Course Provider User Manual

How to register and enter courses

on-course.eu

Contents

1. Registering as a course provider

In order to register with on-course® simply go to our home page - at www.on-course.eu - and then click on the word 'Register' on the top right hand side.
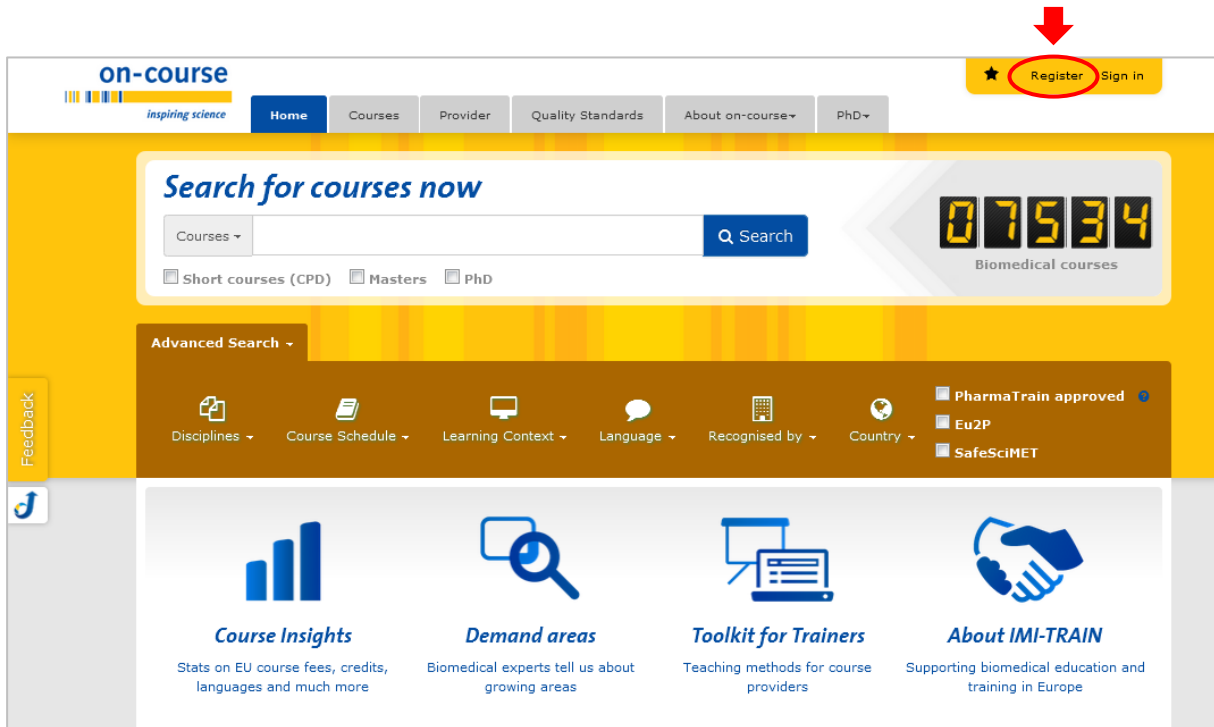
This will take you through to a page where you will be asked to add your e-mail address and create a user name and password.
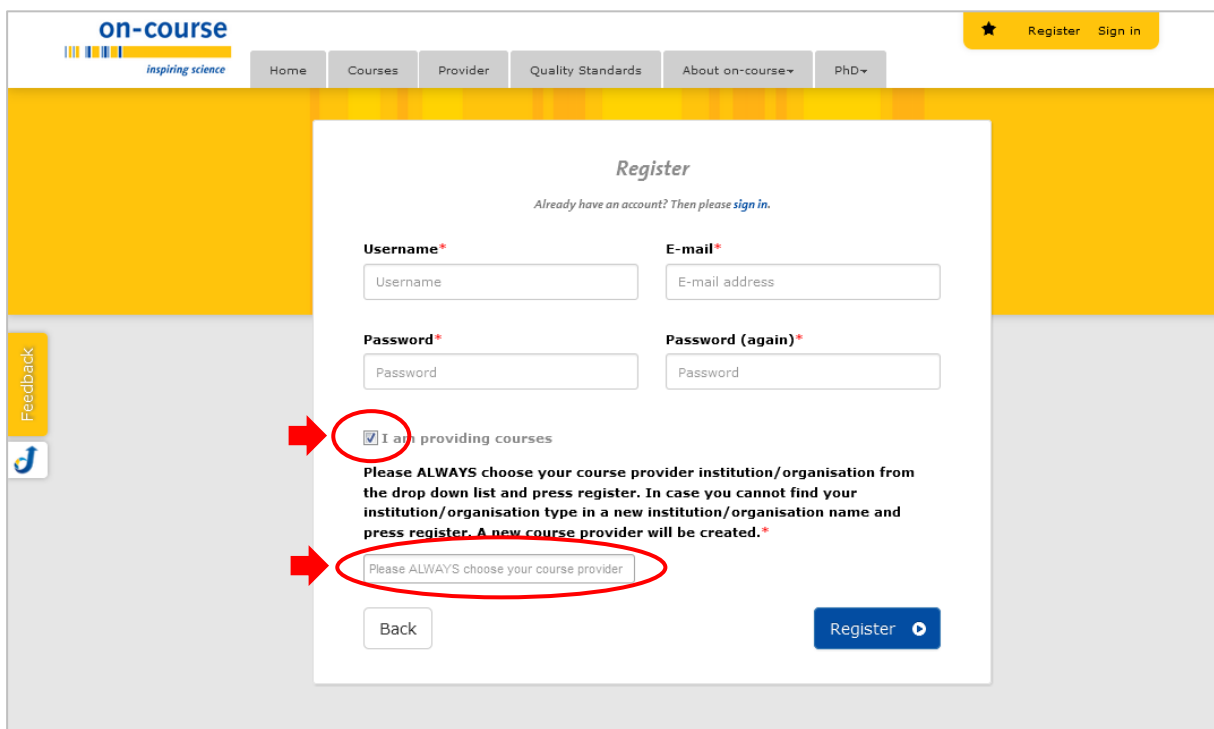
Once you have ticked the box marked 'I am providing courses' a field labelled 'Please ALWAYS choose your course provider' is revealed.

You can check whether your course providing institution is already listed by typing in a part of its name (e.g. 'Pharma'). If it appears in the list, simply select it and click the blue 'Register' button.

If your course providing institution isn't listed in the drop-down, type in the new institution's name and press register. A new course provider will be created within the system which is automatically assigned to your personal registration.

