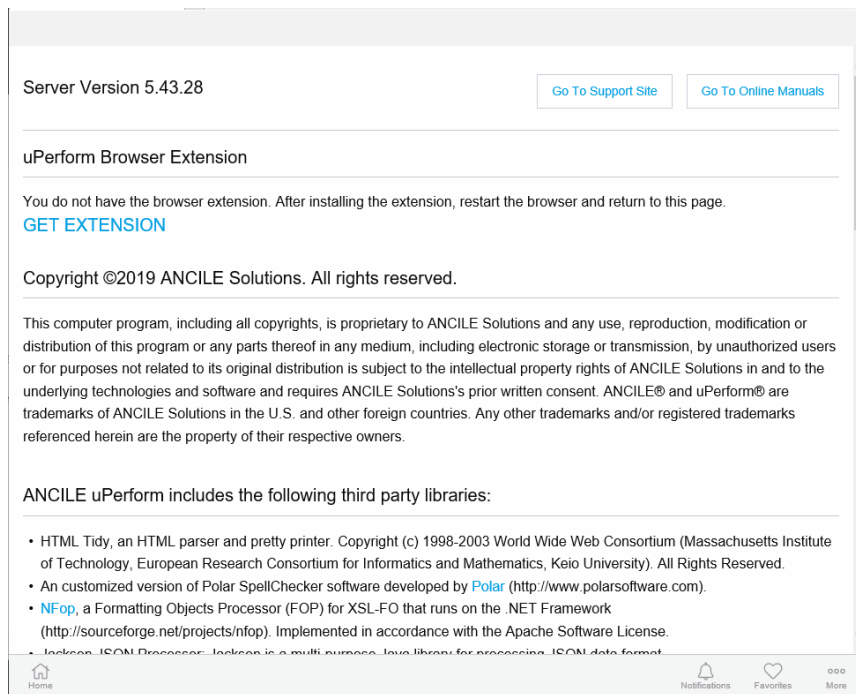
Figure 33 - Support

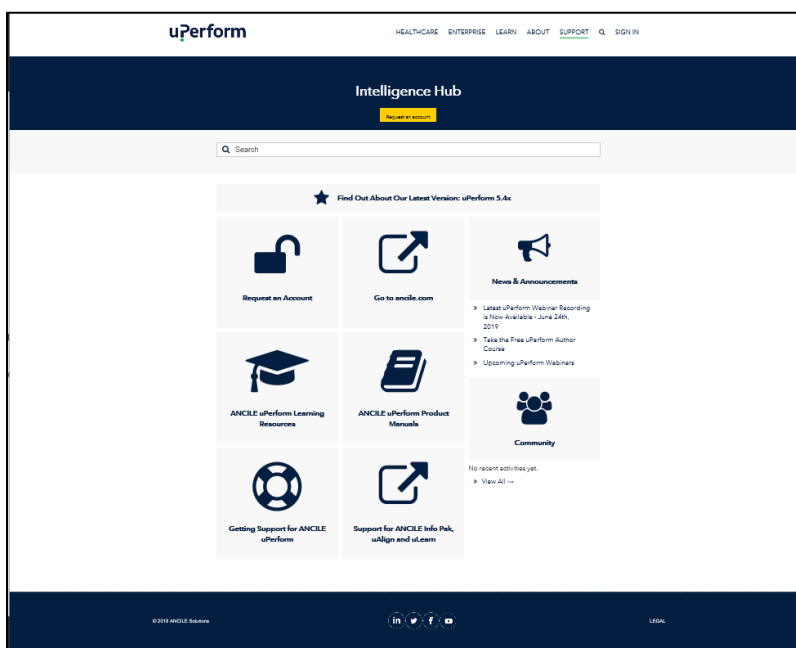Click the **Go To Support Site** button to access the Ancile uPerform Intelligence Hub website.

Figure 34 - Ancile uPerform Intelligence Hub

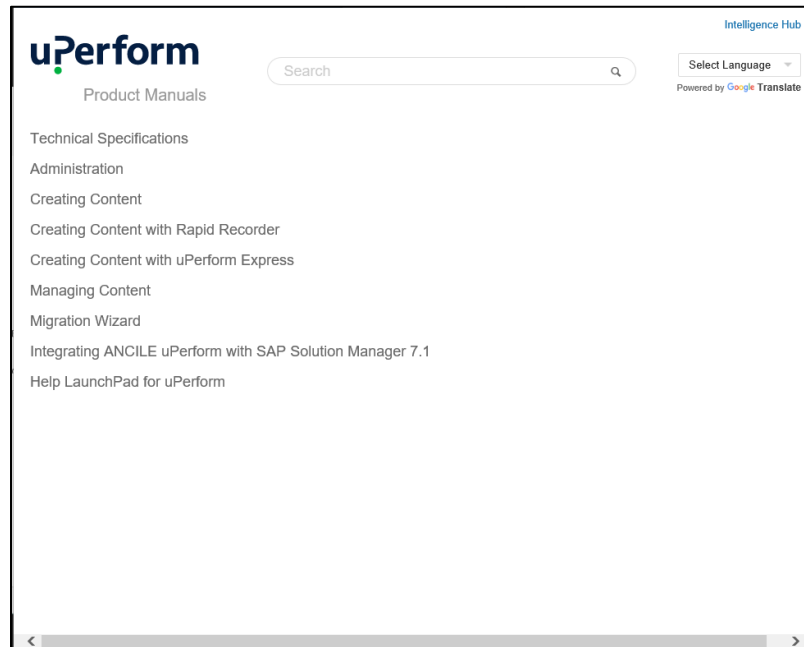Click **Go To Online Manuals** to access Ancile uPerform product manuals.

