

# FES Didactics: Program Coordinator Guide

<http://fundamentals-didactics.com/>

## Important Information

1. As a program coordinator, you will be able to view the FES course as a normal user would but you also have the additional permissions to manage the accounts assigned to your program.
2. **Purchasing Accounts:**
  - a. Didactic Accounts must be purchased from the FES Store at [www.surgicalfundamentals.org/](http://www.surgicalfundamentals.org/)
  - b. There are several different program packages available for purchase. Please review the options carefully. **The number of accounts assigned to you depends on which package was purchased.**
  - c. Packages with *multiple didactic accounts*, includes one **Program Coordinator** account. This account can be used to manage all other user accounts. If you purchase a *single user account*, your one account will have **Program Coordinator** privileges.
  - d. If you purchase a package with multiple accounts, the specified number of accounts will be pre-loaded. These accounts will be generic (**example:** Didactic User 1). **The Program Coordinator is responsible for assigning a particular person to each account and distributing access information to that user.**
3. **Course Enrolments:**
  - a. All course enrollments for your program are restricted to a **ONE** year subscription, based on the date your purchase is fulfilled. When your subscription has expired, all accounts assigned to your program will **temporarily be suspended. To renew your subscription, you must return to the FES store and purchase the appropriate package.**
  - b. Once your new purchase is fully processed, access will be restored for all **existing** and **new accounts** assigned to your program.
4. **User Management:** The Program Coordinator account will be able to perform the following functions.
  - a. Assign user accounts to specific people. (Refer to Assigning User section of this manual)
  - b. Edit user information
  - c. Track user progress

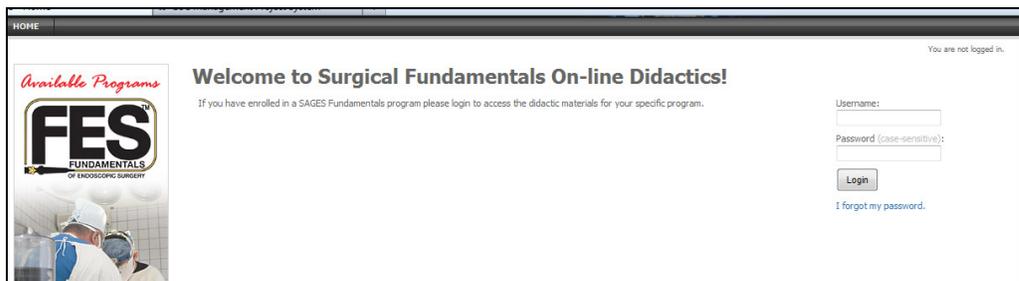
# FES Didactics: Program Coordinator Guide

## Section 1: Program Coordinator Functionality

The following section outlines all of the functionality that can be performed as a Program Coordinator

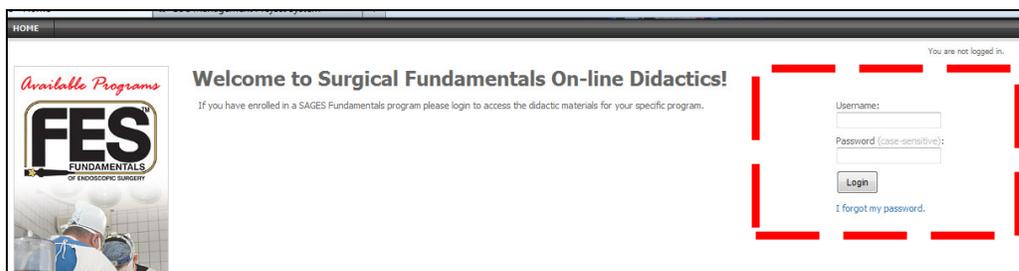
### Getting Started

1. Go to **www.fundamentals-didactics.com**
  - a. The Surgical Fundamentals Login page will now appear on screen



2. Enter your assigned **Username** and **Password** and select the **Login** button.

**NOTE:** If you do not remember your assigned account information and are unable to retrieve it using the password recovery, please contact the FES office.



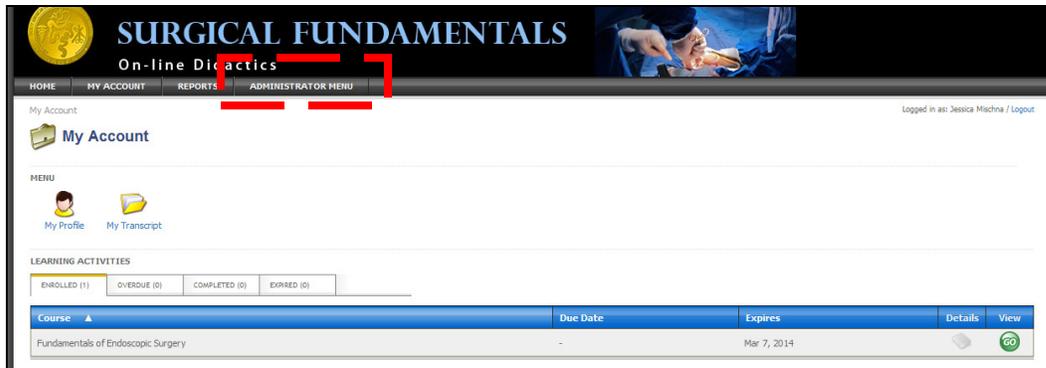
3. The **My Account** window will now appear on screen.



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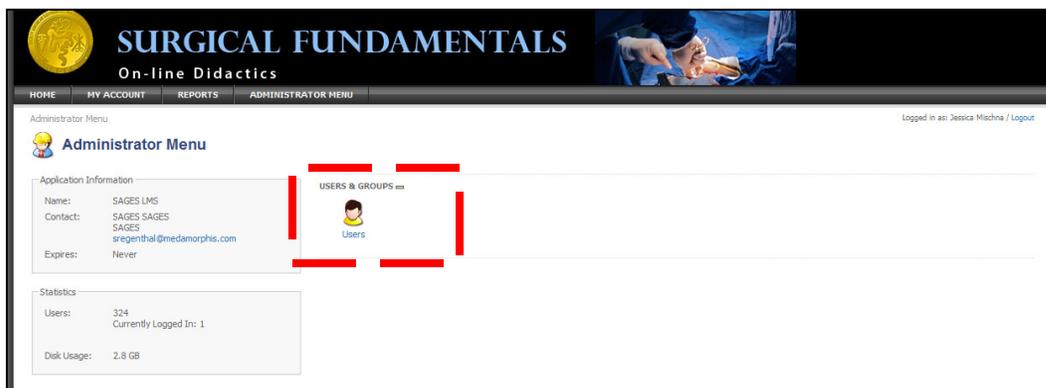
## Assigning User Accounts

1. Once you are logged in, select the **Administrative Menu Tab**



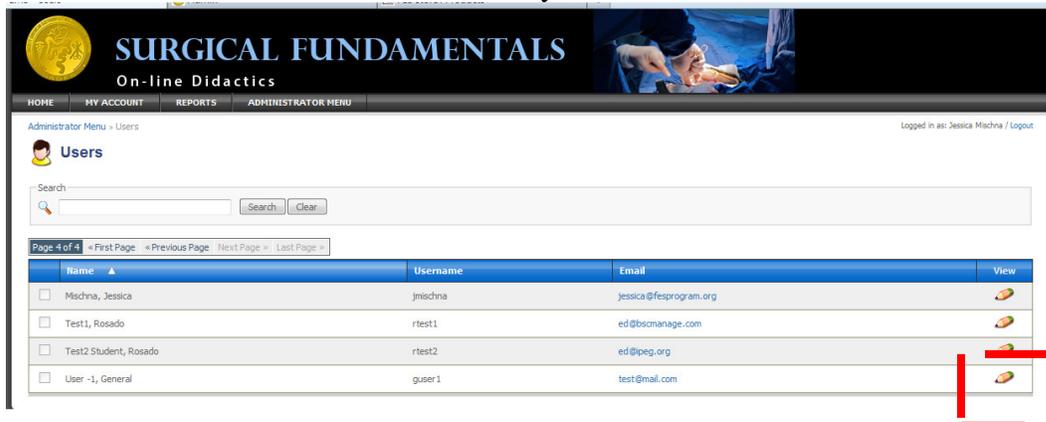
2. The **Administrative Menu** will appear on screen

3. Select the **Users** icon



4. The **User** menu will now appear on screen. A list of users assigned to your organization will be listed on this screen.

5. Select the **Pencil** icon for the user you wish to view



# FES Didactics: Program Coordinator Guide

6. The User Details window will now appear

**SURGICAL FUNDAMENTALS**  
On-line Didactics

HOME MY ACCOUNT REPORTS ADMINISTRATOR MENU

Administrator Menu > Users > User -1, General Logged in as: Jessica Mischna / Logout

**User : User -1, General**

Details  
Add or modify this user's properties using the form below.

