

Taking E-Learning Courses

■ Navigating Your Web-Based Training

Instructional Aid Disclaimer

Abstract

This Taking E-Learning Courses instructional aid is an educational aid for the Varian patient Learning Center learning management system.

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Notice

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Taking E-Learning Courses

A Detailed Guide to Navigating Course Content

OVERVIEW

Welcome to your E-Learning course and the *Taking E-Learning Courses* user guide. This guide helps you to navigate online training courses.

NAVIGATING THE CONTENT PLAYER

The course content launches in a separate player window, as shown below.

Table of Contents
with links to content items

Completion status indicators:
Gray, no fill: Not started
Gray, half filled: In Progress
Green: Completed

Links to additional information and to generate e-mail to the Varian Learning Center

COURSE STRUCTURE

The training module can contain modules, lessons, topics, or a combination of these items. When you launch the content for the first time, it begins on the section of content in the course.

When you close the player window without completing the content it contains, the system bookmarks your location in the content. When you launch the content subsequently, it launches at the bookmark so that you can continue.



Important Note: Self checks do not bookmark. Refer to [Assessing Your Skills](#) for details.

We recommend you take the content in list order. After initial training, you can return to refresh yourself on a specific task.

The screenshot shows the 'My Enrollments' page in the VARIAN medical systems interface. The page has a navigation menu on the left and a main content area. The main content area displays a table of enrollments. The table has columns for Title, Delivery Type, Facility, Attempts on Content, Status, and Actions. The 'Eclipse 8.1 New Features' module is highlighted with an orange box, and its details are expanded to show a list of lessons and self-checks.

Title	Delivery Type	Facility	Attempts on Content	Status	Actions
Eclipse 8.1 New Features	Web Based Training			Confirmed	View Content Drop
Eclipse 8.1 New Features - Lesson 1			Unlimited		Launch Results
Eclipse 8.1 New Features - Lesson 1 Self Check			3 Attempts Allowed 2 Attempts Made 1 Attempts Left		Launch Results
Eclipse 8.1 New Features - Lesson 2			Unlimited		Launch Results
Eclipse 8.1 New Features - Lesson 2 Self Check			3 Attempts Allowed 3 Attempts Made 0 Attempts Left		Results

Module listing expanded to show list of lessons and self checks

NAVIGATING TOPICS

Courses can contain modules, lessons, topics, or a combination of these content sections. When you launch one of these content sections, each related item plays in Table of Contents order until the section of content is complete or you close the player window.

Removing Browser Security Prompts

By default, the Internet Explorer browser settings generate a security prompt each time a topic loads in Windows. You can disable this prompt for less distraction during playback.

To remove the security prompt, follow these steps:

