

Manual

Virtual Learning Space

Faculty Development

User Guide for Participants

2017

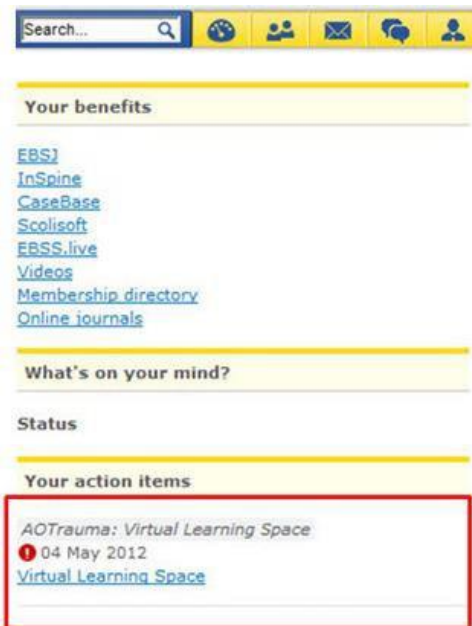
Contact

In case you experience technical problems to **login** please contact the support address:

elearning@aofoundation.org

In case you have questions regarding the **content** inside an online course in the Virtual Learning Space please contact: erin.johansson@aofoundation.org or soujanya.vallur@aofoundation.org

Access your Virtual Learning Space



- 1) Go to the website of your clinical division
[http://www.aotrauma.org](http://www.aotrauma.org;);
[http://www.aospine.org](http://www.aospine.org;);
[http://www.aocmf.org](http://www.aocmf.org;);
<http://www.aovet.org>.
- 2) Click **Member Login**.
- 3) Enter your username and password. If necessary, please use the function 'Forgot your password?'
- 4) In 'Your action items' click **Virtual Learning Space**.

□ You can access your virtual learning space either by PC/Laptop or by Tablet/Smartphone

Note: The navigation bar will look slightly different on both systems

PC or Laptop



- Your online course will open directly.
- If you have subscribed to several courses, select the appropriate course listed under **"My Courses"**.

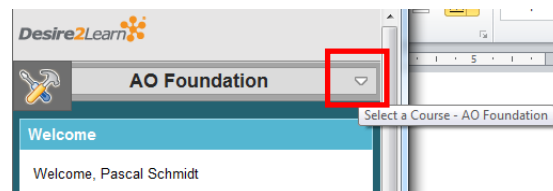


Regular navigation bar on PC or Laptop

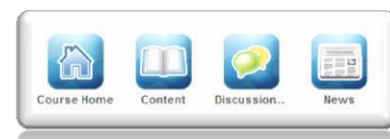
Tablet or Smartphone



- Your online course will open directly.
- If you have subscribed to several courses, use the **white arrow** at the right to select your course.



Using a tablet or smartphone, click on this icon to open the navigation bar



Navigation bar on a tablet/smartphone

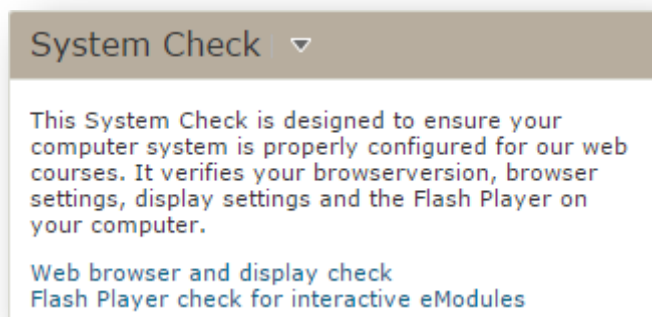
Alternative access to your Virtual Learning Space

In case of access-problems please follow this alternative access:

- 1) Login at the homepage of your clinical division:
www.aotrauma.org;
www.aospine.org;
www.aocmf.org;
www.aovet.org
- 2) **After login** click on the link corresponding to your clinical division or copy and paste it into a new browser window:
<https://aotrauma2.aofoundation.org/Extends/GoD2L.aspx>
<https://aospine2.aofoundation.org/Extends/GoD2L.aspx>
<https://aocmf2.aofoundation.org/Extends/GoD2L.aspx>
<https://aovet2.aofoundation.org/Extends/GoD2L.aspx>

Important: PC/Mac settings

Once logged in in the Virtual Learning Space run the two blue links on the **System Check** on the home page of your online course and follow the instructions. This is to make sure your PC fulfills the technical requirements to use the content of online courses. The requirements are standard and normally do not demand special software installations from users.



