



Learning Management System User Guide

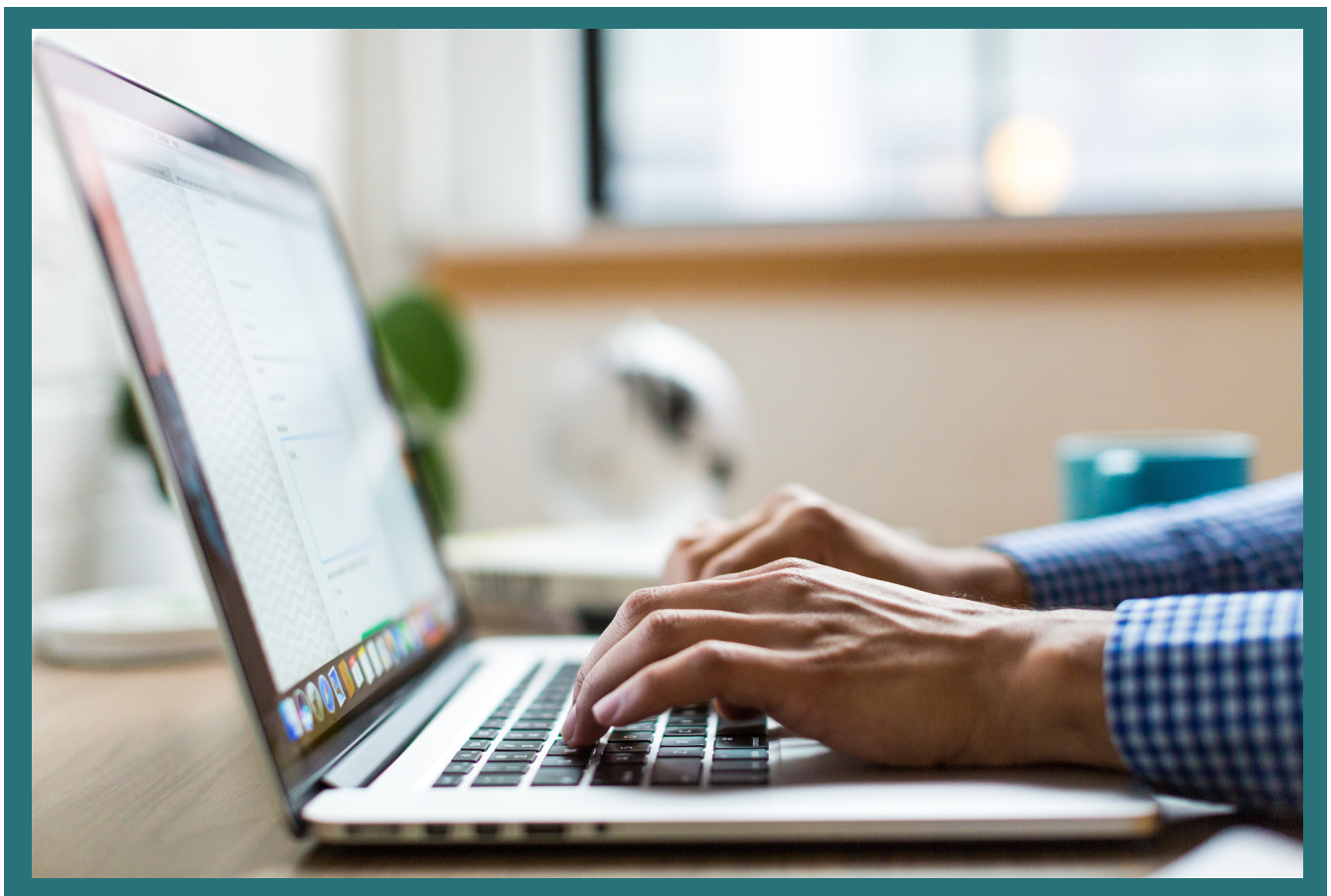


Table of Contents

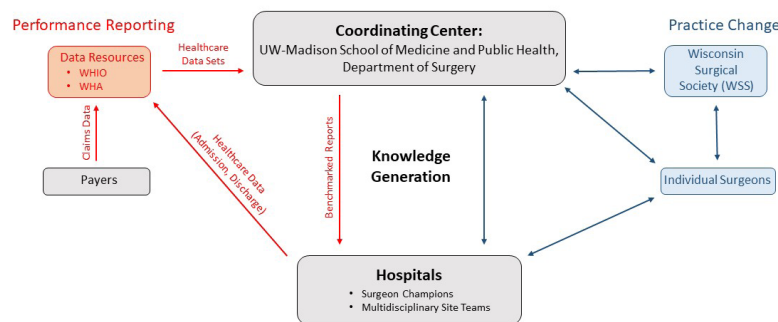
Introduction	3
Overview of SCW	3
What is a Learning Management System (LMS)?	3
Scheduled Offerings	3
Requirements to Join the LMS	3
Creating an Account.....	4-6
Registration	4-6
System Navigation	7-16
Navigating your Dashboard	7-14
Home	7
Profile	8
Reports	8
Initiatives	9
Docs	9-10
Discussion	11
Messages	12
Notifications	12-13
Settings	13-14
Initiatives	15
Joining Initiatives	15
Members	16
FAQs	16
Cultural Competency Survey	16
Courses	16-17
CME Opioid Module	17
Initiative Specific	18-19
Initiative Home	18
Members	18
Working Documents	18
Discussion	19
Library	19
Invite	19

Introduction

Overview of SCW

SCW is a surgeon-led practice change community. SCW aims to optimize quality, reduce costs, and promote the delivery of care that is safe, effective, equitable, and patient-centered.

A **Quality Improvement Collaborative** is an organization comprised of health stakeholders—physicians, hospitals, related health care providers, administrators, payers, and related health care organizations—that aims to improve performance on a well-defined quality measure or set of measures



What is a Learning Management System (LMS)?

A LMS is a software application that facilitates e-learning and allows administrators to track learning processes. The system stores important documents, courses, and allows for collaboration between members.

Scheduled Offerings:

SCW will use the LMS to deliver performance reports, share resources and materials, and interact and move our initiatives forward. In addition, members of the LMS will have access to different courses and documents

Requirements to Join

To join the LMS, you must be a member of SCW.

Creating an Account

