

# Getting started in RHEcourse

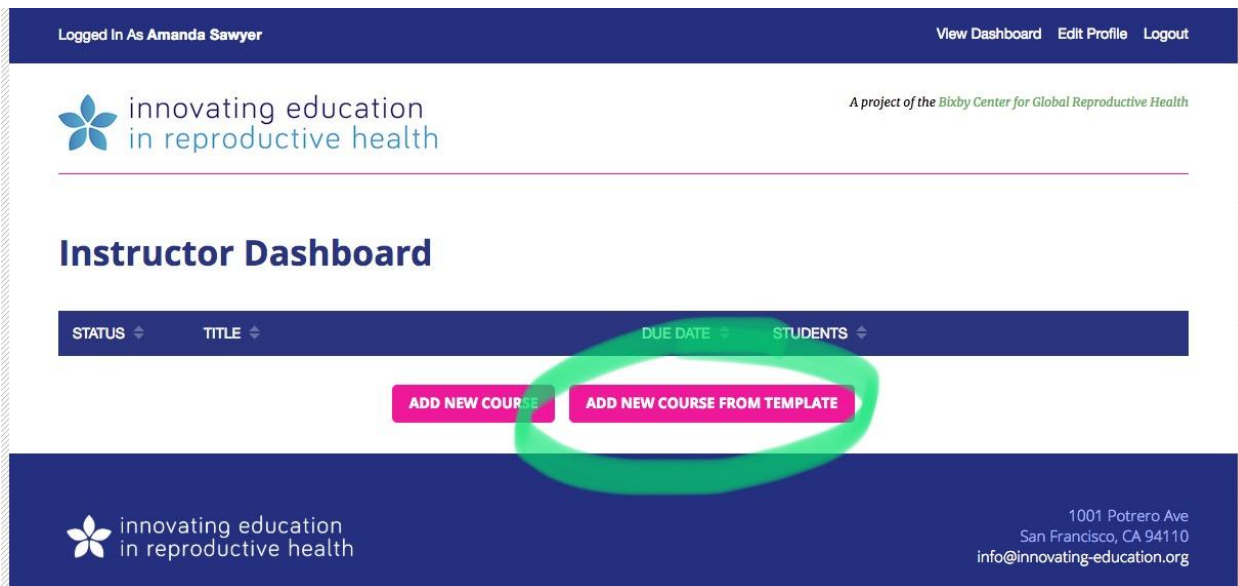
Here are the instructions for how to add a course, edit it, add students, and track student progress.

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## Adding a Course

When you login you will be taken to your instructor dashboard. From the instructor dashboard you can see any existing courses you have created. From this page you have the option to add a new course by clicking either the “add new course” or “add new course from template” button.



Selecting “add new course” will allow you to create your own course from scratch. If you select the “add new course from template” button, you will see a selection of the available template courses for you to use. If you click the “preview course template” button you will be able to view the course contents in a new window.

SWITCH TO INSTRUCTOR DASHBOARD

## Curriculum Course Templates

Welcome to RHEcourse! Click on the preview button to see course contents before adding the course to your dashboard. To add a course to your dashboard simply click the “copy course template” button. You will then be able to add students from your dashboard. Each template course is customizable for more detailed information on how to customize a course visit our [FAQ’s page](#).

AVAILABLE COURSES -

<b>The Framework: Counseling for Patient-Centered Abortion Care</b>  <a href="#">PREVIEW COURSE TEMPLATE</a> <a href="#">COPY COURSE TEMPLATE</a>	<b>EXPLAINED: Abortion Research and Policy</b>  <a href="#">PREVIEW COURSE TEMPLATE</a> <a href="#">COPY COURSE TEMPLATE</a>	<b>Ryan Residency Training Program Curriculum</b>  <a href="#">PREVIEW COURSE TEMPLATE</a> <a href="#">COPY COURSE TEMPLATE</a>
<b>LARC Insertion and Removal Course</b>	<b>Abortion Course: Quality Care and Public Health Implications</b>	<b>Early Pregnancy Loss</b>

After determining which course you’d like to add, click the “copy course template” button for that course and it will automatically take you to the course editor. Your new course will have your name listed at the end of the title.

## Editing a Course

The next step is to edit the course. In the course editor you have the option to: change the course title, make the course active, add a due date, and change (add/delete/update) any preset content in the template.

Once in the course editor, scroll down until you see the “Status” drop-down menu.

Select the status option you want:

- **Active:** The course is active and you can add students.
- **Inactive:** The course is inactive and you cannot add students, but you can add any necessary course materials. When making a new course, this is the default status.
- **Complete:** The course is completed, so learners cannot take quizzes or get credit for any progress made after completion of the course, but enrolled students can still review course materials.

Academy of Medicine's six dimensions of health care quality. This intentional approach requires the provision of care that is respectful and responsive to individual patient preferences, needs, and values and empowers people to take charge of their own health.

**Status**  
Active  
✓ Inactive  
Complete  
Template

**Due Date**

Directly below the status menu is the “Due Date”. Clicking on this will open a calendar. Select the latest date students can submit materials for the course. **You are not required to set a due date if you do not want one.**

