

How to Access MNsure Learning Center 2017

Contents

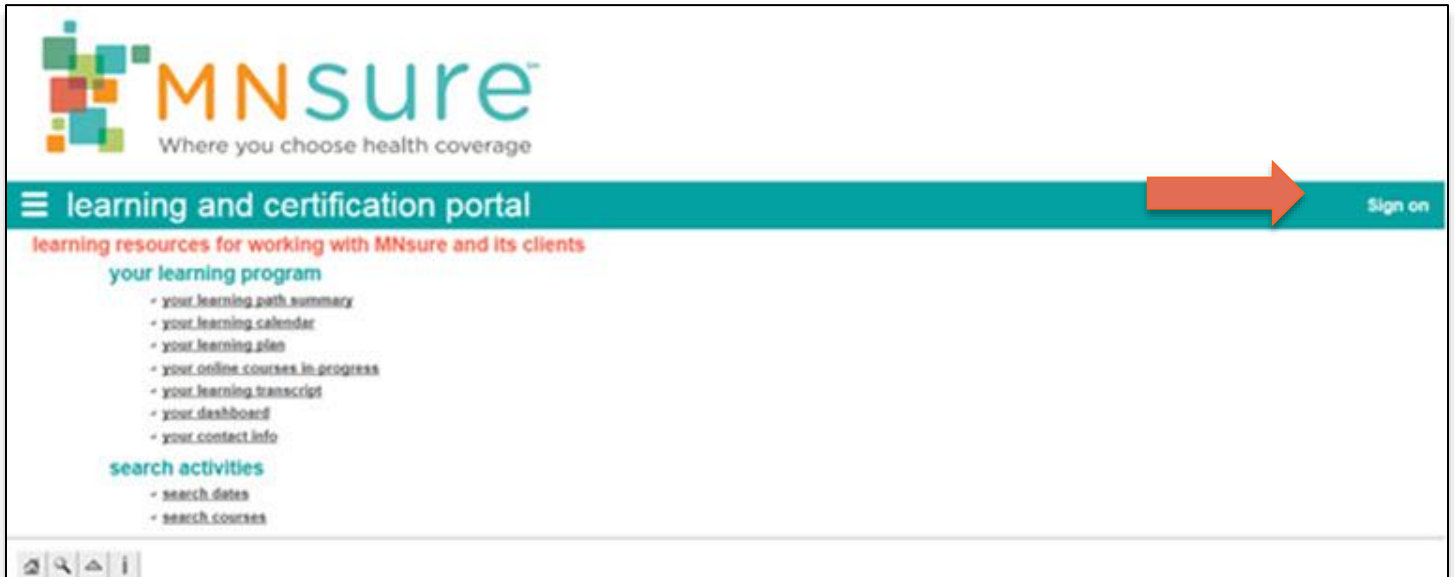
Accessing your Learning:	2
Prerequisites.....	4
Launching a course.....	5
Important information about viewing courses	6
Assessments.....	7
Printing Your Transcript:	8

Accessing your Learning:

1) Click on the link below to access the **MNsure Learning Center**.

<http://pathlore.dhs.mn.gov/stc/mnsure>

2) Click on the **Sign On** link in the upper right hand corner of the page.

