# Lifeworks

# Learning Management System User Guide

![Lifeworks]

## Create User Profile

1. You will receive an e-mail from [onlinetraining@starsvcs.com](mailto:onlinetraining@starsvcs.com) with the subject "Welcome to Lifeworks Online Training.
2. Click on the link next to Create Profile
3. This will take you to Create Your Profile Page.

**Welcome! Create Your Profile:**

**Username** *

#4 →

**Password** *

#5 →

**Re-Type Password**

**First Name** *

John

**Middle Name**

**Last Name** *

Doe                                                                                    ×

**Profile Photo**

Browse...

#6 → ☐ **Terms of Service**
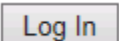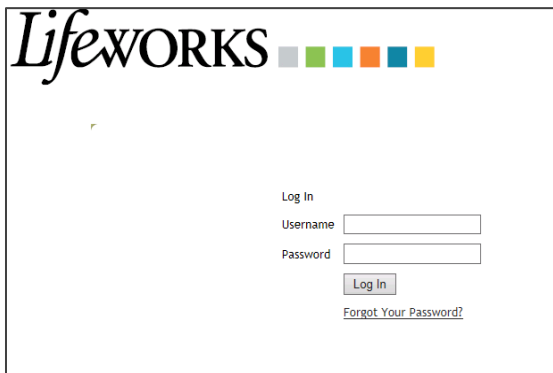Please read and agree to the terms of service.

#6 → Save Account & Login

4. Create a unique username, something easy to remember.
5. Create a password and retype the password you created.
    a. The password has to be 8 characters long, contain at least 1 upper case letter, and 1 number
    b. Important Note: The system have you create a new password when you use your login for the first time, although you created one here.
6. Check the box next to **Terms of Service**
7. Click save **Account and Login**.

## **Login**



**To Login:**

1. Open Internet Browser
2. Hold down "Crtl" button on your keyboard and click on the following link-
   https://edvance360.com/lifeworks/
   a. Other options:
      i. Place the curser of your mouse over the link, right click on your mouse, select "Open Hyperlink" option in the drop down options.
3. Enter in your username
4. Type in password
5. Click

**Forgot Your Password:**

1. Click on the link "Forgot Your Password?" on the login screen.
2. In the Password reset page, type in your user name
3. Type in the e-mail that is linked with your account.
4. Click "Submit"

**Password Reset**

Password Reset

Enter your Username:

Enter your email address:

Submit

> Example:
>
> Username: jsmith
>
> e-mail address: jsmith@lifeworks.org

5. After clicking "Submit", you will receive a message that states "Your Login Information has been sent to the email address provided"

**Password Reset**

Your login information has been sent to the email address provided.

Login Page

6. An email from onlinetraining@starsvcs.com will be sent to your e-mail inbox with your login informaiton.

**Login Information**

onlinetraining@starsvcs.com

Sent:
To:

Login information for John Smith
Username: Jsmith
Your password has been reset to: password 1234
We recommend you change your password the next time you log in.

7. Return to your internet browser
8. Click on "Login page"
9. Follow steps 3-5 under *To Login* instructions

10. After you login in your account, you will be instructed to change your password.



**Update Password**

Passwords must have 1 uppercase letter, 1 lowercase letter, 1 number, at least 8 characters in length

Changing your password will log you out. You will need to log back in.

**Current/Temporary Password** *

**New Password** *

**Confirm New Password** *

Submit

Current/Temporary Password is provided in the Account information in the e-mail from onlinetraining@starsvcs.com

For this sample, this user will type in password1234 in Current/temporary Password field, in the following fields, the user will type in a new password they would prefer.

11. A new password will require at least 8 characters long and have 1 uppercase, 1 lowercase, and 1 number. Type your new password into the fields "New Password" and "Confirm New Password"
12. Click on the "Submit" button.
13. You will be directed back to login page, follow steps 3-4 on the login instructions above.

