

Responsibilities in Action: Massachusetts MAP Certification Training
Student Manual

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Student Course Manual

Getting Started

Students will receive a welcome email with course access permission and instructions on the morning of the first day the course opens. Sometimes the email will go directly to a spam or junk folder. Please look for an email from **Admin User (via Massachusetts Medication Administration Program Training Resources and Support)** <noreply@neindex.org> Follow instructions in the email. Please email CDDER@umassmed.edu if you do not receive an email on the day your course starts.

Resource Packets

Students must have a Resource Packet for this course. Please coordinate with your MAP Trainer or Provider agency to obtain one¹. Please note: Students must have blister packs for the activities; images of blister packs may not be used.

Course Technology

This course is built in Moodle.

Browser support:

Moodle is compatible with any standard compliant web browser. Moodle works best with the following browsers:

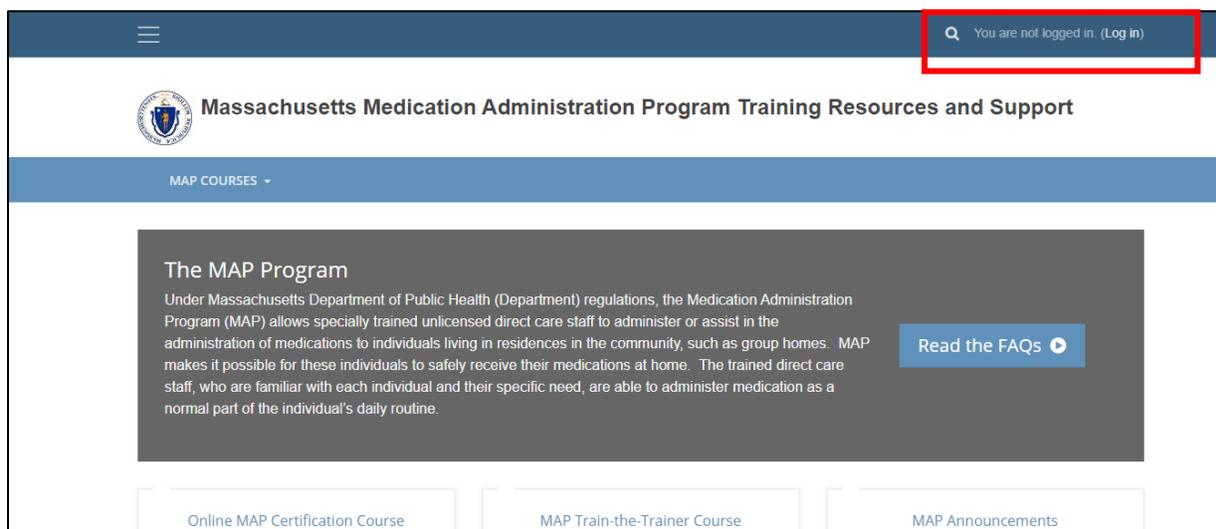
Desktop: Chrome, Firefox and Safari. This course has not been fully tested in the new browser Edge.

Mobile (smart phones or tablets) Internet Browsers: Mobile Safari, Google Chrome

For the best experience and optimum security, we recommend that you keep your browser up to date.

To get started, go to:

1. Site Name: (<https://mapmass.com/>): [MAP Mass](https://mapmass.com/)
2. Log into MAP Mass Online by clicking the “Log in” button which is located in the upper right corner of the homepage (see screen shot below).



¹ Packets are available through Long Term Pharmacy Solutions (LTPS) for \$10 per packet. To obtain a packet, email Carolyn Dunn at cdunn@ltps.us and include 'Resource Packet' in the subject line and include your mailing address with the request. In lieu of ordering a Resource Packet from LTPS, Service Providers may assemble their own Resource Packets. If interested, contents of the resource packets may be found under 'Student and Trainer Resources' at: www.mapmass.com

3. Enter the Username and Password that was in the email you received. Click the blue “Log in” button:



The password you are given to log in for the first time is a temporary password. Once you are logged in successfully, the system will prompt you to change it to something different for all future log ins.

- Your username to login is created by CDDER and contains your first initial and full last name (some will contain a middle initial, birthdate or random number to make sure there are no duplicates), you **do not** use your email to login.

How do I Reset My Password?

- If you forget your password, click on the “Forgotten your username or password?” link (shown in the image above).
 - The system will send you a link with instructions on how to reset it
 - If you are still having issues logging into your account, please contact CDDER@umassmed.edu

Name or Email Corrections

- If your name is misspelled or you need to change your name or email address, please contact your MAP Trainer. Your MAP Trainer will forward the information to CDDER so that the change can be made in Moodle.

