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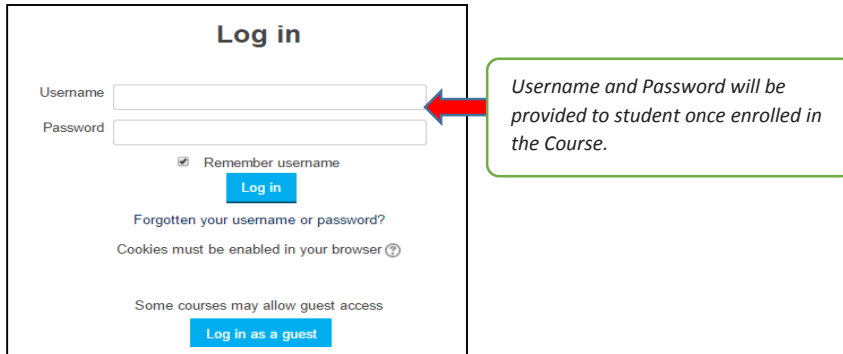
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## A. Logging In and Out

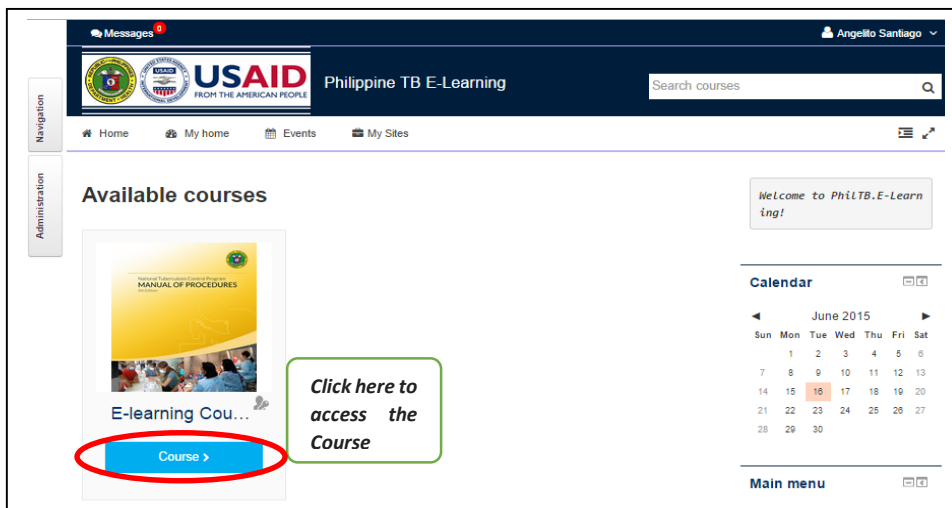
1. Open your web browser and go to <http://impact.pbsp.org.ph:181/PhilTB.E-learning/>.



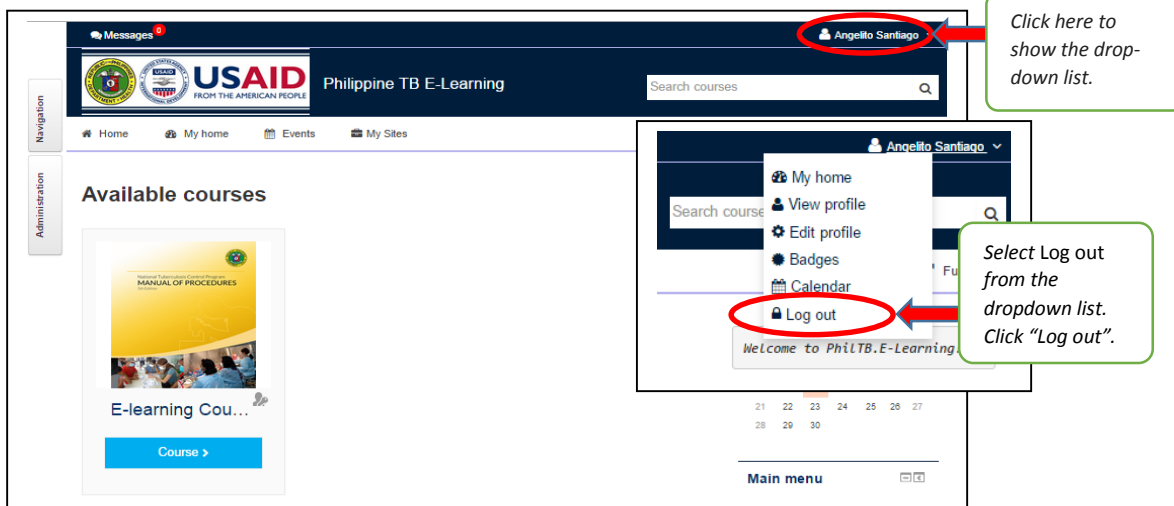
2. Write down your Username and Password, then click “Log in”.



3. To access the course site, click “Course”.



4. To log out



## B. General Layout of the Course Site

**Messages** 0 ← This is a message notification.

USAID FROM THE AMERICAN PEOPLE E-learning Course on the NTP Manual of Proced... Search courses

Home My home Events My Sites This course

My courses Miscellaneous NTP MOP E-learning Course

These are the site toolbars.

This is the course menu bar.

Angelito Santiago ▾ This is the user menu. It also displays currently logged-in

Latest news  
 Navigation  
 Administration  
 Recent activity

These are the Tabs.

**Course Overview**

The E-learning Course on the 5th edition of the NTP Manual of Procedures (MOP) is the online alternative to the face-to-face training course on the same topic. It may also serve as a refresher course for those who have completed already the face-to-face training. The main references for the course are the NTP Manual of Procedures (5th ed.), the NTP MOP Training Slide Sets and other training materials used in the conventional course.

News and Announcements  
 Course Guide (no schedule)  
 Database of Participants

This database will contain information on all course enrollees, learning facilitators and resources provide the requested information for our database.

