

USER GUIDE



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Diagnosis & Procedure

2

Patient Risk Factors

3

Cardiac Rehabilitation

4

Medication Adherence

5

Dial 000

Warning Signs

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Medical Follow-up

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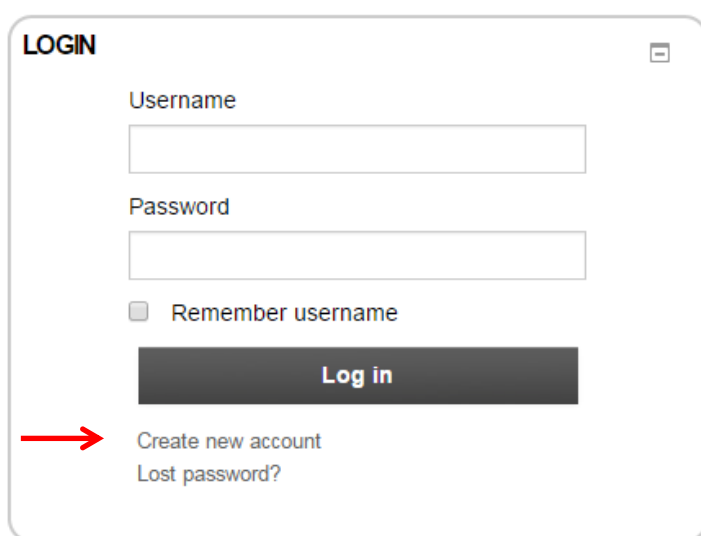
How to create an account

Users need to register (create an account) to access site content.

This does not cost anything however some personal details are recorded – please read the site Privacy Statement for details on how personal information is used by the Heart Foundation. This statement is available when you first create an account.

Step 1

At the bottom right of the home page, click on ‘Create new account’.



The screenshot shows a 'LOGIN' form with the following elements: a 'Username' input field, a 'Password' input field, a 'Remember username' checkbox, a dark 'Log in' button, and two links: 'Create new account' and 'Lost password?'. A red arrow points to the 'Create new account' link.

Step 2

Select a username and password.

▼ Choose your username and password

Username*

The password must have at least 6 characters

Password* Unmask

Step 3

Enter additional details as requested.

▼ More details

Email address*

Email (again)*

First name*

Surname*

City/town

Country

▼ Other fields

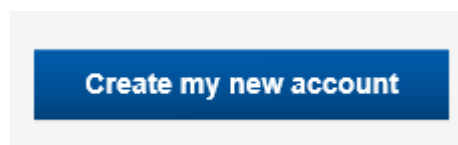
State/Territory*

Role*

Role 'other' - please specify

Step 4

1. Read the Privacy Statement.
2. Then click the 'Create my new account' button.



Step 5

An email will be sent to you with your login/account details.

An email should have been sent to your address :

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.



Step 6

Follow the instructions in the email to confirm your new account and access the site.

You must do this in order to access the site.

MHML e-learning Log In Guide

Step 1

Option 1:

Click on 'Log in' on the top right hand corner of the home page. This will take you to the log in screen illustrated below (Step 2).



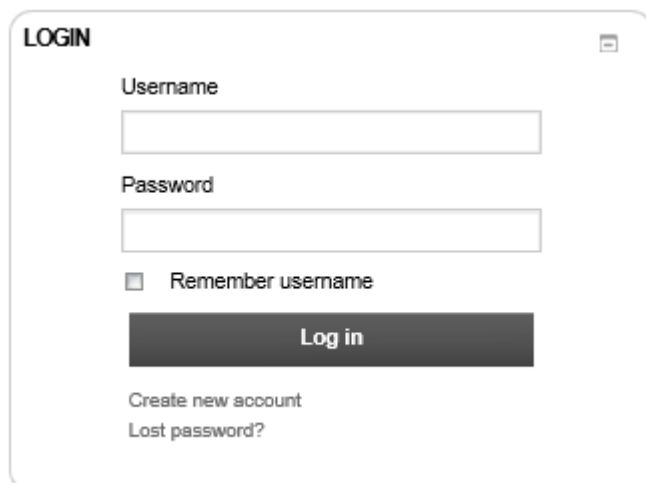
OR

Option 2:

Go to the Log in box on the bottom right hand side of the home page above the SA Health logo.

