SWOG ExpertusOne Learning Management System (LMS) Overview





- The SWOG LMS is limited to SWOG member access via link on the SWOG Member-side of the website under the "Member Resources" menu,
 - Or, via direct url: <u>https://swog.exposted.com</u>.
- Login with CTEP IAM credentials required to access.
 - CTEP IAM credentials must be current (renewed annually) and the email address associated with the CTEP login credentials (CTEP IAM account) must be the same email as indicated 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: https://ctepcore.nci.nih.gov/iam/.
- Note: SWOG study-specific training is maintained in the <u>CTSU Compliance</u>, <u>Learning</u>, and <u>SOP Solutions (CLASS)</u> <u>Learning Management System [CTSU CLASS LMS]</u>; Accessible NCTN-wide to staff with CTEP IAM login.





SWOG has launched a new Learning Management System (LMS)!

THE EXPERTUSONE LMS WILL BE HOME TO ALL TRAINING THAT IS SPECIFIC TO SWOG MEMBERS.



Training certificates are viewable and printable for one year after completing a course.



Courses are available in brief 5- to 15-minute modules.



Content is regularly added and updated. See the "Announcements" window for new content.



In a user-friendly interface, you can view trainings, take surveys, and complete assessments all from one LMS content player – also available for mobile devices.



Allows us to host virtual classes integrated with WebEx or Zoom.

NCTN-wide training — such as for protocol-specific requirements and PRO training — will remain in the CTSU CLASS system. But SWOG internal training for members and staff will be in ExpertusOne.

Some of the training content now within ExpertusOne:

- Study Chair Workshop
- Young Investigator Workshop Online
- Investigational Agent Handling
- Clinical Trials
 Training Course
- Team Science

Access SWOG's new LMS at swog.exphosted.com, or link from the "Training for SWOG Members" item on the "Member Resources" menu. Use your CTEP IAM credentials to log in.

expertusone www.expertusone.com



SWOG LMS Training Plan vs. Course Format

- Members have the option of self-enrolling to a complete Training Plan (Learning Path or Certification Course) or individual (shorter, 5-20 min) courses.
- Direct hyperlinks to many of SWOG's Training Plans (comprised of multiple shorter courses) are included below.
- Members can search for the shorter 'course' listings via the SWOG ExpertusOne online catalog.

Website	System	Training Plans are accessible from links below:
SWOG.org	<u>ExpertusOne</u>	SWOG-member-only Training
(https://swog.exphosted.com)		Clinical Trials Training Course (CTTC)
- Login with CTEP credentials		 First time LMS access, see: <u>CTTC Access Instructions</u>
		Advanced Practice Provider Clinical Research Workshop
		SWOG Oncology Research Professionals Regulatory Workshop
		Study Chair Workshop
		 Early-Stage Investigator Workshop (Online portion)
		Investigational Agent Handling
		TeamScience for SWOG Members
		First time LMS access:
		Oncology Research Professional Members: Please see CTTC Access
		<u>Instructions</u> for general LMS system access instructions.





- The SWOG Learning Management System Catalog is set-up for <u>voluntary</u> <u>course enrollment</u>, by SWOG membership type.
- Under the Catalog "Filters":
 Members can search for
 classes by key search term
 (e.g., data submission, reports,
 specimen, etc.), by "Training
 Type", or by language.
 - SWOG is in the process of adding Spanish language courses to the LMS. To search for courses available in Spanish, de-select "English" under "Language and select "Español".

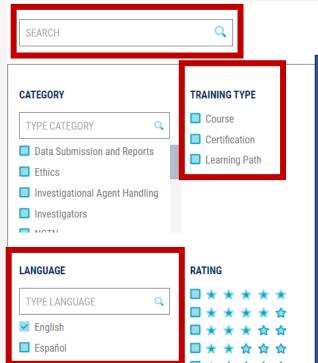


ALL (22) WISHLIST (0)

MY LEARNING | MY DASHBOARD



Shows all the latest and relevant Courses/Certifications/Learning Paths that you can enroll for. Results for the search are shown if the keyword you provide matches with the title, code, description, tag or category associated with the training.



CATALOG

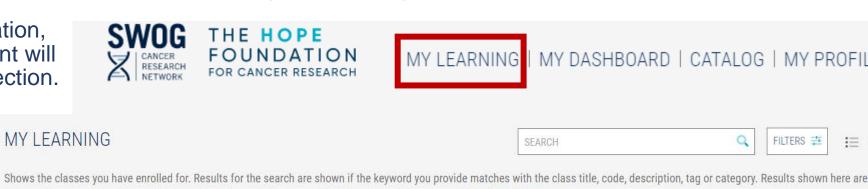
- For short courses, filter by "Training Type" >> "Course" (5-20 minutes)
- For complete member training plans, filter by "Training Type" >> "Learning Path".
- For courses with available CEU credits, filter by "Training Type" >> Certifications.