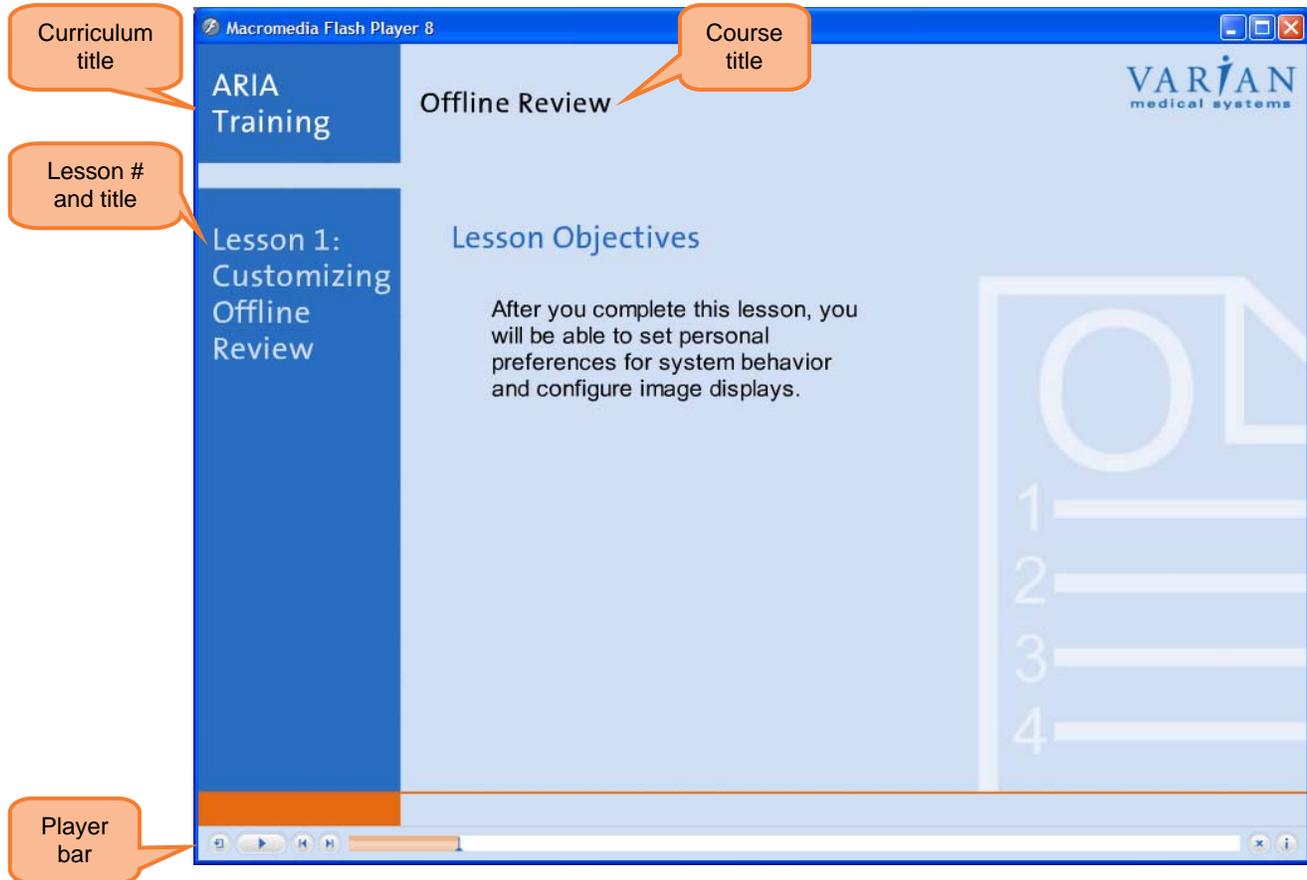
1. In Internet Explorer, on the **Tools** menu, click **Options**. The **Internet Options** dialog box opens.
2. Click the **Security** tab.
3. In the **Select a zone to view or change security settings** section, select **Internet**.
4. In the **Security level for this zone** section, click **Custom Level**. The **Security Settings - Internet Zone** dialog box opens.
5. In the **Settings** list, under **Miscellaneous | Display mixed content**, select **Enable**.
6. Click **OK**. A prompt opens to confirm your change.
7. In the prompt, click **Yes**. The prompt and the **Security Settings - Internet Zone** dialog box close.
8. In the **Internet Options** dialog box, click **Apply**, and then click **OK**. The **Internet Options** dialog box closes.



Tip: You may need to restart Internet Explorer for the changes to take affect.

Informational Content Structure

Informational slides discuss or describe application concepts or features. The first and last content items in each content section include slides that introduce or summarize the content and its training objectives.



Each informational or instructional slide includes the following elements:

1. Curriculum and course titles
2. Content section number and title
3. Player bar

Instructional content in the training provides detailed information followed by task demonstrations.

Player Bar

All topics provide player bars you can use to control the playback of the content you selected.



The player bar contains the following elements:

- ❖ **Rewind** – Click to rewind the E-learning content.
- ❖ **Play** – Click to play the E-learning content.



