

## 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.

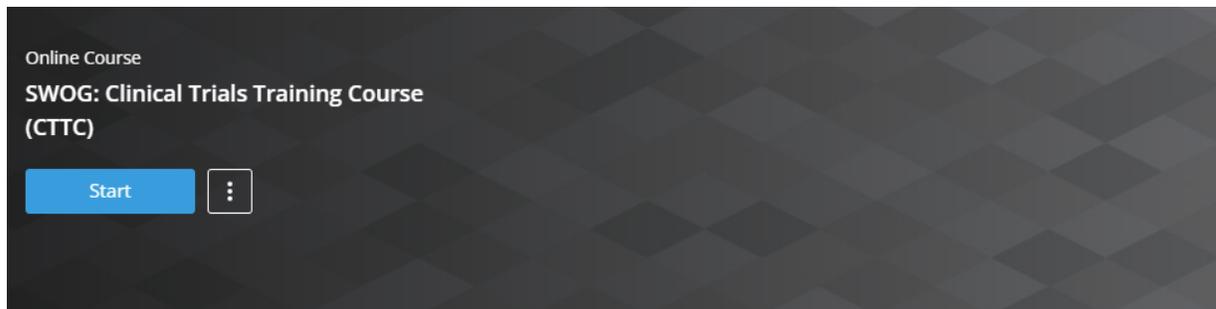
- The goal of this course is to introduce the fundamentals of SWOG and National Cancer Institute (NCI) policies and procedures as well as provide the foundation to efficiently perform responsibilities as a SWOG ORP.
- The SWOG CRA Manual for Oncology Research Professionals provides additional important 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](mailto:datamanagement@crab.org).

For questions about accessing the CTSU CLASS learning management system or the individual training course in CLASS, contact the CLASS Help Desk at: [CLASSHelpDesk@westat.com](mailto:CLASSHelpDesk@westat.com).

### 1. To complete the ONLINE Clinical Trials Training Course:

- Go to: <https://www.ctsu.org/Public/class.aspx?courseid=0b0190ea-b489-4505-b4a3-b8c7a368c0bd>
  - The above link will go to an NCI login screen, where you will use your current ID.me credentials (that are used to access NCI/CTSU secure IT systems) to access the course.
  - *Access considerations:*  
The CTTC training is accessible NCTN-wide, to anyone with current/active [CTEP IAM credentials](#) (must be renewed annually) linked to an active ID.me account. For more information, refer to: [FAQs: Systems Access: CTEP-IAM and ID.me Account Management](#)
- After login, a course pop-up screen will appear (snapshot below).
  - Click on **“Start”** to proceed to course navigation screen.



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The Clinical Trials Training Course (CTTC) reinforces the importance of oncology research professionals' role and impact in clinical trials research. The CTTC presentations introduce fundamental SWOG and National Cancer Institute (NCI) policies and procedures relevant to the conduct of SWOG and National Clinical Trials Network (NCTN) clinical trials. Topics include: protocol development, data submission, patient follow-up, data quality reports, adverse event reporting, audits, and specimen submission.

**Note:** This course is comprised of 15 presentations, ranging from 5 to 30 minutes in length, followed by an interactive Clinical Trials Practicum. The entire course takes about 8 hours to complete, and it is intended for review in multiple sessions.

Due Date  
May 10, 2026 9:43 AM

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## Instructions for Accessing the SWOG Online Clinical Trials Training Course

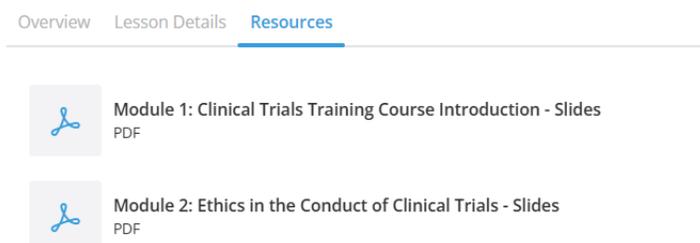
- While it is recommended that learners review the course presentations in the order that they appear in the CTTC navigation pane, the course is set up to allow flexibility of review of individual course presentations in any order after completing review of the CTTC introduction.
- After each presentation, you will be asked a few questions (These questions are indicated as an “assessment” in the course module). For ease/recall, it is recommended that you complete the assessment associated with each presentation immediately after reviewing the presentation.



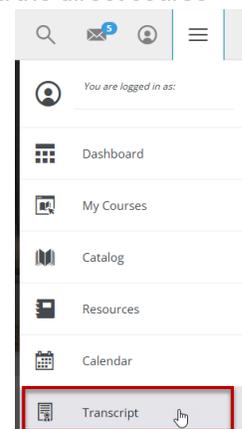
Note: The course assessments are setup to provide real-time feedback to learners, with indication of correct and incorrect answers to each assessment question. After submitting answers to the assessment question, green check marks will appear next to the correct answer and a red “x” will appear next to incorrect answers (e.g., snapshot at right), where the grey dot represents the answer that the learner selected.