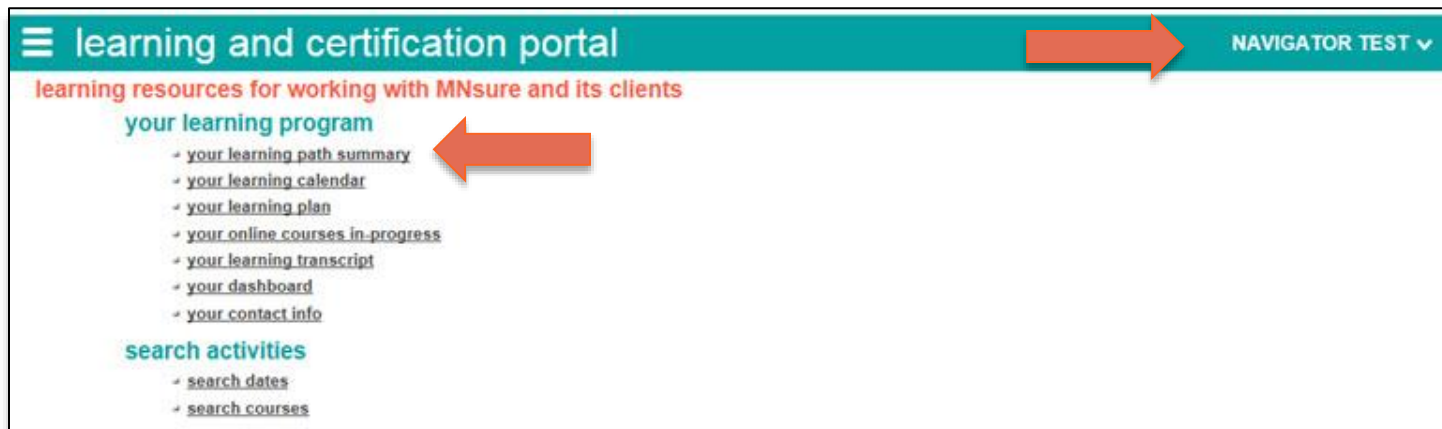


3) Enter your **Unique Key**, and Click **OK**.

If you do not have your Unique Key, contact the Broker Line or Assister Resource Center.

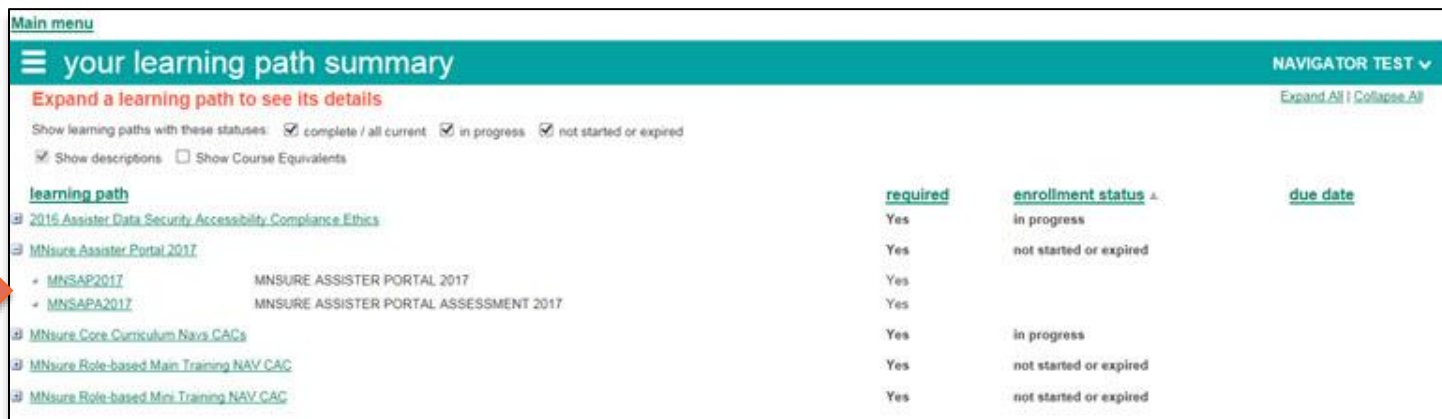


4) Confirm that your name is in the upper right hand corner. Click on the **Your Learning Path Summary** under the Your Learning Program menu.



5) Your courses have already been assigned to you and are listed by Learning Path. A Learning Path is a series of courses. The number and names of the Learning Paths assigned, are based on your role with MNSure. They will vary depending on your role. The screen shots in this guide are examples, yours will look differently.

Click the plus icon to the left of a Learning Path to view all the courses in that path.