**Status**  
Active

**Due Date**

Mar 2019

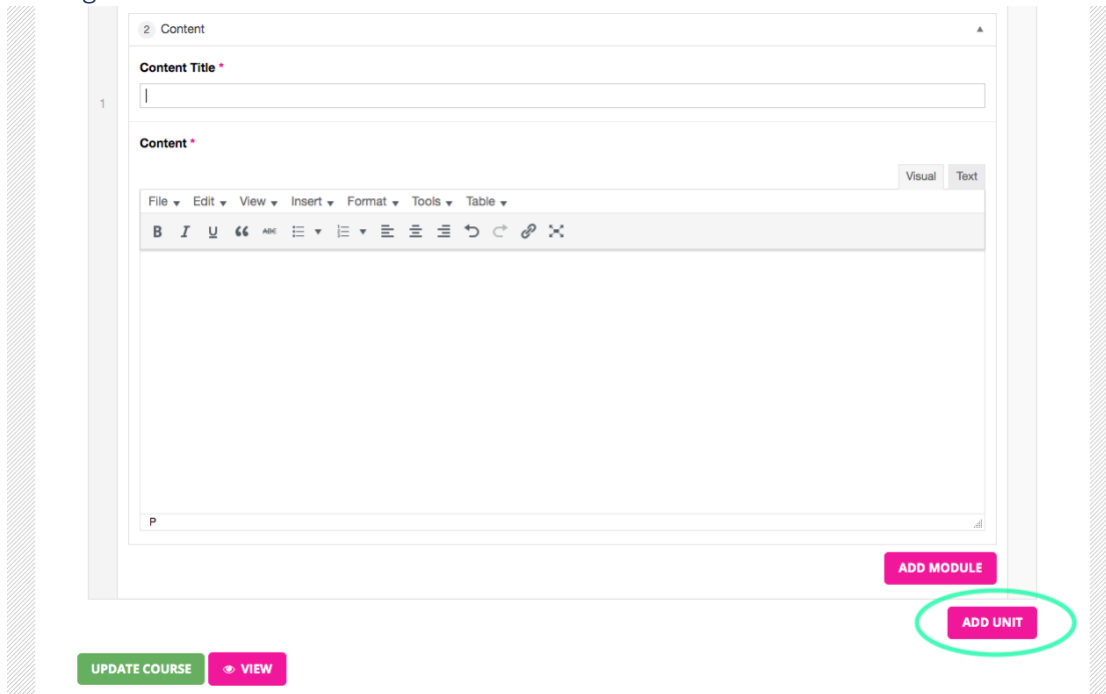
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Today  
Un-site

### Adding Pre/Post Tests

Add any pre/post tests you'd like. Tests can be pulled from prebuilt “onsite” quizzes or you can link to your own “offsite” test, hosted on Qualtrics or Google Forms for example. Off-site test scores will not be available for reporting through RHEcourse.

## Adding Units & Modules



You can add units to a course by clicking the “Add Unit” button. Units are broader topic areas containing multiple modules. For example, “Counseling” is a Unit in the LARC Insertion and Removal Course, and “LARC Insertion: Contraceptive Counseling with Shared Decision Making Framework” is a module, containing a specific resource, within that Unit.

### LARC Insertion and Removal Course

- Overview
- LARC Overview ▶
- Informed Consent ▶
- Counseling ▼
  - LARC Insertion: Contraceptive Counseling with Shared Decision Making Framework
  - Initiation of Shared Decision Making Process
  - Responding to Patient Concerns
  - Patient Requesting Implant Removal
  - Shared Decision Making Using a Decision Aid
- IUD Insertion ▶
- IUD Advanced Topics ▶

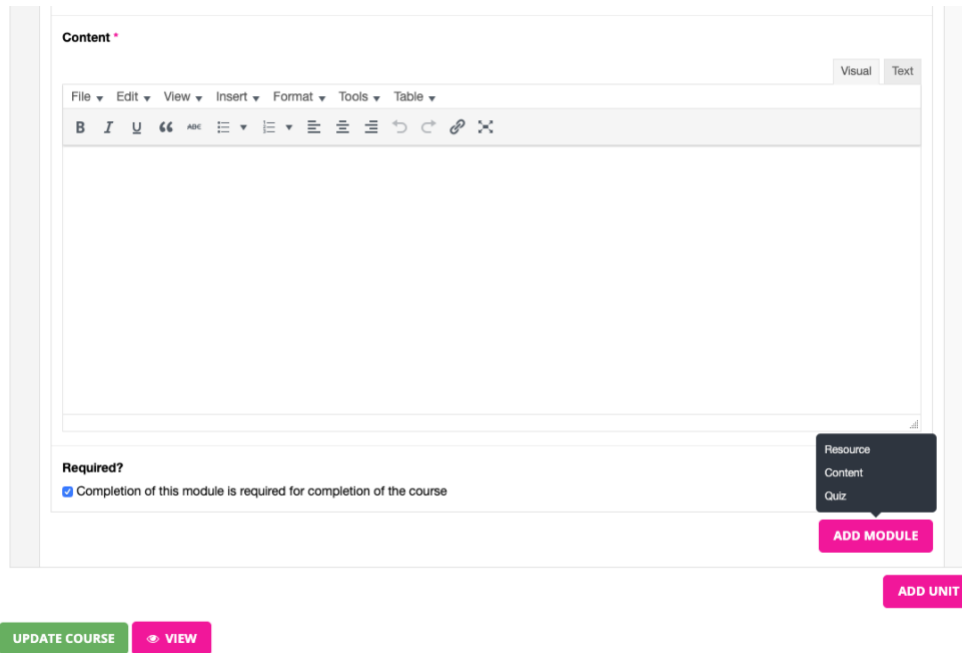
### Counseling

#### LARC INSERTION: CONTRACEPTIVE COUNSELING WITH SHARED DECISION MAKING FRAMEWORK

Howdy, innovating\_education



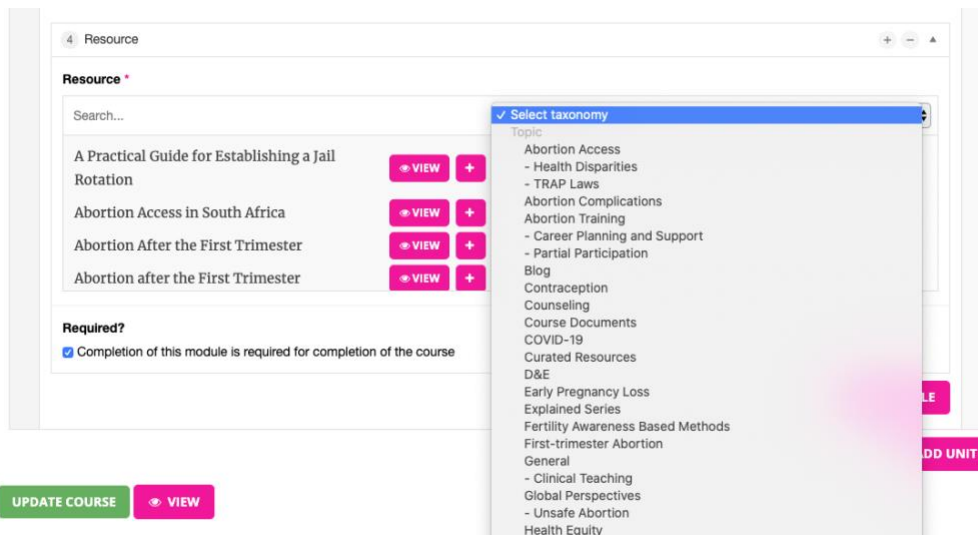
After adding a new unit, you will add a title to the unit and can add modules by selecting the “Add Module” button.