**Forgot Username and password:**

1. Contact Lifework Training Coordinator, Mary Rosenbaum, at 651-365-3761 or mrosenbaum@lifeworks.org

    OR

2. Contact STAR Services for online assistance at 651-641-0201or onlinetraining@starsvcs.com

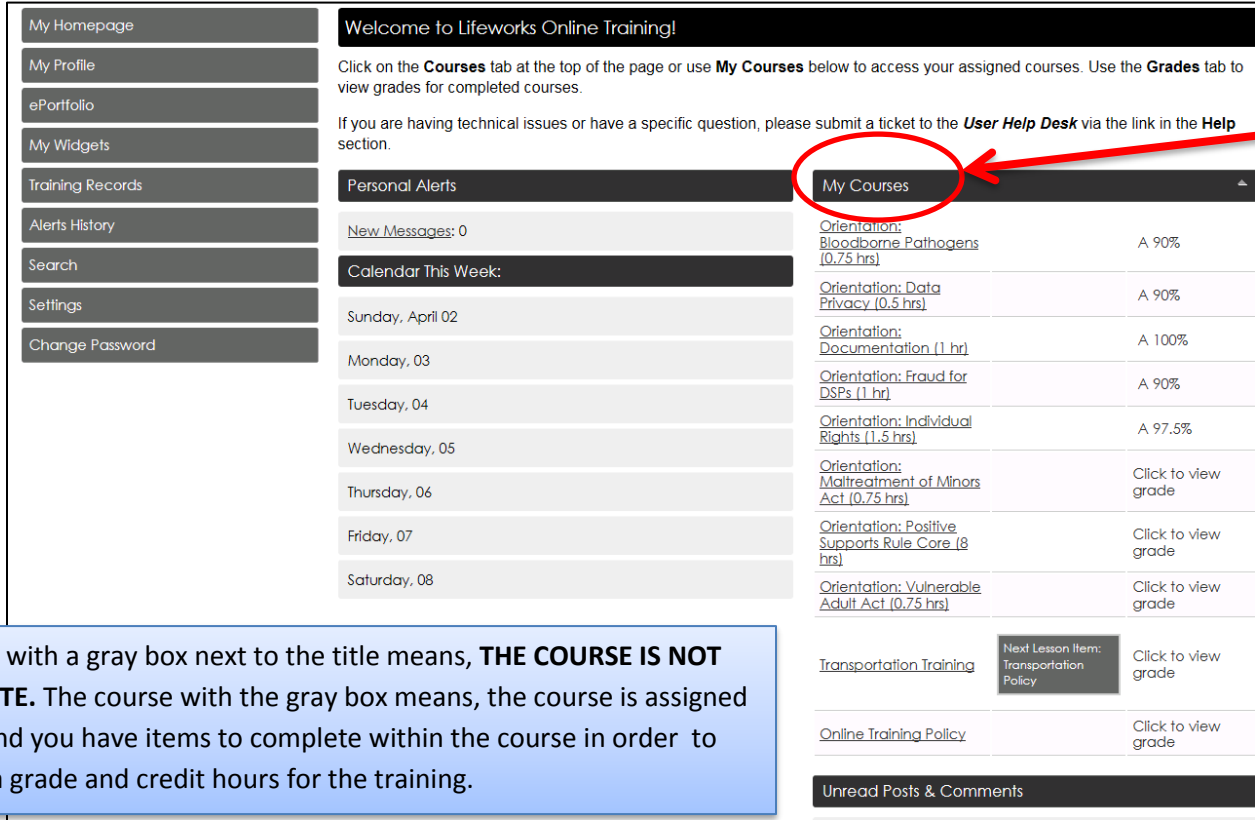## Tablet/Smartphone/iPad/iPhone

The training is compatible with any iPhone, iPad, tablet, and smartphones.

1. Login to Lifeworks Online Training System.
2. After logging in, click on **Full** at the top of the webpage. You cannot complete lessons unless you are in Full mode
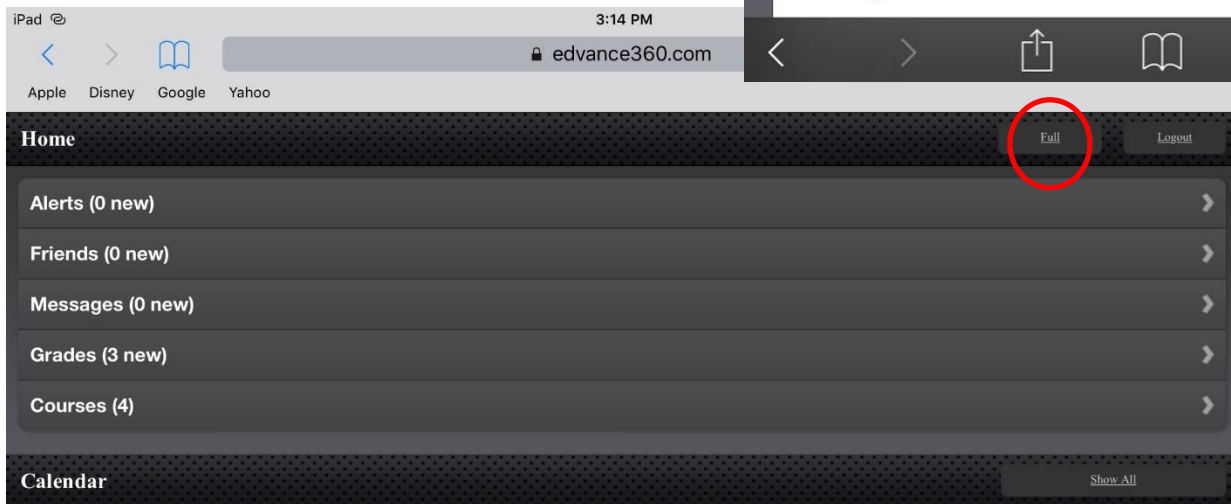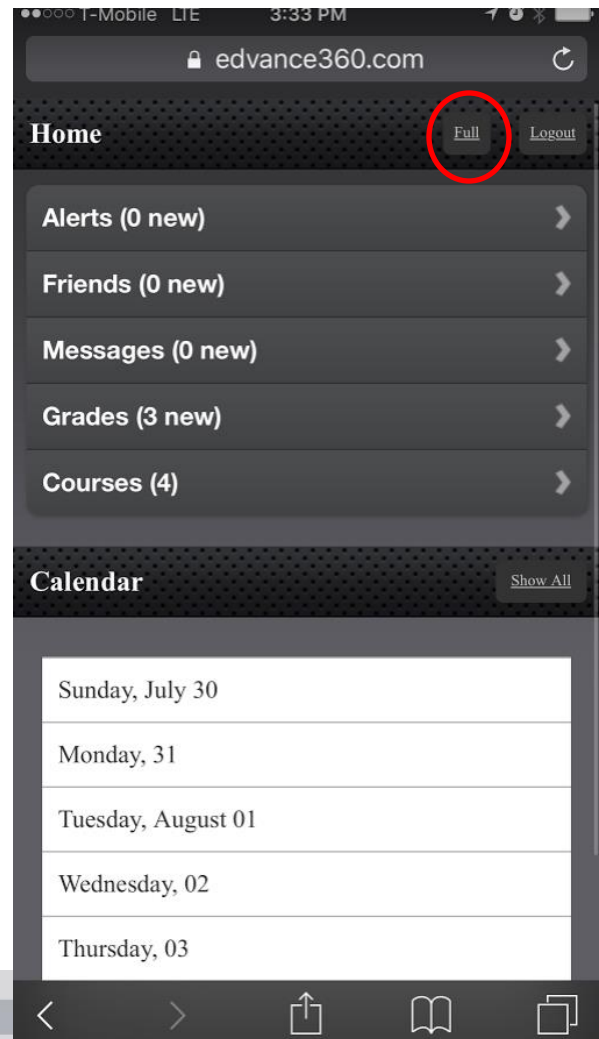
## Start Online Training Course

