Warrior University

Absorb User Guide

CleanSlate
Outpatient Addiction Medicine

Dear CleanSlate Team,

In the Fall of 2017, a taskforce was formed to evaluate the need for improved technology platforms to support the learning, training and development within CleanSlate. It was decided a Learning and Management System (LMS) would be needed. A Learning Management System, by definition, is a software application for administration, documentation, tracking, reporting and delivery of educational courses of training. The aforementioned taskforce spent several weeks evaluating the top LMS contenders and eventually decided upon Absorb LMS. http://www.absorb.com/

Absorb is one of the TOP rated LMS's on the market. It was rated PC Magazine's Editors' Choice for Best LMS in 2018:

"In the crowded corporate Learning Management System(LMS) market, Absorb breaks away from the pack by providing an extensive feature list (from gamification to integrated e-commerce), smart tag-based filtering, and a best-in-class contextual interface with responsive Web design."
https://www.pcmag.com/article2/0,2817,2486957,00.asp

It is visually appealing, incredibly intuitive, and just plain Fun! Absorb has capabilities that will allow us to house all our learning and training content in one, easy to access location that is customized to YOU! Absorb is truly so simple to use.

One of the major requirements for the CleanSlate LMS system was the need for it to allow for Single Sign On (SSO) with seamless integration of the Office 365 platform. Absorb has both!

So, what does this mean for you, as a user? It means you can log-in to Absorb with your same user name and password you use for Office 365, Outlook, SharePoint, Teams, ect. Simply by clicking on the Absorb icon.
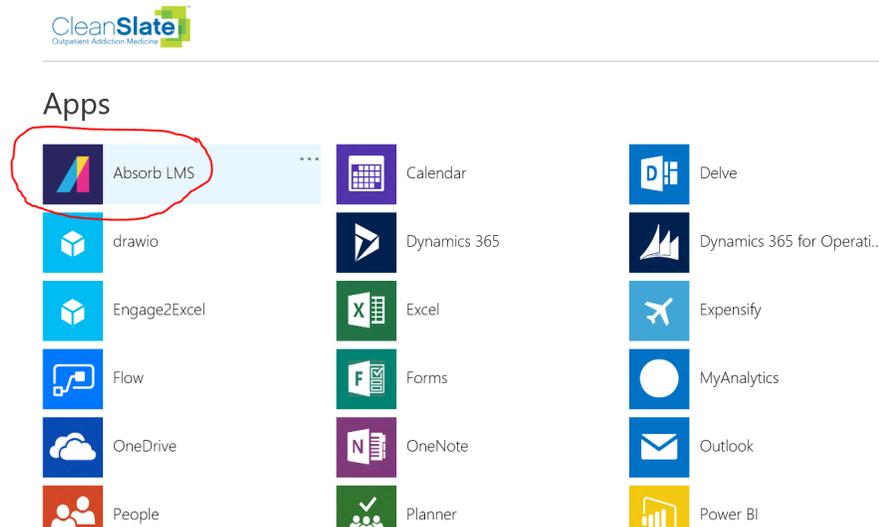
Instructions for Accessing Absorb:

If you are <u>not</u> signed into Office 365:

1) Click on the My Apps icon on your desk top which will prompt you to sign into Office 365

2) Remember, your username/password is the same as your normal Office 365 username and password you use to access Outlook, SharePoint, Teams, etc.

3) Once you have signed into Office 365; you will be able to access Absorb from your Apps menu, then just double click the Absorb icon
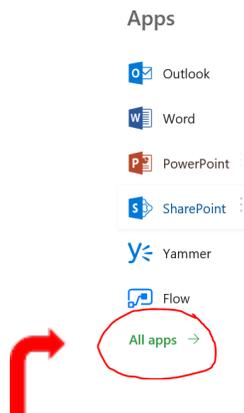

4) You will then be taken to the Absorb dashboard

If you are already signed into Office 365:

1) Click on the squares grid in the top left corner of Office 365 screen

2) A list of apps appears, when you come to this screen initially, you may not be able to see the Absorb icon without scrolling down (it may have filtered to the bottom)

3) You may also have to click on "All Apps" before you start scrolling. (it may be listed in the "other" section of the app list)

