

National HIV Curriculum

Learning Group Managers and Evaluators Guide

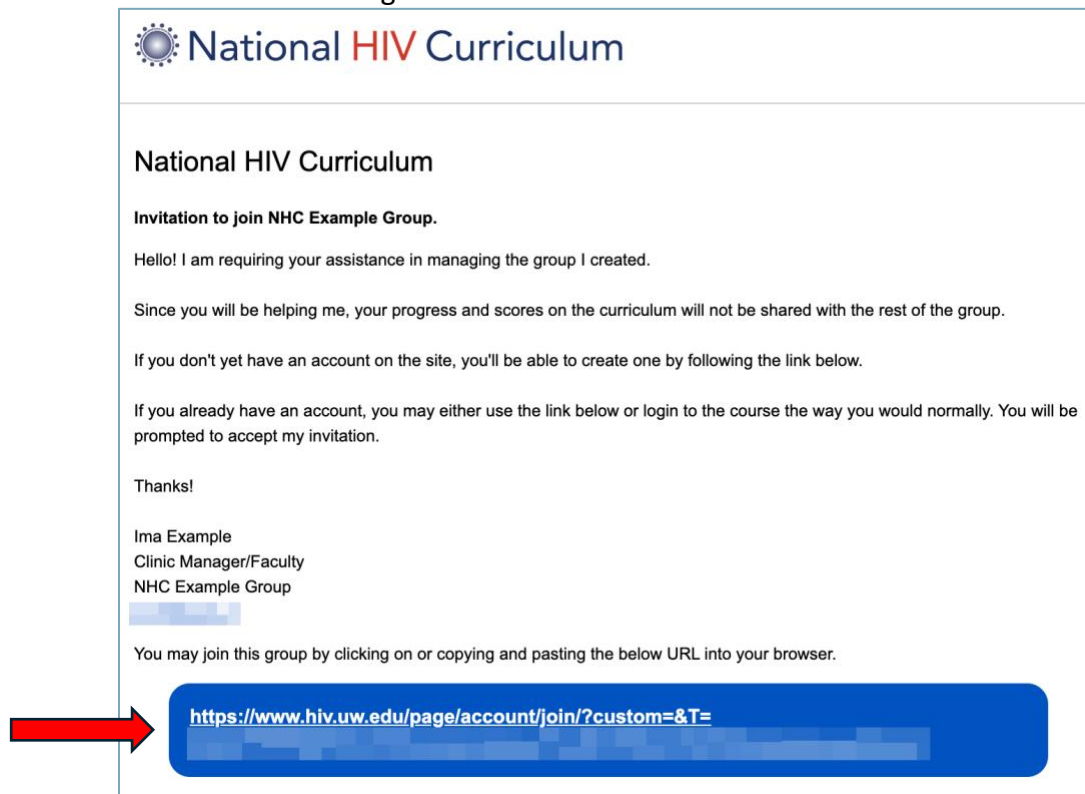
Important: Please watch the website overview video and the learning groups video to better understand how *National HIV Curriculum* (NHC) learning groups can help you meet your organization’s goals. Managers can invite or remove Learners from a group and view the group’s progress, while Evaluators can only view the home page and progress. Only the Owner can change the learning group’s description and instructions or invite Managers and Evaluators.

This *Managers and Evaluators Guide (Managers Guide)* uses screenshots to illustrate how a Manager: (1) accepts an invitation from an Owner (“Ima Example”) to manage a learning group, (2) invites Learners to the group, and (3) views the group’s progress. To see what a Learner might experience, please view the *Learners Guide to Learning Groups (Learners Guide)*.

