RITMlearn

Learning, Education, and Resources Network

User Guide
Training Participant
Version 1.0

About RITM-LEARN

The **RITM-Learning, Education, and Resources Network (RITM-LEARN)** is a Learning Management System (LMS) developed by the Research Institute for Tropical Medicine through its Committee for Learning and Development (CLD). With the training providers in the Institute, though their Learning and Development (LD) Officers and/or Course Point Persons (CPPs), RITM would be able to deliver training courses that are convenient, streamlined, and globally competitive.

About this User Guide

This User Guide serves as a manual for participants of RITM trainings to help them navigate through RITM-LEARN.

Acknowledgements

CLD acknowledges its service provider, **Knowledge Base Technology Solutions, Inc./Abakada Studios**, who developed the Learning Management System and prepared the base version of this Guide.

In addition, the Committee acknowledges the technical contribution of the Institute's **Information Technology Department** in the project, both pre- and post-development.

The Committee also extends its gratitude to the RITM **Communication and Engagement Office** for providing assistance and resources—from conceptualizing the identity of the LMS, to customizing the website and drafting this Guide.

Ultimately, CLD is grateful for the support of **the Institute—its training providers, LD Officers, CPPs, and Management and Executive Committee**—in developing this LMS and working towards ushering in a new wave of RITM trainings that are accessible and adapted to the era of technology and the Internet.

Contact Us

If you have queries or suggestions, please contact us through the following:

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I. Getting Started

When you visit learn.ritm.gov.ph using your laptop or other mobile devices, the main page of the learning management system will appear. This LMS is customized for RITM that helps automate training enrollment, implementation, and evaluation to revolutionize training approaches by using various strategies that automate data collection such as, learning evaluation, learning hours, training completion, peer review responses and the like.

A. Site Home Page

In the Site Home page, you will have quick access to the *Available Trainings, Training Calendar, Frequently Asked Questions* and *Contact Us* sections.
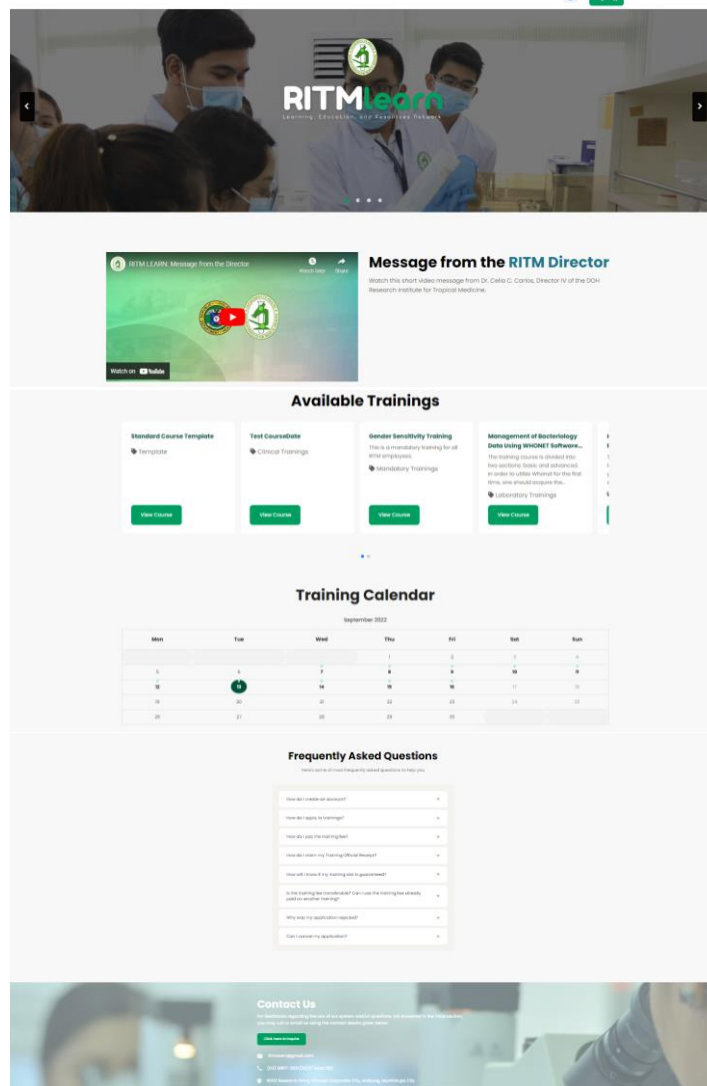
B. Login Page

1. Signing Up to RITM-LEARN

For you to have full access to the LMS, one should sign up first just like any other online platforms. To get started, follow the steps below.