1. When you login to your Lifeworks Learning Management System account, you will have a view of your online learning dashboard.



A course with a gray box next to the title means, **THE COURSE IS NOT COMPLETE.** The course with the gray box means, the course is assigned to you and you have items to complete within the course in order to receive a grade and credit hours for the training.

2. On the right side of the screen, under **My Courses** title, is a list of your assigned courses.
3. The uncompleted course(s) have a gray box next to the title of course.
4. Under the **My Course** section in your online learning dashboard. Click on the title of course with a gray box next to it. This will direct you to the dashboard for the course (as shown below).
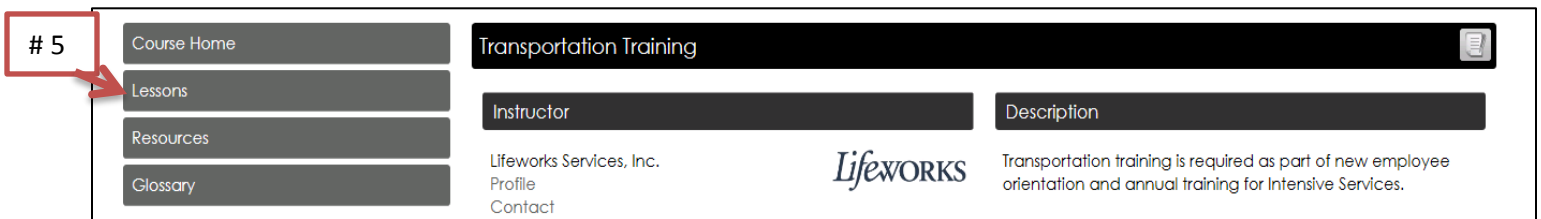


5. Click on the "Lessons" tab on the left side of the screen in the dashboard for the course.

6. Click on the title of the first lesson. This will be direct you to a module you have to review.
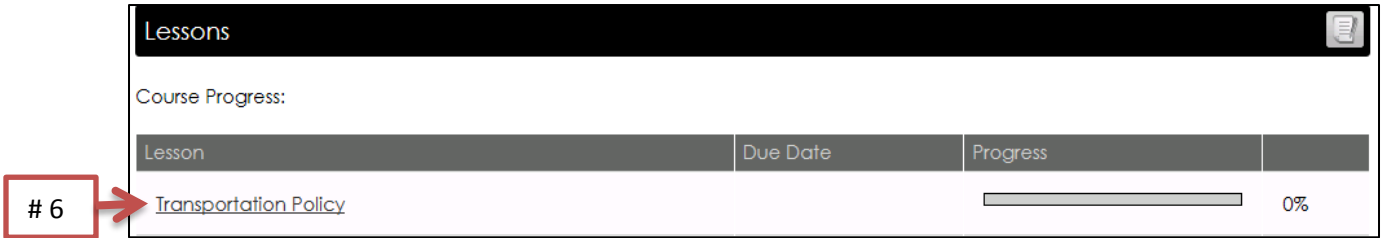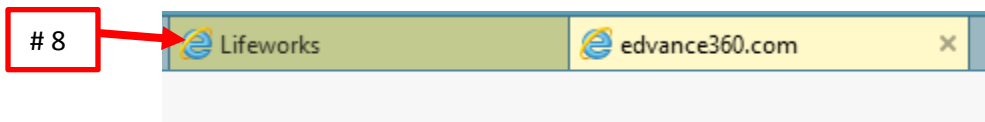


7. Click on **Open File** or **Launch Lesson** in the grey box, to start the lesson. Review the module. (This could be a presentation or policy to review).

After clicking **Open File**, you will have a pop up at the bottom of the screen, click on Open.
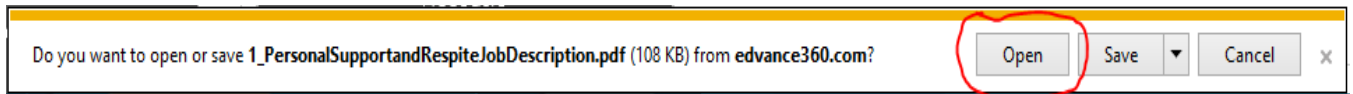


If you are opening a module video and clicked on **Launch Lesson**, it will open in a new tab within your internet browser.



