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 <u>www.surgicalfundamentals.org/</u>
- 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

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.

HOME		
Available Programs	Welcome to Surgical Fundamentals On-line Didactics! If you have errolled in a SAGES Fundamentals program please login to access the didactic materials for your specific program.	You are not logged in.

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

On-line Didactics			
My Account:		Logged in as: Jessica Mischna / L	ogout
MEHU Wy hoffie My hoffie My Transcrot			
LEARNING ACTIVITIES Evenueled (1) OVERDUE (8) COMPLETED (9) EVENED (9)			1000000000
Course 🔺 Due Dat	ate Exp	pires Details Vie	w
Fundamentals of Endoscopic Surgery	Mar	7, 2014 🕥 🧔)

Assigning User Accounts

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

On-line Dic actics				
My Account		Logge	d in as: Jessica Mischn	a / Logout
MENU Wy Profile Wy Transcript				
LEARNING ACTIVITIES EvelociteD (1) OVERDUE (0) COMPLETED (0) EVENED (0)				
	Due Date	Expires	Details	View
runoamentais or chooscopic surgery	-	Mdr 7, 2014		

- 2. The Administrative Menu will appear on screen
- 3. Select the Users icon

LOME MY	SURGICA	L FUNDAMENTALS	The second se	
Administrator Mer			Logged in as: Jessica Mischna	/ Logout
🚼 Admi	nistrator Menu			
Application Info	ormation	USERS & GROUPS		
Name:	SAGES LMS			
Contact:	SAGES SAGES SAGES sregenthal@medamorphis.com	Users		
Expires:	Never			
Statistics Users: Disk Usage:	324 Currently Logged In: 1 2.8 G8			

- 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

On-line Didactics		TAR	
Administrator Menu > Users			Logged in as: Jessica Mischna / Logout
Users			
Search Clear)		
Page 4 of 4 «First Page «Previous Page Next Page » Last Page >	8		
Name 🔺	Username	Email	View
Mischna, Jessica	jmischna	jessica@fesprogram.org	9
Test1, Rosado	rtest1	ed@bscmanage.com	2
Test2 Student, Rosado	rtest2	ed@ipeg.org	
User -1, General	guser 1	test@mail.com	2

6. The User Details window will now appear

NO IN	URGICA I-line Didacti	L FU c s	NDAN	MENTALS		
Administrator Menu > Users	> User -1, General				Logged in as: Jessica Mischna /	Logout
Details Add or modify this u	r -1, General	n below.				
Account Info	Name:	* First Name:	* Last Name:			
Contact Info		General	User -1			
Employee Info						
	Email:	test@mail.com				
	* Username:	Must be at leas Cannot contain guser1	t 6 characters and no 'admin' or 'administrat	more than 25 characters. tor'.		
	Password:	Force user to c	change password at n	ext login.		
	New Password:	Must be at leas Cannot contain	t 6 characters and no 'password', '123456', g again:	more than 25 characters. '654321' or contain the username.		

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

SUU on-li	RGICAL FU		S
Administrator Menu > Users > Use	r -1, General		Logged in as: Jessica Mischna / Logout
Details Add or modify this user's	General properties using the form below.		
Account Info	Name: * First Name:	* Last Name	
Contact Info	General	User -1	
Employee Info			
	Email: test@mail.com		
	• Cannot cont guser1	east d <mark>'Onaracces and</mark> no mo re than 20 tha facter <mark>s.</mark> ain 'admin' or 'administrator'.	
	Password: *********	to change password at next login.	
	New Password: Must be at le Cannot cont Confirm by enter	east 6 characters and no more than 25 characters. ain 'password', '123456', '654321' or contain the usernan	ine.

