NORTHERN
HEALTH REGION

ORGANIZATION AND STAFF DEVELOPMENT

Absorb Registration &
Online Learning Management System
User Guide

March 6, 2020

Healthy People, Healthy North.

Table of Contents

Logging into Absorb

To login to Absorb, visit
https://nrha.myabsorb.ca

For employees, type your username into the first box:
- Your username is your NRHA email address
  (i.e. name3@nrha.ca).

Type your password into the second box:
- Your password will be your NRHA employee number.
- Or, you may receive an email indicating that you need to set up a password if your profile was entered manually. When you login to the site, you will be asked to enter a new password.

Click the LOGIN button.

To change your password, follow the on-screen instructions. You do not have to change your password on 1st login, but it is recommended. You cannot change your username, which is your email address.
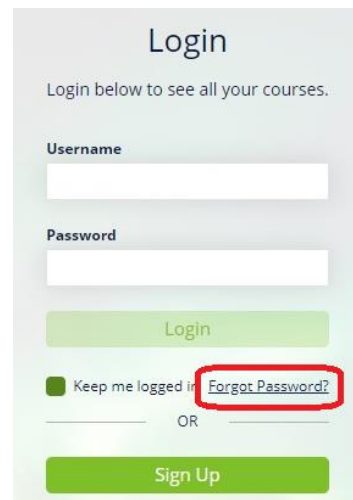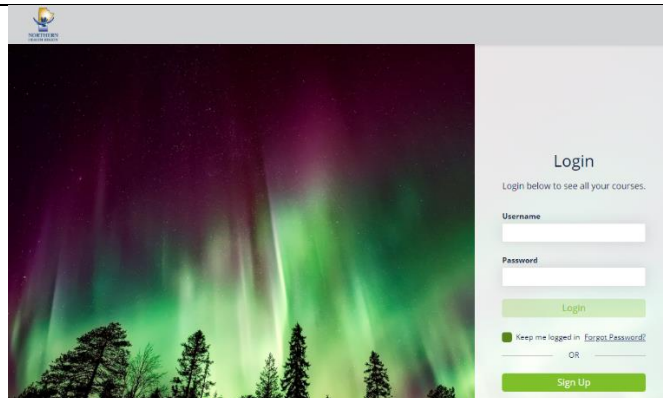
After the login screen, the Welcome/Home screen will load.

The MAIN MENU/SANDWICH button is located in the top right corner of your screen. Clicking on the Main Menu/SANDWICH button will give you access to many of the same features on the Welcome screen including access to your Transcript.

Note: To get back to the Welcome/HOME screen at any time, CLICK on the NHR LOGO on the top left at any time.

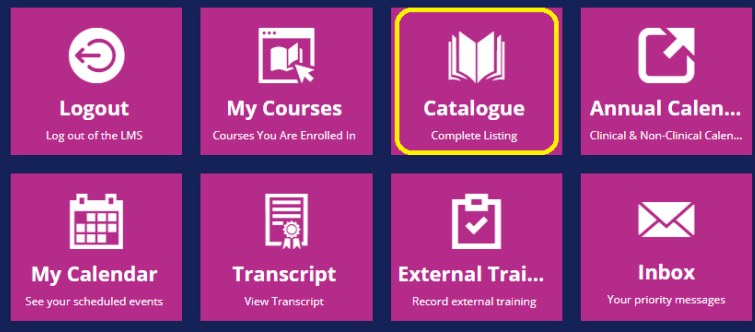Click ↑ Logo to Return to this Page

Welcome to Absorb, Brandy Reid Test
We are happy you stopped by.
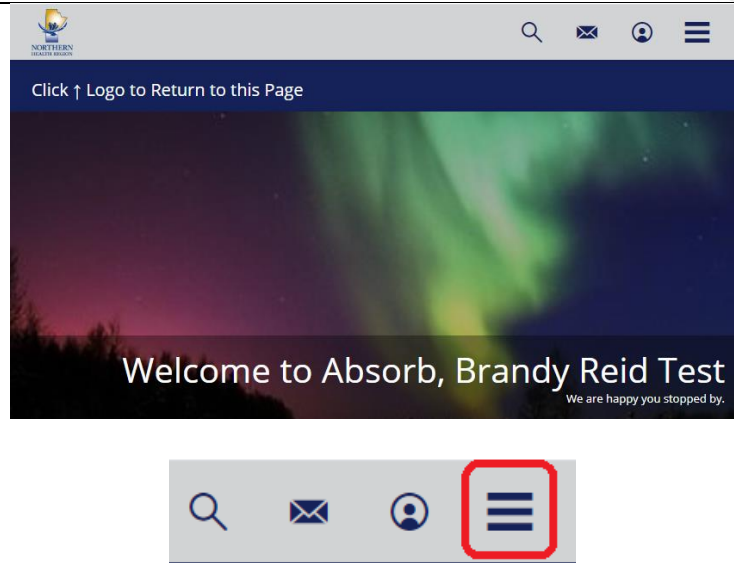
Finding & Enrolling in Courses

