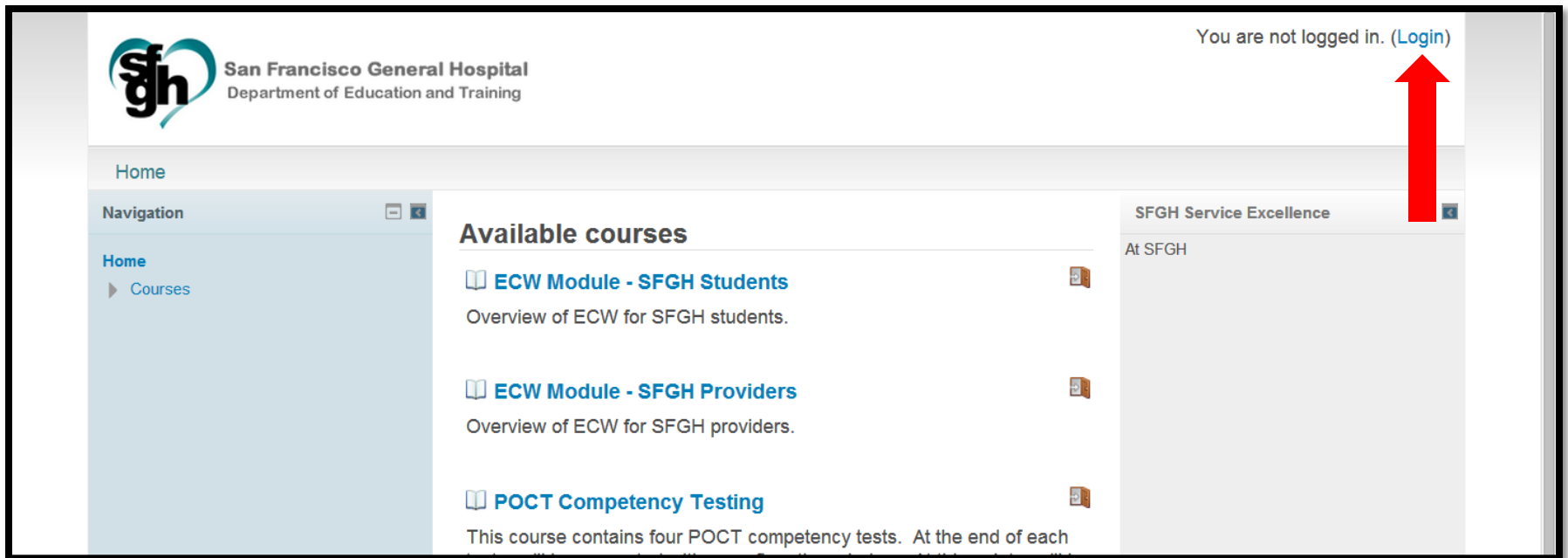


Go to Moodle

- Copy and paste URL to Web Browser

<http://sfglearn.org/moodle/>

- Click “Login” at the top right (see **RED** arrow). You will be directed to another screen.



The screenshot shows the Moodle interface for San Francisco General Hospital. At the top left is the SFGH logo and the text "San Francisco General Hospital Department of Education and Training". At the top right, it says "You are not logged in. (Login)", with a red arrow pointing to the "(Login)" link. The main content area is titled "Available courses" and lists three courses: "ECW Module - SFGH Students", "ECW Module - SFGH Providers", and "POCT Competency Testing". A sidebar on the left contains a "Navigation" menu with "Home" and "Courses". A right sidebar shows "SFGH Service Excellence At SFGH".

Enter Your Administrator Login

- Username: admin
- Password: 1001@Potrero

San Francisco General Hospital
Department of Education and Training

You are not logged in.

Home ► Login to the site

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username

Password

Remember username

[Forgotten your username or password?](#)

Some courses may allow guest access

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Access Module

- Click on the module you would like to run a report on
E.g. *SFGH Orientation Module* (see **RED** box). You will be redirected to another screen, where you will click on the module title again (see **BLUE** box).