There are three different types of modules available to add: Resource, Content, and Quiz. Resources are directly pulled from the Innovating Education website. These can be video lectures, slide sets, or any other resource that can be found at innovating-education.org. Content modules are for your custom content where you can add your own text, links, media (including PDFs), and videos. Quiz modules are for adding premade quizzes from the system.

### Adding a Resource Module

When adding a Resource module, the “taxonomy” function serves as a filter to show the resources from innovating-education.org that relate to each topic. Once a topic is selected, you can then search for specific resources within those filtered results by using the “search” bar, or you can browse through all of the results for that topic on the left.



The other way to find a resource is to use the “Search” bar without the taxonomy filter, to locate a specific resource. Resources can include video lectures, slide sets, lesson plans, etc. To preview a resource, select “View” and a popup screen will display the resource/video for you to review. When you are finished previewing the resource click the “x” in the top right corner of the popup screen.

To select a resource for your module, simply click the “+” button next to the name of the desired resource and it will populate in the column to the right. **You can only add one resource per module.** To add another resource or additional content, click the “Add module” button again and repeat the steps above.

4 Resource

**Resource \***

Search...

Select taxonomy

A Practical Guide for Establishing a Jail Rotation	VIEW +
Abortion Access in South Africa	VIEW +
Abortion After the First Trimester	VIEW +
Abortion after the First Trimester	VIEW +

**Required?**

Completion of this module is required for completion of the course

ADD MODULE

ADD UNIT

UPDATE COURSE VIEW

4 Resource

**Resource \***

Search...

Select taxonomy

A Practical Guide for Establishing a Jail Rotation	VIEW +	A Practical Guide for Establishing a Jail Rotation	VIEW -
Abortion Access in South Africa	VIEW +		
Abortion After the First Trimester	VIEW +		
Abortion after the First Trimester	VIEW +		

**Required?**

Completion of this module is required for completion of the course

ADD MODULE

ADD UNIT

UPDATE COURSE VIEW

The new module will automatically be marked as “required” for course completion. If you’d like this module to be supplemental or optional, meaning it will not be tracked as part of course progress or

completion, you should uncheck the box next to “Completion of this module is required for completion of the course”.

The screenshot shows a course management interface. At the top, there is a search bar and a 'Select taxonomy' dropdown. Below this is a list of resources with 'VIEW' and '+' buttons. A red circle highlights the 'Required?' section, which contains a checked checkbox and the text 'Completion of this module is required for completion of the course'. At the bottom right, there are 'ADD MODULE' and 'ADD UNIT' buttons. At the bottom left, there are 'UPDATE COURSE' and 'VIEW' buttons, with the 'UPDATE COURSE' button highlighted by a red circle.

After you’ve completed your changes, scroll down to the very bottom or top of the page and click the “Update Course” button. That will save your changes. You can then click the “View” button to see what your course will look like to learners. Required modules will be marked with a “\*” next to the module title. It will look something like this.

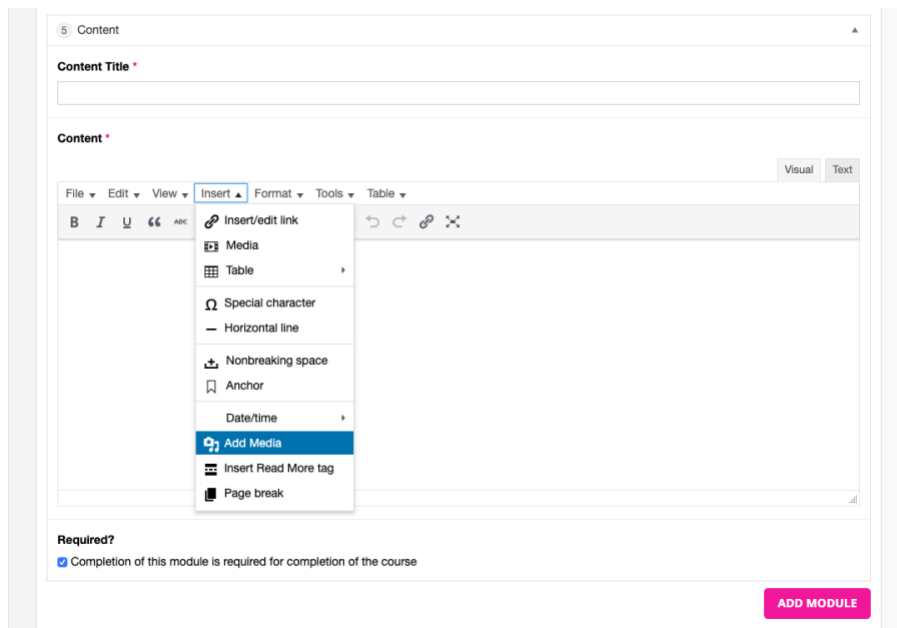
The screenshot shows a course page. On the left is a sidebar menu with the following items: Overview, Pre-Assessment, Learning Objectives (highlighted with a red circle), Learning Objectives, Pillar I: Own Our Legacy (with a red asterisk), \* Own Our Legacy, \* Personal Reflection Questions, Pillar II: Recognize Structures of Oppression, Pillar III: Check Yourself, Pillar IV: Take Action, and Post-Assessment. On the right, there is a 'BACK TO DASHBOARD' button at the top, followed by the section 'Learning Objectives' and 'LEARNING OBJECTIVES'. Below this is a list of learning objectives. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons.