Responsibilities in Action (RIA): Massachusetts MAP Certification Training

Student Course Manual

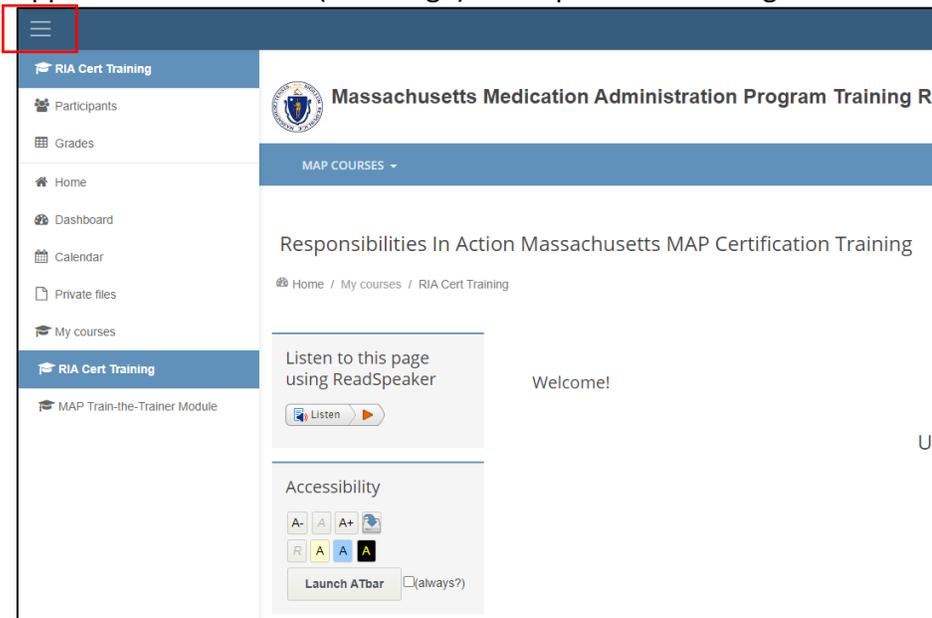
The MAP RIA Course

After you login, you will see 'MAP Courses' along the top. Use the dropdown to select the MAP Certification Training.



Home Page

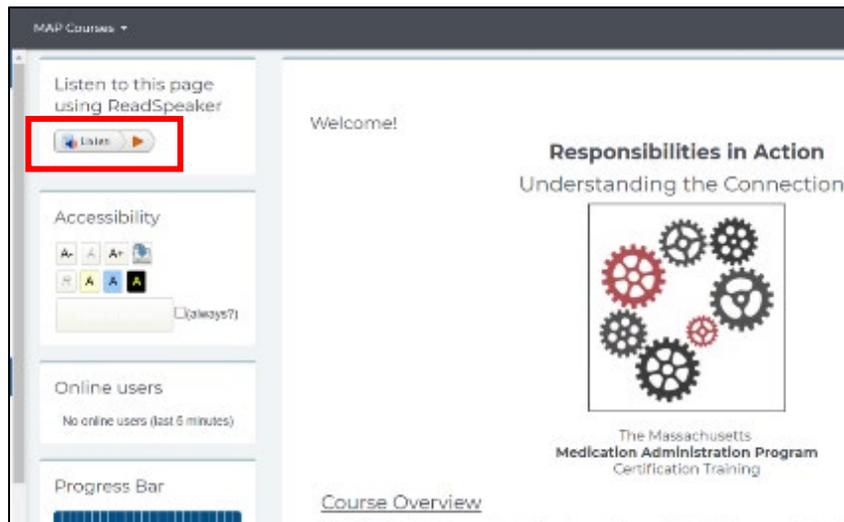
This will open to the MAP RIA home page (also called a dashboard). Immediately clicking on the 3 bars in the upper left-hand corner (see image) will expand the viewing area for the course.



Accessibility Tools

Moodle has several tools to help you navigate the course.

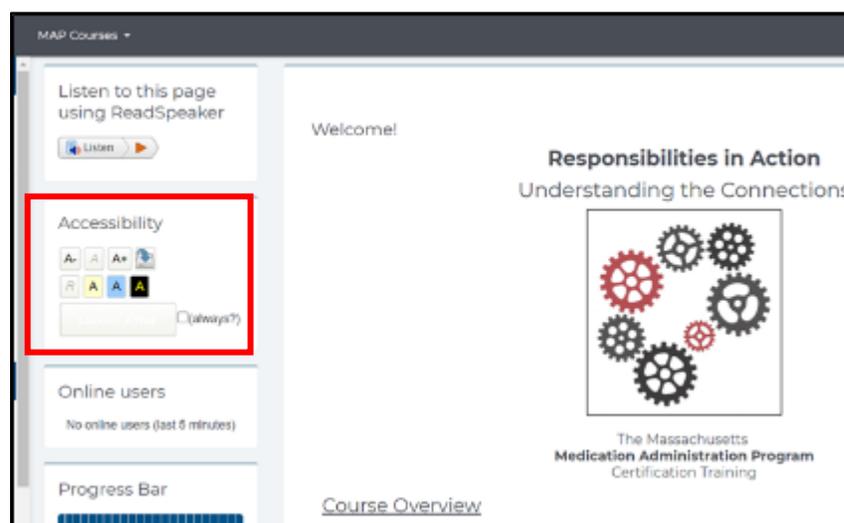
ReadSpeaker is a text-to-speech tool that will read page content. You can highlight any text on your screen with your mouse and click the “Listen” button to have it read aloud.



Accessibility Toolbar

This toolbar will increase or decrease the size of text on your screen. It does not affect the size of images. To enlarge images, use keyboard controls on your computer. Holding down the Ctrl key plus + or – will increase or decrease screen resolution on many machines.

The Accessibility Toolbar can also be used to add background color to text thereby making it easier to read.