To search for courses either CLICK on the CATALOG tile on your welcome/home screen or use the search option at the top (magnifying glass).

If you know the name of the course you are searching for, type the main keywords in the course title in the blank search box at the top of the page and CLICK the magnifying glass to begin your search (or hit ENTER on your keyboard).

Use Chrome for the Best Viewing Experience. Pinned Courses will Appear Below. Search at the Top ↑ of Each Page.

Logout — Log out of the LMS	My Courses — Courses You Are Enrolled In	Catalogue — Complete Listing	Annual Calen... — Clinical & Non-Clinical Calen...
My Calendar — See your scheduled events	Transcript — View Transcript	External Trai... — Record external training	Inbox — Your priority messages

Contact Organization and Staff Development (OSD) with Course Questions or Login Issues.

OSD Contacts: Thompson & Flin Flon: 204-687-9649; Thompson & The Pas: 204-623-9282.

Q new hire

When using the Catalog, you can find courses via the CARD, DETAIL, LIST or CALENDAR view. You can change the view by using the toggle switch on the right side of your screen.

The courses within the Catalogue are placed into CATEGORIES (or folders) shown in the picture on the right.

CLICK on any of the category titles to find COURSES available. You will need to click through a few of the titles to reach the courses. When the appropriate course is located, CLICK the ENROLL button to enroll in the course or curriculum.

Example Images: Click on the folder for Category: "2_For Everyone…" →
"For All Grouping: Orientation" →
and then, "Orientation: New Hire Orientation (NHO)."

The end result of clicking through the CATEGORY folders is seeing the various components for New Hire Orientation (NHO) Curriculum Package.

In the LIST view, CLICK on the ENROLL or START buttons to begin the course.

Note: The ENROLL icon will switch to START and you can launch the course or curriculum package from there.

Many courses and components are part of curriculum packages. DO NOT enroll in a single component; enroll into the curriculum package first!

Important Note: You cannot un-enroll yourself from a course, so please do not enroll in courses you do not intend on completing. Contact an OSD Admin Assistant to un-enroll you from a course.

Finding Courses That You Are Enrolled In

To find courses that you are enrolled in CLICK on the MY COURSES tile on the Welcome/Home screen.	
The courses are organized in various ways in Absorb. You can switch to view courses via the CARD, DETAIL, LIST or CALENDAR view. You can change the view by using the toggle switch in the right-hand side of your screen. The LIST view is the default. Note: Whatever you change your view it will remain until you change it.	 *LIST VIEW*

This is an example of the DETAILED view.

Note: You will be auto-enrolled in several mandatory courses.

DETAILED VIEW

Note: When in MY COURSES – DO NOT click on the GOLD RE-ENROLL button for courses that are already completed. If the button is GOLD, that means you have completed that course.

If you want to re-do the module, you can click RE-ENROLL button.

Completing Learning Activities

Courses are set up differently and will have a varying number of learning activities that may or may not include:

- Accessing and reading a document or website
- Completing a task such as picking up or returning a manual that another person will confirm that you have completed
- Self-acknowledging completion of a task
- Completing an online module
- Attending a face-to-face (F2F) session
- Etc.

To complete each learning activity, CLICK the ENROLL/START/RESUME buttons next to the item.

To get back to the curriculum package CLICK the BACK ARROW (highlighted in pink, top left corner of image).

Change views (highlighted in blue) to either DETAILS or LIST view.

Click START next to first task in this course component.

Read the instructions carefully in each task.

This course is part of the curriculum:

New Hire Orientation (NHO): Curriculum Package (Includes 5 Components)

Course Content

The first component of orientation is part of the onboarding process.

