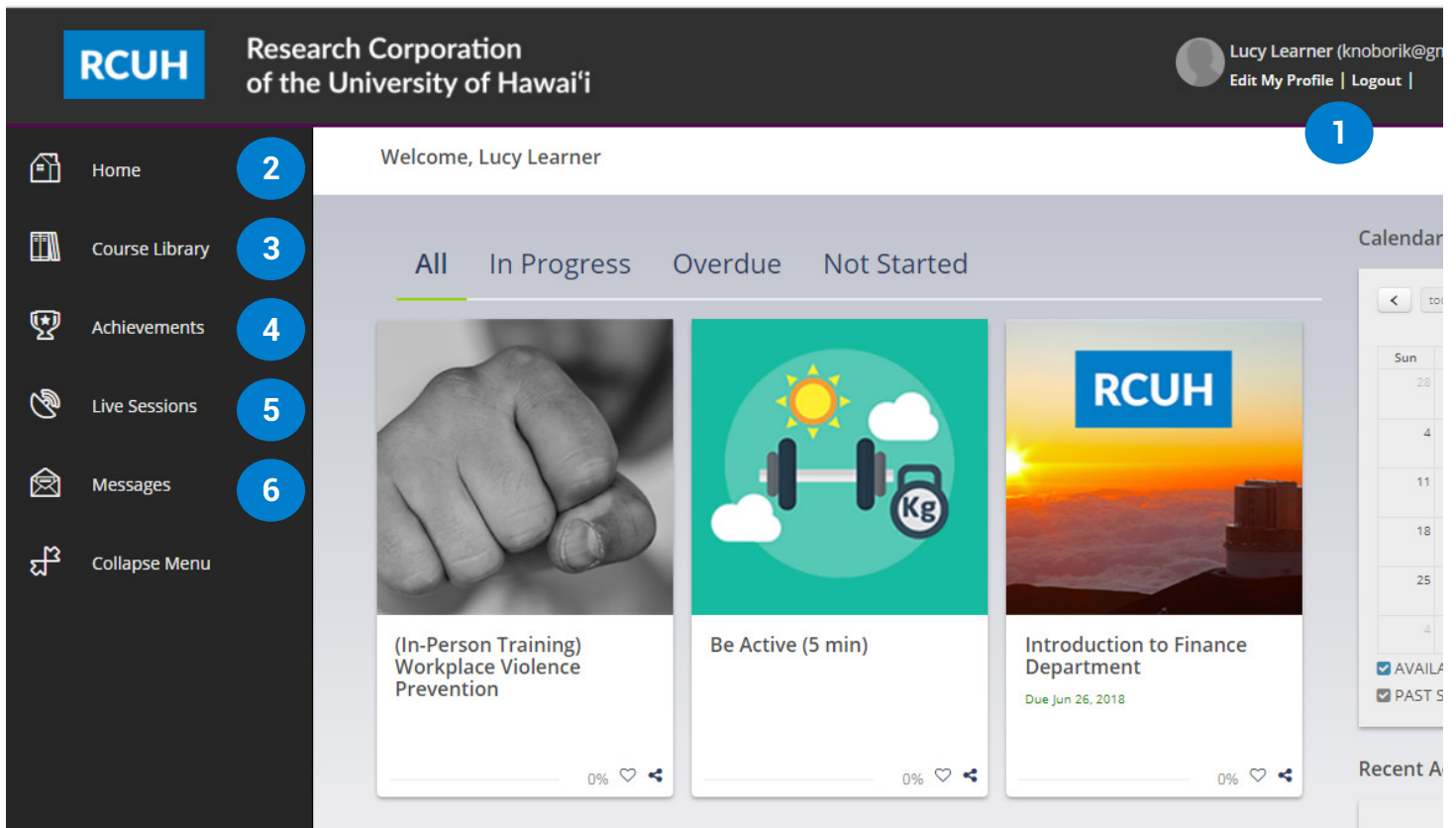


LEARNER DASHBOARD



1 Edit My Profile

Click "Edit My Profile" to access:

- Username - Your username **[DO NOT CHANGE]**
- My Profile & Settings - Change your information here, including Profile picture, password, time zone, language, email, phone number, and more. **[Please do not alter the bottom 3 fields.]**

Click the "Save" button at the bottom of the page to save changes.

