SWOG CANCER RESEARCH NETWORK

How to Access the SWOG Online Clinical Trials Training Course

The SWOG online Clinical Trials Training Course is a carefully collated selection of training modules to help provide orientation to SWOG and NCI clinical research processes and procedures for new SWOG Oncology Research Professionals (ORP) who are unable to attend the in-person Clinical Trials Training Course that is held annually at the SWOG Spring Group Meeting. The course is also intended to provide information that can be used as a refresher for experienced ORPs that would like to brush up on current processes.

- The goal of this course is to introduce the fundamentals of SWOG and National Cancer Institute (NCI) policies and procedures as well as provide the foundation to efficiently perform responsibilities as a SWOG ORP.
- The SWOG CRA Manual for Oncology Research Professionals provides additional important in-depth instructions for the conduct of SWOG trials and supporting information about the SWOG Cancer Research Network and is accessible from the SWOG CRA Workbench (login with CTEP IAM credentials required to access this link).

If you have any questions about the content of the Clinical Trials Training Course, please contact the Data Operations Center at 206-652-2267 or send us an email at datamanagement@crab.org.

For technical questions about access to the SWOG (ExpertusOne) learning management system or the individual training modules, please contact Cara Laubach at training@swog.org.

1. To complete the ONLINE Clinical Trials Training Course:

- Go to: https://swog.exphosted.com/learningpage/3_enUS/ExpertusONE_27
  - The link will take you directly to an NCI login screen to enter your ***current*** **CTEP IAM ID and password (or ID.me credentials).**
  - *Access considerations:*

    The CTTC training is limited to SWOG member access. For access, your CTEP IAM credentials must be current (renewed annually) and the email address associated with your CTEP login credentials (CTEP IAM account) must be the same email as indicated in the SWOG member database. SWOG members can view contact information that is maintained in the SWOG member database via the online SWOG directory.
    To update the email address associated with your CTEP IAM account, login at: https://ctepcore.nci.nih.gov/iam/. For questions pertaining to SWOG membership information, contact member@swog.org.

    For new SWOG members*:* Please note that there is a *24-48 hour (overnight)* database sync period after SWOG membership is established before the SWOG member will have access to member-only training content in ExpertusOne. Login with your CTEP-IAM or ID.me credentials at least 24-48 hours after being claimed as a SWOG member by your member institution. SWOG member must be visible in the in the online SWOG directory.
- After login, you may receive an enrollment confirmation message, with indication that one or more courses require class selection.
  - If you receive this message, close the notification screen, and then select class(es) to launch the training content.
  - For each course, click on **"Select Class"** and then click on **"Launch"** to begin the first class in the course.
- For any users that do not receive the enrollment confirmation message upon login, click on **"Enroll"** next to the "Clinical Trials Training Course" and you will receive a message that you have been enrolled successfully to the Learning Path.
  - Close the message and then click on **"Launch"** to begin the first class in the course.
  - For each course, click on **"Select Class"** and then click on **"Launch"** to begin the first class in the course.
- Ensure your computer speakers/headset are not on mute (volume is adjusted), so you can hear the presentation(s).

- After each presentation, you will be asked a few questions (These questions are indicated as an "assessment" in the course module).
- While in process, course components can be viewed by clicking on the two arrows at the top of the screen to "expand" the header after launch.
- At completion of each class, you will be able to view and print a certificate of completion.
    - You can also view the completion certificates for each class and the Clinical Trials Training Course Learning path by clicking on the "My Dashboard" link at the top of the screen then using the arrow to scroll to the right to view the "My Certificates" link.
- If documentation of course completion is required by local institutional procedures, then it is the member's responsibility to maintain local documentation of course completion.
    - Course completion information is maintained in the online Learning Management System for 1 year.
    - **Please save a copy of the Clinical Trials Training Course Learning Path completion certificate for your records.**
- Learning Management System snapshots, demonstrating how to enroll to a course or training plan and "select classes", are included in Section 4 (below) for reference.

