



AAAC Online Course “Conducting Accreditation Reviews”

Definitions

Administrator – this is Megram, on behalf of AAAC. Megram manages the course and sells access to AAAC member organizations.

Manager – this the primary contact person for each of the AAAC member organizations. A list of the primary contact people for is appended to this document. If the wrong person is on this list, please contact Kayla at kayla@megram.com to have it changed.

Learner – this is the individual who will be taking the course. Typically this is an onsite visitor/reviewer for one of AAAC’s member organizations. This individual does not pay to take the course – payment is the responsibility of the AAAC member organization.

Tuition Credits – this is the “fee” required for a learner to have access to the course. In the current structure, access for one learner costs the AAAC member organization 85 Tuition Credits (\$1/per credit for a total of \$85). AAAC member organizations purchase Tuition Credits from AAAC.

Step 1. Purchase Tuition Credits (Manager of the AAAC Member Organization)

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

Organization managers log in with a username (email address) and password.



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To log in to an existing account, please enter your username and password. To create a new
account, please follow the instructions below.

Username

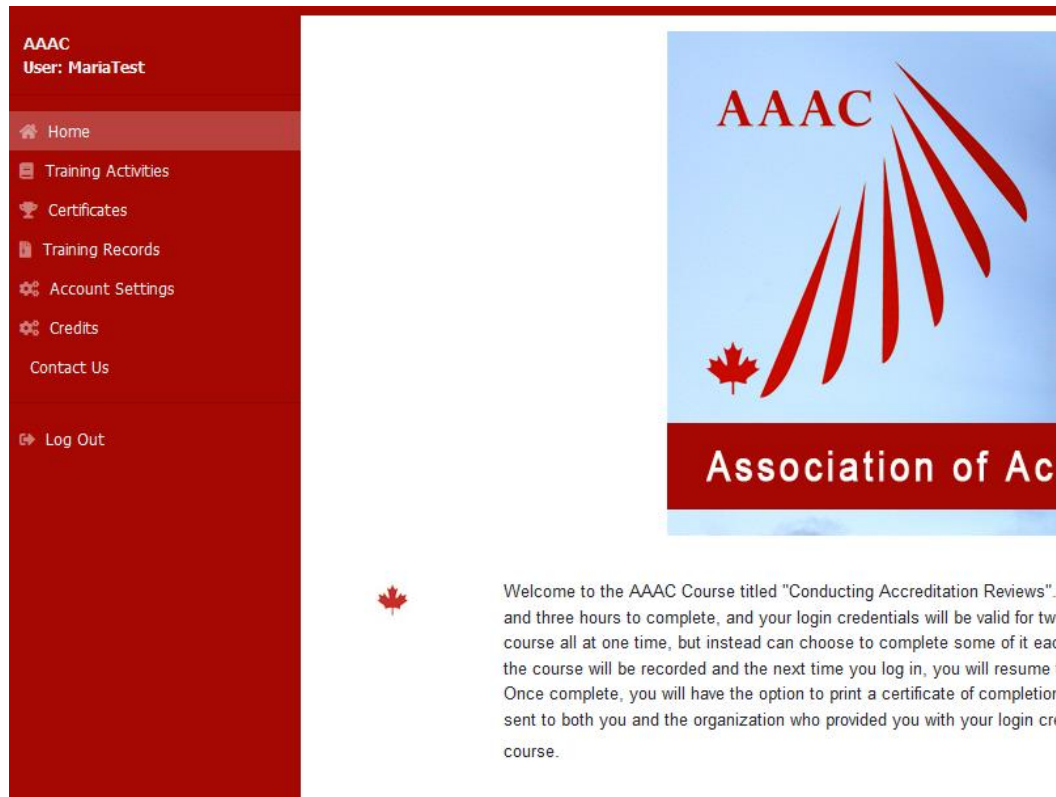
Password

[Forgot Password](#)

Please enable pop-ups before logging on.

