

# NTHCS Electronic Version Quick Start Guide

## Presenter:

Go to: <https://nthcs.nemours.org/teacher.php>

Enter your name and email in their respective fields then select which modules you wish to send to the participants. You can preview the activities by clicking the preview link to the right of the module titles. When you decide which modules you want your participants to complete, simply check/un-check the white boxes to the left of the module titles to select, then click on the green submit button to send the activities to your participants (see Figure 1a and 1b).

Figure 1a

**NEMOURS CHILDREN'S HEALTH** Navigating the Health Care System

Welcome to the electronic version of Navigating the Health Care System. This will allow you to share the electronic documents used in the modules with your participants. From this page you will enter your name and email address (The address you will use to send the materials to your participants, not your personal one unless you want them to have it).

You will get a link that you then can pass along to your participants. As you move through the modules you can have your participants open the activity link and complete it during class or as a homework assignment (your choice). They then will be able to send the completed activity to your email.

Your Name: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Confirm Your Email Address: \_\_\_\_\_

**Select Modules:**  
Select all of the modules that you wish to send to your participants.

<input type="checkbox"/>	1.1.1 Self-Advocate Qualities	<a href="#">preview</a>
<input type="checkbox"/>	1.2.1 Where Do I Go? Book Version	<a href="#">preview</a>
<input type="checkbox"/>	1.2.2 Where Do I Go? Alternative Activity	<a href="#">preview</a>
<input type="checkbox"/>	1.3.1 Family Health History - Under 18s	<a href="#">preview</a>
<input type="checkbox"/>	1.3.2 Family Health History - 18+	<a href="#">preview</a>
<input type="checkbox"/>	2.1.1 Responsible Medication Use	<a href="#">preview</a>

**Figure 1b**

<input type="checkbox"/>	3.2.2 Reading Insurance Card, Alternative Activity	<a href="#">preview</a>
<input type="checkbox"/>	4.1.1 Scheduling an Appointment	<a href="#">preview</a>
<input type="checkbox"/>	4.2.1 Be Your Own Advocate	<a href="#">preview</a>
<input type="checkbox"/>	5.1.1 Navigating the Health Care System Pre-Survey	<a href="#">preview</a>
<input type="checkbox"/>	5.1.2 Navigating the Health Care System Post-Survey	<a href="#">preview</a>
<input type="checkbox"/>	5.2.1 Navigating the Health Care System Quiz	<a href="#">preview</a>

**Generate Links:**  
Click submit to have a link emailed to your email address.

[Submit](#)

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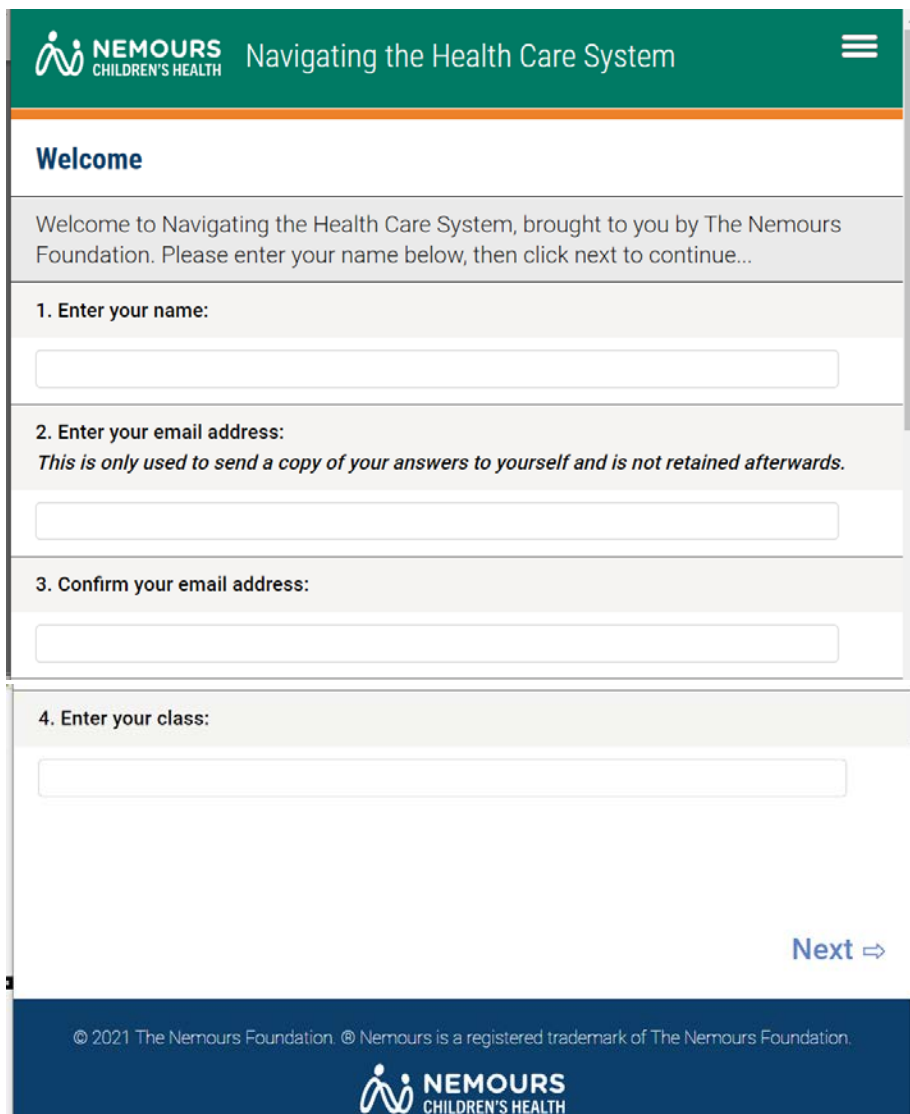
### **Explanation of Numbering System:**

The first number indicates the module number. The second number indicates the activity number. The third number indicates which version or alternative of the activity. For example, Activity 1.2.2 represents module 1, activity 2, version 2 (an alternate version of the “Where Do I Go?” activity).

