

# Courseware Curriculum Tracking

HOW TO DIRECT CERTAIN STAFF TO CERTAIN  
COURSES OR MODULES WITHIN A COURSE

This document illustrates how the hccs system can be easily configured to route learners to the correct course or courses. Within each course, the system can be easily configured to route the learner to specific modules required for the learner's role within the organization. This document is only applicable to clients using the hccs system independent of a 3rd party Learning Management System (LMS).

## Definitions:

- ▶ **Learner:** Person required to complete training.
- ▶ **Job Function:** A listing of broad-based roles learners fill within the organization. The Job Function is used to route learners to various courses.
- ▶ **Curriculum Track:** A granular listing of roles learners fill as they relate to a specific course topic. The Curriculum Track is used within a course to route learners to specific modules within the course.
- ▶ **Course:** A complete set of learning modules on a broad topic area. For example, hccs' HIPAA Compliance course contains modules on HIPAA Awareness, HIPAA Privacy, HIPAA Security, and Electronic Transactions.
- ▶ **Module:** A grouping of learning objects within a course. For example, "HIPAA Awareness" and "Protected Health Information" are both modules within the HIPAA Compliance course.

## Job Function Selection Screen

As a learner logs into the hccs system, they come to the hccs Job Function selection screen. The Job Function is used to route learners to various courses. Based on the learner's selection on this screen, the system will tailor the course offerings for the learner when they reach the hccs Course Menu.

The choices in the pull-down menu are fully configurable by the client. The hccs implementation team works closely with the client to determine Job Function titles and requirements.



*Note that the Job Function screen is relevant only when the client has purchased more than one course from hccs and when groups of learners may be required to complete different subsets of courses.*

## Course Menu

Next, the learner enters the hccs Course Menu. Based on the learner's Job Function selection on the previous screen, one or more courses may be visible on this screen. The learner can see their current completion status and last login date for each required course listed.

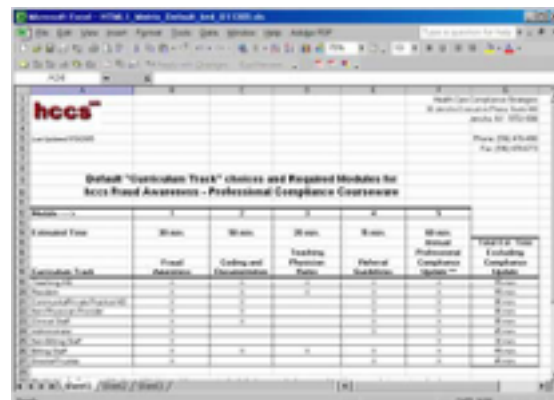


## Curriculum Track Selection Screen

Upon selection of a course, the learner is presented with the Curriculum Track selection screen. The Curriculum Track list is used to route learners to specific modules within the course.

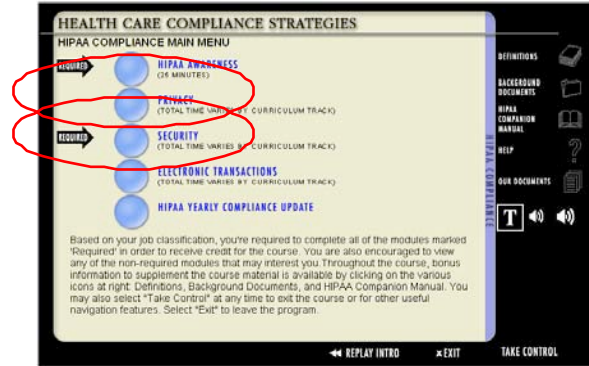


The pulldown list is fully configurable on a per-course basis by the client. Configuration is as simple as modifying a simple Microsoft Excel template. Clients can modify the track titles and the modules required for each courseware title.



## Course Main Menu

Based on the Curriculum Track selection, the learner is shown which modules within the course they are required to complete. Non-required modules are also visible. Learners will receive a notice if they log into non-required modules.



## Summary

The hccs system can be easily configured to route learners to the correct course or courses. Within each course, the system can be easily configured to route the learner to specific modules required for the learner's role within the organization.