



## Getting Started With the APTA Learning Center

*A Basic Overview*

**Prepared by: APTA Professional Development Department  
Date: August 2008**

## Table of Contents

<b>Introduction</b> .....	<b>3</b>
About This Guide.....	3
<b>System Requirements</b> .....	<b>3</b>
<b>Logging on to the APTA Learning Center</b> .....	<b>4</b>
APTA Members.....	4
Other Customers.....	4
Nonmembers/or Not a Former APTA Customer.....	5
<b>Exploring the APTA Learning Center Interface</b> .....	<b>6</b>
<b>Finding the Right Learning Activities</b> .....	<b>7</b>
Using the Course Catalog to Find Learning Activities.....	7
<b>Purchasing/Registering for a Learning Activity</b> .....	<b>9</b>
<b>Launching a Learning Activity</b> .....	<b>11</b>
<b>Using the My Courses Page to Manage Your Learning</b> .....	<b>12</b>
Exploring the My Courses Page Interface.....	12
Exploring the My Courses Page Interface (continued).....	13

## Introduction

The APTA Learning Center is a Web-based application that provides one-stop access to help you manage your lifelong learning. Through the APTA Learning Center, you'll have instant access to online courses, a comprehensive continuing education transcript, the ability to generate certificates of completion, and tools to help you track your career development.

### *About This Guide*

This document provides you with basic knowledge for using the APTA Learning Center to find and manage your learning. You will not learn everything about the APTA Learning Center, but you will know enough to be comfortable navigating the system and exploring some of the core features and functionality.

## System Requirements

As of June 2008, the APTA Learning Center system requirements are as follows:

### Software

1. Microsoft Windows 98 SE, Windows NT 4.0 SP6a, Windows 2000 SP4, Windows XP Service Pack 1 or Service Pack 2
2. Internet Explorer 6.0 or higher (required) with browser set to enable cookies; **pop-up blockers must be enabled for the following site:**
  - o <http://learningcenter.apta.org>
3. Flash Player 9 ([download for free](#))
4. Adobe Reader ([download for free](#))

### Hardware

5. 128 MB RAM
6. Video graphics adapter able to display 800 x 600 screen resolution or higher; 16-bit color setting or higher.
7. Audio output (speakers or headphones) for courses containing audio narration.

## Logging on to the APTA Learning Center


You do not need to login to the APTA Learning Center in order to view the course catalog. You'll be prompted to login in order to purchase courses, launch courses, view your course transcript history, and print CEU certificates of completion.

### Avoiding Duplicate Accounts

**Important!** In order to utilize the personalized CEU transcript feature in the APTA Learning Center, it is essential that you do not purchase or register for courses in the APTA Learning Center using more than one account. If you've forgotten your password, [click here](#) to have it emailed to you OR contact 800/999-2782, ext 3395, for assistance. Thank you.

### APTA Members

#### ⇒ When prompted to login:

1. Enter your username and password.
  - a. NOTE: Use the same username and password that you use for the APTA Website.
2. Click  underneath the username/password fields.
  - b. You will receive the confirmation message "**Success! You are now logged into the site.**"
  - c. Select **Click Here to Continue** to be redirected to the page you came from.




### Other Customers

#### ⇒ When prompted to login:

1. If you are a past APTA member or have purchased APTA's products in the past, you may already have a system login. Please use the APTA Member directions above and follow the on-screen prompts.

### ***Nonmembers/or Not a Former APTA Customer***

⇒ **When prompted to login:**

1. Click the link that appears under **If You Are Not a Member or Former Customer of APTA** from the lower area of the screen.
2. Complete the Sign-Up form and click 
3. Verify your information and make any edits, then click 
4. Click **login** from the upper right hand corner of the screen.
5. Enter your username and password as prompted.
6. Click  underneath the username/password fields.
  - a. You will receive the confirmation message **“Success! You are now logged into the site.”**
  - b. Go to **<http://www.apta.org/learningcenter>**, or select **Access the Home page**, then browse to the APTA Learning Center via **Professional Development > Continuing Education Courses**.

## Exploring the APTA Learning Center Interface

The Learning Center is divided into six main areas. You can easily navigate each area by accessing the appropriate link from the left-hand navigation menu.

