



# DERM for Primary Care

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## Fall 2018 Instructor Guide

Redeem a Group License Invitation

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### DERMATOLOGY'S ULTIMATE LEARNING EXPERIENCE

*An Easy, Visual, and Practical Approach*



DERM  
for Primary Care

# 1

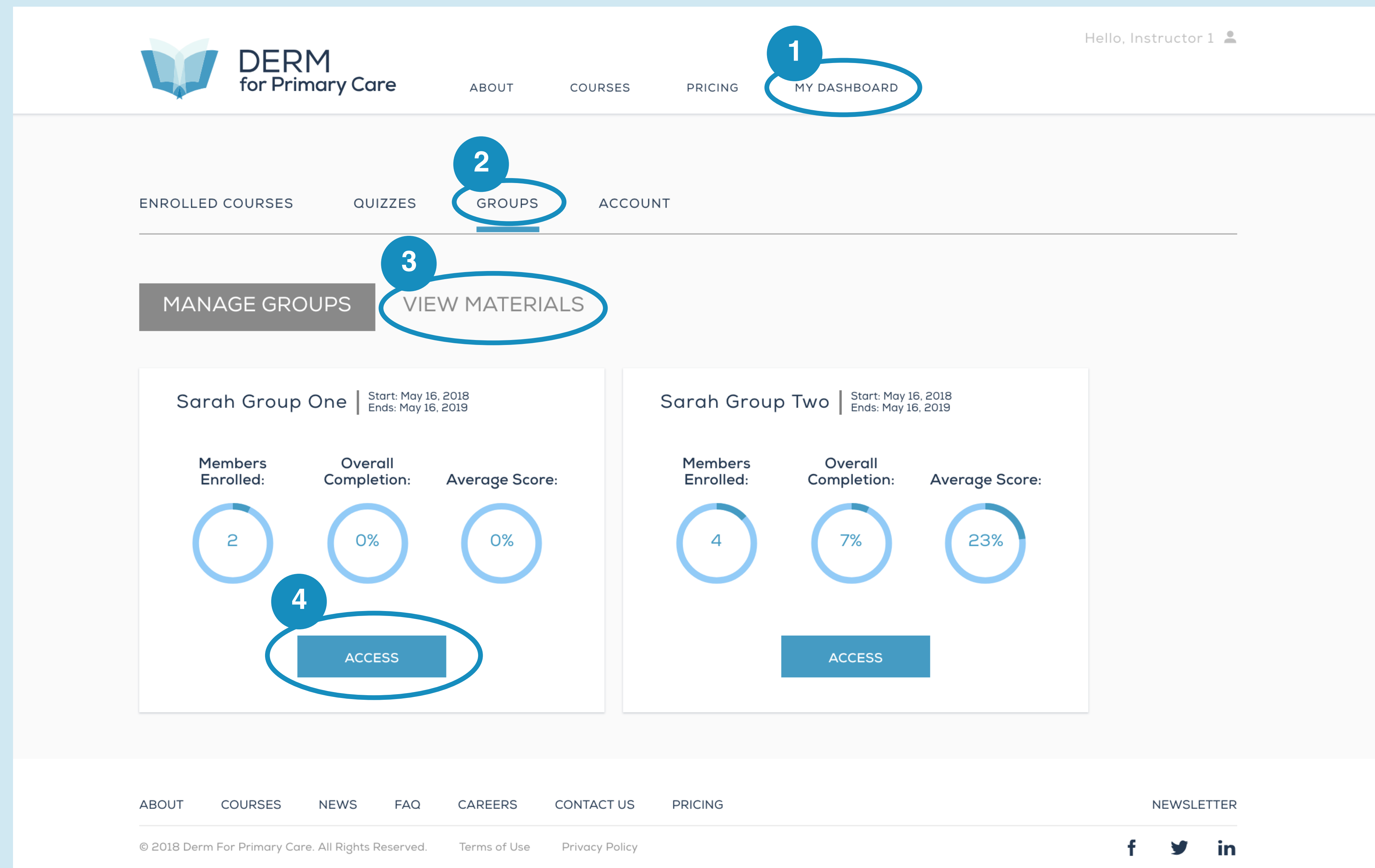
## Accessing the Dashboard

Your Group License console is located on your dashboard at [dermforprimarycare.com](http://dermforprimarycare.com).

