ORBCoN eLearning User Guide

For Education Lead and System Administrator

ORBCoN

Ontario Regional Blood Coordinating Network

Inspiring and facilitating best transfusion practices in Ontario.

In this Guide:

The Home Page

After you have logged into the LMS, you will land on the home page – screen shot below:

The Contents of Your Home Page

How to Add/Remove a User

New users will self-register and their name and role(s) will be automatically entered in the system. Users have the option of selecting one or more hospitals where they work when registering.

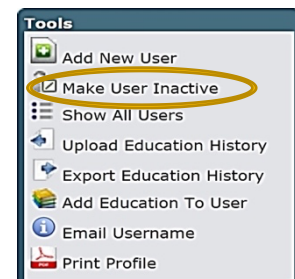The System Administrator can go to manage users and change the role(s) of a user if required.

Manage Users

Inactivating a User

In **Manage Users**, click on the person's name you would like to remove.

STEP ONE: Click on Make User Inactive

STEP TWO: Using the drop-down box and calendar provided, select the date and reason employee is being set inactive
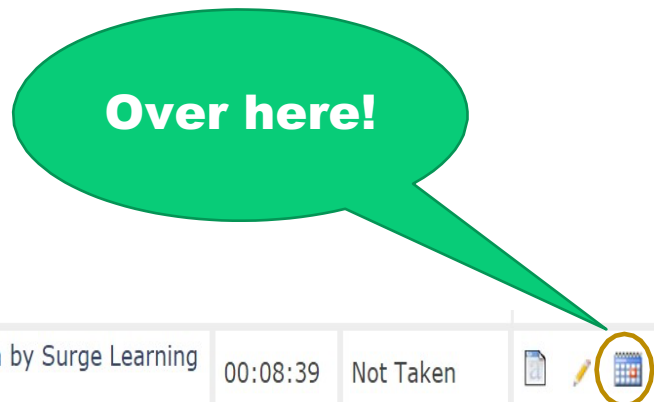

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How to Assign Education to Groups of Staff

Click on the **Courses Library** on the Home Screen

Courses Library

STEP ONE: Find the course you would like to assign and click on the calendar icon to the right of the screen

STEP TWO**:** Click on the education group(s) you wish to assign this course to.

WHMIS 2015: An Introduction to the Global Harmonized System by Surge Learning Inc.

Required Groups:
- ☐ All Direct Care Staff
- ☑ All Staff
- ☐ Dietary
- ☐ Housekeeping
- ☐ Laundry
- ☐ Leadership
- ☐ Maintenance
- ☐ Programs
- ☐ Psw
- ☐ Registered

Required Category: [MOH ▾]

Exempt These Users: [🔍 Search for user…]   For [2016 ▾]

Name	Reason	
Learning,Surge [2]	Surge Learning provided a certificate of completion	🗑

Score Needed to Pass Test: [90] %

Required By: ⦿ Date: [06-30]
            ◯ Days Past:
Year: ☑ Repeat Every Year

[Submit] [Submit and Create a New Instance]

Please note: Score needed to pass the test: If there is a test, you will see an option to enter the passing percentage. Enter the score here.

STEP THREE: Click on the space beside "**Date"** to pull up a calendar allowing you to select the month and date in which you would like to have this course/policy completed by.

Please note: If you would like this course/policy to be assigned for the same date next year, **leave Repeat Every Year checked off** and the system will automatically assign the course for you. At a later time, you can still Click **Submit** to save your assignment.

Required Category: None

Exempt These Users: 🔍 Search
2012

Score Needed to Pass Test: [   ]

Required By: ◉ Date: [⭐]
             ○ Days Past:
Year: ☑ Repeat Every Year

Calendar dropdown:
Jan ▼   2016
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec

Su ... ... Ve Th Fr Sa
                        1   2
3   ...   6   7   8   9
10   ...   13   14   15   16
17   ...   20   21   22   23
24   ...   27   28   29   30
31

[Submit]   [Submit and Create a New Instance]

How to Assign Courses to an Individual

Manage Users

STEP ONE: Click on **Manage Users** in your Home Screen

STEP TWO: Click on the staff member's name in the left column of the page to whom you wish to assign education to.

STEP THREE: Click on **Add Education to User** in the Tool panel on the top right of the screen. Once you have clicked **Add Education to User**, click on the link Add New Education
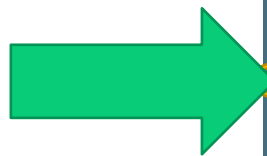
Tools
➕ Add New User
📝 Make User Inactive
☰ Show All Users
◀ Upload Education History
▶ Export Education History
📚 Add Education To User
ℹ Email Username
📄 Print Profile

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STEP FOUR: Start to type the name of the course in the search field provided. The system will generate a list of potential titles and click on the title you wish to assign. It will put it start a list below, and you can continue to search and add other courses. Type in the passing percentage you wish the person to achieve to pass.

