e-Learning Anaesthesia
User Guide

Royal College of Anaesthetists
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Project website

The project website is the central access point for e-Learning Anaesthesia and provides general information about the structure of the project. It contains a link to the e-LA Registration form and log in page for the Anaesthesia Portal.

The website address is:

http://www.e-LA.org.uk

It is also possible to access the website by clicking the e-LA link on the Royal College of Anaesthetists website.
How to register for access

All users are required to register for access to e-LA

Some users may be registered by their organisation and will have been sent a username and password. If this is the case, you do not need to register again; you can skip this section and go straight to ‘How to Log in’.

If you need to register for access, go to the project website www.e-LA.org.uk.

Select Register button on the Website to access the registration form.

Enter the required information on the Registration form. Please ensure that you enter your first and surname exactly as recorded in the GMC register of medical practitioners.

You will not be able to submit your registration form unless you complete all the fields and enter a College Reference number. You will receive an email confirming receipt of your registration form.

The system will allow ST1/2 trainees who have not yet registered with the RCoA to proceed with registration without a College Reference number. They will receive temporary registration for 90 days and will be reminded of the need to register with the College for training. Once they have registered and their details have been confirmed, they will be granted unrestricted access. The College registration form is available via the link on the e-LA registration page.
When the registration form is submitted, a series of cross-checks will be performed. Your details will be checked against both the GMC and RCoA database to confirm you eligibility for access to e-LA.

It is important to accurately complete all the relevant fields on the form as failure to do this could result in a delay in the registration process.

Once registration details have been validated, a username and password will be sent by email by the e-LA/e-LfH Support Team.

The username will usually be your GMC number.

It is important to change your password as soon as you receive your login details.

The first time you log in, you will be asked to fill out some security questions which will allow you to reset your password automatically in the future if you forget it.
How to Log in

Go to http://portal.e-LFH.org.uk and click Log In

Click on the Log In button in the left hand menu

Enter your username/password and select Log In to access your personal e-Learning Portal and related resources.

After initial Log In you will be asked to set up some security questions. It is also important to change your password.
The Portal

The log in process grants the user access to a personalised e-LfH Learning Portal. This is the gateway to the learning resources available for that user. It is known as the Portal.

The Portal enables the user to access the e-Learning sessions as well as other general information.

The e-Learning Anaesthesia section of the Portal contains:

- Overview of the project
- The ST1/2 e-Learning Curriculum and block structure
- Information sessions on ‘How to use e-LA’
- Details about the Editorial Team
- Information on the Computer Settings required to run e-LA

To access the e-Learning Anaesthesia Learning Management System, click on e-Learning Anaesthesia and then select Launch e-LA from the new e-LA menu that appears on the left of the screen.
The Learning Management System (LMS)

The Learning Management System (LMS) stores all the e-LA learning content. This allows the user to access the learning material based on their chosen area of study. The LMS enables the user to access e-learning sessions by either browsing through the block/topic structure or searching the catalogue of sessions for specific criteria such as key word. Learning sessions are launched from within the LMS. The LMS also stores key information about the user’s activity. This includes what sessions have been started, how long a trainee has spent on each one and whether sessions have been completed.

The structure of the LMS mirrors the structure of the learning sessions in the e-LA curriculum document. They are organised in a way which complements existing training programmes at the ST1/2 level.

The key areas within the LMS are:

- e-Learning sessions – Blocks 1 to 7
- e-Library – articles from key journals linked to the relevant learning sessions and areas of the curriculum
- Self Assessment – short assessment sessions linked to key areas of the e-Learning Curriculum
- External content – links to e-Learning content from other e-LfH projects e.g. Radiology
Getting started on the LMS

The LMS is the repository for all the learning content.

When you first access the LMS, you will be presented with Overview. This view is displayed below.

There is additional information about the function of the My Learning and Learning Path features of the LMS in the additional information section of this document.

The core e-LA learning material has been organized into blocks and topics. The blocks are listed under the Browse Catalog heading. Please refer to the e-LA curriculum document for a full list of all sessions that will be made available.

Each session has an identification number which specifies the block, topic and session number in the format XX_YY_ZZ. This number identifies the session within the curriculum structure.

For example 01_06_01 Gases and vapours refers to the first session that is in Module 01, Topic 06 (physics essentials).

Each session also has a unique quicklink code in the format 001-xxxx which can be used to search for and access a session quickly.
Search or Browse the Catalog

There are several ways of accessing the e-Learning sessions available.

