

Healthy Smiles for Mom and Baby Oral Health Training

The Healthy Smiles for Mom and Baby (HSMB) Oral Health Training is a free online course for Wisconsin professionals working with pregnant women, infants and toddlers. The training combines oral health information with conversation techniques for effective family-centered oral health discussions. Each module includes reflection activities and videos demonstrating how to guide an oral health discussion with families.

Module 1 – Oral Health Conversations

Module 2 – Oral Health for Infants and Toddlers

Module 3 – Oral Health for Pregnant Women

Module 4 – Oral Health Goal Setting with Families

It will take approximately 90 minutes to complete the four modules. Users can stop and resume at any time. After completing the course, users can print a certificate and order goal-setting magnets and oral health flipcharts (English and Spanish) for use with families.

The HSMB Oral Health Training is housed in the Children’s Hospital of Wisconsin e-Learning Center. The following step-by-step guide will walk you through the steps to create the two accounts needed to access the course. **Each participant must create their own account. Use course code: CHAW** to access the HSMB Oral Health Training course.

Please contact Dana Fischer at 414-337-4563 or dfischer@chw.org with any questions.



Children’s e-Learning Center: Self-registration for Professionals

This guide will walk you through how to create the two accounts you will need to access Children’s Hospital of Wisconsin e-learning courses. First, you will create an account in our Children’s e-Learning Center, where you will register for course(s). Next, you will receive access to the Learning Management System (LMS), where you will access our e-learning course(s).

You will create separate usernames and passwords for the e-Learning Center and LMS, but be able to make them the same so they are easier to remember. Please be sure to record both because you will use them each time you register for, and access courses.

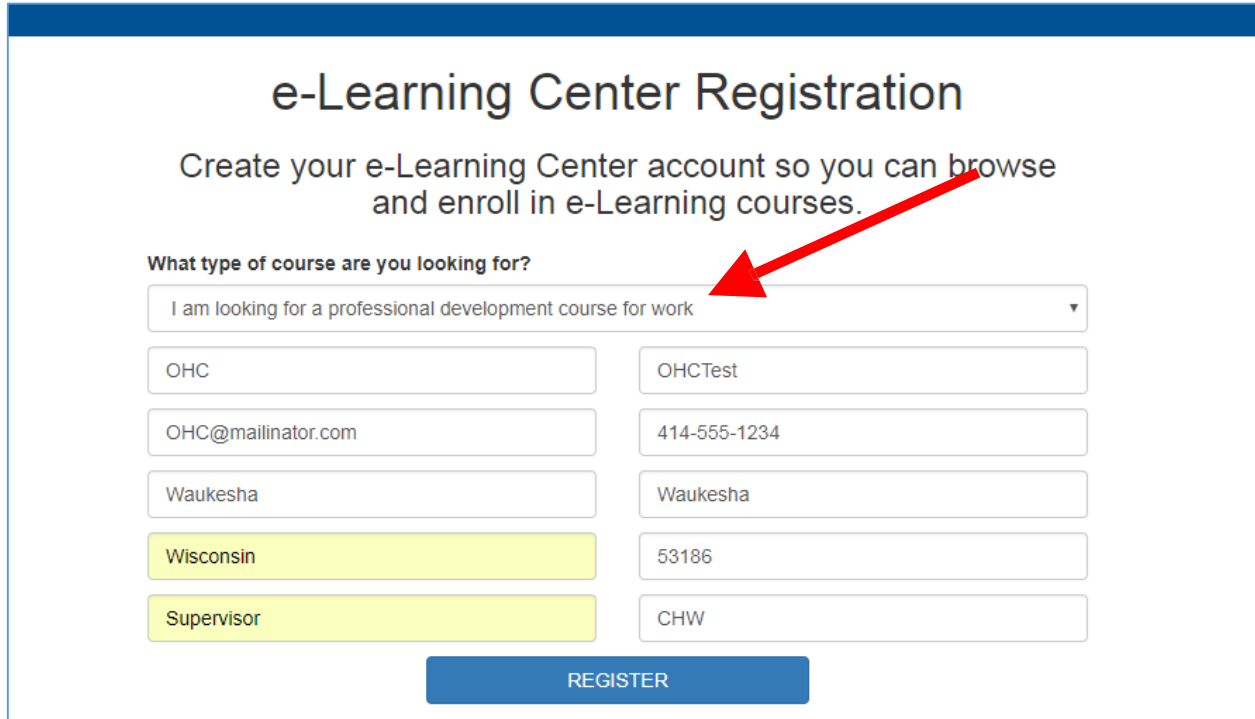
Returning e-Learning Center users

- If you are a returning e-Learning Center user, log in to the e-Learning Center at <https://chwelearning.force.com/login>, using the same username and password that you used before.
- Your username is your email address. If you have forgotten your password, select “Forgot Your Password” in the lower left corner.
- Your username and password for the LMS are also the same as before. Once you have registered for courses, you can log into the LMS at <http://healthykids.chw.org/login/index.php>.
- Skip to number 8 on page 4 to select and register for courses.

New e-Learning Center Users

Setting up your Children's e-Learning Center Account

1. Start your registration for the Children's e-Learning Center at:
https://CHWeLearning.force.com/ch_register
2. Select the type of course you are looking for from the course type drop down: "I am looking for a professional development course for work."



e-Learning Center Registration

Create your e-Learning Center account so you can browse and enroll in e-Learning courses.

