

INSTRUCTOR GUIDE

Contrast Rxn Management Online Learning Tool

This guide is intended to assist Instructors with accessing the website and administering learning modules to Students. NOTE: To access scenarios and tests, you must log in with a Student account.

Before you begin, be sure:

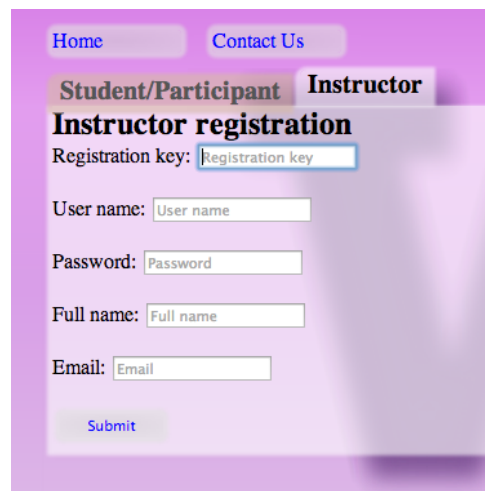
- Your browser is up-to-date. **The website does not work properly on Internet Explorer.** You can download Google Chrome for free here:
<https://support.google.com/chrome/answer/95346?hl=en>
- You are ready to complete the registration process. When you submit registration for a user account, you have 24-hours to complete the process. It only takes a few minutes!
- The volume on your computer is turned up.

1. Orientation

- a. Go to the training site: <http://contrastrxn.com>
- b. The homepage lists instructions of how to complete the training scenarios; also included in Step #6 of the Student Guide.

2. Register User Account

- a. Click “Register” in the upper right corner on the home page.
- b. Click the “Instructor” tab. The tab should be highlighted in white.
- c. Complete the registration form using the Instructor Registration Key provided to you.
- d. You will receive an email that contains your unique registration link at the email account you provided. Subject of email will be 'confirmation email'. NOTE: the link is active for 24 hours only.
- e. The website home page will open when you click on the registration link in the confirmation email.



The screenshot shows the 'Instructor registration' form on a purple-themed website. At the top, there are 'Home' and 'Contact Us' buttons. Below them are two tabs: 'Student/Participant' and 'Instructor', with the 'Instructor' tab highlighted in white. The form title is 'Instructor registration'. It includes a 'Registration key:' field with a placeholder 'Registration key'. Below that are four input fields: 'User name:', 'Password:', 'Full name:', and 'Email:'. At the bottom of the form is a 'Submit' button.

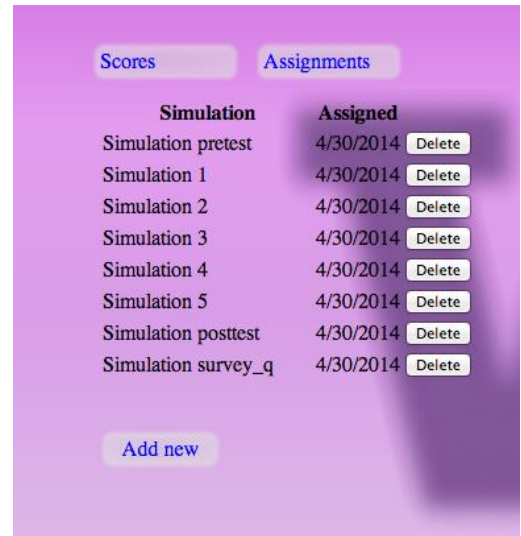
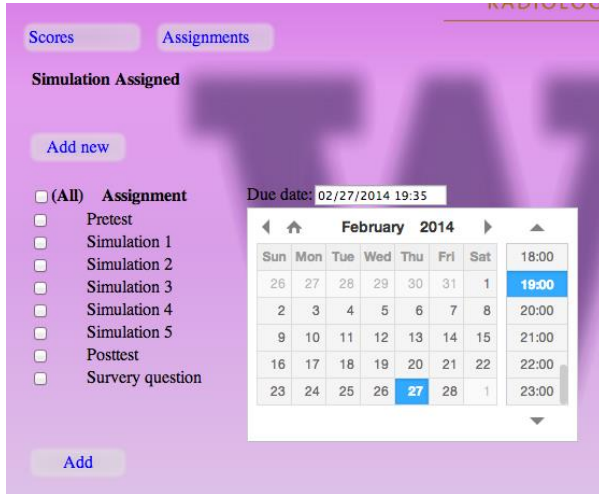
3. Login as Instructor

- a. Click “Login” in the upper right corner on the home page.
- b. Enter the user name and password you created, and click ‘Submit’.

4. Assign Learning Modules (and Tests)

- a. Click ‘Assignments’.
- b. Click ‘Add new’ to select assignments and deadline – see image on left below.
- c. Check the boxes of items you want to assign to Students. *FYI: The survey question relates to user experience of the web program. We welcome feedback and suggestions!*
- d. Select assignment deadline on the calendar.
- e. Click ‘Add’.
- f. The modules you selected and completion deadline are listed on the next page – see image on right below. You can delete or add to this list and adjust the due date at any time.

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5. Check Student Activity ('Scores')

- To check student activity, click 'Scores' – see image of 'Scores' page below.
- Click the tabs to view student activity of each assignment. Here you can see who has completed the assignments.
- Pre and Post Tests – if you choose to administer the tests, you can download a report of students responses by clicking 'Download CSV' after clicking the 'Simulation pretest' and 'Simulation posttest' tabs.

