

Checklist for Incoming Students

Programs:

- Moodle
 - Access Site
 - Access Courses Under “My Courses” Block
 - Access Lab Times
 - Select a lab
 - Select “Participants” on left side under “Navigation”
 - The group listed in “Visible Groups” at the top is your lab time and room
 - Messaging Feature
 - Can also message students through “Participants” list in each course
 - Select student(s), go to the bottom of the page, select “Send A Message” in the drop-down
 - Type out message and send
 - Student Resources
- Email
 - Access Outlook (web)
 - App on iPad
 - Focused Inbox (optional)
 - Go to Settings
 - Uncheck Focused Inbox to make all one inbox
- Elsevier (Second Orientation)
 - Create Account (on your own, use CentraCollege.edu email)
 - Access Content with provided bundle code
 - Instructor Codes for 3 Resources
 - Code of Conduct
 - HESI Case Studies
 - Nursing Concepts
 - Warning Message for Grades
 - Select “Proceed with Caution”
 - VitalSource Library App for iPad
 - Download “BookShelf” on App Store
 - On web browser, sign in to Elsevier, go to My Content
 - Select “Vital Source Library”
 - Continue to mobile site
 - Select a textbook, any textbook
 - At the top, a small message will appear asking to open in Bookshelf, select that icon
 - Bookshelf should open and recognize the other books in your library
 - Tap on the books to download them
 - Note: there may be other methods of accessing this app, this was the only way I’ve been able to get it to work thus far.

- More Info: <https://support.vitalsource.com/hc/en-us/categories/200134217-Bookshelf-for-iOS>
- ExamSoft (Second Orientation)
 - Download Exemplify app
 - Search for Centra College of Nursing
 - Login using your CH/CN#@centrahealth.com and password associated with that number (password can only be set with Centra Help Desk at (434)200-4848).
- Kaplan
 - Email through CentraCollege.edu
 - Follow steps to reset password and access Kaplan (another email sent)
 - Make a Payment - Pay for Kaplan once per semester
 - Note: take screenshot of your completed purchase for your reference
- Also Kaplan
 - Download the Respondus Lockdown Browser for secure Kaplan testing

Training:

- eHealthcareIT
 - Access eHealthcareIT
 - Email on your CentraCollege.edu email
 - Locate username, will be same as password until changes
 - Read attached documents in email for accessing eHealthcareIT
 - My To-Do List
 - Shows your current tasks to complete
 - Select “Show Sub-Modules” and select the item to review the material
 - Complete the quiz for each section to be marked as complete
 - Transcripts/Records
 - Where completed work is placed along with details of your training
 - Email me completed trainings if you’ve completed them recently
- Cerner
 - WebMaster Email/ Confidentiality Form (complete before getting Cerner access for clinical)
 - For Training: Can Access on eHealthcare Site (PromisePoint Link)
 - Select PromisePoint Link
 - Log in using same username as eHealthcareIT, no password required
 - Training block (left-hand top corner of screen)
 - Acute RN Student training (all students regardless of being a Centra employee)
 - Note: complete this on a PC or laptop. Trainings require Flash Player to run, iPads do not run Flash Player