



**Center for Aging and Disability
Education and Research**
Boston University School of Social Work

Online Course Navigation Guide

On May 17, 2020, we're updating Blackboard to incorporate the new **Ultra Base Navigation**.

This new navigation has a modern look and feel and will save you time with simpler workflows and easier access to important information.

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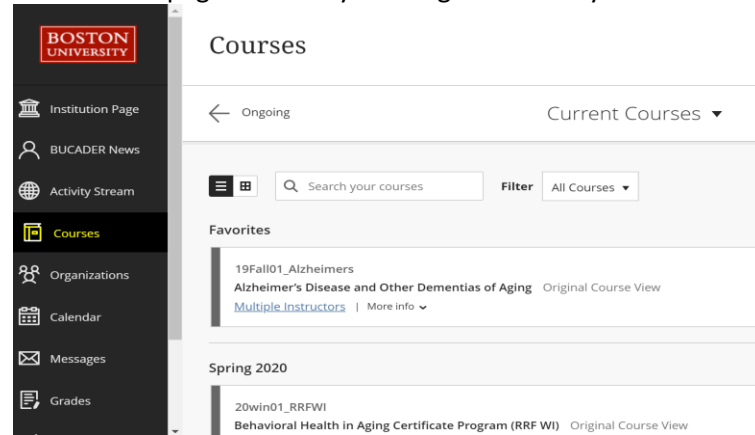
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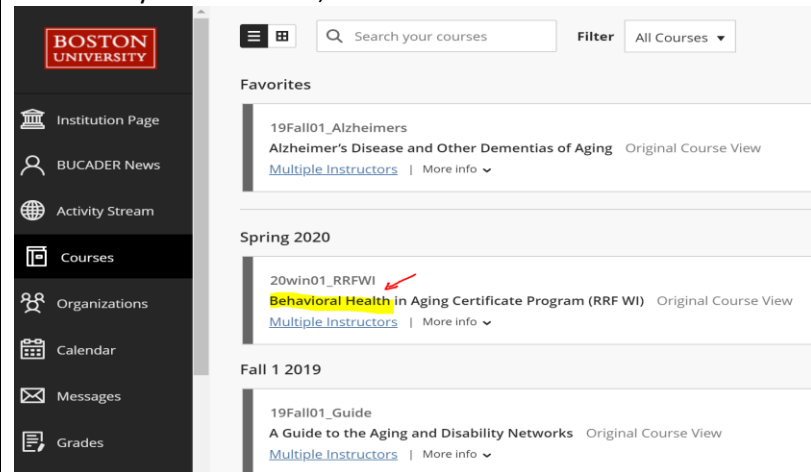
What's New?

The **Ultra Base Navigation** is a modern, intuitive navigation menu that lives outside of courses. From the moment you log in, you have access to core features in the menu where your name appears. You can easily return to the menu from wherever you are—even if you're in a course. The menu appears in the background of the other layers you have open. The Blackboard dashboard that you first see when you login will be updated. Your Blackboard courses will not change. They will look and operate exactly as they do now.

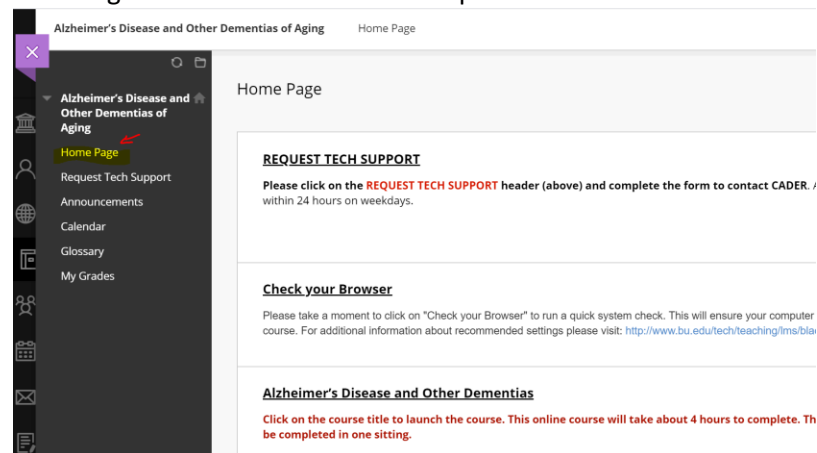
This is what you first see when you log in – the **Ultra Base Navigation Menu**. The **Courses** page is where you can go to access your CADER courses.



