# Elsevier Clinical Skills

# Learner User Manual

ELSEVIER

## Logging In:

Log in via your institution

> If your institution uses the identity and access management tools Shibboleth or OpenAthens, you may log in by using your username and password for your institution.

> Should you encounter problems logging in via Shibboleth or OpenAthens, please contact clinical.skills@elsevier.com

**1. Click on Institutional Login**

Shibboleth. OpenAthens

INSTITUTIONAL LOGIN

# Elsevier Clinical Skills

Sign in to Elsevier Clinical Skills

**2  Type in the Name of your Institution in the search box**

Find your institution

Institute of Tralee

Examples: Science Academy, sue@uni.ac.uk, London.

**3    Select your Institution from the list that appears**

IT    Institute of Technology Tralee  >

**4    Log in with your University credentials as you would normally**

# The Home Page:

Recently viewed skills will be displayed in the recently viewed section (blue arrow below). If you have any open Tasks assigned by your lecturer these will appear in the My Open Tasks Section (yellow arrow below). If any skills have been updated recently, you can find those in the Recent Updates section (red arrow below).
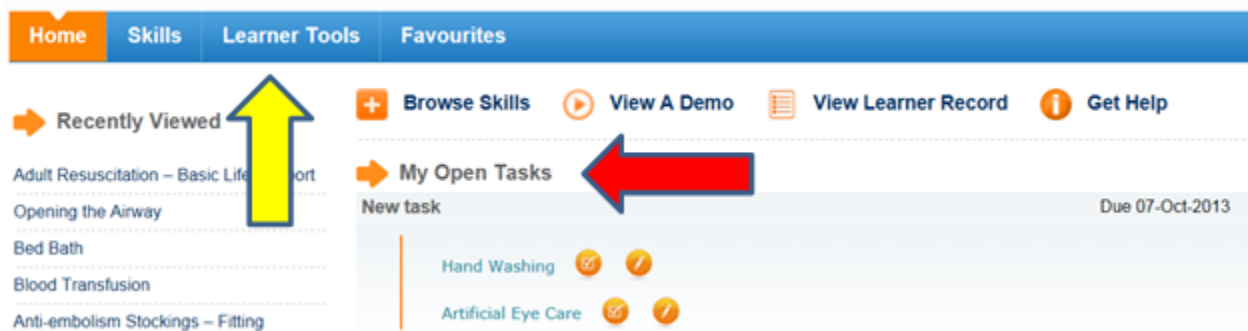


# Viewing skills:

You can also view skills at your leisure, click on the "skills" tab from your home page whenever you need to refresh your knowledge.

# Compulsory Skills:

You have been allocated a set of skills to be completed; the Quick Sheet and Test Results will be sent to your mentor.

To access the allocated skills, please click on "Learner Tools" (yellow arrow below), select "Tasks" from the drop down menu and select the skill you want to do. Alternatively, you can access them from the home page menu by selecting a task from "My Open Tasks" (red arrow below; please note that the below are examples only; your tasks may be different)

## Completing a task:

Select the task you want to complete. Work through the tabs at the top; there is no set way to go between the tabs – you can go back and forth, BUT, before completing your Self-Test, it is recommended that you read through the "Skill Overview" (yellow arrow below).



## Peer blog:

At the bottom of each page you will find a blog where you can exchange comments within your learner group. **Please note**: the comments will be viewable to all members of your learner group

## Learner Tools:

By clicking on "Learner Tools" you can access your skills history, i.e. recently accessed/completed skills, your tasks (compulsory), recent searches and transcripts/certificates.

# Printing Certificates:

Once you have completed and passed a task, you can print off a certificate:

- o Click on "Learner Tool" (red arrow below)
- o Select Transcripts from the drop down menu
- o Your completed tasks will be displayed
- o Click on the pdf icon at the far right (yellow arrow below)
- o Print



**In order to return to your home page, please either click on the "Elsevier Clinical Skills" logo at the top left corner, or click on the "Home" tab**

# Favourites:

You can save your favourites/frequently accessed skills into your favourites: open the skill; click on the blue "Add to Favourites" button on the right (yellow arrow below)