trc healthcare

## *PTU*: Program Director Guide

Logging In:

1. To launch *PTU*, go to https://*PTU*.therapeuticresearch.com.

2. Enter your Username and Password in the appropriate fields, then click the "Log in" button to proceed.
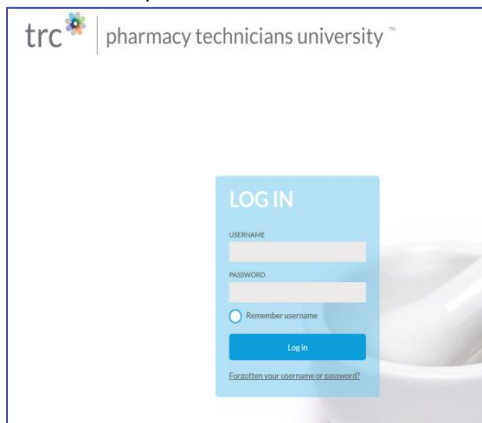
Note: check the "Remember username" option if you want to avoid typing your username the next time you log in to *PTU*. This is only recommended if you are logging in from your own personal computer. If you are using a shared computer you should leave this unselected as a courtesy to others.

3. Upon logging in, you will be presented with a view of that has three (3) tabs:

- Home
- Reports
- Search
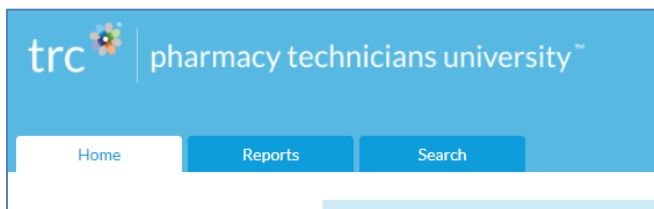
Home Page

On the home page, you are presented with several options to manage and monitor your students.

- Quiz Attempt Reset Tool
- Manager Reports Quick Launch

- [Create User Tool](#)
- [Grading Simulations and/or Experiential Rotations](#) ** (pending the Program assigned)

Quiz Attempt Reset Tool

The Quiz Attempt Reset Tool provides administrators the ability to grant additional quiz attempts for students who have reached the attempt limit for quizzes. This tool unlocks a fourth attempt, by deleting the most recent attempt; the student can reattempt the quiz, pass, and proceed through to the next course.