8. After completing the module, return to Lifeworks tab within your internet browser.
9. Click on the box "Mark Complete". Once it is checked, it will say "Item Marked Complete"
10. Click on "Next Item" button to be directed to the test or acknowledgement for the lesson.
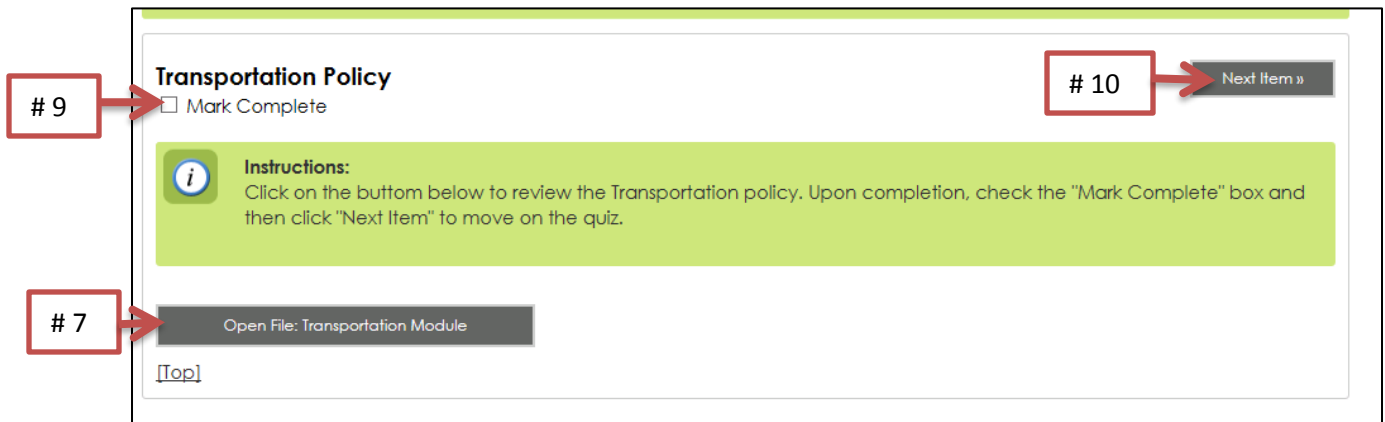


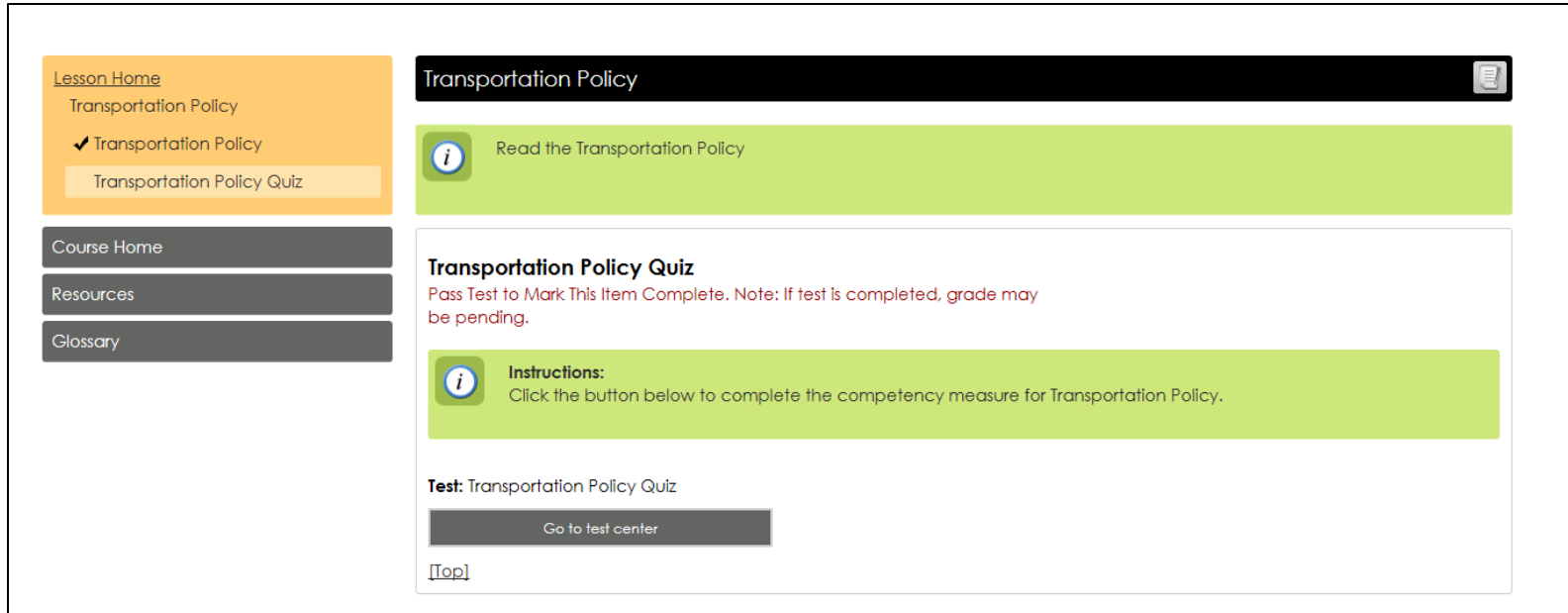11. Follow the instructions for *Taking a Test* on the next page.

