

# Unlicensed Assistive Personnel Online Curriculum Moodle Version 1.9

## How to Print UAP Lesson Content

The UAP Online Curriculum has a new feature in the Lesson resource. Instructors now have the option to print lesson content. This option was implemented on December 5, 2016.

### NOTE:

The print option is available with the Internet Explorer and Firefox web browsers.

It **will not** function properly in Chrome.

Additionally, with the Internet Explorer web browser the content will have a page break after each section of the lesson.

The Firefox web browser will place two lesson sections on a page if the content will fit.

Preview which print option will meet your needs.

### Below find instructions for printing Moodle Lesson content:

Log on to your UAP site.

Select a Unit.

Select a Lesson.

Choose Edit from the tabs across the top.

The screenshot shows the Moodle interface for the lesson 'The Role of the UAP'. The breadcrumb trail at the top reads 'UAP ► IML -- Unit 1: The UAP ► Lessons ► The Role of the UAP'. The lesson title 'The Role of the UAP' is displayed with a help icon. Below the title are four tabs: 'Preview', 'Edit', 'Reports', and 'Grade Essays'. A blue arrow points to the 'Edit' tab. On the left is a 'Lesson menu' with links to 'Objectives', 'Welcome to the Unlicensed Assistive Personnel Course!', 'Qualities of the Successful JAP', 'Organizing Your Work', 'Understanding the Change of Shift Report', 'Conduct That Will Result in Legal or Disciplinary Action', and 'Summary and Conclusion'. The main content area is titled 'Objectives' and contains the text 'THE STUDENT WILL BE ABLE TO:' followed by a numbered list of four objectives. A 'Continue' button is located at the bottom right of the content area.

UAP ► IML -- Unit 1: The UAP ► Lessons ► The Role of the UAP

The Role of the UAP ?

Preview Edit Reports Grade Essays

Lesson menu

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

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.

Continue

## How to Print UAP Lesson Content

The following screen will display:  
(Make sure that you are in Expanded view)

The screenshot shows a Learning Management System (LMS) interface. At the top, the breadcrumb trail reads: **IML's Hospital -- Unit 1: The UAP** > **UAP** > **IML -- Unit 1: The UAP** > **Lessons** > **The Role of the UAP**. The main title is **The Role of the UAP** with a help icon. Below the title are tabs for **Preview**, **Edit**, **Reports**, and **Grade Essays**. A toggle switch is set to **Expanded**, with a blue arrow pointing to it from the right. Below the toggle are links: **Import questions**, **Add a Cluster**, **Add a Branch Table**, and **Add a question page here**. The main content area is titled **Objectives** and contains the following text: **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.

Below the objectives are more links: **Import questions**, **Add a Cluster**, **Add an End of Cluster**, **Add a Branch Table**, **Add an End of Branch**, and **Add a question page here**. The next section is titled **Welcome to the Unlicensed Assistive Personnel Course!** and contains the text: **Health care is an exciting and rapidly growing field. According to the U.S. Department of Labor's Bureau of Labor Statistics, health care will generate 3 million new jobs by the year 2016—more than any other industry.**

Below this is a green box with a key icon and the title **Key Concepts**. The text inside reads: **In this course, you will learn fundamental procedures and information that will help you do the following:**

From your internet browser (**using Firefox**) choose File and then Print Preview.

The following screen will display: (Notice that there are two sections of content displayed on the first page.)

# How to Print UAP Lesson Content

[UAP](#) ► [IML -- Unit 1: The UAP](#) ► [Lessons](#) ► [The Role of the UAP](#)

## 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.

### Welcome to the Unlicensed Assistive Personnel Course!

Health care is an exciting and rapidly growing field. According to the U.S. Department of Labor's Bureau of Labor Statistics, health care will generate 3 million new jobs by the year 2016—more than any other industry.

### Key Concepts

In this course, you will learn fundamental procedures and information that will help you do the following:

- Apply the principles of personal hygiene and physical and mental health to yourself and others.
- Administer nursing care to patients based on a care plan and/or direction from charge personnel.
- Identify the UAP's role as it fits into the organizational structure of an acute care facility.
- Exhibit attitudes and behaviors that indicate respect for patients' rights.
- Identify the responsibilities of the UAP to the patient and the health care team.
- Assist patients to return to or maintain their best health potential.
- Give nursing care using basic skills and techniques.

The Unlicensed Assistive Personnel Course can help you reach your goals in the health care field.

## How to Print UAP Lesson Content

Review the look of the content. You have the option to adjust the information that is printed in the header and footer on the page. Click on the Page Setup tab at the top of the page. Select the Margins & Header-Footer tab to make the necessary adjustments. There are dropdown menus with options for the header and footer items and their placement within the header or footer.

