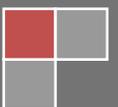


Public Health Learning

PublicHealthLearning.com User's Guide
(adapted for Illinois EMSC courses)



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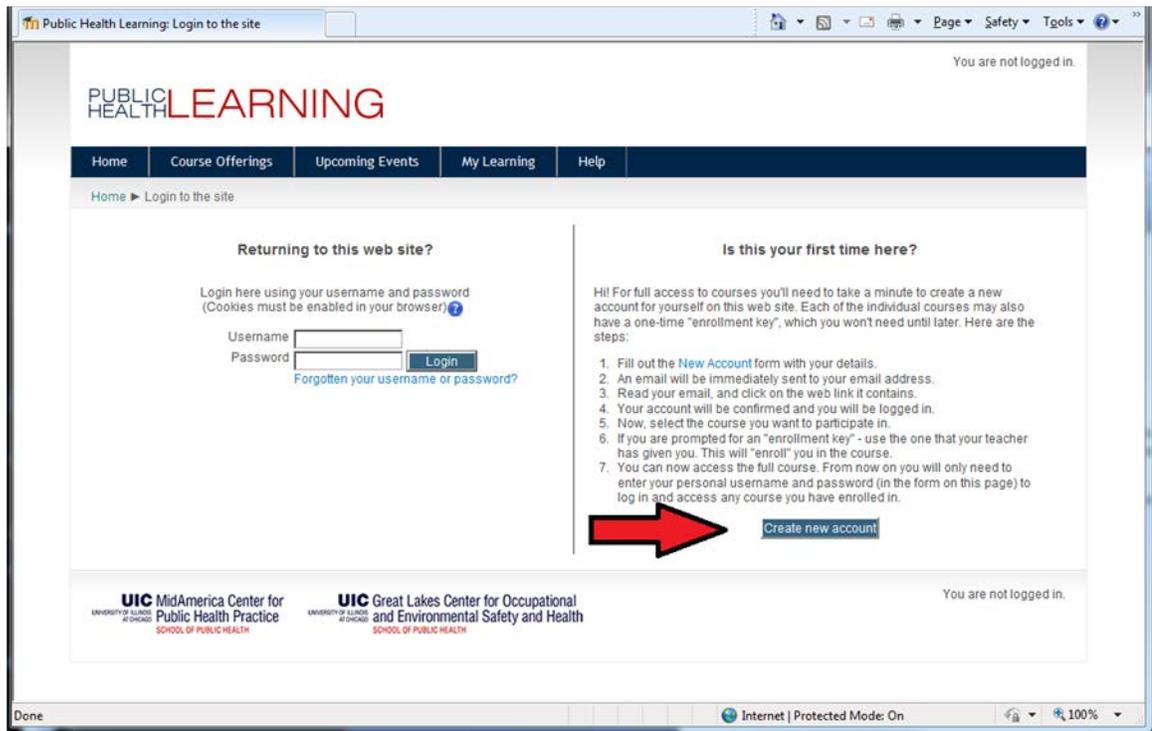
This user guide was adapted, with permission, from the original Public Health Learning “[PublicHealthLearning.com User’s Guide](#)” developed by Michael Yen, IT Manager / Project Coordinator, at the MidAmerica Center for Public Health Practice, University of Illinois at Chicago.

Registering for PublicHealthLearning.com

Creating a Profile

The first step in using PublicHealthLearning.com to view and take courses is to register for an account on our learning management system. Once you have an account in our system, you will be able to access all of the courses offered on our site.

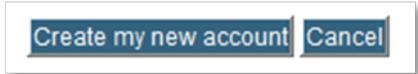
1. To create a profile, click on the Login link in the upper right corner or lower right corner of the screen. This will take you to a user login page. Click on the “Create new account” button to begin the registration process (see picture below for button location).



2. Fill out the registration form. To successfully register, all required fields (in red) must be filled in and the CAPTCHA words must be correctly typed in.



- Once the registration form is filled out, press the “Create my new account” button on the bottom of the page to create your account.



