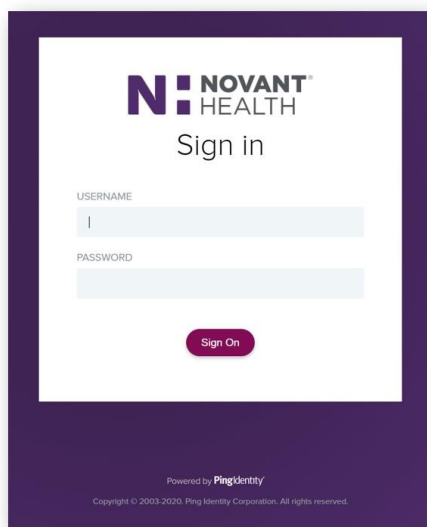


# Navigating Your Social Learning Community

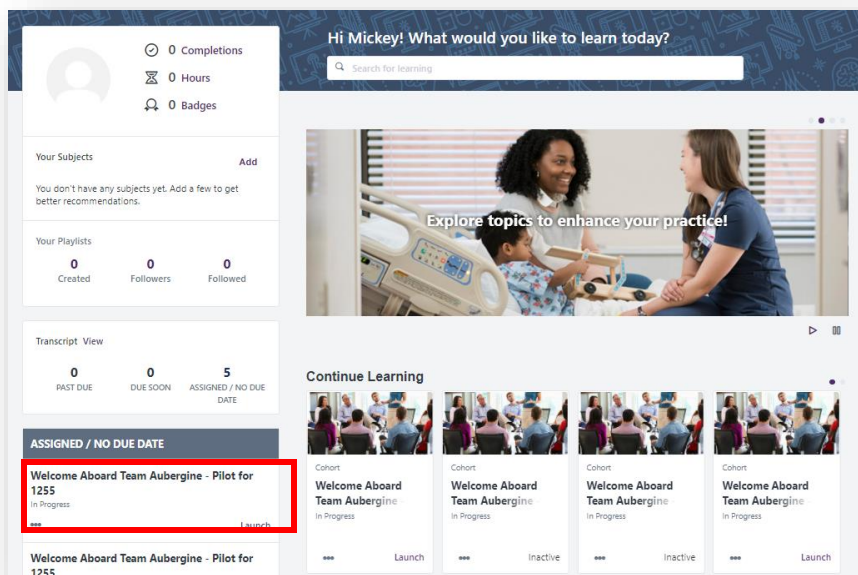
## Quick Reference Guide

Welcome to Your Social Learning Community “**Welcome to Team Aubergine – Month 2022 Cohort**” in ILearn! It contains Learning Activities, Tasks and purposeful Interactions that help you navigate your first 90 days as a new Novant Health Team Member. Use this guide to get started!

1. Log into ILearn using your credentials



2. Locate the **Welcome Aboard Team Aubergine – Month 2022** Social Learning Community under the **Assigned** Banner. Click the **Launch** button or **Open Cohort** button.



## Navigating Your Social Learning Community

Quick Reference Guide

3. Take time to review the features of the **Main** page and how it is set up.

Welcome to  
Team Aubergine!

Welcome Aboard Team Aubergine - Pilot for 1255

Main Topics Learning Members

Search within community

Featured Trending

Welcome Aboard!

Task 3 - Answer the Question...

Task 1 - Access the "How to..."

Welcome Aboard!

Task 4 - Personal Reflection...

5 MEMBERS View all

LEADERBOARD

Featured topics

Instructions

Your peers.