The screenshot shows a web page editor interface. At the top, there is a 'Page Setup' dialog box with two tabs: 'Format & Options' and 'Margins & Header/Footer'. The 'Margins & Header/Footer' tab is selected, and a blue arrow points to it. The 'Margins (millimeters)' section shows input fields for Top, Left, Right, and Bottom, all set to 12.7. The 'Headers & Footers' section has dropdown menus for Title, Left, Center, Right, Page # of #, and Date/Time. The main content area shows a lesson page titled 'The Role of the UAP' with a breadcrumb trail 'UAP > IML -- Unit 1: The UAP > Lessons > The Role of the UAP'. The page content includes 'Objectives', 'THE STUDENT WILL BE ABLE TO:' followed by a list of four tasks, 'Welcome to the Unlicensed Assistive Personnel Course!', a paragraph about health care job growth, 'Key Concepts' with a list of eight bullet points, and a concluding sentence about the course's purpose.

Make your changes and click OK.

Select the Print tab to print the Lesson.

## How to Print UAP Lesson Content

Log on to your UAP site.

Select a Unit.

Select a Lesson.

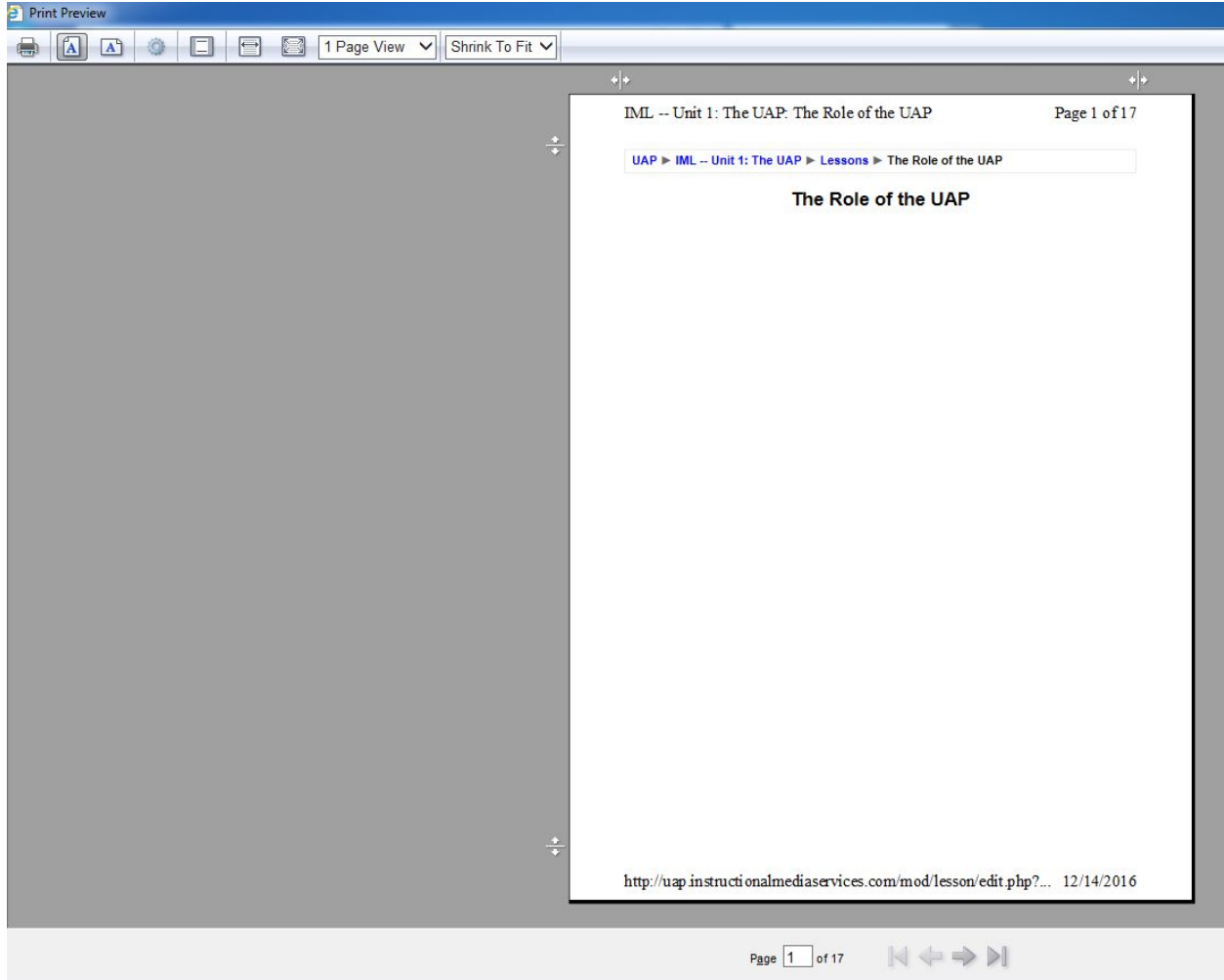
Choose Edit from the tabs below the title of the lesson. The following screen will display:  
(Make sure you are in Expanded view.)

