Public Health Learning

PublicHealthLearning.com User's Guide

# Contents

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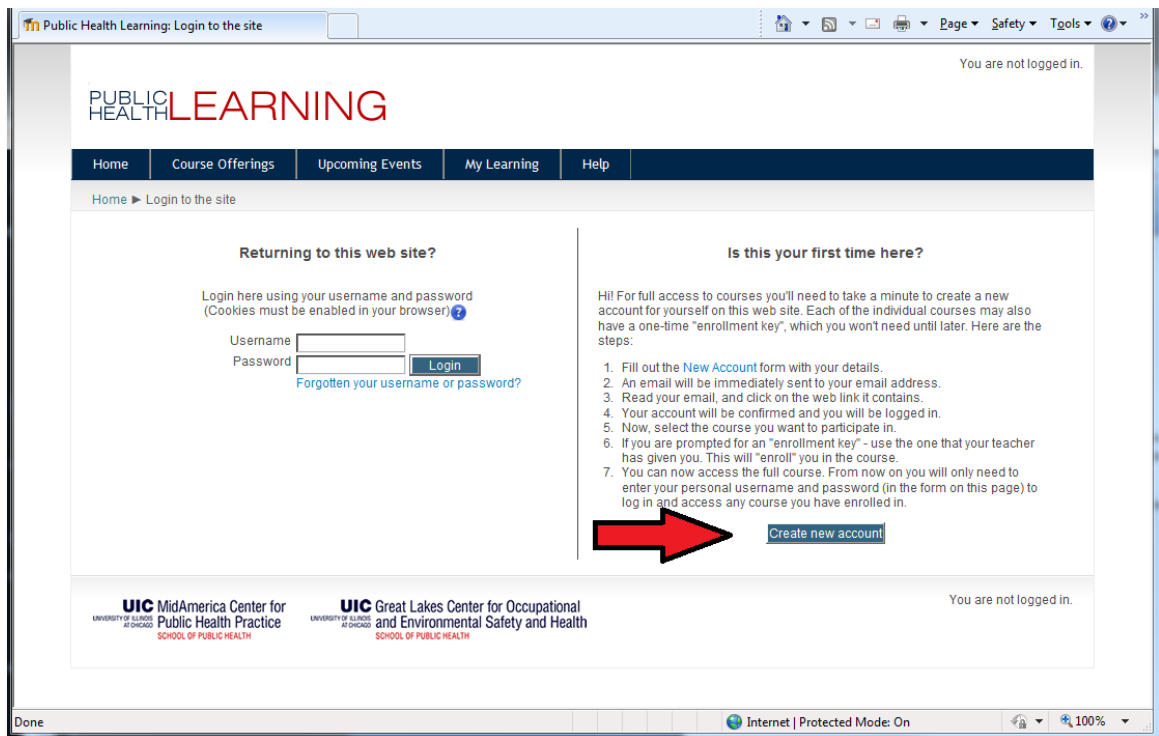
2. Fill out the registration form. To successfully register, all required fields (in red) must be filled in and the CAPTCHA words must be correctly typed in.

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

Create my new account Cancel
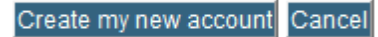
4. After creating your account, the system will email you with directions to confirm your account. Once your account is confirmed, you will be able to login to the system and have access to courses in PublicHealthLearning.com.

Adding PublicHealthLearning.com as a Safe Email Sender

If you are not receiving emails from the PublicHealthLearning.com site, they may be going to your SPAM or Junk email folder. If this is the case, follow the steps below to add PublicHealthLearning.com as a safe sender.

Outlook

- From within Outlook, on the Tools menu, click on "Options"
- In Outlook 2003/2007:
    - From the Tools dropdown list, select "Options"
    - Click on "Junk E-mail"
- In Outlook 2010:
    - Click on the "Home" tab
    - In the Delete group, click on "Junk"
    - From the dropdown list, select "Junk E-mail Options"
- Click on the "Safe Senders" tab
- Click on "Add"
- In the "Enter an e-mail address or Internet domain name to be added to the list" text box, add the following:
    - www.publichealthlearning.com
- Click OK to save your settings

Hotmail

- From your inbox, click on the "Settings" icon (looks like a cog or gear) on the upper right side of the screen.
- Select "More mail settings"
- Click on "Safe and blocked senders"
- Click on "Safe senders"
- Add the following to the list of safe senders (your actions will be automatically saved) after adding the address to the list):
    - www.publichealthlearning.com

