

learning.bmj.com

# BMJ Learning

## Website User Guide



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## INTRODUCTION

**BMJ Learning** is the leading international online learning resource for medical professionals. It contains over 900 evidence based modules, which are written by experts, and cover a range of clinical and non-clinical topics.

This guide will take you through the many useful features and functions of **BMJ Learning**, and will help you to get the most out of your learning experience.

# REGISTRATION

## First time users

Click on the link “register for BMJ Learning”. **1** This will take you to My Account, where you can give us some details about yourself. We’ll personalise the site and recommend modules for you according to your profession, specialty, and location, so it’s important that these details are completed as fully as possible. **2**

## Voucher codes, Athens, and Shibboleth access

If your institution or society supplies you with a voucher code for free access, or you’d like to access BMJ Learning via Athens or Shibboleth, click the “sign in” button at the top right of the screen. **3**

## IP range access

If you are provided with access via your institution (but do not have a voucher code, or Athens or Shibboleth access) you will need to register for the first time within the IP range of your institution by following the steps above for first time users. Once you have registered inside your institution BMJ Learning will remember you and will allow you to access the website from any remote location.

## Existing users

Click the “sign in” button and enter the username and password you chose during your initial registration process in the boxes below “my account”. If you select the “remember me” box, you’ll be signed in automatically next time you visit the site.



## Your personal homepage

Once you have signed in you will see your BMJ Learning homepage. This is personalised using the information we know about you. You can check this information, or update it at any time in the bar at the top of the page. **1**

Once you have signed in, you can visit your personal BMJ Learning homepage by clicking the “home” button at any time. **2**

If your access is provided by a particular institution you will see these details at the top of the page. You will also see modules which are popular with other users with your profession or specialty, and modules recommended by the BMJ Clinical Editors. **3**

**1**

The screenshot shows the BMJ Learning homepage for a user named Jane Smith. At the top, there is a navigation bar with links for 'Home', 'My Account', 'Site Settings', and 'Sign out'. The 'Home' button is highlighted with a yellow circle. Below the navigation bar, the page displays a welcome message, a search bar, and a 'BMJ Portfolio' section with a table of modules. The table has columns for 'Title', 'Date added', and 'Portfolio'. The modules listed are: 'Abnormal liver function tests: a guide to interpretation' (24-Aug-2011), 'CDPO - diagnosis and management in primary care' (24-Aug-2011), 'Abnormal pain in children' (24-Aug-2011), 'Severe sepsis and septic shock: diagnosis and management' (24-Aug-2011), and 'Home oxygen: a guide to prescribing, assessing, and monitoring patients' (22-Aug-2011). To the right of the portfolio, there is a 'RECOMMENDED FOR YOU' section with 'Career Essentials' and 'Career Essentials: Adding value to your CV'. Below that is a 'MOST POPULAR' section with 'Amphetamine: an update on management' and 'Acute managing patients in primary care'.

**2**

This screenshot is identical to the one above, but with a yellow circle highlighting the 'Home' button in the top navigation bar. The rest of the page content, including the 'BMJ Portfolio' table and the 'RECOMMENDED FOR YOU' and 'MOST POPULAR' sections, remains the same.

**3**

This screenshot is identical to the one above, but with a yellow circle highlighting the 'Home' button in the top navigation bar. The rest of the page content, including the 'BMJ Portfolio' table and the 'RECOMMENDED FOR YOU' and 'MOST POPULAR' sections, remains the same.

# MODULES

BMJ Learning modules are in a variety of different forms:

**Interactive case history** – using real life consultations, BMJ Learning takes you through the condition, testing your knowledge throughout the module, and creating an interactive working environment to guide you through your learning.

**Just in time** – these modules bring you the essentials on everyday conditions in a clear, concise, and quick method. A fast, evidence based update to add to your BMJ Portfolio learning record.

**Read, reflect, respond** – designed to give you the opportunity to read around the topic, reflect on the issues and the opinions of other users, then respond with your own thoughts and opinions.

**Video and audio** – we have a wide range of these styles of module where you can listen to or watch experts discussing key topics.

**Multiple choice questions** – these modules are associated with an article in one of the BMJ Group's journals, and consist of a quiz to check your understanding of that particular article.

