COLLEGE of OPTICIANS OF BRITISH COLUMBIA
a B.C. Health Regulator

Instruction Manual

Online Learning Plan

A Support Tool for the Continuing Competency Program (CCP)

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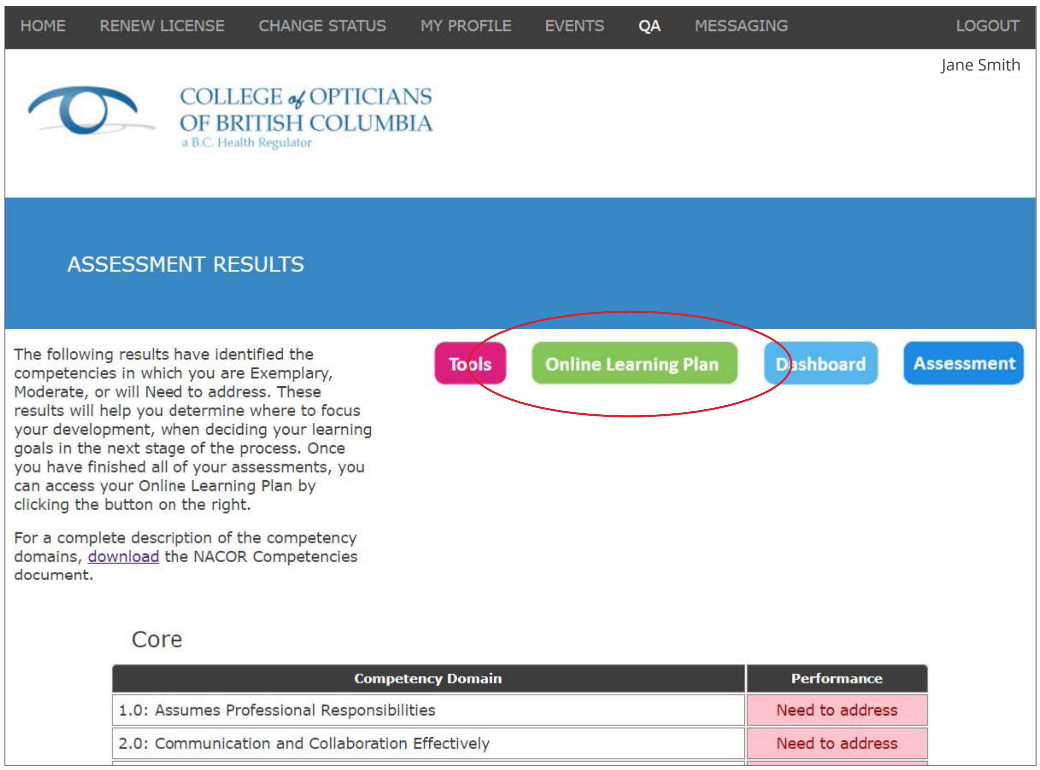
Instruction Manual: Online Learning Plan

This manual is intended to assist registrants in using the online tools necessary for completing the Continuing Competency Program (CCP). It provides step-by-step instructions, as well as tips to consider for an optimal experience.

Accessing the Online Learning Plan

1. Once you have completed all the assessments required of you, you will be given access to the **"Online Learning Plan"** button. This button can be found on the "QA" page when you login, or on the "Assessment Results" page, seen here:

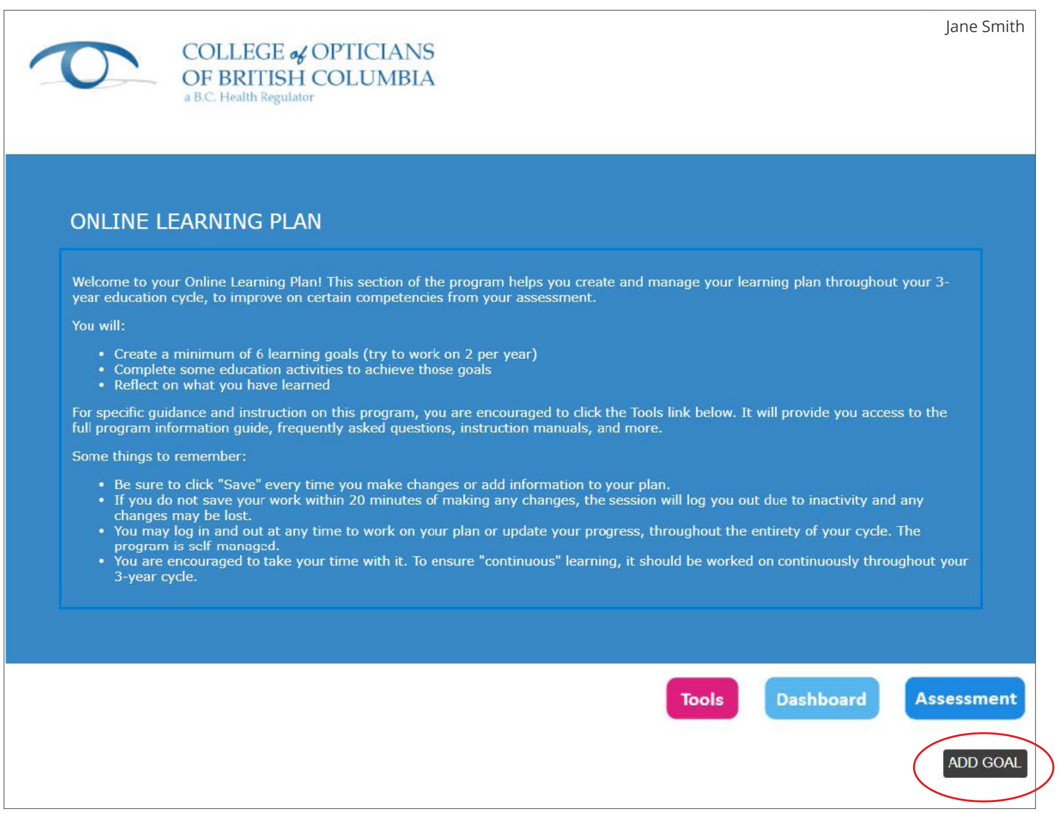


Creating a Goal

Once you have clicked **"Online Learning Plan,"** you will see the screen below. This is where you will work on the rest of the program, for the remainder of your 3-year cycle. It is here where you will create your goals, work on and update your plan, and reflect on your learning once you are done each goal. You can access your Online Learning Plan whenever needed throughout your cycle.

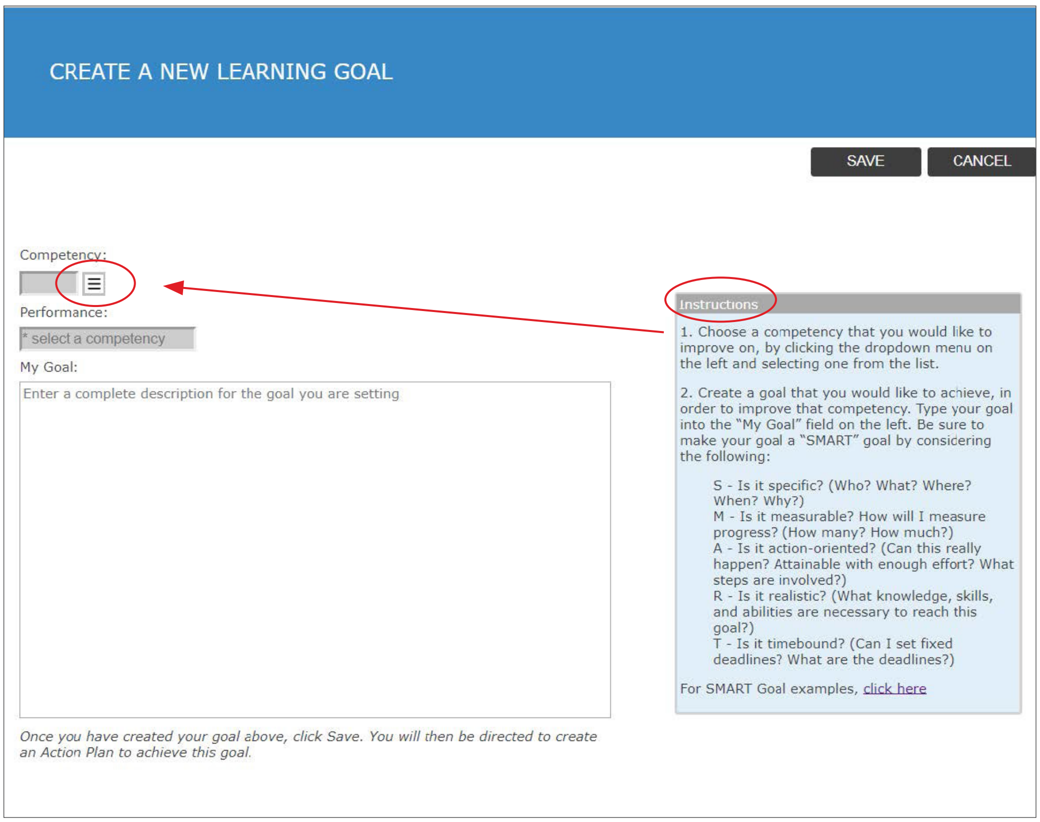
TIP: For a more detailed explanation on each part of the Learning Plan, please refer to the CCP Information Guide, which you can also access by clicking the "Tools" button on your screen.

1. Read the introduction on your screen and when you are ready to get started, create your first goal by clicking **"Add Goal"**:



2. You will then see a page called “Create a New Learning Goal”, which will contain instructions on the right side of the screen for guidance.

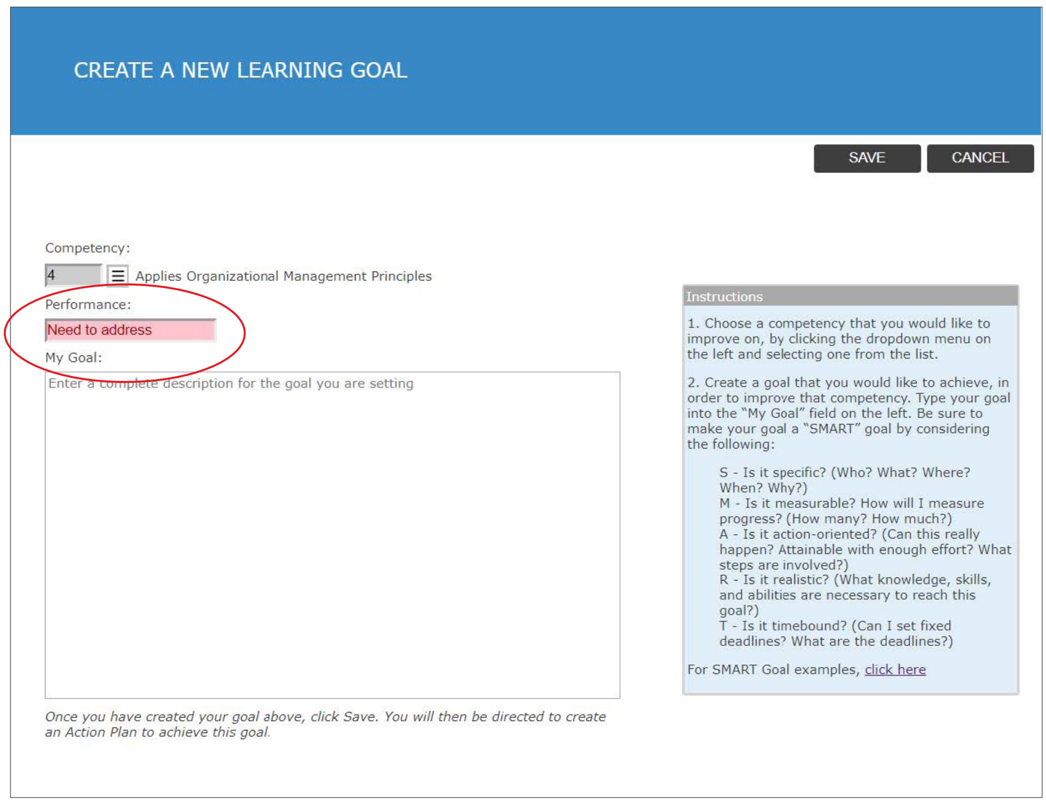
   To create a goal for yourself, you will first need to choose a competency that you want to improve. Step 1 in the instructions box will advise you to click the **dropdown menu** to access a list of competencies you were assessed on, and select a competency from the list:



TIP: For a reminder of what each competency pertains to, please refer to the NACOR competencies document, which can be accessed on the Assessment Results screen.

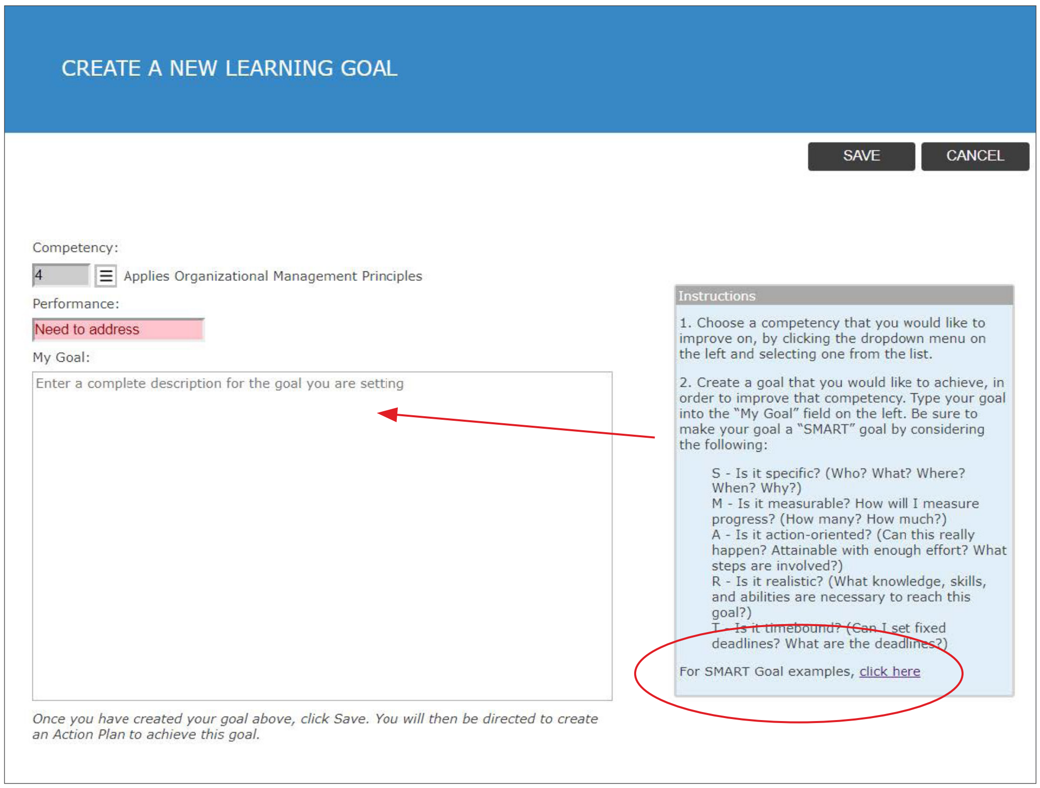
Once you have selected a competency, the “Performance” field will remind you of your performance level for that competency, from your assessment results. You should first choose a competency that you *Need to address*.

If you want to choose a different competency, simply click the **dropdown menu** again and select a different one.



