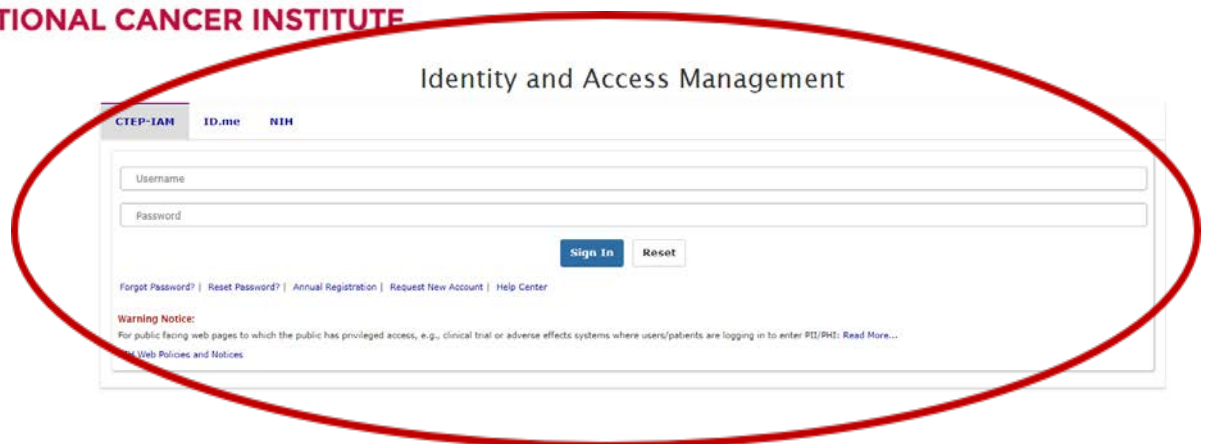# How to Access the Online Study Chair Workshop

For regulatory compliance purposes, all SWOG Study Chairs are required to complete the SWOG Study Chair Workshop, which is accessible via the online SWOG learning management system (ExpertusOne). Preferably the Study Chair Workshop will be completed by all identified Study Chairs prior to submission of a capsule to the SWOG Executive Committee (triage) for review. If for any reason, this training is not completed at the onset of proposal development, it must be completed prior to study activation.

1. **To complete the ONLINE Study Chair Workshop training course:**

   ➢ Go to: https://swog.exphosted.com/learningpage/5_enUS/ExpertusONE_27
      - The link will take you directly to an NCI login screen to enter your **current CTEP IAM ID and password (or ID.me credentials).**

   ➢ After login, you will receive an enrollment confirmation message, with indication that one or more courses require class selection. Close the notification screen, and then select class(es) to launch the training content.
      - For any users that do not receive this enrollment confirmation message upon login, click on **"Enroll"** next to the "Study Chair Workshop".

   ➢ For each course, click on **"Select Class"** and then **"Launch"** to begin the course.
      - Ensure your computer speakers/headset are not on mute (volume is adjusted), so you can hear the presentation(s).
      - After each presentation, you will be asked a few questions (These questions are indicated as an "assessment" in the course module).
      - While in process, course components can be viewed by clicking on the two arrows at the top of the screen to "expand" the header after launch.

   ➢ At completion of each class, you will be able to view and print a certificate of completion.
      - You can also view the completion certificates for each class and the Study Chair Workshop Learning path by clicking on the "My Dashboard" link at the top of the screen then using the arrow to scroll to the right to view the "My Certificates" link.

   ➢ **Please save a copy of the Study Chair Workshop Learning Path completion certificate for your records.**
      - 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.

   ➢ When submitting a capsule document for SWOG Executive Committee Review (triage), indicate the "Date of Completion" on Page 1 of the capsule document [Section E.3 > Study Chair Information > Study Chair Workshop completed date].

   ➢ Learning Management System snapshots are included below for reference.

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After login, you may see an enrollment confirmation.

If not, click on "Enroll" and then "Select Class" to launch the content.

Click on the 'Enroll' option in Panel 1 to get enrolled to the learning path and then proceed to select their preferred class.