Note:

If the system check tells you that some PC/Mac settings should be optimized or changed please follow the recommended steps or contact your IT Support. This is not harmful for your computer and is designed to ensure your computer is configured to the eLearning courses.

Important: Networks/Firewalls/Troubleshooting

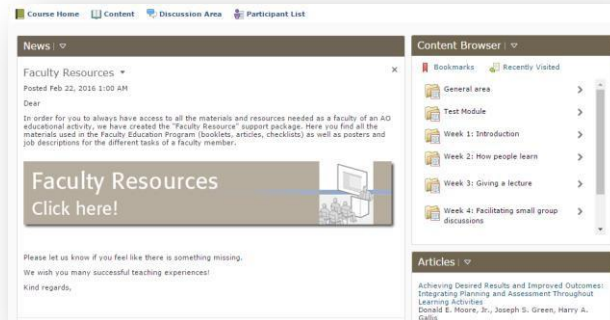
Please note that not all networks support video media/module content and may be blocked by your local network or firewall. For this we recommend you try another network (home, office, hospital, etc.) or another Internet browser. If it is still not supported, please contact your IT Support.

There are modules that use Flash which is not supported by all browsers or the Flash plug-in may need to be installed. If you are unable to download, please try another system or device. **NOTE:** Flash is not supported on iPads or iPhones.

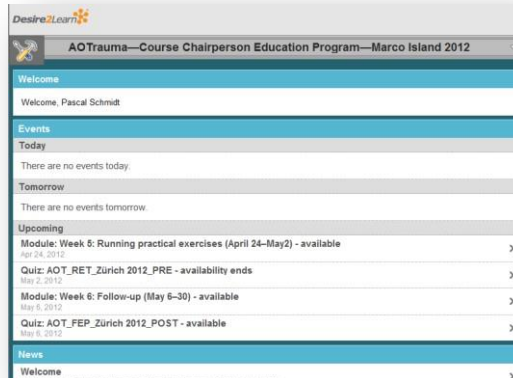
Your "Course Home"

4

PC or Laptop



Tablet or Smartphone



iPad or iPhone



Please note:
Some Flash based eModules are NOT compatible with Apple iOS devices.

The **Course Home** page is your starting point inside your virtual learning space where you find the latest "News" and further instructions.

From here, you have access to:

- **Course Home:** Return to the initial course homepage.
- **News:** Read the news and keep up-to-date.
- **Settings** (use drop-down list besides your name): Customize your learning environment (only possible via PC/laptop. NOTE: some Networks/Firewalls may prohibit this step).
- **Discussion Area:** Post messages and read and reply to messages posted by others.
- **Participant List:** See the other members of your online course.
- **Content:** Find course material such as PDFs, booklets, eModules, etc. and view your completion progress of the online activities.

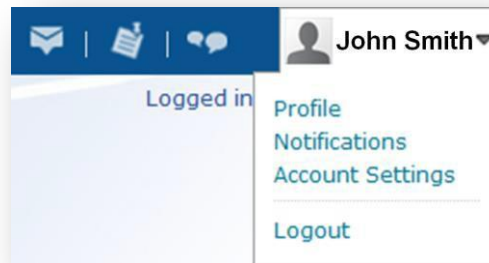
Settings: Customize your learning environment

PC or Laptop



Important:

You can only change your settings when you access via PC or laptop!



Use the drop-down list besides your name on the top navigation bar to set preferences around how you view and interact with the tools in the Learning Environment.

Profile

- 1) Click **Profile** in the drop-down list besides your name to edit your user profile and to upload or change your picture.
- 2) Click **Save**.

Account Settings

- 1) a) Click **Account Settings** in the drop-down list besides your name to change the size of the font if you wish.
b) Click the **Discussions** tab to change the "Look & Feel" of the discussion environment. You may want to change from "Grid Style" to "Reading Style" → see page 6.
- 2) Click **Save**.




