

Introduction to Post Traumatic Stress Disorder

USER GUIDE

This document consists of two parts. The first part provides instructions to help you successfully register, pay, and log in to the course system. The second part of the document provides an overview of the course content, which includes the course outline, three modules and examinations.

PART 1

HOW TO REGISTER, PAY AND LOG IN TO THE COURSE

Carefully read all the information found at <http://www.mcgill.ca/conted/prodep/ptsd/>

Step 1: Check your computer compatibility

Before proceeding with the course registration, ensure your computer meets the system requirements. This process can be completed in four easy steps.

Registration Procedure

Introduction to Post-traumatic Stress Disorder

Before you enrol, it is important to make sure your computer is compatible. To do so, click the button below and follow the instructions. Information will be displayed on installing the plug-ins required for the interactive components of this training.

Cancellation policy

To cancel your enrolment and get your enrolment fees reimbursed, click this link. However, once the training begins, or the moment you connect to the learning interface for the first time, enrolment fees can no longer be reimbursed.

Note: The enrolment process and the procedure for connecting to the training interface are detailed in this document [.pdf]

Check Your Computer

Continue Registration

McGill myCourses
Check your System

Before Starting

Step 1
Test to check whether your computer is equipped with Adobe Flash Player

Step 2
Test to check whether JavaScript is activated

Step 3
Test to check whether your computer is equipped with Adobe Reader

Step 4
Check the anti-popup software

Step 1

Test to check whether your computer is equipped with Adobe Flash Player

To navigate in the training program, your browser needs the Adobe Flash Player extension module (plug-in), available free of charge. Test your extension module below, and download it if necessary.

Flash plug-in

If you have the Flash plug-in, you should be able to see an excerpt from the interview with Bernard (in low resolution).

i
TRAUMA
DIAGNOSTIC TRAINING

B the traumatic event is persistently reexperienced

2 Treatment involves teaching clients

REQUIRE:

- Think you have had a traumatic event about the event?
- Are you having trouble thinking about the event?

ASK THE INSTRUCTOR

REQUIRE:

- Are you having trouble thinking about the event?
- Are you having trouble thinking about the event?

ASK THE INSTRUCTOR

Step 2: Proceed with Registration

Once you have updated your computer and it meets the minimum system requirements, click on Continue Registration. Then, click on Register for Introduction to Post Traumatic Stress Disorder. The registration form will appear.

Registration Procedure

Introduction to Post-traumatic Stress Disorder

Before you enrol, it is important to make sure your computer is compatible. To do so, click the button below and follow the instructions. Information will be displayed on installing the plug-ins required for the interactive components of this training.

Cancellation policy

To cancel your enrolment and get your enrolment fees reimbursed, click this link. However, once the training begins, or the moment you connect to the learning interface for the first time, enrolment fees can no longer be reimbursed.

Note: The enrolment process and the procedure for connecting to the training interface are detailed in this document [.pdf]

[Check Your Computer](#)

[Continue Registration](#)

 **McGill**


[Register for the Post-traumatic Stress Disorder online course](#)

[Cancel a registration for the Post-traumatic Stress Disorder online course](#)

This is a secure site. All information submitted here will be encrypted for your security.

Step 3: Personal Information

Enter the required information in each section of the form. Select the correct course from the drop down menu under Select a category. Click **Submit**.




**Centre for Continuing Education
Career and Management Studies**

* Required fields, please complete

Title:*	Mr. ▼
First Name:*	<input type="text"/>
Last Name:*	<input type="text"/>
Phone Number:*	<input type="text"/>
E-Mail:*	<input type="text"/>
E-Mail: (Please repeat)*	<input type="text"/>
Address:*	<input type="text"/>
City:*	<input type="text"/>
State/Province:*	<input type="text"/>
Postal/Zip Code:*	<input type="text"/>
Country:*	<input type="text"/>
Select a category:*	*** Select a category *** ▼

Step 4: Payment




Complete the payment page. Click on **Pay**.