Gmail

To add a safe sender in Gmail, you need to add them to your contacts.
- From your inbox, click on the "Gmail" dropdown list on the upper left side of the screen.
- Select "Contacts"
- Click on the "New Contact" button
- Add an entry for the following email address:
   - noreply@www.publichealthlearning.com

Yahoo

To add a safe sender in Yahoo mail, you need to add them to your contacts.
- From your inbox, click on the "Contacts" tab on the upper left side of the screen.
- Click on "New Contact"
- Add an entry for the following email address:
    - noreply@www.publichealthlearning.com

Enrolling in a Course

1. 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 title (see picture below). To view information about all of the courses in a given category, click on the category name.
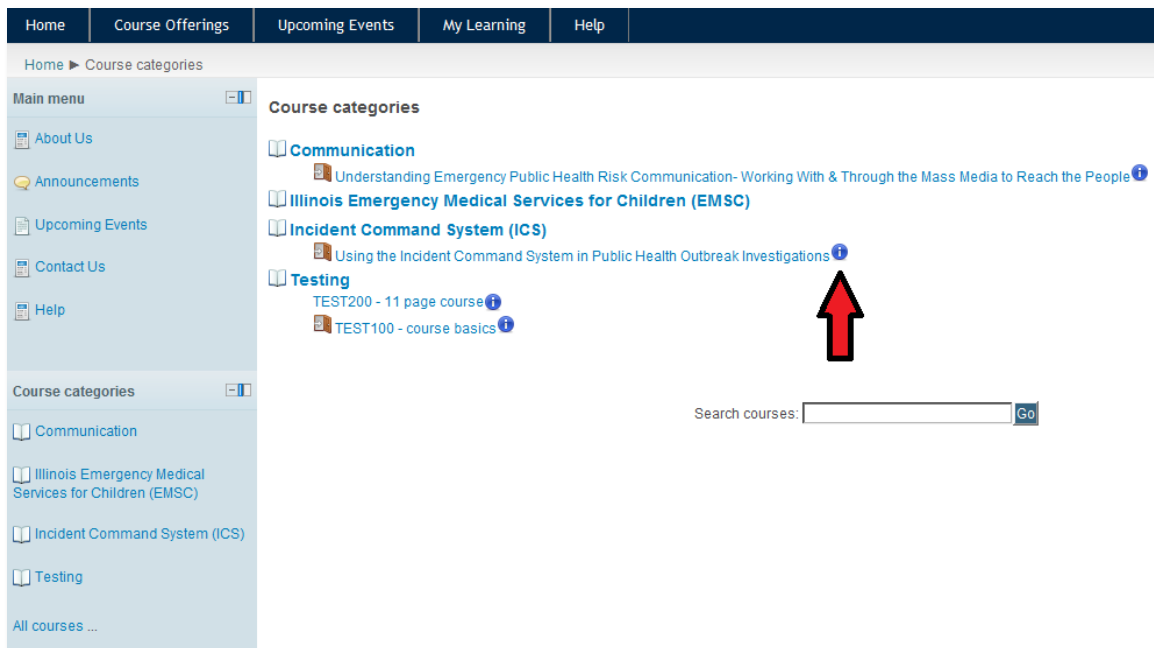
2. Once you click on the course that you will be taking, you will be presented with an "Enroll me" button. Click on this button to enroll yourself in the course. Some courses will require an enrollment key to enroll in the course. If you are enrolling in one of these courses, enter the key in the space provided and continue. Once enrolled, you will receive an email welcoming you to the course.
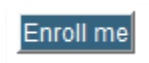
Taking a Course

Accessing Course Contents

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.
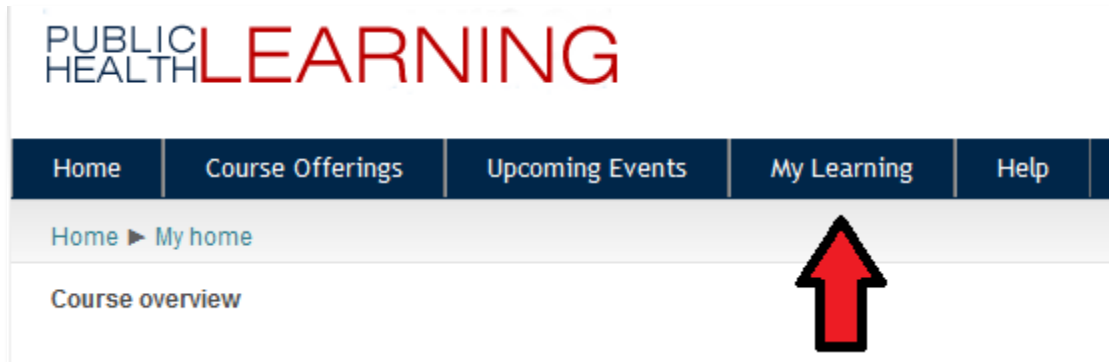

2. On the My Learning page, courses that you are currently enrolled in will be shown on the "Current Enrollments" tab. Courses that have been successfully completed will be shown in the "Transcripts" tab. Click on a course that you want to access to view the course contents.