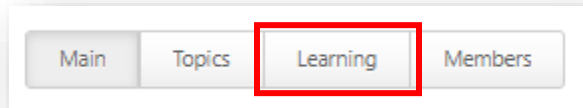
Your most active peers

Popular topics and activities

## Navigating Your Social Learning Community

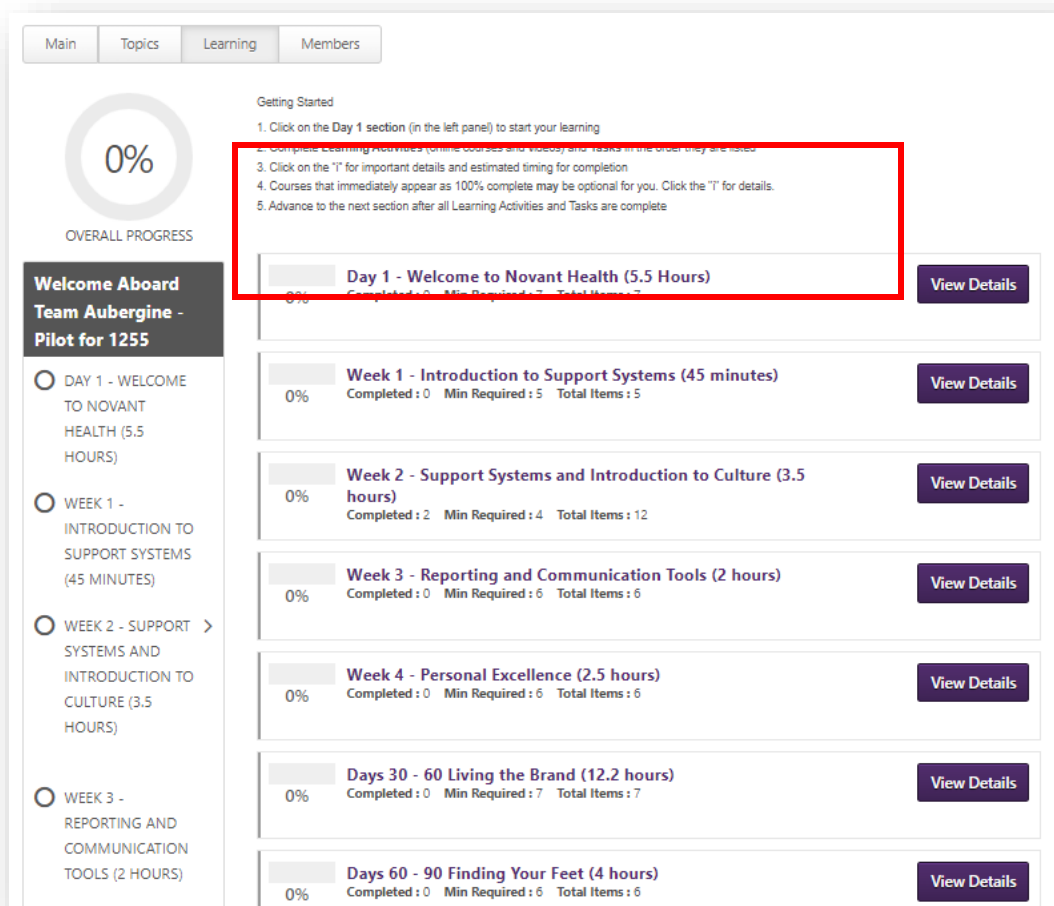
### Quick Reference Guide

4. Click the **Learning** tab to start your Learning Activities.



5. Review the **Getting Started** section at the top of the page for important tips on how to successfully navigate your activities for the next 90 days.

The left panel shows your 90 days of learning as a library of sections titled **Day 1**, **Weeks 1-4**, **Days 30 - 60** and **Days 60 - 90**.



Main Topics Learning Members

Getting Started

1. Click on the **Day 1** section (in the left panel) to start your learning
2. Complete Learning Activities (online courses and videos) and Tasks in the order they are listed
3. Click on the "i" for important details and estimated timing for completion
4. Courses that immediately appear as 100% complete may be optional for you. Click the "i" for details.
5. Advance to the next section after all Learning Activities and Tasks are complete

0%  
OVERALL PROGRESS

**Welcome Aboard  
Team Aubergine -  
Pilot for 1255**

- DAY 1 - WELCOME TO NOVANT HEALTH (5.5 HOURS)
- WEEK 1 - INTRODUCTION TO SUPPORT SYSTEMS (45 MINUTES)
- WEEK 2 - SUPPORT SYSTEMS AND INTRODUCTION TO CULTURE (3.5 HOURS)
- WEEK 3 - REPORTING AND COMMUNICATION TOOLS (2 HOURS)

0% **Day 1 - Welcome to Novant Health (5.5 Hours)** View Details  
Completed : 0 Min Required : 5 Total Items : 5

0% **Week 1 - Introduction to Support Systems (45 minutes)** View Details  
Completed : 0 Min Required : 5 Total Items : 5

0% **Week 2 - Support Systems and Introduction to Culture (3.5 hours)** View Details  
Completed : 2 Min Required : 4 Total Items : 12

0% **Week 3 - Reporting and Communication Tools (2 hours)** View Details  
Completed : 0 Min Required : 6 Total Items : 6

0% **Week 4 - Personal Excellence (2.5 hours)** View Details  
Completed : 0 Min Required : 6 Total Items : 6

0% **Days 30 - 60 Living the Brand (12.2 hours)** View Details  
Completed : 0 Min Required : 7 Total Items : 7

0% **Days 60 - 90 Finding Your Feet (4 hours)** View Details  
Completed : 0 Min Required : 6 Total Items : 6

## Navigating Your Social Learning Community

### Quick Reference Guide

6. Click the **Day 1 Welcome** section.

○ DAY 1 - WELCOME  
TO NOVANT  
HEALTH (5.5  
HOURS)

You will see a list of Learning Activities and Tasks listed in their recommended order to complete. Remember this key to help you.