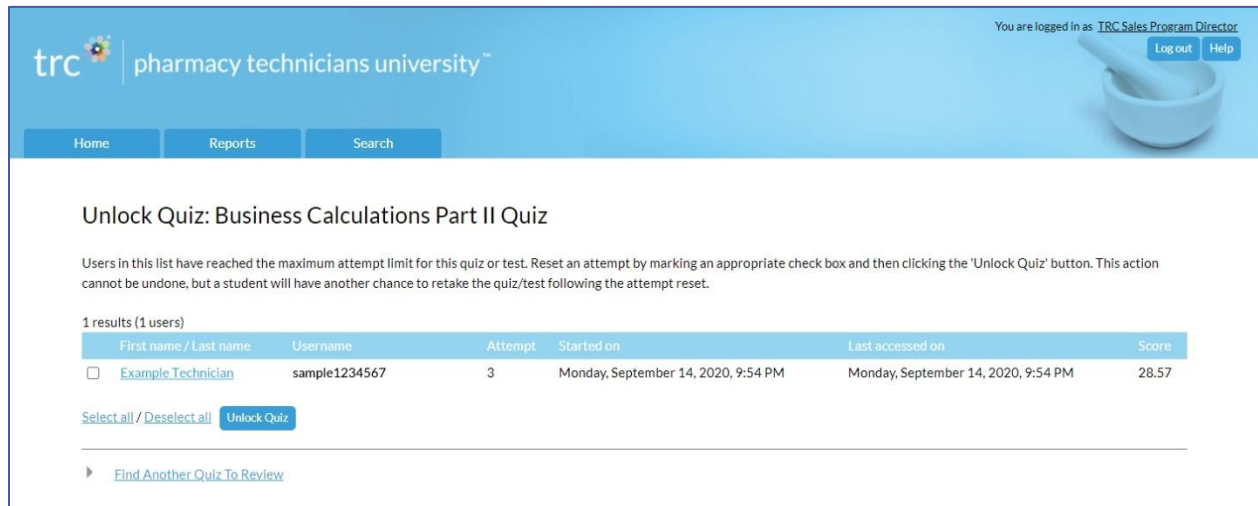1. On your *PTU* Home Page the "Quiz Attempt Reset Tool" is found at the top of your home tab.
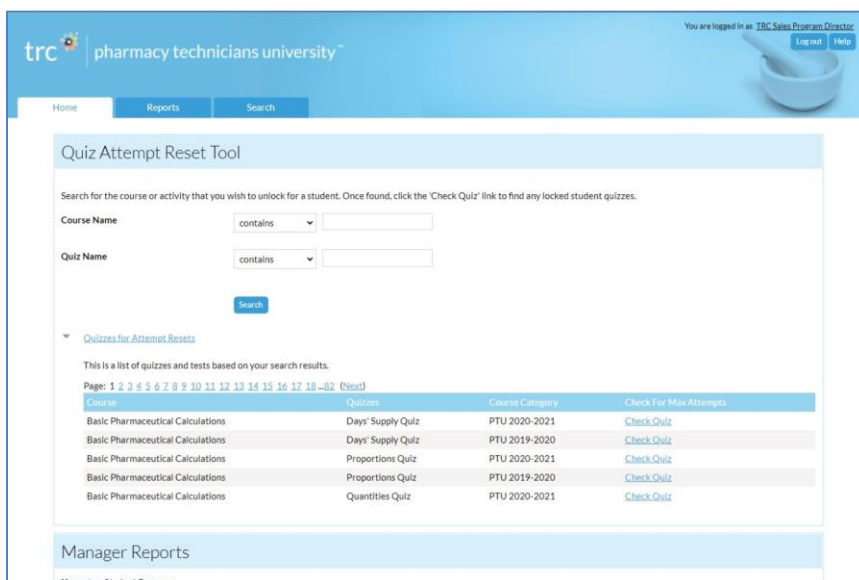
2. Use the search fields at the top to find the quiz you are seeking to unlock for a student. You can search by quiz name (recommended), or by course name.
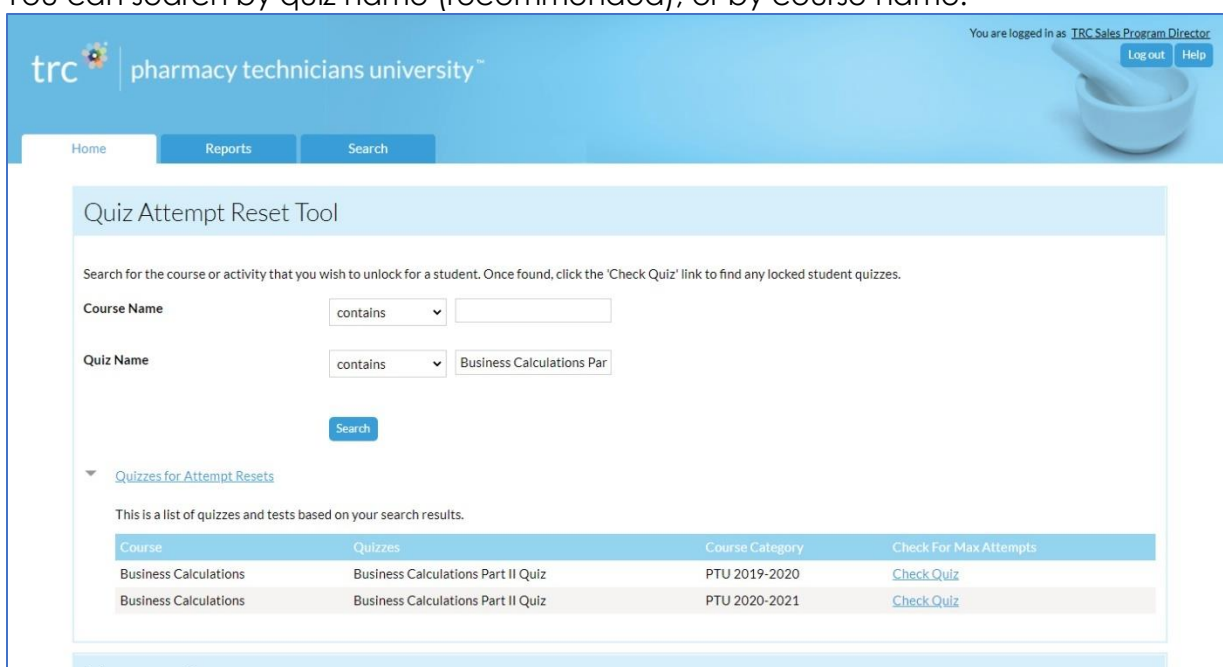
NOTE: If you use the "Course Name" search, each quiz in that course will come up. Find the name of the quiz under the 'Quizzes" column. If there is more than one page, you'll find links to the other pages on the left-hand side above the column heading.