How to accept your invitation from a Learning Group Owner

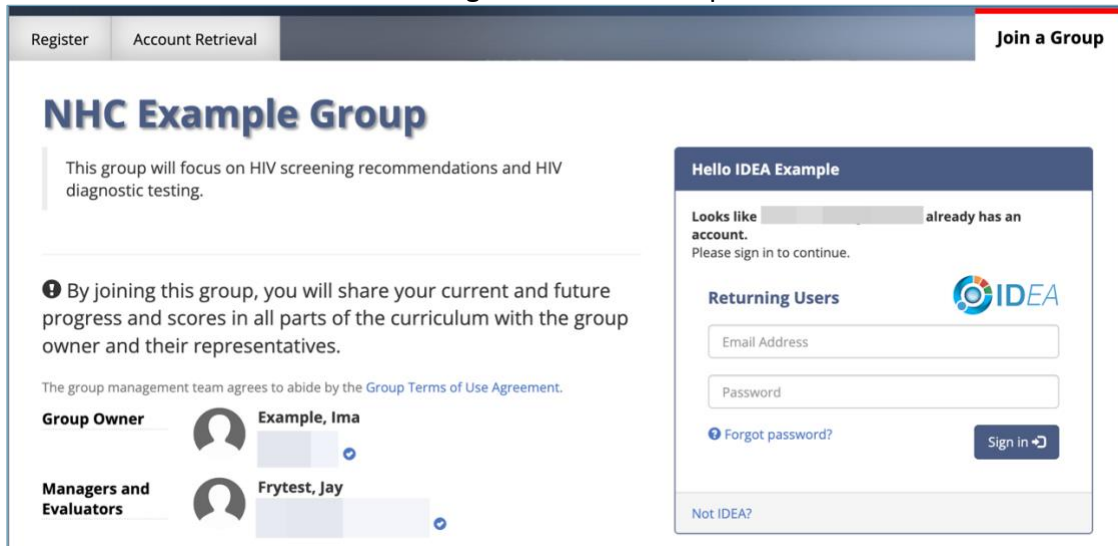
1. An NHC Learning Group Owner will e-mail you an invitation from support@hiv.uw.edu (Figure 1). Click on the link in the blue box to follow the instructions.

Figure 1. Invitation E-mail from Owner



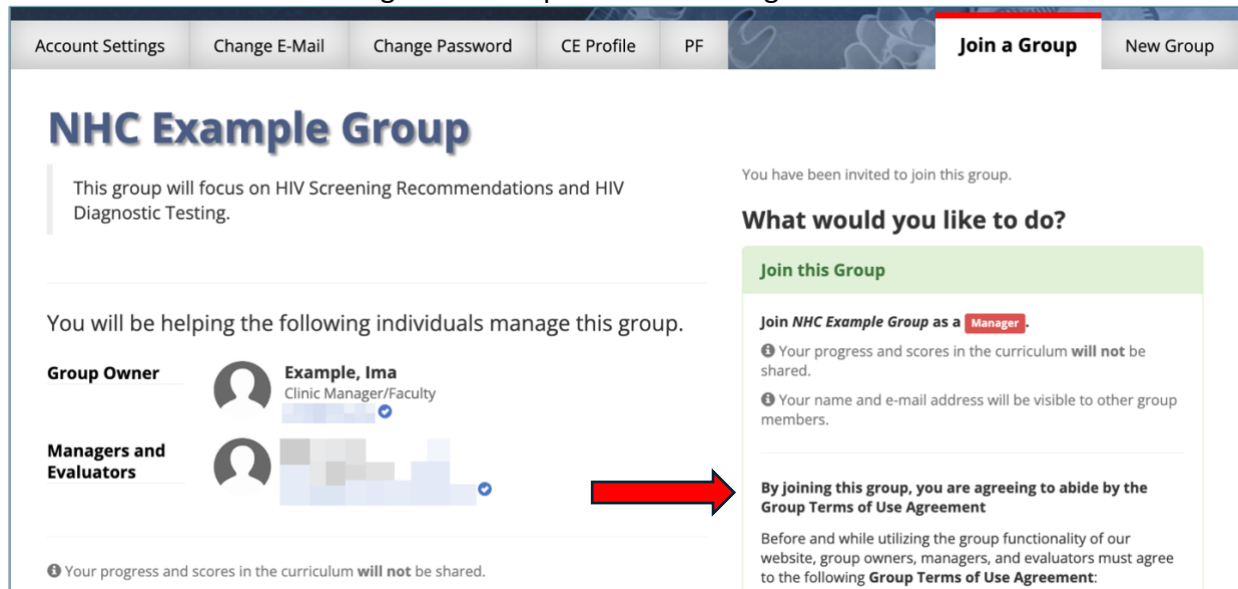
2. On the landing page (Figure 2), sign in if you have already used your e-mail address to set up an account on the website. If you do not have an account, please click on “Register” in the upper right of the website.

