COURSE ORIENTATION

There is an online course orientation that you may access at any time to review many of the concepts covered in this guide. Visit https://pace.oregonstate.edu/courses/pace-course-orientation to access this orientation.

REGISTRATION OVERVIEW

After you register for a course, you will receive an auto-generated email with login information. Save that email so you remember your username. Here is an example of the email:

Greetings, Joe Smith!

You may now begin Management & HR Skills for Pharmacists (PHARM100)!

Your username is smithj

To access the course for the first time and set your password, go to https://pace.oregonstate.edu/courses/pharmacy/hr/user/reset/. Please take note of your password so you can remember it for future logins.

After you have logged in for the first time and set your password, you can access the course anytime at https://www.pace.oregonstate.edu/courses

If you notice technical issues with the course or experience any problems, please contact us at learn@oregonstate.edu or 541-737-4197

Usernames and passwords expire one year from the first time you log in. After that, you will not be able to access the course. If you forget your login password for the course, you may click the orange “forgot” button in the password box on the course login page.
Access the course at https://pace.oregonstate.edu/courses/management-hr-skills-pharmacists
After logging in, you will see the course main page where you can start the course for the first time or resume the course on subsequent visits. You may return to the main menu homepage at any time by clicking the small house icon displayed on the top toolbar. The system will automatically save your place within the course each time you log out.
The course contains pages and chapters just like a book. Once you read a page, you may go back to it at any time. You must move in a linear fashion through the course pages. To move through the course, you have several options.

**Option 1**
You may use the arrows on the top right of the page above the image.

**Option 2**
You may use the arrows on the bottom right on the page near the page number.

**Option 3**
You may select the next or previous segment of the course progress bar at the bottom of the page.
Option 4

You may select the contents tab and move through the course.

IMAGES AND VIDEO

Many pages in the course feature images, graphics or video. To enlarge an image or watch a video, simply select it by clicking or touching it. The image or video will pop-out, allowing you to see it in greater detail. Some pages will feature multiple images. Click on the tabs above each image to enlarge. Once images or videos are enlarged, you can scroll through them using your computer arrow keys.

Interactions throughout the course reinforce key concepts. There are several types of interactions: matching, word recall, either/or and image rollovers. Each interaction has detailed instructions on the page for how to successfully engage with the activity.
To play a video, click on the play button in the image. The video will enlarge and you will select play again for it to begin.

Use the controls in the bottom right corner of the video player to make it full screen, increase the volume or turn HD on and off.

The course has many interactions. Once you select to start an interaction, follow the instructions to complete it. Some interactions are timed, and all may be replayed multiple times.
Quizzes and Exams

There are quizzes throughout the course to measure your comprehension. Progress on quizzes is measured and recorded. There is a minimum score to pass quizzes and you may retake quizzes until you reach that score.

Each quiz has a summary page with information on the length, availability and minimum passing grade. You are able to navigate back to a question and change your answer, but you will not be able to look back in the course until you submit the quiz.

Quiz questions appear one per page and need to be answered before moving to the next question.

At the end of the quiz, you will see your score and the correct and incorrect answers for each question.

If you fail the quiz, you will be able to retake it until you successfully pass with the required 80%.
TABS: GLOSSARY & RESOURCES

The tabs above the course pages contain helpful information and navigation options. Tabs may be opened at any time by clicking or touching them, and your course progress will not be interrupted by opening tabs. The tab will either sit side-by-side with your active course window or it will sit on top or below, depending on your screen size and your choice. To change how the tabs display, select the options button on the top of the page and navigate to the page positioning section. Some words on the course page are linked to resources within the tabs. The screen shots below offer guidance for using the resources and tabs.

Glossary terms are indicated by orange-colored text and a glossary icon. Hover over these words to see the definition. Click on the word to open to the course glossary.
The glossary tab contains all the keywords for the course.

To search the glossary, begin typing a word in the box at the bottom.

Resources are indicated by orange-colored text and a pie chart icon. Hover over these words to link to additional information on the topic. Click on the link or the word to open the resources tab.

The resources tab contains supplemental information for the entire course. You may download the information or follow links to additional resources. The drop down menu allows you to choose how many resources to see at one time.
HELP
If at any time during the course you notice a problem or have a question, use the help menu to submit a ticket or contact us.

Access the help menu in the upper right corner of the course page. Look for the orange-colored question mark.

To report a problem, fill out the form and select submit.

You may call or email us with questions or problems using the contact information in the help menu.

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