

Quick-start guide to using MHRA learning materials

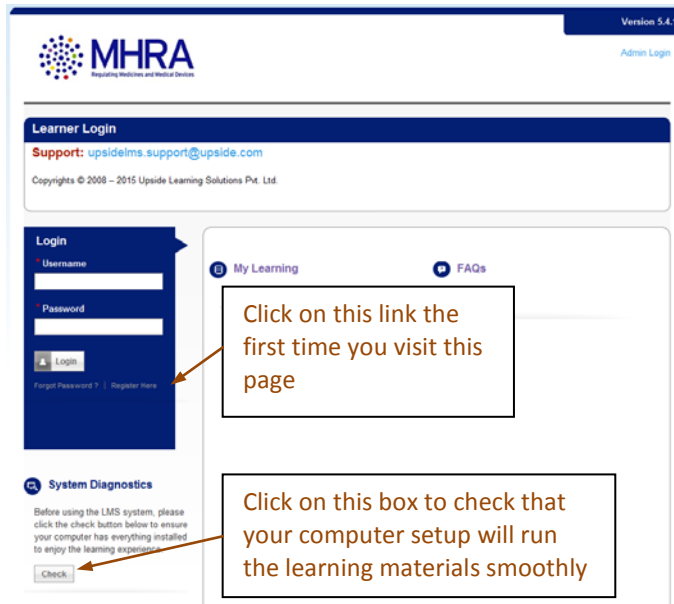
Where to find our learning materials

Here's the link to all our educational materials:

<http://learning.mhra.gov.uk>

In the drop-down box ('Select Client'), choose 'MHRA' and then click on the 'Learner Login' button

Registering as a learner



The screenshot shows the MHRA Learner Login page. At the top left is the MHRA logo and 'Regulating Medicines and Medical Devices'. At the top right is 'Version 5.4.1' and 'Admin Login'. Below the logo is a 'Learner Login' section with 'Support: upsidelms.support@upside.com' and 'Copyrights © 2008 - 2015 Upside Learning Solutions Pvt. Ltd.'. The main content area has a 'Login' box on the left with 'Username' and 'Password' fields, a 'Login' button, and links for 'Forgot Password?' and 'Register here'. To the right of the login box are links for 'My Learning' and 'FAQs'. Below the login box is a 'System Diagnostics' section with a message: 'Before using the LMS system, please click the check button below to ensure your computer has everything installed to enjoy the learning experience.' and a 'Check' button. Two callout boxes with arrows point to the 'Register here' link and the 'Check' button. The first callout says: 'Click on this link the first time you visit this page'. The second callout says: 'Click on this box to check that your computer setup will run the learning materials smoothly'.

Clicking on 'Register here' takes you to the Learner Self Registration page. Fill in the form.

Learner Login Area -
Learner Self Registration

Unique ID

* First Name's

* Last Name's

Date of Birth

Please make sure to enter Date of Birth in DD/MM/YYYY format. In case it does not match with the desired format, it will not be saved.

Sex

* Email

* Username Email As Username

* Security Question 1

* Answer 1

* Security Question 2

* Answer 2

* Password

Important Note:
Alias: 1 upper case letters (A To Z), Lower case letters (a To z),
Alias: 1 number (0 To 9), length greater than equal to 8 characters
e.g. Welcome2014

* Confirm New Password

Phone

Mobile Number

Postcode

Address Line 1

Address Line 2

City

County/State

Company Name

* Offering

* Area of Learning Interest

Speciality

Note

* Enter the characters shown in the picture:

You must fill in the boxes where an asterisk (*) is shown—otherwise the system will not process your registration request.

