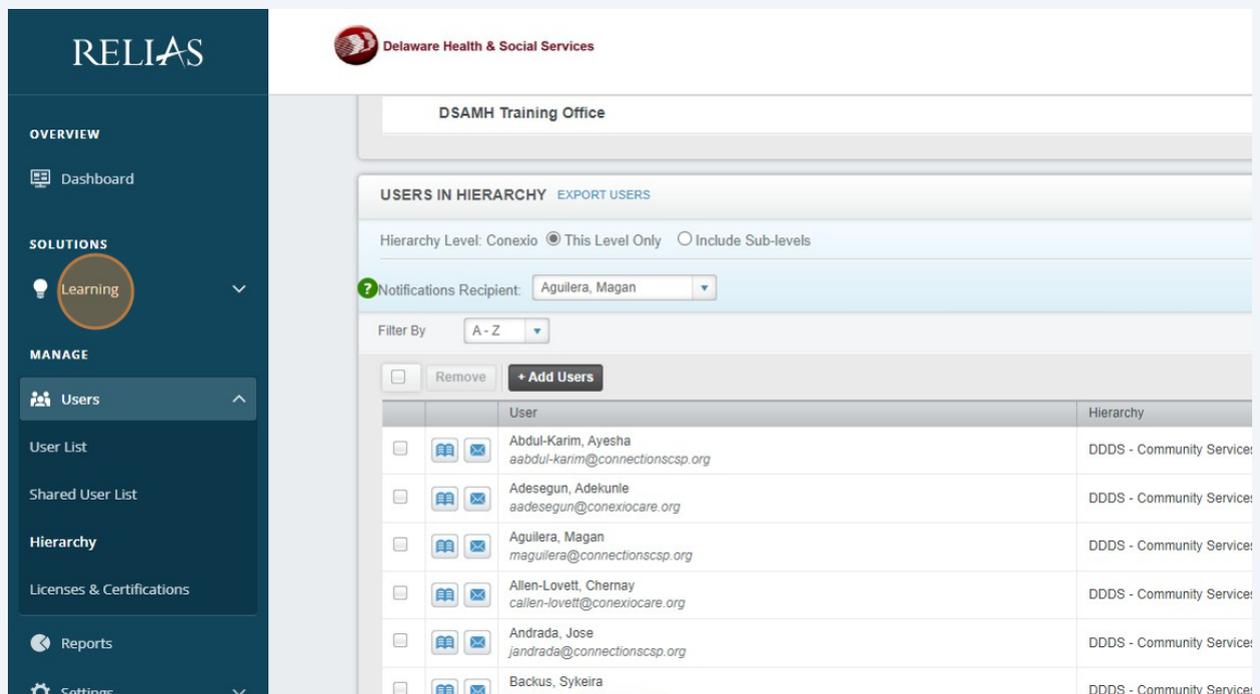


Enrolling and Unenrolling Users in Training Scribe[®] Modules

1 Navigate to <https://dhss.training.reliaslearning.com/Users/Hierarchy.aspx>

2 Click "Learning"



The screenshot shows the RELIAS web application interface. On the left is a dark blue navigation sidebar with the RELIAS logo at the top. Under 'SOLUTIONS', the 'Learning' option is highlighted with a red circle. The main content area is titled 'DSAMH Training Office' and 'USERS IN HIERARCHY'. It includes a 'Hierarchy Level' section with radio buttons for 'This Level Only' (selected) and 'Include Sub-levels'. Below that is a 'Notifications Recipient' dropdown menu set to 'Aguilera, Magan'. A 'Filter By' dropdown is set to 'A - Z'. At the top of the user list are 'Remove' and '+ Add Users' buttons. The user list table has two columns: 'User' and 'Hierarchy'. The 'User' column contains names and email addresses, and the 'Hierarchy' column contains organizational paths.