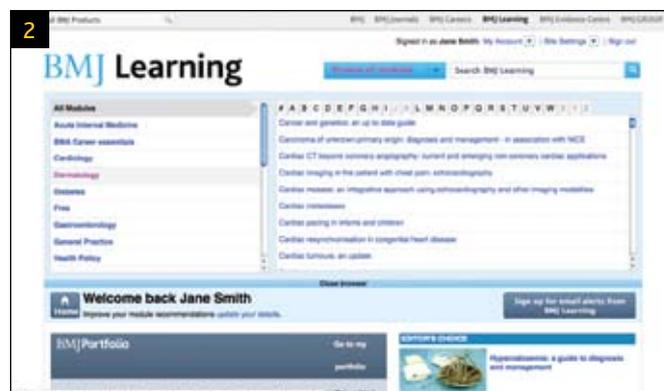
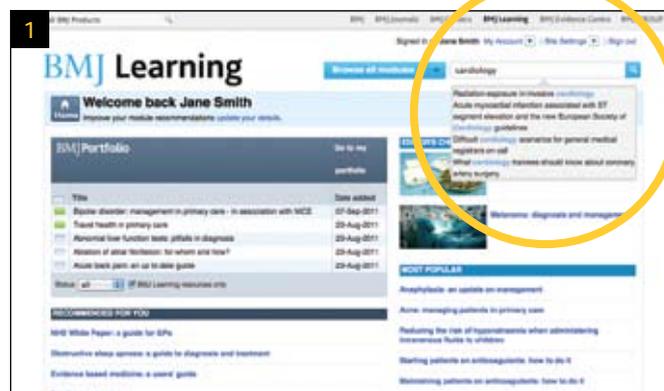
## Selecting modules to complete

There are three ways in which you can choose which modules you'd like to complete.

**1. Search** – You can use the search bar to type subjects or keywords which are of interest to you. This will display a list of the BMJ Learning modules which are relevant to your search topic. **1**

**2. Browse modules** – You can use the browse function to view all of the modules in the site, sorted alphabetically and by key groupings. Either select one of the module groups to the left of the browse box, or the letters across the top to see a list of modules in the chosen category. **2**

**3. Select modules on your homepage** – You'll see a selection of modules on your personal BMJ Learning homepage. These are tailored for you based on your profession, specialty, and the other details you gave to us when registering. To view any of these just select the link on the page.



## Viewing module information

When you select any module, you will be taken to a page of information to help you to decide if the module is of interest to you.

The page will show: **3**

- An overview of the module, including the module objectives
- The estimated time the module will take to complete
- The module authors
- Which organisations accredit the module (most modules are accredited by more than one organisation)
- The type of module this is, and if it involves audio or video
- Release and expiry dates



# COMPLETING MODULES

## Starting a module

When you have checked to see if the module is suitable, you will be given the option to either “Start module” or “Add to portfolio”. You can add the module to your BMJ Portfolio to complete at a later date. If you do choose to start the module now, it will be automatically added to your BMJ Portfolio. **1**