2. Supporting Information:

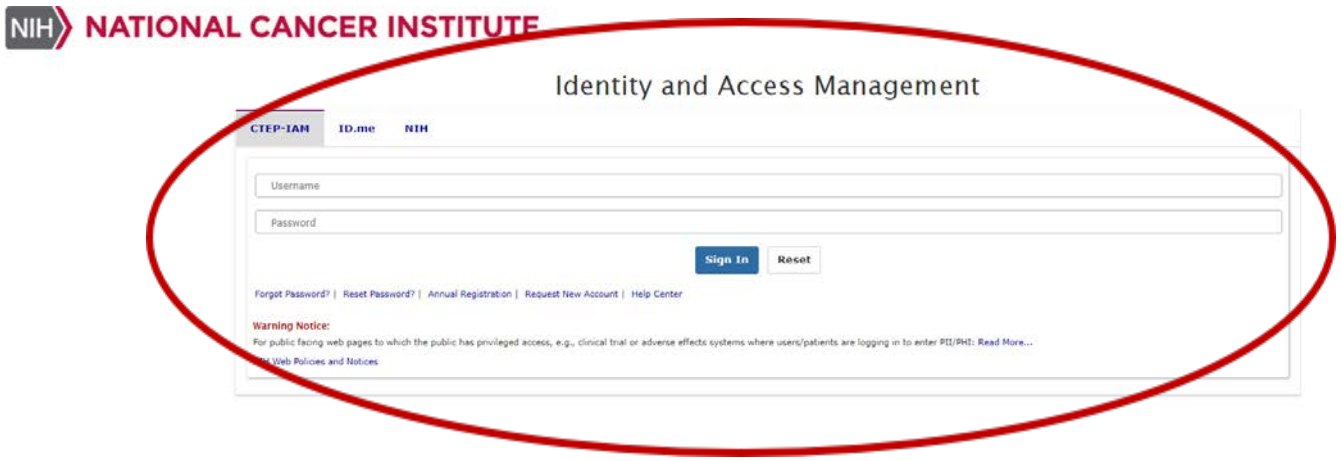
For additional helpful information, please see also the following online resources:

- **CRA Workbench:** https://www.swog.org/ctepauth/login?thirdparty=workbench
  (Login with CTEP IAM credentials required to access above link).
- **CRA Manual for Oncology Research Professionals:**
  https://txwb.crab.org/TXWB/CRAManual.aspx
  (Login with CTEP IAM credentials required to access above link).
- **Frequently Asked Questions | SWOG:**
  https://www.swog.org/frequently-asked-questions
- **Clinical Research Resources | SWOG:**
  https://www.swog.org/clinical-trials/clinical-research-resources

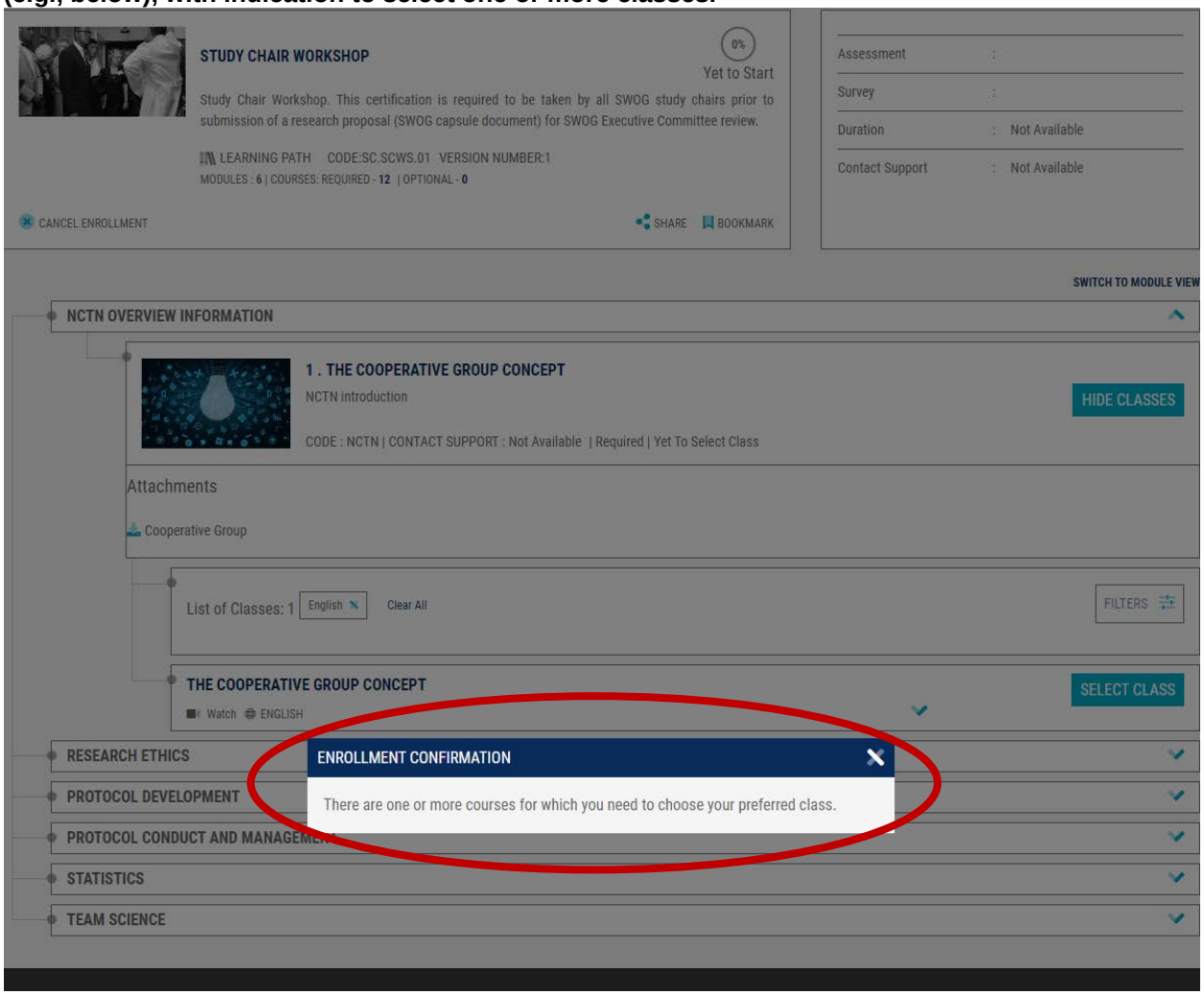
3. Questions?

