Society of Critical Care Medicine
LearnICU Classroom

For additional resources, including video tutorials, visit www.sccm.org/LearnICU-Help

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System Requirements Guide

Software and Technical Requirements
- Pop-up blockers must be disabled in your Web browser
- Cookies must be enabled in your Web browser
- Java Script must be enabled: http://enable-javascript.com

Web Browser Requirements
- Preferred browser is Chrome
- Internet Explorer 9, 10, and 11 are supported. IE 11 users should be in Compatibility View: http://windows.microsoft.com/en-us/internet-explorer/use-compatibility-view#ie=ie-11
- Safari is not a supported browser

Completing and Satisfying a Course

Completing and satisfying an online course in the LearnICU Classroom requires students to navigate through a series of steps. Each step must be completed in order to fully satisfy and complete the course requirements.

Complete Status – The student has completed tasks within the online course

Satisfy Status – The student has successfully achieved learning milestones, such as passing test scores and completing lessons/modules
How to disable the pop-up blocker in your browser

Chrome

- Click the Chrome menu on the browser toolbar.
- Select Settings.

- Click Show advanced settings at bottom of page.

- In the ‘Privacy’ section, click the Content settings button.

- In the ‘Pop-ups’ section, select Allow all sites to show pop-ups. Customize permissions for specific websites by clicking Manage exceptions. Add “[*.]sccm.org” and select Allow from the drop-down. Click Done.
IE 11

- Click the *Tools* icon on the browser toolbar.
- Select *Internet Options*.
- On the ‘Privacy’ tab, under ‘Pop-up Blocker,’ clear the ‘Turn on Pop-up Blocker’ checkbox, and then click *Apply* and *OK*.
How to enable Cookies

Chrome

- Click the Chrome menu on the browser toolbar.
- Select **Settings**.
- Click **Show advanced settings** at bottom of page.
- In the ‘Privacy’ section, click the **Content settings** button.
- In the ‘Cookies’ section, select **Allow local data to be set (recommended)**. Customize permissions for specific websites by clicking **Manage exceptions**. Add “[*].sccm.org” and select **Allow** from the drop-down. Click **Done**.
IE 11

- Click the *Tools* icon on the browser toolbar.
- Select *Internet Options*.
- On the ‘Privacy’ tab, under ‘Settings,’ move the slider to the bottom to allow all cookies, and then click *Apply* and *OK*. 
How to check that JavaScript is enabled

**Chrome**

- Click the Chrome menu on the browser toolbar.
- **Select Settings.**

![Chrome menu](image)

- Click **Show advanced settings** at bottom of page.

![Show advanced settings](image)

- In the ‘Privacy’ section, click the **Content settings** button.

![Content settings](image)

- In the ‘JavaScript’ section, select **Allow all sites to run JavaScript (recommended).**
IE 11

- Click the Tools icon on the browser toolbar.
- Select Internet Options.
- On the ‘Security’ tab, click Custom level... button.

Under ‘Scripting,’ select Enable radio buttons for ‘Enable Active Scripting’ and ‘Scripting of Java Applets’ and click OK. Then click Apply and OK.
How to enable Compatibility View

IE 11

- Click the *Tools* icon on the browser toolbar.
- Select *Compatibility View Settings*.
- Under ‘Add this website,’ enter “sccm.org” and select *Add* then *Close*.

- Once you turn on Compatibility View, IE will automatically show that site in Compatibility View each time you visit. You can turn it off by removing it from your compatibility list.

**Director Resources**

Thank you for purchasing a director-led course from the Society of Critical Care Medicine (SCCM).

The LearnICU Classroom houses the Society’s online courses. These instructions will help you navigate through the activation, enrollment and management of your course and its students within the LearnICU Classroom.
Purchase, Activation and Student Enrollment
An SCCM Staff Partner has processed your purchase of a director-led course or you have purchased a director-led course in the SCCM Store. This action launches the following steps:

- A welcome email is sent to you with instructions to log into MySCCM.org.

- Upon logging in at the top right-hand side of the screen, your Director Resources module appears.
Follow these steps:

1. Click the course you wish to activate.

A new tab opens in your browser. Be sure your pop-up blockers are disabled. In Chrome, the preferred browser, a pop up blocker will look like this:
The new tab directs you to the LearnICU Classroom where you receive a message that your Online Activity has been created, or “cloned.”

2. **Enroll Students**
   The next tab prompts you to enroll your students.

To find the details needed to enroll your students, navigate to Course Information and select your course.
If you are using Internet Explorer, be sure you utilize Compatibility View:

There are two ways to enroll your students, both of which are outlined in the LearnICU Director Portal.

- You may send an email to all your students. We provide you with a sample email that must be populated with the student link unique to the course. The student link is found in the Course Information section.
OR

- Send emails to individuals by entering the email address of each in the Course Information area. Students receive an auto-generated message with the Student Link and additional directions.

3. **Manage Programs**
   Once your students complete their registration using the directions sent to them, you are ready to manage your programs. Click on the course you would like to manage.
Click *Classes* and then the course.

You may review the progress of an individual student:
Click *Review Submission* to see the student’s progress. Only modules that have been accessed will appear in the student’s activity record.

<table>
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<th>Status</th>
<th>From</th>
<th>Class</th>
<th>Submitted</th>
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</table>

You may also navigate to the Director Resources menu of the LearnICU classroom to see all your courses.

The link “Review All Submissions” to the right of the course allows you to see the submissions of all your students.
You may filter the results to see test scores only.

This information may also be imported into Excel for easy sorting.

You may allow a student to retake a test by clicking the *Reset* button.


**Student Enrollment Process Guide**

As a course director, you may use these instructions to help your students navigate the LearnICU Classroom.

The course director initiates the first steps of student enrollment in the Director Resources module at MySCCM.

The student receives an automatically generated email from support@sccm.org.

Upon clicking the *Student Enrollment Link*, the student is directed to MySCCM to a Student Enrollment module.
The student is directed to **EITHER:**

- Log in using an existing SCCM user name and password.

**OR**

- Create a new account.

Upon logging in or creating a new account, the student will:
- Be able to see the new Customer ID (if they created a new account)
- Be prompted to enroll in the course. Click the Course Name to be taken the enrollment page.

⚠️ Students should be sure to note their new SCCM Customer ID, as it is needed to log into MySCCM and gain access to the course in the future.
The student should note the technical requirements. Clicking on the course takes the student to the enrollment page.

**Software and Technical Requirements**
- Pop-up blockers must be disabled in your Web browser
- Cookies must be enabled in your Web browser

**Web Browser Requirements**
- Preferred browsers are Chrome and Firefox
- Internet Explorer 9, 10, and 11 are supported
- Safari is not a supported browser

The student should be sure to select *Enroll Now*. 
The student may now launch the course.

**Future Access**

To return to the course, the study should log into MySCCM.org and navigate to the MyLearning tab.

If the student does not see the course under the MyLearning tab in MySCCM, s/he has NOT completed the enrollment process via the Student Enrollment link sent via email. The student should return to the steps outlined earlier.