For assistance please contact: support@aaac.ca

Once logged in, click on “Credits” (left side).



The screenshot displays the AAAC user interface. On the left is a dark red navigation sidebar with the following items: AAAC, User: MariaTest, Home, Training Activities, Certificates, Training Records, Account Settings, Credits, Contact Us, and Log Out. The main content area features a large banner with the AAAC logo (stylized red leaves) and the text "Association of Ac". Below the banner, a small red maple leaf icon is positioned to the left of a welcome message: "Welcome to the AAAC Course titled 'Conducting Accreditation Reviews'. and three hours to complete, and your login credentials will be valid for tw course all at one time, but instead can choose to complete some of it eac the course will be recorded and the next time you log in, you will resume Once complete, you will have the option to print a certificate of completior sent to both you and the organization who provided you with your login cr course."

This will show the number of Tuition Credits available for use by the organization. Remember it takes 85 Tuition Credits for one learner to take the course (\$1/Tuition Credit). To purchase additional credits (for more learners) click on “Purchase Tuition Credits” along the top four buttons.

Indicate the number of Tuition Credits you would like to buy, and click on “Apply”. Remember, you’ll need 85 Tuition Credits for one learner.

You will be taken to PayPal to purchase the Tuition Credits. PayPal will email you a receipt for \$85.

The screenshot shows the 'Account Settings' page. On the left, there are two panels: 'Tuition Credits Available' with a value of 0 and a 'Transfer Credits' button, and 'Purchased Credits' with a value of 0 and a 'Purchase Credits' button. A modal window titled 'Purchase Credits' is open over the 'Purchased Credits' panel. The modal contains the text 'Please input number of Tuition Credits you want to purchase (CAD 1/Tuition Credits):' followed by a text input field containing the number '50'. Below the input field are 'Close' and 'Apply' buttons. Below the modal, there is a message: 'If you have finished your payment successfully but haven't received your Tuition Credits yet, please click the button below to retrieve them:' followed by a 'Get My Paid Tuition Credits' button. At the bottom, there is a 'Distribute' dropdown menu and a message: 'You are transferring 0 purchased credits to 0 users.'

Step 2. Register a New Learner

Log off as Manager, and return to the login page at

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



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Click on “Create Learner Account” at the bottom. Complete the required fields for your new learner and pick YOUR organization from the dropdown menu. **Be sure to make a note of the username (it can be their email) and password as you will need to send these to your learner.**

Create a New Account

You need to verify your email or administrator's permission to join this organization.

Please fill out your information below to create your new user account:

***Passwords are required to be a minimum of 6 characters in length.**

Account Information

User Name *	<input type="text"/>
Email address	<input type="text"/>
First name *	<input type="text"/>
Last name *	<input type="text"/>
Password *	<input type="password"/>
Confirm password *	<input type="password"/>
Organization *	<input type="text" value="Please Select an Organization"/>
City	<input type="text"/>
State/Province	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Country	<input type="text" value="Please Select..."/>
Phone Number	<input type="text"/>

Organization Code **AAAC**

Please remember Organization Code, it may be required to login.

Step 3. Transfer Tuition Credits to the New Learner

You can now exit the system again, and logon as the Manager to transfer Tuition Credits to this new learner. Click “Credits” and you will see a list of learners in your association. Check the names of the learners you want to give credits too. Select the number of tuition credits to distribute to each learner. Click “Apply” to transfer the credits. Be sure to transfer 85 Tuition Credits to each Learner.

Distribute between all selected users.

You are transferring 0 purchased credits to 0 users.