1.1 Pending approval by the on-course® curators team

Please allow our team of curators up to two working days to approve your new registration. You will receive an e-mail as soon as your registration has been processed.

In case you experience problems with your registration
please click the yellow 'Feedback' tab on the webpage's
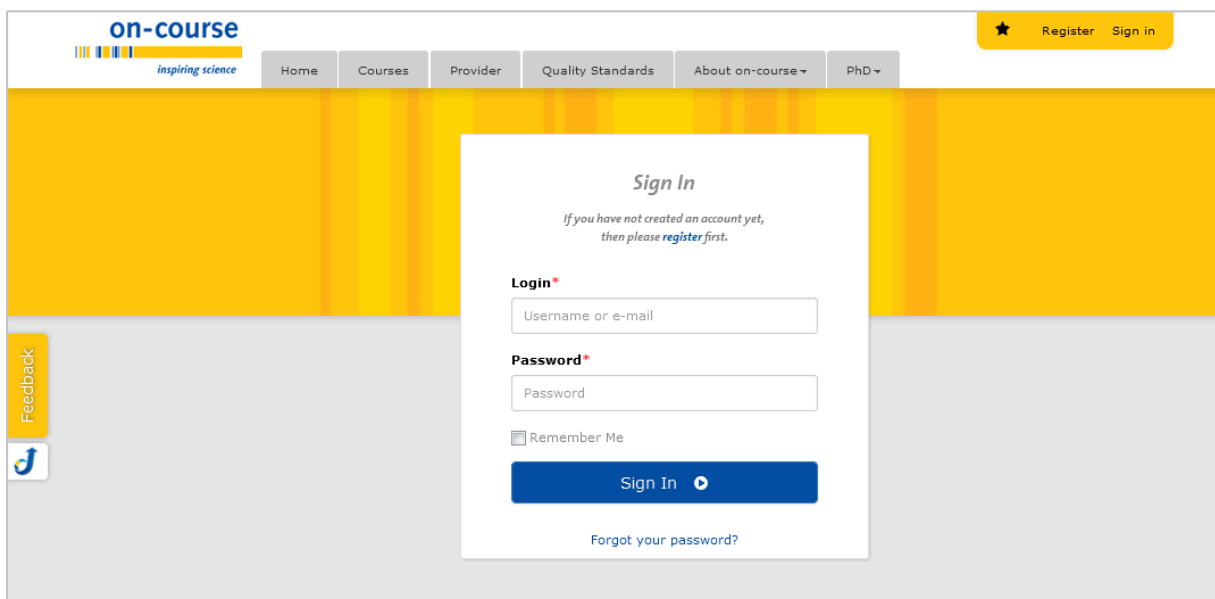left hand border to send a message to the team …

… or write an e-mail to admin@on-course.eu.

2. Signing in

After your registration as a course provider with on-course® has been approved by our team of curators (you will have received an e-mail accordingly) you can 'Sign in' at the top right of the home page:
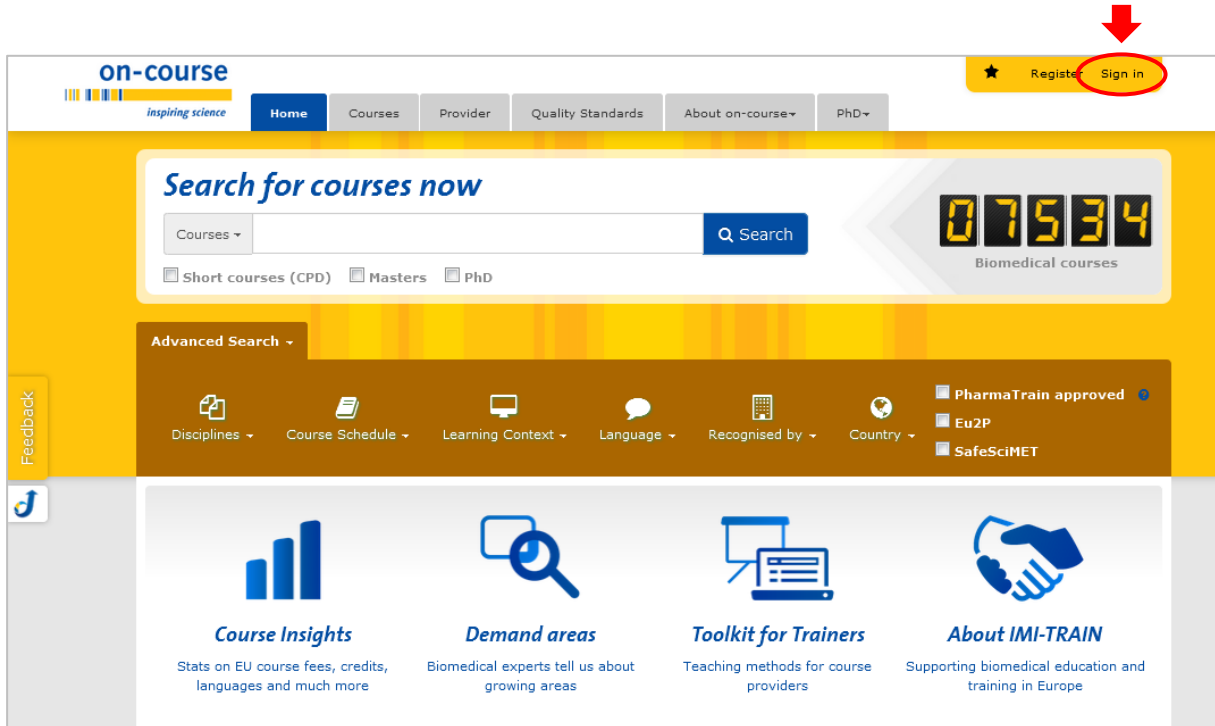
Enter your Login and Password and click 'Sign In' again at the bottom:

3. Adding, reviewing and editing courses

3.1   Summary information for adding, reviewing and editing courses

Brief information for adding, reviewing and editing courses is given below. For more detailed descriptions, go to section 3.2: Additional detailed descriptions for completing course information

Completing the signing-in procedure will take you to a course list view. If you are about to enter your first course the list will be empty.

This is the kind of page you will see:

At the top right of the page where your courses are (or will be) listed you will see a green box marked '+ Add Course'. Clicking here takes you to this page:

Now you can choose the type of course you're entering (i.e., 'Short courses (CPD)', 'Masters' or 'PhD'), a provider name from the 'Provider' drop-down menu and enter a title for your new course.

