

Manual

# Virtual Learning Space

Faculty Development

**User Guide for Participants**

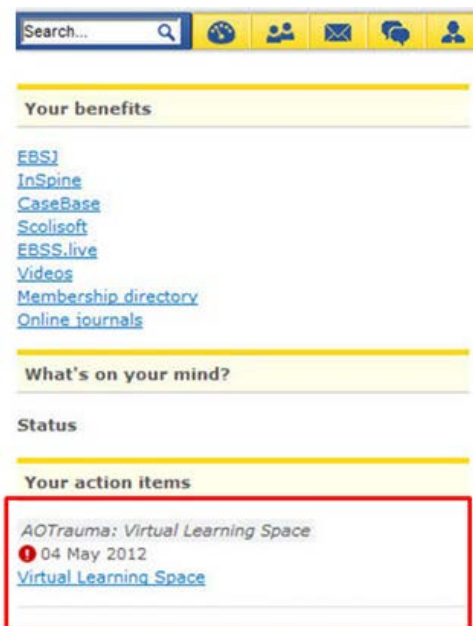
2015

## Contact

In case you experience technical problems to **login** please contact the support address corresponding to your clinical division: [info@aotrauma.org](mailto:info@aotrauma.org) ; [info@aospine.org](mailto:info@aospine.org) ; [info@aocmf.org](mailto:info@aocmf.org) ; [info@aovet.org](mailto:info@aovet.org)

In case you have questions regarding the **content** inside an online course in the Virtual Learning Space please contact: [elarning@aofoundation.org](mailto:elarning@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](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



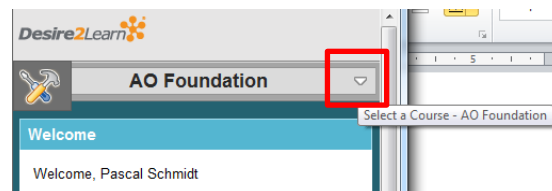
- Your online course will open directly.
- If you have subscribed to several courses, select the appropriate course listed under **"My Courses"**.



### 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](http://www.aotrauma.org);

[www.aospine.org](http://www.aospine.org);

[www.aocmf.org](http://www.aocmf.org);

[www.aovet.org](http://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>

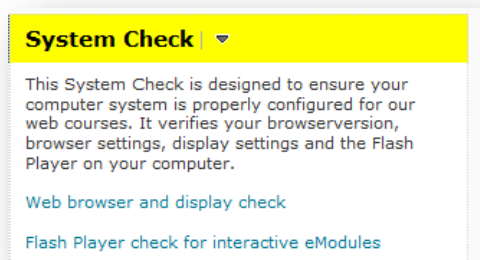
<https://aospine2.aofoundation.org/Extends/GoD2L.aspx>

<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.

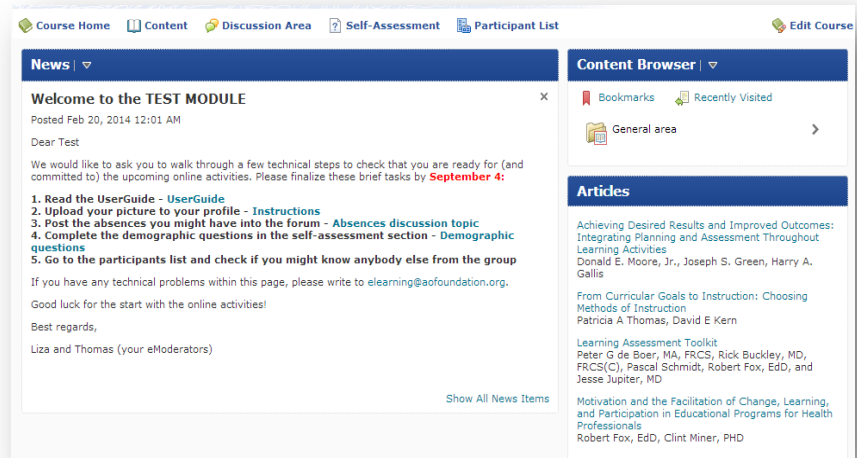


### Note

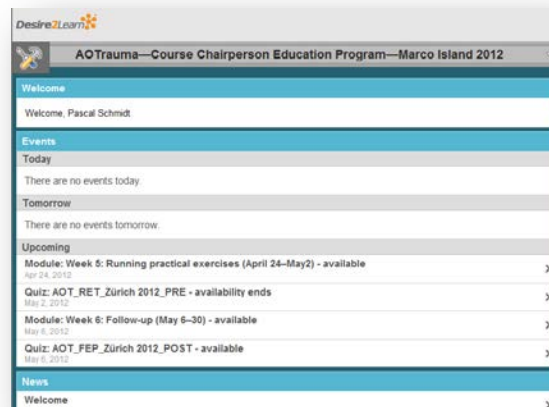
If the system check tells that some PC/Mac settings should be optimized or changed please follow the recommended steps or contact your IT Support.