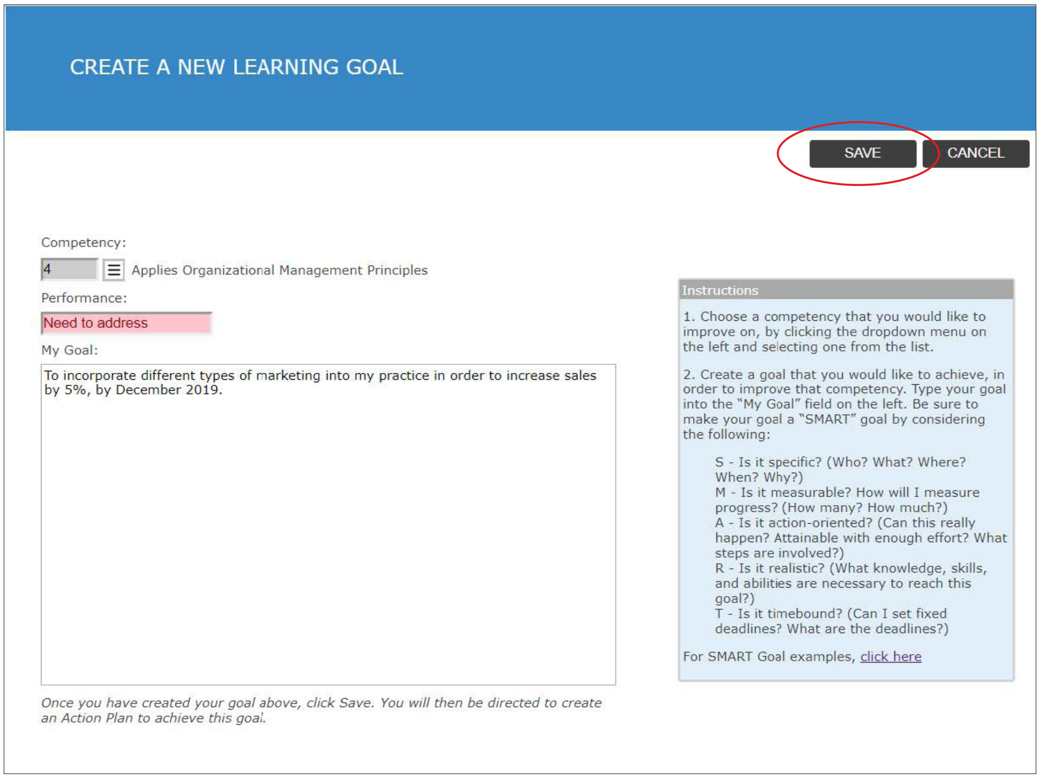
3. Once you have chosen a competency to work on, you need to create a goal for yourself to improve your skills and knowledge in that area. Step 2 on the screen will provide further directions on how to make a SMART goal, and will provide a link to an extensive guide, if needed.

   Once you have decided on a SMART goal you want to achieve for that competency, type it into the **"My Goal"** field:



TIP: For a detailed explanation of SMART goals, and for some examples, please refer to the SMART Goals – Guidelines and Examples document.

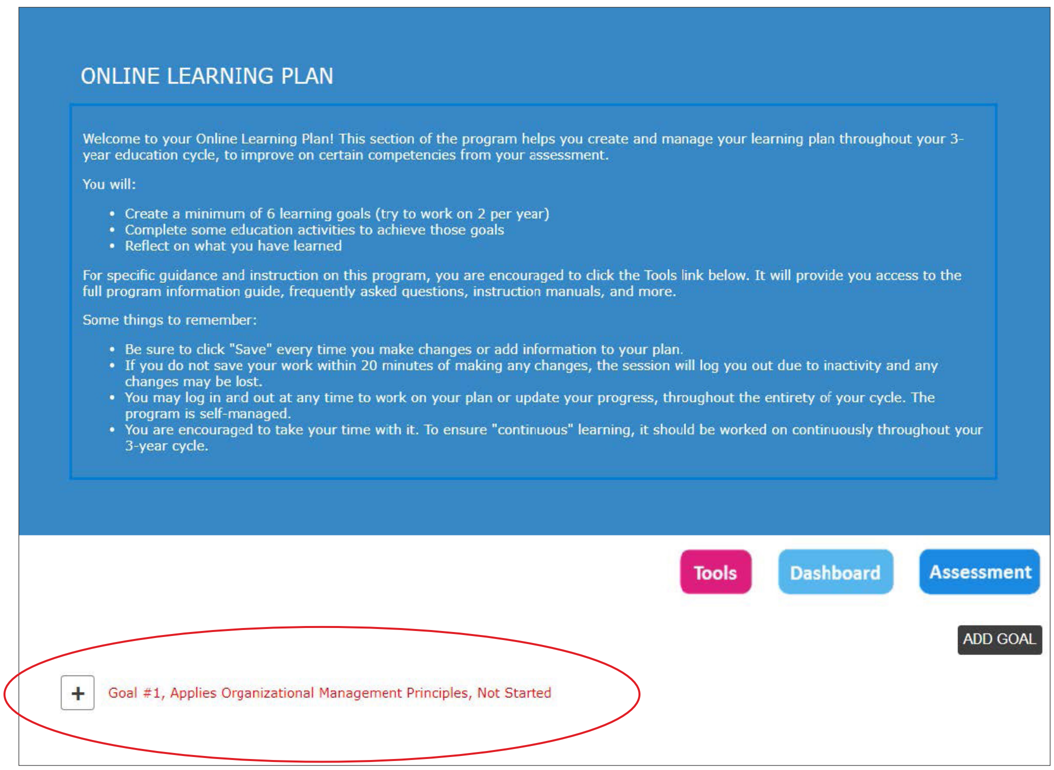
4. Once you have finished these steps, be sure to click **“Save”** to save your work:



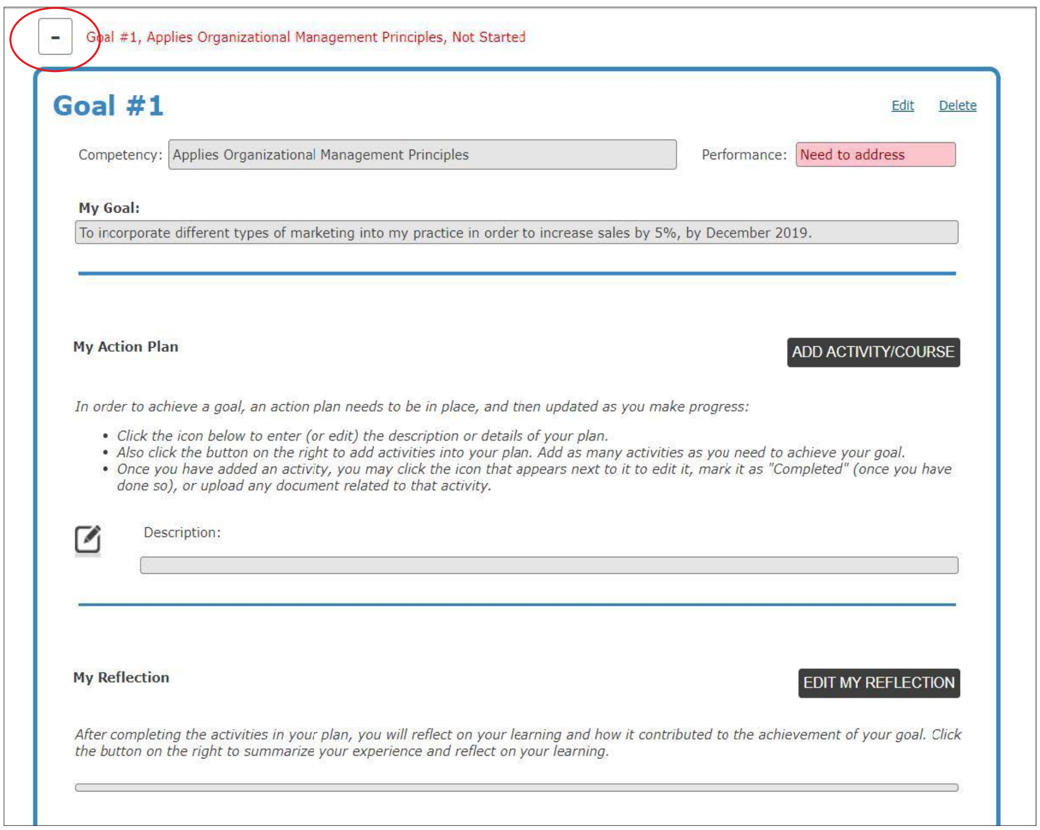
You will then be taken back to the Online Learning Plan page, where you will see the goal you just created.

If this was your first goal, it will be labelled “Goal #1”; if it was your second goal it will be labelled “Goal #2”, etc. It will also state the competency you have chosen, and the progress of the goal. It will first be shown in **red** as “Not Started” – this is simply because you have not added activities to your plan yet. Once you do, it will change to **orange**, and be marked as “In Progress”.

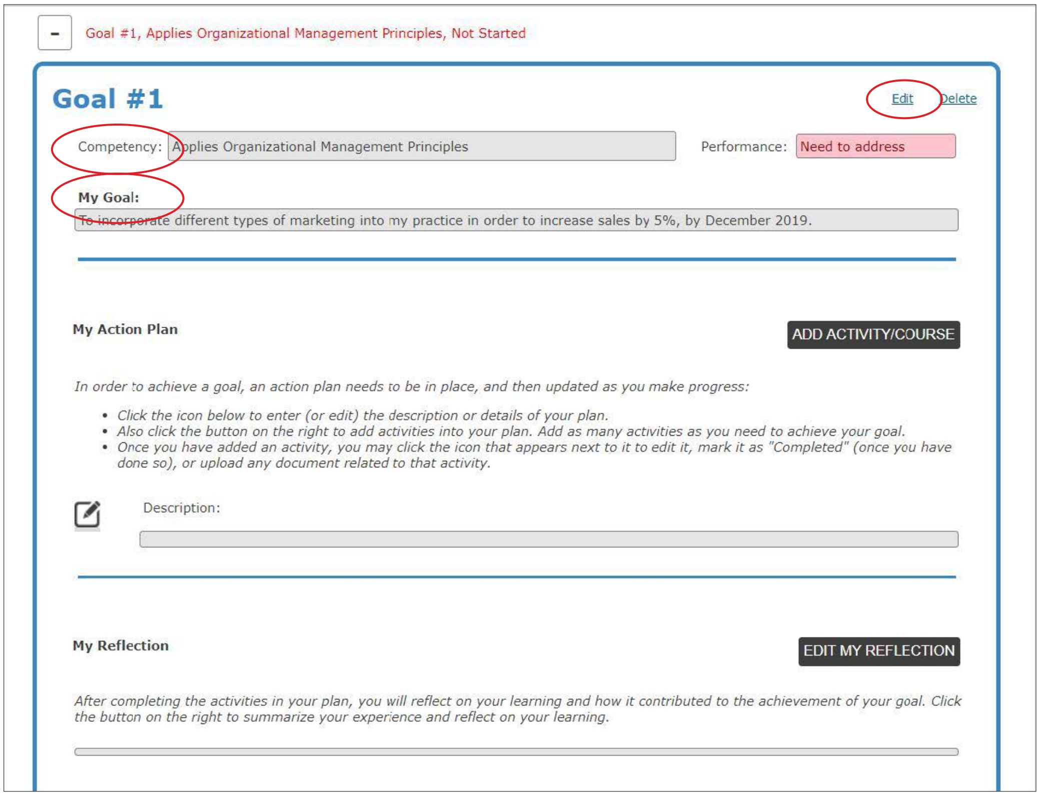
You now need to click on the plus sign (“+”) to open/expand the goal so you can add further details to it:



Once you have clicked “+”, you will see that the details for that goal have opened. You will see that the “+” sign has turned into a “-“ sign, which you can click to close/collapse the goal. You may toggle back and forth as needed.



With the goal details open, you can see a summary of your work. The competency you have chosen and the goal you created will be at the top. If you feel you need to edit your goal at any time, you can click **“Edit”** in the top-right corner of that goal. (If you do make changes, be sure to click **“Save”** again after any updates to your work.)



TIP: You may create as many goals as you want, whenever you want. You will likely be working on 2 or 3 goals at the same time, depending on your plans for each. Each goal may take several months to accomplish, so you will need to think about your timeframes in order to meet your requirements at the end of your 3-year cycle.

Creating an Action Plan

Now that your goal has been created, your next step is to decide on a plan to achieve it. This section (under **"My Action Plan"**) requires you to complete two parts:

You need to

a) describe your action plan in detail, and

b) add the activities you have decided to participate in.

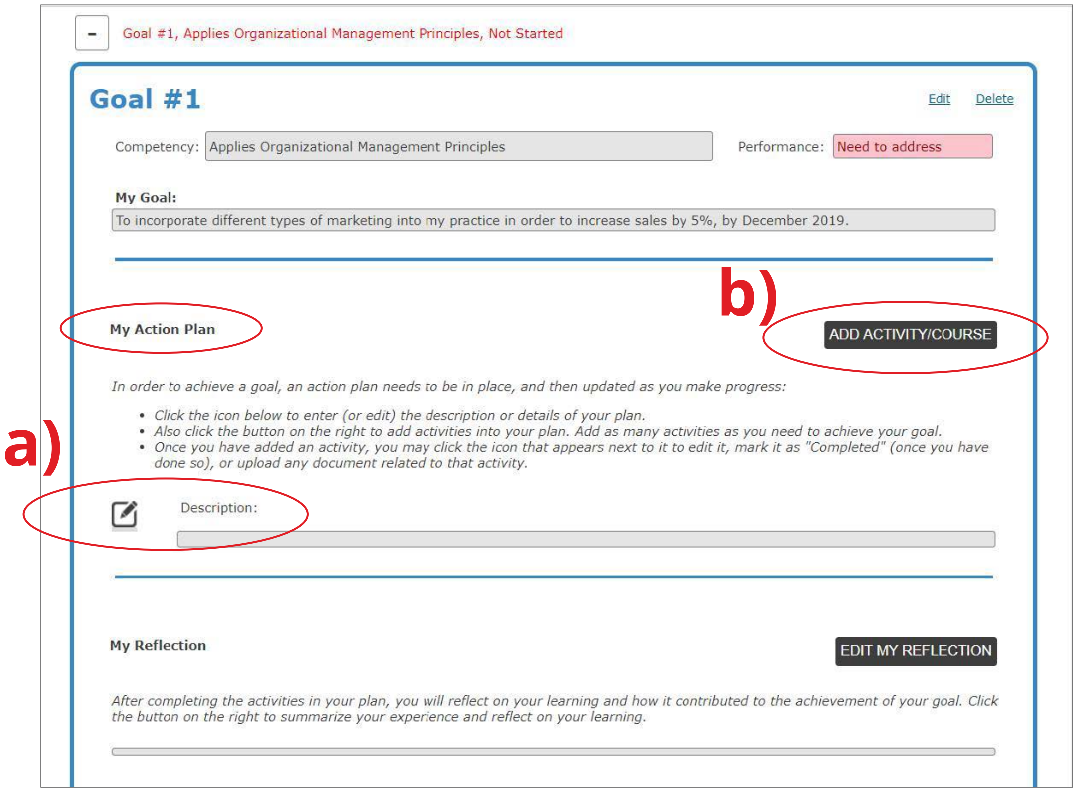
The order in which you add the information is up to you, but you will need to complete both parts. You have a couple of options:

- If you already know what you plan to do, you can first enter your plan details by typing out a description of everything you will be doing to accomplish your goal. You can then add all the specific activities you will be completing in your plan.

