

## REGISTERING with QC LEARNING LAB

1. Go to: [www.qclearninglab.org](http://www.qclearninglab.org).
2. In the upper right corner, in the top menu, click the **SIGN UP** link.  
(You can view this link from any page in the site.)



LOGIN | **SIGN UP**

Maine Quality Counts  
LEARNING LAB

WELCOME ▾ GETTING STARTED PROGRAMS ▾ ALL COURSES EVENTS CONTACT US

Providing flexible and on-demand access to learning opportunities.

## REGISTERING with QC LEARNING LAB (continued)

3. Complete the fields listed on the Registration form.
4. Be sure to document your username and password separately to assist you in recalling it when needed.
5. Click the **COMPLETE SIGNUP** button at the bottom.

Registering for this site is easy. Just fill in the fields below, and we'll get a new account set up for you in no time.

**ACCOUNT DETAILS**

**Username (required)**

**Email Address (required)**

**Choose a Password (required)** STRONG **Confirm Password (required)**

**PROFILE DETAILS**

**Name (First Last)** (REQUIRED)  
  
This field can be seen by: Everyone

**Practice/Organization Name** (REQUIRED)  
  
This field can be seen by: Everyone

**Practice/Organization Location (State)** (REQUIRED)  
  
This field can be seen by: Only Me

**Practice/Organization Type** (REQUIRED)  
  
This field can be seen by: Only Me

**Practice/Organization Speciality Type** (REQUIRED)  
  
This field can be seen by: Everyone

**Practice/Organization Role** (REQUIRED)  
  
This field can be seen by: Only Me

**COMPLETE SIGN UP**

Complete the form, then click **COMPLETE SIGN UP**.

## NAVIGATING THE SITE

After you register or anytime you login to QC Learning Lab, you will be directed to the All Courses page.

Use these areas to navigate your way around.

1. The Main Menu – You can get to any page from here, using the drop down selections.
2. All of the courses in the QC Learning Lab are shown on this page. On the bar, If you select:
  - ALL COURSES – You will see all of the courses.
  - MY COURSES – You will see a list of the courses you have started or completed.
3. The course options. If you click a course title, you will be directed to the corresponding course description page.

The screenshot displays the QC Learning Lab website interface. At the top, a dark blue header contains the 'MEMBER' status on the right and the 'Quality Counts LEARNING LAB' logo on the left. A green box labeled '1' highlights the main navigation menu, which includes links for 'WELCOME', 'GETTING STARTED', 'PROGRAMS', 'ALL COURSES', 'EVENTS', and 'CONTACT US'. Below the header, the 'All Courses' section is visible, with a green box labeled '2' highlighting the 'ALL COURSES' (2) and 'MY COURSES' (0) tabs. A search bar and a 'Select Order' dropdown are also present. The main content area shows a list of courses, with a green box labeled '3' highlighting the first two: 'The PTN Basics' and 'Using the Practice Plan Tool'. Each course entry includes a thumbnail, title, star rating, number of reviews, number of students, a brief description, and the instructor's name, Pieter Tryzelaar. The footer of the page indicates 'VIEWING PAGE 1 OF 1' and 'COPYRIGHT 2016, MAINE QUALITY COUNTS'.

# STARTING A COURSE

When you click a course title, you will be directed to the corresponding Course Description page.

To start a course, click **START COURSE**.

Then follow the directions on the Course Instructions page to complete the course.

**Quality Counts Learning Lab**

WELCOME GETTING STARTED PROGRAMS ALL COURSES EVENTS CONTACT US

## Using the Practice Plan Tool

11 STUDENTS

HOME

ACTIVITY

EVENTS

DRIVE

**START COURSE**

**UNLIMITED ACCESS**

**COURSE CERTIFICATE**

**Using the Practice Plan Tool**

This learning module is intended for NNE-PTN Practice Facilitators and Quality Improvement Coaches from partner organizations. It provides an overview of the newly developed Practice Plan Tool.

The Practice Plan Tool is designed to assist Practice Facilitators and Quality Improvement Coaches with facilitating the transformation process. The Practice Plan Tool collects all essential information in one location and can be used to document transformation activities and meeting notes. It also produces a customizable summary document that can be shared with practices. The summary document lists milestones by phase and score and provides current score descriptions, associated TCPI descriptors, and the specific actions required to improve the scores from 0 to 1, 1 to 2, and 2 to 3. The goal of this learning module is to provide Practice Facilitators and QI Coaches with the knowledge and skills needed to effectively use this tool with their practices.

**Learning Objectives**

At the conclusion of this module, participants will gain proficiency and understanding of how to:

- Use the Practice Plan Tool.
- Properly import PAT data into the Practice Plan Tool.
- Create vision statements aligned with the 7 Overarching TCPI Project Aims, following the steps involved in using the Practice Plan Tool.
- Use the Practice Plan Tool to set aims and measures.
- Set target completion dates and notes.
- Use the Practice Plan Tool and Summary to plan systematic and continuous transformation activities.
- Understand how to properly format the Practice Plan Summary for printing and saving as a PDF.
- Access and utilize the additional resources located on the supplemental tabs in the Practice Plan Tool.

**Intended Audience**

This learning module is intended for NNE-PTN Practice Facilitators and Quality Improvement Coaches from partner organizations.

**Module Structure**

This learning module is self-paced and participants can work through the materials at their own pace.

**Duration & Fee**

- Estimated Time to Complete: 1 hour
- Registration Fee: FREE

**Hardware/Software Requirements**

- Computer with Internet connection
- Current version of Chrome, Firefox or Safari browser. You must have javascript enabled.

**Contact Information**

If you are having technical problems (video freezes or is unplayable, can't mark a unit as complete, etc.) you can submit a [Help Request](#) to the QC Learning Lab Team.

**COURSE CURRICULUM**

**Course Units**

**Course Instructions**

Welcome to this course!

If this is the first time you are taking a course on the QC Learning Lab, please review the instructions provided below. (Click the + icon next to the title to expand the contents.)

If you have any questions, please don't hesitate to email us.

- How to Start This Course
- The Course Page Features
- How to Complete a Course Unit
- How to Step Away from this Course
- How to Continue a Course
- How to Finish a Course

**START COURSE**

**BACK TO COURSE**

**FINISH COURSE**

# LOGGING OUT

When you are done taking a course, rather than just closing the browser window, it is best to get into the habit of logging out of the QC Learning Lab.

To log out:

1. Click your username in the header.
2. In the drop-down, click **LOGOUT**.

NOTE: You can immediately return to any courses you started the next time you login by clicking the COURSES option.