Step 2

Enter your username and password.

A screenshot of a login form titled "LOGIN". It features two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember username". A dark grey button with the text "Log in" is positioned below the checkbox. At the bottom of the form, there are two links: "Create new account" and "Lost password?".

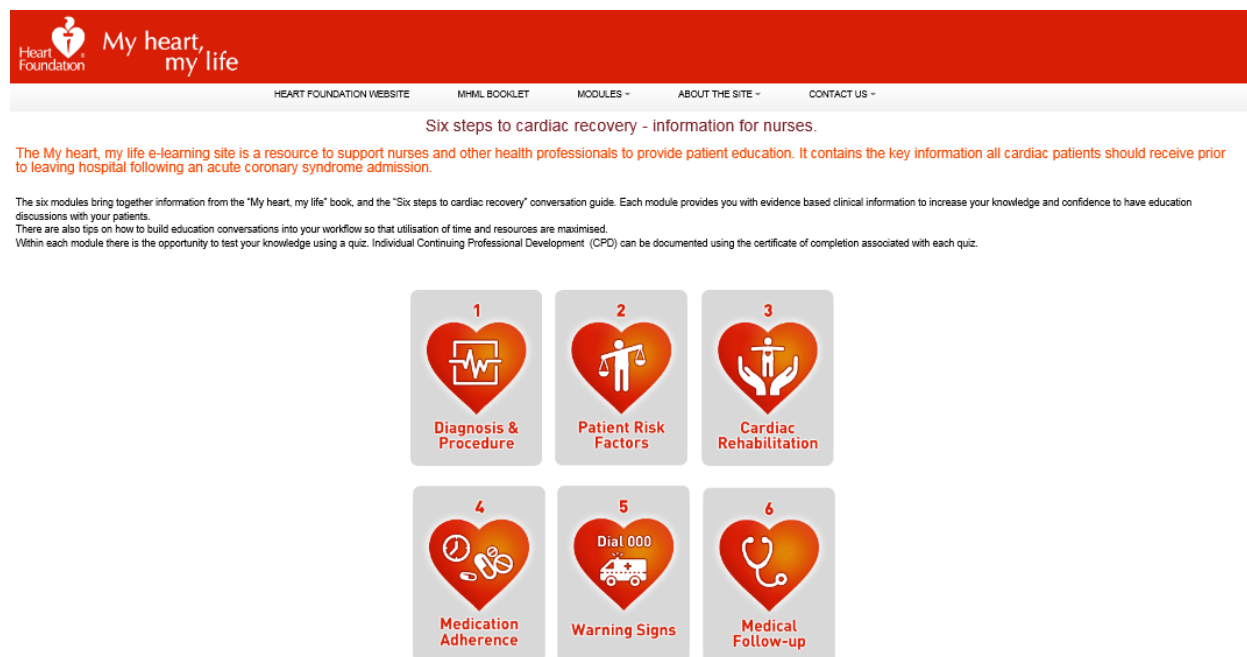
You can choose whether or not you want the site to remember your username. It will not remember your password.

Click on grey 'Log in' button.

This will log you in and take you to the home page of the site.

Site navigation

Once you have logged in you can select the module(s) you would like to enter



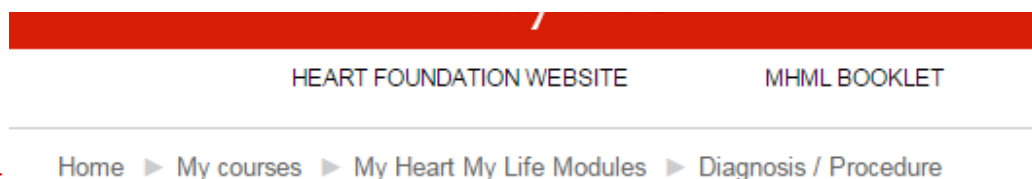
Module navigation tips

Navigation bar- this has some quick links.