Exercise # 5.1 Accomplishing the Recording Forms for Isolation Preventive Therapy (IPT)  
 Slide Sets # 5 and #3A

Slide Set # 5 summarizes Chapter 4 (Prevention of TB.) Slide Set # 3A captures topics covering IPT which are mentioned again in Chapter 4.

**Alternative Exercise for Module 5**

Follow the procedures for alternative exercises in previous modules.

Exercise # 5.1A (Alternative to Exercise # 5.1)

**Module 6: Recording and Reporting (Chapter 5 of the NTP MOP)**

Module 6 Study Guide (Draft)  
 Forum on Recording and Reporting

Submit at least one post related to Module 6 in this forum. You may raise a technical question/problems/issues related to the features of the course site. You can also share with us how the course (i.e., any difficulty, reflections as an e-learner and TB health worker.) Refer to the Forums for more detailed instructions.

Slide Set # 6  
 Exercise # 6

This exercise provides the opportunity for trainees to become familiar with and correctly fill and report forms. Refer to the Activity Guide for Exercise # 6 for detailed instructions.

**Module 7: Management of TB Drugs and Diagnostic Supplies (Chapter 6 of the NTP MOP)**

**Messages**

No messages waiting

**Upcoming events**

There are no upcoming events

Go to calendar...  
 New event...

**Calendar**

July 2015

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     |     |
| 5   | 6   | 7   | 8   | 9   |     |     |

Blocks are items added to the right of the page. You can choose to customize the page and convert the blocks into Tabs. (See page 7 to convert the Blocks to Tabs).

**Search forums**

Go

Advanced search

This is the search block for forums and contents.

**Online users**

(last 5 minutes)

- Angelito Santiago
- Maria Lourdes Barrameda

The Online Users block shows the list of users currently logged into the course.

**Progress Bar**

The Progress Bar visually shows the history of all activities/resources accessed by the user.

The color blue means "not completed" or "not yet viewed", while green means "completed" and "viewed".

The modules are located at the center of the page.

**Course Overview**

The E-learning Course on the 5th edition of the NTP Manual of Procedures (MOP) is the online alternative to the face-to-face training course on the same topic. It may also serve as a refresher course for those who have completed already the face-to-face training. The main references for the course are the NTP Manual of Procedures (5th ed.), the NTP MOP Training Slide Sets and other training materials used in the conventional course.

- News and Announcements** - Please see page 7 for instruction.
- Course Guide (no schedule)** - Click here to download the document.
- Database of Participants** - Please see page 10 for instruction. This database will contain information on resource speakers. Kindly provide the requested information for our database.

**Therapy (IPT)** - Click here to download the document. Slide Set #5 summarizes Chapter 4 (Prevention of TB.) Slide Set # 3A captures topics covered in IPT which are mentioned again in Chapter 4.

**Alternative Exercise for Module 5**

Follow the procedures for alternative exercises in previous modules.

- Exercise # 5.1A (Alternative to Exercise # 5.1)** - Click here to download the document.

**Module 6: Recording and Reporting (Chapter 5 of the NTP MOP)**

- Module 6 Study Guide (Draft)** - Click here to download the document.
- Forum on Recording and Reporting** - See page 12 for instruction. Submit at least one post related to Module 6 in the forum. You may raise a common question/problems/issues related to the features of the course site. You can also share with us how you are doing in the course (i.e., any difficulty, reflections as an e-learner and TB health worker.) Refer to the Guide for more detailed instructions.
- Slide Set # 6** - Click here to download the document.
- Exercise # 6** - Click here to download the document. This exercise provides the opportunity for trainees to become familiar with and correctly fill up and report forms. Refer to the Activity Guide for Exercise # 6 for detailed instructions.

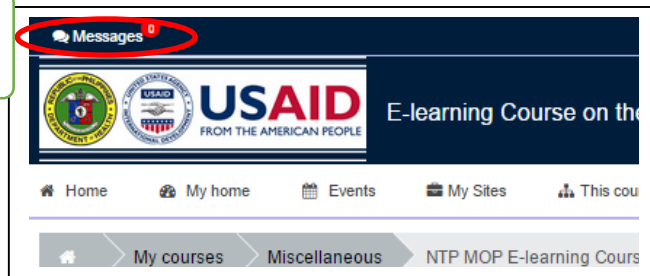
**Progress Bar**

Progress: 11%  
Mouse over block for info.

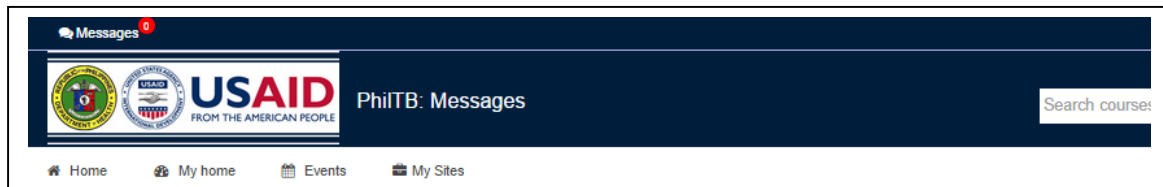
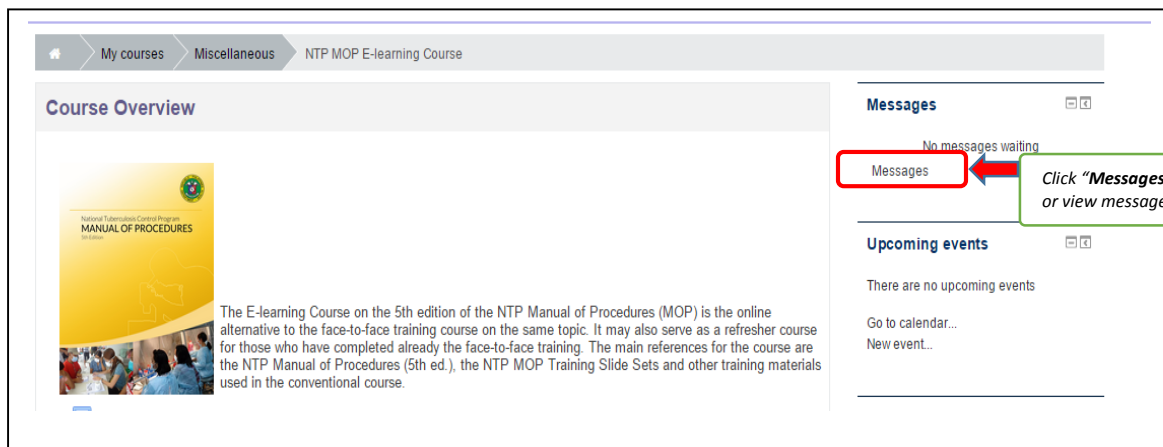
## 1. The Blocks

### a. Message function

This alerts you to the number of new messages for you.

