



COVID-19
Courses



COVID-19 Courses

Purpose

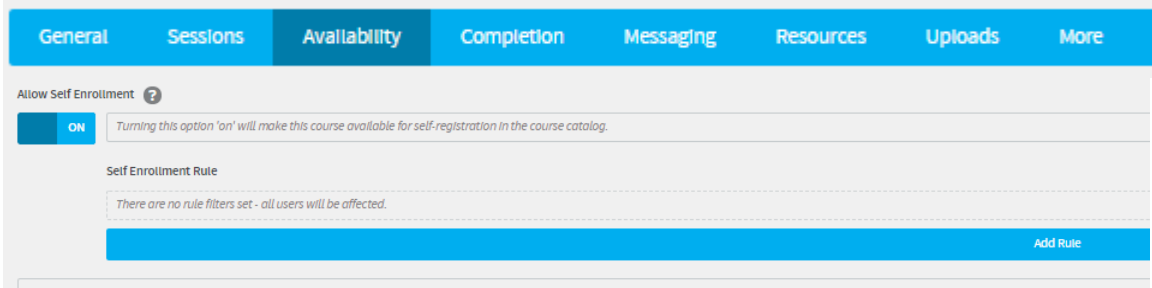

Absorb wants to make sure that you and your learners are prepared and understand the facts regarding COVID-19. As part of this initiative, we are offering two free courses to all our clients to provide to your learners within Absorb LMS. The course will cover:

- COVID-19: Protecting Yourself and Others - What you need to know and where to find information for you and your family
- COVID-19 and Your Workplace - Important information on how the COVID-19 Pandemic may affect your workplace

Along with this content, you may also choose to provide company policies and procedures that you have created to ensure your learners understand important company protocols. We are providing this guide to help you in using these courses in the LMS to facilitate a quick dissemination of information regarding the virus and your specific workplace needs.

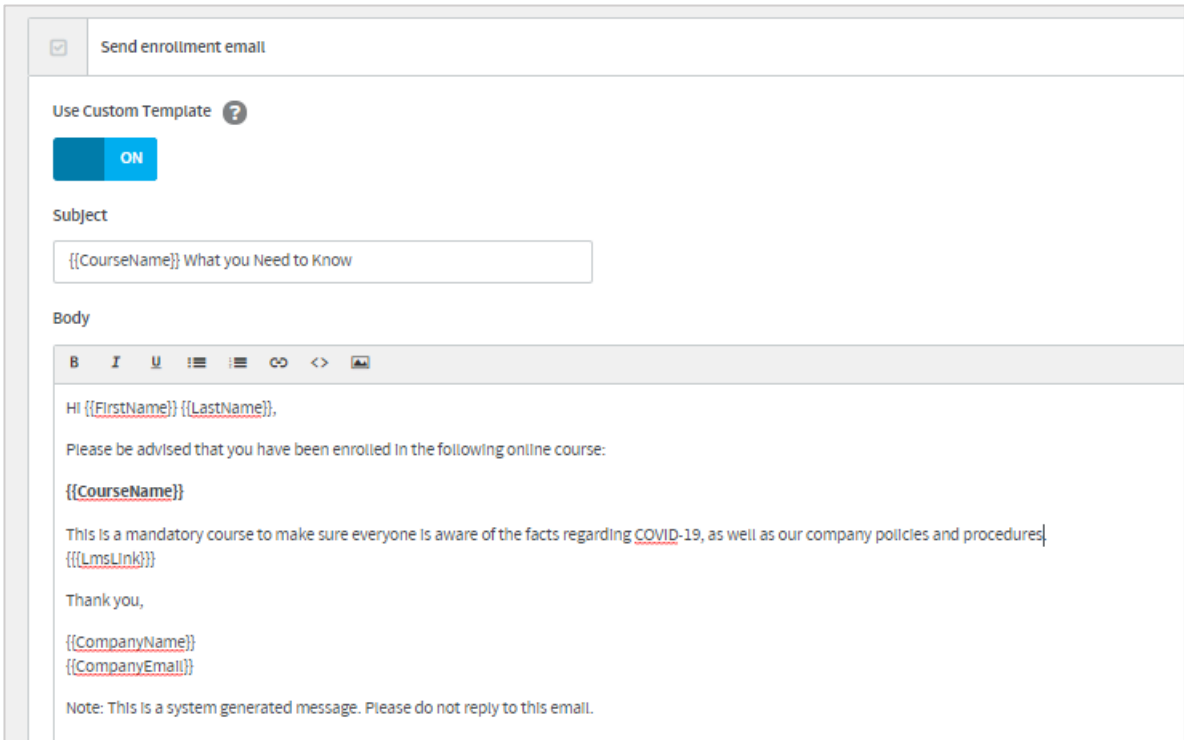
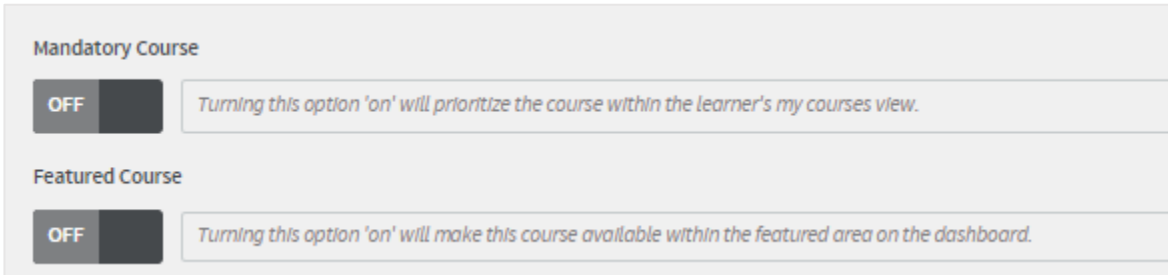
5 Simple Steps