**Account Info**  
Contact Info  
Employee Info

**Name:** \* First Name: General \* Last Name: User -1

**Email:** test@email.com

**Username:** \* Must be at least 6 characters and no more than 25 characters.  
\* Cannot contain 'admin' or 'administrator'.  
guser1

**Password:** \*\*\*\*\*  
 Force user to change password at next login.

**New Password:** \* Must be at least 6 characters and no more than 25 characters.  
\* Cannot contain 'password', '123456', '654321' or contain the username.

Confirm by entering again:

7. Edit the user's Name and Email address accordingly

**SURGICAL FUNDAMENTALS**  
On-line Didactics

HOME MY ACCOUNT REPORTS ADMINISTRATOR MENU

Administrator Menu > Users > User -1, General Logged in as: Jessica Mischna / Logout

**User : User -1, General**

Details  
Add or modify this user's properties using the form below.

**Account Info**  
Contact Info  
Employee Info

**Name:** \* First Name: General \* Last Name: User -1

**Email:** test@email.com

**Username:** \* Must be at least 6 characters and no more than 25 characters.  
\* Cannot contain 'admin' or 'administrator'.  
guser1

**Password:** \*\*\*\*\*  
 Force user to change password at next login.

**New Password:** \* Must be at least 6 characters and no more than 25 characters.  
\* Cannot contain 'password', '123456', '654321' or contain the username.

Confirm by entering again:

8. Edit the Username for the specific user.

**SURGICAL FUNDAMENTALS**  
On-line Didactics

HOME MY ACCOUNT REPORTS ADMINISTRATOR MENU

Administrator Menu > Users > User -1, General Logged in as: Jessica Mischna / Logout

**User : User -1, General**

Details  
Add or modify this user's properties using the form below.

**Account Info**  
Contact Info  
Employee Info

**Name:** \* First Name: General \* Last Name: User -1

**Email:** test@email.com

**Username:** \* Must be at least 6 characters and no more than 25 characters.  
\* Cannot contain 'admin' or 'administrator'.  
guser1

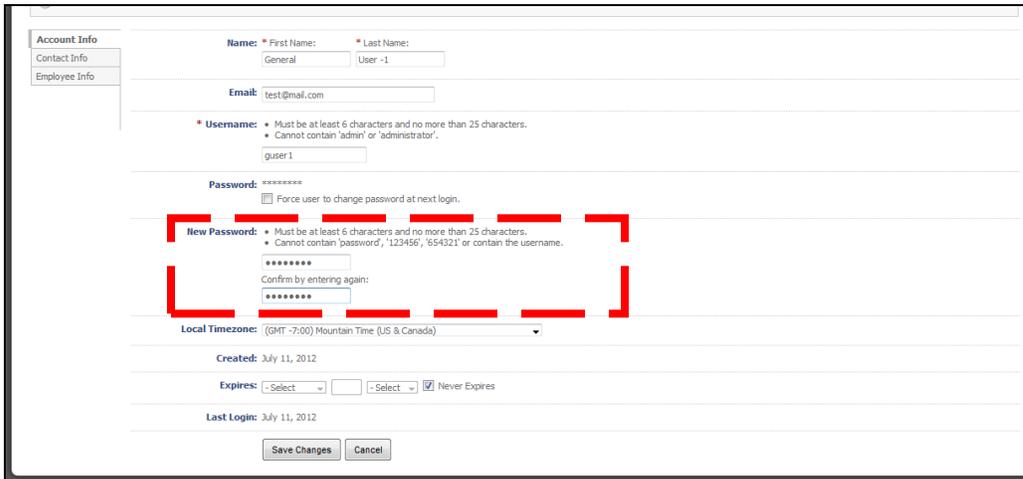
**Password:** \*\*\*\*\*  
 Force user to change password at next login.

**New Password:** \* Must be at least 6 characters and no more than 25 characters.  
\* Cannot contain 'password', '123456', '654321' or contain the username.

Confirm by entering again:

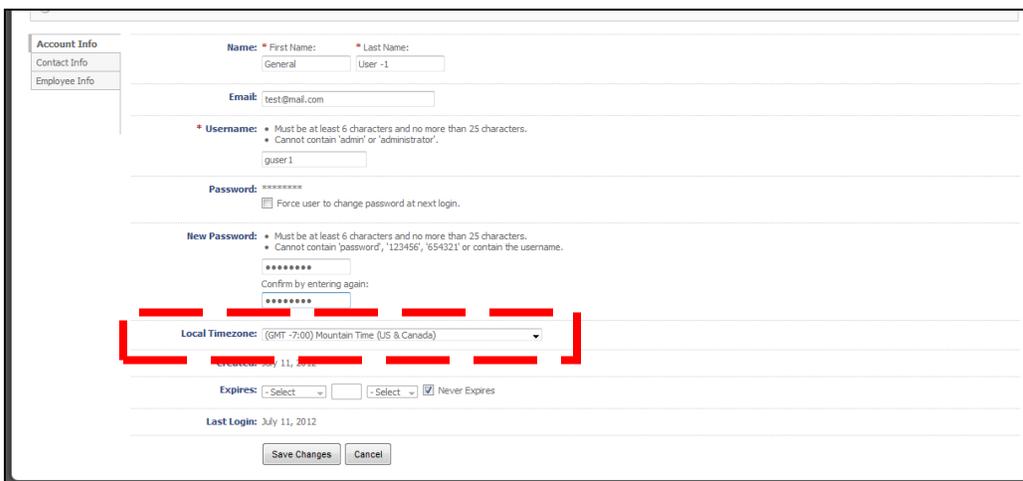
# FES Didactics: Program Coordinator Guide

## 9. Create a password for the specific user



The screenshot shows a user account creation form. The 'Name' field is split into 'First Name' (General) and 'Last Name' (User -1). The 'Email' field contains 'test@mail.com'. The 'Username' field contains 'guser1'. The 'Password' field is highlighted with a red dashed box and contains '\*\*\*\*\*'. Below it, the 'New Password' field is also highlighted with a red dashed box and contains '\*\*\*\*\*'. The 'Confirm by entering again:' field is also highlighted with a red dashed box and contains '\*\*\*\*\*'. The 'Local Timezone' is set to '(GMT -7:00) Mountain Time (US & Canada)'. The 'Created' date is 'July 11, 2012'. The 'Expires' field has a dropdown menu set to '- Select', a checkbox for 'Never Expires' which is checked, and another dropdown menu set to '- Select'. The 'Last Login' is 'July 11, 2012'. There are 'Save Changes' and 'Cancel' buttons at the bottom.

## 10. Configure the appropriate **Time Zone** for the user



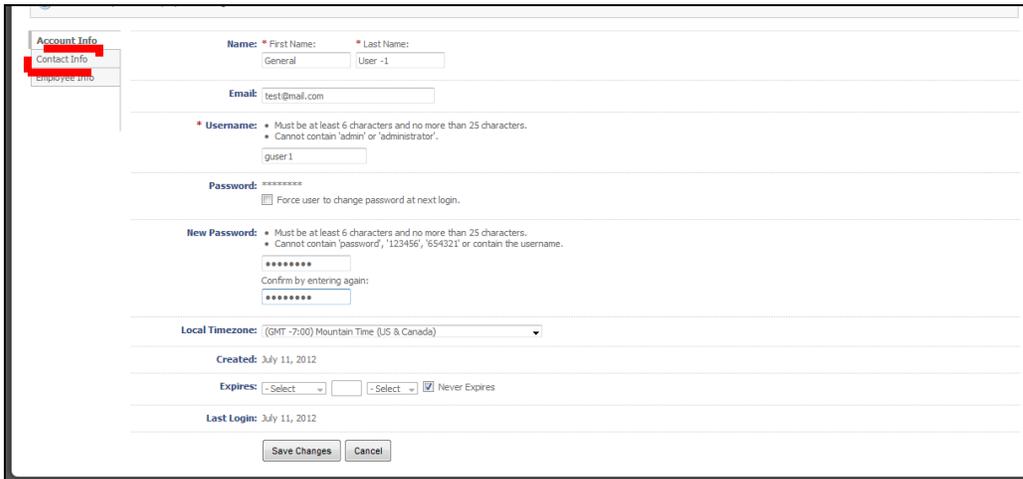
The screenshot shows the same user account creation form as above. The 'Local Timezone' dropdown menu is highlighted with a red dashed box and is set to '(GMT -7:00) Mountain Time (US & Canada)'. The 'Expires' field has a dropdown menu set to '- Select', a checkbox for 'Never Expires' which is checked, and another dropdown menu set to '- Select'. The 'Last Login' is 'July 11, 2012'. There are 'Save Changes' and 'Cancel' buttons at the bottom.

11. If you want to control how long the user will have access to use the account for any reason, you may set an expiration date. If not, leave it set to **Never Expires**.

