**GPP Online Training Course**

**August 10th – November 13th 2015**

**Orientation & Syllabus**

Welcome to the GPP Online Training Course!

Please review the following content carefully. If you have any questions or need assistance, contact the course instructors at [gpponlinecourse@gmail.com](mailto:AnneSchley@gmail.com).

**Summary**

This 14-week course aims to support trial site staff and key advocates in understanding the Good Participatory Practice Guidelines for biomedical HIV prevention research and its implications in the clinical trial context. This course features dynamic learning content, case studies, online discussions, work assignments, and 10 interactive modules, each focused on a unique component of GPP.

There are two learning track options offered in this course:

**Track A** offers the most comprehensive training option, aimed at those directly responsible for the implementation of GPP for a research team. All learners who complete the requirements for Track A will receive a GPP Online Course Implementer Certificate. Note: We highly recommend this track for anyone directly responsible for GPP implementation at trial site level.

Track A requirements include:

* 10 online learning modules (self-guided, to be completed weekly)
* 10 written work assignments, including a detailed, context-specific stakeholder engagement plan which will guide GPP implementation
* Participation in the discussion forum every week, all required
* 4 webinars
* Pre/post assessment and final course evaluation
* Requires approximately 5 hours/week

**Track B** is designed to provide learners who desire an understanding of foundational GPP concepts but may not be directly responsible for GPP implementation in their setting. All learners who complete the requirements for Track B will receive a GPP Online Course Learner Certificate.

Track B requirements include:

* 10 online learning modules (same as Track A)
* 5 written work assignments and a final GPP action plan
* Participation in the discussion forum every week, some voluntary
* 4 webinars
* Pre/post assessment and final course evaluation
* Requires 1-3 hours/week

**Course Schedule**

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| **Dates** | **Title** |
| August 10-14 | Orientation materials and baseline learning assessment  Orientation webinar, August 11th |
| August 17-21 | Lesson 1: Importance of Good Participatory Practice |
| August 24-28 | Lesson 2: GPP Scope and Structure |
| Aug 31-Sept 4 | Lesson 3: Formative Research Activities  Webinar, Sept 1st |
| Sept 7-18 | Lesson 4: Stakeholder Advisory Mechanisms, and Engagement and Education Plans |
| Sept 21-25 | Lesson 5: Communications and Issues Management Plans |
| Sept 28- Oct 2 | Lesson 6: Site Selection, Protocol Development, and Informed Consent  Webinar, Sept 29th |
| Oct 5-9 | Lesson 7: Standard of Prevention |
| Oct 12-16 | Lesson 8: Non HIV-Related Care & Trial-Related Harms |
| Oct 19-23 | Lesson 9: Trial Accrual, Follow-Up, and Exit |
| Oct 26-30 | Lesson 10: Trial Closure and Results Dissemination, and Post-Trial Access |
| Nov 2-13 | Complete GPP work plan, final learning assessment, course evaluation  Final webinar and plan review, TBD |

**Overview of Course Components**

Each lesson consists of an interactive module, knowledge check, discussion forum, and work assignment. As indicated on page 1, components may be slightly different depending on the course track selected.

* Interactive online training modules

Each week, all learners will complete an interactive training module that includes animations, case studies, practice activities, and more. Each interactive module will take approximately 30 minutes to complete.

* Knowledge Checks

After completing the interactive module, learners will complete a brief knowledge check to assess their knowledge of the content covered. Learners will be directed to a relevant page in the interactive module for any questions missed. Knowledge checks are not graded and can be repeated as need. Each knowledge check will take approximately 20 minutes to complete.

* Discussion Forum

One or two questions will be posted in the discussion forum each week. Learners will post a response to each question, and then review and respond to at least one other learner’s comment. Posting in the discussion forum will take approximately 20-30 minutes each week. Learners are also encouraged to create new topics in the discussion forum that relate to the course content.

* Work Assignments

Most lessons have work assignments that relate directly to the application of GPP in the learner’s context. Track A learners will complete one written assignment per lesson (a total of 10 assignments), which require between 1-3 hours of time. Track B learners will complete a total of five assignments, ranging between 30 minutes- 1.5 hours.

* Final Learning Assessment

The final assessment tests learners’ comprehensive knowledge of course content. An 80% score or higher is required in order to for Track A leaners to receive GPP Online Course *Implementer* Certificate. Learners can take the assessment as many times as needed.