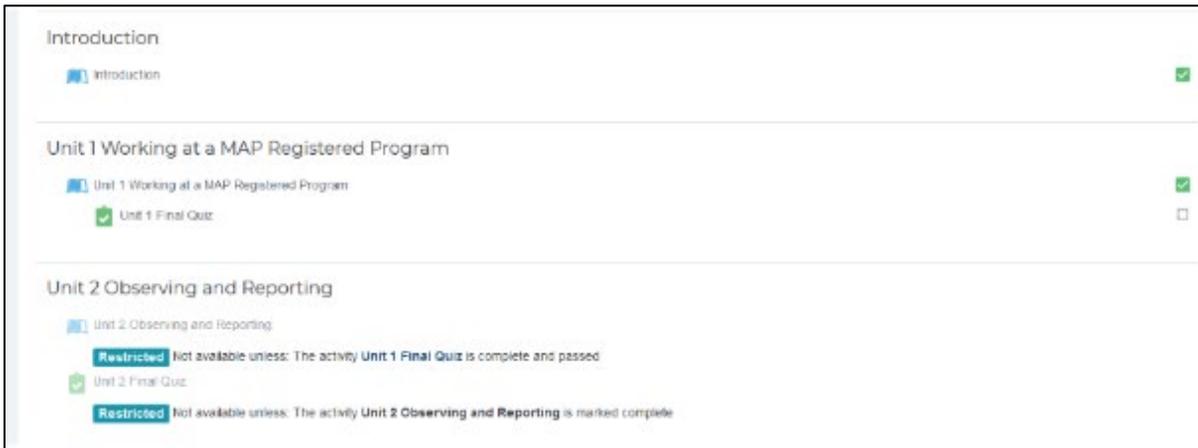


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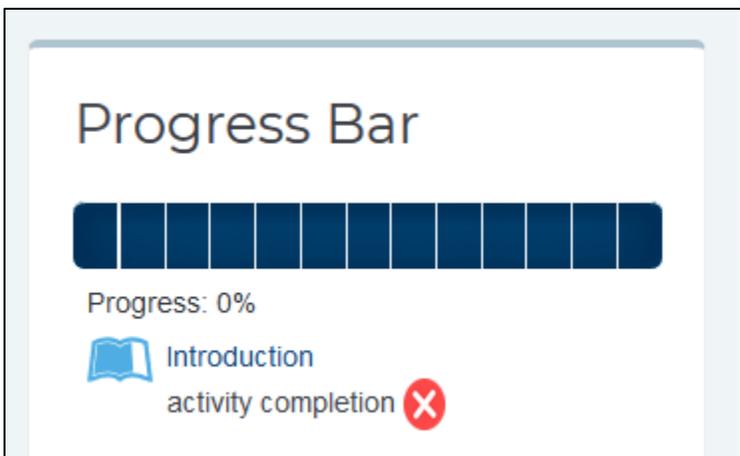
Your Courses

- **How much has been completed in your courses?**

Students need to complete each unit and pass the unit quiz at the end of the unit in order to continue with the course. The activity (unit or unit quiz) will automatically be registered as complete once the student has finished it. Students will see a green checkmark on the dashboard once the activity is complete.



- **The Progress Bar** is a time-management tool for the student. It visually shows which Units and Quizzes a student needs to complete in the course. It is color coded so a student and the MAP Trainer can quickly see what they have and have not completed/viewed.



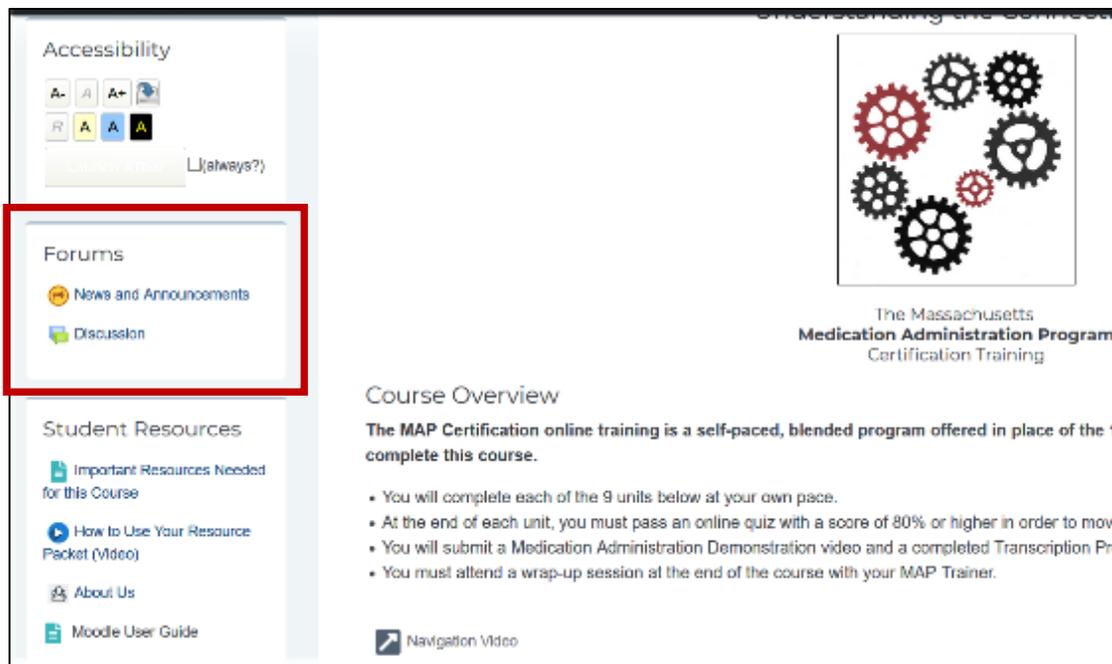
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Forums

