

Responsibilities in Action: Massachusetts MAP Certification Training
Student Manual

Contents

Getting Started.....	2
Resource Packets	2
Course Technology.....	2
How do I Reset My Password?.....	3
Name or Email Corrections	3
The MAP RIA Course	4
Home Page	4
Accessibility Tools	5
ReadSpeaker	6
Accessibility Toolbar	8
Your Courses	9
The Progress Bar	9
Announcement and Discussion Forums	10
Messages.....	13
Knowledge Checks	14
Quizzes	16
Assignments	17
Transcription Skill Check:	17
Medication Administration Video Skill Check:.....	17
Resubmitting the Video Assignment	18
Checking Your Grades	20
Pretests	21
Final Steps	21
Course Wrap up	21

Student Course Manual

Getting Started

Students will receive an email by 9am on the first day the course opens. This email contains a unique username and temporary password that is used to log into the course. Sometimes the email will go directly to a spam or junk folder. Please look for an email from **Admin User (via Massachusetts Medication Administration Program Training Resources and Support)** <noreply@neindex.org>. Follow instructions in the email. Please email CDDER@umassmed.edu if you do not receive an email on the day your course starts.

Resource Packets

Students must have a Resource Packet for this course. Please coordinate with your MAP Trainer or Provider agency to obtain one¹. Please note: Students must have blister packs for the activities; images of blister packs may not be used.

Course Technology

This course is built in a Learning Management System (LMS) called Moodle.

Browser support:

Moodle is compatible with any standard web browser. Moodle works best with the following browsers:

Desktop: Chrome, Firefox and Safari. This course has not been fully tested in Edge.

Mobile (smart phones or tablets) Internet Browsers: Mobile Safari, Google Chrome

For the best experience and optimum security, we recommend that you keep your browser up to date.

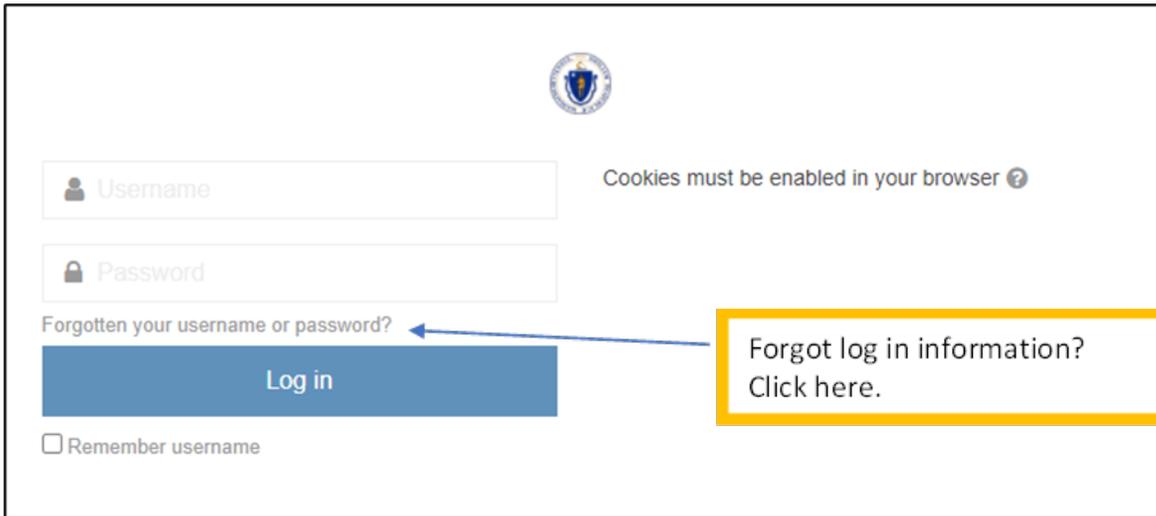
To get started, go to:

1. Site Name: (<https://mapmass.com/>): [MAP Mass](https://mapmass.com/)
2. Log into MAP Mass Online by clicking the “Log in” button which is located in the upper right corner of the homepage (see screen shot below).



¹ Students must have a Resource Packet for this course. These are available through this [link](https://mapmass.com/) on MAP Mass. They are currently being offered at no charge. In lieu of ordering a Resource Packet from LTPS, Service Providers may assemble their own Resource Packets. If interested, contents of the resource packets may be found under ‘Student and Trainer Resources’ at: www.mapmass.com

3. Enter the Username and Password that was in the email you received. Click the blue “Log in” button:



The image shows a login interface. At the top center is a circular logo. Below it are two input fields: 'Username' with a person icon and 'Password' with a lock icon. To the right of the password field is the text 'Cookies must be enabled in your browser' with a question mark icon. Below the password field is a link that says 'Forgotten your username or password?'. A blue arrow points from a yellow callout box on the right to this link. The callout box contains the text 'Forgot log in information? Click here.' Below the link is a blue 'Log in' button. At the bottom left is a checkbox labeled 'Remember username'.

The password you are given to log in for the first time is a temporary password. Once you are logged in successfully, the system will prompt you to change it to something different for all future logins.

- The username you use to log in is created by CDDER and will be in the email you receive on the day the course opens. You **do not** use your email to log in.

How do I Reset My Password?

- If you forget your password, click on the “Forgotten your username or password?” link (shown in the image above).
 - The system will send you a link with instructions on how to reset it
 - You must have already changed your password and logged in at least one time before this “Forgotten your username or password” option will work.
 - Please contact CDDER@umassmed.edu if you’re having issues.

Name or Email Corrections

- If your name is misspelled or you need to change your name or email address, please contact your MAP Trainer. Your MAP Trainer will forward the information to CDDER so that the change can be made in Moodle.