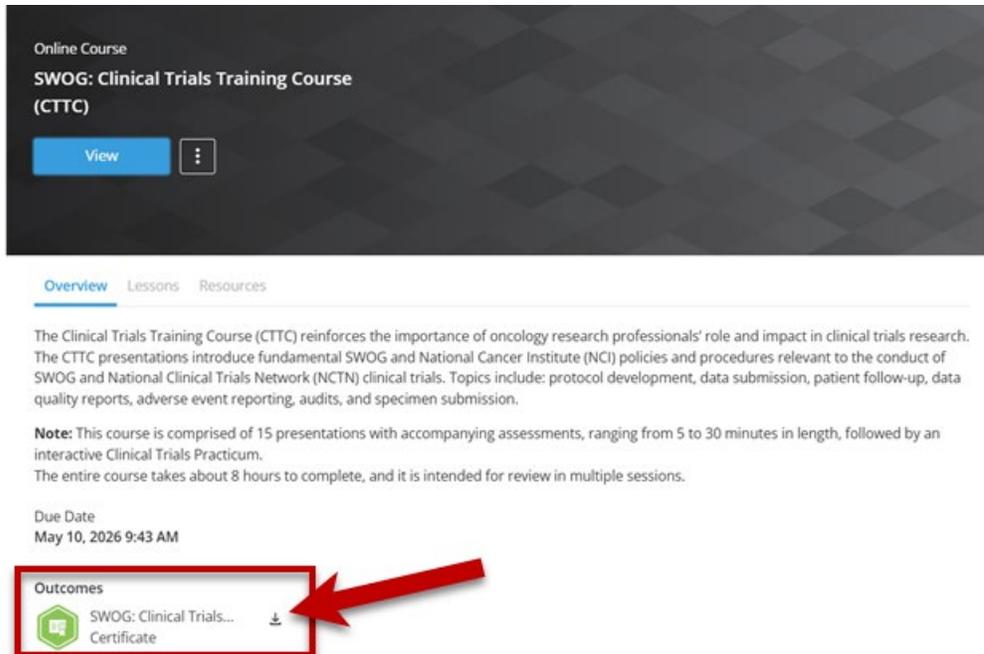


- Learners will be able to return to all course presentations for additional review and fast-forward to areas of interest. Additionally, all course presentation slide sets are posted (in PDF format) for download via the **Resources** tab of the course (e.g., snapshot below).



- After completion of the entire Clinical Trials Training Course, a “Certificate of Completion” will be accessible via a link in the bottom panel of the course screen (the “Course Details” screen may need to be expanded to view the link to the certificate).
  - Subsequently, certificates of completion are also accessible for download via the direct course link above (green certificate icon at the bottom of the pop-up screen – snapshot below | on next page) or via the CLASS “Transcript” (snapshot at right | navigation instructions below).
  - To view the training completion transcript (for all training courses in CLASS) from the CLASS Dashboard (<https://classlms.org/#/dashboard>): Click on the **hamburger icon** (3 lines at top right of the CLASS LMS screen), then click on **Transcript**, which will display a list of all Courses to which the user has enrolled, with the enrollment and completion dates for each course.
  - **For local site documentation, please either save or print a copy of the course completion certificate, in accordance with any local institutional procedures.**





Online Course

**SWOG: Clinical Trials Training Course (CTTC)**

[View](#)

[Overview](#) [Lessons](#) [Resources](#)

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**Note:** This course is comprised of 15 presentations with accompanying assessments, ranging from 5 to 30 minutes in length, followed by an interactive Clinical Trials Practicum. The entire course takes about 8 hours to complete, and it is intended for review in multiple sessions.

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**Outcomes**

SWOG: Clinical Trials...  
Certificate

## 2. Supporting Information:

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

- **ORP (CRA) Workbench:** <https://txwb.crab.org/TXWB/Default.aspx>  
(Login with ID.me credentials required to access NCI/CTSUSU secure IT systems).
- **CRA Manual for Oncology Research Professionals:**  
<https://txwb.crab.org/TXWB/CRAManual.aspx>  
(Login with ID.me credentials required to access NCI/CTSUSU secure IT systems).
- **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?

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- For questions about accessing the CTSU CLASS learning management system or the individual training course in CLASS, contact the CLASS Help Desk at: [CLASSHelpDesk@westat.com](mailto:CLASSHelpDesk@westat.com).
- 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](mailto:training@swog.org).