

# How to Take a User Defined Task

User Defined Tasks (UDTs) are courses that consist of one or more learning activities. These activities can include reading a document, viewing a video, completing a checklist, attending an outside course, and/or taking a test.

When you click on the course name (1) on your Learning and Metrics home page, it opens the course Activity page (2) where you can view and take action on the required learning activities.

**Home**

MEMORIALCARE HEALTH SYSTEM  
Excellence in Health Care

**YouLearn**  
Your online learning center

My Home Administration

**Organizer**  
Review and manage your learning, events, and messages

**Learning and Metrics**  
Access your assigned courses, learning plans, and upcoming instructor-led training events

**Resource Center**  
View resources

**Settings**  
View profile preferences

**Learning and Metrics Home**

**Learning and Metrics Home**  
Here you can take and register for online courses and instructor-led courses, view student transcripts and certificates for completed courses.

**My Required Learning**

- SMMC Diabetes Management: Insulin Administration
- SMMC Stroke Management
- LBM/MCHLB Safety Fair RN/LVN 2014
- Connect Quick Test
- OCM - Blood Administration Policy Review**

**My Elective Learning**

- SMMC High Risk Medical
- SMMC Endotracheal Analgesia
- SMMC Principles of Pain Management
- Approval Process in Your Practice
- Responsiveness of Staff Improvement Series

**My Plan**

Showing latest record

- SMMC Annual Mandatory Education Traditional

Due date: 8/29/2014

[Show All Records](#)

**OCM - Blood Administration Policy Review** Close Record

**Progress:** In Progress **Status:** Enrolled **Required:** Yes **Duration:** 1 hour  
**Course Terms:** Recurs every 1 Year(s) based on August 15th **Due Date:** 8/15/2015 **Expiration Date:** 8/15/2015

Activities Details Submit Waiver Request

**Activities**

To access a learning activity, select the activity name and click **Launch** or **Open**.

Read policy #123 Blood Administration

Activity Name	Type	Score	Progress	Last Accessed	Time Taken	Attempts	Action
Policy Review	pdf	N/A	N/A	6/23/2015 9:38:01 AM	N/A	1	Open
UDT Policy Review Test	Actual Test	100%	Passed	6/23/2015 9:39:14 AM	0h 0m	2	Launch

**Details**

**Course Name:** OCM - Blood Administration Policy Review  
**Status:** Active  
**Description:** Read policy #123 Blood Administration  
**Delivery Type:** User Defined Task  
**Course Code:** 061314BA PR  
**Duration:** 1 hour  
**Course Terms Template:** Recurs every 1 Year(s) based on August 15th

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