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 a main section that contains a description of the course.
   b. If a course is divided into different sections, they will be listed below the main section. These sections will normally contain lesson packages, course documents, and quizzes.
   c. Near the bottom of a course, there will be a section that contains a course evaluation and a certificate for the course, if a certificate is being offered.
   d. In the Settings menu on the left, users will be able to check their grades (if this option is enabled for the course).
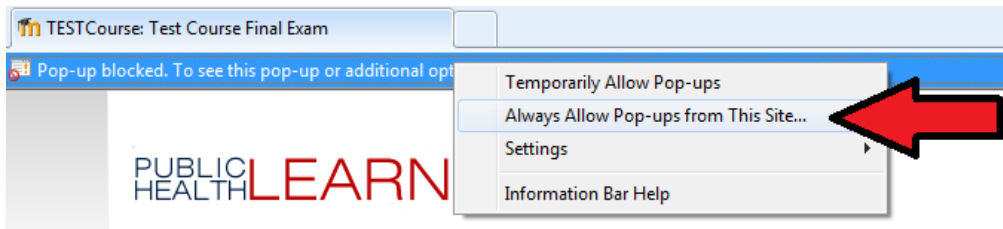
Allowing Pop-ups for PublicHealthLearning.com

In many cases, course contents and material 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.
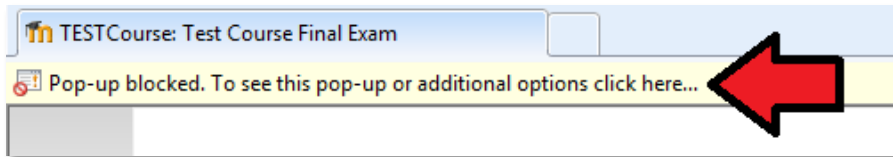
Next, click on "Always Allow Pop-ups from This Site"

Navigating Through a Course

Content Modules

Most courses on PublicHealthLearning.com will have content modules that are spread out over different topic areas or different weeks in a course. These modules will either have a ![box icon] icon if it is a locally hosted package or a ![globe icon] icon if the content is externally hosted.

**Locally Hosted Modules** ![box icon]

1. Click on the content module to begin the lesson.
2. You will be directed to a page with a recap of your progress on that particular lesson. Click on the "Enter" button to start the lesson.
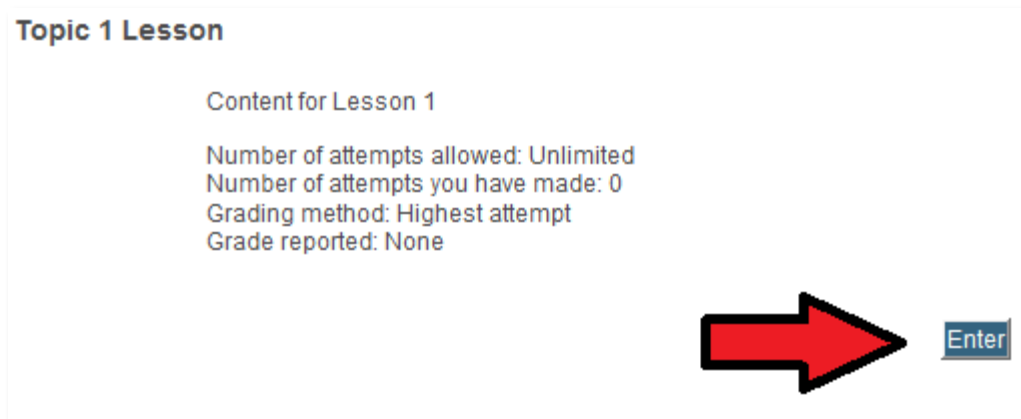
NOTE: Once a module has been started, it must be completed in one sitting. There are no options to continue a module in two different sessions (Example: John Doe begins a module and completes 2 of the 10 questions in the module before exiting to work on other things. The module will record a score of 20% once he exits. When John re-enters the module, he will have to re-answer all of the questions in the module to get full credit).

3. A pop-up window with the lesson's content will appear. Navigate through the lesson and close the window when finished going through the module.

