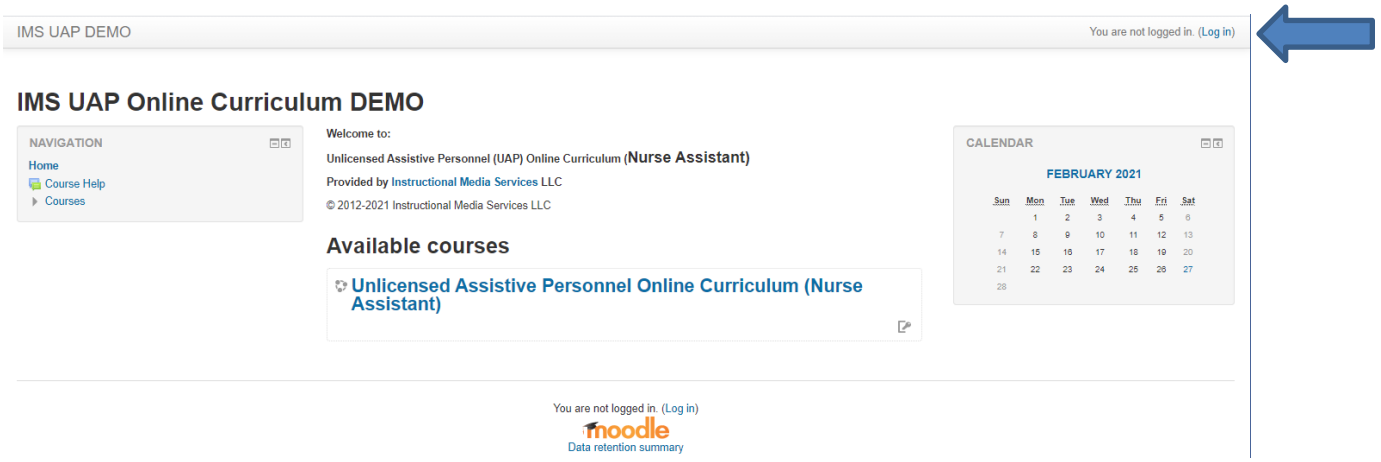
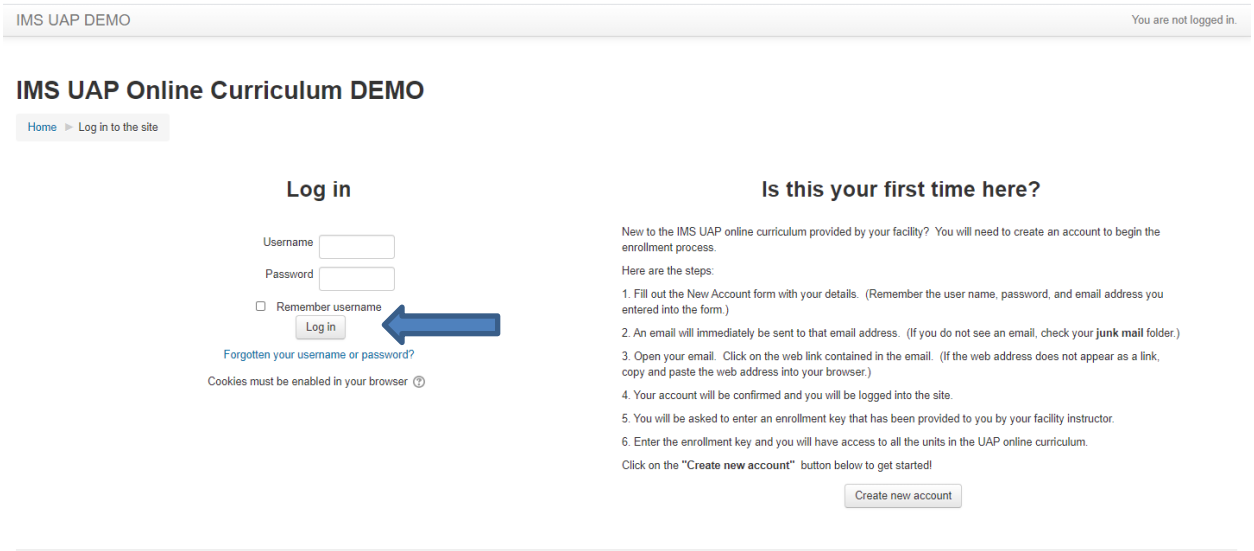
Instructor: Getting Started
Unlicensed Assistive Personnel (Nurse Assistant)
Online Curriculum
Moodle Version 3.5