> N.B.: Only the names of providers that have previously been entered and approved by the curators team can be selected in the 'Provider' drop-down menu. If you want to enter a new provider here please contact the curators team using the Feedback button.

When you are happy with the information you've entered click 'Create new Course':

Once you have a few courses on your list do check and make sure that your title is not already in use: on-course® will not allow you to submit two courses with identical titles from the same provider for approval.

Pressing the 'Create new Course' button will open a page with a set of tabs. All adding and reviewing of course content is performed via this page, the 'Courses' page. It looks something like the picture below:

There are a number of tabs at the top, one for each page, and you can move through these in order or go backwards and forwards as you wish. You just need to **remember to save whatever you enter or change before moving on to the next tab** by using the blue 'Save' button at the bottom of each page.

If you are adding a new course many of the fields here will be blank. Only a few key ones - the name of the course, provider, etc. - will already be completed. Some also have a default setting, which you may change if you choose.

Most of the fields are designed to be self-explanatory. Don't worry if you only partially complete a course entry and want to come back to it: your entry is stored at whatever stage you have clicked 'Save'.

3.1.1 Presentations

We call a single version of a course a presentation. Presentations might differ in course date, location or learning context (face-to-face, online etc.) to name a few options. You can add a number of different presentations for a single course under the tab 'Fees/Dates/Locations' by clicking on either one of the green buttons:
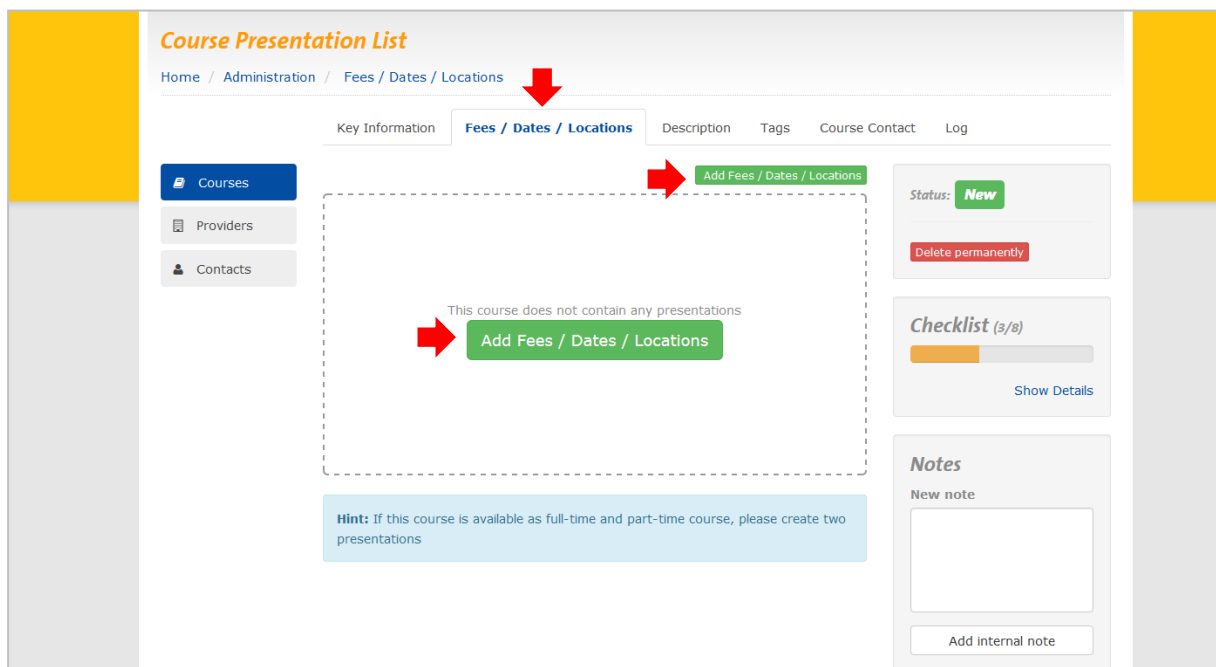
3.1.2 Cloning presentations

If the information for a new course presentation is very similar to a previous existing one you have the option to use the 'Clone' button at the top right of every presentation window to copy/paste the respective presentation and then edit data in the new presentation accordingly.
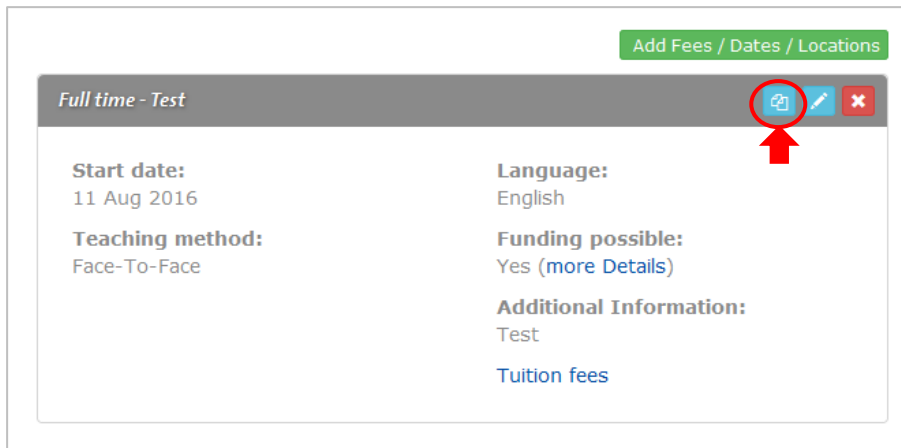
3.1.3 Reviewing and editing existing courses