## Adding a Content Module

Content modules are modules that can include text, links, images, and PDFs that are not existing resources on the Innovating Education site. You can use this space for supplemental readings, resources, etc.

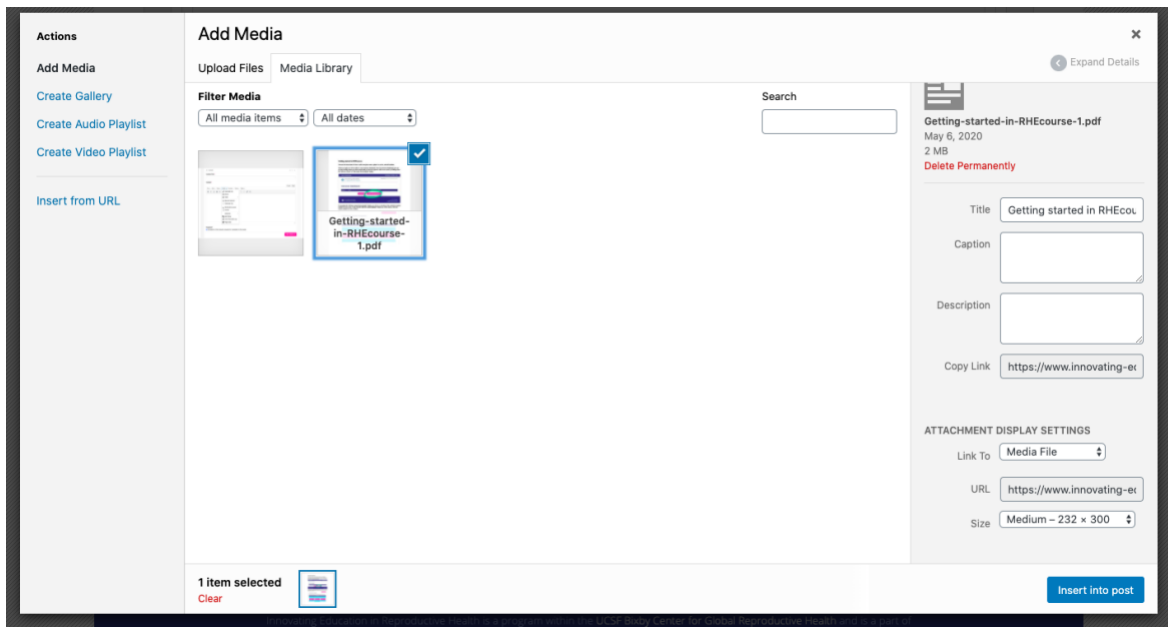
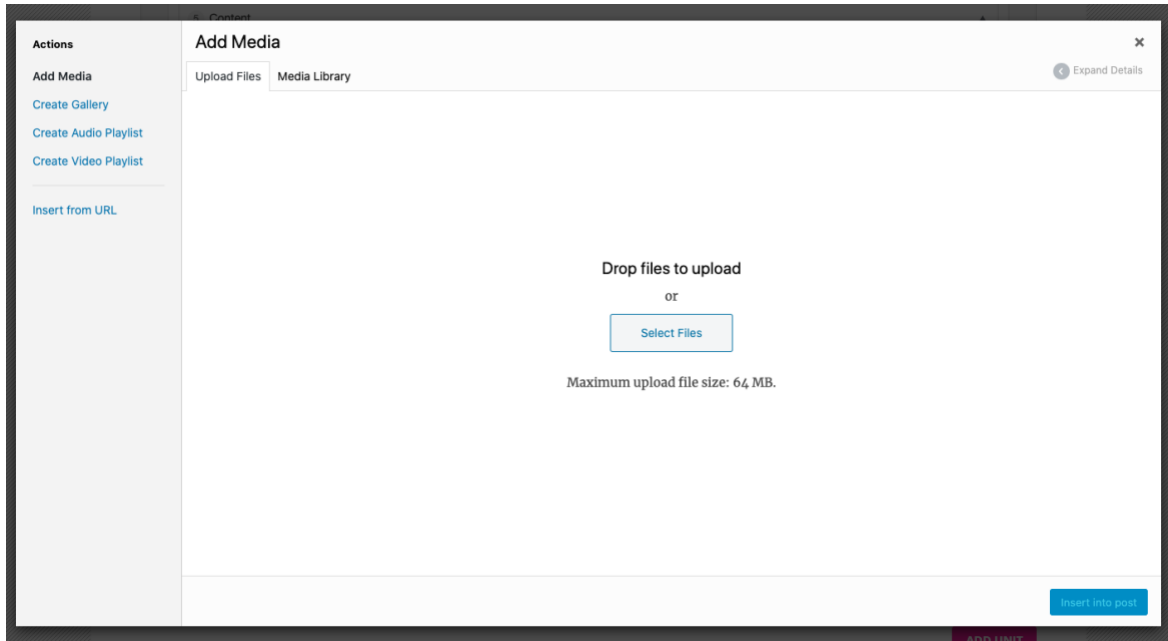
## Adding a PDF/Image

To add your own media (PDFs, images, etc) you will need to add a content block. Within the new block you will select “Insert” and scroll down to select “Add Media”.

