

# National HIV Curriculum

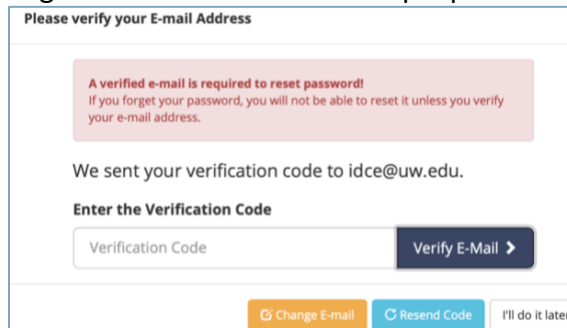
## Learners Guide to Learning Groups

Please watch the website overview video to help you navigate the curriculum. If you have already created an account, you can skip to Page 2 for instructions on how to join a learning group. Learning groups help educators/supervisors optimize your learning, track your progress (including CE earned), and identify topics for further discussion. This guide uses screenshots to illustrate how to create an account and the different ways to join a group.

### How to create an account on the National HIV Curriculum

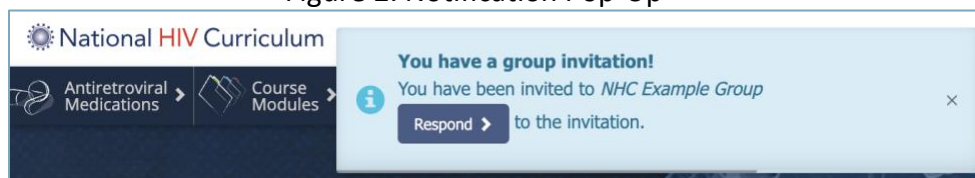
1. Click on “Register” in the National HIV Curriculum (NHC) ([www.hiv.uw.edu](http://www.hiv.uw.edu)) upper right.
2. You will receive an e-mail with the subject “Your IDEA Account verification code” from [support@idea.medicine.uw.edu](mailto:support@idea.medicine.uw.edu). The code will expire in 24 hours. Follow the instructions to verify your e-mail address so you can reset your password if you forget it later.
3. Enter the code in the website’s pop-up window (Figure 1) and click “Verify E-Mail.”

Figure 1. Verification Code Pop-Up Window



4. In addition, you will receive a welcome e-mail with the subject “Please verify your National HIV Curriculum Account” from [support@hiv.uw.edu](mailto:support@hiv.uw.edu). This e-mail includes a URL link to verify your e-mail address. This link does not expire.
5. You must complete the Participant Form (PF); you will be asked to review and update it annually thereafter. If you have any pending learning group invitations that you were invited to by e-mail, you will see a pop-up invitation when you are signed in to the website (Figure 2). You can click on “Respond” in the pop-up window or close it.

Figure 2. Notification Pop-Up



### How to join a learning group

A learning group Owner or Manager can invite you to join their group by any of these methods: 1) an Invitation URL, 2) a Group Add Code, 3) an E-Mail Invitation from [support@hiv.uw.edu](mailto:support@hiv.uw.edu) with an Invitation URL, or 4) an invitation from their e-mail account with an Invitation URL or Group Add Code.

### How to use an Invitation URL

1. Click on the Invitation URL or paste it into your browser to bring you to a landing page with a pre-filled Group Add Code (Figure 3).
2. Under “Join this Group,” enter your e-mail address, then click “Continue.” You will be directed to register if you have not already created an account, or you will be asked to sign in.

Figure 3. Group Invitation URL

The screenshot shows a web interface for joining a group. At the top, there are navigation tabs: 'Register', 'Account Retrieval', and 'Join a Group'. The main heading is 'NHC Example Group'. Below this, there is a description: 'This group will focus on HIV Screening Recommendations and HIV Diagnostic Testing.' To the right, there is a warning icon and text: 'By joining this group, you will share your current and future progress and scores in all parts of the curriculum with the group owner and their representatives.' Below that, it says 'The group management team agrees to abide by the Group Terms of Use Agreement.' The group owner is identified as 'Example, Ima, Clinic Manager/Faculty'. A message states 'This is the group that matches your Add Code.' Under the heading 'Join this Group', there are two input fields: 'Do you have a Group Add Code?' and 'What is your E-mail Address?'. A 'Continue >' button is at the bottom right.

### How to use a Group Add Code

1. If you already have an account and are signed in to the website, click on your name on the upper right, then click on “Join or Create a Group” from the drop-down menu.
2. On the next screen, scroll down to “Join a Group” and enter the Group Add Code, then click on “Find Group” (Figure 4). You can also watch an *optional* video about learning groups.