# Your “Course Home”

## PC or Laptop



## Tablet or Smartphone



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).
- **Discussion Area**: Post messages and read and reply to messages posted by others.
- **Self-Assessment**: Access your pre- and postcourse self-assessments.
- **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

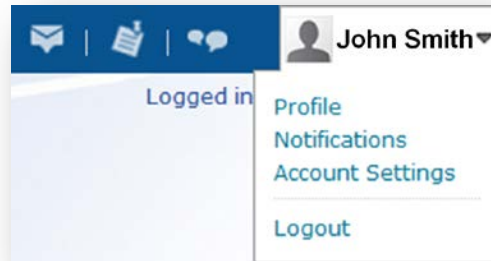
# Settings: Customize your learning environment

## 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](#)

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**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

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**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. At the top, navigation tabs include 'Course Home', 'Content' (highlighted with a red box), 'Discussion Area', 'Self-Assessment', 'Participant List', and 'Edit Course'. Below the tabs 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 'Bookmarks', 'Upcoming Events', and a 'Table of Contents' with 21 items. The 'Table of Contents' lists modules from Week 1 to Week 6. 'Week 2: How people learn (Sept 04-10)' is the current active module, marked with a green checkmark. The main content area displays the details for Week 2, including a list of tasks and their completion status. The tasks are: 'Instructions for WEEK 2' (checked), 'How people learn: booklet (PDF)' (checked), 'How people learn: interactive module & quiz' (checked), 'Video: Medieval helpdesk' (checked), 'Article: Motivation' (checked), and 'WEEK 2: Motivation discussion' (bullet point). The 'WEEK 2: Motivation discussion' task is further detailed with a paragraph about the course chair's role and two student scenarios (Student A and Student B), followed by a prompt to answer posted questions and discuss outcomes with peers. The start date for Week 2 is 'Starts Sep 4, 2013 1:00 AM'.

- 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

Course Home Content **Discussion Area** Self-Assessments Participant List Edit Course

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
<b>Discussion Point 7: Impact of the ELP</b> ▾ ⌚ 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
<b>Discussion Point 6: Self-assessments</b> ▾ ⌚ 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 Self-Assessments Participant List Edit Course

**Discussions List** Subscriptions Settings Help

Filter by: Unread Unapproved Hide All Topics

**Weekly discussions** ▾

Available after Friday, January 31, 2014 6:00 AM CST.  
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- 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 learnings I gathered in this one.

more

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 tolls 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 more training is needed. please don't turn off your computer because I'll probably need help.

more

0 0 4  
Unread Replies Views

Discussions List > View Topic > View Thread

Settings Help Search Still traveling

**Still traveling**   
 Created by Max Mustermann on 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 tolls 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 more training is needed, please don't turn off your computers because i'll probably need help.

Best regards and thanks for all you have been doing.

Max Mustermann

**Reply to Thread**

Filter by: Unread Flagged Show: Threaded

**Philippe Vial**   
 Posted 2 week(s) ago

Teaching is probably the most important part of our job. i hope it will help me to be a better teacher...

**Reply**

- 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

Discussions List > View Topic > View Thread

Settings Help Search Still traveling

**Still traveling**   
 Created by Max Mustermann on 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 tolls 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 more training is needed, please don't turn off your computers because i'll probably need help.

Best regards and thanks for all you have been doing.

Max Mustermann

**Still traveling**

<<< Replied to post below >>>  
 Authored by: Max Mustermann  
 Authored on: Sep 28, 2014 3:04 PM  
 Subject: Still traveling

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 tolls 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 more training is needed, please don't turn off your computers because i'll probably need help.

Best regards and thanks for all you have been doing.

☒ Subscribe to this thread

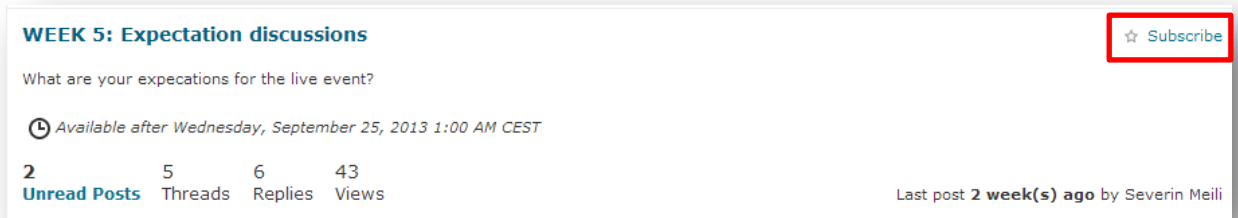
**Add Attachments**

**Post** Cancel

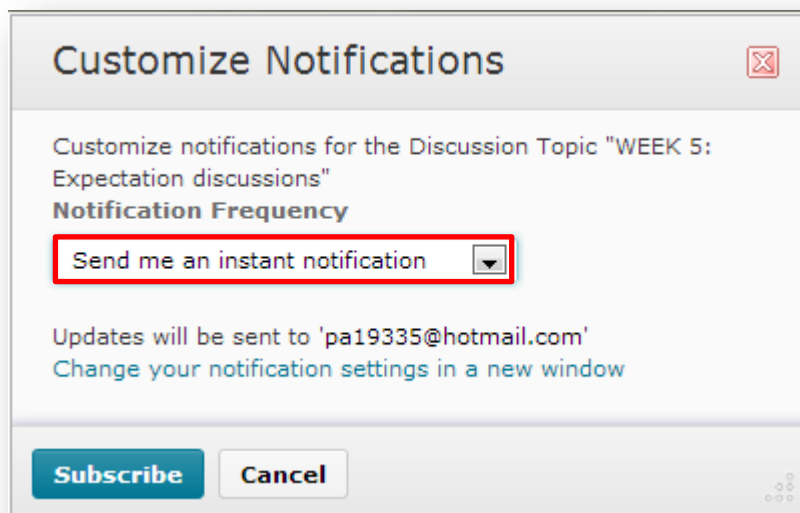
- 3) The subject of your message will automatically be the title of the thread you are replying to
- 4) Type your message.
- 3) You can **Add Attachments** to your message if you like.
- 6) Click **Post** to finish.

## 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



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



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

## Self-Assessment Area



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.

!

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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