

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/>

IMS UAP DEMO You are not logged in. (Log in)

IMS UAP Online Curriculum DEMO

NAVIGATION
Home
Course Help
Courses

Welcome to:
Unlicensed Assistive Personnel (UAP) Online Curriculum (Nurse Assistant)
Provided by Instructional Media Services LLC
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Available courses

[Unlicensed Assistive Personnel Online Curriculum \(Nurse Assistant\)](#)

CALENDAR
FEBRUARY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

You are not logged in. (Log in)

moodle
Data retention summary

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

IMS UAP DEMO You are not logged in.

IMS UAP Online Curriculum DEMO

Home > Log in to the site

Log in

Username
Password
 Remember username
 ←

[Forgotten your username or password?](#)
Cookies must be enabled in your browser

Is this your first time here?

New to the IMS UAP online curriculum provided by your facility? You will need to create an account to begin the enrollment process.

Here are the steps:

1. Fill out the New Account form with your details. (Remember the user name, password, and email address you entered into the form.)
2. An email will immediately be sent to that email address. (If you do not see an email, check your junk mail folder.)
3. Open your email. Click on the web link contained in the email. (If the web address does not appear as a link, copy and paste the web address into your browser.)
4. Your account will be confirmed and you will be logged into the site.
5. You will be asked to enter an enrollment key that has been provided to you by your facility instructor.
6. Enter the enrollment key and you will have access to all the units in the UAP online curriculum.

Click on the "Create new account" button below to get started!

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:

Home > Dashboard > Preferences > User account > Change password

NAVIGATION

- Home
- Dashboard
- Site pages
- Courses

You must change your password to proceed.

Change password

Username donalds

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Current password *

New password *

New password (again) *

Save changes 

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:

Home > Dashboard > Preferences > User account > Change password

NAVIGATION

- Home
- Dashboard
- Site pages
- Courses

Password has been changed

Continue 

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.



IMS UAP DEMO

Allida Branton 

IMS UAP Online Curriculum DEMO

Welcome to:

Unlicensed Assistive Personnel (UAP) Online Curriculum (Nurse Assistant)

Provided by Instructional Media Services LLC

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Available courses

 **Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)**

CALENDAR

February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

You are logged in as Allida Branton (Log out)

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:

The screenshot shows a course page with a header bar containing 'IMS-DEMO UAP' and a user profile for 'Allida Branton'. The main title is 'Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)'. Below the title is a breadcrumb trail: 'Home > Courses > Unlicensed Assistive Personnel (UAP) > UAP-Nurse Assistant'. A 'Turn editing on' button is visible in the top right. The page is divided into a left sidebar and a main content area. The sidebar contains four sections: 'NAVIGATION' with links to Home, Dashboard, Site pages, Courses (expanded to show Unlicensed Assistive Personnel (UAP) and Miscellaneous), 'ADMINISTRATION' with links to Course administration and Site administration, 'PEOPLE' with a link to Participants, and 'SECTION LINKS' with a list of numbers 1 through 8. The main content area displays a list of units. Each unit card shows the unit title, the number of lessons, quizzes, and files, and the current progress. Unit 1: Unlicensed Assistive Personnel (11 lessons, 11 quizzes, 33 files, progress 0/13). Unit 2: Understanding the Patient (1 lesson, 1 quiz, progress 0/1). Unit 3: Safety (3 lessons, 3 quizzes, 4 files, progress 0/4). Unit 4: Food Safety (3 lessons, 3 quizzes, 6 files, progress 0/3).

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:

The screenshot shows the IMS-DEMO UAP online curriculum interface. At the top, the course title "Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)" is displayed. Below the title is a breadcrumb trail: Home > Courses > Unlicensed Assistive Personnel (UAP) > UAP-Nurse Assistant > Unit 1: Unlicensed Assistive Personnel. A "Turn editing on" button is visible in the top right corner. The left sidebar contains navigation, administration, people, and section links. The main content area shows "Unit 1: Unlicensed Assistive Personnel" with a "Your progress" indicator. Below the unit title, the "LESSON 1: The Role of the UAP" is displayed. The lesson content includes "Lesson 1: The Role of the UAP", "Lesson 1 Quiz", and "Additional Resources" such as "Traits of a Professional UAP" and "Time Management Tips".

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:

Unit 8: Instructor Resources

Hidden from students

Folders: 7

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:

IMS-DEMO UAP

Home > My courses > UAP-Nurse Assistant > Unit 1: Unlicensed Assistive Personnel > Lesson 1: The Role of the UAP

LESSON MENU

- Objectives
- Welcome to the Unlicensed Assistive Personnel Course!
- Qualities of the Successful UAP
- Organizing Your Work
- Understanding the Change of Shift Report
- Conduct That Will Result in Legal or Disciplinary Action
- Summary and Conclusion

Lesson 1: The Role of the UAP

Objectives

THE STUDENT WILL BE ABLE TO:

1. List qualities of a successful UAP.
2. Explain ways to organize work.
3. Explain the change of shift report.
4. List examples of conduct that will result in legal or disciplinary action.

Next

NAVIGATION

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.