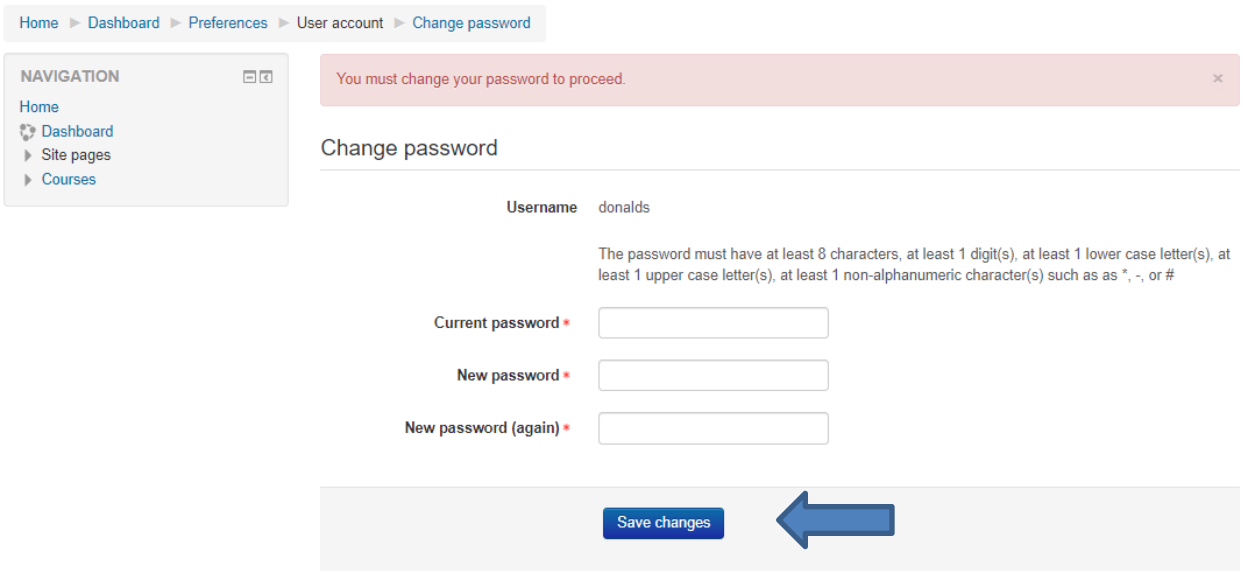
Open your facility's UAP online site. For this documentation, we are using the UAP DEMO URL which is: http://uap.instructionalmediaservices.com/uapdemo/



Click on the blue (Log in) link in the upper right corner of the homepage. The following screen will display:

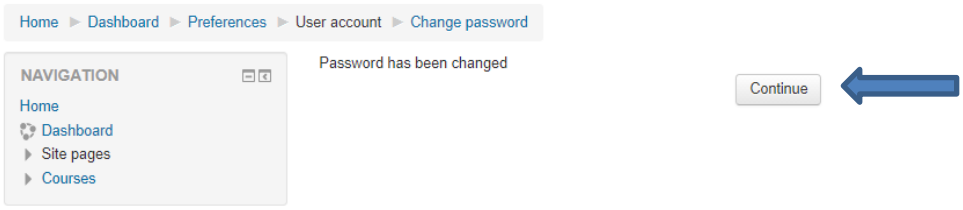


Enter your user name and password on the left side of the screen as your account has already been established and that information was sent to you in an email. Enter your password from the email and click the Log In button and the following screen will display:



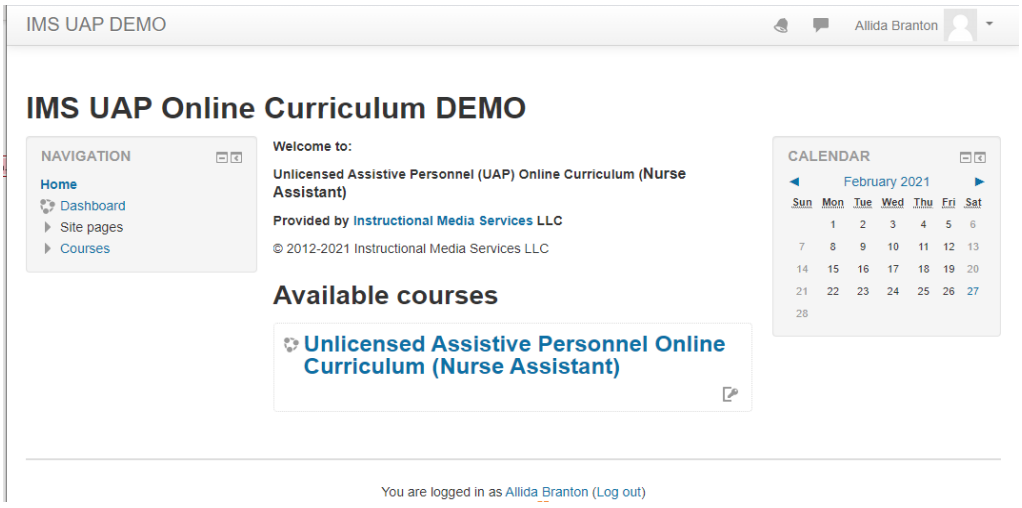
Create a new password. (The new password must be 8 characters long and include one upper and one lower case letter, one number, and one special character. Remember the password you just created! You will need it the next time you log in.)

