

# User Guide



## To access the NCIHC Learning Center, take the following steps.

- 1. Go to the NCIHC website https://www.ncihc.org/
- 2. Click on the TRAINING tab.



3. Click on the WEBINAR tab.



4. Click on the NCIHC Learning Center link.

**Note:** be sure to click on the second and third links to review the User Guide and Webinar Policies for the Learning Center.



5. Explore the NCIHC Learning Center by clicking on the different options.



Click on COURSE LIST at the top to browse all webinar recordings or to search for a specific webinar or topic in the Home for Trainers series. Or browse the most recent webinar recordings shown below.



**Note:** Click on "Course List" to browse all webinar recordings.

Use the SEARCH bar to locate a specific course or subject matter.





6. Once you see the webinar you want, click on the DETAILS button.



7. Read through the webinar description and click on the Registration link.

member of the California Healthcare Interpreting Association, on the education committees. Elizabeth's educational activities are inspired by the challenges pr maintain the integrity of the profession in all modalities. She has focused on a peer collaborative and that support the development of practitioners' extraling care.

This live webinar took place on February 3, 2022.

Register to view this webinar recording by clicking here.

NCIHC Members: FREE

Non-NCIHC Members: \$30.00 Become an NCIHC Member today!

8. You are taken to the login page to enter your login information.

	If you are a new user, enter your email address below to login. You will be prompted to enter a password which will establish a guest account.
	Email
	By providing your email address, you agree to receive emails from National Council on Interpreting in Health Care.           Register
view the webinar.	Virtually Present: Preparing Healthcare Interpreters to Thrive in

Login

password.

Username

Password

Forgot Password Forgot Username

Interpreting for the Geriatric Patient

**NCIHC Members and Guest Accounts** 

New to NCIHC (not a member and never logged in)

9. Register to view the webinar. Once completed, you will see a confirmation page with information on how to access the recording. You will receive this same information in an email, too.

Virtually Present: Preparing Healthcare Interpreters to Thrive in Remote Modalities
Recorded Webinar
Register Yourself
Next

Please login and complete the registration form in order to view the webinar. If you experience any difficulty

NCIHC members and guest who already have a login, use this section to enter your NCIHC username and

completing this form, please let us know at trainerswebinars@ncihc.org

10. Look for the webinar you just registered for and click the VIEW button.

**Note:** Use the search bar (top right) to search for the webinar.



11. Click on the "Video Recording of Live Webinar..." link to view the webinar.

Note: If you see a lock symbol next to the video, you do not have proper access to view it. This usually indicates that you are not properly logged in to your NCIHC account or the NCIHC Learning Center. Sometimes a weak or unstable internet connection will disconnect and reconnect and our system will not recognize that viewing time during temporary disconnection.

You need to watch the entire video for the quiz to unlock.

If you get disconnected, you can advance the video to where you lost connection. Otherwise, advancing the video is not recommended. The quiz will unlock once you watch the entire webinar.

## Virtually Present: Preparing Healthcare Interpreters to Thrive in Remote Modalities

#### Virtually Present: Preparing Healthcare Interpreters to Thrive in Remote Modalities

This webinar focuses on training interpreters in the use of remote modalities, including aspects related to workspace and navigating communication barriers. CEUS: CCHI 1.5 hours, IMIA .015 CEUs



#### **System Specifications:**

**Speed:** Due to the large size of each webinar video, users should have a stable connection to the internet with medium to high (good-fast) download speed for an ideal experience. Test your bandwidth/internet speed by going to this webpage. https://www.speedtest.net/

**Browser:** We recommend utilizing Google Chrome when working with the NCIHC Learning Center.

**Device:** We strongly encourage using a computer/laptop instead of a smartphone.

**Idle Timeout:** The Learning Center will log you out after you have been idle for approximately 30-60 minutes. This is standard practice for website security purposes.

