



MED U Admin's Guide



Introduction

MED U was started in 2000 by Dr. Gary Schwantz. Dr. Schwantz' vision was to provide quality industry specific education to HME providers, allowing the student/employees an opportunity to learn, grow and advance within that company's structure. As MED U has grown, our vision is still the same, providing quality education to over 13,000 students.

The point of contact for MED U is the "Educational Coordinator" (or what MED U calls the "SuperManager"). The second "tier" in that hierarchy is the "Admin". This guide is intended to illustrate for the Admin how to access the features we have built into MED U to maximize the Learning Management System. We also have a "Student's Guide to MED U" available on-line.

Home Page

First, a quick review of the MED U home page. Once you go to www.meduniversity.net, you will see the MED U menu bar on the left-hand side. For those of you familiar with the previous version of MED U, you will feel right at home!

The MED U Learning Management System has undergone significant changes! Please pay attention to any text in red boxes similar to this. It will contain important information, new to this version of MED U, and is necessary to understand when working in the MED U Learning Management System.

The screenshot shows the MED U Learning Management System interface. At the top, the logo for 'THE MED GROUP' is displayed, with 'MED U' below it and 'An MHA Company' in smaller text. Below the logo is a dark blue navigation menu with white text for various links. To the right of the menu, red arrows point from each menu item to a corresponding explanatory text block.

Menu Item	Explanatory Text
Log In	Students, Administrators and SuperManagers all use the same area for their unique login and password
MED U Home	Return to the MED U home page
Email MED U	Communicate with the MED U staff - just a click away.
How Does MED U Work?	Find out how MED U works by watching this short video.
MED U Courses	See a summary of individual courses. Or...
MED Mastery Programs	See Mastery Programs listed by Job Title, making course selection easy and efficient.
MED U Course/Topic Poll	Let us know your educational needs.
Pricing Information	Non-Member or MED U subscriber pricing information.
EmTrak	Connect to the EmTrak Employee Tracking tool.
LoveYourNurse Health Care Staff Continuing Education	Find other continuing education and training for referral sources, nurses and other healthcare professionals.
Employment Screening and Pre-Employment Assessment	Contact a MED Business Partner for pre-employment and employee screening and positional assessments.
ATP Journeyman and SMS Educational Information	Examine other educational opportunities available through the MED U Learning Management System.
MED U Policies	View MED U's records policy

Logging in: as easy as 1, 2 3!

1. Click on “Log In” on the left-side
2. Enter your unique UserName and Password. This UserName and Password will give you access to both your student profile as well as your manager and/or administrative options. You will have no need for your “ADMIN#####” login as in the past.
3. Click on the “Log In” button

Log In 1

MED U Home

Email MED U

How Does MED U Work?

MED Mastery Programs

MED U Courses

Sample Course and Test

Log In If you have requested a password change and have not received your MED U system email, please check your junk or spam folder if it isn't in your inbox. Thank you.

Log In

UserName JOST2013

Password ●●●●●●

Log In [Forgot Password?](#)

If you have forgotten your password, click on the “Forgot Password” link, enter your email address and send MED U the email. A, email reminder will be sent to you.

You also have the opportunity to change your password, we will cover that in one of the next sections.

I’m logged in, now what?

Once you are logged in with your unique login ID and password, you will see the “Enrollments” screen in your student profile. This profile will expand in size as you enroll and complete more of the 150 courses available to you as a MED U student!

You will also see “Admin Options” if you have been assigned in the system as an “Admin”. The Admin will be able to see everyone in the company that is assigned to them, add coursework, add “Other Training” as well as pull reports from “Status By Course/Location”.

Once you log in, you will see you name and your company's name as well

Admins will utilize these controls the majority of the time while in the student's profile.

Logged in as JOST2013
Log out

Menu

- My Profile
- My Enrollments
- Change Password

Admin Options

- My Students
- Enroll Students
- Status by Course/Location

Learning Management System

Enrollments

Joe Student, MED University Contract Students

Enroll in a Course | Enroll in a Mastery Program | Add Other Training | View/Print Transcript

Course	Test	Course Enrollment	Grade	CEU
MST024	Open	Tak		0.20
	Open	Tak		
	Open	Tak		
	Open	Tak		
	Open	Tak		
	Open	Tak		
	Open	Tak		

The Educational Coordinator will be able to control all aspects of the MED U Learning Management System through the “Admin Options” menu bar.

