

ONLINE TUTORIAL

PROFESSIONAL PRACTICE e-LEARNING AND ASSESSMENT TOOL (PPeAT)

AUGUST 2006

INTRODUCTION — Tutorial Overview

This is the tutorial for the PPeAT education Modules. All participants are encouraged to review the tutorial, to become familiar with the various functions and features of this system. The following topics are covered in the tutorial:

- **Home Page**
A discussion on the tabs listed - Instructions, Tutorial, Modules, Assessments
- **Course Navigation**
Using the titles in the left navigation frame, using the buttons above the course frame, and using buttons within the course frame
- **Coursework**
Basic instructions for accessing and completing Modules and Assessments

For optimal viewing of this tutorial, we recommend you set your screen resolution to 1024 x 768.

To navigate through the tutorial, you can use the Previous Page and Next Page buttons found at the bottom of each page, or click on a tutorial topic in the left navigation frame.

HOME PAGE – Instructions

There are two components to each of the nine Modules: an education component and an Assessment component.

The instructions contain information on the purpose of the education Modules, the format and Module length, and information on the Learning Assessment and results components. Please note that **you cannot access the Learning Module content during the Assessment**, however once you have completed the Assessment, you can re-enter the Learning portion of the Module.

- The **Assessments are timed at 30 minutes** per Assessment.
- The Modules tab will take you to a listing of the nine Modules.
- It is recommended that you complete the Diagnosis Typing Module first as the content of this Module is applied throughout the others.

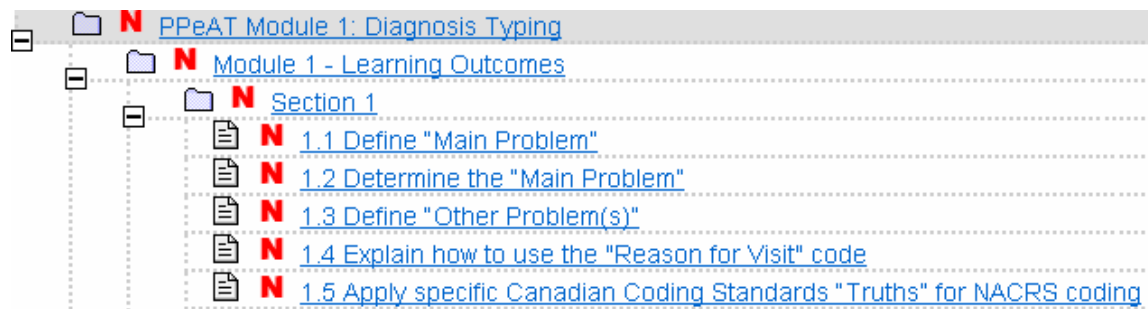


- The Assessment tab brings you directly to the listing of all submitted Assessments (accessed by the coder and submitted as complete). The user can go to this tab to review their results per module. Once you complete each Assessment you will be provided with a copy of the questions and your answers and the total number of correct answers that are stored within this tab. **Reminder: Once you enter an Assessment you cannot go back and re-do.**

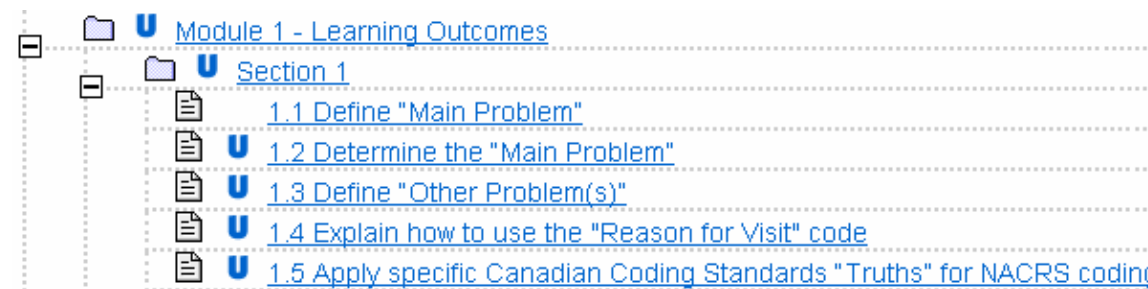
NAVIGATION— Left Navigation Frame

Once you enter a Module by clicking on the course name listed in the "**Modules**" tab, you will see a frame on the left side of the screen that contains your course navigation, as indicated on the left in the example below — it lists every page in the course and highlights the current page. You can click on the title of a page to go directly to that page.