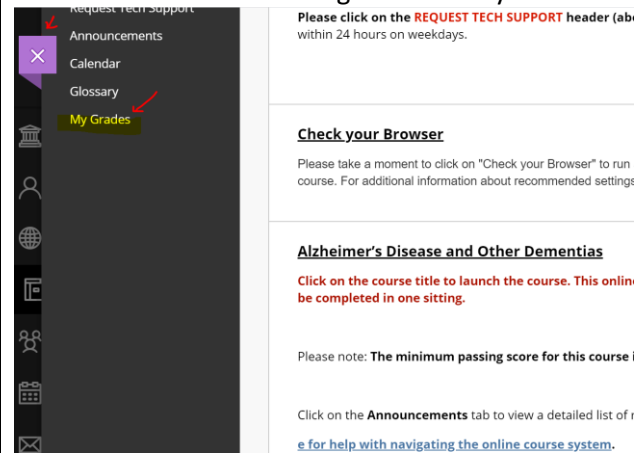
To launch your certificate, click on the **Certificate Name**.



Home Page is where relevant information about your course is located, including course outline and other important links.



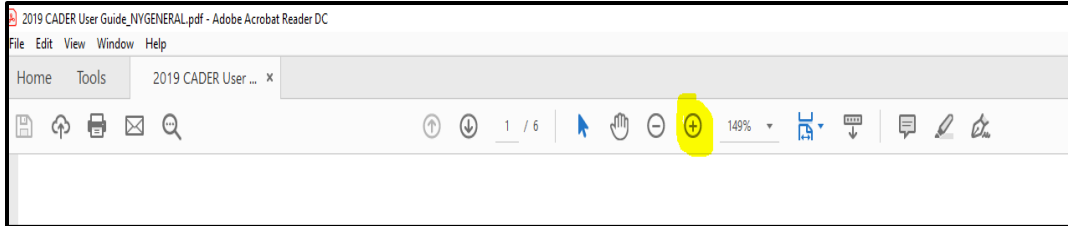
My Grades is where your grades will be listed. Clicking on the **X** will take you back to the Ultra Base Navigation menu you see when you first log in.



Section 1: Introduction to Home Page

Please Note:

- If you are having trouble with the font size you can zoom in from the tool bar



- The online course outlined in this guide is one of many courses offered by CADER. The course title may not match with the course you are taking, but all CADER courses will function in a similar manner.

A screenshot of the CADER Home Page. The page has a header with 'Home Page' and a navigation bar with 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. The main content area includes three sections: 'Check your Browser', 'REQUEST TECH SUPPORT', and 'ONLINE COURSE: Hoarding Disorder in Older Adults'. Each section has a callout line pointing to it from a separate box on the right. The 'Check your Browser' section includes a link to system requirements. The 'REQUEST TECH SUPPORT' section includes a note about response time. The 'ONLINE COURSE' section includes a note about completion time and a link to a navigation guide.

Check Your Browser – this optional feature will run a quick check on your computer to ensure your computer settings meet system requirements

Request Tech Support – click here to request technical assistance

Course Title - click here to launch the online course

Section 2: Complete the Pre-Competency Self-Assessment

ONLINE COURSE: Hoarding Disorder in Older Adults


Keep Track of your Progress

This online course consists of ten sections, and is designed to be taken one section at a time. Upon completion of each section, participants are encouraged to click the **Mark Reviewed** button to keep track of their progress in the online course.