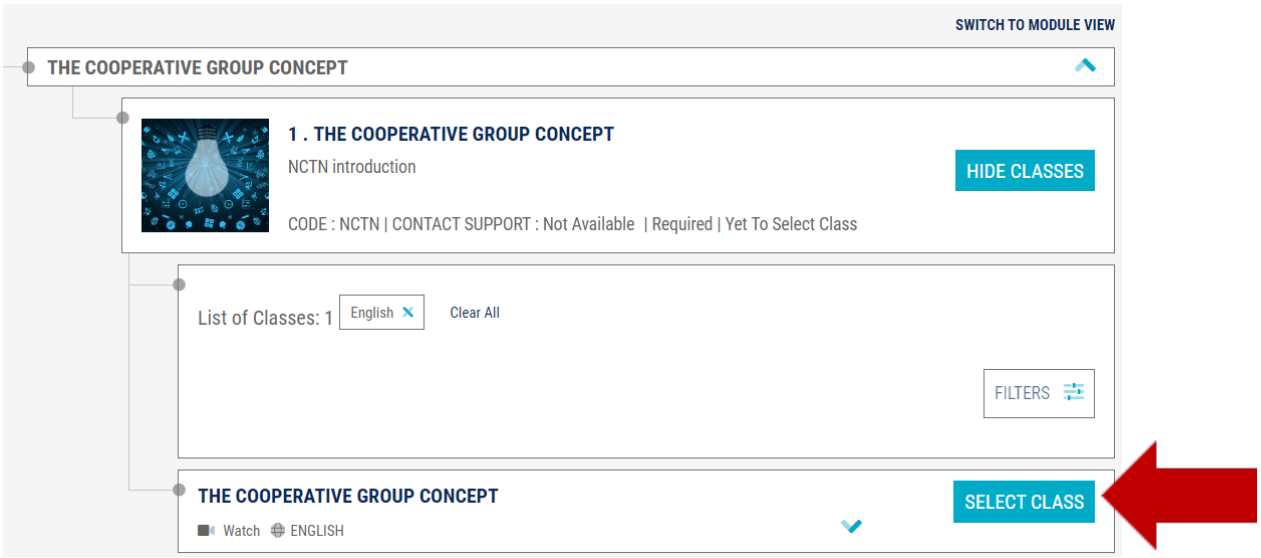
For questions pertaining to access to the SWOG (ExpertusOne) learning management system or the online SWOG Clinical Trials Training Course, please feel free to contact Cara Laubach at **training@swog.org**.