Registration

All users will need to create an account before being able to access the LMS. You only need to create an account once. After creating your account, you can log-in to your account using your username and password.

To create your account, visit <https://connect.scwisconsin.org/register/> . This link will take you directly to the page “Create an Account”.

Create an Account

 Registering for this site is easy. Just fill in the fields below, and we'll get a new account set up for you in no time.

Account Details

Username (required)

Email Address (required)

Profile Details

First Name (required)

*This field may be seen by: **Everyone***

Last Name (required)

*This field may be seen by: **All Members***

You will then be prompted to fill out your account and profile details. You will need to fill out all required fields outlined in **red**.

All other fields are optional and can be filled out/updated on your profile at another time.

Step 1: Fill Out the Account Details

- A. Choose a username
- B. Enter your email address
- C. Choose a password

NOTE: you have the option of using the computer generated password or making your own

Account Details

Username (required)

Email Address (required)

Choose a Password (required)

8WJf%#@#*dK#Z 

Strong

Hint: While not required, a strong password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

Step 2: Fill Out the Account Details

- A. Enter your first name
- B. Enter your last name
- C. Enter your degree/credentials
- D. Enter your email address
- E. Enter your NPI number

NOTE: if you do not know your NPI number, there is an option to look it up

Profile Details

First Name (required)

*This field may be seen by: **Everyone***

Last Name (required)

*This field may be seen by: **All Members***

Degree/Credentials (required)

