## SWOG Online Site PI Training Workshop: Self-Enrollment Access and Use Instructions

Site PIs who were designated as a PI by their institution prior to April 6, 2024 are encouraged to complete the Site PI Workshop, which is accessible via the online SWOG learning management system (ExpertusOne), on a self-enrollment basis.

1. **You must have current (active) CTEP credentials to access the workshop**.
2. **To complete the ONLINE Site Principal Investigator Workshop:**
   - ➢ Go to: https://swog.exphosted.com/learningpage/31_enUS/ExpertusONE_27
     - o You may find it helpful to bookmark this link in your browser.
     - o The link will take you directly to an NCI login screen where you will enter your **current CTEP credentials** to access the course. Note: If you have already established your ID.me credentials (most people), click on the ID.me tab to login.

- OR -
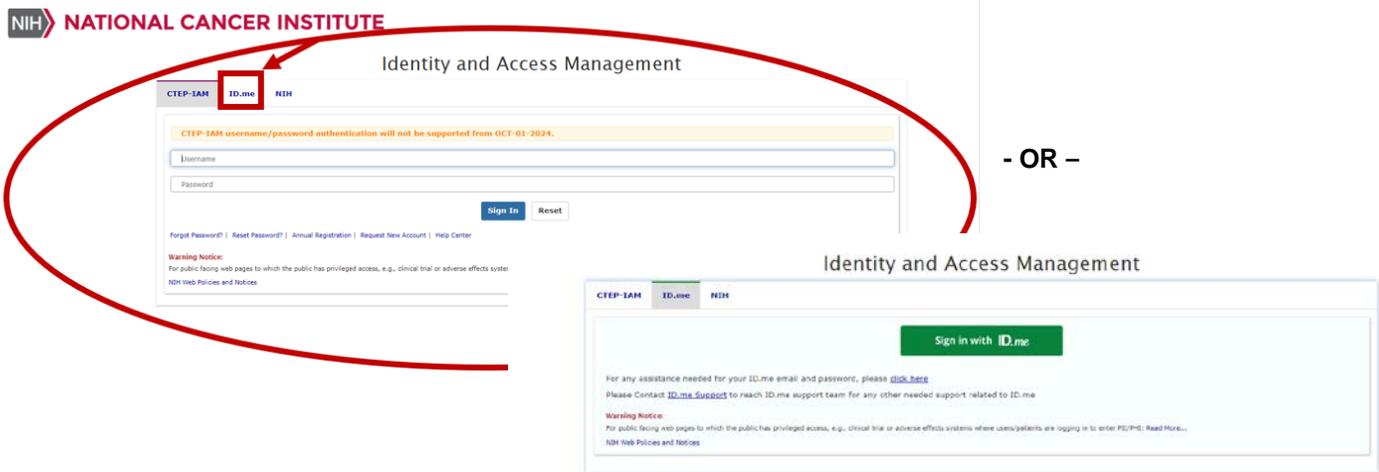
   - ➢ After login, you will be directed to the Site PI Workshop landing page, where you can "Enroll" to the Site PI Workshop. Click on **"Enroll"** next to the "Site PI Training".
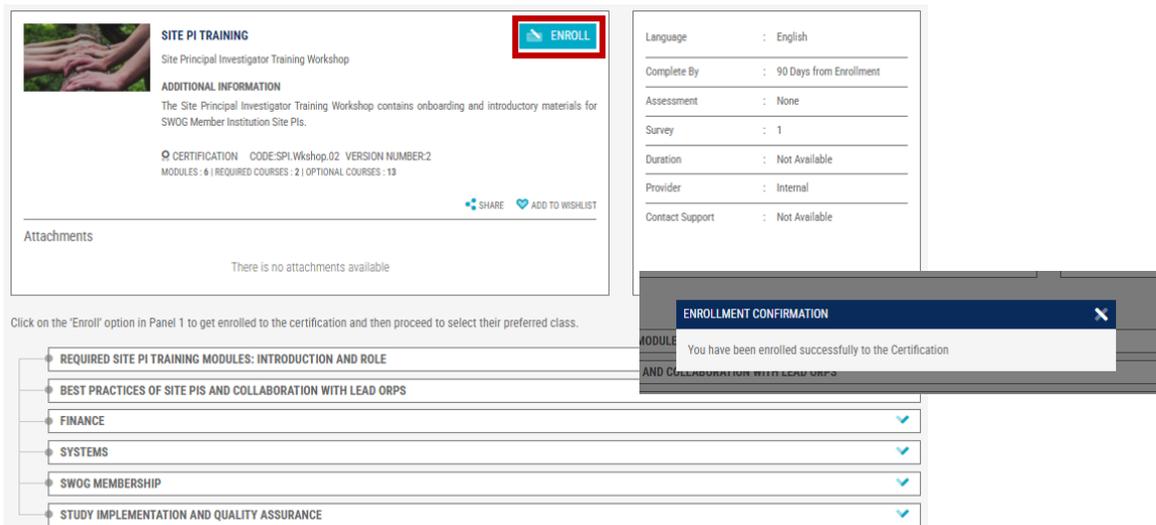
     - o Note: After enrolling, you will automatically be able to launch the Required Site PI Training Modules (See #3 below). If you would like to review any of the subsequent optional modules, you must select the class(es) that you would like to take under each module section before you will be able to launch the content (See #5 below).

