

Medication Administration Learning Management System (Recording in Progress)

Pennsylvania Office of Developmental Programs



September 8, 2022 | Via GoTo

Presentation Outline

Overview

- How to submit a request for a class
- Student courses
 - Viewing the gradebook
 - Mark classroom presentation completed
 - Review Exam answers and Mark Remediation
 - View Student Qualification certificates

Walk Throughs

- Request for class
- Student courses

Train-the-Trainer Course

How to submit a New Student or Practicum Observer Class Request

This process will be available in the TTT course and Trainer Resources

- Step 1: Go to the [TTT course](#) or [Trainer Resources](#)
- Step 2: Look for Trainer Resources
 - When the TTT Certificate is marked completed, then the 'Request will become available.

Trainer Resources

Not available unless: The activity [TTT Certificate](#) is marked complete

[New Student or Practicum Observer Class Request](#)

Certified Trainers may use this form to request a new Medication Administration Student or Practicum Observer class. Please allow 2 business days to process your request. You will receive an e-mail with a course link and enrollment key once your class has been created. Thank you!

Please Note: Trainers certified in the old system will have to access the class request in the [Trainer Resources course](#).

Complete and submit the request

Step 3: Click on ‘Answer the Questions...’

New Student or Practicum Observer Class Request

Certified Trainers may use this form to request a new Medication Administration Student or Practicum Observer class. Please allow 2 business days to process your request. You will receive an e-mail with a course link and enrollment key once your class has been created. Thank you!

[Answer the questions...](#)

Step 4: Answer the questions and submit your answers

Please allow 2 business days for your class to be created.

You will receive an e-mail once your class has been created with instructions on how your students should access the course.

New Student or Practicum Observer Class Request

Mode: User's name will be logged and shown with answers

1. Which class will you be instructing?*

Student Course (Independent) ▾

Student Course (Independent)

Student Course (Group)

Practicum Observer

2. Please enter your agency's name.*

3. What is the date your class will begin?*

There are required fields in this form marked *.

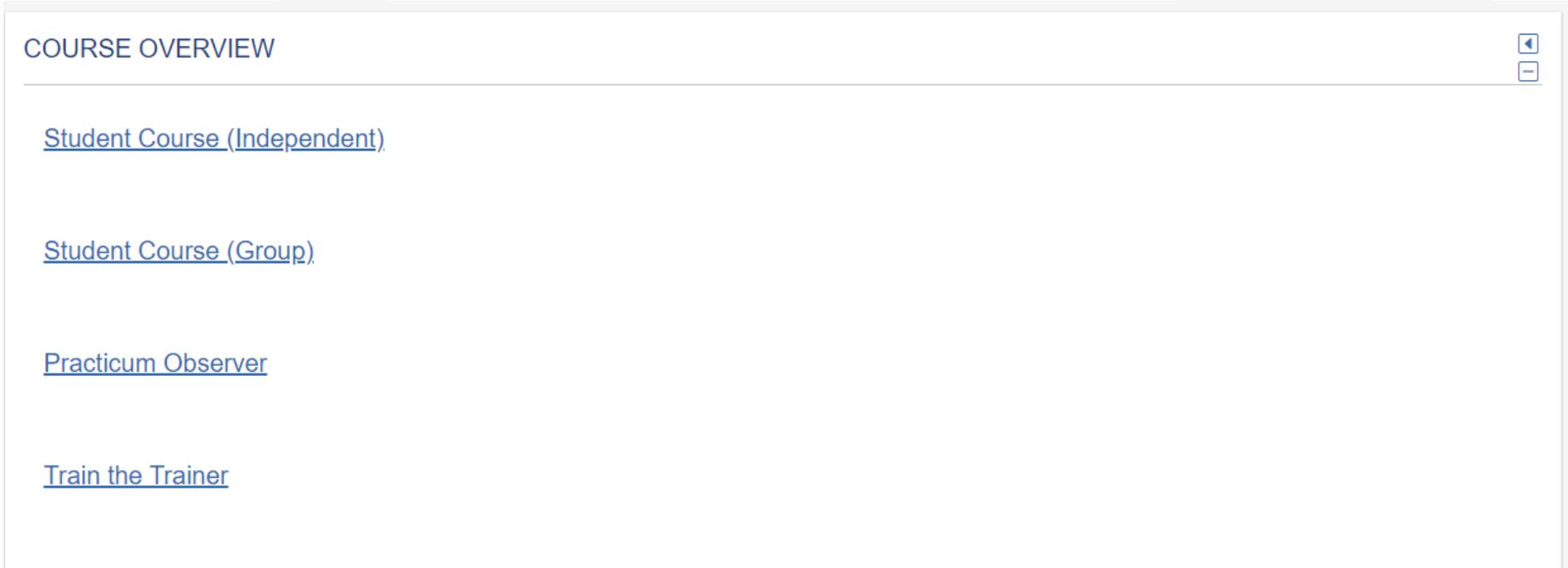
Submit your answers

Cancel

Student Courses

Accessing the student course

Step 1: From your trainer dashboard, select a course:



A screenshot of a web interface titled "COURSE OVERVIEW". The title is in the top left corner, and there are two small icons (a square with a right-pointing arrow and a square with a minus sign) in the top right corner. Below the title, there is a list of four course options, each with a blue underline:

- [Student Course \(Independent\)](#)
- [Student Course \(Group\)](#)
- [Practicum Observer](#)
- [Train the Trainer](#)

Viewing the gradebook

- Click on the **Grades** link under Administration on the left side control panel
- Choose the group (class) you want to view grades for, and then you will see all your students and their grades

The screenshot shows a web interface for course administration. At the top, there is a navigation menu with 'ADMINISTRATION' and a dropdown arrow. Below it, a 'Course administration' section is expanded, showing 'Users', 'Reports', and 'Grades'. The 'Grades' link is highlighted with a red box. Below the navigation, there is a 'Separate groups' dropdown menu with 'TEST' selected, also highlighted with a red box. The main content area shows 'TEST:1/1' and two rows of alphabetical filters for 'First name' and 'Last name', both set to 'All'. Below this is a table with columns for student information and course components. The table has a header row for 'Medication Administrati...' and a data row for 'Lance (Student)'. The data row shows scores for 'Lesson 1 - Introduction' (1.00), 'Lesson 1 - Quiz' (100.00), and 'Lesson 2 - Observation' (1.00). A 'Group average' row is at the bottom of the table.