Select Courses(s):	🔍 Search for course...
	Health and Safety - WHMIS 2015: An Introduction to the Global Harmonized System by Surge Learning Inc. Score Needed to Pass Test if Applicable: 90 %
	Health and Safety - WHMIS 2015: Part 2 GHS Classification of Hazards, Labels and Safety Data Sheets (A Presentation by Surge Learning) Score Needed to Pass Test if Applicable: 100 %

STEP FIVE: Select the date in which you would like these courses to be completed by. To do this, click on the date to pull up a Calendar.

Required Date	2016/01/31
	Submit

Click Me!!

Using the calendar, select the month and date this course will be due. Click **SUBMIT** to save.

How to Assign a Department Manager (Supervisor) in order to manage reports by Manager (Supervisor)

The users will self-register however the Education Coordinator ("Site administrator") may want to add some information to each user profile to enable Department Managers to pull reports for their own staff. In "Manage Users" enter the following information.

The name of the Manager ("Supervisor") for each user. If the user reports to two managers, enter both.

Surge Correspondence:	☐ check to receive emails about new features and updates
Surge Alerts:	☑ check to receive weekly status emails
Review Skills Alert:	☑ check to prompt user to review skills
Language:	English ▾
Supervisor:	▾
Supervisor 2:	
The User Is A Supervisor:	Learning, Surge
User Class:	User ▾
Education Group (Department):	☐ All Staff ☐ MD - Anaesthesia ☐ MD - Emergency ☐ MD - Hematology ☐ MD - Intensivist ☐ MD - Internal Medicine ☐ MD - OBS/Gyn ☐ MD - Oncology

Please ensure you have checked off the "The User is a Supervisor" box to select "yes". See below:

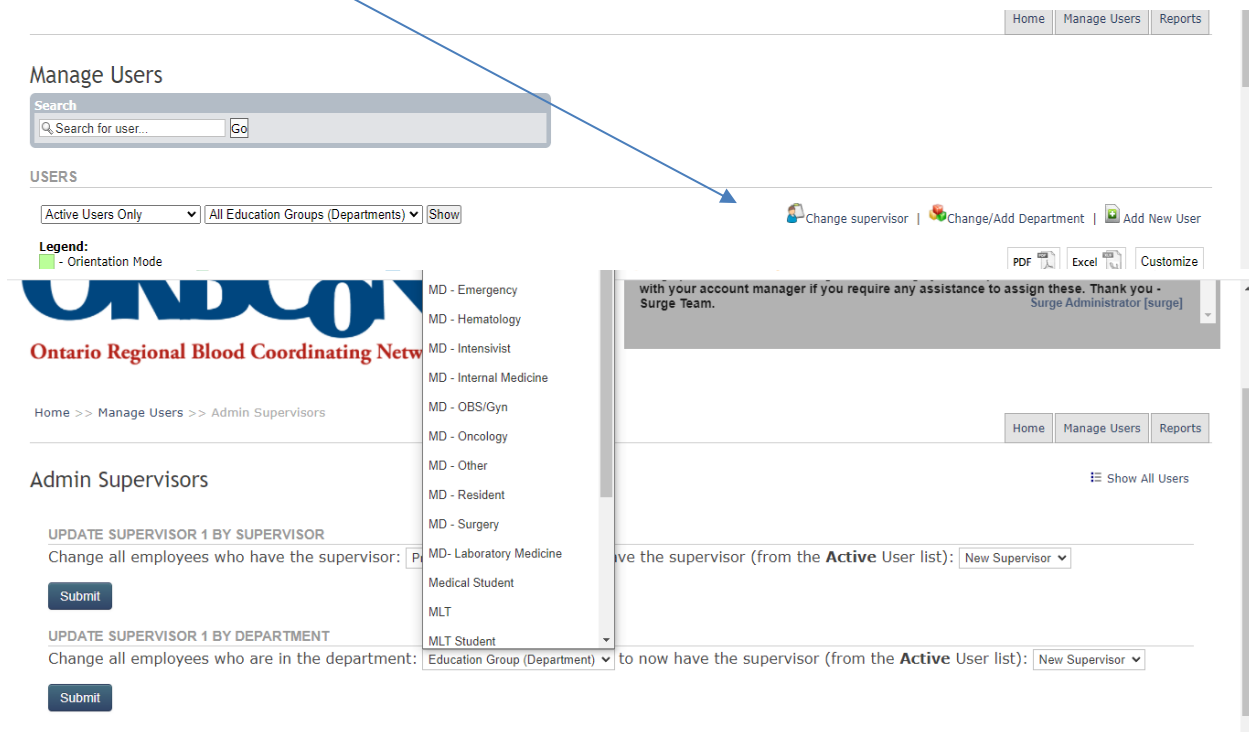You may want to use the bulk addition of Department Managers to an education group. For **Example:** If all the Nurse Practitioners report to one Manager, use the bulk addition by following these steps

1. Click on "Change Supervisor"

2. On this screen, select the second option. Choose the education group you are adding the Manager to and then select the Manager (Supervisor) that applies to the Education Group, and then click submit. You can repeat these steps for each Education Group and select the Manager accordingly. This will automatically populate the Department Manager's name in all the user profiles for the Education Group selected.

