

# Instructor FAQs & user guide for the ALSG learning site

[www.alsg.org/vle](http://www.alsg.org/vle)

# FAQs

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# Instructor queries

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## 1. Introduction

**ALSG | A Charity dedicated to saving life by providing training. Please visit our web site for more information [http://www.alsg.org/uk/More\\_about\\_ALSG](http://www.alsg.org/uk/More_about_ALSG)**

The ALSG Learning site has been established so both Instructors & Candidates can access the teaching materials & e-learning modules required for our courses.

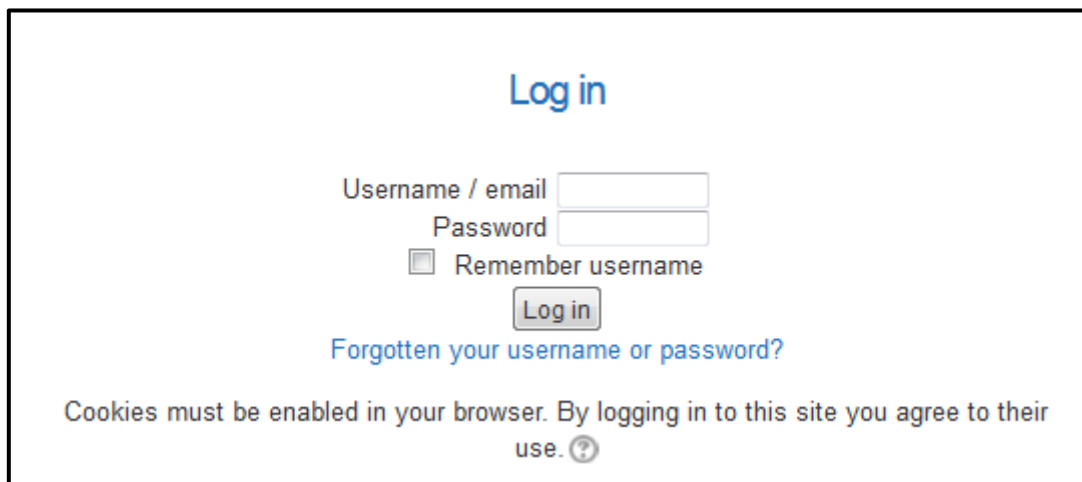
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## 2. Login page

The ALSG learning site web address is [www.alsg.org/vle](http://www.alsg.org/vle)

Enter your log in details into the boxes on the web site to access your account.

Figure 1



The screenshot shows a login form with the following elements:

- Header: "Log in" in blue text.
- Input fields: "Username / email" and "Password".
- Checkbox: "Remember username".
- Button: "Log in".
- Link: "Forgotten your username or password?".
- Footer: "Cookies must be enabled in your browser. By logging in to this site you agree to their use. ?"

## 3. Forgotten username or password

You can request an automatic password reset from the web site if you have forgotten your password. See blue link [Figure1](#). This can be done by both username & email address.

If you have forgotten your username please log in by entering the email address we have registered for you plus your password. The username box can recognise you using both your username & email in the username box.

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## 4. Getting around the ALSG learning site

[Figure 2](#) is a screen shot of the 'course overview' page which will be displayed once you have logged in. Instructors will have the Instructor or Instructor candidate page for their year group & the instructor page. If you teach on more than one course type you will have a page for each course type.

