



**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*

1

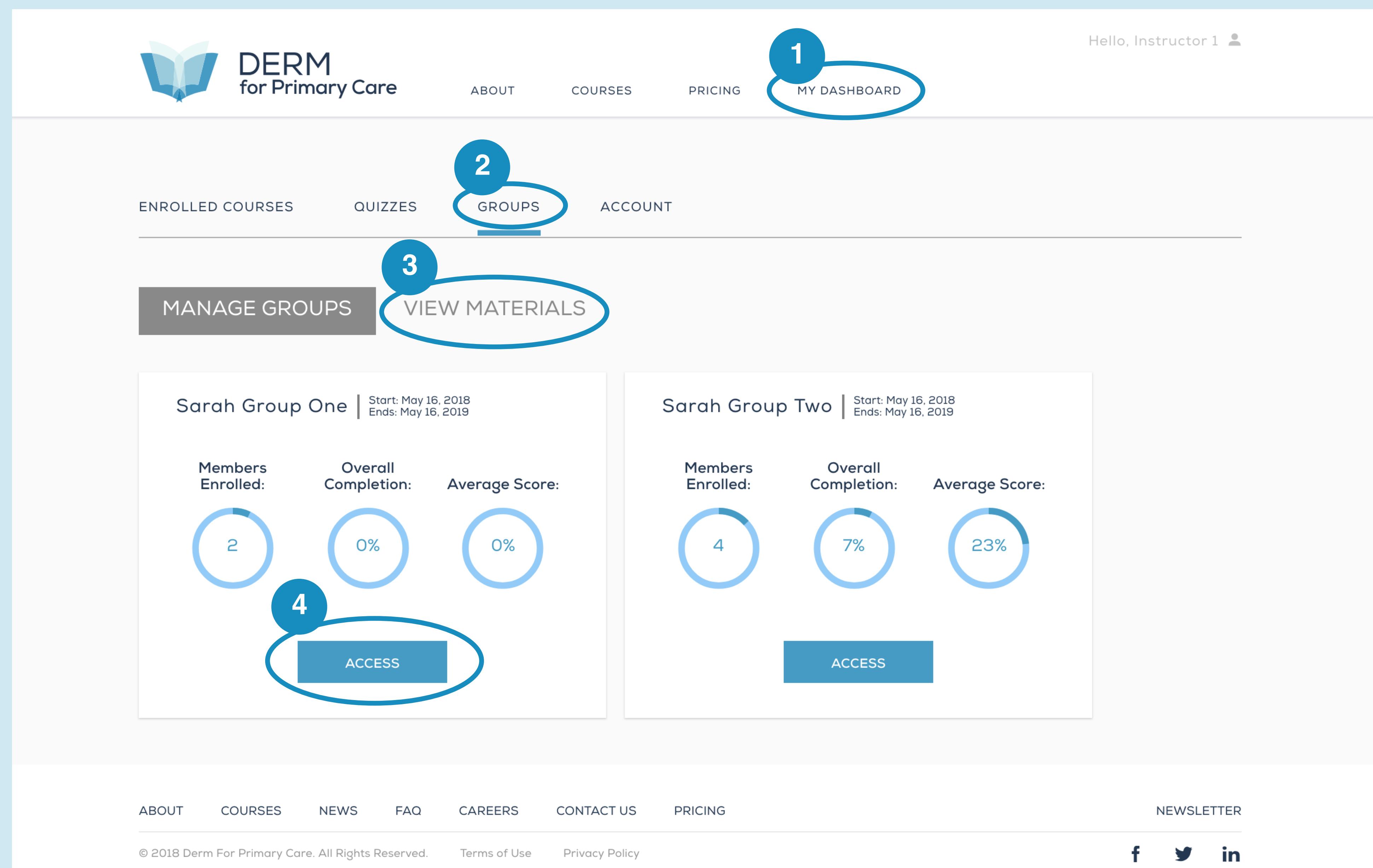
## Accessing the Dashboard

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.