SWITCH TO MODULE VIEW

THE COOPERATIVE GROUP CONCEPT

1 . THE COOPERATIVE GROUP CONCEPT
NCTN introduction

HIDE CLASSES

CODE : NCTN | CONTACT SUPPORT : Not Available | Required | Yet To Select Class
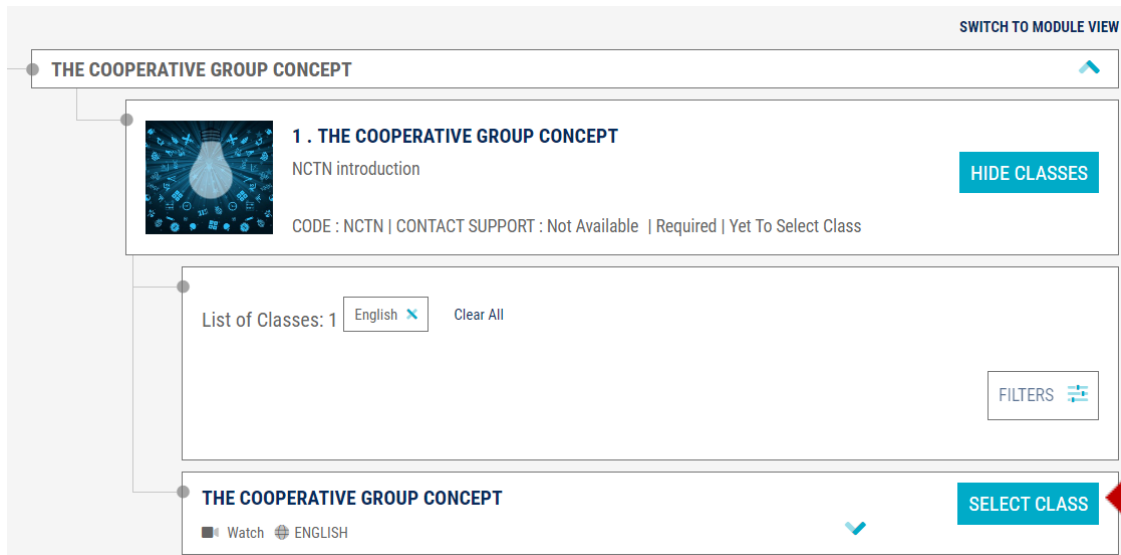
List of Classes: 1 English ✕   Clear All

FILTERS

THE COOPERATIVE GROUP CONCEPT
📹 Watch 🌐 ENGLISH

SELECT CLASS

SWITCH TO MODULE VIEW

THE COOPERATIVE GROUP CONCEPT

1 . THE COOPERATIVE GROUP CONCEPT
NCTN introduction

HIDE CLASSES

CODE : NCTN | CONTACT SUPPORT : Not Available | Required | Yet To Start

THE COOPERATIVE GROUP CONCEPT
NCTN introduction

0%
Yet to Start

📹 WATCH
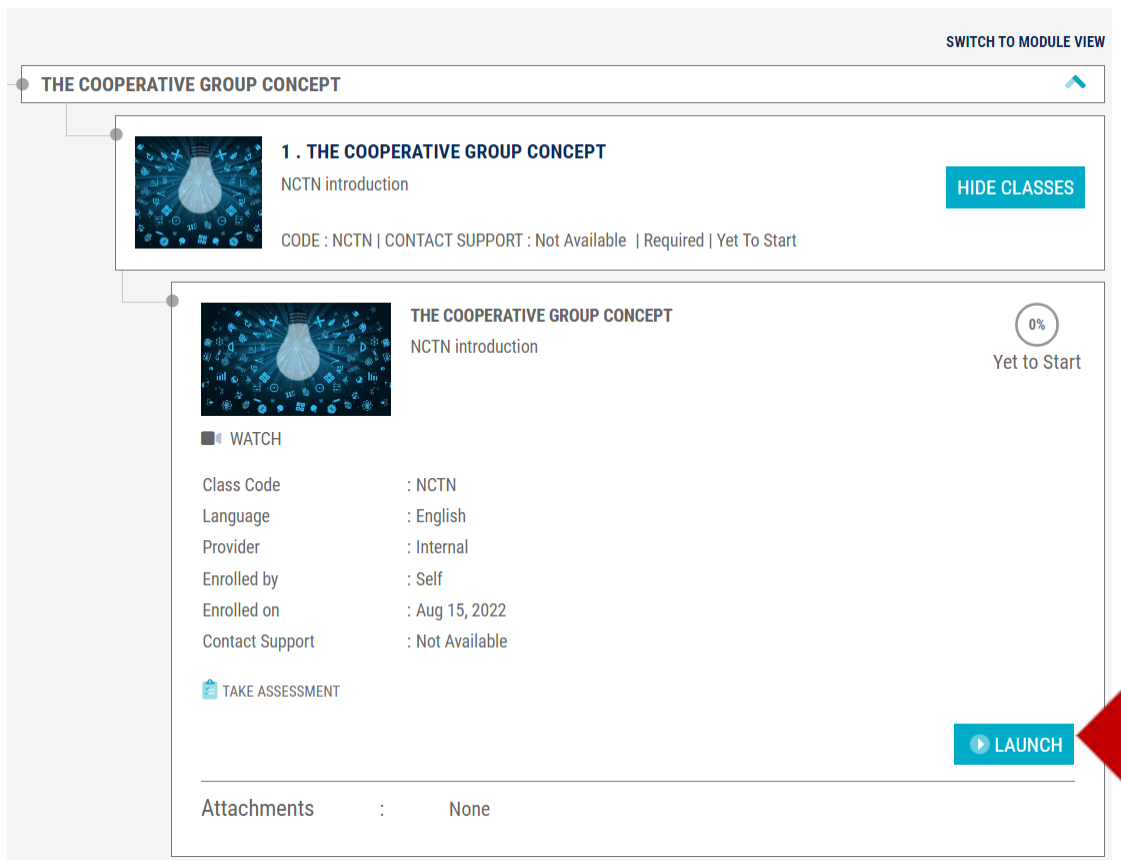
Class Code	: NCTN
Language	: English
Provider	: Internal
Enrolled by	: Self
Enrolled on	: Aug 15, 2022
Contact Support	: Not Available