2 Home

This is your user dashboard. You can view all of your registered courses, or sort it by courses in progress, courses past due, or courses that have not been started. You may also view the current calendar, which will reflect available sessions and your registered sessions. "Recent Achievements" will display your latest completed courses.

3 Course Library

All available courses will be listed here, including complete and incomplete courses. Use the search bar at the top of the list to search for a specific course.

4 Achievements

All achievements will be listed here. If the course has a certificate to download, you can select "Download my certificate" next to the Achievement.

5 Live Sessions

All available in-person training sessions will be listed here, including your registered sessions and past sessions.

6 Messages

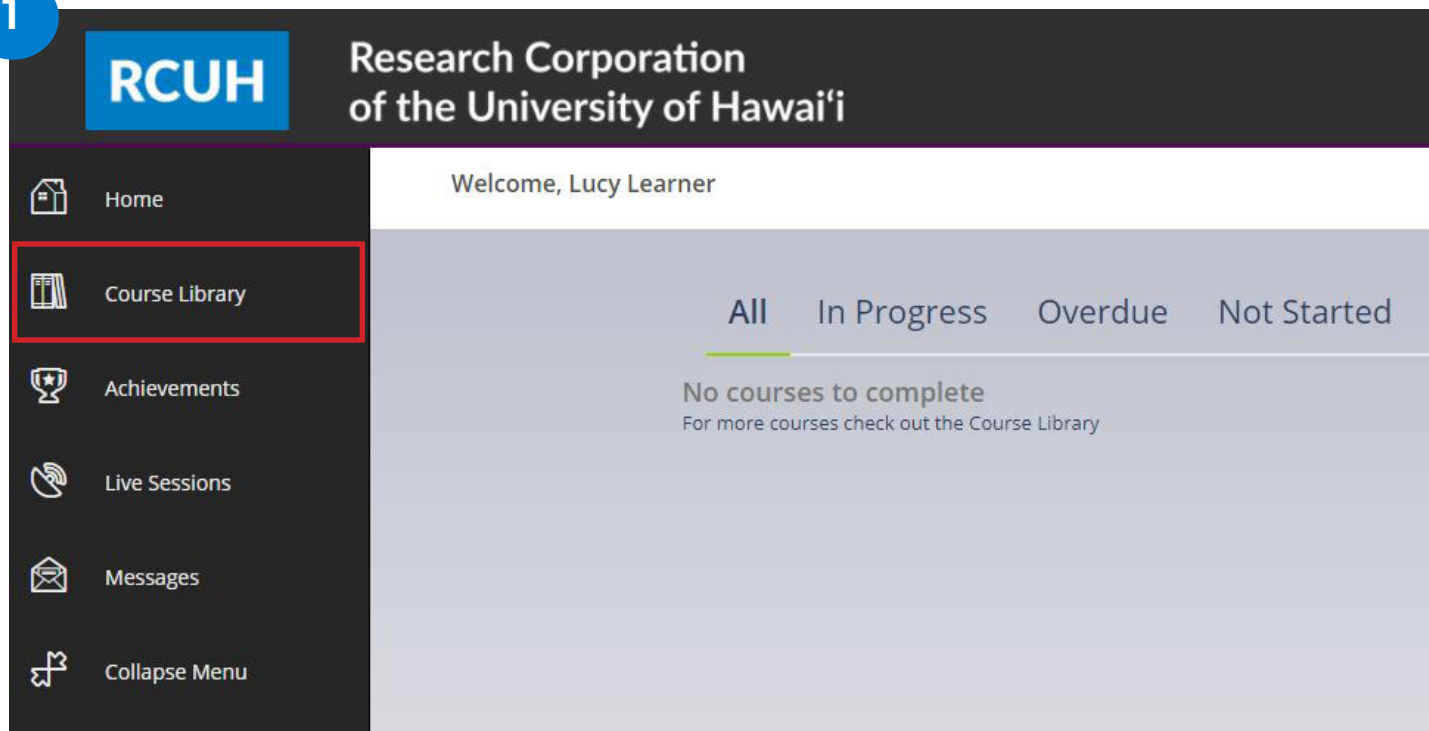
Your most recent messages will be listed here. Search through your inbox by typing text into the search bar.

