



**TRAUMA VICTORIA  
ONLINE LEARNING MANAGEMENT  
SYSTEM (LMS) USER GUIDE**

**October 2015**

**<http://trauma.reach.vic.gov.au>**

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## Introduction

Trauma Victoria was established by the Victorian State Trauma System to deliver a trauma focused, sustainable, statewide educational system for clinical staff across Victoria. Supporting the concepts of the Trauma Victoria guidelines, the online learning management system (LMS) consists of online learning modules which are designed to increase awareness of key aspects of early trauma care and statewide Victorian trauma care guidelines. In addition to the online learning modules, the LMS also offers regular moderated tutorial sessions which are scheduled fortnightly. The moderated tutorials are made up of a clinical scenario which can be worked through as an individual or in groups, followed by a moderated tutorial via a virtual classroom. The objective of the moderated tutorials is to provide an opportunity for multiple clinicians to take part in an interactive, case based trauma scenario. These tutorials are hosted by a moderator and an expert clinician appropriate to the scenario.

## Trauma Victoria Online Learning Management System (LMS)

There are two links to the Trauma Victoria LMS on the Trauma Victoria homepage. Clicking on either of the online learning links as indicated below, will navigate you to the LMS.

The Trauma Victoria website is accessible at the following URL - <http://trauma.reach.vic.gov.au>

The screenshot shows the Trauma Victoria website homepage. At the top, there is a navigation bar with the following links: Home, News, Online Learning, Resources, Library, Courses/Conferences, Links, and Contact Us. The 'Online Learning' link is circled in red. Below the navigation bar, there is a header for 'Major Trauma Guidelines & Education' from the Victorian State Trauma System. This header contains a grid of 12 colored boxes, each representing a different guideline or education topic: VICTORIAN TRAUMA SYSTEM, EARLY TRAUMA CARE, PREPARATION FOR RETRIEVAL & TRANSFER, TRAUMATIC BRAIN INJURY, PRE-HOSPITAL TRIAGE, THE DETERIORATING TRAUMA PATIENT, BURNS, SPINAL TRAUMA, INTER-HOSPITAL TRANSFER, TEAMWORK & COMMUNICATION, OBSTETRIC TRAUMA, and PAEDIATRIC TRAUMA. Below this grid, there is a 'News' section. This section contains a grid of four news items. The first item is 'Moderated Tutorials', the second is 'Definitive Surgical Trauma Core Course', the third is 'Moderated Tutorial Launch', and the fourth is 'Surgical Trauma Care Course'. The 'Online Learning' link in the right-hand column of the news grid is circled in red.

## Creating an account

The first time you visit the LMS you will be required to create yourself an account. In order to create an account, you must work for a Victorian health service and have a valid AHPRA number, Ambulance Victoria employee number or a DHHS employee number.

Create a new account by selecting the “create new account” button. You will be required to select a username and password, and complete some basic contact information before selecting “create new account”.

You will then be sent an automatic email with a link to confirm and validate your account.

Once you have created your account, use the log in section to enter your username and password.

**Log in**

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

[Log in](#)

**Is this your first time here?**

Welcome to the Trauma Victoria Online Learning Management System. For full access to the trauma modules and/or the literature warehouse, you'll need to take a minute to create a new account for yourself on this web site. You will be required to manually enroll in each individual courses you wish to undertake. 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. Select "Enrol me" which 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.

If you require assistance with your enrollment please contact Trauma Victoria - [Trauma.Victoria@ambulance.vic.gov.au](mailto:Trauma.Victoria@ambulance.vic.gov.au)

[Create new account](#)

You are not logged in.  
[Home](#)

## LMS homepage

The LMS homepage has a number of different components. Each guideline module is represented by a coloured tile, the same way they are represented on the Trauma Victoria website.

On the left hand side of the page is your navigation menu. From here, you can update or make changes to your profile and easily navigate to the courses you are already enrolled in.

The LMS homepage also contains a link to the trauma literature warehouse which is provided by the Joanna Briggs Institute.