	User	Hierarchy
<input type="checkbox"/>	Abdul-Karim, Ayesha aabdul-karim@connectionsccsp.org	DDDS - Community Service:
<input type="checkbox"/>	Adesegun, Adekunle aadeseegun@conexiocare.org	DDDS - Community Service:
<input type="checkbox"/>	Aguilera, Magan maguilera@connectionsccsp.org	DDDS - Community Service:
<input type="checkbox"/>	Allen-Lovett, Chernay calien-lovett@conexiocare.org	DDDS - Community Service:
<input type="checkbox"/>	Andrada, Jose jandrada@connectionsccsp.org	DDDS - Community Service:
<input type="checkbox"/>	Backus, Sykeira sbackus@connectionsccsp.org	DDDS - Community Service:

3 Click "Modules"

RELIAS Delaware Health & Social Services

OVERVIEW

- Dashboard

SOLUTIONS

- Learning
- Training Plans
- Modules**
- Shared Completions
- Policies & Procedures
- Crosswalk Library
- External Training Templates
- Video Files
- Career Paths & Enrollment

TRAINING PERFORMANCE

Course Status Top/Bottom Performers

Course Status %

Legend

- % Courses Not C And Overdue
- % Courses Com Late
- % Courses Not C and Not Yet Due
- % Courses Com On Time

Compliance % = $\frac{\text{Courses Completed On Time}}{\text{Courses Assigned}}$ Completion % = $\frac{\text{Courses Completed On Time} + \text{Courses Completed}}$

Note: The data presented is updated daily and represents the Top and Bottom 5 performers hierarchies. The chart includes all assigned courses due between 1/1/2024

COURSE UPDATE SUMMARY [VIEW ALL DETAILS](#)

4 Click "Module List"

RELIAS Delaware Health & Social Services

OVERVIEW

- Dashboard

SOLUTIONS

- Learning
- Training Plans
- Modules**
- Module List**
- Module Search Filters
- Exam Question Pool
- Evaluation Templates
- BrainSparks Management
- Course Updates
- Session Locations
- Guest Instructors

TRAINING PERFORMANCE

Course Status Top/Bottom Performers

Course Status %

Legend

- % Courses Not C And Overdue
- % Courses Com Late
- % Courses Not C and Not Yet Due
- % Courses Com On Time

Compliance % = $\frac{\text{Courses Completed On Time}}{\text{Courses Assigned}}$ Completion % = $\frac{\text{Courses Completed On Time} + \text{Courses Completed}}$

Note: The data presented is updated daily and represents the Top and Bottom 5 performers hierarchies. The chart includes all assigned courses due between 1/1/2024

COURSE UPDATE SUMMARY [VIEW ALL DETAILS](#)

Released	Type	Title
----------	------	-------

5 Click the "Search Modules" field.

The screenshot shows the RELIAS interface for Delaware Health & Social Services. The left sidebar contains navigation options under 'OVERVIEW' (Dashboard) and 'SOLUTIONS' (Learning, Training Plans, Modules, Module List, Module Search Filters, Exam Question Pool, Evaluation Templates, BrainSparks Management, Course Updates, Session Locations, Guest Instructors, Shared Completions). The main content area is titled 'Module List' and features a search bar with a magnifying glass icon and the text 'Search Modules', which is circled in orange. Below the search bar are filter controls: 'Filter by' with '+ Filter' and 'Clear' buttons, and three dropdown menus for 'Module Type' (Skills Checklist), 'Owner' (All Owners), and 'Approved' (Approved). There are also 'New Module' and 'Export Modules' buttons. A table below displays a list of modules with columns for Title, Type, and Ap.

Title ^	Type	Ap
DDDS Authorized Providers-New Employee Orientation Checklist 1563344	Skills Checklist	
Fire Safety Evacuation Procedures Skills Checklist REL-CV-0-FSEP	Skills Checklist	
Merakey Site Orientation- 102 Valley Stream 1494115	Skills Checklist	

6 Type "the class and hit enter"

7 Click this link to enroll learners into the class.

Class Name	Type	Status	Enrollment
KSI LLAM UAP Recert Tracker 1422691	Requirements Tracker	✓	12
Limited Lay Administration of Medication (LLAM) Pre-Test (DE)- DDDS 900396	Course	✓	72
LLAM - Interim Quiz - DDDS DDDS_LLAM	Course	✓	7
LLAM - Abbreviated (online)- Requirements Tracker- DDDS 966532	Requirements Tracker	✓	6
LLAM - FINAL EXAM - DDDS 932155	Course	✓	1
LLAM - Full Class- Requirements Tracker - DDDS 966529	Requirements Tracker	✓	450
LLAM - Limited Lay Administration of Medications - RECERTIFICATION (In-Person) - DDDS 1321216	Live Event	✓	160
LLAM - Limited Lay Administration of Medications - RECERTIFICATION (via Zoom) - DDDS LLAM-02	Live Event	✓	35
LLAM Certified Instructor Credentials 1534139	Requirements Tracker	✓	6
LLAM Initial - Limited Lay Administration of Medications (In-Person) - DDDS LLAM-Initial	Live Event	✓	97
LLAM Initial - Limited Lay Administration of Medications (via Zoom) - DDDS LLAM-01	Live Event	✓	23
LLAM Initial 2 day class Requirements Tracker 1534115	Requirements Tracker	✓	0
LLAM Instructor - DDDS 1185788	Requirements Tracker	✓	2
LLAM Recertification (Full class)- Requirements Tracker - DDDS	Requirements Tracker	✓	

