

ORBCoN eLearning User Guide

Register to the ORBCoN eLearning Site



Inspiring and facilitating best
transfusion practices in Ontario.



In this Guide:

Registration	3
How to Log in to the ORBCoN eLearning portal powered by Surge Learning.....	4
STEP ONE: TYPE IN YOUR SITECODE AND USERNAME.....	4
STEP TWO: TYPE IN YOUR PASSWORD	4
STEP THREE: SIGN IN	4
ORBCoN eLearning Home Page	5
Completion of Required Courses.....	6
How to Take a Course	6
Course Completion Verification	7
Proceeding to a Post course test	7
Reviewing Test results	7
Printing a Completion Certificate	8




Registration

Please register using the following steps:

Obtain the Self Registration URL link from your facility site administrator; if you do not know who your site administrator is or if your site is using the ORBCoN LMS please contact troy.thompson@sunnybrook.ca

Please register by entering the information in the Registration page. In the affiliate field, please choose the hospital/affiliation you work for. You can select multiple hospitals/affiliations if you work in more than one.

**ORBCoN**
Ontario Regional Blood Coordinating Network

Inspiring and facilitating best transfusion practices in Ontario.

Welcome to the registration page for ORBCoN eLearning!

Please complete the registration process to have access to ORBCoN's eLearning courses. The LMS will enable users to electronically document completion of any of our eLearning courses. Ontario users will be asked to select their "affiliate" hospital. (able to select multiple affiliate sites). Upon completion of the registration process the system will send an auto-generated email with your login credentials.

If you are a site administrator requiring access to the eLearning reports for your site, please contact aduyvestyn@ohri.ca or troy.thompson@sunnybrook.ca, as we will need to register you in the LMS

Registration

First Name

Last Name

Email

Role

Affiliate(s)

Province

Country

[Already have an account? Sign in](#)

Post registration you will receive via email the credentials for you to login directly to the ORBCoN eLearning portal to complete your training. Sample email displayed below.



Hi test,

Your user account for ORBCoN eLearning has been created on Sep 21, 2021 at 16:24

- Username is: 510005.stest
- password is: 5100052021

To login please visit: <https://www1.surgelearning.ca>

PLEASE NOTE: To login directly to the portal, please enter: <https://www1.surgelearning.ca/> You will be requested to change your password on first login. If you work in multiple hospitals/affiliations, you will



be able to access the multiple hospitals/affiliations with one log in. Using the navigation drop down on the left upper corner of the home page, you can toggle between the hospitals/affiliations that you have requested access to.

How to Log in to the ORBCoN eLearning portal powered by Surge Learning

The diagram illustrates the login process for the Surge Learning portal. It shows a login form with the following elements:

- STEP ONE:** Points to the **sitecode.username** input field.
- STEP TWO:** Points to the **password** input field.
- STEP THREE:** Points to the **Sign in** button.

The login form also includes a checkbox for **Remember site code**.

STEP ONE: TYPE IN YOUR SITECODE AND USERNAME

This was provided in the email sent post registration

STEP TWO: TYPE IN YOUR PASSWORD

You will be provided with a generic password for your first log-in.

STEP THREE: SIGN IN

Click “Sign in” to gain access to your account. You will be prompted to change your password and confirm. Once this is done, click on submit and this takes you to the home page

PLEASE CHANGE YOUR PASSWORD

For better security, please update your password. Choose something that is hard to guess but that you will remember.

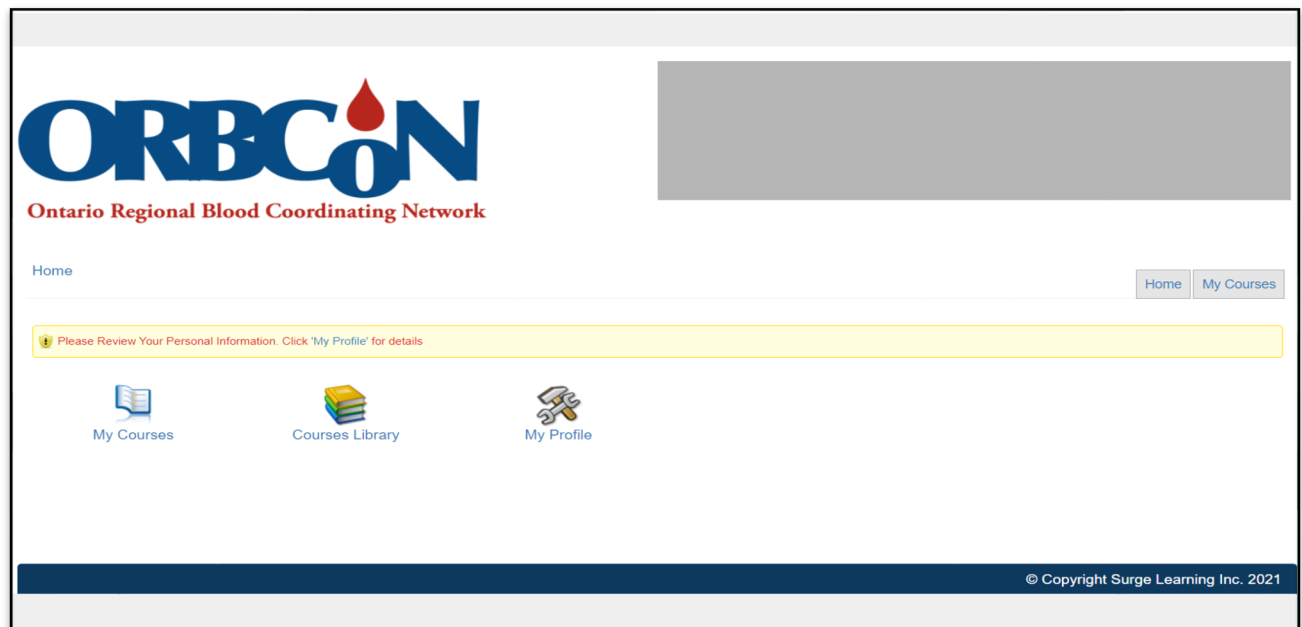
- Password must be minimum 5 characters
- Please do not use spaces