Note: The **Play** button becomes the **Pause** button when the content is playing. When you click the **Pause** button to pause the content, the button displays the **Play** icon.
- ❖ **Back and Forward** – Click to step back and forward through the content incrementally.
- ❖ **Slider** – Click and drag the slider to control your progress backward or forward in the content.



Tip: When you click and hold the slider, a tool tip indicates the slide number and total number of slides in the topic. When you have questions or want to identify a specific area of the content, you can refer to these numbers.
- ❖ **Information** – Click to view the content’s “project created by” details.

Narration

Narration accompanies all E-Learning instructional content. The narration provides detailed information, complements screen actions, and offers supportive instruction for task demonstrations and practices.

Instructional Content Structure

Instructional content in the training provides detailed information combined with interactive task demonstrations.

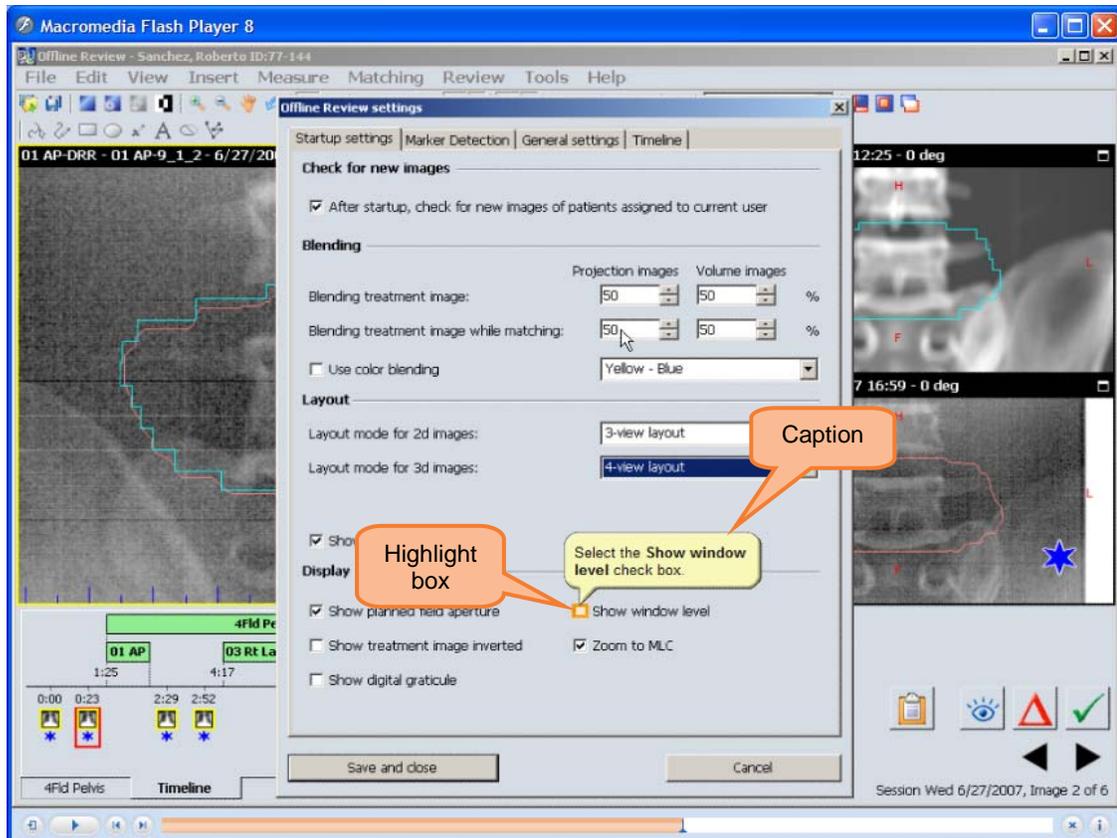
In interactive demonstrations, the narrator describes a task step-by-step while either you watch the demonstrator take the action or you take the action.

To indicate that the demonstrator will take an action, the narrator introduces the action by stating “watch as I” or “now I”. To cue you to take an action, the narrator introduces the action by stating “to begin” or “to continue”.