8. Edit the **Username** for the specific user.

NONE MY ACCOUNT	IRGICAL FU	INDAMENTALS		
Administrator Menu > Users	• User -1, General		Logged in as:	Jessica Mischna / Logout
User : User Details Add or modify this us	-1, General			
Account Info	Name: * First Name:	* Last Name:		
Contact Info	General	User -1		
Employee Info				
	Email			
	* Username: • Must be at leas • Cannot contain guser1	st 6 characters and no more than 25 characters. n'admin' or 'administrator'.		
	Password: ********	change password at next login.		
	New Password: Must be at leas Cannot contain Confirm by enterin	st 6 characters and no more than 25 characters. n'password', '123456', '654321' or contain the username g again:	Ŀ	

9. Create a password for the specific user

-		
Account Info	Name:	* First Name: * Last Name:
Contact Info		General User -1
Employee Info		
	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.
	New Password:	Must be at least 6 characters and no more than 25 characters. Cannot contain password, '12456', '654321' or contain the username.
		••••••
		Confirm by entering again:
	Local Timezone:	(GMT -7:00) Mountain Time (US & Canada)
	Created:	July 11, 2012
	Expires:	Select v V Never Expires
	Last Login:	July 11, 2012
		Save Changes Cancel

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

A					
CCOUNT THEO	Name:	* First Name:	* Last Name:		
ontact Info		General	User -1		
oloyee Info					
	Email:	test@mail.com			
	* Username:	 Must be at least 6 Cannot contain 'ad 	characters and no mo Imin' or 'administrator'	ore than 25 characters.	
		guser1			
	Password:	*****			
		Force user to char	nge password at next	t login.	
	New Password:	Must be at least 6 Cannot contain ba	characters and no mo	ore than 25 characters. 54321' or contain the username.	
			1		
		Confirm by entering a	gain:		
]		
	Local Timezone:	(GMT -7:00) Mountain	n Time (US & Canada)) 🗸	
	- SPRINGER				
	Expires:	- Select 🛛 🖉	- Select 👻 💟] Never Expires	
	Last Login:	July 11, 2012			
		Save Changes	Cancel		

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.

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

Account Info	Name:	* Frst Name: * Last Name: General User -1
Employee Into		
	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.
	New Password:	Must be at least 6 characters and no more than 25 characters. Cannot contain [password', 123456', 154321' or contain the username.
		eeeeeee Confirm hy entering again:
	Local Timezone:	(GMT -7:00) Mountain Time (US & Canada)
	Created:	kily 11, 2012
	Expires:	- Select v Select v Never Expires
	Last Login:	Niy 11, 2012
		Save Changes Cancel

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



14. Select the **Save Changes** button

Балана Салана Салана Селана Салана Салана Селана Салана	SURGICAL FUNDAMENTALS	14 And 19
Administrator Menu > Use	ers > User -1, General	Logged in as: Jessica Mischna / Logout
Details Account Info	is user's properties using the form below.	
Contact Info	Phote Ruli De (3). Finina y Finine.	
Employee Info	Save Changes Cancel	

15. A Successfully Saved confirmation will appear on screen

S or	URGICAL FUNDAMENTALS	The second se
Administrator Menu > User	IT REPORTS ADMINISTRATOR MENU	Logoed in as: Jessica Mischna / Logout
🗩 User : Use	er -1, General	
Add or modify this Add or modify this Done User account has I	user's properties using the form below.	
Account Info	Phone Number(s): * Primary Phone:	
Contact Info	310-437-0555	
Employee Info		
	Save Changes Cancel	

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**

SURGICAL FUNDAMENTALS	The second	
My Account		Logged in as: Jessica Mischna / Logout
Menu My Profile My Transcript		
LEARNING ACTIVITIES DHIOLED (1) OVERDUE (0) COMPLETED (0) EXPIRED (0)		
Course 🛦 Due Da Fundamentals of Endoscopic Surgery -	Mare Expires Mar 7, 2014	Details View

2. The **Reports** window will appear on screen

Reports Reports	Logged in ant Jessica Mitchne / Logout
Reports Reports that you have configured as well as those that others have configured and marked as "public" are listed below.	Datasets Wavailable datasets are listed below. Add filtering criteria to available datasets to create reports that may be viewed immediately or saved. COURSE TRANSCRIPTS = Course and lesson status and completion information including scores and dates.
Tou do not have any saved reports available. Image: The second	Create New Keport
PUBLIC REPORTS = Reports that others have saved and made public: L Student Completion Report (Dataset: Course Transcripts, Owner: Administrator)	