📋 TAKE ASSESSMENT

▶ LAUNCH

Attachments   :   None

After launching the course content, course components (Video, Assessments/Surveys) can be viewed by expanding the course header.
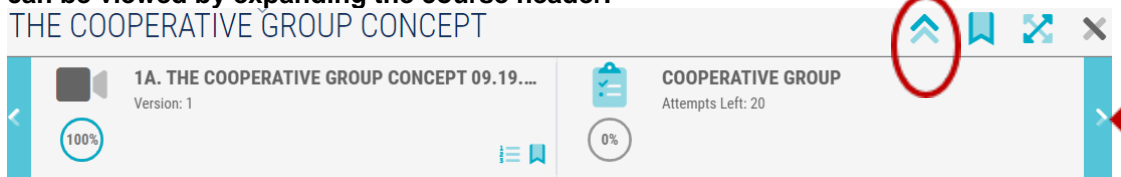
THE COOPERATIVE GROUP CONCEPT

1A. THE COOPERATIVE GROUP CONCEPT 09.19....
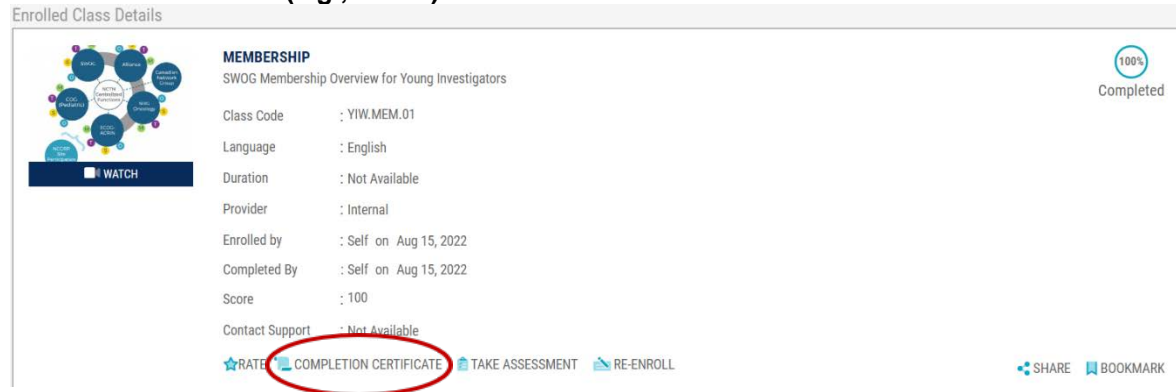Version: 1
100%

COOPERATIVE GROUP
Attempts Left: 20
0%

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

Course progress and course completion history can be found under the "My Dashboard" link. Course history and certificates are maintained online for 1 year after completion. Investigators are responsible for subsequent maintenance of course completion documentation.

2. Supporting Information:

For additional helpful information pertaining to Study Chair responsibilities and resources, please see the Study Chair Workbench (after login with your CTEP IAM account at www.swog.org) at: **Study Chair Workbench | SWOG:** https://www.swog.org/member-resources/study-chair-workbench.

3. Questions?

For questions pertaining to access to the ExpertusOne learning management system or the online SWOG Study Chair Workshop, please feel free to contact Cara Laubach at training@swog.org.