

Headrush Initial Training Scavenger Hunt

Learner Edition

Welcome to Headrush! The purpose of this activity is to give you a firsthand opportunity to explore Headrush, while in the process getting a sense of how it works and familiar with some of the possibilities.

1. Log In as yourself

2. Start a New Module

Hint: Click 'Start New' and count the various options available.

2a. How many Module types are there in your system? _____

2b. How many Warehouse Templates are there in your system? _____

2c. How many Modules are in your Warehouse? _____

3. Evidence, Task Workflow, and Discussions

Hint: Go to the Module you just created, add a Task, add evidence.

3a. What kinds of evidence can you attach? _____

3b. When you add Evidence, what 'status' does it go to next? _____

3c. How do you mention someone in a Task discussion? _____

4. My Activity and Progress

Hint: Go to the 'Learning Target' and or 'Credits' tab at the top and click to find your answers.

4a. How many charts do you first see and how are they organized? _____

4b. How can I look at my past Activity on the 'Activity' tab? _____

5. Review What Reports are Available

Hint: Go to the built in Help Center and find a sampling of the reporting possibilities.

5a. Take note of what example would be useful for your work/school.