

# SWOG ExpertusOne Learning Management System (LMS) Overview

# SWOG (ExpertusOne)

## Learning Management System (LMS)

- The SWOG LMS is limited to SWOG member access via link on the SWOG Member-side of the website under the “Member Resources” menu,
  - Or, via direct url:  
<https://swog.expusted.com>.
- Login with CTEP IAM credentials required to access.
  - CTEP IAM credentials must be current (renewed annually) and the email address associated with the CTEP login credentials (CTEP IAM account) must be the same email as indicated in the SWOG member database via the online [SWOG directory](#).
  - To update the email address associated with your CTEP IAM account, login at: <https://ctepcore.nci.nih.gov/iam/>.
- Note: SWOG study-specific training is maintained in the [CTSU Compliance, Learning, and SOP Solutions \(CLASS\) Learning Management System \[CTSU CLASS LMS\]](#); Accessible NCTN-wide to staff with CTEP IAM login.

Clinical Trials	<b>Member Resources</b>
Advocate Resources	
BMT Facility List	
Breast Cancer Commons	
CRA Workbench	
Digital Engagement	
Hope Funding Opportunities	
Membership	
Oncology Research Professionals	
Pharmaceutical Sciences	
Protocol Tracking Reports	
Publications & Presentations	
Radiation Therapy Facility List	
Recruitment & Retention	
Report of Studies	
Safety Reports	
Study Chair Workbench	
Training for SWOG Members	



## SWOG has launched a new Learning Management System (LMS)!

THE EXPERTUSONE LMS WILL BE HOME TO ALL TRAINING THAT IS SPECIFIC TO SWOG MEMBERS.

- ✓ Training certificates are viewable and printable for one year after completing a course.
- ✓ Courses are available in brief 5- to 15-minute modules.
- ✓ Content is regularly added and updated. See the “Announcements” window for new content.
- ✓ In a user-friendly interface, you can view trainings, take surveys, and complete assessments all from one LMS content player – also available for mobile devices.
- ✓ Allows us to host virtual classes integrated with WebEx or Zoom.

*NCTN-wide training — such as for protocol-specific requirements and PRO training — will remain in the CTSU CLASS system. But SWOG internal training for members and staff will be in ExpertusOne.*

*Some of the training content now within ExpertusOne:*

- Study Chair Workshop
- Young Investigator Workshop Online
- Investigational Agent Handling
- Clinical Trials Training Course
- Team Science

Access SWOG's new LMS at [swog.expusted.com](https://swog.expusted.com), or link from the “Training for SWOG Members” item on the “Member Resources” menu. Use your CTEP IAM credentials to log in.

[swog.expusted.com](https://swog.expusted.com)

  
www.expertusone.com

# SWOG LMS Training Plan vs. Course Format

- Members have the option of self-enrolling to a complete Training Plan (Learning Path or Certification Course) or individual (shorter, 5-20 min) courses.
- Direct hyperlinks to many of SWOG's Training Plans (comprised of multiple shorter courses) are included below.
- Members can search for the shorter 'course' listings via the SWOG ExpertusOne online catalog.

Website	System	Training Plans are accessible from links below:
<p><a href="https://swog.org">SWOG.org</a> (<a href="https://swog.exphosted.com">https://swog.exphosted.com</a>)</p> <p>- Login with CTEP credentials</p>	<p><a href="#">ExpertusOne</a></p>	<p>SWOG-member-only Training</p> <ul style="list-style-type: none"> <li>• <a href="#">Clinical Trials Training Course (CTTC)</a> <ul style="list-style-type: none"> <li>• <i>First time LMS access, see: <a href="#">CTTC Access Instructions</a></i></li> </ul> </li> <li>• <a href="#">Advanced Practice Provider Clinical Research Workshop</a></li> <li>• <a href="#">SWOG Oncology Research Professionals Regulatory Workshop</a></li> <li>• <a href="#">Study Chair Workshop</a></li> <li>• <a href="#">Early-Stage Investigator Workshop (Online portion)</a></li> <li>• <a href="#">Investigational Agent Handling</a></li> <li>• <a href="#">TeamScience for SWOG Members</a></li> </ul> <p><i>First time LMS access:</i></p> <ul style="list-style-type: none"> <li>• Oncology Research Professional Members: Please see <a href="#">CTTC Access Instructions</a> for general LMS system access instructions.</li> </ul>

# SWOG (ExpertusOne) Learning Management System (LMS)

- The SWOG Learning Management System Catalog is set-up for voluntary course enrollment, by SWOG membership type.
- Under the Catalog “Filters”: Members can search for classes by key search term (e.g., data submission, reports, specimen, etc.), by “Training Type”, or by language.
- SWOG is in the process of adding Spanish language courses to the LMS. To search for courses available in Spanish, de-select “English” under “Language and select “Español”.