If you want to review or update an existing course you can do so by clicking on the light blue edit button to the right of each entry in the main list for your provider, indicated by the symbol of a pencil (see below). This will take you to the course page for that entry and, like adding a new course, you can update any of the information entered in the various tabs - remembering to 'Save' on each page and submit when you've finished.
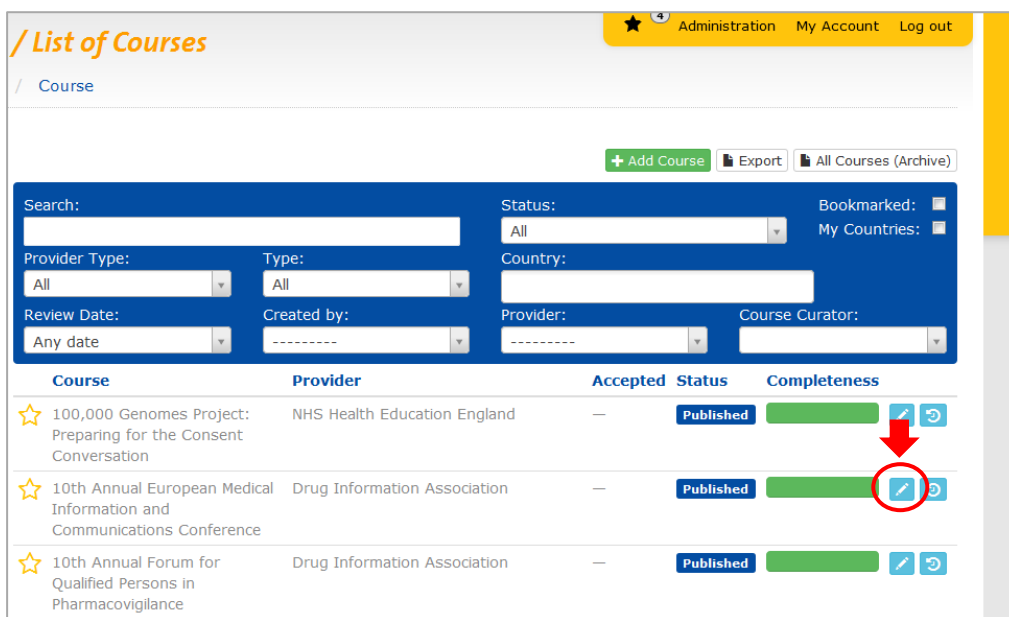
3.1.4 Compulsory data fields and the 8-step 'Checklist'

When entering a new course or updating an existing one there is a box on the right hand side of every page marked 'Checklist', with a coloured bar and a number scored out of 8. This refers to the list of 8 compulsory fields that must be completed before a course can be submitted for approval.

If you click on 'Show Details' you can see which of the fields are absolutely essential.
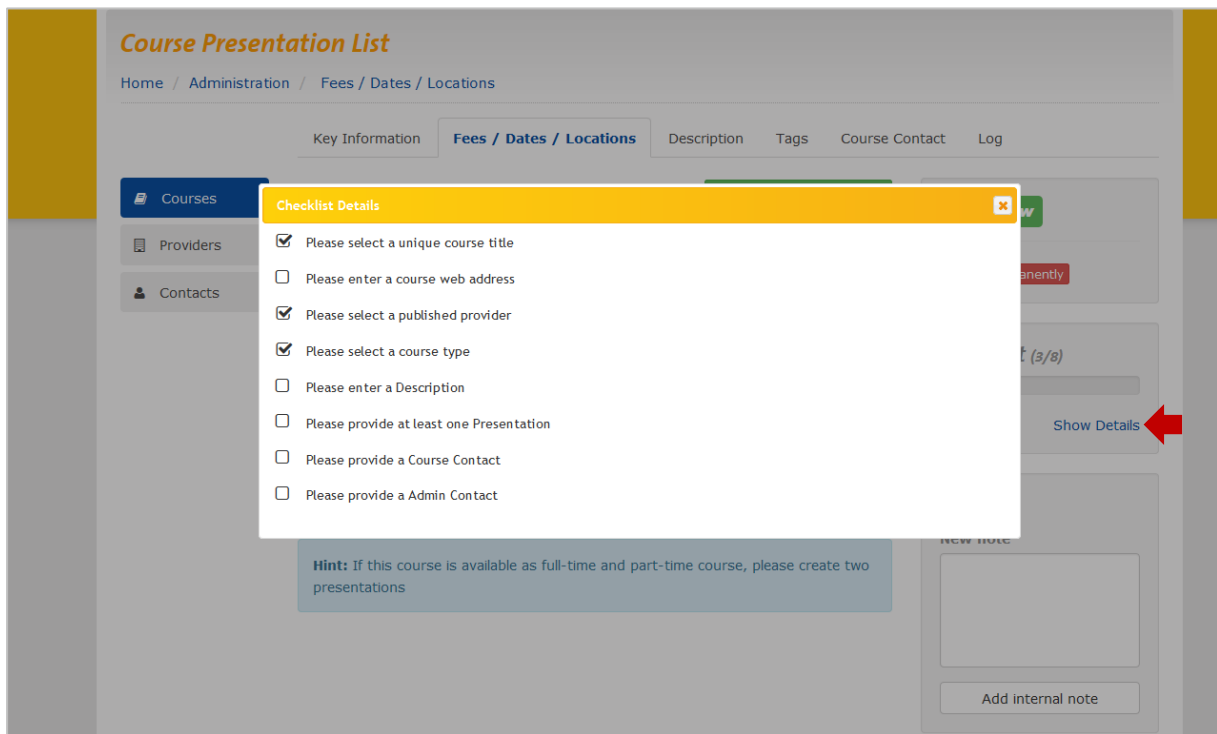

In this example we have only completed 3 of the necessary 8 fields and must enter information in the other 5 before the course can be submitted.

N.B.: When adding a web address (URL) for your course under the tab 'Key information' please include the full address (including 'http://'), otherwise you won't be able to save your entries under this tab.

3.1.5 Submitting courses

When you have added all the information about your course on each of the pages, clicking the blue button marked 'Submit' on the right hand side of the screen will send the course to the