Enter the password from the previous log in screen and then enter the password you just created. You will need to enter the new password again and then click the Save Changes button. TA confirmation screen will display:



You have now been successfully logged into the curriculum site. Click the Continue button and the following screen will display:

Your name will appear here.

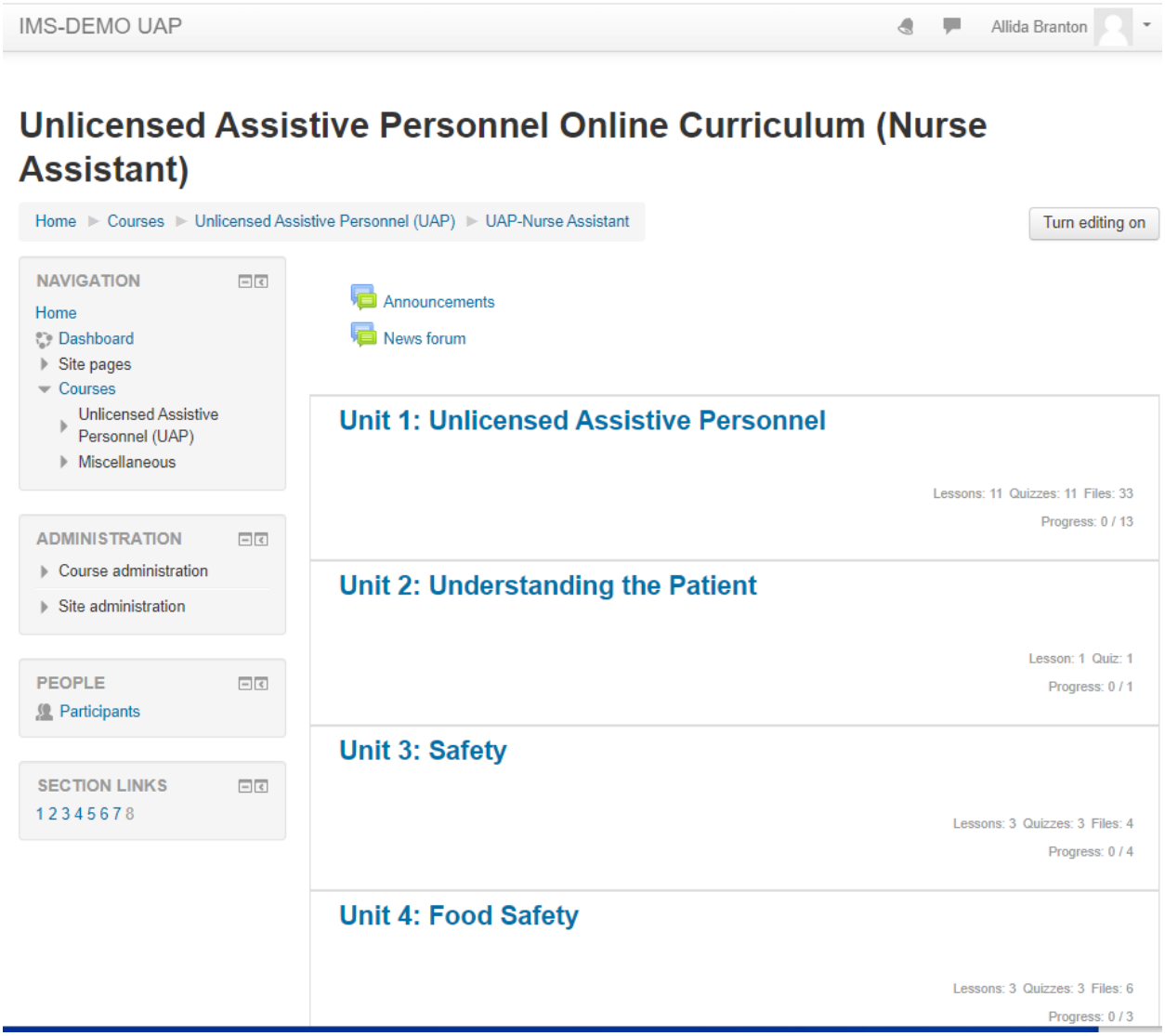


Click on the course title to access all of the online content.