8 Select the class and click "Select".

Module Enrollment: LLAM Initial - Limited Lay Administration of Medications (In-Person) - DDDS

PROPERTIES
Event | 18 Credit Hours | Instructor Lisa Graves | + SHOW DETAILS

SESSION ENROLLMENT | EVENT MANAGEMENT

SESSIONS EXPORT SESSIONS | EXPORT ALL OPEN ENROLLMENTS

Filter By: All Session Loc... | All Instructors | Show Future Sessions Only

Date Range: Specify Dates... | Apply | Clear

Session Location	Date/Time	Instructor	Max Seats	Registered	Waitlisted	Scan Att
Select DDDS Milford Annex-291 A Rehoboth Boulevard Milford, DE 19963	6/25/2024 9:00:00 AM	Lisa Graves Lugeolyn Papa	15	1	0	Scan Att
Select DDDS Fox Run- 2540 Wrangle Hill Road, Suite 200 Bear DE 19701	6/11/2024 9:00:00 AM	Lugeolyn Papa	15	1	0	Scan Att
Select DDDS Milford Annex-291 A Rehoboth Boulevard Milford, DE 19963	5/29/2024 9:00:00 AM	Lisa Graves	15	0	0	Scan Att
Select DDDS Fox Run- 2540 Wrangle Hill Road, Suite 200 Bear DE 19701	5/14/2024 9:00:00 AM	Lugeolyn Papa	15	2	0	Scan Att
Select DDDS Fox Run- 2540 Wrangle Hill Road, Suite 200 Bear DE 19701	4/10/2024 9:00:00 AM	Lugeolyn Papa	15	15	1	Scan Att
Select DDDS Milford Annex-291 A Rehoboth Boulevard Milford, DE 19963	4/2/2024 9:00:00 AM	Lisa Graves	15	14	0	Scan Att
Select DDDS Milford Annex-291 A Rehoboth Boulevard Milford, DE 19963	3/19/2024 9:00:00 AM	Lisa Graves	15	15	1	Scan Att
Select DDDS Fox Run- 2540 Wrangle Hill Road, Suite 200 Bear DE 19701	3/12/2024 9:00:00 AM	Lugeolyn Papa	15	14	0	Scan Att

9 Click "ENROLLMENT"

Module Enrollment: LLAM Initial - Limited Lay Administration of Medications (In-Person) - DDDS

PROPERTIES
Event | 18 Credit Hours | Instructor Lisa Graves | + SHOW DETAILS

SESSION ENROLLMENT | EVENT MANAGEMENT

SESSION EXPORT SESSIONS | EXPORT ALL OPEN ENROLLMENTS

Session Location	Date/Time	Instructor
DDDS Milford Annex-291 A Rehoboth Boulevard Milford, DE 19963	6/25/2024 9:00:00 AM	Lisa Graves Lugeolyn Papa

CURRENTLY ENROLLED | **ENROLLMENT**

LEARNERS ENROLLED ENROLLMENT REPORT | ATTENDANCE SHEET | EXPORT LEARNERS | SHARED COMPLETIONS

Filter By: A - Z

Unenroll	Change Availability Date	Change Due Date	Record Attendance	Email Learners	Name & Username	Hierarchy	Grade	Exam Reset	Completed
<input type="checkbox"/>	Watson, Shenell ksan1995@aol.com	Point of Hope							

Do Not Sell My Personal Information | Privacy Policy

10 Click the "Search" field and type in the name of the learner.

Select Another Session

Date/Time	Instructor	Max Seats	Registered	Waitlisted	Scan Attendance
6/25/2024 9:00:00 AM	Lisa Graves Lugeolyn Papa	15	1	0	<input type="button" value="Scan Attendance"/>

Search

+ Filters x Clear

1-100 of 5,003

Hierarchy	Job Titles	Hire Date
Chimes Delaware	Direct Support Professional	8/21/2023
Community Systems Inc (CSI)	Direct Support Professional	4/25/2023
Community Systems Inc (CSI)	Employee	11/7/2023
Shared Learners_ALL	DSP	8/24/2015

2 ?