**NOTE:** Regardless of what the individual account expiration is set to, access to the FES Course is limited to one year and is determined by the program subscription date.

# FES Didactics: Program Coordinator Guide

12. Select the **Contact Info** tab from the left hand menu.

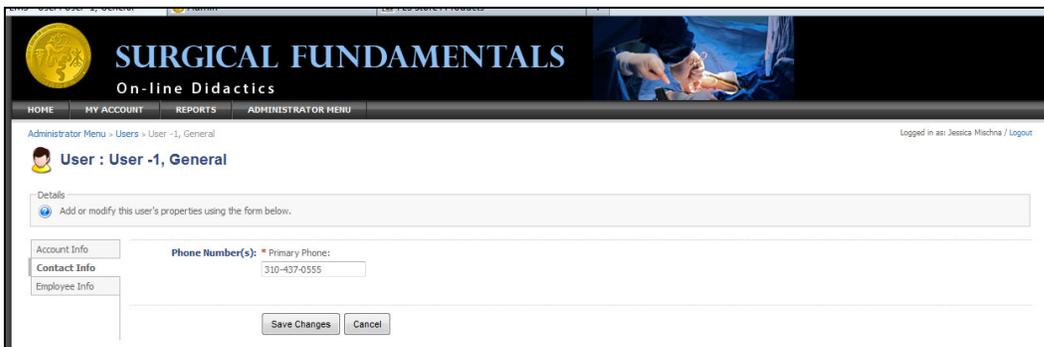


The screenshot shows a user profile form with a left-hand navigation menu. The 'Contact Info' tab is highlighted with a red box. The form fields include:

- Name:** \* First Name: General, \* Last Name: User -1
- Email:** test@mail.com
- Username:** \* Must be at least 6 characters and no more than 25 characters. \* Cannot contain 'admin' or 'administrator'. guser1
- Password:** \* Force user to change password at next login. (checkbox)
- New Password:** \* Must be at least 6 characters and no more than 25 characters. \* Cannot contain 'password', '123456', '\$\$4321' or contain the username. Confirm by entering again: (checkbox)
- Local Timezone:** (GMT -7:00) Mountain Time (US & Canada)
- Created:** July 11, 2012
- Expires:** -Select - (dropdown), -Select - (dropdown),  Never Expires
- Last Login:** July 11, 2012

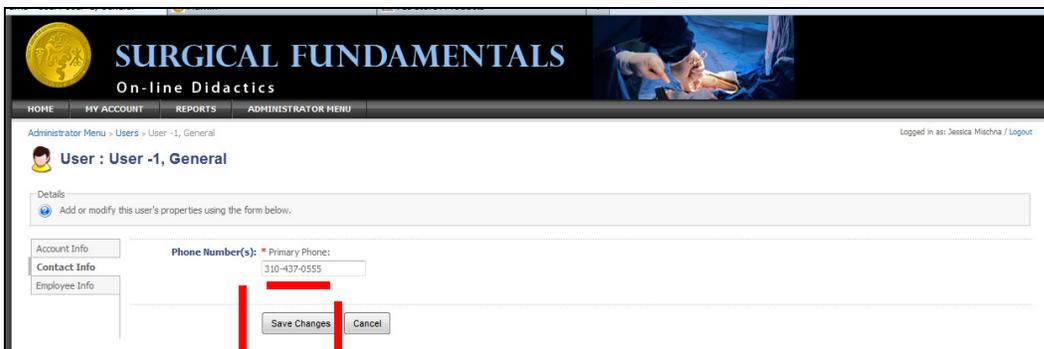
Buttons: Save Changes, Cancel

13. Edit the user's **Phone Number**.



The screenshot shows the user profile form with the 'Phone Number(s): \* Primary Phone:' field highlighted by a red box. The field contains the value '310-437-0555'. Buttons: Save Changes, Cancel

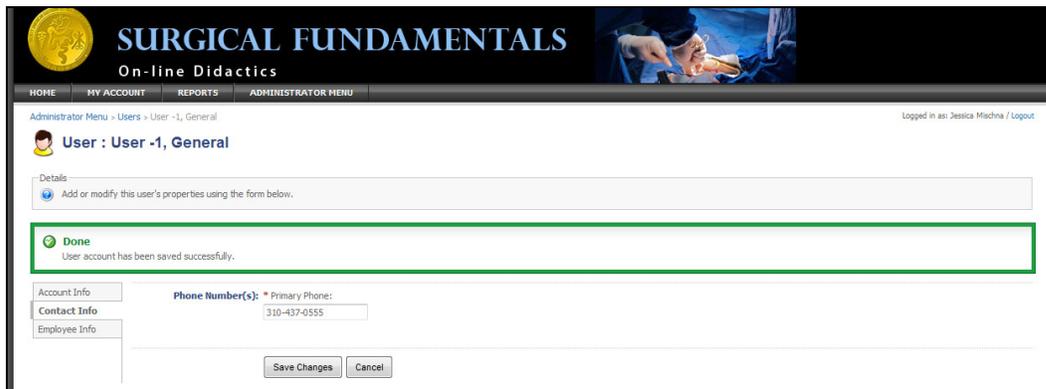
14. Select the **Save Changes** button



The screenshot shows the user profile form with the 'Save Changes' button highlighted by a red box. Buttons: Save Changes, Cancel

# FES Didactics: Program Coordinator Guide

15. A **Successfully Saved** confirmation will appear on screen



**NOTE:** Once you have edited the user account, please provide the required **Username** and **Password** to the specific user.

**You may follow the above steps any time to edit a user's information and password.**

## Generating Student Completion Report

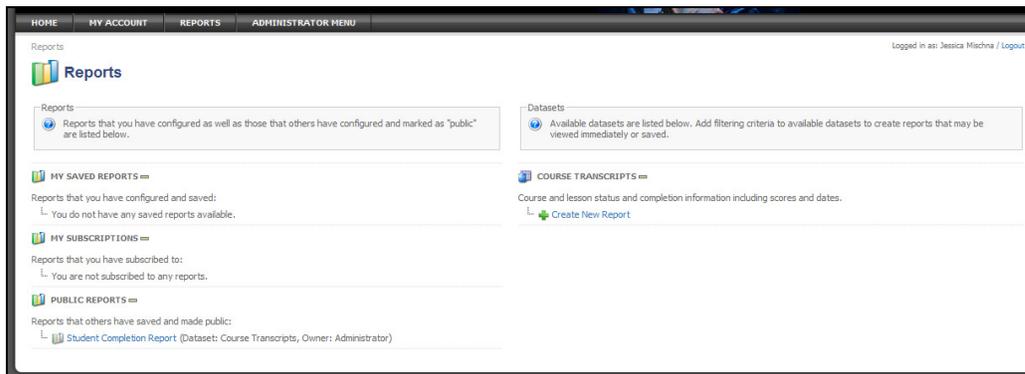
**NOTE:** This report will display whether users have completed the course modules.

1. Once you are logged in, select the **Reports Tab**

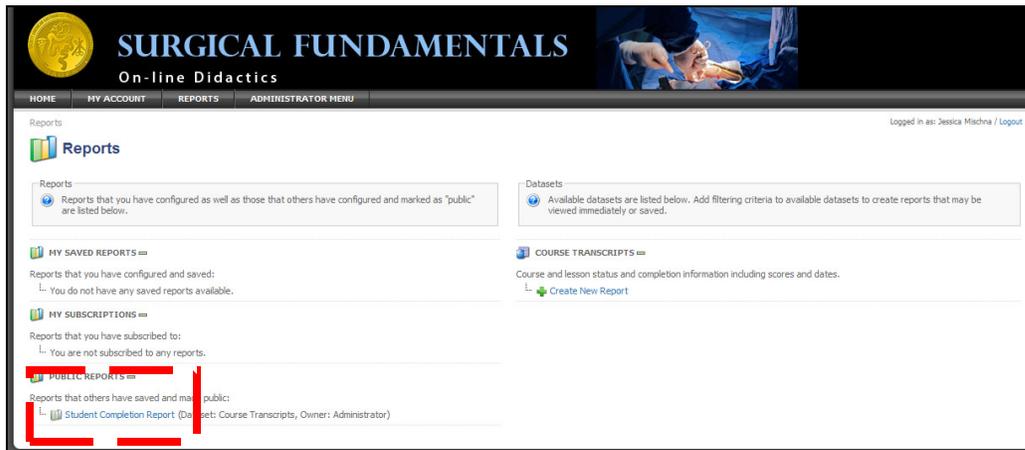


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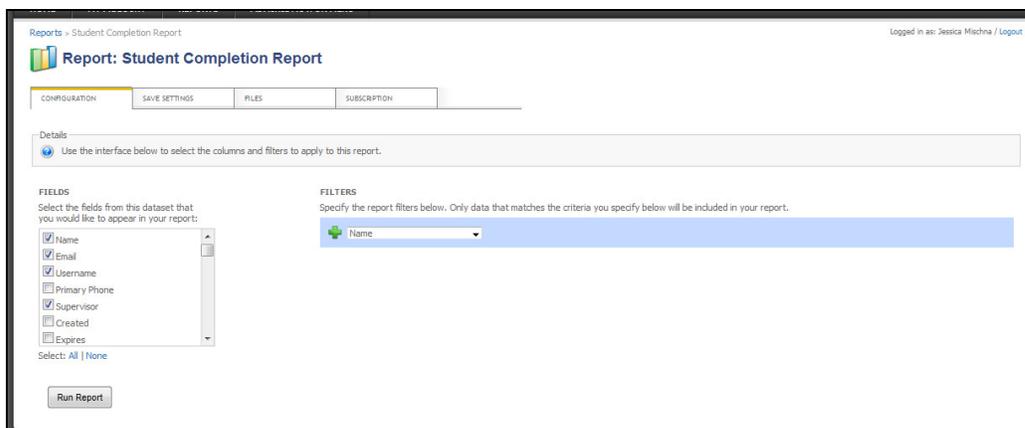
## 2. The Reports window will appear on screen