The Admin has limited control. They are able to view their students assigned to them by clicking on “My Students”, they can “Enroll Students” into multiple courses and they can pull reports from “Status by Course/Location”.

We will explore each individual command in the following pages.

The “Admin Options” Menu Bar

My Students

By clicking on the “My Students” link, you will be able to see all of your company’s students assigned to you that are registered in the MED U Learning Management System.

MED University Contract Students

Name starts with:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	User Name	Email	Job Title	User Type	Admin
Barba				Student	
Adria					
Joe A					
Jodie					
Tim A					
Jay A					
Mark					
Sandr				Student	
Greg				Student	

To make it easier to find the appropriate student, we have developed a “Search” tool as well as alphabetical links.

You can also export your student roster to Excel. SuperManagers can export the entire roster and Admins can export students assigned to them.

Once you find that student’s name, click on their link to edit the user’s profile.

If you are a new MED U Subscriber, the MED U staff will preload your student list into the system.

If your student changes positions, email addresses, a name change or is transferred to a different Location or Administrator, you can make those changes in the “Edit User” area

Always remember to click on the “Save Profile” button on the bottom or your changes will be lost.

Edit User

Your New Student

User Name: NEST2013 Send Results

First Name: Notify Primary

Last Name: Is Archived

Location: 100 characters max

PIN:

Job Title:

Email:

Is Email Owner:

User Type:

4-Digit PIN:

Student records can be sent to the “Primary Contact” or to the student once a course has been completed.

The Admin does not have this option

The SuperManager can also archive the student. Once the student is archived, you cannot see them in your records, but they are visible to MED U Managers.

A MED U Manager can unarchive the student in the event of a rehire by calling 800-825-5633.

From the "My Students" list you can enroll students into a single course or a Mastery Program (you will see how to enroll multiple students and/or multiple courses in the next section).

Click on "Enrollments" in the student profile and underneath the student's name you will find several boxes that you can click on to enroll the student as you wish, or add education and training from seminars, webinars or inservices to their MED U profile.

Menu

- My Profile
- My Enrollments
- Change Password

Joe Student, MED U Student

Enroll in a Course Enroll in a Mastery Program Add Other Training View/Print Transcript

Course Course Enrollment Completed Status Grade CEU

Enrolling a student into a single course is very easy. Simply click on the "Enroll in a Course" button, select a course from the dropdown box. You can even assign a passive "Due Date" to show the student what the expectation is in regard to a deadline.

By clicking on "Save Enrollment" at the bottom, you have now entered that course into the student's enrollment profile.

Joe Student

New Course Enrollment

Course: AIP101 - Introduction to RES
 CS106 - Customer Service Fast I
 CS107 - Common Courtesy and
 DDT101 - Driver/Delivery Techni
 DDT102 - Infection Control - Vide
 DDT102ARCB - Infection Control

Due Date:

Save Enrollment

Joe Student

New Mastery Program Enrollment

Course: MST016 - Repair Technician
 MST017 - Repair Technician
 MST018 - Repair Technician
 MST019 - Sales - Rehab
 MST020 - Sales - Respirator
 MST021 - Sales - Rehab & F

Due Date:

Save Enrollment

To enroll a student into a single Mastery Program, the process is the same. Simply click on the "Enroll in a Mastery Program" button, select a Mastery Program from the dropdown box. Assign a passive "Due Date" if your company chooses to do so.

Click on "Save Enrollment" at the bottom, you have now entered that Mastery Program into the student's enrollment profile.

The "Add Other Training" button will allow you to keep track of webinars, seminars, inservices and other educational events the student may have participated in. Click on the "Add Other Training" button and enter information in the appropriate areas. When finished, click on the "Save Other Training" button to lock the information into the system and is available on the student's profile under "Other Training".

New Other Training

User Name: JOST2013 Company Name: MED U Student

FullName: Joe Student Admin Name:

Training Name: Vendor Wheelchair Inservice Seminar

Contact Info: Mr. Trainer # of Contact Hrs: 4

Location: Office City, State CEUs: 0.4

Date Completed: 4/18/2013

Save Other Training

Other Training

Vendor Wheelchair Inservice Seminar	4/18/2013	0.40
Rehab Seminar	4/5/2013	0.40

Enroll Students

Click on the “Enroll Students” link to assign either courses or Mastery Programs to your student. If your company schedules the coursework throughout the year, you can assign a “Due Date” to those courses.