We recommend leaving all the other settings as they are.

Notifications

- 1) Click **Notifications** in the drop-down list besides your name to change the notifications you receive
- 2) Add a **Mobile Number** if you want to receive SMS notifications
- 3) Change the setting under Summary of Activity to **Daily**
- 4) Choose for which parts of your online course you want to receive what kind of notifications by ticking the items in the list
- 2) Click **Save**.

Contact Methods

Email Address

Send email notifications to: **pa19335@hotmail.com** 

[Change your email settings](#)

Mobile Number

[Register your mobile](#)

Summary of Activity

Email me a summary of activity for each of my courses.

How often? **Daily** At what time? **12:00 AM**

Switzerland - Zurich

Instant Notifications

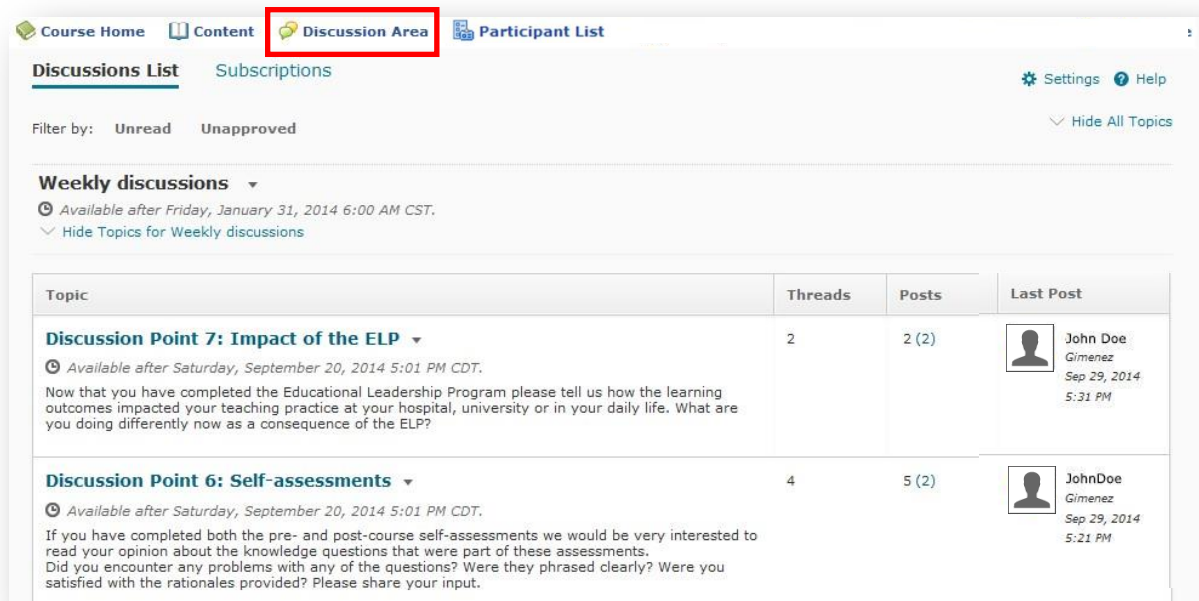
	Email	SMS
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dropbox - dropbox folder due date or end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>
ePortfolio - feedback added to subscribed items	<input type="checkbox"/>	<input type="checkbox"/>
ePortfolio - another user has subscribed to your updates	<input type="checkbox"/>	<input type="checkbox"/>
ePortfolio - feedback added to my items	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item released	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item updated	<input type="checkbox"/>	<input type="checkbox"/>
News - item updated	<input type="checkbox"/>	<input type="checkbox"/>
News - new item available	<input type="checkbox"/>	<input type="checkbox"/>
Quizzes - quiz end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>

Content Area



The screenshot displays the 'Content Area' of a course. The top navigation bar includes 'Course Home', 'Content' (highlighted with a red box), 'Discussion Area', and 'Participant List'. Below this is a search bar and a 'Send to Binder' button. A progress bar shows '83.33 % 5 of 6 topics complete'. The left sidebar contains a 'Table of Contents' with a list of weeks. Week 2, 'How people learn (Sept 04-10)', is highlighted and marked with a green checkmark. The main content area shows the details for Week 2, including a list of tasks with checkmarks indicating completion. A 'WEEK 2: Motivation discussion' section is also visible, marked with a bullet point.