Course Content

▲ Component 1: Onboarding
3 Lesson(s)

(▷) F2F Appointment with Infection Prevention & Control (Note: This task will not show a g...
Start

Status: Not Started
A face-to-face appointment with an Infection Prevention & Control/Occupational Health Nurse to review one's immunization record and be fit-tested for a mask. This meeting will occur within your first month of employment. The Infection Prevention & Control/Occupational Health Nurse will mark this task as completed after the visit.

(▷) Online Review of Human Resources Intranet Information (Must be logged into the NH...
Start

Status: Not Started
Online review of Human Resources information posted on the NHR Intranet. The expectation is to access the NHR Intranet and review all of the resources. The resources are posted under "Departments & Services" "Human Resources" "Onboarding." **You must be logged into the Intranet for the link to work.** Human Resources is to be contacted with any questions.

Some tasks require a self-acknowledgement. CLICK the START button next to these tasks. Click the appropriate response.

Click SUBMIT RESPONSE.

Click SUBMIT EXAM.

Click CONTINUE.

Question 1
Select the appropriate response

I confirm that I have reviewed all of the Human Resources information posted on the NHR Intranet under "Departments & Services" "Human Resources" "Onboarding." I will contact Human Resources with any questions.

◯ Yes
◯ No

Submit Response ✔

Question 1
Select the appropriate response

I confirm that I have reviewed all of the Human Resources information posted on the NHR Intranet under "Departments & Services" "Human Resources" "Onboarding." I will contact Human Resources with any questions.

⦿ Yes
◯ No

Reset ↻

Submit Exam

✓ **You have scored 100.00%**

You have successfully completed this assessment.

Continue →

A GOLD CHECK MARK will appear next to the item after you have completed that activity.	✓ New Hire Orientation (NHO): Component 1 Self-Confirmation: Review of Human Reso... **Complete** Status: Completed Score: 100
Course activities may include attending a face-to-face (F2F) session. When enrolling in a F2F session you will normally see multiple sites listed and the dates/times of those sessions. Click on the ENROLL button for the appropriate session. Clicking on the PURPLE ARROW expands to show the session's details (i.e. class size, seats remaining, start and end dates/times, classes available).	**FEBRUARY 2020 7** New Hire Orientation: F2F Session February 7, 2020: Thompson **8:30 AM - 4:30 PM** (CST) Instructor: Krista Klatt Location: Thompson: Administrative Building Tunnel: Multipurpose Room (MPR) #B101 - 867 Thompson Dri... **Enroll** Class Size: 25 Seats Remaining: 24 Starts: February 7, 2020 8:30 AM CST Ends: February 7, 2020 4:30 PM CST ▲ **FEBRUARY 2020 26** New Hire Orientation: F2F Session February 26, 2020: Flin Flon **8:30 AM - 4:30 PM** (CST) Instructor: Krista Klatt Location: Flin Flon: Flin Flon General Hospital: Classroom #E424 - Church Street & Third Avenue Flin Flon M... **Enroll** ▼ **FEBRUARY 2020 26** New Hire Orientation: F2F Session February 26, 2020: The Pas **8:30 AM - 4:30 PM** (CST) Instructor: Krista Klatt Location: The Pas: The Pas Health Complex: Computer Lab/Training Room #440 - 67 - 1st Street West The P... **Enroll**
For most sessions, you will need to receive approval from your supervisor to enroll and when you attempt to enroll you will receive a message indicating that your registration is <u>pending approval</u> (by your supervisor). Be sure to check your email regularly for an update on your course status.	New Hire Orientation (NHO): Component 3 of 5: F2F Session Instructor Led Course **Selected session pending approval.** You will be notified when your session has been approved. ← This course is part of the curriculum: New Hire Orientation (NHO): Curriculum Package (Includes 5 Components)