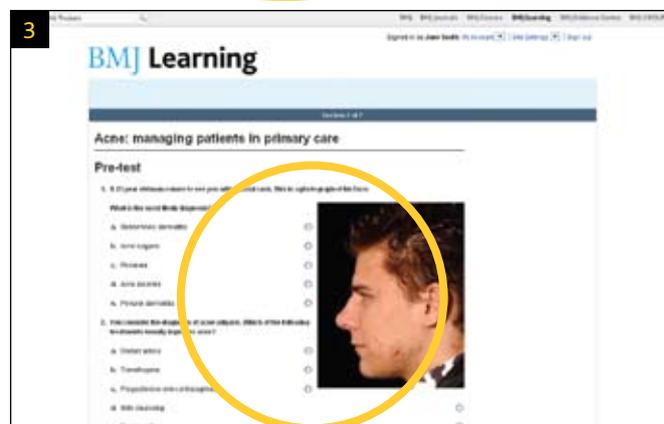
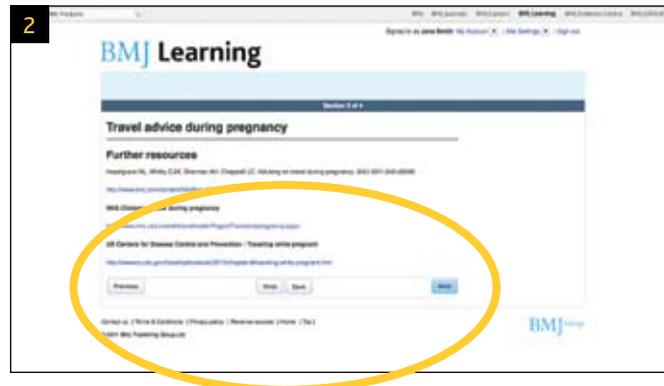
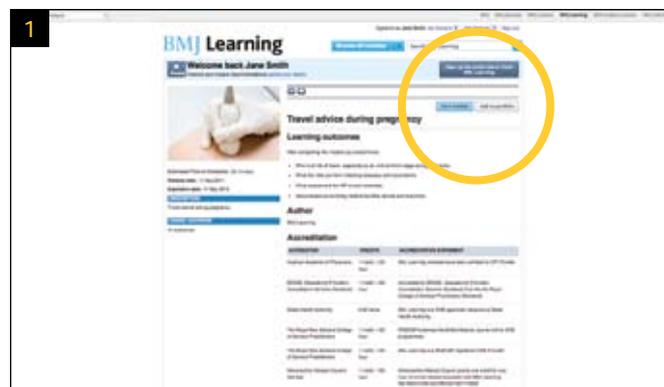
## Answering module questions

After you have selected “Start module” you can then work through the module pages by clicking on the “next” button at the bottom of the screen. You can also go back by clicking on “previous”, print the page, or save at any point. **2**

To answer questions click on the buttons alongside your chosen answers. **3**

If you’d like to pause the module at any time and continue later, just select “save” (see page 15 for how to resume).

On the final page of the module you will see useful resources and references for further reading.



## Videos and podcasts

Some of the modules involve watching a short video or listening to a podcast. To play the recording, click on the arrow symbol. **4**

## Finishing a module

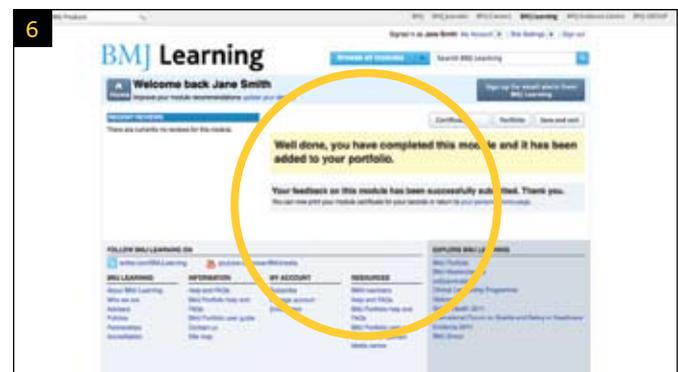
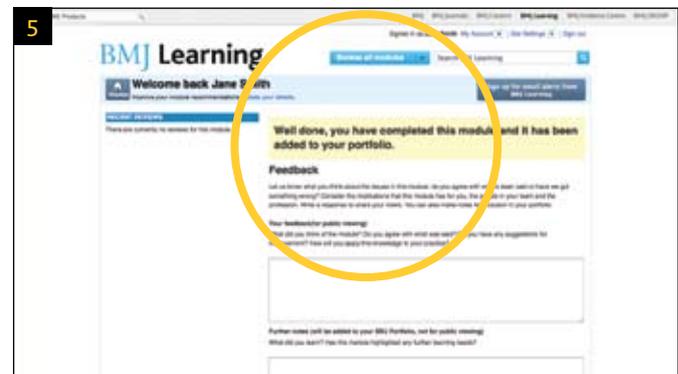
When you come to the end of a module you will see a page telling you that you have completed the module. If the module includes a test, the page will tell you whether or not you have passed. **5**

