



Association of Accrediting Agencies of Canada — Association des agences d'agrément du Canada

THE REVISED AAAC ONLINE TRAINING COURSE

Everything you need to know

October 5, 2017

The Course

✓ means you have already completed this item

- ➡ Introduction
- ➡ [1. Course Introduction](#) ✓
- [2. About This Course](#)
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- [Module 1 - Overview of Accreditation](#)
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The Course

- Each module has a quiz at the end
- The Course has an overall “exam” at the end

- Consistent language conventions:
 - Evaluators = assessors, surveyors, reviewers
 - Self Study Report = self assessment, self evaluation report

Definitions

- Administrator
= Megram/AAAC
- Manager
= Contact person at AAAC Member organization
- Learner
= A new onsite assessor/surveyor/reviewer

Before

- Manager wanted a new reviewer to take the AAAC course as part of orientation/training
- Manager contacted Administrator for a PIN number
- Administrator sent invoice to Manager (\$75) and set up PIN access
- Manager sent PIN number and instructions to the Learner
- Learner completed the course and the quiz at the end

Challenges

- Only Administrator could reset PIN number/assist Learner with access issues
- Only Administrator could issue a certificate of completion
- Manager unable to monitor progress through the course and ensure Learner finished the work

Now

- Manager purchases "Tuition Credits" from Administrator (\$75 per Learner) via PayPal
- Manager wants a new reviewer to take the AAAC course as part of orientation/training
- Manager logs into the system and registers Learner (username and password)
- Within the system, Manager transfers \$75 Tuition Credits to the Learner's account
- Manager sends username and password to Learner, along with instructions
- Learner completes the course and the quiz at the end, prints out certificate

Advantages

- Learner can reset password if it is forgotten
- Manager can monitor progress of all Learners through the course
- Administrator only needs to ensure Tuition Credits are available for Managers to purchase

Instructions are available!

- In [PDF](#) – will be posted to AAAC website and available through AAAC (kayla@megram.com)

I don't want Managers to do that work!

- Managers can ask the Administrator to do all the work for a fee of \$5/Learner

I'm not listed as a Manager!

- Ask the Administrator to add you/change your organization's current contact person

Add a Learner

<http://lms.udutu.ca/LMSPortal/Account/Login?OrgCode=AAAC>

1. Click “Create”
Learner Account”

2. Assign Username
and password (and
make a note!)

3. Log off as Learner



The screenshot shows the login page for the Association of Accrediting Agencies of Canada (AAAC). The page features the AAAC logo on the left, which consists of the letters 'AAAC' above a stylized red maple leaf. To the right of the logo, the text reads 'ASSOCIATION OF ACCREDITING AGENCIES OF CANADA'. Below this, a welcome message states: 'Welcome to the Login page for the AAAC Course titled "Conducting Accreditation Reviews". To log in to an existing account, please enter your username and password. To create a new account, please follow the instructions below.' The login form includes two input fields: 'Username' and 'Password', each with a small eye icon to toggle visibility. Below the fields are three buttons: 'Login', 'Forgot Password', and 'Create Learner Account'. At the bottom, there is a note: 'Please enable pop-ups before logging on. For assistance please contact: aaac@aaac.ca'.

**** Choose your own organization from the dropdown

Manager Access

<http://lms.udutu.ca/LMSPortal/Account/Login?OrgCode=AAAC>

1. Log in with Manager Username (email) and "Forgot Password"
2. Click "My Account"
3. Purchase Tuition Credits (PayPal)



Use "My Account"
Purchase Tuition Credits (redirected to PayPal)

Transfer Tuition Credits to the Learner

My Account

[Tuition Credits Track](#) [Purchase Tuition Credits](#) [Tuition Credits Transfer](#) [Edit Account Details](#)

Available Tuition Credits to Transfer:

Please input number of Tuition Credits you want to transfer to each user:

Please input the usernames for the user you want to transfer credits to. You can add multiple users by separating the usernames with ";".

[Transfer](#)

1. Remember a Learner needs 75 Tuition Credits to take the course.
2. Use the username you just created for your Learner

Notify Learner to Proceed with the Course

- Provide them with
 - The URL
 - The username and password
- Tell them to click on “My Training” on the left side
- Then “Yes” to deduct the required Tuition Credits
- Then “Launch Activity”

Check on the Progress of Learners

• Click “Reports”

Activity Detail

Report at Activity Level – Status of all learners

Report at Module level – status of all learners who have started the course

Incomplete User Button

A Report on all users who haven't completed the course

Summary

Buy Tuition Credits (75 credits = \$75) from AAAC
via PayPal

Register your Learner

Transfer Tuition Credits to your Learner

Notify your Learner to do the course

Create a report to see which Learners have
completed it, or see their status along the way.

Questions/ Comments?

- The training course is a revenue generating activity for AAAC
- Please consider using the course as part of the training/orientation that your reviewers/assessors must complete
- Thank you to the Committee members who revised and translated the training module!

Online Module Committee

- Joni Boyd
- Suzanne Daneault
- Frédéric Duguay
- Mourad Mohand-Said
- David Parkes
- Murray Russell
- Lynn Villeneuve
- Deborah Wolfe
- Amy Robinson/Cindy Cummings/Kayla Wright (Megram)