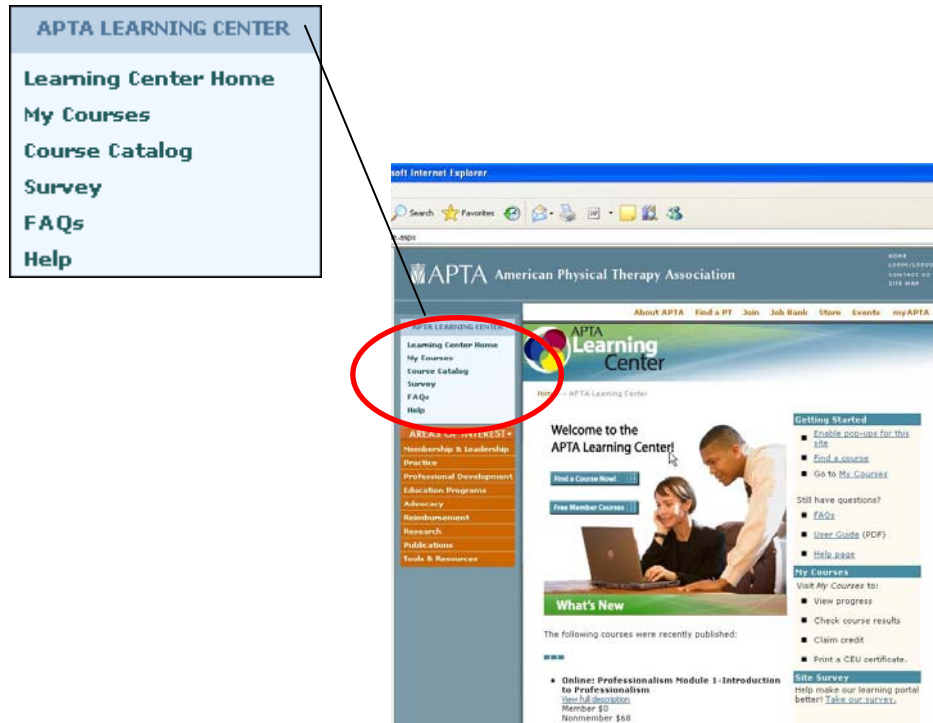


Figure 1. Exploring the APTA Learning Center interface.

1. **Learning Center Home Page:** Provides you with a list of the most recently published courses, computer system requirements, and easy access to the **"My Courses"** page and the *User's Guide*.
2. **"My Courses" (requires login):** Launch courses, view course progress, print a certificate of completion (to include CEUs as appropriate) and view a comprehensive CEU transcript.
3. **Course Catalog:** Search for and purchase courses. For more information on using the course catalog, see page 7.
4. **Survey:** A brief quarterly survey will be available in order for you to provide valuable feedback to us as we grow this important new initiative.
5. **FAQs:** View a list of Frequently Asked Questions about using the APTA Learning Center.
6. **Help:** Submit comments and questions about using the site or make suggestions for the FAQs page.

## Finding the Right Learning Activities

You can search for online courses and other learning activities by using the Course Catalog. The Course Catalog is divided into three main sections that allow you to search by topic, audience, or delivery method.

### Using the Course Catalog to Find Learning Activities

#### ⇒ To search the Course Catalog

1. Click the **Course Catalog** link from the left-hand navigation or click **Find a Course Now!** on the Learning Center Home page.
  - a. The left-hand navigation will expand to display the **By Topic**, **By Audience**, or **By Delivery Method** course catalogs. Click any of these links to continue with your search or click the links from the main catalog page.