1. From the Site Home page, click the Login button from the upper right corner of the page.
2. Click *Create a New Account* and start filling out the required information. Make sure to select the *Participant* account type.
3. Read the Site policy agreement and switch on the toggle button to agree with the SPA and Data Privacy Notice.
4. Click the *Create my new account* button when done.

2. Account Activation

After signing up, you would need to activate your account. You can do so by clicking on the activation link sent to your registered e-mail address. This link activates your account and shall redirect you to the dashboard.

> **Note**: If you cannot find the email for account activation, try checking your *Promotions* or *Spam* folder.

2. Forgot Password Feature

In case you forget your password, you can click on the Forgot Password or Username hyperlink upon logging in. This will prompt you to either retrieve your credentials using your username or your registered e-mail address. Either way, if you entered the correct information, you should be able to receive the password reset through your e-mail address.

3. Signing in to RITM-LEARN

Once you have successfully created your account and have received an email notifying you that your registration has been approved, you may now sign in to the LMS. Simply follow these steps:

1. Click the login button from the Site Home page.
2. Log in using your authorized credentials.
3. Click the login button to see your dashboard.
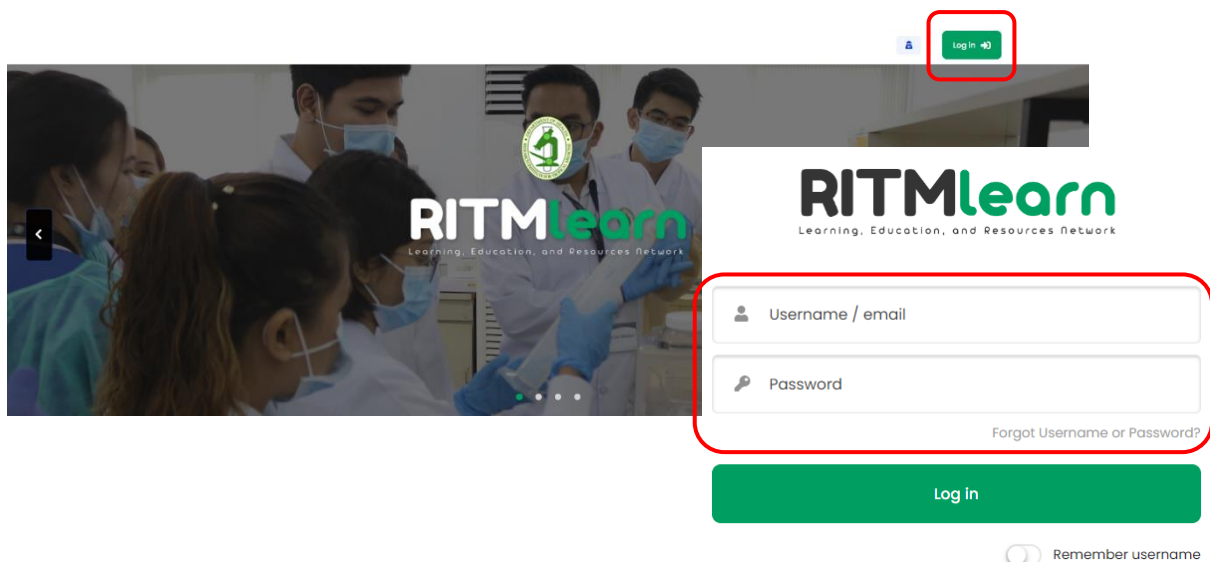
C. Dashboard

This is the main page of your account, which displays different tools you can use to manage your training course. The parts of the dashboard include the following:

1. Navigation Pane - a shortcut to your Dashboard and Training Calendar.
2. Full Screen - used to hide or display the navigation pane.
3. Notification - The bell icon notifies the user of updates in the courses they have applied to or enrolled in. The red dot in the upper right portion of the icon indicates that there is/are new notification/s. Simply click on the icon to view, and click the See All button for a full screen view of notifications.
4. Profile Menu – This is where you can customize your profile by adding a profile picture, and updating basic information. This is also where to log out from the system.
5. Welcome section - a welcoming message reflecting the first name of the user hinting that the correct account is accessed.
6. Latest announcements - this is where you can read announcements from the system administrator
7. Training Calendar - just like a regular calendar, here you will see the current month's view with days. The number in green circle is the current date. The small green dot above a number indicates that there is a scheduled activity on that day.
8. Coupon – where you can input or paste a unique code given by your training provider. This is used to grant you special access to a training or course.
9. Course overview - all courses created that a user is enrolled in are shown in this section displayed in a tabular view that can be filtered by:

   - All - showing all enrolled courses
   - In Progress - showing currently enrolled courses that has not been completed
   - Future - currently enrolled courses that has not been viewed
   - Past - enrolled courses that have been completed
   - Starred - courses that have been tagged as a favorite by clicking the kebab menu or the 3-dot option and selecting *Star this course*
   - Removed from view - courses that have been tagged *Remove from view* from the kebab menu.
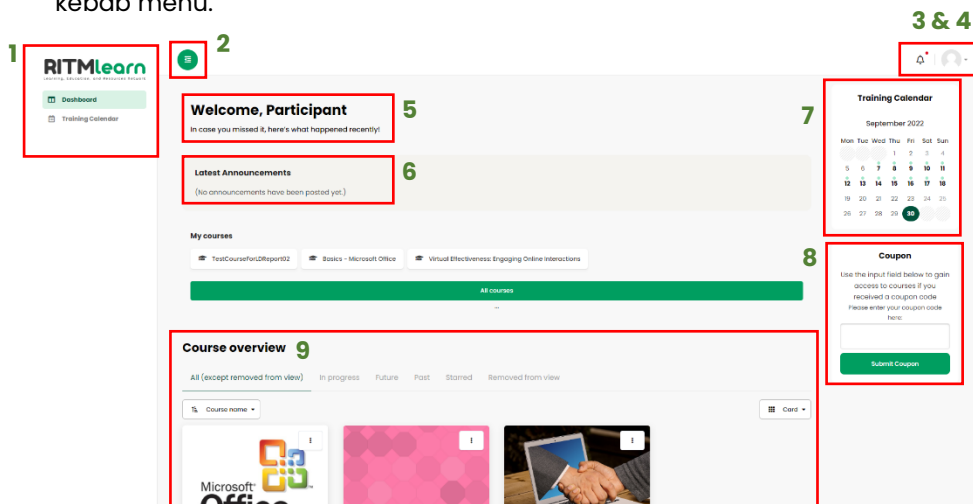
D. Profile Management

As mentioned above, the Profile Menu can be found at the top-right corner of your RITM-LEARN window. By clicking on the *Profile* button, you can view your details and edit them accordingly.

1. How to Edit your Profile

1. On your Dashboard, click the profile menu icon from the top right of the screen.
2. From the dropdown menu, select *Profile* and wait for the profile page to display.
3. Click the *Edit profile* green button and start editing your account information.
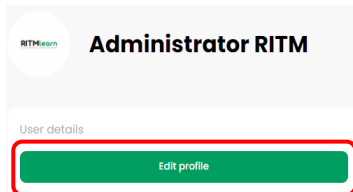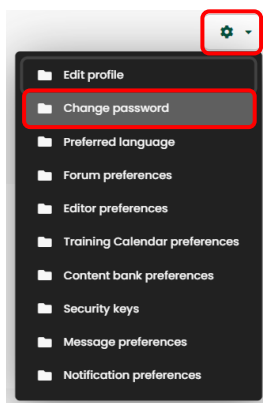

4. Make sure to click *Update profile* to save changes.
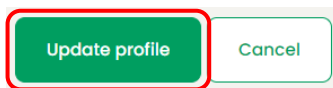
2. How to Change your Password

1. On your Dashboard, click the profile menu icon from the top right of the screen.
2. From the drop down menu, select *Profile* and wait for the profile page to display.
3. From the upper right, click the gear icon and select *Change password* from the list.

4. Provide all the required details in the fields as shown below then click *Save changes*


Note: The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

II. Enrolling to a Course

There would be three possible scenarios in which you can enroll into a training in RITM-LEARN, depending on the training provider. Kindly read the detailed instructions below.