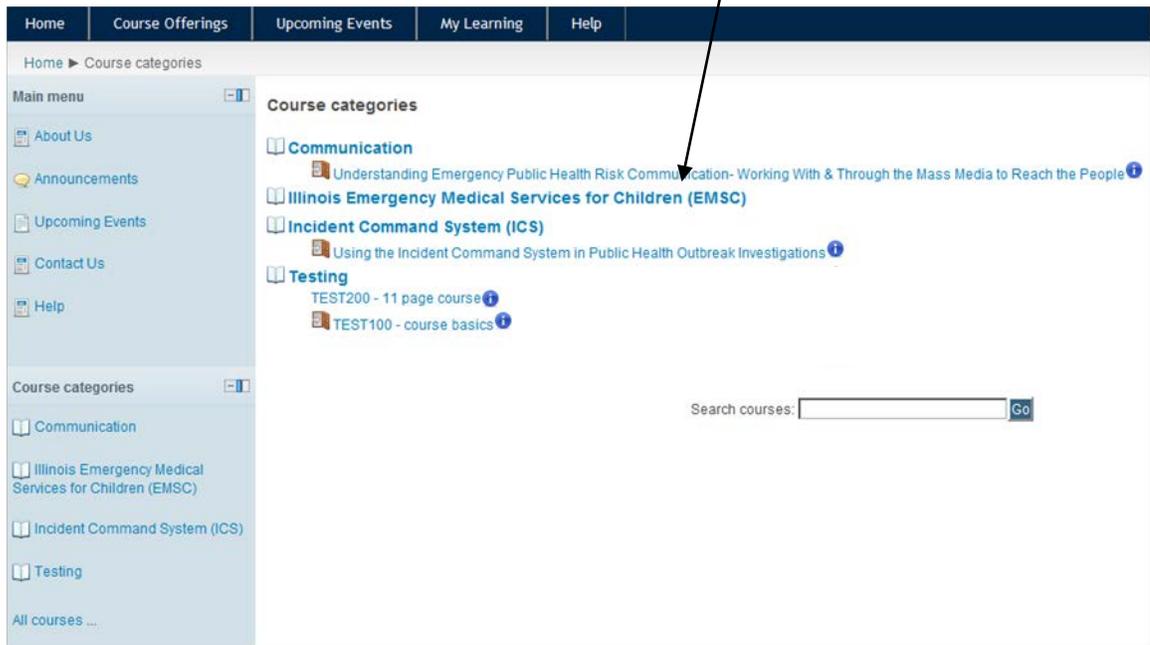
- After creating your account, the system will email you with directions to confirm your account. Once your account is confirmed, you will be able to take courses on PublicHealthLearning.com.

NOTE: If you do not receive an email from the www.publichealthlearning.com, it might be going to your Spam/Junk Email folder. Click [here](#) for instructions to add PublicHealthLearning.com as a safe sender.

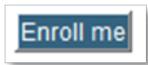
Enrolling in a Course

Enrolling in a course

- To enroll in any of the courses on the site, click on the “Course Offerings” menu item on the top of the page. This will bring you to a page that lists all of the Courses on the site. Browse through this list and click on a course that you want to enroll in. Information about each individual course is available by clicking on the blue “info” button to the right of each course. To view information about all of the courses in a given category, click on the category name (e.g., Illinois Emergency Medical Services for Children).



2. Once you click on the course that you are interested in taking, you will be prompted to log in or create an account if you have not already done so. If you are already logged in, you will be presented with an “Enroll me” button. Click on this button to enroll in the course.



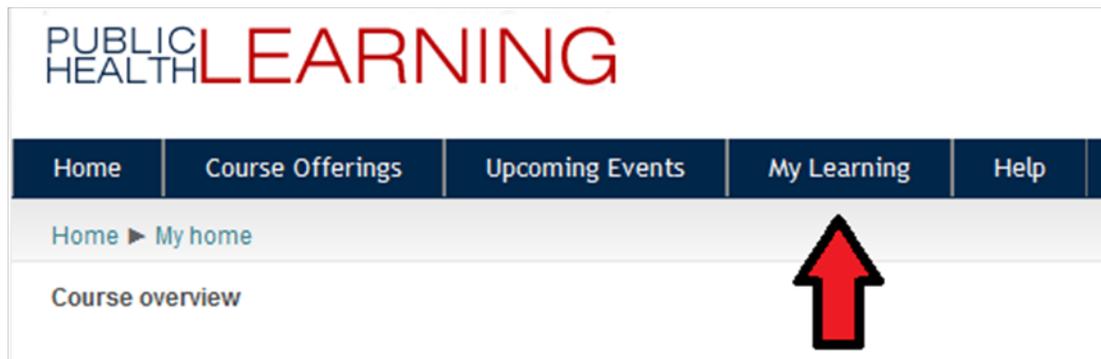
3. Once enrolled, you will receive an email welcoming you to the course. Then, your course will be available under the “My Learning” link on the top menu bar of the site.