There are eight units in this course:

Unit 1: Unlicensed Assistive Personnel with 11 lessons
Unit 2: Understanding the Patient with 1 lesson
Unit 3: Safety with 3 lessons
Unit 4: Food Safety with 3 lessons
Unit 5: Personal Care with 11 lessons
Unit 6: Elimination with 2 lessons
Unit 7: Restorative Nursing with 5 lessons
Unit 8: Instructor Resources (hidden from students). This unit contains Word documents for the tests and answer sheets.

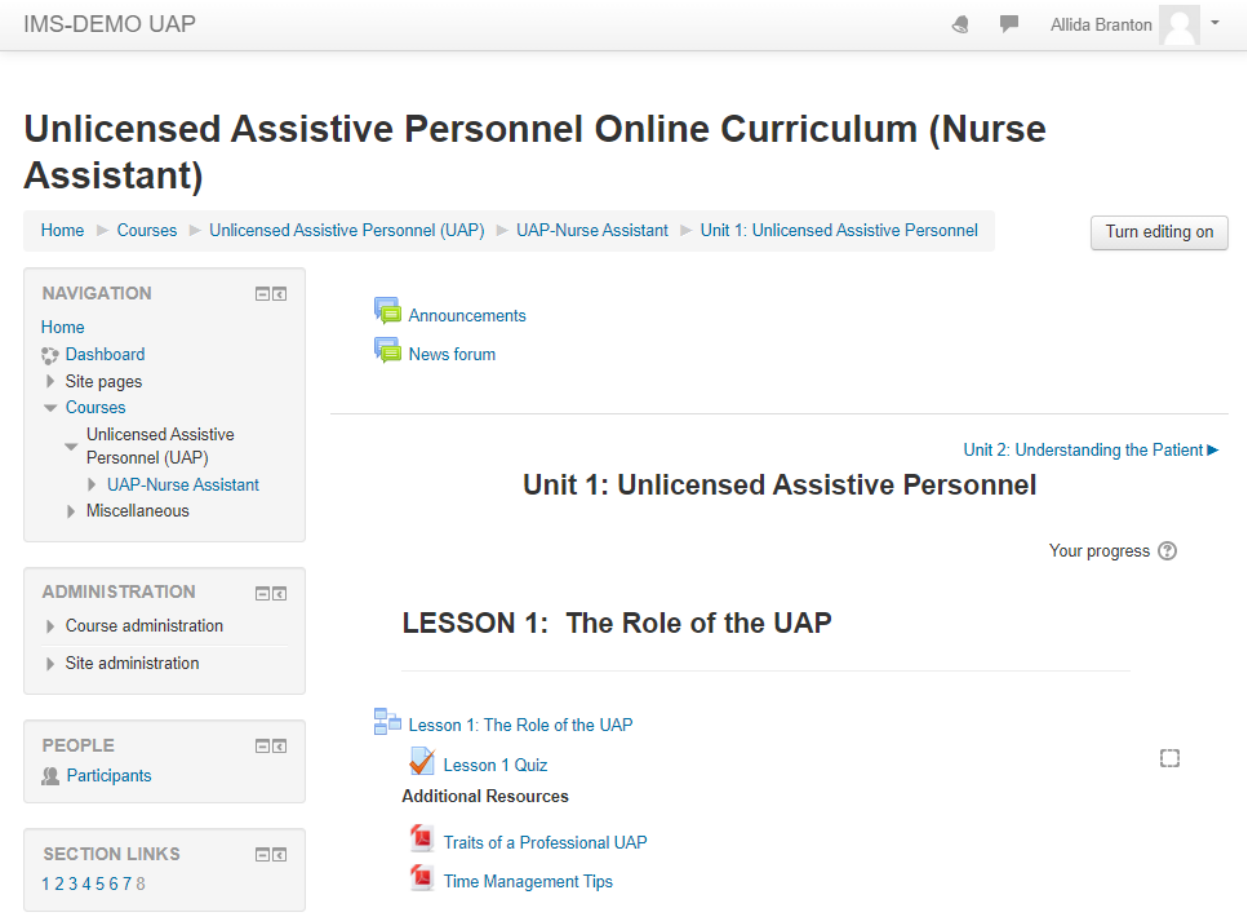
The following screen will display:



There are eight units in the online curriculum. Four of them are displayed above. The unit titles are links to the content in each unit. Click on the unit title and all of the content for that unit will display.