The screenshot shows a web browser window with the following content:

- Browser address bar: [Google](#)
- Search bar: [Norton](#) Safe Search
- Page title: **IML's Hospital -- Unit 1: The UAP**
- Breadcrumbs: [UAP](#) > [IML -- Unit 1: The UAP](#) > [Lessons](#) > [The Role of the UAP](#)
- Lesson title: **The Role of the UAP**
- Navigation tabs: [Preview](#) | [Edit](#) | [Reports](#) | [Grade Essays](#)
- View options: [Collapsed](#) | [Expanded](#)
- Actions: [Import questions](#) | [Add a Cluster](#) | [Add a Branch Table](#) | [Add a question page here](#)
- Section header: **Objectives**
- Text: **THE STUDENT WILL BE ABLE TO:**
- List:
  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.
- Actions: [Import questions](#) | [Add a Cluster](#) | [Add an End of Cluster](#) | [Add a Branch Table](#) | [Add an End of Branch](#) | [Add a question page here](#)
- Text: **Welcome to the Unlicensed Assistive Personnel Course!**

From your internet browser (**using Internet Explorer**) Choose File and then Print Preview. Be patient, it takes a while for the print preview request to complete. In Internet Explorer the first page is the title page of the lesson only. The following screen will display:

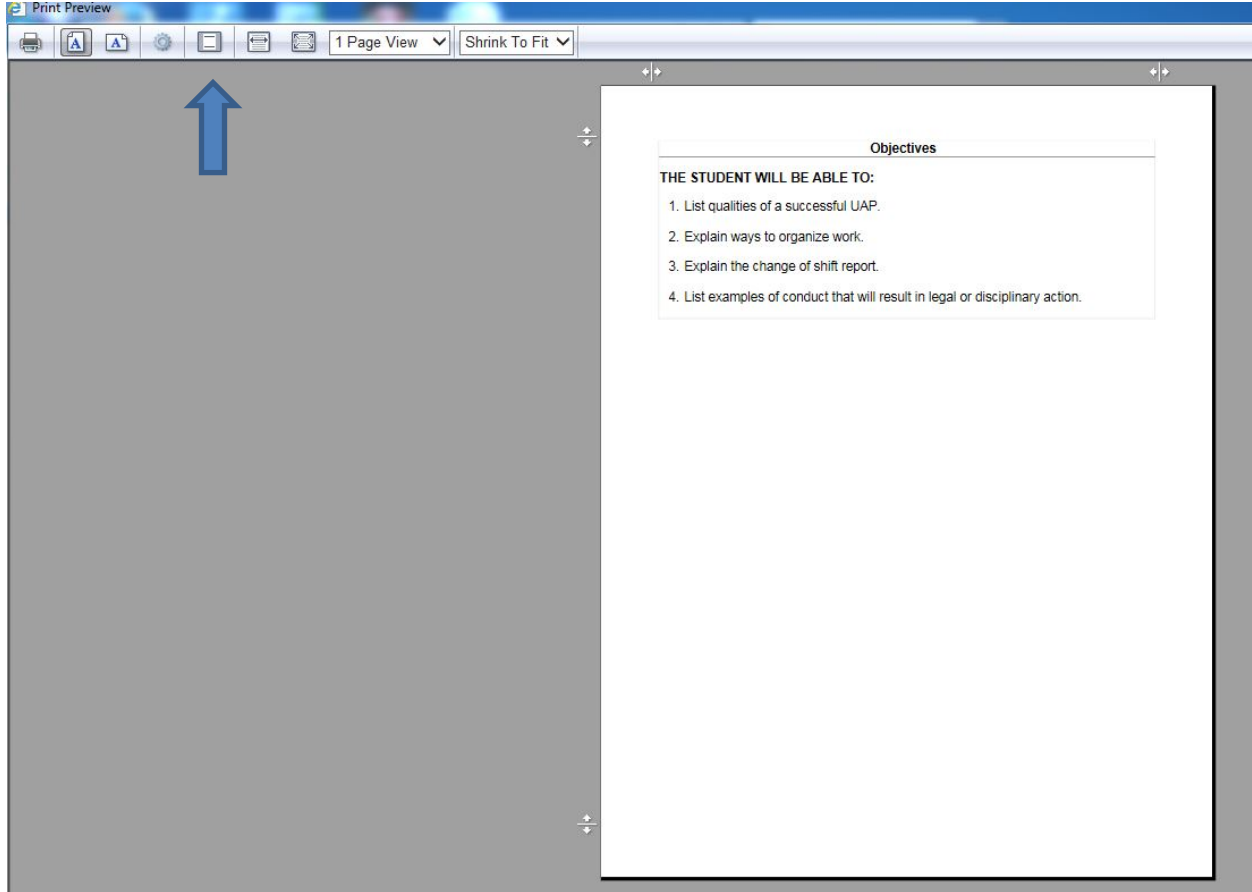
## How to Print UAP Lesson Content



Review the look of the rest of the content/pages. You have the option to adjust the information that is printed in the header and footer on the page.