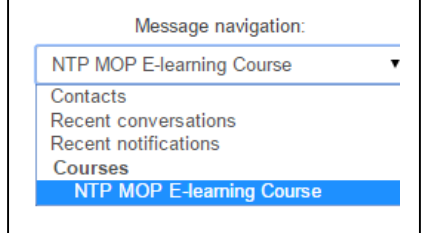
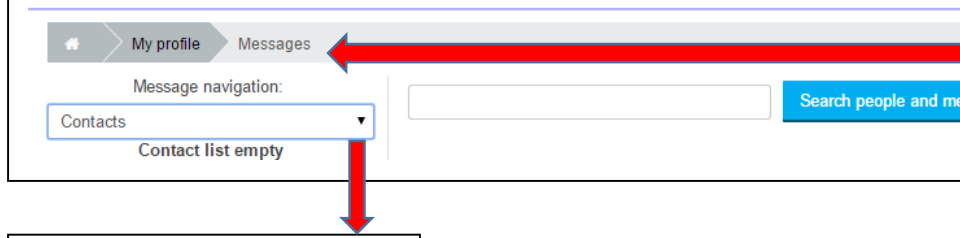


To write a new message or to view messages, go to the **Messages** block.



In **Message** navigation, click on the drop-down menu for **Contacts**.

You will see contacts for the NTP-MOP E-Learning Course.

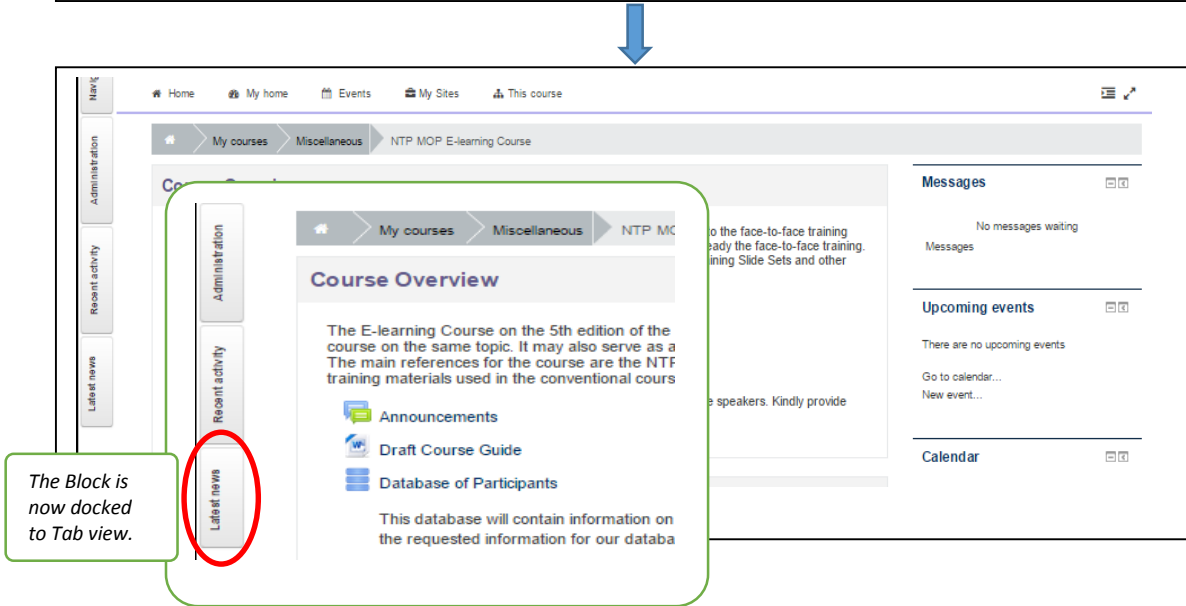
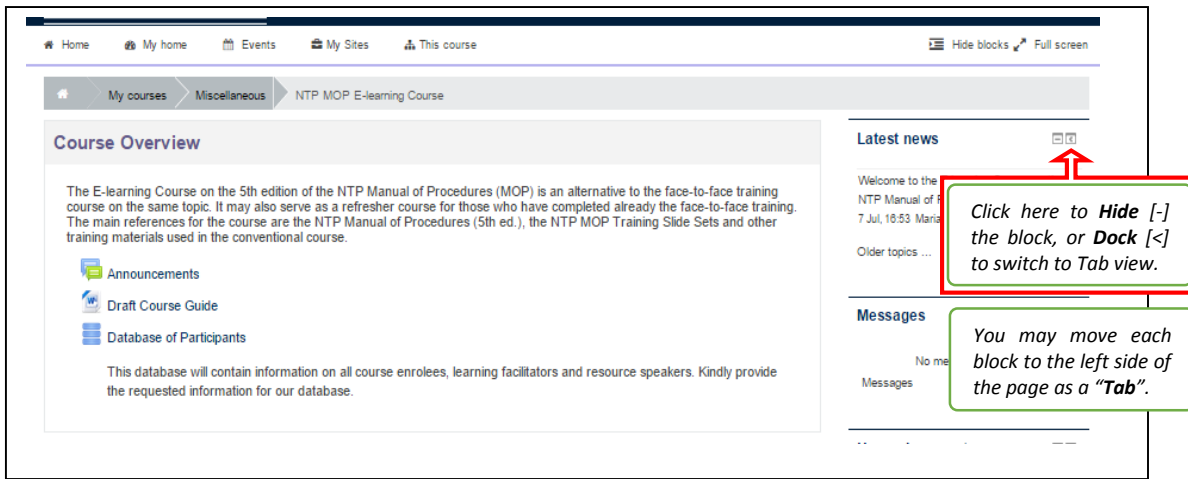


b. Calendar

The Course Facilitator will indicate special dates (deadlines) in the calendar as course events. You may also choose to enter your own schedule as “user” events.

