



**NEW JERSEY  
NURSING INITIATIVE**

so a nurse will be there for you

# **NJCCN/NJNI Nursing Module Log-In Instructions**

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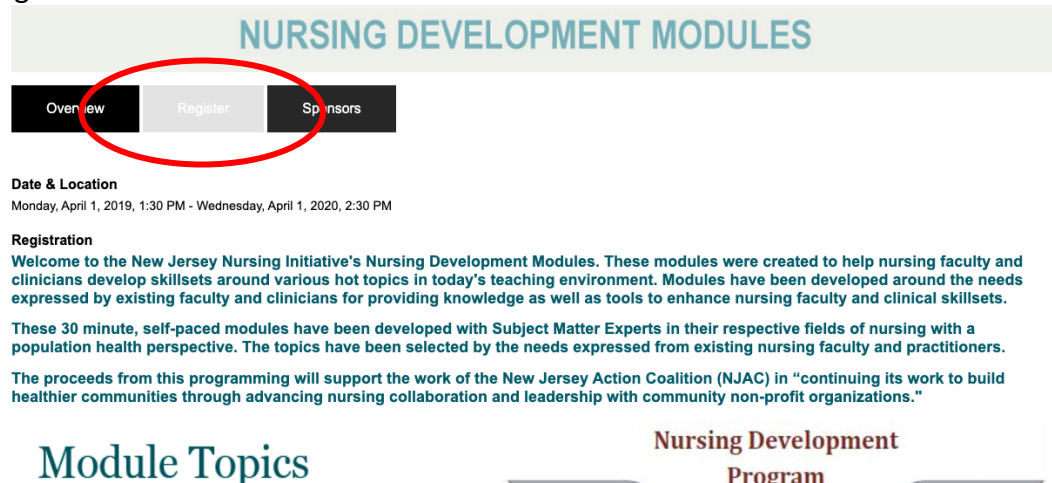
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# Organization Administrator

## Step 1: Registering your organization

This is performed once per organization.

- Go to <https://rutgers.cloud-cme.com/default.aspx?P=13&EID=315>
- Click “register”



- Click “login or create new account”

### Registration: New Jersey Nursing Initiative: Nursing Development Modules - Organization Registration

You are not logged in.

Please click the button below to login or create a new account before continuing.

Login or Create New Account

Continue

- After registering, you will receive an email with a link.

## Step 2: Creating First Group

- Click the link from email.
- The Organization Administrator will input the number of users in group. Click “continue.”

Please Note: The number of users must include at least two spots for the group leaders. Additional users can be added later.

[Return to Course List](#) | [Log in](#)

Full Package + Preceptor Modules

Users: 1

C. Click continue.

Product	Quantity
<p>Full Package + Preceptor Modules</p> <p>Courses:</p> <ul style="list-style-type: none"><li>• Preceptor Development Module 1: Understanding the Preceptor Role</li><li>• Preceptor Development Module 2: Principles of Adult Learning</li><li>• Preceptor Development Module 3: Critical Thinking</li><li>• Preceptor Development Module 4: Providing Feedback</li><li>• Faculty Development Module 5: Assessing and Evaluating Student Learning Outcomes</li><li>• Faculty Development Module 6: The Flipped Classroom</li><li>• Faculty Development Module 7: Meeting the Challenges of the Educational System as New Faculty Member</li><li>• Faculty Development Module 8: Transitioning to a Tenure-Track Position at a Research-Intensive University</li><li>• Faculty Development Module 9: Effective Teaching Strategies</li><li>• Faculty Development Module 10: Evidence-Based Teaching</li><li>• Faculty Development Module 11: Civility in the Academic Environment</li><li>• Faculty Development Module 12: Online Learning in Nursing Education</li><li>• Clinician Development Module 7: Opioid Use: Understanding Mechanisms and Treatment</li><li>• Clinician Development Module 8: The Opioid Epidemic and Population Health</li></ul>	<p>Users:</p> <p>2</p>
<ul style="list-style-type: none"><li>• Clinician Development Module 9: Social Determinants of Health</li><li>• Clinician Development Module 10: Metrics Matter – The Role of Data and Data Analytics in Value-based Care and Population Health</li><li>• Faculty Development Module 1: Promoting Student Engagement in the Classroom</li><li>• Faculty Development Module 2: Teaching Culturally and Linguistically Diverse (CALD) Nursing Students</li><li>• Faculty Development Module 3: Integrating Patient Safety and Team Collaboration in Curricula</li><li>• Faculty Development Module 4: Teaching in the Community</li><li>• Clinician Development Module 3: Overview of Motivational Interviewing</li><li>• Clinician Development Module 4: Informed Decision Making</li><li>• Clinician Development Module 5: Stepped Care Self Management Support</li><li>• Clinician Development Module 6: Introduction to Brief Action Planning</li><li>• Clinician Development Module 2: Population Health Data</li><li>• Clinician Development Module 1: Introduction to Population Health</li></ul>	

