



An Established Company...with a Fresh Approach
to Online Continuing Education

Dashboard User Guide – For Staff

Get started today.

Learn more at www.pedagogyeducation.com

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If you cannot find the answer to your question in this user guide, please contact us:

Phone: 903-871-2150

Normal Hours of Phone Support: 9 AM – 5 PM Central Time
Zone Monday-Friday

Email: support@pedagogy-inc.com

Support e-mail is monitored 7 days a week from 8 AM to 8 PM
We strive to respond to any email request within 24 hours

Logging In

How to Access the Pedagogy Education Portal

- Open a web browser and go to <http://portal.pedagogyeducation.com>
- Enter your username and password. If your education has been purchased by your employer, you should have received log in and password instructions
- If you are **not** receiving your education through your employer, you will need to register as a new user
- Click “Log In”
- If this is your first time logging in and your employer created your log in, you may need to update your password and other information

How to Update Your Information

- Click “My Information”

The screenshot shows the top navigation bar of the Pedagogy Education Portal. On the left is the logo for PEDAGOGY Online Learning Systems. In the center is the text 'ped·uh·goh·jee' with the tagline 'the art or science of teaching: instructional methods.' On the right, it says 'Hello, Test.Nurse ! Log off'. Below the header is a navigation menu with tabs for 'My Classes', 'Manage', 'Admin', 'Membership', 'Reports', and 'How To'. Under the 'My Classes' tab, there is a sub-section for 'MY INFORMATION'. Below this, there is a message box titled 'Important Message' with the text 'Default Student Password' and 'Your account has the default password. For security purposes, please change your account password.'



- Here you can edit your email address, password, and certificate information

MY INFORMATION

The screenshot shows the 'MY INFORMATION' section with three main panels. The 'Personal Information' panel has an 'Email Address' field with 'test.nurse@test.com' and a 'SAVE' button. The 'Personal Certificate Information' panel has two fields: 'Full Name (as it appears on your certificate)' with 'Test Nurse' and 'Facility Code (if applicable)' with '1234567489', and a 'SAVE' button. The 'Reset Password' panel has 'New Password' and 'Verify Password' fields and a 'RESET PASSWORD' button.

- In the “Personal Information” box, enter your email address and click “Save” to save your changes
- In the “Reset Password” box, enter your new password, reenter the password to verify it, and click “Reset Password” to change your password
- In the “Personal Certificate Information” box, enter your name as it should appear on the certificate. There is no need to enter the facility code unless you are switching facilities
- Next select your license type, enter your license number, select the state and click “Add”
- To edit a license, click the pencil beside that license

Licenses

	License Type	License Number	State
 	Licensed Practical/Vocational Nurse - LPN/LVN	123456ABC	TX

- You may remove any of the licenses by clicking the red “X” button beside the license

Classes and Testing

Purchase a Class (as an individual)

Nurses who are not receiving education from their employer, or who wish to purchase classes on their own should follow these steps to purchase classes:

- Select a class that you would like to purchase from the [course catalog](#) on PedagogyEducation.com

Basic Peripheral IV Therapy in Adults; Current Standards of Practice

Contact Hours: 7.5
Cost: \$75.00

FREE
PREVIEW

BUY NOW

- If you would like to try a preview of the class, click the “Free Preview” button and a trial of the class will launch in a new window
- If you are ready to purchase a class click the “Buy Now” button
- If you are not logged in, you will be required to log in – Choose the appropriate log in “Member” or “New Member”

Note: If your facility or Corporation uses Pedagogy for education, verify with your Facility Administrator that they do not already offer the course you are purchasing. Facility courses will not

have to be purchased by you as an individual, but are added to your student account at the Facility level

The following name will appear on your credit card statement: **Pedagogy**

Your Information

First Name:

Last Name:

Address:

City:

State/Province/Region:

Postal Code:

Country:

Credit Card Information

Name on Card:


Card Number:

Expiration Date: /

CCV:

Check here if billing address is different

Accepted Credit Cards



Selected Class:

Basic Peripheral IV Therapy in Adults; Current Standards of Practice

Basic Peripheral IV Therapy in Adults; Current Standards of Practice	\$75.00
Print Option	\$4.95
<input checked="" type="checkbox"/> Add Print Option (\$4.95)	
Total:	\$79.95

Coupon Code:

START OVER

SUBMIT PAYMENT

- Fill out all of the fields
- The “Print Option” allows you to print the course content for future reference or as a study guide, it **does not** contain review or exam questions. If you **do not** want this option, you must uncheck the “Add Print Option (\$4.95)” box
- When you have entered all required information, and verified your preference for the print option, click “Submit Payment”

How to View Your Classes

- Click “My Classes” in the menu



- For those healthcare providers taking education provided by an employer who has set an education curriculum the education summary is as follows:

Education Plan for Test Nurse

My Education Summary

Pending Classes

Completed Classes

Archived

My Education Summary

Contact Hours (in system)	0.00
Current Hours (based on plan)	0.00
Last Login	12/12/2011
Next Due Date (based on plan)	

Pending Classes (Click to open class)

Class Name	CEU	Next Action	Due Date
CPR	2.00	Start Class	
How To Pedagogy	0.00	Start Class	

- The education summary shows you the contact hours in our system which is the amount of continuing education hours you have completed with Pedagogy
- The “Current Hours” are expected hours you will receive based on the current education plan set by your employer
- “Last Login” will indicate the last time you logged into your dashboard
- “Next Due Date” will inform you of the date you are expected to complete the next class in your education plan
- To open a class click on the class title

Pending Classes (Click to open class)

Class Name	CEU	Next Action	Due Date
CPR	2.00	Continue	
Transfusion Therapy	4.00	Complete Test	

- The “Certificates” drop down will allow you to print the certificates for the classes you have completed

Certificates

How To Pedagogy (123456ABC)

PRINT CERTIFICATE

- Click the drop down, select the class and click print certificate
- Your certificate will open in a new window for you to print



- Next, select the “Pending Classes” tab

Education Plan for Test Nurse						
My Education Summary	Pending Classes		Completed Classes		Archived	
Class Name	CEU	Paid	Print	Score	Last Activity	Next Action
CPR	2.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		03/26/2014	Continue
Transfusion Therapy	4.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		03/26/2014	Complete Test

Page size: 20 2 classes

- This page will show if the class has been paid for, if your certificate has been printed, if you passed the test, your score, last date of activity, and the next action needed to complete the class
- Next, click the “Completed Class” tab

Education Plan for Test Nurse

My Education Summary Pending Classes **Completed Classes** Archived

Class Name	CEU	Print	Score	Last Activity	Completed	Expires
How To Pedagogy	0.00	<input checked="" type="checkbox"/>	100.00	03/26/2014	03/26/2014	
How To Pedagogy	0.00	<input checked="" type="checkbox"/>	100.00	03/26/2014	03/26/2014	

Page size: 20 2 classes

- This section will show you all classes you have completed
- The “Expires” column will show you the date this class is no longer available in your education plan
- Next click the “Archived” tab
- This page will show you any classes that you have completed that are no longer available, or if the class has passed its expiration date
- Expired means the class has passed the date that has been set for you to complete the class if indicated by an employer

How to Take a Class

- Click “My Classes”

My Classes Manage Admin Membership Reports How To

- This page contains the list of classes that are assigned to you or that you have purchased
- Select a class from your list by clicking on the class title

Education Plan for Test Nurse

My Education Summary Pending Classes Completed Classes Archived

My Education Summary

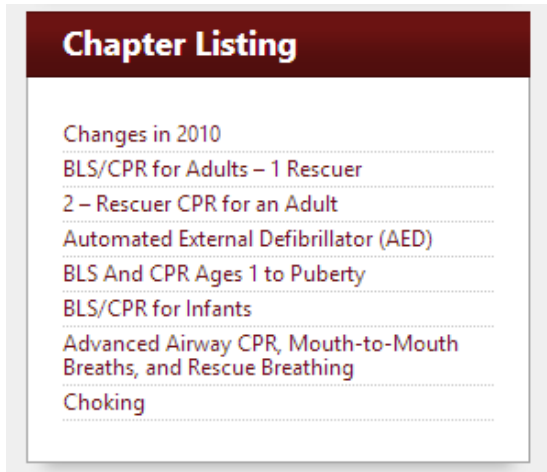
Contact Hours (in system) 0.00
 Current Hours (based on plan) 0.00
 Last Login 12/12/2011
 Next Due Date (based on plan)

Pending Classes (Click to open class)

Class Name	CEU	Next Action	Due Date
CPR	2.00	Start Class	
How To Pedagogy	0.00	Start Class	