Pre-course Competency Assessment

Before beginning this online course, please take **10 to 15 minutes** to complete a brief pre-course competency assessment. This self-assessment asks you to rate your knowledge, skills and values before taking the online course. Ratings collected at pre and post will be compared to determine training effectiveness.

Upon completion of this brief assessment, the online course sections will be automatically released beneath the pre-course competency assessment link on the HOMEPAGE.





Begin: M01Pre - Hoarding Disorder

INSTRUCTIONS

Timed Test	This test has a time limit of 4 hours.
Timer Setting	This test will save and submit automatically when the time expires.
Force Completion	Once started, this test must be completed in one sitting. Do not leave the test before clicking Save and Submit .

Click **Begin** to start: M01Pre - Hoarding Disorder. Click **Cancel** to go back.
You will be previewing this assessment and your results will not be recorded.

Click Begin to start. Click Cancel to quit.

Pre-Competency Self-Assessment – this **non-graded** self-assessment measures a learner's self-ratings on the competencies covered by this certificate program and takes about 10-15 minutes to complete. Please complete this self-assessment in one sitting. Upon submission of this self-assessment, learners will get access to Course 1. To begin this self-assessment, click on the title.

To load the pre-competency self-assessment, click on the title.

Click **Begin** to complete the pre-competency.

After you complete the self-assessment, click **Submit**. Click on **Homepage** on the left menu to return to the homepage. You should now have access to the first online course.

Section 3: Taking an Online Course

- Load an online course

Online Course 1: Core Issues in Aging and Disability ←

This course provides a comprehensive overview of how disability and age can affect function and quality of life along the continuum of adulthood. It identifies the health conditions that can lead to disability as well as the social, physiological, and psychological changes that adults experience as they age. You will learn about integrated approaches to "long-term living" and the practical implications for consumer choice, self-determination, and ethics for service providers. The course guides you to resources and reviews the federal laws and regulations that affect disability and aging.

Click on the course title to load the online course. The next course will load after your complete the course quiz and post-competency for this course.

Click on the **course title** to load the online course

- Navigate the online course

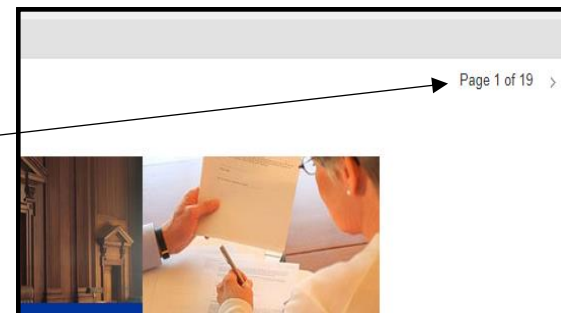
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- 3. What Medicare Does Not
- 4. Hospice
- 5. Palliative Care vs Hospice
- 6. The Story of Mr. Frank
- 7. Medicaid
- 8. Program for All-Inclusive Care
- 9. Medicaid in the Future
- 10. Dual Eligible Beneficiaries
- 11. Administration on Aging

There are a couple of ways to navigate the online course:

- (1) Click on the **page titles**
- (2) Click on the **page** feature to move ahead or back



• Blog

The screenshot shows a course navigation menu on the left with 18 items. Item 16, 'M02: Blog 02: Care Tra...', is highlighted. To the right, a 'Click to Launch' link is shown with an arrow pointing to it. Below this, a blue instruction text says: 'Please click on the link above (Click to Launch) to read and respond to the blog.' In the center, a 'Blog Instructions' pop-up window is displayed. It contains a title 'Blog Instructions ^', a paragraph about calling a hospital, a list of five questions to consider, and two lines of blue instruction text: '*Please click on "Create Blog Entry" (above the instructions) to respond to the blog.' and 'After posting your response, click here to return to the course content.' An arrow points from the second line of text to a link in the pop-up.

Click to Launch

Please click on the link above (Click to Launch) to read and respond to the blog.