Step	Instructions
1.	Please visit the Absorb Knowledge Base to select your SCORM package version Note: Copies of these files may already be available within your Media Library after 03/19/2020.
2.	Within the LMS admin portal, import the course from the Courses Report by clicking Add New and selecting Import Course . <ol style="list-style-type: none"> a. Check and adjust the Name, Description and Category if necessary or desired. b. More information is available here.
3.	Add any additional documentation such as your company policy and procedures by adding an Object lesson to the course. This might be a PDF that you upload or a link to your internal documentation. More information is available here . <ol style="list-style-type: none"> a. Adding your individual company policies to the program and adding an acknowledgement enables you to provide the information to your staff regarding these three important aspects of COVID-19: <ol style="list-style-type: none"> i. COVID-19 basic health information, what it is, how it is spread and how important protection from the virus is to us all in maintaining our health.

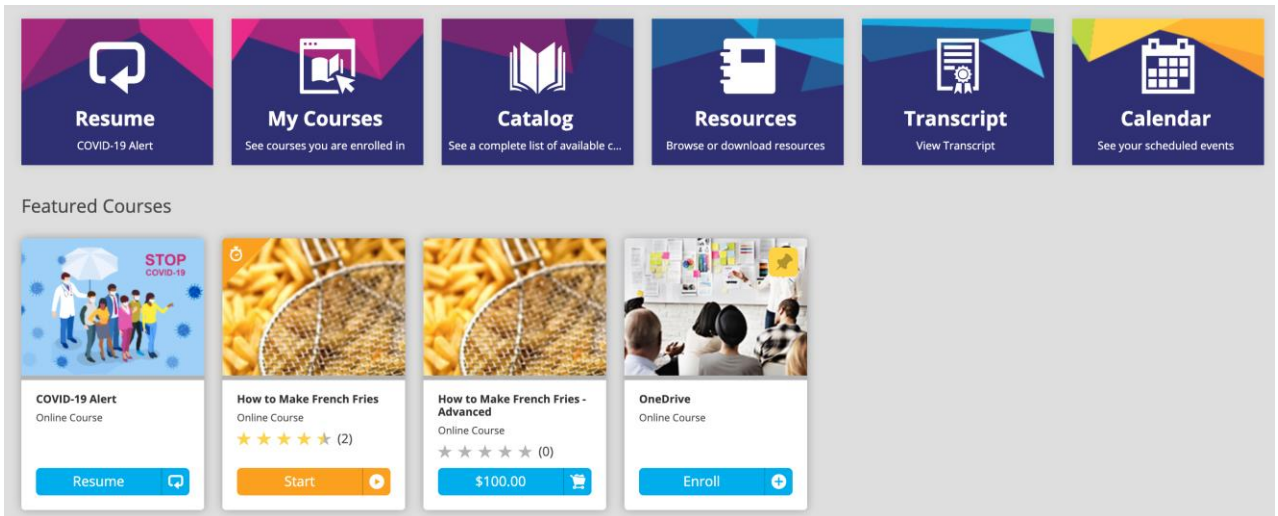
	<ul style="list-style-type: none"> ii. COVID-19 and the workplace – overall general guidelines and expected changes one may expect as we all work to protect ourselves and others from the virus. (<i>coming soon</i>) iii. Your personal workplace policies and procedures with an added acknowledgement of the employee as validation.
<p>4.</p>	<p>Add an Assessment lesson to create an accepted confirmation that your learners have read and understood the information provided.</p> <ul style="list-style-type: none"> a. Add Assessment lesson and set to Grade to Pass as 100% b. Add Question – <i>By accepting below you are acknowledging the information, policies and procedures outlined within this Course.</i> c. Change Type to Multiple Choice Single Answer – <i>Accept</i> d. More information on Assessments is available here.
