

**A**

## Things You Should Know

In order to streamline reporting and maintain the integrity of the Data Points Certification Exams, all exams will now be:

- Proctored through learn365.
- Set-up in advance by a member of Signature Learning.

**B**

## How Your Exams are Set-up

1. Signature Learning has set up the Data Points Certification Exams in learn365 as follows:
  - a. A live event course with the name of your region has been created.
    - For example, *Data Points Level 1 Certification Exam – Post Acute South*.
  - b. Within each live event course, individual sessions have been created for each facility.
  - c. Each session has been given an Attendance Code.
    - Contact [learninghelp@signaturehealthcarellc.com](mailto:learninghelp@signaturehealthcarellc.com) for your code.

**C**

## How to Login to Your Course

*You must have Supervisor access in order to enroll stakeholder in and proctor the exams. Please contact Learning Help at [learninghelp@signaturehealthcarellc.com](mailto:learninghelp@signaturehealthcarellc.com) if you do not already have Supervisor access.*

1. Go to <http://www.shclearn.com>.
2. Type in the username and password you use to login to your computer and email.
3. Click **Login**.
4. Click on the **learn365** logo.
5. Make sure your role is set to **Supervisor**.
6. Click the **Training & Enrollment** tab along the top.
7. Click the **Modules & Enrollment** tab along the left-hand side.
8. Type *Data Points* in the **Search bar**.
9. From the remaining list of courses, click the title of the course with your region's name.

D

## How to Add Users to Each Session

After you have successfully accessed your course, you will need to assign users to the appropriate session.

1. Uncheck the box next to **Show Future Sessions Only**.
2. Click **Select** next to the name of the session you would like to enroll participants in.
  - a. Make sure to select the appropriate year. Each facility is assigned one session per year. The year under the **Date/Time** column should correspond with the current year.
3. Next to Currently Enrolled, click **Enrollment**.
4. In the search box, type the user's first OR last name.
5. Click **Enter** on your keyboard.
6. Click the checkbox next to the user you would like to enroll.
7. Click **Enroll**.
8. Repeat steps 3 through 6 until all users for that session have been added.

E

## How to Proctor the Exam

After you have successfully enrolled all users in the session, you will need to proctor the exam as they take it.

1. Have users sit at their computer or workstation.
2. Direct users to go to <http://www.shclearn.com>
3. Ask users to login with the username and password they use for their computers and email.
4. Have users click **Login**.
5. Direct users to click the **learn365** logo.
6. Under their **My Learning** tab, users should see the course listed under **Current Training**.
7. Underneath the title of the course, have users click **Enter Attendance Code**.
8. Have users enter the code Signature Learning supplied for that session.
9. Have users click **Start** next to Exam to complete the test.
10. Have users click **Next** to advance to the Final Exam.
11. Once users click **Continue**, they will be taken to the exam screen.



Attendance codes are valid **only** for the dates listed in the session.

F

## How to View Exam Results

Once you have administered an exam, to review its results:

1. Go to <http://www.shclearn.com>.
2. Type in the username and password you use to login to your computer and email.
3. Click **Login**.
4. Click on the **learn365** logo.
5. Click the **Reports** tab.
6. Under Course Analytics, click **Item Analysis**.
7. Under Filter by Course, click **Add Module**.
8. In the dialog box that opens, filter by Event.
9. Click **Select** next to the name of your course.
10. Under Report Output, enter the dates of your exam.
  - a. This will ensure you only get results for that session.
11. Click **Run Report**.

G

## How to Complete a Retake Exam

If a stakeholder does not pass the exam on the first attempt, the exam will not be marked complete. Have learners select the session again from the Current Training tab and follow steps E9-E11.

\* If you have additional questions or difficulty accessing the exams, please contact the Learning Help Desk at [learninghelp@signaturehealthcarellc.com](mailto:learninghelp@signaturehealthcarellc.com). We are available to assist 9 am to 5 pm EST, Monday – Friday.