

## University of Illinois at Chicago University of Illinois Medical Center

### Instructions / Steps for Accessing Learning Management System

- All courses have exams assigned to them that must be completed and passed. Courses beginning with the letters "LMS" have exams that are part of the course (see steps 1-6A). The courses that **DO NOT** begin with "LMS" have a separate test associated with them (see steps 1-14)
- The screenshots below (figures 1-8) can be resized by clicking on them, and "dragging" the little black square down with your mouse

1. Access the Medical Center Learning Management System website via

- Hospital homepage - <http://www.hospital.uic.edu> - "Quick Links"  
OR
- <http://uic.ehealthcareit.us>

2. Enter Username and Password on login screen (Figure 1)

- Username = **netID** (do not include '@uic.edu' - example: [jdoe@uic.edu](mailto:jdoe@uic.edu) yields a Username of **jdoe**)
- Password = 9 digit UIN found on the I-card



**eHealthcareIT** is the industry leader in the development and delivery of healthcare centric, open architecture, conformant based eLearning content.

USERNAME:  
jdoe

PASSWORD:  
\*\*\*\*\*

Login

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Figure 1

3. Click on 'To Do List' from the menu tab at the top-left hand side of the page (Figure 2).



Figure 2

4. Click on the title of the assigned course(s) to access all of your mandatory courses and exams. Example: 'Confidentiality Agreement' (Figure 3).



Figure 3

5. Click 'Quick Start' next to the course title to open the course (Figure 4).

The screenshot shows a navigation bar with 'Main', 'Exams', 'Contact My Learning Group', and 'Learning History'. Below it is the University of Illinois Medical Center logo. A table lists learning modules with columns for 'Learning Module', 'Date', 'Venue', and 'Learning Types'. The first row shows 'EOC - Hazardous Materials and Waste' with 'Online' as the learning type. A 'Quick Start' button is circled in red at the end of this row. Below the table, a message states: 'You do not have access to perform a direct status change.'

Figure 4

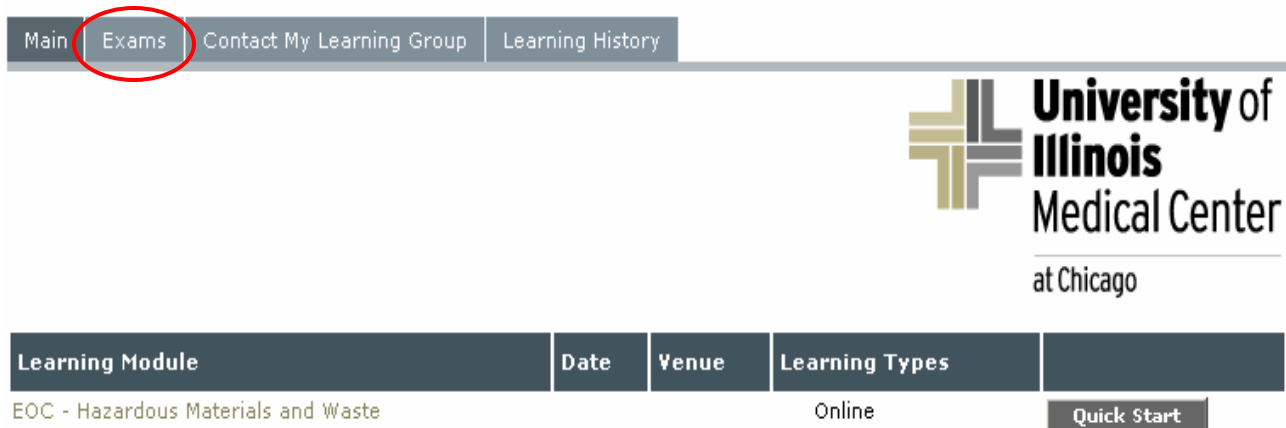
6. Review/complete the course. After reviewing/completing the course - close the window by click on the 'X' in the top right-hand corner of the window.

6-A (for "LMS" courses): If you do not pass the exam, close the 'Test Results' window and click on 'Test' on the left side of the screen to retake the exam (Figure 5).