Update >

Continue

D. Input information of the Organization Administrator and group name.

Groups will vary by hospital. Examples may include: MSICU, NICU, Labor and Delivery, OR Main, OR Ambulatory, Endoscopy, etc.

First name \*  Last name \*  Group Name \*

Email address \*

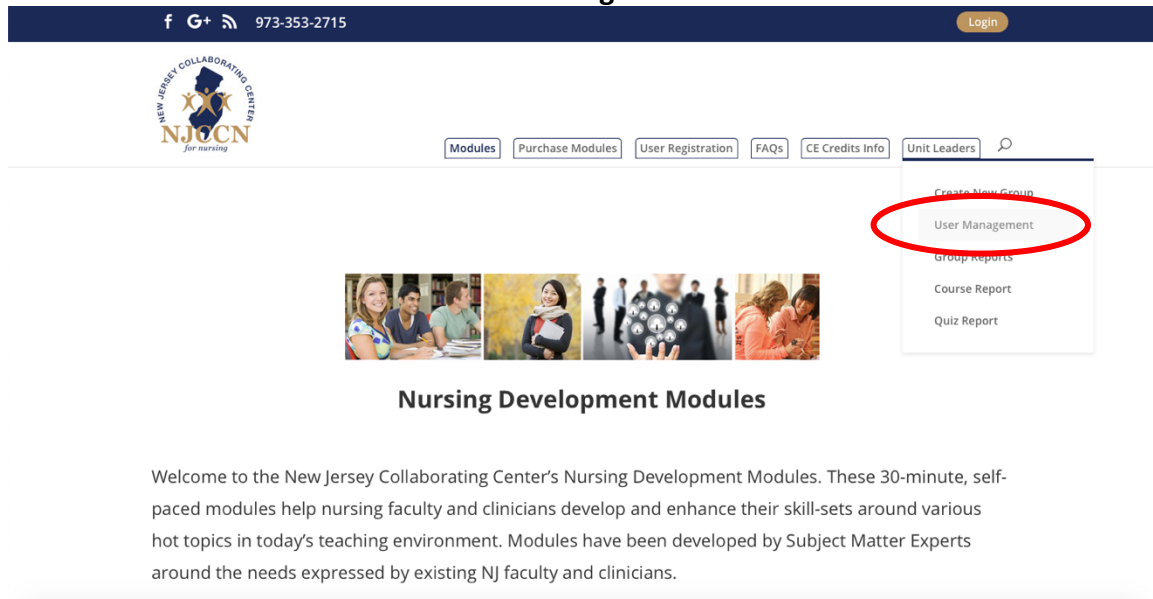
Your order

Product
Full Package + Preceptor Modules
Courses:
<ul style="list-style-type: none"><li>• Preceptor Development Module 1: Understanding the Preceptor Role</li><li>• Preceptor Development Module 2: Principles of Adult Learning</li></ul>

E. Link will be sent to the Organization Administrator email.

### Step 3: Adding a Group Leader

A. Go to “Unit Leaders” tab and click **User Management**



The screenshot shows the NJCCN website header with a dark blue navigation bar containing social media icons, the phone number 973-353-2715, and a 'Login' button. Below the header is the NJCCN logo and a navigation menu with tabs: Modules, Purchase Modules, User Registration, FAQs, CE Credits Info, and Unit Leaders. The 'Unit Leaders' dropdown menu is open, showing options: Create New Group, User Management (highlighted with a red circle), Group Reports, Course Report, and Quiz Report. Below the navigation menu is a banner for 'Nursing Development Modules' featuring a collage of images of healthcare professionals. The banner text reads: 'Welcome to the New Jersey Collaborating Center's Nursing Development Modules. These 30-minute, self-paced modules help nursing faculty and clinicians develop and enhance their skill-sets around various hot topics in today's teaching environment. Modules have been developed by Subject Matter Experts around the needs expressed by existing NJ faculty and clinicians.'