*This field may be seen by: **Everyone** [Change](#)*

Email Address (required)

*This field may be seen by: **Everyone** [Change](#)*

NPI (required)

[Click here to look up your NPI number](#)

*This field may be seen by: **Only Me***

Step 3: Submit Information and Create Account

A. After filling in all required fields, click on “Complete Sign Up”

Complete Sign Up

System Navigation

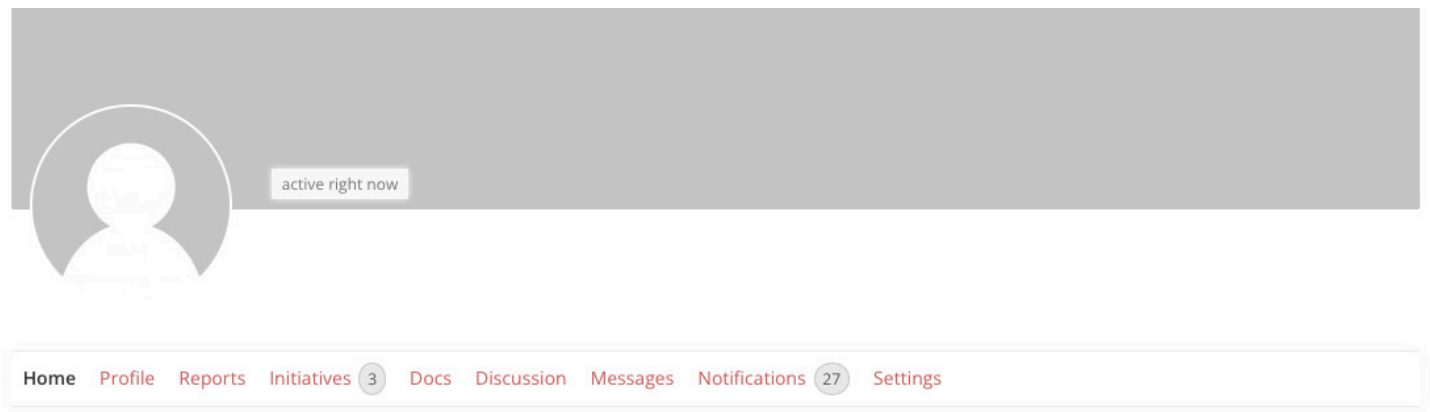
Navigating Your Dashboard

You can find your dashboard at the top menu bar by clicking on “My Dashboard”.

Initiatives Members FAQ My Dashboard Cultural Competency Survey Courses 🔍

Once on your dashboard, you will see your profile. You will see another menu bar where you can access your home, profile, reports, initiatives, docs, discussion, messages, notifications, and settings.

- A. profile picture
- B. cover picture
- C. menu bar
- D. announcements



Dashboard

Announcements

Home:

Under the home tab you will find announcements that have been posted by administrators. These may be specific to initiatives you have joined or a general post for all users

Profile:

Under the profile tab, you can find a menu bar with view, edit, change profile picture, and change cover image.

View: this will show you the basic components you have entered for your profile

Edit: this will allow you to change components of your profile

Change Profile Photo: this will allow you to change your profile picture

Change Cover Image: this will allow you to change your cover image

View **Edit** **Change Profile Photo** **Change Cover Image**

View Profile

NOTE: for your profile photo and cover image you will need to select a picture file from your computer

Change Profile Photo

 Your profile photo will be used on your profile and throughout the site. If there is a **Gravatar** associated with your account email we will use that, or you can upload an image from your computer.

Upload

Drop your file here

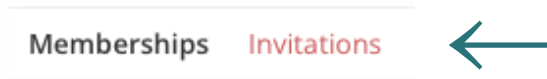
Select your file

Reports:

Under the reports tab, you can find your performance reports.