Logged in as JOST2013
Log out

Menu

- My Profile
- My Enrollments
- Change Password

Admin Options

- My Students
- Enroll Students**
- Status by Course/Location

EnrollStudents

Enroll in Course Mastery Program

Due Date

HAS101 - Medicare Power Mobility Coverage and Coding Update	Stod...
HME101 - How HME Works: An Overview - Video	Stone...
HME102 - Individual & Industry Roles in HME: Defining the Play	Stone...
HME103 - Understanding Medicare & Medicaid	Stov...
HME104 - An Overview of Reimbursement & Managed Care	Stov...
HME105 - Overview of HME and Its Players	Stu...
HME110 - National Patient Safety Goals	Student, Jane
HME120 - CHAP Annual Review 2012	Student, Joe
HME130 - ACHC Annual Review 2012	Student, New
HME201 - Anatomy & Physiology Fast Facts: An Overview	Styke...
HME202 - Diseases & Disabilities - Pediatric Onset	Sulliv...
HME203 - Diseases & Disabilities - Early Adult Onset	Sulliv...
HME204 - Diseases & Disabilities - Later Adult Onset	Sum...
HME205 - Diseases & Disabilities - Sudden Onset	Swaf...
HME206 - Diseases & Disabilities - Respiratory	Swar...
HME301 - Bathroom Safety & Hospital Beds & Accessories	Talbo...
HME302 - Mobility & Ambulation Equipment	Terme...
HME303 - Respiratory Equipment	Teste...
HME304 - Auxiliary Equipment	Thon...
HME305 - Infusion & Enteral Therapy	Tobia...
HME310 - Basic HME/DME	Tolm...
HME311 - Rehab Equipment	Tome...
HME312 - Respiratory Equipment	Trep...
HME313 - Overview of Orthotics for DME Supplier	Tuck...
HME314 - Support Surfaces	Tuck...

Enroll

A “Mastery Program” is a compilation of courses based on the job title of the student. Mastery Programs usually have 2 components, the CORE Program, which has approximately 11 courses in it, and the Mastery, which adds between 8 and 20 courses depending on the job title.

By holding down the “Ctrl” key on your computer, you can select multiple courses as well as multiple students.

When done, remember to click on the “Enroll” Button.

By enrolling students in a Mastery Program that most fits their job title, you do not have to assess over 150 courses to determine which ones fit best for that specific student. This feature saves you time when setting students up for the most appropriate coursework in the MED U Learning management System.

Email: jgaly30r1w@gmail.com

Is Email Owner

User Type: Admin

Save Profile

Students Managed

- [Albright, Jane](#)
- [Albright, Emily](#)
- [Bannister, Derek](#)
- [Barnes, Joshua](#)
- [Barnes, Keith](#)
- [Barnes, Steve](#)

The Administrator can also view their students managed in an area under their own profile.

The student names are direct links to their profiles where enrollments and profiles can be modified and coursework can be added.

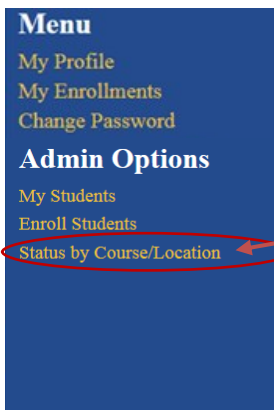
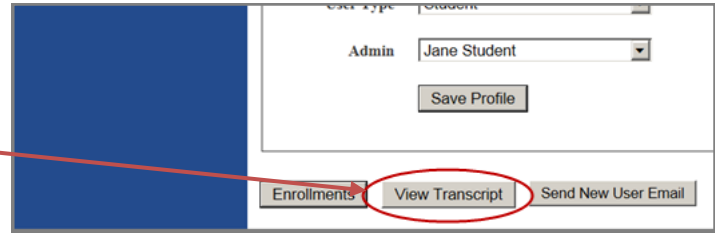
By configuring Admins within your company, you are allowed an opportunity to monitor the employee’s educational progress, enroll the student into additional coursework and enter in any other training information to that student’s educational profile.

Reporting and Running Reports

One of the most important features of a Learning Management System is the ability to run reports. MED U is no exception, as there are two ways to run reports: by student and by course, filtering by location.

Reporting by Student

The simplest way to pull a report by student is to go into their Profile (as illustrated on page 8) and click on "View Transcript". This will also allow you to print the transcript to paper or to a pdf depending on your needs.

