

Welcome to the second instalment of an email bulletin series to assist participants become familiar with the updated *gplearning* website. This bulletin covers important tasks that learners often want to do on the website: enrolling in a new activity and loading a *gplearning* activity. The enrolment process varies depending on whether you are enrolling into a QA&CPD Program Category 1 or Category 2 activity.

- [Enrolling into a Category 2 activity](#)
- [Enrolling into a Category 1 activity](#)
- [Running an activity \(and managing popups\)](#)

While it may take a little bit of time and patience to become familiar with how the new *gplearning* works, the enhanced functionalities of the new system will provide you with activities that deliver ever increasing educational benefits. *gplearning*'s goal is to provide effective medical education which is convenient, accessible and enjoyable. The website upgrade will greatly assist this goal being fulfilled now and in the future.

If you have any questions, contact Helpdesk on contactus@gplearning.com.au or freecall 1800 284 789.

Note that the first email in this series (sent 30 September 2009) covered logging in and the learner homepage. Future bulletins will discuss:

- finding a new *gplearning* activity to participate in
- finding a completed *gplearning* activity
- completing an active learning module/Clinical Emergency Management Program course that you were part way through when the upgrade took place
- using the 'Getting started' box
- completing activity evaluation forms
- accessing QA&CPD Program credit point statements
- using the PD Viewer
- frequently asked questions.

Enrolling into a Category 2 activity

Unlike the previous *gplearning* system, there is no need to formally 'enrol' into a Category 2 activity before you can run the activity. If you click on the 'Start' button (labelled 1 in the following image) next to a Category 2 activity (eg. 2 in the image) then you will be automatically enrolled/registered and the activity will immediately load.

You can identify Category 2 activities by viewing the activity description. The full activity description is found by clicking on the 'more' link below the activity title when it appears on a search results page (eg. 3). Most activities that do not have active learning module (ALM) in their title are Category 2 activities.

Search results listing an activity the learner would like to participate in

Search

Enter a keyword or advanced search criteria to search for learning activities.

Keywords: [Help](#)
 (Name, Description, Code)

Advanced Search +

Search

All Training Recommended Training Required Training

This is a list of all activities available for you that met your search criteria. To see more details, expand the returned activities by clicking on the down arrows.

1 2 [NEXT](#) >

							Records: 14
		Name [^]	Start Date	Training Organisation	Region	Code	Language
<input style="background-color: #e0e0e0; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="button" value="Start"/>	<input checked="" type="checkbox"/>	Course: Adult immunisation MCQs		gplearning		745716	English...
1		This activity updates general practitioners (GPs) and practice nurses on immunisation guidelines for adult Australians and general practice requirements for vaccine storage and delivery. It particularly focuses on recommendation changes in the 9 th editi... --more-- 3					
<input style="background-color: #e0e0e0; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="button" value="Start"/>	<input checked="" type="checkbox"/>	Course: Child Health 1 Multiple Choice Questions v2		gplearning		742528	English...
		This is an updated version of a current learning activity within the gplearning website. In this activity, 25 MCQs on the topic of child health are presented. Feedback is displayed immediately on submission of your response to each question. On completi... --more--					

Enrolling into a Category 1 activity

To sign up for a Category 1 activity, you always need to click on the 'Register' button (4) next to the Category 1 activity of interest. Learners need to select all the activities within an ALM that they are going to complete before enrolling/registering for the ALM. For ALMs where learners must complete all included activities (eg. the Bipolar ALM in the example images below), the activities are all preselected (apparent from the 'All' at 5 and the grey ticks at 6) and the learner just needs to click on 'Submit' (7) to be enrolled in the ALM. After selecting 'Submit', you can select 'Start' for the first activity within the ALM or come back another time as the ALM components will now be listed in the 'Current Training' section of the **'My To Do'** panel on your learner homepage.

A results screen from searching the gplearning catalogue for Category 1 activities

	Name	Start Date	Training Organisation	Region	Code	Language
<input type="button" value="Register"/>	Category 1 Active Learning Module: Bipolar		Global		736769_0810	
4	The Mental Health Category 1 Activity: Bipolar consists of 3 components: a Pre-Test (predisposing activity), learning modules, and a Post-Test (reinforcing activity). All three components of this Active Learning Module (ALM) MUST be completed to be eligi... --more--					
<input type="button" value="Register"/>	Category 1 Active Learning Module: Certificate in Primary Care - Skin Cancer Management: Module 1 Pre Malignant and Malignant Non Melanoma Skin Cancer		Global		741072	
This certificate is a paid course and only available to subscribers. For more information please visit www.racgp.org.au/dermatology .						

An example of the screen that appears by selecting to 'Register' for a Category 1 activity without component activity choice (eg. by clicking 4 above)

To register, select your options. When you have finished, click Submit or if payment is required, click Purchase.

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Category 1 Active Learning Module : [Bipolar](#)

Recommended: All

Stage 1 : [Predisposing Activity*](#)

Recommended: All

Course : [Bipolar: Pre Test*](#) Status: Registration allowed
Already completed
[Show Details](#)

Stage 2 : [Activities/Courses*](#)

Recommended: All 5

Course : [Bipolar: Colin - GP case*](#) Status: Registration allowed

Course : [Bipolar: Tatiana - GP Case*](#) Status: Registration allowed

6 Course : [Bipolar: Treatment of depression in bipolar disorder - Presentation*](#) Status: Registration allowed

Course : [Bipolar: Treatment of mania in bipolar disorder - Presentation*](#) Status: Registration allowed

Course : [Bipolar: Patient & Carer Perspectives in Bipolar Disorder*](#) Status: Registration allowed

Stage 3 : [Reflection activities*](#)

Recommended: All

Course : [Bipolar: Post-test*](#) Status: Registration allowed
Missing Prerequisites
[Show Details](#)

You must register for activities marked with an asterisk (*) to meet the completion requirements.