<p>5.</p>	<p>Set availability for the course:</p> <ul style="list-style-type: none"> a. Self Enrollment: Within the Course options under Availability, mark the course for Self Enrollment and ensure all rules are removed to make this course available for all users within the LMS.  <ul style="list-style-type: none"> b. Automatic Enrollment: Within the Course options under Availability, mark the course for Automatic Enrollment and ensure all rules are removed to automatically enroll all users in this course. 

Notifying Your Learners

Ensuring that information is provided to your learners in a timely and efficient manner is an integral step for the safety of your teams. Outlined below are a few best practices that will ensure information is shared with your teams appropriately.

Step	Instructions
<p>1.</p>	<p>Update the Enrollment Message template with specific messaging:</p> <ol style="list-style-type: none"> Under the Messaging Tab Enable Use Custom Template and customize the message sent to your learners once enrolled in this course. 
<p>2.</p>	<p>Set the course as Featured or Mandatory to prioritize this course in your course listings and/or enhance the learner's view.</p> <ol style="list-style-type: none"> Within the Course options under Availability, toggle Mandatory or Featured to ON. 

Example:



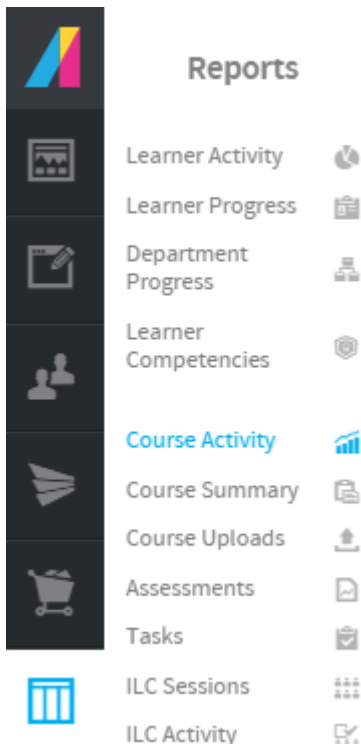
3. Create a Custom Tile (example below) or Billboard (Mercury only) by adding a Deep Link URL to the Course.



- a. Use the following format to create the deeplink to your new COVID-19 course by editing the highlighted areas.
<https://yourdomain.myabsorb.com/#/online-courses/courseid>
 The course id can be found in the Courses Report in the admin interface by adding "id" to the report or by navigating to the course from the learner side and copying the URL.
- b. Add a Hyperlink Tile to your dashboard and customize it to stand out, more information is available [here](#).

c. Create a Billboard to add to your dashboard, more information is available [here](#).

Reporting



Confirming that your teams have completed the training is equally important. You can view which learners have completed the course you can review activity through the **Course Activity** report.

Additionally, [save this this report](#) or [have it scheduled](#) to be automatically sent to appropriate team members on a regular basis.