National STD Curriculum

# Managers and Evaluators Guide to Learning Groups

Important: Managers can invite or remove Learners from a group and view the home page and group progress. Evaluators can only view the home page and group progress. Only an Owner can change the learning group description and instructions, or invite Managers and Evaluators.

This guide uses screenshots to illustrate how a Manager: (1) accepts an invitation from an Owner ("Ima Example"), (2) invites Learners to the group, and (3) views the group progress. To see what a Learner might experience, please view the *Learners Guide*.

How to accept your invitation from a Learning Group Owner

1. A National STD Curriculum (NSTDC) Learning Group Owner will e-mail you an invitation from support@std.uw.edu (Figure 1). Click on the link in the blue box.

Figure 1. Invitation E-mail from Owner
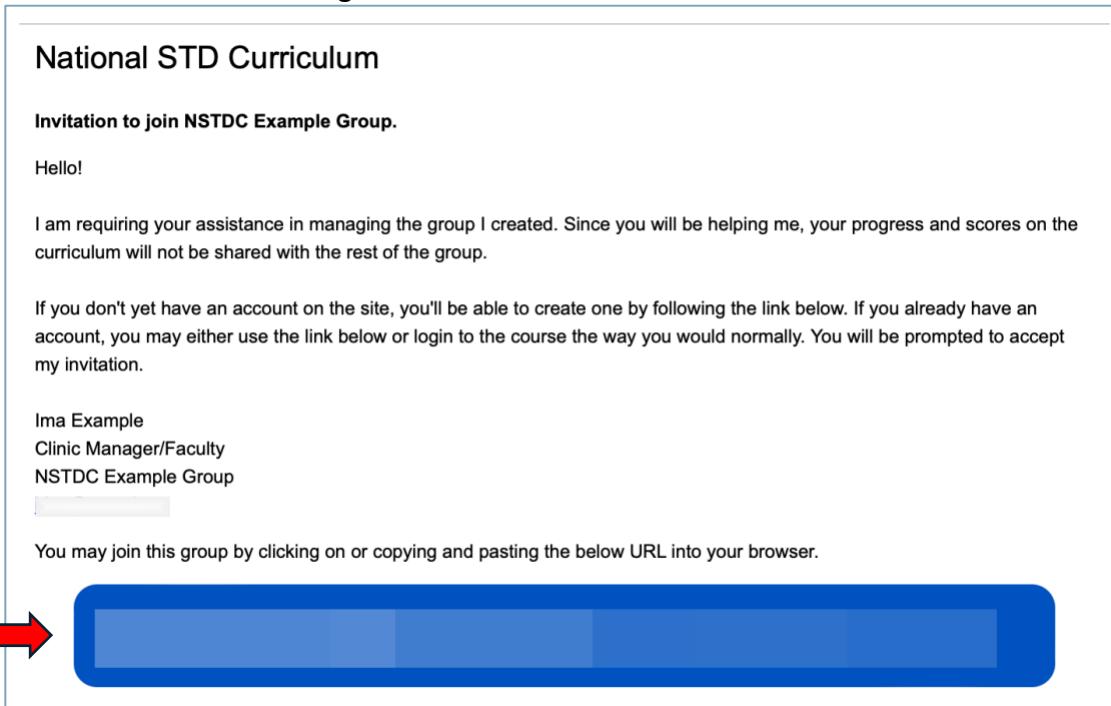
2. If you already have an account, sign in on the landing page (Figure 2). If you do not have an account, please click on "Register" in the upper left.

Figure 2. Join a Group

3. Once you have signed in or created an account, please ensure your e-mail address is verified by clicking on your name in the upper right; a green "Verified" box should be next to your e-mail address in the drop-down menu. If not, click on "Verify." Once you are verified, you can access the learning group.

4. Carefully read the "Group Terms of Use Agreement" (Figure 3) and click on "Join the Group."

Figure 3. Group Terms of Use Agreement

How to view group membership

1. Sign in and click on your name in the upper right. Click on "My groups" in the drop-down and select your group on the next page.

2. Click on the "Members" tab. The "Current & Pending" tab (Figure 4) lists everyone who has joined your group, which invitations are still pending, and each person's role in the group (Owner, Manager, Evaluator, or Learner). You can also resend an invitation or remove members from this page. If a Learner declines your invitation, you won't see their name on the list.

Figure 4. Members: Current & Pending

How to invite Learners

1. To invite Learners, click on the "Invite Learners" tab on the "Members" page (Figure 5).

2. You have three options to invite Learners:

   a) Invitation URL link – Use when Learners may or may not have registered on the website, or you want to include it in your training materials. Also, you can include it in an invitation from your e-mail account. Learners click on the Invitation URL to confirm they want to join the group. If they are not yet registered, they will be prompted to register before joining the group. This method is recommended for large groups or if your organization has a strong firewall or spam filter.

b) Group Add Code – Use when Learners are already registered on the website. They sign in, select "Join or create a group" from the drop-down menu in the upper right, and enter the Group Add Code on the next page. In your training materials, we suggest you provide a link to the website with the Group Add Code.

c) Invite through E-mail – Use the website e-mail template or tailor the template to meet your needs. This method allows you to track invitations via the "Invite Learners" tab. The e-mail is sent from support@std.uw.edu.

Note: To see what Learners will experience based on the options above, please view the *Learners Guide.* You can distribute the entire guide, or you can share relevant parts, such as how to enter the Invitation URL or Group Add Code.

How to use the Invitation URL and Group Add Code
1. From the "Members" tab, click on "Invite Learners" (Figure 5).