The screenshot displays the SFGH Orientation Module page. At the top, the text "SFGH Orientation Module" is highlighted with a red box. Below it, a description states: "This module is required for all students, interns, vendors, contractors and volunteers who will be training and or working at SFGH." The page header includes "SFGH Department of Education and Training" and "You are logged in as Account Administrator (Logout)".

The main content area shows the "SFGH Orientation" module title highlighted with a blue box. Below the title, the text reads: "All required orientation topics are covers within this module. The module should take approximately 45-minutes to complete. Once you've gone through all slides in the course you'll need to click the submit button on the final slide to receive course credit." The page also features a navigation menu on the left, a search forums section on the right, and a "Turn editing on" button.

Generate A Report

- Click on “Reports” tab (see **RED** arrow)

The screenshot displays the user interface for the San Francisco General Hospital Department of Education and Training. At the top right, it indicates the user is logged in as 'Account Adminis'. The breadcrumb trail shows the path: Home > Courses > SFGH Courses > Orientation Module > General > SFGH Orientation. On the left, a navigation menu is visible with sections for 'Home', 'Current course', and 'Administration'. Under 'Current course', the 'Orientation Module' is expanded, showing 'SFGH Orientation' as the selected item. In the top right of the main content area, there are two tabs: 'Info' and 'Reports'. A large red arrow points to the 'Reports' tab. Below the tabs, the page title is 'SFGH Orientation'. The main content area contains text explaining that all required orientation topics are covered within this module, which should take approximately 45 minutes to complete. It also provides details on the number of attempts allowed (unlimited), the number of attempts made (0), the grading method (highest attempt), and the grade reported (none). At the bottom right, there are radio buttons for 'Preview' and 'Normal' modes, with the 'Normal' mode selected. A blue 'Enter' button is located below the mode selection.

San Francisco General Hospital
Department of Education and Training

You are logged in as [Account Adminis](#)

Home > Courses > SFGH Courses > Orientation Module > General > SFGH Orientation

Navigation

Home

- My home
- Site pages
- My profile
- Current course
 - Orientation Module
 - Participants
 - Badges
 - General
 - SFGH Orientation**
 - News forum
 - My courses

Administration

Info Reports

SFGH Orientation

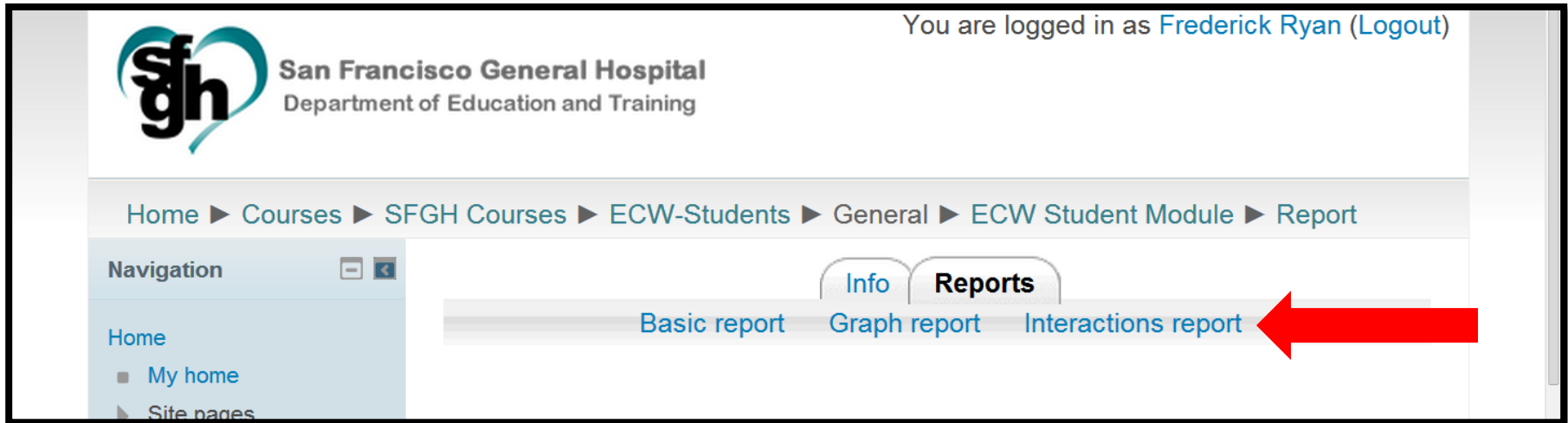
All required orientation topics are covers within this module. The module should take approximately 45-minutes to complete. Once you've gone through all slides in the course you'll need to click the submit button on the final slide to receive course credit.