Blog Instructions ^

Call the hospital in your local area and learn what they offer in the way of discharge planning and transitioning to home. Questions to consider:

- Do they send patients home with written instructions for home care?
- Do they provide a medication list with instructions for use?
- Do they set up in-home care (visiting nurse, medical or therapy needs)?
- Do they provide follow-up (telephone or personal contact)?
- Do they adhere to CMS discharge planning guidelines?

*Please click on "Create Blog Entry" (above the instructions) to respond to the blog.

After posting your response, click here to return to the course content.

Throughout the online course you will find blogs. To load the online course, click on the **Click to Launch** link on the right side. This will load the online

To return to the online course, click on the link posted in the blog.

All learners must complete a graded course quiz, and a total of five quizzes for a **certificate program**. The minimum passing score is **70%**, and a learner has **up to 10 attempts** to pass a quiz. The course grade will be released immediately after submitting the course quiz.

To load a quiz, click on the **quiz** title. After you click on the title, click on **Begin** to load the course quiz. Follow the same steps to retake the course quiz.

• Course Quiz

The screenshot shows the title 'M02CQ01 - Issues in Aging Quiz' with a left-pointing arrow. Below the title, a paragraph states: 'You must achieve a passing score of 70% on the Part I: Issues in Aging quiz to receive your certificate for this course. Please read all of the **instructions** before proceeding to the course quiz.' At the bottom, a blue instruction text says: 'Please click on the link above to proceed to the quiz. When you have finished, close this browser tab to return to the course home page.'

M02CQ01 - Issues in Aging Quiz

You must achieve a passing score of 70% on the Part I: Issues in Aging quiz to receive your certificate for this course. Please read all of the **instructions** before proceeding to the course quiz.

Please click on the link above to proceed to the quiz. When you have finished, close this browser tab to return to the course home page.

The final required item is the post-course competency evaluation. This is a **non-graded** requirement. To load this, click on the **post-course competency evaluation** title.

• Post-Course Competency Evaluation

The screenshot shows the title 'Post-course Competency Evaluation' with a left-pointing arrow. Below the title, a paragraph states: 'Before your certificate for completing this online course is released, you are asked to take 10 to 15 minutes to complete a brief post-course competency assessment. This self-assessment asks you to rate your knowledge, skills and values before taking the online course. Ratings collected at pre and post will be compared to determine training effectiveness.' At the bottom, another paragraph states: 'Upon completion of this brief assessment, the course certificate will be automatically released beneath the post-course competency assessment link.'

Post-course Competency Evaluation

Before your certificate for completing this online course is released, you are asked to take 10 to 15 minutes to complete a brief post-course competency assessment. This self-assessment asks you to rate your knowledge, skills and values before taking the online course. Ratings collected at pre and post will be compared to determine training effectiveness.

Upon completion of this brief assessment, the course certificate will be automatically released beneath the post-course competency assessment link.

- **Course Certificate**

Post-course Competency Evaluation

Before your certificate for completing this online course is released, you are asked to take 10 to 15 minutes to complete a brief post-course competency assessment. This assessment asks you to rate your knowledge, skills and values before taking the online course. Ratings collected at pre and post will be compared to determine training effectiveness.

Upon completion of this brief assessment, the course certificate will be automatically released beneath the post-course competency assessment link.

Certificate of Completion ←

Upon successful completion of the **course quiz** and the **post-course competency evaluation**, a learner will have access to the course certificate. To load the **course certificate**, click on the link in the course.

Name and License No. and then click on the Print Certificate button.

(A.) General Certificate of Completion

The Center for Aging and Disability Education and Research

Presents this Certificate of Completion to:

Name ←

License No. ←

took a course entitled

Core Issues in Aging and Disability

for **6** Continuing Education Hours

Awarded December 29, 2017

The Center for Aging and Disability Education and Research ■ Boston University
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Print Certificate ←

After loading the **course certificate**, enter your **name**, **license number** and then click on **print certificate**

Section 5: Technical Assistance

To request assistance, please visit: <https://bu219.activehosted.com/f/48>