

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 indepth 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 <u>datamanagement@crab.org</u>.

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

- 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 <u>CTEP IAM</u> <u>credentials</u> 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 <u>SWOG directory</u>. To update the email address associated with your CTEP IAM account, login at: <u>https://ctepcore.nci.nih.gov/iam/</u>. For questions pertaining to SWOG membership information, contact <u>member@swog.org</u>.

<u>For new SWOG members</u>: 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 <u>SWOG directory</u>.

- 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).

4201 Medical Drive, Suite 250 | San Antonio, TX 78229 | OFFICE 210-614-8808 | FAX 210-614-0006



- 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:** <u>https://www.swog.org/ctepauth/login?thirdparty=workbench</u> (Login with CTEP IAM credentials required to access above link).
- CRA Manual for Oncology Research Professionals: <u>https://txwb.crab.org/TXWB/CRAManual.aspx</u> (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: <u>https://www.swog.org/clinical-trials/clinical-research-resources</u>

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

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

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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. THE COOPERATIVE GROUP CONCEPT

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

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	Provider	: Internal		
	Enrolled by	: Self on Aug 15, 2022		
	Completed By	: Self on Aug 15, 2022		
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	Contact Support	Not Available		
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1				

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.