B. Scroll down to Group Leaders and click **add group leader**

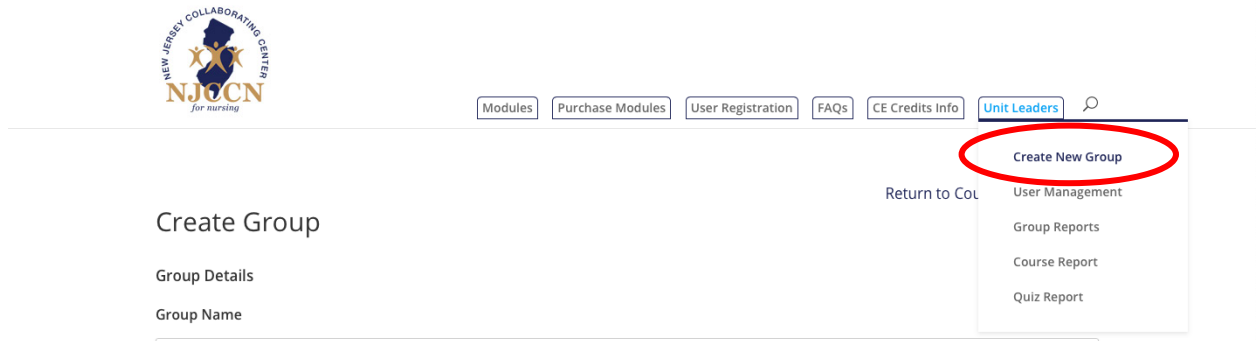


The screenshot shows the 'Group Leaders' section of the website. It displays '1 leaders' and an 'Add Group Leader' button. Below this is a table with columns for First Name, Last Name, and Email. The table contains one entry: NJCCN, njccnursing@gmail.com.

C. Input group leader name and email. There will now be two group leaders; the Organization Administrator and the secondary leader. Either the original or secondary leader will be responsible for adding users.