VILT Class offered  
at specific time



Task to do



Worksheet to  
download



CBL Class take  
when convenient



Discussion  
Question



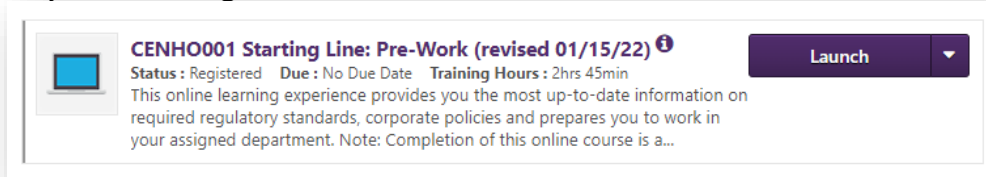
Video to watch



Ideas to consider

## Navigating Your Social Learning Community Quick Reference Guide

7. Start your **Learning Activities** and **Tasks** as listed.



**CENHO001 Starting Line: Pre-Work (revised 01/15/22)** ⓘ  
Status : Registered Due : No Due Date Training Hours : 2hrs 45min  
This online learning experience provides you the most up-to-date information on required regulatory standards, corporate policies and prepares you to work in your assigned department. Note: Completion of this online course is a...

Launch ▾

### 8. How to complete a Virtual Instructor-led Course (VILT)

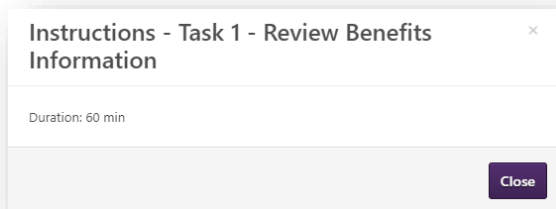
8a. Click **Select Session** to choose and enroll in a session.

**Note:** Your attendance of **Starting Line Orientation** satisfies the requirement for the “CENHO009 Welcome to Starting Line Virtual Instructor-Led” course. This course will show as complete the day after your attendance.

**Note:** Click the information button



to see estimated time to complete an Activity or Task

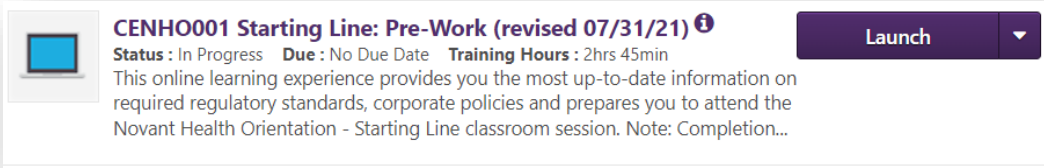


Instructions - Task 1 - Review Benefits Information ×

Duration: 60 min

Close

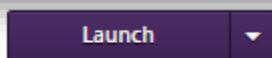
### 9. How to watch a Video



**CENHO001 Starting Line: Pre-Work (revised 07/31/21)** ⓘ  
Status : In Progress Due : No Due Date Training Hours : 2hrs 45min  
This online learning experience provides you the most up-to-date information on required regulatory standards, corporate policies and prepares you to attend the Novant Health Orientation - Starting Line classroom session. Note: Completion...

Launch ▾

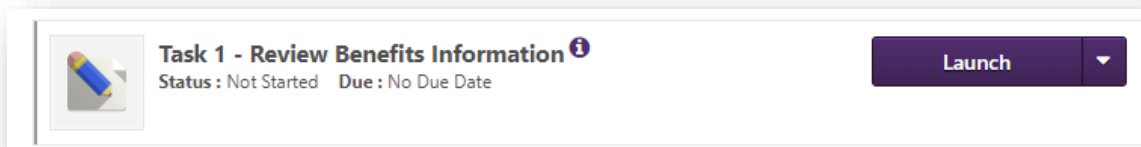
9a. Click



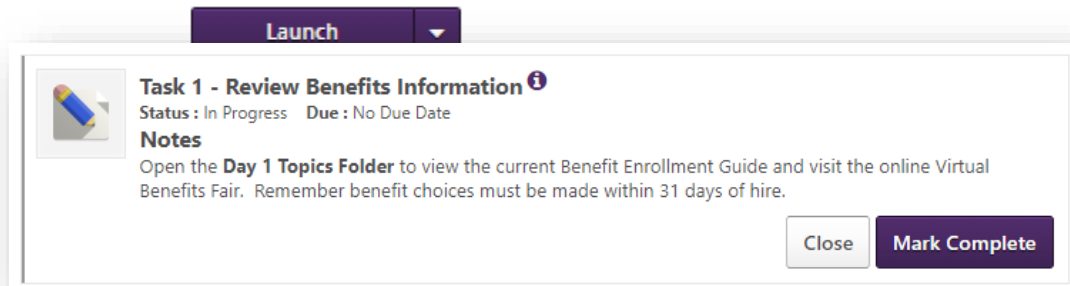
## Navigating Your Social Learning Community