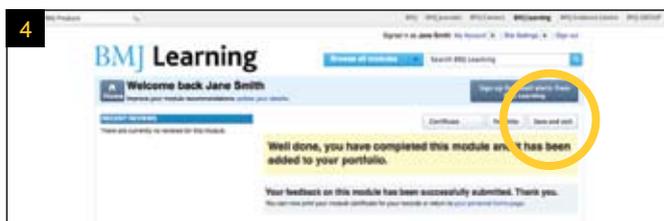
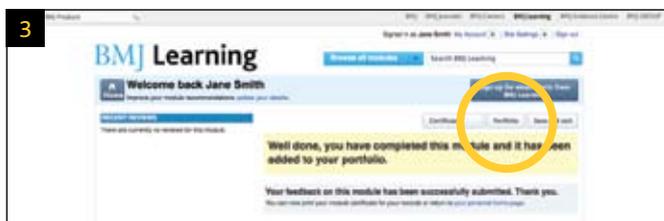
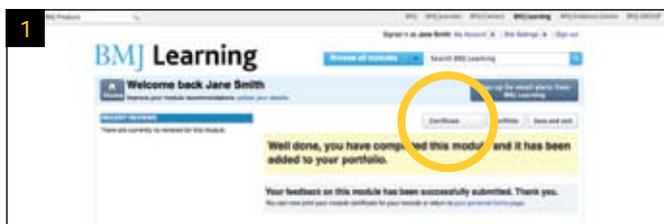
## Leaving feedback and adding notes

At the end of each module you will be given the opportunity to add some notes to your BMJ Portfolio. You can also send us some feedback on what you thought about the module. This is useful for us, as it helps us to improve your experience on the site. Once you have given your feedback, click on the “submit” button. **6**

## If you fail a module

If you have not passed you are able to try again now or at a later date. To try again straight away, please click “to try it again click here”.





## At the end of a module

You now have three options:

**1. Certificate** – you can now collect your certificate, this can be printed, or downloaded and saved in your records. **1**

If you select this option you will be given a choice of who you would like to accredit the module, from a list of accrediting organisations. This is so that you can be awarded continuing professional development (CPD)/ continuing medical education (CME) credits, which you can use in your appraisals. If you have not chosen an accreditor in your BMJ Portfolio, BMJ Learning will be displayed as your default accreditor. To select another option, click on the drop down list. **2**

Finally select “get certificate” to download or print.

**2. Portfolio** – this lets you edit the information about the module that will be stored in your BMJ Portfolio. Click on this option to add tags and further notes to the module you have completed. For more information on your BMJ Portfolio, please see page 11. **3**

**3. Save and exit** – select this button to save the module you have completed and go back to your personalised homepage. **4**

# HOW TO USE BMJ PORTFOLIO

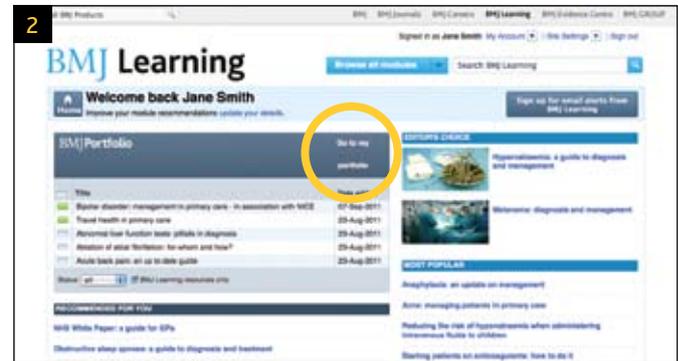
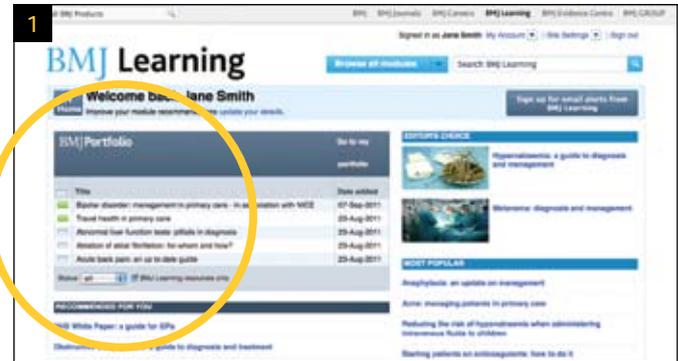
BMJ Portfolio is a free, easy to use online portfolio. You can use BMJ Portfolio to track, record, plan, and report on your continuing professional development.

## Accessing your BMJ Portfolio

You can access BMJ Portfolio at any time by going to [portfolio.bmj.com](http://portfolio.bmj.com).

