Pathways " Learning And by Molina Development

Job Aid to enroll staff in the

Productivity and Time Management on-demand course

Step 1: Log-in to the Pathways LMS (Relias) by clicking on the below link (or copy and paste it into your internet bowser) https://pathwayshealth.training.reliaslearning.com

User Name	
Password	
Forgot your password?	
	Log In

Step 2: Click on your C Learning tab on the left of your screen



Step 3: Under the Carning drop down list, click on the Modules drop down list, then click on the Module List button under the modules:



- Step 4: Type the on-demand course code or title in the <u>search Modules</u> bar at the top of the Browse and Add Courses window, then click on the magnifying glass or press enter on your keyboard.
 - The "<u>Productivity and Time Management</u>" on-demand course code is PLADOD PTM 2018-09



Step 5: Scroll down the course list until you locate the course. When you locate the correct course click on the 🛃 button

• The "<u>Productivity and Time Management</u>" on-demand course code is PLADOD_PTM_2018-09

Title \$	Туре	Approved \$	Enrolled 🗢
Productivity and Time Management PLADOD_PTM_2018-09	Course	~	3

Step 6: From the enrollment screen click on the **ENROLLMENT** tab

CURRENTLY ENROLLED	ENROLLMENT	
Due Date: Assign d	ate to all 💌	

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Step 7: From the Enrollment page, you can search for a specific learner or group of learners.

• Here is what you do to enroll 1 or multiple learners on a screen.

CURRENTLY ENROLLED ENROLLMENT		Add a due date, this will requ	uire your staff to
Due Date: Assign date to all		complete the training by the	date you assign.
Available Learner(s) (Learners NOT already en	If looking for a specific search for him/her in th	berson, you can e search bar	h Q
Filter By A - Z Pathways Filter By A - Z Filt		where the same of the	+ Filters × Clear
Name & Username	person that you are lo	boking for, then click	Hire Date 4/6/2016
Abalo, Carol Carol Abalo	ReDCo DSS	Direct Service	11/14/2008

• Here is how you search for a specific group of learner and enroll the entire group

Filt	er By	(-Z	Pathways	Click on this drop window to	select from the hierarchy lists that		
			Arizona PHS Foster Parents California	you are available to you as an Enrollment Management Superv			
		Name & Userr	CCS Kern County	Job Titles	Hire Date		
3	A .	Aasted, Mitche Mitchell Aaster	Lake Isabella Mojave Ridgecrest	Admin	4/6/2016		
	(M) (M)	Abalo, Carol Carol Abalo		Direct Service	11/14/2008		
	m	Abalos, Philip Philip Abalos	Orange County ADULT CALWORKS	Direct Service	5/7/2014		
	m 📾	Abbott, Samar Samantha Abb	Camino Nuevo Peer Mentoring	Direct Service	4/27/2015		
	(m) (m)	Abel, Catherin Catherine Abe	The Wellness Center Interns PCS	Admin	6/24/2013		

PLEASE NOTE Given your access in the system, you may or may not see all of the hierarchies and learners shown in these examples.

Du Av Filt	vallable Lea	Assign date to all	Once you have the desir selected with the desire (if any), click the enroll	ed learners d due date button	dd a due date if you want the course to be REQUIRED! Otherwise the learner can withdraw.
You he	Enroll ave elected a	all records on the current page. <u>Click here to selec</u>	t all 113 records on all pages.	To	1-100 of 113
		Name & Osername	Hierarchy	Who select	Hire Date
	m	Maure Check H	Wasco	on all pit says	Ners :
	m b	Aldaco. Dina Ald	Kern County	as it will	ick here to service
	m	Annoreno, Michael Max of 100 les	s on this	Sinty the records cost	Poly click on the records
	m b	Aquino, Rachel Rachel Aquino	rners per page	Direct Service	e current part to sel place
	m	Babbitt, Tonia Tonia Babbit	Terror	Direct Service	page, "+ clect
		Beckett, Debbie	Ridgecreat	Direct Service	7/3/2017

Step 8: To double check that all your desired learners have been enrolled, click on the CURRENTLY ENROLLED tab to review the list of learners, in your hierarchy(ies) that are currently enrolled.

LEA	RNERS EN	ROLL	ED ENROLLMENT REPOR	• EXPORT LEARNERS •				Search		٩
Filter	Filter By A		A - Z Pathways		Double check that your learner is enrolled and has the correct due date.			+ Filter		× Clea
		1	Name & Username	Hiero		Grade	Completed	matchie (i)	Due Date	
	(m) (m)	0	Arana, Brandy Brandy Arana	Pathways					9/28/2018	
		0	Armstrong, Valerie Valerie Armstrong	ADULT						

Enrollment queued

, that is ok. Sometimes it may take a few minutes for the

learner to be fully enrolled in the training. In very rare cases it may require the system to refresh over night. If you see this and it still shows as "Enrollment queued" the next day, please reach out to us at Learning@pathways.com