approvals section of the site. A member of the on-course® curators team will check through your submission and publish it if everything's okay. We aim to review and approve a course within 4 working days of submission. It can then be viewed on the public pages.
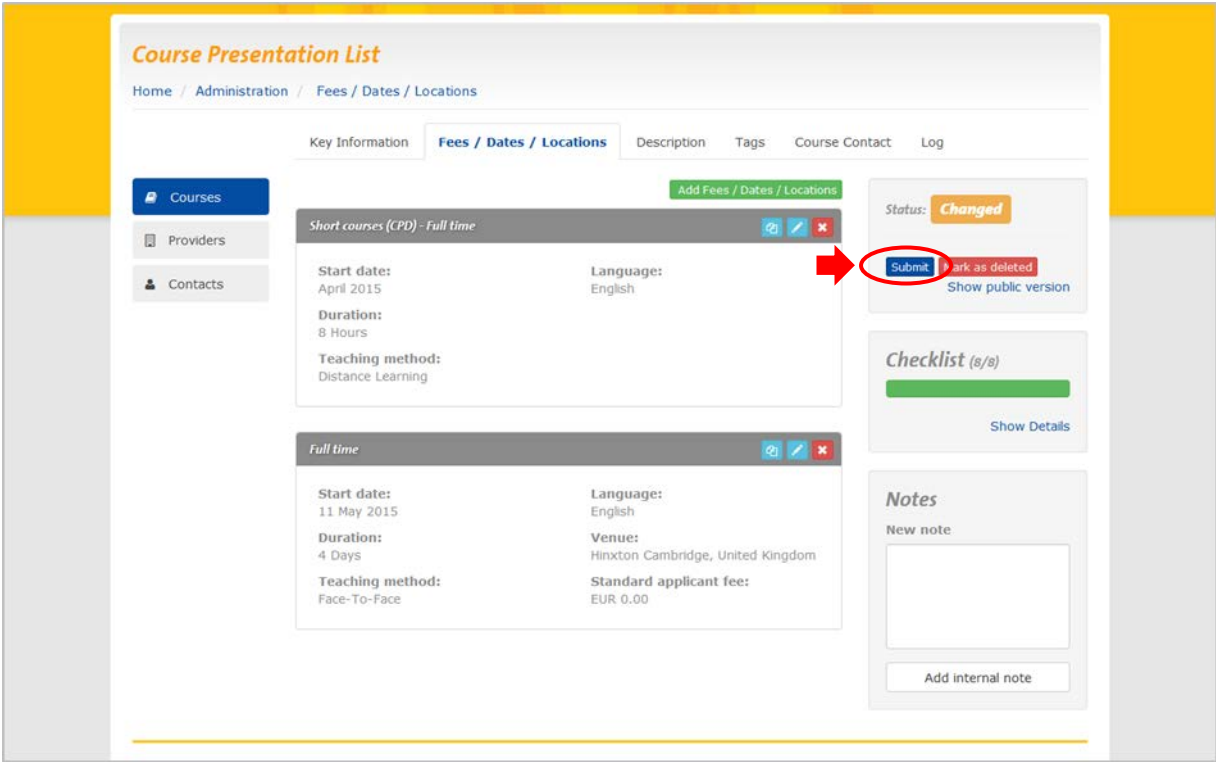
3.2 Additional detailed descriptions for completing course information

All the following sections give more detailed explanations on how to complete different tabs and fields.

3.2.1 'Fees/Dates/Locations' tab

You can click on either of the green buttons marked 'Add Fees/Dates/Locations' to enter a new version of your course.

> N.B.: We call a single version of a course a **presentation**. Presentations might differ in course date, location or learning context (face-to-face, online etc.) to name a few options. You can add a number of different presentations for a single course.

Once you have saved all of the information in the 'Fees/Dates/Locations' tab it should close and look like this:

If you know that your course will run in several different forms - perhaps as face to face and distance learning, in two or more different locations, and so on - you can add an additional presentation of the course by clicking on the green box marked 'Add Fees/Dates/Locations' and this will allow you to add a second version without removing the existing one, like so:
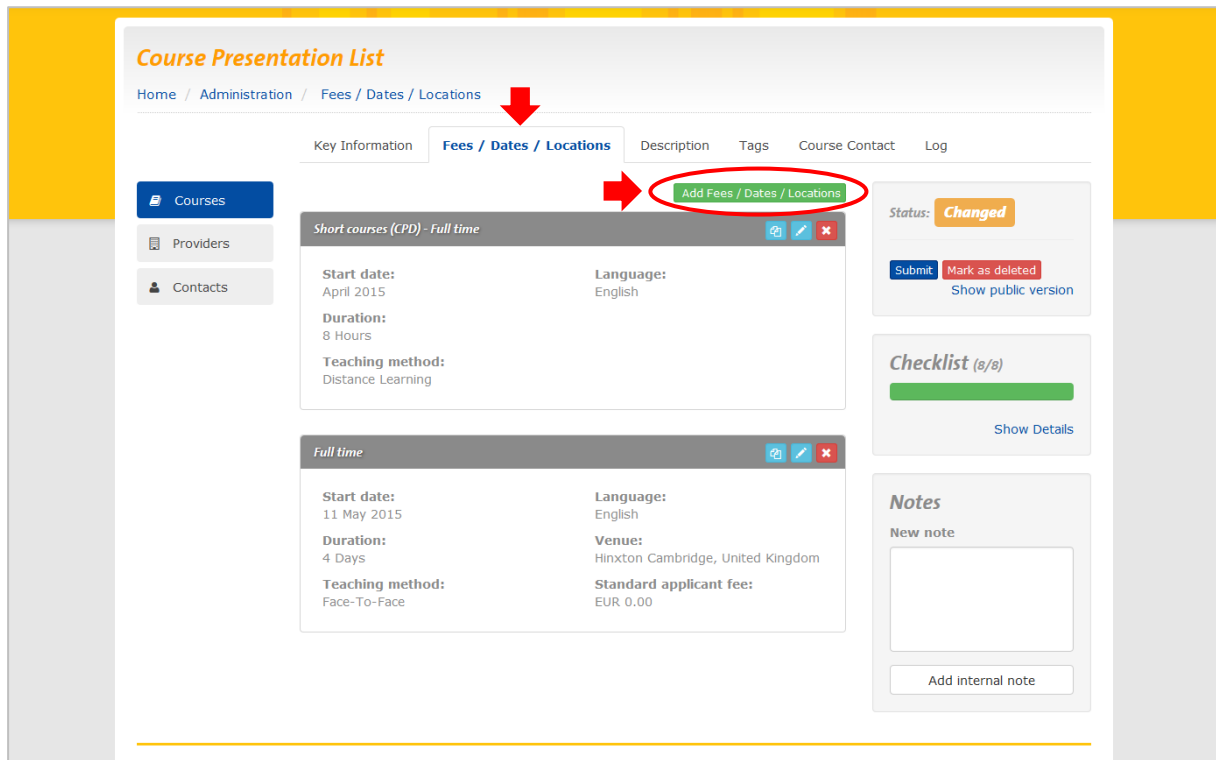
Here we show a distance learning version of the same course which is listed above. You can add as many versions as you need to.

3.2.2 Specifying individual modules for a Masters course

If on the 'New Course' page you clicked the option for your new course to be of the 'Masters' type you will be provided with an additional tab at the top of the 'Courses' page, the 'Modules' tab.

You can specify modules as subunits of your Masters course if students are able to take single modules individually, without having to complete the whole Masters programme.

