



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.



**ASSOCIATION OF ACCREDITING
AGENCIES OF CANADA**

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.

Username

Password

[Forgot Password](#)

Please enable pop-ups before logging on.

For assistance please contact: support@aaac.ca

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

The screenshot shows the AAAC user interface. On the left is a navigation menu with the following items: Home, My Training, My Certificates, Training Records, My Account (highlighted), Change Password, and Log Off. The top header displays: Organization: Association of Accrediting Agencies of Canada, User: test, Role Code: none, Last Accessed: 2017-08-09, and Welcome to Association of Accrediting Agencies of Canada !. The main content area features the AAAC logo and a banner with the text "Association of Accrediting Agencies of Canada". Below the banner, there are two columns of text. The left column contains a welcome message in English: "Welcome to the AAAC Course titled 'Conducting Accreditation Reviews'. This course should take between two and three hours to complete, and your login credentials will be valid for two years. You will not need to complete the course all at one time, but instead can choose to complete some of it each time you log in. Your progress through the course will be recorded and the next time you log in, you will resume the course where you left it previously. Once complete, you will have the option to print a certificate of completion for your records, and an email will be sent to both you and the organization." The right column contains the same message in French: "Bienvenue au cours de l'AAAC intitulé « La réalisation d'une évaluation d'agrément ». Il vous faudra de deux à trois heures pour faire ce cours. Votre nom d'utilisateur et votre mot de passe sont valides pour une période de deux ans. Il n'est pas nécessaire de faire tout le cours en une seule séance. Vous pouvez choisir d'en faire une partie chaque fois que vous ouvrez une session. Votre progression dans le cours sera enregistrée. Ainsi, à chaque session, vous continuerez là où vous aurez quitté le cours à la fin de la session précédente. Quand vous aurez terminé le cours, vous aurez la".

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 tabs.

The screenshot shows the "My Account" page. The "Purchase Tuition Credits" tab is selected. The page displays "Purchase Tuition Credits: Available Tuition Credits: 75" and "Used Tuition Credits:". Below this, there is a text input field with the label "Please input number of Tuition Credits you want to purchase (CAD 1/Tuition Credits):" and the value "50". A red "Purchase" button is located below the input field. A large red 'X' is drawn over the "Purchase" button and the input field.


Indicate the number of Tuition Credits you would like to buy, and click on “Purchase”. 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.

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 *

Email address

First name *

Last name *

Password *

Confirm password *

Organization *

City

State/Province

ZIP/Postal Code

Country

Phone Number

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 “My Account” and “Tuition Credits Transfer”). Be sure to transfer 85 Tuition Credits to each 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

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 “My Training” on the left.

The screenshot shows the AAAC LMS portal. On the left is a navigation menu with options: Home, My Training, My Certificates, Training Records, My Account, Change Password, and Log Off. The main content area features the AAAC logo and a banner with the text "Association of Accrediting Agencies of Canada". Below the banner, there is a welcome message in English and French. The English message reads: "Welcome to the AAAC Course titled 'Conducting Accreditation Reviews'. This course should take between two and three hours to complete, and your login credentials will be valid for two years. You will not need to complete the course all at one time, but instead can choose to complete some of it each time you log in. Your progress through the course will be recorded and the next time you log in, you will resume the course where you left it previously. Once complete, you will have the option to print a certificate of completion for your records, and an email will be sent to both you and the organization." The French message reads: "Bienvenue au cours de l'AAAC intitulé « La réalisation d'une évaluation d'agrément ». Il vous faudra de deux à trois heures pour faire ce cours. Votre nom d'utilisateur et votre mot de passe sont valides pour une période de deux ans. Il n'est pas nécessaire de faire tout le cours en une seule séance. Vous pouvez choisir d'en faire une partie chaque fois que vous ouvrez une session. Votre progression dans le cours sera enregistrée. Ainsi, à chaque session, vous continuerez là où vous aurez quitté le cours à la fin de la session précédente. Quand vous aurez terminé le cours, vous aurez la

Choose the course “Conducting Accreditation Reviews” (English) or French)

The screenshot shows a user interface for 'My Training'. On the left is a vertical navigation menu with buttons for Home, My Training, My Certificates, Training Records, My Account, Change Password, and Log Off. At the top left, it shows 'Role Code: none' and 'Last Accessed 2017-08-09'. The main content area is titled 'My Training' and displays 'You have 75 Tuition Credits available.' with a 'Purchase Tuition Credits' button. Below this is a paragraph explaining that the page shows all activities by default and that users can filter by activity type (All Activities, Learning Path, Online, Face-to-Face, Task, Go To Training, Go To Meeting) or search by name. A '[Collapse All]' link is also present. A course card for 'Conducting Accreditation Reviews (75 Tuition Credits)' is shown as 'Available Now'.

The learner will be shown a Warning screen – they should click “Yes” to deduct the tuition credits and begin the course.

My Training

You have 75 Tuition Credits available. [Purchase Tuition Credits](#)

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: 75

Description:

Then they should click “Launch Activity” and begin 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

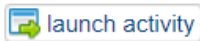
You have 75 Tuition Credits available.

[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>

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Click on the “Reports” button.

User: mrance@udutu.com
Role Code: none

Organization: Association of Accrediting Agencies of Canada
Welcome to Association of Accrediting Agencies of Canada !

Last Accessed: 2017-09-12

Home
My Training
My Certificates
Training Record
My Account
Change Password
Reports
Contact Us
Log Off

Activity Details | Incomplete User | By Learning Path | Learning Path Details | By MetaTag

Generate reports that track a user(s) activity within a specific course, or for all courses.

Search Criteria 1: Group Search Criteria 2: All Search Criteria 3: All

Test

Completion Status: Any

Success Status: Any

Role Start Date: After Date: Sep 12, 1967

Before Date: Sep 12, 2017

Activity Type: All Activities Activity Category: All Categories Activity: All Activities

Report at Activity Level
 Report at Module Level

Create Report Please note that it can take up to 24 hours before results appear for activity level reports.

Activity Details 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.