As you navigate through Litmos, please be sure to logout when you have completed your session. If you have any questions about Litmos, please contact the RCUH Corporate Services Department at rcuh@rcuh.com or call (808) 988-8314/8315.

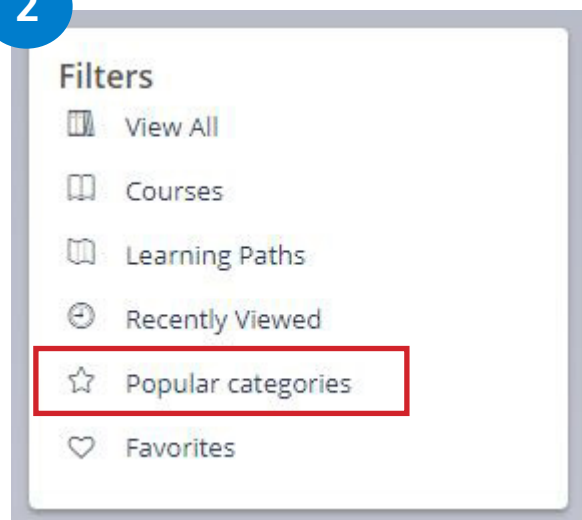
How to find RCUH courses

1. Click "Course Library" on the left navigation bar.
2. Click "Popular categories" in the filters toolbar.
3. Select "RCUH Library" to view courses created by RCUH.

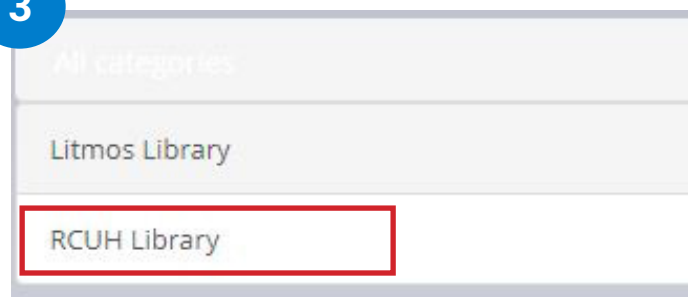
1



2



3



How to register for online courses

1. Click "Course Library" on the left navigation bar.
2. Search/browse for a course.
3. Select the course for more information.
4. Select "Start this course" to begin learning.
5. The course will be added to your learning profile. If you need to leave in the middle of the course, be sure to click the Exit button in the top right corner to save your progress. When you return to the course, you should be able to return where you left off.

1

RCUH Research Corporation of the University of Hawai'i

Welcome, Lucy Learner

Home Course Library Achievements Live Sessions Messages Collapse Menu

All In Progress Overdue Not Started

No courses to complete
For more courses check out the Course Library

2

Filters

- View All
- Courses
- Learning Paths
- Recently Viewed
- Popular categories
- Favorites







(In-Person Training) Workplace Violence Prevention

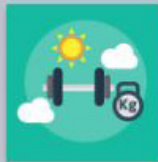
Agenda Setting (5 min)

Be Active (5 min)

3

Filters


-  View All
-  Courses
-  Learning Paths
-  Recently Viewed
-  Popular categories
-  Favorites

**(In-Person Training) Workplace Violence Prevention****Agenda Setting (5 min)****Be Active (5 min)**

4

**Be Active (5 min)**

Physical inactivity has long been linked to a range of health conditions and periods of time doesn't just lead to a bigger waistline, but can result in some workload over wellbeing. This course will teach you why you shouldn't do that.







Start this course **Modules****Be Active**

5

» NEXT MODULE**✕ EXIT****BE ACTIVE**

Learn how you can be more active whilst at work.