The screenshot shows the SWOG LMS Catalog interface. At the top, the SWOG logo (Cancer Research Network) and The Hope Foundation logo (For Cancer Research) are displayed. Navigation links include 'MY LEARNING | MY DASHBOARD', 'CATALOG' (highlighted with a red box), and 'MY PROFILE'. Below the navigation, the page title 'CATALOG' is followed by 'ALL (22)' and 'WISHLIST (0)'. A descriptive text states: 'Shows all the latest and relevant Courses/Certifications/Learning Paths that you can enroll for. Results for the search are shown if the keyword you provide matches with the title, code, description, tag or category associated with the training.' The main content area features a search bar (highlighted with a red box), a 'FILTERS' button (highlighted with a red box), and a 'SORT' dropdown. The filter sidebar includes: 'CATEGORY' with a search bar and a list of categories (Data Submission and Reports, Ethics, Investigational Agent Handling, Investigators, etc.); 'TRAINING TYPE' with checkboxes for 'Course', 'Certification', and 'Learning Path' (highlighted with a red box); 'LANGUAGE' with checkboxes for 'English' and 'Español' (highlighted with a red box); and 'RATING' with a star-based selection interface.

- For short courses, filter by “Training Type” >> “Course” (5-20 minutes)
- For complete member training plans, filter by “Training Type” >> “Learning Path”.
- For courses with available CEU credits, filter by “Training Type” >> Certifications.

Note “Learning Paths” and “Certification” courses are set up for completion within 6 months after the date of enrollment. If Learning Path is not completed within 6 months, members will receive an occasional “Overdue” reminder notice.

# SWOG (ExpertusOne) Learning Management System (LMS)

- After enrolling in a course, certification, or learning path, the training content will appear under the “My Learning” section.
- From the “My Learning” section, you can:
  - View course progress,
  - Launch the training content,
  - Launch the course assessment,
  - Bookmark content that you find helpful (for ease of subsequent review after completion),
  - Share (via email or messaging system) the content with a colleague, or
  - Cancel your enrollment to the course.
- If you click on the picture or title portion of the course, it will take you to a detail screen, where you can select and enroll in the available classes in the course or Learning Path.

The screenshot shows the 'MY LEARNING' dashboard. At the top, there are logos for SWOG Cancer Research Network and The Hope Foundation for Cancer Research. Navigation links include 'MY LEARNING' (highlighted with a red box), 'MY DASHBOARD', 'CATALOG', and 'MY PROFILE'. Below the navigation is a search bar and a 'FILTERS' button. A summary section shows 'TO-COMPLETE (29)', 'COMPLETED (21)', and 'ALL (50)' (all three are highlighted with a red box). The main area displays four course cards. Red callouts point to specific icons: 'Share icon' (a share symbol), 'Bookmark icon' (a bookmark symbol), 'Cancel Enrollment Icon' (an 'X' in a square), and 'Take Assessment icon' (a play button symbol). A red box at the bottom of the first card contains the text 'To launch a course, click on the Play icon' with an arrow pointing to the play button. A 'SHOW ALL' button is visible at the bottom right of the course grid.



### 1 . INVESTIGATIONAL AGENT HANDLING INTRODUCTION

Investigational Agent Handling Introduction

CODE : IAH-INTRO.01 | CONTACT SUPPORT : Not Available | Required | Yet To Select Class

VIEW CLASSES



### 2 . INVESTIGATIONAL AGENT HANDLING PROCUREMENT

Investigational Agent Handling Procurement

CODE : IAH.PROCURE.01 | CONTACT SUPPORT : Not Available | Required | Yet To Start

HIDE CLASSES



### INVESTIGATIONAL AGENT HANDLING PROCUREMENT

Investigational Agent Handling Procurement

0%

Yet to Start

READ

Class Code : IAH.Procure.01  
 Language : English  
 Provider : Internal  
 Enrolled by : Self  
 Enrolled on : Apr 18, 2023  
 Contact Support : Not Available

TAKE ASSESSMENT

- This is an example of the course detail screen where you can view classes, select or launch a selected class, view class progress, and take the assessment (subsequent completion of the class content) associated with each class.
- After completion of the class, a “Completion Certificate” link will appear next to the “Take Assessment” link, where you can download a completion certificate for the class.