Breadcrumbs- use the breadcrumbs to navigate within each Module.

Select a title to go to that area.



To open a module

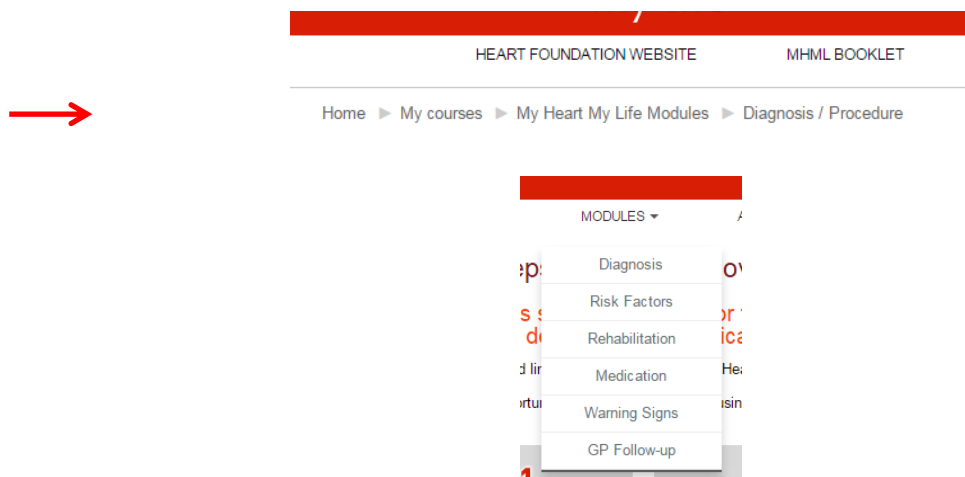
Option 1

- Click on an icon on the home page.



Option 2

- Access via the Module drop down box in breadcrumb bar.



Enrolling in a module


Once you select the desired module you will be asked to enrol- click the blue enrol tab. You can now access the module content.

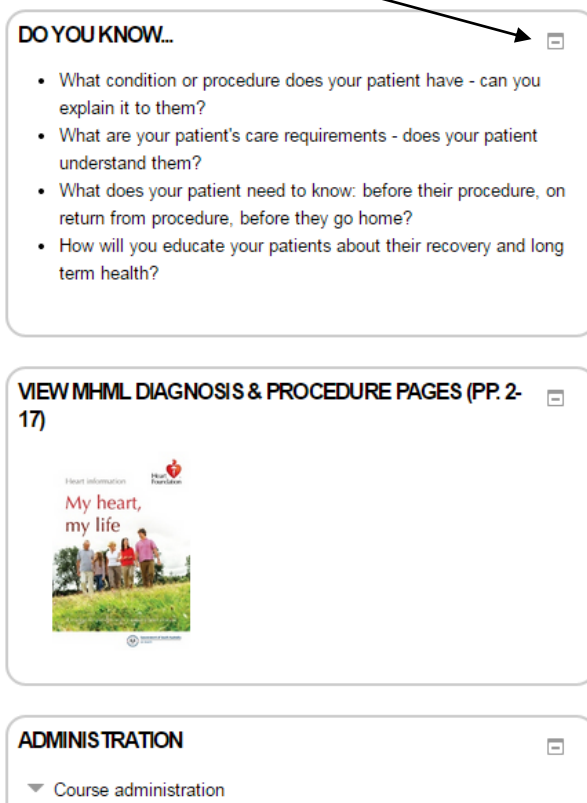
The screenshot shows the website header with the Heart Foundation logo and the text "My heart, my life". Below the header is a navigation menu with links: HEART FOUNDATION WEBSITE, MHML BOOKLET, MODULES (with a dropdown arrow), ABOUT THE SITE (with a dropdown arrow), and CONTACT US (with a dropdown arrow). Below the navigation menu is a breadcrumb trail: Home > Courses > My Heart My Life Modules > Diagnosis & Procedure > Enrol me in this course > Enrolment options. The main heading is "Enrolment options". Below this is a red heading "Module 1 - Explain diagnosis & procedure" with a heart icon. Underneath is the sub-heading "1 - Diagnosis/Procedure". The section is titled "Self enrolment (Student)". Below this title is the text "No enrolment key required." At the bottom of the section is a large blue button labeled "Enrol me", which is circled in black.


