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Login

You will be sent an email to login -

Username and temporary password

Click link to login

The link will take you to the login page -

Type in your username and password from the new user account email and login
You will need to change your password to proceed on your first login.

The arrow below indicates the **Timeline** and **Courses** tabs. Timeline will show everything which is due for completion on your course. Courses will show any course you are enrolled on.
Find your course by clicking either the ‘In progress’ or ‘Future’ tab as indicated by the arrow below. You can then click on your course to enter.
Arrow 1 – This is your side menu tab (3 lines). When opened it looks like this:
Arrow 2 – This is your profile, message and notification toolbar. When open it looks like this:

Arrow 3 – This drop down tab lets you change the language. Please note that this will NOT change the course content language which will remain in English.

Arrow 4 – This is the Information Station which should be completed before beginning the first module. Here you will find instructions, handbooks, important general announcements and all course resources. Just click an item on the list and it will open the relevant page. You must open and complete all sections with a progress box on the right hand side before you begin module 1.

Arrow 5 – These are called blocks, which sit on the right hand of the page. You can access certain activities, calendar and progress through these pre-installed blocks.

Before you move ahead to the course module, please complete the sections in the Information Station section.
Create a User Profile

Step 1 -

Step 2 -

Click profile

Click edit profile
Step 3 -
You may customize your profile as much as you wish. Please note that the only details which will be viewable by course participants and tutors are your selected Country, City/town and registered courses. Your email address will NOT be shared and will only be viewable by the course administrator.

Step 4 –
Please upload a profile picture.

TIP - Additional names is useful for the course administrator if you have a long, unusual or difficult to pronounce name.

Don’t forget to click Update profile to save changes!
Modules

All course modules are listed on your page with a brief outline of each. To access a module simply click on it.

Once you have opened the module you will see each core section:

- Webinar (1)
- Discussion Forum (2)
- Assignment (3)

There is also a link to resources (4) within each module and a help tab (5).

Once you have completed a section it will show in the progress boxes (6). Sections with progress boxes must be opened and completed.
Webinar

The webinar link and time can be found in each module. The link will take you to the Adobe connect login page. Please refer to the Adobe Connect Guide to access this platform.
Discussion Forum

When you open the module discussion forum it will take you to your group forum. There is a topic description with the forum below. Your course tutor will lead with the opening post. You must both post and reply at least once to complete this section.

Click to post

Click to reply
Assignments

When you open the module assignment the page will give you the assignment details, any attachments, and the submission status.

When you have completed and saved the attachment on your device, click ‘add submission’.
The submission page has an **Online text** box in which to type your assignment and **File submissions** to upload your completed document. If you prefer to prepare your assignment as a word document on your device, you can upload it in the **File submissions** section.

**Assignment 1: The teacher's role**

The attached table from AMEE Guide No 20, summarises the key/5 roles for the teacher:

1. Think about the importance of each of these roles in relation to:
   - your own medical school or teaching institution,
   - your own personal/career commitment to each of these roles,
   - your preferred personal future commitment.

2. Complete and attach the table and add comments to justify your selections (maximum 500 words).

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**Once you have saved your assignment you will see the summary and be given the option to edit or submit as indicated by the arrows below.**
Once submitted you will be asked to confirm by checking the box and clicking continue.

Confirm submission

- This assignment is my own work, except where I have acknowledged the use of the works of other people.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

CONTINUE CANCEL

There are required fields in this form marked .

You will then see your submission status –

Submission status

<table>
<thead>
<tr>
<th>Attempt number</th>
<th>This is attempt 1 (3 attempts allowed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission status</td>
<td>Submitted for grading</td>
</tr>
<tr>
<td>Grading status</td>
<td>Not graded</td>
</tr>
<tr>
<td>Due date</td>
<td>Friday, 12 October 2018, 5:00 PM</td>
</tr>
<tr>
<td>Time remaining</td>
<td>32 days 3 hours</td>
</tr>
<tr>
<td>Last modified</td>
<td>Monday, 10 September 2018, 1:00 PM</td>
</tr>
<tr>
<td>Online text</td>
<td>(24 words) Assignment text goes in this text box. For example - My comments are written here to justify my selections as indicated in part 2 above...</td>
</tr>
<tr>
<td>File submissions</td>
<td>AMEE Guide No 26 table (4) text for assignment.docx</td>
</tr>
<tr>
<td>Submission comments</td>
<td>Comments (0)</td>
</tr>
</tbody>
</table>