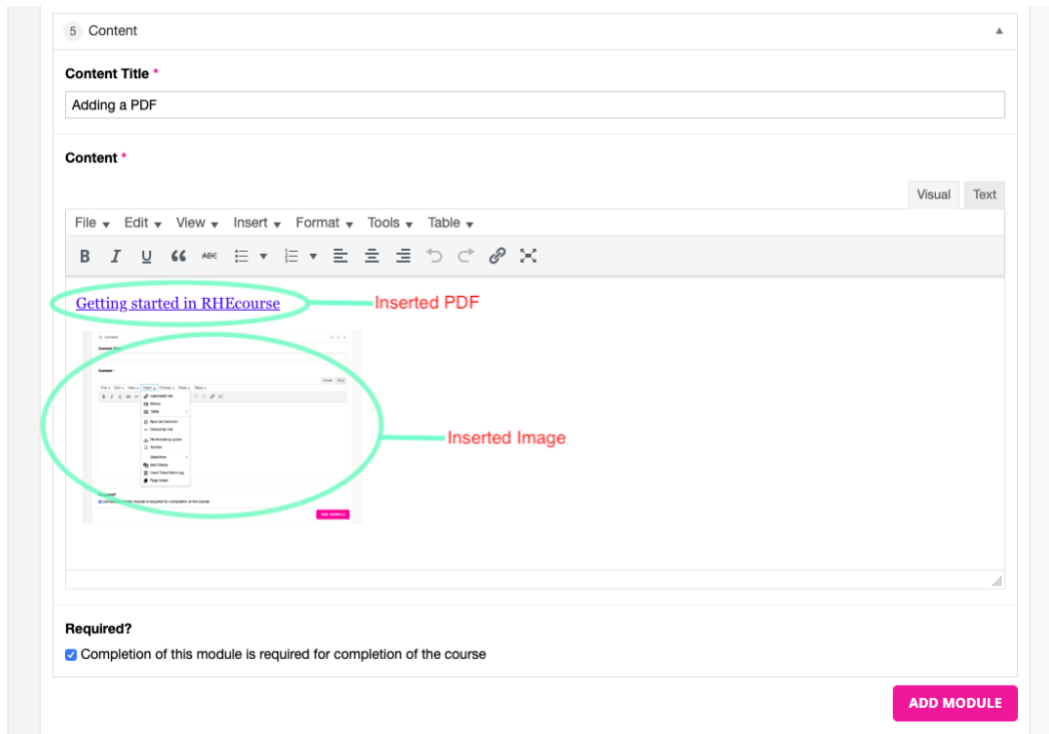


This will open a page to upload the media you'd like to insert or to choose from your previously uploaded media in your Media Library. Upload the file you'd like to insert/select it from your library and edit the attachment details (title, link, size, etc) in the panel to the right.

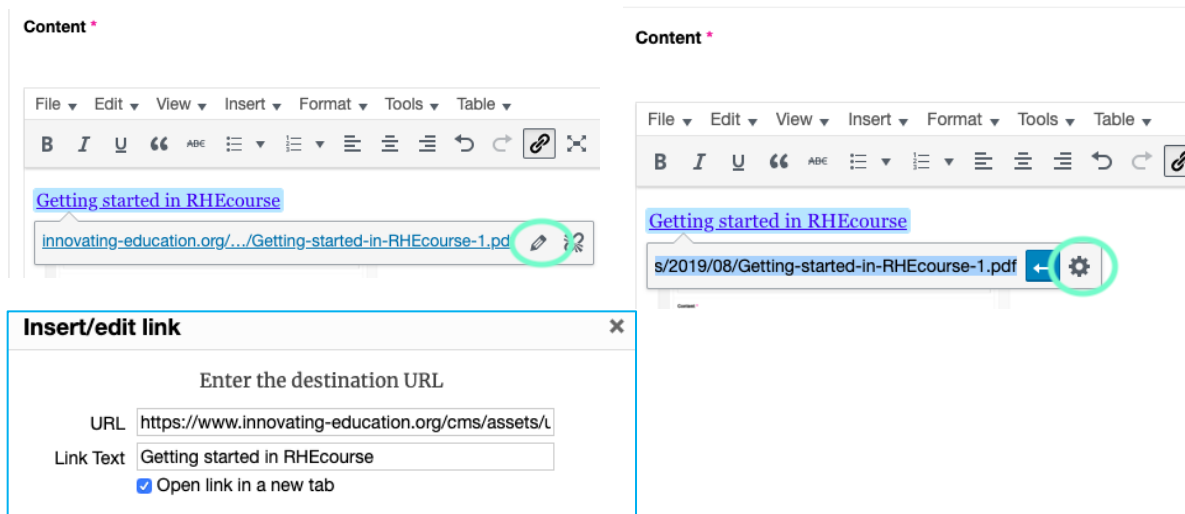




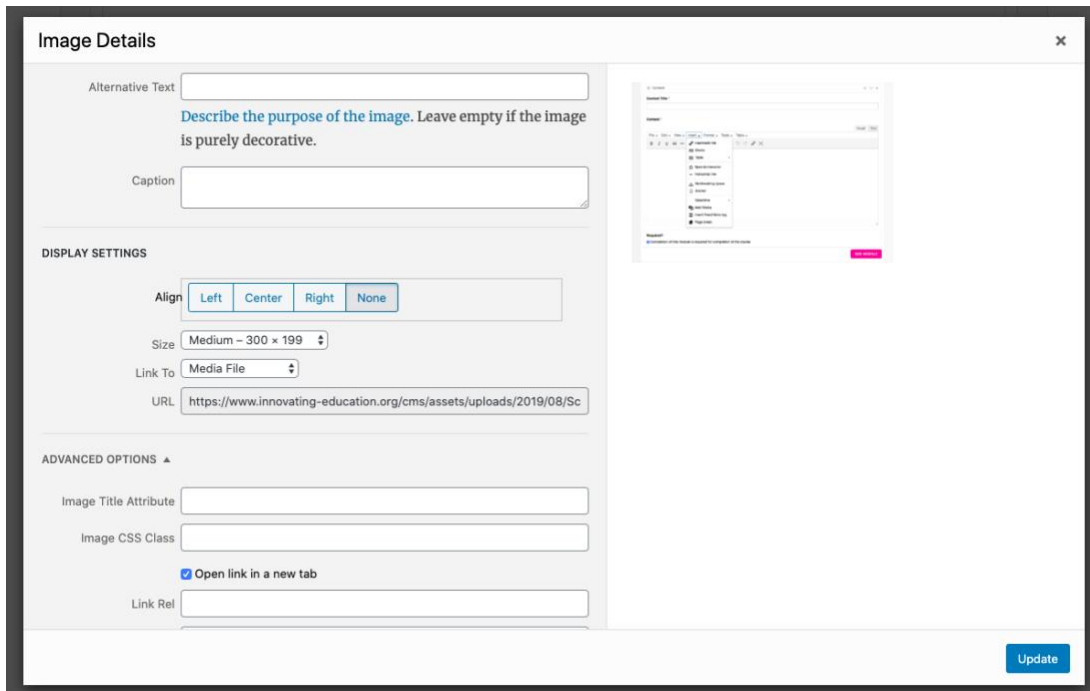
Make sure the file you'd like to insert is selected and click "Insert into post". If you have added a PDF the PDF will be hyperlinked and will open in a new URL. If you added an image, the image will show directly in the module.