- Browse the Catalog of available sessions
- Search for a specific session
- Search for sessions that match criteria defined by the user

**Browsing the Catalog**

To browse the catalog of session, select the relevant block which you are interested in from the menu on the left and follow the topics and subtopics that will appear. The structure of each block and topics/sessions within it are printed in the curriculum document. You will find some gaps as not all sessions have been completed.

For example, to access the Pre-oxygenation session, select:

Block 1
Topic 05 – Principles of Anaesthesia
Sub Topic 18 – Induction of Anaesthesia
Searching for a specific session

Use the Search Catalog option and type in the session ID, quicklink code or title of the session you want to find quickly.

The titles and codes associated with all sessions are available from the e-Learning Curriculum document shown below.

![Curriculum Table]

Searching for sessions that match criteria defined by the user

The Search Catalog option can also be used to enter keywords, criteria or phrases that you wish to find. Learning sessions have been indexed using the same keyword system as the BJA.

Enter a keyword into the Search Catalog field and select Go.
Advanced Search Option

The advanced search option gives the ability to construct more advanced searches that can combine multiple terms using Boolean logic.
Starting a session

To start or launch an e-Learning session, select the heading of the session by clicking on it.

When the session has been selected, the Content Details page will display.

Click on the Play button to start the session.
Knowledge sessions consist of a series of pages where information is presented in an interactive environment. The general format of the sessions is as follows:

- Overview
- Introduction
- Content pages
- Key points
- Summary

A variety of different types of assessment sessions will also be available.
Navigating through a session

Use the forward and back buttons to move through the session page by page. The number of pages in the session and your current location is indicated between the buttons.

It is also possible to navigate to a particular page or area within a session by clicking on the menu button shown in the image below. The menu button will display a list of all the pages within the session by heading name.
Page Tabs

Some pages will display content within a series of tabs at the top of the page.

This 3-dimensional structure represents the presentation of additional or further depth of information.

It is important to click on these tabs to ensure no information is missed.
e-Assessment

Most e-Learning sessions will contain a number of formative assessments either within or at the end of the session. These will be presented in several different ways, for example:

- Multiple choice questions
- Multiple True/False
- Single best answer
- Multiple Correct
- Drag and drop tests – including text or images
- Image hot spot
e-Library

The LMS contains an e-Library. These sessions are links to publications in the core anaesthetic journals that are supporting the project.

The e-Library sessions have been mapped and indexed to the e-Learning curriculum using the unique session id. This enables easy access to additional learning resources linked to specific areas of the curriculum.

An e-Library session will load PDF versions of the relevant article which may be read on line, printed or downloaded to your own computer.

Click on the e-Library link within Browse Catalog.

Select the relevant Block.

Select an e-Library article by clicking on the title.
The Content Details page will display. Click on the Play button to open the link and view the article.

- e-Library works best in Internet Explorer and Firefox. At present the links with some publishers are not fully supported by Safari.
Personal notes

The LMS has the facility to allow the user to add personal notes during or at the end of an e-Learning session. These are stored with the session and can be reviewed when the session is next accessed.

To add a Personal Note to a session, click on the Personal Notes button in the top right hand corner of the session.

Enter the information or notes you wish to be associated with this session and click on the Save button.

This facility may be useful for storing references, further information from other teaching sessions, clinical experience or reminder notes for further study.
Rating a session

The LMS has a built in feedback option. This enables the user to Rate and Review an e-Learning sessions.

To Rate and Review a session, select the Rate button in the top right hand corner of the session.

Select a rating from 1 to 5 and add text if required.

Choose to display the username with the review or keep the entry anonymous.

This information is only accessible to the user who provided the feedback and the editors.

We would like to encourage users to provide open and honest feedback on both the quality and format of the learning sessions. This will help us develop and improve the project as we move into phase 2 and ensure that the learning material we produce fits the needs of ST1-2 trainees in anaesthesia.
Forums

The LMS contains forums that users are free to contribute to. These forums are currently unmoderated and we urge users to use them in a professional manner.

A number of forums have been set up for both trainees and trainers. These include:

- Blocks 1 to 7
- Exam
- Log Book
- General Discussion Forum

Click on the forum title to view the discussion topics, add a new topic or to post a response.

Trainee forums are private forums that only trainees can access. There are a parallel set of private forums for tutors and trainers.
How to run a Report

The LMS records learner activity within the LMS. Individual users may create a report of their activity.

Reports are accessed via the Reports option on the Profile Tab.

Individual user reports available include:

- User activity this month
- User activity last month
- User activity current year since last August
- User activity previous year Aug-Aug
- User activity to date

To produce a report, click on the Run button adjacent to the report name.

The structure and presentation of these reports will be improved over the next 12 months.
Additional Information

**How to change your password**

It is strongly recommended that your password is changed as soon as possible after the initial Log In.