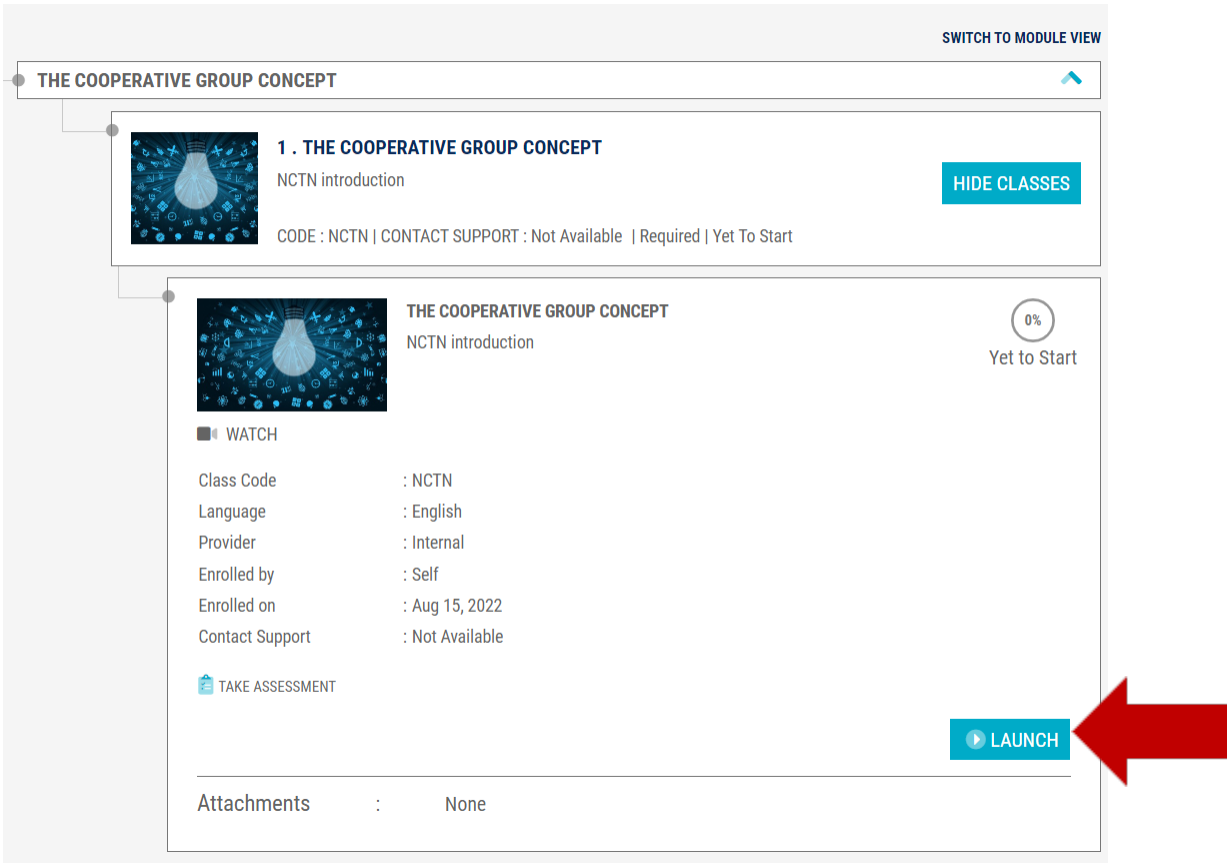
4. Learning Management System access, Self-enrollment to Course/Training Plan, and Class selection / launch snapshots



Dependent upon your member "role", after login, you may see an enrollment confirmation (e.g., below), with indication to select one or more classes.

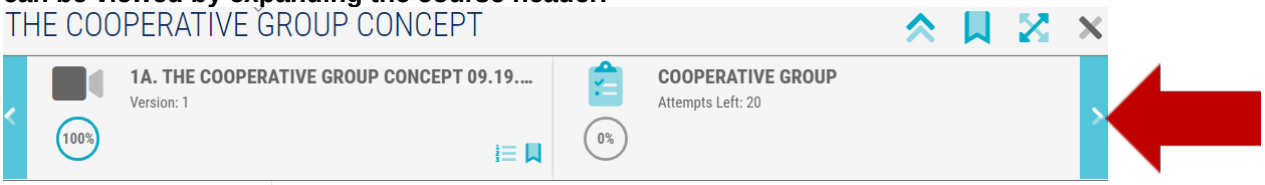



SWITCH TO MODULE VIEW
THE COOPERATIVE GROUP CONCEPT
1 . THE COOPERATIVE GROUP CONCEPT
NCTN introduction
HIDE CLASSES
CODE : NCTN | CONTACT SUPPORT : Not Available | Required | Yet To Select Class
List of Classes: 1
English
Clear All
FILTERS
THE COOPERATIVE GROUP CONCEPT
Watch
ENGLISH
SELECT CLASS