Are your speeds fast enough? Speedtest.net/about/knowledge/how-much-speed-you-need							
0 - 5 Mbps	5 - 20 Mbps	20 - 40 Mbps	40 - 100 Mbps	100+ Mbps	1+ Gbps		
SLOW	BETTER (STILL MEH)	SOLID	GOOD	FAST	(is there such a thing?)		
SD Video streaming, Slack, Microsoft Teams, e-mail, social media, web browsing	HD Video streaming (1080p)	4K video streaming; Online gaming	Stream HD Games, video streaming, 4k video streaming	Multi-player gaming, 4K video streaming, huge file downloads	Anything you want on multiple devices		

## How to navigate the video page



## Taking the Quiz

When you are ready to take the quiz, click on the quiz link. (bottom right blue bar)



1. This will open up the Navigation menu. Click on START.



2. After you click on START, the first quiz question will appear. Select your answer and then click on the NEXT button.

<ol> <li>OSHA has no workplace regulations for healthy vocal cords.</li> </ol>		In progress
O True		Question 1 of 4
○ False		
1 •	NEXT	

 Proceed through the quiz, answer the questions, and click FINISH. Your results will be displayed.

congratulations!	Assessment summary
ou passed the assessment with a score of 100%!	You failed the assessment with a score of 50%
100%	50%
VIEW RESULTS	VIEW RESULTS
NOTES	NOTES
TABLE OF CONTENTS	TABLE OF CONTENTS
PREVIOUS: VIDEO RECORDING OF LIVE WEBINAR HELD MAY 15, 2014	PREVIOUS: VIDEO RECORDING OF LIVE WEBINAR HELD MAY 15, 2014

- 4. If you need to retake the quiz, you can do so 1 time. Click on the TABLE OF CONTENTS button, then click on the RETRY button.
- The Quiz can only be taken 2 times. If you have any questions about the quiz, please send an email to

trainerswebinars@ncihc.org and put the Learning Center Quiz in the subject line.

**Tip:** Click on the VIEW RESULTS button before retaking the quiz to see which areas you need to review before attempting the second time.

Asses	sment summary	_
You fail	ed the assessment with a score of 50%	
	50%	
VIEW	RESULTS	
	NOTES	
	TABLE OF CONTENTS	



#### **Certificate and CEUs**

If you pass the quiz, your certificate will automatically be emailed to you at the email address on file in your NCIHC account. If you do not see the email, be sure to check your spam or junk mail folder. If you still cannot find the certificate, look in your Learning Center account. <u>https://ncihc.mclms.net/en/</u> (be sure to login.)



**Tip:** You can find all of your certificates under the MY ACCOUNT menu in the upper right-hand corner. Select MY CERTIFICATES.

Approved CEUs will be noted on the certificate along with your name and date. If you have any questions about the certificate please send an email to trainerswebinars<u>@ncihc.org</u> and put *Learning Center Certificate* in the subject line.

#### LOGGING OUT

To log out of the Learning Center, select MY ACCOUNT and then select LOGOUT.



### **Frequently Asked Questions:**

#### The Video is not available/lock symbol

The user must be logged in to their NCIHC member/guest account (ncihc.org) and the Learning Center. If a video is not accessible the user may not be logged in properly. Log out of NCIHC member/guest account (ncihc.org) and the Learning Center. Then log back in, starting with your NCIHC member/guest (ncihc.org) account and then the Learning Center.

If the quiz remains locked, review the System Specifications listed on page 12 for additional troubleshooting advice.

# How do I find the webinars that I have already registered for?

After you are logged into the Learning Center, you can click on "My Account" found in the upper right-hand corner, and select "My Courses" to see a list of the courses you have already registered for.

# The Quiz is not available/I couldn't watch the entire video at one time

The user needs to watch the entire video before the quiz becomes available. If you get disconnected, you can advance to the spot where you left off and then continue from that point forward watching the rest of the video. When accessing the video again after stopping, start where you left off and do not skip a section. The viewer needs to watch the entire video before accessing the quiz.

**Tip**: If your viewing is interrupted, make a note of the time elapsed on the video. When you begin viewing again, advance to just before the time elapsed to continue viewing. Example: If you are interrupted at 45 minutes, advance the video to 44 minutes when you are ready to continue viewing.

# Nothing seems to be helping, what else can I do?

- Try restarting your device.
- Try accessing the Learning Center from a different device.
- Carve out uninterpreted time so you can focus on the issue.
- Contact us at info@ncihc.org or trainerswebinars@ncihc.org or call 202-505-1537 leave voicemail.