3. Select the **Student Completion Report** link

On-line Didactics	TALS
Reports	Logged in as: Jessica Mischna / Logout
I Reports	
Reports	Datasets
Reports that you have configured as well as those that others have configured and marked as "public" are listed below.	 Available datasets are listed below. Add filtering criteria to available datasets to create reports that may be viewed immediately or saved.
WY SAVED REPORTS =	COURSE TRANSCRIPTS =
Reports that you have configured and saved:	Course and lesson status and completion information including scores and dates.
L. You do not have any saved reports available.	L 🛖 Create New Report
MY SUBSCRIPTIONS ==	
Reports that you have subscribed to:	
··· You are not subscribed to any reports.	
Reports that others have saved and main public:	
🔟 Student Completion Report (Data set: Course Transcripts, Owner: Administrator)	

4. The Student Completion Report window will appear

Reports > Student Com	pletion Report				Logged in as: Jessica Mischna / Logout
Report:	Student Comp	letion Rep	ort		
CONFIGURATION	SAVE SETTINGS	FILES	SUBSCRIPTION		
Details Use the interfa	ce below to select the co	umns and filters to a	apply to this report.		
FIELDS			FILTERS		
Select the fields from	this dataset that		Specify the report filters belo	v. Only data that matches the criteria you specify below will be included in your report.	
Vame	car in your report.		Name	•	
Email					
Username					
Primary Phone					
Created					
Expires	-				
Select: All None					
Run Report					

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.

Reports > Student Comp	etion Report				Logged in as: Jessica Mischna / Logout
🗾 Report: S	tudent Comp	letion Repo	rt		
CONFIGURATION	SAVE SETTINGS	PILES	SUBSCRIPTION		
Details		1.00			
FIELDS Select the fields from th you would like to appear I thane E Email U Username E Primary Phone U Supervisor Created Espires Select: All None	ns dataset that if in your report:		FILTERS Specify the report filters belo	. Only data that matches the criteria you specify below will be included in yo	ur report.

- 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

Exercit: Sut Startings Commonsulation: Substartings Exerciting Substance: Substarting Substartin	Reports > Student Com	oletion Report						Logged in as: Jessica Mischna / Log
COMPOSEATION SAVE SETTINGS ILES SUBSCRIPTION Details Compose the fields from this dataset that you would be to apper in your report. Pinnary Phone Specify the report filters below. Only data the natches the orteria you specify below will be included in your report. Vou would like to apper in your report. Subscriptions Subscriptions Subscriptions Subscriptions Subscriptions Subscriptions Subscriptions <td>Report:</td> <td>Student Com</td> <td>pletion Report</td> <td></td> <td></td> <td></td> <td></td> <td></td>	Report:	Student Com	pletion Report					
Configuration Surg sermins nues Suscension Details Image: Subscription of the subscriptic of the subscription of the subscriptic of the subsc								
Details: Image: Select the folds from this dataset that roow report: Select the folds from this dataset that roow rood like to appear in your report: Image: Select the folds from this dataset that roow rood like to appear in your report: Image: Select the folds from this dataset that roow rood like to appear in your report: Image: Select the folds from this dataset that roow rood like to appear in your report: Image: Select the folds from this dataset that roow rood like to appear in your report: Image: Select the folds from this dataset that roow rood like to appear in your report: Image: Select the folds from this dataset that roow rood like to appear in your report: Image: Select the folds from this dataset that roow rood like to appear in your report: Image: Select the folds from this dataset that roow rood like to appear in your report: Image: Select the folds from this dataset that roow rood like to appear in the room room room room room room room roo	CONFIGURATION	SAVE SETTINGS	FILES	SUBSCRIPTION				
Details Image: Specify the report filters below. Only data the matches the orderia you specify below will be included in your report. Image: Specify the report filters below. Only data the matches the orderia you specify below will be included in your report. Image: Specify the report filters below. Only data the matches the orderia you specify below will be included in your report. Image: Specify the report filters below. Only data the matches the orderia you specify below will be included in your report. Image: Specify the report filters below. Only data the matches the orderia you specify below will be included in your report. Image: Specify the report filters below. Only data the matches the orderia you specify below will be included in your report. Image: Specify the report filters below. Only data the matches the orderia you specify below will be included in your report. Image: Specify the report filters below. Only data the matches the orderia you specify below will be included in your report. Image: Specify the report filters below. Only data the matches the orderia you specify below will be included in your report. Image: Specify the report filters below. Only data the matches the orderia you specify below will be included in your report. Image: Specify the report filters below. Only data the matches the orderia you specify below will be included in your report. Image: Specify the report filters below. Only data the matches the orderia you specify below will be included in your report. Specify the report filters below. Only data the match								
FILDS Select the fide from this dataset that you would like to appear in your report: Ø Name Ø Enal Ø Udername Ø Superior Ø Created Expires Select All None	Details	e below to select the co	olumns and filters to apply to	this report.				
FIELDS Select the fields from this dataset that you would lete the fields from this dataset that you would lete the protein you would lete the protein you would lete the criteria you specify below will be included in your report. IV Name Image: Specify the report filters below. Only data its matches the criteria you specify below will be included in your report. IV Name Image: Specify the report filters below. Only data its matches the criteria you specify below will be included in your report. IV Instrume Image: Specify the report filters below. Only data its matches the criteria you specify below will be included in your report. IV Supervisor Image: Specify the report filters below. Only data its matches the criteria you specify below will be included in your report. IV Supervisor Image: Specify the report filters below. Only data its matches the criteria you specify below will be included in your report. IV Supervisor Image: Specify the report filters below. Only data its matches the criteria you specify below will be included in your report. IV Supervisor Image: Specify the report filters below. Only data its matches the criteria you specify below will be included in your report. IV Supervisor Image: Specify the report filters below. Only data its matches the criteria you specify below will be included in your report. IV Supervisor Image: Specify the report filters below. Only data its matches the criteria you specify below will be included in your report. Supervisor								
Select the felds from this dataset that you would like to appear in your report.	FIELDS				-			
W Name Image: Constraint of the cons	Select the fields from you would like to app	this dataset that ear in your report:	Spe	cify the report filters bel	low. Only data that matches the	e criteria you specify bel	ow will be included in your repor	et.
Email Guerrane Supervisor Created Expires Select: Al None Run Report	Name Name			Name	-			
Wername Primary Phone Supervisor Created Expires Select: Al None	🗷 Email			_				
Primary Phone Ø Super-Koror G Ceated Expres Select: Al None	Username							
Costed Costed Costed Costed Run Report Run Report	Primary Phone							
Expires Select: All INone Run Report	Created							
Select: All None Run Report	Expires	-						
Run Report	Select: All None							
Run Report								
	Run Report							