Figure 5. Members: Enable Invitation URL and Group Add Code

2. If the Owner hasn't already done so, select the second option under "Group Add Code" on the left, then click "Update" (Figure 5). This will generate an Invitation URL and Group Add

Code. You may disable/enable the URL and add code at any time. The Invitation URL and Group Add Code will remain the same.

3. Copy and paste the Invitation URL or the Group Add Code with a link to the website to your training materials or into an invitation from your e-mail account.

How to Invite through E-mail

Within the "Invite Learners" tab, scroll down to **"**Invite through E-Mail." You can personalize the invitation or use the sample text provided. Your name and title, group name, and e-mail address will be auto-filled at the end of the message. The link to join the learning group will appear at the end of the e-mail. Enter their e-mail(s) and click "Send Out Invites."

If a Learner doesn't receive the invitation, ask them to check their spam or junk folders for an e-mail from support@std.uw.edu. Sometimes, an organization's firewall blocks the e-mail invitation. If this happens, you have two options to resolve the issue:

1. You can copy and paste the website invite text into your own e-mail. Enable the "Group Add Code" and copy and paste the Invitation URL link into the e-mail. Learners click on the Invitation URL and confirm they want to join the group. If they are not already registered, they will be prompted to register before joining the group.
2. Ask the Learner to create an account on the website and share their e-mail address with you. You can then resend the invitation to that e-mail. The Learner will see a pop-up message about a pending group invitation after they register.

How to monitor group progress

Learning group Owners, Managers, and Evaluators can view Learner progress through the lessons and question bank topics. The "Progress" page will default to view the lessons in the current edition of NSTDC. Click on the box below "View Progress for:" to view progress in previous editions. To view progress on question bank topics, click on the tab next to "Lessons." The "Progress" tab (Figure 9) enables you to:

1. View a Learner's progress on a lesson and see if they passed the quiz or earned CE.

2. Hover over a Learner's progress to see the number of quiz attempts, the number of correct answers, and the percentage score.

3. Click on a Learner's e-mail address to e-mail them about upcoming deadlines, congratulate them on their work, request certificate copies, etc.

4. Enter a Learner's name in the search box if you have a large group.

Figure 6. Viewing Group Progress
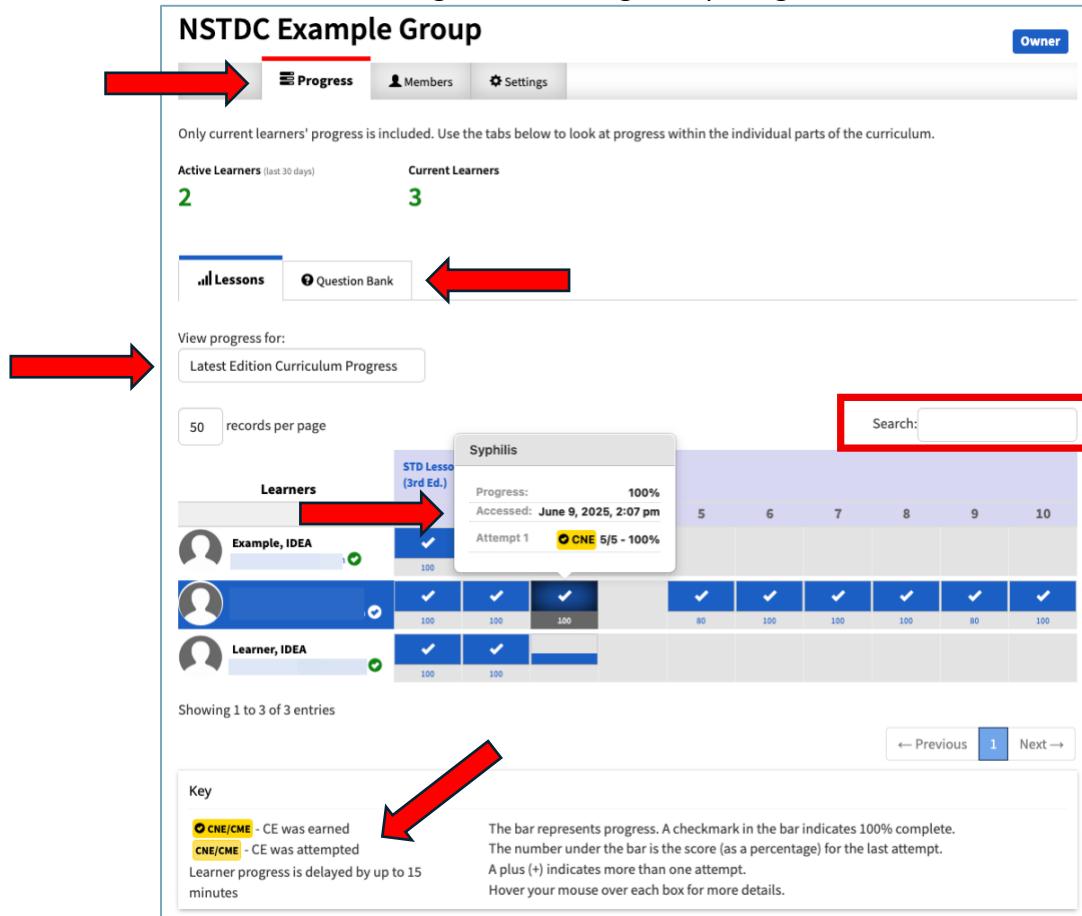
How to ask questions

Sign into the website and click on the Intercom chat button 🔵 in the lower right. This account is monitored Monday through Friday from 10:30 a.m. to 8:00 p.m. Eastern Time, with automated answers outside of those hours. You can also click on "Contact Us" at the bottom of the page to e-mail us at any time.