Responsibilities in Action (RIA): Massachusetts MAP Certification Training

Student Course Manual

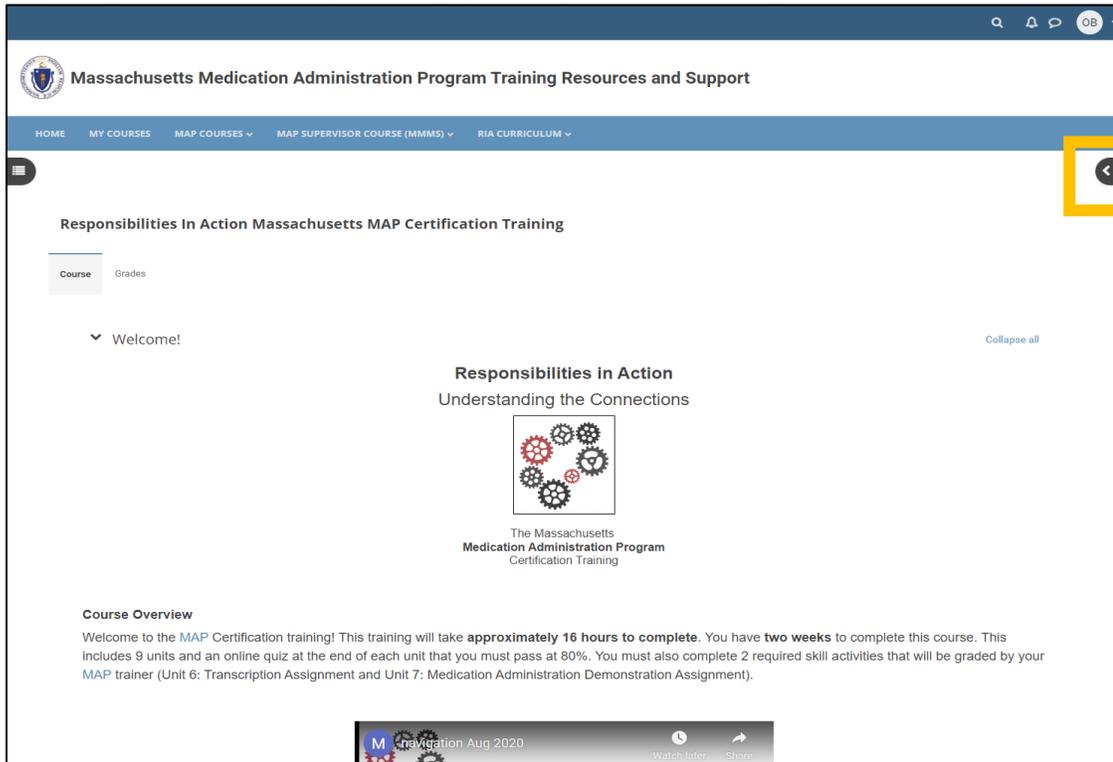
The MAP RIA Course

Once logged in, use the dropdown in 'MAP Courses' to select the MAP Certification Training.



Home Page

This will open to the MAP RIA home page (also called a dashboard). Immediately clicking on the arrow in the upper right-hand corner (see image) will expand the viewing area for the course.

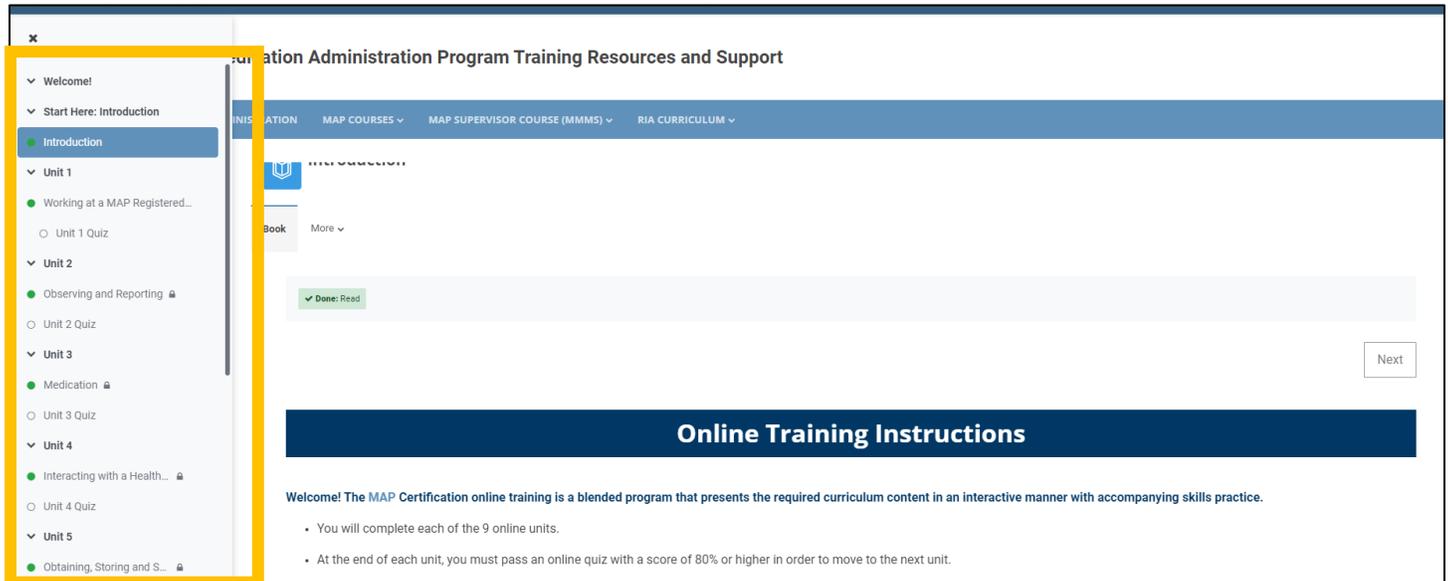


Course Index

This is a new addition to Moodle 4.1 and can be accessed by clicking on the icon in the upper left-hand corner of the page when you are going through the units.



If you open it, you will see all of the course units and quizzes listed out in order.



- Clicking on a Unit Title or Quiz will bring you automatically to that page.
- The lock symbols indicate units and quizzes that have not yet been completed. Clicking on a “locked” unit or quiz will not allow you to go to that page.