Page size: 20 4 classes

- Click on a chapter title and begin reading



Chapter Listing

Changes in 2010

BLS/CPR for Adults – 1 Rescuer

2 – Rescuer CPR for an Adult

Automated External Defibrillator (AED)

BLS And CPR Ages 1 to Puberty

BLS/CPR for Infants

Advanced Airway CPR, Mouth-to-Mouth Breaths, and Rescue Breathing

Choking

- You may move between chapters by selecting a chapter in the “Chapter Listing” box to the left
- Each page can be read out loud to you by clicking the “Play” button in the menu above



00:00 | 02:13

- Click play and the page will be read to you. This feature is available on every class page
- To go to a new page click the “Next” or “Previous” buttons or press the right or left arrows on your keyboard

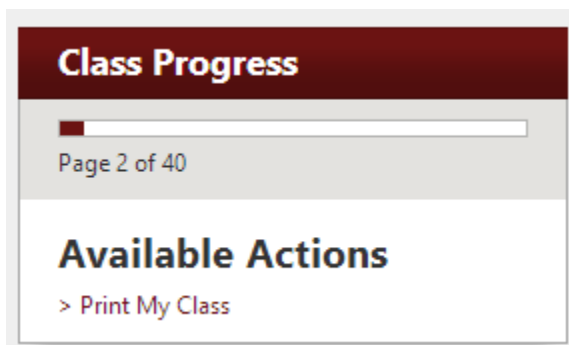


Page 1 of 6

← PREV

NEXT →

- Your progress is displayed in the “Class Progress” box to the left



Class Progress

Page 2 of 40

Available Actions

> Print My Class

- Here you may also switch to a printable version of the class if you purchased the print option

- At the end of each chapter are review questions, answer these questions to check your understanding of the previous chapter

CPR for the Healthcare Professional

Changes in 2010

The new method used to complete the BLS sequence is _____.

- A. CAP
- B. ABC
- C. BAC
- D. CAB

Incorrect

Click here to see the reference page for this question.

CHECK ANSWER

Page 6 of 6

← PREV

NEXT →

- If the question has been answered incorrectly a link to the reference page will be given
- You may go to the page and review the content for the correct answer, click the “Back to Review Question” link to return and answer the question correctly
- While taking your class you may notice highlighted words

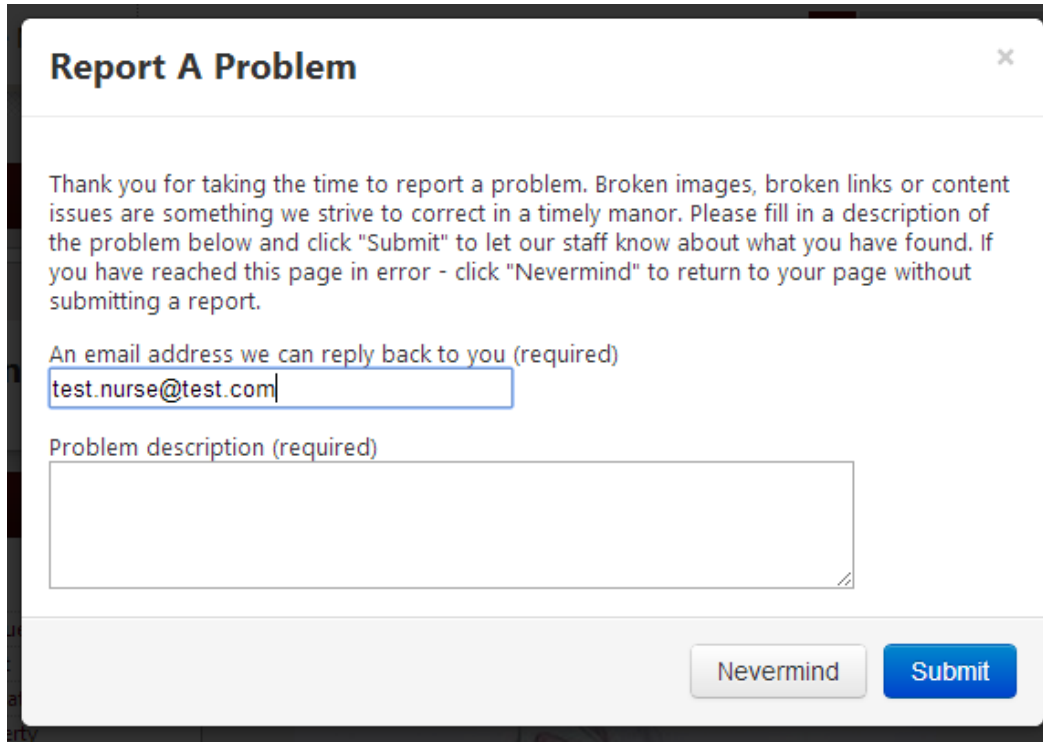
I below:
e cricoid pressure
revent gastric inflam and
Iso block ventilation and may cause problems for the placement

