

RESIDENT EDUCATION CENTER TRAINING PROGRAM DIRECTOR GUIDE

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Login to the REC

There are multiple options for logging into the REC, here are a few different ways:

OPTION #1 Navigate to the [ASPS Homepage](#). Select the Account drop-down from the top right corner and select **Login**.



Once you are logged in your User Dashboard will appear. Select **Education** from the main tool bar.



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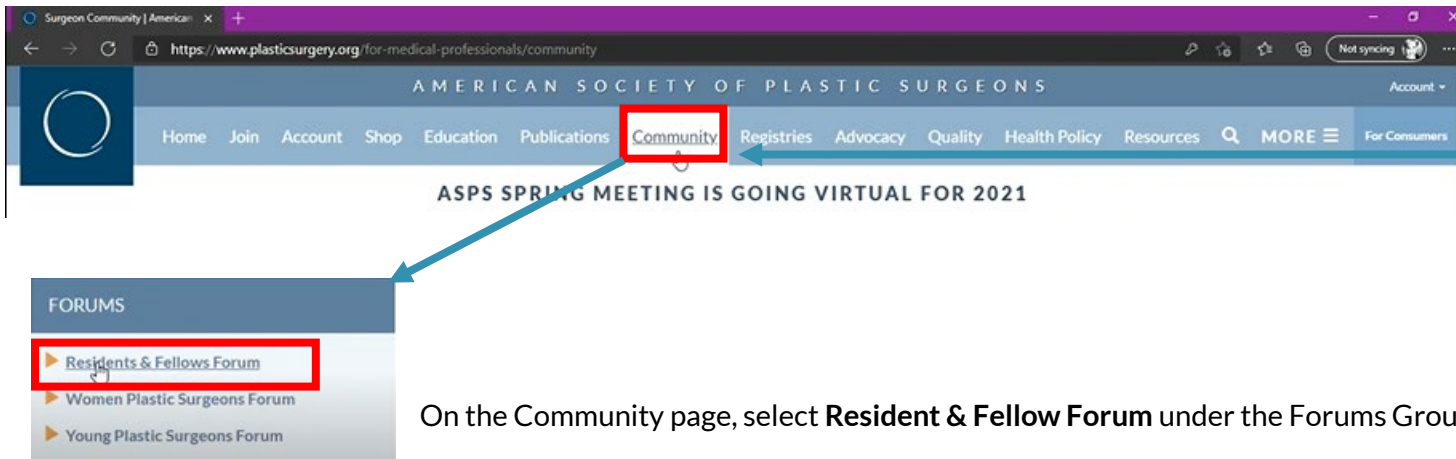
OPTION #2 Navigate to the [ASPS Homepage](#). Select the Account drop-down from the top right corner and select **Login**.



Login using your
Plasticsurgery.org credentials

A login form titled 'ASPS EdNet account - PlasticSurgery.org account'. It contains the following fields and options: 'Username' with the text 'Plasticsurgery.org credentials', 'Password' with a masked field and a 'Forgot Password' link, a checked box for 'Remember my username on this device', a 'Create New Account' link, and a 'Login' button. A blue arrow points from the 'Log In' button in the previous screenshot to this form.

Once you are logged in your User Dashboard will appear. Select **Community** from the main tool bar.



On the Community page, select **Resident & Fellow Forum** under the Forums Group.

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On Residents & Fellows Forum, select **Subscriber benefits** under the Table of Contents.

Welcome to the Residents & Fellows Forum

Welcome to your ASPS Resident website. Here, you can explore all of the benefits you'll gain from joining the ASPS Residents & Fellows Forum. Use the resources listed on this website to help yourself for

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- ▶ Welcome to the Residents & Fellows Forum
- ▶ Subscribe to the Forum
- ▶ **Subscriber Benefits**
- ▶ Residents Council

Select **Resident Education Center** from the list of Subscriber Benefits.