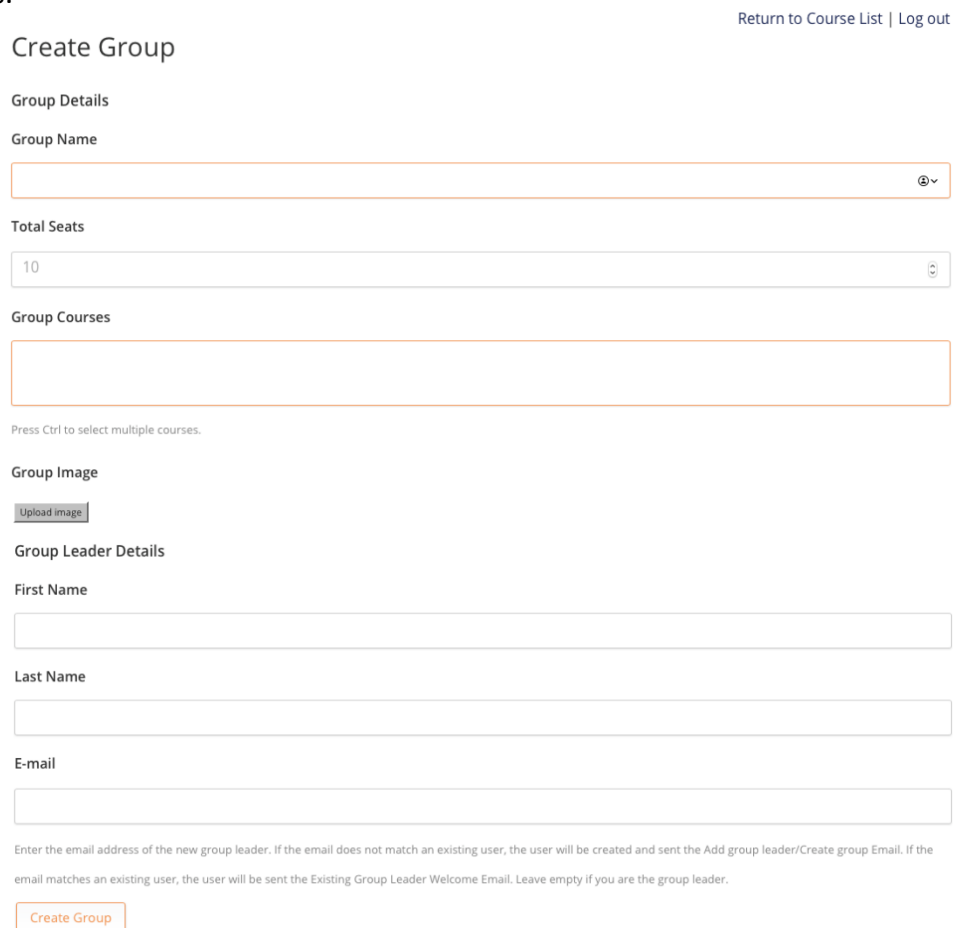
### Step 4: Creating Additional Groups

A. Go to “Unit Leaders” tab and **Create New Group**



The screenshot shows the NJOCN website interface. The navigation bar at the top includes links for Modules, Purchase Modules, User Registration, FAQs, CE Credits Info, and Unit Leaders. The 'Unit Leaders' link is highlighted, and a dropdown menu is open, showing options: Create New Group (circled in red), User Management, Group Reports, Course Report, and Quiz Report. Below the navigation bar, the 'Create Group' page is visible, with a 'Group Name' input field.

B. Input group information. **Leave group leader information blank.** This will make the organization administrator the primary group leader and grant them access to reporting capabilities.



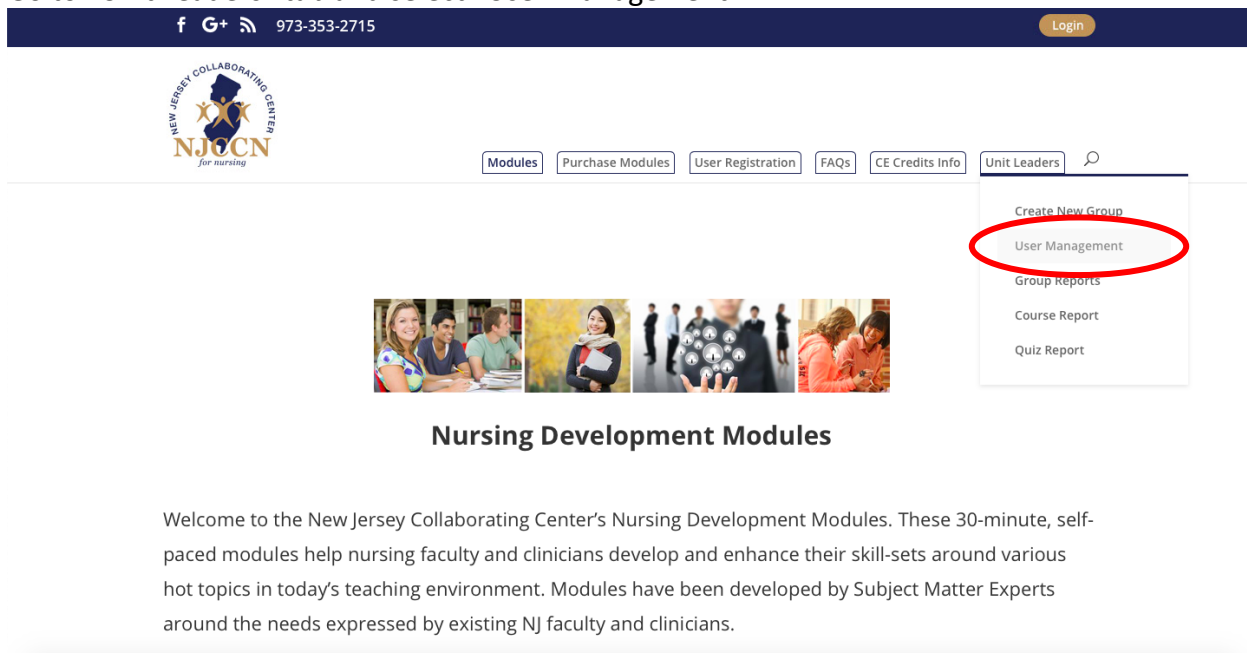
The screenshot shows the 'Create Group' form. The 'Group Name' field is empty. The 'Total Seats' field is set to 10. The 'Group Courses' field is empty. The 'Group Image' field has an 'Upload image' button. The 'Group Leader Details' section includes fields for 'First Name', 'Last Name', and 'E-mail', all of which are empty. A 'Create Group' button is at the bottom. A link 'Return to Course List | Log out' is in the top right corner.