What type of course are you looking for?

I am looking for a professional development course for work

OHC OHCTest

OHC@mallinator.com 414-555-1234

Waukesha Waukesha

Wisconsin 53186

Supervisor CHW

REGISTER

3. Enter all contact information.

Once you have completed all fields, click the 'Register' button on the bottom to complete your e-Learning Center registration.

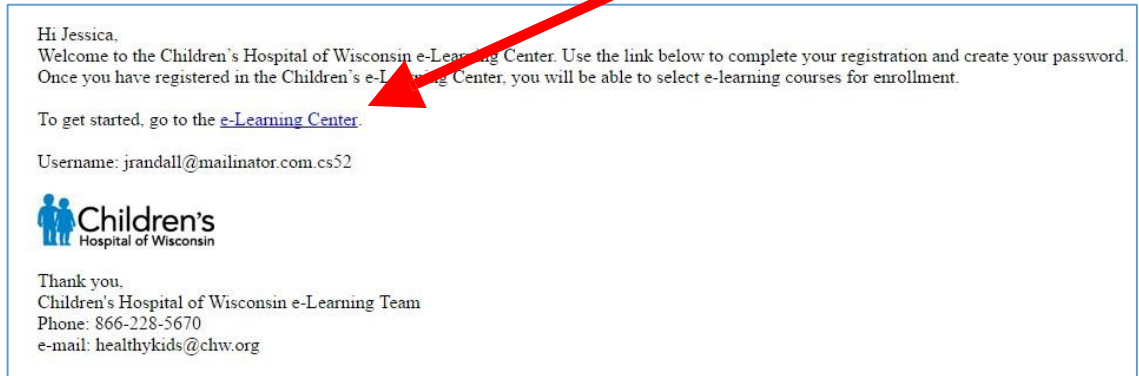
4. When you click "Register" you will receive the following message.



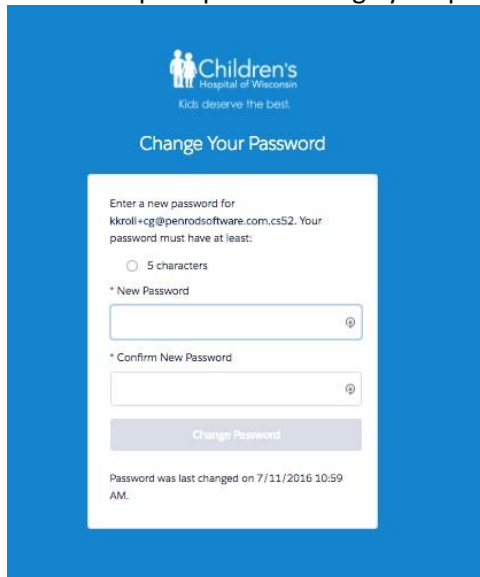
e-Learning Center Registration Success!

Thank you for creating your Children's Hospital of Wisconsin e-Learning Center account. You have been sent an email with a link to create your account password. Once you complete this process, you will be able to access the e-Learning Center and select courses for enrollment. This e-mail will be sent from eLearning@chw.org. If you do not receive this confirmation e-mail, check your spam folder and add our e-mail address to your contacts.

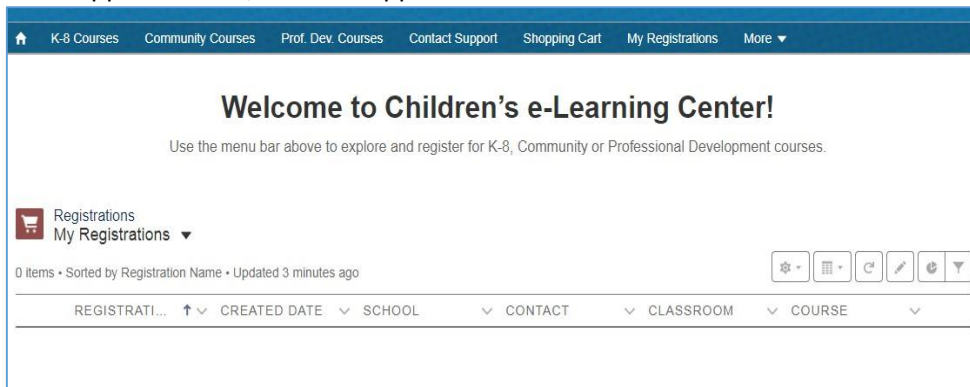
5. After completing the registration form, you will receive a confirmation email. Click on the link in the e-mail to enter the Children's e-Learning Center