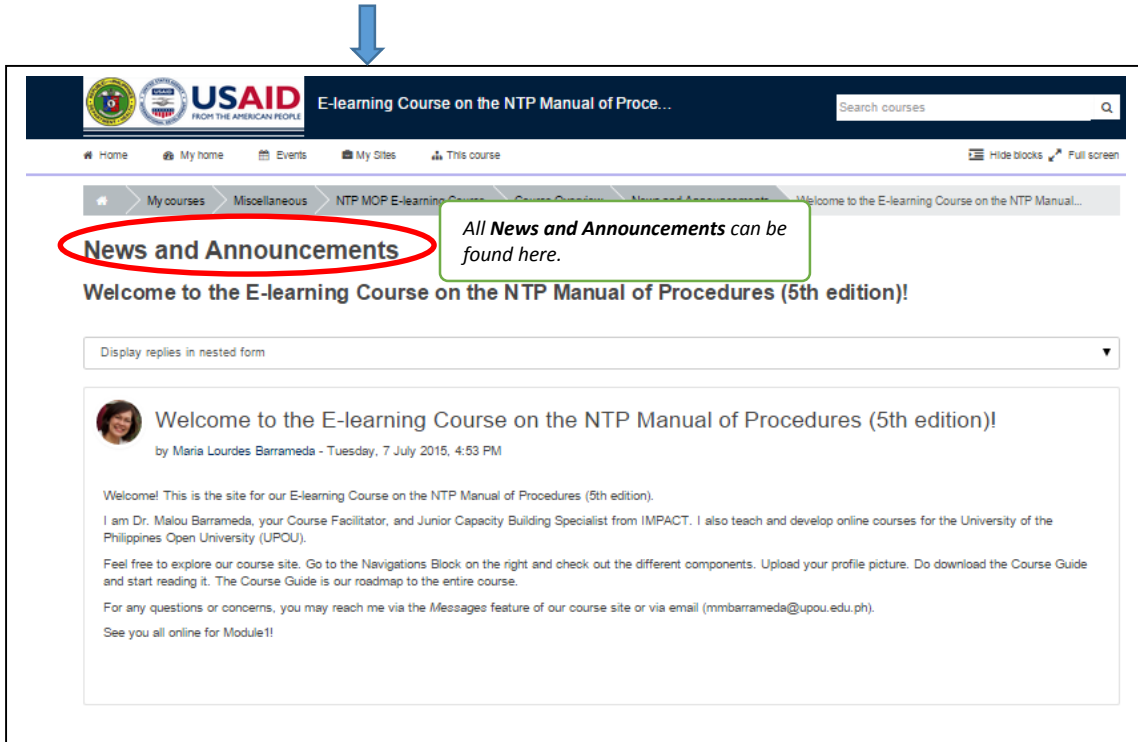
- **Course Events** – are events related to the course (e.g., deadlines for submission of exercises, schedule of pre- and post-tests, schedule for chats). These events are visible only to those enrolled in the course.
- **Global Events** – are events outside of the course but may be of interest to users of the site (e.g., holidays, conferences on topics related to the course)
- **Group Events** – events for a group the members of which are defined by the teacher; these events are visible only to that specific group
- **User Events** – are personal events of the user which he/she wants to add to the calendar to make it his/her own personal calendar; these events will be visible only to the user

c. Customizing the blocks



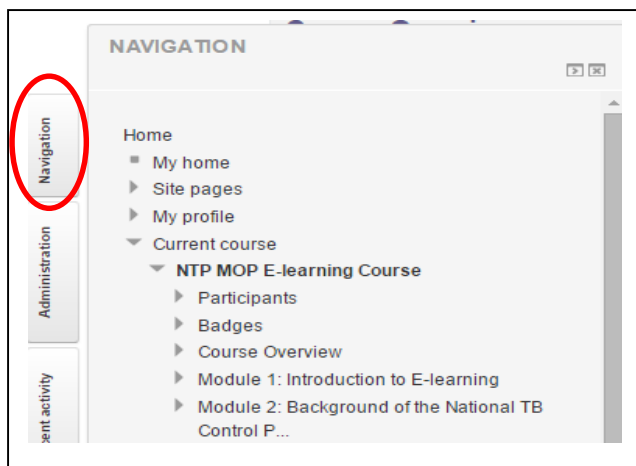
2. News and Announcements





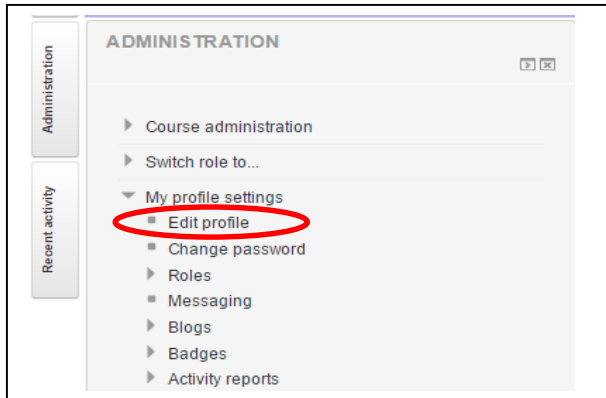
### C. How to Navigate through the Course Site

1. The **Navigation** block appears on every page of the site. It contains an expanding tree menu which includes **My Home**, **Site Pages**, **My Profile**, and **Current courses**.