Important Notes:

1. You are able to review the lesson again by following step 7.
2. If you exit the Lifeworks Learning Management System, the online system will save the last item you viewed within the lesson automatically.
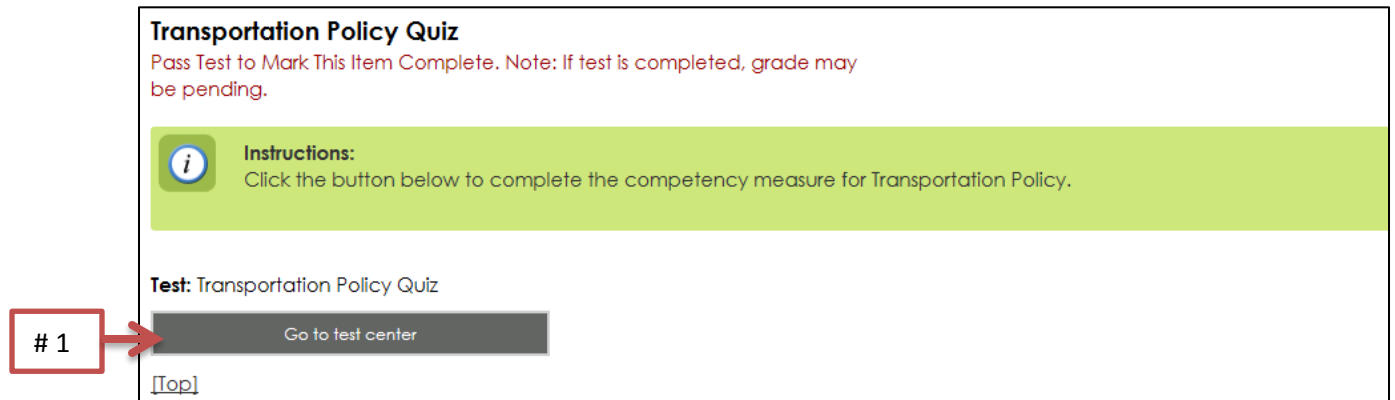
8

## Taking a Test

After following all the above steps, you will be directed to take the quiz or acknowledgement for the lesson (as shown below).
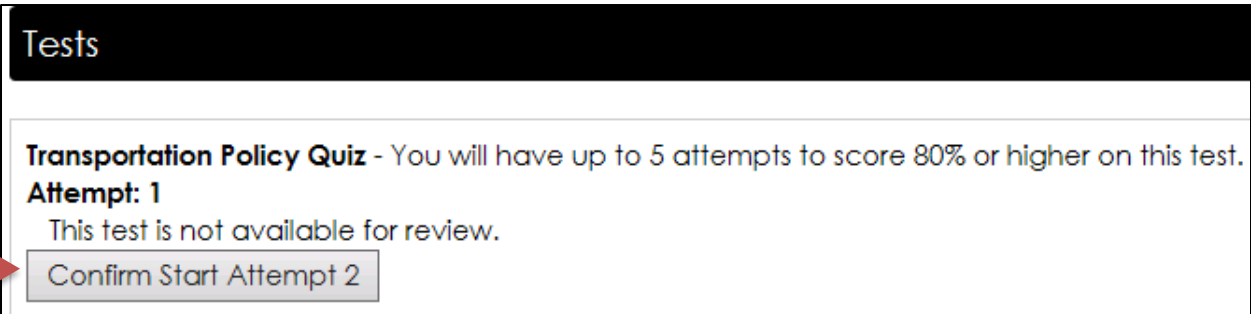


1. Click on the "Go to test center" button.

2. You will be directed to the test area of the lesson. Click on "Confirm Start Attempt" button.
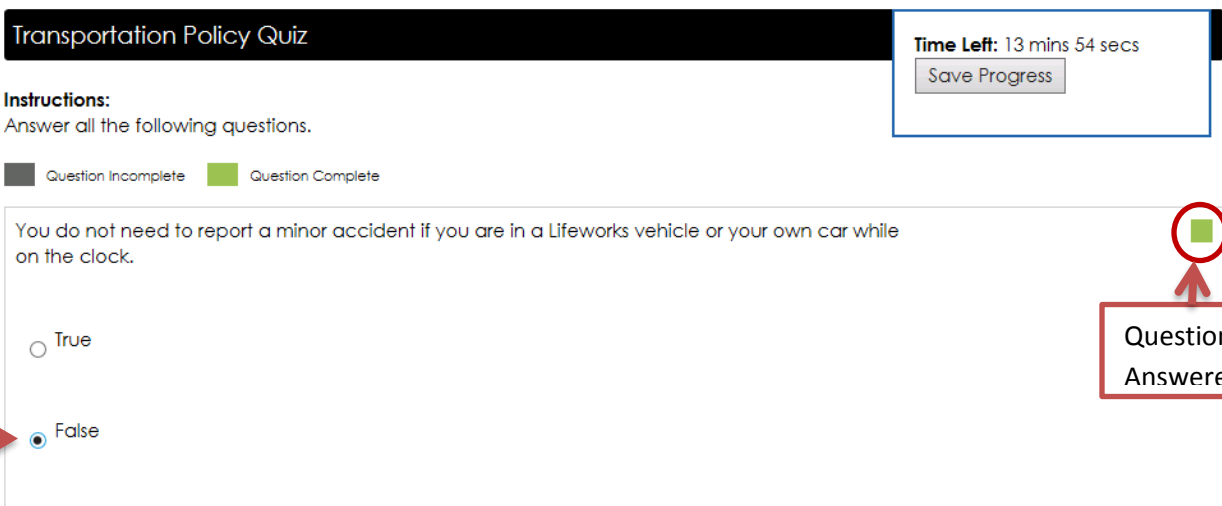
**Tests**

**Transportation Policy Quiz** - You will have up to 5 attempts to score 80% or higher on this test.
**Attempt: 1**
This test is not available for review.