The screenshot displays the APTA Learning Center website. At the top, the APTA logo and navigation links (HOME, LOGIN/LOGOUT, CONTACT US, SITE MAP) are visible. Below the header, there are links for 'About APTA', 'Find a PT', 'Join', 'Job Bank', 'Store', 'Events', and 'myAPTA'. The main content area is titled 'Course Catalog' and includes a description: 'Use the course catalog to easily search and register for courses. The catalog is organized into three main areas that allow you to search by topic, audience, or delivery method.' Below this, it says 'Click one of the circles below to search the catalog now:' and features three circular buttons: 'By Audience' (blue), 'By Topic' (red), and 'By Delivery Method' (yellow). The 'By Topic' button is circled in red. On the left sidebar, the 'Course Catalog' link is also circled in red. The sidebar includes sections for 'APTA LEARNING CENTER' (Learning Center Home, My Courses, Course Catalog, By Topic, By Audience, By Delivery Method, Survey, FAQ, Help) and 'AREAS OF INTEREST' (Membership & Leadership, Practice, Professional Development, Education Programs, Advocacy, Reimbursement, Research, Publications, Tools & Resources). The right sidebar contains 'Getting Started' (Enable pop-ups for this site, Find a course, Go to My Courses), 'Still have questions?' (FAQs, User Guide (PDF), Help page), 'My Courses' (Visit My Courses to: View progress, Check course results, Claim credit, Print a CEU certificate), and 'Site Survey' (Help make our learning portal better! Take our survey).

Figure 2. Accessing the Course Catalog

2. Each catalog will be broken into the following components to assist you in locating your preferred content:

By Topic	By Audience	By Delivery Method
<ul style="list-style-type: none"> <li>• Acute Care</li> <li>• Aquatic Physical Therapy</li> <li>• Cardiovascular &amp; Pulmonary</li> <li>• Clinical Education</li> <li>• Clinical Electrophysiology</li> <li>• Education</li> <li>• Fitness &amp; Wellness</li> <li>• Geriatrics</li> <li>• Hand Rehabilitation</li> <li>• Health Policy &amp; Administration</li> <li>• Home Health</li> <li>• Neurology</li> <li>• Oncology</li> <li>• Orthopedics</li> <li>• Pediatrics</li> <li>• Practice Management</li> <li>• Reimbursement &amp; Coding</li> <li>• Private Practice</li> <li>• Professional Issues</li> <li>• Research</li> <li>• Sports Physical Therapy</li> <li>• Women's Health</li> </ul>	<ul style="list-style-type: none"> <li>• Physical Therapists</li> <li>• Physical Therapist Assistants</li> <li>• Board Certified Clinical Specialists</li> <li>• CAPTE Members</li> <li>• ACP Course Participants</li> <li>• Students–PT</li> <li>• Students–PTA</li> </ul>	<ul style="list-style-type: none"> <li>• Audio</li> <li>• Blended Course</li> <li>• Print based course</li> <li>• <i>Physical Therapy</i></li> <li>• Online Course</li> <li>• Seminar/Conference</li> <li>• Video</li> </ul>

3. Once you've accessed a catalog, click on any active link to view courses that correspond with a particular topic, delivery method, or audience type:

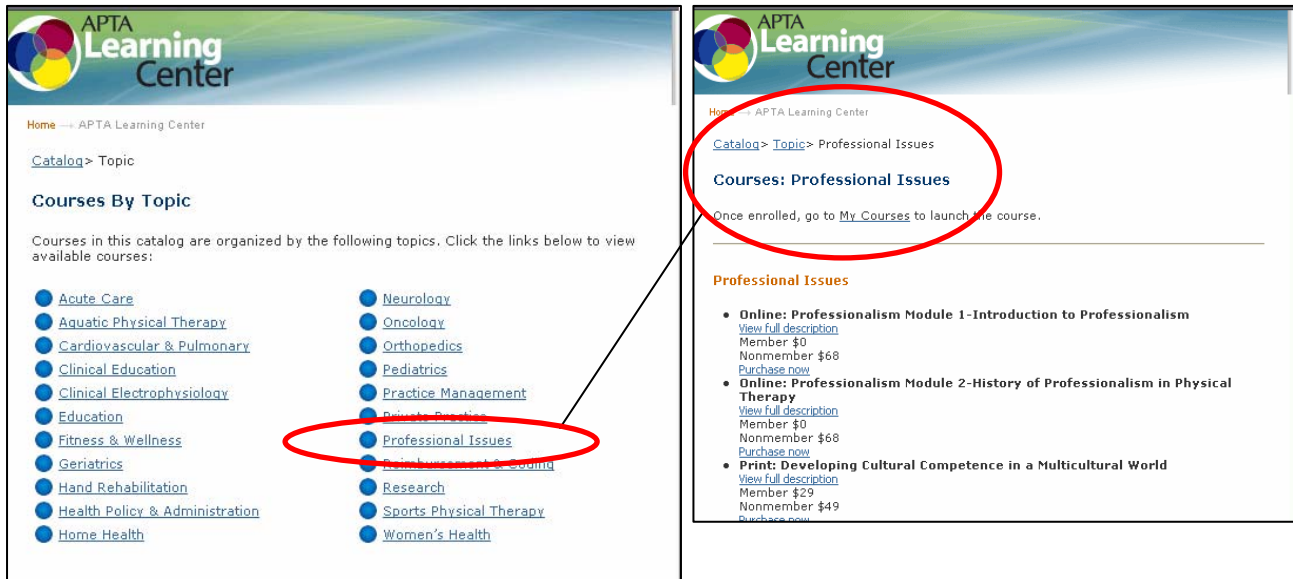


Figure 3. Access a course from within a catalog.

## Purchasing/Registering for a Learning Activity

Once you've located a course via the course catalog, it can easily be purchased through APTA's online store.

⇒ **To purchase/register for a course**

1. Click the **Purchase Now** link, located beneath the course title.
  - a. If you are not logged in, you will be prompted to do so.
  - b. Once you are logged in, proceed with selecting the **Purchase Now** link.
2. APTA's online store will open in a new window.