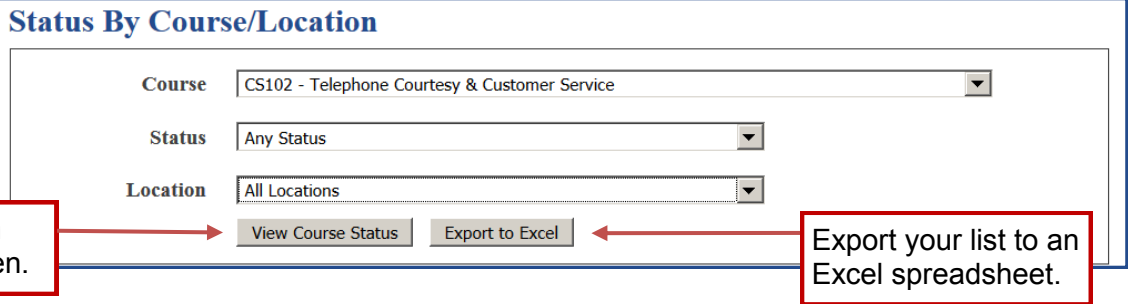


Reporting by Course/Location

Many times you will want to check to see who is your company has taken a specific course, what score they received, and maybe more importantly, who has not finished a course. With compliance regulations, through governmental or accreditation agencies that oversee our industry, this is an extremely important tool.

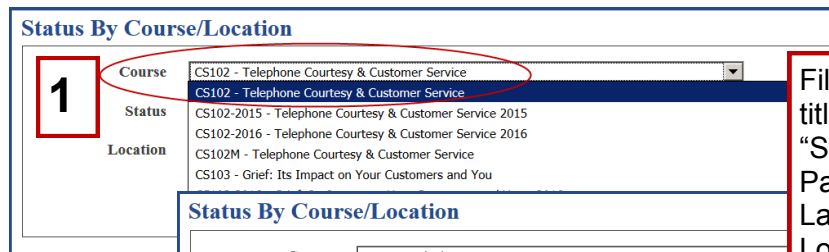
You will see the "Status by Course/Location" link under the Admin Options if you are a SuperManager or Admin in the MED U system.

You will be able to filter your data as shown by the illustrations below.

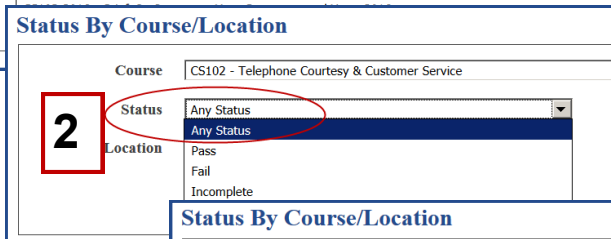


View your results on your computer screen.

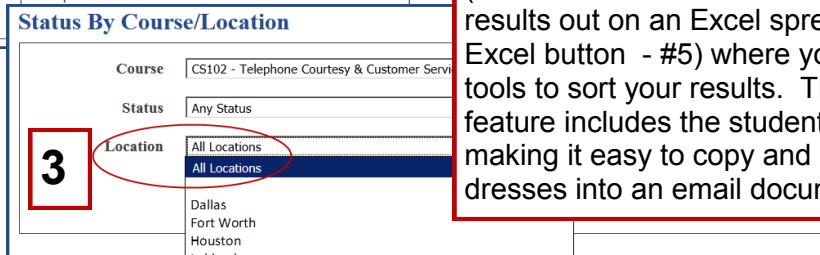
Export your list to an Excel spreadsheet.



Filter your results by clicking on the course title under "Course" (#1). By clicking on the "Status" - do you want your list to include Passing, Failing, Incomplete or all scores (#2). Lastly, select a "Location", or leave it at "All Locations" (#3).



After those filters have been set, you can then View your results on your computer screen (View Course Status button - #4), or print the results out on an Excel spreadsheet (Export to Excel button - #5) where you can use those tools to sort your results. The Export to Excel feature includes the student's email address, making it easy to copy and paste those addresses into an email document.