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

Incorto - Student Co	mplation Raport			Lonned in ast Jessica Mischna / Loon
	ipiedon Keport			
Report:	Student Comp	pletion Rep	ort	
CONFIGURATION	SAVE SETTINGS	FILES	SUBSCRPTION	
Datala				
 Use the interfa 	ace below to select the col	lumns and filters to	apply to this report.	
-				
FIELDS			FILTERS	
Select the fields from	n this dataset that		Specify the report filters below. Only data that matches the criteria you specify below will be included in your report.	
you would like to ap	pear in your report.		🗣 Emai	
Fmail			A new country of	
Username			Mame in matching with equals in mishna	
Primary Phone				
Supervisor				
Created				
Expires	Ŧ			
ocicca na priorie				
Run Report				

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

Reports > Student Co	mpletion Report			Logged in as: Jessica Mischna / Logout
Eeport:	Student Com	pletion Re	port	
CONFIGURATION	SAVE SETTINGS	FILES	SUBSCRPTION	
Details				
Use the interf	ace below to select the co	olumns and filters t	apply to this report.	
FIELDS	n this dataset that		FILTERS	
you would like to ap	pear in your report:		Provide the second se	
V Name Email Username	Î		Name match any match	
Primary Phone			and the set of the set	
Created Expires	-			
Select: All None				
Run Report				
	_			

8. The Run Report window will appear on screen

SAGES LMS - Run Report - Mozilla Firefox	
Your speet has been speeched. You may spee it in the following formato:	ES Store: Products × +
HTML Excel (.csv) Save	Loggie in st Jesos Monra Jogos
Close Window	Av to this report.
FIELDS Select the fields from this dataset that	FILTERS Specify the report filters below. Only data that matches the criteria you specify below will be included in your report.
Volu volu ike to appear in your report:	💠 Emai 🗸
Emai Enai Demane Primary Phone Supervisor	Nome match any match all equals michna
Created Expires •	
Run Report	

- 9. Select one of the two following report formats:
 - a. To display to your screen, select the HTML icon

