

Getting started in RHEcourse

Here are the instructions for how to add a template course, update it as active, and add students.

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

Logged In As Amanda Sawyer View Dashboard Edit Profile Logout

innovating education in reproductive health A project of the Bixby Center for Global Reproductive Health

Instructor Dashboard

STATUS	TITLE	DUE DATE	STUDENTS
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ADD NEW COURSE ADD NEW COURSE FROM TEMPLATE

innovating education in reproductive health 1001 Potrero Ave San Francisco, CA 94110 info@innovating-education.org

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 -		
The Framework: Counseling for Patient-Centered Abortion Care	EXPLAINED: Abortion Research and Policy	Ryan Residency Training Program Curriculum
PREVIEW COURSE TEMPLATE	PREVIEW COURSE TEMPLATE	PREVIEW COURSE TEMPLATE
COPY COURSE TEMPLATE	COPY COURSE TEMPLATE	COPY COURSE TEMPLATE
LARC Insertion and Removal Course	Abortion Course: Quality Care and Public Health Implications	Early Pregnancy Loss

After determining which course you want 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.

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.

The screenshot displays the course editor interface. At the top, there is a text area containing the text: "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." Below this text area is a "Status" dropdown menu that is open, showing four options: "Active", "Inactive" (which is selected with a blue highlight and a checkmark), "Complete", and "Template". Below the status menu is a "Due Date" field, which is currently empty. Further down is a "Contact" section with a checkbox labeled "Display instructor(s) contact info". Below that is a section titled "Assessments" in blue. Under "Assessments", there is a sub-section "Add Pre-test" with a dropdown menu showing "On-site". At the bottom, there is a "Pre-test" section with a text area.

Directly below the status menu is the “Due Date” calendar. 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.

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

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 Close

On-site

Pre-test

The Framework Quiz

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

Adding Units & Modules

2 Content

Content Title *

Content *

Visual Text

File Edit View Insert Format Tools Table

B I U ABX

ADD MODULE

ADD UNIT

UPDATE COURSE VIEW

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

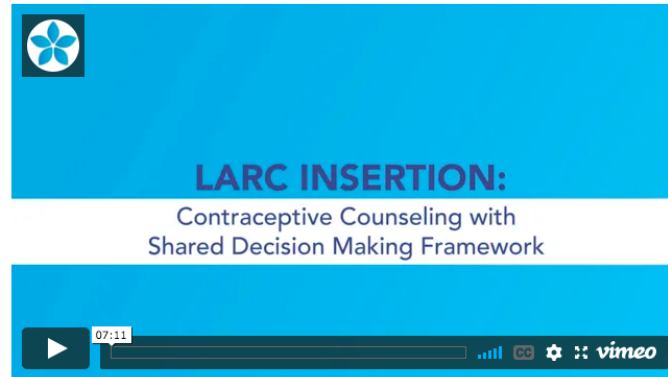
Shared Decision Making Using a Decision Aid