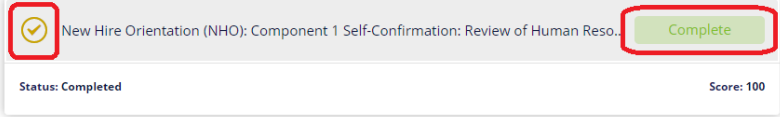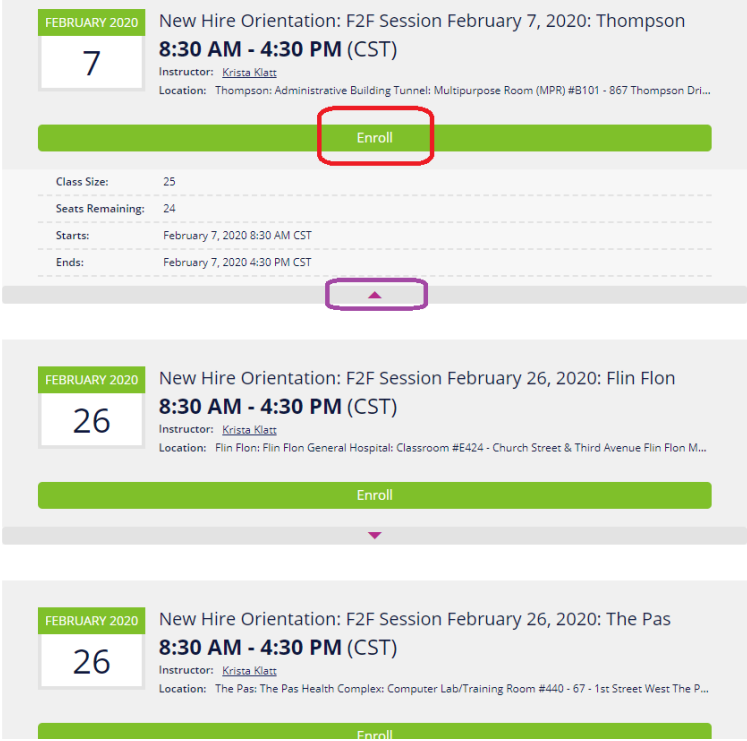When enrolled in a session you will see the session start/end time. Take note of the date, time, location, and instructor for your session.

If you accidently enrolled in the wrong session you can change the session by clicking the CHANGE SESSION button at the bottom of the screen.

Or you can cancel the session by clicking on the CANCEL SESSION button. This will un-enroll you from the face-to-face session.

My Session

FEBRUARY 2020
7   New Hire Orientation: F2F Session February 7, 2020: Thompson
8:30 AM - 4:30 PM (CST)

Add to Calendar   Change Session   Cancel Session

Instructor: Krista Klatt
Class Size: 25

8:30 AM - 4:30 PM (CST)   FEBRUARY 2020   7

Location: Thompson: Administrative Building Tunnel: Multipurpose Room (MPR) #B101 - 867 Thompson Drive South Thompso...
Starts: February 7, 2020 8:30 AM CST
Ends: February 7, 2020 4:30 PM CST

When you enroll in a course you will have to option to add the course session to your Outlook Calendar.

CLICK on the ADD to CALENDAR icon that is found underneath the course's graphic and follow the instructions.

My Session

FEBRUARY 2020
7   New Hire Orientation: F2F Session February 7, 2020: Thompson
8:30 AM - 4:30 PM (CST)

Add to Calendar   Change Session   Cancel Session
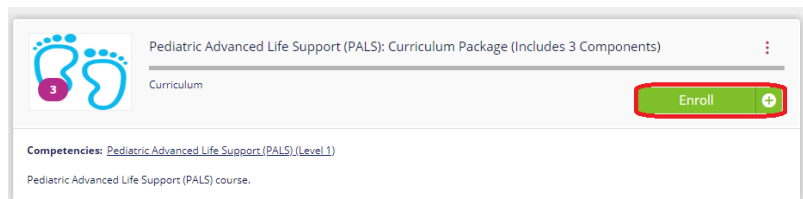
Instructor: Krista Klatt
Class Size: 25

Curriculum Package: Working through Components

Many courses in Absorb are part of a curriculum package. Completing all of the tasks in a COMPONENT of a CURRICULUM PACKAGE will unlock the next component.

For example, Pediatric Advanced Life Support (PALS) is contained in a curriculum package.
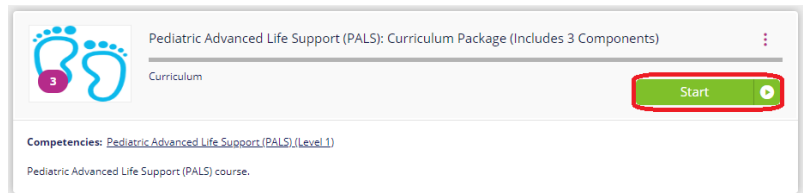
When working through a clinical course such as PALS, completing all of the tasks in *Component 1 of 3: Preparation* will unlock *Component 2 of 3: F2F Session*. Then, you can see the dates that are available.

Find the curriculum package for PALS. Click ENROLL.

