

How to Use My Learning Plan

Your personal learning plan contains a list of all the courses you've completed or are currently enrolled in.

You can access your learning plan from the **Quick access** pane on the home page or by selecting the **My learning plan** tab in the top menu bar.

My current sessions tab

The courses you're currently enrolled in will be listed under the *My current sessions* tab.

After enrolling in a course, you have the option to start the session by clicking **Start**, which will open the Knowledge centre for the course.

The screenshot shows the 'My learning plan' page with a navigation bar at the top containing 'Home', 'Enrol/catalogues', 'My learning plan', 'My shopping cart', and 'Connect'. Below the navigation bar, there are two tabs: 'My current sessions' (selected) and 'My records/transcripts'. A filter section allows users to filter by Title/ID, Status (All), Learning type (All), and Training undertaken between (e.g. 19-Jul-2022 to 19-Jul-2022). The main content area displays two courses:

- 5001E-Practice with iCode**: Learning bundle, English - Canada (en-CA). Started On 18-Jul-2022 5:34 AM PDT. Status: Incomplete 5%. Description: This learning bundle introduces you to the iCODE strategy, then gives you the opportunity to practise using it in a variety of case studies. The iCODE strategy is a 5-step problem-solving approach. Includes a 'Start' button.
- 888E-Selecting and Maintaining Health Indicators**: eLearning, English - Canada (en-CA). Enrolled On 19-Jul-2022 7:23 AM PDT. Status: Not started 0%. Description: Maintaining indicators to monitor and manage health system performance is an ongoing process. This course introduces you to a life cycle approach that can guide you in selecting, maintaining and evaluating health indicators. Includes 'Start', '1 Exam(s)', '1 Evaluation(s)', and 'Withdraw enrolment' buttons.

Click **Withdraw enrolment** if you are no longer interested in the course or have enrolled by mistake.

888E-Selecting and Maintaining Health Indicators

eLearning, English - Canada (en-CA), ⌚ Enrolled On 19-Jul-2022 7:23 AM PDT

[disponible en français](#)

■ Not started 0%

Maintaining indicators to monitor and manage health system performance is an ongoing process. This course introduces you to a life cycle approach that can guide you in selecting, maintaining and evaluating health indicators([Show all](#))

Start [1 Exam\(s\)](#) [1 Evaluation\(s\)](#)

Withdraw enrolment

If the course you enrolled in does not have an exam, you can complete the training and then in the *My records/transcripts* tab, click **Mark as completed** to remove the course from *My current sessions*.

1013E-Barcode Scanning of Prosthesis Information

Web conference (recorded), English - Canada (en-CA), ⌚ Started On 19-Jul-2022 7:49 AM PDT

[disponible en français](#)

■ Incomplete 50%

CJRR and the DAD have the ability to accept barcode-scanned information.

This course will teach you how to recognize barcodes of hip and knee prosthesis components and be able to properly s([Show all](#))

Start [1 Evaluation\(s\)](#)

Withdraw enrolment **Mark as completed**

My records/transcripts tab

The *My records/transcripts* tab displays a list of courses you have previously enrolled in, along with their current status — Completed, Incomplete, Completed (Self-Asserted), Not started, Withdrawn or Retired.

To speed up your search, you can use the available filters in the filter bar, beneath the *My records/transcripts* tab. To show or hide the filter bar, click the down arrow.

Use any combination of the filters to quickly retrieve a course you were previously enrolled in:

- Course number, title or title keyword
- Status (e.g., Completed, Withdrawn)
- Learning type (e.g., eLearning, Resource collection)
- Training dates

The *Results per page* drop-down (at the far right) can display up to 200 transcript records.

My learning plan

My current sessions | My records/transcripts

▼ Hide filters

▶ Show filters

Title/ID: 888E | Status: Completed | Learning type: All | Training undertaken between: 19-Jul-2022 and e.g 21-Jul-2022

Filter

Results per page: 50

My learning plan

My current sessions | My records/transcripts

▼ Hide filters

Title/ID: | Status: All | Learning type: All | Training undertaken between: e.g 19-Jul-2022 and e.g 19-Jul-2022