IUD Insertion ▶

IUD Advanced Topics ▶

Counseling

LARC INSERTION: CONTRACEPTIVE COUNSELING WITH SHARED DECISION MAKING FRAMEWORK



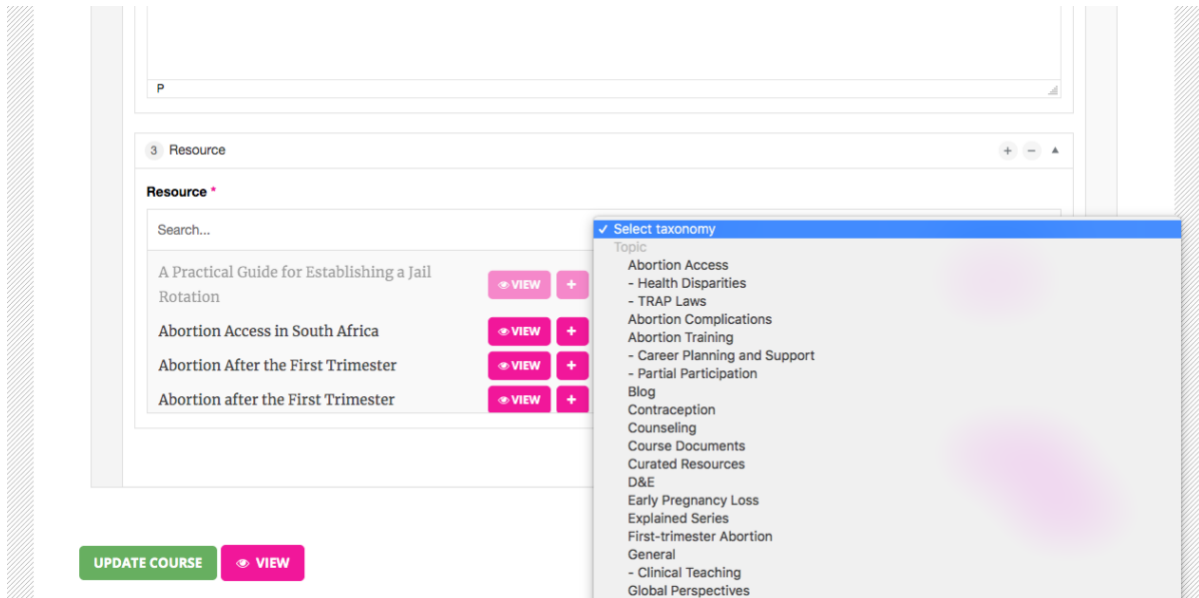
PREVIOUS

NEXT

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

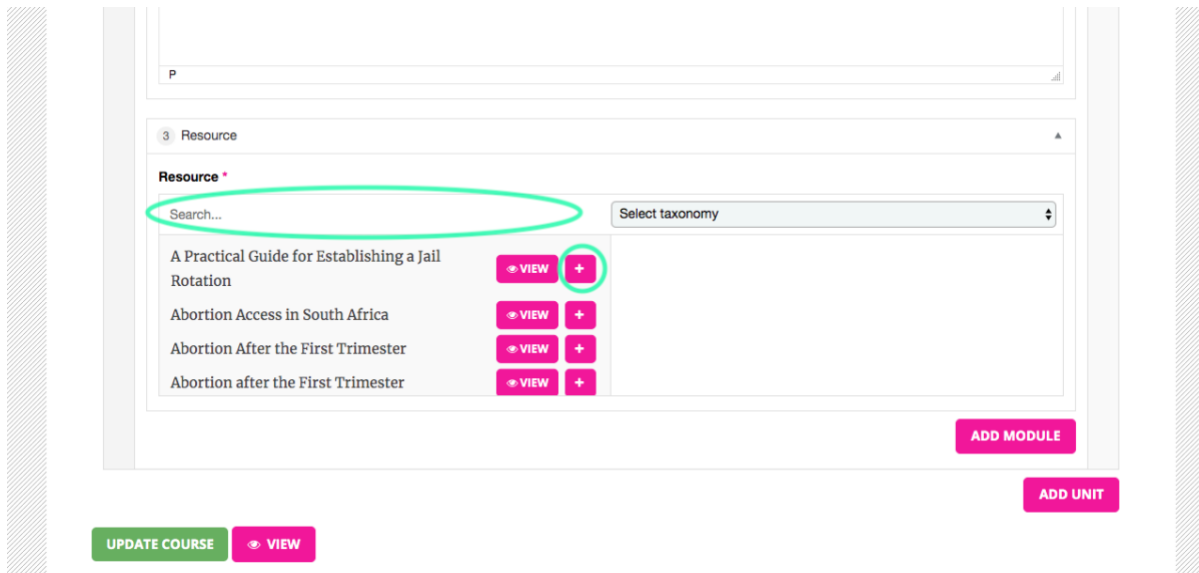
There are three different types of modules available to add: Resource, Content, and Quiz. Resources are directly pulled from the Innovating Education website. These can be video lectures, slide sets, or any other recourse that can be found at innovating-education.org. Content modules are for your custom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