6. You will be prompted to change your password.

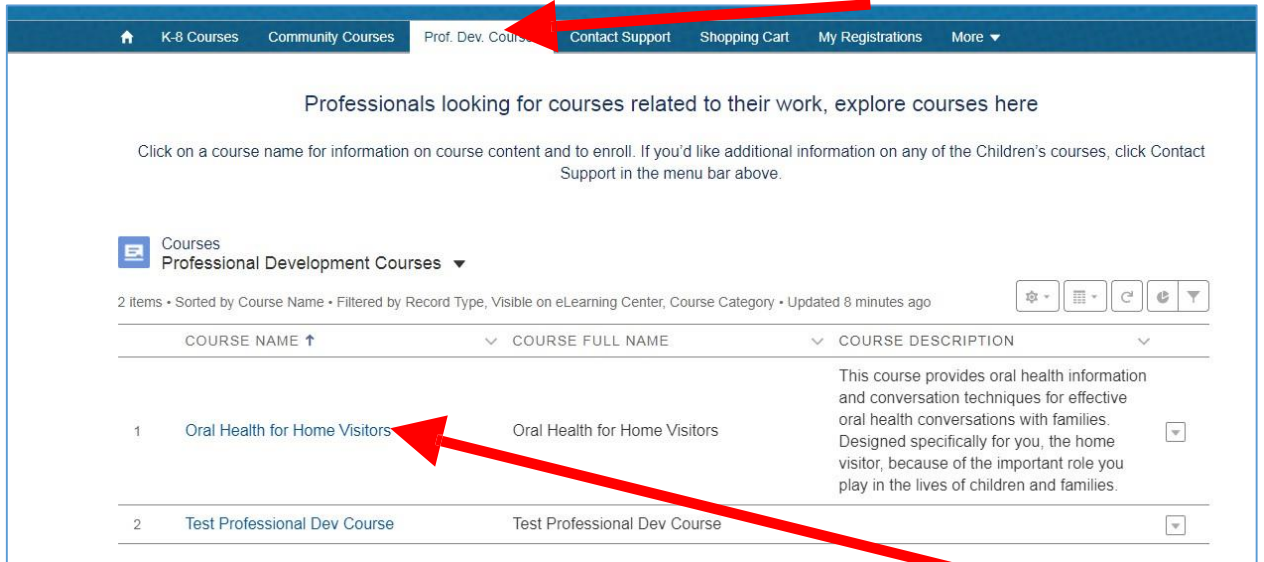


7. Welcome to Children's e-Learning Center!
Once in the e-Learning Center, you can view courses, create an e-learning course registration, read support articles, contact support and more.




Registering for courses

8. In the blue menu bar above the Welcome statement choose Prof. Dev. Courses



Professionals looking for courses related to their work, explore courses here

Click on a course name for information on course content and to enroll. If you'd like additional information on any of the Children's courses, click Contact Support in the menu bar above.

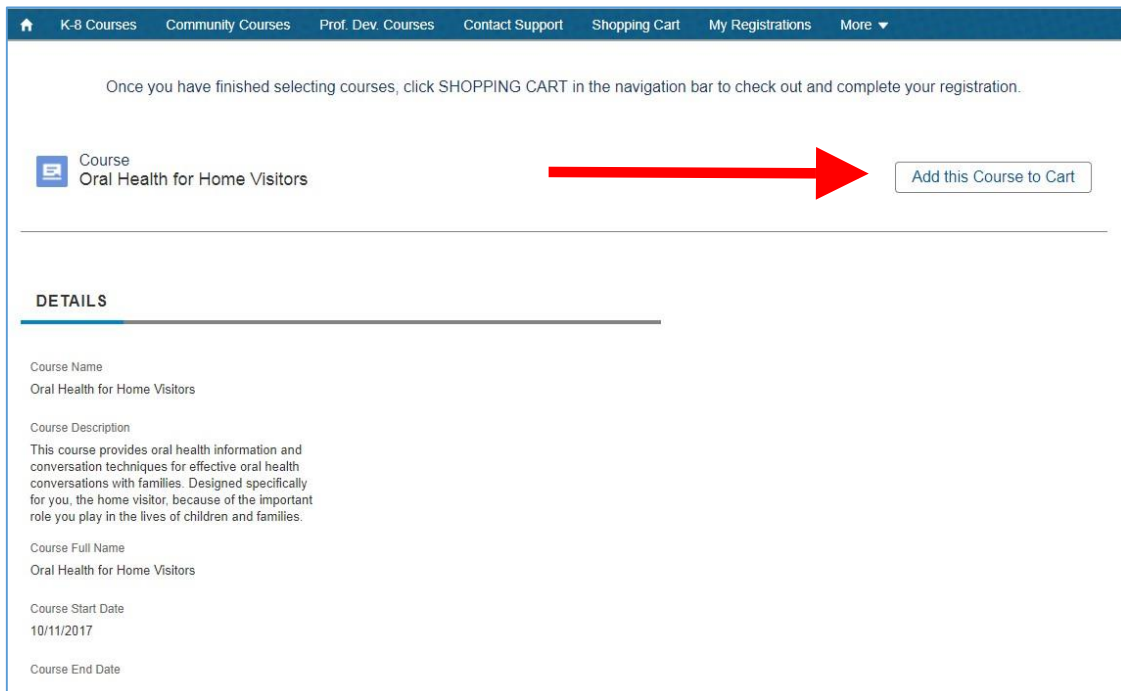
 Courses
Professional Development Courses ▼

2 Items • Sorted by Course Name • Filtered by Record Type, Visible on eLearning Center, Course Category • Updated 8 minutes ago


	COURSE NAME ↑	COURSE FULL NAME	COURSE DESCRIPTION	
1	Oral Health for Home Visitors	Oral Health for Home Visitors	This course provides oral health information and conversation techniques for effective oral health conversations with families. Designed specifically for you, the home visitor, because of the important role you play in the lives of children and families.	▼
2	Test Professional Dev Course	Test Professional Dev Course		▼

9. The list of course names will appear. Click on the course name for information and to enroll.

10. Choose “Add this Course to Cart”.



Once you have finished selecting courses, click SHOPPING CART in the navigation bar to check out and complete your registration.