Figure 2. Join a Group



3. Once you have signed in or created an account, please ensure your e-mail address is verified by clicking on your name in the upper right; a green “Verified” box should be next to your e-mail address in the drop-down menu. If not, click on “Verify.” Once you are verified, you can access the learning group functionality.
4. Carefully read the “Group Terms of Use Agreement” (Figure 3) and click on “Join the Group.”

Figure 3. Group Terms of Use Agreement

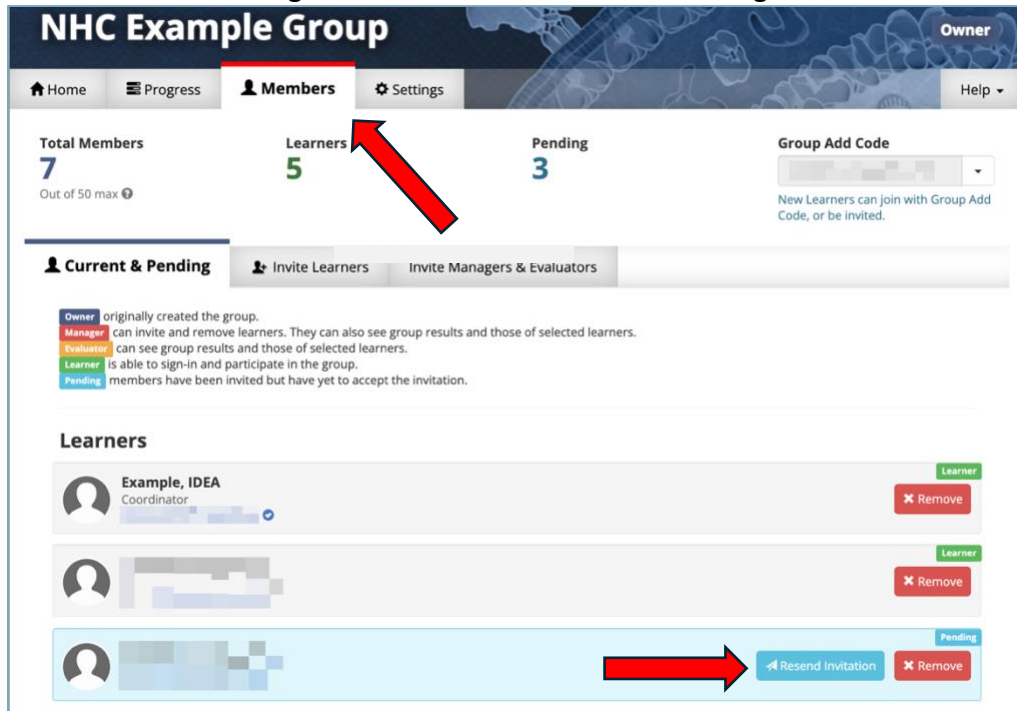


How to see who is in your group

1. Sign in and click on your name in the upper right. Find your group in the drop-down menu or click “My Groups” and select your group on the next page.

2. Click on the “Members” tab. The “Current & Pending” tab (Figure 4) lists everyone who has joined your group, which invitations are still pending, and each person’s role in the group (Owner, Manager, Evaluator, or Learner). You can also resend an invitation or remove members from this page. If a Learner declines your invitation, you won’t see their name on the list.