Your Group Licenses may be accessed from: **1 MY DASHBOARD — 2 GROUPS**

Click **3 VIEW MATERIALS** to access modules and quizzes.

Click on the blue **4 ACCESS** button to manage each Group License.

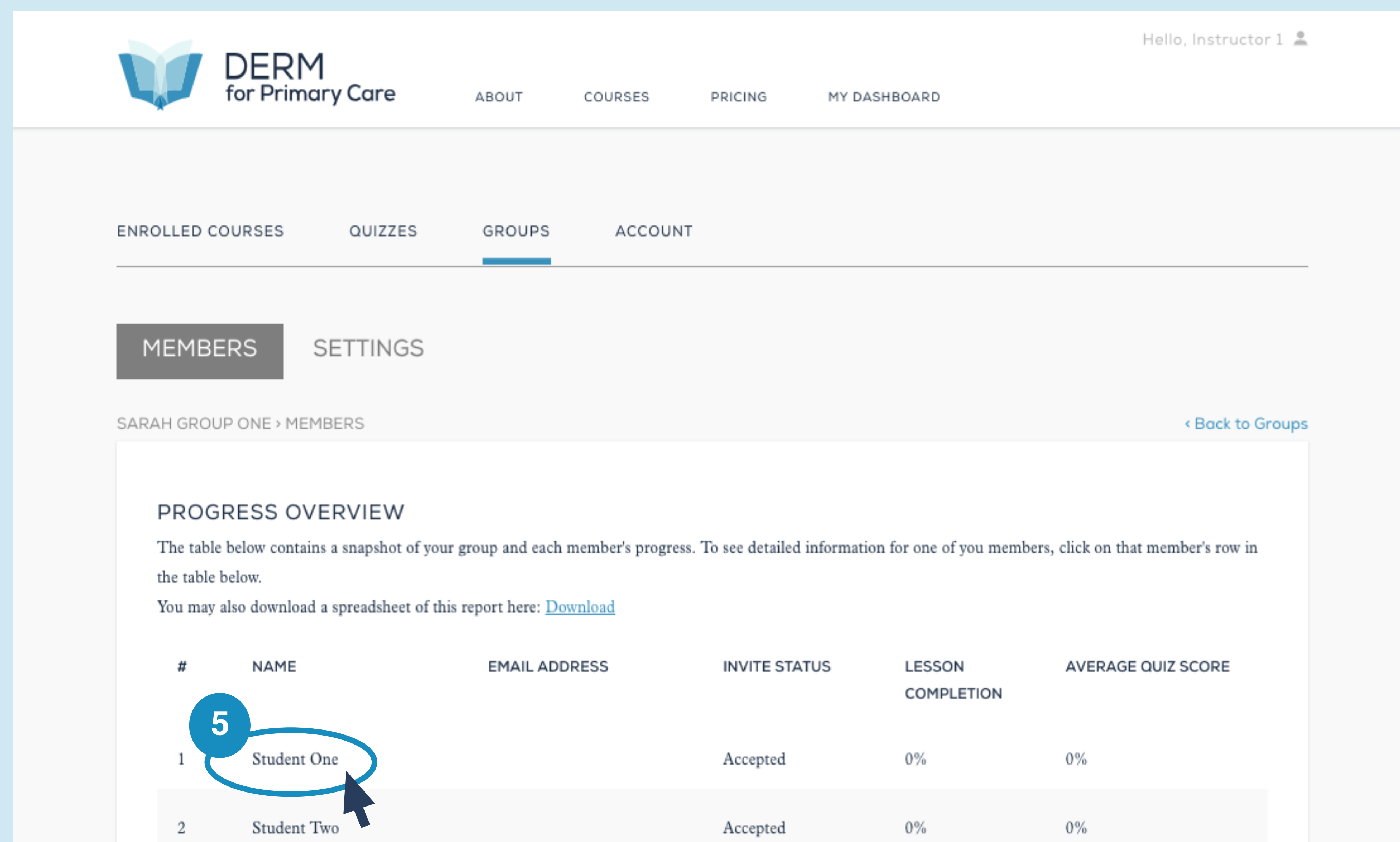


# 2

## Member Progress & Analytics

As an instructor, you have the ability to view **5 INDIVIDUAL USER ANALYTICS**.