11 Click this checkbox.

The screenshot shows a software interface with a dark blue sidebar on the left containing menu items: Evaluation Templates, BrainSparks Management, Course Updates, Session Locations, Guest Instructors, Shared Completions, Policies & Procedures, Crosswalk Library, External Training Templates, and Videos. The main content area has two tabs: 'CURRENTLY ENROLLED' and 'ENROLLMENT'. Below the tabs is a 'Due Date' field with a dropdown menu set to 'Assign date to all' and a calendar icon. A section titled 'Available Learner(s) (Learners NOT already enrolled)' contains a 'Filter By' dropdown set to 'A - Z'. Below this are two buttons: 'Enroll' and 'Enroll & Record Attendance'. A table with the header 'Name & Username' lists one learner: 'Allen, Jennifer' with the email 'jennifer.allen'. A small square checkbox next to the learner's name is highlighted with an orange circle.

12 Click "Enroll"

This screenshot is identical to the one above, showing the same interface and table. However, the 'Enroll' button is now highlighted with an orange circle, indicating the next step in the process.

13 Click "CURRENTLY ENROLLED"

The screenshot shows a software interface with a dark blue sidebar on the left containing a menu with items like 'Learning', 'Training Plans', 'Modules', 'Module List', 'Module Search Filters', 'Exam Question Pool', 'Evaluation Templates', 'BrainSparks Management', 'Course Updates', 'Session Locations', 'Guest Instructors', 'Shared Completions', 'Policies & Procedures', 'Crosswalk Library', 'External Training', and 'Templates'. The main content area has a header 'PROPERTIES' with sub-headers 'Event | 16 Credit Hours | Instructor Lisa Graves | + SHOW DETAILS'. Below this are two buttons: 'SESSION ENROLLMENT' and 'EVENT MANAGEMENT'. A 'SESSION' section contains a table with columns 'Session Location' and 'Date/Time', showing 'DDDS Milford Annex-291 A Rehoboth Boulevard Milford, DE 19963' and '6/25/24 AM'. Below the table are buttons 'CURRENTLY ENROLLED' (circled in orange) and 'ENROLLMENT'. A 'Due Date' field is set to 'Assign date to all'. A section titled 'Available Learner(s) (Learners NOT already enrolled)' has a 'Filter By' dropdown set to 'A-Z' and buttons 'Enroll' and 'Enroll & Record Attendance'. A message at the bottom right states 'The parameters selected resulted in no data.'

14 Click this checkbox.

The screenshot shows the 'LEARNERS ENROLLED' section of the software interface. It features a 'Filter By' dropdown set to 'A-Z' and buttons for 'Unenroll', 'Change Availability Date', 'Change Due Date', and 'Record Attendance'. A table lists learners with columns for 'Name & Username' and 'Hierarchy'. The first row is for 'Allen, Jennifer' (username: jennifer.allen) with a 'Shared Learner' hierarchy. The second row is for 'Watson, Shenell' (username: ksan1995@aol.com) with a 'Point of Hope' hierarchy. A checkbox in the first row is circled in orange. At the bottom, there is a footer with the text: 'Do Not Sell My Personal Information | Privacy Policy | © 2024 Relias LLC, all rights reserved. "Relias" is a trademark of Relias LLC.'

15 Click "Unenroll"

Module Search Filters
Exam Question Pool
Evaluation Templates
BrainSparks Management
Course Updates
Session Locations
Guest Instructors
Shared Completions
Policies & Procedures
Crosswalk Library
External Training

DDDS Milford Annex-291 A Rehoboth Boulevard Milford, DE 19963

CURRENTLY ENROLLED ENROLLMENT

LEARNERS ENROLLED ENROLLMENT REPORT ATTENDANCE SHEET EXPORT L

Filter By A - Z

Unenroll Change Availability Date Change Due Date Record Attendance

		Name & Username	Hierarchy
<input checked="" type="checkbox"/>	 	Allen, Jennifer <i>jennifer.allen</i>	Shared Learner
<input type="checkbox"/>	 	Watson, Shenell <i>ksan1995@aol.com</i>	Point of Hope