

How to Learn On-Line

If this is the first web-based training or e-learning course you've taken, you may have questions or want to know a little more about how web-based training works. Let us help you understand why web-based training is a good idea and give you tips on how to learn online.

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Why Web-based Training?

Obviously there were some good reasons why web-based training was selected as the training method for your courses. They are:

- 1. Availability**
Unlike classroom training or one-on-one training, with web-based training, you don't have to wait for someone else to train you. The training is on the Internet waiting for you to access it whenever you need it.
- 2. Self-paced**
Most people have been in a classroom situation where the pace was either too slow or too fast. With web-based training, you get to determine the pace. Keep in mind, a self-paced course does not mean that you will have all the time in the world to finish. Work with your manager, set reasonable deadlines for completion so you can begin putting what you've learned into practice as soon as possible.
- 3. Learning Styles**
Not everyone learns in the same way. For example, some people learn best by reading, and others learn by seeing pictures. Since web-based training is interactive and contains multimedia, it takes into account that people learn in different ways so you can learn the way that you learn best.
- 4. More Involvement**
With web-based training you are more in control of your learning. It requires more from you than just listening to a teacher. You will interact with the material in a way that you wouldn't be able to do in a classroom or even in one-on-one training.
- 5. Test Your Skills/Understanding**
You also have the chance to see if you understand the material before you actually have to use it in your job. Each course contains quizzes called pit stops or engine checks to test your understanding while you are learning. You will get immediate feedback that lets you know why your answers were or were not right.
- 6. Reference**
Sometimes there is a lag time between when you learned something and when you need to use it. With web-based training, information is just a few clicks away. At any time, you can access just the information that you want and then go back to work.

Hopefully, you are beginning to see why web-based training is going to help you to do your job better.

How Do I Use the System?

Accessing and Taking a Course

All courses available to you are listed under the "Certifications", "Electives", or "Invitation Only" tabs. To access a course follow the steps below:

1. Click on the course title to view a course description.
2. From the course description page, click on "Launch" to launch the course.

If a course has more than one module listed, you will need to click on, access and successfully complete each module to get credit for the entire course.

Once you have completed a course and passed the assessment(s), the appropriate Gold Medallion will show with the completion date underneath it.

Course Structure

Each course may contain modules and lessons. All courses will have learning activities and a post-test. The post-test makes sure that you have a good basic understanding of the material that is taught in the course.

What Courses Should You Take?

Talk to your manager to find out what courses you should take.

Course Completion

You must score at least an 85 percent on each post-test to successfully pass a course. Once all of the necessary post-tests have been passed, the course will be marked complete. As mentioned above, completed sections will move to the Course History area. If you do not pass with at least an 85 percent, you will need to review the problem sections and retake the post-test.

Tips on Becoming an E-learning Pro:

Just like when you were a student in school, you needed to learn how to study in order to learn. The same is true when you are taking an e-learning course. Here is a list of useful tips in order to make your web-based training more effective.

Scheduling Training Time

Scheduling training time lets you know when you will be training. It doesn't have to be the same time each day, but it is a good idea to schedule the training when you are mentally alert. To keep distractions at a minimum, you may want to post a sign by the computer to remind your co-workers that you are in training.

Only schedule a maximum of 30 to 45 minutes per session. Spending any longer will actually decrease how much you learn. Plus, smaller sessions fit into your work schedule better.

Set Goals

It's important to set goals. Set completion deadlines with your manager. If your co-workers are competitive set a group goal. Just remember that the main goal is to learn; the competitive goal is just a way to meet the learning goal.

Motivation

You need to be an active learning participant. You will be responsible for learning what is being presented. If you are having a problem with motivation, talk to your manager or a few co-workers. Design a plan that can help everyone be motivated.

Attitude

Attitude can play a role in learning and improving your job performance. The more positive your attitude, the more likely you will learn. It's only natural that it might take a little while to get used to

a web-based training course. Don't let your anxiety in trying a new thing get in the way of a positive attitude.

Think About What You Are Learning

The purpose of your training is so you do a better job. After you have completed a training session, think about how you can apply the new information to your job. Get your managers and co-workers involved by talking with them about what you've learned.

Take Your Time

If you are having a problem successfully completing the pit stops and engine checks within the courses, slow down. If you have to, go back and re-read sections. The pit stops and engine checks are in the courses to help you see if you are learning. The only score that counts is the post-test, so don't worry if you don't do well on a pit stop or engine check.

Take Notes

Just like in any training setting, taking notes is a good idea. Note taking helps to reinforce the material. It also allows you to put in your own words what you are learning. Having notes can help you to remember what you've learned when you are taking the tests.

2012

[2011](#)

[2010](#)

[2009](#)

2012 Prerequisites		
	Status	Date Completed
2012 Medicare Basics	—	
2012 Medicare Basics Test	—	
2012 Ethics and Compliance	—	
2012 Ethics and Compliance Test	—	
2012 Before the Sale	—	
2012 AARP 101	—	

2012 AHIP		
	Status	Date Completed
2012 AHIP (FMO Only)	—	

2012 AARP Medicare Advantage Certification		
	Status	Date Completed
2012 Medicare Advantage Plans (HMO, PPO, POS, excluding PFFS)	—	
2012 Medicare Advantage Plans (HMO, PPO, POS, excluding PFFS) Test	—	

2012 AARP PDP Certification		
	Status	Date Completed
2012 Medicare Part D Plans	—	
2012 Medicare Part D Plans Test	—	

2012 AARP Medicare Supplement Plans Certification		
	Status	Date Completed
2012 AARP Medicare Supplement Plans	—	
2012 AARP Medicare Supplement Plans Test	—	

2012 UnitedHealthCare MAPD Certification		
	Status	Date Completed
2012 Medicare Advantage Plans (HMO, PPO, POS, excluding PFFS)	—	
2012 Medicare Advantage Plans (HMO, PPO, POS, excluding PFFS) Test	—	

2012 MedicareDirect Certification		
	Status	Date Completed
2012 Private Fee-for-Service Plans (PFFS)	—	
2012 Private Fee-for-Service Plans (PFFS) Test	—	

2012 UHC Medicare Supplement Certification		
	Status	Date Completed
2012 Medicare Supplement Plans	-	
2012 Medicare Supplement Plans Test	-	

2012 Dual Special Needs Plans (SNP)		
	Status	Date Completed
2012 Dual Special Needs Plans (SNP)	-	

2012 UHC SNP Chronic Illness Certification		
	Status	Date Completed
2012 Chronic Illness Special Needs Plans	-	
2012 Chronic Illness Special Needs Plans Test	-	