Just click on the specific member you wish to learn more about!





### 3

## Managing Members

You may invite members from the **Invite Members Section** at the bottom of the MEMBERS page.

You may provide members with a unique class link to allow them access by clicking **6 COPY LINK**.

You may invite members by typing in their emails and clicking on the **7 INVITE MEMBER** button.

You may also invite members by using the **8 UPLOAD** option.

### INVITE MEMBERS

#### METHOD 1: USE A CLASS LINK

Give the following link to anyone you would like to invite to this group.

<https://www.dev-dermforprimarycare.com/red>

COPY LINK

Please note that only members with the following email addresses will be allowed to join your group. This is done to protect your group.

- @dermforprimarycare.com

Enter an email domain you would like to add to this list.

For instance, adding *gmail.com* will allow anyone with an *@gmail.com* email address to join your class using the link.

Email domain (ex: gmail.com)

ADD ADDRESS

#### METHOD 2: EMAIL INVITE

For invitations to a specific person

Email

INVITE MEMBER

You have 28 licenses left to assign.

#### METHOD 3: IMPORT MEMBER LIST

Have a lot of members you want to invite by email? Import a CSV or EXCEL list of emails you wish to invite.

Choose File No file chosen

UPLOAD




## 4


## Setting a Syllabus

You can set your Syllabus due date, pass percentage, and number of attempts per quiz by accessing

**9 SETTINGS.**

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ABOUTCOURSESPRICINGMY DASHBOARD

Hello, Instructor 1 

ENROLLED COURSESQUIZZESGROUPSACCOUNT

MEMBERSSETTINGS

SARAH GROUP ONE > SETTINGS

[Back to Groups](#)

### GROUP SETTINGS

Use this section to assign coursework, set minimum pass marks, etc. Be sure to save your work!

**Syllabus:**

Select All | Remove All

Acne Vulgaris
Atopic Dermatitis
Benign Lesions, Part I
Benign Lesions, Part II
Common Fungal Skin Infections
Common Office Procedures
Common Viral Skin Infections
Eczema

2/24 Courses Selected

Bites, Stings & Infestations
Common Bacterial Skin Infections

Add or remove modules by clicking on them

**Due Date:** ☒   
Due date by which the syllabus has to be completed

**Pass Percentage:** ☐   
Minimum score required to pass a quiz

**Max Attempts:** ☐   
Maximum attempts allowed for each quiz

**License Title:**   
Title to use for this group

☒ **Receive progress updates**  
Progress reports are sent to all instructors every month and on the due date.

Changes affect all group members

SAVE





## 5

## Adding Additional Instructors

You have the option to add additional instructors to have access to the group's analytics and courses.

This option is at the bottom of the group's SETTINGS page.

You may add additional instructors with a unique class link to allow them access by using the

**10 COPY LINK.**

You may invite additional instructors by adding their email and using the **11 ADD** button.

### ADDITIONAL INSTRUCTORS

#### INSTRUCTORS

Use this section to manage additional group instructors, TAs or anyone who needs to be able to manage this group.

(No additional instructors right now.)

The maximum number of additional instructors you can have is 3.

#### INSTRUCTOR SIGN UP LINK

Give the following link to any instructors you would like to invite to help manage this group.

**Please note:** This link is different from the *member link*. **Do not** give this link to standard members of this group.

<https://www.dev-dermforprimarycare.com/red>

COPY LINK

**10**

#### ADD EXISTING MEMBER

Use this form to enter the email address of a specific instructor you want to add. Please note that they must already have an account with us.

Email

ADD

Email address of the instructor

**11**

*Still need help?*

**Contact Us:**

**HOURS:** Mon-Fri, 9 a.m. - 6 p.m. EST

**EMAIL:** [helpdesk@dermforprimarycare.com](mailto:helpdesk@dermforprimarycare.com)

*Thank You!*



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