To ensure that the PDF loads in a new tab you will need to click on the link, click the pencil button to edit, and then click the gear to edit the link settings. From this page click “Open link in new tab” and update.



To edit an image or other inserted media, simply hover over or click on the image and click the pencil to edit. The image details will open and you can edit the image size, title, etc. You can also have the image link to a different page by editing the “link to” portion of the image’s details.



The new module will automatically be marked as “required” for course completion. If you’d like this module to be supplemental or optional, meaning it will not be tracked as part of course progress or completion, you should uncheck the box next to “Completion of this module is required for completion of the course”.

After you’ve completed your changes, scroll down to the very bottom or top of the page and click the “Update Course” button. That will save your changes. You can then click the “View” button to see what your course will look like to learners. Required modules will be marked with a “\*” next to the module title. It will look something like this.

[BACK TO DASHBOARD](#)

### Structures & Self: Advancing Equity and Justice in Sexual and Reproductive Healthcare – innovating\_education

- Overview
- Pre-Assessment
- Learning Objectives ▼
  - Learning Objectives
- Pillar I: Own Our Legacy ▼
  - \* Own Our Legacy
  - \* Personal Reflection Questions
- Pillar II: Recognize Structures of Oppression ▶
- Pillar III: Check Yourself ▶
- Pillar IV: Take Action ▶
- Post-Assessment

#### Learning Objectives

**LEARNING OBJECTIVES**

- Learners will become familiar with historical context and implications for disparities in sexual and reproductive health. This video will review how the history of oppression, contributes to current structures disparities.
- Learners will explore how the structures of power and oppression manifest within healthcare systems and impact sexual and reproductive health outcomes.
- Learners will identify implicit bias, privilege, and fragility in regarding patient interactions, their relationship to structures of oppression, and practices for self-reflection and self-care.
- After learners have recognized their privilege, they will identify ways to center a justice framework and structural analysis as a tool to promote optimal health outcomes.

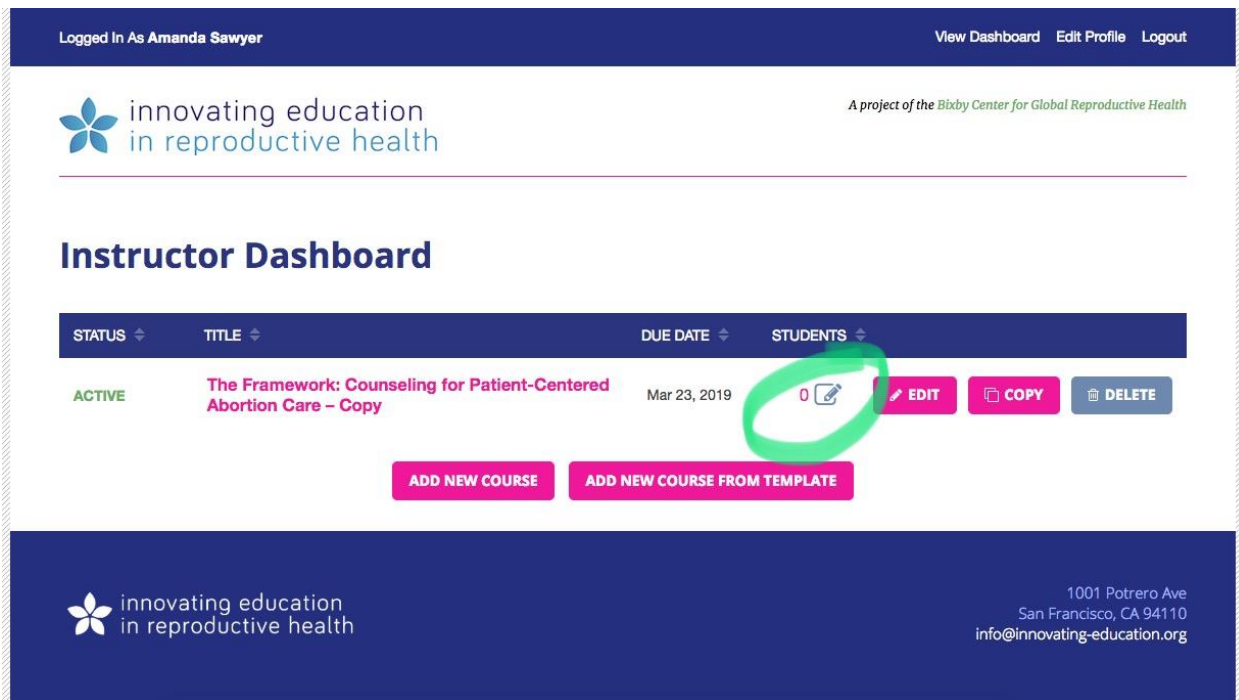
[PREVIOUS](#)

[NEXT](#)

## Adding Learners to Your Course

Go back to your dashboard by clicking the “Back to Dashboard” button. If the course has been properly updated the status and due date should now be changed on your dashboard.

The last step is inviting students. Click the gray pencil box button, under the student column, for the course you’d like to invite students to.