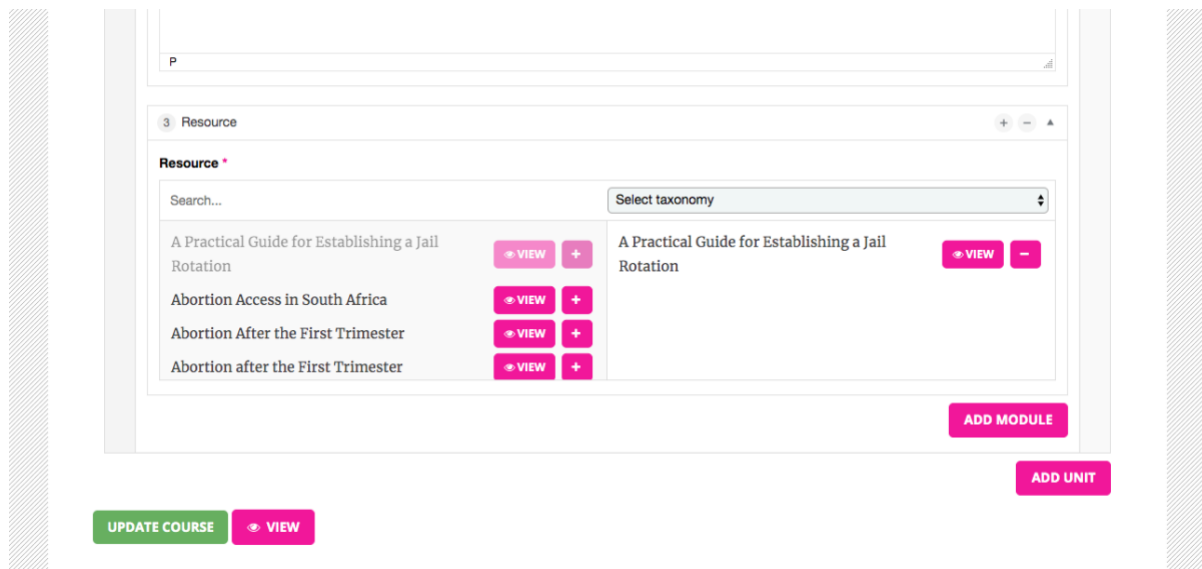
When adding a Resource, the “taxonomy” function serves as a filter to show the resources from innovating-education.org that relate to each topic. Once a topic is selected, you can then search for specific resources within those filtered results by using the “search” bar, or you can browse through all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





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. It will look something like this.

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



PREVIOUS

NEXT

To go back to your dashboard click 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.

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 View Dashboard Edit Profile Logout

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Instructor Dashboard

STATUS ▾	TITLE ▾	DUE DATE ▾	STUDENTS ▾	
ACTIVE	The Framework: Counseling for Patient-Centered Abortion Care – Copy	Mar 23, 2019	0	EDIT COPY DELETE

[ADD NEW COURSE](#)
[ADD NEW COURSE FROM TEMPLATE](#)

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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”.

The students will get an email notification to register for your course, similar to the one you received to register for RHEcourse. 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.

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

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

Invite Students

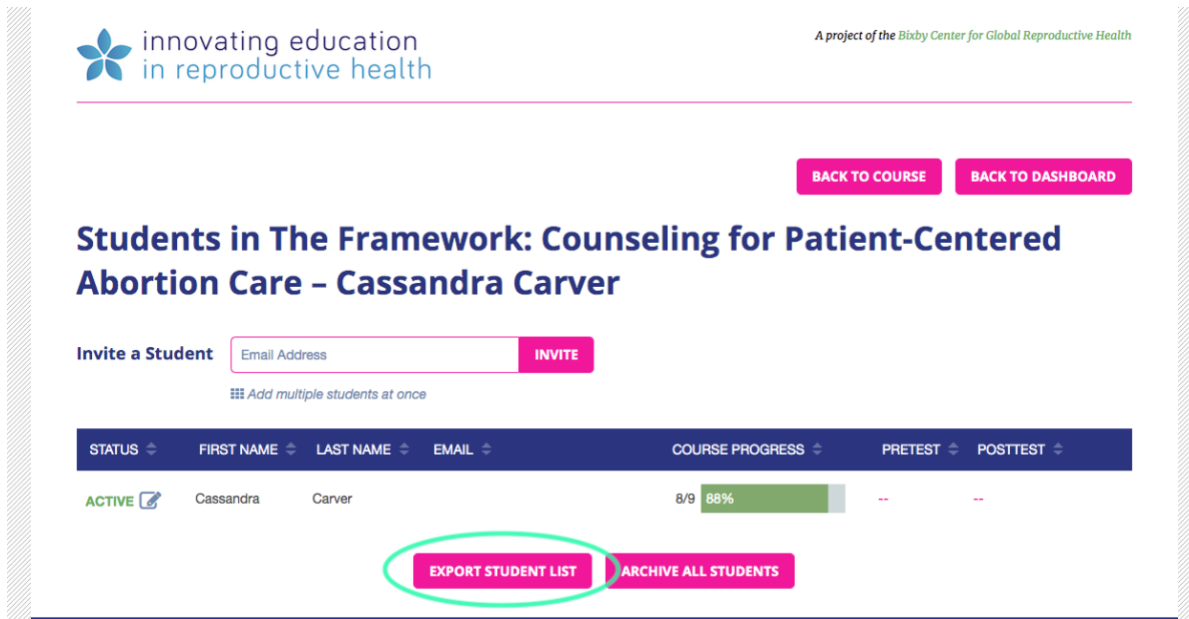
Email Address	First Name	Last Name	– +
Email Address	First Name	Last Name	– +
Email Address	First Name	Last Name	– +