Filter

Results per page: 25

Displaying 1 - 9 of 9

Bulk action: ▼ | Print

	Course title	Session	Status	Start date—End date	Score	Other information
<input type="checkbox"/>	1011E-Barcode Scanning of Prosthesis Information English - Canada (en-CA)	recorded-SS4794E	Incomplete	19-Jul-2022 10:49 AM EDT		
<input type="checkbox"/>	832E-Acute on Chronic Kidney Disease English - Canada (en-CA)	PDF-SS5285E	Withdrawn	19-Jul-2022 10:29 AM - 19-Jul-2022 10:35 AM EDT		Last updated on: 1-Apr-2022
<input type="checkbox"/>	888E-Selecting and Maintaining Health Indicators English - Canada (en-CA)	eLearning-SS4160E	Completed	19-Jul-2022 5:47 AM - 19-Jul-2022 5:51 AM PDT		
<input type="checkbox"/>	5001E-Practice with iCode English - Canada (en-CA)	learning bundle-LB5001E (00003)	Incomplete	18-Jul-2022 5:34 AM PDT		Last updated on: 1-Apr-2022
<input type="checkbox"/>	1084E-Navigating and Using the MIS Standards English - Canada (en-CA)	resource collection-SS4914E	Completed (Self-Asserted)	19-Jul-2022 10:45 AM EDT		
<input type="checkbox"/>	1084F-Navigation dans les Normes SIG French - Canada (F-CA)	ressources groupées-SS4915F	Completed (Self-Asserted)	19-Jul-2022 10:40 AM EDT		

In the *Other information* column (far right), you can see whether a course has been recently updated or replaced with another course. The direct link will open the replacement course page should you wish to enrol in it.

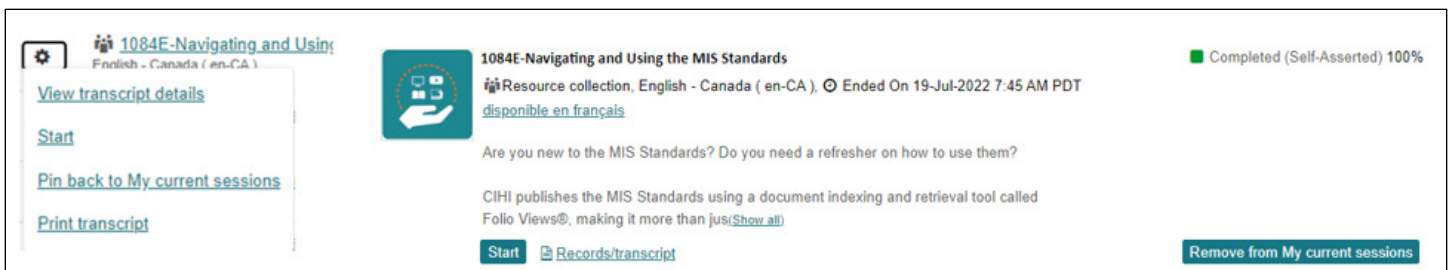
<input type="checkbox"/>	5001E-Practice with iCode English - Canada (en-CA)	learning bundle-LB5001E (00003)	Incomplete	18-Jul-2022 5:34 AM PDT		Last updated on: 1-Apr-2022
--------------------------	---	---------------------------------	------------	-------------------------	--	-----------------------------

<input type="checkbox"/>	11E-Introduction to CMG+ (RETIRED) English - Canada (en-CA)	eLearning-SS3197E	Retired	7-Mar-2018 12:27 PM - 27-Jun-2022 10:46 AM MST		Replaced with: 1212E-Understanding How CMG+ Works
--------------------------	--	-------------------	---------	--	--	---

How to review or reopen a previously completed course

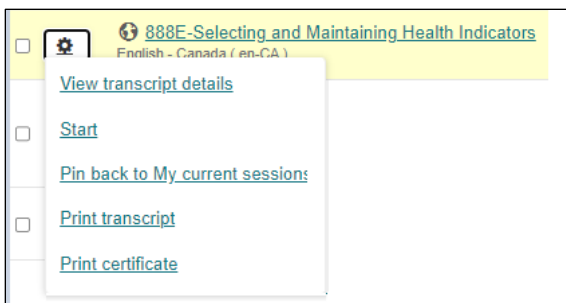
If you wish to review or retake any previously completed course, you do not need to re-enrol in it. Simply bring it back to your current session list from the *My records/transcripts* page.

- From the cogwheel menu beside the course title, click the Pin back to *My current sessions* link.
- Once you have reviewed the course, you have the option to move it back to the *My records/transcripts* page by clicking Remove from My current sessions.



Available cogwheel menu options:

- **View transcript details:** Opens a printable version of the course transcript record
- **Start:** Opens the course’s Knowledge centre
- **Pin back to My current sessions:** Moves the course to the *My current sessions* tab
- **Print transcript:** Opens the course’s printable transcript report
- **Print certificate:** Opens a PDF version of the course’s certificate of completion or participation



Need help? Got questions? Contact us at education@cihi.ca.