This award-winning news publication is read by 17,000 practicing plastic surgeons and industry professionals. Also available as an app for iPad. RFF subscribers receive a full subscription to PSN. [Get the latest news from PSN](#)



Thanks to a joint program between ACAPS and ASPS, the ASPS Education Network offers more than 100 self-assessment modules for practicing surgeons and residents alike. Each module provides journal article readings, presentations, videos and tests that cover all aspects of the specialty. Program directors are welcome to enroll their residents in the ASPS Education Network REC and review transcripts to track progress. [Get started with REC](#)



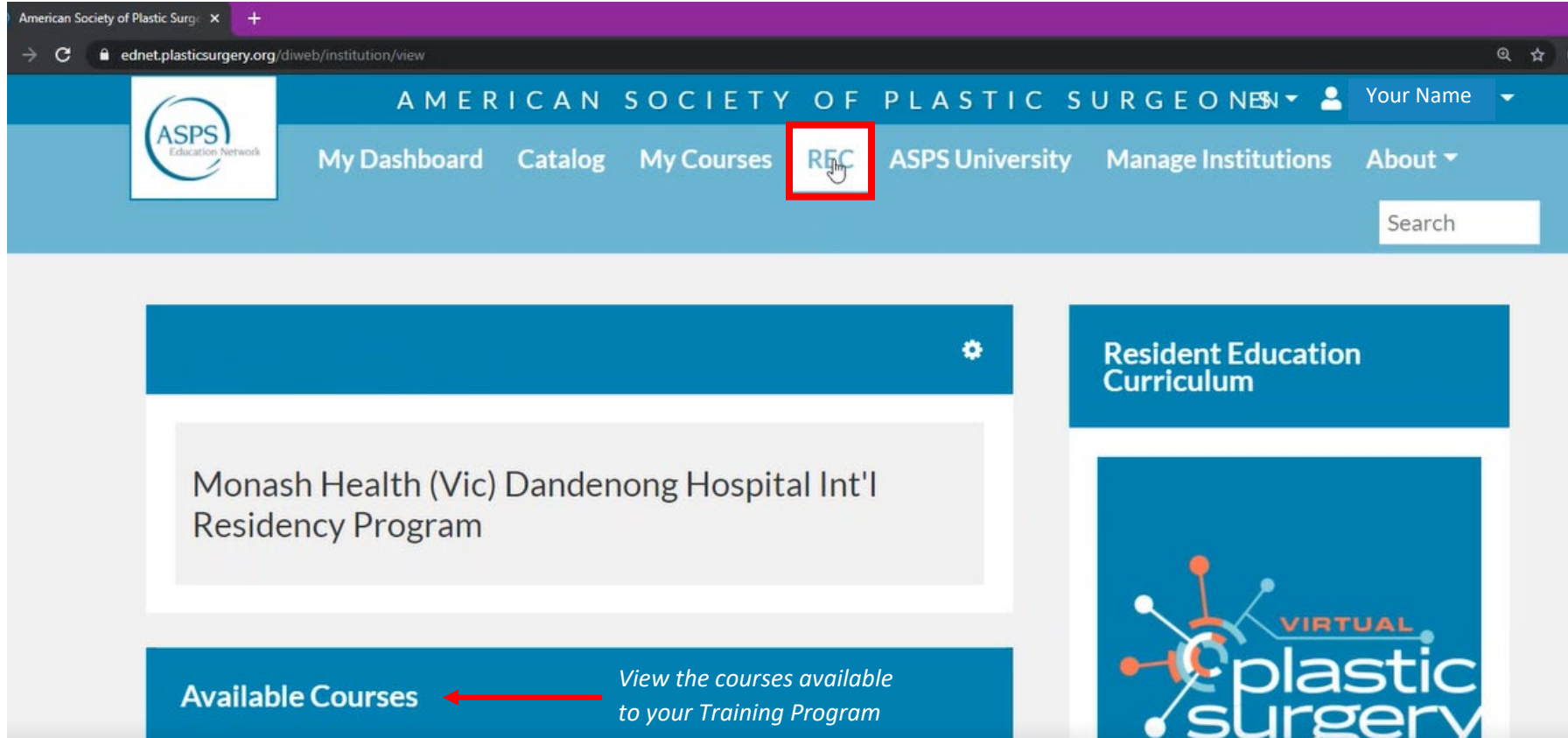
Access Medical Purchasing (AMP) can help you save money as a resident and can do even more for you when you are ready to start a practice. A free service for RFF subscribers. [Enjoy savings with AMP](#)

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Navigating the REC

Once you are logged in, select **REC** from the main toolbar to view your institution and available courses.