 Go to a Website 		
Reports > Run Report		
🚺 Run Report		
	nd. You may open it in the	following formates
Con Con	ed. rod may open cin an	rolowing formats:
Ci 🗅 .	E Sala	

i. The report will appear on screen

• Go to	Student (Completion Repor	t - Mozilla Firef	ox		-	_			
Report » Stude	nt Comple dent C	tion Report	Report						Print	ð
All dates and tir	mes are in	(GMT -7:00) Mounta	ain Time (US & Ca	inada)		Facall Date	Course Chabra	Data Canadatad		at the set of
member-1, board	Email	BoardMember-1	Supervisor	SAGES	Fundamentals of Endoscopic Surgery (#605)	2012-08-09 16:07:59	enrolled	bate completed	Module 0: CME Information	comple
member-1, board		BoardMember-1		SAGES	Fundamentals of Endoscopic Surgery (#605)	2012-08-09 16:07:59	enrolled		Module 1: Technology	comple
member-1, board		BoardMember-1		SAGES	Fundamentals of Endoscopic Surgery (#605)	2012-08-09 16:07:59	enrolled		Module 2: Patient Preparation	comple
member-1, board		BoardMember-1		SAGES	Fundamentals of Endoscopic Surgery (#605)	2012-08-09 16:07:59	enrolled		Module 3: Sedation and Analgesia	comple
member-1, board		BoardMember-1		SAGES	Fundamentals of Endoscopic Surgery (#605)	2012-08-09 16:07:59	enrolled		Module 4: Upper Gastrointestinal Endoscopy	comple
member-1,		BoardMember-1		SAGES	Fundamentals of Endoscopic Surgery	2012-08-09 16:07:59	enrolled		Module 5: Lower Gastrointestinal Endoscony	comple

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

Reports > Student Completion Report			Logged in as: Jessica Mischna / Logout
III Report: Completion Re	port		
CONFIGURATION SAVE SETTINGS BLES	SUBSCRIPTION		
 Details Use the interface below to select the columns and filters to 	o apply to this report.		
FIFE DC	F11 X F0.6		
Select the fields from this dataset that	Specify the report filters belo	w. Only data that matches the criteria you specify below will be included in your report.	
V Name	🐈 Email	•	
Email	Xame match a	ny 🕂	
Primary Phone	- match a	 equals mishna 	
Expires 🔻			
Select: All None			
Run Report			

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

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.

	URGI	CAL F	UNDAN Or menu	1ENTA	LS		
Reports > Student Comp	letion Report						Logged in as: Jessica Mischna / Logout
🗾 Report: S	Student Com	pletion Repo	rt				
CONFIGURATION	SAVE SETTINGS	PILES	SUBSCRIPTION				
Details You are not the * Name Privacy	winer of this report - s Student Completion Student Completion Student Completion Delta Operat	aving will create a new Report - Only Board Ma w others to view and ru re	report that will be displayed in mbers in your report configuration. Y	n your My Reports list on 'our saved files will neve	n the Reports pay	ge.	
	Save Changes						

- 4. Select the **Save Changes** button
- 5. A confirmation will appear on screen

SURGICAL FUNDAMENTALS	
Reports > Student Completion Report - Only Board Members	Logged in as: Jessica Mischna / Logout
III Report: Student Completion Report - Only Board Members	
CONFIGURATION SAVE SETTINGS FILES SUBCRIPTION	
Done Report parameters have been saved. Details	
Save the configuration of this report by entering a name below.	
* Name: Student Completion Report - Only Board Members	
Privacy: Select Public' to allow others to view and run your report configuration. Your saved files will never be made public. Public Public Private	
Save Changes	

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

SURGICAL FUNDAMEN On-line Didactics	TALS
Reports	Logged in as: Jessica Mischna / Logout
E Reports	
Reports Reports that you have configured as well as those that others have configured and marked as "public" are lated below.	Datasets Available datasets are listed below. Add filtering criteria to available datasets to create reports that may be viewed mmediately or saved.
MY SAVED REPORTS =	COURSE TRANSCRIPTS ==
Reports that you have configured and saved:	Course and lesson status and completion information including scores and dates.
🖙 😫 Student Completion Report - Only Board Members (Dataset: Course Transcripts)	🗊 Student Completion Report - Only Board Members
	···· · · · · · · · · · · · · · · · · ·
Reports that you have subscribed to:	
You are not subscribed to any reports.	
UBLIC REPORTS ==	
Reports that others have saved and made public:	
. 🕼 Student Completion Report (Dataset: Course Transcripts, Owner: Administrator)	

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.