For ALMs which include a choice of activities, learners are directed to select the required number of activities from among the options (8) after they click 'Register' for the ALM. Descriptions of the

activities (to aid informed selection) are presented when the activity title is clicked (eg. 9). Learners select the activities that they wish to participate in by clicking in the box next to the relevant activities (10). Mandatory ALM activities will be preselected with grey ticks which are not modifiable (eg. 11). The 'Submit' button to complete the registration/enrolment process (12) will only become active when the minimum number of optional activities have been selected. You may elect to complete more than the minimum number of activities.

An example of the screen that appears by selecting to 'Register' for a Category 1 activity that has options for component activities

To register, select your options. When you have finished, click Submit or if payment is required, click Purchase.

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Category 1 Active Learning Module : [Comprehensive care for people with intellectual disability](#)

Recommended: All

Stage 1 : [Predisposing Activities*](#)

Recommended: 2

11 **Course : [Predisposing activity: Comprehensive care for people with intellectual disability*](#)** **Status: Registration allowed
Already completed
[Show Details](#)**

Course : [Module 1: Developing a practice-based approach - getting the most out of the Health Assessment Items 718 and 719*](#) **Status: Registration allowed
Already completed
[Show Details](#)**

Stage 2 : [Activities/Courses*](#)

Required: At least 4 8

10 **Course : [Module 2: Managing complex health problems in people with intellectual disabilities](#)** 9

Course : [Module 3: Communicating with people with intellectual disability](#)

Course : [Module 4: Care plans and working with services for people with intellectual disability](#)

Course : [Module 5: The causes of intellectual disability and associated developmental disabilities, and specific aetiologies](#)

Course : [Module 6: Challenging/Problem behaviours in people with intellectual disability](#)

Stage 3 : [Reflection activities*](#)

Recommended: 1

Course : [Reflective activity: Comprehensive care for people with intellectual disability*](#) **Status: Registration allowed
Already completed
[Show Details](#)**

You can identify activities in your homepage 'My To Do' panel which are component activities of an ALM by the activity title being followed by 'of' and another title. For example, in the image below each Bipolar ALM activity has its title followed by 'of Bipolar' (eg. 13) whereas the Adolescent Depression Category 2 activity (14) does not have an 'of' statement at the end.

A learner homepage showing a stand alone Category 2 activity and multiple activities that are part of a Category 1 ALM

My To Do

▼ Training

Current Training
Activities you are currently taking.

	Activity Name	Start Date
Start →	Course: <u>Andrea - GP Case</u> 14	10/11/2009
Start →	Course: <u>Bipolar: Colin - GP case of Bipolar</u>	
Start →	Course: <u>Bipolar: Patient & Carer Perspectives in Bipolar ...</u>	
Start →	Course: <u>Bipolar: Post-test of Bipolar</u>	
Start →	Course: <u>Bipolar: Pre Test of Bipolar</u> 13	

(More...)

Upcoming Training
Future activities you are scheduled to take.

Assigned Training

For further assistance contact Helpdesk at contactus@gplearning.com.au or freecall 1800 284 789.

Running an activity (and managing popups)

Click the 'Start' button (eg. 1) next to the activity you wish to participate in to load the activity. Activities in the new screen design format require you to press 'Next' at the end of the activity description screen that appears after pressing start. Activities in the previous *gplearning* style will fully load immediately after pressing 'Start'.

Important note: Be careful not to close screens behind the activity screen as these are required for the activity to run properly. You can minimise the screens behind the actual activity but do not close them completely.

gplearning activities utilise popups

When you first try to run activities from the upgraded *gplearning* website you will need to ensure that your browser will allow popups from *.gplearning.com.au and *.racgp.org.au.

How popups are managed varies with many aspects of the particular computer software that you use. The most important variable is the program that you use to access the internet (your 'browser') and how it is set for popups. If a *gplearning* activity does not load, first check your internet browser's popup settings by following the instructions below relevant to your browser.

If you are unsure which internet browser you are using, look in the top left hand corner of the main internet screen and see if the logo there corresponds to any of the common browser logos below.

Internet Browsers

- Internet Explorer



- Firefox



- Safari (Mac)



Internet Explorer

If you receive a warning message about popups:

- Click 'OK' on the warning box.
- Select 'Tools' on the main menu bar at the top of the screen.
- Click 'Internet options' from the drop down list that appears.
- Select the 'Privacy' tab.
- Click 'Settings'.
- In the entry field below 'Address of websites to allow', enter '*.gplearning.com.au' and '*.racgp.org.au' and click 'Add'.
- Click 'close' on all windows to return to the website. Go back and reselect the 'Start' button in *gplearning* again to run the activity.

FireFox

If you receive a warning message about popups:

- Click 'Options' within the warning message.
- Select 'Allow popups for www.gplearning.com.au' within the menu list that appears.
- Go back and reselect the 'Start' button in *gplearning* again to run the activity.

Safari (on a Macintosh computer)

If you receive a warning message about popups:

- Click 'Safari' in the top left hand corner (on the main menu bar).
- Select Preferences.
- Select the 'Security' tab.
- Uncheck the 'Block pop-up windows' item.
- Go back and reselect the 'Start' button in *gplearning* again to run the activity.

Other popup blockers

Other programs (such as Google and Yahoo toolbars and Norton Internet Security/Firewall) may also block popups on your computer. For assistance using *gplearning* within these systems, [read this guide](#) or contact Helpdesk (see below).

Remember, if you encounter a problem with gplearning that you cannot resolve, contact Helpdesk (contactus@gplearning.com.au or freecall 1800 284 789).

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