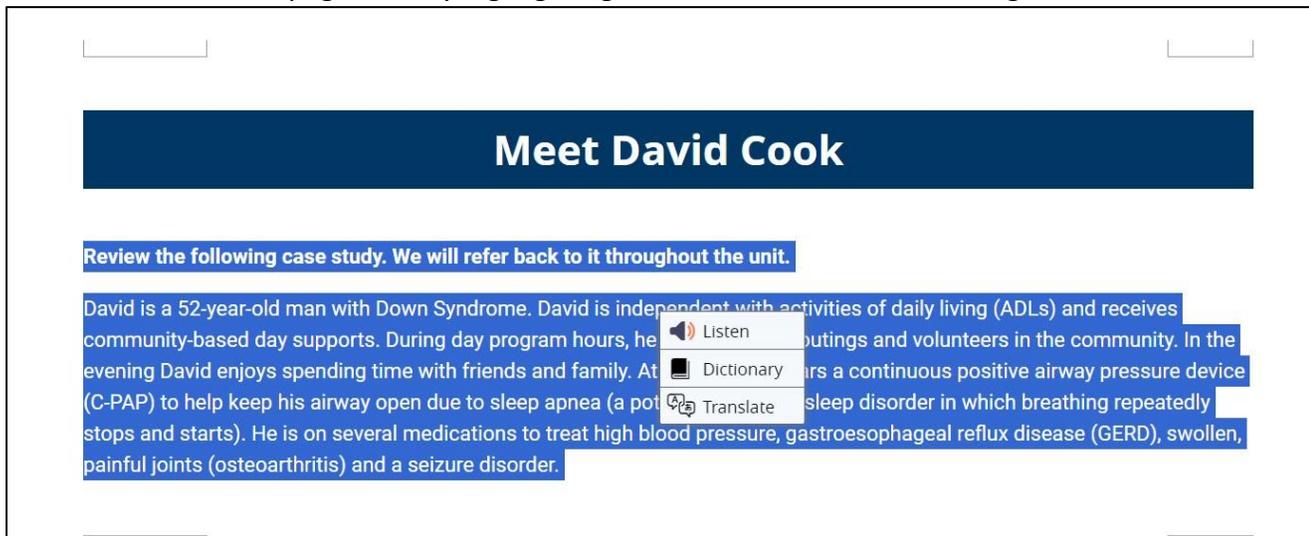
Accessibility Tools

Moodle has several tools to help you navigate the course. Accessibility tools can be found at the top of the Block Drawer.

ReadSpeaker is a tool that reads text aloud, gives you access to a dictionary, and will translate the text. The icons appear on each page. Click the speaker button on any page to hear that read out loud. Note that this won't work on Knowledge Checks.



You can also hear the page read by highlighting a section first and then clicking the Listen button.



If you don't know what a word means, highlight the word and choose the dictionary option to see a definition. If the word is already highlighted in blue, you can click it to see the glossary term instead.

Student Course Manual

The principles of medication administration are:

- Mindfulness
- Supporting abilities
- Communication



Mindfulness:

- Always remaining alert and focused during medication administration; paying attention.
- Thinking about what you are doing and not something else; be observant and report observations.
 - As you begin administering medication, you will quickly become familiar with which person receives what medication at what time. You will even get familiar with the size, shape, color and markings on the medication its. Because of this:
 - Never allow medication administration to become routine
 - Consider changing the order of who you administer medications to first to help yourself remain mindful

This tool also links to Google Translate, which is a program that gives you an approximate translation in other languages. You can highlight a section of text and choose “translate” to read the text in different languages, or click the play button to hear it in that language.

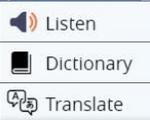
Review the following case study. We will refer back to it throughout the unit.

David is a 52-year-old man with Down Syndrome. David is independent with activities of daily living (ADLs) and receives community-based day supports. During day program hours, he participates in outings and volunteers in the community. In the evening David enjoys spending time with friends and family. At night David wears a continuous positive airway pressure device (C-PAP) to help keep his airway open due to sleep apnea (a potentially serious sleep disorder in which breathing repeatedly stops and starts). He is on several medications to treat high blood pressure, gastroesophageal reflux disease (GERD), swollen, painful joints (osteoarthritis) and a seizure disorder.

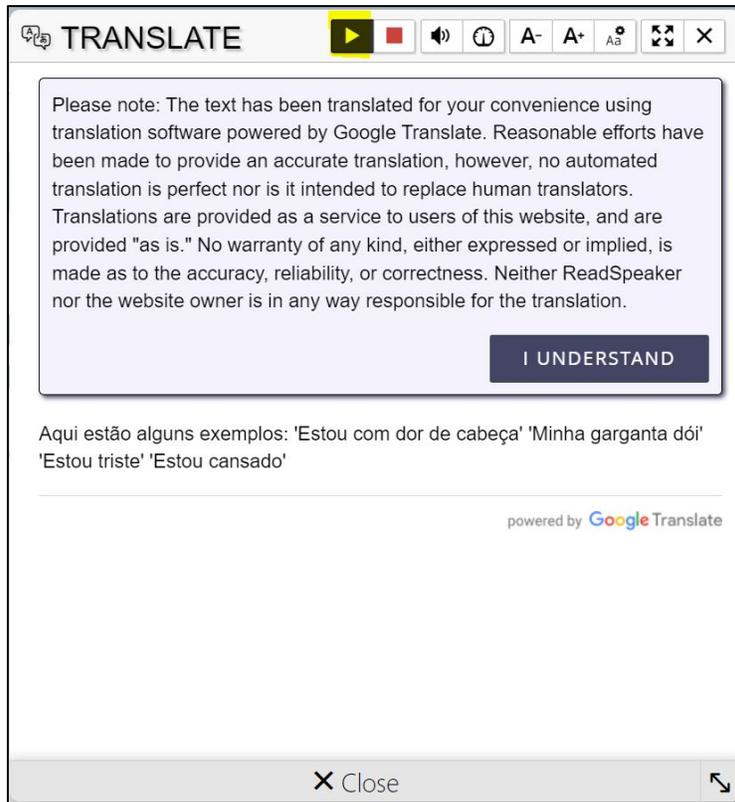


Review the following case study. We will refer back to it throughout the unit.

David is a 52-year-old man with Down Syndrome. David is independent with activities of daily living (ADLs) and receives community-based day supports. During day program hours, he participates in outings and volunteers in the community. In the evening David enjoys spending time with friends and family. At night David wears a continuous positive airway pressure device (C-PAP) to help keep his airway open due to sleep apnea (a potentially serious sleep disorder in which breathing repeatedly stops and starts). He is on several medications to treat high blood pressure, gastroesophageal reflux disease (GERD), swollen, painful joints (osteoarthritis) and a seizure disorder.



Arabic	French (France)	Japanese	Portuguese (Portugal)	Turkish
Chinese (Mandarin)	German	Korean	Romanian	Ukrainian
Danish	Greek	Latvian	Russian	Vietnamese
Dutch	Hungarian	Norwegian (Bokmål)	Spanish	
English	Indonesian	Polish	Swedish	
Finnish	Italian	Portuguese (Brazil)	Thai	



Please note: The text has been translated for your convenience using translation software powered by Google Translate. Reasonable efforts have been made to provide an accurate translation; however, no automated translation is perfect nor is it intended to replace human translators. Translations are provided as a service to users of this website and are provided "as is." No warranty of any kind, either expressed or implied, is made as to the accuracy, reliability, or correctness. Neither ReadSpeaker nor the website owner is in any way responsible for the translation.

Accessibility Toolbar

This toolbar will increase or decrease the size of text on your screen. It does not affect the size of images. To enlarge images, use keyboard controls on your computer. Holding down the Ctrl key plus + or – will increase or decrease screen resolution on many machines.

The Accessibility Toolbar can also be used to add background color to text thereby making it easier to read.