## How to Print UAP Lesson Content

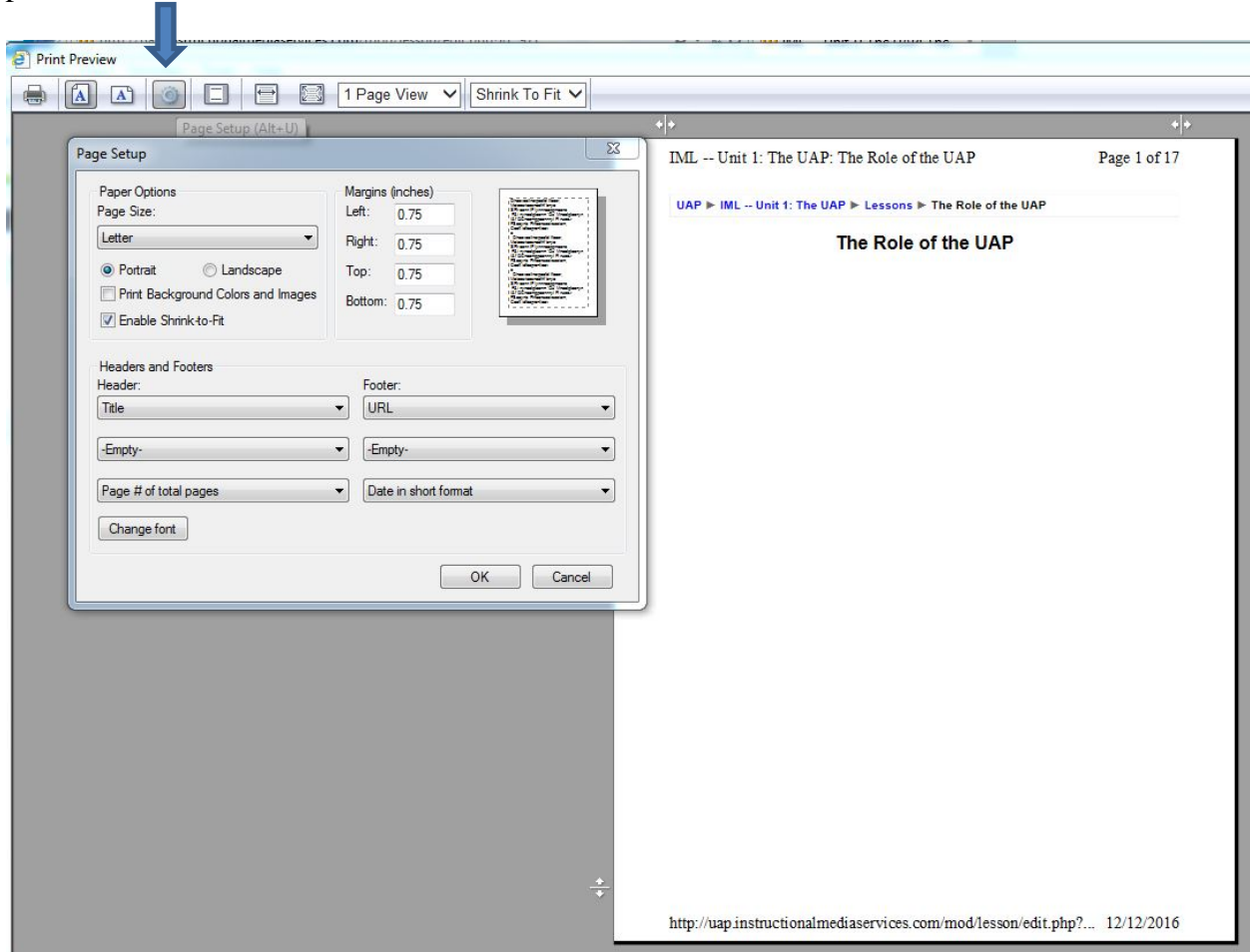
Click on this icon and nothing will print in the header or footer area. It is a toggle icon.



Click it again and text will print in the header or footer area.

## How to Print UAP Lesson Content

Select this icon, the Page Setup icon, to make adjustments to the text in the header or footer areas. There are dropdown menus with options for the header and footer items and their placement within the header or footer.



Make your changes and click OK.

Select the Print icon (first icon on the left) to print the Lesson.