Taking a Course

Accessing Course Contents and Features

Remember: In order to take a course on PublicHealthLearning.com, users will first need to register for an account on the site and then enroll in a course. If needed, these steps are covered in previous sections of this document.

1. The easiest way to begin taking a course is to click on the “My Learning” link on the top menu bar of the site. This will bring you to a page that lists all of the courses that you are currently enrolled in.

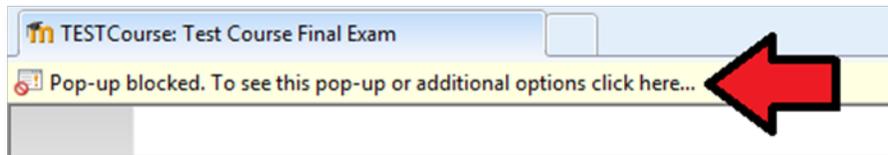


2. On the “My Learning” page, click on a course that you want to access to view the course contents.
3. Although the content and structure of each course on the site may vary, there are many features that are common among all of the courses on the site.
 - a. At the top of each course page, there is an initial section that contains a [Course Description](#).

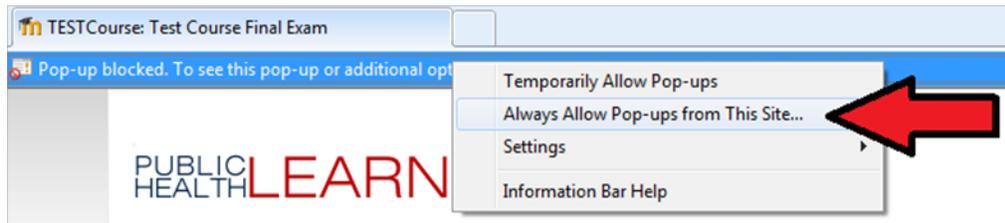
- b. In the second section, there will be links to the [Course Materials](#).
- c. In the third section entitled, [Course Activities & Continuing Education Credit](#), there will be links to the *Course Quiz/Post Test* and *Course Evaluation*.
- d. After meeting the specific course requirements, a new link will appear that instructs you to “Mark Course as Complete.” Clicking this link will take you to a new screen that asks you to [Confirm Self Completion](#). On this new screen, click the “Yes” button. You will be directed back to the main course page.
- e. After marking the course as complete, a new link will automatically appear in this third section of the main course page that will allow you to access, save, and print your *Course Certificate*.

NOTE: In many cases, course materials will open in a pop-up window. Please make sure that any pop-up blockers are configured to allow pop-ups from PublicHealthLearning.com.

First, click on the “pop-up blocked” info bar at the top of the browser window.



Next, click on “Always Allow Pop-ups from This Site”



Navigating Through a Course

Content Modules

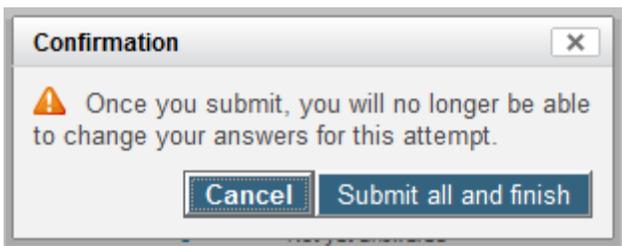
Externally Hosted Modules (such as the Illinois EMSC courses)

1. Click on a link in the [Course Materials](#) section, and a separate window (browser) will open with the chosen format (such as a PowerPoint or PDF).
2. Navigate through the lesson and close the window when finished.
3. On the course's main page, continue to the [Course Activities & Continuing Education Credit](#) section where you will find links to the *Course Quiz/Post Test* and *Course Evaluation*.

