

Brief Instructions for accessing and progressing through 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. [Click here](#) for guidance.

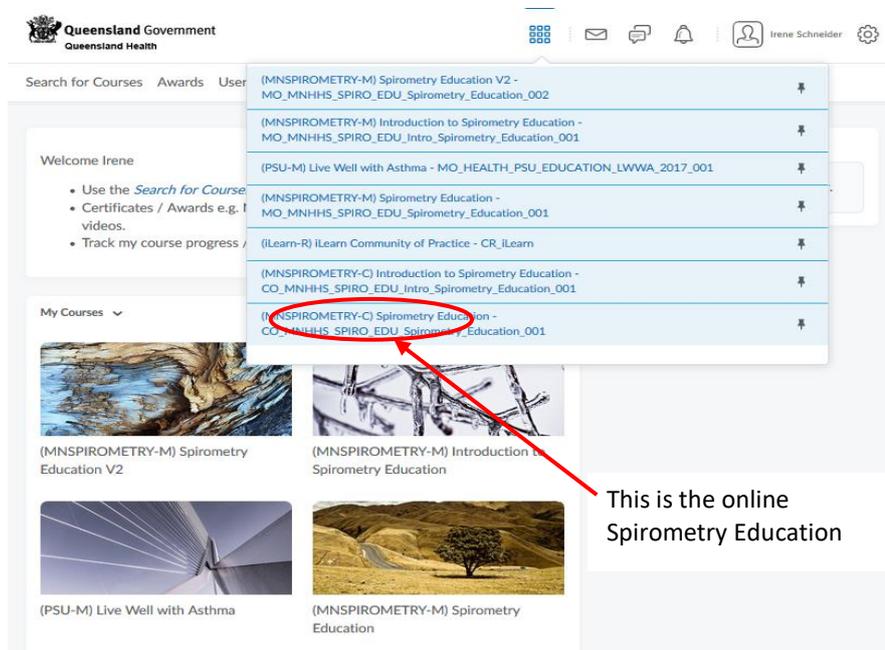
ALL USERS WITH MOBILE DEVICES:

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

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)

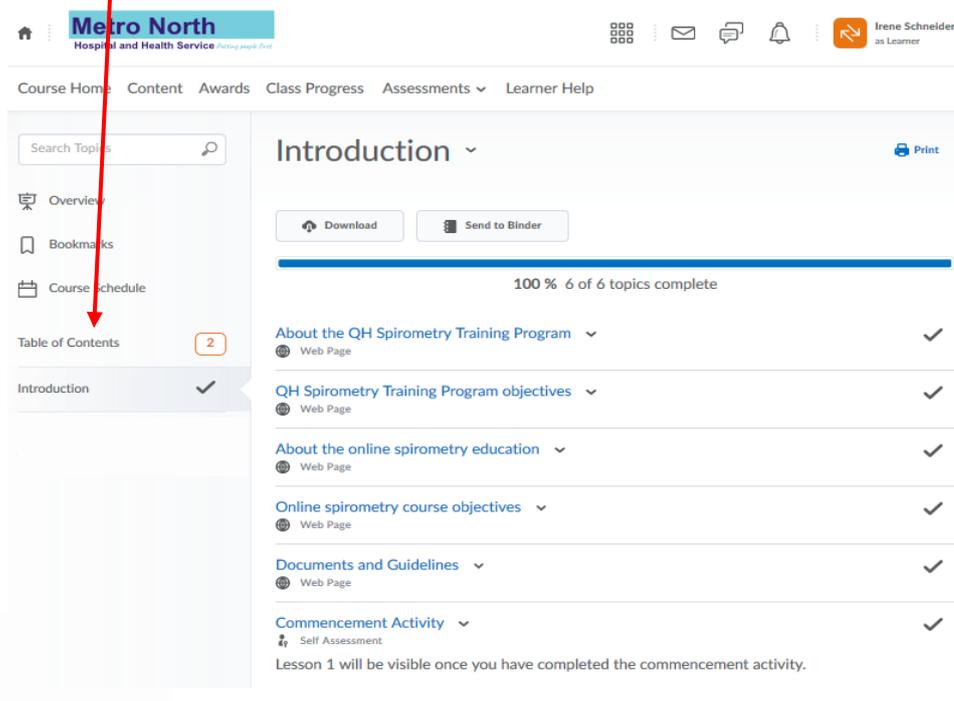


2. You should now see the following page which is the **Home Page** for the **Spirometry Education** course. Click on **Content** on the menu above the course banner to display the lessons in the course.

