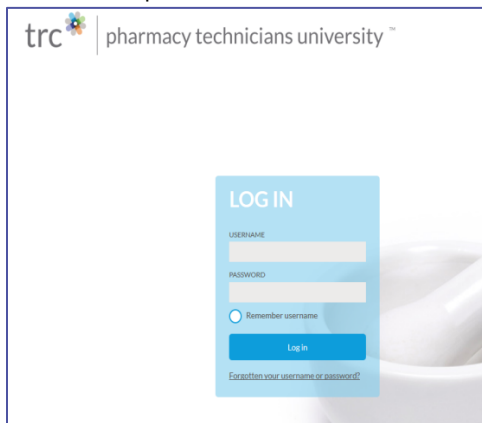


PTU: Program Director Guide

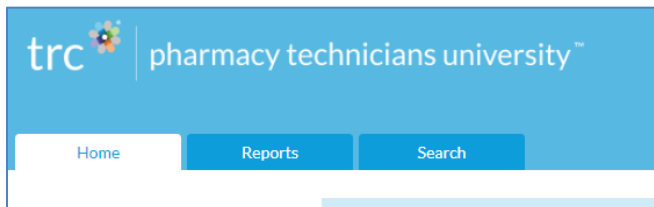
Logging In:

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.

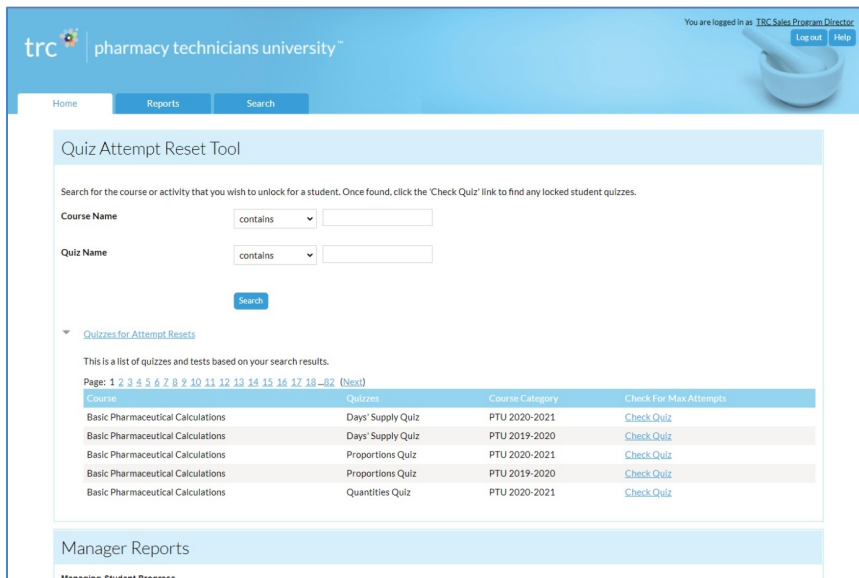
- [Quiz Attempt Reset Tool](#)
- [Manager Reports Quick Launch](#)

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

Exam 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 “Exam Attempt Reset Tool” is found at the top of your home tab.



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You are logged in as **TRC Sales Program Director** [Logout](#) [Help](#)

Home Reports Search

Quiz Attempt Reset Tool

Search for the course or activity that you wish to unlock for a student. Once found, click the 'Check Quiz' link to find any locked student quizzes.

Course Name contains

Quiz Name contains

[Search](#)

[Quizzes for Attempt Resets](#)

This is a list of quizzes and tests based on your search results.