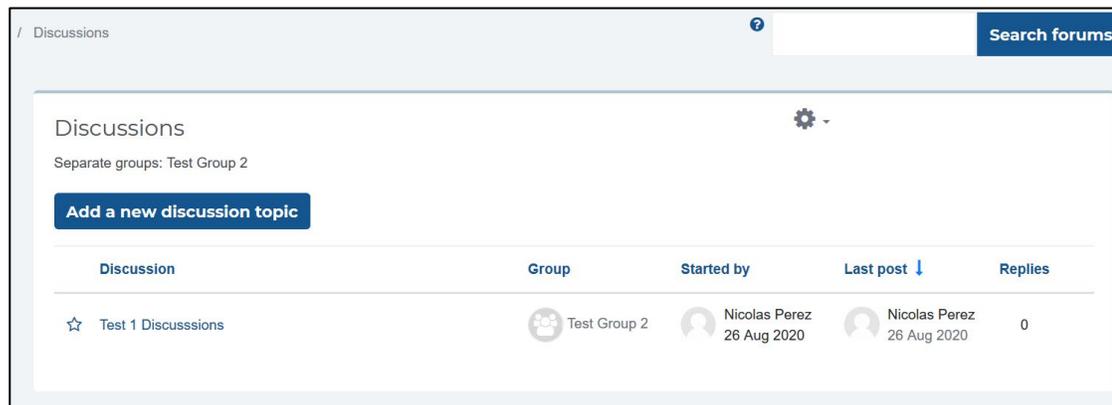
Moodle has two primary communication tools: Announcements and Discussion.

- **Announcements** are a one-way communication tool for MAP Trainers to easily send news or updates to the students in their group. Students should periodically check this section for new Announcements. Student are also notified by email when a new Announcement is posted.
- **Discussion:** This is a two-way communication tool for students and their MAP Trainer, or for other students in the same group. This is a great place for students to ask questions or seek additional clarification! Students are notified by email when a new discussion is posted, or if another student responds to a discussion post.

Both are located in the “Forums” block on the left-hand side of the dashboard.



Students can “Add a new discussion topic” or reply to an existing one.



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Messages

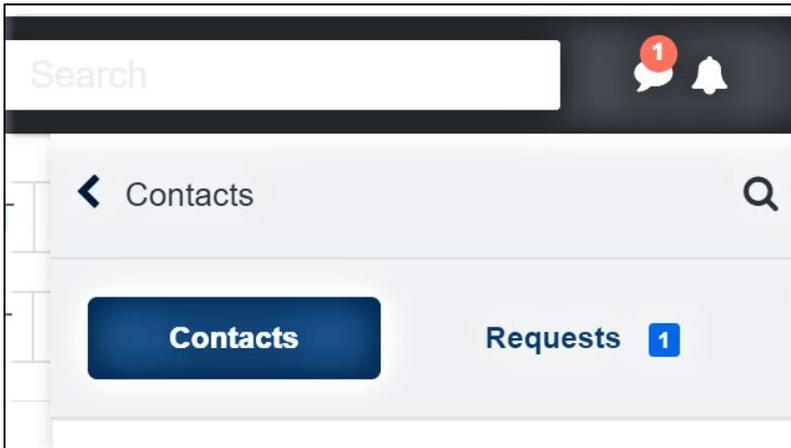
Moodle also has a messaging system when you can chat one-to-one with your MAP Trainer or other people in your group. It is located on the upper right-hand side of your screen, next to your profile.



An alert will show when you have a new message.



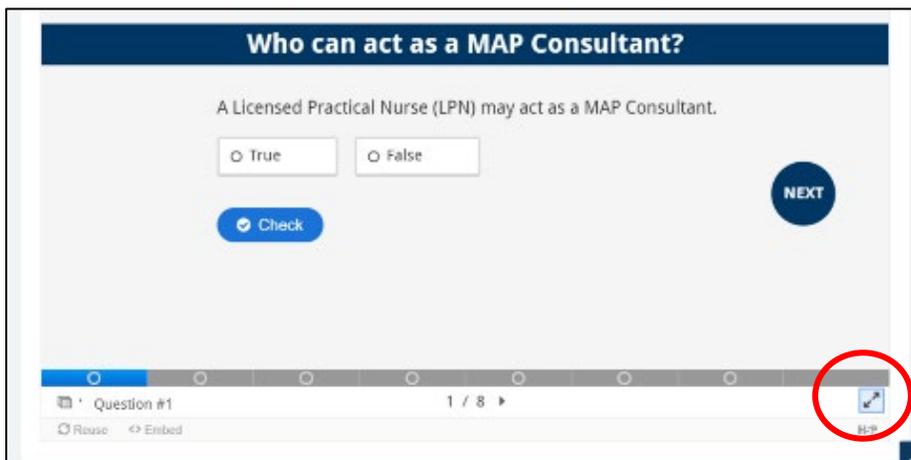
Students have the option of adding other students or MAP Trainers as contacts. If someone requests to add you as a contact, you will see a notification on the message bubble. After opening messaging, you will see a notification for the new request. You will also receive a notification via email that someone would like to add you as a contact. You don't have to be contacts with someone to message them.