e-Payment Service
Service de paiement électronique

McGill Centre for Continuing Education

Date:	2010/12/02
Order Number:	29145
Purchaser:	Remillieux, Jean-Paul

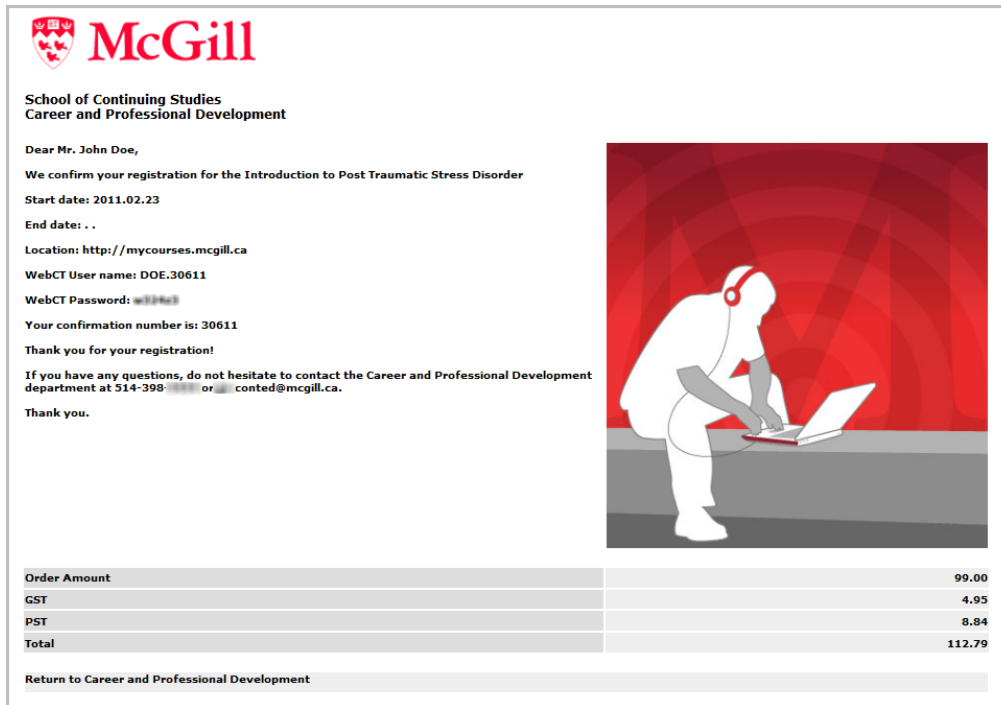
 	Total Amount Cdn: \$ Credit Card Number: Valid until: CVV (Card Verification Value): <small>(* Required)</small>	77.88 <input type="text"/> 01 ▼ 2010 ▼ <input type="text"/> What's this? 
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

By pressing the PAY button I agree to pay the above total amount according to the card issuer agreement

Step 5: Confirmation

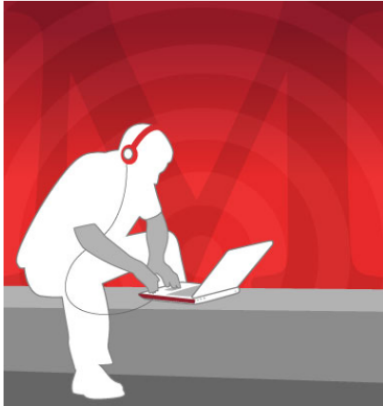
A confirmation message will appear and will simultaneously be sent to your email account.

It is recommended that you print this message for your records as it confirms your successful payment, the URL address to log in to the course, your user name and password to access the course and contact information for technical and administrative assistance.



McGill
School of Continuing Studies
Career and Professional Development

Dear Mr. John Doe,
We confirm your registration for the Introduction to Post Traumatic Stress Disorder
Start date: 2011.02.23
End date: . . .
Location: <http://mycourses.mcgill.ca>
WebCT User name: DOE.30611
WebCT Password: **W334e3**
Your confirmation number is: 30611
Thank you for your registration!
If you have any questions, do not hesitate to contact the Career and Professional Development department at 514-398- or conted@mcgill.ca.
Thank you.