3. Once you have found the quiz that you need to reset, click on the "Check Quiz" link to see a list of all students who have reached the attempt limit for that quiz.

4. To unlock an additional attempt, check the left-hand box next to each desired student and click the "Unlock Quiz" button.

5. You will then see a confirmation prompt, click "OK" to proceed. The selected student(s) will now be able to attempt the quiz again.

Manager Reports – Quick Launch

The Manager Reports section provides administrators the ability to quickly launch reports showing progress for their *PTU* students. To get an overview of all the reports, please see our full section on the Reports Page.

Create User Tool

The Create User Tool provides administrators the ability to quickly add new users to any Program. There are specific rules to the user creation, which are provided to you upon initial implementation. Please refer to that specific guide for your organization's specific username creation details.

User Creation

There are required fields in this form marked *.

To add a new user, fill in the boxes below.

User's unique ID*

[   ]

First Name*

[   ]

Last Name*

[   ]

Role Type*

[Student ▼]

Organization* ⊙

Choose organization

[Create User]

Manage existing users

To create a new user: Fill in the information requested, then click "create user".

User's unique ID: Usually an employee/student number or other identifying number. This will be combined with your organization-specific prefix to create that student's username going forward. The username is also used to create a temporary password.   Please note that all temporary passwords have the first letter capitalized and an "!" at the end of the username.
     Example: Username = hcf112255 Password = Hcf112255!

Organization: If you have more than one organization defined, this will display as a clickable button, which you can click to open up a window. Users with this functionality need to click the "+" and select the appropriate location/organization for the user being added. Click the "OK" button in the bottom right-hand side of the window to confirm.

Manage existing users: You also can suspend any users who are no longer with the company or reactivate anyone who has been previously suspended by clicking the "Manage existing users" link at the bottom of the User Creation Box (see screenshot above). You'll be taken to the following screen:

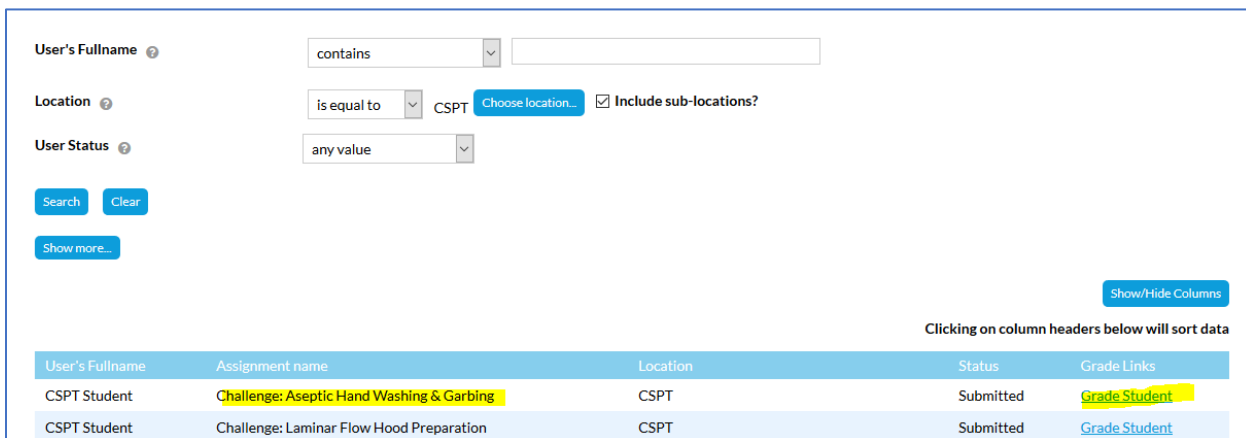| User's Fullname	Username	User Last Login	Org Level 1	Org Level 2	Org Level 3	Org Level 4	Org Level 5	Store ID	Suspend/Reactivate
TRC Student Didactic 1	trcstudentdidactic1	Jun 1 2017							❌
Keith Student Core	keithstudentcore	May 26 2017							✅
Becky Student Core	beckystudentcore	Jun 1 2017							✅