LAUNCH

# SWOG (ExpertusOne) Learning Management System (LMS)

TO-COMPLETE (29) COMPLETED (21) ALL ( )

## PROTOCOL DEVELOPMENT



### PROTOCOL DEVELOPMENT FOR INVESTIGATORS

WATCH



COMPLETED

COMPLETED ON  
FEB 13, 2023



### 1 . PROTOCOL DEVELOPMENT FOR STUDY CHAIRS

Protocol Development for Study Chairs

CODE : SC.PD.01 | CONTACT SUPPORT : Not Available | Required | Completed

HIDE CLASSES



### PROTOCOL DEVELOPMENT FOR INVESTIGATORS

Protocol Development for Investigators

WATCH

Class Code	: INV.PD.01
Language	: English
Provider	: Internal
Enrolled by	: Self
Enrolled on	: Mar 20, 2023
Completed By	: Cara Laubach
Completed On	: Feb 13, 2023
Contact Support	: Not Available

100%  
Completed

COMPLETION CERTIFICATE TAKE ASSESSMENT

LAUNCH

Attachments : None

To access the course detail screen after completion of the course:

- Go to “My Learning” >> select the “Completed” tab >> then click on the picture or title of the course.

# SWOG (ExpertusOne) Learning Management System (LMS)

- After completion of a course or entire training plan, the course completion certificate will also be available for download from the “My Certificates” section of the dashboard. Certificates are available for download for 1 year after completion of the training.

To access the “My certificates” screen:

- Go to “My Dashboard” >> scroll right >> “My Certificates” >> then select either the “Course” or “Learning Path / Certification” tab to view certificates.

SWOG CANCER RESEARCH NETWORK | THE HOPE FOUNDATION FOR CANCER RESEARCH

MY LEARNING | **MY DASHBOARD** | CATALOG | MY PROFILE |

MY DASHBOARD

63 LEARNING HISTORY | **21 MY CERTIFICATES** | 0 LEARNING PLAYLISTS | 0 POINTS

MY CERTIFICATES

From MMM DD, YYYY | To MMM DD, YYYY | APPLY

**COURSE** | **LEARNING PATH / CERTIFICATION**

REGISTRO EN CITI | VIEW CERTIFICATE

Completed On Sep 02, 2022 | Score: 0



# SWOG (ExpertusOne) LMS Training Requirements

- Again, all of SWOG's training courses are set-up in the LMS for self-enrollment by SWOG members.
- Investigators will be required to complete the Early-Stage Investigator Workshop or Study Chair Workshop prior to serving as a Study Chair on a SWOG-led study.
- While member institutions may require SWOG training completion as part of their onboarding process, SWOG provides all oncology research professional training courses on a voluntary, self-enrollment basis. Oncology Research Professionals should refer to institutional management regarding any local requirements for completion of training.

SWOG CANCER RESEARCH NETWORK | THE HOPE FOUNDATION FOR CANCER RESEARCH

MY LEARNING | MY DASHBOARD | CATALOG | MY PROFILE

MY LEARNING

SEARCH [ ] FILTERS [ ]

Shows the classes you have enrolled for. Results for the search are shown if the keyword you provide matches with the class title, code, description, tag or category. Results shown here are the enrollments/completions for the last 12 months period. To see the full list of enrollments, go to ['Learning History'](#)

**TO-COMPLETE (29)** COMPLETED (21) ALL (50)

SWOG ONCOLOGY RESEARCH PROFESSIONALS REGULATO...  
READ 1%

INVESTIGATIONAL AGENT HANDLING PROCUREMENT  
READ 0%

INVESTIGATIONAL AGENT HANDLING AUDIT PREPARATI...  
WATCH 0%

INVESTIGATIONAL AGENT HANDLING TRANSPORTATIO...  
WATCH 0%

Cancel Enrollment Icon

If a SWOG member self-enrolls to a training plan or course and does not complete the training within the allotted timeframe for the course, the member will receive reminders for course completion until completed. In event that the member no longer wishes to complete the course, the member can cancel the enrollment to the course under the “My Learning” Section of the LMS Dashboard (see above).