Figure 4. Members: Current & Pending



How to invite Learners to your group

1. To invite Learners, click on the “Invite Learners” tab on the Members page (Figure 5).
2. You have three options to invite Learners:
 - a) Invitation URL link – Use when Learners may or may not have registered on the website, or you want to include it in your training materials. Also, you can include it in an invitation from your own e-mail account. Learners click on the Invitation URL and confirm they want to join the group if they are already registered or are prompted to register before joining the group. This method is recommended for large groups or if your organization has a strong firewall or spam filter.
 - b) Group Add Code – Use when Learners are already registered on the website. They just sign in, select “Join or Create a Group” from the drop-down menu in the upper right, and enter the Group Add Code on the next page. In your training materials, we suggest you provide a link to the website with the Group Add Code.

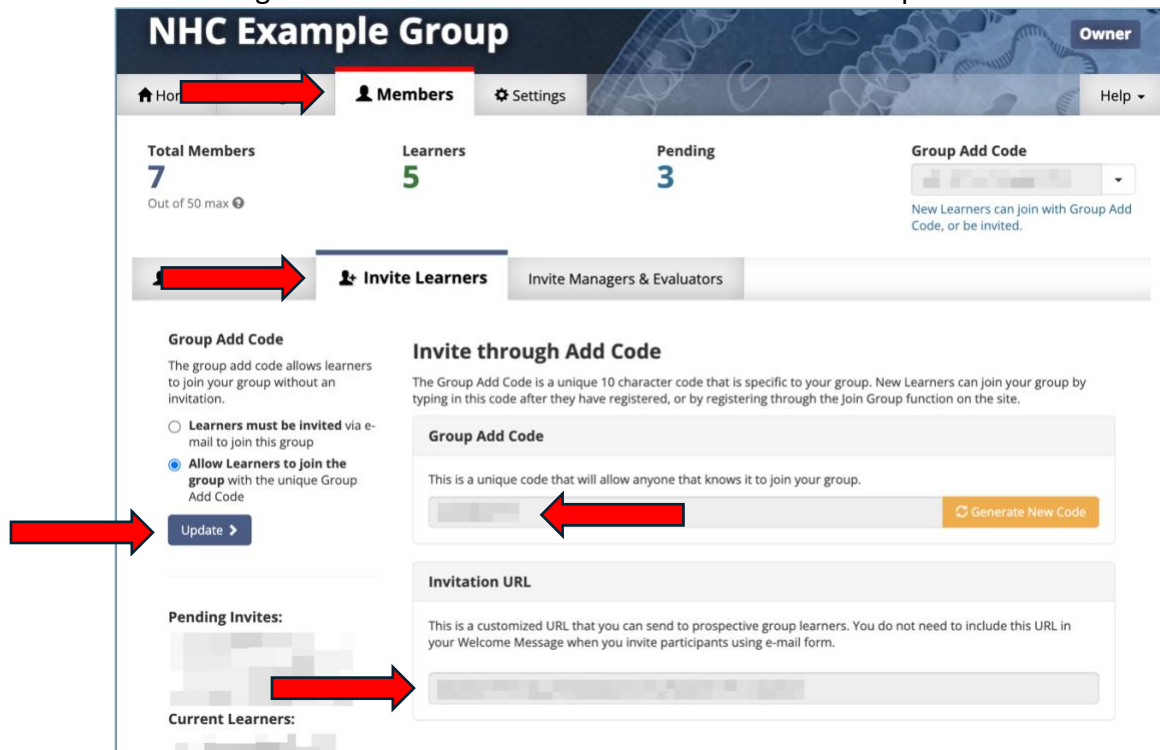
- c) Invite through E-mail – Use the website e-mail template or tailor the template to meet your needs. This method allows you to track who invitations were sent to on the “Invite Learners” tab. The e-mail is sent from support@hiv.uw.edu.