If you are a TPD for multiple institutions, select the institution you'd like to view here.



The screenshot shows the ASPS Education Network website interface. The top navigation bar includes the ASPS logo, the text "AMERICAN SOCIETY OF PLASTIC SURGEONS", and a user profile dropdown labeled "Your Name". Below this, a secondary navigation bar contains links for "My Dashboard", "Catalog", "My Courses", "REC" (highlighted with a red box), "ASPS University", "Manage Institutions", and "About". A search bar is located on the right side of this bar. The main content area features a large blue header for "Resident Education Curriculum" and a card for "Monash Health (Vic) Dandenong Hospital Int'l Residency Program". At the bottom, there is a blue bar with the text "Available Courses" and a red arrow pointing to it, with the subtext "View the courses available to your Training Program".

The REC Module Sections include:

*Fundamentals of Surgery
Plastic Surgery of the Head and Neck
Plastic Surgery of the Upper Extremity
Plastic Surgery of the Breast
Gender Affirmation Surgery*

*Plastic Surgery of the Trunk
Plastic Surgery of the Lower Extremity
Aesthetic Surgery
Non-Clinical*

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Manage Institutions

Select Manage Institutions to locate the faculty study guides and reports for your program. Under the main toolbar you will see two tabs **Dashboard** and **Reports**. Tab #1 “Dashboard” holds all study guides available for each course. Tab #2 “Reports” holds all reports associated with your institution.

The screenshot shows the ASPS Education Network website. The browser address bar displays ednet.plasticsurgery.org/diweb/institution/admin1. The main navigation bar includes the ASPS logo, the text "AMERICAN SOCIETY OF PLASTIC SURGEONS", and a user profile dropdown labeled "Your Name". Below this, a secondary navigation bar contains links for "My Dashboard", "Catalog", "My Courses", "REC", "ASPS University", "Manage Institutions" (highlighted with a red box), and "About". A search bar is located on the right side of this bar.

Below the navigation bar, there are two tabs: "Dashboard" and "Reports". A red arrow points to the "Reports" tab with the text "Select the tab you would like to view".

The main content area features a blue header for "Faculty Study Guides*" and a section titled "Fundamentals of Surgery" with the following list of topics:

- Anesthesia
- Burns*
- Critical Care
- Benign Skin Lesions*
- Flaps and Grafts*
- Geriatrics and End of Life
- Implants and Biomaterials*

A "Need Help?" link is visible in the top right corner of the content area.

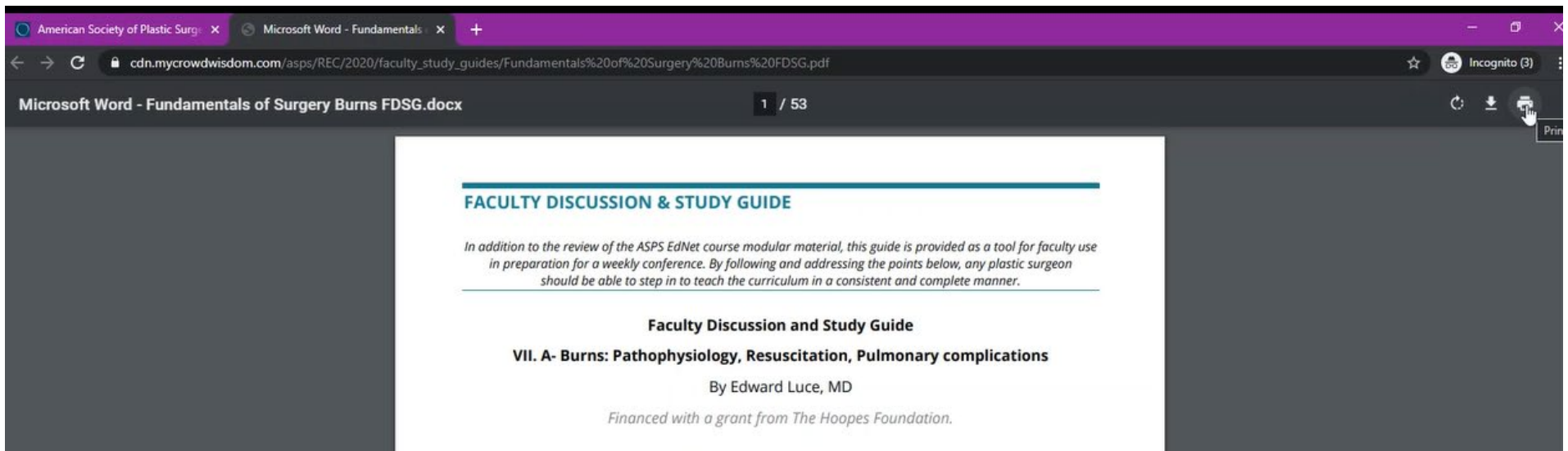
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Dashboard