OR

- If you do not yet know what you are going to do to accomplish your goal, you can first look for educational options or activities that might be available. Once you find some activities, you can then add them first, and then type out your plan in detail next.

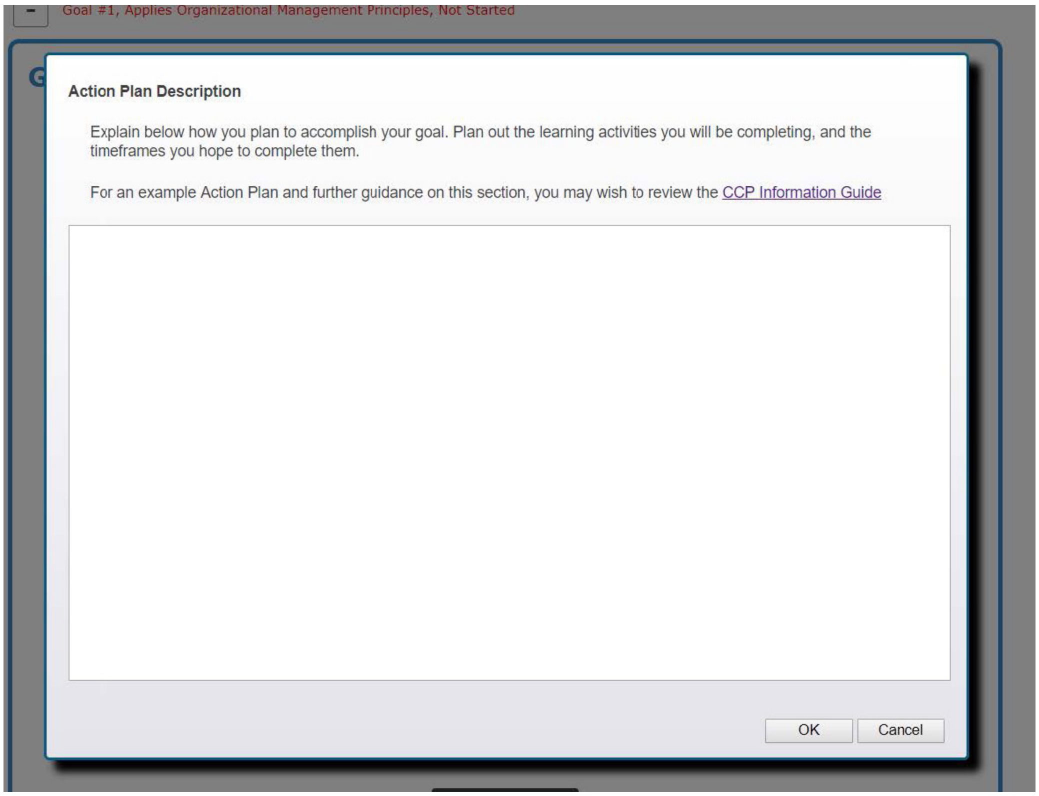
You can log in and out of your profile at any time to work on or update your plan.



TIP: For some examples of detailed action plans, please refer to the SMART Goals – Guidelines & Examples document.

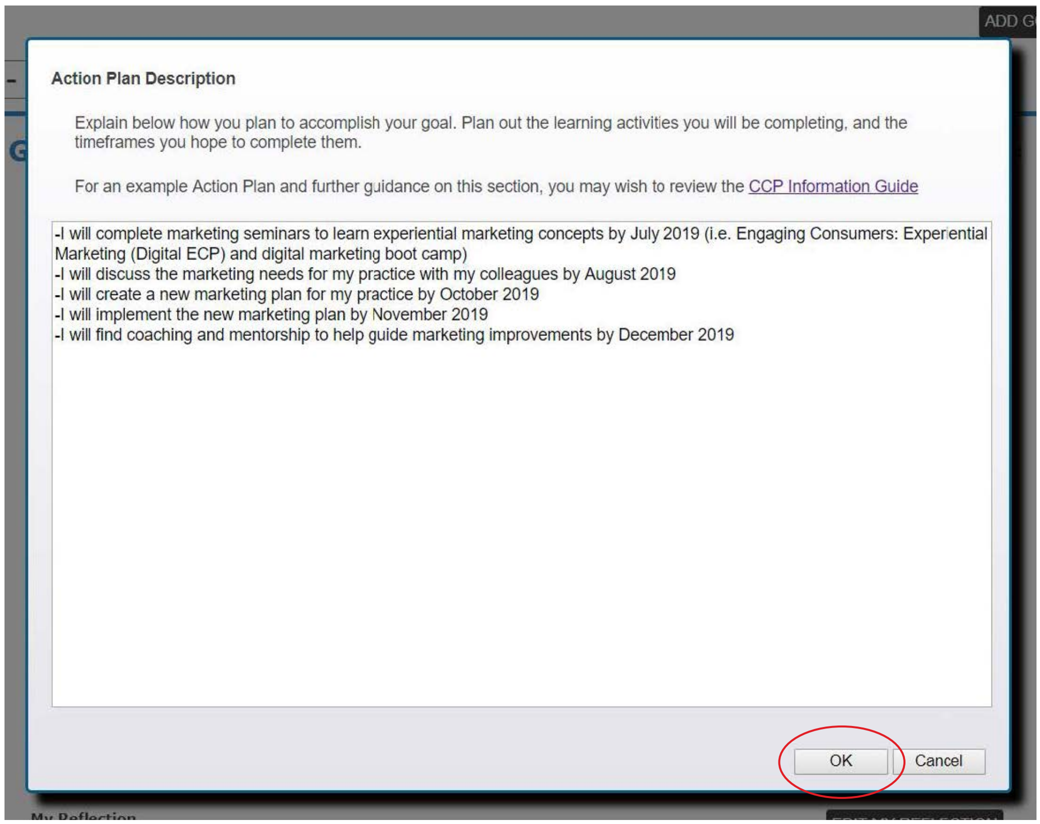
Describing Your Action Plan Details:

1. To type out your plan, click the icon next to **"Description"**. A new screen will appear, with instructions at the top of the screen:

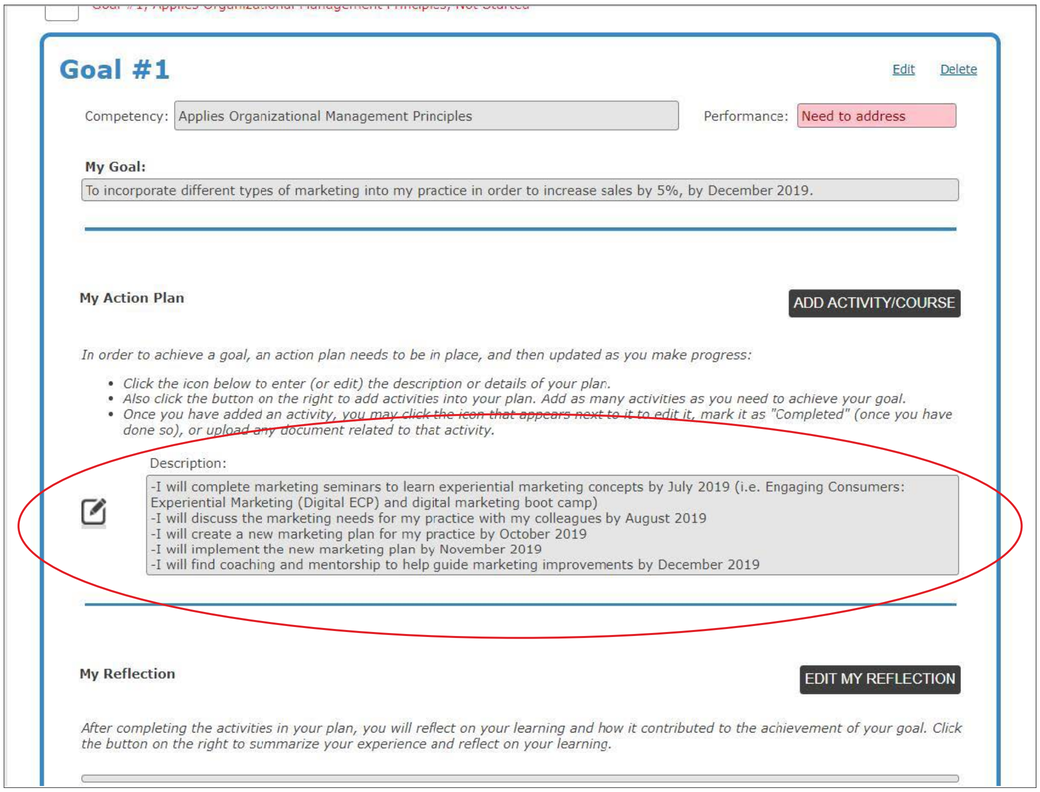


TIP: For further thoughts about making a plan, you may wish to review page 13 of the CCP Information Guide.

2. Type out everything in your action plan. Depending on your goal, you may have several different items in your plan. The format in which you write out your plan is up to you, but you should be as detailed as possible. Once you have entered all the information in your plan, click **“OK”.**



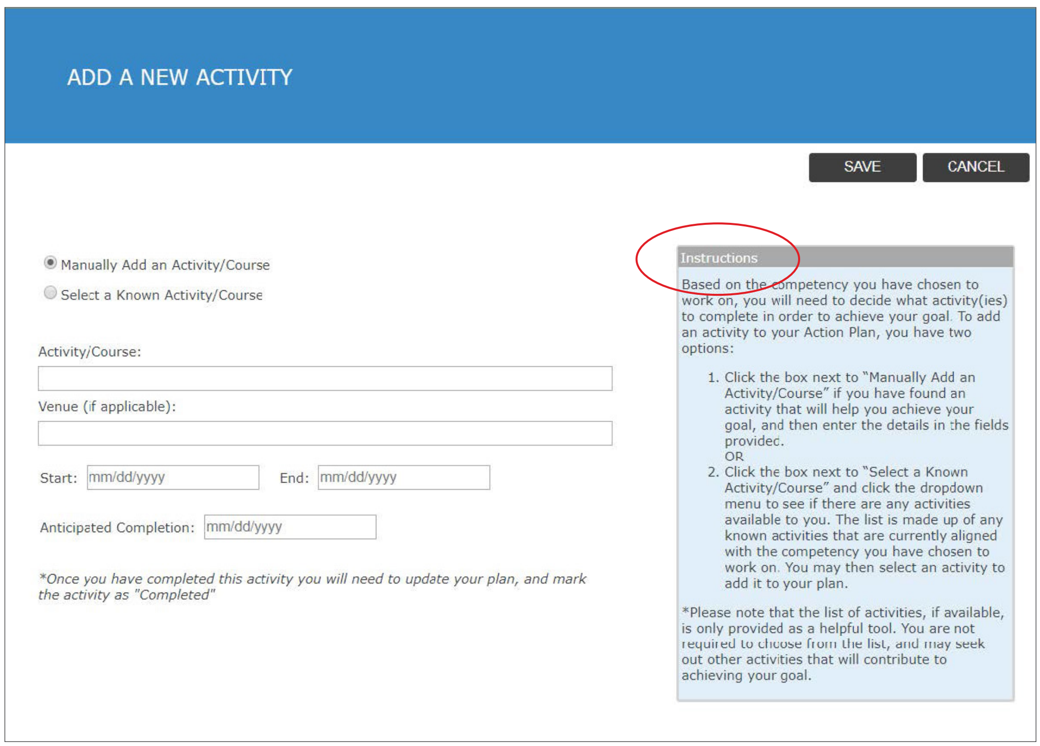
You will then be taken back to the main screen, where you will see your action plan for that goal. You may click the icon next to **"Description"** if you need to edit it at any time.



Adding Activities into your Action Plan:

Your plan might include several activities, so you will need to add each of them, one at a time.

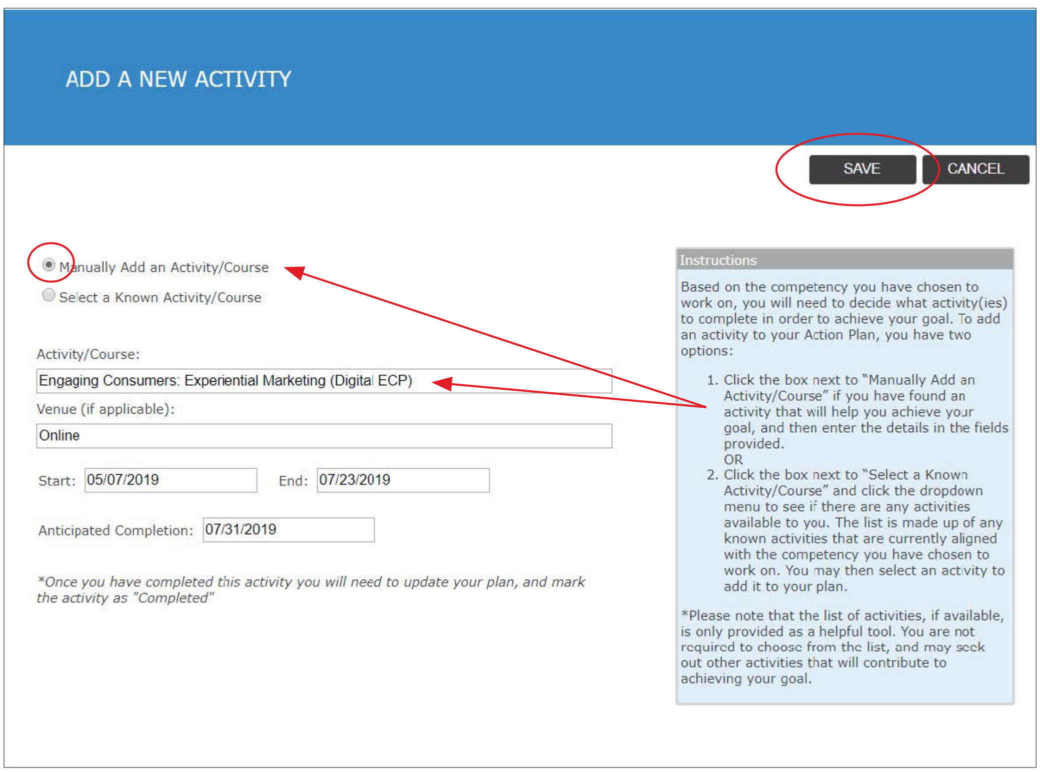
1. To add an activity into your plan, click **"Add Activity/Course"**. A new screen will appear, with instructions on the right side.