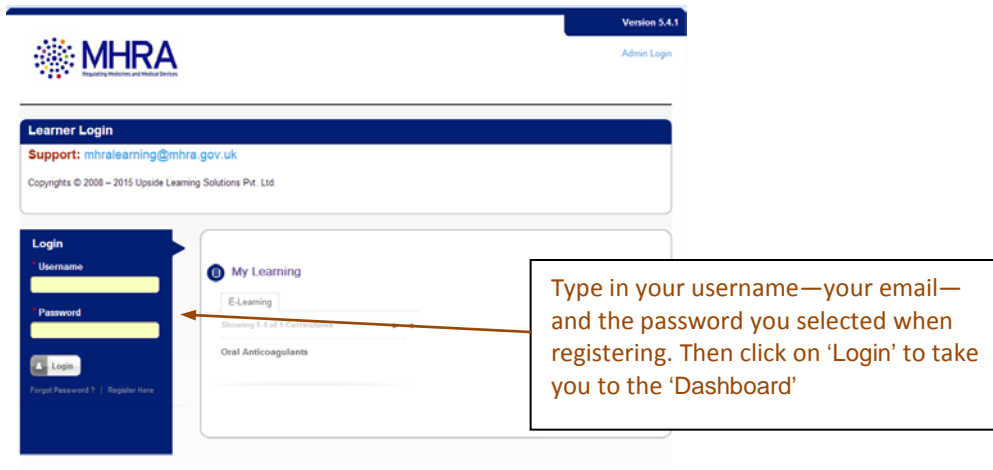
Follow this guidance to create a strong and valid password. You will need your password to login for new learning or to review your learning records.

Offering: from the drop-down selection, choose the area of your learning: CPRD, medicines or medical devices. This will help us select suitable activities for you.

Once you've filled in the boxes, click on the 'Submit' button. The system will check your form and invite you to correct any errors or omissions it has detected.

If all is well with your registration request, we will approve it within a couple of working days. You will hear by email that your registration request has been approved and you can start your learning with us.