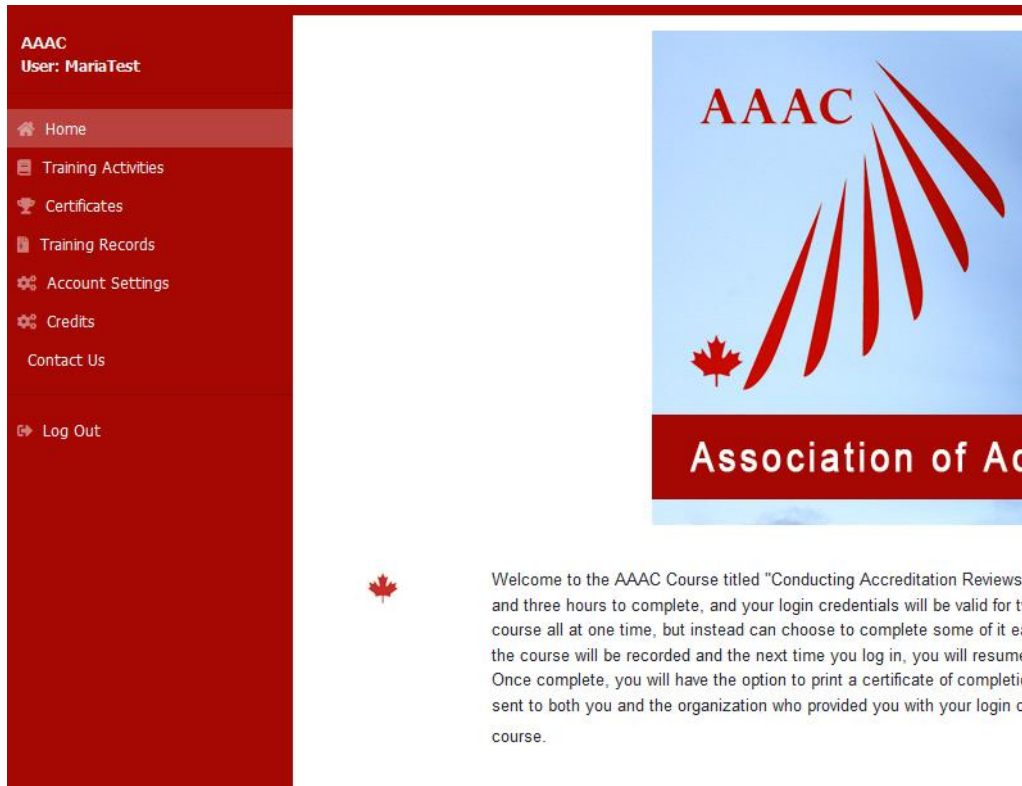
Step 4. Notify the New Learner to Proceed with the Course

Notify the New Learner that they are now registered to take the course. Send them the following information:

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

Username: (the username/email you added above)

Password: (the password you created for them above)



Click on “Training Activities” on the left.

Choose the course “Conducting Accreditation Reviews” (English) or (French) and click “Start Course”.

Category	Score	Type	Success Status	Completion Status	Completed On	
Conducting Accreditation Reviews	0	Online Course	Unknown	NotAttempted	-	Start Course
Conducting Accreditation Reviews - FRENCH	0	Online Course	Unknown	NotAttempted	-	Start Course
Conducting Accreditation Reviews-Non-Member	0	Online Course	Unknown	NotAttempted	-	Not Enough Credits (150) Start Course
La réalisation d'une évaluation d'agrément - français	0	Online Course	Unknown	NotAttempted	-	Start Course

The learner will be shown a Warning screen – they should click “Yes, I’d like to deduct my credits and access the activity” to deduct the tuition credits and begin the course.

Warning:

You are about to access an activity that will deduct Tuition Credits from your account. Please confirm whether or not you want to proceed.

Activity Name: Conducting Accreditation Reviews

Activity Type: OnlineCourse

Credits to Deduct: 85

Description:

[No, I don't want to access now.](#)

[Yes, I'd like to deduct my credits and access the activity](#)

Then the course will launch automatically. Note: they will need to enable pop-ups from the site to view the course. If they are unable to finish the course in one sitting, they will be taken to where they stopped when they login the next time and click “Launch Activity”.