Figure 4. Join with Group Add Code

The screenshot shows two main sections: 'Join a Group' and 'Create a New Group'. The 'Join a Group' section has a note: 'At this time groups may only be joined by invitation or through a Group Add Code.' Below this, it asks 'Do you have a Group Add Code?' and provides an input field for the 'Group Add Code' and a 'Find Group >' button. A red arrow points to the 'Group Add Code' input field. The 'Create a New Group' section has a note: 'Note: This group will be created on and only accessible from the National HIV Curriculum.' Below this, it asks for the 'Group's Name' and provides an input field with a character count of '0/50 characters'.

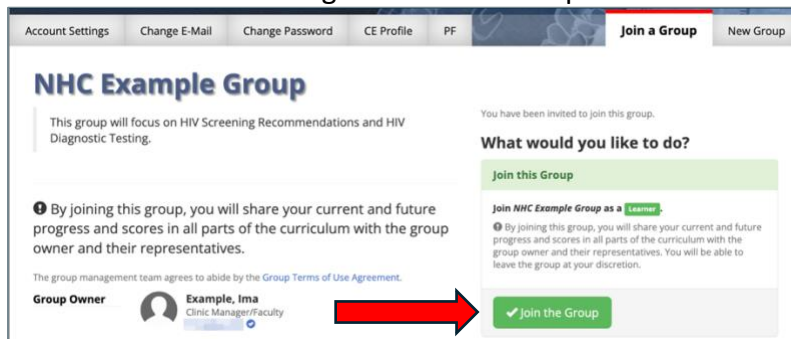
## How to accept an E-Mail Invitation

1. You will receive an e-mail from either [support@hiv.uw.edu](mailto:support@hiv.uw.edu) or from a group management team member's e-mail account. Click on the link in the blue box at the bottom of the e-mail. Didn't get the invite? Check your spam or junk folder.
2. If you don't immediately accept the E-Mail Invitation but you have an account on the website, a pop-up window (Figure 2) will appear the next time you sign in. Click on "Respond." If you don't see this pop-up window, please let the group Manager or Owner know what e-mail address you used to create your account.

## Join a Group

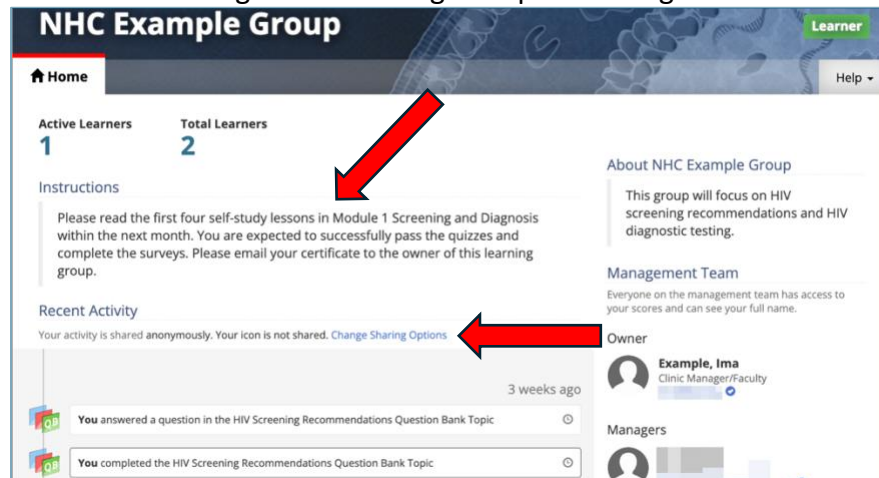
Following any of the methods above will bring you to the "Join a Group" page on the website (Figure 5). Here, you will see the name of the group, its purpose (if available), and your group's management team. Click on "Join the Group" on the right. If you select the "Decline Invitation" button, the group management team will not receive a notification.

Figure 5. Join a Group




1. After you click on "Join the Group," you will see your group's home page (Figure 6). If the group's owner provided instructions, you will see them here. You will also see group members' recent activities if the owner chose to share them.

Figure 6. Learning Group Home Page



2. *If your group Owner allows members' activities to appear on the group's home page, you can determine your own privacy settings by clicking on "Change Sharing Options" (Figure 6). In the pop-up window, select how you would like to appear in the Recent Activity list and click "Save Options."*
3. You can visit your group's home page at any time to see if there are new instructions or to see how other members are doing (if enabled by your group's Owner). Sign in, click on your name in the upper right, and then select "My Groups" from the drop-down menu. You may belong to multiple groups or create your own group(s).

### **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.