NAVIGATION

- Home
  - My home
  - Site pages
  - My profile
  - My courses
- ADMINISTRATION
- Front page settings
    - Reports
    - Question bank
  - My profile settings

Update or change your profile here

View the modules you are currently enrolled in here

These learning modules are designed to increase awareness of **key aspects of early trauma care** and of Statewide Victorian Trauma Care **guidelines**. They do not constitute a comprehensive competency framed learning package for clinical care. Please consult Trauma Victoria resources for further information on comprehensive courses and training in trauma care.

For technical support or to contact us please [click here](#).

Access the JBI and Medline search from here

Select a course to begin.

<p><b>TRAUMA LITERATURE: JOANNA BRIGGS INSTITUTE &amp; MEDLINE SEARCH</b></p>	<p>EARLY TRAUMA CARE</p>	<p>PREPARATION FOR RETRIEVAL &amp; TRANSFER</p>	<p>TRAUMATIC BRAIN INJURY</p>
<p>PRE-HOSPITAL TRIAGE</p>	<p>THE DETERIORATING TRAUMA PATIENT</p>	<p>BURNS</p>	<p>SPINAL TRAUMA</p>
<p>INTER-HOSPITAL TRANSFER</p>	<p>TEAMWORK &amp; COMMUNICATION</p>	<p>OBSTETRIC TRAUMA</p>	<p>PAEDIATRIC TRAUMA</p>

Enrol in the guideline modules here

### Moderated Tutorials



Moderated tutorials are also accessible via the above icon on the home page. Select the icon and enrol into the moderated tutorials course to access all of the available scenarios and moderated tutorial sessions.

### How to enrol in the guideline modules

The LMS is designed so that users can self-enrol into the module/s they would like to complete. To enrol into a module, first you need to select the module you want to complete from the homepage by selecting the associated tile.

Once selected, you will be taken to the enrolment page. Select the “enrol me” button to enrol in the course.

## Trauma Victoria - The Deteriorating Trauma Patient Guideline Module

### ADMINISTRATION

#### Course administration

[Enrol me in this course](#)

[My profile settings](#)

### NAVIGATION

[Home](#)

[My home](#)

[Site pages](#)

[My profile](#)

[Current course](#)

[Deteriorating Patient](#)

[My courses](#)

### Enrolment options

[Trauma Victoria - The Deteriorating Trauma Patient Guideline Module](#)

#### The Deteriorating Trauma patient

No enrolment key required.

[Enrol me](#)

Once enrolled you will be taken to the module homepage where there is an introduction to the course, an outline of the course objectives, some core resources and a link to the learning module.

Upon completion of the module, you will be required to complete a quick evaluation of the module before being provided with your completion certificate.

## How to enrol in the moderated tutorials

Enrolment into the moderated tutorials is the same process as enrolling into one of the guideline modules. Select the moderated tutorials icon (shown below) from the homepage which will take you to the enrolment page. From here select the “enrol me” icon which will enrol you into the moderated tutorials course. You are only required to enrol into the moderated tutorials the first time you access this section of the LMS. Once enrolled, you will have access to all of the clinical scenarios and moderated tutorials as they are released.



## How do the moderated tutorials work?

The moderated tutorials are comprised of two components, a clinical scenario followed by a moderated tutorial via a virtual classroom. Access to the moderated tutorial scenario is not restricted, and will be available the week prior to the scheduled moderated tutorial session. This will enable users the opportunity to complete the tutorial and its discussion points and prepare any questions they may have for the expert moderator before the live session. Trauma Victoria would encourage health services to work through the clinical scenarios in naturally forming teams at a time that is convenient to you.

The live moderated tutorial sessions are scheduled for a specific date and time and will provide health services an opportunity to join a virtual classroom to participate in a discussion of the case scenario where participants will be able to share learning's with each other. It will also provide participants with an opportunity to tap into specialised clinician knowledge by discussing the scenario with a clinical expert to develop learning's in the scenario to the fullest extent.