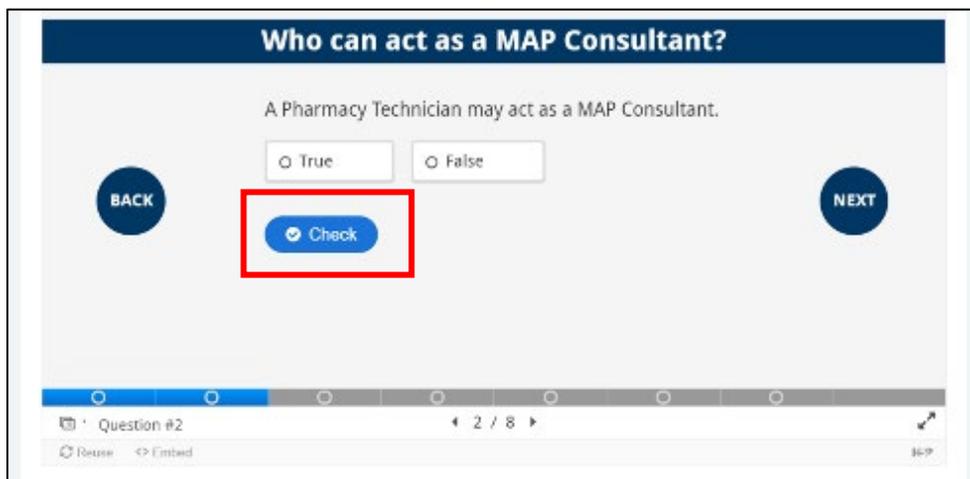
Knowledge Checks

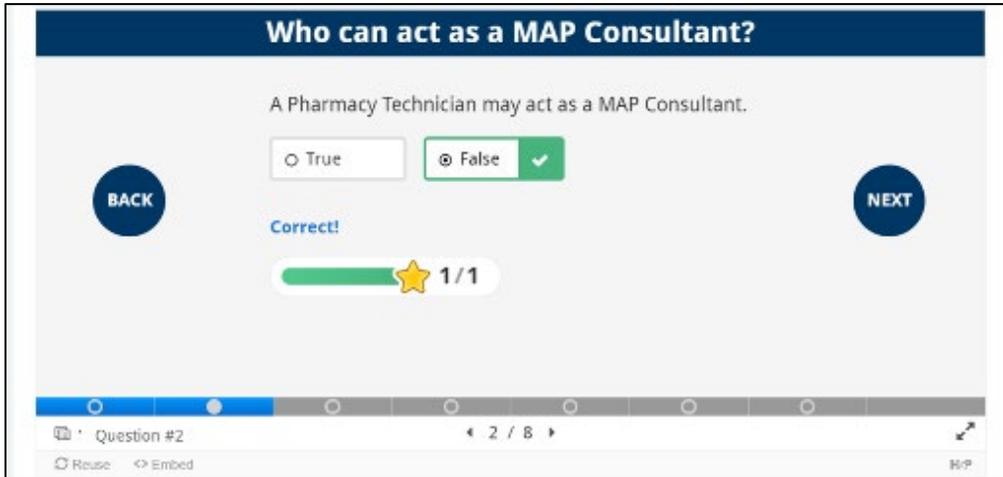
There are several mini-quizzes and activities in the course that are called “Knowledge Checks”. You’ll see these in the units as you go along. Here are some helpful tips for doing the Knowledge Checks.

- Expand the viewing area by clicking the diagonal arrow in the bottom right corner. This makes the Knowledge Check exercise much larger!

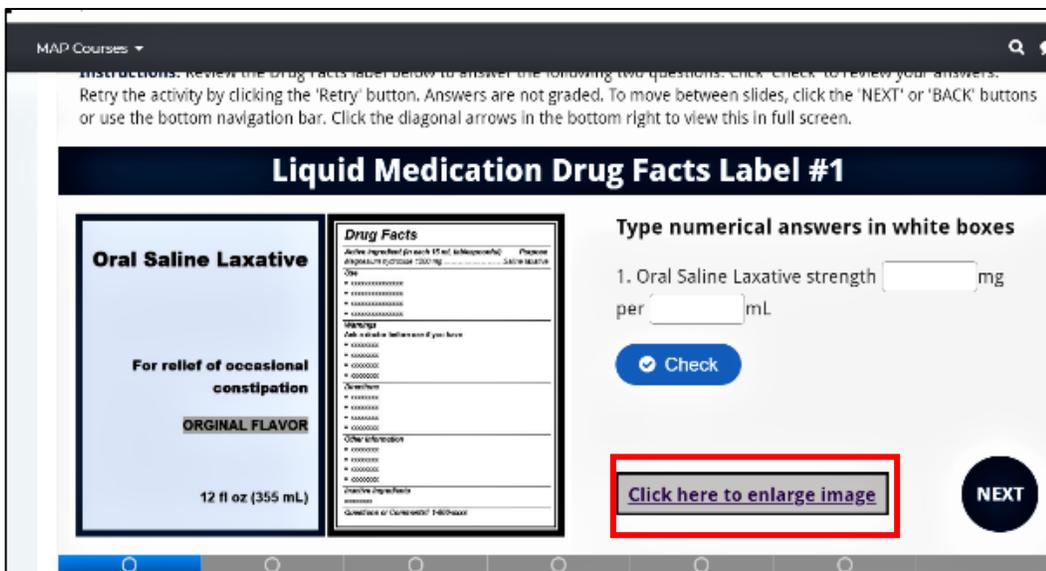


- You can navigate to the next slide by using the tool bar at the bottom, or the “Next” or “Back” buttons. Use the “Check” button to quickly see if your answers are correct. If your answers are incorrect, this will show you the correct answer.