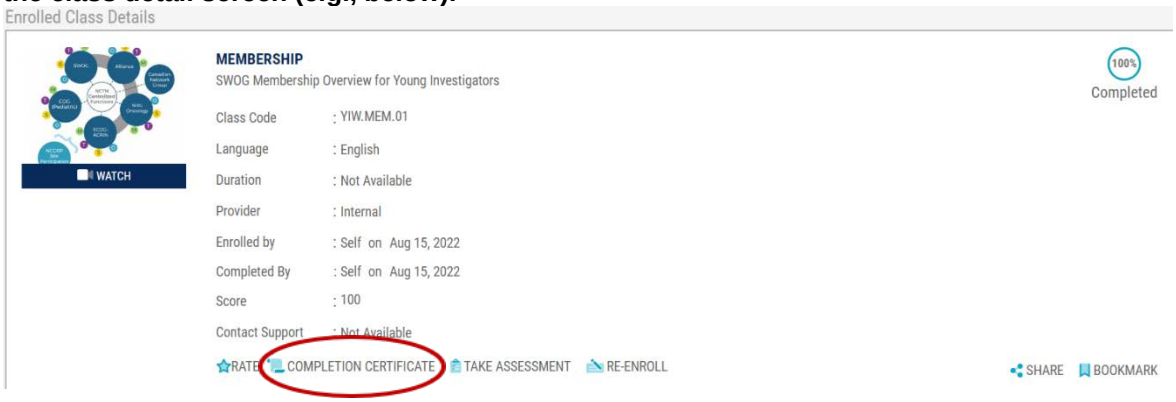
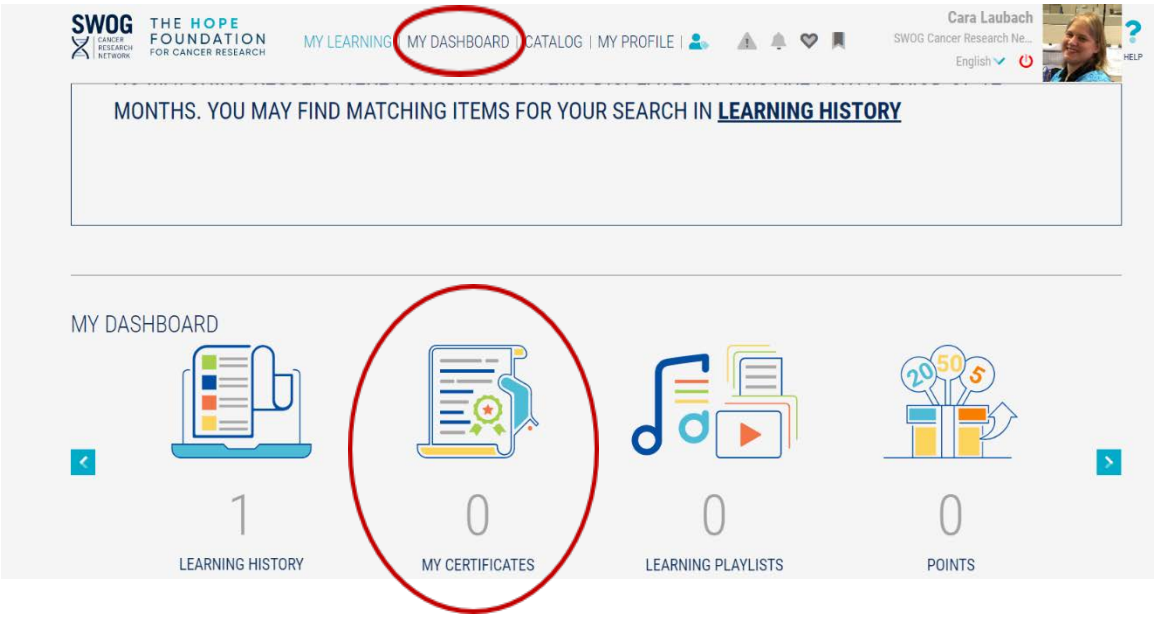

SWITCH TO MODULE VIEW
THE COOPERATIVE GROUP CONCEPT
1 . THE COOPERATIVE GROUP CONCEPT
NCTN introduction
HIDE CLASSES
CODE : NCTN | CONTACT SUPPORT : Not Available | Required | Yet To Start
THE COOPERATIVE GROUP CONCEPT
NCTN introduction
0%
Yet to Start
WATCH
Class Code : NCTN
Language : English
Provider : Internal
Enrolled by : Self
Enrolled on : Aug 15, 2022
Contact Support : Not Available
TAKE ASSESSMENT
LAUNCH
Attachments : None

If above enrollment confirmation is not received upon login, then click on "Enroll" and then proceed to class selection and launch the content (pictured above).

After launching the course content, course components (Video, Assessments/Surveys) can be viewed by expanding the course header.



After completion of a class, the completion certificate can be viewed, saved, or printed via the class detail screen (e.g., below).



Course progress and course completion history can be found under the "My Dashboard" link. Course history and certificates are maintained online for 1 year after completion. Investigators are responsible for subsequent maintenance of course completion documentation.