When you're logged in to BMJ Learning, your personalised homepage will display an excerpt from your portfolio, showing your five most recent items. **1** You can click "Go to my portfolio" to see all your modules and any other information you've recorded. **2**

BMJ Portfolio is completely free to use. If you are already registered with BMJ Learning (whether or not you have a current subscription), you can use the same details to access BMJ Portfolio.



## Adding information to your BMJ Portfolio

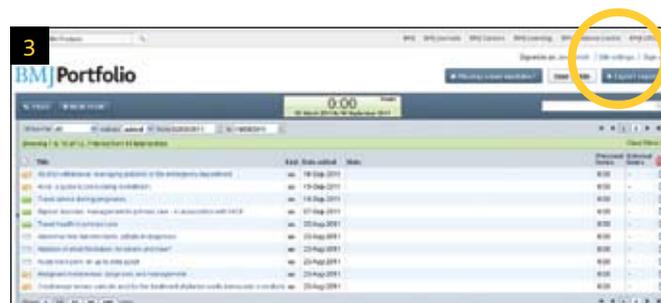
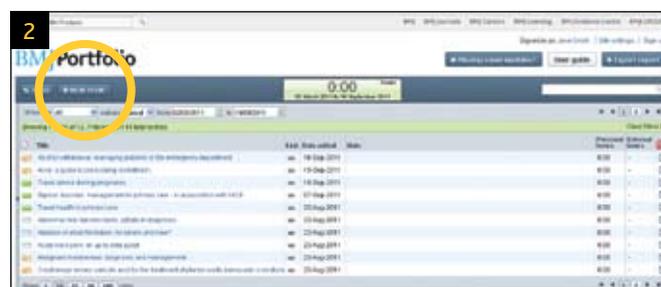
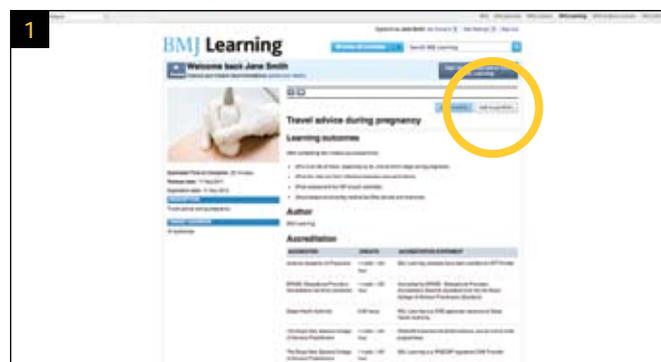
There are several ways you can add information to your portfolio.

- Whenever you start a module on BMJ Learning, it is added to your portfolio automatically
- You can save a module for later by clicking “add to portfolio” instead of starting the module **1**
- In BMJ Portfolio, you can add information by clicking “new item”. You have to give the item a title, but everything else can be left or filled in later **2**
- You can upload a file to any portfolio item, allowing you to store extra information if you wish

## Organising your BMJ Portfolio

You can sort and organise your portfolio items in a range of ways. Go to “site settings” to: **3**

- Choose which columns to display
- Pick from readymade sets of tags (tags are optional, but allow you to label your portfolio items. The readymade tag sets reflect curriculums you may be following)
- Choose whether you want to earn CPD/CME points or hours
- Choose an accrediting organisation, or choose “none” to assign your own CPD/CME points

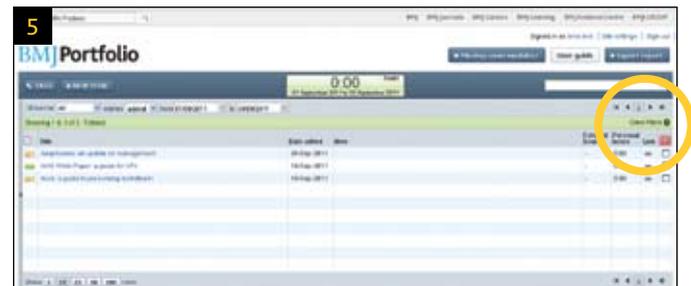
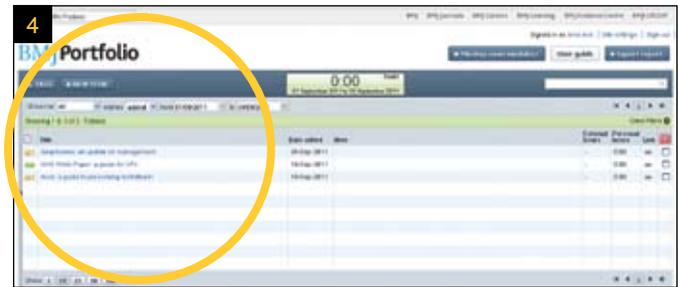