[INVITE THESE STUDENTS](#)

 Add students individually

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

After you've successfully invited students to your course, you can monitor their progress from your dashboard. You can also export their results to an Excel file by clicking "Export Student List". **You will be able to find the exported list in your Downloads folder.**



The screenshot shows the 'Students in The Framework' dashboard for the course 'Counseling for Patient-Centered Abortion Care – Cassandra Carver'. At the top, there is a header with the logo 'innovating education in reproductive health' and the text 'A project of the Bixby Center for Global Reproductive Health'. Below the header, there are two buttons: 'BACK TO COURSE' and 'BACK TO DASHBOARD'. The main title of the course is displayed. Below the title, there is a section 'Invite a Student' with an input field for 'Email Address' and an 'INVITE' button. Below this, there 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 quizzes (88% progress). Below the table, there are two buttons: 'EXPORT STUDENT LIST' and 'ARCHIVE ALL STUDENTS'. The 'EXPORT STUDENT LIST' button is circled in red.

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BACK TO COURSE BACK TO DASHBOARD

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

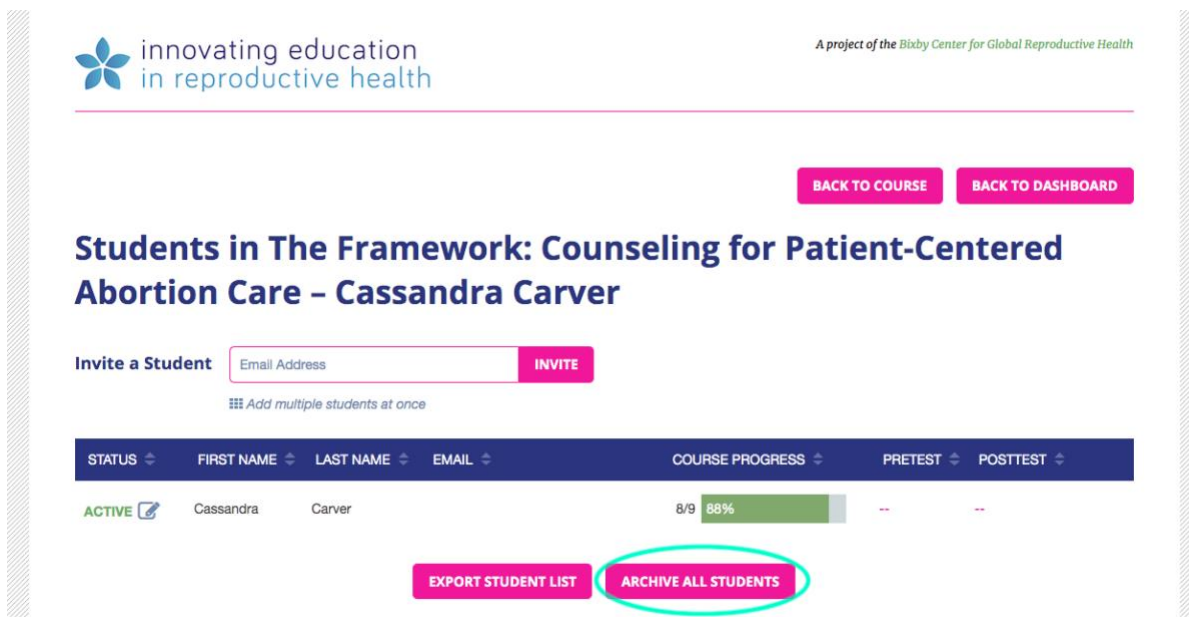
Invite a Student INVITE

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

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.



This screenshot is identical to the one above, showing the same dashboard interface. In this version, the 'ARCHIVE ALL STUDENTS' button is circled in red.

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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

- Does RHEcourse save my progress?
 - 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?
 - Once you have completed a module (watched the video, read the content, completed the qui, etc) a green check mark will appear next to the module.
- The link I got to register for an account has expired/is invalid. What should I do?
 - 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.
- I've watched the video, why don't I have a green check mark?
 - 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?
 - If you need further assistance please contact us at info@innovating-education.org.