



## Instructions to view Pediatric Grand Rounds (PGR) Courses

**NOTE:** If you do **not** need CME credit for a course. You can access a list of the recordings using the following links: [2018 PGR Video Links](#) [2019 PGR Video Links](#)

## Instructions to access Pediatric Grand Rounds Courses for credit:

1. From the NCH Employee Portal site:  
<https://nationwidechildrens.sharepoint.com/sites/H10182/SitePages/Business-Resources.aspx>
2. Scroll down and click **The Learning Center** link.  
**OR**
3. From the Anchor Home page, scroll down and click **The Learning Center** link
4. **Login to The Learning Center using your NCH login information**
5. From the **Home** page, search for your course by date or title, i.e. **PGR 7-12-18** or **PGR 12-11-18**.  
**Unsure? Just search PGR and scroll through the list.**
6. From the search results, **click on the course link.**
7. On the Training Details page, Click **“Request.”**

8. Locate the course, click **“Open Curriculum.”**
9. The Course information displays, Click **“Options”** at top of page, select **View Training Details**.

10. At the bottom of the page, next to **Video**, click **“Activate”** then **“Launch”** from the bottom of the screen,

Curriculum							
Select A Training View							
<input checked="" type="radio"/> All Training <input type="radio"/> Activated Training <input type="radio"/> Not Activated Training		<input type="checkbox"/> Check to sort by due date (uncheck box to return to default view)					
TITLE (CLICK ON TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS	DETAILS	
<b>Section 1 (Min. required: 2)</b>							
<input checked="" type="radio"/> PGR 7-12-18 The Clot Thickens – Thrombosis in Children	Video	None	No	Not Activated	<a href="#">Activate</a>	None	
<input checked="" type="radio"/> PGR 7-12-18 The Clot Thickens – Thrombosis in Children	Test	None	No	Not Activated	<a href="#">Manage</a>   <a href="#">Activate</a>	None	

- This opens the video in a separate window. When finished, close the window.
- Scroll to the bottom of the page, and Click on **“Mark Complete”**

11. From the bottom of the page by the Test section, Click **“Activate”** then **“Launch Test”**.

- This starts the Exam, click “**Continue**” to start the test
  - Select the correct answer(s) for each question, click the “**Summary**” button when done.
  - When all questions are answered, click “**Submit Final Answers**” button.
  - Click “**Done**” after reviewing your score.
12. Your Course Transcript will appear, locate your course, Click the “**Open Curriculum**” drop-down arrow and select “**View Training Details**” at the bottom of the screen.
  13. Click “**Evaluate**” by the Test Type to launch the Evaluation.
    - Click “**Continue**” and complete the evaluation
    - Click “**Submit Final Answers**” to complete the course
  14. To view and print your course completion certificate (NOTE: This is not a CME Certificate)
    - Click **Learning** on the top Menu, then **View Transcript**
    - Click on the **Active** button and select **Completed**
    - Locate your completed course, Click “**View Certificate**” and print if needed.

### **To View Your Learning Center Transcript**

From the Learning Center Welcome screen

1. Click **View Transcript**
2. Click the **Active** button and select **Completed**
3. This will generate a list of your completed courses. You can choose to print this list or you can view each certificate and print them if you need to turn them in for reporting purposes.

**NOTE:** This is not your Nationwide Children’s Hospital CME credit transcript. It will take 30 – 45 days for CME credit to appear on the NCH CME credit transcripts. To access your NCH CME credit transcript, follow the instructions found here: <http://anchor.columbuschildrens.net/continuing-medical-education-cme-transcript-center>