Duration: 5 minutes**Collection: Health and Wellbeing Collection***Click here to start*

-  Home
-  Course Library
-  Achievements
-  Live Sessions
-  Messages
-  Collapse Menu

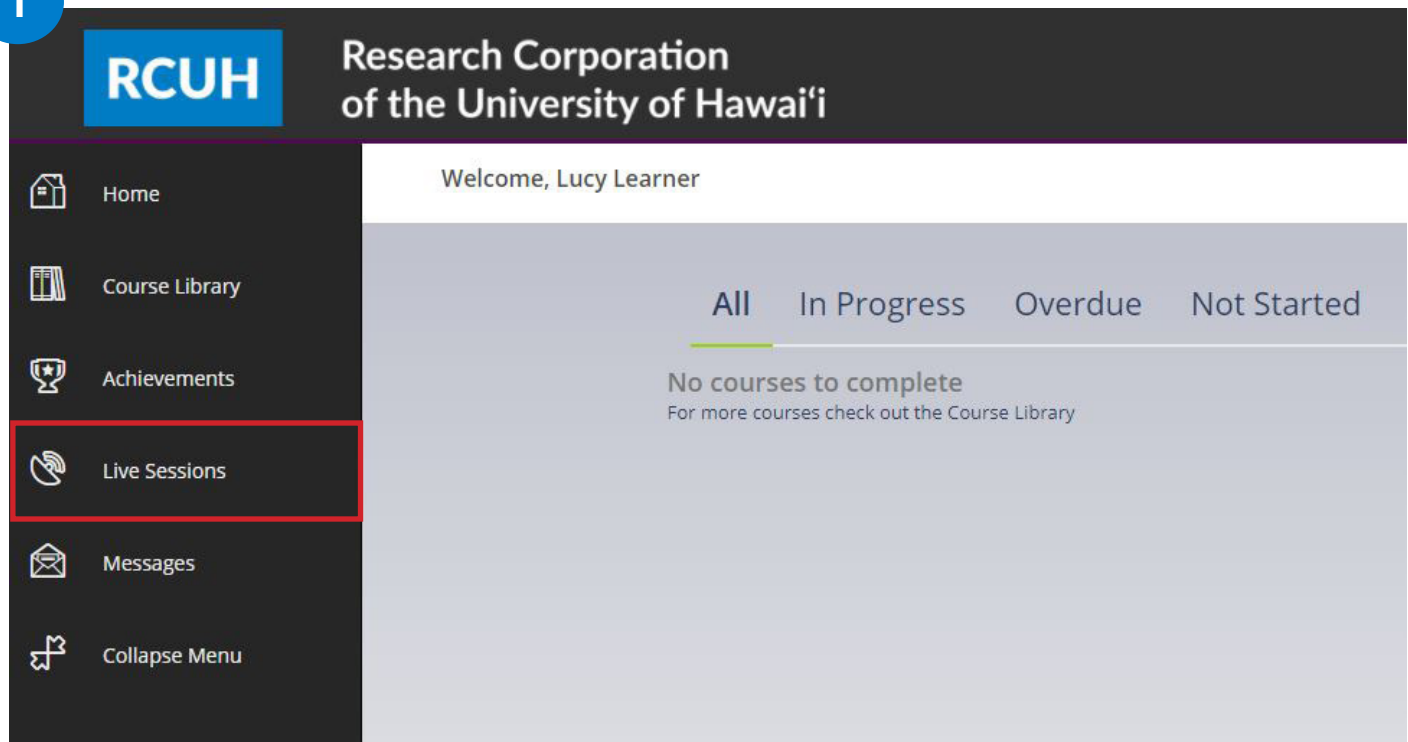
Welcome, Lucy Learner

All **In Progress****Be Active (5 min)**

How to register for in-person training (live sessions)

1. Click "Live Sessions" on the left navigation bar.
2. Click "Register" next to the desired course. This will take you to another course listing, which will reflect the number of seats available and more detailed information about the training location.
3. Click "Register" next to the desired course. A confirmation email will be sent. If you do not receive an email confirmation within 24 hours, please contact rcuh@rcuh.com to confirm your registration.
4. Please click "Exit" in the top right corner of the screen. If there is an "Additional Reference" tab next to the "Modules" tab, please click it to print out applicable handouts for the training.
5. ***OPTIONAL:** After registering, you may choose to download the iCalendar item by clicking "Download Calendar" on the confirmation screen. This file is compatible with most calendar programs (e.g. Microsoft Outlook, Google Calendar, Apple Calendar) and will include event details, such as the location and time.