Each interactive demonstration includes the following elements, which appear for both demonstrator and learner actions:

Highlight boxes and captions:

- ❖ Emphasize software or hardware features.
- ❖ Emphasize locations in the software where actions occur.
- ❖ Provide supporting information, action descriptions, or tips.



When you take an incorrect action, a caption appears and provides you with the instruction to complete the step correctly. After three attempts, the interactive demonstration proceeds to the next step.

The interactive demonstration concludes by indicating the results of completing the task successfully.

Accessing Subtitles

Certain courses or modules provide a subtitling option that displays the narration text in either English or another local language. When subtitling is available, you will see the subtitling icon above the **Rewind** button on the player bar. The player bar appears with a gray background in content that contains subtitles.

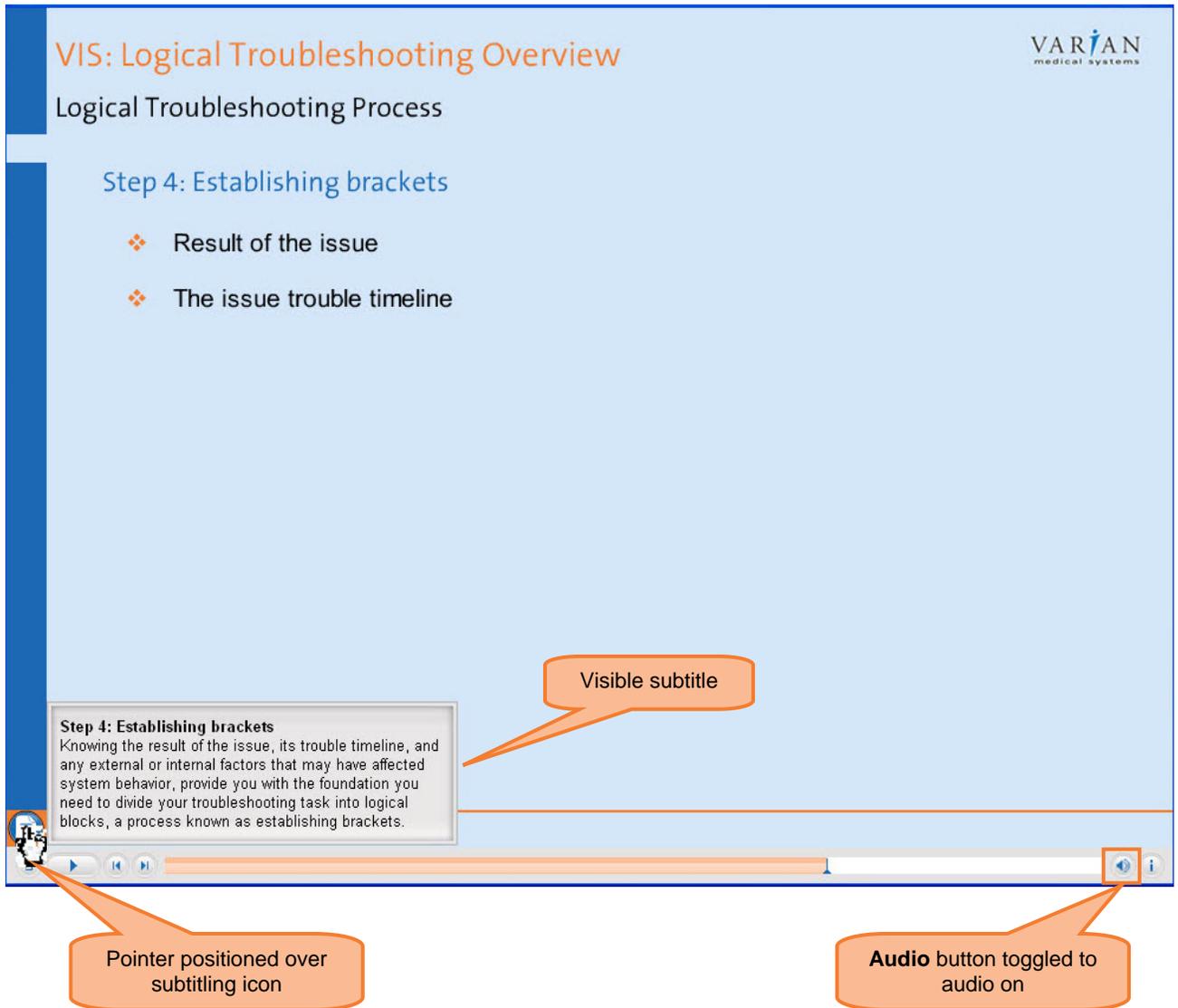
The following icon indicates the subtitling feature:



To view subtitles during content playback, point to the subtitling icon. The subtitle caption will appear above the player bar. You can release the mouse and allow the pointer to remain pointing at the icon. The subtitle captions will advance automatically and remain synchronized to the content actions during playback.

The player bar also includes an **Audio** button when subtitling is available. By toggling the button, you can choose to listen to or mute the narration based on your preference.

The following screenshot illustrates a visible subtitle.



Completing Table of Contents Items

When a content item you are taking concludes, the next content item in the Table of Contents list launches in the player automatically. You can continue taking content items through to conclusion in this manner.

When you complete a Table of Contents item, the completion indicator beside the link in the list turns green.

If you close the player window before you complete all of the items, the player loads the content item at its bookmarked location the next time you launch it. When you open the content, the completion indicator beside any item you started but did not complete is half-filled in gray.



Note: You can click any link in the Table of Contents to launch its related content. We recommend you take the content in order.

Table of Contents with links to content items

Table of Contents

- Lesson 1 - Identifying New Standard Features
 - Topic 1 - Using the New Image Handling Features
 - Topic 2 - Accessing Structures in Eclipse 8.1
 - Topic 3 - Identifying Dose Calculation Enhancements
 - Topic 4 - Opening Multiple Instances of Eclipse
 - Topic 5 - Using Templates to Batch Print Plan Reports
 - Topic 6 - Mandatory Planning Approval

Eclipse Training

Eclipse 8.1 New Features

Lesson 1: New Standard Features

Mandatory Planning Approval

New to this version of Eclipse is mandatory planning approval. You must approve plans generated in Eclipse 8.1 before you can treatment approve the plans.

To approve a plan:

- ❖ Right-click the plan name.
- ❖ Point to **Plan Approval**.
- ❖ Click **Planning Approved**.
- ❖ In the **Planning Approval** dialog box, complete the fields as in previous versions of Eclipse.

Completion status indicators:
Gray, no fill: Not started
Gray, half filled: In Progress
Green: Completed

When you close the player window, the system refreshes and records the completion status of the content.

Returning to In-Progress Content

To return to content you started in a previous session, navigate to **Training** tab and click **Enrollments** in the left navigation menu.

The **My Enrollments** page opens and lists all of the courses in which you are currently enrolled. Each content section provides a **Launch** link. Click the link to launch the related content.

Training tab

Enrollments navigation menu items

Launch link related to content item

Title	Delivery Type	Facility	Attempts on Content	Status	Actions
Eclipse 8.0 New Features	Web Based Training			Confirmed	View Content Drop
..... Module 1 - Course Introduction			Unlimited		Launch Results
..... Module 1 - Lesson 1 - Templates			Unlimited		Launch Results
..... Module 1 - Lesson 2 - Functional Enhancements			Unlimited		Launch Results
..... Module 1 - Lesson 3 - Contouring			Unlimited		Launch Results
..... Module 1 - Self Check			Unlimited		Launch Results

The system launches the content player window and begins playing back the content item you were reviewing previously at its bookmarked location.

COMPLETING THE TABLE OF CONTENTS ITEMS

When you complete all of the items in the Table of Contents, you can navigate to any content item in the list to review it, as needed.