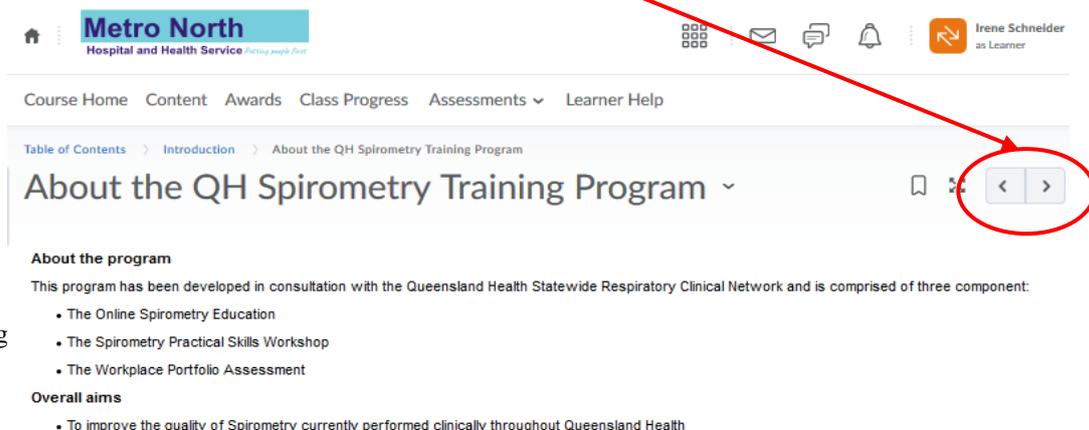


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3. You will see a **Table of Contents (TOC)** displayed on the LHS of the screen. On your first visit you will only see the **Introduction** displayed in the **Table of Contents** and in the main screen. As you complete the various activities subsequent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