You will also receive an email notification that you have enrolled in the course

Blocks on the right of each page


There is information in 'blocks' on the right hand side of the screen.


If these get in your way or are annoying, you can minimise them by using the  icon in the top corner of each block.





DO YOU KNOW... 

- What condition or procedure does your patient have - can you explain it to them?
- What are your patient's care requirements - does your patient understand them?
- What does your patient need to know: before their procedure, on return from procedure, before they go home?
- How will you educate your patients about their recovery and long term health?

VIEW MHML DIAGNOSIS & PROCEDURE PAGES (PP. 2-17) 



Heart information 
**My heart,
my life**

ADMINISTRATION 

▼ Course administration

Course Topics

Topic content is presented in a collapsed format.

Click on a heading to have the topic content 'open up'.

Click on the heading again to close it.

You can also 'open all' or 'close all' topics depending on your preference.

Open all Close all

- 1. Starting the conversation
- 2. Anatomy and physiology
- 3. Acute coronary syndromes
- 4. Arrhythmias & devices
- 5. Blood pressure & hypertension

Resources and activities in modules

Within the modules are resources and activities in various formats including lessons, slideshows and links to other websites. Click on the titles next to the icon to access the information, link or resource.

Site glossary



-a page on the topic



-a slideshow on the topic



-a lesson on the topic



-link to information on a website



-information in PDF format



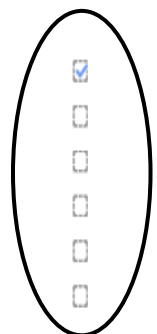
-a quiz



-feedback

Once you have completed an activity in the module a tick will appear in the box next to each activity.

-  [Anatomy & Physiology - slideshow](#)
-  [Anatomy & Physiology - slide summary](#)
-  [Your heart - information booklet](#)
-  [Johns Hopkins Health Library - online library of cardiovascular diseases and conditions](#)
-  [How your heart works - Heart Foundation resources](#)
-  [Cardiovascular conditions - Heart Foundation resources](#)



Log out

Located at the top right of page or bottom left of page

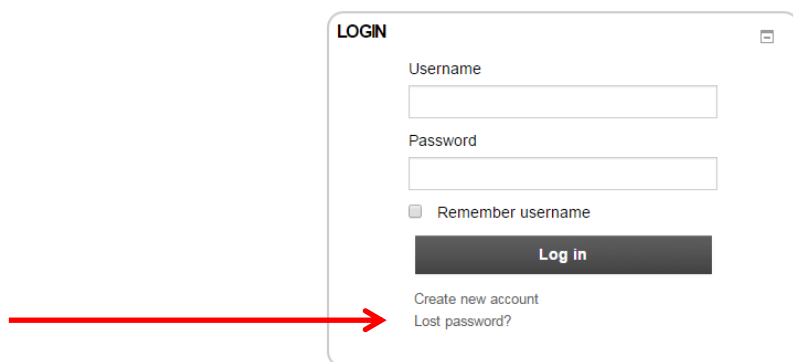
You are logged in as Heart Foundation (Log out)

You are logged in as Heart Foundation (Log out)

Forgotten password

Step 1

At the log in screen, click on 'Lost password?'



Located at the bottom right of the home page

Step 2

Submit your username or your email address in one of the boxes provided.

If your details are in the database, a message will be sent to your email address with instructions regarding how to establish access again.