If you do not need to review any content items, close the player window. Then, the system refreshes and records your completion status of the content. To continue with another content section, you can launch it from the list of links in the **Contents and Results** page.

To finish your session in the Learning Center, you can log out of the system and close the browser window.

ASSESSING YOUR SKILLS

Self checks assess your knowledge of a content section after you complete it. The Learning Center offers some accredited courses that provide continuing education credits. For accredited courses, the system limits the number of times you can take self checks to three attempts.

There is no limitation on the number of times you can take self checks related to unaccredited courses.

Taking Self Checks in Accredited Courses

For accredited courses, you have three attempts to pass each self check. The system indicates the status of each self check in the **My Enrollments** list.

The screenshot shows the 'My Enrollments' page in the VARIAN medical systems interface. The page includes a navigation menu on the left and a main content area with a table of enrollment items. The table has the following columns: Title, Delivery Type, Facility, Attempts on Content, Status, and Actions. The 'Attempts on Content' column shows the number of attempts allowed, made, and left for each item. The 'Actions' column contains links for 'Launch' and 'Results'.

Title	Delivery Type	Facility	Attempts on Content	Status	Actions
Eclipse 8.1 New Features	Web Based Training		Confirmed	View	
Eclipse 8.1 New Features - Lesson 1			Unlimited		Launch Results
Eclipse 8.1 New Features - Lesson 1 Self Check			3 Attempts Allowed 2 Attempts Made 1 Attempts Left		Launch Results
Eclipse 8.1 New Features - Lesson 2			Unlimited		Launch Results
Eclipse 8.1 New Features - Lesson 2 Self Check			3 Attempts Allowed 3 Attempts Made 0 Attempts Left		Results

Upon launching a self check, the system also prompts you with the number of attempts you will have if you continue.



You can click **Cancel** to review the lesson content before making your attempt to pass a self check.

You launch each self check separately.

The self check format can include:

- ❖ Performance-based scenarios
- ❖ Interactive questions
- ❖ Fixed choice questions, including single choice, true or false, and matching questions

COMPLETING THE COURSE

For Varian Employees

When you take all of the lessons or modules and access each related self check once, the course moves to your training history.

When you pass the course, you also can print a certificate of completion via the training history.

Training tab

Training History navigation menu item

Completion Status column with link to certificate for Successful statuses.

Title	Version	Delivery	Registration Date	Completion Status	Completion Date	Marked by	Score	Grade	Credits	Actions
Introducing the RapidArc Process	1.0	Web Based Training	2008-06-16	Successful Print Certificate of Completion	2008-09-23		100			View Content
Managing Clinical Assessments	1.0	Web Based Training	2008-09-16	Successful Print Certificate of Completion	2008-09-17		94.4			View Content
Managing Plans in RT Chart	1.0	Web Based Training	2008-09-18	Successful Print Certificate of Completion	2008-09-19		94.8			View Content

For Customers

When you take all of the lessons or modules and take each related self check once, the course moves to your transcript.

When you pass the course, you also can print a certificate of completion via the **Training** tab | **Transcripts**.

The screenshot shows the VARIAN medical systems user interface. At the top, there are navigation links for Calendar, Preferences, Help, and Log Out. On the left, a sidebar menu includes Home, Training, Site Training Plan, Enrollments, Curricula, Transcripts, Course Evaluations, Training Catalog, and Training Order History. The 'Training' tab is highlighted in the top navigation bar. The 'Transcripts' menu item is highlighted in the sidebar. The main content area is titled 'My Training History' and features a filter section with 'Active' and date range inputs. Below this is a table of training history with columns for Title, Version, Delivery, Registration Date, Completion Status, Completion Date, Marked by, Score, Grade, Credits, and Actions. A callout points to the 'Completion Status' column, which contains the text 'Successful' and a link 'Print Certificate of Completion'.