The Dashboard tab should be selected when you click on Manage institutions, but if not select the **Dashboard** tab. Select a hyperlinked course to view the Faculty Study Guide.



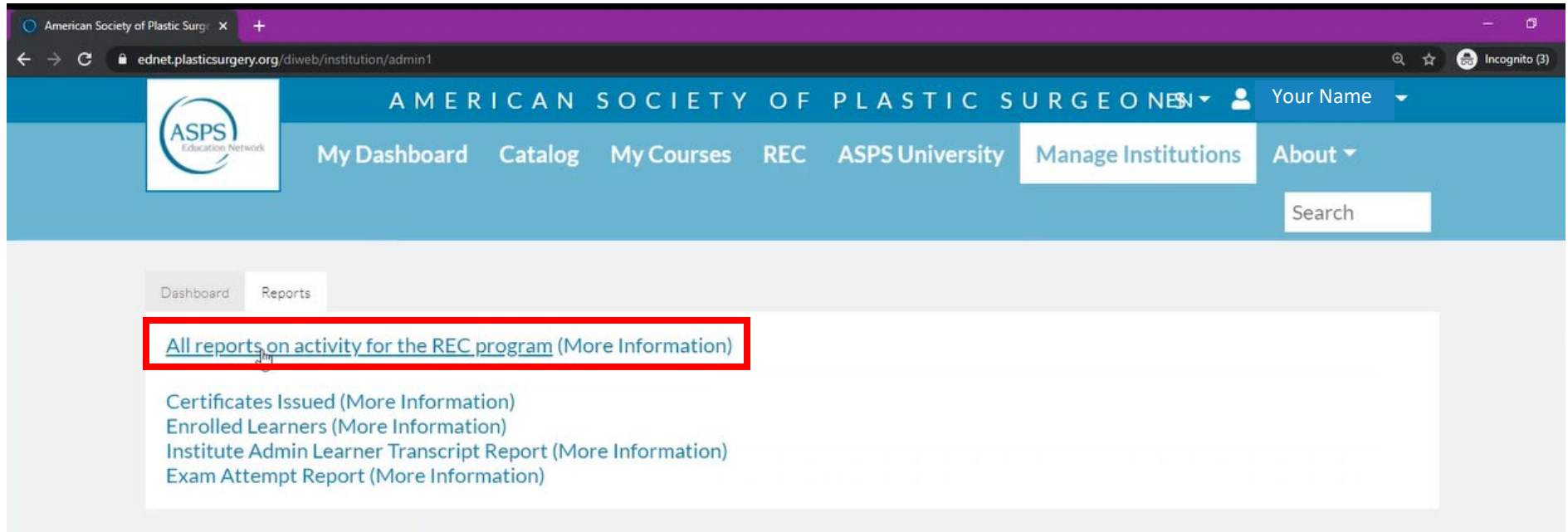
The study guide will open in a new window. **Download** or **Print** this document by selecting the icons in the top right corner.