In the e-LfH Portal, select the ‘Edit your profile’ link in the top left hand corner. Then go to the ‘Change Password’ section on the right hand side of the screen. Select the ‘Change Password’ link.

On the next screen, enter the new password twice, then select the Change Password button.
Forgotten password

When you first set up your account, you may have set up some security questions. If so, you can reset your password by answering two security questions in the ‘Forgotten your password’ section on the Log In screen.

Follow the instructions to reset your password.

If you had not set up security questions when your account was set up, or if you cannot answer the security questions you had set up, please contact the e-LfH support team with your username/GMC number via the following email address: support@e-lfh.org.uk.

The password will be reset and a reply returned via email.
My learning

The Overview page is a tab on the Home page of the LMS and it provides the following content:

- Search Catalog
- Browse Catalog
- My Learning
- My Learning Paths
- Announcements

My Learning enables the user to view any incomplete session previously accessed.

The table displays the session ID and name together with:

- The Play option
- Start Date
- Enrolment Date
- Status of session

The user can click on the Play button within My Learning to re-access the session.
The LMS enables the user to sort the field within the My Learning table by clicking on the relevant heading. For example – click on Offering to sort the sessions into numerical order.

**Creating and editing learning paths**

The LMS enables the creation of personalised learning paths. A learning path allows the user to order and group a number of sessions together to complement their current learning needs.

For example, a trainee may wish to group a number of e-Learning sessions together with the relevant e-Library articles.

Select the Learning Paths tab from the Home page.

The page displays a list of personal learning paths and subscribed learning paths.

It is possible to add courses/sessions to an existing learning path, or create a new one.

NB individual learning sessions in the LMS are called courses. This may at times seem confusing but is a reflection that iLearning, the LMS, is an American product.

To create a new learning path click on the Create Personal Learning Path button.
Select the Add Courses button to browse and search for courses from the catalog.

Click on the pen icon to change:

- Name of Learning Path
- Description of path
- The number of days to complete the path
Common problems

**Difficulty accessing the website**

The website has no technical restrictions. If any difficulty is experienced trying to access the website please contact your local trust IT Department to check local firewalls. Please see Appendix ii for further details.

**Difficulty accessing the portal**

In order for e-Learning Anaesthesia to operate correctly the following controls need to be in place:

- Firewalls need to be configured to allow access to the e-LA reception and learning material platform.
- Ports 7777, 7778 and 7780 to IP addresses 217.22.94.98 and .99 for both incoming and outgoing.
- Java Virtual Machine must be installed
- Sun 1.4.1 or higher or the Microsoft VM
- Flash must be installed
- Version 8 or higher
- JavaScript must be enabled in the browser

You may need to discuss this with your IT department.

Please see Appendix ii for further details.
Appendix i

Access rights

The information held on the LMS may be used to support training in Anaesthesia, Critical Care and Pain Management. It will be treated as confidential and only the RCoA and its partners may have access to this information.

Users will only have access to their own learning materials and reporting functions.

College tutors can only see trainees in their own hospital providing the trainee keeps their profile up to date. It is important that trainees understand their responsibilities in maintaining this function of their user profile.
Appendix ii

Technical Specification for the e-LfH learning systems

Prior to accessing the e-Learning sessions, please use this Technical Checker on your computer to ensure that the IT set up is correct: http://www.e-lfh.org.uk/standard_checks.html. If there are any discrepancies, please contact your IT department and ask for assistance.

Essential

- Firewalls need to be configured to allow access to the e-learning reception and Learning material platforms.
- Ports 7777, 7778 and 7780 to IP addresses 217.22.94.98 and .99 for both incoming and outgoing
- Java virtual Machine MUST be installed
- Sun 1.4.1 or higher or the old Microsoft VM (see here)
- Adobe Flash Player MUST be installed
- Version 8 or higher (see here)
- JavaScript MUST enabled in the browser, and the screen resolution should be 1024x768 pixels or greater

Recommended

- Internet Explorer is the browser of choice (Firefox may not produce the same visual integrity as Internet Explorer)
- Adobe Reader, for viewing PDF documents referenced by the content
- Apple Quicktime installed (only some of the materials need this)

Useful

Have office software such as Microsoft Office or Open Office installed for viewing documents referenced within the learning materials.

Additional Information

Internet Security Software

Some features of Internet Security software (e.g. Norton) can stop certain advanced administrative functions on the LMS. Rules need to be created within any pop-up blocker to allow the LMS to function correctly (details can be made available on request).

For more information, email support@e-lfh.org.uk.