**# 2** → Confirm Start Attempt 2

3. Review the test questions. Click on the circle next to your preferred answer for each question.
   The box on the right of the test question, will turn green when the test question is answered.
   Answer every question in the quiz.

**Transportation Policy Quiz**

**Time Left:** 13 mins 54 secs
Save Progress

**Instructions:**
Answer all the following questions.

☐ Question Incomplete    ☐ Question Complete
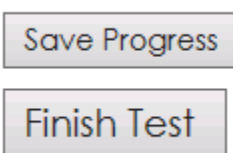
You do not need to report a minor accident if you are in a Lifeworks vehicle or your own car while on the clock.

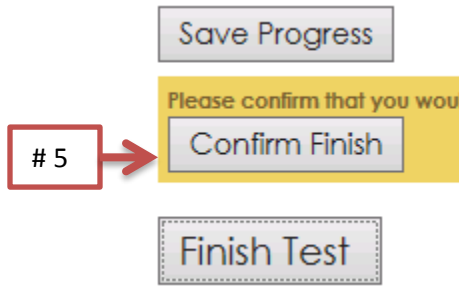○ True

**# 3** → ◉ False

Question Answered

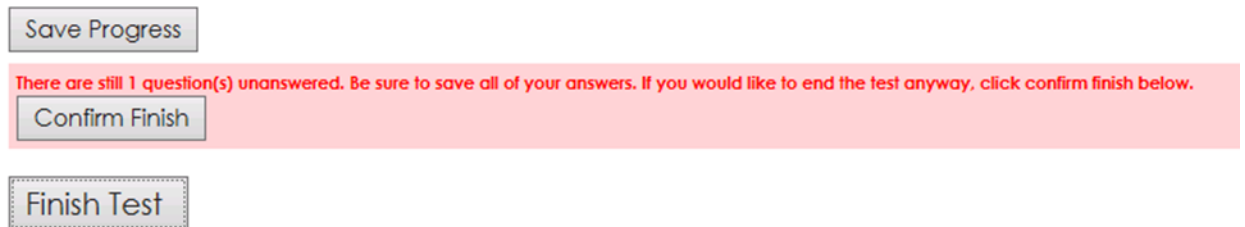4. After answering every question. Click on the "Finish Test" Button at the bottom of the test.
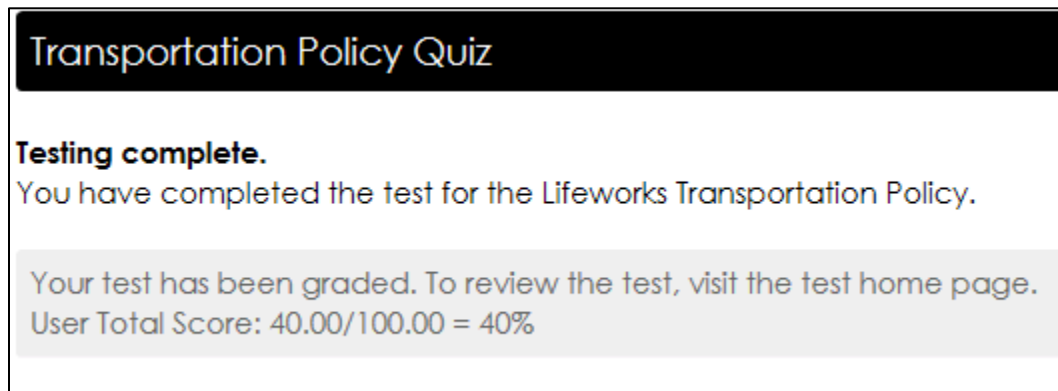
Save Progress

**# 4** → Finish Test

5. Click on "Confirm Finish" Button

Save Progress

**# 5** →

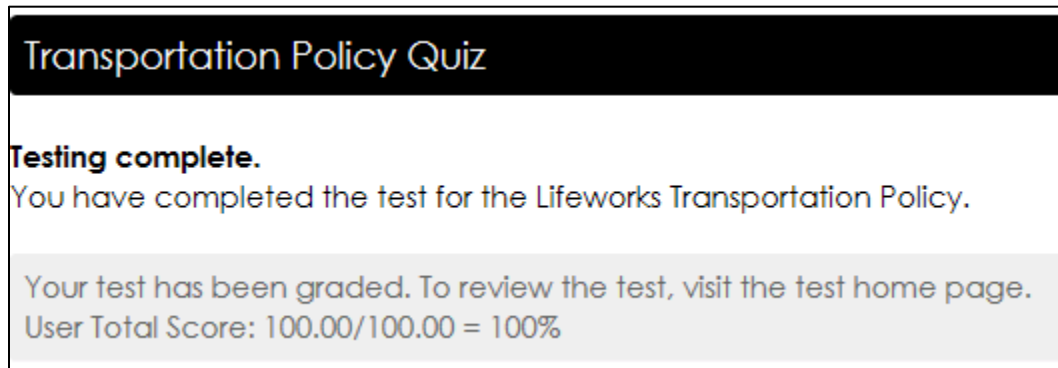Please confirm that you wou

Confirm Finish

Finish Test

    a. If you did not answer all questions within the test, you will receive the following error. Review all questions to verify all questions are answered. Then repeat steps 4 and 5.

Save Progress

There are still 1 question(s) unanswered. Be sure to save all of your answers. If you would like to end the test anyway, click confirm finish below.