cricoid pressure
A technique to reduce the risk of the aspiration of stomach contents during induction of general anesthesia

- Hover the mouse on the word to view a short description
- Click on the word to view a full description on a new page and in some cases an image is provided
- If you find a problem within the class, click the “Report a Problem” link at the top right of the page

Report a Problem

- A pop up will appear where you may describe the problem



Report A Problem ×

Thank you for taking the time to report a problem. Broken images, broken links or content issues are something we strive to correct in a timely manor. Please fill in a description of the problem below and click "Submit" to let our staff know about what you have found. If you have reached this page in error - click "Nevermind" to return to your page without submitting a report.

An email address we can reply back to you (required)

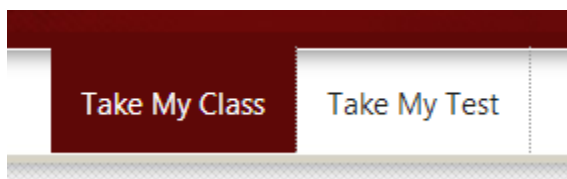
Problem description (required)

- Click the "Submit" button to report the problem, or click "Never mind" to close the window
- To select a different class, click the "Back to My Classes" link

Back to My Classes

How to Take a Test

- Select a class from your "My Classes" list, then click the "Take My Test" button in the navigation menu at the top of the page



- The test is broken up into sections – each section corresponds to a chapter of the class. To choose between the sections, click the name in the "Test Sections" box. You may review how much of the test you have completed, each section that is completed will have a check mark next to it

Test Sections

- Changes in 2010
 - BLS/CPR for Adults – 1 Rescuer
 - 2 – Rescuer CPR for an Adult
 - Automated External Defibrillator (AED)
 - BLS And CPR Ages 1 to Puberty
 - BLS/CPR for Infants
 - Advanced Airway CPR, Mouth-to-Mouth Breaths, and Rescue Breathing
 - Choking
- Denotes all questions within a test section have been answered. You may update your answers at any time prior to submitting your test for scoring.

- Answer the question by selecting an answer choice and clicking either “Save” or “Save and Continue”

BLS/CPR for Adults – 1 Rescuer

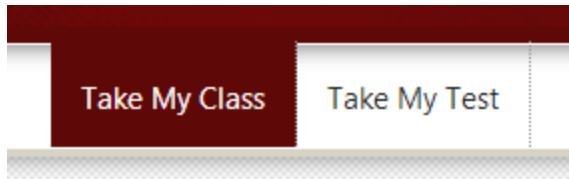
When attempting to rescue an adult victim alone, it is advisable to leave the victim to activate the emergency response and grab an AED prior to beginning CPR.

- A. True
- B. False

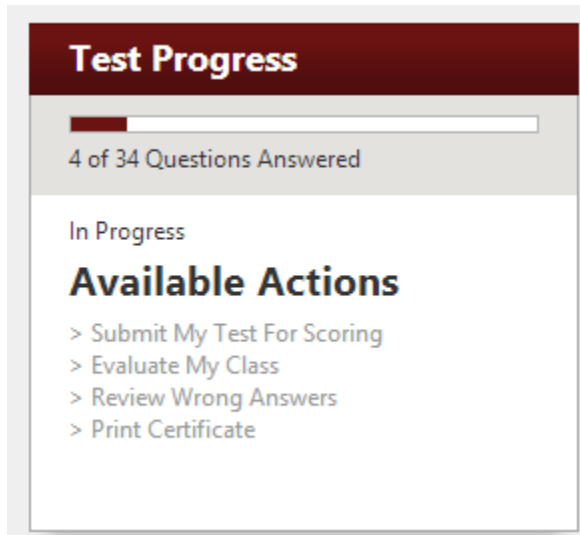
SAVE

SAVE AND CONTINUE >>

- “Save” will save your answer choice, and allow you to see the choice you have made
- “Save and Continue” will save your answer choice and send you to the next question
- You do not have to complete the test all at one time. You may read one chapter and then take the corresponding test questions
- You may return to the test at any time by clicking the “Take My Test” button in the navigation