## 3. Select the Student Completion Report link

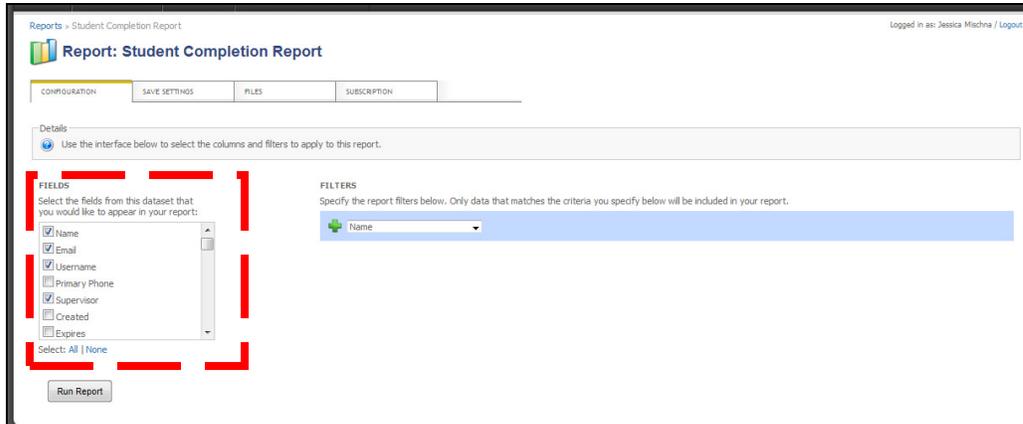


## 4. The Student Completion Report window will appear



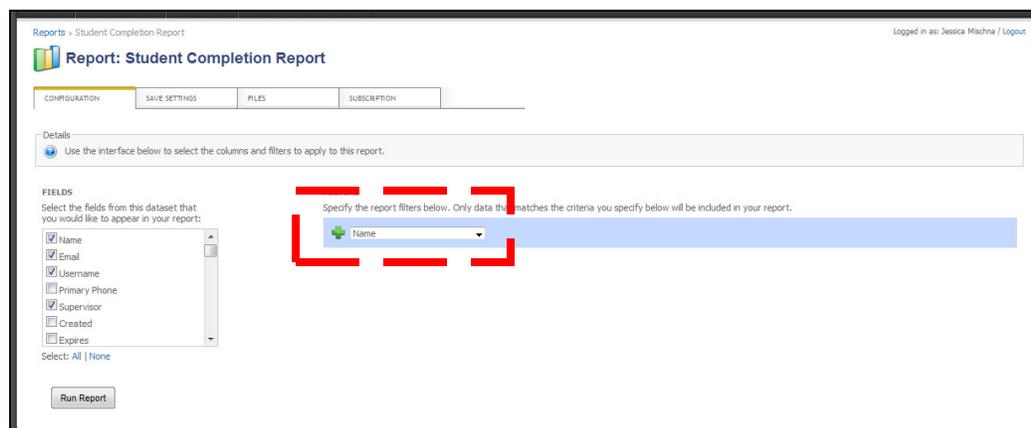
# FES Didactics: Program Coordinator Guide

5. For your convenience we have pre-selected the most useful data fields to include in your report, but you may select or de-select the data points as needed.



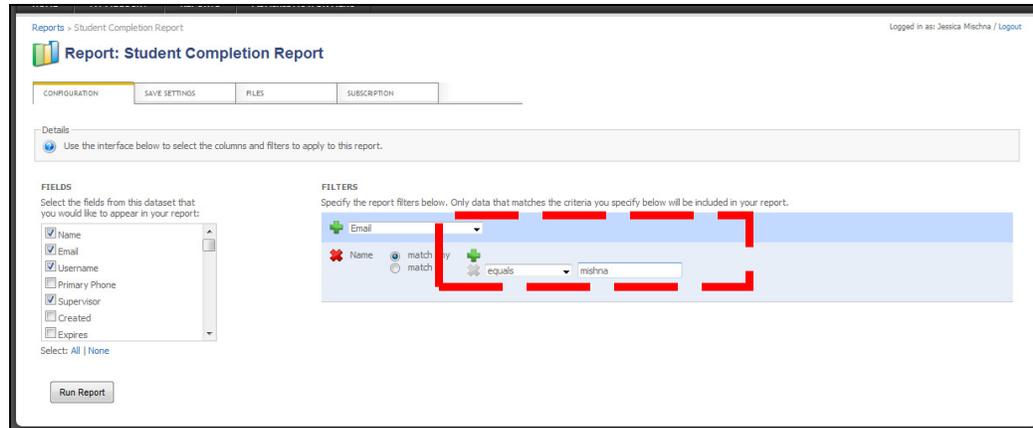
6. By default, this report is configured to generate for all users in your program. If you wish to generate the report for only specific users, you may set the filters accordingly as explained below.

- a. To add a filter, select from the available options and press the **Green + sign**

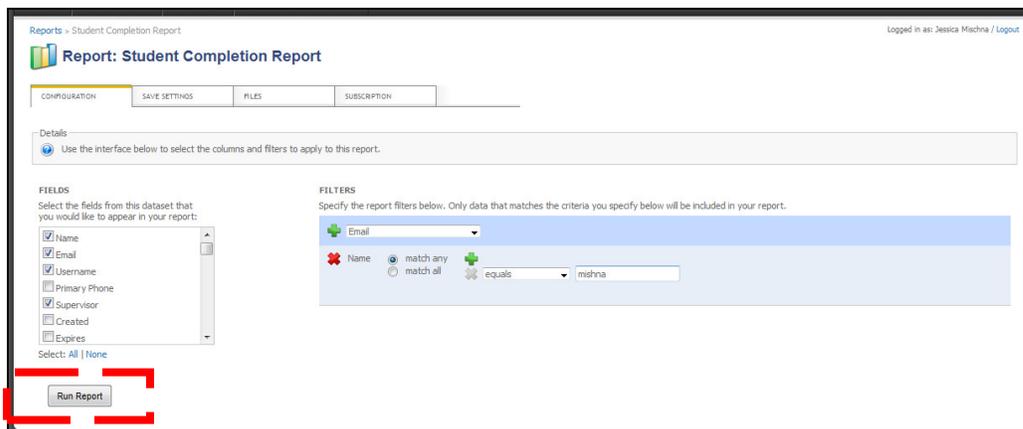


# FES Didactics: Program Coordinator Guide

- b. Enter the criteria for which you would like to filter. Available options include lesson success.