### Quick Reference Guide

#### 10. How to complete a Task



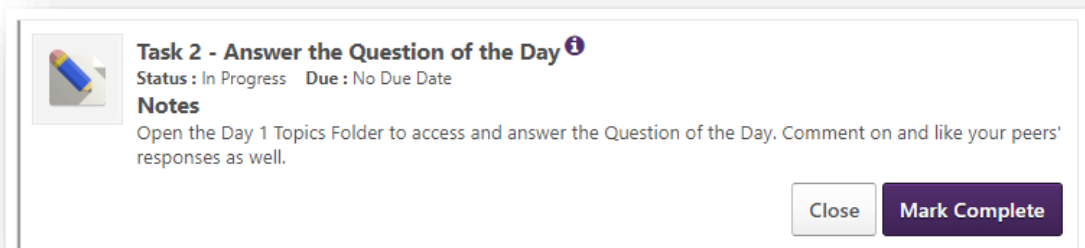
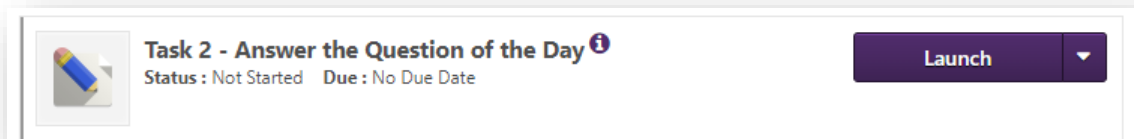
10a. Click the  button to see directions to complete the Task.



10b. Click the  button after the Task is complete.

#### 11. How to answer the Question of the Day/Month

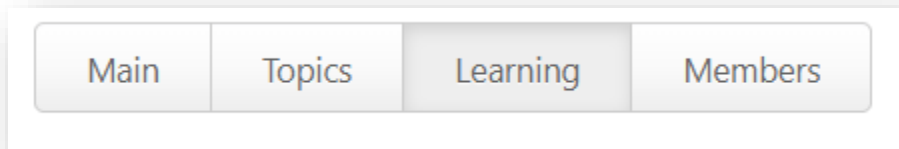
##### 11a. Launch the Task



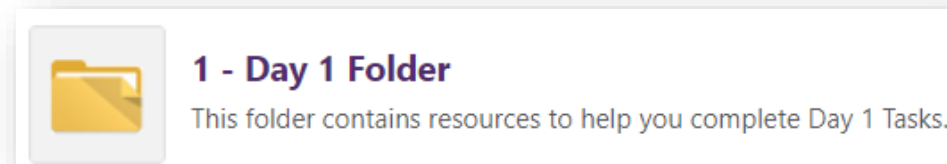
## Navigating Your Social Learning Community

### Quick Reference Guide

**11b.** To go to the appropriate **Folder**, in the **Topics** tab



**11c.** Click on the **Folder Title** to access the contents



**11d.** Locate the Question (it is a link).

1 - Day 1 Folder Manage Topic ▾ Create Posting ▾

Search within topic

Sort by Latest Reply ▾ Filter By Tag ▾

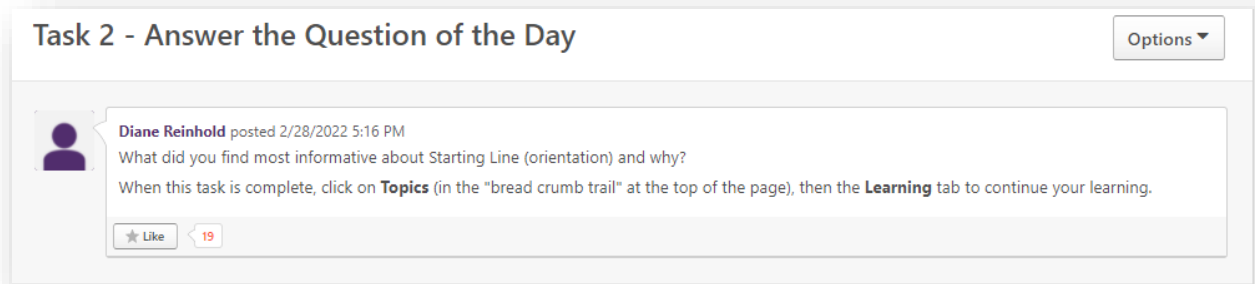
Postings	Author	Replies	Views	Likes
<b>Welcome Aboard!</b> #Featured	<b>Dana Driver</b> 2/28/2022 5:16 PM	79	456	41
<b>Task 2 - Answer the Question of the Day</b>	<b>Diane Reinhold</b> 2/28/2022 5:16 PM	183	416	7
<b>Task 1 - Review Benefits Information</b>	<b>Diane Reinhold</b> 2/28/2022 5:16 PM	63	401	37