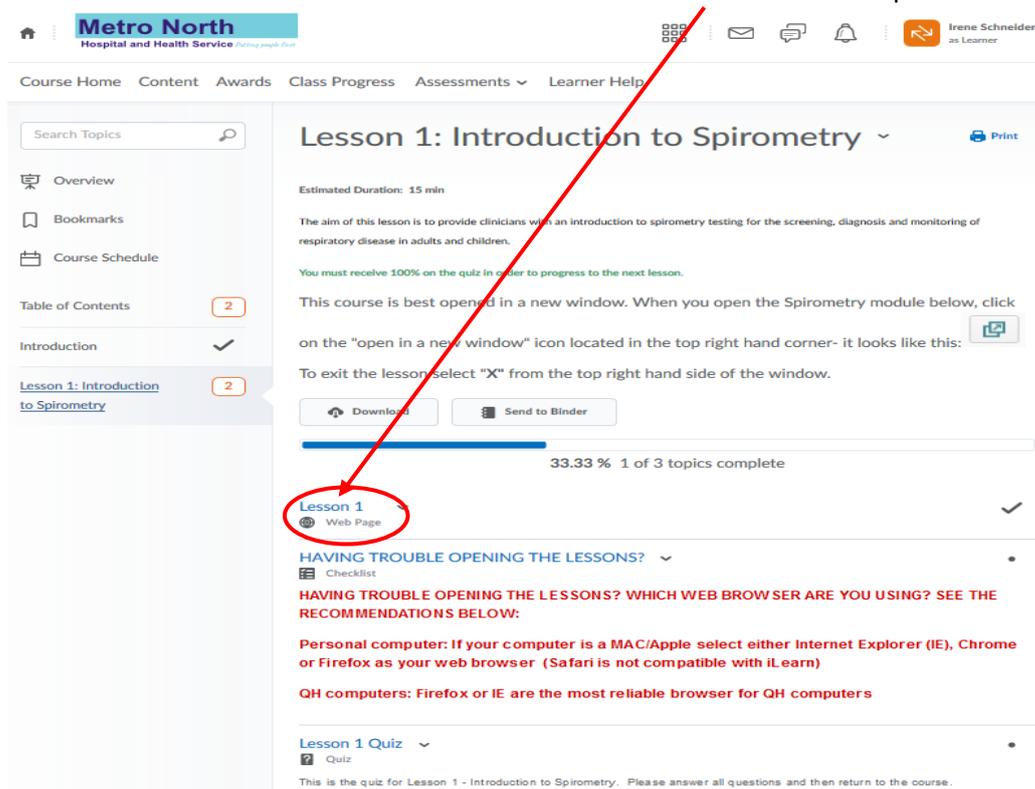


4. Click on the **Introduction** to find out more about the program and to complete the **Commencement Activity**. In this section you can use the **forward and backward arrows** to progress through the pages.



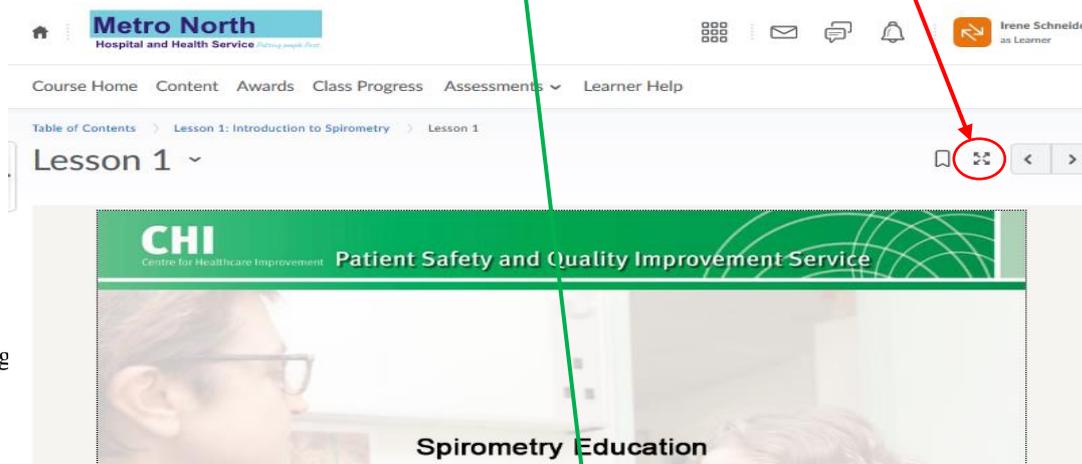
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5. When you have completed the commencement activity you will see **Lesson 1: Introduction to Spirometry** displayed in the **TOC** and in the main screen. You need to click on the **Lesson 1** icon to open the lesson.



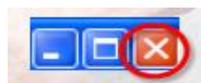
6. It is also best to view the lesson in a **New Window** by clicking on the **EXPAND ICON** on the top RHS of the screen. **NOTE:** Do this before you press the **green forward arrow** - if you do this half way through the lesson, it sometimes takes you back to the beginning of the lesson 😊. In a New 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

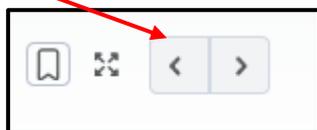


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7. If you have completed the lesson in a **new window** simply **close** the window by clicking the **red cross** on the top RHS of the window



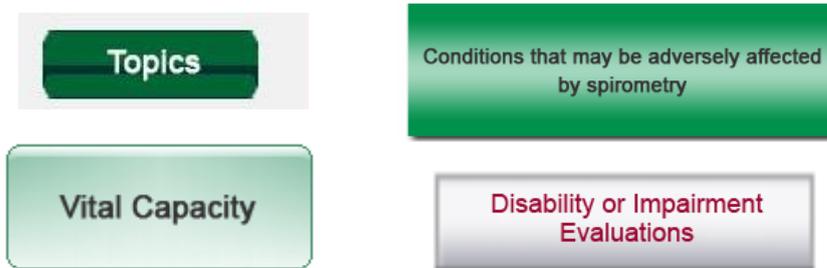
8. Click the **forward button** to continue to the **Quiz**. Or you can Click on **Content** on the menu above the course banner and select the Quiz from the lesson window – see point 5 above.



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 lesson 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.