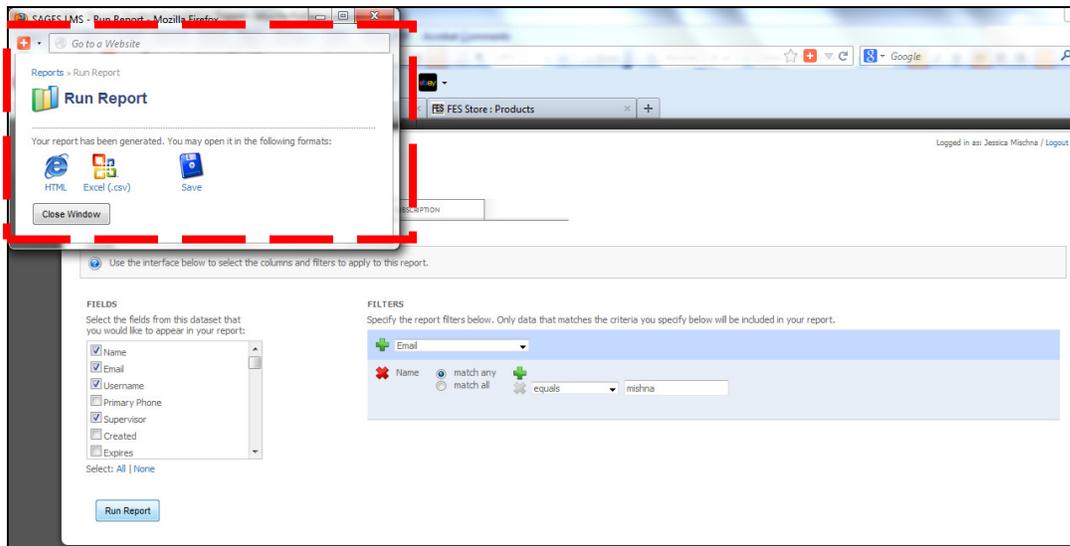


7. When you are ready to generate the report select the **Run Report** button



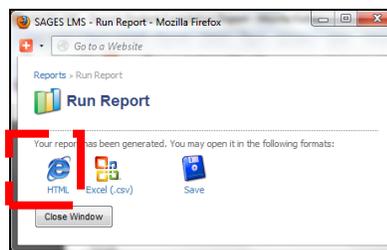
# FES Didactics: Program Coordinator Guide

8. The **Run Report** window will appear on screen



9. Select one of the two following report formats:

a. To display to your screen, select the **HTML** icon

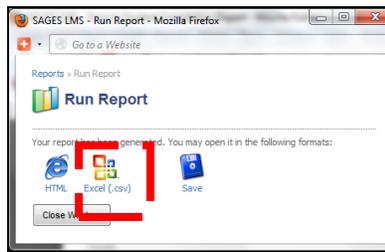


i. The report will appear on screen

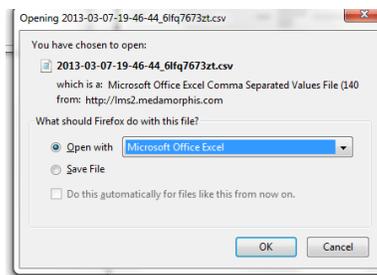
Name	Email	Username	Supervisor	Group	Course	Enroll Date	Course Status	Date Completed	Lesson	Lesson
member-1, board	BoardMember-1		SAGES		Fundamentals of Endoscopic Surgery (#605)	2012-08-09 16:07:59	enrolled		Module 0: CME Information	complete
member-1, board	BoardMember-1		SAGES		Fundamentals of Endoscopic Surgery (#605)	2012-08-09 16:07:59	enrolled		Module 1: Technology	complete
member-1, board	BoardMember-1		SAGES		Fundamentals of Endoscopic Surgery (#605)	2012-08-09 16:07:59	enrolled		Module 2: Patient Preparation	complete
member-1, board	BoardMember-1		SAGES		Fundamentals of Endoscopic Surgery (#605)	2012-08-09 16:07:59	enrolled		Module 3: Sedation and Analgesia	complete
member-1, board	BoardMember-1		SAGES		Fundamentals of Endoscopic Surgery (#605)	2012-08-09 16:07:59	enrolled		Module 4: Upper Gastrointestinal Endoscopy	complete
member-1, board	BoardMember-1		SAGES		Fundamentals of Endoscopic Surgery (#605)	2012-08-09 16:07:59	enrolled		Module 5: Lower Gastrointestinal Endoscopy	complete

# FES Didactics: Program Coordinator Guide

- b. To display and save the report to an excel file, select the **Excel** icon

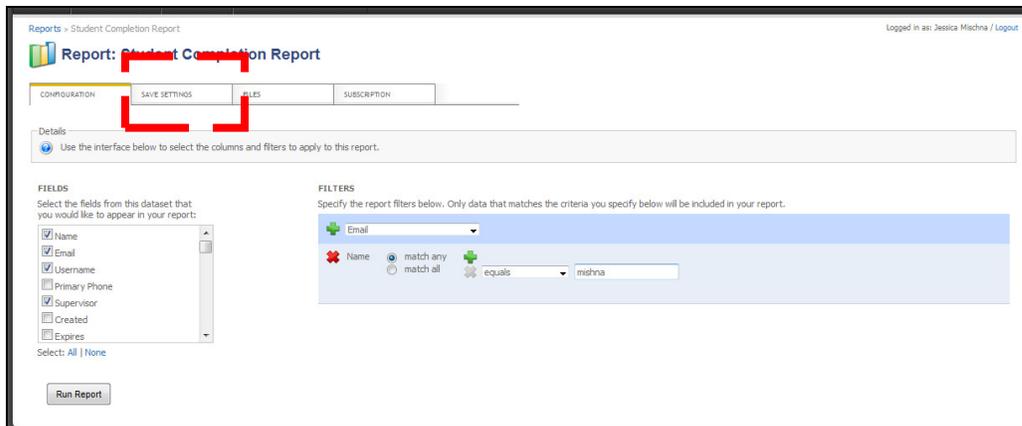


- i. The **Save As** dialog box will appear. From here, you may open with excel or save to a file.



## Saving Your Custom Report

1. If you wish to save your data field and filter settings you may select the **Save Settings** tab

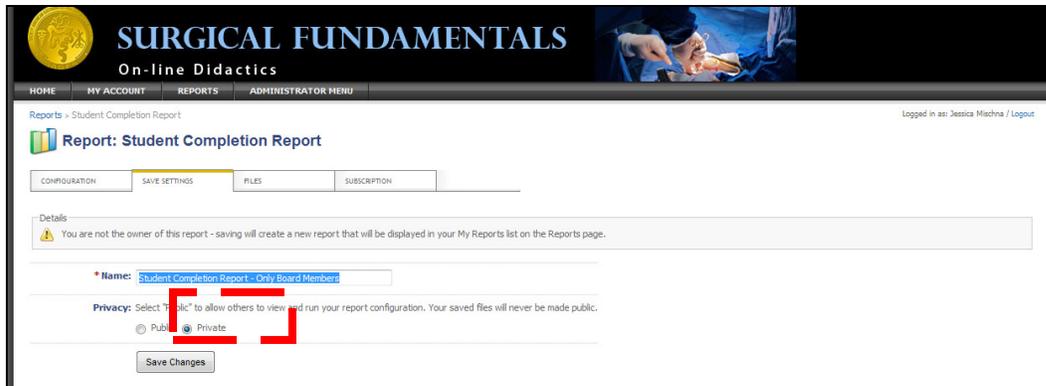


2. Edit the name of the report accordingly
  3. Select **Private**

## FES Didactics: Program Coordinator Guide

**NOTE:** Private reports will only be visible to you. Public reports can be seen by other users. Although they will not be able to view any of your data, they will be able to view the configuration of the report. If they were to run the report based on your criteria, it would produce no results.

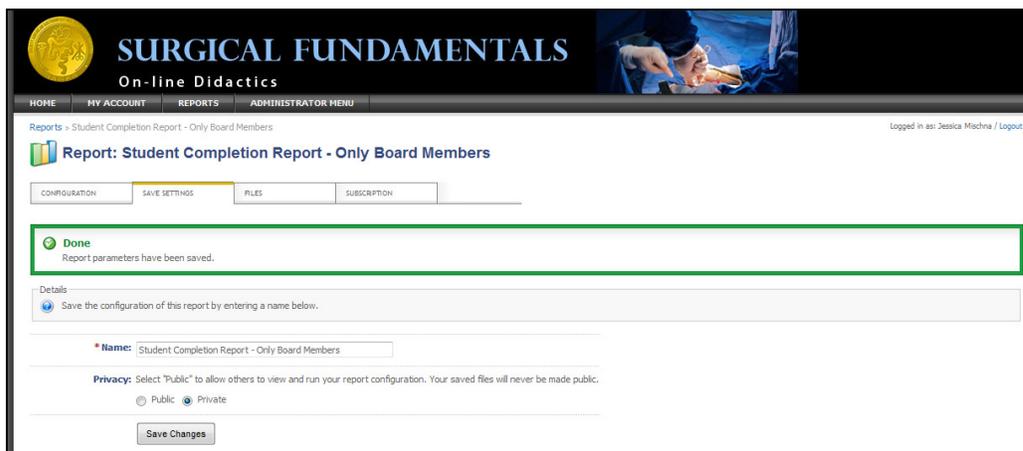
All publicly saved reports are subject to deletion by the system administrator without notice.



The screenshot shows the configuration page for a report. The title is "Report: Student Completion Report". There are tabs for "CONFIGURATION", "SAVE SETTINGS", "FILES", and "SUBSCRIPTION". A warning message states: "You are not the owner of this report - saving will create a new report that will be displayed in your My Reports list on the Reports page." The "Name" field contains "Student Completion Report - Only Board Members". The "Privacy" section has "Public" and "Private" radio buttons, with "Private" selected. A "Save Changes" button is at the bottom.