Title	Version	Delivery	Registration Date	Completion Status	Completion Date	Marked by	Score	Grade	Credits	Actions
OBI Advanced Imaging - What's New	1.0	Web Based Training	2008-10-01	Successful Print Certificate of Completion	2008-10-20		82.5			View Content

ACCESSING COMPLETED COURSES

For Varian Employees

You can review courses and take self checks you completed or attempted previously. To do so, navigate to the **Training** tab, and then click **Training History**. Courses you completed previously appear in the **Training History** list.

The screenshot shows the Varian Training History page. The navigation menu includes Home, Training, Content, Reports, and My Profile. The Training History menu item is highlighted. The page displays a table of completed courses with columns for Title, Version, Delivery, Registration Date, Completion Status, Completion Date, Marked by, Score, Grade, Credits, and Actions. A 'View Content' link is highlighted in the Actions column for the first course.

Title	Version	Delivery	Registration Date	Completion Status	Completion Date	Marked by	Score	Grade	Credits	Actions
Introducing the RapidArc Process	1.0	Web Based Training	2008-06-16	Successful Print Certificate of Completion	2008-09-23		100			View Content
Managing Clinical Assessments	1.0	Web Based Training	2008-09-16	Successful Print Certificate of Completion	2008-09-17		94.4			View Content
Managing Plans in RT Chart	1.0	Web Based Training	2008-09-18	Successful Print Certificate of Completion	2008-09-19		94.8			View Content

For Customers

You can review course content you completed or attempted previously. To do so, navigate to the **Training** tab, and then click **Transcripts**. Courses you completed previously appear in the **Training History** list.



Important Note: Due to the accreditation requirements in some courses, self checks are not available to customers after three attempts or after passing the course.

REVIEWING COMPLETED COURSE CONTENT

To review a course, click its related **View Content** link in the **Actions** column. The **Content and Results | Results by Module** page opens for the course you selected.

In the **Module** column, you can click the module or lesson link you want. The related content opens in the player template window.

When the content completes and you close the player template window, click **View** in the **Results** column to see its detailed results.

Content and Results

You cannot mark this course complete.

Results by Module [Print](#) | [Export](#) | [Modify Table](#)

Module	Required?	Completion Status	Mastery Score	Attempts On Content	Score	Results	Actions	Sign Off
Introducing the RapidArc Process	Required	Successful		Unlimited		View		N/A
Introducing the RapidArc Process Self Check	Required	Successful	75	Unlimited	100	View		N/A

Offering Name: [Introducing the RapidArc Process](#)

Learner Name: customer varian

Overall Completion Status: Successful

Score: 100

Retaking Self Checks



Important Note: Due to the accreditation requirements in some courses, self checks are not available to customers after three attempts or after passing these courses.

You can take a self check again to improve your score when it is in one of the following states:

- ❖ Unlimited attempts
- ❖ An incomplete status
- ❖ Limited attempts in which you have not reached the limit

In the **Module** column, you can click the self check link. The related content opens in the player template window.

When the content completes and you close the player template window, click **View** in the **Results** column to see its detailed results.

Accessing Results of Repeated Content

For Varian Employees

After you review a module or retake a self check, click the **Training History** link in the left navigation menu. The page refreshes and displays the **My Training History** page.

For those courses with a successful completion status, the **Print Certificate of Completion** link is available for certificate printing.

The screenshot shows the 'My Training History' page in the Varian Medical Systems interface. The left navigation menu has 'Training History' highlighted. The main content area shows a table of training history with the following data:

Title	Version	Delivery	Registration Date	Completion Status	Completion Date	Marked by	Score	Grade	Credits	Actions
Introducing the RapidArc Process	1.0	Web Based Training	2008-06-16	Successful Print Certificate of Completion	2008-09-23		100			View Content
Managing Clinical Assessments	1.0	Web Based Training	2008-09-16	Successful Print Certificate of Completion	2008-09-17		94.4			View Content
Managing Plans in RT Chart	1.0	Web Based Training	2008-09-18	Successful Print Certificate of Completion	2008-09-19		94.8			View Content

For Customers

After you review a module or retake a self check, click the **Transcripts** link in the left navigation menu. The page refreshes and displays the **My Training History** page.