### **Participant:**

The participants will receive an email with a link to the activities you want them to complete. When they open the link they will enter their name, email, and class in the respective fields and click next (see Figure 2a). The email entered will be where a copy of answers will be sent.

**Figure 2a**



The screenshot shows a web form titled "Navigating the Health Care System" by NEMOURS CHILDREN'S HEALTH. The form is divided into four numbered sections for data entry:

- 1. Enter your name:** A single-line text input field.
- 2. Enter your email address:** A single-line text input field with a note below it: "This is only used to send a copy of your answers to yourself and is not retained afterwards."
- 3. Confirm your email address:** A single-line text input field.
- 4. Enter your class:** A single-line text input field.

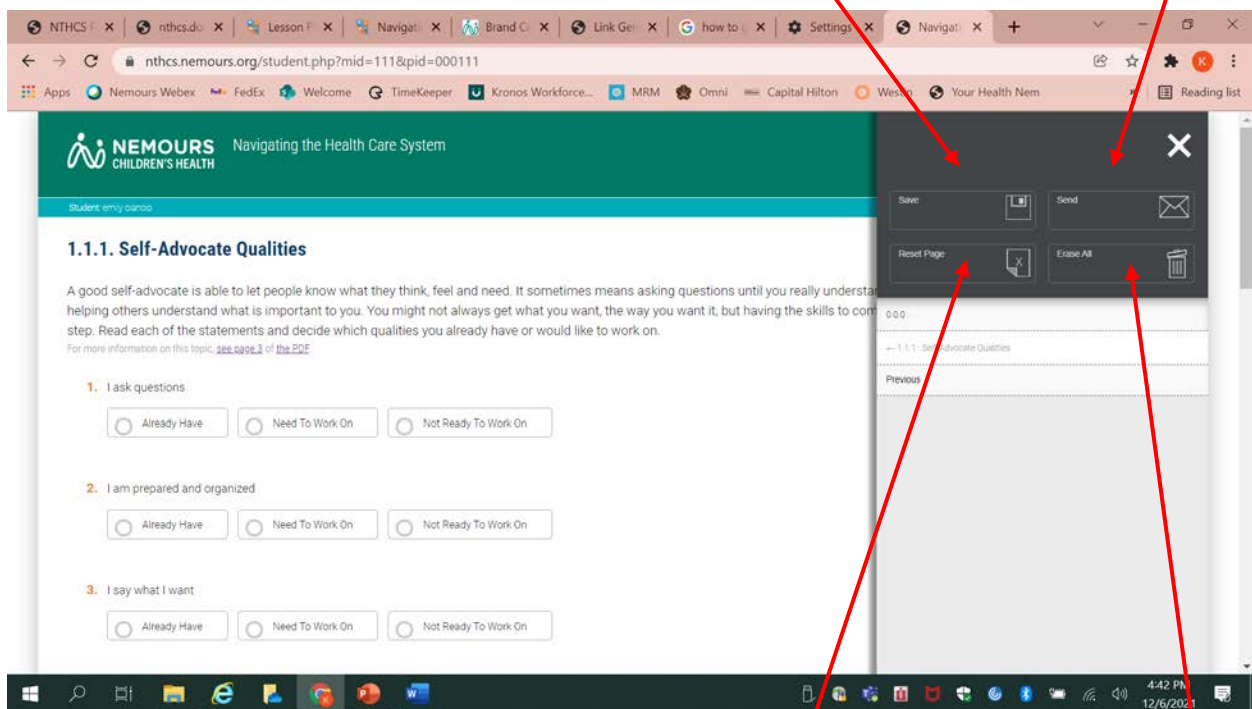
At the bottom right of the form, there is a blue button labeled "Next" with a right-pointing arrow. The footer of the page contains the copyright notice: "© 2021 The Nemours Foundation. © Nemours is a registered trademark of The Nemours Foundation." and the NEMOURS CHILDREN'S HEALTH logo.

As the participant completes the activities, they can save their work as they go. When ALL activities assigned are complete, they will hit “send” to send the presenter and themselves a copy of their work. Do **NOT** send prior to completing all activities, this will erase all answers from the server. Figure 2b for an explanation of buttons found in the side panel of the module activities.

Figure 2b

**“Save”**  
Saves current responses

**“Send”**  
Sends responses to participant and presenter emails, then emails & responses get deleted from the server.



**“Reset Page”**  
Deletes all responses on the *current* page

**“Erase all”**  
Deletes *all* responses from *every* page

**For activities 2.2.1 and 2.2.2:**

Some modules require resources to complete the activity- for example, Activities 2.2.1 and 2.2.2- in which participants need to read a drug label. In these activities, the resource will be on the right side of the screen. After clicking “Drug Label,” (see Figure 3a) the label pop-up will appear in the center of the screen. Click the “x” in the top left corner to close the pop-up (see Figure 3b) after viewing.