NOTE: Any questions presented in the module will need to be completed by clicking the "Check Answer" button located underneath each question or question group. A floating box with your current score will appear. This will help one keep track to see if a score has been recorded.
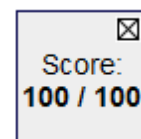
4. Once a module has been completed and closed, you will be shown a page with an option to "click here to return to the course page." Click that link to return to the course content page.

5. One you have completed a module, a check mark may appear on the right side of the module. This signifies that the module has been marked as being completed.

Externally Hosted Modules

1. Click on the content module to open a window to the externally hosted lesson.

    NOTE: In some cases, PublicHealthLearning.com will redirect you to an entire course hosted on a different Learning Management System. You must register and take these courses based on that system's guidelines. PublicHealthLearning.com provides links to this type of content for your convenience so that additional training that may be of interest to our user base is easily accessible.

2. Navigate through the lesson and close the window when finished.
3. On the course's main page in the PublicHealthLearning site, continue on to any quizzes, evaluations, etc. present for the course.

Quizzes and Evaluations

Many courses in PublicHealthLearning.com will also have quiz and/or evaluation modules that are used to keep track of your course score and/or provide feedback on the course you have taken, respectively. Quizzes are generally denoted with a   icon while evaluations (or questionnaires) will normally have a   icon. There may also be graded questions or question groups located within a course module itself. These questions need to be completed by clicking on the "Check Answer" button located under each question or question group.

Quizzes

1. Click on the quiz to load the quiz.
    a. If you have the option of re-attempting the quiz, you will be shown your previous score(s) and given the option to re-take the quiz.

2. Each quiz can have many different types of questions, such as multiple choice, true/false, short answer, and essay questions. Click the "Next" button when you have finished answering the quiz questions.
3. You will now be directed to a page with your quiz 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.
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 for grading.
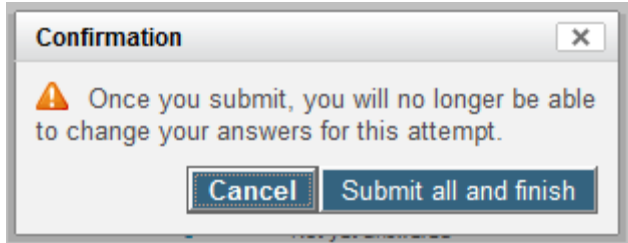
5. You may be shown a review screen of the answers you have just submitted. Click "Finish review" to exit this screen. A quiz summary page will load, showing you the completion attempts for that particular quiz.
6. To get back to the main course page, click on the appropriate link in the course navigation area directly below the website's main menu (top of the screen).

Evaluations & Questionnaires

1. Click on the evaluation 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.
4. To get back to the main course page, click on the appropriate link in the course navigation area directly below the website's main menu (top of the screen).

Certificates

NOTE: Not all courses have certificates of completion associated with them. Most externally hosted courses are listed on the PublicHealthLearning.com website as a convenience for our users. If the external site provides certificates for those programs, it is up to the user to retain that certificate. Certificates for the previously mentioned external courses will not be tracked through the PublicHealthLearning.com site.

Obtaining Course Certificates

Once a course has been completed and all of the course requirements have been met, students will have the ability to obtain a certificate for the course. Please note that course requirements

may include obtaining a certain score in the course as well as completing modules, quizzes, and evaluations. Certificates may be grayed out or inaccessible until course requirements have been met.

To obtain a course certificate, go to the "Course Certificates" section on the course's main page.
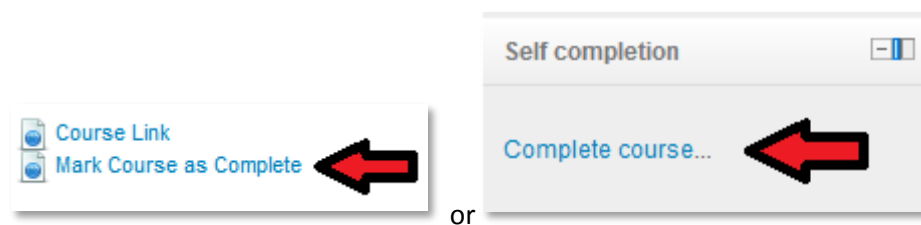
Completing a Course

