How to use the online pack

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Login

You have accessed your online pack via the link sent from the Training Centre containing a login name and a password which you should have changed on your first login.

If you are enrolled on more than one online module all will be available.

Your profile

You can update your profile by following the "My Account" link at the top of the page.

Contact Us

You can contact the PCTC directly by completing the online query form.

Your Dashboard

Your personal dashboard can be viewed by clicking the Home button. From your dashboard you can view where in the pack you have reached, and you can contact the PCTC. You can also view your notes and bookmarks, and this screen will also show you any alerts (marked in red) that your tutor thinks may be of importance to you.

The Pack

The online pack can be reached by clicking the "Document" icon.

You will then be in "Learning Document". You can also reach this page by clicking the "Return to Document" link on the dashboard.

Here you will find links to the sections of the pack. The progress bar will show you where you are within a section. Clicking on the icon will show each chapter within a section so you can go straight to it.

Please work through each section in turn. Each section is broken down into chapters. As you reach the bottom of a chapter you will see "Next Section" click this to go to the next section/chapter.

Upon finishing a complete section you can go back to "Learning Document" to select the next section/chapter or click < at the left hand side of the screen to show the navigation menu.

Navigation

Please work through each section in turn. Each section is broken down into chapters.

There are two ways to navigate through the pack.

- To the left hand side there is a table of contents with each chapter marked separately. You can click on these chapter headings. If the navigation bar is not showing click the arrow to open it. Likewise, if you wish to close the table of contents click the reverse arrow to close it.
- As you reach the bottom of a chapter you will see "Next Section". Click this to go to the next section/chapter.

Key Messages

Key Messages are highlighted in green. Amongst these you may find some activities to do. It is recommended that you work through each of these.

Resources

In the Resources section you will find information on any activities recommended for your course. Paperwork required can be printed out from the Resources section.

Activities

Activities are there to support your learning within the clinical environment. They help you to apply knowledge to patient care and are a useful reflective tool.

You will be advised if you need to hand in an activity booklet as part of your module assessment.

Self-Assessments

THIS INFORMATION IS ONLY RELEVANT TO SPECIFIC MODULES. YOUR ONLINE PACK MAY NOT INCLUDE SELF-ASSESSMENTS.

As you progress through the online pack you may find self-assessments at the end of each section. These do not contribute to your overall mark but are designed to support your own learning needs. They identify what are your current strengths and weaknesses and areas where you need to improve. Once you have finished and clicked the submit button your results will appear. You can complete the assessment as many times as you wish. Your assessment score will be recorded on your dashboard.

Notes and highlights

Text can be highlighted as you are working through the online pack by picking the pencil icon and highlighting the text you require which will then be highlighted in yellow.

If required, notes can be made by typing into the box that appears when you click the pencil icon. These notes can then be accessed from your dashboard.

Bookmarks

You can bookmark your page and this will be shown on your dashboard making it easy to revisit. Click the bookmark icon to the top right of the page.

Printing a section

You can print a section, either to your printer or to a pdf file by clicking the "Document" icon at the top left of your page (in the black tool bar). Then click on the printer icon. From the box that comes up choose your printer or choose to print to pdf.

Amendments and updates

Any amendments to the content of the pack will be updated automatically and you will be alerted to this on your dashboard in the "Notifications" section which will be marked with a red dot.

Calendar

Any significant dates to be noted will be populated on your calendar by your tutor.