- 6) Complete your courses in the order that they are listed. Begin by clicking on the **Course Code** for the first course. After clicking on a **Course Code**, you will see the course tabs.

Main menu > [your learning path summary](#)

BUSINESS OPERATIONS/SYSTEMS AND PARTNERSHIPS NAVIGATOR TEST ▾

Here is more information about this course: [★ Add to favorites](#)

Status in course: Mastered
 Starting this course's online content will create a new registration and set of scores.
 Cannot enroll: prerequisites not satisfied. Click the Prerequisites tab to review.

course details | course activities | Prerequisites

Activity information

Course Code: MNSCC301
 Course Description: BUSINESS OPERATIONS/SYSTEMS AND PARTNERSHIPS

Prerequisites

- 7) If you see the Prerequisites tab, click the tab to see other courses that must be completed before you can start this course. The Prerequisites tab will show if the prerequisites have been met. If any have not been met, they will be listed.

An example where all prerequisites have been met.

Met 100%

The following prerequisites have been met:

Prerequisite	Satisfied By
MNSCC1102 MNSURE DATA SECURITY AND PRIVACY 2016	MNSCC1102 MNSURE DATA SECURITY AND PRIVACY 2016 08/01/2016

An example of a course where prerequisites have not been met.

Not Met 100%

The following prerequisites have not been met:

Prerequisite	Equivalent Prerequisite
MNSCC201 INTRODUCTION TO THE MNSURE ORGANIZATION	

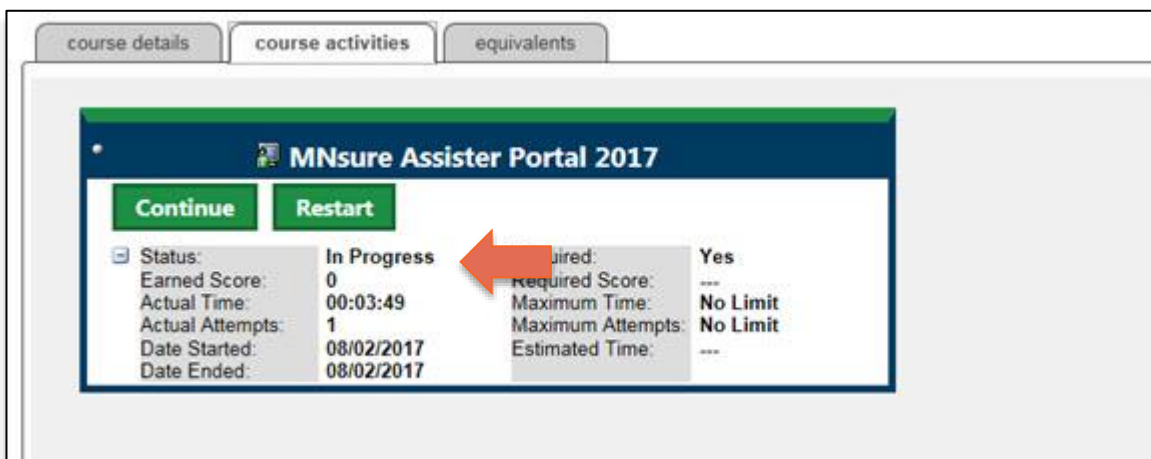
Launching a course

- 8) If there is no Prerequisites tab or you have completed all prerequisites, click the **Course Activities** tab. Select the **Start** button to launch the course in a new browser window. Do not close the window that the course launches from.



- 9) When you exit the course you will return to the learning center. Do not close the window that launches the course. You will return to the course activities tab. Here you can confirm if you successfully met the course requirements.

- 10) You will receive credit for the course if your status is Completed or Mastered. If the status is In Progress you have not completed the course. Restart and make sure you have selected every slide and link.