Confirm Finish

Finish Test

6. After submitting the test. You will receive a notification the test is complete. ==**To pass the test, you will need a minimum of 80% or higher.**==

## Transportation Policy Quiz

**Testing complete.**
You have completed the test for the Lifeworks Transportation Policy.

Your test has been graded. To review the test, visit the test home page.
User Total Score: 40.00/100.00 = 40%

FAIL

## Transportation Policy Quiz

**Testing complete.**
You have completed the test for the Lifeworks Transportation Policy.

Your test has been graded. To review the test, visit the test home page.
User Total Score: 100.00/100.00 = 100%

PASS

## Lifeworks

**7. <mark>Verify all lessons are complete, retake the quiz for a lesson, or to start another lesson within the course Click on the "Lessons tab" on the left side of the screen.</mark>**

| | |
|---|---|
| **Course Home** | **Transportation Policy Quiz** |
| **Lessons** ← # 7 | **Testing complete.** |
| **Resources** | You have completed the test for the Lifeworks Transportation Policy. |
| **Glossary** | Your test has been graded. To review the test, visit the test home page. User Total Score: 100.00/100.00 = 100% |

8. Review the percentage and progress of all lessons with in the course.
   a. If the green bar is full under "Progress" column and 100% is next to the title of the lesson, this means you have completed a lesson with the course. When all lessons show 100% complete within the course, no further action is required. You have completed the course!

### Lessons

Course Progress:

| Lesson | Due Date | Progress | |
|---|---|---|---|
| Transportation Policy | | ▬▬▬▬▬▬ | 100% |

   b. If the bar under Progress section is not full and only show a percentage of the course is complete, this means there are still items you have to complete. Click on the title of lesson to go to the area you need to complete. (For Example: Retaking the test you did not pass or have not started, or continuing to review the lesson module).

### Lessons

Course Progress:

| Lesson | Due Date | Progress | |
|---|---|---|---|
| Transportation Policy | | ▬▬▬ | 50% |

      c.    If the progress bar does not have green and a percentage, the lesson has not started. You will need to follow steps 6 through 9 for *Start Online Training Course* and step 1 through 7 for *Taking a Test*.

| Lessons | | | |
| --- | --- | --- | --- |
| Course Progress: | | | |
| Lesson | Due Date | Progress | |
| Transportation Policy | | ▭▭▭▭▭▭▭ | 0% |

9.   Return to your training home page.

*Life*WORKS ▪▪▪▪▪▪

Home   Courses   Mailbox   Grades   Calendar   Logout   Help

**Lifeworks**

## Review Test

After completing a test for a course, you are able to review your answers.

1.  Under my courses section on the training homepage, click on the title of course you would like to review the test.

    My Courses

    Annual: Healthy Diet (.75 hr)    B 87.5%

2.  This will take you to the course home page. Click on **Lessons** on the left side.

    Course Home
    Lessons
    Resources
    Glossary

    Course Completed

    Minimum Passing Grade: 80.00
    Your Final Score: 87.5

    Congratulations! You have passed this course and will be awarded a certificate.

3.  Click on the title of lesson you would like to review.

    Lessons

    Course Progress:

    Lesson

    Healthy Diet, Happy Lives

4.  Click on **Go to Test Center**.

    **Take the Test**
    ☑ Mark Complete » Item Marked Complete

    (i) **Instructions:**
    Click the button below to complete the

    **Test:** Competency Measure: Healthy Diet

    Go to test center

    [Top]

5. Click on **Review Test**.

Tests

Competency Measure: Healthy Diet - Yo
Attempt: 1
Review Test

# Review Training Records

1. Click on the "Home" button in the top left corner of the Lifeworks Learning Management System website.



2. Click on the "Training Records" tab on the left side of the screen. This will show your completed training and total training hours.

3. To change the date range, click on the area next to the *Start Date* and/or *End Date*. Select the preferred date range on the calendar.



4. Click on the "Submit Button"

## Print Training Certificate (Not Required)

1. Login to your online training account, if you are not logged in.
2. Below Lifeworks title at the top of the website, there are several options to choose from, click "Grades". This will be direct you to a page with a list of all your courses.
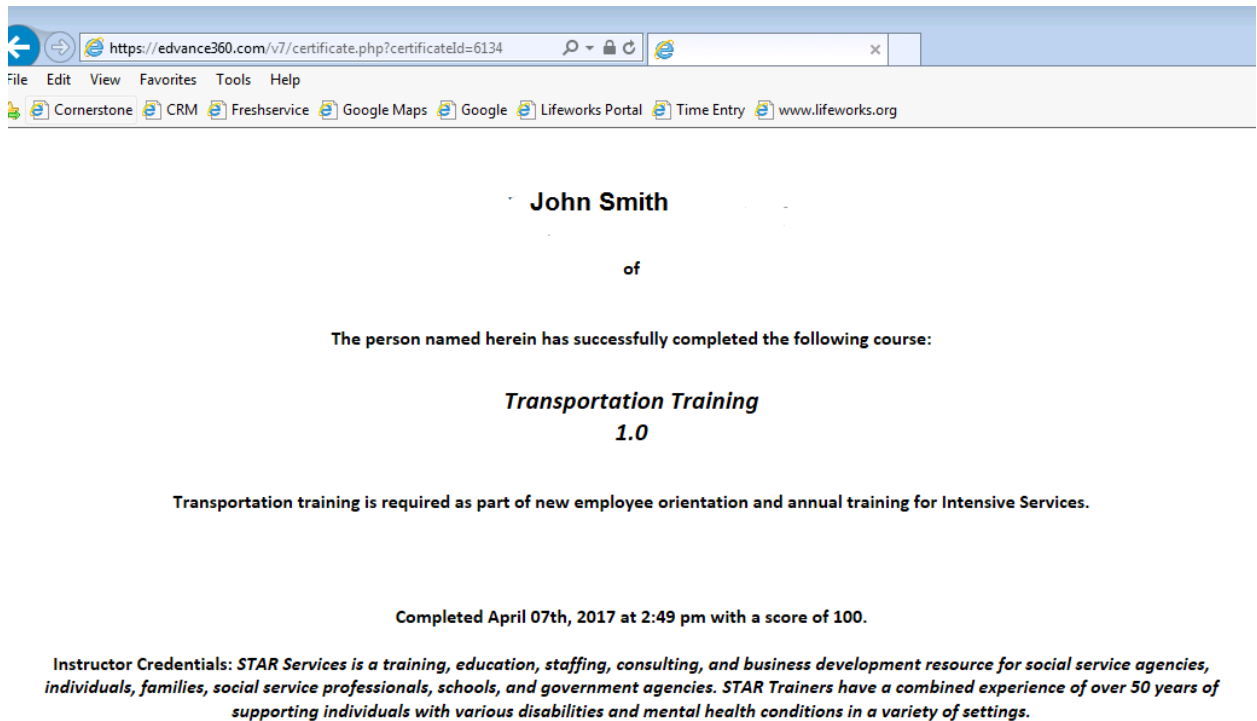