4. Select the **Save Changes** button

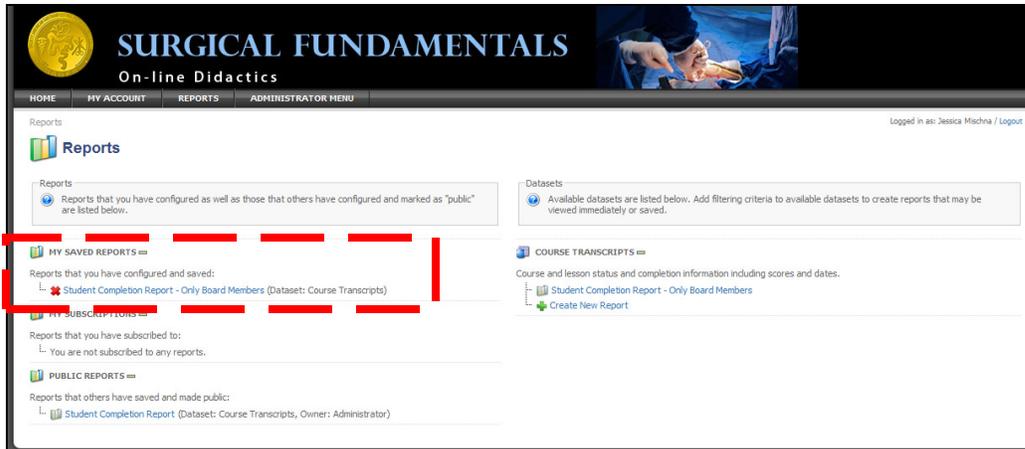
5. A confirmation will appear on screen



The screenshot shows the configuration page after saving. The title is "Report: Student Completion Report - Only Board Members". A green "Done" message box states: "Report parameters have been saved." The "Name" field contains "Student Completion Report - Only Board Members". The "Privacy" section has "Public" and "Private" radio buttons, with "Private" selected. A "Save Changes" button is at the bottom.

# FES Didactics: Program Coordinator Guide

6. Upon returning to the main **Reports** menu, your saved report will now appear under **My Saved Reports**

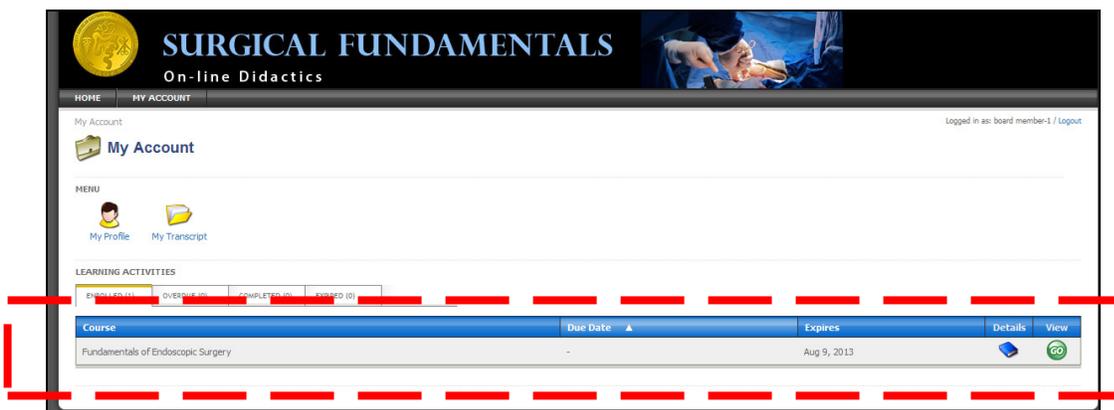


## Section 2: Regular User Functionality

As previously mentioned, the Program Coordinator account may also function as a regular account. The following section outlines all of the functionality that can be performed as a normal user.

### Launching the FES Course

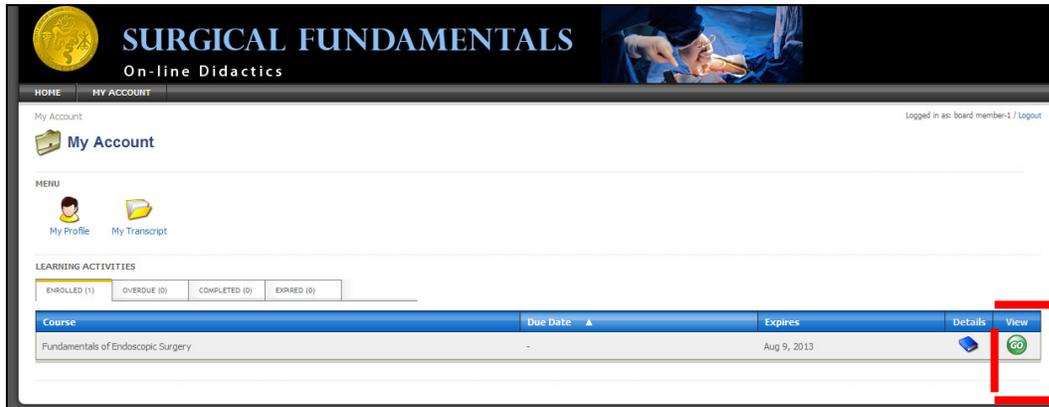
1. Once you are logged in, the FES Course will be listed on your **My Account** page.



**NOTE:** If you do not see the FES Course under the Enrolled tab. Please contact the FES office.

# FES Didactics: Program Coordinator Guide

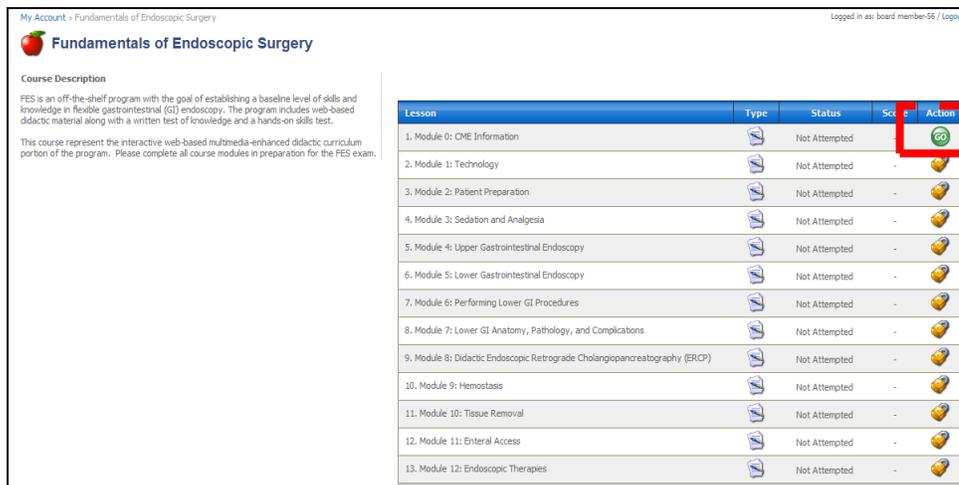
2. To launch the FES course, select the green **GO** button.



3. The **FES Course Home Page** will now appear on screen.

**NOTE:** If this is your first time accessing the didactic information you must first complete the CME Module before you may launch any other course lesson.

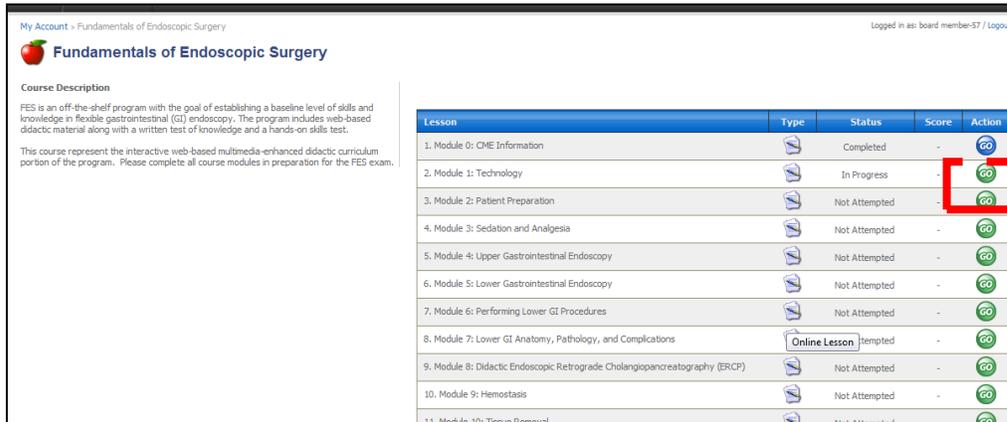
Select the green **GO** button to launch the **CME Module**



# FES Didactics: Program Coordinator Guide

## Viewing a Lesson

1. Once you have completed the **CME Module** you may choose the lesson you wish to launch and select the green **GO** button to launch it.