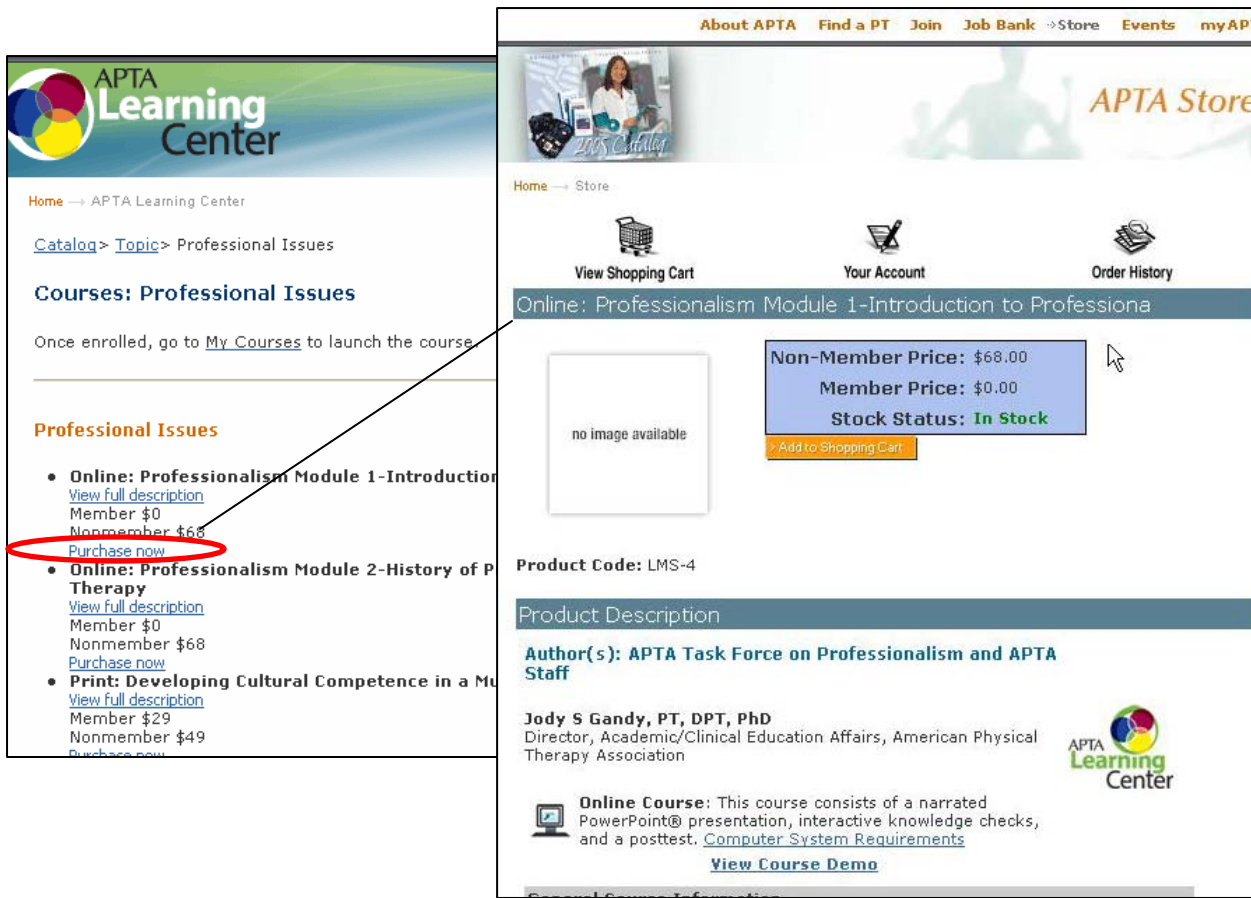


Figure 4. Purchasing/registering for a learning activity.

3. Click **> Add to Shopping Cart**.
4. Verify that you've selected the correct product and click **continue**.



**Figure 5. APTA Online Store.**

5. You'll be directed to the **Select Freight** page. APTA Learning Center courses will not incur freight charges. Click **products total** to continue.
6. Verify your name and address, making any changes if prompted.
7. Click **products total**.
8. Click **check-out** and enter your payment information.
9. Click **check-out** to complete the transaction.
10. Review the purchase confirmation page. Close the online store window to return to the APTA Learning Center.

## Launching a Learning Activity

After you've purchased/registered for a course, you can launch it via your **My Courses** page.

⇒ **To Launch a Learning Activity**

1. Click the **My Courses** link, located on the left-hand navigation. You will be prompted to login if you haven't logged in prior to accessing the **My Courses** page.

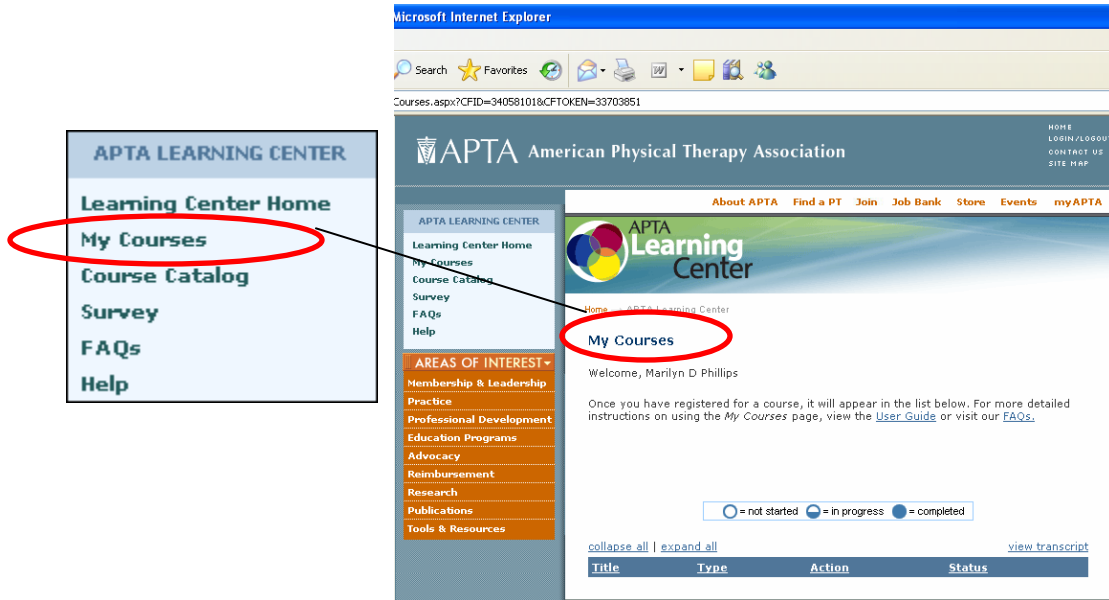


Figure 6: My Courses Page

- a. Locate the course you'd like to launch and click the **Launch** link, or click the **Course Title** link to launch the course.
- b. Follow the directions provided within the course to proceed.

