

## Elsevier Performance Manager Quick Reference Guide

Wellpoint District of Columbia, Inc. | Medicaid

Elsevier\* is a leading health sciences publisher, bringing a wealth of technology and content expertise to today's human services organizations. This guide:

- Gives you step-by-step help to access the Elsevier Performance Manager.
- Explains how to select a course.
- Shows how to review your educational transcript.
- Provides contact information if you need help.

### Accessing Elsevier Performance Manager

Elsevier can be accessed at: <http://tinyurl.com/ElsevierLogin>.

### Logging into Elsevier

#### Login information

Prior to logging into Elsevier, all providers must be registered. You can register through your agency administrator at [email]. Once you have been registered, your credentials will be as follows:

- **Login:** Email provided
- **Password:** Your initial password will be **hello** (all lowercase).

You will be instructed to immediately create a unique password for your account.



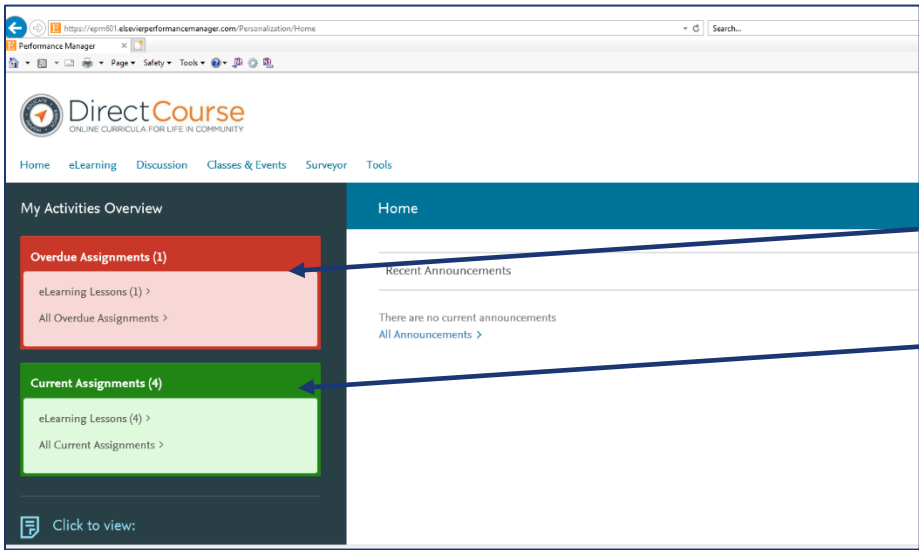
#### Resetting your password

If you have forgotten your password, please select **Forgot Password?** on the login screen and enter your 4-digit verification code to reset password. Your 4-digit verification code is the numerical representation of your birth month and birth year. For example, a birthday of April 4 would be 0404.

\* Elsevier is an independent company providing learning management services on behalf of the health plan.

Accessing assigned training

On the *Home* page, you will see the *My Activities Overview*. These will be the courses that are currently assigned to you. Those items in the green box are current course assignments. If you have assigned courses that are past due, a red box will appear with the past due courses.



Assigned — past due assignments

Assigned — current assignments

To begin an assigned course, simply select the **eLearning Lessons** in either the green or red box. The list of the individual courses will appear. Simply select the course name to start the course.

