

What is a Group Session?

A group session is when a specific online course in the Shared Health Learning Management System (LMS) is shown to many people at the same time. A group session may be used for groups of staff who do not have work email.



The LMS does not keep track of the number of participants and completion status of students in the group session.

Who May Benefit from a Group Session?

- Novice computer users
- External WRHA staff
- Contractors
- University students
- WRHA sites and Programs in Hospitals, Community and PCH
- Health Care Providers practicing in WRHA
- Volunteers

What is Required to Host a Group Session?

- Board/Meeting/Training room
- Computer with internet access and a speaker system
- Projector
- LMS Account for the presenter/instructor

Getting Support

Contact the Shared Health Service Desk:

- (204) 940-8500
- (866) 999-9698
- servicedesk@sharedhealthmb.ca

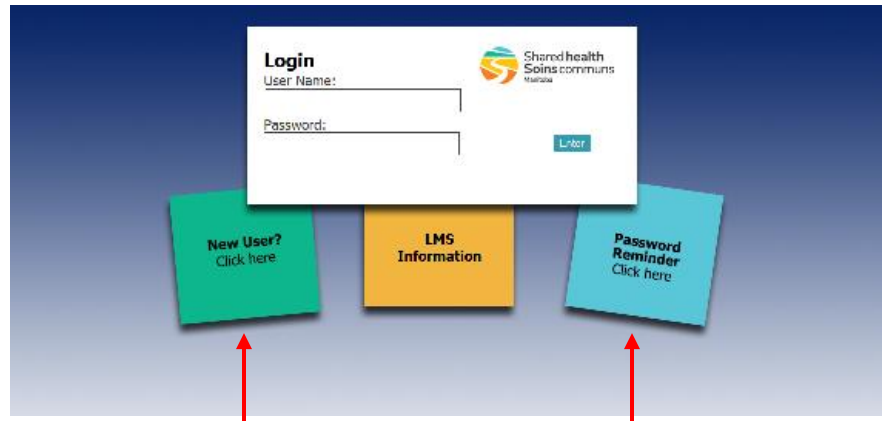
Disabling Your Pop-up Blocker

Your popup blocker must be disabled in order to use the Learning Management System (LMS).

If you are using Internet Explorer 11, select **Tools > Pop-up Blocker > Turn Off Pop-up Blocker**.

Logging into the LMS

<https://manitoba-ehealth.learnflex.net>



If you do not already have an LMS account, select **New User**.

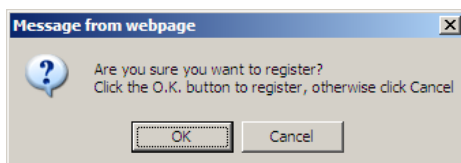
If you forget your LMS password, select **Password Reminder**.

Note: Use the facilitator's User Name and Password for group sessions.

Registering for a Course

1. Click in the **Search** field at the top of the screen.

2. Type the full or partial name of the course that you want to take and then click the **Search** button.
The list of results appears.
3. Click the **Register** button next to the course that you want to register for.
The Courses / Registration page appears.
4. Click the **Register** button next to the session that you want to take.
Note: For an online course, there will only be one session.
The following message appears.



5. Click **OK**.
The Registration page appears confirming that you have been registered for the session. The course is now listed on your Learning Plan tab.
6. Optional: Click the **Continue** button to view the course on your Learning Plan.

Launching an Online Course

1. Select the **Learning Plan** tab.
2. Click the **Launch** button next to the course name.

Note: Progress through the course at the group's pace. Some courses may take longer than the estimated time for the course due to questions from the group.

Viewing a Completed Course

Once you have completed a course, it will move to your **Learning History** tab.

Note: You may still launch an online course from this tab by clicking the **Launch** button next to the course name.

Logging off of the LMS

Click **Log Off** in the top-right corner of the page.