My Training

You have 75 Tuition Credits available.

[Purchase Tuition Credits](#)

- All Activities
- Learning Path
- Online
- Face-to-Face
- Task
- GoToTraining
- GoToMeeting

Conducting Accreditation Reviews

“Launch Activity” button will start the activity or return you to where you last exited the activity. It will not restart the progress or completion reporting you may have already established for this activity. If you want to completely restart the activity with new reporting, use the “Restart Activity” button below.

 launch activity

Current Status

Current Completion Status: **Unknown**

Current Score: **0.00**

Current Success Status: **Unknown**

Current Progress:

Step 5. Check on the Progress of your Learners

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

Log in as Manager with your username (email address) and password.



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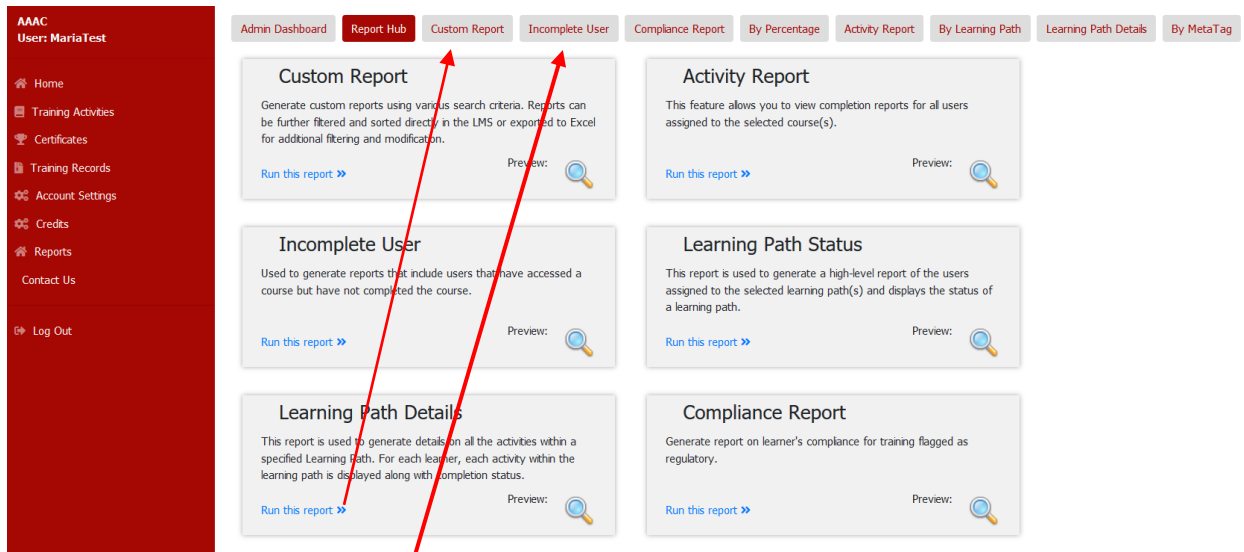
Username

Password

[Forgot Password](#)

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Click on the “Reports” button.



Custom Report

You can filter by completion status, date and Activity. You don't need to select the Group because you only have the ability to pull reports for your own member organization.

Choose “Report at Activity Level” to see the status of all members.

Choose “Report at Module Level” to see the status of members who have started the course.

Description of Completion Status:

- Any: All attempt types will be displayed.
- Completed: Only users that have completed the course or module will display.
- Incomplete: Only users that have started the course or module but have not completed it will display.
- Not Attempted: Displays users that have not yet accessed the module.
- Unknown: Displays when a user clicks the course button in the My Training page but did not click launch activity button on the launch course page.

Incomplete User

This will generate a report on all users who haven't completed the course.

All other tabs – don't apply to the AAAC course.

All reports can be filtered and sorted within the LMS and exported to CSV, Excel or Word.