

BIOLEARN NEW COURSE SUBMISSION JOB AID

This job aid outlines the steps for initiating and submitting a request to upload a course assignment in Biolearn.

December 2025

Step	Description
1	<u>Complete Biolearn new course submission form</u> (located on Bionet).
2	Submit completed form via email to biolearn@bioventus.com .
3	Biolearn Admin receives and confirms receipt of request within 48 hours .
4	Biolearn Admin reviews form and determine if consultation is needed . If needed, Biolearn Admin will schedule Teams meeting with requestor.
5	Biolearn Admin uploads course onto Biolearn and assigns to requestor for review .
6	Post review, requestor will inform Biolearn Admin if course assignment is correct or if any edits are needed .
7	Once course assignment is approved, Biolearn Admin will assign to audience based on requestor's information.
8	Biolearn Admin close request and informs requestor.

Flow Chart