Quizzes/Post Tests and Evaluations

Quizzes/Post Tests

1. Click on the *Course Quiz/Post Test* link to load the quiz/post test.
 - a. If you have the option of re-attempting the quiz/post test, you will be shown your previous score(s) and given the option to re-take the quiz/post test.
2. Each quiz/post test can have many different types of question types such as multiple choice, true/false, short answer, and essay questions. Click the “Next” button when you have finished answering the quiz/post test questions.
3. You will now be directed to a page with your quiz/post test summary. On this page, you can review your answers provided one final time before submitting. Once ready, click on the “Submit and Finish” button to submit the quiz/post test.
4. A confirmation screen will pop up, giving you a final chance to go back and review your answers one last time. Click “Submit all and finish” to submit the quiz/post test for grading.



5. You may be shown a review screen of the answers you have just submitted. Click “Finish review” to exit this screen. A summary page will load, showing you the completion attempts for that particular quiz/post test.

NOTE: To return to the Course Home Page after taking the Course Quiz/Post Test, click on the appropriate [course name] navigation link beneath the dark blue menu bar near the top of the screen (e.g., “*Pediatric Seizures*”).

Evaluations & Questionnaires

1. Click on the *Course Evaluation* link to load the evaluation.
2. Each evaluation can have many different types of question types. Answer these questions and then click “Submit questionnaire.”
3. You will be redirected to a page confirming that you have completed the evaluation. Click “Continue” to view your answers.

NOTE: To return to the Course Home Page after taking the Evaluation, click on the appropriate [course name] navigation link beneath the dark blue menu bar near the top of the screen (e.g., “*Pediatric Seizures*”).

Mark Course as Complete

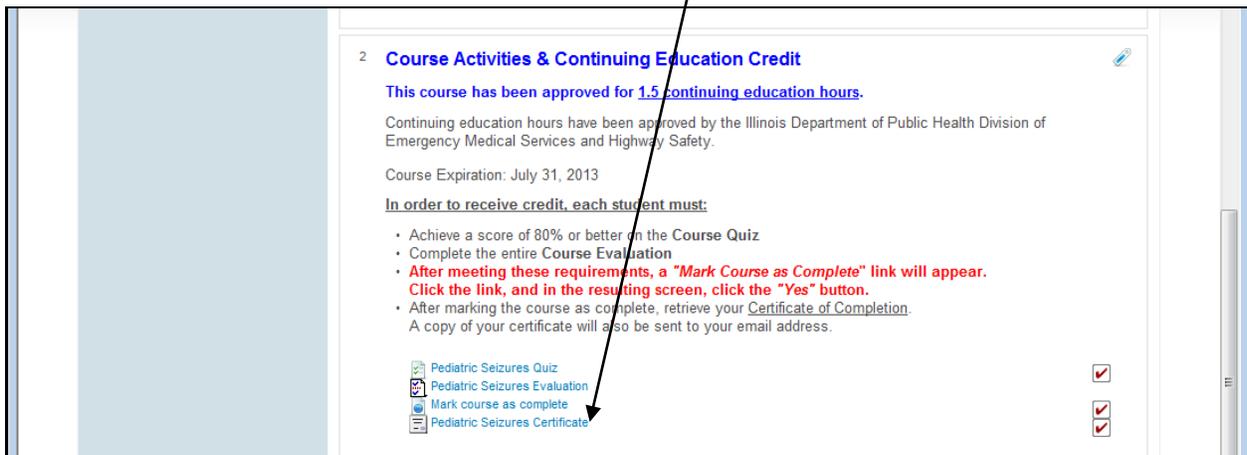
1. After meeting the specific course requirements, a new link will automatically appear under the *Course Evaluation* link that instructs you to “Mark Course as Complete.”
2. Clicking this link will take you to a new screen that asks you to “Confirm self completion.” Click the “Yes” button. You will be re-directed to the main course page.