Scenario A: Going through the application process

RITM Trainings that are open for applications can be found in the RITM-LEARN Site Home. To scroll through the available trainings, click on the dots below the listed courses. To read the details of a particular course, click on the *View Course* button.
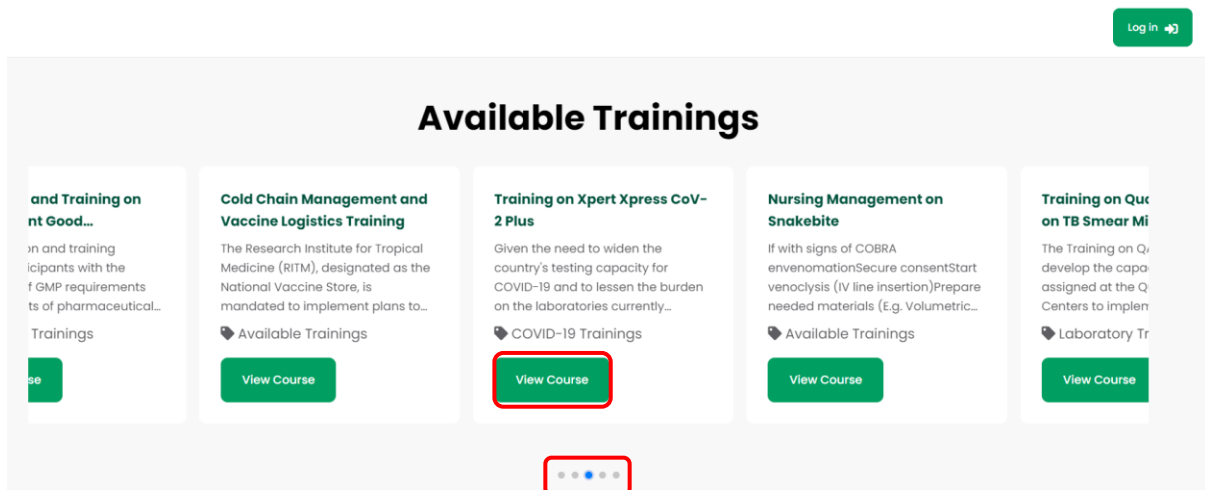

Note: To be able to apply to any training, you must have already created an account with RITM-LEARN. Before applying, please make sure you are logged in to the account.

Once you have located the training you are interested in after clicking on *View Course,* click on the *Apply to Course* button. You will be redirected to the enrollment options for the course. Click again on the *Apply to course* button to proceed. This will take you back to the course page, only this time you are now allowed to submit requirements for application.

A. Applying to a Training with Fee

If your selected course has a training fee, follow the steps below.

1. On the course page, scroll down until you see the block for requirements submission.
2. Click on the block title. This should lead you to the submission page.
3. Read the instructions and prepare the necessary requirements.
4. Scroll down and click the *Submit Requirements* button.
5. Upload your requirements by clicking on the page icon (see image below).
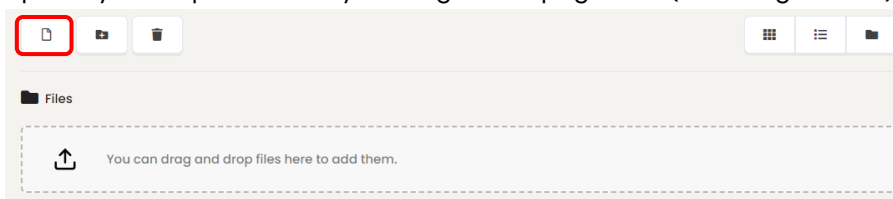
6. If multiple files are needed, simply click again on the same icon to submit another file.

7. After uploading all requirements, click on the *Save changes* button.
8. In some cases, you would have to confirm your submission by clicking again on the *Submit requirements* button at the bottom of the page.
9. To confirm your submission, simply click *Continue*.
10. You will receive an email notifying you that your submission is pending for review. Await for feedback from the training provider.
11. You may check your email or your LMS notifications for updates.
   a. **If approved**, you will be instructed to pay the training fee. Simply follow the payment instructions sent to your email. To submit your Proof of Payment, follow the steps below.

> **How to submit your proof of payment**
>
> 1. Go to the course page and click on the Proof of Payment submission block (below requirements submission).
> 2. Following the submission steps above, upload your proof of payment.
> 3. Once your proof of payment is validated by the training provider, you will receive another email stating that your application has been approved and a slot has been reserved for you.
> 4. Follow the next instructions given by the training provider.

   b. **If rejected or disapproved**, the training provider will indicate the reason/s for rejection. Read the feedback carefully to determine whether you are allowed to reapply or not. If allowed to re-submit or edit requirements, simply return to the submission page to edit or re-upload.