- 1) In the **Content Area** you can view your completion progress of the online activities.
- 2) On top of the page a **progress-bar** indicates the percentage of tasks you have already accomplished in this module or in the overall course (if you click on Table of Contents on the left side)
- 3) The tasks you have already completed are marked with a **tick**, the outstanding tasks are marked with a **bullet point**.
- 4) If you have completed all tasks of a module a **green tick** appears next to this module

Discussion Area



The screenshot shows the 'Discussion Area' interface. At the top, there is a navigation bar with 'Course Home', 'Content', 'Discussion Area' (highlighted with a red box), and 'Participant List'. Below the navigation bar, there are tabs for 'Discussions List' and 'Subscriptions'. A filter bar shows 'Filter by: Unread Unapproved'. On the right, there are links for 'Settings' and 'Help', and a 'Hide All Topics' button. The main content area is titled 'Weekly discussions' and includes a dropdown arrow. Below this, there is a table with the following data:

Topic	Threads	Posts	Last Post
Discussion Point 7: Impact of the ELP ▾ Available after Friday, January 31, 2014 6:00 AM CST. Hide Topics for Weekly discussions	2	2 (2)	 John Doe Gimenez Sep 29, 2014 5:31 PM
Discussion Point 6: Self-assessments ▾ Available after Saturday, September 20, 2014 5:01 PM CDT. If you have completed both the pre- and post-course self-assessments we would be very interested to read your opinion about the knowledge questions that were part of these assessments. Did you encounter any problems with any of the questions? Were they phrased clearly? Were you satisfied with the rationales provided? Please share your input.	4	5 (2)	 JohnDoe Gimenez Sep 29, 2014 5:21 PM

Open the **Discussion Area** and see the forums and topics where you can post messages and read and reply to messages posted by others. Share thoughts, ask and answer questions, share files, or work together with your peers on assignments and homework.

- 1) Click **Discussion Area** on the main navigation bar to open the "Discussion List".
- 2) Click on a topic to open it.

Contribute to a discussion



Course Home Content Discussion Area Participant List

Discussions List Subscriptions Settings Help

Filter by: Unread Unapproved Hide All Topics

Weekly discussions ▾

Available after Friday, January 31, 2014 6:00 AM CST.
Hide Topics for Weekly discussions

Topic	Threads	Posts	Last Post
Discussion Point 7: Impact of the ELP ▾ Available after Saturday, September 20, 2014 5:01 PM CDT. Now that you have completed the Educational Leadership Program please tell us how the learning outcomes impacted your teaching practice at your hospital, university or in your daily life. What are you doing differently now as a consequence of the ELP?	2	2 (2)	 John Doe Gimenez Sep 29, 2014 5:31 PM
Discussion Point 6: Self-assessments ▾ Available after Saturday, September 20, 2014 5:01 PM CDT. If you have completed both the pre- and post-course self-assessments we would be very interested to read your opinion about the knowledge questions that were part of these assessments. Did you encounter any problems with any of the questions? Were they phrased clearly? Were you satisfied with the rationales provided? Please share your input.	4	5 (2)	 John Doe Gimenez Sep 29, 2014 5:21 PM

- 1) Click on the **topic** on the "Discussion List" you want to open.
- 2) Click on the **thread** you want to reply to

Filter by: Unread Flagged Sort by: Most Recent Activity ▾

Impact of the ELP ▾

Erika Mustermann posted Sep 29, 2014 5:31 PM ☆ Subscribe

The course was highly positive in terms of the knowledge I built and the tools I will apply in my future practice. I feel that I need to further deepen my teaching skills and those involved in the organization of courses. I would like to take a similar course in the near future to consolidate the learning I obtained in this one.