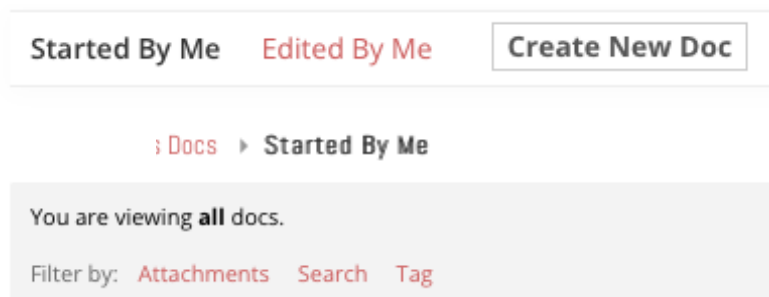
Initiatives:

Under the initiatives tab, you will see the pages of each initiative you are a member of. You will also see an option to choose group invites where you can manage any invitations for initiatives you may have.



Docs:

Under the docs tab, you can view and manage different documents that either you or another member has created.



You can choose to “Create New Doc”. This will allow you to create a document where you can choose the associated group, who has access, tags, and a parent document if applicable.

Associated Group

Which group should this Doc be associated with? (Optional. Over time the Access settings available for this Doc may be limited by the policy settings of the group you choose.)

None

Access

Who can read this doc?

Anyone

Who can edit this doc?

Logged-in Users

Who can read comments on this doc?

Anyone

Who can post comments on this doc?

Anyone

Who can view the history of this doc?

Anyone

Tags

Tags are words or phrases that help to describe and organize your Docs. (Separate tags with commas. (for example: echinacea, natural skin, purple). Allowed)

Associated Group

Which group should this Doc be associated with? (Optional) (See the Access settings available for this Doc may be limited by the policy settings of the group you choose)

None

Access

Who can read this doc?

Anyone

Who can edit this doc?

Logged-in Users

Who can read comments on this doc?

Anyone

Who can post comments on this doc?

Anyone

Who can view the history of this doc?

Anyone

Tags

Tags are words or phrases that help to describe and organize your Docs.
Separate tags with commas (for example: orthopedic, knee pain, parents, football)

Parent

Select a parent for this Doc. (Optional) Assigning a parent Doc means that a link to the parent will appear at the bottom of this Doc, and a link to this Doc will appear at the bottom of the parent.

(no parent)

Save Save and Continue Editing Cancel

You can then choose to save your document or save and continue editing.

Other options you will see when you choose to create a doc include all docs where you will see all documents that have been created by users, docs that you have worked on, docs that you have edited, and the groups you are a member of.

Create a Doc

All Docs Started By Me Edited By Me My Groups


Dicussions:

Under the discussion tab, you can find posts that other users have made as well as create your own posts for other users to reply to.



Site-Wide Forum

[Home Page](#) > [Forums](#) > SCW General

[Subscribe](#)

This forum has 1 topic, and was last updated 1 year ago by  Jeanette May.

Viewing topic 1 (of 1 total)

Topic	Voices	Posts	Last Post
Addressing COVID-19 in Surgery Started by:  Jeanette May	1	1	1 year ago  Jeanette May

Topic Title (Maximum Length: 80):

Visual Text

B

I

“”

ABC

☰☷

☰☷

☰☷

☰☷

☰☷

↶↷

↶↷

🔗

🖼️

Topic Tags:

Topic Type:

Topic Status:

☐ Notify me of follow-up replies via email

Messages:

Under the messages tab, you will see a menu with the options inbox, starred, sent, and compose. Here you can access all of the messages that you have sent or that another user has sent to you. You can also compose a new message.



If you click on “Compose”, you will be able to create a message to send to another user. You will need to type in their username, a subject for the message, and your message. You can then either send your message or reset the message.