Figure 2

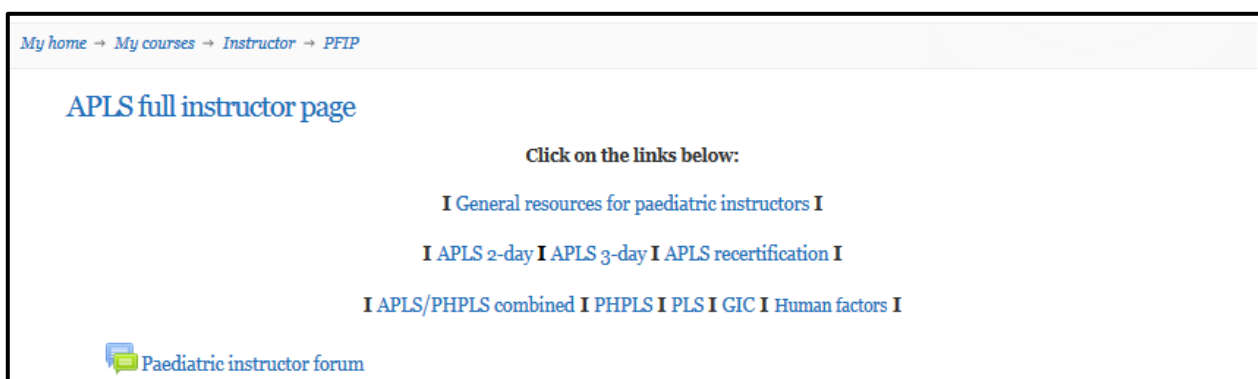


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## 5. My instructor page in the ALSG learning site

[Figure 3](#) is a screen shot of an instructor page, there are a number of options on this page for you to choose from depending on which course you are teaching on and which you require the information for at this visit to the site.





Figure 3



## 6. How do I access the instructor e-modules?

The instructor e-modules are available either via the instructor page or the individual course pages. Click each topic to launch them and you will receive a tick once each is completed. Depending on the course type there may be assessments or MCQs. Once you have completed all of the elements in the list for your specific course type, you will be able to download a certificate. Instructors are required to complete the elements for their course type every 2 years.

## 7. I can't launch the instructor e-modules into my internet browser

	<ol style="list-style-type: none"> <li>1. Go to the 'Tools' menu and select 'Internet Options'</li> <li>2. Select the 'Security' tab</li> <li>3. If the security level is set to 'Medium-high' or lower JavaScript will already be enabled.</li> <li>4. If the security level is set to 'Custom' click on the 'Custom level' button, scroll down to the 'scripting' section and enable 'Active scripting'</li> </ol> <p>If using Internet <b>Explorer 9</b></p> <ol style="list-style-type: none"> <li>1. Select the <b>Tools</b> menu (represented by the cog icon) at the top of the screen. (If this is not visible, press the <b>ALT + X</b> keys, to the left of your spacebar on your keyboard.) Next, select <b>Internet Options</b>.</li> <li>2. Select the 'Security' tab on the new window.</li> <li>3. Security should be set to 'Medium-High'. Click on 'Custom Level'</li> <li>4. In the new window, scroll down to the scripting section and select 'Enable'.</li> <li>5. Click on 'OK', and then click on 'OK' on the Internet options window</li> <li>6. Re-start your browser</li> </ol>
	<ol style="list-style-type: none"> <li>1. Go to the 'Tools' menu and select 'Options'</li> <li>2. Select the 'Content' tab</li> <li>3. Make sure the 'Enable JavaScript' check box is ticked</li> </ol>
	<ol style="list-style-type: none"> <li>1. Click on the spanner icon in the top right of the browser, and select 'Options'.</li> <li>2. A new tab will open. On the left side of the browser, select 'Under the Hood'.</li> <li>3. In the 'Privacy' section, select 'Content Settings'.</li> <li>4. In the JavaScript section, select 'Allow all sites to run JavaScript (recommended)'.</li> <li>5. Close the tab down. Refresh the page. JavaScript should now be enabled.</li> </ol>
	<ol style="list-style-type: none"> <li>1. Go to the 'Edit' menu and select 'Preferences'</li> <li>2. Select the 'Security' tab</li> <li>3. Make sure the 'Enable JavaScript' check box is ticked.</li> </ol>

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## 8. I can't view the instructor e-modules after launching. Why?

If the e-modules content is not displayed, the most likely reason is that you do not have the **Flash Player plug-in** installed, or you may have an older version of the Flash Player.

If this is the case, a message will be displayed in the browser window instructing you to visit the Flash Player download site to get the latest version

(<http://www.adobe.com/products/Flashplayer/>).

We recommend that you always have the latest version of the player installed. Alternatively you may receive a message saying that your Flash player has blocked access to the content.