Users with a green checkmark are active and those with a red X are suspended. This box is a toggle; you can click on a green checkmark to suspend an active user and on a red X to reactivate a suspended user.

Simulation grading:

When you are ready to grade a student's simulation demonstration, click the link for "Simulations":

Offline Simulations

For offline simulation grading, proceed here: Offline Simulations
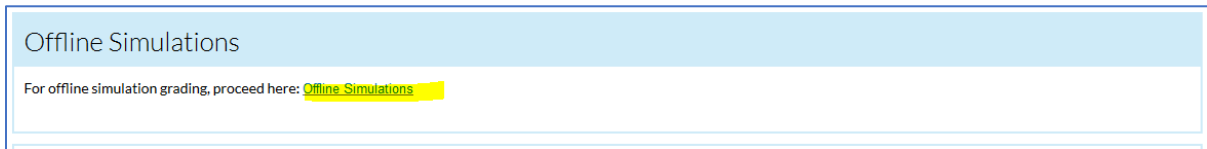
On the screen that comes up, find the name of the student and the Challenge Exercise you are grading and click "Grade Student":

User's Fullname	Assignment name	Location	Status	Grade Links
CSPT Student	Challenge: Aseptic Hand Washing & Garbing	CSPT	Submitted	Grade Student
CSPT Student	Challenge: Laminar Flow Hood Preparation	CSPT	Submitted	Grade Student

If the list of students waiting for simulations to be graded is long, you can use the filters at the top of the screen to narrow the results.

Once you have found the student and clicked the "Grade Student" link next to the appropriate exercise, it will bring up the grading form similar to the one shown below. You'll be able to fill this out as you watch the student, or right after you've watched the student. You have the opportunity to provide objective feedback to the students as well:

Once you have completed the grading, click "Save changes".

IMPORTANT NOTE: Learners are required to obtain a correct grade of 100% to proceed. If they are not meeting one or more of the required rubric items, please remediate with them so they can reattempt the simulation for you and earn a passing grade.

Reports Page

Selecting the "Reports" tab at the top of your Dashboard will take you to the **Report Dashboard**:
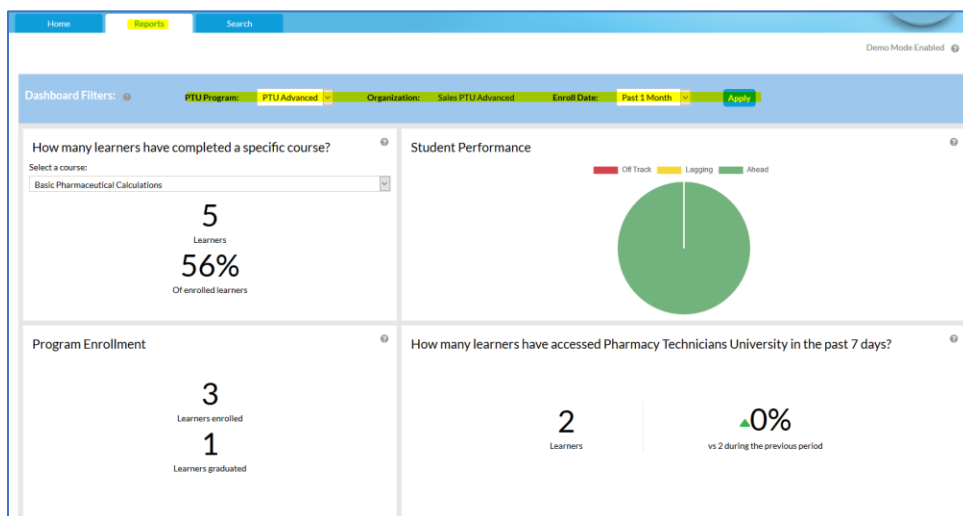
The Reports Dashboard provides at-a-glance program performance metrics. You can use the "Dashboard Filters" at the top of the screen to choose the Program and Enroll Date period, and then click the "Apply" button to activate changes.