4

Name	Location	Enroll Date	Status	Grade	Date Finished
Tom Eiler	MED	8/9/2016			
Todd Beckinger	MED	4/22/2013	Pass	93	
Louis DeBollonia	MFA	6/15/2016			
Courtney Foster	MED	12/16/2011	Pass	96	
Robbi Hernandez	MED	11/14/2011	Pass	91	

5

A	B	C	D	E	F	G	H	I
Name	Course	Location	EnrollDate	Status	Grade	DateFinished	Email	Admin
Tom Eiler	CS102 - Telephone Courtesy & Customer Service	MED	8/9/2016				teiler@medgroup.com	
Todd Beckinger	CS102 - Telephone Courtesy & Customer Service	MED	4/22/2013	Pass	93	4/25/2013	tbeckinger@medgroup.com	
Louis DeBollonia	CS102 - Telephone Courtesy & Customer Service	MFA	6/15/2016				ldebollonia@medgroup.com	
Courtney Foster	CS102 - Telephone Courtesy & Customer Service	MED	12/16/2011	Pass	96	3/28/2012	cfoster@medgroup.com	cc@medgroup.com
Robbi Hernandez	CS102 - Telephone Courtesy & Customer Service	MED	11/14/2011	Pass	91	2/28/2012	rhernandez@medgroup.com	

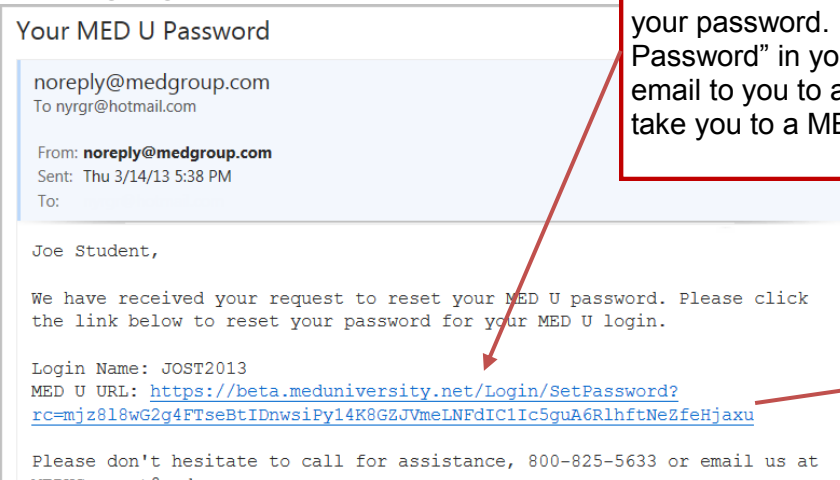
A Word About CEUs:

The MED Group/MED U has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 11130 Sunset Hills Road, Suite 350, Reston, VA 20191 . In obtaining this approval, The MED Group/MED U the has demonstrated that it complies with the ANSI/IACET Standard which is widely recognized as the Standard of good practice internationally. As a result of their Authorized Provider accreditation status, The MED Group/MED U is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standard.

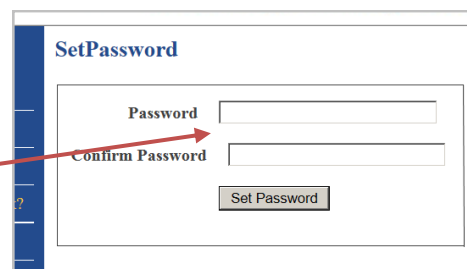
IACET CEUs are accepted by many regulatory bodies and are the standard in continuing education. Some state associations and agencies do not accept any CEUs except for those they have specifically approved content for.



Changing Passwords



Another MED U feature gives you the ability to change your password. Click on “Forgot Password” or “Change Password” in your student portfolio, and we will send an email to you to access the feature. Clicking on that link will take you to a MED U page where you can select, confirm



FREQUENTLY ASKED QUESTIONS

Q: My password isn't working, what do I do?

A: MED U passwords are case-sensitive—enter it just as it was given to you when you registered.

Q: The video is not playing?

A: You may want to give the video time to stream. This may take up to a minute depending on your Internet connection speed

Q: Can I print off the course and test?

A: You can, and are encouraged to print off the course and Preview/Review sheets, they are available as Adobe .pdf files. You cannot print off the test.

Q: What happens if I fail or want to retake a test?

A: You have three additional retakes to attempt to pass. By taking the test again, your previous score will be deleted! If you need more tests than four, contact MED U (email directly from the MED U home page) to enter more tests for that course into the system.

Q: Will I get a certificate when I am finished with my course?

A: By clicking the “Print Certificate” button after successfully finishing your assessment, you can print to the printer your computer is connected to.



www.new.medgroup.com

800.825.5633

© Copyright 2017 The MED Group. All rights reserved