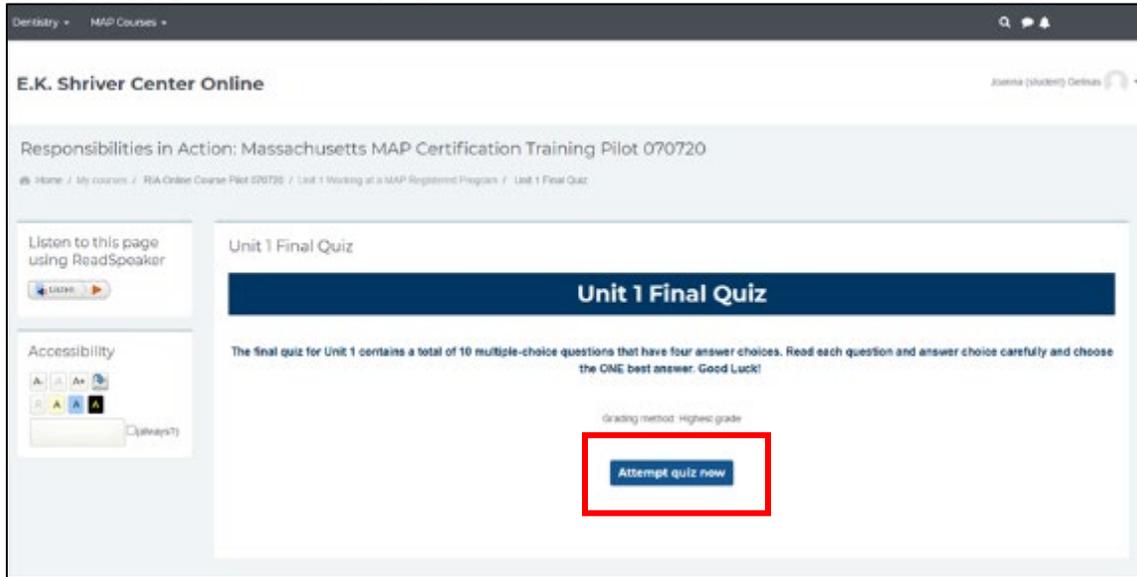
- Some of the Knowledge Checks contain images with lots of text. To read those images better, click on the “Click here to enlarge image” button to open the image in a new window on your browser. Use the keyboard controls on your computer to scale the image up or down. On many computers this done by holding down the Ctrl key and the + or – button.



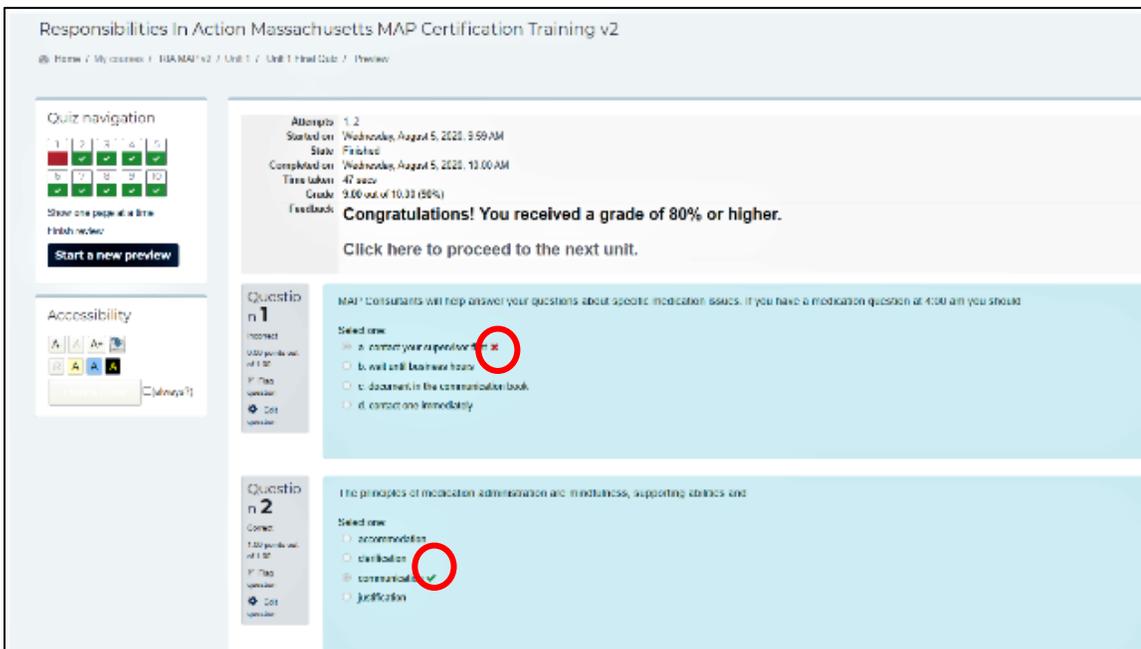
Quizzes

This course has nine unit quizzes that the student must pass with a score of 80% or higher. If you do not get 80% or higher, you can try again until you pass. Each quiz is available after completing the corresponding unit.

Begin the quiz by clicking on the “Attempt quiz now” button



After you submit your answers, you will see a summary screen with your grade and an indication of which questions you missed. Red x's next to an answer choice indicate that it is incorrect. Green checkmarks indicate that the answer choice was correct. If the question was answered incorrectly, text will appear next to the question directing you to the Unit and Section number where you can read information tested in the question.