Understanding the Courses Library

The courses Library is a resource center of OPTIONAL videos that staff can take. Staff can take whatever they like, whenever they like! You have the ability to pull reports to see what additional education each employee completes.

Please note: Categories are in alphabetical order. To search for something specific, type in a key word on the field provided and click GO.

You can also print a PDF list of your library if you need it!

To expand a category to see what courses are in it, click on [+] to the left of the Category title. **To minimize** a category after you have expanded it, you would click [–]

The title of the module is noted to the left

⊟ Falls Prevention (5)							
⬭ Falls Prevention Part 1: An Introduction by Surge Learning Inc. 📝	00:04:48	Not Taken					☆
⬭ Falls Prevention Part 2: Fall Risk Factors in Seniors by Surge Learning Inc. 📝	00:06:25	Not Taken					☆
⬭ Falls Prevention Part 3: Assessment and Interdisciplinary Roles by Surge Learning Inc. 📝	00:10:11	Not Taken					☆
⬭ Falls Prevention Part 4: Interventions in Minimizing Risk for Falls and Fall-Related Injuries by Surge Learning Inc. 📝	00:08:13	Not Taken					☆
⬭ Helping Someone Up after a Fall (YouTube)	00:02:08	Not Taken					☆

If the title has 📝 with it, this is an indication that this course has a quiz. Staff will be able to see this icon to know there is a quiz associated with it. As an Education Coordinator, you will not only see the icon, but you can also click on it to view the test ahead of time. When you click on it you can view the test and access a blank test and/or answer key.

📖 Back to Course   📄 Answer Key   📄 Blank Test

You will also see a column that displays the running time of the course. This does NOT include any time associated with taking the test that is built in to Surge Learning.

⊟ Falls Prevention (5)							
⬭ Falls Prevention Part 1: An Introduction by Surge Learning Inc. 📝	00:04:48	Not Taken					☆
⬭ Falls Prevention Part 2: Fall Risk Factors in Seniors by Surge Learning Inc. 📝	00:06:25	Not Taken					☆
⬭ Falls Prevention Part 3: Assessment and Interdisciplinary Roles by Surge Learning Inc. 📝	00:10:11	Not Taken					☆
⬭ Falls Prevention Part 4: Interventions in Minimizing Risk for Falls and Fall-Related Injuries by Surge Learning Inc. 📝	00:08:13	Not Taken					☆
⬭ Helping Someone Up after a Fall (YouTube)	00:02:08	Not Taken					☆

To the far right of the screen you will also see some icons…

 This is a Course Outline that provides information such as: target audience, learning objectives, and a course overview.

 This allows you add an Organization Specific Course Description or access the Source Document

 The Calendar Icon is where you would set the course as required (in other words- assign it to your staff as mandatory education)

 Allows you to recommend this course to staff

What is the Star Icon for?

By clicking on the icon, you can set that course as "Recommended" for your staff to take.

Using the checkboxes provided, click on the department that you would like to recommend the Course to Registered Staff and click **SUBMIT** to save Once a course is set as Recommended, the star will appear filled in , so you have a better visual as to what courses, at a glance, are recommended.

Courses that are recommended are not mandatory, and staff are not required to take them. The staff who are in the department who have recommended courses will see a section in **My Courses** called **Courses Recommended for You.**

Courses Recommended For You

Title	Length	Course Completed	Test Completed	
Aging Process (1)				
Aging: A Presentation by Surge Learning	00:07:38	Not Taken	No Test	
Dementia Care/Responsive Behaviours (1)				
Dementia Behaviour Management	00:20:47	Not Taken	No Test	
Falls Prevention (1)				
Falls Prevention Part 4: Interventions in Minimizing Risk for Falls and Fall-Related Injuries by Surge Learning Inc.	00:08:13	Not Taken	Not Taken	

Number of Courses: 3
Total Course Time: 0 hour(s) 36 minutes 38 seconds

Reports

There are a variety of reports you will be able access. These enable you to pull course completion, overall completion rates for your hospital and user defined reports.

The Reports You Have Access To

Report Dashboard Status of education - all

Monthly Education Summary Report Courses completed by all users in a given month

User Education Status Report Status of required education by user

User Education History Report History of education by user

User Education Summary Report Summary of education completed by user

Utilization Report Year to date of system utilization

Course Completion Status of course completion by course

Required Education Completion

Skills Report Additional skills - by employee

Survey Report Report for a specific date survey

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