4) If you wish to place the Absorb App on the top, choose "**Name (Ascending)**" on the far-left hand side of the screen. This will reorder the icons and filter the Absorb App icon to the top.
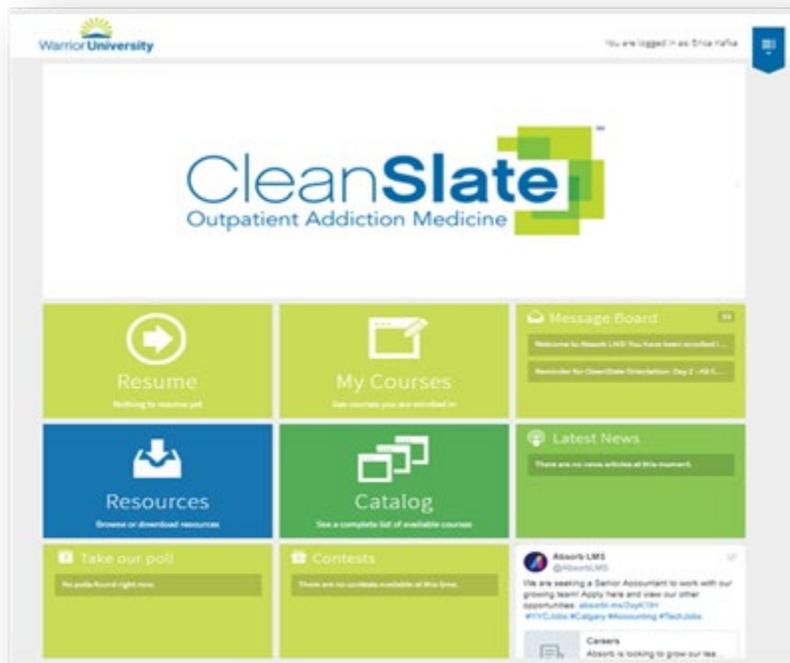
5) Double click on the Absorb Icon

6) You will then be taken to the Absorb Dashboard

Access via Outlook Email:

1. Please ensure you have logged into Office 365

2. Upon receipt of the Course Enrollment Email, please click on the link provided

3. You will be taken to the Absorb Login page

4. Type in your CleanSlate username (email address) and password

5. Remember, your username/password is the same as your normal Office 365 username and password you use to access Outlook, SharePoint, Teams, etc.

6. Click the Login button (NOT the SignUp) even if this is the first time you have accessed Absorb.

7. You will then be taken to your personnel Absorb Dashboard

Once you are on the Absorb Dashboard:

When you come to this Dashboard (Absorbs home page) screen initially, you will not be able to see the whole screen in your browser window. You will have to scroll up and down to see all the tiles or shrink your screen.

Explanation of Tiles:

Courses Tile:

When you are enrolled in a course whether for training, a survey, a quiz, compliance training or for any other reason, you will receive an Enrollment Email informing you of your enrollment.
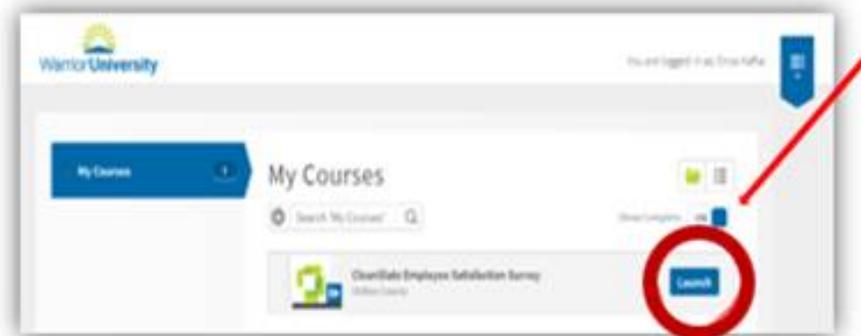
To access the course:
  1. Click on the "My Courses" tile

2. You will see the courses you are enrolled in

3. To Start the Course, click on the "Launch"

NOTE: If your "My Courses" is blank, you may not have any Courses currently assigned to you.

Catalog Tile:

The Catalog will contain any courses that are available for self-enrollment.

Resources Tile:

The Resources tile houses resources that may be of benefit to you. (such as the Matrix)
These resources are available to all users.

Resume Tile:

Any courses you have previously started and not completed will be listed in this tile.

Polls, Contests, Latest News and Message Board Tiles:

Please keep an eye on these tiles as more and more things will be available to you as part of our LMS system.

There are a few supplementary backend production pieces that our Team is continuing to work on in the coming weeks. As we finalize the Absorb customization for CleanSlate, you will be receiving periodic email communications with pertinent updates. Please watch for them! Throughout the remainder of the year, you will see us begin to transition all our Compliance, Quality and Regulatory, People Services, Leadership, and New Employee Trainings to Absorb.

As we grow, the content housed on Absorb will follow suit. It will contain recorded videos, PDF handouts, online courses, content for live-instructor led courses, resources and mandatory trainings, such as compliance training. Check back periodically to see what is new.

Rest assured, Absorb LMS is super user friendly and you'll likely be able to navigate through the system without any "How To" information as it is extremely user friendly and intuitive!

We are extremely excited to bring this new technology to CleanSlate and are certain it will enhance our learning, trainings, and communication.