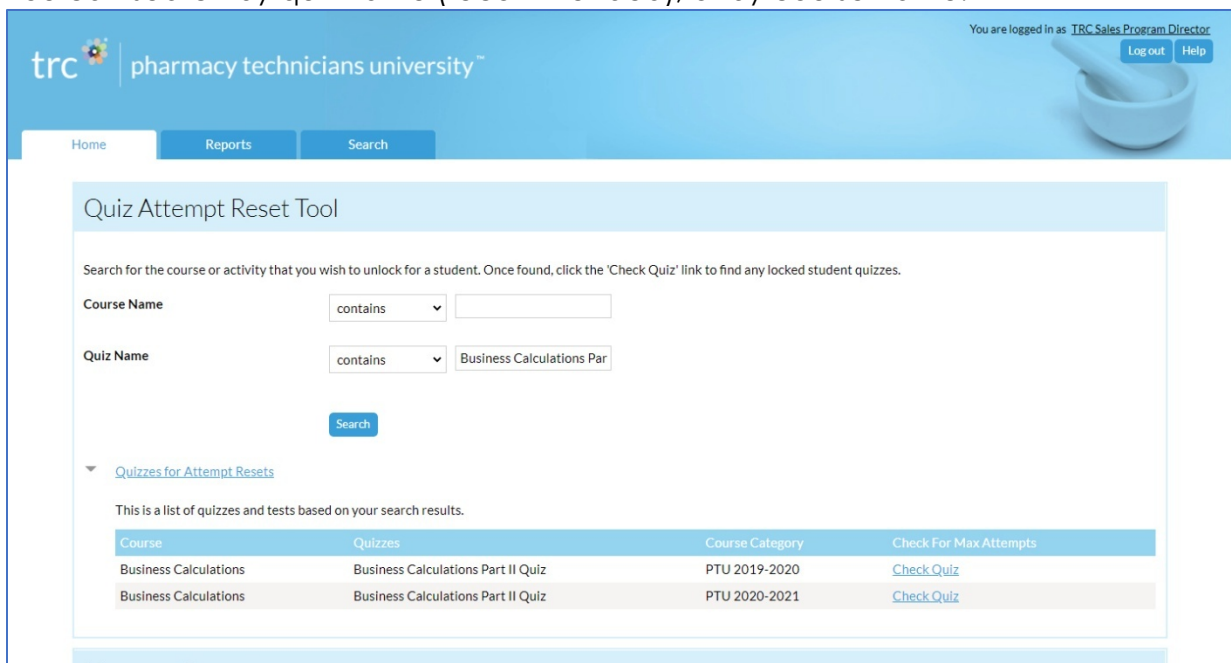
Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [82](#) (Next)

Course	Quizzes	Course Category	Check For Max Attempts
Basic Pharmaceutical Calculations	Days' Supply Quiz	PTU 2020-2021	Check Quiz
Basic Pharmaceutical Calculations	Days' Supply Quiz	PTU 2019-2020	Check Quiz
Basic Pharmaceutical Calculations	Proportions Quiz	PTU 2020-2021	Check Quiz
Basic Pharmaceutical Calculations	Proportions Quiz	PTU 2019-2020	Check Quiz
Basic Pharmaceutical Calculations	Quantities Quiz	PTU 2020-2021	Check Quiz

Manager Reports

[Managing Student Progress](#)

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.



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You are logged in as **TRC Sales Program Director** [Logout](#) [Help](#)

Home Reports Search

Quiz Attempt Reset Tool

Search for the course or activity that you wish to unlock for a student. Once found, click the 'Check Quiz' link to find any locked student quizzes.

Course Name contains

Quiz Name contains

[Search](#)

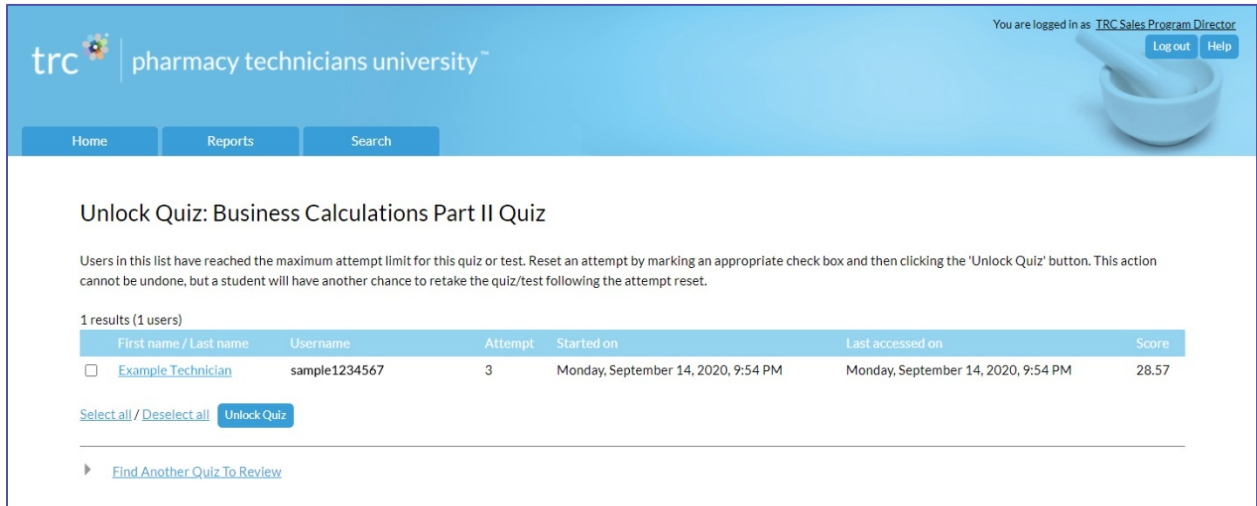
[Quizzes for Attempt Resets](#)