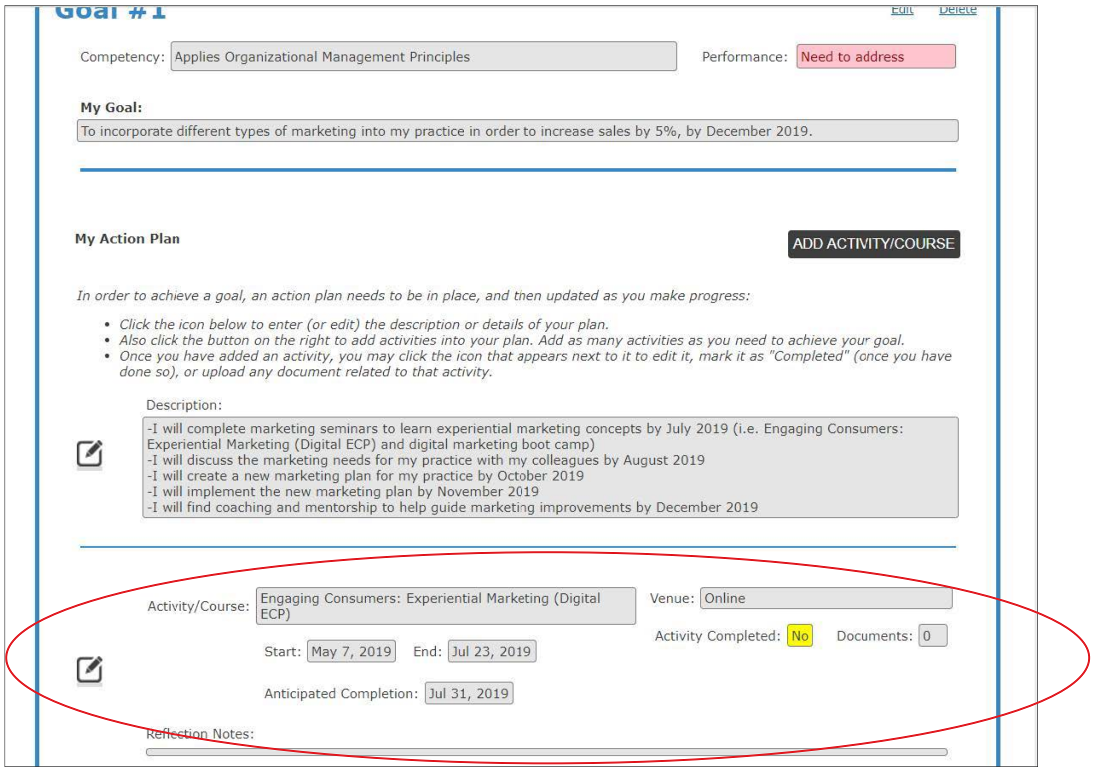
2. You may either **"Manually Add an Activity/Course"** or **"Select a Known Activity/Course"** from the dropdown menu (if there is one available, based on the competency you have chosen to work on).

i) Manually Adding an Activity/Course:

To manually enter an activity you plan to participate in, simply ensure that the appropriate box on the left is selected, and enter the details in the fields provided. Click **"Save"**.



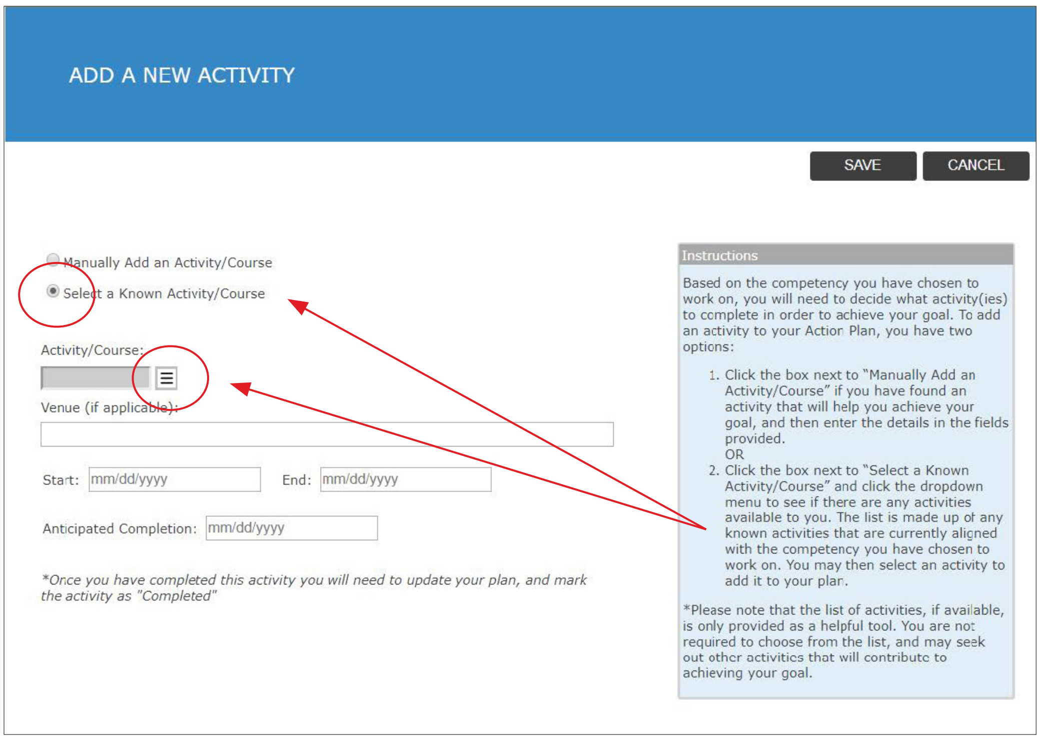
You will then be taken back to the main screen, where you will see that the activity has been added to your plan. You may click the icon next to the activity if you need to edit it at any time.



To add another activity to your action plan, click **"Add Activity/ Course"** again.

ii) Selecting a Known Activity/Course:

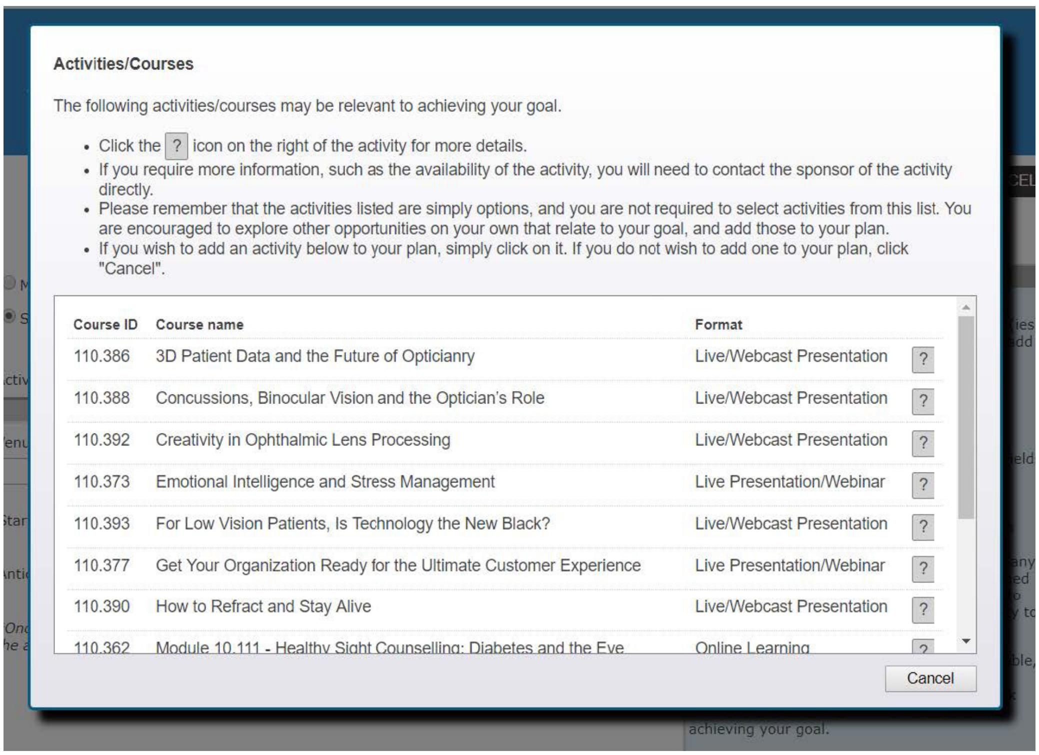
To look for a known activity to add to your plan, click the box next to “Select a Known Activity/Course”, and click the dropdown menu that appears:



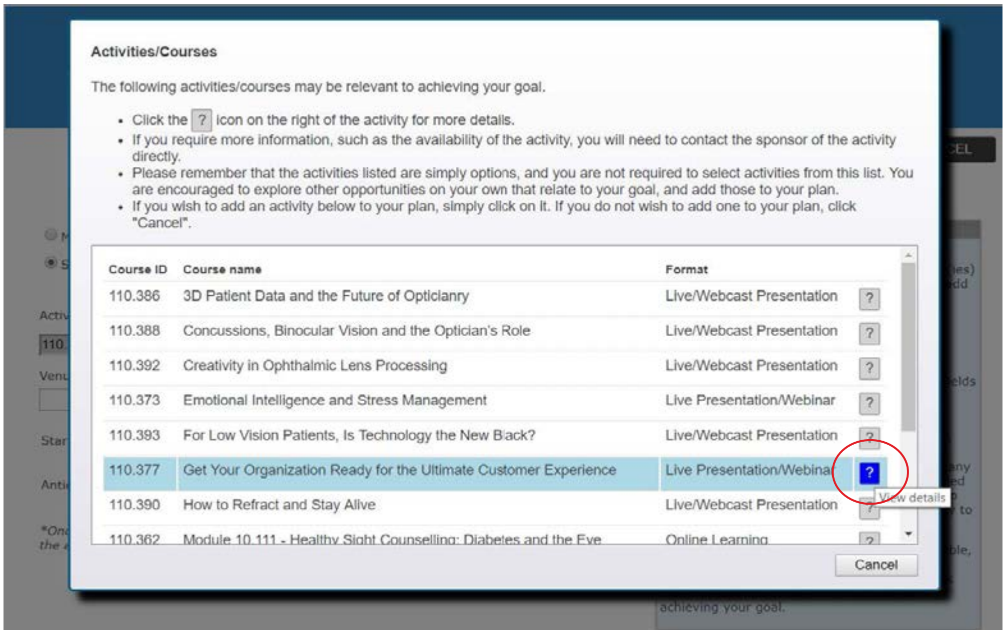
TIP: You can also find the list of activities when you first login; look for the Activities/Courses button on the main “QA” page.

Once you click the **dropdown menu**, you will be given a list of any known, accredited activities that are aligned with the competency you have chosen to work on. They are simply options, and you are not required to choose any of them or add them to your plan.

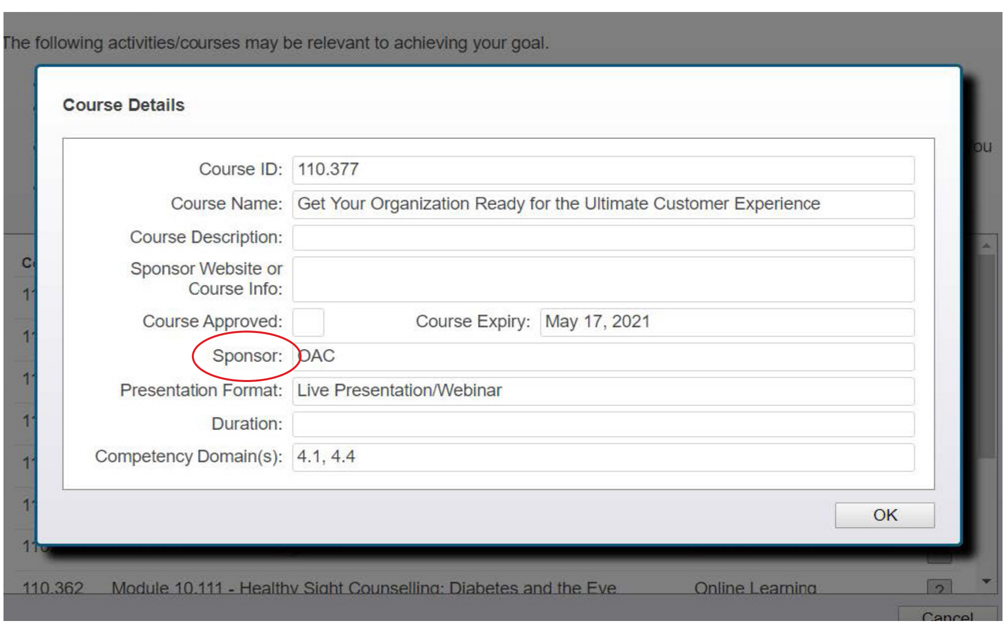
In this example, the following activities are aligned with the competency chosen for this goal:



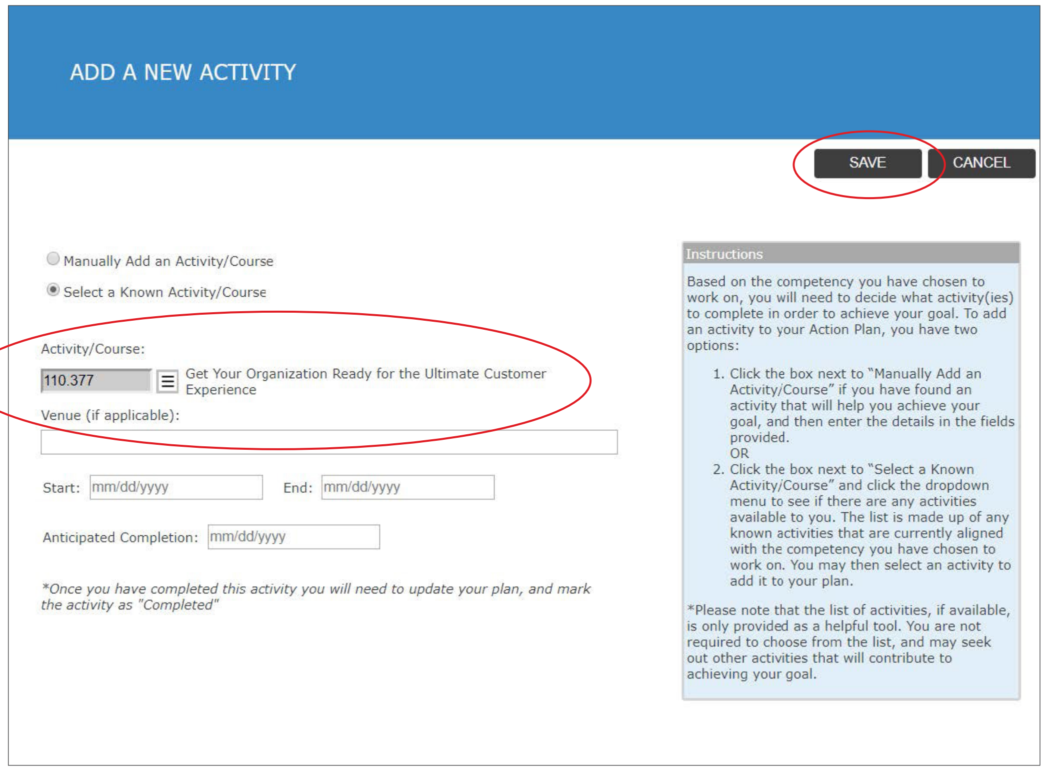
As per the instructions at the top of your screen, you may click the “?” next to an activity to find more information about it:



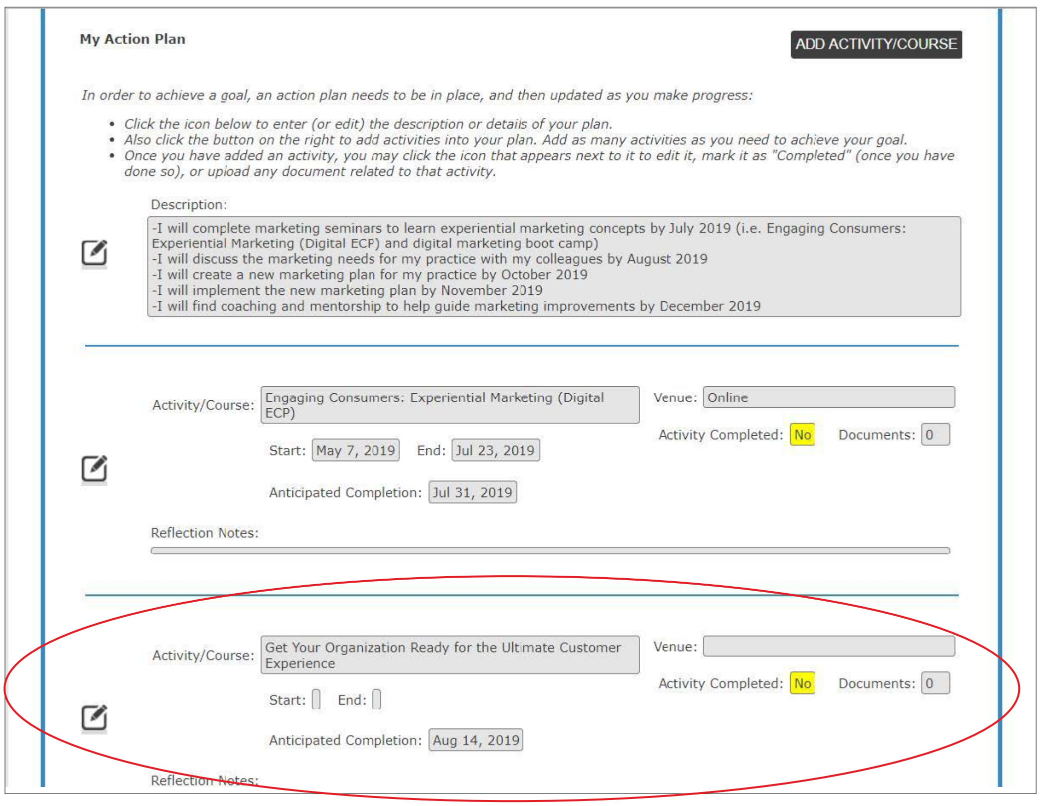
This will show you who the sponsor of the activity is. You may need to contact them directly for more information, or for details on completing it if you decide to add it to your plan:



If you find one you would like to add to your plan, simply select it, and it will show up in the appropriate field. If you have more details to add into the other fields, particularly your anticipated completion of the activity, you should enter the information. Be sure to click **"Save"** when ready.