An overview of the scenario topic will be available on the moderated tutorial page.

The screenshot shows a user interface for a moderated tutorial. At the top, there is a section titled "Moderated Tutorial 1" containing a list of bullet points: "This tutorial is designed to focus on the principles behind the early management of a patient with a severe traumatic brain injury.", "Its intended audience is clinical staff involved in the initial management of major trauma patients.", "Traumatic Brain injury (TBI) is a significant cause of morbidity and mortality in Australia.", "Primary and secondary insults can result in significant injury and early management to prevent further brain injury should begin at the scene.", and "Minimising secondary brain injury and early activation of the retrieval process is crucial once it is identified that the patient has suffered a severe TBI." A callout box labeled "Scenario topic overview information" points to this list.

Below this is a section titled "Tutorial scenario 1" with instructions: "Please work your way through the scenario prior to participating in the moderated tutorial session.", "Places are limited, so please register your attendance via email [Trauma.Victoria@ambulance.vic.gov.au](mailto:Trauma.Victoria@ambulance.vic.gov.au)", and "After completing the scenario, any questions or additional discussion points can be emailed to the address above or posted directly into the discussion points forum section below." A callout box labeled "Activities appear greyed out until they become available" points to this section.

In the center, there is a folder icon representing a "Clinical scenario icon".

Below the folder icon is a section for "Scenario 1 moderated tutorial" which is currently greyed out. It includes the text: "Restricted: Available from 7 October 2015, 7:00 AM.", "Scheduled for Wednesday 14 October 2015 1400-1500.", "Clinical expert to join the virtual classroom at 1430.", and "Click below to enter the moderated tutorial." A callout box labeled "Activity is currently restricted. The date and time the activity will become available is displayed here" points to this section.

At the bottom, there is a 3D icon of people sitting around a table, representing a "Moderated tutorial icon".

Scenarios and tutorial sessions will appear greyed out until they become available. When an activity is unavailable, you will see a message underneath the icon advising that the activity is restricted and when it will be available from.

To complete a scenario, click on the folder icon which will launch the scenario module. The clinical scenarios should be worked through and adapted to the services and facilities available at your primary place of work. Throughout the module you will find a number of discussion points for you

to consider. If working through the module as a group, consider inviting your local ambulance crew to participate and be involved in the session, especially if they are often part of your trauma team.

The live tutorial sessions are scheduled for an hour, with the entire 60 minutes allocated for health services to discuss the scenario with a subject matter expert. Therefore, to maximise the experts time it will be expected that each participant attending the live session has completed the scenario before the session begins. An effective way to complete the scenarios will be as a multidisciplinary group in the week prior to the live tutorial. The session times and topics are advertised on the website and the LMS.

In order to participate in a live moderated tutorial session, health services are required to nominate a main contact for the group to liaise with Trauma Victoria. Places for the moderated tutorials are limited to ensure they are not oversubscribed. Health services are required to express their interest to attend via email to [trauma.victoria@ambulance.vic.gov.au](mailto:trauma.victoria@ambulance.vic.gov.au). A confirmation email will be sent to advise your health services when a place has been secured.

Trauma Victoria requires the username of the individual account the group will use to access the tutorial session. These sessions are locked down and only made available to the nominated users who are manually enrolled into the specific tutorial session by Trauma Victoria staff.

Once enrolled, participants will require access to a computer (preferably with sound, a microphone and webcam) in order to participate in the live tutorial session. If sound, microphone and webcam are not available, there will be the option to participate via teleconference to ensure participant involvement. Trauma Victoria will circulate the teleconference details prior to the live tutorial session.

## **Moderated tutorial discussion points**

Health services are encouraged to send through any discussion points or questions they might have for the clinical expert prior to the live tutorial session. This can be done via two mechanisms.

The first option is to email your questions through to [Trauma.Victoria@ambulance.vic.gov.au](mailto:Trauma.Victoria@ambulance.vic.gov.au) advising that tutorial session your questions/discussion points is for in the subject line, to ensure it is easily identifiable.