You'll also find the Report Manager section at the bottom of this screen:
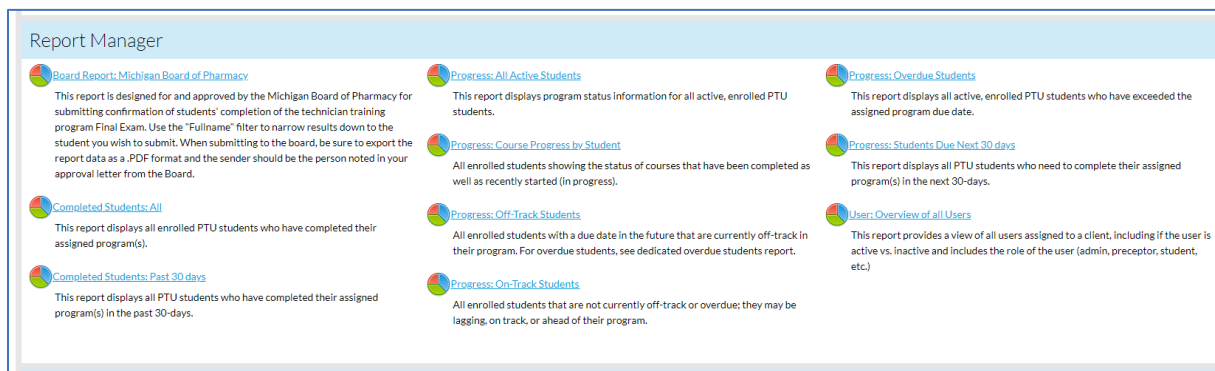
Reports:

Each report has a distinct purpose and the description of the report is provided directly below the report name.

When selecting a report, you will see all data for that report displayed. It is possible to further filter the report by selecting additional criteria to narrow the results, and then click the "Search" button to update the report data.