In order to successfully complete a course, specific course requirements need to be met. These requirements are either defined on the course page itself or communicated to students by an instructor (for instructor-led courses). There may also be a "Course Completion Status" menu item on the left or right side of the course site that lets users track their progress in completing the course requirements.
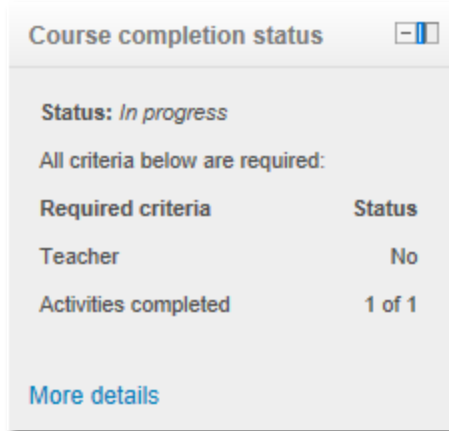
Manual Self Completion

For most of the courses on the PublicHealthLearning.com website, users will have to manually mark the course they have taken as complete. In order to successfully complete courses, preset course requirements will need to be met before the system will allow a user to successfully mark themselves as complete. These requirements generally involve accessing course readings, meeting score requirements on course quizzes, and providing feedback via course evaluations.

To manually mark a course as complete, a user can either click on the "Mark Course as Complete" link in the very last section of a course or click on the "complete course" link in the Self Completion menu on the right or left side of the site (if that is available). Click on the link and then when asked to confirm self completion, click "yes" to complete the course.

or

**Instructor Approved Course Completion**

Instructor-led courses leave course completion in the hands of the instructors. Students will need to successfully complete all activities for a course and then the instructor will have to mark the student as complete for the course to show as "completed" on a student's My Learning page. Students enrolled in an instructor-led course can track their progress to see if they are on track to complete a course by looking at the "Course Completion Status" menu item.

Course completion status 〔−▯〕

Status: *In progress*

All criteria below are required:

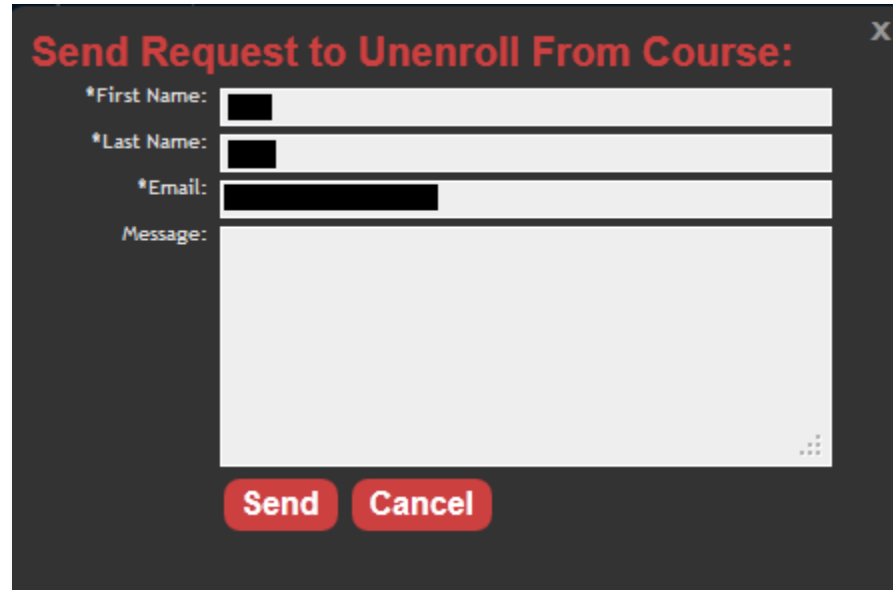| Required criteria	Status
Teacher	No
Activities completed	1 of 1

More details

The "Course Completion Status" menu item shown above shows that all of the activities required to complete the course have been completed (whether these activities have been completed with a passing grade is another matter). The final step needed to complete the scenario pictured above is the instructor's approval. Once the course instructor marks this user as complete, that student's records will indicate that he/she has completed the course.

Unenrolling from a Course

- To unenroll from a course, go to the "My Learning" tab and view the courses listed under the "Current Enrollments" tab.

Home ► My home

Current Enrollments   Transcripts
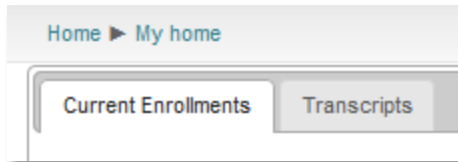
- In the list of courses, there will be a "Unenroll" option for every course. Click on this button to unenroll.
    - o   If the course requires instructor approval for students to unenroll, a pop-up window will appear for the student to request to unenroll from the class.

Send Request to Unenroll From Course: ✕

*First Name:

*Last Name:

*Email:

Message:

Send   **Cancel**

    - o   If the course does not require instructor approval for unenrollment, a window will appear asking for confirmation. Click "Continue" to unenroll.
- Once unenrolled, the class will no longer appear in the student's "My Learning" page.