Then, click START.

Click ENROLL next to *Component 1 of 3: Preparation* of the PALS Curriculum Package.

Most curricula have a Component 1 set as a PREPARATORY WORK section. Click START next to each task to complete that task.

Some tasks are self-confirmations and others are downloading/viewing various documents or website (i.e. course agendas, external reading, etc.).

Read the instructions for tasks carefully (as shown on Page 10 of this guide). You may need to revisit the prep tasks a week or two prior to the course date.

The first task in the PALS Preparation Component is to self-confirm that you have a current BLS certification. Select the appropriate answer and SUBMIT RESPONSE. Then, click SUBMIT EXAM. Finally, click CONTINUE.

A GOLD CHECKMARK will indicate that you have completed that task.

Question 1   Select the appropriate response

I have current certification in Heart and Stroke Basic Life Support (BLS) for Healthcare Providers Level (C) or will be current at the time of the course. If I do not hold current BLS certification, I understand that the instructor will not allow me to complete the course and will be asked to leave.

○ Yes
○ No

Submit Response ✔

✓ PALS: Prep Self-Confirmation: Current Heart & Stroke Basic Life Support (BLS) Certificati...   Complete

Status: Completed   Score: 100

Another common task in preparation components is to download/view the course agenda. Click START and then, click DOWNLOAD THE PDF.

Click the CLOSE THIS WINDOW link when downloading is finished.

A GOLD CHECKMARK will indicate that you have completed that task.

▶ Review PALS Agenda for F2F Session   Start

Status: Not Started

⚠ It appears you don't have Adobe Reader or PDF support in this web browser.

Download the PDF

🗔 Close this window once you have completed the activity.

✓ Review PALS Agenda for F2F Session   Complete

Status: Completed

Once all tasks in *PALS: Component 1 of 3: Preparation* are completed, the entire component will be marked complete with a GOLD CHECKMARK.

Then, *PALS: Component 2 of 3: F2F Sessions* will become unlocked. Click on ENROLL and VIEW to see available sessions.

Course Content

✓	PALS: Component 1 of 3: Preparation You must complete 1 of the following course(s).		1 of 1 Course(s) ▲
✓	Pediatric Advanced Life Support (PALS): Component 1 of 3: Preparation	Online Course	Completed ⋮
▶	PALS: Component 2 of 3: F2F Sessions: LOCKED UNTIL ALL ABOVE COMPLETED You must complete 1 of the following course(s).		0 of 1 Course(s) ▲
▶	Pediatric Advanced Life Support (PALS): Component 2 of 3: F2F Session	Instructor Led Course	Enroll ⋮
🔒	PALS: Component 3 of 3: Post Course Requirements You must complete 1 of the following course(s).		0 of 1 Course(s) ▲
▶	Pediatric Advanced Life Support (PALS): Component 3 of 3: Post Course Requirements	Online Course	Enroll ⋮

Click the ENROLL button under the session you wish to attend. Remember, all three sites may have sessions listed. Be careful when enrolling in a session.

Clicking on the PURPLE arrow (highlighted by orange arrow) will expand to show more course details (i.e. class size, seats remaining, start and end dates/times, and view all classes).

APRIL 2020 — **7**

PALS: F2F Session April 7-8, 2020: Thompson
8:00 AM - 4:30 PM (CDT)
Instructor: Sandra Kowalski Susan Launder
Location: Thompson: Administrative Building: Room #141/#143 - 867 Thompson Drive South Thompson Manitoba Can...

Enroll

Class Size:	14
Seats Remaining:	0
Starts:	April 7, 2020 8:00 AM CDT
Ends:	April 7, 2020 4:30 PM CDT
Classes:	2 View All Classes

JUNE 2020 — **9**

PALS: F2F Session June 9-10, 2020: The Pas
8:00 AM - 4:30 PM (CDT)
Instructor: Sandra Kowalski
Location: The Pas: The Pas Health Complex: 1st Floor Conference Room #132 - 67 - 1st Street West The Pas Manitoba C...

Enroll

SEPTEMBER 2020 — **29**

PALS: F2F Session Sept 29-30, 2020: Flin Flon
8:00 AM - 4:30 PM (CDT)
Instructor: Sandra Kowalski
Location: Flin Flon: Flin Flon General Hospital: Boardroom #E408 - Church Street & Third Avenue Flin Flon Manitoba Ca...