		Medication Administrati... [-]			
Last name ▲	First name	Email address	Lesson 1 - Introduction ◇	Lesson 1 - Quiz ◇	Lesson 2 - Observation ◇
	Lance (Student)	sandersonlance@yahoo.com	1.00 Ⓞ	100.00 Ⓞ	1.00 Ⓞ
Group average			1.00	100.00	1.00

Mark Classroom Presentation Completed

- Click on the **Classroom Presentation Completed** link
- Choose the group (class) you are grading for and click **Grade**

Classroom Presentation

Now that you have completed all of the online lessons and quizzes, your next step is to complete the Classroom Presentation by your Trainer.

[Classroom Presentation Completed](#)

Separate groups

TEST

Grading summary

Participants

[View all submissions](#)

[Grade](#)

Mark Classroom Presentation Grade

- Search for the student in **Change user** and select them in the dropdown
- Enter a **1** in the Grade field
- Click on **Save changes**
- You can click on the arrows in the right corner to change students or search for each user in the Change user field

Course: [Medication Administration...](#)
Assignment: [Classroom Presentat...](#)

Lance (Student) Sanderson
sandersonlance@yahoo.com

Change user

1 of 1

Submission

This assignment does not require you to submit anything online

Graded

Learner cannot edit this submission

[Comments \(0\)](#)

Grade

Grade out of 1 i 1.00

Current grade in gradebook

[1.00](#)

Feedback comments

Notify learners Save changes Reset

Review Exam Answers

1. Click on the exam you wish to review for the student
2. Click on the Attempts link on the next page
3. Click on Review attempt for the student you wish to review the answers of

1. **Online Post-Test**

Not available unless: You achieve a rec

The Online Post-Test is comprised of the Multiple Choice Examination.

Multiple Choice Examination

You will have a maximum of 1 and a qu

[Post-Test \(Multiple Choice\)](#)

Not available unless: The activity is

2. Attempts allowed: 2

Time limit: 1 hour 15 mins

Grading method: Highest grade

[Attempts: 1 \(1 from your groups\)](#)

se before you can attempt this quiz

[Continue](#)

3.

<u>First name</u> / <u>Last name</u>	<u>Email address</u>	<u>State</u>	<u>Started on</u>	<u>Completed</u>	<u>Time taken</u>	<u>Grade/60.00</u>
Lance (Student) Sanderson	sandersonlance@yahoo.com	Finished	September 8 2022 10:56 AM	September 8 2022 10:59 AM	2 mins 11 secs	<u>22.00</u>
Review attempt						

Review Exam Answers (cont.)

- You can view each question the student got wrong in the quiz navigation.

QUIZ NAVIGATION



[Show all questions on one page](#)

[Finish review](#)



[Lance \(Student\) Sanderson](#)

Question 21

Incorrect

0.00 points out of 1.00

When should you wear gloves in the work environment?

Select one:

- A. Any time that there is a possibility of coming into contact with blood or body fluids.
- B. Any time that you are worried about getting dirty. ×
- C. While assisting an individual in dressing.
- D. While pouring medications.

Your answer is incorrect.

The correct answer is: Any time that there is a possibility of coming into contact with blood or body fluids.

Mark Remediation Completed

- Click on the **Remediation Completed** link
- Choose the group (class) you are grading for and click **Grade**

[Multiple Choice Remediation Completed](#)

Your Trainer will work with you to review content areas that may need additional practice to master.

Separate groups TEST

Grading summary

Participants

[View all submissions](#) **Grade**

Mark Remediation Completed (cont.)

- Search for the student in **Change user** and select them in the dropdown
- Enter a **1** in the Grade field
- Click on **Save changes**
- You can click on the arrows in the right corner to change students or search for each user in the Change user field

Course: Medication Administration...
Assignment: Multiple Choice Rem...

Lance (Student) Sanderson
sandersonlance@yahoo.com

Change user ▼

1 of 1

Submission

This assignment does not require you to submit anything online
Not graded
Learner cannot edit this submission

Grade

Grade out of 1 ⓘ

1

Current grade in gradebook

=

Feedback comments

Feedback comments toolbar: Bold, Italic, Bulleted List, Numbered List, Link, Unlink, Image, Undo, Redo

Notify learners **Save changes** Reset

View Student Qualification Certificates

- Click on Acknowledgement of Qualification
- Click on Group (class) you wish to see the Qualification certificates for and then click on View # issued certificates
- You will see all the users in the group that have received the Acknowledgement of Qualification

Acknowledgement of Qualification

[Acknowledgement of Qualification](#)

Separate groups TEST

[View 1 issued certificates](#)

Summary of Previously Received Certificates

Separate groups TEST

Certificates

Awarded To	Date Received	Grade	Code
 Lance (Student) Sanderson	Thursday, September 8, 2022, 11:49 AM		NPJrnC0npR

Download in ODS format

Download in Excel format

Download in text format

Thank You

This concludes our training presentation

Open Discussion