Search by username

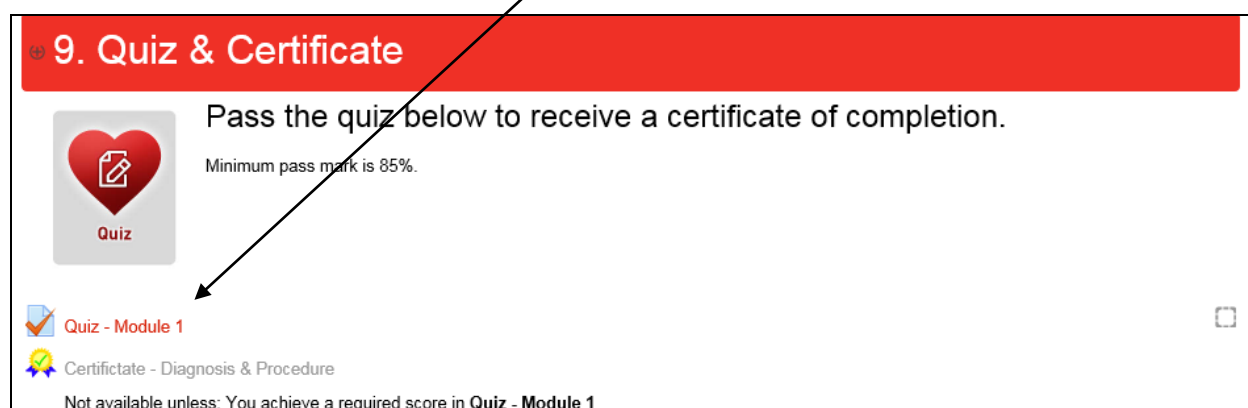
Username

Search by email address

Email address

Quiz and Certificate

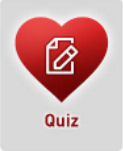
In order to print a completion certificate for a module you will need to complete a quiz and achieve an 85% pass rate. You can attempt the quiz multiple times.





9. Quiz & Certificate

Pass the quiz below to receive a certificate of completion.

Minimum pass mark is 85%.

 Quiz

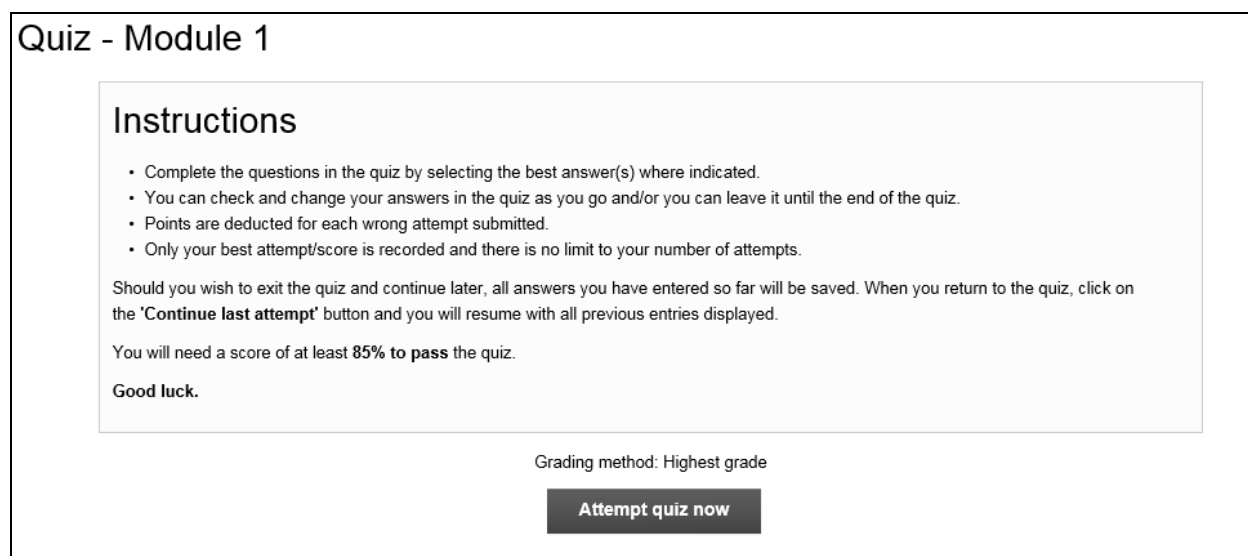
 Quiz - Module 1

 Certificate - Diagnosis & Procedure

Not available unless: You achieve a required score in Quiz - Module 1

Step 1.