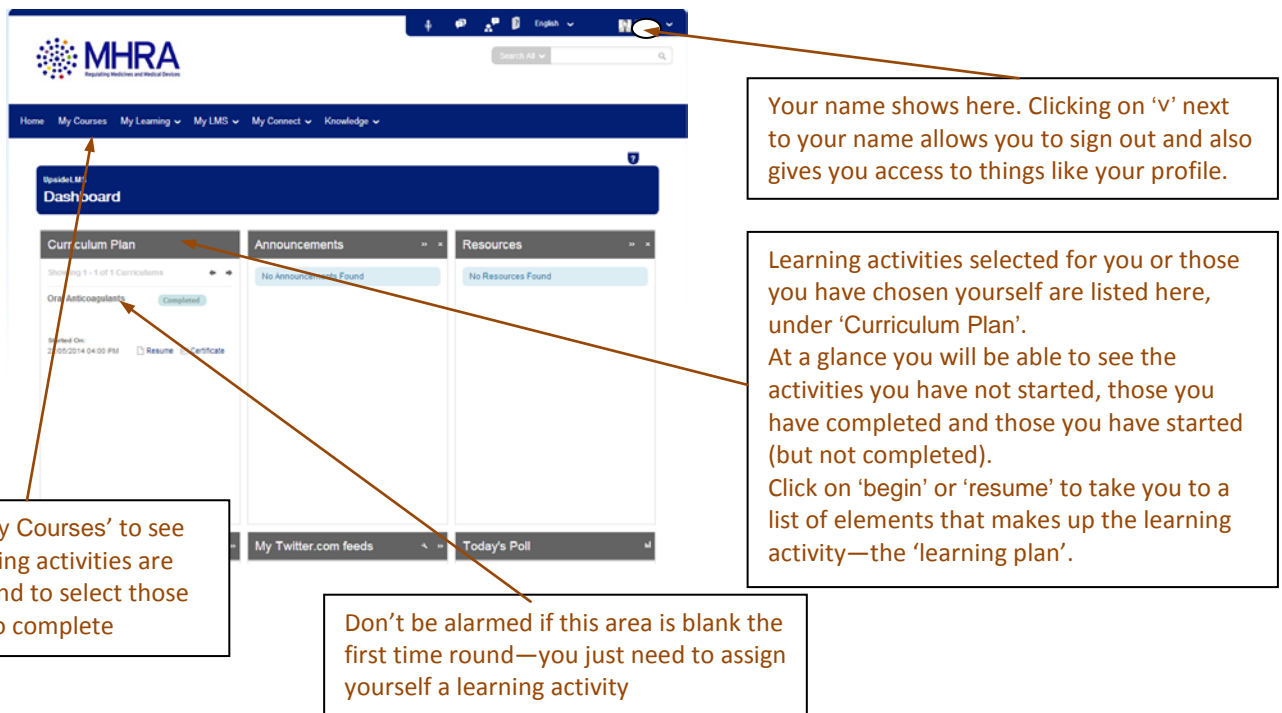
Accessing the learning materials



Tip Check that you can see the bottom of the screen. Adjust the zoom on your browser to make sure that the whole screen is visible during the learning activity

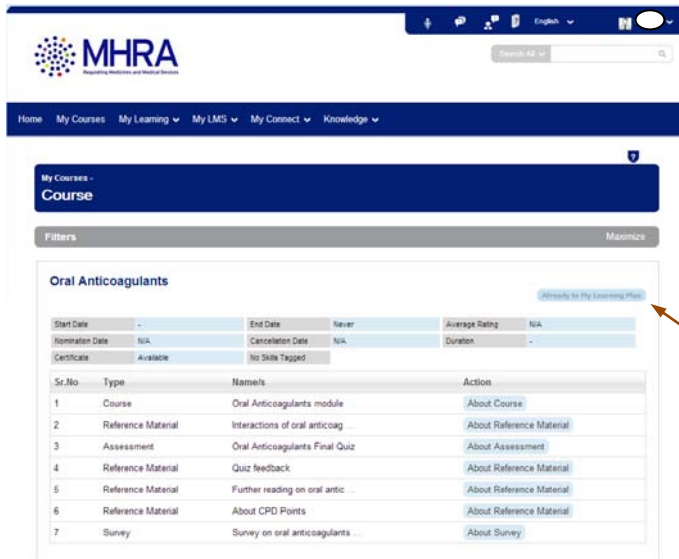
The dashboard

This page gives you access to all the learning information you need.



My Courses—selecting a learning activity

Go to the 'My Courses' tab to discover what learning activities are available



The screenshot shows the MHRA 'My Courses' interface. At the top, there is a navigation bar with 'Home', 'My Courses', 'My Learning', 'My LMS', 'My Connect', and 'Knowledge'. Below this, a 'My Courses - Course' section is visible. A 'Filters' button is present. The main content area is titled 'Oral Anticoagulants' and contains a table with the following data:

Sr.No	Type	Name/Id	Action
1	Course	Oral Anticoagulants module	About Course
2	Reference Material	Interactions of oral anticoag ...	About Reference Material
3	Assessment	Oral Anticoagulants Final Quiz	About Assessment
4	Reference Material	Quiz feedback	About Reference Material
5	Reference Material	Further reading on oral antic ...	About Reference Material
6	Reference Material	About CPD Points	About Reference Material
7	Survey	Survey on oral anticoagulants ...	About Survey

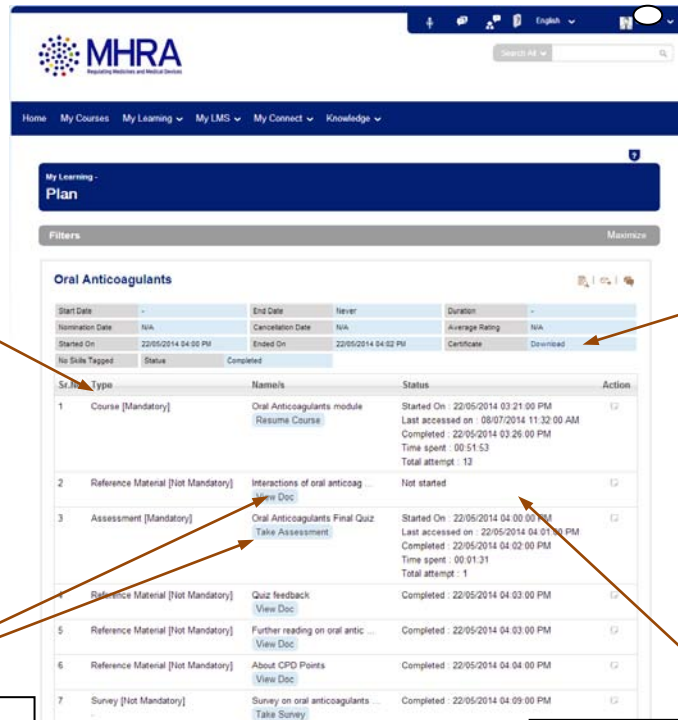
The first time round the highlighted area here will show 'Self Assign' against the title of a learning activity (or curriculum) you wish to complete. Click on it and it will be moved to My Learning Plan.

