



irish dental association

Cumann Fiaclóirí na hÉireann

A woman with dark hair tied back, wearing blue scrubs, is smiling and looking towards the camera. She is standing at a desk in a dental office, typing on a black keyboard. A computer monitor and mouse are visible on the desk. In the background, there is a dental sink, a blue cabinet, and a dental chair.

IDA Learning Management System

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IDA Learning Management System

Background

With new Dental Council guidelines on continuing professional development (CPD), and the expectation that a new Dental Act will introduce mandatory CPD for dentists, a system was needed to support dentists in tracking their CPD and providing easy access to courses, events and literature that attract CPD credits.

To this end, the IDA has developed a new Learning Management System that allows dentists to see a calendar of events, book IDA courses, and access peer-reviewed articles from the *Journal of the Irish Dental Association*. The new system also provides access to online courses/videos, and listings of third-party courses.

The system has been designed to be simple for both dentists and IDA administrators to use.

The system will be continually updated with new features, and IDA staff and members can use any of these features.

Features

IDA members can:

- book and pay for IDA events/courses online;
- automatically update their CPD records for IDA courses/events;
- manually update their CPD record with credits earned from non-IDA courses/events; and,
- read peer-reviewed articles in the *Journal of the Irish Dental Association* and automatically record CPD credit for this.

The following pages will provide a basic guide to using the CPD site, showing dentists how to:

- find/view courses;
- book/pay for a course;
- open a *Journal* article;
- print a certificate;
- see their course history (CPD credits earned); and,
- record external training – third-party CPD.

Getting into the Learning Management System

1. IDA members should log in to **www.dentist.ie** and go into the members' section.



2. Go to the CPD section of the site by selecting the **'CPD' tab** at the top of the page.



3. Enter the Learning Management System by clicking the **'IDA CPD' button** in the centre of the screen.



4. Dentists will now see the **main page** of the Learning Management System.

This section shows the main navigation around the site:



This section shows courses that the dentist has **completed** or is **enrolled** in:



On the right hand side there is a calendar showing the current month and a list below it detailing any **upcoming courses/events** that the dentist has enrolled in.



5. When a course or event is selected, **further details** are displayed.



Accessing courses and events

1. Select the first option: **"ACCESS COURSES AND EVENTS BY CLICKING HERE"**.



A similar screen will appear but this now lists **upcoming courses and events**.



It also allows the dentist to **search** for a particular course based on a number of criteria, including subject matter, part of title or presenter's name.

The dentist can also **narrow down (filter)** the list of courses based on type of course:

- live event/meeting/session;
- peer-reviewed articles;
- online training; or,
- non-IDA events.

A list of course(s) matching the search and/or filter is shown below the search bar.

Booking a course

If a course is selected either from the list of courses displayed at the bottom of the screen or from the **'Upcoming Sessions'** window, the dentist is taken into the booking session if there is a charge for the event/course, or to an enrolment screen if applicable.

In this example, the course 'Reviewing Contemporary Prosthodontic Practice' (shown in the 'Upcoming Sessions' window at the bottom left of the screen) has been selected.

This gives details of the course and the associated costs. The cost will show the member's price based on membership type.

To **book the course**, it is a simple matter of adding it to the dentist's shopping cart using the **'Add to Cart'** button.



For this particular course there is a choice of sessions, so the dentist is asked to select their chosen session.



The course is redisplayed for confirmation and the charge is displayed in the **'Shopping Cart'** window on the right hand side of the screen.

The dentist can go back and select more courses/make more bookings and, when ready, the dentist can proceed to pay by clicking on the **'Proceed to Checkout'** button.



Making payment (checkout)

A list of courses/sessions booked is shown, along with the cost.

To accept, the dentist presses the **'Next Step - Payment/Add Coupon'** button.



The dentist is now asked for payment method – credit card, debit card or PayPal if they have a PayPal account.

If paying by credit card or debit card, the dentist will need to fill in the card details (cardholder's name, card number, expiration date, CVC number).