Figure 35 - Ancile uPerform Product Manuals

Telling Others About Content

You can share content with others by using the following procedure.

1. Go to **Share**> **Tell Others**.
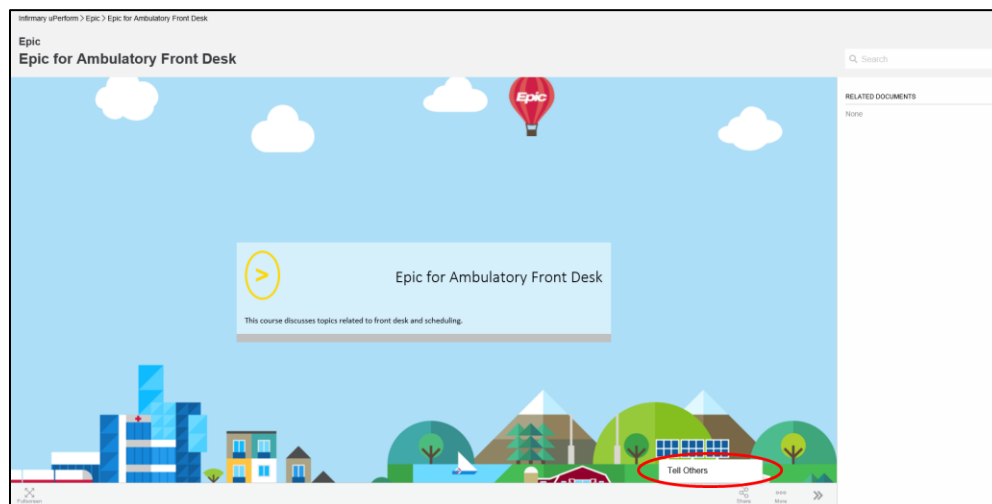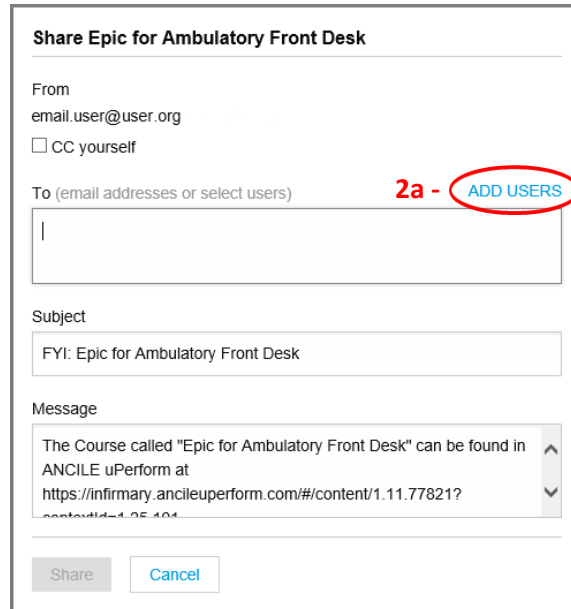
Figure 36 - iLearn Website More Menu

2. Add users to the email message using one of the following methods.

Method 1

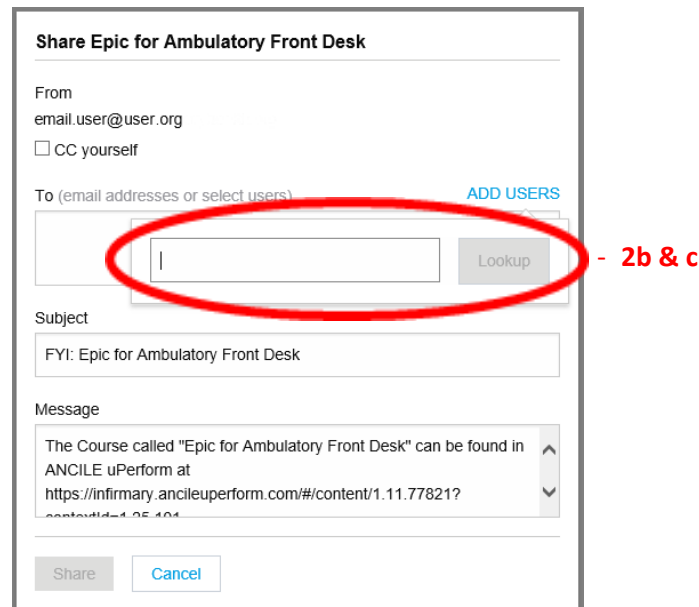Enter the desired email address(es) in the **To** field.