* Course Certificate

Certificates will be available for download from the Learning Management System upon completion of all requirements:

* + Completion of online training modules
  + Discussion forum posts, per track requirements listed on page 1
  + Completed and uploaded work assignments, per track requirements listed on page 1
  + Final Assessment (Track B learners must score 80% or higher)

Learning Management System

The GPP Online Training Course is hosted on the Center for Learning and Innovation’s Learning Management System website: [Learnsfdph](http://learnsfdph.org/welcome-page/)

You will receive a login and password before the course begins, and you will use this information to access the course website. Once you are logged in, click on the relevant course: **GPP Online Training Course\_Aug 2015\_trackA**

or

**GPP Online Training Course\_Aug 2015\_trackB**

You will then be able to see all lessons, announcements, pending and complete assignments, and trending discussion forum topics. Each lesson page contains steps for the week, a downloadable work assignment document (if applicable), pending and complete assignments, and the week’s discussion forum topic.

Learners are encouraged to familiarize themselves with the LMS as early as possible. For detailed guidance on how to navigate the LMS and access each course component, attend the Orientation Webinar and refer to the orientation slides that are available on the Orientation Materials lesson page.

**Viewing Modules Offline on an iPad or Desktop/Laptop Computer**

The interactive modules may take several minutes to load depending on your connection speed. If you have trouble loading modules, please contact Anne Schley at [gpponlinecourse@gmail.com](mailto:AnneSchley@gmail.com).

Because the interactive modules may be slow to load, we have configured the modules so that they can be downloaded and then viewed offline on an iPad or on your computer. Please see the detailed steps below.

NOTE:

* You must be online and logged onto the LMS in order to download modules for offline use on an iPad or computer.
* Hyperlinks embedded in the modules will not work if your device is not connected to the internet.
* If you will be connected to the internet while using an iPad, you do not need to download the offline version of the modules. View them as usual through the LMS.
* Resources and PDFs cannot be viewed directly from the module on an iPad. Please download these materials on each lesson page before viewing the module offline. You can then refer to the resources when prompted by the interactive module.

iPad:

1. While on your iPad and connected to the internet, go to the desired lesson page on the LMS and click on the iPad link.
2. You will be prompted to install Articulate Mobile Player; please install.
3. While in Articulate Mobile Player, click on the module and select “Yes” under “View Offline”.
4. Wait for the module to download.
5. View the module while offline.
6. Repeat this process with as many modules as you would like. You only need to install Articulate Mobile Player once.

Desktop/laptop computer:

1. While on your desktop or laptop computer, go to the desired lesson page on the LMS and click on the desktop/laptop link.
2. Allow the zip file to download and unzip. Be sure that you have the appropriate software on your computer to unzip zip files. Some computers come with this functionality and unzip zip files automatically.
3. Open the unzipped file and click on Launch\_Story.
4. A pop up box called “Compressed Zipped Files” will appear suggesting that you extract all files. Click “Extract All”.
5. Another pop up box called “Extract Compressed Folder” will appear allowing you select where to save the extracted files. Click “Browse” and pick a destination. Click “Extract”.
6. Allow the files to download.
7. This folder will open in the folder you saved it.
8. Click on “Launch\_Story”.
9. This will open the module in a new window. Review the module.
10. Refer to this folder if you want to review the module again later, and simply repeat steps 7-9.

Technical Considerations

*Modules –* For the best experience when viewing the interactive modules online through the LMS, we recommend the following:

* [Chrome 33.0](http://www.google.com/intl/en/chrome/browser/" \t "_blank) or later or [Internet Explorer 9.0–11.0](http://windows.microsoft.com/en-US/internet-explorer/downloads/ie" \t "_blank) as your browser
* Windows XP or better for the operating system
* Screen resolution of at least 1024 by 768
* Internet speed of at least 512 kilobytes per second download bit rate
* Flash Player 10 or better

*LMS* – The LMS can be used on any device. For an optimal experience, we recommend the latest versions of Chrome or Firefox as your browser, a screen resolution of at least 1024 by 768, and an internet speed of at least 512 kilobytes per second download bit rate

Tips for Completing the Course

* Keep a copy of the guidelines on hand while completing the course. You may either use a hard copy or download a PDF of the guidelines [here](http://www.avac.org/good-participatory-practice).
* Plan ahead, stay organized, and create a schedule for course assignment completion. Put key course due dates in your work calendar!
* Connect with instructors early, if you need support!
* Participate as much as possible on the forum and in webinars—sharing experiences, ideas, and lessons learned is critical for developing a deep understanding of stakeholder engagement in HIV prevention research.