My Account > Fundamentals of Endoscopic Surgery

Logged in as: board member-57 / Logout

### Fundamentals of Endoscopic Surgery

**Course Description**

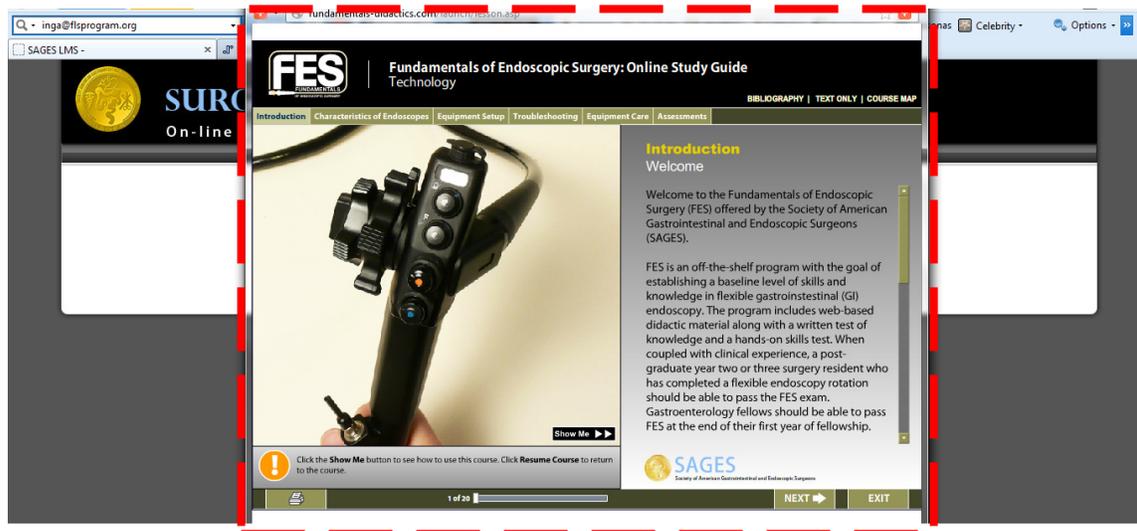
FES is an off-the-shelf program with the goal of establishing a baseline level of skills and knowledge in flexible gastrointestinal (GI) endoscopy. The program includes web-based didactic material along with a written test of knowledge and a hands-on skills test.

This course represent the interactive web-based multimedia-enhanced didactic curriculum portion of the program. Please complete all course modules in preparation for the FES exam.

Lesson	Type	Status	Score	Action
1. Module 0: CME Information		Completed	-	GO
2. Module 1: Technology		In Progress	-	GO
3. Module 2: Patient Preparation		Not Attempted	-	GO
4. Module 3: Sedation and Analgesia		Not Attempted	-	GO
5. Module 4: Upper Gastrointestinal Endoscopy		Not Attempted	-	GO
6. Module 5: Lower Gastrointestinal Endoscopy		Not Attempted	-	GO
7. Module 6: Performing Lower GI Procedures		Not Attempted	-	GO
8. Module 7: Lower GI Anatomy, Pathology, and Complications	Online Lesson	Not Attempted	-	GO
9. Module 8: Didactic Endoscopic Retrograde Cholangiopancreatography (ERCP)		Not Attempted	-	GO
10. Module 9: Hemostasis		Not Attempted	-	GO
11. Module 10: Tissue Removal		Not Attempted	-	GO

2. The Lesson window will now appear on screen.

**NOTE:** If you run into issues viewing the course window, please ensure that your browser is configured to allow pop ups from [fundamentals-didactics.com](http://fundamentals-didactics.com)



ing@fzprogram.org

SAGES LMS -

Fundamentals of Endoscopic Surgery: Online Study Guide

Technology

Introduction Characteristics of Endoscopes Equipment Setup Troubleshooting Equipment Care Assessments

BIBLIOGRAPHY | TEXT ONLY | COURSE MAP

**Introduction**

Welcome

Welcome to the Fundamentals of Endoscopic Surgery (FES) offered by the Society of American Gastrointestinal and Endoscopic Surgeons (SAGES).

FES is an off-the-shelf program with the goal of establishing a baseline level of skills and knowledge in flexible gastrointestinal (GI) endoscopy. The program includes web-based didactic material along with a written test of knowledge and a hands-on skills test. When coupled with clinical experience, a post-graduate year two or three surgery resident who has completed a flexible endoscopy rotation should be able to pass the FES exam. Gastroenterology fellows should be able to pass FES at the end of their first year of fellowship.

SAGES  
Society of American Gastrointestinal and Endoscopic Surgeons

1 of 20

NEXT EXIT

## FES Didactics: Program Coordinator Guide

- Use the navigation bar on the bottom of the lesson to progress through the slide.



- If you wish to exit the lesson at any time select the Exit button on the bottom right corner.



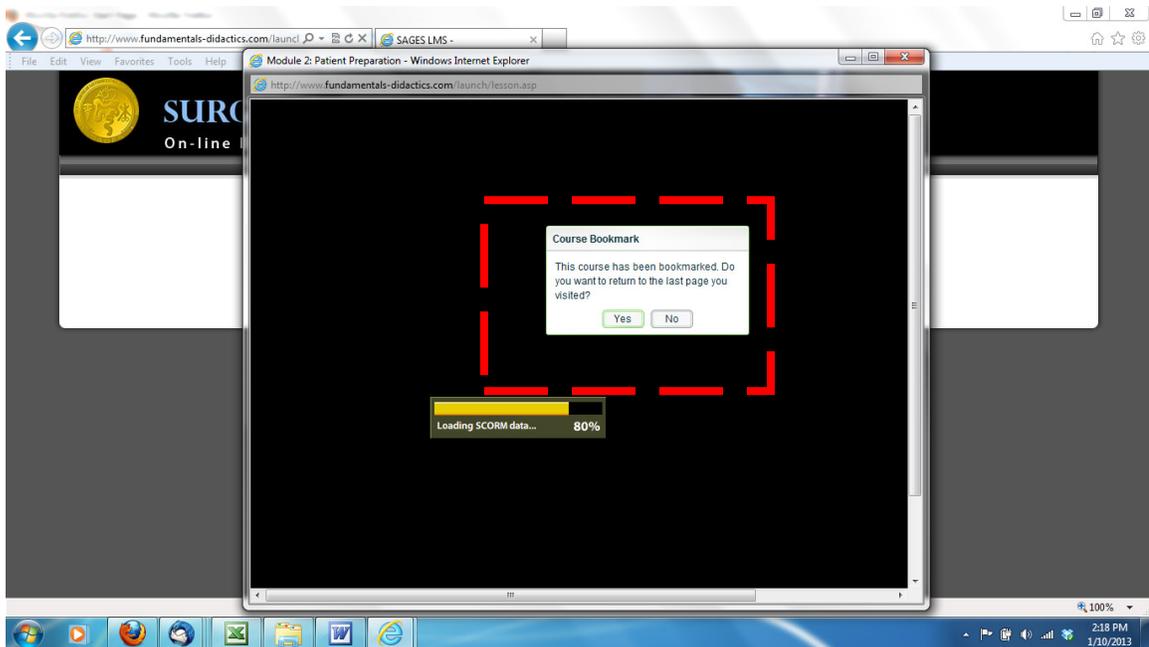
- The system will take a few minutes to save your activity information. When ready, you may select the link to return to the course main menu.



## FES Didactics: Program Coordinator Guide

**NOTE:** It is important to wait until the data has been completely saved before moving on. Otherwise, usage information will not be saved. **Once the system has saved your progress, you will be directed back to the main table of contents where you can select a new module to review**

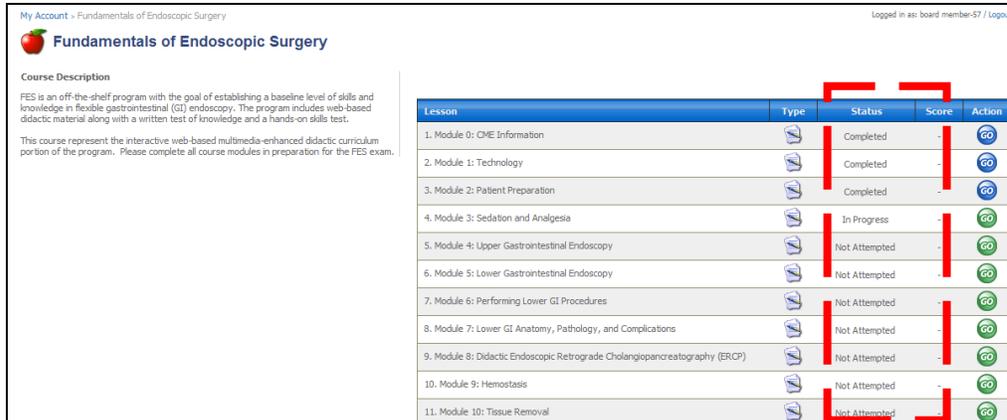
6. Upon returning to the course main menu you may exit the site and return at a later time.
7. You may re-launch any of the course lessons at any time. If you are returning to a lesson that you have already completed or started, a dialog will appear on screen asking if you would like to start the lesson over or begin from where you left off.