0 0 2
Unread Replies Views

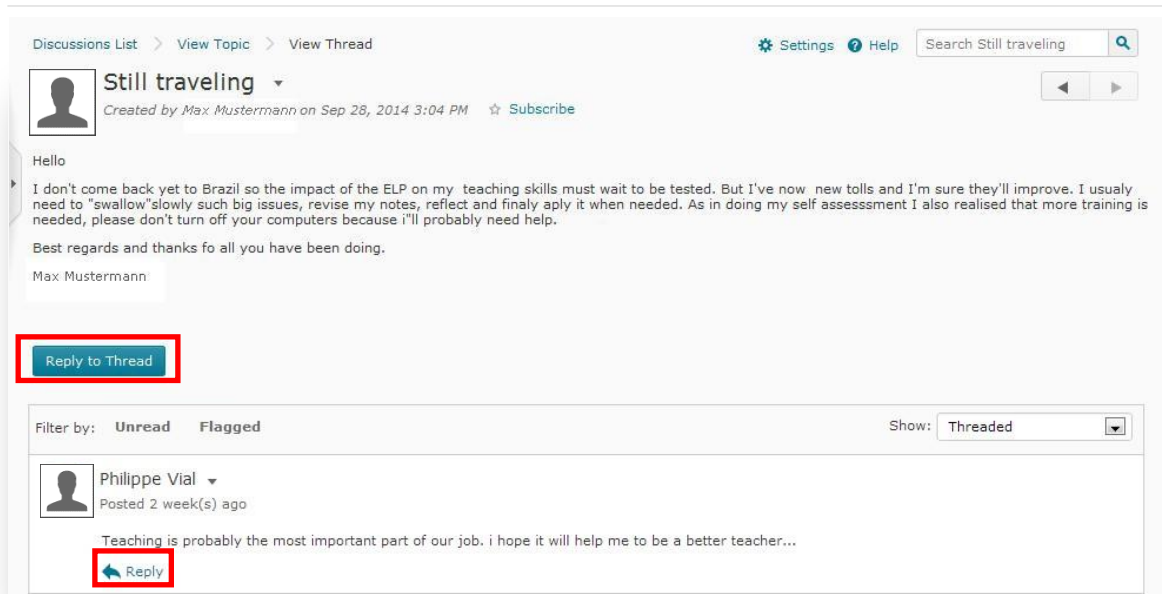
Still traveling ▾

John Doe posted Sep 28, 2014 3:04 PM ☆ Subscribe

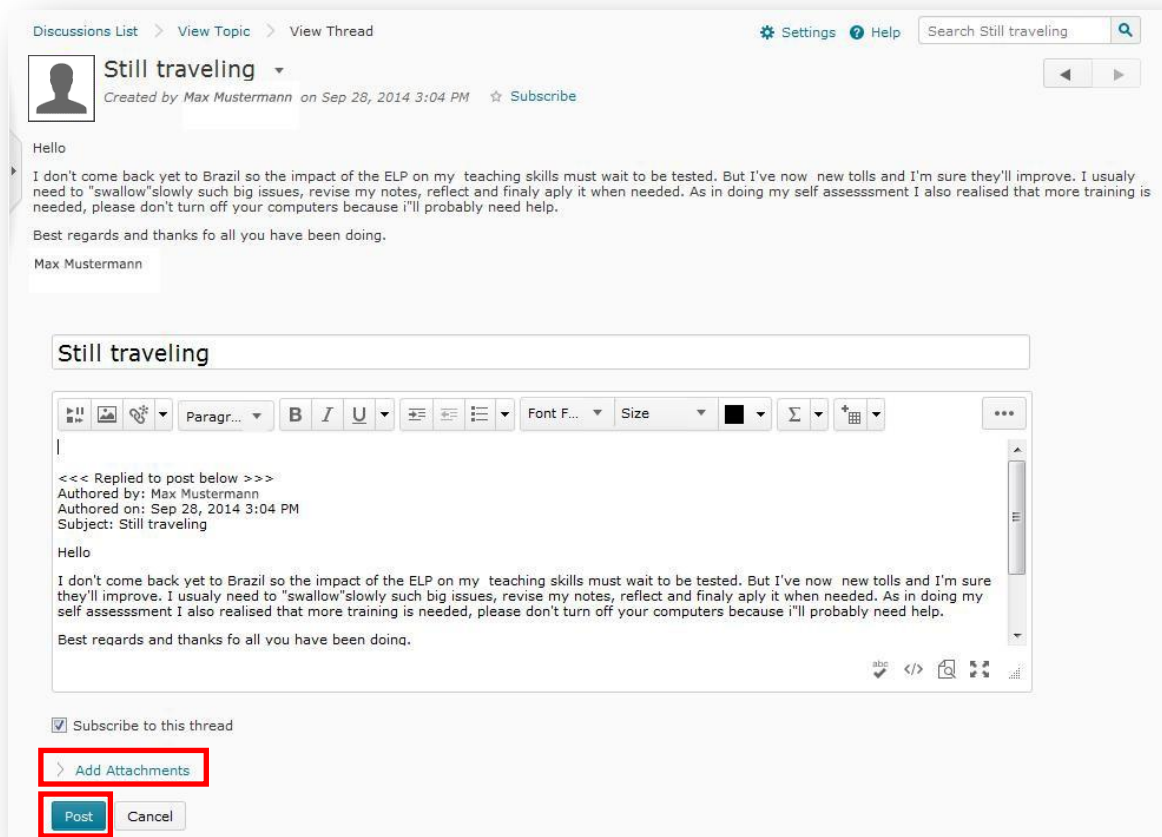
Hello

I don't come back yet to Brazil so the impact of the ELP on my teaching skills must wait to be tested. But I've now new tools and I'm sure they'll improve. I usually need to "swallow" slowly such big issues, revise my notes, reflect and finally apply it when needed. As in doing my self assessment I also realised that

0 0 4
Unread Replies Views



- 3) Click on **Reply to Thread** if you want to reply to the whole discussion
- 4) Click on **Reply** next to a post if you want to reply to a single contributor



- 5) The subject of your message will automatically be the title of the thread you are replying to
- 6) Type your message.
- 7) You can **Add Attachments** to your message if you like.
- 8) Click **Post** to finish.

Subscribe to a discussion

- 1) If you want to receive instant notifications whenever there is a new discussion posts click on the **Subscribe** button next to the topic or thread you want to follow

WEEK 5: Expectation discussions

["1" Subscribe](#)

What are your expectations for the live event?

0 Available after Wednesday, September 25, 2013 1:00 AM CEST

2 **Unread Posts** 5 Threads 6 Replies 43 Views

Last post 2 week(s) ago by Severin Meili

- 2) Change the setting to **Send me an instant notification**
- 3) Click **Subscribe**

Customize Notifications

Customize notifications for the Discussion Topic "WEEK 5: Expectation discussions"

Notification Frequency

Send me an instant notification

GJ

Updates will be sent to 'pal9335@hotmail.com'

Change your notification settings in [11](#) a new window