1



2

Available Sessions

| Date Time | Instructor | Learning Path | Course | Module | Session | |
|--|--------------------|---------------|--|------------------------|-------------|--------------------------|
| Mar 7, 2018 9:00 AM - Mar 7, 2018 12:00 PM (Hawaiian Standard Time) | RCUH Administrator | | (In-Person Training) Workplace Violence Prevention | WVP In-Person Training | WVP (Kauai) | Register |
| Mar 13, 2018 9:00 AM - Mar 13, 2018 12:00 PM (Hawaiian Standard Time) | RCUH Administrator | | (In-Person Training) Workplace Violence Prevention | WVP In-Person Training | WVP (Hilo) | Register |
| Mar 15, 2018 9:00 AM - Mar 15, 2018 12:00 PM (Hawaiian Standard Time) | RCUH Administrator | | (In-Person Training) Workplace Violence Prevention | WVP In-Person Training | WVP (Maui) | Register |

3

WVP (Kauai)

[REGISTER](#)

Mar 07 9:00 AM To Mar 07 12:00 PM (Hawaiian Standard Time)
Location: Kauai Community College, OCET 106 | Instructor: RCUH Administrator

30 of 30 seats available

WVP (Hilo)

[REGISTER](#)

Mar 13 9:00 AM To Mar 13 12:00 PM (Hawaiian Standard Time)
Location: IFA Hilo Auditorium, 640 North A'ohoku Place, Hilo, HI 96720 | Instructor: RCUH Administrator

Only street parking is allowed on A'ohoku Place. Double parking, parking on the grass around the building, and parking in the staff parking lot is strictly prohibited. Please respect the facility's policy regarding the consumption of food and beverages in the auditorium.

59 of 60 seats available

WVP (Maui)

[REGISTER](#)

Mar 15 9:00 AM To Mar 15 12:00 PM (Hawaiian Standard Time)
Location: UH Maui College, Laulima 105 | Instructor: RCUH Administrator

35 of 35 seats available

4

[FEEDBACK](#)[NEXT MODULE](#)[EXIT](#)

Recommended for all
free workplace,

[Modules](#)[Additional References](#)[WVP Handout \(All employees\)](#)

5

WVP (Kauai)

[Unregister from session](#)

Mar 07 9:00 AM to Mar 07 12:00 PM (Hawaiian Standard Time)
[Map](#) Location: Kauai Community College, OCET 106
Instructor: RCUH Administrator

[Download Calendar](#)

How to unregister for an in-person training (live session)

1. Click "Live Sessions" on the left navigation bar.
2. Scroll down to "Your Registered Sessions" and select "Learn More" next to the course you wish to unregister from.
3. Click on "Unregister from session." You should receive an email confirmation that says: "This event has been unregistered." If you do not receive an email confirmation, please contact rcuh@rcuh.com for questions.

1

RCUH Research Corporation of the University of Hawai'i

Welcome, Lucy Learner

Home Course Library Achievements **Live Sessions**

All In Progress Overdue Not Started

No courses to complete
For more courses check out the Course Library

2

Registered Sessions

| Date Time | Instructor | Course | Module | Session |
|---|--------------------|--|------------------------|-------------------------------|
| Mar 7, 2018 9:00 AM - Mar 7, 2018 12:00 PM (Hawaiian Standard Time) | RCUH Administrator | (In-Person Training) Workplace Violence Prevention | WVP In-Person Training | WVP (Kauai) Learn More |

3

WVP (Kauai)

07 MAR

Mar 07 9:00 AM to Mar 07 12:00 PM (Hawaiian Standard Time)