Assigned Items

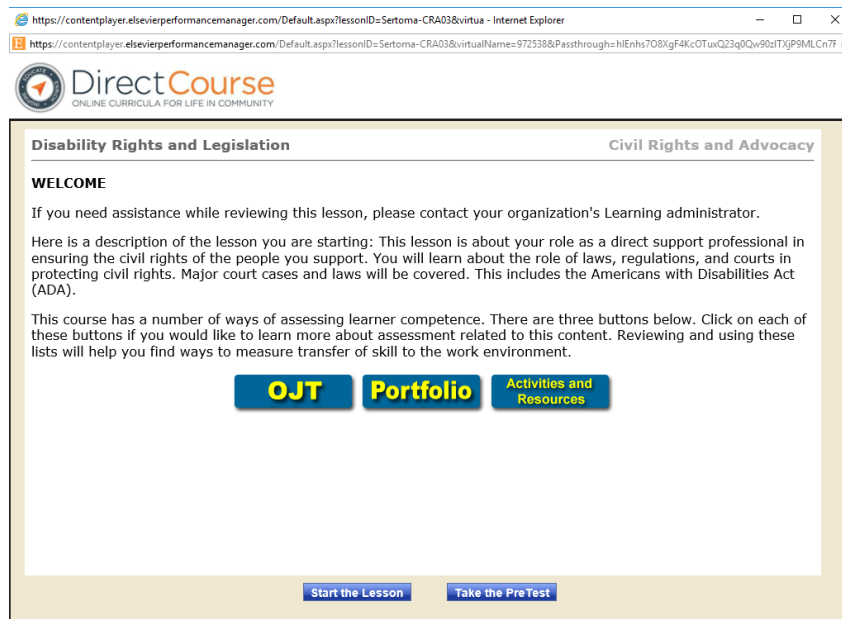
Assigned Items | eLearning Self Enroll

**You Are Viewing Current eLearning Lessons.** ☒ show module name

Available Filters: Current | eLearning Lessons | Select

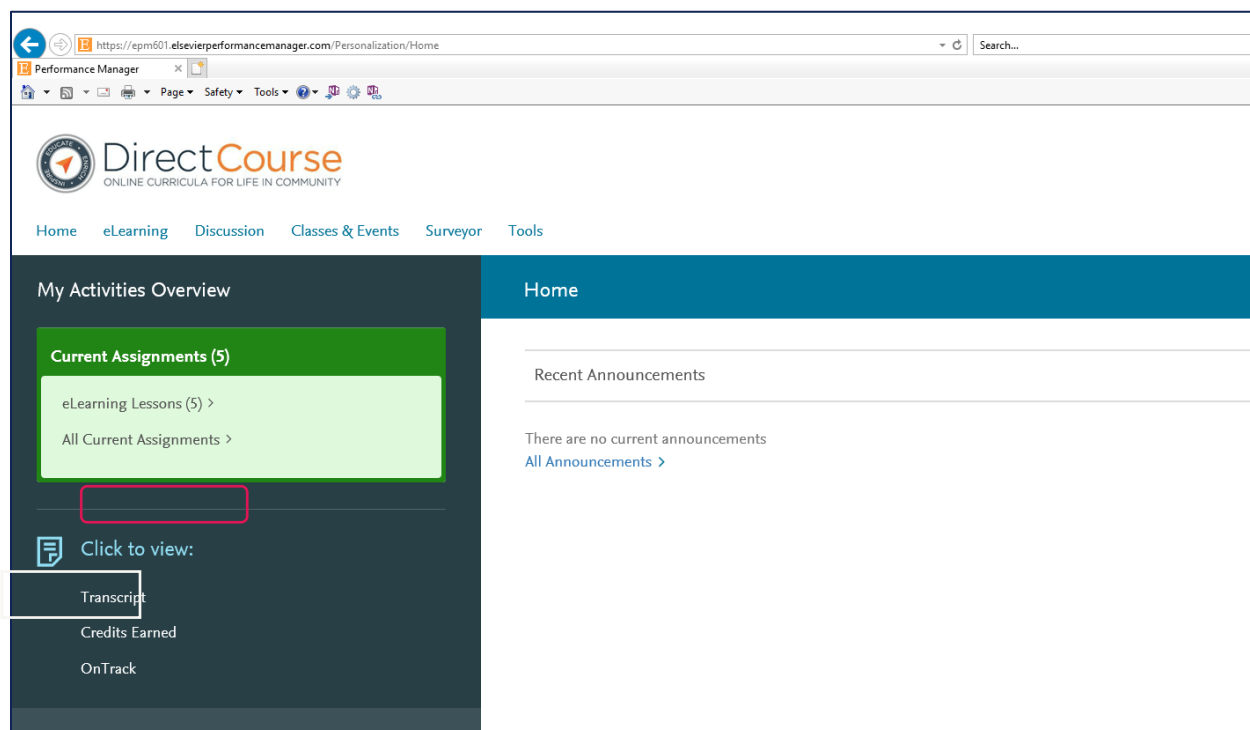
Assigned Item	Due Date	Priority	Started	Completed	Pretest Score Date	Score Date	Module	Program Name	Assign Type	Eval
<input type="text" value="Y"/>							<input type="text" value="Y"/>	<input type="text" value="Y"/>		
CDS: Civil Rights and Advocacy: Disability Rights and Legislation	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	
CDS: Civil Rights and Advocacy: History of the Disability Rights Movement	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	
CDS: Civil Rights and Advocacy: Introduction	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	
CDS: Civil Rights and Advocacy: Your Role in Effective Advocacy	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	

Once you have selected the course, it will begin in a separate browser screen. Some courses offer a pre-test to check your knowledge of the material prior to taking the course. This is an optional exercise. You may select **Start the Lesson**.