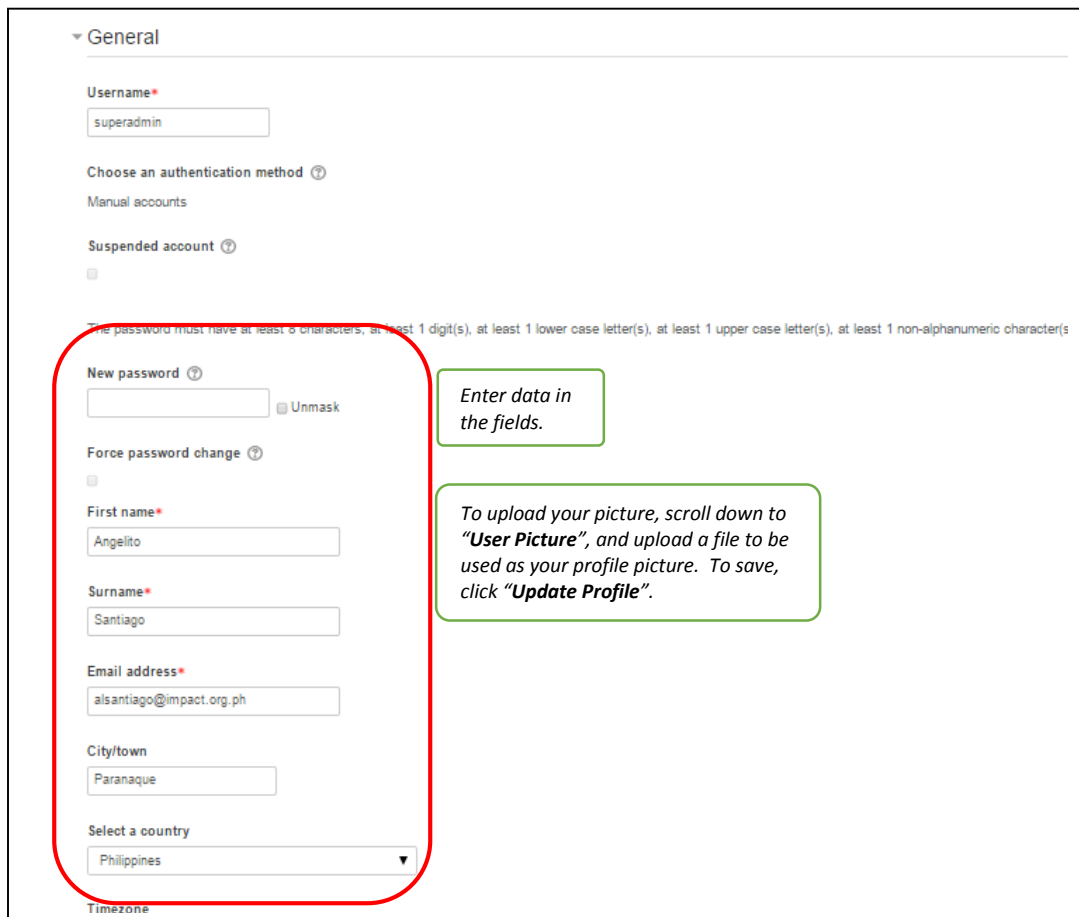




2. How to update your **Profile**
  - a. To update your profile, Click “**Administration**”. Under “**My profile settings**”, click “**Edit profile.**”



- b. Update your profile. Fill in the required fields.



The screenshot shows the 'General' profile settings form. The form contains several input fields: 'Username\*' (value: superadmin), 'Choose an authentication method', 'Manual accounts', 'Suspended account', 'New password\*' (with an 'Unmask' checkbox), 'Force password change', 'First name\*' (value: Angello), 'Surname\*' (value: Santiago), 'Email address\*' (value: alsantiago@impact.org.ph), 'City/town' (value: Paranaque), and 'Select a country' (value: Philippines). A red box highlights the 'New password', 'First name', 'Surname', 'Email address', 'City/town', and 'Select a country' fields. Two callout boxes provide instructions: 'Enter data in the fields.' and 'To upload your picture, scroll down to "User Picture", and upload a file to be used as your profile picture. To save, click "Update Profile".'

### 3. How to add entries to the Database of Participants

Home My home Events My Sites This course

My courses Miscellaneous NTP MOP E-learning Course

#### Course Overview

The E-learning Course on the 5th edition of the NTP Manual of Procedures (MOP) is an alternative to the face-to-face training course on the same topic. It may also serve as a refresher course for those who have completed already the face-to-face training. The main references for the course are the NTP Manual of Procedures (5th ed.), the NTP MOP Training Slide Sets and other training materials used in the conventional course.

- Announcements
- Draft Course Guide
- Database of Participants**

*Click on **Database of Participants** to access the database.*

This database will contain information on all course enrollees, learning facilitators and resource speakers. Kindly provide the requested information for our database.

This database will contain information on all course enrollees, learning facilitators and resource speakers. Please fill in the requested information.

Home My home Events My Sites This course Hide blocks Full screen

My courses Miscellaneous NTP MOP E-learning Course Course Overview Database of Participants Add entry

#### Database of Participants

This database will contain information on all course enrollees, learning facilitators and resource speakers. Kindly provide the requested information for our database.