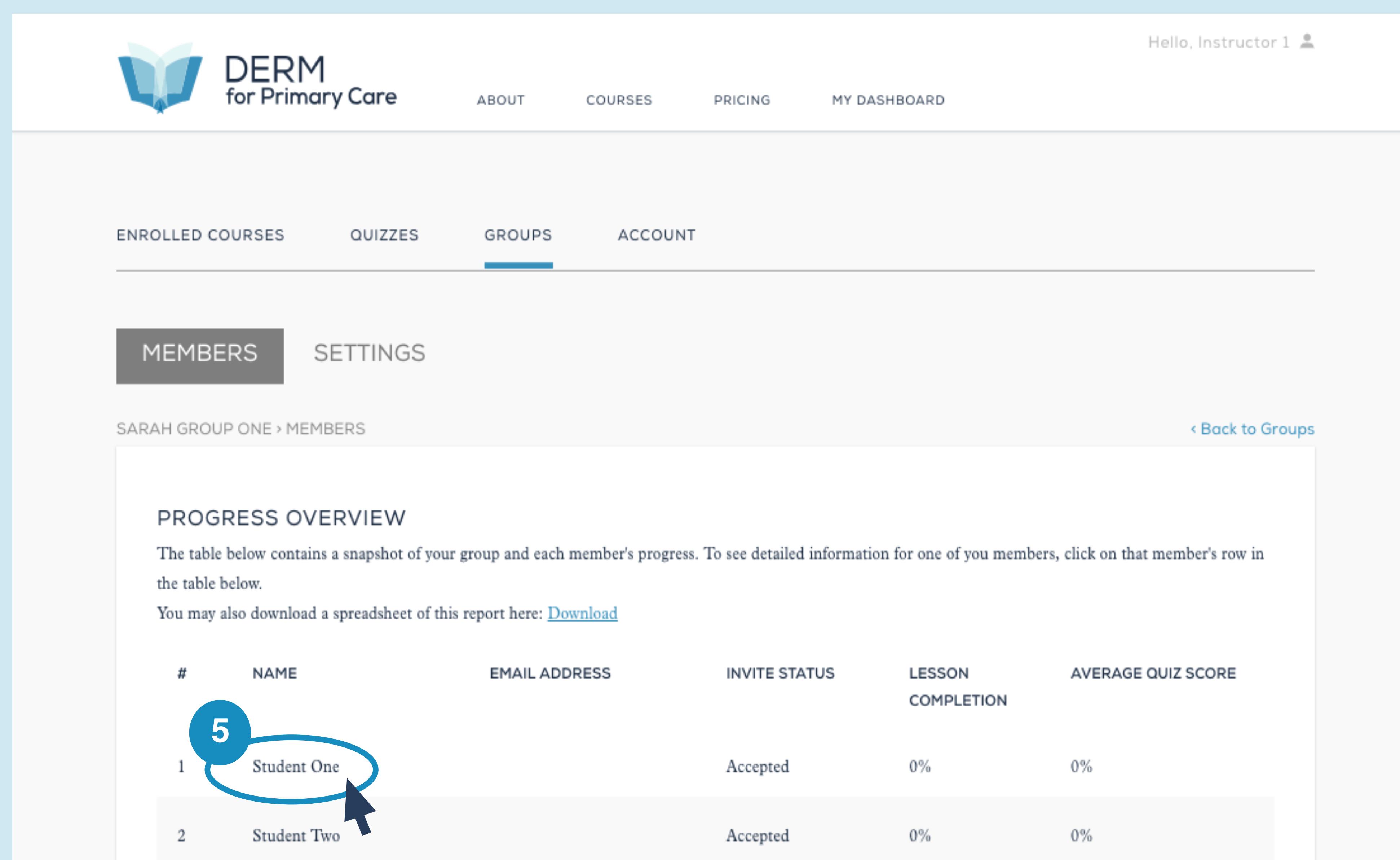
The screenshot shows the DERM for Primary Care dashboard. At the top, there is a navigation bar with links for ABOUT, COURSES, PRICING, and MY DASHBOARD (which is circled in blue). Below the navigation bar, there are tabs for ENROLLED COURSES, QUIZZES, GROUPS (which is circled in blue), and ACCOUNT. Under the GROUPS tab, there are two group cards: Sarah Group One and Sarah Group Two. Each group card displays the number of members enrolled, overall completion percentage, and average score. For Sarah Group One, the numbers are 2, 0%, and 0% respectively. For Sarah Group Two, the numbers are 4, 7%, and 23%. Below each group card is a blue 'ACCESS' button, with the one for Sarah Group One circled in blue and a number 4 placed over it. At the bottom of the dashboard, there is a footer with links for ABOUT, COURSES, NEWS, FAQ, CAREERS, CONTACT US, PRICING, NEWSLETTER, and social media icons for Facebook, Twitter, and LinkedIn.

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!



The screenshot shows the DERM for Primary Care dashboard with the 'MEMBERS' tab selected (circled in blue). The page title is 'SARAH GROUP ONE > MEMBERS'. Below the title, there is a 'PROGRESS OVERVIEW' section with a table. The table has columns for #, NAME, EMAIL ADDRESS, INVITE STATUS, LESSON COMPLETION, and AVERAGE QUIZ SCORE. There are two rows in the table: one for 'Student One' (circled in blue with a number 5 over it) and one for 'Student Two'. The 'Student One' row shows 'Accepted' in the INVITE STATUS column and '0%' in the LESSON COMPLETION column. The 'Student Two' row shows 'Accepted' in the INVITE STATUS column and '0%' in the LESSON COMPLETION column. At the bottom right of the table, there is a link '< Back to Groups'.



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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/redi>

**COPY LINK**

6

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**

7

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**

8

4

## Setting a Syllabus

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

9 SETTINGS.

The screenshot shows the DERM for Primary Care website interface. At the top, there is a navigation bar with links for ABOUT, COURSES, PRICING, and MY DASHBOARD. The user is logged in as 'Hello, Instructor 1'. Below the navigation bar, there is a secondary navigation bar with links for ENROLLED COURSES, QUIZZES, GROUPS (which is the active tab, indicated by a blue underline), and ACCOUNT. A blue circle with the number '9' is overlaid on the GROUPS link, indicating notifications. The main content area is titled 'SARAH GROUP ONE > SETTINGS'. It features a section for 'GROUP SETTINGS' with the sub-instruction: 'Use this section to assign coursework, set minimum pass marks, etc. Be sure to save your work!'. Below this, there is a 'Syllabus:' section with a 'Select All | Remove All' button and a list of modules: Acne Vulgaris, Atopic Dermatitis, Benign Lesions, Part I, Benign Lesions, Part II, Common Fungal Skin Infections, Common Office Procedures, Common Viral Skin Infections, and Eczema. To the right of this list, it says '2/24 Courses Selected' and lists Bites, Stings & Infestations and Common Bacterial Skin Infections. Below the syllabus section, there are settings for 'Due Date:' (set to 2018-08-14), 'Pass Percentage:' (set to 0), and 'Max Attempts:' (set to 0). There is also a 'License Title:' field containing 'Sarah Group One' and a checked checkbox for 'Receive progress updates'. At the bottom right of the content area, there is a 'SAVE' button and a note: 'Changes affect all group members'.

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/redi>

**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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