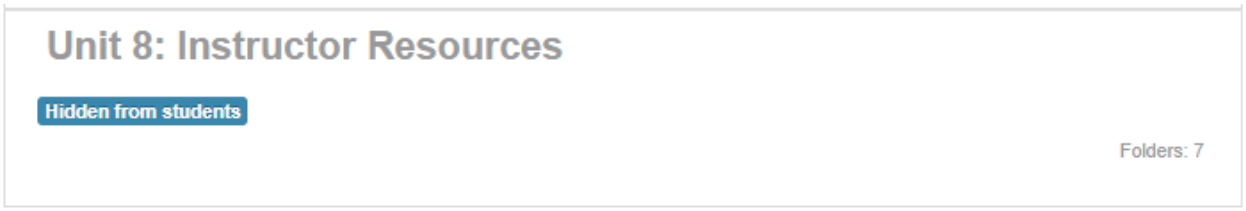
Click on the title Unit 1: Unlicensed Assistive Personnel

The screen will look like this:



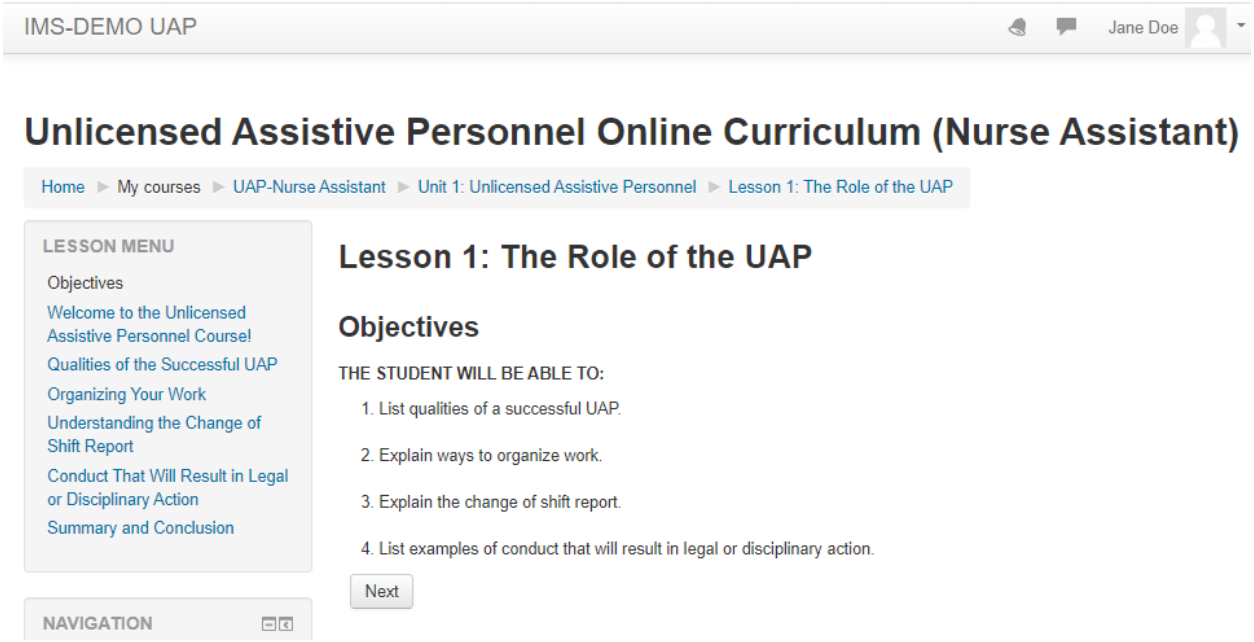
You are now in the first unit of the curriculum. Each unit contains a **lesson** identified by the icon that looks like three boxes. Lesson quiz is the assessment element for students to complete after they have reviewed the lesson content. The quizzes are computer graded as they are comprised of multiple choice, matching, or true/false questions.

If you prefer to print a copy of the quiz and/or answer sheet, you have that option in Unit 8: Instructor Resources. This unit is not visible to students. This is what the students see:



If you click on Participant's link located in the People block on the left side of the screen, a list of the students enrolled in the course will appear. You may access student profile information from this list by clicking on the student's name.

Below is an example of how a lesson is displayed for a student:



Students have the option to create their own account and enroll themselves in each unit. A unique enrollment key has been created for each individual UAP online site.

The **Logout** link is located in the upper right corner of the screen.

See additional documentation for more information regarding Moodle Administrative Blocks and Curriculum Tools.