B. Applying to a Free Training

Some RITM trainings are free. To apply, simply follow the steps above, but skip the payment. Once your application has been approved, you are now a participant to the training. Follow the next instructions given by the training provider.

If rejected or disapproved, the training provider will inform you of the next steps.

Scenario B: Using a coupon

Coupons are unique codes provided to each applicant/participant to access a specific training.

Using a coupon does not always guarantee an approved slot in the course—sometimes, the training provider would still require you to go through the application process. This would depend on the training provider. Read their instructions/information carefully to determine whether you are being invited to participate, or to apply.

To use a coupon, simply follow the steps below.

1. Paste the coupon code in the *Coupon* section on your Dashboard.

2. Click the *Submit Coupon* button.
3. You will be redirected either to your Dashboard, or the course itself.
    a. **If redirected to the dashboard,** you should see the training listed in your *Course overview* section. Click on this to be redirected to the course page.
    b. **If redirected to the course**, proceed to step 4.
4. Click on the *Apply to Course* button.
5. Click again on the *Apply to course* button to proceed.
6. Follow the next step indicated by the training provider (either start the traning or submit requirements to apply).

Note: Each coupon is a one-time, exclusive use. Avoid sharing your coupon to others.

Scenario C: Manual enrollment

The training provider for the course can also manually enroll you into the training. If you have been manually enrolled, you should receive an email from the training provider detailing the next steps. You should also find the training on your *Course overview* section.

III. Course Activities

Activity blocks are the blocks seen in each course page. Each block entails viewing a different task or learning resource, downloading a material, performing an activity, and the like. To open each block, simply click on the title.

If the block is restricted, this means that you have to complete the indicated conditions (complete the previous blocks, achieve a certain grade, etc.).

To-Do: Each block will indicate what you need to do. These are indicated in blue. These will turn green once you have accomplished.

Important dates: The text in yellow indicates the important dates to remember, specifically the date the block will open and the due date for submission.

In some cases, activities are automatically marked complete once you view them. Other times, you may be required to manually mark the activity as complete. To do so, simply click on the circle on the block. The same circle is also seen inside the page of the block itself (see images below for reference).
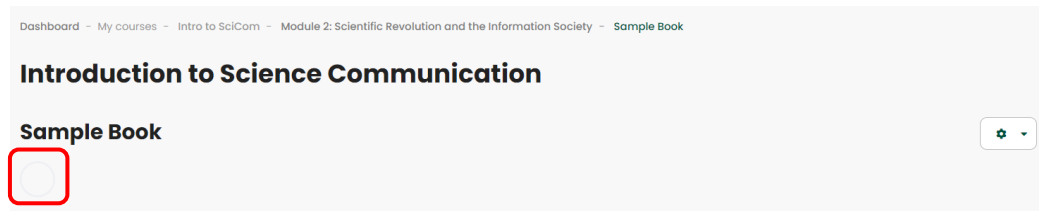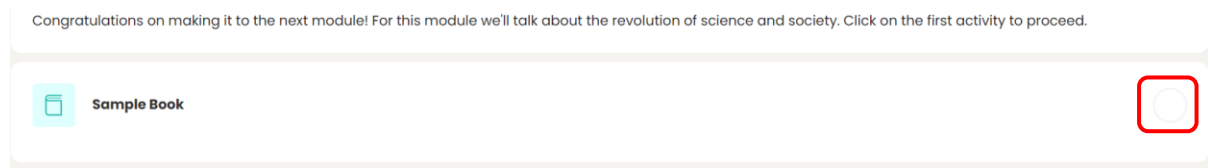

Some activity blocks are discussed in detail below.