You will see a red "**N**" (**New**) next to any page that you haven't viewed. After you view a page, the "**N**" disappears. Therefore, the "**N**" icon will help you track your progress within each Module by showing you the pages you have not yet accessed/viewed.



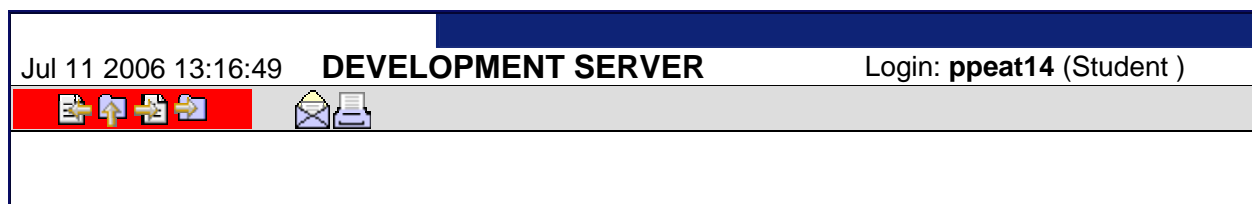
When you log out of the PPeAT and return in another session, any unread sections (folders and pages you did not previously click on) will appear with a blue "**U**" (Unread) next to them.



NAVIGATION — Buttons Above Course Frame



To help you navigate through your course, there are four clickable buttons in the grey control panel above the main course frame, as indicated by the red highlight below:

- The first (a page with an arrow pointing to the left) takes you to the **previous page**
- The second (a folder with an arrow pointing up) takes you to the folder's **main page**
- The third (a page with an arrow pointing to the right) takes you to the **next page**
- The fourth (a folder with an arrow pointing to the right) takes you to the **next folder**



NAVIGATION — Buttons Within Course Frame

There are also two navigational buttons at the bottom of the page that you can use to move within the course:

- "Previous page" < Prev 
- "Next page" Next > 

To return to the listing of ALL Modules, click on the **HOME** button. 

COURSEWORK

Your course will contain Learning Activities and Assessments, which are displayed in the main course frame. As you progress through the course, be sure to review every page to get the most out of your Learning experience.

Learning Activities

Most Modules contain Learning Activities, which are non-graded quizzes and practice exercises. They are designed to help you determine your understanding of the concepts and principles covered in the course. You will receive immediate feedback after submitting an answer. Learning Activities may be taken multiple times during the valid

courses period (August to October 2006) as they are not graded and are not factored into the final result.

Assessments

All Modules contain one scored Assessment covering the course material. Your Assessment questions may be multiple choice, true/false, fill-in-the-blank, case studies and/or matching exercises. All of these Assessments are timed. At the top of each Assessment will be listed the number of questions, possible points, and time limits for the Assessment(s). Below, you can see an example of all of these.

Be sure to answer **ALL 31 questions** before you submit the assessment. After you click the "Submit" button you will **not** be able to make any changes.

ExerciseMode:	ForCredit
Total points for test:	31
Number to be done:	31
Will be auto corrected:	Yes

Question 1

True/False. In a normal newborn with jaundice not actively treated; the jaundice would be Diagnosis Type 3.

True False

You will be provided with your Assessment results at the completion of each Module.

PRINTING YOUR RESULTS

Your Assessment results will appear as a multi-page report with a header and Questions and Results listed in numerical order, like the Module 1 sample below

Diagnosis Typing Assessment		
Status	Reviewed	
Username	S010952020	
ExerciseMode:	ForCredit	
Submitted	Jul 10 2006 12:10:39	
Total points for test	25 out of 31	
Corrected by	Autocorrect	Jul 10 2006 12:10:39
Question 1		
True/False. In a normal newborn with jaundice not actively treated, the jaundice would be Diagnosis Type 3.		
No answer selected		
0 out of 1		

Once you complete your Assessment, you will be able to print your results. **DO NOT USE THE PRINTER ICON AT THE TOP OF THE PAGE** (this icon is not functional). Instead, do the following:

1. Right click on the 'Assessment' result page you see on screen
2. Click on 'Print Frame'
3. Your results will print to the printer connected to the computer you are using.

***You are now ready to start the
Professional Practice e-Learning and Assessment Tool!***