The screenshot shows a course completion screen titled 'Welcome to General Infection Control' with the eHealthcareIT logo. The main content area says 'Course Material Complete' and 'Please click on the exit button in order for current course status to be recorded.' with an 'Exit' button. On the left, a 'Topics' list includes 'Introduction', 'Handwashing', 'Employer Plan', 'What Employees Should Know', and 'Test'. The 'Test' link is circled in red.

Figure 5

- Click 'Exams' from the menu tab at the top-left hand side of the window (Figure 6).



You do not have access to perform a direct status change.

Figure 6

- Click on the name of the assigned exam.
- Click on 'OK' when asked 'Are you sure you want to take this exam?'
- Click on 'Start the Exam' (Figure 7).

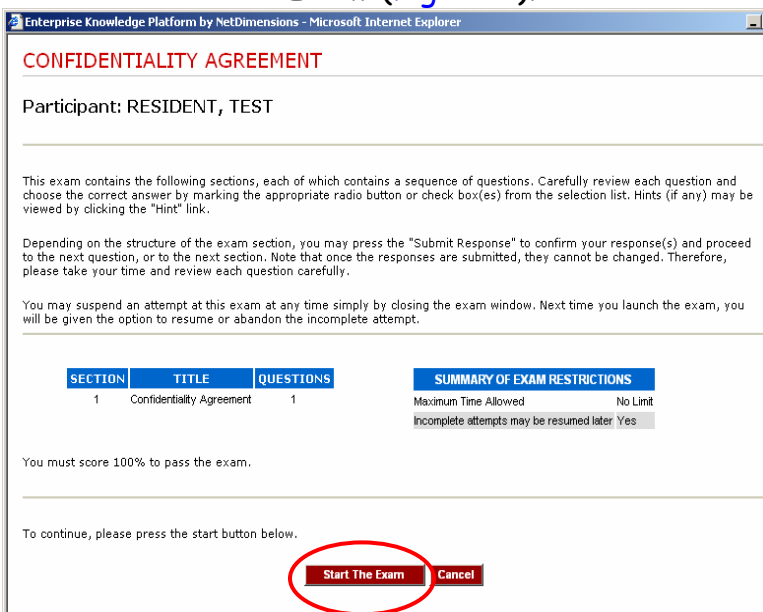


Figure 7

- Select 'Submit Response' once you have selected an answer to move on to the next question.

12. If you have not passed the exam, click on 'Close Exam Window' to return to the 'Knowledge Center' (you can review your answers by clicking on the 'here' link above 'Close Exam Window'). If you choose to review the course again before retaking the exam, you can click on the 'Main' tab at the top-left hand corner of the 'Knowledge Center'.
13. If you have passed the exam, click on 'Close Exam Window' to close the exam. Close the 'Knowledge Center' window by clicking on the 'X' at the top right-hand corner of the window.
14. If you have any other courses that should be completed, they will appear under 'Learning Program/Module.' Please complete all courses assigned to you. Once you complete all of your assigned courses, the 'To Do List' tab will disappear.

**Note:** All completed courses will be listed on your 'Records/Transcript.' This can be validated by clicking on 'Records/Transcript' from the menu tab at the top of the page (Figure 8).

The screenshot shows the 'Home Page' of the LMS. At the top, there is a navigation bar with a menu item 'Records/Transcript' circled in red. Below the navigation bar, there is a section for 'External Training Records' which is currently empty. The page also features a search bar for learning items and a table of completed courses.

Home Page

Records/Transcript

Click on a learning program/module name to see more detail.

To reopen a course that has been removed from your Knowledge Center, click on the title of the course and then click on (Reopen Course and Knowledge Center).

Show Learning Items for

Learning Program/Module	Date	Status	Type	Score
Confidentiality Agreement	Jul 1, 2008 10:42 AM CDT - Jul 1, 2008 10:43 AM CDT	Completed	Online	

**External Training Records**  
There are no records/transcript entries.

Figure 8

If you have any questions, please contact the Medical Center LMS Helpdesk at 312-996-8393 or send an email to [MCLMS@UIC.EDU](mailto:MCLMS@UIC.EDU)