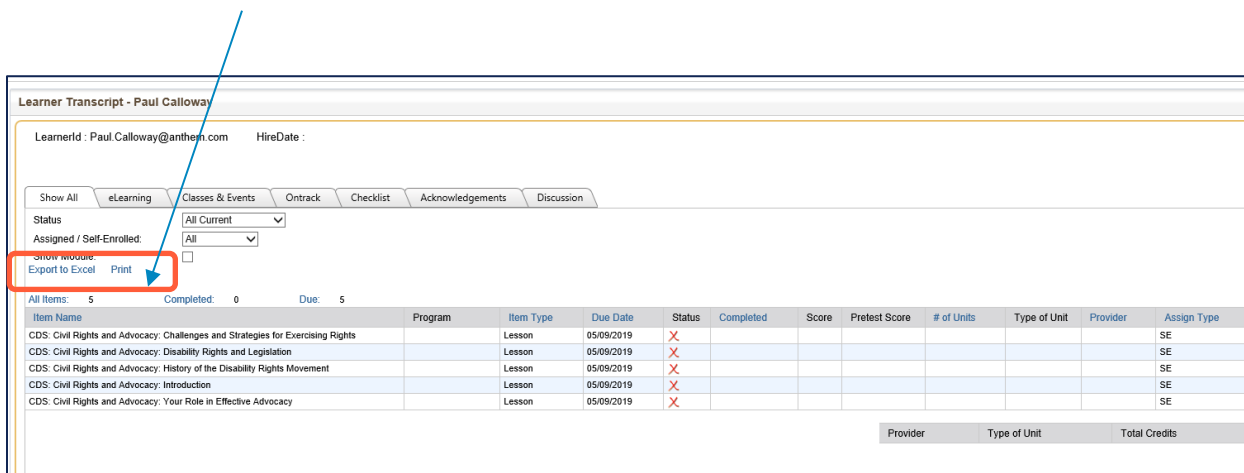


## Reviewing your transcript

Once you have completed the course, the course will show as **Complete** on your transcript. You may access your training transcript from the *Home* page.



Once you select **Transcript**, your *Learner Transcript* will appear. This transcript can be printed or exported to an Excel spreadsheet.



Learner Transcript - Paul Calloway

LearnerId : Paul.Calloway@anthen.com HireDate :

Show All eLearning Classes & Events Ontrack Checklist Acknowledgements Discussion