Responsibilities in Action (RIA): Massachusetts MAP Certification Training

Student Course Manual



Your Courses

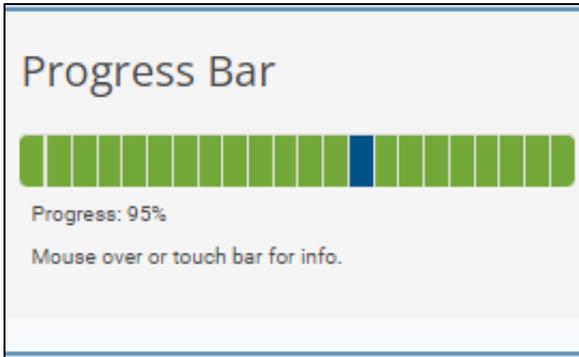
- **How much has been completed in your courses?**

Students need to complete each unit and pass the unit quiz at the end of the unit in order to continue with the course. The activity (unit or unit quiz) will automatically be registered as complete once the student has finished it. Students will see a green checkmark on the dashboard once the activity is complete.



- **The Progress Bar** is a time-management tool for the student. It visually shows which Units and Quizzes a student needs to complete in the course. It is color coded so a student and the MAP Trainer can quickly see what they have and have not completed/viewed.

Student Course Manual

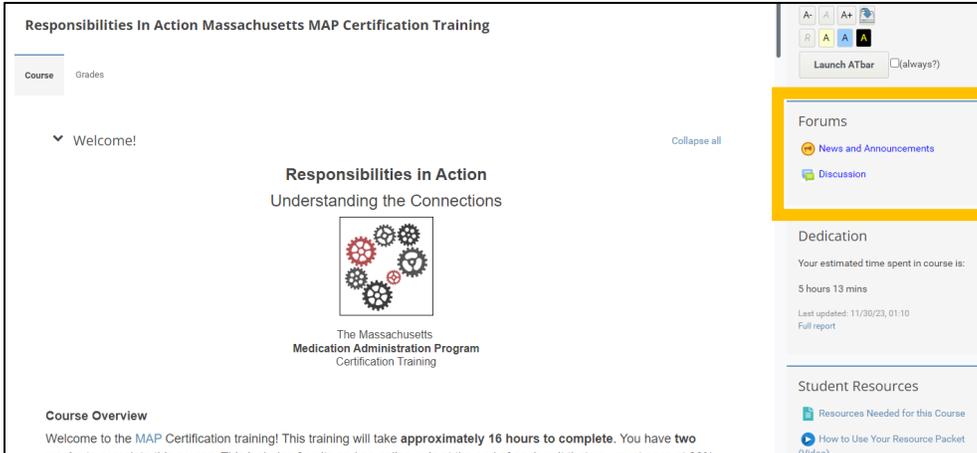


Forums

Moodle has two primary communication tools: Announcements and Discussion.

- **Announcements** are a one-way communication tool for MAP Trainers to easily send news or updates to the students in their group. Students should periodically check this section for new Announcements. Students are also notified by email when a new Announcement is posted.
- **Discussion:** This is a two-way communication tool for students and their MAP Trainer, or for other students in the same group. This is a great place for students to ask questions or seek additional clarification! Students are notified by email when a new discussion is posted, or if another student responds to a discussion post.

Both are located in the “Forums” block on the right-hand side of the dashboard.



Or beneath the video on the Course Homepage.

Responsibilities in Action (RIA): Massachusetts MAP Certification Training

Student Course Manual

Responsibilities in Action
Understanding the Connections



The Massachusetts
Medication Administration Program
Certification Training

Course Overview

Welcome to the [MAP](#) Certification training! This training will take **approximately 16 hours to complete**. You have **two weeks** to complete this course. This includes 9 units and an online quiz at the end of each unit that you must pass at 80%. You must also complete 2 required skill activities that will be graded by your [MAP](#) trainer (Unit 6: Transcription Assignment and Unit 7: Medication Administration Demonstration Assignment).



Please read [here](#) for important information on ADA Accommodations and Identification Requirements for testing.

Discussion Forum: Use this space to discuss topics with other students in your class, or to ask your [MAP](#) Trainer questions.

Course Announcements: Your [MAP](#) Trainer will post general news and announcements in this space. Please check this space often!

Announcements Screen

RIA Cert Training / Course Announcements

Course Announcements

Your MAP Trainer will post general news and announcements in this space. Please check this space often!