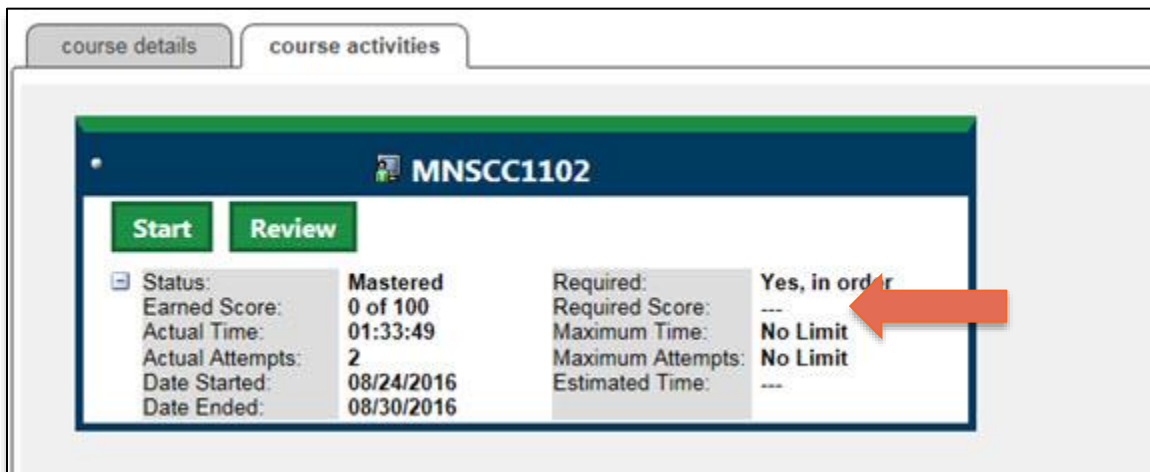
Important information about viewing courses

- The course may have timed slides. If it does, the Next button may not appear on the slide until the required time has passed. Slide times vary depending upon content.
- In order to complete a course you must view every slide.
- Courses have links to more information. It is necessary to go to links for more information and current information. Be sure to select all relevant links.
- Some courses have audio and closed captioning. It is suggested that you use headphones and listen to the audio. Closed captioning will open automatically when a course launches. To turn off or on closed captioning click the “cc” in the lower left of the screen.
- “Check your understanding slides” are there to help you learn. Correct answers are not necessary to proceed on these slides.

Assessments

Some courses have built in assessments. Some do not include an assessment, but an assessment is included in the Learning Path, and is required after all courses are completed.

If the course does not include an assessment, the course will not show a Required Score. Your Earned Score will be 0 even after you have completed the course, but you will still receive credit for completing the course if your status is Completed or Mastered.