This is a list of quizzes and tests based on your search results.

Course	Quizzes	Course Category	Check For Max Attempts
Business Calculations	Business Calculations Part II Quiz	PTU 2019-2020	Check Quiz
Business Calculations	Business Calculations Part II Quiz	PTU 2020-2021	Check Quiz

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.

- 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.



The screenshot shows the TRC Pharmacy Technicians University interface. At the top, there's a navigation bar with 'Home', 'Reports', and 'Search' buttons. A user is logged in as 'TRC Sales Program Director' with 'Logout' and 'Help' links. The main content area is titled 'Unlock Quiz: Business Calculations Part II Quiz'. Below the title, a message states: 'Users in this list have reached the maximum attempt limit for this quiz or test. Reset an attempt by marking an appropriate check box and then clicking the 'Unlock Quiz' button. This action cannot be undone, but a student will have another chance to retake the quiz/test following the attempt reset.'

Below the message, it says '1 results (1 users)'. A table lists the user details:

	First name / Last name	Username	Attempt	Started on	Last accessed on	Score
☐	Example Technician	sample1234567	3	Monday, September 14, 2020, 9:54 PM	Monday, September 14, 2020, 9:54 PM	28.57

Below the table, there are links for 'Select all / Deselect all' and a blue 'Unlock Quiz' button. At the bottom, there is a link 'Find Another Quiz To Review'.

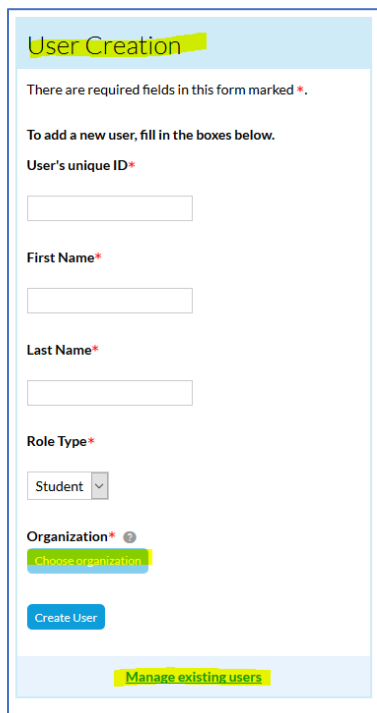
- To unlock an additional attempt, check the left-hand box next to each desired student and click the “Unlock Quiz” button.
- You will then see a confirmation prompt, click “OK” to proceed. The selected student(s) will now be able to attempt the quiz again.

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.



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 ?

contains

Location ?

is equal to

CSPT

Choose location...

☒ Include sub-locations?

User Status ?

any value

Search

Clear

Show more...

Show/Hide Columns

Clicking on column headers below will sort data

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:

Grade

Grade form:

Rubric		
☒ Student correctly completed the garbing procedure.	1 points	Objective feedback
☐ Student correctly completed the aseptic hand-washing procedure.	1 points	Objective feedback
☐ Student correctly removed their garb.	1 points	Objective feedback