Use tags or the filter bar to: **4**

- Filter your portfolio based on tags you've applied to portfolio items (tags are optional labels that allow you to organise your portfolio however you like)
- View modules from a specific date range, or switch between viewing only unstarted modules, modules in progress, or completed modules
- Go back to viewing all your modules by clicking "clear filters" **5**
- You can also use the search box to view modules and portfolio items that include specific keywords

Click on the top of each column to sort by that column

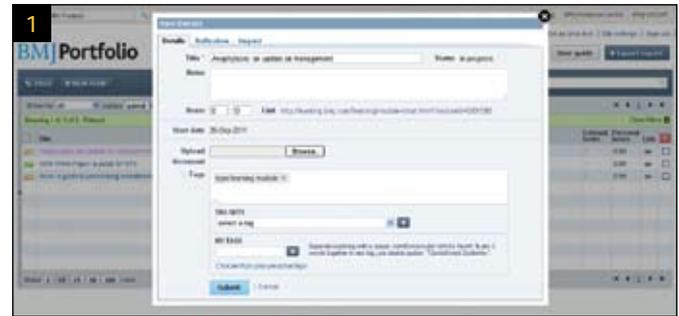
- Complete/ in progress /not yet started bar
- Alphabetically by title
- In date order



## Adding tags to your BMJ Portfolio **1**

Tags are optional labels that allow you to organise your portfolio however you like.

- You can tag an item when you add it to your portfolio, or at any time by clicking on the item's title
- You can choose from readymade sets of tags in the "site settings" menu. The readymade sets reflect curriculums you may be following
- After you've clicked on a module's title to edit it, you can choose tags from your tag sets by using the "tag sets" dropdown menu. Click the plus button to add a tag after selecting it
- To add your own tag, type something into the "my tags" box, then click the plus button to add it
- To see all the tags in a set, click the expand arrow by the tag set title. To see items tagged with a particular tag, just click on that tag. To remove the filter click on the cross button next to the tag



## Exporting reports **2**

To export a report, use the search and filter functions to display on the screen what you want to see in your report. Then click "export report" and choose .CSV (a spreadsheet format that opens with Excel or similar software) or PDF. If you want a report with several notes columns, export it to Excel.

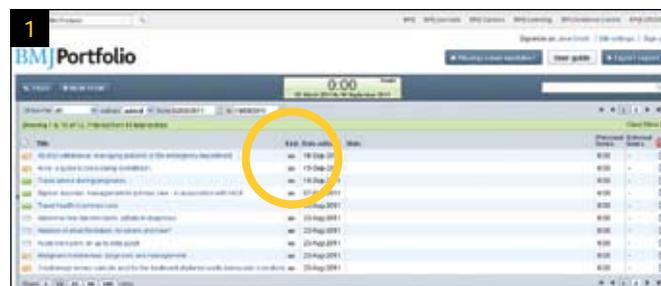
## Resuming a module

If you have started a module but not completed it, you can resume it at any time as it will be saved in your BMJ Portfolio. Simply go to your portfolio and select the link symbol next to the name of the module you would like to continue with. **1** This will take you back to the module where you need to click on “resume module”. **2**

## Printing a certificate

From BMJ Portfolio – click on the link symbol. **3** This will take you to the BMJ Learning website. Click on the “certificate” button and follow the steps on page 10.

You can print a certificate for a module you have completed at any time.



## FURTHER HELP

If you need any further help using BMJ Learning or BMJ Portfolio, please email our customer service team on [support@bmjgroup.com](mailto:support@bmjgroup.com). Alternatively, call + 44 (0)20 7383 6160 (weekdays between 9am and 5pm UK time).

If you would like to arrange training for you and your colleagues please email [trainingandsupport@bmjgroup.com](mailto:trainingandsupport@bmjgroup.com).



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