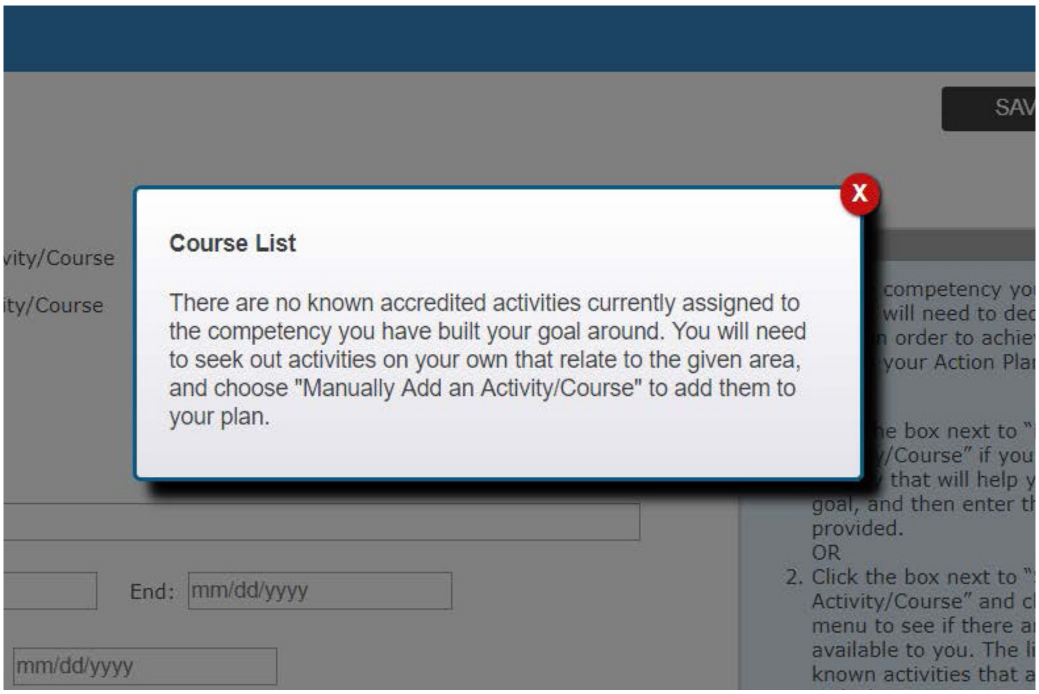


You will then be taken back to the main screen, where you will see that the second activity has now been added to your plan. You may click the **icon** next to the activity if you need to edit it at any time.



To add another activity to your action plan, click **"Add Activity/Course"** again. Do this as many times as needed until all activities in your plan are added.

If you click on the “Select a Known Activity/Course” **dropdown menu**, and there are no known, accredited activities for the competency you have chosen to work on, you will instead see the screen below. This simply means you will need to seek out activities on your own and add them manually instead.



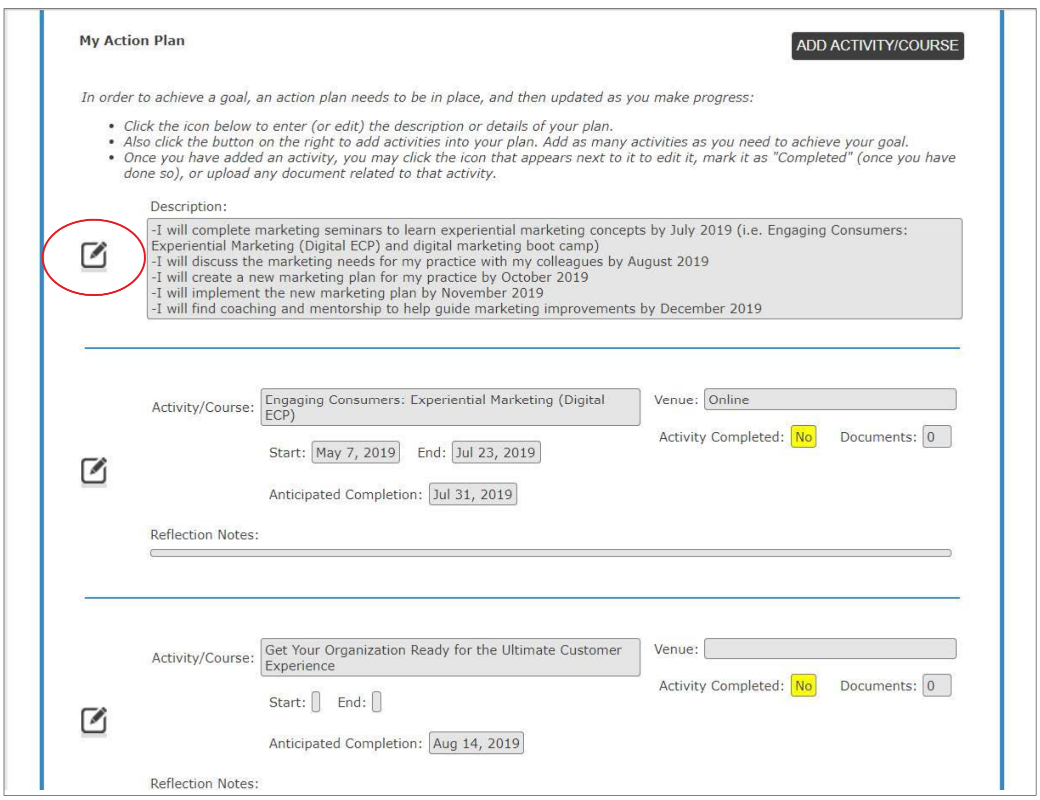
TIP: For more clarification on creating your plan and adding activities, you may wish to review the <u>Frequently Asked Questions</u> document for additional reference.

Updating/Editing your Action Plan

Throughout your cycle, you will need to update the information in your action plan as you make progress. Whenever you need to do so, you can simply login and update it. There will be edit icons next to each item in your plan.

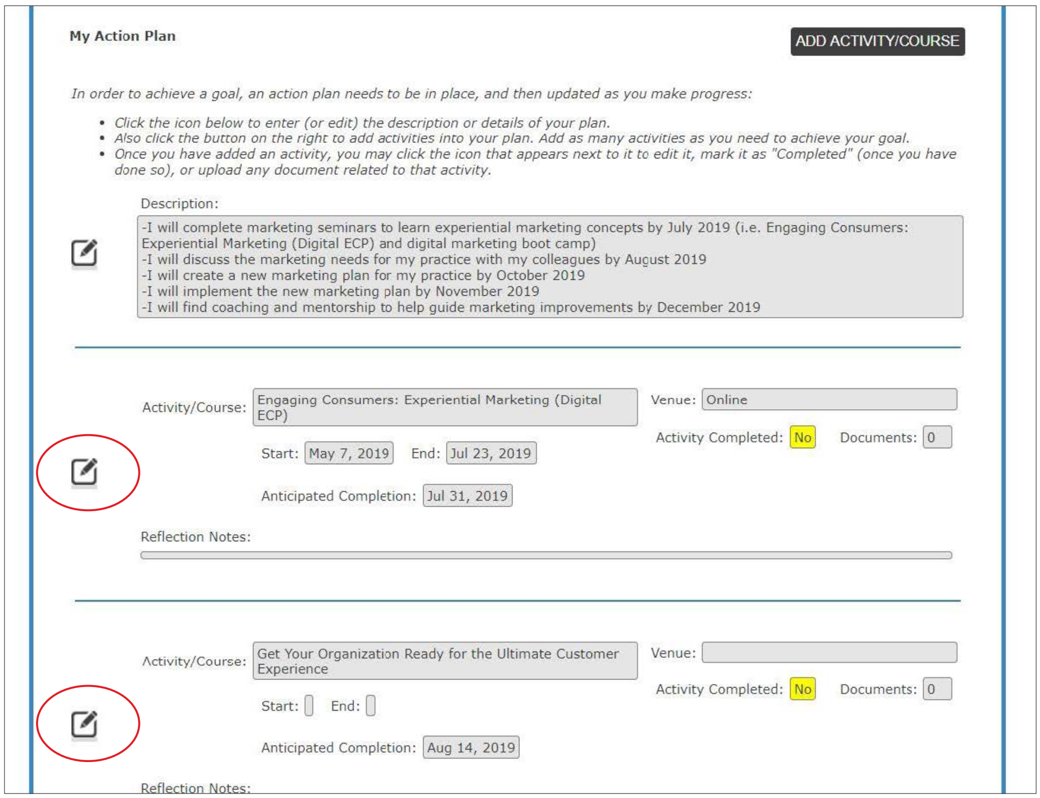
Updating the Description of your Action Plan:

1. If you need to add or change anything in the details of your plan, simply click the icon next to the text box that shows your description of your plan. You can then edit the description how you wish and click **“Save”**:

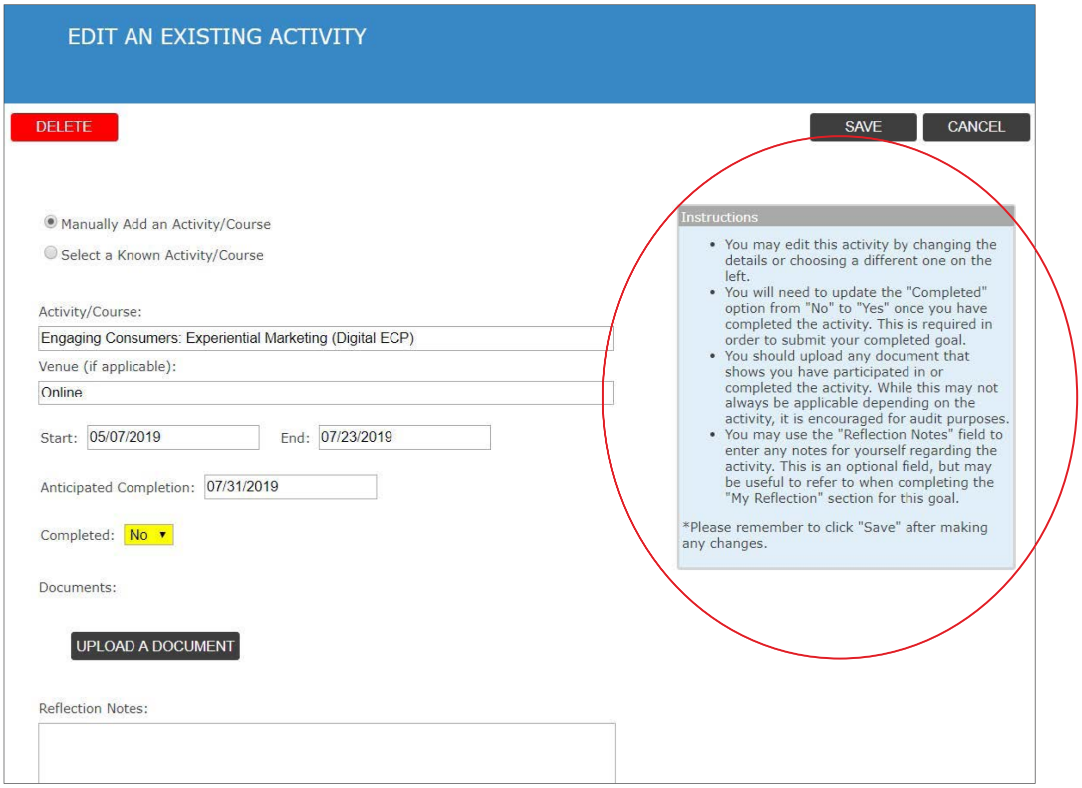


Updating an Activity:

1. If/when you need to update an activity in your action plan, click the appropriate **icon** next to the activity you wish to update:



Once you have done so, a new screen will appear called “Edit an Existing Activity” with instructions/options on the right side of the screen:

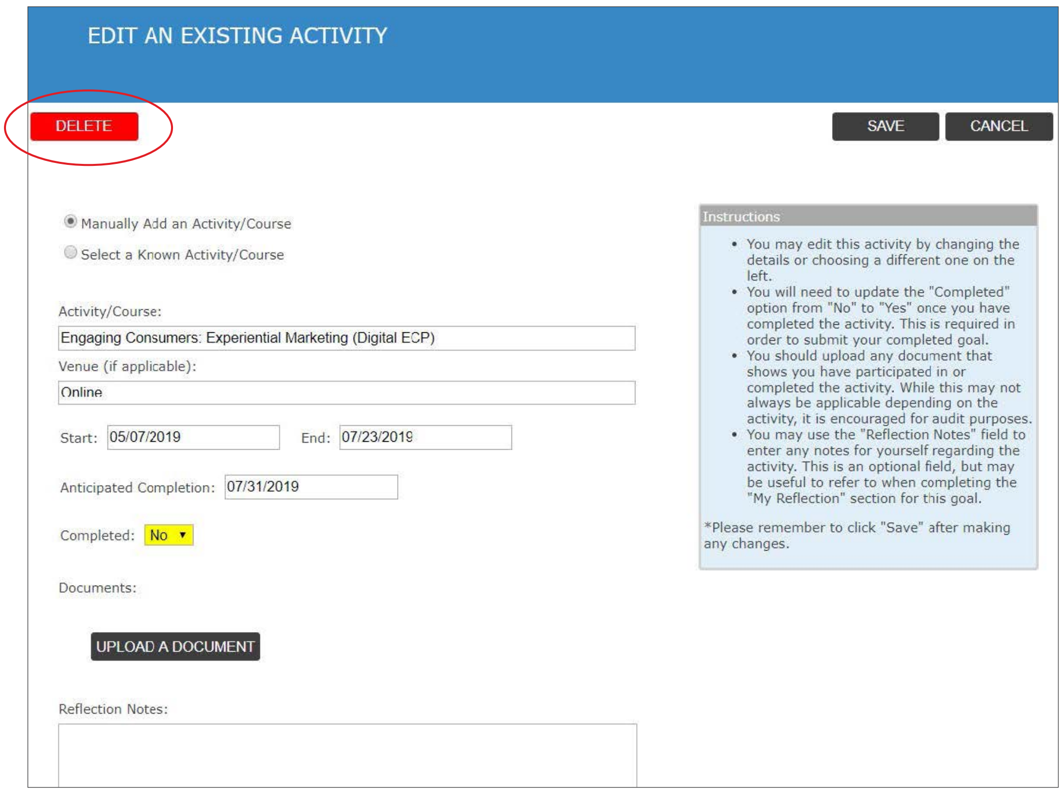


i) Changing the Details of the Activity:

If you decide to edit the details of this activity, such as the name of the activity or your anticipated completion date, simply change the details in the appropriate fields and click **“Save”**. Doing so will take you back to the main screen where you will see that your changes have been updated.

ii) Removing/Deleting an Activity from your Action Plan:

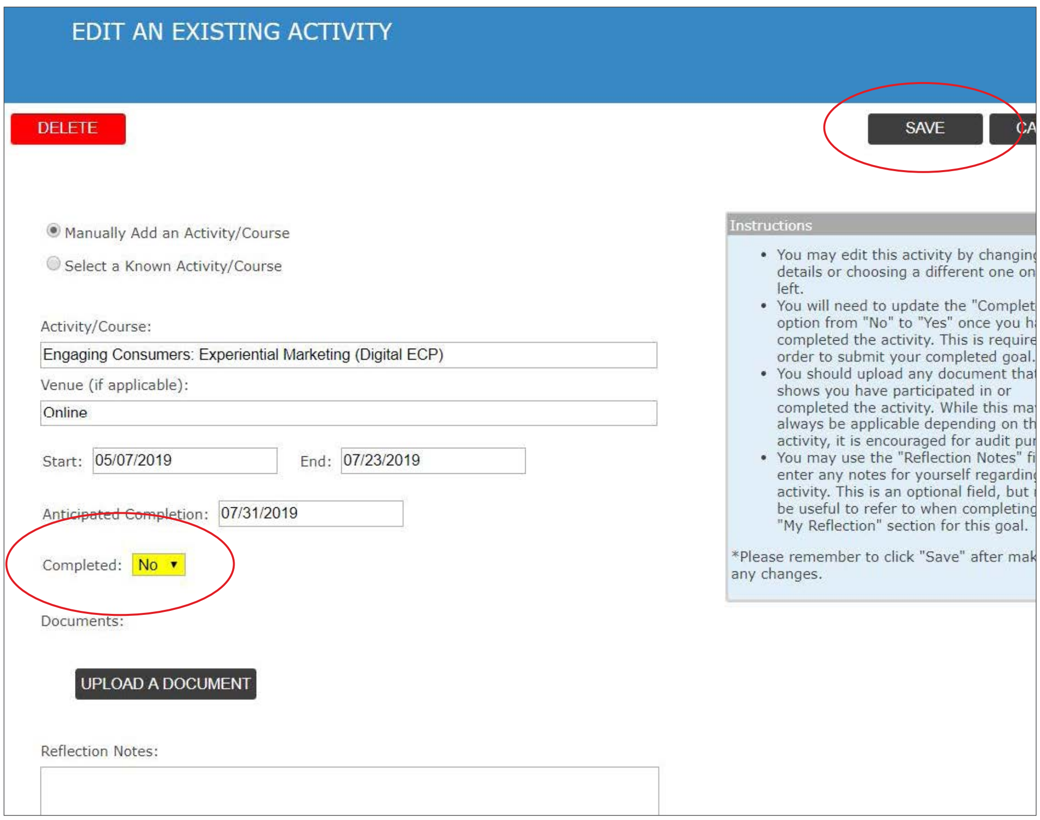
If you decide to remove an activity from your plan, you may do so by clicking “Delete” at the top of the screen. Doing so will take you back to the main screen where you will see that it is no longer part of your action plan for that goal.



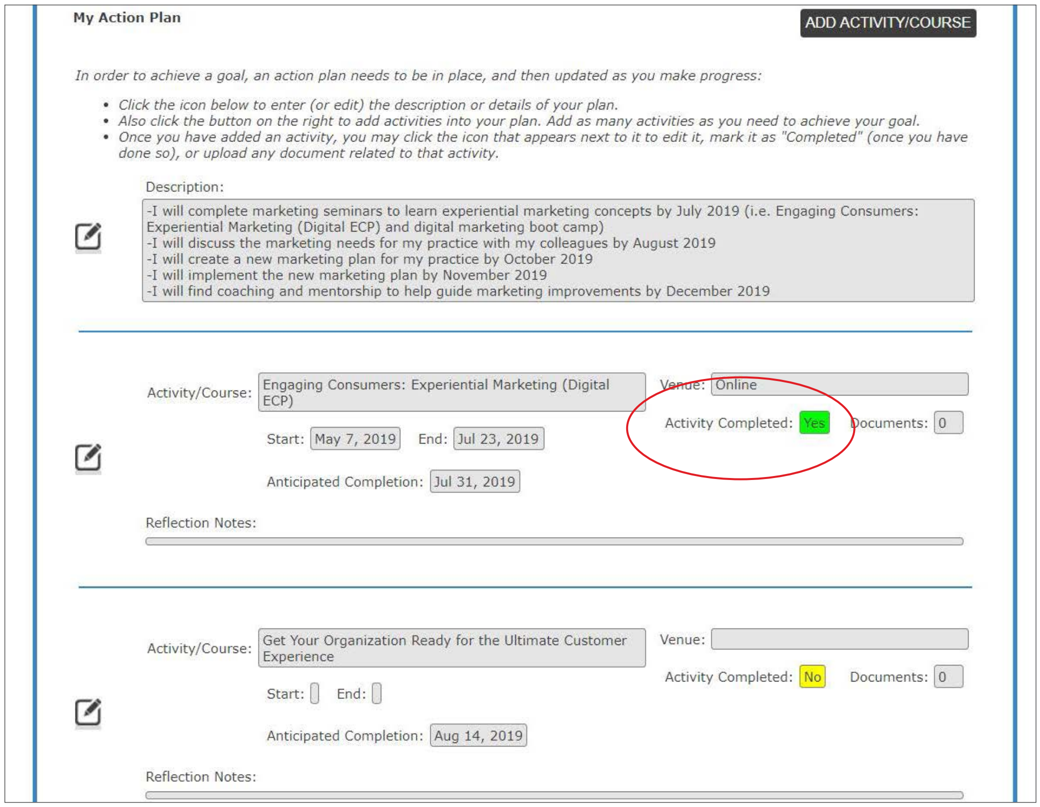
iii) Updating the Activity as “Completed”:

If you have completed the activity, you will need to click the dropdown menu next to “Completed”, change the selection to Yes, and then click **“Save”**.

This is a required step each time you have completed an activity in your action plan – failure to update this will prevent you from submitting the goal later.

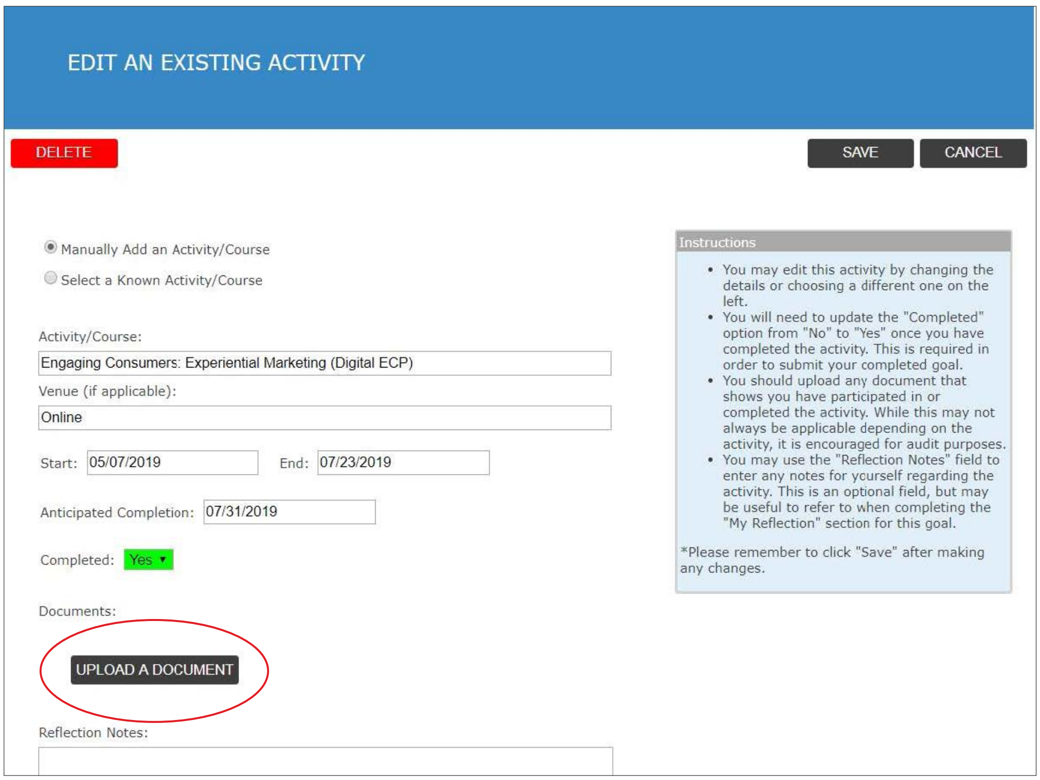


Doing so will take you back to the main screen where you will see that the activity has been marked as completed.

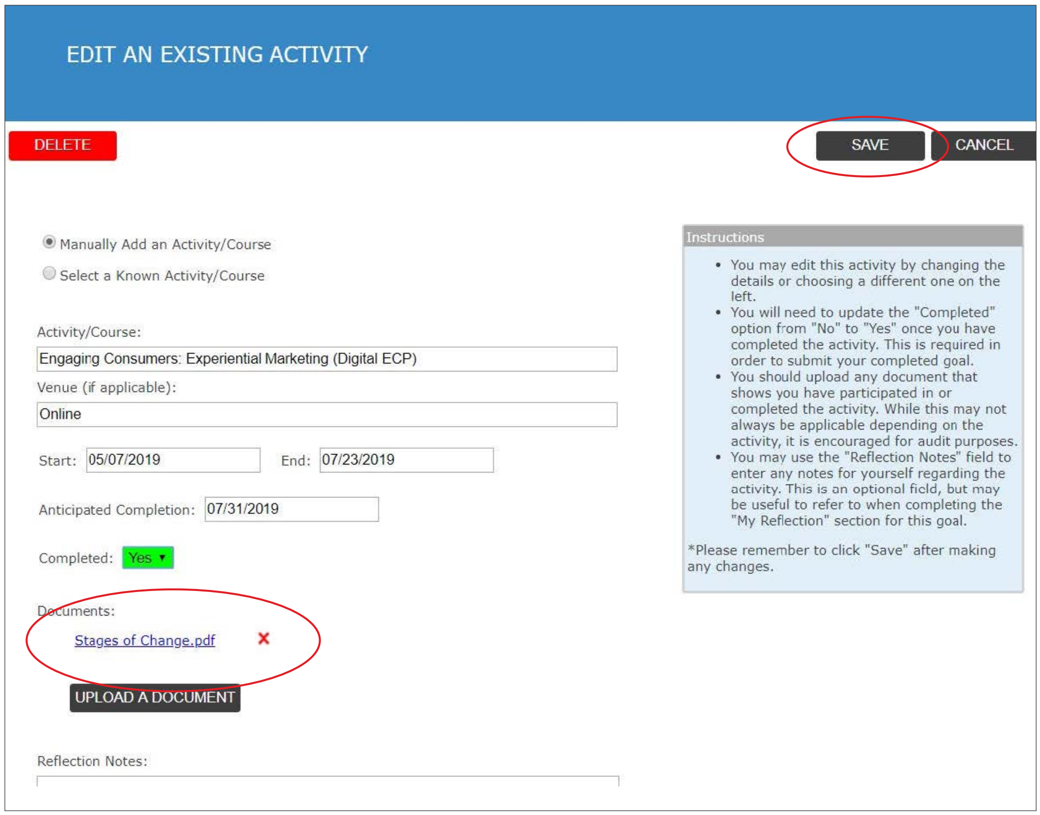


iv) Uploading a Document for an Activity:

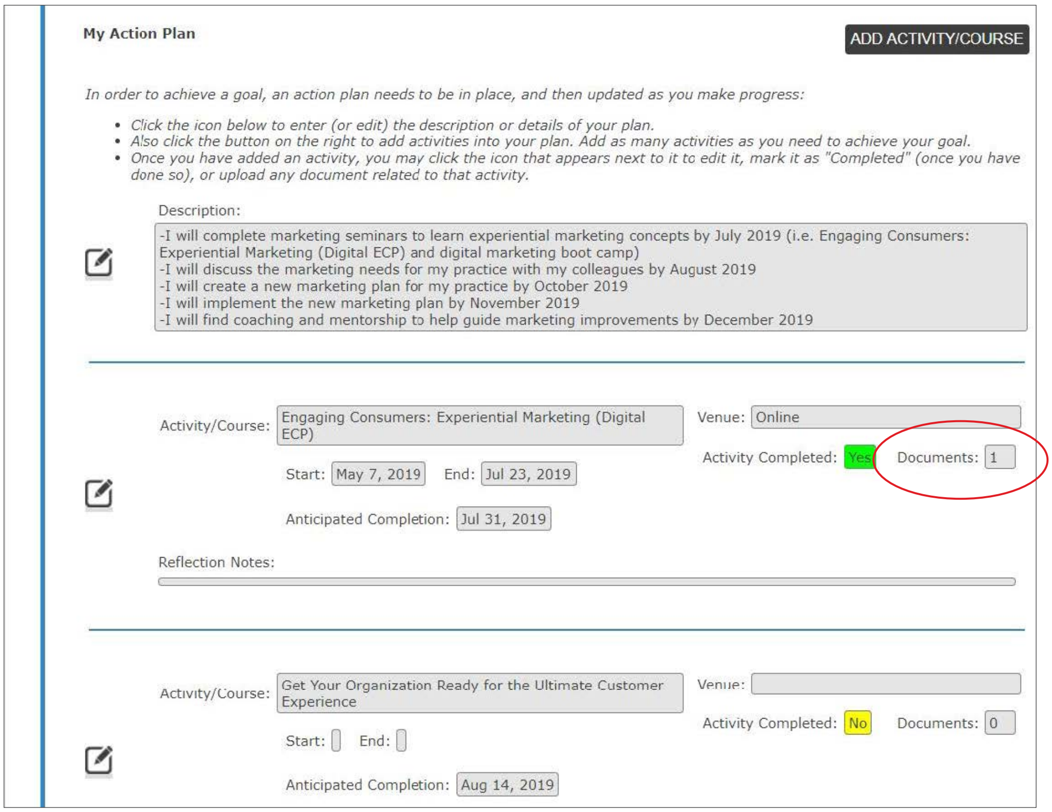
If you have completed an activity, you can upload a document to show proof of completion or attendance. While this may not always be applicable for every type of activity, you are encouraged to upload documents if you have them. To do so, click “Upload a Document”, and follow the instructions.