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3. Click on "Launch" to begin viewing the Workshop presentations.

➢ To view the "Launch" links: Expand the Workshop modules by clicking on the arrow at the right of each module. Then, click on the "View Classes" link and click 'Launch'.

  o Adjust your computer speaker or headset volume (ensure not muted) are not on mute, so that you can hear the presentation(s).
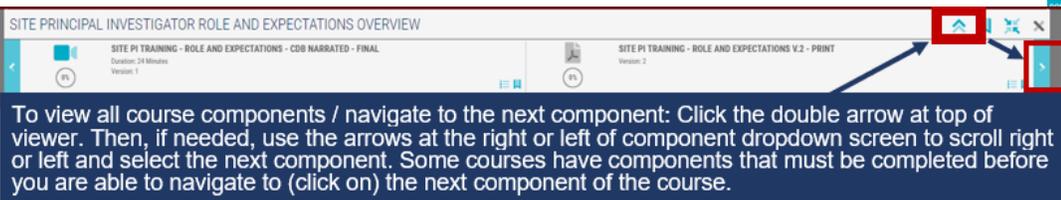

➢ The viewer function icons appear at the top right of the screen. From within the viewer, separate course components (video and slide sets) can be viewed by clicking on the two arrows at the top of the screen to "expand" the header after launch and then clicking on the name of the component (e.g. "Cooperative Group" in snapshot below) to navigate to the next course component. (See also #4 below for more detail.)

➢ After enrolling to the Workshop:
  o You will receive a system-generated email that confirms your enrollment to the Workshop (Certification Title: Site PI Training) and contains a link to the Workshop to select any optional classes.
    ▪ While you enrolled to the Site PI Training Workshop on a self-enrollment basis, the workshop is also being utilized for compliance purposes. Thus, the enrollment confirmation email will indicate that the Workshop includes 2 'required' courses and 13 'optional' courses. To receive a certificate for completion of the Workshop, the 2 required courses must be reviewed (Estimated time to complete ~28 mins).
    ▪ For subsequent access to both the required and optional workshop modules, it may be helpful to either save the enrollment confirmation email or bookmark the Site Principal Investigator Workshop link in your browser.
  o If you exit the Workshop landing page or the presentation screen (after launch), then the 2 required Workshop courses (Site Principal Investigator Workshop Introduction and Site Principal Investigator Role and Expectations Overview) (plus any optional module classes that you previously selected) will appear on your personalized ExpertusOne learner dashboard, which is visible by clicking on the "My Learning" navigational link at the top of the screen whenever you log back into the SWOG / ExpertusOne Learning Management System (LMS) (See #6 below for more detail).