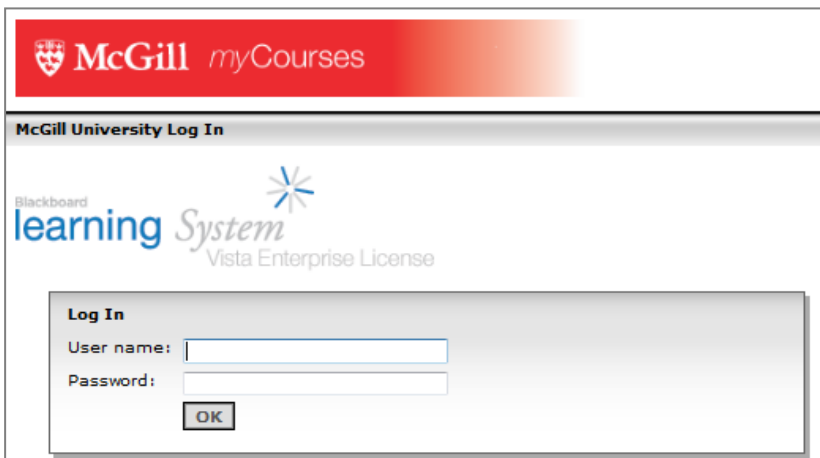


Order Amount	99.00
GST	4.95
PST	8.84
Total	112.79

[Return to Career and Professional Development](#)

Step 6: Course Access

To access the course, go to <http://mycourses.mcgill.ca>. A log in window will appear. Enter the User name and Password as provided in the confirmation message in the corresponding boxes. Usernames and passwords are case sensitive.



McGill myCourses

McGill University Log In

Blackboard
learning System
Vista Enterprise License

Log In

User name:

Password:

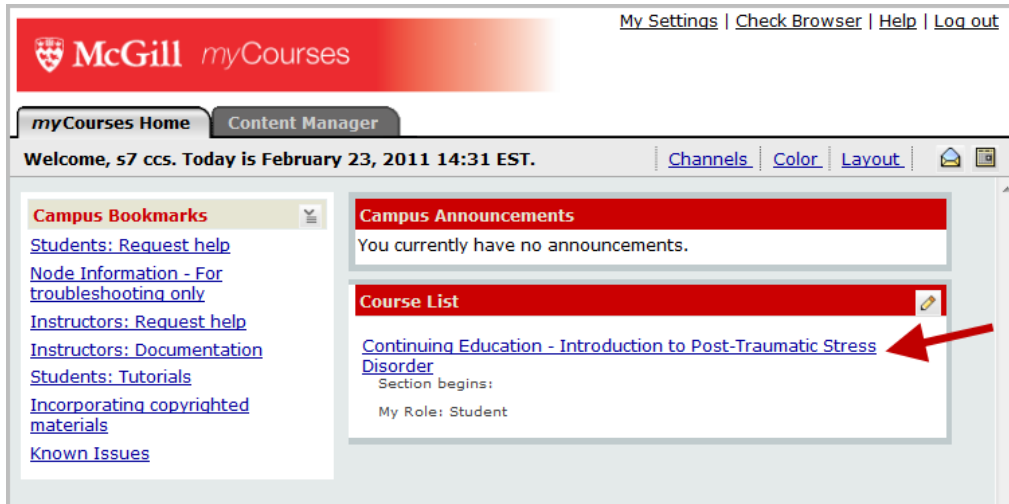
Attention: If you cut and paste your username and password, make sure not to leave any blank space before or after them.