View list View single Search Add entry

#### New entry

What is your full name? (Surname, First Name, Middle Initial):

What is your age (in years)?:

Are you male or female?:

What is your designation or title at work?:

What is the name of your Office, Health Facility or Agency?:

What is the building number and street name of your office?:

What is the name of the barangay your office is in?:

What is the name of the city or municipality your office is in?:

What is the name of the province your office is in?:

What is the name of the region your office is in?:

What is your mobile or cellphone number?:

What is your primary email address?:

What is your secondary email address, if any?:

*Enter data in the fields.*

Have you completed training on Basic DOTS previously?:  
 Yes  
 No

Have you completed training on the Revised NTP MOP previously?:  
 Yes  
 No

What is your role in NTP implementation?:  
 Municipal Health Office staff  
 Hospital TB Team  
 NGO staff  
 Private Health Facility staff

Do you have access to a desktop or laptop PC in the office?:  
 Yes  
 No

If you have no access to a PC in the office, which or whose PC do you use when you need to use one?:

Describe the internet connection in your office.:

Outside of the office, how or where do you access the internet?:  
 Fast  
 Good enough  
 Slow  
 None

If you answered "Others" in the previous question, exactly how do you access the internet outside the office?:  
 at home  
 at internet cafe as paying customer  
 Others

To indicate multiple roles in the Database:  
Select your first role. To select your additional roles, press and hold **CTRL key + Click Left mouse button** to highlight your other roles.

How long have you been involved in NTP work?:  
 < 12 months  
 1 - 3 years  
 4 - 5 years  
 6 - 7 years  
 8 - 10 years  
 > 10 years

MD  
 RN  
 MT  
 MW  
 Others

learner/trainee  
 resource person  
 learning facilitator  
 course facilitator  
 IT Specialist





**Save and view**

Click **Save and view** to submit your entry to the database.

#### 4. How to download materials and exercises




Click on items to download the file for reference or for file submission

These are the downloadable formats.  
See page 16 for file submission.

|   |                               |
|---|-------------------------------|
|  | - Adobe PDF File              |
|  | - Forms and Exercises         |
|  | - MS Powerpoint File (Slides) |
|  | - MS Word File                |

#### 5. How to participate in the **Discussion Forum** (Topic)

**Module 1: Introduction to E-learning**

-  **Module 1 Study Guide**  
Refer to this Study Guide for directions on how to use the materials for this module. The requirements for this module are likewise listed here. Click on the icon above to download the Guide.
-  **Guide to the Self-introductions Forum**  
Please read this Guide prior to participating in the Self-introductions Forum.
-  **Self-introductions Forum**  
Click on **Self-introductions Forum** to access the Forum.  
Kindly introduce yourself to the group. Tell us how you wish to be addressed, your designation and involvement in NTP work, and any other (personal) information that you may wish to share with everyone. Do tell us also about your expectations of this course. Please limit your post to a maximum 200 words.



Home My home Events My Sites This course

My courses Miscellaneous NTP MOP E-learning Course Module 1: Introduction to E-learning Self-introductions Forum

### Self-introductions Forum

Kindly introduce yourself to the group. Tell us how you wish to be addressed, your designation and involvement in NTP work, and any other (personal) information that you may wish to share with everyone. Do tell us also about your expectations of this course. Please limit your post to a maximum 200 words.

[Add a new discussion topic](#)  
Click on this to add a new discussion topic.

To reply to a particular discussion topic –

**Forum on Case Finding**  
**Challenges in Case Finding (and solutions)** • Subscribe

Display replies in nested form

Move this discussion to ... Move

**Challenges in Case Finding (and solutions)**  
by Maria Lourdes Barrameda - Monday, 27 July 2015, 11:25 AM

What challenge/s related to case finding do you face in the field? What solutions have been found to work to address such challenge/s, if any?

*Click here to **Reply, Edit or Delete** as needed.*

Edit Delete Reply

Home My home Events My Sites This course Hide blocks Full screen

Home My courses Miscellaneous NTP MOP E-learning Course Module 1: Introduction to E-learning Self-introductions Forum

**Self-introductions Forum**

Kindly introduce yourself to the group. Tell us how you wish to be addressed, your designation and involvement in NTP work, and any other (personal) information that you may wish to share with everyone. Do tell us also about your expectations of this course. Please limit your post to a maximum 200 words.

Your new discussion topic

Subject\*

Message\*

Discussion subscription ⓘ  
Send me notifications of new posts in this discussion