 Course
Oral Health for Home Visitors

[Add this Course to Cart](#)

DETAILS

Course Name
Oral Health for Home Visitors

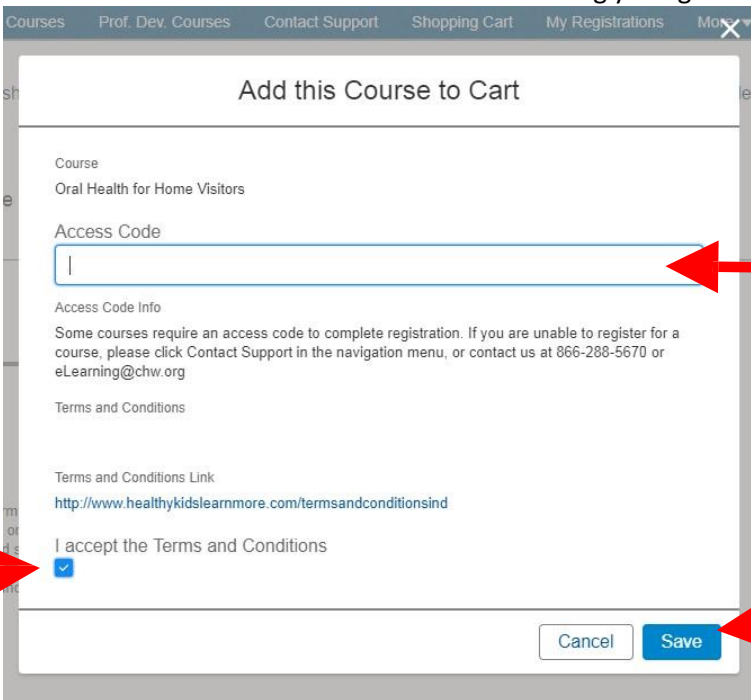
Course Description
This course provides oral health information and conversation techniques for effective oral health conversations with families. Designed specifically for you, the home visitor, because of the important role you play in the lives of children and families.

Course Full Name
Oral Health for Home Visitors

Course Start Date
10/11/2017

Course End Date

11. Locate the Access Code given to you by your employer. This will serve as the discount code needed to remove all course fees. Enter the Access Code in the space provided. Review the Terms and Conditions and check this box indicating you agree. Click to Save.



Course
Oral Health for Home Visitors

Access Code

Access Code Info
Some courses require an access code to complete registration. If you are unable to register for a course, please click Contact Support in the navigation menu, or contact us at 866-288-5670 or eLearning@chw.org

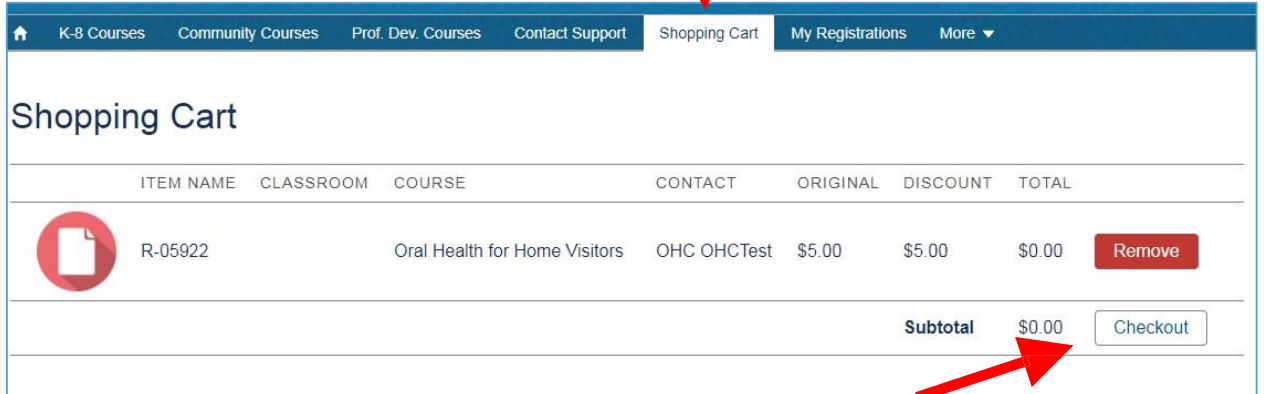
Terms and Conditions


Terms and Conditions Link
<http://www.healthykidslearnmore.com/termsandconditionsind>