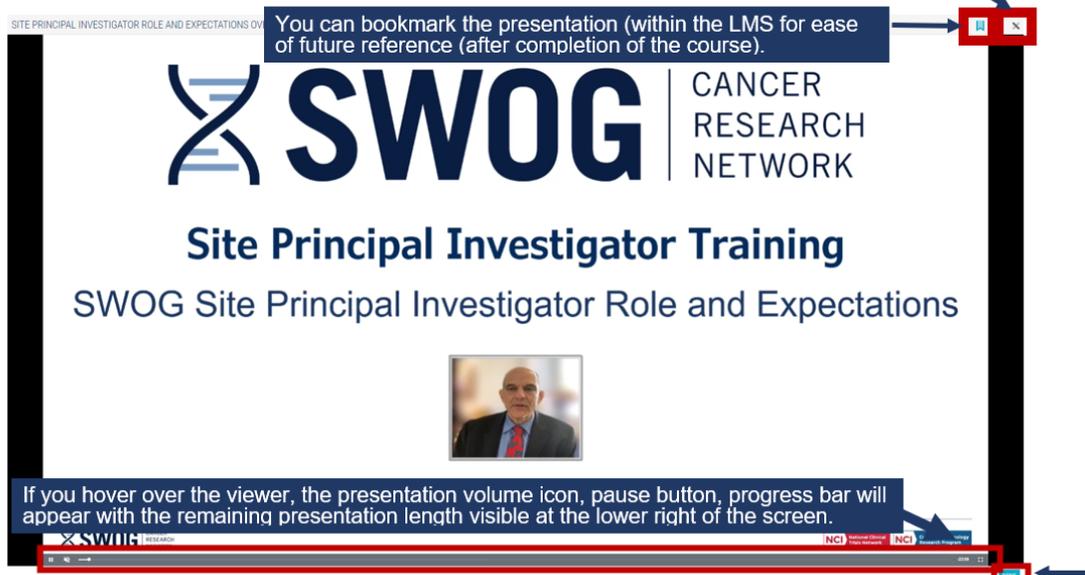4. **After clicking on Launch, the LMS viewer will open**.

➢ To accommodate different learning preferences and facilitate local sharing of information, each course within the workshop contains a narrated video presentation <u>and</u> a .PDF copy of the presentation slide set that is available for download (by clicking on the save icon within the .pdf document) as part of the course. The transcript of each presentation is included in the comments section of each .PDF document.

➢ The viewer includes full screen, component, bookmark, video progress, and exit functions/icons. The snapshots below detail each icon and functionality.

5. To view materials contained in one of the Optional Modules, you must select a Class from the <u>Site Principal Investigator Workshop</u> landing page.

➢ To select a class:
- o Expand the Workshop modules by clicking on the arrow at the right of each module.
- o Click on the "View Classes" button.
- o Click "Select Class"
- o Then, the "Launch" button will become active and you will be able to "Launch" the optional course content.

6. Re-entering a course / workshop that is already in progress:

➢ If you exit a course, presentation, or the Workshop landing page, or log out of the LMS at any time, then when you return to the home page of the LMS (or log back into the SWOG / ExpertusOne LMS) the 2 required Workshop courses (Site Principal Investigator Workshop Introduction and Site Principal Investigator Role and Expectations Overview) (plus any optional module classes that you previously selected) will appear on your personalized ExpertusOne learner dashboard, which is visible by clicking on the "My Learning" navigational link at the top of the screen.

   o From the "My Learning" Dashboard:

      • Courses to which you have been enrolled are visible under 3 filters: To Complete, Completed, and All.