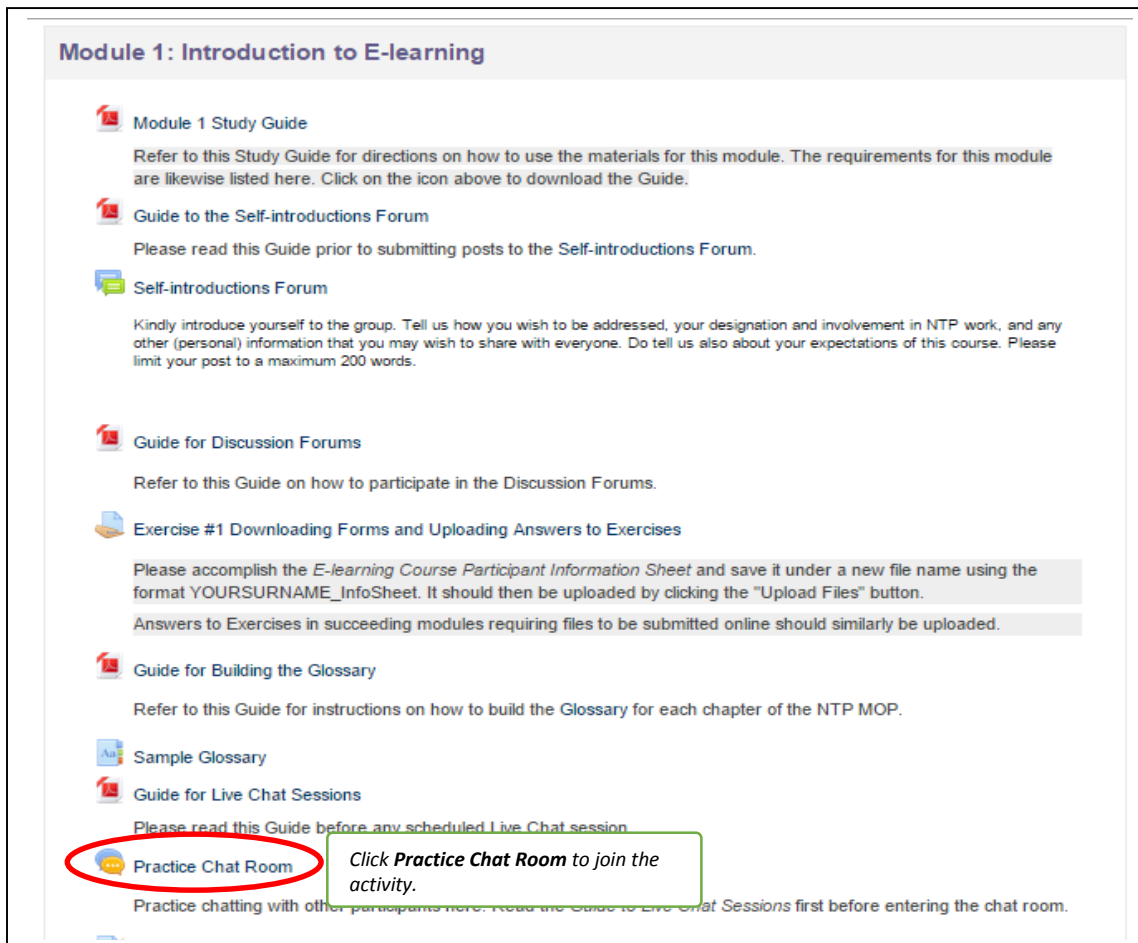
Post to forum Cancel

*Enter your new discussion topic.*

*Click on this to **Post to Forum**.*

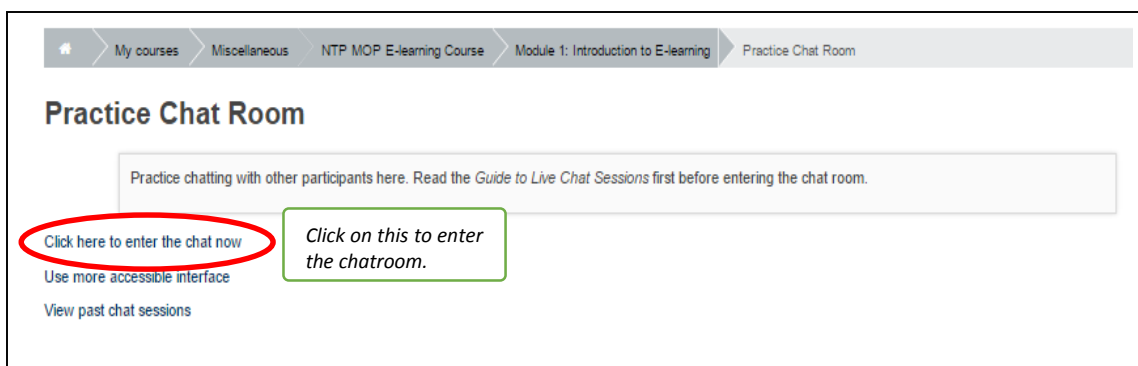
## 6. How to join **Live Chat** sessions

The **Live Chat** activity allows you to participate in a real-time, synchronous discussion outside of the classroom.



**Module 1: Introduction to E-learning**

- Module 1 Study Guide**  
Refer to this Study Guide for directions on how to use the materials for this module. The requirements for this module are likewise listed here. Click on the icon above to download the Guide.
- Guide to the Self-introductions Forum**  
Please read this Guide prior to submitting posts to the Self-introductions Forum.
- Self-introductions Forum**  
Kindly introduce yourself to the group. Tell us how you wish to be addressed, your designation and involvement in NTP work, and any other (personal) information that you may wish to share with everyone. Do tell us also about your expectations of this course. Please limit your post to a maximum 200 words.
- Guide for Discussion Forums**  
Refer to this Guide on how to participate in the Discussion Forums.
- Exercise #1 Downloading Forms and Uploading Answers to Exercises**  
Please accomplish the *E-learning Course Participant Information Sheet* and save it under a new file name using the format YOURSURNAME\_InfoSheet. It should then be uploaded by clicking the "Upload Files" button.  
Answers to Exercises in succeeding modules requiring files to be submitted online should similarly be uploaded.
- Guide for Building the Glossary**  
Refer to this Guide for instructions on how to build the Glossary for each chapter of the NTP MOP.
- Sample Glossary**
- Guide for Live Chat Sessions**  
Please read this Guide before any scheduled Live Chat session.
- Practice Chat Room**  
Practice chatting with other participants here. Read the Guide to Live Chat Sessions first before entering the chat room.



My courses > Miscellaneous > NTP MOP E-learning Course > Module 1: Introduction to E-learning > Practice Chat Room

## Practice Chat Room

Practice chatting with other participants here. Read the *Guide to Live Chat Sessions* first before entering the chat room.

- Click here to enter the chat now**  
Use more accessible interface
- View past chat sessions

## 7. How to answer Online Exercises

**Module 3: Case Finding (Chapter 2 of the NTP MOP)**

**Module 3 Study Guide**  
Refer to this Study Guide for directions on how to use the materials for this module. The requirements for this module are likewise listed here. Click on the icon above to download the Guide

**Forum on Case Finding**  
Submit at **least one post** related to Module 3 in this forum. You may raise a technical question, or problems/issues related to the features of the course site. You can also share with us how you are doing in the course (i.e., any difficulty, reflections as an e-learner and TB health worker.) Refer to the *Guide to Discussion Forums* for more detailed instructions.

**Glossary (Case Finding)**  
Contribute to **building our glossary** of terms for **Case Finding**. Click on the icon above to add an entry.

**Exercise No. 3.1 Identifying Presumptive TB** Click on this to start answering the exercise.

Click on this to answer the 7-item exercise online. This will test your ability to identify presumptive TB cases. You are expected to get a score of 100%. You have an unlimited number of attempts to achieve that score. Remember to click "Submit" at the end of the quiz/exercise so that your attempt will be recorded as final and scored. You will automatically receive feedback on your answers after every attempt.