The second option is to submit your questions directly into the discussion points forum associated with the corresponding tutorial session.

To submit questions/discussion points directly to the forum, select the forum (as indicated below). This will take you into the forum where you can select “add a new discussion topic”. This will then allow you to allocate a subject and enter your question for other participants to view and/or respond. Before you post your question, you are given the option to subscribe to the post. If you subscribe, you will receive notifications when new posts are made to the forum. To post your question, select “post to forum”.





### Scenario 1 moderated tutorial

[Edit](#)

Scheduled for Wednesday 14 October 2015 1400-1500.  
Clinical expert to join the virtual classroom at 1430.  
Click below to enter the moderated tutorial.



(Moderated tutorial 1)



### Discussion Points Forum - Tutorial 1

[Edit](#)

If you have any questions or discussion points you would like to discuss with the expert clinician during the live moderated tutorial session, please post them here.

erated Tutorials > Moderated Tutorial 1 > Discussion Points Forum - Tutorial 1 Search forums

## Moderated Tutorials

**Discussion Points Forum - Tutorial 1**

If you have any questions or discussion points you would like to discuss with the expert clinician during the live moderated tutorial session, please post them here.

Add a new discussion topic
Click to add a new discussion topic
Number of replies to the question posted

Discussion	Started by	Replies	Last post
<a href="#">Additional assistance</a>	<a href="#">Deame Stewart</a>	<a href="#">0</a>	<a href="#">Deame Stewart</a> Tue, 6 Oct 2015, 11:38 AM

Question posted. Click to view the question posted which will provide you with the option to reply if you have comments or an additional question to ask in relation to the same topic.

## Live tutorial sessions

The live moderated tutorial sessions will be hosted via a virtual classroom using an inbuilt tool within the LMS called Big Blue Button (BBB).

Places for the live tutorial sessions, unlike the learning modules, are limited and health services are required to register in order to attend. Following confirmation of placement by Trauma Victoria, you will be manually enrolled in order to participate.

It will be assumed that you will have completed the tutorial before it goes live with the expert moderator.

To join the virtual classroom, log into the LMS using the username provided when you registered your attendance as this will be the account what has been enrolled into the live session. Navigate to the moderated tutorial section and select the moderated tutorial icon for the applicable week.



Clicking on the icon will launch the Big Blue Button session and allow you to access the virtual classroom.

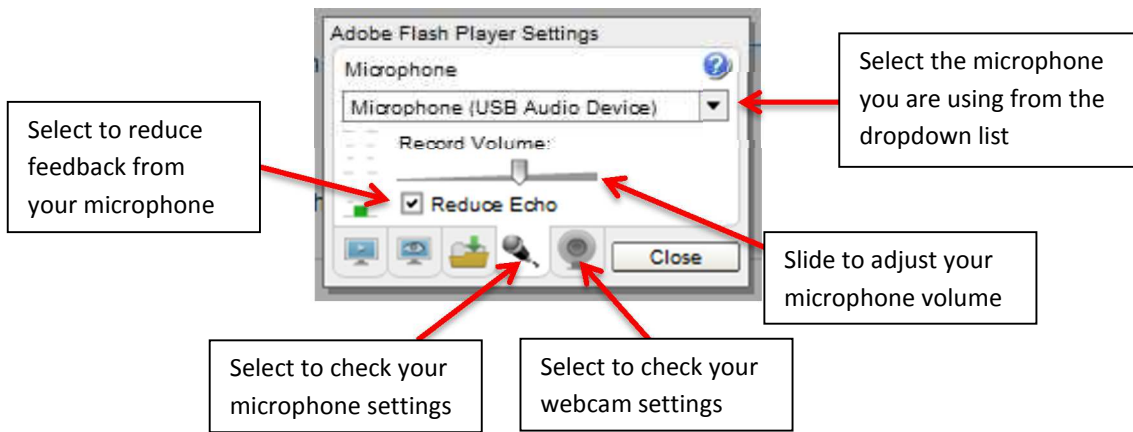
For those unable to attend the live sessions, all presentations and discussions will be recorded and made available via the LMS for playback at a time suitable to the user.