The screenshot displays the 'Instructor Dashboard' for 'innovating education in reproductive health'. At the top, it shows the user is logged in as 'Amanda Sawyer' and provides links for 'View Dashboard', 'Edit Profile', and 'Logout'. The dashboard title is 'Instructor Dashboard'. Below this is a table with columns for 'STATUS', 'TITLE', 'DUE DATE', and 'STUDENTS'. A single course entry is visible with the status 'ACTIVE', title 'The Framework: Counseling for Patient-Centered Abortion Care - Copy', and due date 'Mar 23, 2019'. To the right of the due date is a 'STUDENTS' column containing a '0' and a pencil icon, which is circled in green. Further right are buttons for 'EDIT', 'COPY', and 'DELETE'. Below the table are two buttons: 'ADD NEW COURSE' and 'ADD NEW COURSE FROM TEMPLATE'. The footer contains the organization's logo, name, and contact information: '1001 Potrero Ave, San Francisco, CA 94110, info@innovating-education.org'.

You will then be prompted to add the student’s email. If this is their first time using RHEcourse, you will also be prompted to add their first and last name. To add multiple students at once click “add multiple students at once” under the invite a student email box. If you are inviting more than one student you can click the gray “+” at the end of any row to add an additional student input line. Once you’ve added the email address and names of all of your students click “invite these students”.

BACK TO COURSE

BACK TO DASHBOARD

## Students in The Framework: Counseling for Patient-Centered Abortion Care – Copy

### Invite Students

Email Address	First Name	Last Name	-	+
Email Address	First Name	Last Name	-	+
Email Address	First Name	Last Name	-	+

INVITE THESE STUDENTS

[Add students individually](#)

There are no students in this course yet. Invite some!

The students will get an email notification to register for your course, similar to the one you received to register for RHEcourse. They will need to register **within ONE WEEK** of receiving the email or their link will expire, and you will need to re-invite them (see below). Once they register, the number in the student column will automatically update. You can invite additional students to the course at any time as long as the course due date has not passed.

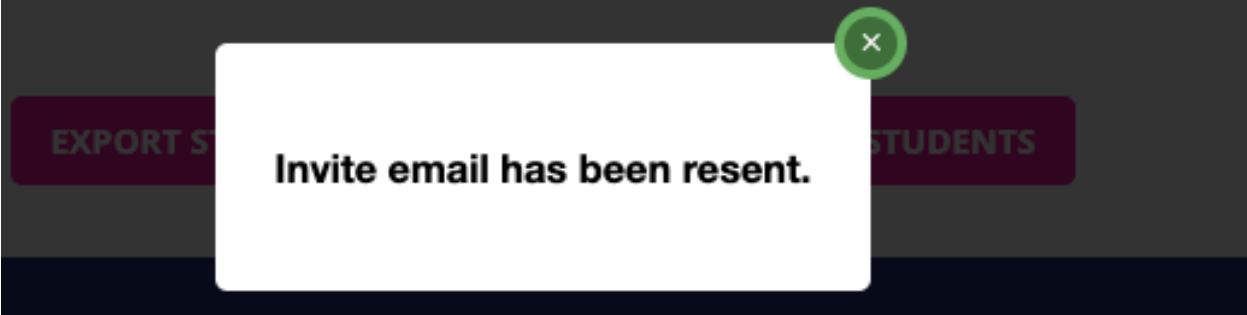
### Re-inviting Learners

You can resend an invitation to learners from your dashboard by clicking the gray pencil box next to course they're enrolled in. You can then click the gray pencil box next to the learners you wish to resend the invitation to (their status will say "invited" instead of "active"). You can then select "resend invite".

**Learners will need to click the link in the invitation email within a week or it will expire again.**

Do you want to mark this student as inactive, or remove them from the course entirely?

CANCEL RESEND INVITE MARK AS INACTIVE ARCHIVE REMOVE COMPLETELY



### Removing Learners from Your Course

This is also the page where you can remove learners from a course. To remove learners, simply click on the gray pencil next to the learner’s name. You will be given options to mark the learner as inactive, archive the learner, or remove them completely. Select “remove completely”.



A project of the Bixby Center for Global Reproductive Health

[BACK TO COURSE](#) [BACK TO DASHBOARD](#)

## Students in LARC Insertion and Removal Course – Cassandra Carver

Invite a Student  [INVITE](#)

Add multiple students at once

STATUS	FIRST NAME	LAST NAME	EMAIL	COURSE PROGRESS	PRETEST	POSTTEST
ACTIVE	Cassandra	Carver		0/25 <div style="width: 0%;"></div> 0%	--	--
ACTIVE	Stefanie	Boltz		0/25 <div style="width: 0%;"></div> 0%	--	--

[EXPORT STUDENT PROGRESS](#) [ARCHIVE ALL STUDENTS](#)

BACK TO COURSE

BACK TO DASHBOARD

## Students in LARC Insertion and Removal Course – Cassandra Carver

Invite a Student

Do you want to mark this student as inactive, or remove them from the course entirely?

CANCEL

MARK AS INACTIVE

ARCHIVE

REMOVE COMPLETELY

STATUS ▾ FIRST NAME ▾ LAST NAME ▾ EMAIL ▾ COURSE PROGRESS ▾ PRETEST ▾ POSTTEST ▾

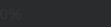
ACTIVE 

Cassandra

Carver

casscarver3@gmail.com

0/25



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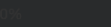
ACTIVE 

Stefanie

Boltz

stefanieboltz@gmail.com

0/25



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EXPORT STUDENT PROGRESS

ARCHIVE ALL STUDENTS

### Monitoring Learner Progress and Exporting Course Performance


After you've successfully invited students to your course, you can monitor their progress from the same page used to invite students (accessed by clicking the gray pencil box next to the desired course). You can export student results to a CSV file by clicking "Export Student Progress". **You will be able to find the exported CSV file in your Downloads folder.**

## Students in The Framework: Counseling for Patient-Centered Abortion Care – Cassandra Carver

Invite a Student

Email Address

INVITE

 Add multiple students at once

STATUS ▾ FIRST NAME ▾ LAST NAME ▾ EMAIL ▾ COURSE PROGRESS ▾ PRETEST ▾ POSTTEST ▾

ACTIVE 

Cassandra

Carver

casscarver3@gmail.com

8/9

88% 



Completed

B (83%)

