

CENTERS FOR MEDICARE & MEDICAID SERVICES CONTINUING EDUCATION (CMSCE)

04-2016 Basic SharePoint Training

Continuing Education (CE) Activity Information & Instructions *(Live Activity #: WE-L04192016)*

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Continuing Education Credit Information

Continuing Education Credit

International Association for Continuing Education and Training (IACET)

The Centers for Medicare & Medicaid Services (CMS) is authorized by IACET to offer .3 Continuing Education Unit (CEU) for this activity. CEU will be awarded to participants who meet all criteria for successful completion of this educational activity. CEU credit for this course expires at midnight on May 30, 2016.

Accreditation Statements

[Please click here for accreditation statements.](#)

Instructions for Continuing Education Credit

The Medicare Learning Network® (MLN) recently upgraded its Learning Management and Product Ordering System (LM/POS).

If you were already registered in the former MLN Learning Management System (LMS), you do not need to create a new login or password for the LM/POS. However, the appearance of the system and instructions for registering, logging-in, accessing courses, and obtaining certificate information have all changed.

For more information on the new LM/POS, please visit <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/LMS-Upgrade.pdf>.

Learning Management and Product Ordering System (LM/POS) Instructions

In order to receive continuing education credits (CEU) for this live activity, you must pass the session post-assessment and complete the evaluation. The continuing education post-assessments and evaluations are being administered through the Medicare Learning Network®.

The post-assessment will be available on the Medicare Learning Network® (MLN) Learning Management and Product Ordering System (LMS/POS). Participants will need to login or register to access the post-assessment.

Registering To Take a Post-Assessment

If you have previously taken Medicare Learning Network® (MLN) web-based training courses, you may use the login ID and password you created for those courses. If you are a new user, you will need to register.

To register (if you do NOT have an account):

1. Go to the LM/POS Homepage <https://learner.mlnlms.com>;
2. Click on "Create Account;" and
3. Enter information for all the required fields (with the red asterisks) and click "Create."

***NOTE:** When you get to the ‘Organization’ field, click on Select. From the ‘Select Organizations’ screen, leave the ‘Find Organization’ field blank and click Search. Select ‘CMS-MLN Learners Domain - Organization’ and click Save.

Please add MLN@cms.hhs.gov to your address book to prevent MLN communication from going into your spam folder.

To login (if you already have an account):

1. Go to the LM/POS Homepage <https://learner.mlnlms.com>; and
2. Enter your login ID and password and click on “Log In.”

Finding the Post-Assessment:

1. Go to the LM/POS Homepage <https://learner.mlnlms.com>;
2. Enter your login ID and password and click on “Log In;”
3. Click on “Training Catalog” in the menu beneath the MLN logo;
4. Enter “**04-2016 Basic SharePoint Training**” in the “search for” box and click "search;"
5. Click on "Title;"
6. Click “Enroll;”
7. Click “Access Item;”
8. Scroll down on the page and click on the link titled “Post-Assessment;”
9. Click “Open Item;”
10. A new window will open. Click “Post-Assessment” in this new window for it to display;
11. Complete the assessment and click “close;”
12. Click the grey and white “x” in the upper right-hand corner to close the window; and
13. Click “OK” when prompted about closing the window.

Accessing Your Transcript and Certificate

[Please click here for instructions for accessing your transcript and certificate.](#)

For questions regarding continuing education credit contact CMSCE@cms.hhs.gov via email.

Hardware/Software Requirements

[Please click here for hardware and software requirements.](#)

CMS Privacy Policy

[Please click here for CMS’ Privacy Policy.](#)

Help

For assistance with questions regarding the post-assessment, your certificate, the Medicare Learning Network® (MLN) Learning Management and Product Ordering System (LM/POS), or continuing education in general, please contact CMSCE at CMSCE@cms.hhs.gov via email.

Activity Information

Activity Description

This presentation will review SharePoint skills including: a presenter introduction, navigating SharePoint; understanding lists and libraries, describing views versus folders, adding an item to a list, and editing an item in a list. The presentation will also address how to upload documents to a Library, set alerts, identify major and minor versions in a Library, and locate your permission level on a site.

Target Audience

This activity is designed for the Department of Health and Human Services (HHS), the Centers for Medicare & Medicaid Services (CMS), and the Consortium for Financial Management and Fee-for-Service Operations (CFMFFSO) Federal Employees.

Learning Objective

By the end of this webinar, participants should be able to:

1. Define the "Top Link Navigation Bar;"
2. Define the "Quick Launch Bar;"
3. Understand how to use breadcrumbs;
4. Define the "Suite Bar;"
5. Define the "Focus on Content Button;"
6. Define the "Settings button;"
7. Define a list;
8. Define a library;
9. Describe the difference between a list and a library;
10. Define "Metadata;"
11. Define a view;
12. Define a folder;
13. Describe why a view is better than a folder in a list or library;
14. Describe how to navigate among views;
15. Describe how to add an item to an existing list; and
16. Describe how to edit an item on a list.

Participation

Register for the webinar, participate in the webinar, and access and complete the assessment and evaluation, per the [Instructions for Continuing Education Credit](#), at the beginning of this document.

Speaker Bios & Disclosures (alphabetical by last name)

No one in a position to control the content of this activity has anything to disclose. All planners and developers of this activity have signed a disclosure statement indicating any relevant financial interests. This activity was developed without commercial support.

Victoria Abril, developer, has been employed by the Centers for Medicare & Medicaid Services (CMS) New York Division of Financial Management and Fee for Service Operations as an Associate Regional Administrator, since January 2013. Ms. Abril's previous work experience includes over 20 years of Federal experience as an auditor and a health care compliance professional.

Brian Flett, developer, has been employed by the Centers for Medicare & Medicaid Services (CMS) Seattle Division of Financial Management and Fee for Service Operations as an Associate Regional Administrator, since November 2014. His previous work experience includes 20 years of operational and programmatic experience in public administration and non-profit management. Mr. Flett served in key leadership roles with the Lifelong AIDS Alliance (Lifelong) and the Street Youth Ministries. As Director of King County Care Services with Lifelong, Mr. Flett was responsible for setting the strategic direction for its King County based programs and providing leadership to its state wide public policy efforts. As the Health and Human Services Manager with MTG Management Consultants, Mr. Flett led project teams serving state and local agencies throughout the western United States, including engagements in New Mexico and Alaska that partnered with CMS to improve the efficiency and effectiveness of background check operations.

Mr. Flett was also the sole proprietor of the Exposit Consulting Group, where he provided strategic planning and project management services to non-profit organization boards, executives and management teams.

Lori Levin, presenter, has been employed by TTC, Inc. as a SharePoint Trainer, since January 2015. She was previously employed by the District of Columbia Public Schools (DCPS) system as a trainer. Ms. Levin has been training various software products since 1997.

Celeste Martinez, developer/presenter, has been employed by TTC, Inc. as a SharePoint Trainer, since February 2015. From November, 2013 through January 2015, Ms. Martinez was employed as a SharePoint trainer with TJX, Inc., in Marlborough, Massachusetts. She has been training Microsoft products at various firms in New York and the District of Columbia, since 1999. In addition, Ms. Martinez has traveled globally to provide training to high level executives.

Nancy Schmidt, developer, has been employed by the Centers for Medicare & Medicaid Services (CMS) as a Health Insurance Specialist, since from October 1988. Ms. Schmidt was employed by the Social Security Administration (SSA) as a Social Insurance Representative, from February 1986 through October 1988.