## To change your Flash Player security settings, follow these steps:

In your browser, go to:

- [http://www.macromedia.com/support/documentation/en/Flashplayer/help/settings\\_manager04.html](http://www.macromedia.com/support/documentation/en/Flashplayer/help/settings_manager04.html). *This launches the Global Security Settings panel on the Adobe/Macromedia website, which controls the security settings of Flash Player on your PC.*
- In the Global Security Settings tab, tick the box 'Always Allow'.
- There is no Confirm or OK button, so just close your browser to save the settings.
- Re-launch the course; the content should now be displayed correctly.

## 9. How do I download my certificate for a course I have taught on?

Once you are added to a course page as an instructor you will be able to access the page and an instructor certificate. For many courses you will be added in advance of the course. On some courses, you will be added after the course and this may take up to 8 weeks post course. Once you have been added to the course as an instructor it will appear in your 'Course overview' when you log-in to the site. You will find the certificate in the instructor section of the page.

# Instructor queries

## 10. I was an ALSG course instructor and haven't taught for 4 years or more. I do not actively teach on other ALSG or RCUK courses.

If you wish to re-accredit as an ALSG instructor you should re-attend the provider course for the course you wish to teach on and be successfully recommended again for instructor training. Then you may start the instructor process again, however, in some cases you may also have to re-attend the GIC course. Please contact ALSG and we will advise on your individual circumstances.

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## 11. I was an ALSG instructor and haven't taught for 4 years or more but I do actively teach on other ALSG or RCUK courses and have a current instructor certification for this

If you wish to re-accredit as an ALSG instructor you should re-attend the provider course for the course you wish to teach on, and if you are successfully recommended again for instructor training you will not have to re-attend the GIC course and will be fast-tracked to IC status. You will be asked for your current life support instructor certification at the time of fast-tracking, so it must be valid.

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## 12. I am an ALSG instructor and haven't taught for 3 years

To re-establish active instructor status you will need to complete the on-line topics for the course you wish to teach on, via the ALSG learning site immediately and also book to teach on a face-to-face course within 3 months of completing the topics. For information on accessing the instructor e-modules see: [How do I access the instructor e modules?](#)

To access the ALSG learning site log onto [www.alsg.org/vle](http://www.alsg.org/vle) and in your instructor page you will be able to access and complete the online topics. These are located in the 2-day course section, and should be completed every 2 years by instructors.

To book a course place to teach please visit our website via this link <http://www.alsg.org/uk/Instruct> and click on the link to the dates & venues.

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## 13. I am an ALSG instructor and want to know when I am due to recertify

Please log into the ALSG VLE via this link [www.alsg.org/vle](http://www.alsg.org/vle) you will be attached to a year group for your instructor status and by clicking in the course type and year, you can download your current instructor certificate. The certificate is valid for 4 years. You should book to recertify as an instructor the year the certificate is due to expire. See APLS Full Instructor 2013 in [Figure 7](#) & certification link

[Figure 8](#)

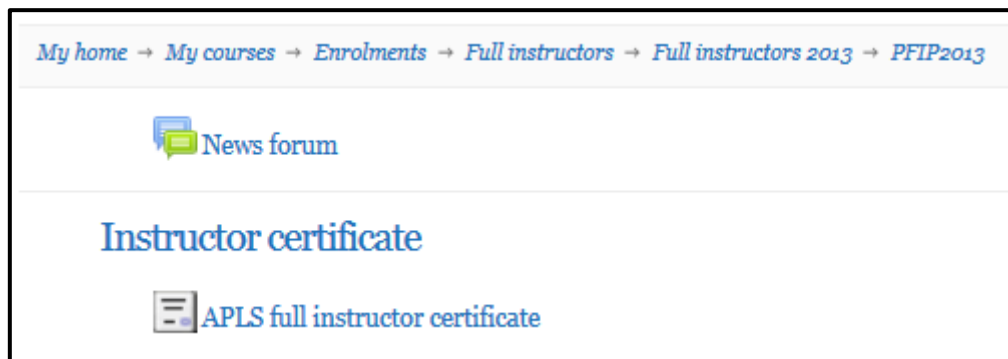
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Figure 4





Figure 5



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#### 14. I am an active ALSG Instructor and need to take a break from instructing, what should I do?