# 2



3. On the left side of the screen, you have two options, "My Grades" or "My Certificates". Click on "My Certificates" tab.
4. "My Certificates" tab will direct you to a list of trainings you have completed. On the right of the title of the training course(s) you would like to print, click "Print Certificate".
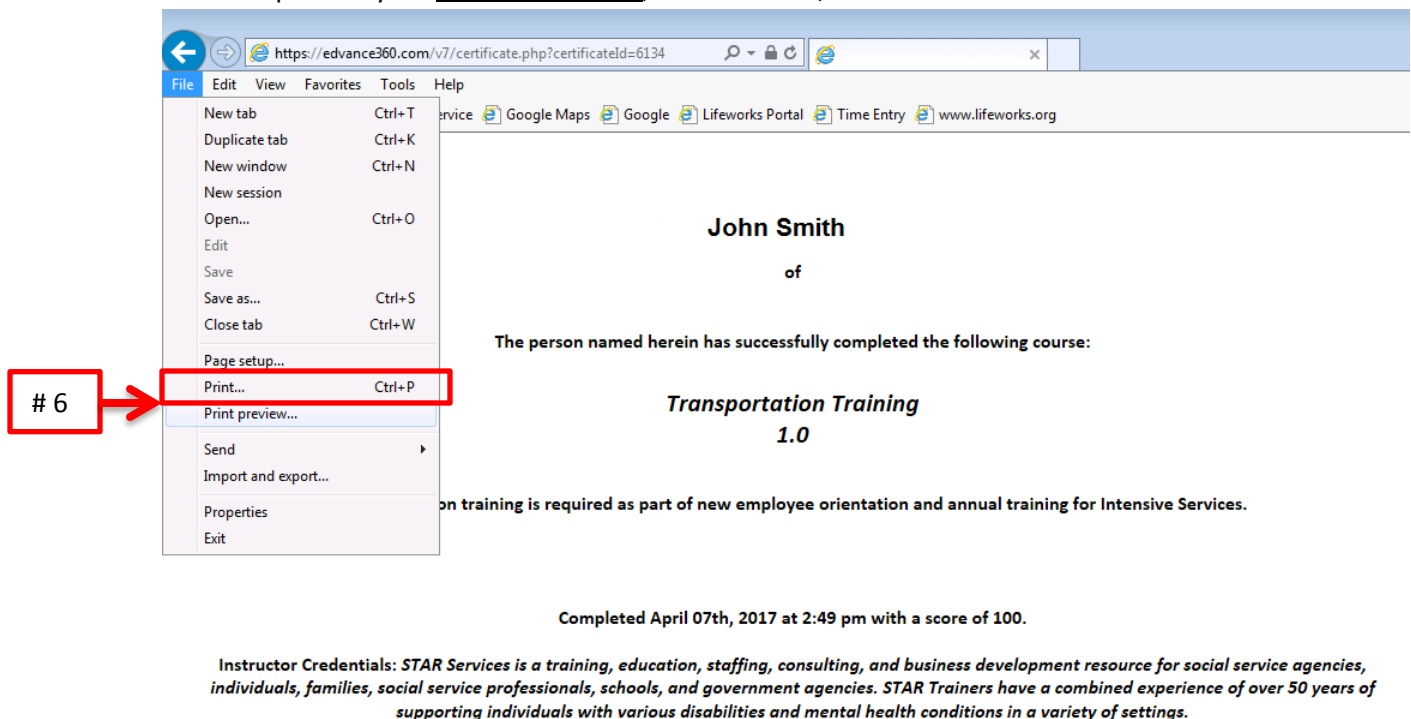
5.  This will direct you to your certificate in your internet browser.



6.  On the top left of your **internet browser**, click on "File", select Print.

## Training E-mail Notifications

You may receive an e-mail alert from STAR Services to notify you of a course or courses assigned that are not complete. The e-mail alerts are automatic for each course. Upon completion of the course, the notification of that course will end. The training alerts are automated and will not stop until you have completed all the lessons within the course.

If you believe the course is complete and still are receiving e-mail notifications please contact Mary Rosenbaum, Training Coordinator at 651-365-3761, or email mrosenbaum@lifeworks.org, or trainingdept@lifeworks.org.