Enroll

Your Transcript

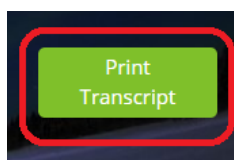To access your transcript, you can either:

Click on the TRANSCRIPT tile on your main screen.

Or,

CLICK on the MAIN MENU/SANDWICH ICON at the top right corner – a dropdown will appear. CLICK on TRANSCRIPT.

Your Transcript will appear in this form. To print a copy of your Transcript, click on PRINT TRANSCRIPT button on the top right corner of your screen.

Your Transcript will appear in this format. You can then print your Transcript by clicking on the PRINT button at the top right corner of the Transcript.

Print

Transcript for Brandy Reid

Print

- Username:
- Email Address
- Department: 6PI - Organization & Staff Development
- Credits: 0

Certificates   ⏱ Certificate is expired

Course Title	Valid From	Expires
Leading in Place - Everyone is a Leader: F2F Session	August 27, 2019	

My Courses (Enrolled In)

Course Title	Status	Score	Enrollment Date	Completion Date	Credits
Accessibility for Manitobans Act: Customer Service Standard (Online Module: Mandatory for All - Complete Once)	Complete	85.71%	July 26, 2017	August 21, 2017	
Baby Friendly Initiative (BFI): An Awareness Module (Online Module: Mandatory for All - Complete Once)	Complete	0	September 4, 2014	December 23, 2014	

Courses that are completed in your transcript will appear as completed in your list of My Courses. The gold check mark indicates you have completed that course.

Mandatory courses will always remain on your My Courses list. You will continue to get monthly reminder emails to complete mandatory courses until the courses are completed.

Course Title	Status	Score	Completion Date
LEADS in a Caring Environment Framework, An Introduction (Online Module for All: Optional)	Complete	100%	July 9, 2019
New Hire Orientation (NHO): Component 3 of 5: F2F Session	Complete		December 9, 2014
NHR Leadership Framework and Program (Online Module: Mandatory for All - Complete Once)	Complete	0	December 8, 2015
Northern Health Region (NHR): An Overview (Online Module: Mandatory for All - Complete Once)	Complete	0	December 29, 2014
Occurrence Reporting (Online Module: Mandatory for All - Complete Once)	Complete	0	December 8, 2015

Your Calendar of Face-to-Face (F2F) Sessions

Click on the CALENDAR tile to access your own Calendar.

Absorb's Calendar only lists the F2F Sessions of the courses you are enrolled in. It does not list every available F2F course session.

Use the ARROW buttons to move between various months.

The day you are scheduled to attend a F2F session will appear GREEN (i.e. Feb 7, 2020 in the picture).

You will see the session that you are enrolled in by scrolling down the page. If you click the VIEW button, you will see all of the details pertaining to that particular course session.

Annual Calendar

By clicking on the ANNUAL CALENDARS tile you can download a PDF file to see what is offered this calendar year for CLINCAL and NON-CLINICAL courses.	
Click OPEN next to the calendar you want to view/download.	

Inbox Messages

Check for important messages regarding session and course information by clicking on the INBOX tile. Some of the messages sent will indicate whether you have been approved or denied to attend various F2F sessions. Course completion reminders will also be included within this inbox.

Note: You cannot delete messages from your inbox.

External Training: How to Enter

Click on the EXTERNAL TRAINING tile on the main dashboard when you log into Absorb.

Click on the MAIN MENU/SANDWICH ICON menu and select EXTERNAL TRAINING.	
Complete the External Training form with as much information as possible. Required fields are "course name" and "completion date". If the course/training provided a certificate of completion, please upload to Absorb. Click the SUBMIT button when finished.	

Your EXTERNAL TRAINING will be located at the bottom of your transcript.

TRANSCRIPT FOR BRANDY REID TEST

| Badges | Certificates | Competencies | My Courses (Enrolled In) | External Training |

Heart & Stroke: BLS Healthcare Provider Level — Pending — December 11, 2019 — Details

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Click on DETAILS to see your external training. Your Supervisor will need to approve this addition to your transcript.

Note: Uploading external training to your transcript cannot be reversed/removed by OSD Staff once entered into the system. Double check that all information is entered correctly.

External Training:
External Training - Supervisor will Receive Auto Message to Approve

Course Name
Heart & Stroke: BLS Healthcare Provider Level

Completion Date
December 11, 2019 12:00 AM

Expiry Date
December 11, 2020 12:00 AM

Close