New Password

Confirm Password



ORBCoN eLearning Home Page



My Courses

Courses that have been ASSIGNED or recommended to you. Assigned courses have due dates scheduled by the Education Coordinator at your facility



Courses Library

Lists all the eLearning courses available in the eLearning platform



My Profile

Review/edit your user profile- edit your password function



Completion of Required Courses

Any mandatory/assigned eLearning courses can be found in My Courses. Click on “My Courses” icon to access any required courses assigned by your Site administrator.

Home >> My Courses

Home My Courses Document Sharer

My Course History Courses Library

My Required Courses

Search

Search For Course... Go

Show incomplete only
incomplete only
complete and incomplete

Legend:
- Past due
- Coming Due

Title	Length	Department	Due Date	Course Completed	Test Completed
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Number of Courses: 0
Total Course Time: 0 hour(s) 0 minutes 0 seconds

How to Take a Course

1. Click on the title of the Course you wish to take. You will then see a screen that looks like this:



Take Test



Course Outline

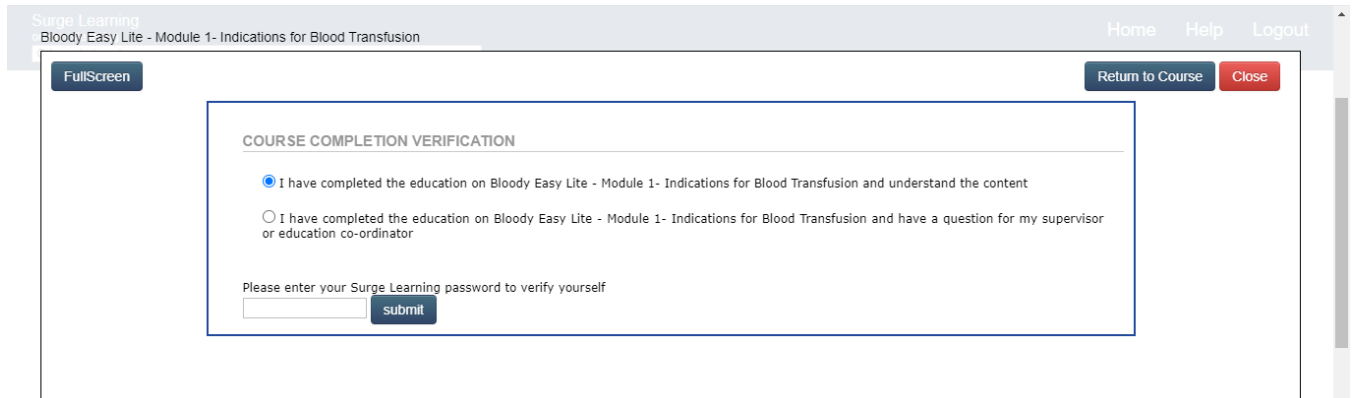
2. Click on Take Course Icon.
3. Once the course loads, you can start the course.
4. Once you have completed the course, **click on “I have completed this course”**:

I have completed this course Close



Course Completion Verification

Once you have completed the course and clicked, **“I have completed this course”**, you will need to verify one of two things, by clicking on one of the options below:



The screenshot shows the Surge Learning interface for the course "Bloody Easy Life - Module 1- Indications for Blood Transfusion". The page has a header with "Surge Learning" and navigation links for "Home", "Help", and "Logout". Below the header, there are buttons for "FullScreen", "Return to Course", and "Close". The main content area is titled "COURSE COMPLETION VERIFICATION" and contains two radio button options: "I have completed the education on Bloody Easy Life - Module 1- Indications for Blood Transfusion and understand the content" (selected) and "I have completed the education on Bloody Easy Life - Module 1- Indications for Blood Transfusion and have a question for my supervisor or education co-ordinator". Below these options is a text input field for a Surge Learning password and a "submit" button.

Proceeding to a Post course test

1. Once you have verified your understanding of the material and signed off on the Course as complete with your Surge Learning password, you will see the “Take Test” icon if a post test is part of the completion of the course.

Course Detail

Bloody Easy Blood Administration

2. Click on “Take Test” to proceed to the test.



3. For each question, click on your answers and complete ALL questions. **Click SUBMIT** and Surge Learning will mark your test right away.

Reviewing Test results

You will be able to see which questions you answered correctly, and which ones were incorrect. If you did not pass the test and you would like to retake it, please click on **Back to Course** on the top right and complete the same steps you did taking the test the first time.



When you have successfully completed the test, a checkmark will appear, indicating it is officially complete.

A course is FULLY complete, when BOTH the course and the test have been completed successfully. The platform will track the completion dates and times of both the course and the test, and you can also print a certificate for your records if you wish.

001						
01 New course	00:50:00	June 15, 2021 10:29 one time		June 15, 2021 10:29	0%	
		June 15, 2021 10:28 one time		June 15, 2021 10:29	0%	
				June 15, 2021 10:29	100%	

Printing a Completion Certificate

Upon successful completion of an eLearning course, the user can print a completion certificate for their records.

To print the Completion Certificate, click on the course name, at the bottom of the screen you will see the following information- date/time of course completion, date/time of test completion, course grade. If you click on the Certificate icon you will have access to the course Completion certificate.

Course Completed	Test Completed
August 24, 2021 12:36	August 24, 2021 12:42 90%