**Exercise No. 3.2 Deciding on Next Steps Based on Diagnostic Test Results**

**Exercise # 3.3 Recording Forms for Case Finding**

Refer to the *Guide to Exercise 3.3 Recording Forms for Case Holding* for details.

The screenshot shows the exercise interface with the following elements:

- Question 1**: Not yet answered, Marked out of 1. A **Flag question** icon is circled in red.
- Text**: Alvin is a 29 year old, single male, who lives alone. He consulted because his pre-employment chest X-ray showed "PTB, right upper lobe". On examination of the X-ray, the physician confirms the presence of infiltrates in the right upper lobe. Alvin has no other illness and does not have any signs or symptoms. Presumptive TB or not?
- Select one:**  a. Presumptive TB (circled in red) and  b. Not Presumptive TB.
- Quiz navigation**: A progress bar with 7 items, where item 1 is highlighted in red. Below it is a "Finish attempt..." button.

You may "Flag" the question if you intend to return to the item later before finally submitting answers.

Indicate your answer by clicking on the selected item.

Indicates which item you are currently on.

You may "flag" certain questions for various purposes, such as:

- if you want to go back and check your answer before submitting all your answers to the exercise
- if you particularly want to remember to check whether you got this question right
- if you want to ask a friend or teacher something related to that question later

The flag is controlled by the person attempting the quiz. Other people (i.e., a teacher reviewing the quiz) can see it but **cannot** change the state.

### 8. How to do exercises requiring **Downloading** of files and **Uploading** answer sheets

**Module 6: Recording and Reporting (Chapter 5 of the NTP MOP)**

- Module 6 Study Guide (Draft)
- Forum on Recording and Reporting

Submit at **least one post** related to Module 6 in this forum. You may raise a technical question, or problems/issues related to the features of the course site. You can also share with us how you are doing in the course (i.e., any difficulty, reflections as an e-learner and TB health worker.) Refer to the *Guide to Discussion Forums* for more detailed instructions.

- Slide Set # 6
- Exercise # 6**

*Click on this to start working on the exercise, and access files related to it.*

This exercise provides the opportunity for trainees to become familiar with and correctly fill up various NTP record and report forms. Refer to the Activity Guide for Exercise # 6 for detailed instructions.

Follow instructions on *Guide* for the exercises.

#### To submit a file submission,

- Click the “**Add submission**” button to bring up the file upload page.
- Upload the relevant file into the submission.
- Click “**Save Changes**”.
- There should now be a **Last modified** date and the file(s) uploaded will also be displayed.
- Depending on how the assignment is set up, the status will either read “**Draft (not submitted)**” or “**Submitted for grading**” in which case no further action is needed.
- If changes are required, click on “**Edit my submission**”.

|                     |                               |
|---------------------|-------------------------------|
| Attempt number      | This is attempt 1.            |
| Submission status   | No attempt                    |
| Grading status      | Not graded                    |
| Last modified       | Tuesday, 7 July 2015, 3:50 PM |
| Submission comments | > Comments (0)                |



### 9. How to view **Videos**

Double click on the URL or the block itself to view video in full screen.

**Module 2 Featured Video Clip**

Video clip taken from ABS-CBN's Salamat Dok TV episode on Tuberculosis. It features DOH NTP Program Manager Dr. Anna Marie Colina Garfin speaking about the DOTS Strategy. Click on the link below:

Video%20Clip%20from%20Salamat%20Dok%20TV%20episode%20on%20TB%20%28ABS-CBN%2C%202014%29.avi

**What is E-learning?**

Click on the link to download.

### 10. How to check your **Grades**

**ADMINISTRATION**

- Course administration
  - Grades**
  - Question bank
- Switch role to...
- Return to my normal role
- My profile settings
- Site administration

Click on this to view you grades.

| Grade item   | Calculated weight | Grade | Range | Percentage | Feedback | Contribution to course total |
|--|-------------------|-------|-------|------------|----------|------------------------------|
| <b>E-learning Course on the NTP Manual of Procedures, 5th edition</b>    |                   |       |       |            |          |                              |
| Exercise No. 2   | -                 | -     | 0-10  | -          | -        | -                            |
| Exercise No. 3.1 Identifying Presumptive TB                              | -                 | 3.00  | 0-7   | 42.86 %    | -        | -                            |
| Exercise No. 3.2 Deciding on Next Steps Based on Diagnostic Test Results | -                 | -     | 0-10  | -          | -        | -                            |
| Exercise #1 Downloading Forms and Uploading Answers to Exercises         | -                 | -     | 0-100 | -          | -        | -                            |
| Exercise # 2A (Alternative to Exercise # 2)                              | -                 | -     | 0-100 | -          | -        | -                            |
| Exercise # 3.1A (Alternative to Exercise # 3.1)                          | -                 | -     | 0-100 | -          | -        | -                            |
| Exercise # 3.2A (Alternative to Exercise # 3.2)                          | -                 | -     | 0-100 | -          | -        | -                            |
| Exercise # 3.4A (Alternative to Exercise # 3.4)                          | -                 | -     | 0-100 | -          | -        | -                            |
| Exercise # 3.3 Recording Forms for Case Finding                          | -                 | -     | 0-100 | -          | -        | -                            |
| Exercise # 4.1A (Alternative to Exercise # 4.1)                          | -                 | -     | 0-100 | -          | -        | -                            |
| Exercise # 4.2A (Alternative to Exercise # 4.2)                          | -                 | -     | 0-100 | -          | -        | -                            |
| Exercise # 4.3A (Alternative to Exercise # 4.3)                          | -                 | -     | 0-100 | -          | -        | -                            |
| Exercise # 4.4 Recording Forms for Case Holding                          | -                 | -     | 0-100 | -          | -        | -                            |
| Exercise # 5.1A (Alternative to Exercise # 5.1)                          | -                 | -     | 0-100 | -          | -        | -                            |
| Course Evaluation  | -                 | -     | 0-100 | -          | -        | -                            |