EXPORT STUDENT PROGRESS

ARCHIVE ALL STUDENTS

Your CSV export will look something like this. Modules that have been completed by learners will be marked “complete” and incomplete modules will be left blank. Other learner information, including quiz and pre/post test scores are also listed.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	User ID		142													
2	Status	active														
3	First Name	Cassandra														
4	Last Name	Carver														
5	Email															
6	Enrollment Date	4/20/20 16:59														
7	# Required Modules Complete	8														
8	Total Required Modules	9														
9	% Required Modules Complete	88														
10	Pre-Test Score															
11	1.1. Course Objectives (Content)*	Complete														
12	2.1. Decision Counseling for Positive Pregnancy Test Results*															
13	3.1. The Framework: The Patient Has the Answer*	Complete														
14	3.2. The Framework: Liberation*	Complete														
15	3.3. The Framework: Not A Failure*	Complete														
16	3.4. The Framework: The Approach*	Complete														
17	4.1. Case Study (Content)*	Complete														
18	4.2. Self-Reflection (Content)*	Complete														
19	5.1. Readings (Content)*	Complete														
20	Post-Test Score		83													
21																

## Reviewing Quiz Results

From this page you can also review learner quiz performance and answers by clicking on the button with the graph (located to the right of the course progress bar). This will open a quiz review for pre/post assessments as well as any additional quizzes added to the course. Simply click each quiz title to open the dropdown of results for that quiz/assessment.

### The Framework: Counseling for Patient-Centered Abortion Care – Cassandra Carver: Results

Pre-Assessment

Post-Assessment

✓ Who has the answer when it comes to making decisions about a pregnancy?

- The patient ✓
- Someone other than the patient

✓ What are the 3 steps of the approach for counseling for positive pregnancy test results?

- Listen ✓
- Do Not Assume ✓
- Self-Reflect ✓
- Give Your Opinion

✓ Which of the following is NOT a component of the listening step?

- Asking yes or no questions ✓
- Silence
- Being open and curious about the patient’s process
- Asking open-ended questions

✓ True or False: It is fine to assume the patient understands what a “positive” or “negative” pregnancy test means.

- True
- False ✓

✓ Which of the following are potential options for validating a patient’s statements or feelings?



## Archiving Learners

If you would like to archive your students, click the “archive all students” button. Archived students will still have access to the course materials for their review, but cannot take quizzes or earn additional marks toward completion. This feature allows instructors to keep a course open and have both active and inactive students without needing to make a new course for each new cohort of learners.

The screenshot displays a course management interface. At the top left is the logo for 'innovating education in reproductive health'. At the top right, it says 'A project of the Bixby Center for Global Reproductive Health'. Below the header are two buttons: 'BACK TO COURSE' and 'BACK TO DASHBOARD'. The main title of the course is 'Students in The Framework: Counseling for Patient-Centered Abortion Care – Cassandra Carver'. Below the title is an 'Invite a Student' section with an 'Email Address' input field and an 'INVITE' button. A note below says 'Add multiple students at once'. Below this is a table with columns: STATUS, FIRST NAME, LAST NAME, EMAIL, COURSE PROGRESS, PRETEST, and POSTTEST. The table contains one row for a student named Cassandra Carver, who is 'ACTIVE' and has completed 8/9 items (88%). At the bottom of the table are two buttons: 'EXPORT STUDENT LIST' and 'ARCHIVE ALL STUDENTS', with the latter circled in red.

innovating education  
in reproductive health

A project of the Bixby Center for Global Reproductive Health

BACK TO COURSE BACK TO DASHBOARD

### Students in The Framework: Counseling for Patient-Centered Abortion Care – Cassandra Carver

Invite a Student  INVITE

Add multiple students at once

STATUS	FIRST NAME	LAST NAME	EMAIL	COURSE PROGRESS	PRETEST	POSTTEST
ACTIVE	Cassandra	Carver		8/9 88%	--	--

EXPORT STUDENT LIST ARCHIVE ALL STUDENTS

## FAQs

### Instructors

- Can I add another instructor to help me manage my course?
  - o RHEcourse does not offer the option to have multiple instructors administer a course. If you'd like to have more than one instructor for your course, you can share your login information to give the other instructor access to the course. You also have the option to choose to register with an email you both have access to, and/or you can set a password you're comfortable sharing.
- The pre-built quizzes don't fit my needs. Can I add my own quizzes?
  - o Yes! RHEcourse gives you the option to link to your own "off-site" quiz. Find directions [here](#).
- The registration link for my learners expired. What should I do?
  - o You can re-send their invitation email by following the directions [here](#).
- What should I do if I'm still having trouble or my issue isn't mentioned here?
  - o If you need further assistance please contact us at [info@innovating-education.org](mailto:info@innovating-education.org).

### Learners

- Does RHEcourse save my progress?
  - o Some of it! RHEcourse does not save progress on partially completed modules or partially viewed videos, but once you have completed a module and have a green check mark next to it, your progress to that point has been saved.
- What does the green check mark mean?
  - o Once you have completed a module (watched the video, read the content, completed the quiz, etc) a green check mark will appear next to the module.
- What does the \* mean?
  - o This symbol represents modules that are deemed "required" for course completion. Modules without this symbol are considered "supplemental". Learners can complete the course without completing supplemental modules.
- The link I got to register for an account has expired/is invalid. What should I do?
  - o If you're getting an error message after clicking the registration link sent in your invitation email it means your link has expired. Links will remain active only for 7 days after the invitation email is sent. To request a new link please email us at [info@innovating-education.org](mailto:info@innovating-education.org).
- I've watched the video, why don't I have a green check mark?
  - o To ensure you get credit for completing each module, make sure you watch the video in **its entirety before exiting or refreshing the page**. Completion of the module will be shown by a green check mark next to the resource in the left side bar. You can complete the modules and watch the videos at your own pace, but **RHEcourse will only**

**save completed modules.** If you watch a portion of a video and leave before it's complete you will need to watch the full video again in its entirety for it to be marked as complete. **RHEcourse does not save progress on partially completed modules or partially viewed videos.**

- What should I do if I'm still having trouble or my issue isn't mentioned here?
  - o If you need further assistance please contact us at [info@innovating-education.org](mailto:info@innovating-education.org).