# FES Didactics: Program Coordinator Guide

## Lesson Status

1. You may view the status of each module from the main course menu.



My Account > Fundamentals of Endoscopic Surgery

Logged in as: board member-57 / Logout

### Fundamentals of Endoscopic Surgery

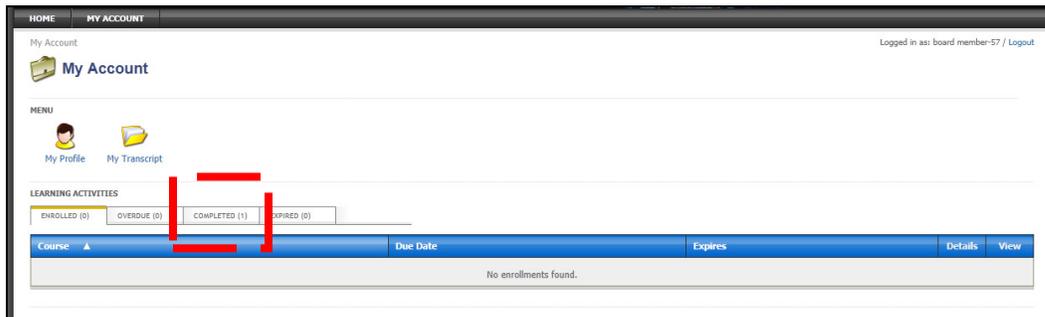
**Course Description**

FES is an off-the-shelf program with the goal of establishing a baseline level of skills and knowledge in flexible gastrointestinal (GI) endoscopy. The program includes web-based didactic material along with a written test of knowledge and a hands-on skills test. This course represent the interactive web-based multimedia-enhanced didactic curriculum portion of the program. Please complete all course modules in preparation for the FES exam.

Lesson	Type	Status	Score	Action
1. Module 0: CME Information		Completed	-	
2. Module 1: Technology		Completed	-	
3. Module 2: Patient Preparation		Completed	-	
4. Module 3: Sedation and Analgesia		In Progress	-	
5. Module 4: Upper Gastrointestinal Endoscopy		Not Attempted	-	
6. Module 5: Lower Gastrointestinal Endoscopy		Not Attempted	-	
7. Module 6: Performing Lower GI Procedures		Not Attempted	-	
8. Module 7: Lower GI Anatomy, Pathology, and Complications		Not Attempted	-	
9. Module 8: Didactic Endoscopic Retrograde Cholangiopancreatography (ERCP)		Not Attempted	-	
10. Module 9: Hemostasis		Not Attempted	-	
11. Module 10: Tissue Removal		Not Attempted	-	

**NOTE:** A module will not be listed as complete unless all slides for that lesson have been viewed.

2. Once you have completed all of the course lessons, the course status will be considered complete. The course will be moved in the **Completed** section of your account. You may still access completed courses for however long your enrollment is for.



HOME MY ACCOUNT

My Account

Logged in as: board member-57 / Logout

### My Account

MENU

My Profile My Transcript

LEARNING ACTIVITIES

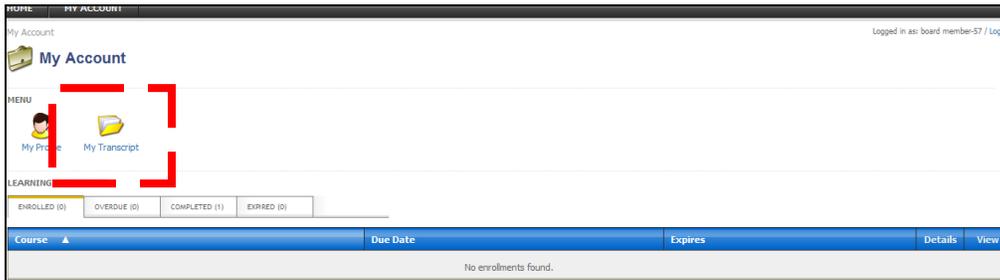
ENROLLED (0) OVERDUE (0) COMPLETED (1) EXPIRED (0)

Course	Due Date	Expires	Details	View
No enrollments found.				

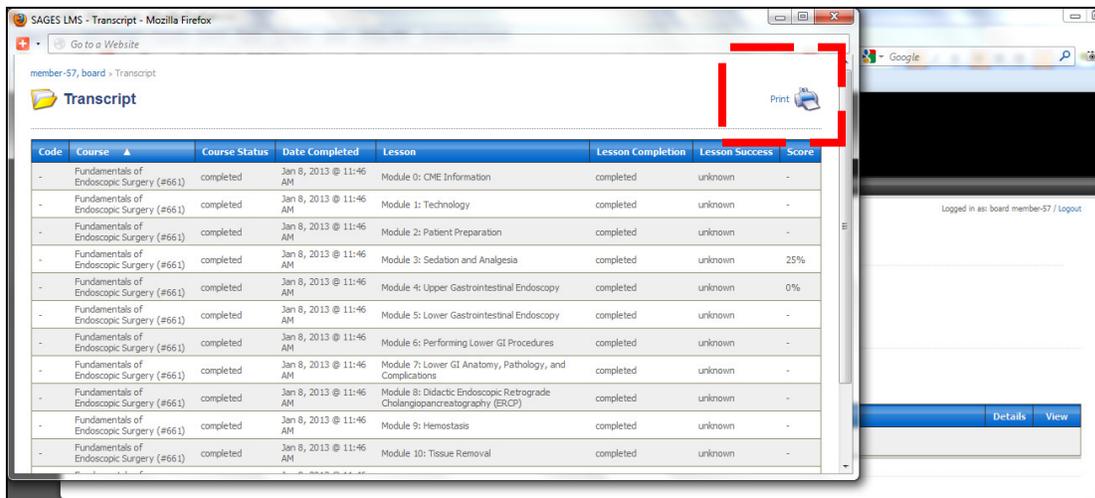
# FES Didactics: Program Coordinator Guide

## Transcripts

1. When all of the course lessons have been completed you may generate and print course transcripts indicating the completion of the course.
2. From the main menu, select the **My Transcripts** menu option.

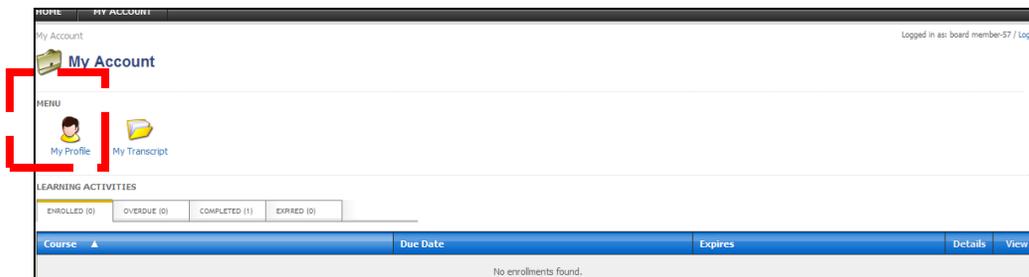


3. The transcripts window will now appear on screen. Select the print icon to print and save a copy.



## Change Password

1. From the main menu, select the **My Profile** icon



## FES Didactics: Program Coordinator Guide

- The account information window will appear on screen.
- Scroll down to the **New Password** section and enter your desired password.

My Account > Account Information Logged in as: board member-57 / Logout

### Account Information

Details  
Use the form below to modify your account.

**Account Info**  
Contact Info  
Employee Info

**Name:** \* First Name: board \* Last Name: member-57

**Email:**

**Username:** \* BoardMember-57  
\* Must be at least 6 characters and no more than 25 characters.  
\* Cannot contain 'admin' or 'administrator'.

**Password:** \*\*\*\*\*

**New Password:** \* Must be at least 6 characters and no more than 25 characters.  
\* Cannot contain 'password', '123456', '654321' or contain the username.

Confirm by entering again:

- Select the **Save Changes** button.

**New Password:** \* Must be at least 6 characters and no more than 25 characters.  
\* Cannot contain 'password', '123456', '654321' or contain the username.

Confirm by entering again:

**Local Timezone:** (GMT -7:00) Mountain Time (US & Canada)

**Created:** August 9, 2012

**Expires:** Never

**Last Login:**

**Save Changes** **Cancel**

- An **Account Updated** confirmation will appear on screen

My Account > Account Information Logged in as: board member-57 / Logout

### Account Information

Details  
Use the form below to modify your account.

**Done**  
Your account has been updated successfully!