On-line Didactics			
My Account			Logged in as: board member-1 / U
My Account			
My Profile Ny Transcript			
LEARNING ACTIVITIES			
ENBOLLED (1) OVERDUE (0) COMPLETED (0) EXIBED (0)			
Course	Due Date 🔺	Expires	Details Viev
Designmentals of the design of the second		Aug 0, 2012	

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

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

SURGICAL FUNDAM	ENTALS		
My Account			Logged in as: board member-1 / Logout
Meiru My Profile My Transcript			
LEARNING ACTIVITIES ENROLLED (1) OVERDUE (0) COMPLETED (0) EDRAED (0)			
Course	Due Date 🔺	Expires	Details View
Fundamentals of Endoscopic Surgery	-	Aug 9, 2013	>

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

My Account > Fundamentals of Endoscopic Surgery			Logged in a	: board mer	mber-56 / 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 differite material along with a written text of forwarden a and a band-so wills text	Lesson	Туре	Status	Scc e	Action
This course represent the interactive web-based multimedia-enhanced didactic curriculum	1. Module 0: CME Information	8	Not Attempted		6
portion of the program. Please complete all course modules in preparation for the FES exam.	2. Module 1: Technology	8	Not Attempted		1
	3. Module 2: Patient Preparation	8	Not Attempted		Ŷ
	4. Module 3: Sedation and Analgesia	2	Not Attempted	-	<i>i</i>
	5. Module 4: Upper Gastrointestinal Endoscopy	3	Not Attempted	-	<i>i</i>
	6. Module 5: Lower Gastrointestinal Endoscopy	1	Not Attempted	-	9
	7. Module 6: Performing Lower GI Procedures	8	Not Attempted	-	<i>i</i>
	8. Module 7: Lower GI Anatomy, Pathology, and Complications	2	Not Attempted		<i>i</i>
	9. Module 8: Didactic Endoscopic Retrograde Cholangiopancreatography (ERCP)	2	Not Attempted		<i>i</i>
	10. Module 9: Hemostasis	8	Not Attempted	-	<i>i</i>
	11. Module 10: Tissue Removal	1	Not Attempted	-	<i>i</i>
	12. Module 11: Enteral Access	8	Not Attempted	-	9
	13. Module 12: Endoscopic Therapies	3	Not Attempted		Ŷ

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 a	s: board mem	ber-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 dractic material along with a written test of knowledge and a bandwor skill test.	Lesson	Туре	Status	Score	Action
This course represent the interactive web-based multimedia-enhanced didactic curriculum	1. Module 0: CME Information	3	Completed	-	6
portion of the program. Please complete all course modules in preparation for the FES exam.	2. Module 1: Technology	8	In Progress		6
	3. Module 2: Patient Preparation	1	Not Attempted		6
	4. Module 3: Sedation and Analgesia	1	Not Attempted	-	ø
	5. Module 4: Upper Gastrointestinal Endoscopy	1	Not Attempted	-	ø
	6. Module 5: Lower Gastrointestinal Endoscopy	2	Not Attempted	-	ø
	7. Module 6: Performing Lower GI Procedures	8	Not Attempted	-	60
	8. Module 7: Lower GI Anatomy, Pathology, and Complications	Onlin	e Lesson tempted	-	6
	9. Module 8: Didactic Endoscopic Retrograde Cholangiopancreatography (ERCP)	3	Not Attempted	-	6
	10. Module 9: Hemostasis	8	Not Attempted	-	60
	11. Module 10: Tissue Removal		Not Attempted		0

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**



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



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



5. 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.



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.