Certificates

Obtaining Course Certificates

Once all of the course requirements have been met, students will have the ability to obtain a certificate for the course. **NOTE:** Course requirements may include: reviewing the entire module, obtaining a certain score on the quiz/post test, and completing the evaluation. Your certificate will be inaccessible until course requirements have been met.

To obtain a *Course Certificate*, click the “Course Certificate” link that will appear under the *Mark course as complete* link in this section.



2 **Course Activities & Continuing Education Credit** 

This course has been approved for 1.5 continuing education hours.

Continuing education hours have been approved by the Illinois Department of Public Health Division of Emergency Medical Services and Highway Safety.

Course Expiration: July 31, 2013

In order to receive credit, each student must:

- Achieve a score of 80% or better on the Course Quiz
- Complete the entire Course Evaluation
- **After meeting these requirements, a “Mark Course as Complete” link will appear. Click the link, and in the resulting screen, click the “Yes” button.**
- After marking the course as complete, retrieve your Certificate of Completion. A copy of your certificate will also be sent to your email address.

 Pediatric Seizures Quiz

 Pediatric Seizures Evaluation

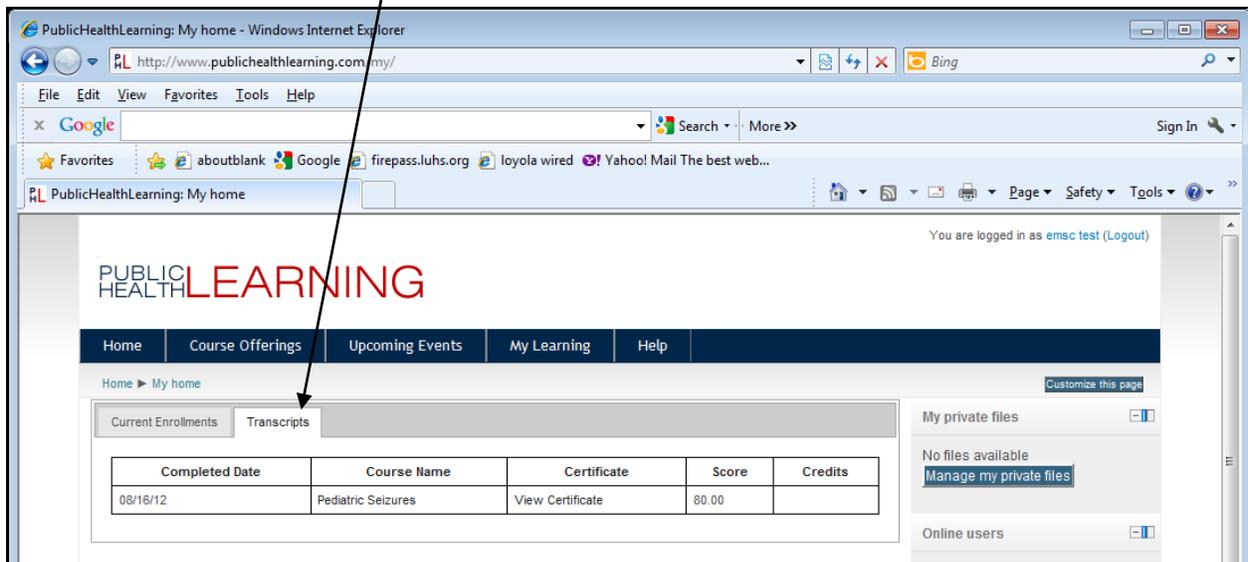
 Mark course as complete

 Pediatric Seizures Certificate

When you click the link to access the *Course Certificate*, a separate window will appear with a certificate as a PDF file that you can save/print, **and** a copy will be automatically emailed to you. Look for an email from “Illinois EMSC.”

REMEMBER: If you do not receive the certificate by email, it may be going to your Spam/Junk Email folder. Click [here](#) for instructions to add PublicHealthLearning.com as a safe sender.

NOTE: In addition, the *Course Certificate* will be available at any time in the future in the “My Learning” page under the *Transcripts* tab.



Contact Information

If you have any questions about the Illinois EMSC courses available on the Publichealthlearning.com site, contact the following:

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Dan Leonard

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dleonar@lumc.edu