I accept the Terms and Conditions

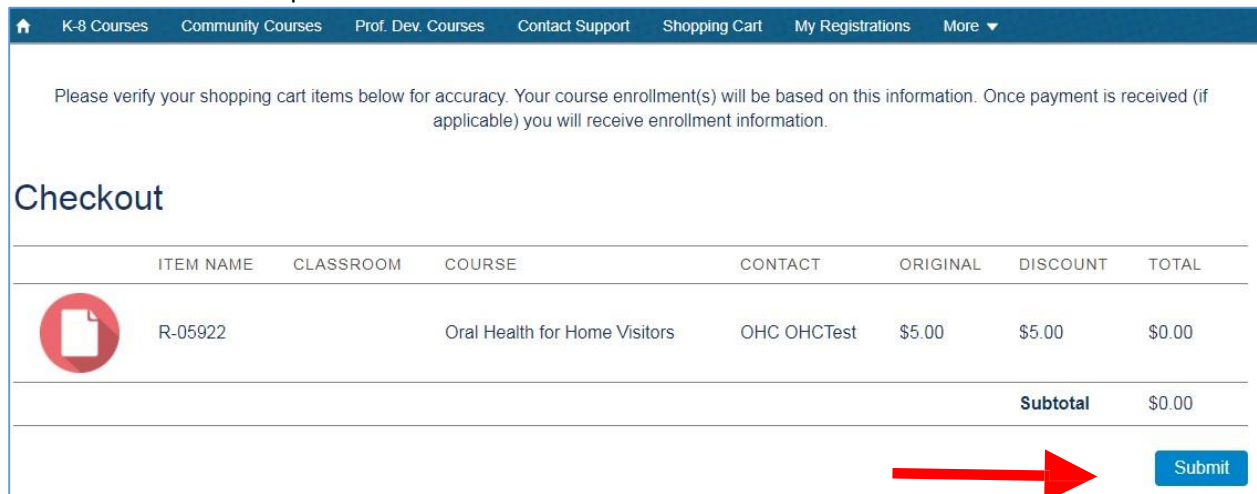
Cancel Save

12. To add additional courses to your cart, click on the Prof. Dev. Courses on the menu bar to choose your next course.
13. Once you have finished selecting courses, click SHOPPING CART in the navigation bar to check out and complete your registration.




ITEM NAME	CLASSROOM	COURSE	CONTACT	ORIGINAL	DISCOUNT	TOTAL		
 R-05922		Oral Health for Home Visitors	OHC OHCTest	\$5.00	\$5.00	\$0.00	Remove	
						Subtotal	\$0.00	Checkout

14. You will be prompted to verify your shopping cart. If everything is correct, click 'Submit'. Your order has been completed.



Please verify your shopping cart items below for accuracy. Your course enrollment(s) will be based on this information. Once payment is received (if applicable) you will receive enrollment information.

Checkout

ITEM NAME	CLASSROOM	COURSE	CONTACT	ORIGINAL	DISCOUNT	TOTAL
 R-05922		Oral Health for Home Visitors	OHC OHCTest	\$5.00	\$5.00	\$0.00
Subtotal						\$0.00

Submit

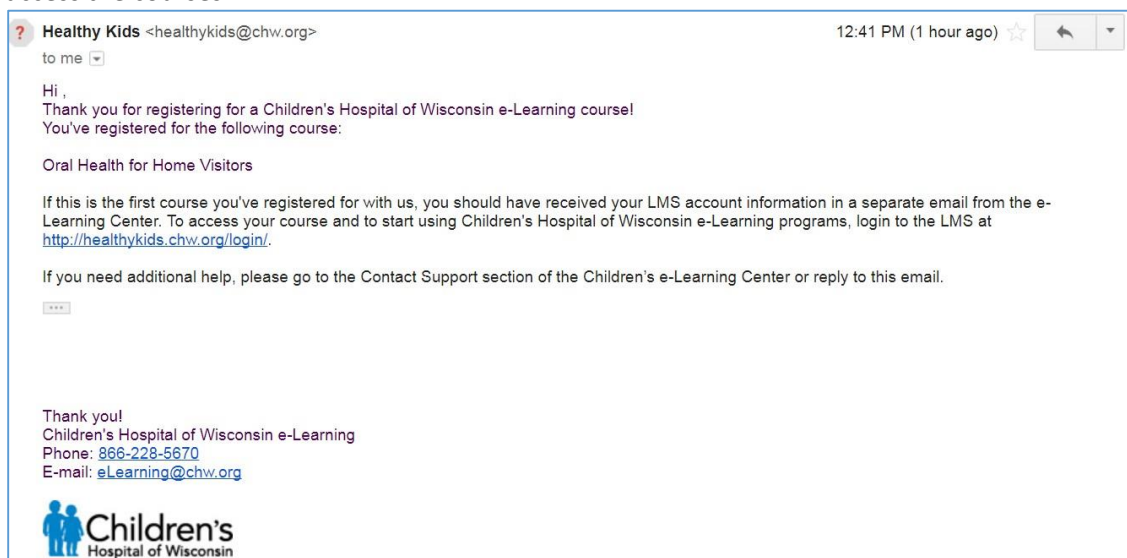
15. The 'Thank You' window will open directing you to check your email for an order summary, course confirmation and enrollment details.



Thank you!

Your e-Learning order has been completed. Please check your e-mail for an order summary and also your course registration confirmation and enrollment details.

16. If you have taken other courses with us, you will receive an email, similar to the one below, confirming your registration. If this is the first course you've registered for with us you will receive a separate email including your username and password for the Learning Management System (LMS). That email will come from Healthykids@chw.org. The LMS is where you will access the courses.