Send @Username

Subject

File Edit View Insert Format Tools

Table

Paragraph B I “ ” [List Icons]

[List Icons] [Link Icon] [Unlink Icon] [Undo Icon] [Redo Icon]

Georgia 12pt [Text Alignment Icons] [List Alignment Icons] [Image Icon] [Link Icon] [Omega Icon] [Table Icon]

[Text Color Icon] [Table Icon] [Help Icon]

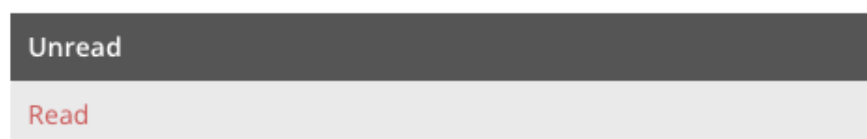
Notifications:

Under the notifications tab, you will be able to see any notifications you have and manage them.

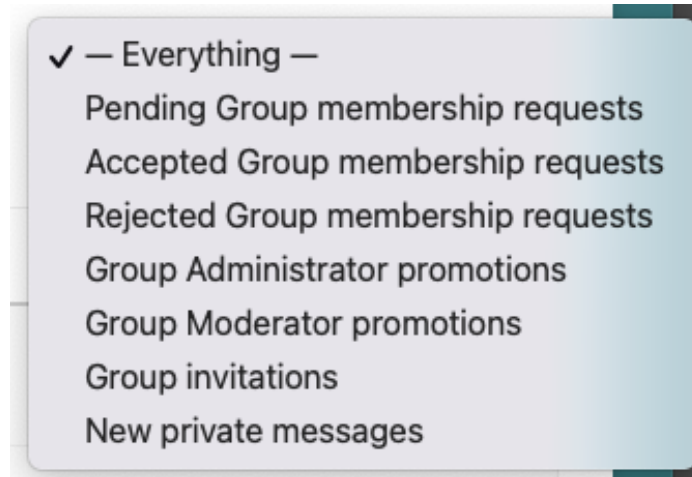
When you view your notifications tab, you will see a number in a white circle indicating how many notifications you have if you have any.



After you click on notifications, you will be able to switch between your unread and read notifications



When viewing your notifications, you can switch between different categories.



Settings:

Under the settings tab, you will be shown a new menu bar with the tabs general, email, profile visibility, and export data.

Under general, you can update your email and/or password. Make sure to click “save changes” when you are done.

General
Email
Profile Visibility
Export Data

Email & Password

Update your email and or password.

Account Email

baileycarol8@gmail.com

i

Click on the "Generate Password" button to change your password.

Generate Password

Save Changes

Under email notifications, you can adjust your email notification preferences. Make sure to click “save changes” when you are done.

Email Notifications

Set your email notification preferences.




Messages	Yes	No
A member sends you a new message	<input checked="" type="radio"/>	<input type="radio"/>
Initiatives	Yes	No
A member invites you to join a initiative	<input checked="" type="radio"/>	<input type="radio"/>
Initiative information is updated	<input checked="" type="radio"/>	<input type="radio"/>
You are promoted to a initiative administrator or moderator	<input checked="" type="radio"/>	<input type="radio"/>
A member requests to join a private initiative for which you are an admin	<input checked="" type="radio"/>	<input type="radio"/>
Your request to join a initiative has been approved or denied	<input checked="" type="radio"/>	<input type="radio"/>

Save Changes

Under visibility settings, you can adjust who can view each component of your profile details.

Profile Visibility Settings

Select who may see your profile details.

Base	Visibility
First Name	Everyone
Last Name	All Members
Degree/Credentials	Everyone 
Email Address	Everyone 
Phone Number	All Mem 

Under the data export tab, you can request an export of your personal data or erase all data associated with your account

Initiatives

Under the initiatives tab, you can view all of the initiatives currently active on the LMS

Joining Initiatives

First, you need to navigate to the “Initiatives” tab located in the top menu bar. Then, you will be able to view all of the initiatives that are available to join on the LMS. You can then find an initiative you would like to join. Depending on the initiative, you will either select “Request Membership” or “Join Initiative”.