Figure 37 - Tell Others

Method 2

a. Click the **ADD USERS** link to lookup users in iLearn.

b. Enter all or a portion of the individuals name. Options include: **Recent Users** and **All Users**.

Once data is entered in the field, the **Lookup** button is activated.
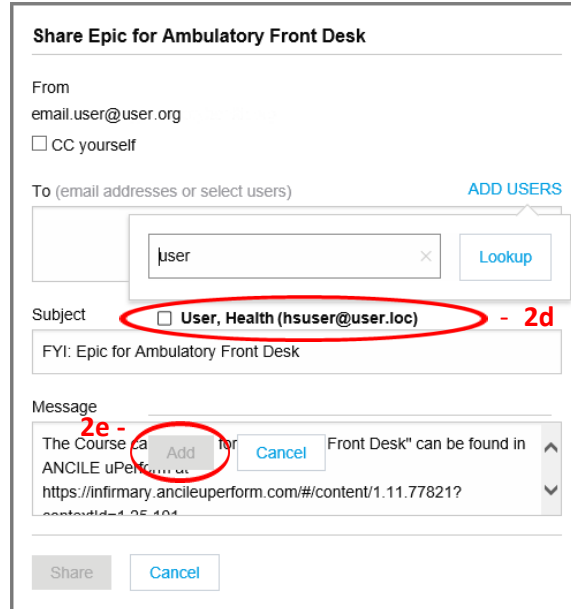
Figure 38 – Lookup Field

c. Click **Lookup**.

d. Click the check box corresponding to the name you wish to add to the email.

Once a check box is selected, the **Add** button is activated.
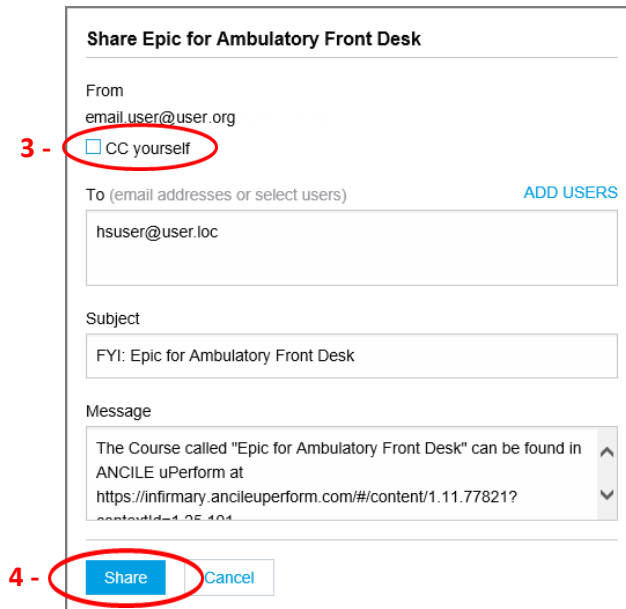
Figure 39 - Lookup Field

e. Click **Add**.

3. Place a check in the **CC yourself (**user@user.com**)** if you wish to receive a copy of the message**.**

Figure 40 - Tell Others

4. Click **Share** to send your message, or click **Cancel** to discard it.

Appendix A: Technical Requirements

The following sections address the system requirements and browser configuration that is required for the optimal end user experience within iLearn.

System Requirements

The following minimum configuration is recommended for viewing iLearn content.

- .5 GHz processor or higher
- 4 GB RAM minimum; 8 GB RAM recommended
- 2 MB Video card with 16 million colors at 1024 x 768 resolution
- One of the following operating systems:
  - Microsoft Windows® 7 SP1 (32- and 64-bit) Professional or Enterprise
  - Windows 8.1 (Desktop mode)
  - Windows 10 (Desktop mode)
  - (USGCB) v1.2
- One of the following browsers:
  - Microsoft Internet Explorer® 11 to view content
  - Mozilla Firefox® 42 to view content
  - Google Chrome™ 47 to view content
  - Safari for Windows® 5.x to view content
- Adobe Acrobat Reader® XI, DC 2015 to view PDF output
- Apple iPad® running iOS 8.1 or higher to view content
- Android device running v4.1 or 4.2 to view content
- JAWS® for Windows v12-18
- Enable sound on your workstation or device

Browser Configuration

In order to have the best experience when viewing iLearn content, please enable the following settings within your chosen browser.

- Allow pop-ups
- Add the iLearn site as a trusted website