Map Location: Kauai Community College, OCET 106

Instructor: RCUH Administrator

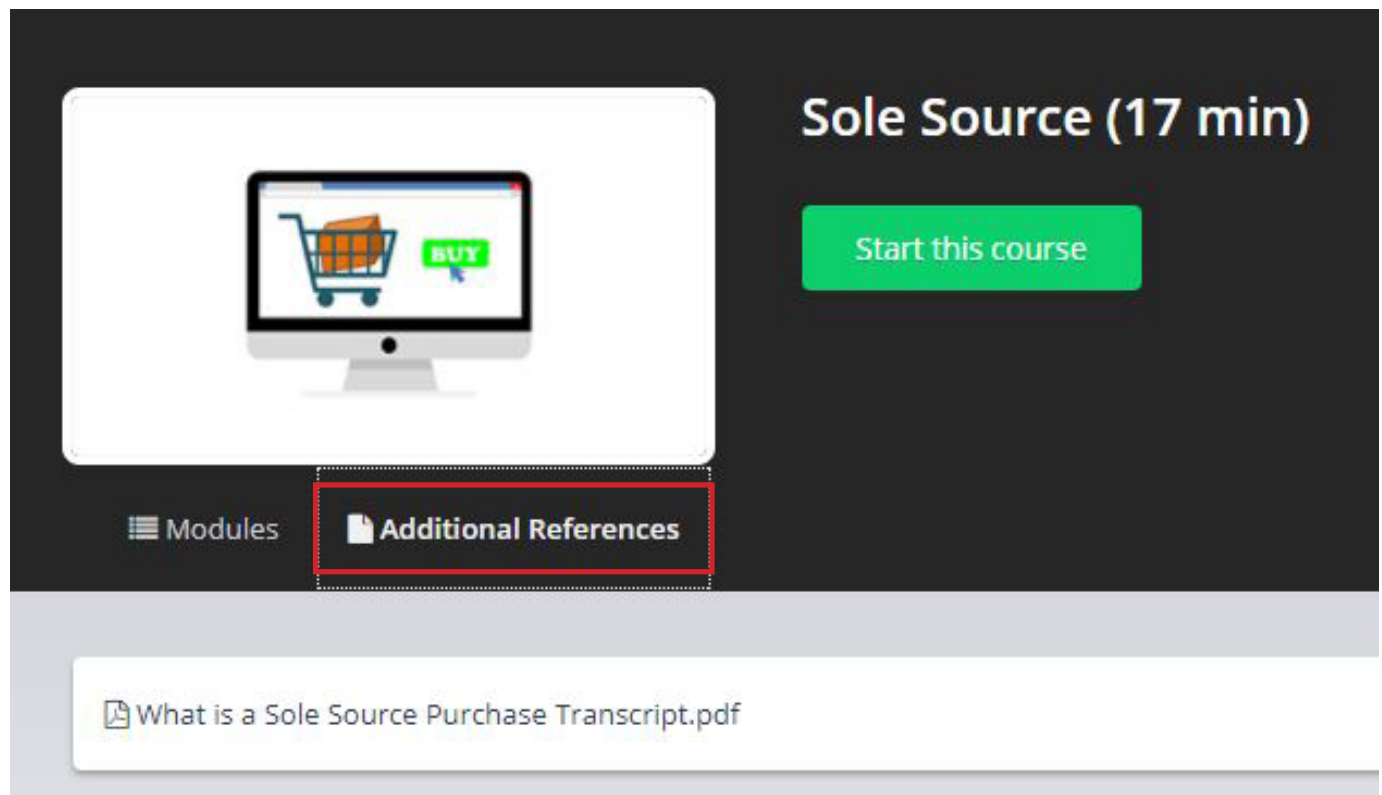
Unregister from session

Download Calendar

How to access transcripts for RCUH courses*

Select your desired course and click on the "Additional References" tab next to the "Modules" tab (see below). Here you'll find transcripts for each module available to download.

**Litmos courses may have captioning embedded into the training or in some cases incorporate the script visually. Another exception is the "Introduction to Finance Department" course. To access the transcript for this course, click on "Resources" in the top corner of the gray box.*



The screenshot shows a course titled "Sole Source (17 min)". On the left, there is a white box containing an illustration of a computer monitor displaying a shopping cart with an orange box and a green "BUY" button. Below this box are two tabs: "Modules" and "Additional References". The "Additional References" tab is highlighted with a red dashed border. To the right of the white box, there is a green button labeled "Start this course". Below the tabs, a white box displays a document icon and the text "What is a Sole Source Purchase Transcript.pdf".



The screenshot shows the header and main content area of a course titled "Introduction to RCUH Finance". The title is in the top left corner. In the top right corner, there is a tab labeled "Resources" with a red border. The main content area features a blue and white abstract background with curved lines. In the top right of this area is the logo for the "OFFICE OF RESEARCH SERVICES" (ORS), which consists of a stylized "C" followed by "R S". Below the logo, the title "Introduction to RCUH Finance" is displayed in large, bold, black text.