C. Go Back to **Step 3** to add an additional group leader. There will now be two group leaders; the Organization Administrator and the secondary leader. Either leader may be responsible for adding users.

# Group Leader Instructions

## Step 1: Add users

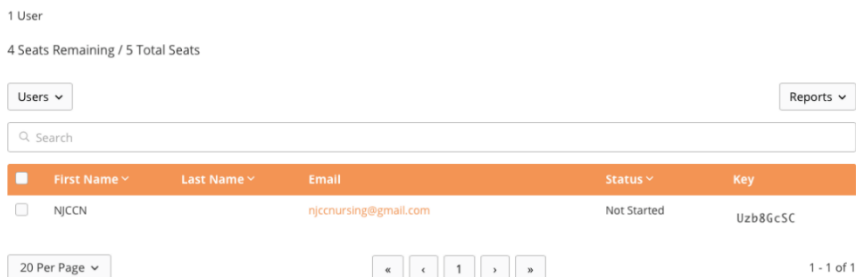
- A. Go to “Unit Leaders” tab and select “User Management.”



The screenshot shows the NJCCN website header with the logo and navigation tabs: Modules, Purchase Modules, User Registration, FAQs, CE Credits Info, and Unit Leaders. The 'Unit Leaders' dropdown menu is open, showing options: Create New Group, User Management (highlighted with a red circle), Group Reports, Course Report, and Quiz Report. Below the menu is a banner for 'Nursing Development Modules' with a welcome message: 'Welcome to the New Jersey Collaborating Center's Nursing Development Modules. These 30-minute, self-paced modules help nursing faculty and clinicians develop and enhance their skill-sets around various hot topics in today's teaching environment. Modules have been developed by Subject Matter Experts around the needs expressed by existing NJ faculty and clinicians.'

- B. Scroll down to “Enrolled Users.”

### Enrolled Users



The 'Enrolled Users' section shows 1 user and 4 seats remaining out of 5 total seats. It includes a search bar and a table with columns: First Name, Last Name, Email, Status, and Key. The table contains one entry for NJCCN with email njccnursing@gmail.com and status Not Started.

First Name	Last Name	Email	Status	Key
	NJCCN	njccnursing@gmail.com	Not Started	Uzb8Gc5C

### Group Leaders



The 'Group Leaders' section shows 1 leader and an 'Add Group Leader' button. It includes a table with columns: First Name, Last Name, and Email. The table contains one entry for NJCCN with email njccnursing@gmail.com.

First Name	Last Name	Email
	NJCCN	njccnursing@gmail.com

- C. Click “users” to access a drop-down menu. You will have the option to add one at a time, add multiple (25 at a time), and upload users (through CSV). You can download a sample CSV template to input new user information.

Users ▾

Reports ▾

Add one  
Add multiple  
Upload Users  
Download Keys  
20 Per Page ▾

Last Name ▾	Email	Status ▾	Key
	njccnursing@gmail.com	Not Started	Uzb8GcSC

« ‹ 1 › »

1 - 1 of 1

D. When uploading CSV file, select Add and invite users.

You have 4 seats remaining

☒ Add and invite users  
☐ Send enrollment keys  
☐ Suppress email (keys to be manually distributed)

Upload CSV File

Note: Empty values in the *user\_pass* column will generate a random password for the user.

Choose File

no file selected

[Download a sample .csv file](#)

Add Users

You will find a screenshot of the sample CSV file below.

Group leaders will add multiple participants information into the spreadsheet as seen below. Each group leader has the option to choose the participant passwords by entering the information in column B or allow the system generate participant passwords by leaving column B blank, as seen below. Users will receive an email with their username and password that grants them access to the modules.