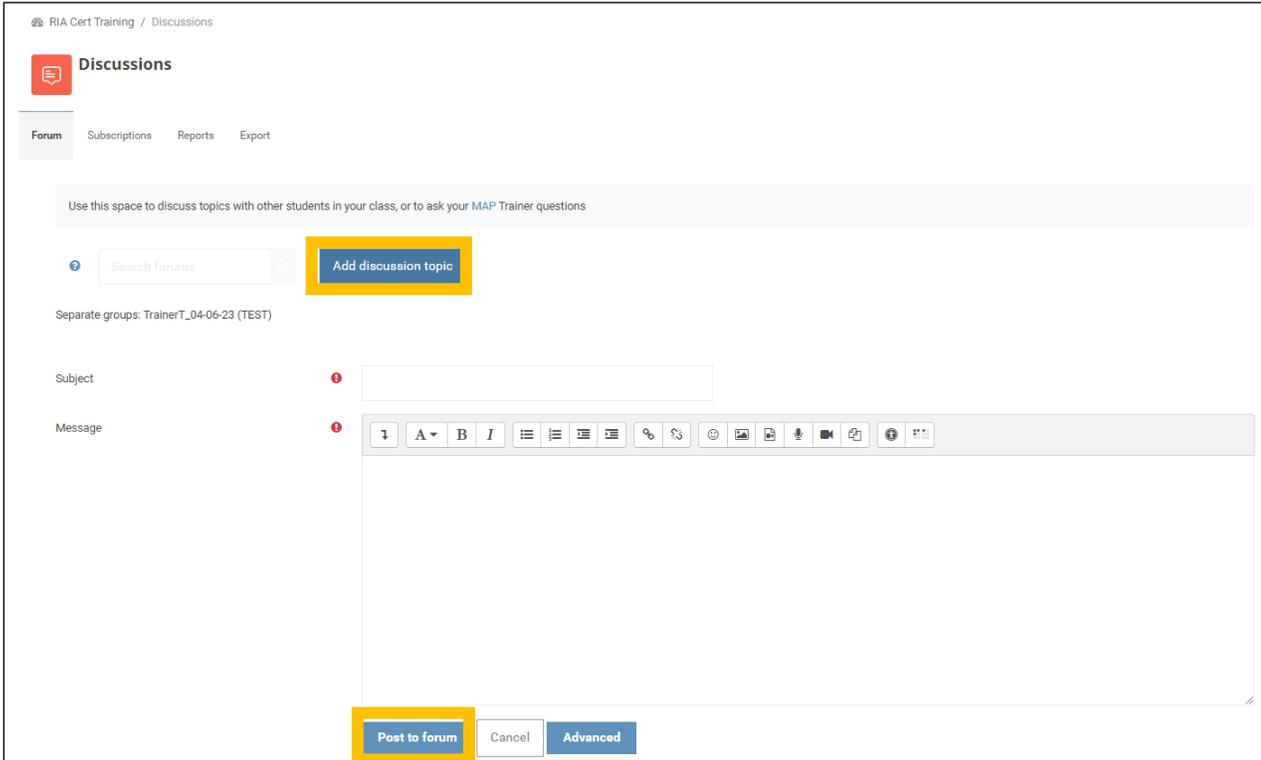
Search forums

Separate groups: Discussion Testing Group

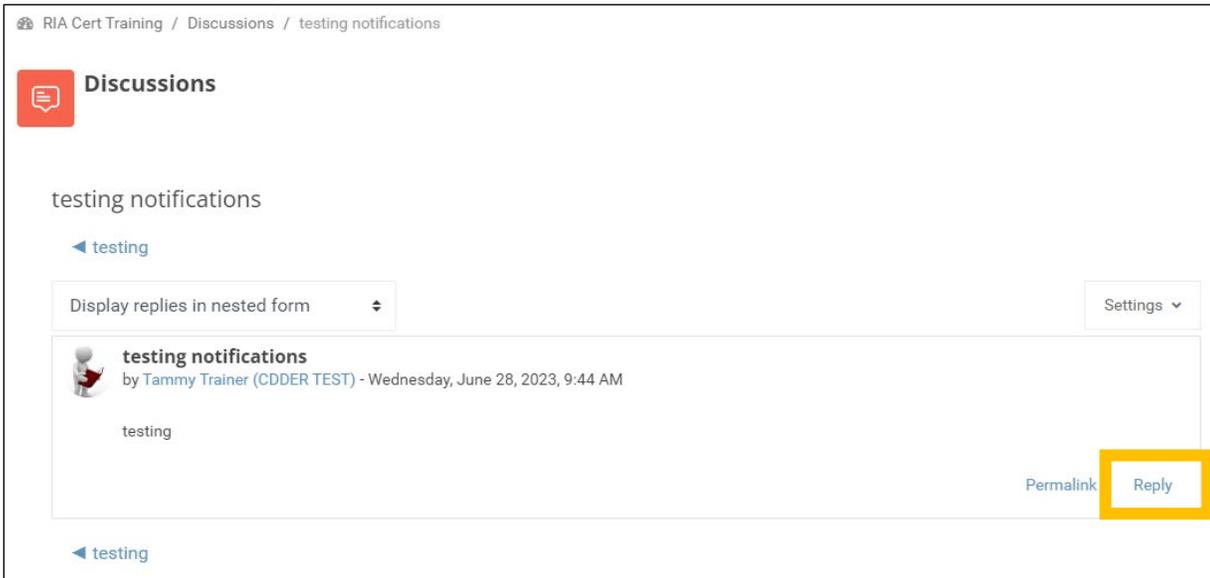
Discussion	Group	Started by	Last post ↓	Replies
☆ 2nd testing notification	Discussion Testing...	Tammy Trainer (C... 9 May 2023	Tammy Trainer (C... 9 May 2023	0
☆ test notification	Discussion Testing...	Tammy Trainer (C... 9 May 2023	Tammy Trainer (C... 9 May 2023	0

Student Course Manual

Students can “Add a new discussion topic”



or reply to an existing one.



Messages

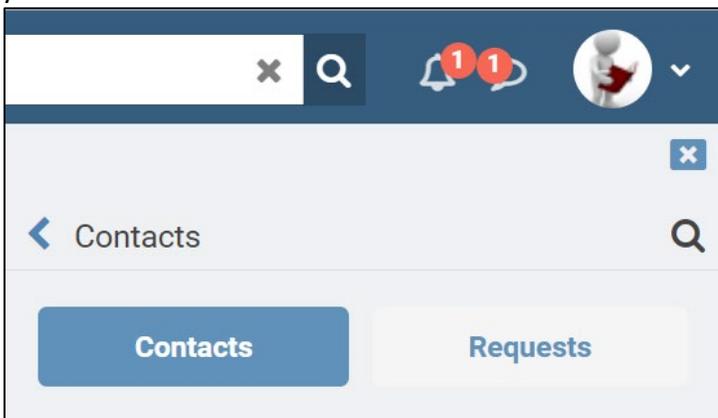
Moodle also has a messaging system where you can chat one-to-one with your MAP Trainer or other people in your group. It is located on the upper right-hand side of your screen, next to your profile.



An alert will show when you have a new message.



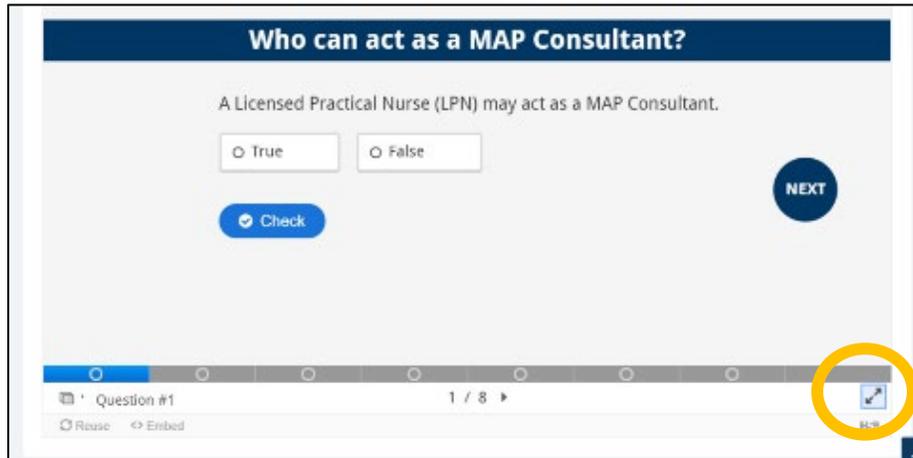
Students have the option of adding other students or MAP Trainers as contacts. If someone requests to add you as a contact, you will see a notification on the message bubble. After opening messaging, you will see a notification for the new request. You will also receive a notification via email that someone would like to add you as a contact. You don't have to be contacts with someone to message them.



