LearnHC Usage Guide

Creating your Account

You should receive an email invite from LearnHC asking you to click a link and create a password for your account. Once you log in, you may be asked some additional questions. These questions are called Custom User Data, and they help us tailor your learning experience to your individual needs.

LearnHC Dashboard

The dashboard is the page you are taken to when you log into Learn HC. See the guide below for details about what is available on this page.

**Menu Button**: Navigate to the Dashboard, Catalog, or Forum easily from here.

**Search Bar**: Search for a course or topic

**Account Settings & Options**: Update your profile, send a message, or download your learning transcript.

**Banner**: See new learning opportunity announcements.

**My Learning**: View Courses or Learning Paths (series of courses) that you are Enrolled in or have Completed.

**My Courses**: See the list of courses or learning paths in the category you selected on the left.
LearnHC Catalog

The Catalog displays all Courses and Learning Paths available for enrollment. Users can enroll in any course or path on the catalog.

Course: A course is a stand-alone learning opportunity. Most courses have associated certificates that are awarded to the learner upon completion.

Learning Path: A learning path is a curated series of courses designed to walk learners through the courses in a particular order or to reach a particular learning goal. For example, the HMIS New User learning path guides learners through several courses in a way that builds on their knowledge and new skills as they complete each course.

Menu Button: Navigate to the Dashboard, Catalog, or Forum easily from here.

Search Bar: Search for a course or topic

Courses/Learning Paths: Toggle between viewing Courses or Learning Paths

Enroll: Click to enroll in a course. This button may say start or resume if you are already enrolled.

Filter: Control which courses display in the catalog using these options.

Course Information: See course details, difficulty, estimated length, and more. Click the name of the course to see the full description.
Completing a Course

Once you launch a course you will complete the course in Modules. Modules can contain any combination of the following:

- Text
- Video
- Documents/Resources
- Links to external content
- Instructions/Actions to Complete
- Assessments/Knowledge Checks
- Surveys
- Other learning content

For basic course navigation, see the notes below.
Account Settings

You can access your account settings by clicking the circle in the top left corner of the screen. You may see your initials here if you have not yet uploaded a picture to your account.

View My Profile

This button takes you to your profile page where you can change your name, password or Custom User Data.