## Navigating Your Social Learning Community

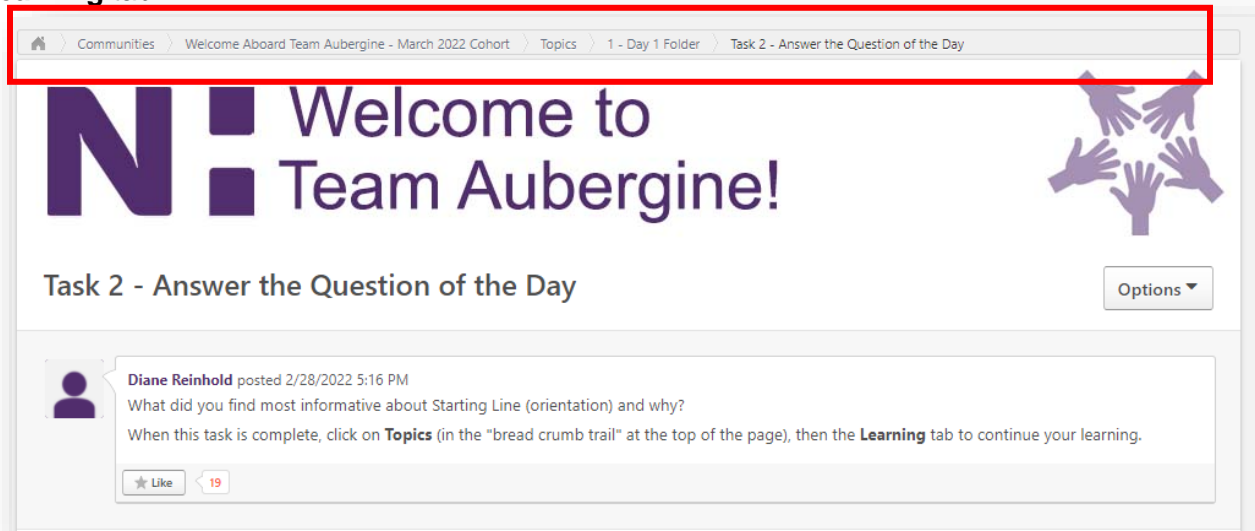
### Quick Reference Guide

**11e.** Click on the link to respond and follow the instructions to return to the Learning tab.

**Tip:** You can use the comments space to comment on an item and click **Reply** to post your comment for others to see.



To return to your **Learning** tab, click **Topics** in the bread crumb trail at the top then click the **Learning** tab.



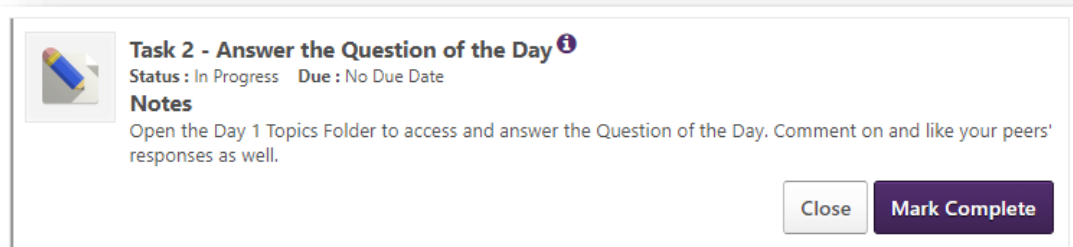


## Navigating Your Social Learning Community

Quick Reference Guide

### 12. How to mark a Task Complete

- a. Click the **Launch** button and click **Mark Complete** after completing a task complete



### 13. How to complete your Reflection Journal

Follow the same steps outline in Step 11.

Refer to this guide as needed to navigate your cohort. It can also be found in the **New Team Members Channel** in Teams.