Healthy Kids <healthykids@chw.org> 12:41 PM (1 hour ago) ☆

to me ▾

Hi ,
 Thank you for registering for a Children's Hospital of Wisconsin e-Learning course!
 You've registered for the following course:


Oral Health for Home Visitors

If this is the first course you've registered for with us, you should have received your LMS account information in a separate email from the e-Learning Center. To access your course and to start using Children's Hospital of Wisconsin e-Learning programs, login to the LMS at <http://healthykids.chw.org/login/>.

If you need additional help, please go to the Contact Support section of the Children's e-Learning Center or reply to this email.

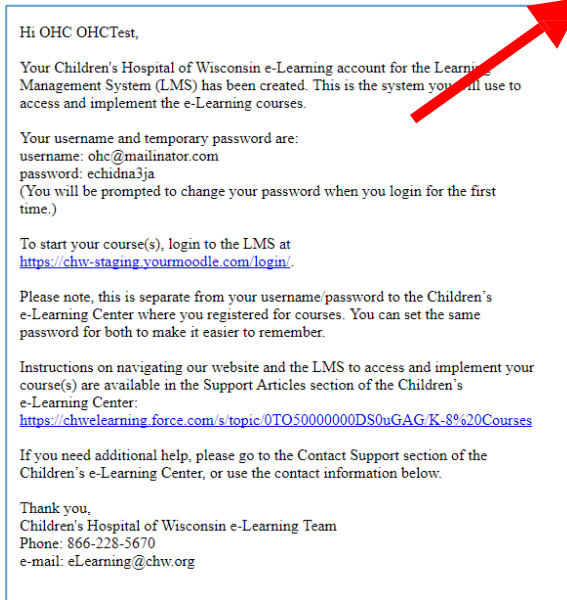
...

Thank you!
 Children's Hospital of Wisconsin e-Learning
 Phone: [866-228-5670](tel:866-228-5670)
 E-mail: eLearning@chw.org



17. If you are new to our LMS, the email with your username and password for the Learning Management System (LMS) will come in a separate email from the Children's e-Learning Center. The LMS is where you will access your course/s.

If you have used the Children's health e-learning courses before, your username and password will remain the same and you can log in at <http://healthykids.chw.org/login/index.php>.



18. You will also receive an email from Healthykids@chw.org that will serve as your receipt.

Children's e-Learning Center Course Registration Summary Inbox x

 **Healthy Kids** <healthykids@chw.org> 12:11 PM (1 hour ago)

to me ▾

Judy Wendorf
Childrens

Course	Classroom	Enrollments	Unit Price	List Price	Discount Amount	Total Price
Oral Health for Home Visitors		1	\$0.00	\$0.00	\$0.00	\$0.00
Total						\$0.00
Amount Paid						\$0.00
Amount Due						\$0.00



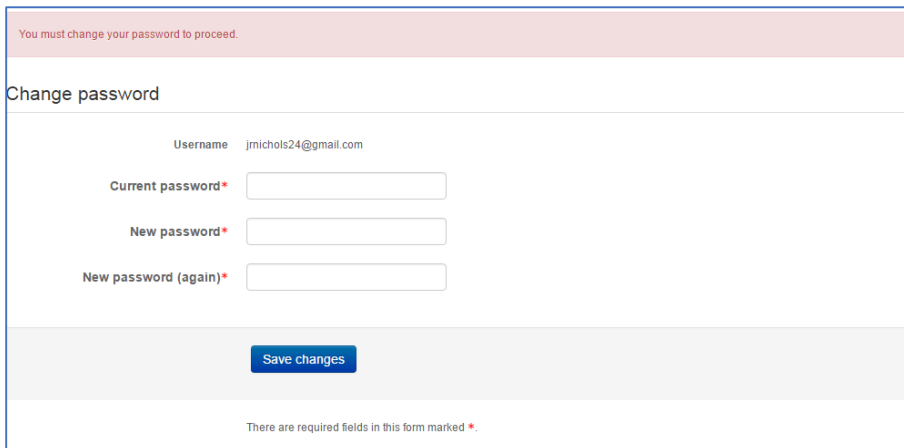
Children's
Hospital of Wisconsin

Children's e-Learning
620 S. 76th St, Suite 120
Milwaukee, WI 53214
Toll free (866) 288-5670 Phone ~ 414-231-4952