## Big Blue Button

Once you have selected the applicable moderated tutorial icon, it will launch the Big Blue Button session in a new window. The moderator is required to have initiated the virtual classroom before you are able to join. If the moderator is yet to join, you will be notified that the virtual class has not yet started, and you must wait until a moderator joins.

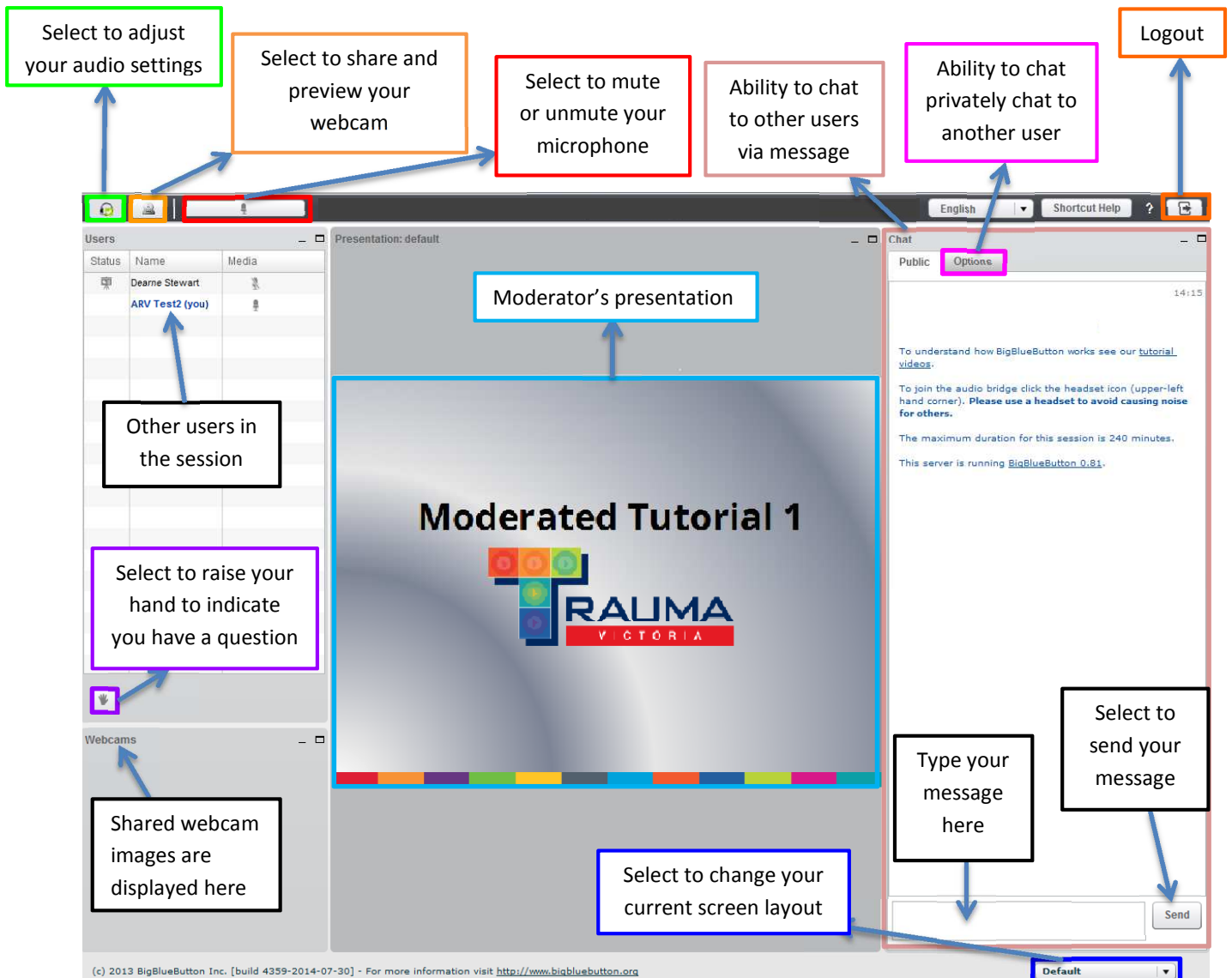
Once the moderator joins, you will be presented with the screen below. The purpose of this screen is to allow the application access to your microphone and camera and to test your microphone and speakers are working properly.

