Brief Instructions for accessing and progressing though the online Spirometry Education course

NOTE: Please read all the instructions below and in the online pages to make navigating through the course easier.

Which internet browser to use?

This will depend on what you have available but you must keep your browsers updated to avoid problems with opening the lessons.

Still having problems opening lessons?

FOR QUEENSLAND HEALTH EMPLOYEES USING QH COMPUTERS:

The best web browser to use in QH for iLearn is Microsoft Edge. Learners must log a help desk call to **enable Flash** in the Microsoft Edge web browser on QH computers.

EXTERNAL LEARNERS ONLY (students and non-QH learners)

You will need to **'Enable Flash Player'** within **Microsoft Edge** (new internet explorer) web browser. <u>Click here</u> for guidance.

ALL USERS WITH MOBILE DEVICES:

Chrome is recommended for personal devices and users can modify browser settings by following the steps outlined here: <u>https://support.google.com/chrome/answer/6258784</u>

How to Navigate iLearn

Once you have logged into ilearn using your iLearn username and iLearn password, select spirometry course course from the drop down menu on the main tool bar

(MNSPIROMETRY-C) Spirometry Education - CO_MNHHS_SPIRO_EDU_Spirometry_Education_001)



2. You should now see the following page which is the **Home Page** for the **Spirometry Education** course. Click on **Content** on the menu above the course banner to display the lessons in the course.

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	Course Hone Content twards Class Progress	Assessments ~ Learner Help	Edit Course	
How to navigate the o	(MNSPIROMETRY-C) S	pirometry Educat	tion	
	Hello Irene,			

Welcome to the learning management system iLearn, for Queensland Health.

3. You will see a **Table of Contents (TOC)** displayed on the LHS of the screen. On your first visit you will only see the **Introduction** displayed in the **Table of Contents** and in the main screen. As you complete the various activities subsequent lessons will be displayed and accessible to you.

Course Home Conter	nt Awards	Class Progress Assessments - Learner Help	
Search Topi s	ρ	Introduction ~	8
京 Overview		Download Send to Binder	
Course Schedule		100 % 6 of 6 topics complete	
Table of Contents	2	About the QH Spirometry Training Program V Web Page	
Introduction	~ <	QH Spirometry Training Program objectives V	
		About the online spirometry education v Web Page	
		Online spirometry course objectives v	
		Documents and Guidelines V Web Page	
		Commencement Activity 🗸	

4. Click on the **Introduction** to find out more about the program and to complete the **Commencement Activity**. In this section you can use the **forward and backward arrows** to progress through the pages.

	Retro North Hospital and Health Service Petrograph Fore				
	Course Home Content Awards Class Progress Assessments - Learner Help				
	Table of Contents 👌 Introduction 👌 About the QH Spirometry Training Program				
	About the QH Spirometry Training Program -				
	About the program				
How to navig	This program has been developed in consultation with the Queensland Health Statewide Respiratory Clinical Network and is comprised of three component:				
	The Online Spirometry Education				
	The Spirometry Practical Skills Workshop				
	The Workplace Portfolio Assessment				
	Overall aims				
	To improve the quality of Spirometry currently performed clinically throughout Queensland Health				

5. When you have completed the commencement activity you will see **Lesson 1: Introduction to Spirometry** displayed in the **TOC** and in the main screen. You need to click on the **Lesson 1** icon to open the lesson.

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Course Home Content	Awards C	lass Progress Assessments 🗸 Learner Help
Search Topics	Q	Lesson 1: Introduction to Spirometry ~ •
P Overview		Estimated Duration: 15 min
Bookmarks		The aim of this lesson is to provide clinicians with an introduction to spirometry testing for the screening, diagnosis and monitoring of received on clineare in adults and children.
Course Schedule		You must receive 100% on the quiz in order to progress to the next lesson.
Table of Contents	2	This course is best opened in a new window. When you open the Spirometry module below, click
Introduction	/	on the "open in a new window" icon located in the top right hand corner- it looks like this:
Lesson 1: Introduction	2	To exit the lesson select "X" from the top right hand side of the window.
to Spirometry		n Download 🗿 Send to Binder
		33.33 % 1 of 3 topics complete
	(Lesson 1 Web Page
		HAVING TROUBLE OPENING THE LESSONS? V •
		HAVING TROUBLE OPENING THE LESSONS? WHICH WEB BROW SER ARE YOU USING? SEE THE RECOMMENDATIONS BELOW:
		Personal computer: If your computer is a MAC/Apple select either Internet Explorer (IE), Chrome or Firefox as your web browser (Safari is not compatible with iLearn)
		QH computers: Firefox or IE are the most reliable browser for QH computers
		Lesson 1 Quiz V Quiz V
		This is the quiz for Lesson 1 - Introduction to Spirometry. Please answer all questions and then return to the course.

6. It is also best to view the lesson in a **New Window** by clicking on the **EXPAND ICON** on the top RHS of the screen. **NOTE:** Do this before you press the **green forward arrow** - if you do this half way through the lesson , it sometimes takes you back to the beginning of the lesson \mathfrak{S} . In a New Window there is no scroll bar to worry about – the whole screen is displayed.

Once the lesson is open you can start navigating through it by using the green forward button on the screen. You can also navigate backwards if you need to review previous content

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	Course Home Content Awards Class Progress Assessmen	ts ৵ Learner Help	
	Table of Contents () Lesson 1: Introduction to Spirometry () Lesson 1 Lesson 1 ~		
	Centre for Healthcare Improvement Patient Safety and	d Quality Improvement Service	
How to navig	and		
	Spirome	try Education	

How to navigate the online Spirometry Education_V4.docx

7. If you have completed the lesson in a **new window** simply **close** the window by clicking the **red** cross on the top RHS of the window



8. Click the forward button to continue to the **Quiz**. Or you can Click on **Content** on the menu above the course banner and select the Quiz from the lesson windo – see point 5 above.



9. Once 100% is achieved on the quiz the next lesson will be displayed in the TOC.

Hints on viewing the information once in the lessons

1. In the lessons there are labelled boxes. You need to click or hover over these to reveal more detailed information or definitions. Instructions may be included in the text of the lesson. Some examples are below:



2. If you **don't see a green forward button** in the lessen then this means that an activity item within the screen has not been completed. Once completed the green button will be visible and you can progress through the lesson.

Advanced Features currently not available

1. There are three extra features that will be displayed once you open the lesson. These buttons, seen below, are only visible in the **CURRENT** window not in the **NEW WINDOW** view.



- 2. Unfortunately, these have limited function with the format of our lessons. Only read on if you are interested in these features.
- 3. BINDER: Some content in the lessons can be sent to a program called BINDER. This is limited in our course to information not contained within the online lessons (i.e anything viewed once the Lesson is opened). PDF documents can be sent to BINDER. Advantage of this program is that PDF documents can be accessed on portable devices such as ipads and tablets. Once you have clicked on "Open in Binder" you will need to open an account with the administrators of iLearn. It's easy to do just follow the instructions. Remember it has limited use
- 4. The "Download" and "Print" options are also limited to content outside the actual Lessons. This feature may change in the future.