- Your test progress is displayed in the “Test Progress” box at the top left of the page



- Here you may see how many of the test questions you have answered as well as your available actions
- After completing the test, click “Submit My Test For Scoring” under available actions
- Your score will be shown above the available actions list
- If you scored an 80% or above, click the “Evaluate My Class” link under available actions. Your course evaluation **must be completed** before you can print your class certificate
- Answer the first five questions by rating on a scale from “1. Did not meet my expectations” to “5. Far exceeded my expectations”

Scale

1. Did not meet my expectations
2. Somewhat met my expectations
3. Met my expectations
4. Somewhat exceeded my expectations
5. Far exceeded my expectations

* marks where an answer is required

Questions	Rating				
Class Content and Materials provided by Pedagogy *	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input checked="" type="radio"/> 5
Teaching Methodology and Structure *	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input checked="" type="radio"/> 5
Web Site and Class Delivery *	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input checked="" type="radio"/> 5
Specific Objectives Detailed in Curriculum *	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input checked="" type="radio"/> 5
Ease of Use of Testing Interface *	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input checked="" type="radio"/> 5

- Then complete the following questions based on your experience

Please provide us any further input or suggestions to improve Pedagogy training in these areas:

What did you like most about this class?

What can we do to improve this class?

Would you recommend us to an associate? * Yes No

Would you like to give us permission to reproduce your comments about this class on the website. * Yes No

These comments will be anonymous.

- When you are done, click “Submit”
- You will be taken back to your test menu, click on the “Print My Certificate” link in “Available Actions”
- Your certificate will open in a new window for you to print
- We recommend you print two copies one for your personal records and one for your facility
- Now you can review the questions you got incorrect by clicking “Review Wrong Answers”

Additional Resources

Pedagogy offers many resources for you or your staff. If at any time you have a question that is not answered in our resources, [Contact Us](#) and our staff will be more than happy to help.

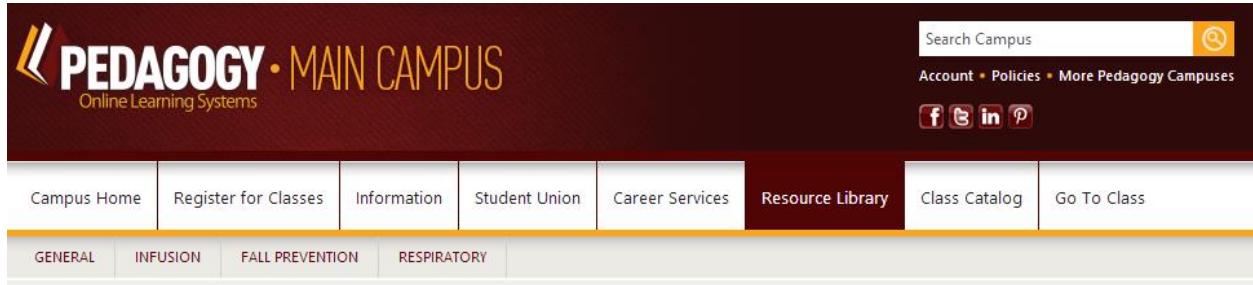
Informational Resources

To access any of Pedagogy’s resource pages, open a web browser and go [Pedagogy Education](#) and select the campus that best fits your needs.

The campuses we offer are:

- [Main Campus](#)
- [Acute Care Campus](#)
- [Infusion Campus](#)
- [Inservice and Compliance Campus](#)
- [Long Term Care and Home Health Campus](#)
- [Administrators Campus](#)

Once you have loaded the campus, click on the “Resource Library” tab in the navigation menu at the top of the page.



From this page a list of resources by category will be displayed, including printable reference posters, and other information.

Pedagogy also offers current news and blog posts with additional information for your use in our “Student Union” section.

How to Videos

There are “How To” videos accessible in your portal at any time. To access the “How To” videos:

- Log into your dashboard
- Click on “How To” in the main navigation menu and you will be brought to the videos page
- Choose the category of your question in the drop down menu
- A list of available videos will be displayed
- Click on the name of a video you would like to watch, and the video will load within your dashboard page