Status: All Current

Assigned / Self-Enrolled: All

Show workload: ☐

Export to Excel Print

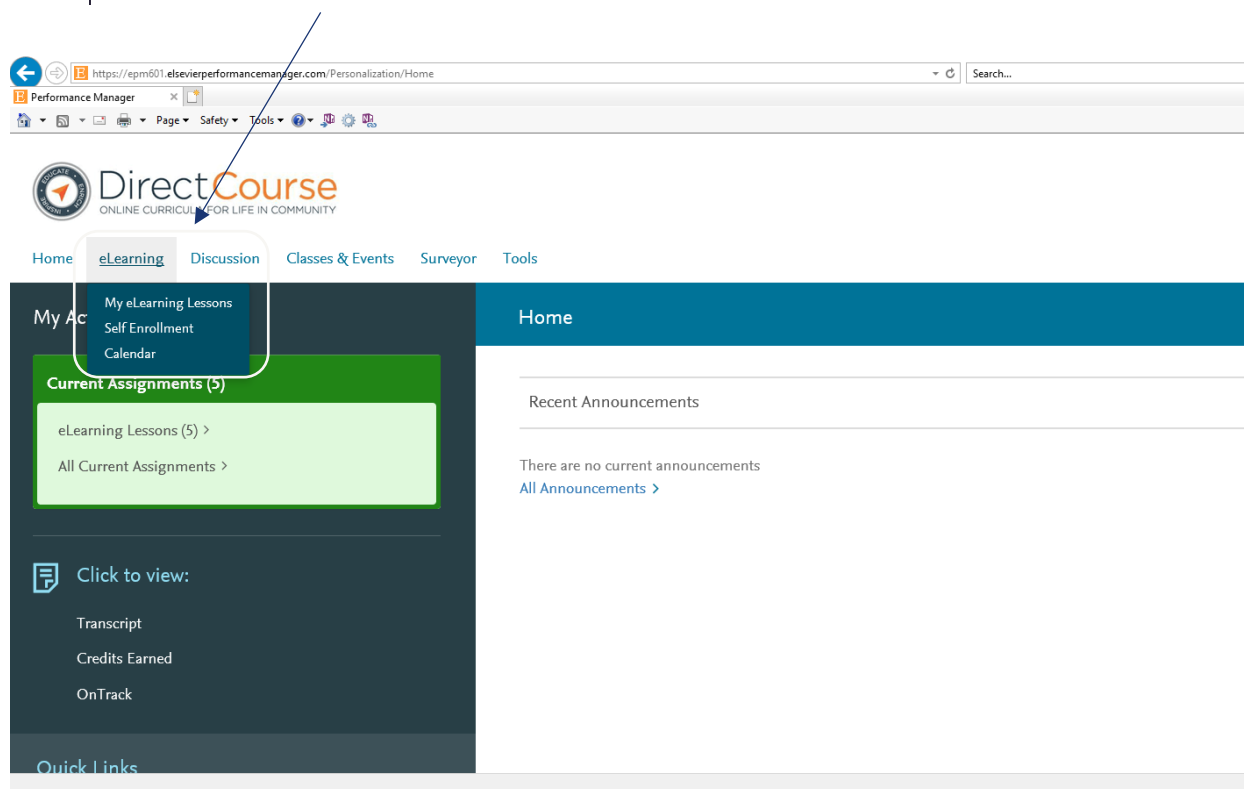
All Items: 5 Completed: 0 Due: 5

Item Name	Program	Item Type	Due Date	Status	Completed	Score	Pretest Score	# of Units	Type of Unit	Provider	Assign Type
CDS: Civil Rights and Advocacy: Challenges and Strategies for Exercising Rights		Lesson	05/09/2019	X							SE
CDS: Civil Rights and Advocacy: Disability Rights and Legislation		Lesson	05/09/2019	X							SE
CDS: Civil Rights and Advocacy: History of the Disability Rights Movement		Lesson	05/09/2019	X							SE
CDS: Civil Rights and Advocacy: Introduction		Lesson	05/09/2019	X							SE
CDS: Civil Rights and Advocacy: Your Role in Effective Advocacy		Lesson	05/09/2019	X							SE

Provider Type of Unit Total Credits

## Elective self-enrollment

Elsevier offers additional courses beyond courses you have been assigned. To review and select additional courses, select the **eLearning** menu from the *Home* page. Within the menu, select the **Self Enrollment** option.



https://epm601.elsevierperformancemanager.com/Personalization/Home

Performance Manager

Page Safety Tools

DirectCourse  
ONLINE CURRICULUM FOR LIFE IN COMMUNITY

Home eLearning Discussion Classes & Events Surveyor Tools

My Account

- My eLearning Lessons
- Self Enrollment
- Calendar

Current Assignments (5)

eLearning Lessons (5) >

All Current Assignments >

Click to view:

- Transcript
- Credits Earned
- OnTrack

Quick Links

Home

Recent Announcements

There are no current announcements

[All Announcements >](#)

The catalog of courses that are available will appear. You can directly enroll in a course, or you may use the *Search for Lesson Name* feature to look for specific topics and course modules. Some modules have multiple courses.

**Assigned Items**

**eLearning Self Enroll**

Modules containing eLearning lessons have been made available for self-enrollment to various levels of your organization. To enroll in a course or view lessons within the module:

Click the Enroll link for the module.

The Self Enroll pop-up displays. Use the functionality on the Self Enroll pop-up to review and select lessons within the module.

**Note:** To remove incomplete lesson in which you have self-enrolled, access the Assigned Items tab and click the Remove link for that lesson.

You may locate Modules having specific lesson by search criteria below

Search for Lesson Name:  [List Modules](#)

Source	Module Name		
All Users	CDS: Autism	1 lesson(s) 0 enrolled	<a href="#">Enroll</a>
All Users	CDS: Brain Injury	1 lesson(s) 0 enrolled	<a href="#">Enroll</a>
All Users	CDS: Cerebral Palsy	1 lesson(s) 0 enrolled	<a href="#">Enroll</a>
All Users	CDS: Civil Rights and Advocacy	5 lesson(s) 5 enrolled	<a href="#">Enroll</a>
All Users	CDS: Community Inclusion	5 lesson(s) 0 enrolled	<a href="#">Enroll</a>
All Users	CDS: Cultural Competency	8 lesson(s) 0 enrolled	<a href="#">Enroll</a>

Once you select **Enroll**, a module/course selection screen will appear to all you to select specific courses from each module. You may select all or select a course within each module. Once you select **Enroll**, select the **Add Lessons** button, and the courses will appear in your *Current Assignments* on the *Home* page.

**Self Enroll**

[Close Window](#)

Select the items you want to enroll in by checking boxes to the left of the lesson name(s) or check the **Select all** box, then click **Add Lessons**.

<input type="checkbox"/> Select all	Assignable Item Name
<input type="checkbox"/>	CDS: Community Inclusion: Community Bridge Building and Networking
<input type="checkbox"/>	CDS: Community Inclusion: Introduction
<input type="checkbox"/>	CDS: Community Inclusion: Matching Community Resources with Individual Interests
<input type="checkbox"/>	CDS: Community Inclusion: Natural Supports
<input type="checkbox"/>	CDS: Community Inclusion: The DSP Role in Community Inclusion

[Add Lessons](#)

If you have questions, please email: [DC-Elsevier-Support@wellpoint.com](mailto:DC-Elsevier-Support@wellpoint.com)