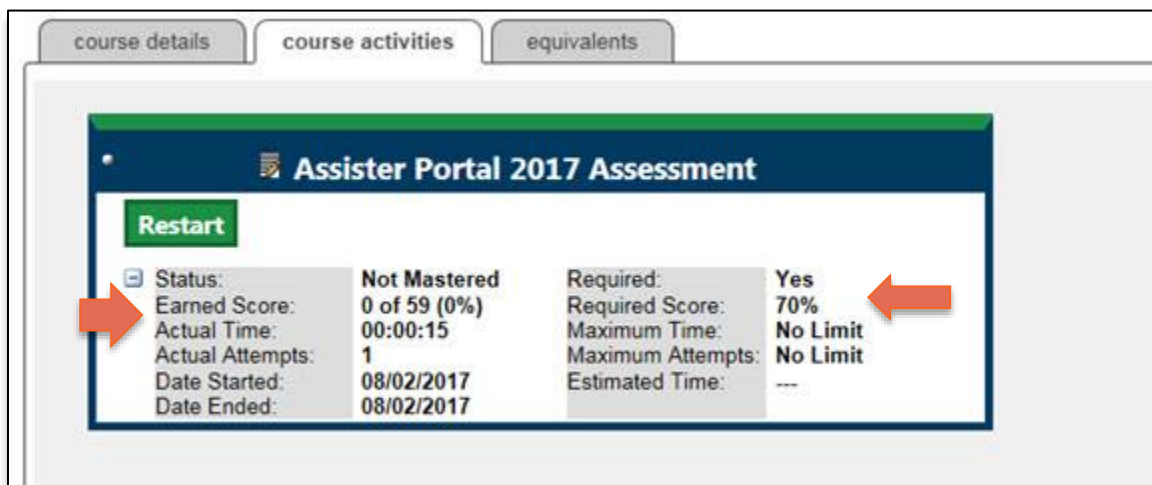


The screenshot shows the 'course activities' tab for course MNSCC1102. It features a 'Start' button and a 'Review' button. The assessment details are as follows:

Status:	Mastered	Required:	Yes, in order
Earned Score:	0 of 100	Required Score:	---
Actual Time:	01:33:49	Maximum Time:	No Limit
Actual Attempts:	2	Maximum Attempts:	No Limit
Date Started:	08/24/2016	Estimated Time:	---
Date Ended:	08/30/2016		

An orange arrow points to the 'Required' field, which is 'Yes, in order'.

If the course includes an assessment, your **Earned Score** must be at least the **Required Score**. If your **Earned Score** is less than the **Required Score**, you will not be credited for completing the course no matter what the **Status** is. Take the course again until you achieve the **Required Score**.



The screenshot shows the 'equivalents' tab for 'Assister Portal 2017 Assessment'. It features a 'Restart' button. The assessment details are as follows:

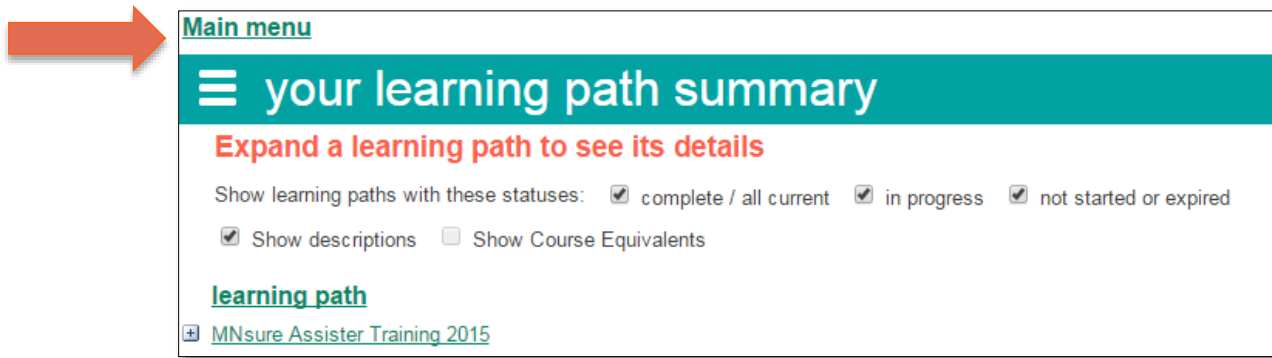
Status:	Not Mastered	Required:	Yes
Earned Score:	0 of 59 (0%)	Required Score:	70%
Actual Time:	00:00:15	Maximum Time:	No Limit
Actual Attempts:	1	Maximum Attempts:	No Limit
Date Started:	08/02/2017	Estimated Time:	---
Date Ended:	08/02/2017		

Two orange arrows point to the 'Status' field ('Not Mastered') and the 'Required' field ('Yes').

Printing Your Transcript:

- 1) Once you have completed all your courses, you can print a copy of your **Transcript** for your records. Click on the **Main Menu** Link

Note: Course completions will be automatically reported to MNsure for certification and CE credit, if applicable. Printing a transcript is for personal records.



- 2) Click on the **Your Learning Transcript** link. Completed courses will show a status of **Finished** or **Mastered**.



- 3) Select **Print** from your browser menu or use the Ctrl and P keys to print your transcript.