All Reports allow the user to export in several formats including excel, csv and pdf. Often for large sets of data it is useful to export the data and further organize and review the results in other tools.
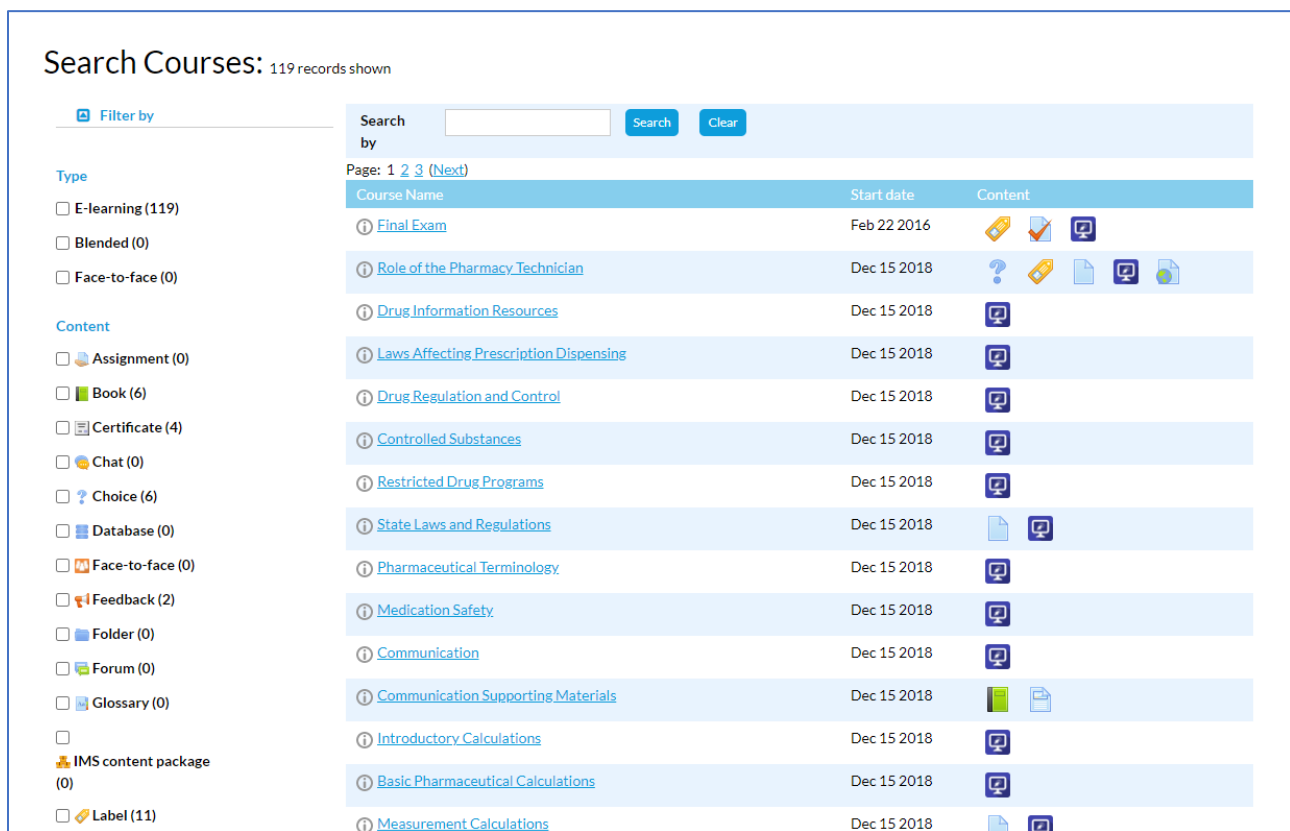
Overview of the Reports:

- Board Report: Michigan Board of Pharmacy
    - Specific report for notifying the Michigan Board of any recent graduates
- Completed Students: All
    - Shows all students who have completed one or more programs
- Completed Students: Past 30 days
    - Shows all students who have completed one or more programs in the most recent past 30 days
- Progress: All Active Students
    - Shows all non-suspended students and the progress in their associated program(s)
- Progress: Course Progress by Student
    - Shows course completions and overall progress course by course for an individual student
- Progress: Off-Track Students

- o Students who aren't meeting the weekly goals, therefore lagging behind and will require extra effort to finish on or before the program due date
- Progress: On-Track Students
  - o Students who are meeting weekly progress goals and are to finish on or before the program due date
- Progress: Overdue Students
  - o Students who have not completed the program and exceeded the program due date
- Progress: Students Due Next 30 Days
  - o Students who are expected to complete the program in the next thirty (30) days
- User: Overview of all Users
  - o A report showing all users in the system, including all roles, previous as well as active students or other users.

Search Page

Selecting the "Search" tab at the top of your Dashboard will take you to this search screen:

The first option is to search by course. This allows you to see the content as a student views the content. To find a specific course use the search field at the top. You can also use the filters on the left side to narrow your search by course type and/or content.

Search Programs is the second option and behaves in a similar manner as the Search Courses (above).

PTU Help and Support

If you run into any other issues or questions not covered in this guide, be sure to check out the *PTU* Help page, linked in the top-right corner of the *PTU* website. This page contains additional FAQs and resources, along with a link to send us your questions directly at https://info.therapeuticresearch.com/contact-customer-support.