## Using the My Courses Page to Manage Your Learning

**My Courses** is your personal learning page and contains many features to assist you with managing your learning activities.

### Exploring the My Courses Page Interface

Your Name

**My Courses**

Welcome, Marilyn D Phillips, once you have registered for a course, it will appear in the list below.

For more detailed instructions on using the *My Courses* page, view the [Getting Started](#) manual.

1 Learning Activity Status Legend: ○ = not started   ◐ = in progress   ● = completed

2 Expand/Collapse Icon: collapse all | expand all

3 Title

Title	Type	Action	Status
⊕ Certificate Test ABPTS	Self-Paced Course		●
⊕ Online: Sample Course	Self-Paced Course	Launch	◐
⊕ socrats course	Self-Paced Course	Print Certificate	●

4 Type

5 Action

6 Status

7 CEU Transcript Link: view transcript

**Figure 7. My Courses page.**

- 1. Learning Activity Status Legend:** Provides definitions for learning activity status, which is updated in the “Status” column on the right.
- 2. Expand/Collapse Icon:** Expanding the course title provides a detailed view of the learning activity including: expiration date, time spent towards completion, last date of access, and assessment score.

⊖ Online: Sample Course	Self-Paced Course	Launch	◐
Expires: 4/21/2009 12:00:00 AM			
Time in course: 00:03:35			
Last access: 4/22/2008 10:48:18 AM			
First score: 100   Most recent score: 100   Best score: 100   Average score: 100			
Professionalism Module 1 Posttest			
First score: 100   Most recent score: 100   Best score: 100   Average score: 100			

- 3. Title Column:** Provides you with the learning activity title, which is also a link that launches the activity. Sort courses alphabetically by clicking the *Title* link in the column header.
- 4. Type Column:** Indicates the learning activity type. Sort the course type list alphabetically by clicking on the **Type** link in the column header. For example:
  - **Self-Paced Course:** a self-directed, fully online learning activity.

Other activity types will be added as the APTA Learning Center is fully implemented over the next year.

## Exploring the My Courses Page Interface (continued)

The screenshot shows the 'My Courses' page. At the top, it says 'My Courses' and 'Welcome, Marilyn D Phillips, once you have registered for a course, it will appear in the list below.' Below this is a 'Getting Started' manual link. A legend indicates: ○ = not started, ◐ = in progress, ● = completed. There are 'collapse all' and 'expand all' links, and a 'view transcript' link. A table lists courses with columns for Title, Type, Action, and Status. Callouts point to: 1. Learning Activity Status Legend; 2. Expand/Collapse Icon; 3. Title; 4. Type; 5. Action; 6. Status; 7. CEU Transcript Link.

Title	Type	Action	Status
⊕ Certificate Test ABPTS	Self-Paced Course		●
⊕ Online: Sample Course	Self-Paced Course	Launch	◐
⊕ socrats course	Self-Paced Course	Print Certificate	●

5. **Action Column:** Provides with an action to perform, based on the current status of the learning activity. Click the link in this column to perform any of the following:
  - **Launch:** Indicates that the activity has not been completed. Click the link to launch the course.
  - **Claim Credit:** Indicates that the activity has been successfully completed and the CEU credit may be claimed. Click the link to complete the post course evaluation and claim credit.
  - **Print Certificate:** Indicates that the activity has been successfully completed, the CEU credit has been claimed, and a CEU certificate is available for you to print. Click the link to print the CEU certificate.
6. **Status Column:** Provides current status of the learning activity. Sort the status list by clicking on the **Status** link in the column header.
  - **Not Started:** The course has not been started.
  - **In Progress:** The course has been started but not completed.
  - **Completed:** The course has been completed.
  - **Completed & Passed:** The course was completed and the minimum passing score was achieved on the assessment.
  - **Completed & Failed:** The course was completed and the minimum passing score was not achieved on the assessment.
7. **View Transcript:** Click this link to view and print a transcript of all courses marked as "Completed" on the **My Courses** page.