      • You can view progress, bookmark, share a link to the course content, or launch the course directly from the dashboard.

      • To launch the course from the dashboard, click on the play icon (shown in snapshot below) to launch the content.

      • If you click on the upper center (picture or course name) of the course tile, the entire workshop landing page will be displayed and you can access other optional modules/courses in the workshop to which you have not yet enrolled.

**7. Survey completion - After completing the 2 required courses in the Site PI workshop.**

➢ Please complete a short 5 question (optional) survey.
- o Click on the "Take Survey" icon (shown below), which is accessible from top of the Site Principal Investigator Workshop landing page, to complete the 5 question survey.
- o The optional workshop survey can be completed at any time after your completion of the 2 required courses (Site Principal Investigator Workshop Introduction and Site Principal Investigator Role and Expectations Overview)..
- o We greatly appreciate your feedback.

8. **After completion of a class, the completion certificate can be immediately viewed, saved, or printed via the class detail screen (e.g., below).**

➢ Course completion information is maintained in the online Learning Management System for 1 year. It is the investigator's responsibility to maintain local documentation of course completion.

➢ You will also receive a system-generated email with a link (login required) to each online course (and upon completion of required components, to the Site PI Training completion certificate).
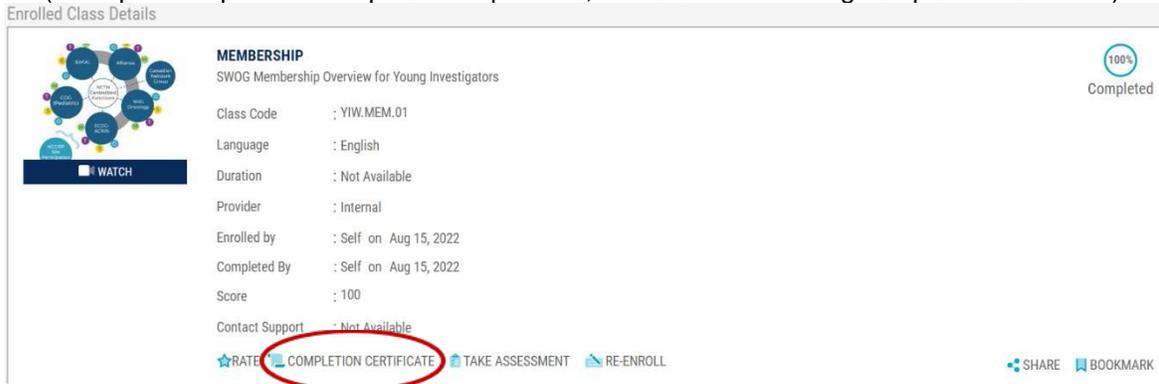
➢ Subsequently, course progress and course completion history can also be found under the "My Dashboard" link in the SWOG / ExpertusOne LMS.
   o To access completion certificates (for up to 1 year after completion): Click on "My Dashboard", then use the arrow to scroll right to "My Certificates".