For those courses with a successful completion status, the **Print Certificate of Completion** link is available for certificate printing.

The screenshot shows the VARIAN medical systems interface. At the top, there are navigation links for Calendar, Preferences, Help, and Log Out. The main navigation menu on the left includes Home, Training, Site Training Plan, Enrollments, Curricula, **Transcripts**, Course Evaluations, Training Catalog, and Training Order History. The main content area is titled "My Training History" and features a filter for "Active" status. Below this, there are input fields for "Completion Date after" and "Completion Date before". A table titled "Training History" displays the following data:

Title	Version	Delivery	Registration Date	Completion Status	Completion Date	Marked by	Score	Grade	Credits	Actions
OBI Advanced Imaging - What's New	1.0	Web Based Training	2008-10-01	Successful Print Certificate of Completion	2008-10-20		82.5			View Content

Callouts in the image point to the "Training" tab in the navigation menu, the "Transcripts" menu item, and the "Completion Status" column which contains a link to "Print Certificate of Completion" for successful statuses.

DROPPING A COURSE

You can find that you need to drop a course for which you registered previously. Navigate to the **Training** tab and click **Enrollments**. The **My Enrollments** page lists the courses for which you are registered.

TRAINING SOLUTIONS | **TAKING E-LEARNING COURSES**

Each primary course title contains a related **Drop** link in the **Actions** column. To drop your registration in the course, click **Drop**.

Training tab

Enrollments navigation menu items

Drop link related to the course

Title	Delivery Type	Facility	Attempts on Content	Status	Actions
Eclipse 8.0 New Features	Web Based Training			Confirmed	View Content Drop
..... Module 1 - Course Introduction			Unlimited		Launch Results
..... Module 1 - Lesson 1 - Templates			Unlimited		Launch Results
..... Module 1 - Lesson 2 - Functional Enhancements			Unlimited		Launch Results
..... Module 1 - Lesson 3 - Contouring			Unlimited		Launch Results
..... Module 1 - Self Check			Unlimited		Launch Results

The system displays the **Drop Offering** page. Confirm that this is the course you want to drop, and then click **Drop**.

The screenshot shows the 'Drop Offering' page for the course 'Eclipse 8.0 New Features'. The page includes a navigation menu on the left with options like 'Home', 'Training', 'Content', 'Reports', and 'My Profile'. The main content area displays course details:

Title	Eclipse 8.0 New Features
Delivery Type	Web Based Training
ID	00026760
Start Date	-
End Date	-
Sessions	
Location	
Language	English
Description	The Eclipse 8.0 New Features E-Learning course details and demonstrates the enhancements and new functionality in the Eclipse application.
Abstract	<p>After completing this course, you will be able to:</p> <ul style="list-style-type: none"> • Create, save, and manage templates. • Identify Eclipse's functional enhancements. • Use the new Contouring tools to contour a set of images. • Describe the changes to the Field Set-Up Workspace. • Create multi-channel DRRs and add other reference images to fields. • Create field alignment rules. • Locate and change the dose calculation options. • Modify dose and convert an isodose to a structure. • Create, modify, and view fields and setup fields. • Apply the Normal Tissue Constraint feature and use the bolus function with IMRT. • Modify a DVH, modify plan sums, and display the Multiple Plan View. • Approve and revise a plan. • Create, save, and manage clinical protocols.
Domain	External

At the bottom of the page, there are two buttons: 'Drop' and 'Do Not Drop'. An orange callout box labeled 'Drop button' points to the 'Drop' button. The footer contains the text: 'on Saba. © Saba Software, 1997-2006 | About | Contact'.

The system refreshes and removes the course from your **My Enrollments** page.

CONTACTING THE VARIAN LEARNING CENTER

For questions or comments about the training, e-mail us at the [Varian Learning Center](#).