Now select 'My Learning' > 'Plan' from the blue tab across the screen. This will open up the 'My Learning - Plan' screen (see next illustration), detailing the learning activity you have chosen.

Tip Click on your browser's 'refresh' button if the learning plan screen does not show your selected activity.

Starting a learning activity (curriculum)

All the elements of your curriculum are shown in the first column, in the order in which you should progress through them. You must work through the elements marked 'mandatory' to complete the course successfully.



The screenshot shows the 'My Learning Plan' for 'Oral Anticoagulants'. It includes a summary table at the top and a detailed list of course elements below.

Start Date	End Date	Never	Duration
22/05/2014 04:00 PM	22/05/2014 04:02 PM		

Start Date	End Date	Never	Duration
N/A	N/A	N/A	N/A
22/05/2014 04:00 PM	22/05/2014 04:02 PM		

No Skills Tagged	Status	Completed

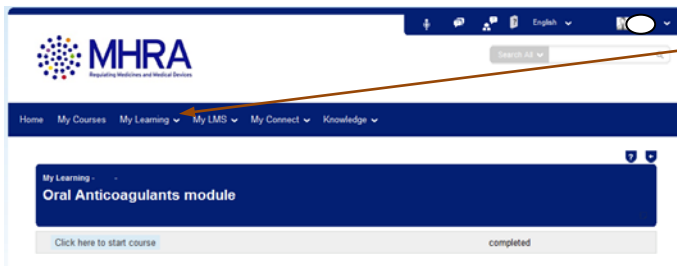
Seq No	Type	Name/Title	Status	Action
1	Course (Mandatory)	Oral Anticoagulants module Resume Course	Started On: 22/05/2014 03:21:00 PM Last accessed on: 08/07/2014 11:32:00 AM Completed: 22/05/2014 03:26:00 PM Time spent: 00:51:53 Total attempt: 12	
2	Reference Material (Not Mandatory)	Interactions of oral anticoag... View Doc	Not started	
3	Assessment (Mandatory)	Oral Anticoagulants Final Quiz Take Assessment	Started On: 22/05/2014 04:00:00 PM Last accessed on: 22/05/2014 04:01:00 PM Completed: 22/05/2014 04:02:00 PM Time spent: 00:01:31 Total attempt: 1	
4	Reference Material (Not Mandatory)	Quiz feedback View Doc	Completed: 22/05/2014 04:03:00 PM	
5	Reference Material (Not Mandatory)	Further reading on oral antic... View Doc	Completed: 22/05/2014 04:03:00 PM	
6	Reference Material (Not Mandatory)	About CPD Points View Doc	Completed: 22/05/2014 04:04:00 PM	
7	Survey (Not Mandatory)	Survey on oral anticoagulants... Take Survey	Completed: 22/05/2014 04:09:00 PM	

This tells you that a certificate is available. You can usually claim it after you've completed the mandatory elements.

Click on the text highlighted in blue to take you to the individual course elements.

The status column records the elements you've completed and those you have not attempted yet.

When you have completed the course (usually the first element), close it down by clicking on 'X'. This will return you to the page you started from, but the course will show as 'completed'.