PART 2

HOW TO ACCESS THE ONLINE COURSE AND COURSE CONTENT

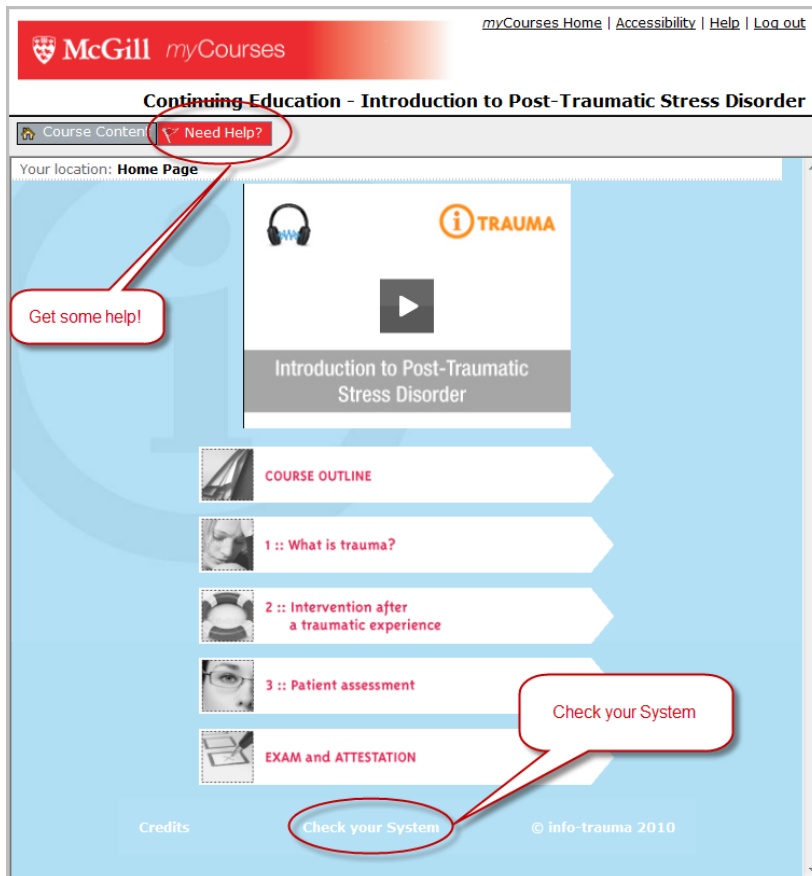
Step 1: Course Access

Once you have logged in to the system, you will see the *myCourses* Home Page. Click on the title of the course: **Continuing Education – Introduction to Post Traumatic Stress Disorder**.



Step 2: HOME PAGE OVERVIEW

The course home page features an introduction video and access to the course outline, the three modules and examinations.



Attention: You have direct links to request technical assistance and to check your computer compatibility on the Home Page.

Play the video and read the **Course Outline** for a detailed description of the course content and how to navigate through the course.

The screenshot shows the McGill myCourses interface. At the top, there is a red header with the McGill logo and 'myCourses' text. To the right of the header are links for 'myCourses Home', 'Accessibility', 'Help', and 'Log out'. Below the header, the course title 'Continuing Education - Introduction to Post-Traumatic Stress Disorder' is displayed. A navigation bar includes 'Course Content' and 'Need Help?'. The main content area shows the 'Course Outline' with a breadcrumb trail: 'Your location: Home Page > Course Outline'. The outline title is 'COURSE OUTLINE' with a subtitle 'Total duration of training program: 7h30 (estimated)'. A sidebar on the left lists navigation options: 'Introduction', '1 - Learn about trauma', '2 - Intervention after a traumatic event', '3 - Patient assessment', and 'Exam'. The main content area is titled 'Course Introduction' and contains the following text: 'This course is divided into three modules.' followed by a numbered list: '1- What is trauma?', '2- Intervention after a traumatic experience', and '3- Patient assessment'. Below this, it states: 'Once you have completed all three modules, we encourage you to evaluate your knowledge in the "Exam" section. The exam can be completed in two steps. You can choose the order in which these two steps are taken.' A section titled 'Navigation' follows, advising users to use course navigation tools and providing a link to 'technical system specifications'. At the bottom right of the content area are two red icons: a right-pointing arrow and a house icon.

Step 3: Learning Modules

Proceed through each module. Read carefully and complete the activities described.

Step 4: Examinations and Certificate of completion

Once you have completed all the modules and activities, proceed to the **Examination** section of the course to complete **PART 1** and **PART 2** of the examinations (you have up to three attempts for each part of the examinations). Upon successful completion (60% or greater) you will be able to print your certificate of completion.

The screenshot shows the 'Exam and Attestation' section of the course. The header and navigation elements are consistent with the previous screenshot. The main content area features a large blue background with a white information icon. A white box contains the following text: 'Now that you know more about trauma, the time has come to check your knowledge.' Below this, it states: 'The following exam is to be completed in two steps; the order in which you complete this exam is your choice.' A numbered list follows: '1. Assess the frequency and severity of Victor's symptoms (virtual case) and determine whether Victor presents a post-traumatic stress disorder. You will get one point for each correct answer. You must answer 60% or more of the questions correctly.' with a sub-point: 'You can write the exam three times.' '2. Your knowledge of trauma will also be put to the test by answering 25 multiple choice questions. You will get one point for each correct answer. You must answer 60% or more of the questions correctly.' with a sub-point: 'You can write the exam three times.' Below the list, it says: 'Once you complete both tests successfully, you can print an attestation from McGill University's Centre for Continuing Education.' A red text box at the bottom of the white box says: 'Thank you for proceeding with the course evaluation.' At the bottom of the page, there are two white buttons with red text and icons: 'Part 1 - Interactive Questionnaire' and 'Part 2 - Basic Knowledge Test'.

Enjoy the Course!