A. Answering a Quiz

To answer a quiz/test/exam on RITM-LEARN, simply follow these steps:

1. Open the Quiz block by clicking on its title.
2. Click *Attempt quiz now* button.
3. Start answering each question of the test.
4. If a *Next* button is found, click on it to view the next set of questions.
5. You can review your answers by using the *Quiz navigation* section at the right side of the page. Each square represents a question. The dark grey shading means you have attempted to answer this question.
6. Once you have finished answering the test questions, click on *Finish attempt*. This will lead you to a page where you can review your attempts on each question. Make sure you have answered all questions.
7. Click on *Submit all and finish*.
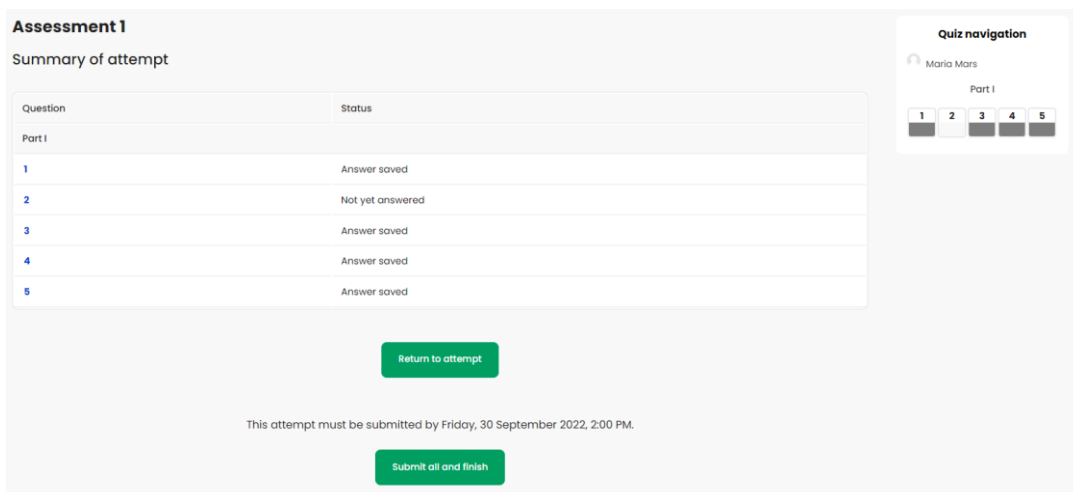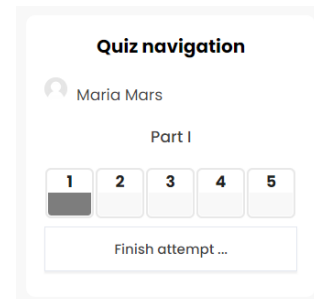
B. Submitting an Assignment

If you see this block, you are required to make a submission. Follow the instructions indicated in the activity, then click on the *Add submission* button. Similar to the submission of applications, upload your files to submit them.

The submission status, grading status, time remaining, last modified, file submitted, and submission comments can also be seen when you open the block. Similarly, the feedback from the training provider is also reflected here.

C. Participating in a Chat

The Chat activity block is where you can participate live chat with other online users inside the course. Follow the specific date and time indicated by the training provider, then enter the chat accordingly. The chat should open in a pop-up window where you can read messages from others and send your own.

D. Participating in a Forum

If you are instructed by your facilitator to make a forum post in this block, simply open the block and click on the *Add discussion topic* button.

If you were instructed to reply to a post, click on one of the posts to open the thread and click on the *Reply* button under the post you want to reply to. Scroll down to read the rest of the thread (comments/replies).

E. Answering Feedback or Evaluation Forms

How to answer a 360° Feedback activity?

This block is used for each user to provide feedback to everyone else in the course based on criteria set by the training provider. To answer, follow the steps below:

1. Go to the 360° Feedback block and click on its title.
2. Start giving feedback to each participant by clicking the edit icon on the same row as his/her name.

3. Click *Submit* when you are done. Otherwise, click *Save Changes* and continue answering later on.

How to answer peer evaluations?

Unlike 360º Feedback, the peer evaluation is used to evaluate the participant's groupmates only.

1. Click the title of the peer assessment block.
2. Select *Add submission*.

PEER ASSESSMENT

| Group	Group 1
Submission status	Nothing submitted yet. Editable because: Assessment open.
	Users who still need to submit: Lauren Bloom, Max Goodwin, Jennie Kim, Helen Sharpe
Due date	Tuesday, 4 October 2022, 8:57 AM
Time remaining	22 hours 43 mins
Submission(s)	Nothing submitted yet.

Add submission

3. Rate each member of your group, then click *Save changes.*

How to answer an evaluation form?

Evaluation forms may be placed by the training provider at the end of each lesson or topic. There are also two evaluation forms at the end of the course, one for the whole training, and another for RITM-LEARN. To answer, simply follow these steps:

1. Open the evaluation form block.
2. Click on the *Answer the questions* button.
3. Answer the questions accordingly.
4. Click *Submit your answers*.