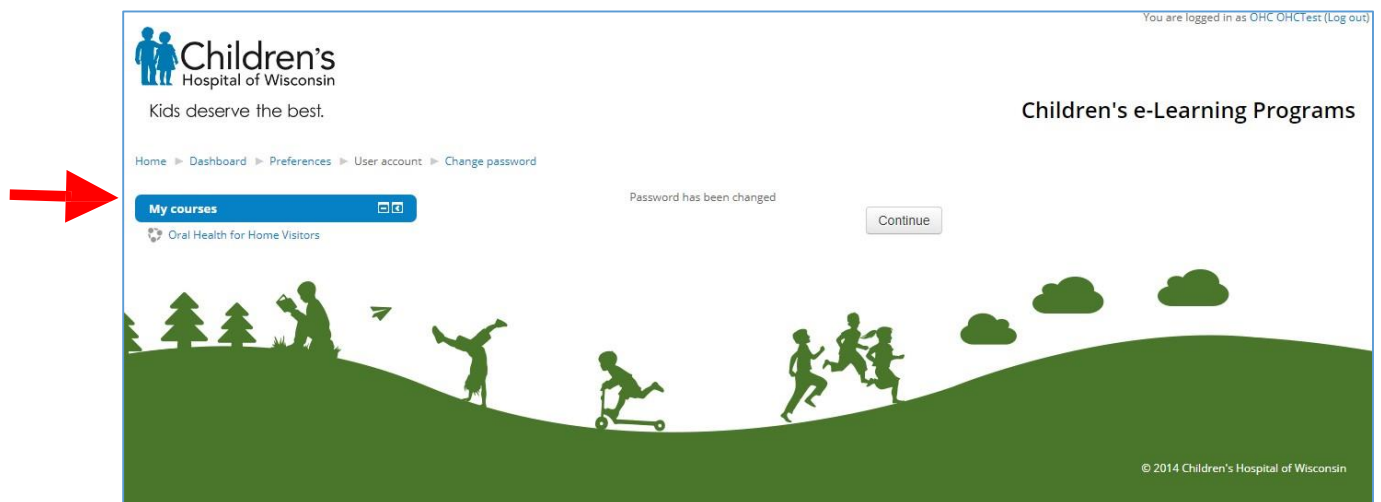
If you have any questions concerning this summary, please email the Children's e-Learning Team at eLearning@chw.org.
If you need additional help, please go to the Contact Support section of the Children's e-Learning Center, or reply to this email.

19. To set up your username and password for the LMS, click on the link in the email to <http://healthykids.chw.org/login/>. Enter the username and temporary password given in the email. You will be prompted to change your password before you can continue.

Please note, your username/password for the LMS is separate from your username/password to the Children's e-Learning Center where you registered for courses. Your email address is the username for both. You can set the same password for both to make it easier to remember. You will use these passwords each time you register and access courses, so be sure to record them.



20. Once you update your password, you will be connected to the LMS and access to the course(s) for which you registered. The courses you have enrolled in will be listed under the "My Courses" navigation bar on the left.



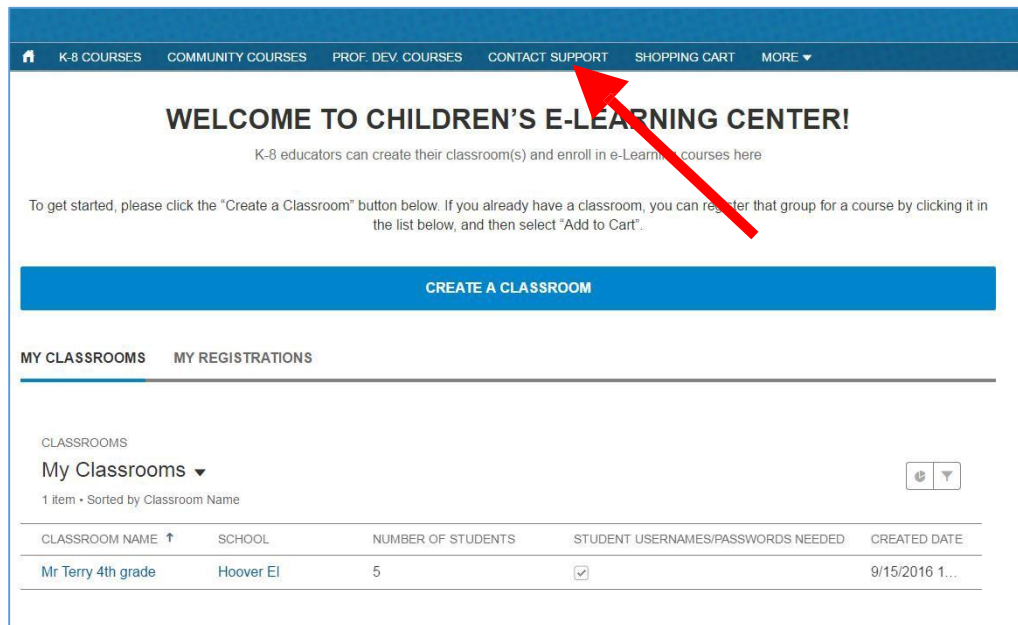
- Click on the title of the course you want to start and then choose from the course activities to get started.



The screenshot shows the course page for 'Oral Health for Home Visitors'. The header includes the Children's Hospital of Wisconsin logo and the slogan 'Kids deserve the best.' The page title is 'Children's e-Learning Programs'. Below the header, there is a navigation breadcrumb 'Home > Oral Health for Home Visitors'. A 'My courses' sidebar lists 'Oral Health for Home Visitors'. The main content area features a large orange banner with the course title 'Oral Health for Home Visitors' and a description: 'This course provides oral health information and conversation techniques for effective oral health conversations with families. Designed specifically for you, the home visitor, because of the important role you play in the lives of children and families.' Below the banner, there is a 'Course' section with a progress indicator 'Your progress 0%'. A list of course activities is shown: 'Pre-survey', 'Oral Health for Home Visitors', and 'Post-survey', each with a checkbox. A decorative graphic of orange gears is visible on the right side of the page.