Knowledge Checks

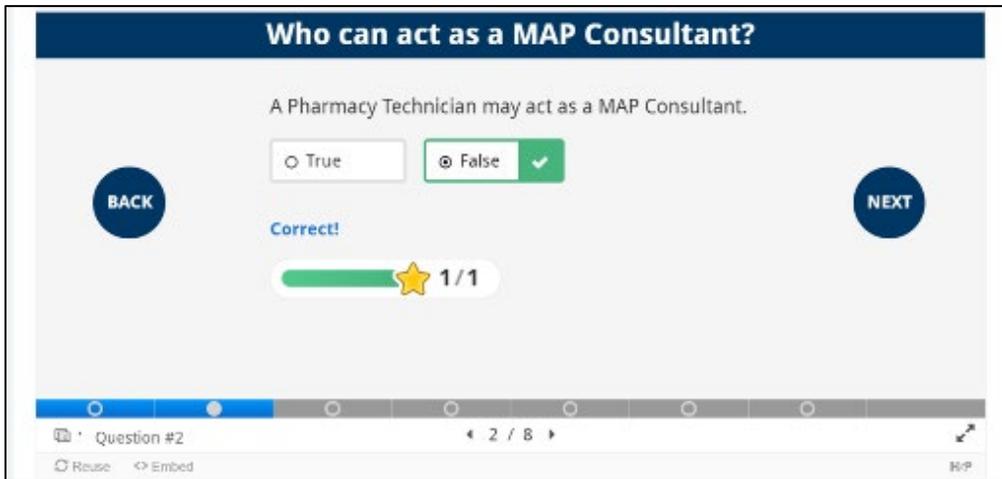
There are several mini-quizzes and activities in the course that are called “Knowledge Checks”. You’ll see these in the units as you go along. Here are some helpful tips for doing the Knowledge Checks.

- Expand the viewing area by clicking the diagonal arrow in the bottom right corner. This makes the Knowledge Check exercise much larger!

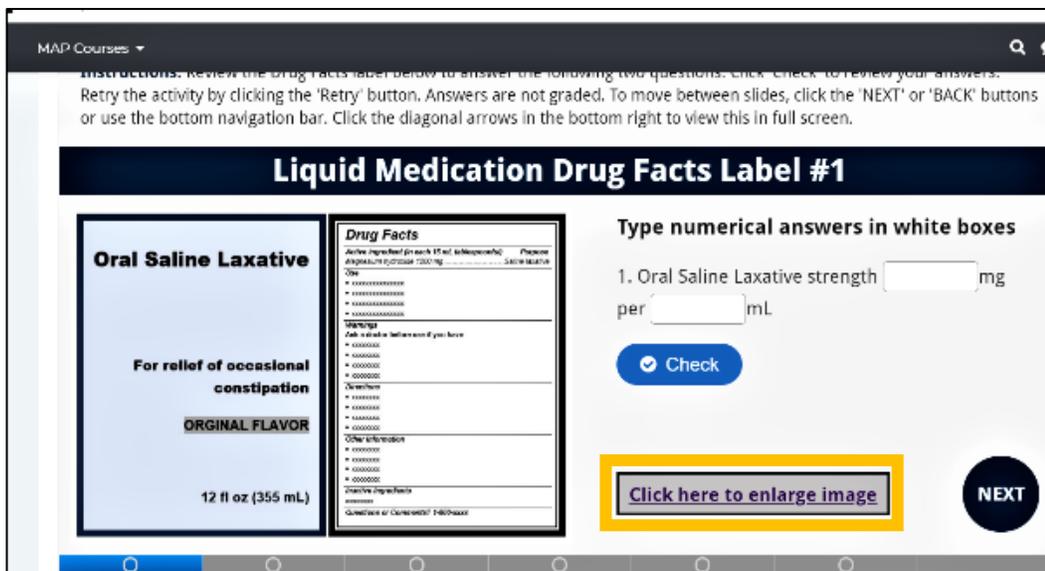


- You can go to the next slide by using the tool bar at the bottom, or the “Next” or “Back” buttons. Use the “Check” button to quickly see if your answers are correct. If your answers are incorrect, this will show you the correct answer.





- Some of the Knowledge Checks contain images with lots of text. To read those images better, click on the “Click here to enlarge image” button to open the image in a new window on your browser. Use the keyboard controls on your computer to scale the image up or down. On many computers this done by holding down the Ctrl key and the + or – button.