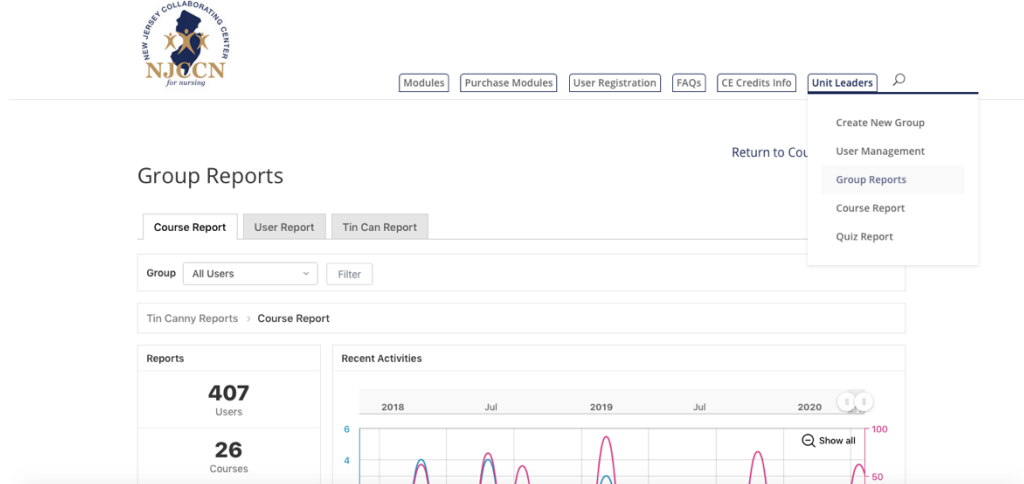
	A	B	C	D
1	User Email Address	User Password	First Name	Last Name
2	Test@example.com	123456	John	Doe
3				
4	Test2@exmple.com		Jane	Doe
5				

E. Once uploaded, new users will appear under “Enrolled Users.”

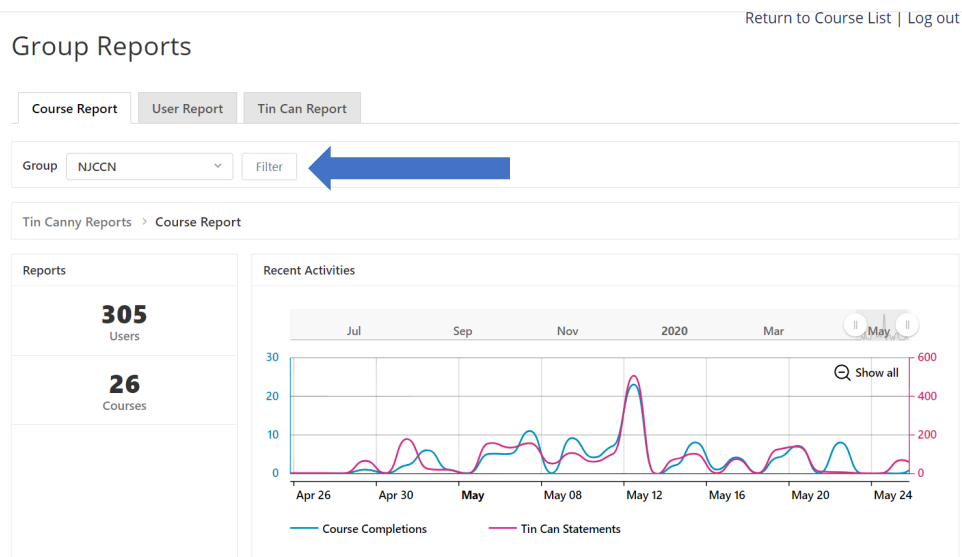


# Running Group Reports

- A. Go to “Unit Leaders” tab and click “Group Report.”



- B. If you have created multiple groups you would select the group name from the dropdown then filter:



- C. Once filtered, there will be summary screen shown on the bottom of the screen listing all purchased courses and an overview. This may be sorted further using the course search box, in this example we have just search for the “Preceptor” courses. For an overall status report, you will export from the main screen, shown below. For individual user report you select “see details” then export. The report may also be exported into an Excel or CVS spreadsheet.



