AO Foundation

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 ; info@aospine.org ; info@aocmf.org ; info@aovet.org

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

Access your Virtual Learning Space
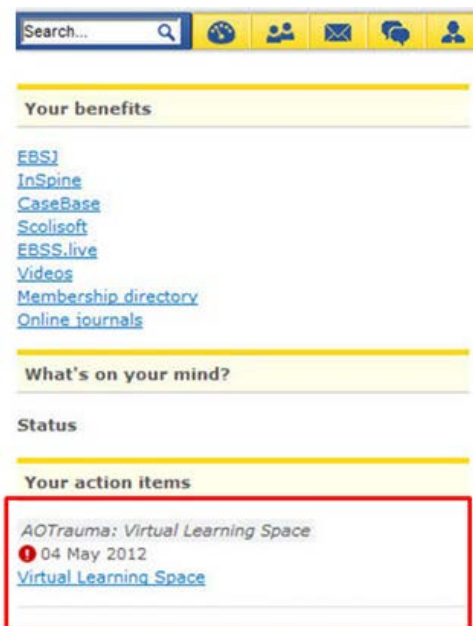
1) Go to the website of your clinical division
   http://www.aotrauma.org.;
   http://www.aospine.org.;
   http://www.aocmf.org.;
   http://www.aovet.org.

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

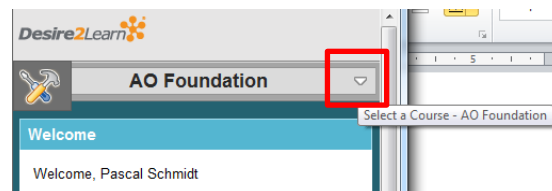| **PC or Laptop**	• Your online course will open directly. • If you have subscribed to several courses, select the appropriate course listed under **"My Courses"**. *Regular navigation bar on PC or Laptop*
Tablet or Smartphone	• Your online course will open directly. • If you have subscribed to several 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.
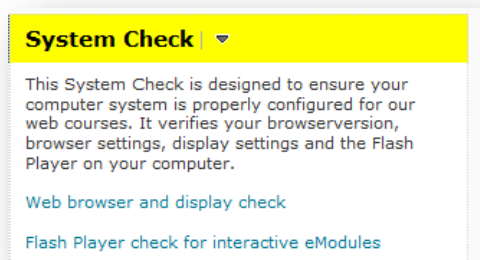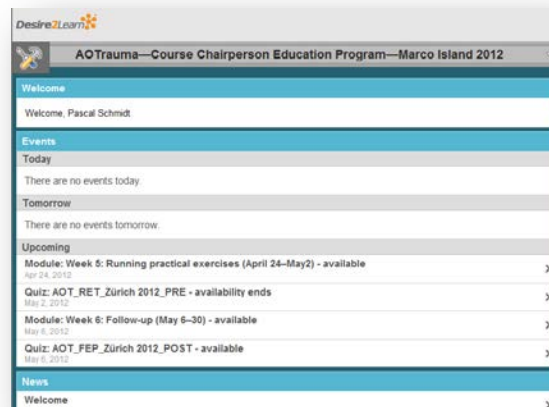

Note
If the system check tells that some PC/Mac settings should be optimized or changed please follow the recommended steps or contact your IT Support.

Your "Course Home"