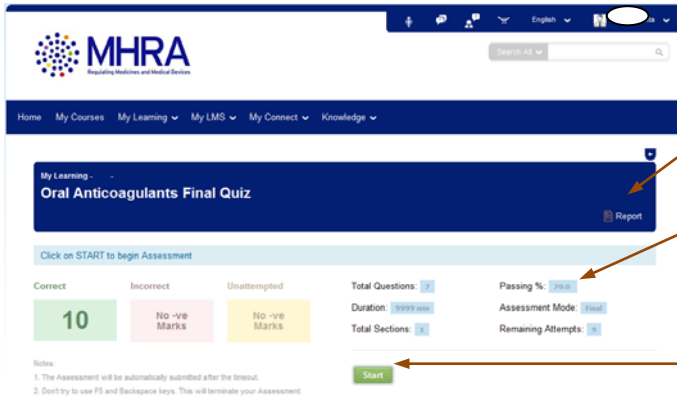


The screenshot shows the 'My Learning Plan' for 'Oral Anticoagulants module'. The status is 'completed'. A link 'Click here to start course' is visible at the bottom.

To return to your curriculum, click on: My Learning > Plan.

Taking an assessment

Your selected curriculum may include an assessment. To take the assessment, make sure you have completed all the previous elements and then click on the highlighted link, 'Take Assessment'.



The screenshot shows the LMS interface for a quiz. At the top, there is a navigation bar with 'Home', 'My Courses', 'My Learning', 'My LMS', 'My Connect', and 'Knowledge'. Below this, the quiz title 'Oral Anticoagulants Final Quiz' is displayed with a 'Report' button. A 'Start' button is prominently featured. A summary table shows the quiz details:

Correct	Incorrect	Unattempted	Total Questions	Passing %
10	No -ve Marks	No -ve Marks	7	75%

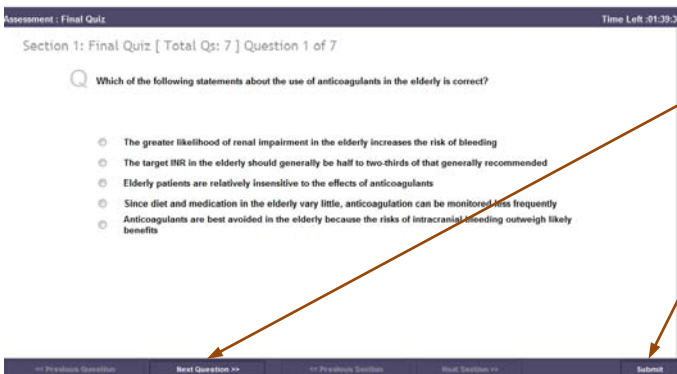
Additional information includes 'Duration: 3:00 min', 'Total Sections: 1', 'Assessment Mode: Final', and 'Remaining Attempts: 5'. A 'Start' button is located at the bottom of the summary area.

Click on 'Report' to see your assessment score

Your score needs to be higher than this pass mark for successful completion of the assessment.

Click on 'Start' to begin the assessment.

Assessment



The screenshot shows the 'Assessment' interface for the 'Final Quiz'. The question is: 'Which of the following statements about the use of anticoagulants in the elderly is correct?'. The options are:

- The greater likelihood of renal impairment in the elderly increases the risk of bleeding
- The target INR in the elderly should generally be half to two-thirds of that generally recommended
- Elderly patients are relatively insensitive to the effects of anticoagulants
- Since diet and medication in the elderly vary little, anticoagulation can be monitored less frequently
- Anticoagulants are best avoided in the elderly because the risks of intracranial bleeding outweigh likely benefits

At the bottom of the interface, there are navigation buttons: 'Previous Question', 'Next Question', and 'Submit'.

Click on 'Next Question' to work through the assessment.

Click on 'Submit' when you have attempted **all** the questions.

When you have answered all the questions in the assessment, return to the learning plan to download further information, including feedback on the assessment quiz.

To see your assessment score, go to:

[My learning > Progress](#)

and click on 'Report'.