

The purpose of this document is to provide Project Managers and resources with information about using the Shared Health Learning Management System (LMS) for project related training.

About the LMS

- Available to all health regions/SDOs
- Accessible from any internet connection
- Can be used for instructor-led and online training (eLearning)
- Work email address is required to create an account

Overview



For application training (e.g. EPR), it is recommended that any eLearning be used in combination with site-specific in-person instruction and hands-on practice. eLearning can be useful to reduce the amount of in-person training that is required, but should not replace it entirely.

	Online	Instructor-led
Best For	Generic, general overview; stable content	Hands-on practice, workflow
LMS Use	<ul style="list-style-type: none"> • Host online course(s) • Self-service registration and course completion • Completion certificates and reports 	<ul style="list-style-type: none"> • Manage scheduling and attendance • Self-service registration • Completion certificates and reports
Notes	<ul style="list-style-type: none"> • Project resources are required to help develop/revise courses • Availability of existing training material, especially trainer/demo scripts, will likely reduce development time 	<ul style="list-style-type: none"> • Project resources are required to create the class sessions and mark attendance • Resources, such as classrooms and instructors, must be booked outside of the LMS using Outlook
Intake	Complete eLearning Intake Form (see below) and email it to the Service Desk	Send email request to the Service Desk
Lead Time	As much as possible but minimum 6 months (development times will vary)	As much as possible but minimum 6 weeks

Reference

Description	Link
eLearning Intake Form	https://sharedhealthmb.learnflex.net/Upload/Public/LMSProcess/eLearningIntakeForm.doc
eLearning Process	https://sharedhealthmb.learnflex.net/Upload/Public/LMSProcess/DevelopmentOverview.pdf
Service Desk	servicedesk@sharedhealthmb.ca
LMS Login	https://sharedhealthmb.learnflex.net/
LMS FAQ	https://sharedhealthmb.learnflex.net/Upload/Public/LMSProcess/LMS_FAQ.pdf
LMS QRG	https://sharedhealthmb.learnflex.net/Upload/Public/LMSProcess/LMS_QRG.pdf