PC or Laptop
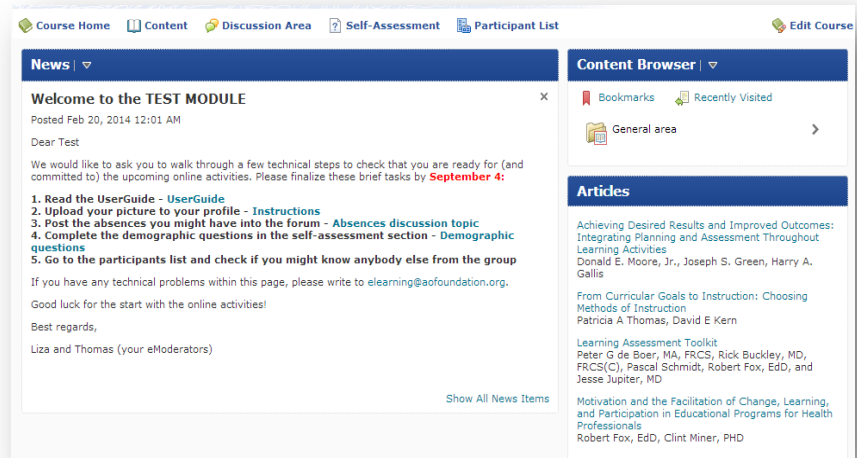
Tablet or Smartphone

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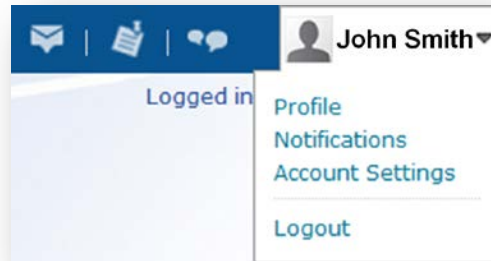
Use the drop-down list besides your name on the top navigation bar to set preferences around how you view and interact with the tools in the Learning Environment.

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 Activitiy 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?   **At what time?**

Daily ▾   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	☑	
Dropbox - dropbox folder due date or end date is 2 days away	☐	☐
ePortfolio - feedback added to subscribed items	☐	☐
ePortfolio - another user has subscribed to your updates	☐	☐
ePortfolio - feedback added to my items	☐	☐
Grades - grade item released	☐	☐
Grades - grade item updated	☐	☐
News - item updated	☐	☐
News - new item available	☐	☐
Quizzes - quiz end date is 2 days away	☐	☐

Content Area

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

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

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

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

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
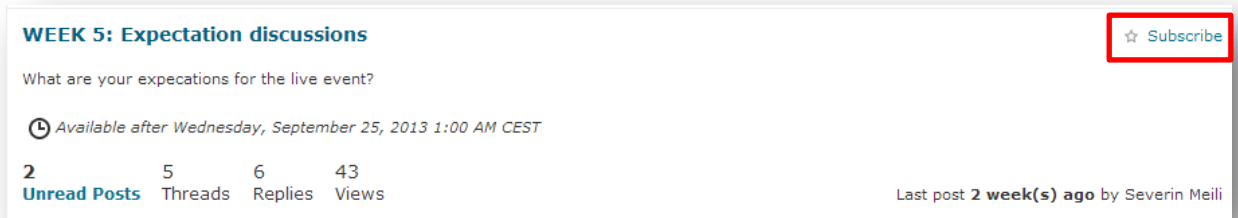
2) Change the setting to **Send me an instant notification**
3) Click **Subscribe**
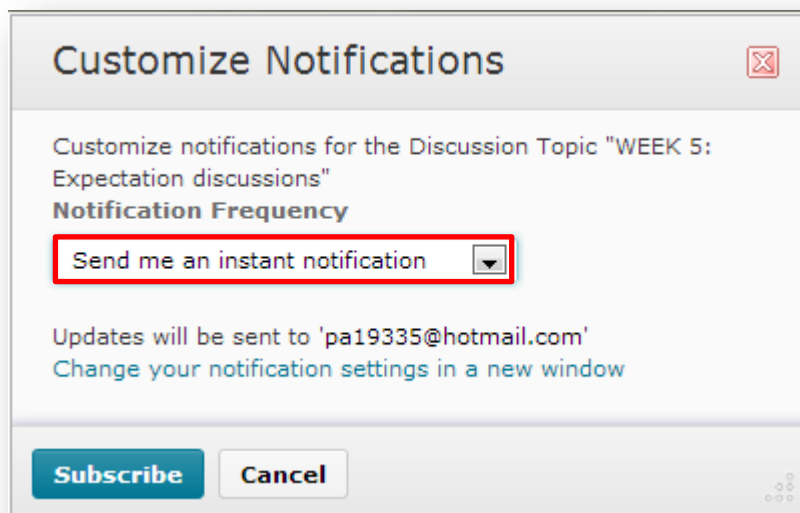
To change your general notification settings go to **Notifications** in your personal profile

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 <u>submit</u> the self-assessment.

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