The screenshot shows a web browser window with the URL <http://bbb.trainingvc.com/client/BigBlueButton.html>. The main interface is titled "Moderated Tutorial 1" and includes a "Users" list on the left showing "Deanne Stewart (yc)". The central area is titled "Audio Settings" and contains sections for "Test Microphone" and "Test Speakers". A "Test or Change Microphone" dialog box is open, displaying "Adobe Flash Player Settings" and "Camera and Microphone Access" with "Allow" and "Deny" buttons. A "Join Audio" button is visible at the bottom. Four callout boxes with red arrows provide instructions: "Select allow to ensure BBB has permission to access your camera and microphone" points to the "Allow" button; "Select to test the correct microphone and camera are selected and functioning correctly" points to the "Test or Change Microphone" button; "Select to test your speakers are working correctly. If all working, you should hear music out of your speakers" points to the "Test Speakers" button; and "Select to join the virtual classroom" points to the "Join Audio" button.



If you are not using your microphone and/or webcam to participate in the live tutorial session, but are joining via teleconference, you can select join audio without running through all the tests. If you are planning on joining via teleconference for the audio component, you are still required to log into the live tutorial session via the LMS to view the presentation.

Once you have tested your audio you will be presented with a screen that looks like below. There are a number of components to the virtual classroom screen which are outlined below.



**Audio button** – Leave/join audio. If you are experiencing audio issues, select to leave audio and click again to join. You will be presented with the audio settings where you can adjust your previous audio settings before re-joining the virtual classroom.

**Share my webcam** – Click to share or stop sharing your webcam. You can preview your webcam image and change the selected webcam from here. Select start sharing once you have configured your webcam correctly.

**Mute**– Select to mute or unmute your microphone. The moderator has the ability to mute/unmute all users. Please ensure you are muted at all times, when not actively participating in the discussion to reduce background noise.

**Raise hand button** - Use this button to indicate your health service has a question for the expert clinician. Clicking this button once will place a hand next to your username in the users list and alert the moderator and other users that you have a question. Clicking it again will put your hand down. The moderator is also capable of putting your hand down.

**Presentation** - This moderator’s presentation will be uploaded here to be worked through during the interactive session.

**Chat** - There is the ability to chat to other users participating in the session. The ‘Chat’ window has two options. **Public**– this allows users to type and send messages to all users involved in the session. Every participant in the session will receive the message in their chat window. It is anticipated that we will use public chat forum as a tool to receive questions from participants and to help communicate with sites that may require some assistance with setup.

**Options** - The ‘Options’ tab in the chat window allows participants to send a private message to specific participants and only the user that has been selected will receive the message.

**Default button** - Allows users to change the current view and layout of their screen.

**Logout button** - Select to exit the session.

The sessions will be run by the expert moderator. The moderator will advise when the session will begin and run through some housekeeping at the beginning of each session.

## **Moderated tutorial recordings**

Each moderated tutorial session will be recorded and the recording made available to anyone enrolled in the moderated tutorial course to watch at a time convenient to them. At this stage, only the audio and the presentation will be recorded.

You can access the recorded tutorials under the corresponding tutorial session via the following icon.



## Troubleshooting

For trouble shooting issues, please contact Trauma Victoria via email at [trauma.victoria@ambulance.vic.gov.au](mailto:trauma.victoria@ambulance.vic.gov.au) and somebody will be in touch to help you resolve your issue. If you are experiencing issues during a live tutorial, please advise the moderator verbally if possible or send a message using the chat function requesting assistance.