Courses

Preceptor

Excel Export

CSV Export

ID

Course

Enrolled

Not Started

In Progress

Completed

Avg Assessment Score

% Complete

Details

5781

Preceptor Development Module 1:  
Understanding the Preceptor Role (All 4  
modules recommended)

113

37

9

67

96%

59%

See  
details

5790

Preceptor Development Module 2: Principles  
of Adult Learning

113

44

3

66

93%

58%

See  
details

5854

Preceptor Development Module 3: Critical  
Thinking

113

49

1

63

92%

55%

See  
details

5929

Preceptor Development Module 4: Providing  
Feedback

113

50

0

63

92%

55%

See  
details

Showing 1 to 4 of 4 entries (filtered from 26 total entries)

Previous

1

Next

D. Here are sample of (1) an overall status report and (2) an individual group users report.

File Home Insert Draw Page Layout Formulas Data Review View Help ACROBAT Tell me what you want to do										
<div> <div>Clipboard</div> <div>Font</div> <div>Alignment</div> <div>Number</div> <div>Styles</div> <div>Cells</div> <div>Editing</div> </div>										
B13										
ID	Course	Enrolled	Not Started	In Progress	Completed	Avg Assessment Score	% Complete	Details		
5781	Preceptor Development Module 1: Understanding the Preceptor Role (All 4 modules recommended)	113	37	9	67	96%	59%	See details		
5790	Preceptor Development Module 2: Principles of Adult Learning	113	44	3	66	93%	58%	See details		
5854	Preceptor Development Module 3: Critical Thinking	113	49	1	63	92%	55%	See details		
5929	Preceptor Development Module 4: Providing Feedback	113	50		63	92%	55%	See details		

File Home Insert Draw Page Layout Formulas Data Review View Help ACROBAT Tell me what you want to do										
C12 fx UserB@njccn.org										
	A	B	C	D	E	F	G	H	I	J
1	ID	Name	Email Address	Assessment Average	Completion Date	% Complete	Details			
2	575	User A	UserA@njccn.org	100%	May 25, 2020 10:56 pm	100%	See details			
3	572	User B	UserB@njccn.org	83%	May 22, 2020 1:31 pm	100%	See details			
4	567	User C	UserC@njccn.org	100%	May 19, 2020 3:00 am	100%	See details			
5	565	User A	UserA@njccn.org	100%	May 17, 2020 8:20 am	100%	See details			
6	562	User B	UserB@njccn.org	83%	May 12, 2020 3:18 pm	100%	See details			
7	540	User C	UserC@njccn.org	100%	May 10, 2020 1:18 pm	100%	See details			
8	482	User A	UserA@njccn.org	100%	April 7, 2020 2:19 pm	100%	See details			
9	456	User B	UserB@njccn.org	100%	March 24, 2020 3:58 pm	100%	See details			
10	443	User C	UserC@njccn.org	100%	March 21, 2020 4:52 pm	100%	See details			
11	452	User A	UserA@njccn.org	100%	March 17, 2020 6:25 pm	100%	See details			
12	395	User B	UserB@njccn.org	100%	March 16, 2020 7:10 pm	100%	See details			
13	447	User C	UserC@njccn.org	83%	March 13, 2020 11:47 am	100%	See details			
14	358	User A	UserA@njccn.org	100%	March 12, 2020 8:58 pm	100%	See details			
15	445	User B	UserB@njccn.org	100%	March 11, 2020 10:37 pm	100%	See details			
16	441	User C	UserC@njccn.org	100%	March 11, 2020 5:18 pm	100%	See details			
17	440	User A	UserA@njccn.org	100%	March 11, 2020 2:42 pm	100%	See details			
18	429	User B	UserB@njccn.org	100%	March 11, 2020 2:18 pm	100%	See details			
19	412	User C	UserC@njccn.org	100%	March 11, 2020 10:57 am	100%	See details			
20										
21										
22										

E. If you select the User report tab you are able to pull and individual users report.

Group Reports

Course Report

User Report

Tin Can Report

Group

NJCCN

Filter

Tin Canny Reports > User Report

Users

Search...

Excel Export

CSV Export

ID	Name	Email Address	Courses Enrolled	Not Started	In Progress	Completed	Details
85	ecadmus	ednacadm@sn.rutgers.edu	1	1	0	0	See details
498	Zohar Hasson	zch4@sn.rutgers.edu	1	1	0	0	See details
531	NJCCN	njccnursing@gmail.com	1	1	0	0	See details

Showing 1 to 3 of 3 entries

Previous

1

Next

## USER Report

F. If you select the Tin Can Report tab, you are able to customize a report using the parameters listed below.

Filters

User & Group

Group

All Groups

User

User

Search

Reset

Content

Course

All Courses

Module

All Modules

Activity

Action

All Actions

Date Range

View

All Dates

From

Start Date

End Date

Customize columns

Group

User

Course

Module

Target

Action

Result

Success

Date Time

No data available in table