Follow the instructions to complete the quiz



Quiz - Module 1

Instructions

- Complete the questions in the quiz by selecting the best answer(s) where indicated.
- You can check and change your answers in the quiz as you go and/or you can leave it until the end of the quiz.
- Points are deducted for each wrong attempt submitted.
- Only your best attempt/score is recorded and there is no limit to your number of attempts.

Should you wish to exit the quiz and continue later, all answers you have entered so far will be saved. When you return to the quiz, click on the 'Continue last attempt' button and you will resume with all previous entries displayed.

You will need a score of at least **85%** to **pass** the quiz.

Good luck.

Grading method: Highest grade

Attempt quiz now

My heart, my life e-learning User Guide

www.myheartmylife-elearning.com.au

Question 5
Not complete
Marked out of 1.0
Flag question

What is the difference between angina and myocardial infarction (MI)?

Angina:

MI:

Check

Step 2

You can check the answers before attempting the next question

Question 7
Correct
Mark 3.0 out of 3.0
Flag question

Identify 4 key education requirements for a patient following permanent pacemaker insertion.

| | | |
|---|-----|---|
| Electromagnetic interference (EMI) considerations | Yes | ✓ |
| Deep breathing and coughing exercises | No | ✓ |
| No driving for 6 weeks | No | ✓ |
| Wound care | Yes | ✓ |
| Mobility/activity recommendations | Yes | ✓ |
| Follow up appointments | Yes | ✓ |

Check

Your answer is correct.
You have correctly selected 6.
Correct
Marks for this submission: 3.0/3.0.

Step 3

Once you have answered all question select the Next button

Check

Your answer is correct.
You have correctly selected 4.
Correct
Marks for this submission: 2.0/2.0. Accounting for previous tries, th



If you have have not checked your answers at the end of each question the question will show as not complete. On the next page this will be rectified

HEART FOUNDATION WEBSITE MHML BOOKLET MODULES ▾ ABOUT THE SITE ▾ CONTACT US ▾

Home ▶ My courses ▶ My Heart My Life Modules ▶ Diagnosis & Procedure ▶ 9. Quiz & Certificate ▶ Quiz - Module 1 ▶ Summary of attempt

Quiz - Module 1

Summary of attempt

| Question | Status | Marks |
|----------|--------------|-------|
| 1 | Not complete | |
| 2 | Not complete | |
| 3 | Not complete | |
| 4 | Not complete | |
| 5 | Not complete | |
| 6 | Not complete | |
| 7 | Correct | 3.0 |
| 8 | Correct | 2.0 |

Return to attempt

Submit all and finish

<http://www.heartfoundation.org.au/Pages/default.aspx>

Step 4

Select the submit all and finish tab or reattempt the quiz

My heart, my life e-learning User Guide

www.myheartmylife-elearning.com.au

Return to attempt

Submit all and finish

Step 5

Confirm again

Confirmation

Once you submit, you will no longer be able to change your answers for this attempt.

Submit all and finish

Cancel

You will now see a review page

Heart Foundation **My heart, my life** You are logged in as *sabine drilling* (Log out)

HEART FOUNDATION WEBSITE MHML BOOKLET MODULES ▾ ABOUT THE SITE ▾ CONTACT US ▾

Home ▸ My courses ▸ My Heart My Life Modules ▸ Diagnosis & Procedure ▸ 9. Quiz & Certificate ▸ Quiz - Module 1

| | |
|---------------------|--|
| Started on | Thursday, 23 April 2015, 4:50 PM |
| State | Finished |
| Completed on | Thursday, 23 April 2015, 5:00 PM |
| Time taken | 10 mins |
| Marks | 15.5/17.0 |
| Grade | 16.4 out of 18.0 (91%) |
| Feedback | Congratulations - you have successfully passed the quiz. You can now print a certificate of completion. |

QUIZ NAVIGATION

1 2 3 4 5 6 7 8

Finish review

| | |
|---------------------|---|
| Question 1 | True or False |
| Correct | Heart Foundation's <i>My heart, my life</i> (MHML) booklet provides information for patients on the following conditions: |
| Mark 3.0 out of 3.0 | Cardiomyopathy |
| Flag question | False <input type="checkbox"/> <input checked="" type="checkbox"/> |

Step 6

To proceed select the red Finish and Review at the bottom right hand side of the page

Finish review

Step 7

To print your certificate return to the course

Congratulations - you have successfully passed the quiz.