Note "Learning Paths" and "Certification" courses are set up for completion within 6 months after the date of enrollment. If Learning Path is not completed within 6 months, members will receive an occasional "Overdue" reminder notice.



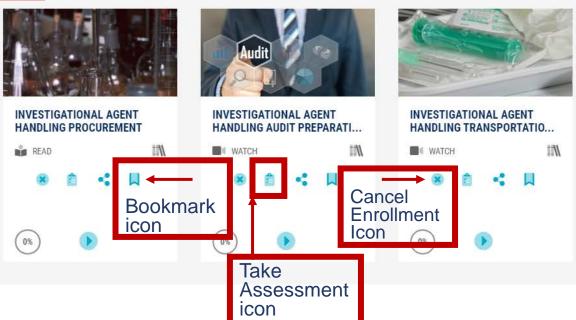


- After enrolling in a course, certification, or learning path, the training content will appear under the "My Learning" section.
- From the "My Learning" section, you can:
 - View course progress,
 - Launch the training content,
 - Launch the course assessment.
 - Bookmark content that you find helpful (for ease of subsequent review after completion),
 - Share (via email or messaging system) the content with a colleague, or
 - Cancel your enrollment to the course.
 - If you click on the picture or title portion of the course, it will take you to a detail screen, where you can select and enroll in the available classes in the course or Learning Path.



the enrollments/completions for the last 12 months period. To see the full list of enrollments, go to 'Learning History' TO-COMPLETE (29) COMPLETED (21) ALL (50)









MY DASHBOARD | CATALOG | MY PROFILE |

FILTERS 📜



1 . INVESTIGATIONAL AGENT HANDLING INTRODUCTION

Investigational Agent Handling Introduction







2. INVESTIGATIONAL AGENT HANDLING PROCUREMENT

Investigational Agent Handling Procurement

CODE: IAH.PROCURE.01 | CONTACT SUPPORT: Not Available | Required | Yet To Start

HIDE CLASSES



INVESTIGATIONAL AGENT HANDLING PROCUREMENT

Investigational Agent Handling Procurement



Yet to Start

READ

: IAH.Procure.01 Class Code

: English Language

Provider : Internal

: Self Enrolled by

: Apr 18, 2023 Enrolled on

Contact Support : Not Available

- This is an example of the course detail screen where you can view classes, select or launch a selected class, view class progress, and take the assessment (subsequent completion of the class content) associated with each class.
- After completion of the class, a "Completion Certificate" link will appear next to the "Take Assessment" link, where you can download a completion certificate for the class.