Once you have uploaded your document, you will see it appear on the screen. Click **"Save"**.



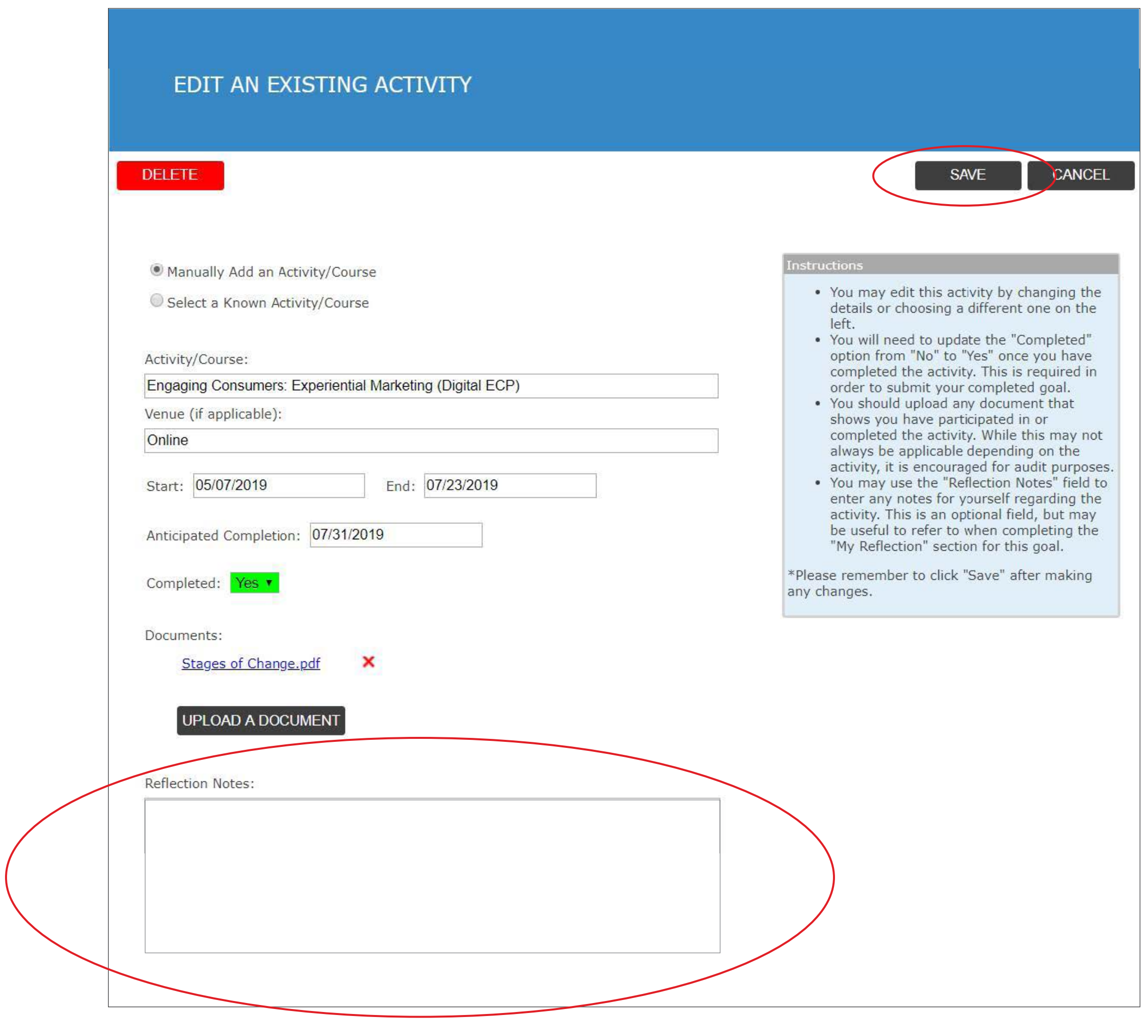
Doing so will take you back to the main screen, where you will see that the number of documents for that activity has changed to reflect the number of documents you uploaded.



If you wish to remove a document, you may simply click the edit **icon** again, and click the **"x"** next to the document.

v) Making Notes about an Activity:

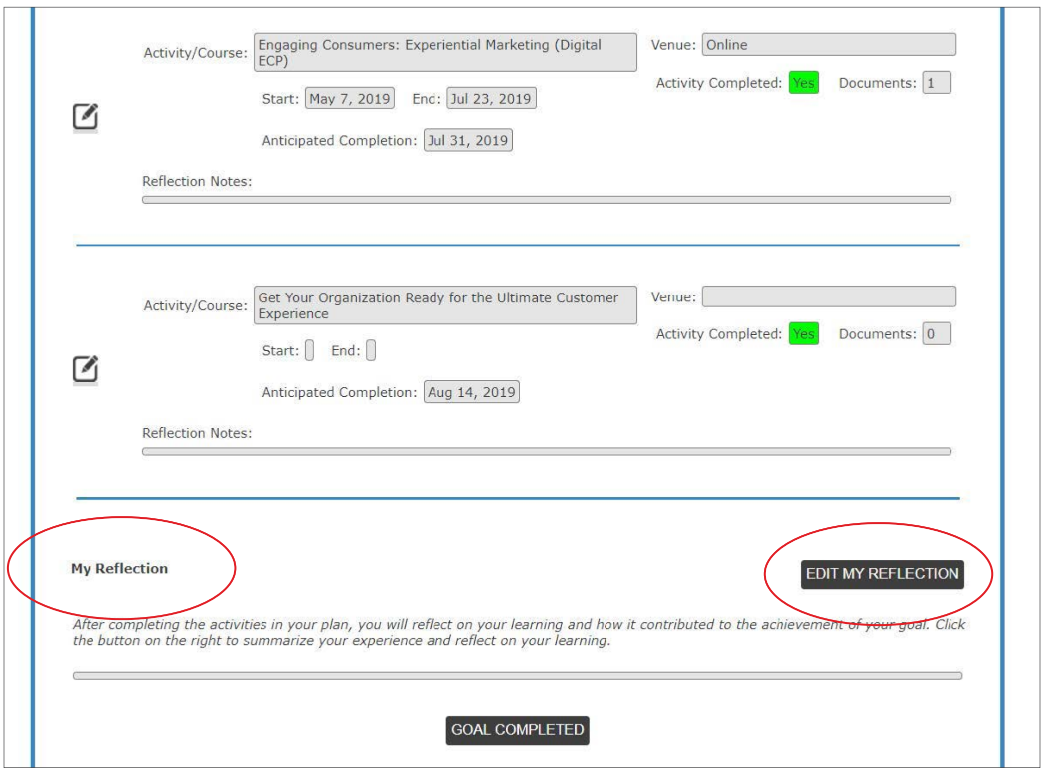
If you wish to make notes for yourself regarding the activity, you may use the field called "Reflection Notes" at the bottom of the screen. This is an optional field, but you may find it useful to add some thoughts or ideas about the activity, so you have something to refer to later when completing your reflection section prior to submitting the goal. If you do add notes to this field, be sure to click **"Save"** when finished.



Goal Reflection

After you have finished everything in your action plan, including all the activities you added, you need to complete one final step in order to submit that goal. At the bottom of your goal, there is a section called "My Reflection" which needs to be completed.

1. To reflect on your learning, click the **"Edit My Reflection"** button on the right side on the screen.

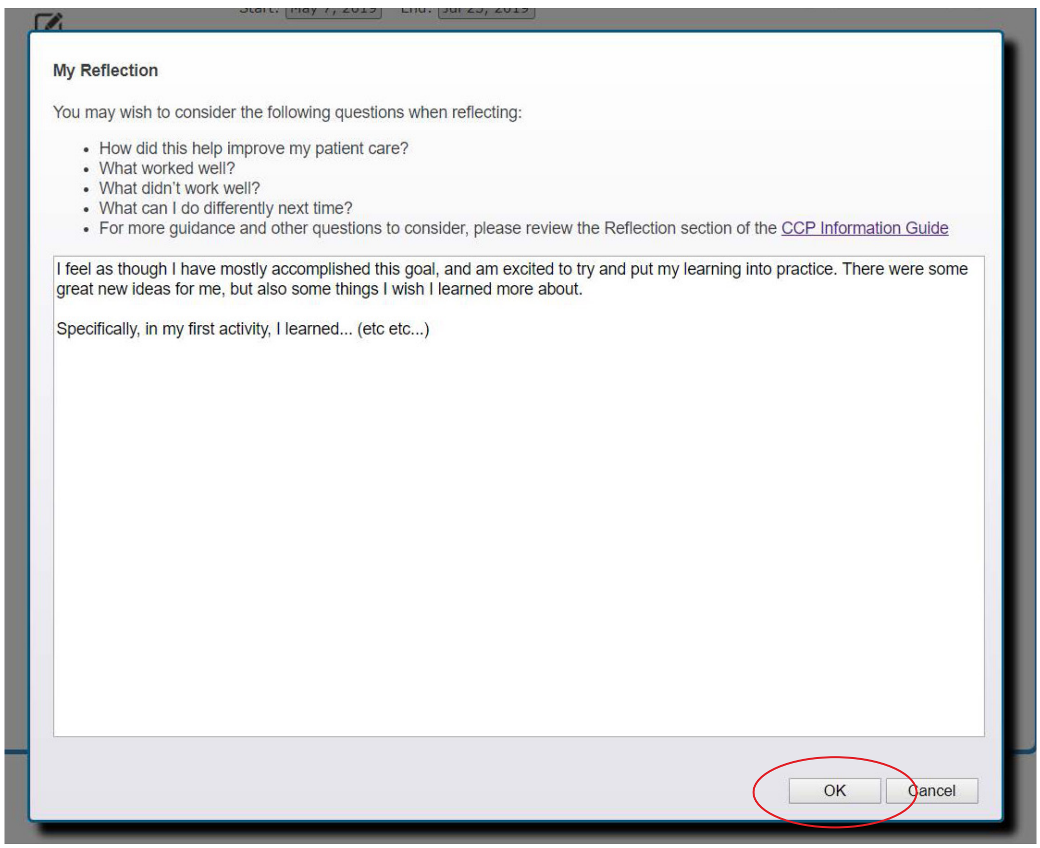


Doing so will open a new screen, where you will need to reflect on your learning for this goal. There are some guided questions to assist you, and a link to a more expanded list of questions to consider answering in this section.

TIP: For a more detailed explanation on this section, and more questions to help you complete it, please refer to the Reflection section of the CCP Information Guide.

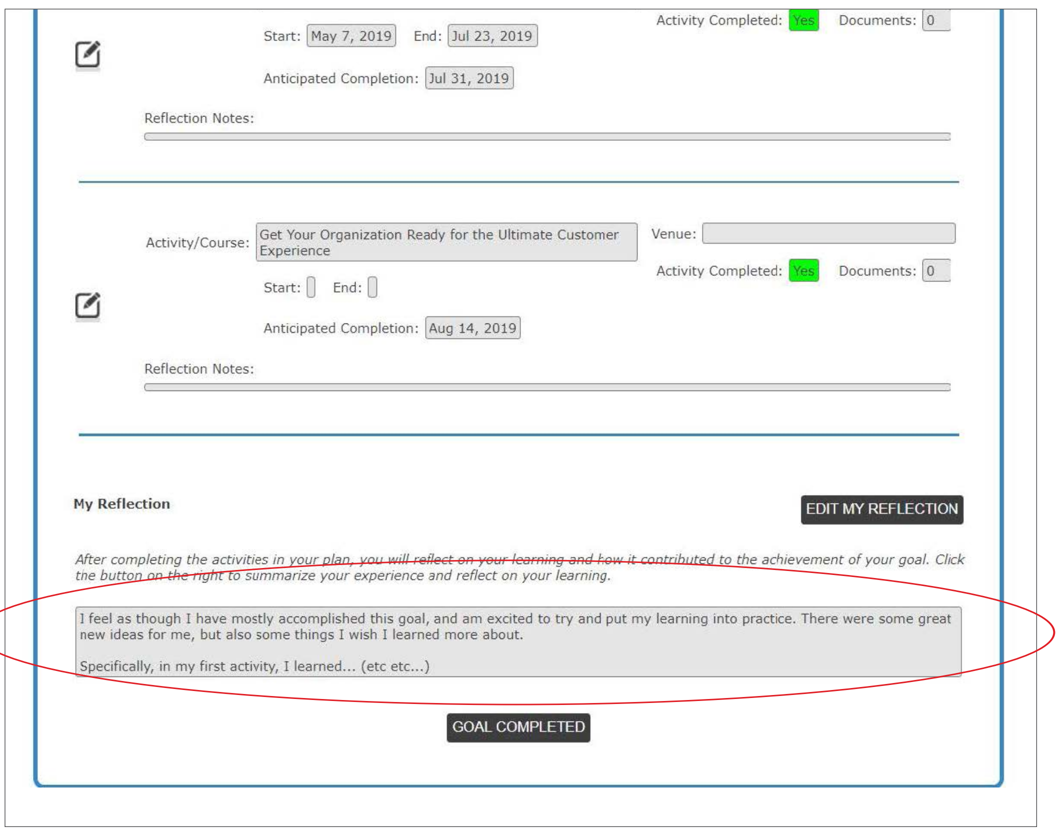
2. In the field provided, type out a summary of your experience in trying to accomplish the goal. The format in which you write out your reflection is up to you, but you should be as detailed as possible. If you had added any notes in your activities (in Reflection Notes), you may want to re-visit those to help you with this section.

   Once you have entered all the information in your plan, click **"OK"**:



TIP: If you are typing a lengthy reflection, it is a good idea to click **"Ok"** every few minutes to save your work. Failure to do so after a long period might cause your session to timeout, and you may lose your work.

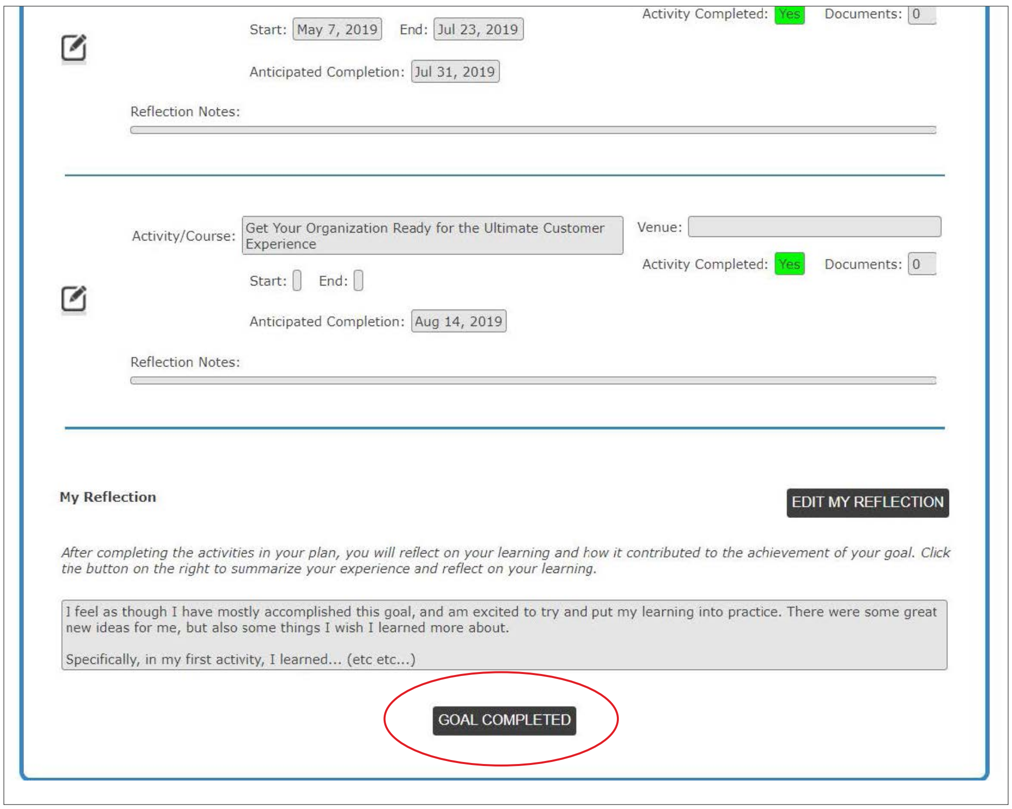
You will then be taken back to the main screen, where you will see the "My Reflection" section has been filled. You may click on **"Edit My Reflection"** if you need to update or edit the information.