Note: To see what your Learners will experience based on the option you choose, please view the *Learners Guide*. You can distribute the entire guide, or you can share relevant parts, such as how to enter the Invitation URL or Group Add Code.

How to use the Invitation URL and Group Add Code to invite Learners

1. From the “Members” tab, click on “Invite Learners” (Figure 5).

Figure 5. Members: Enable Invitation URL and Group Add Code



2. If the Owner hasn’t already done so, select the second option under “Group Add Code” on the left, then click “Update” (Figure 5). This will generate an Invitation URL and Group Add Code. You may disable/enable the URL and add code at any time. The Invitation URL and Group Add Code will remain the same.
3. Copy and paste the Invitation URL or the Group Add Code with a link to the website to your training materials or into an invitation from your e-mail account.

How to Invite through E-mail

Within the “Invite Learners” tab, scroll down to “Invite through E-Mail.” You can personalize the invitation or send what’s been provided. Your name and title, group name, and e-mail address

will be auto-filled at the end of the message. The link to join the learning group will appear at the end of the e-mail. Enter their e-mail(s) and click “Send Out Invites.”

If a Learner doesn’t receive the invitation, ask them to check their spam or junk folders for an e-mail from support@hiv.uw.edu. Sometimes, an organization's firewall blocks the e-mail invitation. If this happens, you have two options to resolve the issue:

1. You can copy and paste the website invite text into your own e-mail. Enable the “Group Add Code” and copy and paste the Invitation URL link into the e-mail. Learners click on the Invitation URL and confirm they want to join the group if they are already registered or are prompted to register before joining the group.
2. Ask the Learner to create an account on the website and share that e-mail address with you. You can then resend the invitation to that e-mail. If they create the account with the e-mail address you already have, the Learner will see a pop-up message about a pending group invitation after they register.

How to monitor your group’s progress

Learning group Owners, Managers, and Evaluators can view Learners’ progress through the lessons. The Progress page will default to view the Course Modules in the current edition of the NHC. To view progress on previous editions, use the drop-down menu above the table. To view progress in the Question Bank, click on the “Question Bank” tab next to the “Course Modules” tab. The “Progress” tab (Figure 6) enables you to:

1. View a Learner’s progress on a lesson or Question Bank topic and see if they passed the quiz or earned CE.
2. Hover over a Learner’s progress to see the number of quiz attempts, the number of correct answers, and the percentage score.
3. Click on a Learner’s e-mail address to e-mail them about upcoming deadlines, congratulate them on their work, request certificate copies, etc.
4. Enter a Learner’s name in the search box when you have a large group.

Figure 6. Viewing Group Progress

Only current learners' progress is included. Use the tabs below to look at progress within the individual parts of the curriculum.

Active Learners (last 30 days) **1** **Current Learners** **2**

Course Modules **Question Bank**

View progress for: Latest Edition Curriculum Progress

50 records per page

Learners	Oral Manifestations	Antiretroviral Therapy (3rd Ed.)	Co-Occurring Conditions (3rd Ed.)	Prevention of HIV (3rd Ed.)	Key Populations (3rd Ed.)
[Learner 1]	Progress: 100% Accessed: September 12, 2023, 12:30 am Attempt 1: CNE 5/5 - 100%	100	100	100	80
Example, IDEA	100	100	100	100	100

Showing 1 to 2 of 2 entries


← Previous 1 Next →

Key

- CNE/CME - CE was earned
- CNE/CME - CE was attempted
- Learner progress is delayed by up to 15 minutes

The bar represents progress. A checkmark in the bar indicates 100% complete. The number under the bar is the score (as a percentage) for the last attempt. A plus (+) indicates more than one attempt. Hover your mouse over each box for more details.

How to ask questions

Click on the Intercom chat button  in the lower right when you are signed in to the website. This account is monitored Monday through Friday from 10:30 a.m. to 8:00 p.m. Eastern Time, with automated answers outside of those hours. You can also click on "Contact Us" at the bottom of the page to send us an e-mail at any time.