Just click the green 'Add Module' button at the top right on the 'Modules' page.
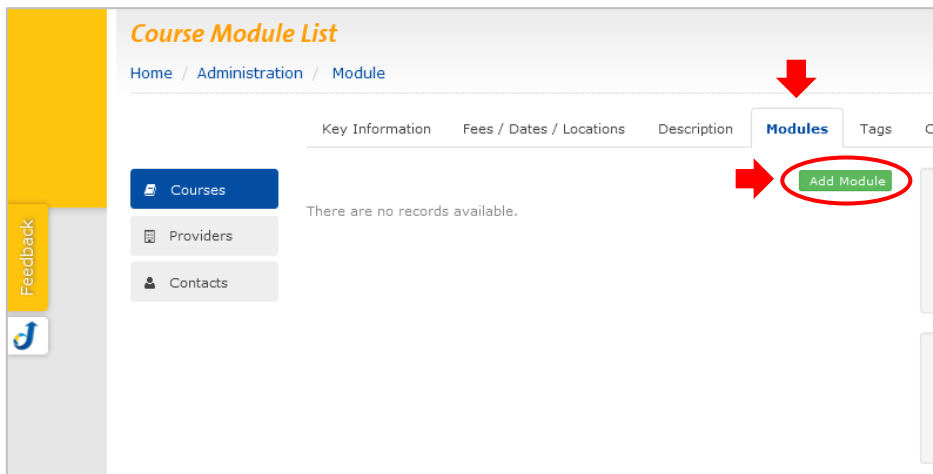
On the subsequent page enter more information to describe the respective course module.
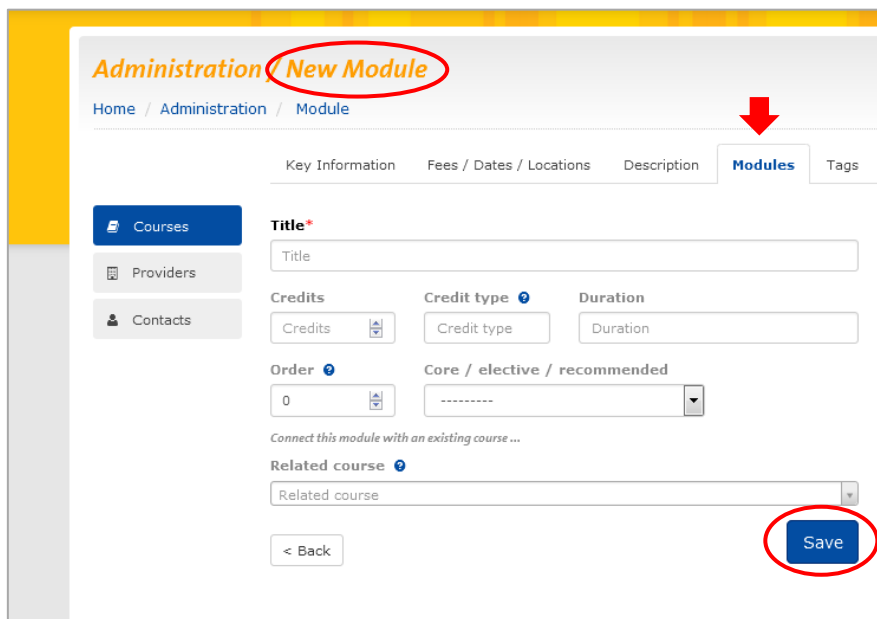
Clicking 'Save' gets you back to the course module list. Your new module is now shown in this list.
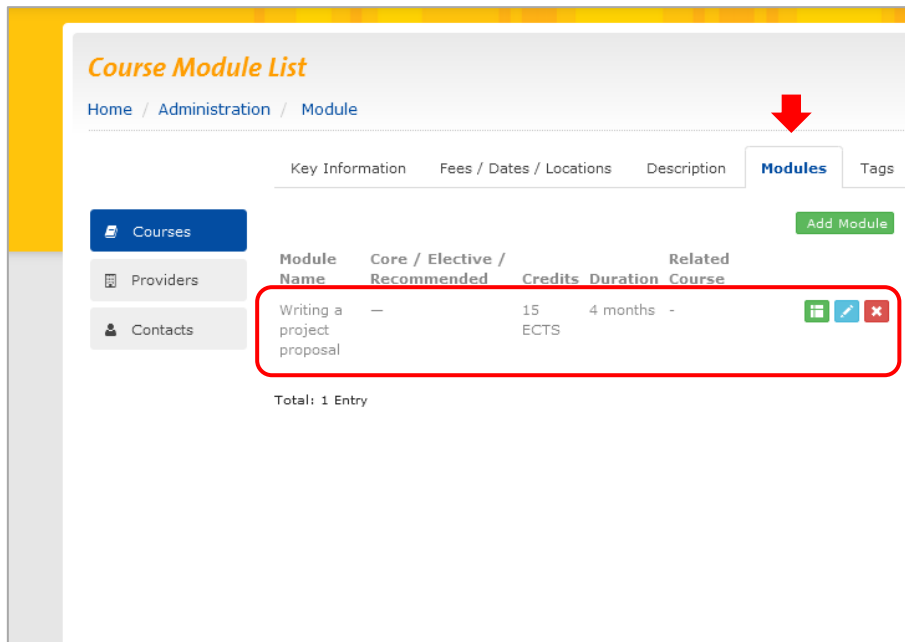
3.2.2.1 Linking a module to an existing CPD

You can either link your new module to an existing CPD course, or create a new CPD. Open the modules list and click on the 'edit' button (the blue one with the pencil).