Group points: 1/3

Overall points: 1/3

Current grade in gradebook: -

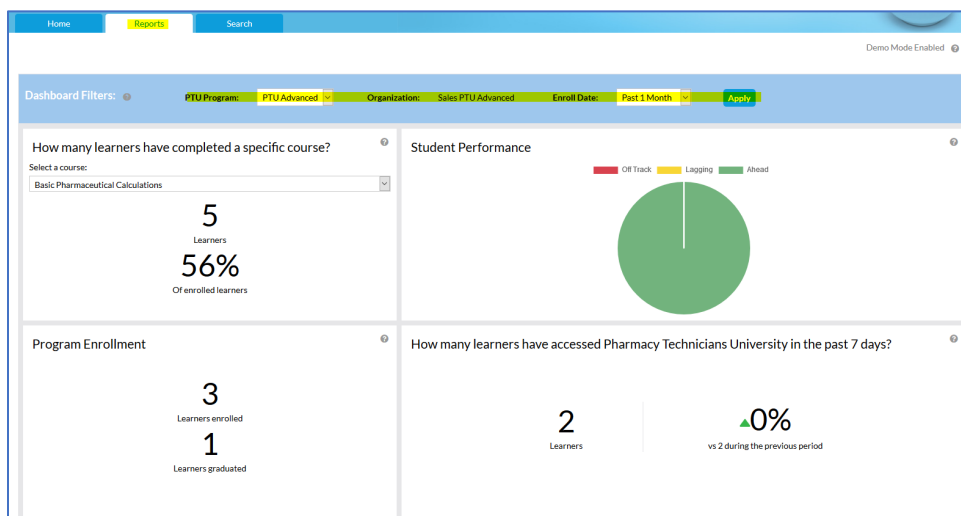
Notify students: No

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:

Report Manager



Board Report: Michigan Board of Pharmacy

This report is designed for and approved by the Michigan Board of Pharmacy for submitting confirmation of students' completion of the technician training program Final Exam. Use the "Fullname" filter to narrow results down to the student you wish to submit. When submitting to the board, be sure to export the report data as a .PDF format and the sender should be the person noted in your approval letter from the Board.



Progress: All Active Students

This report displays program status information for all active, enrolled PTU students.



Progress: Overdue Students

This report displays all active, enrolled PTU students who have exceeded the assigned program due date.



Completed Students: All

This report displays all enrolled PTU students who have completed their assigned program(s).



Progress: Course Progress by Student

All enrolled students showing the status of courses that have been completed as well as recently started (in progress).



Progress: Students Due Next 30 days

This report displays all PTU students who need to complete their assigned program(s) in the next 30-days.



Completed Students: Past 30 days

This report displays all PTU students who have completed their assigned program(s) in the past 30-days.



Progress: Off-Track Students

All enrolled students with a due date in the future that are currently off-track in their program. For overdue students, see dedicated overdue students report.



User: Overview of all Users

This report provides a view of all users assigned to a client, including if the user is active vs. inactive and includes the role of the user (admin, preceptor, student, etc.)



Progress: On-Track Students

All enrolled students that are not currently off-track or overdue; they may be lagging, on track, or ahead of their program.

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

- 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
 - Students who are meeting weekly progress goals and are to finish on or before the program due date
- Progress: Overdue Students
 - Students who have not completed the program and exceeded the program due date
- Progress: Students Due Next 30 Days
 - Students who are expected to complete the program in the next thirty (30) days
- User: Overview of all Users
 - 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:

Search Courses: 119 records shown

Filter by

Type

☐ E-learning (119)
 ☐ Blended (0)
 ☐ Face-to-face (0)

Content

☐ Assignment (0)
 ☐ Book (6)
 ☐ Certificate (4)
 ☐ Chat (0)
 ☐ Choice (6)
 ☐ Database (0)
 ☐ Face-to-face (0)
 ☐ Feedback (2)
 ☐ Folder (0)
 ☐ Forum (0)
 ☐ Glossary (0)
 ☐ IMS content package (0)
 ☐ Label (11)

Search by

Search

Clear

Page: 1 2 3 (Next)

Course Name	Start date	Content
Final Exam	Feb 22 2016	
Role of the Pharmacy Technician	Dec 15 2018	
Drug Information Resources	Dec 15 2018	
Laws Affecting Prescription Dispensing	Dec 15 2018	
Drug Regulation and Control	Dec 15 2018	
Controlled Substances	Dec 15 2018	
Restricted Drug Programs	Dec 15 2018	
State Laws and Regulations	Dec 15 2018	
Pharmaceutical Terminology	Dec 15 2018	
Medication Safety	Dec 15 2018	
Communication	Dec 15 2018	
Communication Supporting Materials	Dec 15 2018	
Introductory Calculations	Dec 15 2018	
Basic Pharmaceutical Calculations	Dec 15 2018	
Measurement Calculations	Dec 15 2018	

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.

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PAGE.8

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>.