HIV and Other TTI Testing Proficiency Training Workshop Full Course

LEARNING And DEVELOPMENT EVALUATION FORM – 🔍

To do: View   **To do:** Submit evaluation

Evaluation and Assessment

To further improve the conduct of our courses, Kindly share your honest comments and reactions on the effectiveness of the LDI program and your assessment of the performance of the Resource Person/Lecturer.

All feedbacks will be received by our training provider anonymously.

Answer the questions

F. Recording your Attendance

If the training provider allows you to record your own attendance, please follow the steps below:

1. Select the Attendance block.
2. Click *Submit Attendance* alongside the date and description of each session.

				All	All past←	Months←	Weeks←	Days←

Date	Description		Status		Points	Remarks
Mon 3 Oct 2022 **8AM – 5PM**	Regular class session		Submit attendance			
Tue 4 Oct 2022 **8AM – 5PM**	Regular class session		?		? / 2	

3. Mark the appropriate status, then click Save Changes.

3 October 2022 8AM

Helen Sharpe: ⚠ ○ Present   ○ Late   ○ Excused   ○ Absent

[Save changes] [Cancel]

IV. Monitoring Progress

A. Viewing my Progress

As mentioned above, the blocks marked green are those marked complete (see image below). You can monitor your progress by checking on these marks on all the activity blocks.

📄 **Pre Test on Snakebite Mgt**

Done: View

Note: Completion can also be tracked via the *Course overview* section on your Dashboard.

🎓 Available Trainings

Competency Based Training on the Diagnosis of …

7% complete

B. Viewing my Grades

To view your grades, simply go to your course page and click on the *Grades* tab on the left Navigation pane. The *User report* tab details your calculated grades for each graded activity. Meanwhile, the *Overview report* tab lists the courses you are enrolled in and the corresponding grade you achieved so far.

User Report - Maria Mars

Overview report   User report

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
📁 Nursing Management on Snakebite						
Requirements Submission	16.67 %	PASSED	Denied– Proceed to payment	100.00 %	Thank you for enrolling this course	16.67 %
Pre Test on Snakebite Mgt	83.33 %	FAILED	0–10	14.29 %		11.90 %
Administration of Antivenom	0.00 % (Empty)	–	0–100	–		0.00 %
Enumerate management of Envenomation	0.00 % (Empty)	–	0–100	–		0.00 %
Σ **Course total**	**–**	**FAILED**	**0–12**	**28.57 %**		**–**

IV. FAQ and Troubleshooting

Who are the users of RITM-LEARN?

o   Site Administrator- usually this role is assigned to an IT specialist or someone who handles technical support. The Admin has the ability to perform tasks related to courses, user management, grade settings, etc.

o   Committee for Learning and Development (CLD)- can facilitate lectures and create courses and has similar capabilities of a Site Administrator.

o   Program Manager- usually a department head who can facilitate lectures or observe classes.

o   Course Point Person (CPP)- add, remove, review course contents and and approve or deny course applicants.

o   Lecturer- usually an SME (Subject Matter Expert) assigned to facilitate synchronous and asynchronous discussions and reply to chat inquiries within LMS.

o   Participants - learners who enroll in a course, submit course requirements, pay course fees and complete course activities.

Why can't I login to RITM-LEARN anymore?

A user account can be suspended or deleted in the LMS if there are seldom activity logs performed by the user or if the user has not enrolled to a new course in a period of time determined by the Site Administrator.

Why can't I view all the courses?

Participants must be approved by the administrator to view all the content. Make sure that the participant is fully registered on the course.

Why can't I access the activity block?

Some activity block has restrictions wherein it has conditions to be met. Make sure that the conditions are completed. This activity block with restriction could be identified by the word "Restricted" and the condition needs to be completed.

Why can't I view the Feedback activity block?

If the 360 Feedback is not accessible, this means that the availability is not yet met or it has not been manually made available to the participants.

Why am I not receiving any email notifications?

If you are not receiving notifications from RITM-LEARN via email, kindly check if you have the correct email address associated with your account. Carefully check if there are any spelling errors with your registered email. Please also check your Spam, Promotions, or other folders in your inbox for emails from RITM-LEARN. If you supplied the correct email address and are still not receiving any notifications from us, kindly contact CLD at local 353, or email us at ritmlearn@gmail.com