The 'Update Module' page appears. Click in the 'related course' field at the bottom of the editing page and start typing the name of the course.
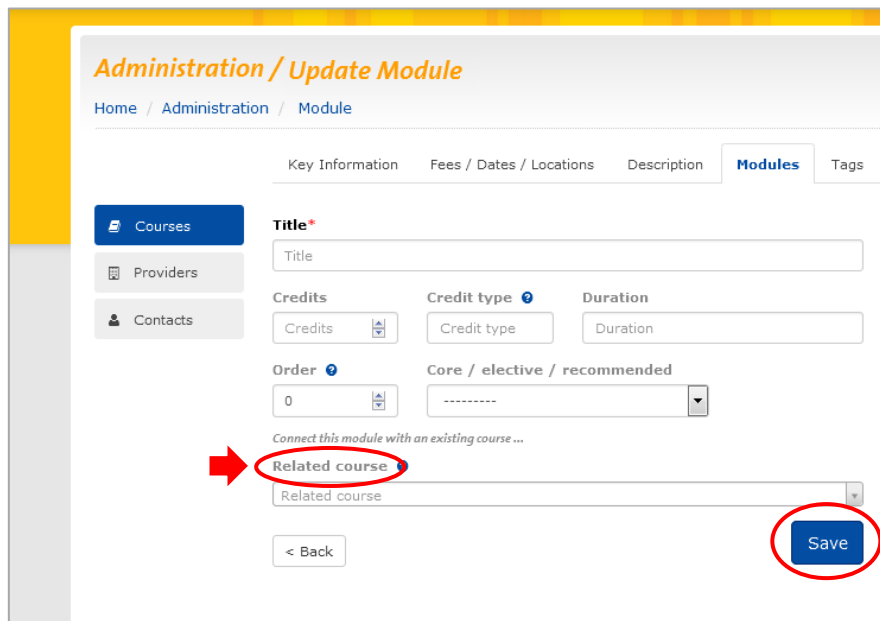
A list of course titles will appear in the drop-down. Once you have found the course you want to assign your module to in this list, click on it and press save.
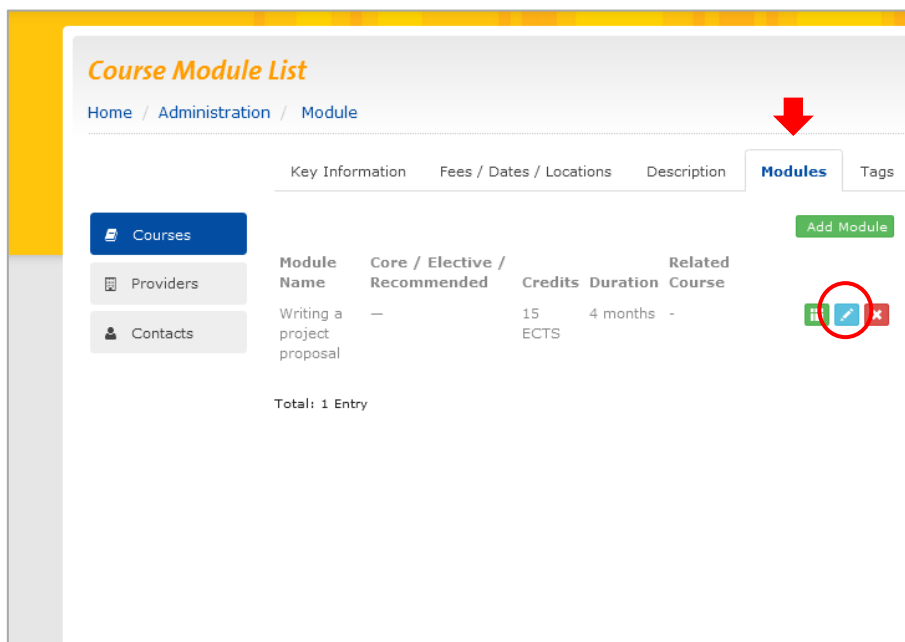
3.2.2.2 Creating a new CPD course from a module

If the course you wish to link your new module to doesn't exist yet you will need to create a new course. To do so go back to the module list by clicking on the 'Modules' tab and then click on the module's green icon to create a new CPD.
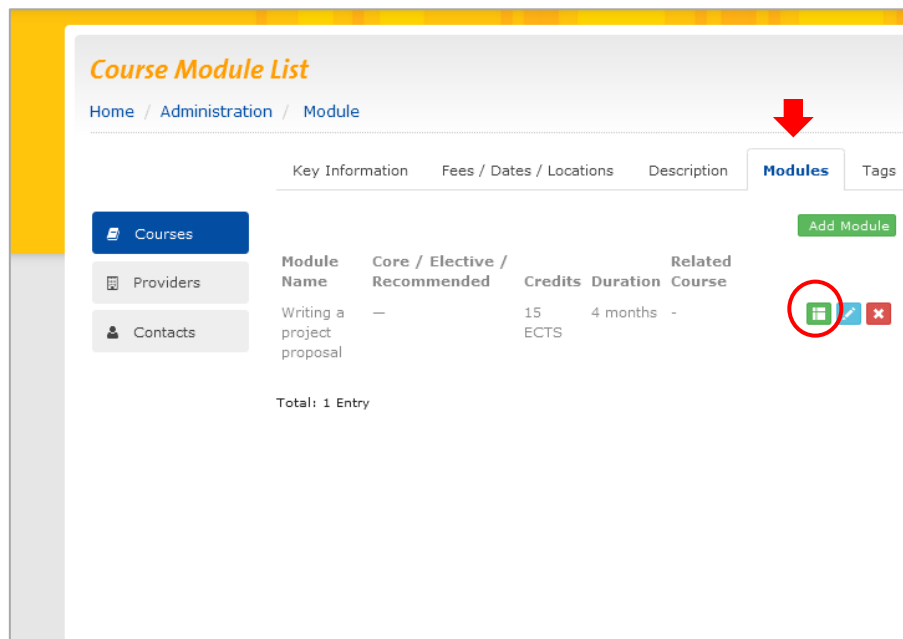
N.B.: Clicking the green button will immediately create the new CPD course. If you accidentally clicked this button and want to undo the action, click the module's blue edit button (with the pencil) and delete the 'Related course' by clicking on the small 'x' to the right of the related course's title, then 'Save'. You also need to go back into the course list and delete the new CPD there as well.

3.2.2.3 Editing a new CPD course created from a module

To edit the new CPD course you have just created, click the blue edit button (with the pencil) and go to the link under the 'Related course' field which will take you to another course editing screen similar to your Master course.


Fill in all the fields as previously mentioned, remembering to press save on each tab, and then submit.

Then go back to your previous screen and press save, which will take you back to the module list where you can add more modules.