Dentists will also have to confirm their location by selecting the country.

The final total price is shown at the bottom of the screen.

To proceed with the payment (and the bookings) press the **'Next Step Checkout' button**.



The dentist is now asked to review the shopping cart and confirm the order/payment by clicking the **'Complete Purchase'** button.

A confirmation screen will be displayed. For online training, dentists can also access the course immediately by pressing the **'Access Your Course'** button.

Alternatively, press the 'continue shopping' link to go back to the list of courses.

Accessing peer-reviewed articles

From the dentist's dashboard, there is also a button labelled **'ACCESS IDA JOURNALS BY CLICKING HERE'**.



1. Click the button and to be brought into a catalogue of peer-reviewed articles published in the *Journal of the Irish Dental Association*.
2. Dentists can search for articles based on title, subject matter, etc.

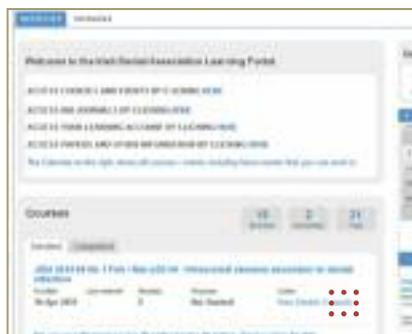


3. Click on the **'Enrol in Course'** button for the selected article.



The course is now shown as enrolled and is ready to launch.

4. Select **'Launch'** to be presented with the article.



5. Read the article.



6. Once the dentist has completed the article, they can press **'Next Module'**, where they will be asked to confirm that they have read the article so that CPD credits can be awarded.



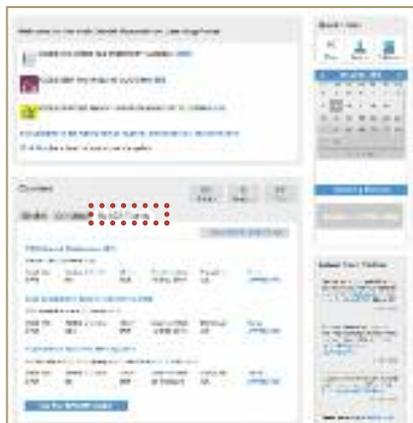
This will present a **'Completion and Rating'** screen, followed by a **'Confirmation'** screen, and this will also allow the dentist to print a certificate.



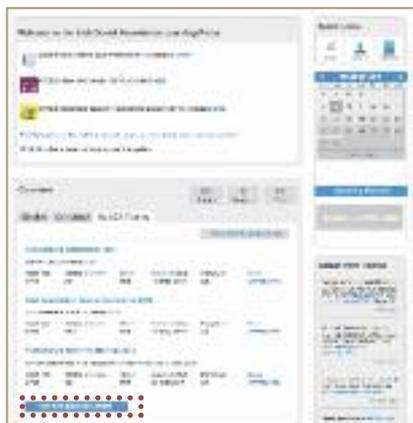
Entering third-party/Non IDA events

To enter third-party events:

1. Click on the **'Non IDA Events'** tab.



2. Click on the **'Add Non IDA Events'** button.



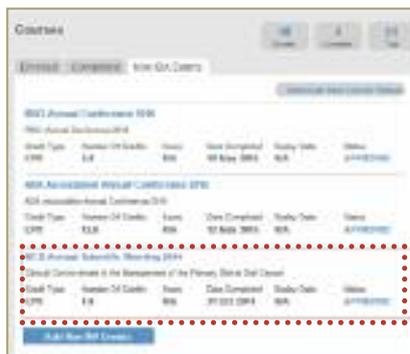
3. Fill out the event details and associated CPD credits, and press **'Save'**.



4. Another screen will appear, allowing the dentist to **upload** any supporting documentation, e.g., certificate of attendance from the third party.
5. Click on **'Close'** to complete.



6. The entry now appears under the **'Non IDA Events'** tab and will appear on the dentist's **'Course History Report'**.





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