Student Course Manual

Assignments

There are two Assignments in the RIA Cert course:

- Transcription Skill Check completed at the end of Unit 6
- Medication Administration Skills Check in Unit 7

Transcription Skill Check:

The purpose of the transcription component is for you to demonstrate your ability, using an HCP order, to correctly document the discontinuation of a medication and to transcribe a new medication onto a medication administration sheet as outlined in RIA Unit 6.

This assignment is completed through the Test Master Universe (TMU) web portal:

<https://ma.tmuniverse.com/>

You will need to log into TMU after Unit 6 in order to complete these practice assignments. Your MAP Trainer will help you obtain a TMU login if necessary.

Medication Administration Video Skill Check:

As a student in this course, you are asked to complete a medication administration skill check by videoing yourself completing the medication administration process.

What you will need for this assignment:

- A smart phone or web camera on your computer
- A YouTube account for uploading and storing the video on an unlisted (not public) channel
- If you do not have a YouTube account, you can upload your video to Vimeo, Google Drive, Google Photos, or iTunes and share the viewing link with your MAP Trainer.
- You can also do this skill check virtually through Zoom/Web-ex, or in-person with your MAP Trainer.
- Instructions for posting a video on YouTube are included in the assignment.

Your Trainer will provide feedback on the video submitted. You will receive an email notification when the assignment is graded. Once graded, the *Med Admin Video Assignment* will appear checked on your course dashboard with either a green checkmark for 'pass' or a red line icon for 'fail, please try again'.

Unit 7

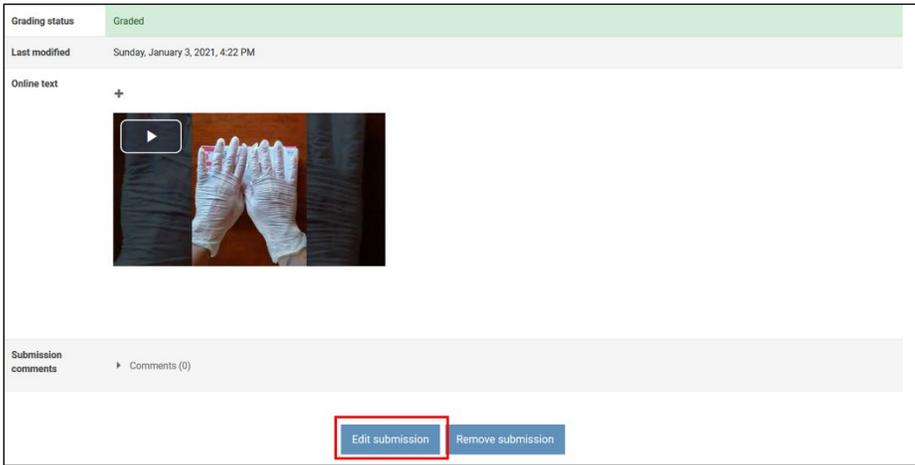
- Administering Medications: Part 1 
- Administering Medications: Part 2 
- Unit 7 Quiz 
- Med Admin Video Instructions
Instructions for completing the medication administration skills check video assignment
- Med Admin Video Assignment 

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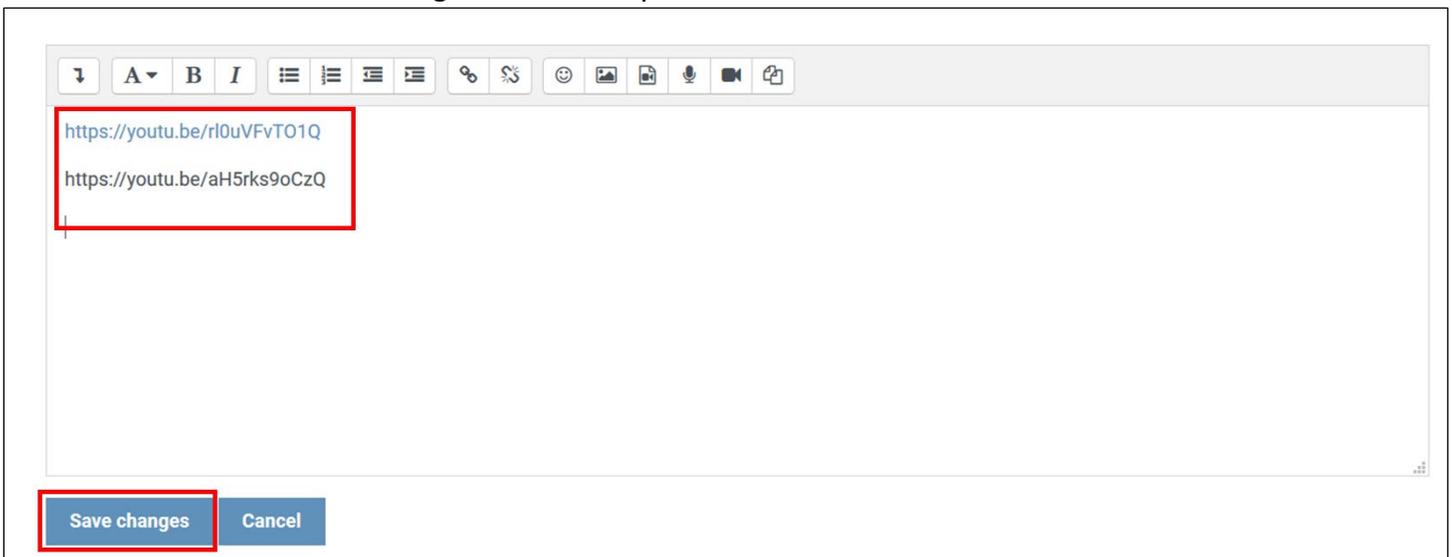
Resubmitting the Video Assignment