You can now print a certificate of completion.

Re-attempt quiz

Back to the course

Step 8

Scroll to the bottom of the page and select the certificate to save or print. On the back page you can manually record your identified learning needs, reflections and hours for your CPD activity record.

8. Other investigations

9. Quiz & Certificate



Pass the quiz below to receive a certificate of completion.

Minimum pass mark is 85%.

Quiz - Module 1

Certificate - Diagnosis & Procedure

Feedback

At the end of each module is a feedback link. We are always looking to improve this site-please click on the link and answer 2 short questions to provide feedback

Your Feedback




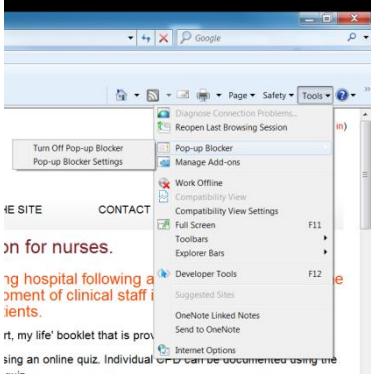



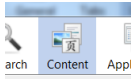
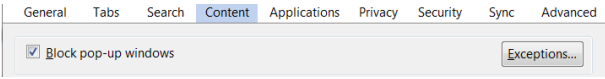

Feedback - Explain Diagnosis & Procedure


Pop-up blockers

Pop-up blockers do not carry viruses – clicking on thing inside pop-ups may carry viruses. There are three options for using pop-up blockers depending on which internet browser you are using:

1. Turn off completely – you will need to turn this option back on after accessing the site: myheartmylife-elearning.com.au
2. Allow for this site only: myheartmylife-elearning.com.au
3. Allow once

How to turn off pop-up blockers will depend on which internet browser you are using. Three options are provided below.

| | |
|--|--|
|  <p>If you are using Internet Explorer go to: TOOLS > POP-UP BLOCKERS > turn of pop-up blocker</p> |  |
|  <p>If you are using Mozilla Firefox go to: MENU > OPTIONS > CONTENT > uncheck the ‘Block pop-up windows’ to disable the pop-up blocker altogether.</p> <p>The ‘Exceptions’ button allows you to adjust settings to your preferences.</p> | <p>Menu icon – top right of screen: </p> <p>Options icon – in menu: </p> <p>Content option icon: </p> <p>Pop-up blocker: </p> |
| | <p>Menu icon – top right of screen: </p> <p>Then click on ‘Settings’ in the list provided.</p> |

| | |
|---|--|
|  <p>If you are using Google Chrome go to: MENU > SETTINGS > SHOW ADVANCED SETTINGS > Under 'Privacy', click on CONTENT SETTINGS > Under 'Pop-ups', select the desired setting(s) and/or exceptions.</p> | <p>Access advanced settings – option at bottom of list:</p> <p>Show advanced settings...</p> <p>Content settings:</p> <p>Privacy</p> <p>Content settings... Clear browsing data...</p> <p>Google Chrome may use web services to improve you</p> <p>Pop-up options:</p> <p>Pop-ups</p> <p><input type="radio"/> Allow all sites to show pop-ups</p> <p><input checked="" type="radio"/> Do not allow any site to show pop-ups (recommended)</p> <p>Manage exceptions...</p> |
|---|--|

Viewing slideshows – trouble shooting

Viewing slideshow resources may be difficult on some Apple iOS devices.

If this is the case, users may find 'Puffin Browser' (or similar app) beneficial.



This app can be downloaded for free from:

<https://www.puffinbrowser.com/download/>