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 memb	per-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 (G1) endoscopy. The program includes web-based direction patiental along with a writting that of formulations and along and flexible that	Lesson	Туре	Status	Score	Action
This course represent the interactive web-based multimedia-enhanced didactic curriculum	1. Module 0: CME Information	8	Completed		60
portion of the program. Please complete all course modules in preparation for the FES exam.	2. Module 1: Technology	8	Completed		60
	3. Module 2: Patient Preparation	8	Completed		60
	4. Module 3: Sedation and Analgesia	3	In Progress	-	60
	5. Module 4: Upper Gastrointestinal Endoscopy	2	Not Attempted		60
	6. Module 5: Lower Gastrointestinal Endoscopy	2	Not Attempted		ø
	7. Module 6: Performing Lower GI Procedures	2	Not Attempted	-	60
	8. Module 7: Lower GI Anatomy, Pathology, and Complications	8	Not Attempted		ø
	9. Module 8: Didactic Endoscopic Retrograde Cholangiopancreatography (ERCP)	1	Not Attempted		60
	10. Module 9: Hemostasis	1	Not Attempted	-	60
	11. Module 10: Tissue Removal	8	Not Attempted		60

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) XFIRED (0)			
Course 🛦	Due Date	Expires	Details View
	No enrollments found.		

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.

HOME	PHT ACCOUNT						
My Account						Logged in as: board memb	er-57 / Logou
💭 My	Account						
MENU O My Prone	My Transcript						
LEARNING							
ENROLLED (0	0) OVERDUE (0)	COMPLETED (1)	EXPIRED (0)				
Course	Δ			Due Date	Expires	Details	View
				No enrolments fo	ound.		

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

SAGES LI	MS - Transcript - Mozilla Fir	efox				L		×	
• 💿 nember-5	Go to a Website 17, board » Transcript Transcript					P	rint 🍋		S- Google
Code	Course 🛦	Course Status	Date Completed	Lesson	Lesson Completion	Lesson Success	Score		
-	Fundamentals of Endoscopic Surgery (#661)	completed	Jan 8, 2013 @ 11:46 AM	Module 0: CME Information	completed	unknown	-		
- 1	Fundamentals of Endoscopic Surgery (#661)	completed	Jan 8, 2013 @ 11:46 AM	Module 1: Technology	completed	unknown	-		Logged in as: board member-57 / Log
-	Fundamentals of Endoscopic Surgery (#661)	completed	Jan 8, 2013 @ 11:46 AM	Module 2: Patient Preparation	completed	unknown	-	E	
-0	Fundamentals of Endoscopic Surgery (#661)	completed	Jan 8, 2013 @ 11:46 AM	Module 3: Sedation and Analgesia	completed	unknown	25%	1	
	Fundamentals of Endoscopic Surgery (#661)	completed	Jan 8, 2013 @ 11:46 AM	Module 4: Upper Gastrointestinal Endoscopy	completed	unknown	0%		
22	Fundamentals of Endoscopic Surgery (#661)	completed	Jan 8, 2013 @ 11:46 AM	Module 5: Lower Gastrointestinal Endoscopy	completed	unknown	2		
	Fundamentals of Endoscopic Surgery (#661)	completed	Jan 8, 2013 @ 11:46 AM	Module 6: Performing Lower GI Procedures	completed	unknown	-		
	Fundamentals of Endoscopic Surgery (#661)	completed	Jan 8, 2013 @ 11:46 AM	Module 7: Lower GI Anatomy, Pathology, and Complications	completed	unknown	-		
	Fundamentals of Endoscopic Surgery (#661)	completed	Jan 8, 2013 @ 11:46 AM	Module 8: Didactic Endoscopic Retrograde Cholangiopancreatography (ERCP)	completed	unknown	-		
	Fundamentals of Endoscopic Surgery (#661)	completed	Jan 8, 2013 @ 11:46 AM	Module 9: Hemostasis	completed	unknown	-	1	Details View
	Fundamentals of Endoscopic Surgery (#661)	completed	Jan 8, 2013 @ 11:46 AM	Module 10: Tissue Removal	completed	unknown	-	1	
-	e 1 11 e							1 -	

Change Password

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

My Account			Logged in as: board member-57 / Logo
My Account			
MENU			
My Profile My Transcript			
LEARNING ACTIVITIES			
ENROLLED (0) OVERDUE (0) COMPLETED (1) EXARED (0)			
Course 🔺	Due Date	Expires	Details View
	No enrolments found.		

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



4. Select the **Save Changes** button.

New Password:	Must be at least 6 daracters and no more than 25 drawaders. 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 Lo	anua <mark>di 1990 ma</mark> n
	Save Changes

5. An Account Updated confirmation will appear on screen