Subscribe

Cancel

To change your general notification settings go to **Notifications** in your personal profile

Self-Assessment (CEP, CP, LEP, RETT)

Access your pre- and postcourse self-assessments following the instructions sent during Online Testing for your precourse and Week 6 for postcourse.

Both pre- and postcourse assessments are required for certification. .



Access your pre- and postcourse self-assessments on the “Self-Assessment” page.

- 1) Click **Self-Assessment** on the main navigation bar to open the “Self-Assessment” page.
- 2) Open and start the self-assessment.
- 3) Follow the directions given how to answer, how to save your answers and how to submit the completed self-assessment.

Self-Assessment (FEP only)

FEP participants, please note your survey is coming in a separate email via Survey Monkey. Please do not "opt out" from the survey as you not be able to receive the post course assessment.

Both the pre and post course assessments are required for certification.

- 1) Click **Begin Survey** on the main navigationn bar from the pre- and postcourse assessment email.
- 2) Open and start the self-assessment.
- 3) Answer all questions in the survey (questions range from 1-5)
- 4) Before submitting you have a chance to go back to change your answers.
- 5) Submit

! You can return to the self-assessment as many times as you like before the closing date given on the information page. Your answers can always be changed and saved again. However, you have only one attempt to submit the self-assessment.

Contact

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elarning@aofoundation.org

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