Contacting Support

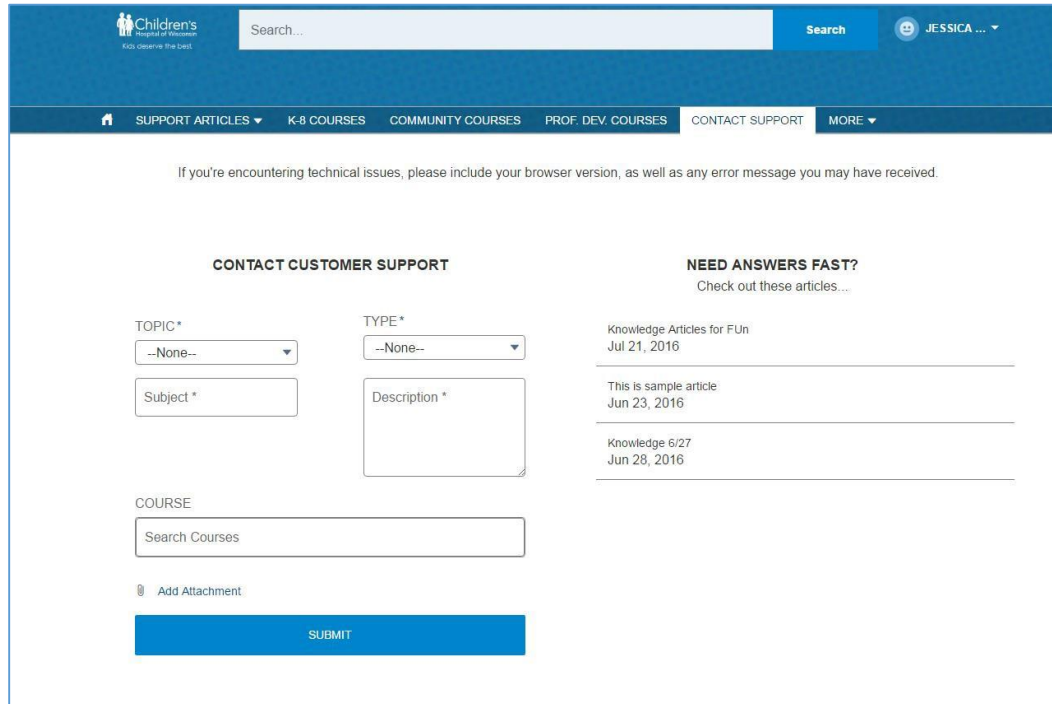
- If you need assistance at any time go back to the e-Learning Center (<https://chwelearning.force.com/login>). From here you can click "Contact Support" from the main menu.



The screenshot shows the 'WELCOME TO CHILDREN'S E-LEARNING CENTER!' page. The top navigation bar includes links for 'K-8 COURSES', 'COMMUNITY COURSES', 'PROF. DEV. COURSES', 'CONTACT SUPPORT', 'SHOPPING CART', and 'MORE'. A red arrow points to the 'CONTACT SUPPORT' link. Below the navigation bar, the main heading reads 'WELCOME TO CHILDREN'S E-LEARNING CENTER!' followed by the text 'K-8 educators can create their classroom(s) and enroll in e-Learning courses here'. Below this, there is a paragraph: 'To get started, please click the "Create a Classroom" button below. If you already have a classroom, you can register that group for a course by clicking it in the list below, and then select "Add to Cart".' A large blue button labeled 'CREATE A CLASSROOM' is prominently displayed. Below the button, there are two tabs: 'MY CLASSROOMS' (selected) and 'MY REGISTRATIONS'. Under the 'MY CLASSROOMS' tab, there is a section titled 'CLASSROOMS' with a dropdown menu 'My Classrooms' and a '1 item • Sorted by Classroom Name' indicator. Below this is a table with the following data:

CLASSROOM NAME ↑	SCHOOL	NUMBER OF STUDENTS	STUDENT USERNAMES/PASSWORDS NEEDED	CREATED DATE
Mr Terry 4th grade	Hoover El	5	<input checked="" type="checkbox"/>	9/15/2016 1...

23. From this page you can contact customer support on the left or check out our knowledge articles on the right for more information. You can also contact us at eLearning@chw.org or 866-228-5670.



The screenshot shows the 'CONTACT SUPPORT' page. At the top, there is a search bar and a user profile for 'JESSICA ...'. Below the navigation bar, a message reads: 'If you're encountering technical issues, please include your browser version, as well as any error message you may have received.' The main content area is divided into two sections. On the left, under 'CONTACT CUSTOMER SUPPORT', there are two dropdown menus for 'TOPIC*' and 'TYPE*', both currently set to '--None--'. Below these are text input fields for 'Subject *' and 'Description *'. A 'COURSE' section contains a search box with the text 'Search Courses'. At the bottom left, there is an 'Add Attachment' button and a large blue 'SUBMIT' button. On the right, under 'NEED ANSWERS FAST?', there is a section titled 'Check out these articles...' with a list of knowledge articles: 'Knowledge Articles for FUn' (Jul 21, 2016), 'This is sample article' (Jun 23, 2016), and 'Knowledge 6/27' (Jun 28, 2016).

Helpful Links

Children's e-Learning Center

To log back into the Children's e-Learning Center to manage your course registration(s) once your account is created go to <https://chwelearning.force.com/login>.

Children's Learning Management System (LMS)

To log into the LMS to access your courses, go to <http://healthykids.chw.org/login/>.

* Reminder: You will receive separate usernames and passwords for the e-Learning Center and LMS, but be able to make them the same so they are easier to remember. Please be sure record both because you will use need them each year to register for, and access courses.