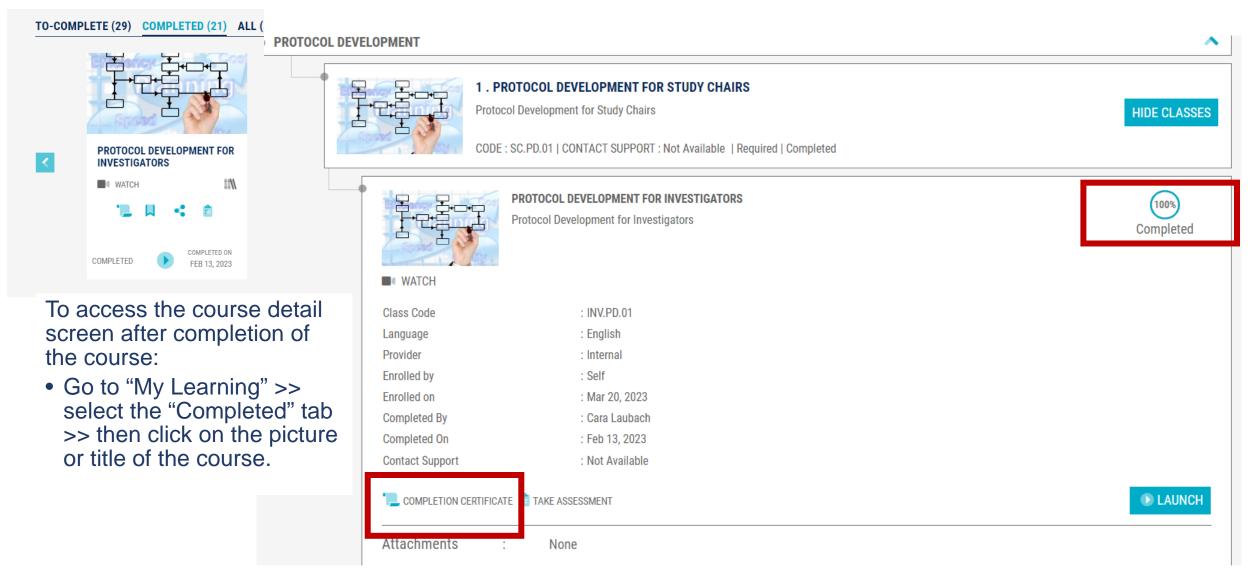


TAKE ASSESSMENT









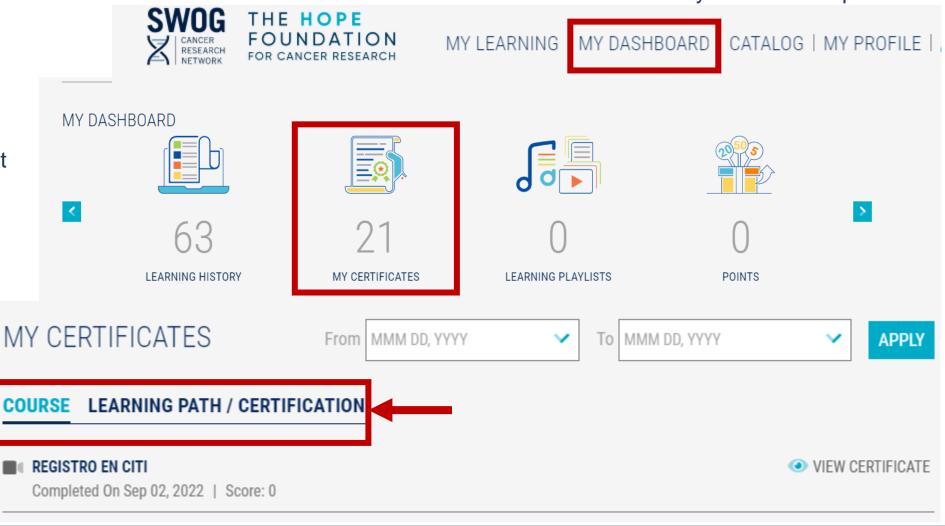




After completion of a course or entire training plan, the course completion certificate will also be available for download from the "My Certificates" section of the dashboard. Certificates are available for download for 1 year after completion of the training.

To access the "My certificates" screen:

 Go to "My Dashboard" >> scroll right >> "My Certificates" >> then select either the "Course" or "Learning Path / Certification" tab to view certificates.

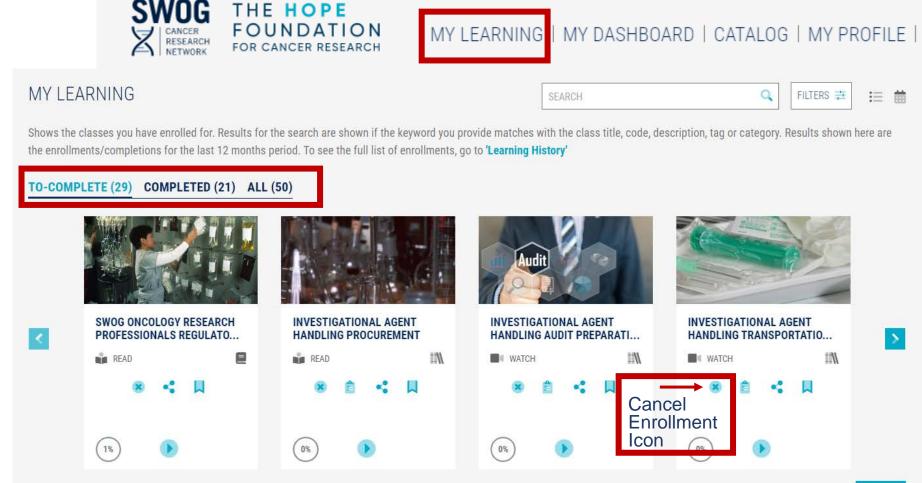






SWOG (ExpertusOne) LMS Training Requirements

- Again, all of SWOG's training courses are set-up in the LMS for self-enrollment by SWOG members.
- Investigators will be required to complete the Early-Stage Investigator Workshop or Study Chair Workshop prior to serving as a Study Chair on a SWOGled study.
- While member institutions may require SWOG training completion as part of their onboarding process, SWOG provides all oncology research professional training courses on a voluntary, self-enrollment basis. Oncology Research Professionals should refer to institutional management regarding any local requirements for completion of training.



If a SWOG member self-enrolls to a training plan or course and does not complete the training within the allotted timeframe for the course, the member will receive reminders for course completion until completed. In event that the member no longer wishes to complete the course, the member can cancel the enrollment to the course under the "My Learning" Section of the LMS Dashboard (see above).