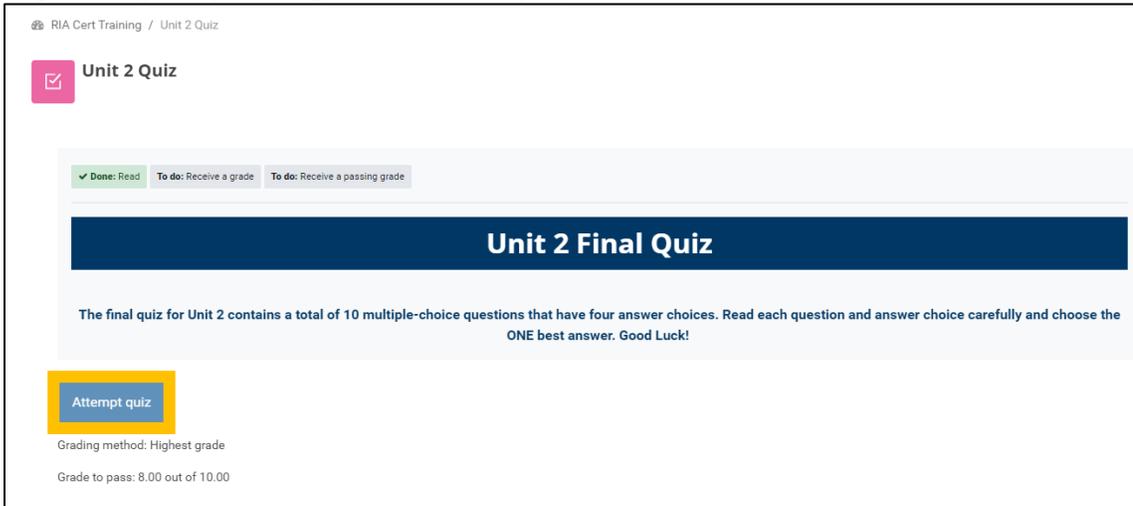


Student Course Manual

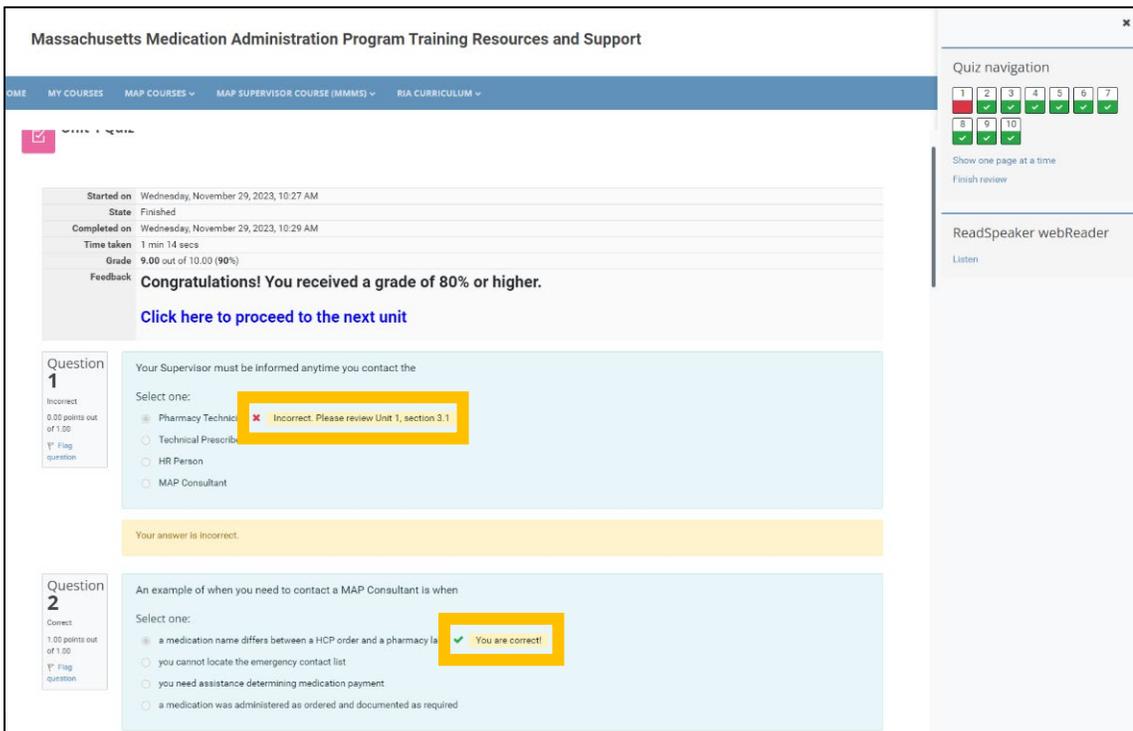
Quizzes

This course has nine unit quizzes that the student must pass with a score of 80% or higher. If you do not get 80% or higher, you can try again until you pass. Each quiz is available after completing the corresponding unit.

Begin the quiz by clicking on the “Attempt quiz now” button



After you submit your answers, you will see a summary screen with your grade and an indication of which questions you missed. Red X's next to an answer choice indicate that it is incorrect. Green checkmarks indicate that the answer choice was correct. If the question was answered incorrectly, text will appear next to the question directing you to the Unit and Section number where you can read information tested in the question.



Student Course Manual

Assignments

There are two Assignments in the RIA Cert course:

- Transcription Skill Check completed at the end of Unit 6
- Medication Administration Skills Check in Unit 7

Transcription Skill Check:

The purpose of the transcription component is for you to demonstrate your ability, using an HCP order, to correctly document the discontinuation of a medication and to transcribe a new medication onto a medication administration sheet as outlined in RIA Unit 6.

You will do a transcription assignment either on paper or by using your computer to complete a medication sheet. Your MAP Trainer will let you know which option to do. If completed using your computer, you will access the assignment through the Test Master Universe (TMU) web portal: <https://ma.tmuniverse.com/>. This [short video \(https://vimeo.com/546520565/cde6bf581a\)](https://vimeo.com/546520565/cde6bf581a) explains the activity and shows how you will use the editing tools, click between pages, and submit the assignment.

You will need to log into TMU after Unit 6 in order to complete these practice assignments. Your MAP Trainer will help you obtain a TMU login if necessary.

Medication Administration Video Skill Check:

Unit 7 is practicing medication administration. Your MAP Trainer will discuss whether to complete the medication administration demonstration via an in-person session, a live virtual face to face session, or to submit and upload the demonstration on a recorded video.

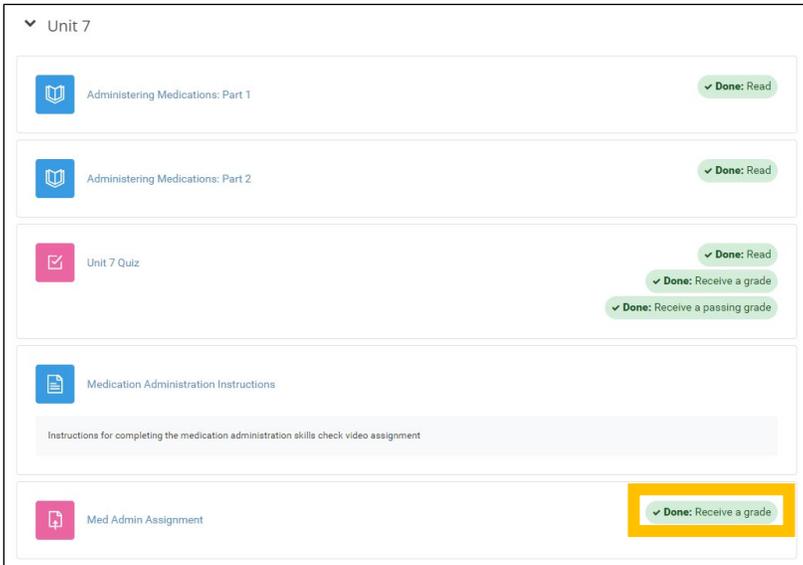
If this activity is done via a video submission, you will need:

- A smart phone or web camera
- To publish your video as an “unlisted video” (not public) on YouTube and share the viewing link with your MAP Trainer.

You can also upload your video to Vimeo, Google Drive, Google Photos, DropBox, iTunes or any other video hosting platform. This is so you can easily share the video link with your MAP Trainer and avoids the need to send the video file through email, which is a very large file and may cause issues.

Your Trainer will provide feedback on the video submitted. You will receive an email notification when the assignment is graded. Once graded, the *Med Admin Assignment* will appear checked on your course dashboard with either a green checkmark for 'pass' or a red line icon for 'fail, please try again'.