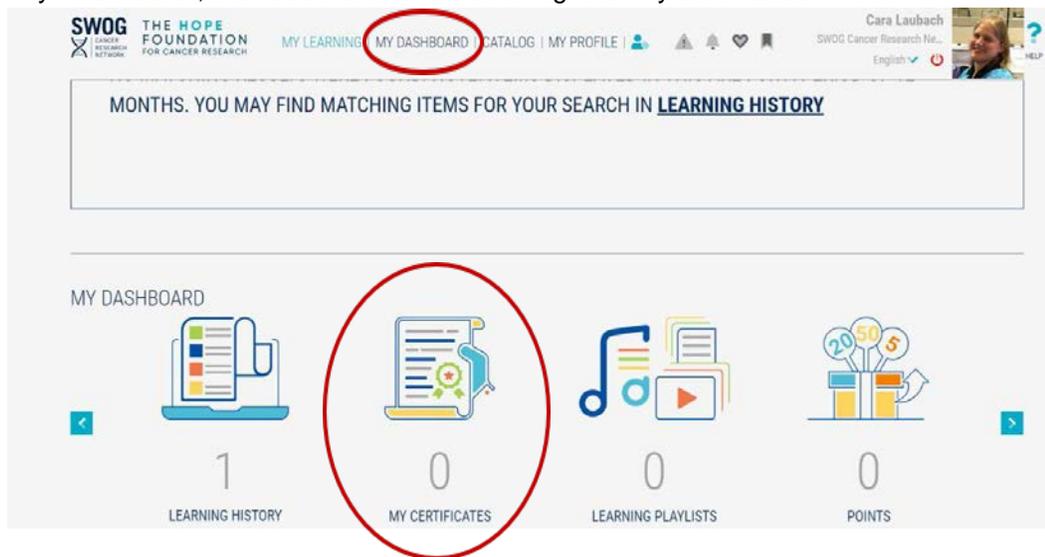
➢ The "My Certificates" window will appear. Here, completion certificates can be filtered by "Course" or "Learning Path/Certification" Type and date of completion.
   o The individual course certificates will be visible under the Course display that appears by default.
   o To view/download the completion certificate for the Site PI Training Workshop, click on "Learning Path/Certification", then click "View Certificate" to the right of Site PI Training .
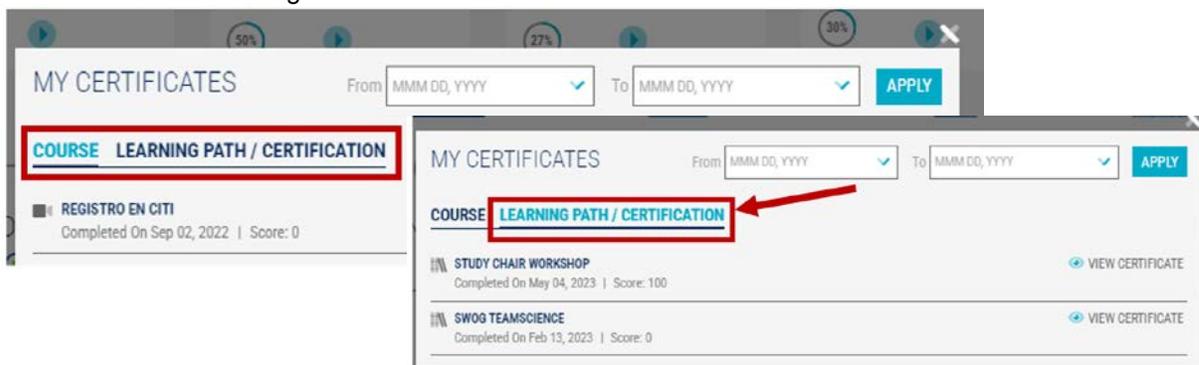
9. **Cancelling enrollment to a Course or Workshop:**

   ➢ The online requirements (system rules) for the Site Principal Investigator Training Workshop require that the classes in the "Required" workshop module (Site Principal Investigator Workshop Introduction and Site Principal Investigator Role and Expectations Overview) of the workshop are completed within 90 days of enrollment to the course in order to fulfil the minimum requirements of the course and obtain a certificate of completion of the workshop.

   o Thus, you will receive reminder and overdue completion status notification as the deadline for course completion approaches (or passes). After the 90 day timeframe for course completion has passed, system-generated overdue status notifications will continue to be sent via email once every 45 days until either the above 2 classes are completed or you cancel your enrollment to the Workshop.

   o To cancel your enrollment, click on the "Cancel Enrollment" icon (shown below), which is accessible from top of the Site Principal Investigator Workshop landing page

10. **Questions?**

   ➢ For questions pertaining to access to the ExpertusOne learning management system or the online SWOG Site Principal Investigator Workshop, please contact training@swog.org.