For initiatives that have a selection for “Join Initiative”, you will automatically be accepted into the initiative.

Rural Task Force

Public Initiative / 7 members

active 1 month ago

Join Initiative

If the initiative says “Request Membership”, a request will be sent, and you will be notified when it is accepted or denied.

Addressing COVID-19 in Surgery

Private Initiative / 10 members

active 5 months ago

Request Membership

Members

Under the members tab, you can view all of the members of the LMS and when they have last been active on the site.

FAQs

Under the FAQs tab, you can view all frequently asked questions regarding the LMS.

Cultural Competency Survey

Under the Cultural Competency Survey, you can access a survey specific for LMS members. Make sure to click “submit” when you have finished filling out the survey.

Courses

You can navigate to available courses under the “Courses” tab located in the menu bar. You will see all the courses that are currently available for LMS members. If you would like to take a course, you can select it here.

Available Courses:

[A Surgical Prescriber's Guide for Acute Pain Management and Opioid Stewardship](#)

CME Opioid Module:

SCW offers a course titled “A Surgical Prescriber’s Guide for Acute Pain Management and Opioid Stewardship” available to SCW members who are also members of the Learning Management System.

The American College of Surgeons designates this enduring activity for a maximum of 3 AMA PRA Category 1 Credits™. This course has been approved by the Wisconsin Medical Examining Board as meeting the requirements for a continuing education course on the responsible opioid prescribing guidelines per Med 13.03(3) of the Wisconsin Administrative Code. Course has been approved for 3.0 credits. Participants will receive a certificate upon successful completion of the course. You are required to retain that document and submit it to DSPS if specifically asked to do so in an audit.

To access the course, on the courses tab you first click on the appropriate course labeled “A Surgical Prescriber’s Guide for Acute Pain Management and Opioid Stewardship”. Next, you will be navigated to a new page that explains the course. To start the course, you will need to click on the title in red or the picture shown below.

Start the course - A Surgical Prescriber’s Guide for Acute Pain Management and Opioid Stewardship



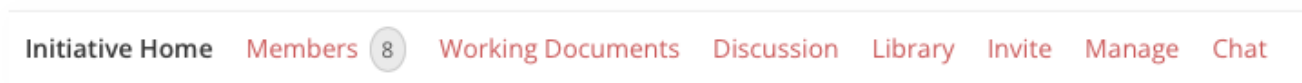
Initiative Specific

Once joining an initiative, you will have access to the initiative's page with initiative-specific information and resources.

You will see another menu bar under the initiative where you can access announcements, initiative members, working documents, discussion, library, invite, manage, and chat

Initiative Home

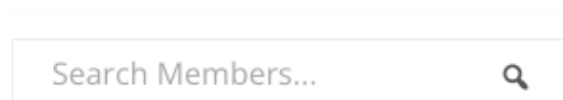
Under the initiative home tab, you will be able to view any announcements made specific to each initiative.



Announcements

Members

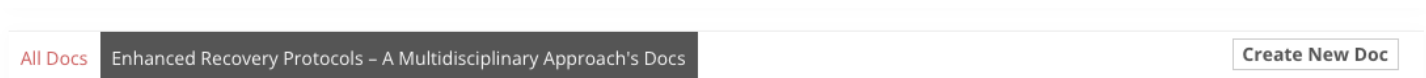
Under the members tab, you can view all of the members of each initiative. You can search for a specific member, or you can view the entire list.



Membership List

Working Documents

Under the working docs tab, you can view all of the documents that have been uploaded for an initiative. You have the option of creating a new document. You can also choose "All Docs" to view every document uploaded for every initiative.



Discussion

Under the discussion tab, you have access to a forum with other members of the initiative. You can create a new topic and create a discussion with your fellow users.

Library

Under the library tab, you can view any available resources specific to each initiative.

Invite

Under the invite tab, you can invite other members on the LMS to join a specific initiative.