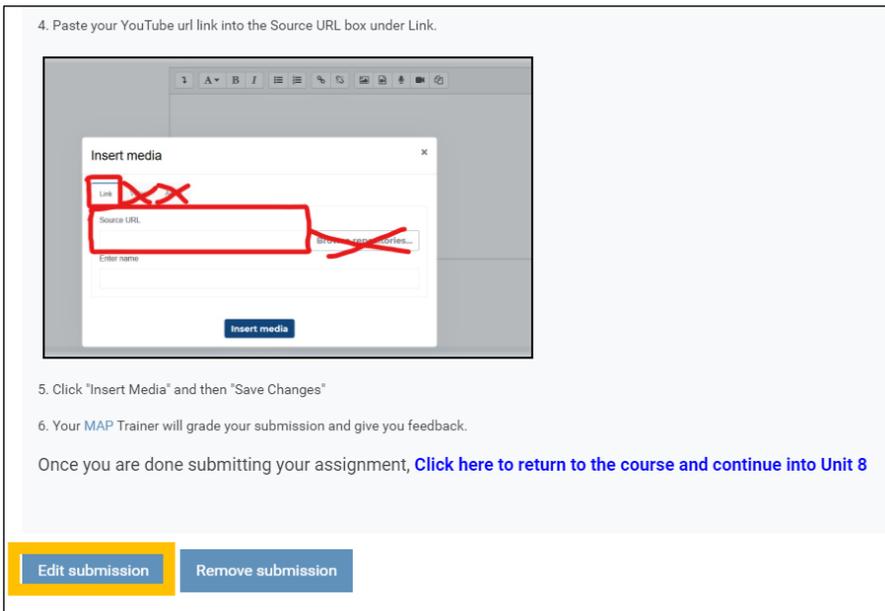
Student Course Manual



Resubmitting the Video Assignment

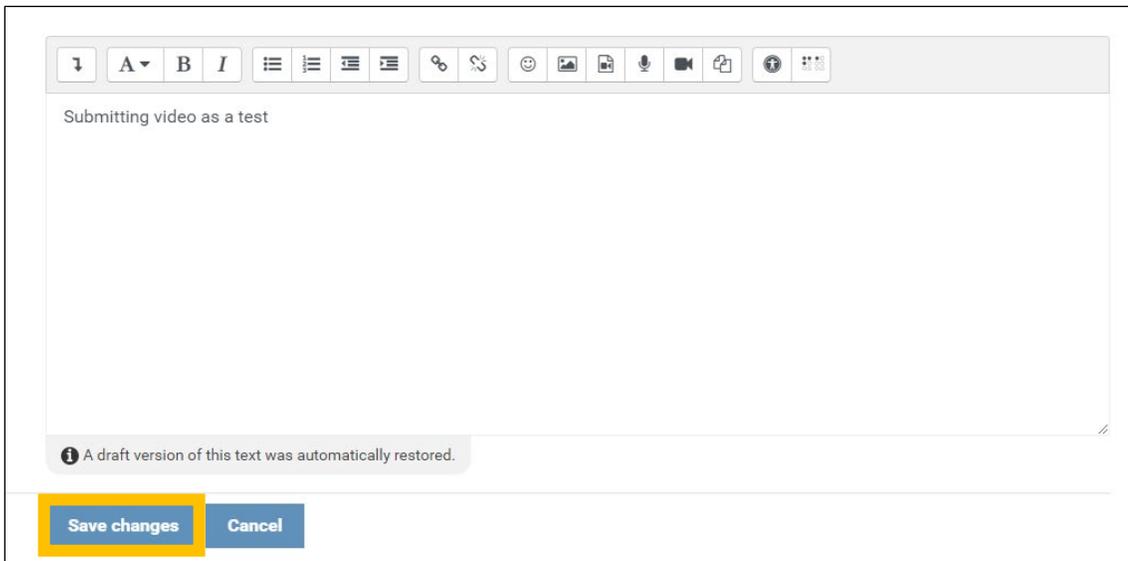
If you are asked by your MAP Trainer to try again and resubmit a new video, follow these instructions:

1. Click on the *Med Admin Assignment* on your course dashboard. This will reopen the assignment
2. Scroll down and click “Edit submission”



3. Scroll down again to the big text box. Replace the existing link with your new link. Or, you can paste the new link below the existing link. Either way works.

Student Course Manual



4. Click "Save changes"

If the demonstration is "passing", you have satisfied the medication administration demonstration pretest component. Your Trainer will indicate if you must continue practicing and resubmit a new video in the pretest section at the end of the course.

Student Course Manual

Checking Your Grades

Students can access their gradebook by using the Contextual Menu located at the top of the page and selecting “Grades”.



Here you will see grades for all the quizzes and other assignments.

Grade item	Grade	Range	Percentage	Feedback
▼ Responsibilities In Action Massachusetts MAP Certification Training				
QUIZ Unit 1 Quiz	✓ 8	0-10	80 %	
QUIZ Unit 2 Quiz	✓ 10	0-10	100 %	
QUIZ Unit 3 Quiz	✓ 10	0-10	100 %	
QUIZ Unit 4 Quiz	✓ 8	0-10	80 %	
QUIZ Unit 5 Quiz	✓ 10	0-10	100 %	
QUIZ Unit 6 Quiz	✓ 9	0-10	90 %	
QUIZ Unit 7 Quiz	✓ 10	0-10	100 %	
QUIZ Unit 8 Quiz	✓ 10	0-10	100 %	
QUIZ Unit 9 Quiz	✓ 8	0-10	80 %	
ASSIGNMENT Med Admin Assignment	✓ pass	0-100	92 %	great job but you did miss one item.....
ASSIGNMENT Med Admin Pretest	✗ fail	0-100	33 %	Please redo.
ASSIGNMENT Transcription Assignment Rubric	-	0-100	-	

You will also see any feedback from your Trainer on graded assignments.

ASSIGNMENT Med Admin Assignment	✓ pass	0-100	92 %	great job but you did miss one item.....
ASSIGNMENT Med Admin Pretest	✗ fail	0-100	33 %	Please redo.

Student Course Manual

Pretests

Once you finish Unit 9, you will see a 'Next Steps' section with a document called "Read these Mandatory Pretest Instructions".

- Read those instructions.
- Click on the *Med Admin Pretest* link to access that assignment. Pages 12-13 of this guide give instructions. The same instructions for the Med Admin Assignment apply here too.
- The Knowledge Pretest is also completed through the Test Master Universe (TMU) web portal.

Final Steps and Course Wrap Up

- Your MAP Trainer may ask you to attend a scheduled wrap-up session.
- Please complete the course evaluation by using the link on your course dashboard.
- The RIA Study Guide is available to help you study for the MAP Certification Test. You can find the study guide through this [link](#), or by going to mapmass.com and looking under Student Resources on the home page.

THE END