If you are asked by your MAP Trainer to try again and resubmit a new video, follow these instructions:

1. Click on the *Med Admin Video Assignment* on your course dashboard. This will reopen the assignment
2. Scroll down and click “Edit submission”



3. Scroll down again to the big text box. Replace the existing link with your new link. Or, you can paste the new link below the existing link. Either way works.



4. Click “Save changes”

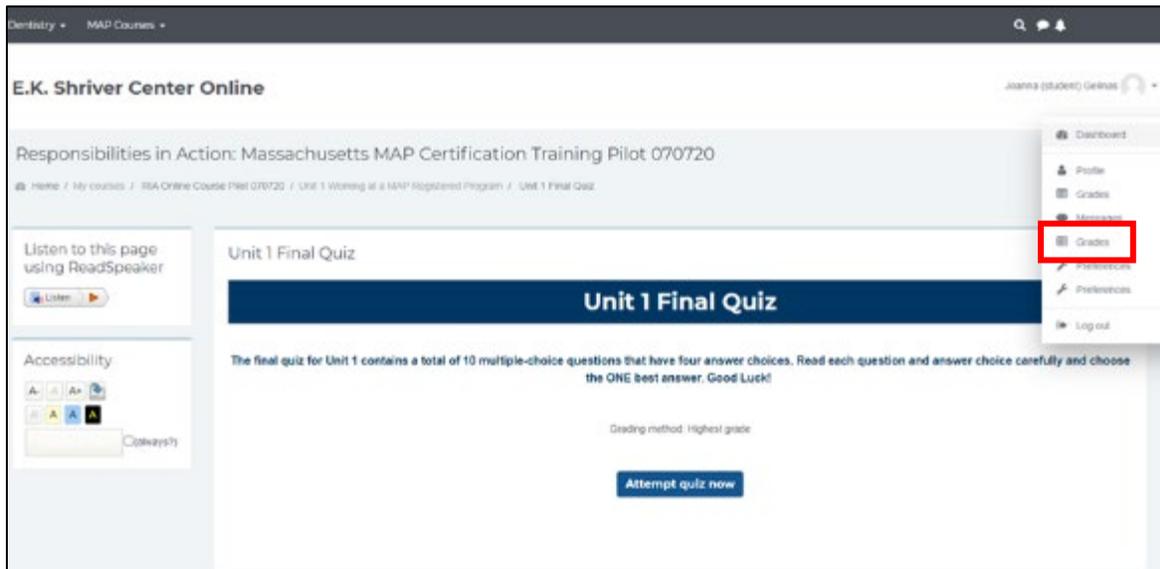
If the demonstration is passing you have satisfied the medication administration demonstration pretest component. Your Trainer will indicate if you must continue practicing and resubmit a new video in the pretest section at the end of the course.

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Checking Your Grades

Students can access their gradebook by using the dropdown arrow next to their profile and selecting “Grades”.



Here you will see grades for all the quizzes and other assignments

Grade Item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Responsibilities in Action: Massachusetts MAP Certification Training						
Unit 1 Final Quiz	-	9	0-10	90 %	-	-
Unit 2 Final Quiz	-	0	0-10	0 %	-	-
Unit 3 Final Quiz	-	8	0-10	80 %	-	-
Unit 4 Final Quiz	-	0	0-10	0 %	-	-
Unit 5 Final Quiz	-	10	0-10	100 %	-	-
Unit 6 Final Quiz	-	-	0-10	-	-	-
Unit 7 Final Quiz	-	-	0-10	-	-	-
Unit 8 Final Quiz	-	-	0-10	-	-	-
Unit 9 Final Quiz	-	-	0-10	-	-	-
Medication Administration Pretest	-	-	Pass-Fail	-	-	-

You will also see any feedback from your Trainer on graded assignments.

Pre-Test Transcription Assignment - Scenario	-	-	0-10	-	-	-
Medication Administration Skills Check	-	Pass	Pass-Fail	0 %	This is a very nice video. You followed all of the steps.	-
Mack Testmann Assignment	-	Pass	Pass-Fail	0 %	-	-

Student Course Manual

Pretests

Once you finish Unit 9, you will see ‘Next Steps to complete your pretests’

- Read the mandatory instructions on the course dashboard
- Click on the *Med Admin Video Pretest*. Pages 12-13 of this guide give instructions. The same instructions for the Med Admin Video Assignment apply here too.
- The Transcription Pretest is completed through the Test Master Universe (TMU) web portal: <https://ma.tmuniverse.com/>
- The Knowledge Pretest is also completed through the Test Master Universe (TMU) web portal.

Final Steps

- Your MAP Trainer may ask you to attend a scheduled wrap-up session
- Please complete the course evaluation

Course Wrap up

Once you’ve finished the nine units and quizzes, you are eligible to take the pretest components, by reading through the “Mandatory Pretest Instructions” and following the links there to each pretest component.

Finally, students should read through “Final Steps” and then complete the course evaluation.

THE END