

How To Enroll Users in the Nurses Skills Checklist

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

2 Click "Learning"

The screenshot shows the RELIAS Learning dashboard. The left sidebar is dark blue with the RELIAS logo at the top. Below the logo, there are sections for 'OVERVIEW' (Dashboard), 'SOLUTIONS' (Learning), 'MANAGE' (Users, Shared User List, Hierarchy, Licenses & Certifications), 'Reports', and 'RESOURCES' (Help). The main content area is titled 'USER LIST' and has a search bar and filter options. The filter options include 'Filter By' (A-Z, Active), 'Shared Learner...', and '+ Filters' and 'Clear' buttons. Below the filters, there are buttons for 'Activate', 'On Leave', 'Deactivate', and '+ New User'. The table below shows a list of users with columns for 'User', 'Hierarchy', 'Role', 'Active', and 'Shared User'. The 'Active' column has checkmarks for all users. The 'Shared User' column has checkmarks for most users. The table is titled '1-100 of 922'.

	User	Hierarchy	Role	Active	Shared User
<input type="checkbox"/>	Abasa-Addo, Fauster FAbasaAddo@merakey.org	DDDS - Community Services: Shared Learners_ALL		✓	✓
<input type="checkbox"/>	Abbey, Henrietta habbey@keystonehumanservices.org	DDDS - Community Services: Shared Learners_ALL		✓	
<input type="checkbox"/>	Abegunde, Morohunmubo Christiana muboabegunde@gmail.com	DDDS - Community Services: Shared Learners_ALL		✓	
<input type="checkbox"/>	Aboagye, Karyn-Lisa aboagyek@libertyarc.org	DDDS - Community Services: Shared Learners_ALL		✓	
<input type="checkbox"/>	Acheampong, Joseph jacheampong@keystonehumanservices.org	DDDS - Community Services: Shared Learners_ALL		✓	
<input type="checkbox"/>	Achira, Purity purity.achira@rhd.org	DDDS - Community Services: Shared Learners_ALL		✓	
<input type="checkbox"/>	Adams, Diahmani mani0711@cloud.com	DDDS - Community Services: Shared Learners_ALL		✓	
<input type="checkbox"/>	Addeh, Benahi benryfine@yahoo.com	DDDS - Community Services: Shared Learners_ALL		✓	
<input type="checkbox"/>	Adebayo, Olaide Biletodam4kids@yahoo.com	DDDS - Community Services: Shared Learners_ALL		✓	
<input type="checkbox"/>	Adedapo, Waheed wadedapo@khs.org	DDDS - Community Services: Shared Learners_ALL		✓	
<input type="checkbox"/>	Adedeji, Oluwatoyin denmsola0404@gmail.com	DDDS - Community Services: Shared Learners_ALL		✓	
<input type="checkbox"/>	Adedoyin, Kahinde Kadedoyin@keystonehumanservices.org	DDDS - Community Services: Shared Learners_ALL		✓	
<input type="checkbox"/>	Adedoyin, Olunmi	DDDS - Community Services: Shared Learners_ALL		✓	

3 Click "Modules"

The screenshot shows the 'USER LIST' page. On the left sidebar, under 'SOLUTIONS', the 'Modules' option is highlighted with a brown circle. The main content area shows a table of users with filters for 'A - Z', 'Active', and 'Shared Learner...'. The table has columns for 'User' and 'Hierarchy'.

		User	Hierarchy
<input type="checkbox"/>		Abasa-Addo, Fauster <i>FAbasaAddo@merakey.org</i>	DDDS - Community Service
<input type="checkbox"/>		Abbey, Henrietta <i>habbey@keystonehumanservices.org</i>	DDDS - Community Service
<input type="checkbox"/>		Abegunde, Morohunmubo Christiana <i>muboabegunde@gmail.com</i>	DDDS - Community Service
<input type="checkbox"/>		Aboagye, Karyn-Lisa <i>aboagyek@libertyarc.org</i>	DDDS - Community Service
<input type="checkbox"/>		Acheampong, Joseph <i>jacheampong@keystonehumanservices.org</i>	DDDS - Community Service
<input type="checkbox"/>		Achira, Purity <i>purity.achira@rhd.org</i>	DDDS - Community Service
<input type="checkbox"/>		Adams, Diahmani <i>mani0711@icloud.com</i>	DDDS - Community Service

4 Click "Module List"

The screenshot shows the 'Module List' page. On the left sidebar, under 'SOLUTIONS', the 'Module List' option is highlighted with a brown circle. The main content area shows a table of users with filters for 'A - Z', 'Active', and 'Shared Learner...'. The table has columns for 'User' and 'Hierarchy'.