Marking a Goal as Completed

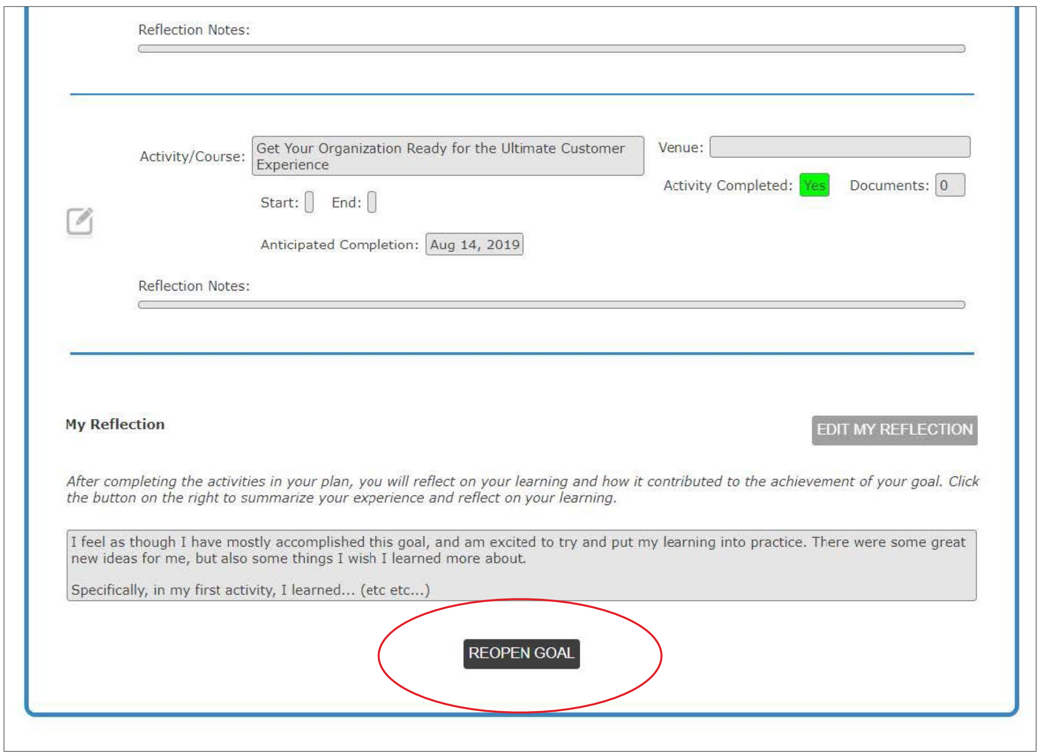
Once you have accomplished your goal - completing your plan and all the activities you set out to, and properly reflected on your experience and learning - you may mark the goal as completed.

At the bottom of the goal, you may click the **"Goal Completed"** button.

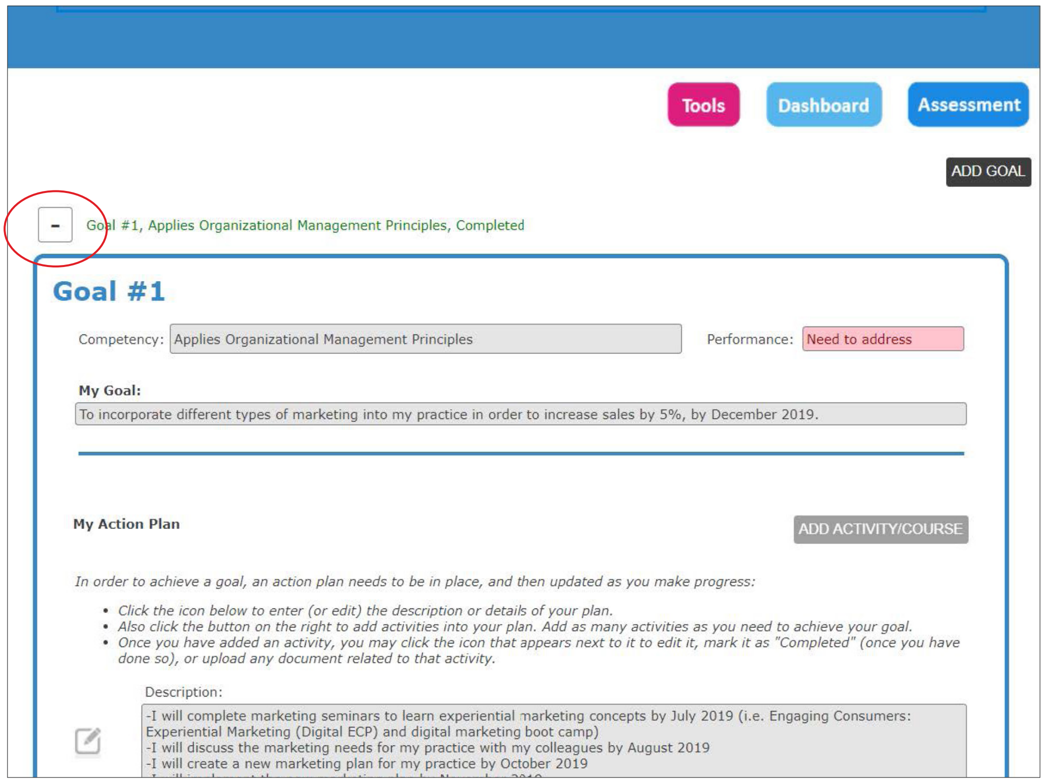


TIP: Make sure that you have updated each activity in your goal to *Activity Completed: Yes* after completing those activities. If you have not done so, you will not be able to mark your goal as completed.

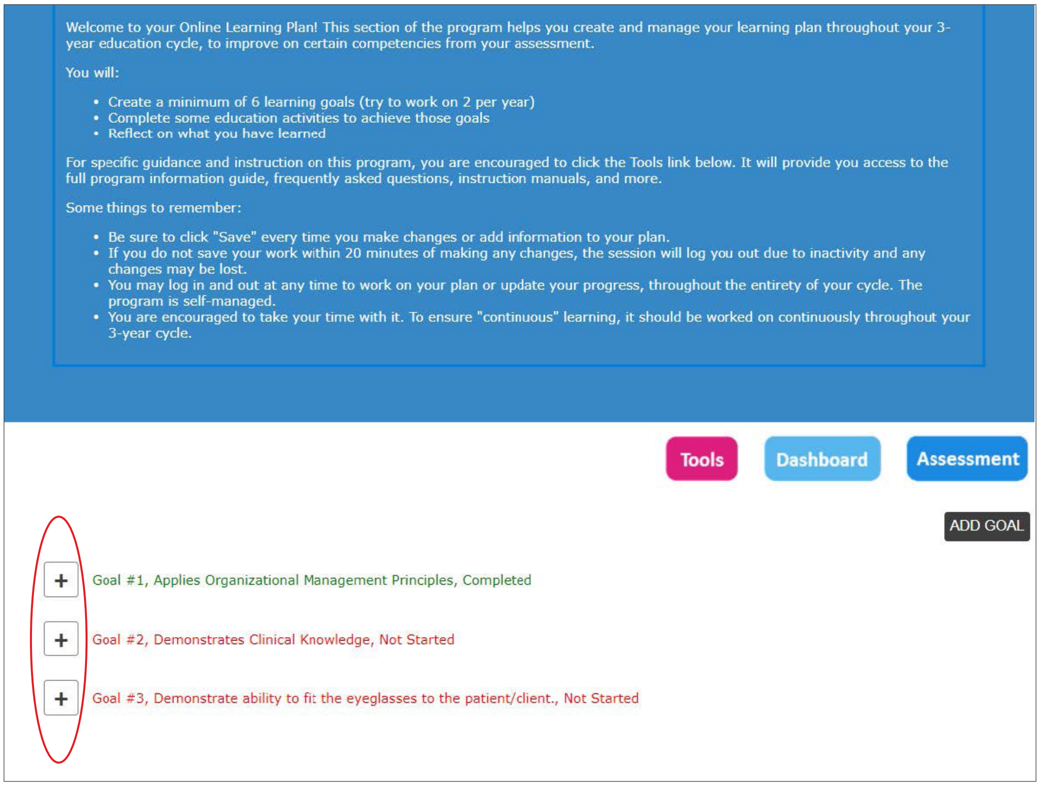
Now that your goal has been marked as “Completed”, it is essentially “closed” and you can focus on your other goals. However, if you need to reopen this goal to add or change some information, you may do so by clicking the **“Reopen Goal“** button at the bottom of the goal, at any time. If you do reopen the goal to make changes, be sure to click “Goal Completed” again when completed.



You may now wish to toggle the “-“ button at the top of the goal to close/collapse the details for this goal. You will also see that the text has turned to **green**, as it is marked as **“Completed”**.



Once you have created more goals, you will see them all listed together, each with its own button to expand/collapse the details for each.



Meeting your Requirements

With the Continuing Competency Program, there is no need for you to send us anything to meet your requirements at the end of your cycle. You simply need to have 6 goals marked as “Completed” in your program, with all the necessary details filled out for each.

Once you have completed at least 6 goals, the COBC will be able to see that you have met your requirements and may review your details.

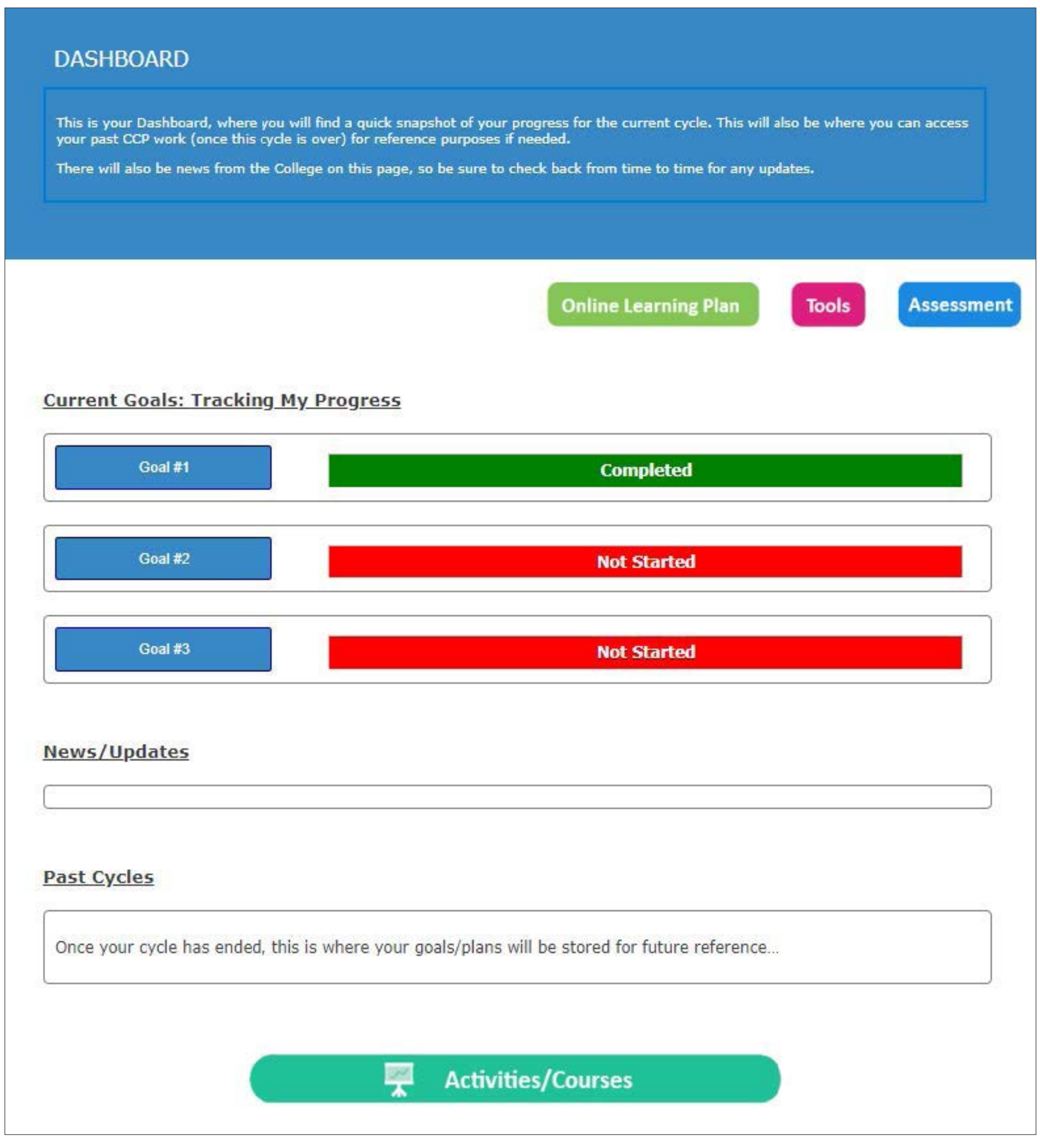
TIP: Your requirement is to complete a minimum of 6 goals in your 3-year cycle. If you wish to complete more, you may certainly do so.

Dashboard Access

You will see on the Online Learning Plan page that you have access to a button called **“Dashboard”**. This button can also be found on your main QA page when you login, and also your Assessment Results page.

You will gain access to your Dashboard at the same time you gain access to your Online Learning Plan – once you have completed your assessments.

Clicking on the button will take you to the following screen:



The Dashboard is simply a place for you to quickly see your own progress throughout your current cycle, with the goals you have been working on.

You will also find recent news that the COBC may have added; access to your past CCP cycles (in future); and further access to the Activities list, should you wish to look through them for further planning.

FINAL TIP: When logged in to your QA profile at any time, please know that you will be logged out if you do not change pages/screens, or save your work, after **20 minutes** of idle screen time. This includes any work in the Online Learning Program. If you are typing a lengthy plan description or reflection, it is a good idea to click **"Save"** every few minutes to ensure you do not lose your work. Failure to do so might cause your session to timeout, and you may lose your work.

For more information or guidance on this program, please be sure to review the other CCP materials mentioned in this document, which can also be found on the COBC website. In particular, you may find answers to any further questions in the Frequently Asked Questions document.

You are also encouraged to contact the COBC office directly with any questions, or if assistance is needed.