3.2.3 Assigning tags to courses

To make it easier for course seekers to find courses with specific properties, on-course® provides a list of tags which can be assigned to individual courses. You can manage tags in the 'Tags' tab on the 'Course' page. After clicking the 'Tags' tab you will see this page:
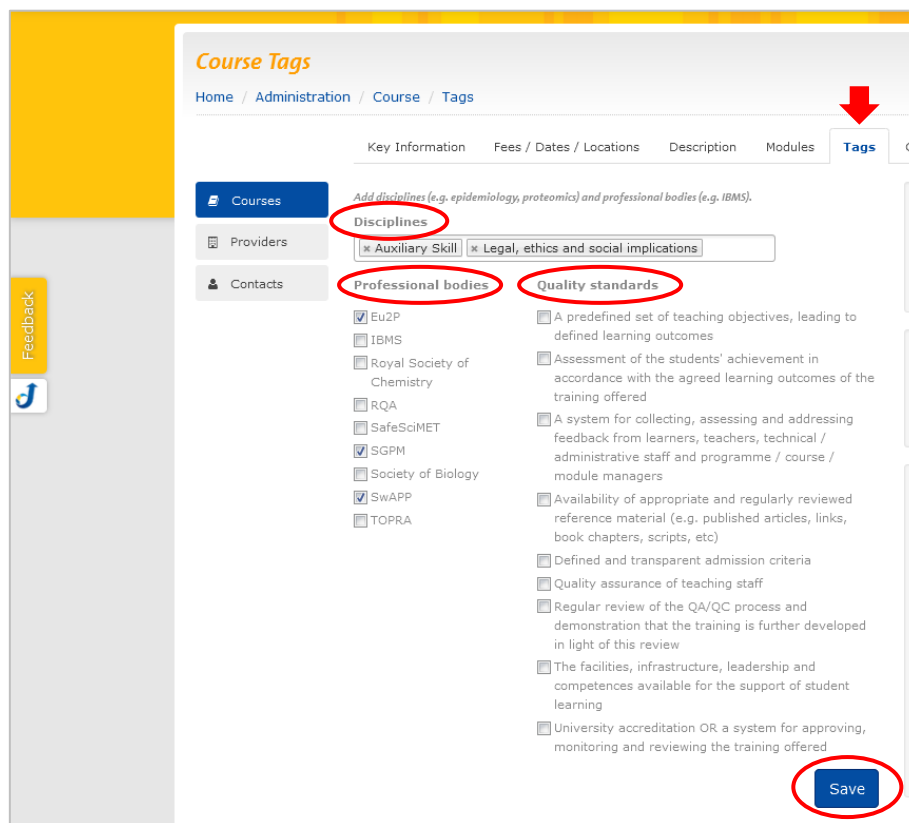
There are three categories from which you can choose to add pre-defined tags to your course:

- Disciplines
- Professional bodies
- Quality standards

3.2.3.1 Disciplines

As part of the Home page on-course® provides course seekers with the option of narrowing down their searches according to a number of global criteria, listed in the brown 'Advanced Search' bar. The first of these options is the 'Disciplines' criterion.

In your course information you can assign one or more disciplines to your course. Just click in the text field under the 'Disciplines' header and a pull-down list of all the disciplines within on-course® appears. Choose the disciplines relevant to your course accordingly which will be automatically added to the text field.

3.2.3.2 Professional bodies

With this criterion you are able to specify whether your course is accredited or recognised by one of the institutions listed. Just tick the box beside the name/acronym of the respective institution. If the organisation or institute is not listed, please send a request via the feedback tab

Course seekers are able to filter their searches by using the 'Recognised by' criterion listed in the brown 'Advanced Search' bar on on-course®'s Home page.
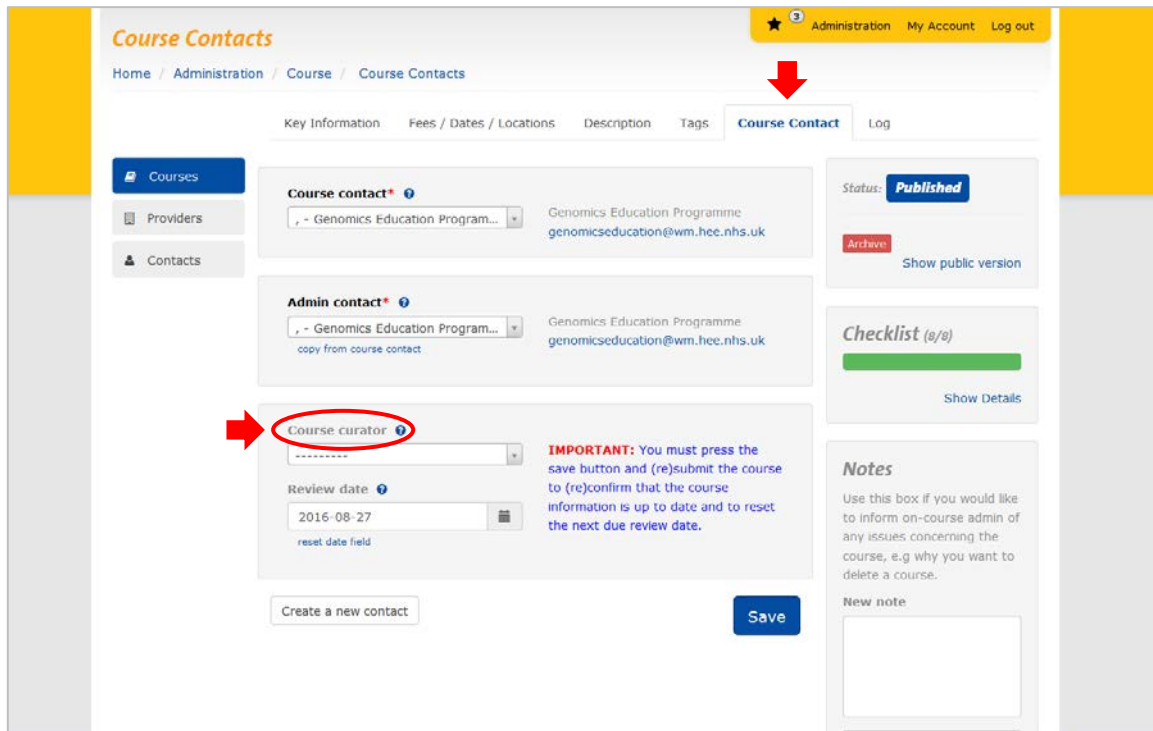
3.2.3.3 Quality standards

The Innovative Medicines Initiative (IMI), which funds the on-course® project, has developed a set of nine quality criteria that can be assigned to courses for continuing professional development (CPD) in Europe. Course providers who enter their courses in on-course® are encouraged to provide information on which of the quality standards apply to their courses. This is entirely voluntary, but provides added information to course seekers that may help them to decide whether or not a particular course is appropriate for them. For more information, please visit: https://www.on-course.eu/home/imi-quality-standards/

On entering your course in on-course® you can self-assess whether your course matches one, a number or all of the IMI course quality criteria by ticking the respective criterion's box.

3.2.4 Identifying and entering your curator's information

An on-course® curator is a person who has the permission within the system to add and edit course entries. After registering as a course provider with on-course® you will be asked whether you wish to be curator. Curators will receive reminders about updating their course via on-course®'s automated messaging system.

3.2.5 Submitting courses

When you have added all the information about your course on each of the pages, clicking the blue button marked 'Submit' on the right hand side of the screen will send the course to the approvals section of the site. A member of the on-course® curators team will check through your submission and publish it if everything's okay. We aim to review and approve a course within 4 working days of submission. It can then be viewed on the public pages.