		User	Hierarchy
<input type="checkbox"/>		Abasa-Addo, Fauster <i>FAbasaAddo@merakey.org</i>	DDDS - Community Service
<input type="checkbox"/>		Abbey, Henrietta <i>habbey@keystonehumanservices.org</i>	DDDS - Community Service
<input type="checkbox"/>		Abegunde, Morohunmubo Christiana <i>muboabegunde@gmail.com</i>	DDDS - Community Service
<input type="checkbox"/>		Aboagye, Karyn-Lisa <i>aboagyek@libertyarc.org</i>	DDDS - Community Service
<input type="checkbox"/>		Acheampong, Joseph <i>jacheampong@keystonehumanservices.org</i>	DDDS - Community Service
<input type="checkbox"/>		Achira, Purity <i>purity.achira@rhd.org</i>	DDDS - Community Service
<input type="checkbox"/>		Adams, Diahmani <i>mani0711@icloud.com</i>	DDDS - Community Service
<input type="checkbox"/>		Addeh, Benahi <i>bennfine@yahoo.com</i>	DDDS - Community Service

5 Click here.

The screenshot shows the 'Module List' page. On the left is a dark blue sidebar with navigation options: OVERVIEW (Dashboard), SOLUTIONS (Learning, Training Plans, Modules), and Module List (Module Search Filters, BrainSparks Management, Course Updates). The main content area has a search bar 'Search Modules', a 'Filter by' section with '+ Filter' and 'Clear' buttons, and three dropdown menus: 'Module Type' (set to 'All Module Types'), 'Owner' (set to 'All Owners'), and 'Approved' (set to 'Approved'). A green 'Export Modules' button is below the filters. At the bottom, a table header is visible with columns 'Title' and 'Type'.

6 Click "Skills Checklist"

This screenshot shows the 'Module List' page with the 'Module Type' dropdown menu open. The menu lists several options: All Module Types, Course, Live Event, Personalized Learning, Pro-on-the-Go, Requirements Tracker, and Skills Checklist. The 'Skills Checklist' option is highlighted with a light blue background and an orange circle. Below the dropdown, a table of modules is visible. The table has columns for 'Title', an information icon, and 'Type'. The first three rows are visible, all showing 'Course' as the type.

Title		Type
12 Keys to Good Management <i>REL-PAC-0-KGM</i>	i	Course
A Behavioral Approach to Toilet Training People with IDD <i>REL-ABA-0-BATTPIDD</i>	i	Course
A Client's Experience of Trauma-Informed Care <i>REL-BHC-0-ISPHB</i>	i	Course
A Day in the Life of Henry: A Dementia Experience	i	Course

7 Click the "Search Modules" field.

The screenshot displays the RELIAS Delaware Health & Social Services interface. On the left is a dark blue sidebar with the RELIAS logo at the top. Below the logo, the sidebar is divided into sections: 'OVERVIEW' with a 'Dashboard' link, and 'SOLUTIONS' with expandable categories for 'Learning', 'Training Plans', 'Modules', and 'Module List'. The 'Module List' option is currently selected. The main content area on the right is titled 'Module List' and features a search bar with a magnifying glass icon and the placeholder text 'Search Modules'. An orange circle highlights this search field. Below the search bar is a 'Filter by' section with '+ Filter' and 'Clear' buttons. Underneath, there are two filter rows: 'Module Type' with a dropdown menu showing 'Skills Checklist', and 'Owner' with a dropdown menu showing 'All Owners'. Below these filters is an 'Approved' dropdown menu showing 'Approved'. At the bottom of the filter section is a green 'Export Modules' button.

8 Type "Nurse enter"

9 Click here blue person with plus sign.

The screenshot shows a table with the following columns: Type, Approved, and Enrolled. The 'Enrolled' column contains a blue person icon with a plus sign, which is circled in orange. The table has one row with the following data:

Type	Approved	Enrolled
Skills Checklist	✓	0

Navigation elements include '1-1 of 1' and 'Items per page 100'.