Number of attempts allowed: Unlimited
Number of attempts you have made: 0
Grading method: Highest attempt
Grade reported: None

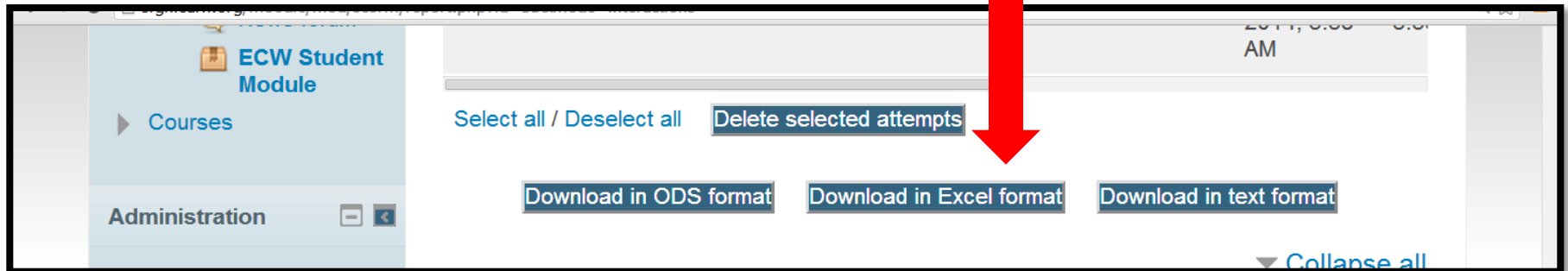
Mode: Preview Normal
[Enter](#)

Generate A Report

- Click on “Interactions Report” (see **RED** arrow)



- Scroll down page, click “Download in Excel format”



Validating Module Completion

- The spreadsheet you download will include: the student/residents' identification (name, email address), number of attempts, first/last log-in attempt, score, and status.
- To determine completion, look at status listed under column G (see **YELLOW** highlighted field).

	A	B	C	D	E	F	G
1	Name	Email address	Attempt	Started on	Last accessed on	Score	SFGH Student Orientation
2	Brendon O'Connell	brendon.oconnell@ucsf.edu	1	26 December 2013, 9:20 AM	26 December 2013, 10:03 AM	0	Completed
3	Dalyn Chew	dalinda.pikachu@gmail.com	1	1 February 2014, 10:50 AM	1 February 2014, 12:23 PM	0	Incomplete
4	Lexanne Koenig	ylexanne@yahoo.com	1	25 January 2014, 6:16 PM	25 January 2014, 8:22 PM	0	Incomplete
5	Albert Lee	albert.lee@ucsf.edu	1	26 December 2013, 10:34 AM	26 December 2013, 10:56 AM	0	Completed
6	Krystal Tigno	krystal.tigno@yahoo.com	1	12 February 2014, 2:45 AM	12 February 2014, 3:13 AM	0	Completed
7	Jill Risser	jarisser@usfca.edu	1	26 January 2014, 8:41 PM	26 January 2014, 9:34 PM	0	Incomplete
8	Amanda Pegors-Paez	aepaez@dons.usfca.edu	1	26 January 2014, 10:13 PM	26 January 2014, 11:21 PM	0	Completed

Questions Regarding Administrator Access?

Contact Moodle Administrator

Fred Ryan x64699