We understand our instructors need to take breaks from teaching for different reasons. ALSG will sanction a one year break without notification to us. We request you keep your VLE profile up to date during this time so that you will continue to receive notifications from us.

If a break from instructing is needed for a longer period of time, please complete the form below and we will get back to you within two weeks:

<https://web.formsqared.com/s/f/xXn0z6k4k8fEWn9mzPARH5KNOAI>

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#### 15. How many courses am I expected to teach on to remain an active instructor?

Please refer to the course regulations for your particular course type

APLS 2 day [Regulations](#)

CPRR [Regulations](#)

HMIMMS 2day [Regulations](#)

MIMMS 2 day [Regulations](#)

MedicALS [Regulations](#)

MOET 2 day [Regulations](#)

PaNSTaR [Regulations](#)

POET [Regulations](#)

PHPLS [Regulations](#)

STaR [Regulations](#)

#### 16. I am an instructor candidate (IC) but I have not managed to complete my instructor training.

You have 4 years from the date of the provider course you were recommended from, to complete your instructor training; this is the GIC course and IC assessments. If you have not managed to do this you may need to start at the beginning of the process i.e do the provider course and if

recommended, re-do the GIC etc. Please contact ALSG and we will advise on your individual circumstances.

## **17. I have been teaching overseas, does this count towards my UK Instructor commitments?**

Yes, if you have been teaching overseas on ALSG approved courses your instructor activity can be registered with ALSG. Please contact the course organiser at the centre you have been teaching at for information regarding ALSG approval.

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## **18. I am an ALSG provider course instructor can I teach on the GIC?**

Provider course instructors who have taught on a minimum of four provider Courses *within any of the participating groups*, as a full Instructor, are eligible to teach on a GIC as an instructor candidate (GIC IC). All GIC ICs will be required to satisfactorily teach on a maximum of two GICs before full GIC Instructor status is granted.

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## **19. How do I become an ALSG instructor?**

There is no guarantee any candidate will be selected for instructor training. To become an ALSG provider course Instructor you should first attend the provider course by booking a place via our web site <http://www.alsg.org/coursedates/courseview.php> the faculty teaching on the courses are looking for potential instructors to join the ALSG Instructor group.

If you are selected for instructor training you will be informed at the end of the course and this will be followed with an email from ALSG once the course returns have been submitted to us and processed. Please note this can be up to 8 weeks post course. If you have not heard from us in this time frame and have been told you were selected please fill in this form:

<https://web.formsguard.com/s/f/QzGO8ZnMYqU13R8LW20WixMlnVAA> If you are selected you will be required to attend the Generic Instructor Course (GIC) and then do two Instructor Candidate (IC) placements before proceeding to Full Instructor status for your specific provider course.

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## **20. How do I book to teach on a course?**

To book to teach on an ALSG course you can submit an application of interest directly to the course centre and date that suits you via <http://www.alsg.org/coursedates/courseviewfaculty.php> to teach at Manchester you will be given a set of instructions to access our online booking system.

## **21. I have been recommended for instructor status from an ALSG provider course but have already done a GIC**

If you have been recommended for instructor training from an ALSG provider course you will be emailed once the post course returns have been submitted to ALSG and we have processed them. This can be up to 6 weeks post course, if this time frame has lapsed and you haven't heard from us please complete this form <https://web.formsguard.com/s/f/DojW8m7LBjSYMprwVZmAuzXlqKA> and you will be contacted with further information within two weeks.

## 22. How do I recertify & what is involved?

Book to teach on a course using the dates and venue links on [www.alsg.org](http://www.alsg.org) and let the centre know in the notes part that you need to recertify.

What is involved in recertifying? This depends on course type please check regulations using links Ctrl + click

APLS 2 day [Regulations](#)

CPRR [Regulations](#)

HMIMMS 2day [Regulations](#)

MIMMS 2 day [Regulations](#)

MedicALS [Regulations](#)

MOET 2 day [Regulations](#)

PaNSTaR [Regulations](#)

POET [Regulations](#)

PHPLS [Regulations](#)

STaR [Regulations](#)

## 23. Contact ALSG

If your query is not answered in these FAQs please email [enquiries@alsg.org](mailto:enquiries@alsg.org)