10 Select the "All Hierarchy Folders" option.

The screenshot shows an enrollment interface with the following elements:

- Buttons: CURRENTLY ENROLLED, ENROLLMENT
- Due Date: Assign date to all
- Available Learner(s) (Learners NOT already enrolled)
- Filter By: A - Z
- Dropdown menu: All Hierarchy Folders (circled in orange)
- Enroll button
- Table with columns: Name & Username, Hierarchy, Job Titles

Name & Username	Hierarchy	Job Titles
Abasa-Addo, Fauster FAbasaAddo@merakey.org	Shared Learners_ALL	DSP
Abbey, Henrietta habbey@keystonehumanservices.org	Shared Learners_ALL	Direct Support
Abegunde, Morohunmubo Christiana muboabegunde@gmail.com	Shared Learners_ALL	
Aboave, Karvn-Lisa		

11 Click the "Search" field.

The screenshot shows a web application interface. At the top, there is a dark grey bar with a 'Preview' button on the right and a '+ SHOW DETAILS' link on the left. Below this, there is a light grey bar with the text 'ENT'. The main content area is a white box with a search bar at the top right, which is highlighted with an orange circle. The search bar contains the text 'Search' and a magnifying glass icon. Below the search bar, there are two buttons: '+ Filters' and 'x Clear'. At the bottom right of the search area, it says '1-100 of 1,001' with left and right arrow icons. Below the search area is a table with the following columns: Hierarchy, Job Titles, and Hire Date. The table has two rows of data.

	Hierarchy	Job Titles	Hire Date
y.org	Shared Learners_ALL	DSP	8/24/2015 12:00:00 AM
	Shared Learners ALL	Direct Support Professional	12/9/2019 12:00:00 AM

12 Type "the learners nameenter"

13 Click this checkbox.

The screenshot shows a sidebar on the left with the following menu items: Module List, BrainSparks Management, Course Updates, Shared Completions, Policies & Procedures, Crosswalk Library, External Training Templates, and Career Paths & Enrollment. At the bottom of the sidebar is a 'MANAGE' button. The main panel on the right has a 'Due Date' field set to 'Assign date to all'. Below it is a header 'Available Learner(s) (Learners NOT already enrolled)'. There are two filter dropdowns: 'Filter By' set to 'A - Z' and 'All Hierarchy Fol...'. An 'Enroll' button is circled in orange. Below the button is a table with the following data:

	Name & Username	Hierarchy
<input type="checkbox"/>	Last Name, First Name Example123	DDDS - Community Services

At the bottom of the page, there is a footer: 'Do Not Sell My Personal Information | Privacy Policy' and '© 2024 Relias LLC, all rights reserved. "Relias" is a trademark of Relias LLC.'

14 Click "Enroll"

This screenshot is identical to the previous one, but the 'Enroll' button is now checked with a blue checkmark and circled in orange. The table below it now has a checked checkbox in the first column:

	Name & Username	Hierarchy
<input checked="" type="checkbox"/>	Last Name, First Name Example123	DDDS - Community Services

The footer remains the same: 'Do Not Sell My Personal Information | Privacy Policy' and '© 2024 Relias LLC, all rights reserved. "Relias" is a trademark of Relias LLC.'

15

Click "CURRENTLY ENROLLED" and verify that person's name comes up

Learners successfully added to queue. Most enrollments are completed within a few minutes being processed.

• Back to Module List

Module Enrollment: Nurse Consultation Resource Manu

PROPERTIES
Skills Checklist | Instructor Samara Kaminski | + SHOW DETAILS

CURRENTLY ENROLLED **ENROLLMENT**

Due Date: Assign date to all [dropdown] [input] [calendar icon]

Available Learner(s) (Learners NOT already enrolled)

Filter By: A - Z [dropdown]
All Hierarchy Fol... [dropdown]

The screenshot shows a sidebar on the left with a 'SOLUTIONS' menu containing 'Learning', 'Training Plans', 'Modules', 'Module List', 'BrainSparks Management', 'Course Updates', 'Shared Completions', and 'Policies & Procedures'. The main content area displays a notification at the top, followed by a 'Back to Module List' link and the title 'Module Enrollment: Nurse Consultation Resource Manu'. Below the title is a 'PROPERTIES' section with 'Skills Checklist', 'Instructor Samara Kaminski', and a '+ SHOW DETAILS' link. Two buttons, 'CURRENTLY ENROLLED' and 'ENROLLMENT', are shown below. The 'CURRENTLY ENROLLED' button is highlighted with an orange circle. Underneath, there is a 'Due Date' section with a dropdown menu set to 'Assign date to all', an input field, and a calendar icon. Below that is a section titled 'Available Learner(s) (Learners NOT already enrolled)' with a 'Filter By' dropdown set to 'A - Z' and another dropdown set to 'All Hierarchy Fol...'.