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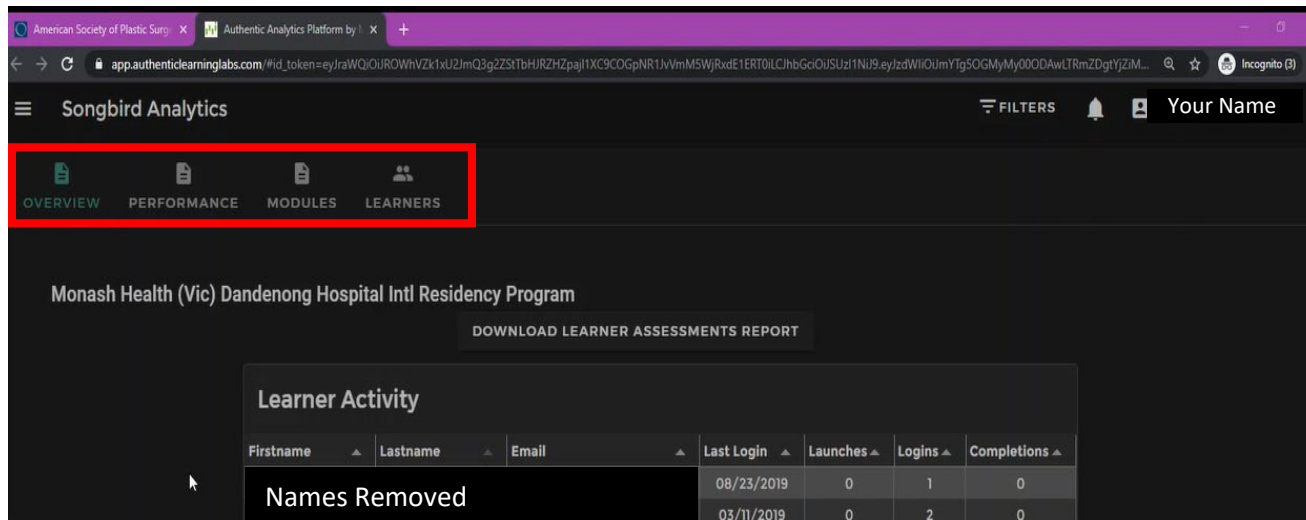
Reports

Select the **Report** tab. Select **All reports on activity for the REC Program (More Information)** this will log you in to our reporting system Authentic Analytics to view your institution report dashboard.



The screenshot shows the ASPS Education Network institution dashboard. The navigation bar includes 'My Dashboard', 'Catalog', 'My Courses', 'REC', 'ASPS University', 'Manage Institutions', and 'About'. The 'Reports' tab is active, and the link 'All reports on activity for the REC program (More Information)' is highlighted with a red box. Other report options listed include 'Certificates Issued (More Information)', 'Enrolled Learners (More Information)', 'Institute Admin Learner Transcript Report (More Information)', and 'Exam Attempt Report (More Information)'.

Once your institution dashboard loads, you will see 4 tabs at the top: Overview – Performance – Modules – Learners



The screenshot shows the Authentic Analytics Platform interface. The navigation bar includes 'Overview', 'Performance', 'Modules', and 'Learners'. The 'Overview' tab is selected, and the 'Learner Activity' table is visible. The table has columns for Firstname, Lastname, Email, Last Login, Launches, Logins, and Completions. The data is currently redacted with 'Names Removed'.

Firstname	Lastname	Email	Last Login	Launches	Logins	Completions
Names Removed			08/23/2019	0	1	0
Names Removed			03/11/2019	0	2	0

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Reports: Overview

The Overview tab provides an “at a glance” view on your institutions resident progress in the REC courses with the following options:

- [Learner Activity Summary](#)
- [Learner Performance \(High-level View\)](#)
- [Learner Pre-Test and Post-Test Performance](#)
- [View Scores by Assessment](#)
- [Performance by Exam](#)

The screenshot displays the Longbird Analytics interface. At the top right, a red box highlights the 'FILTERS' button. A blue notification banner reads: 'NOTE: DATE FILTERS CAN BE SET. Select “FILTERS” in the upper righthand corner of the screen. Custom date ranges can be entered for a more specific start and end dates if needed. This filter option is available on all tabs.' Below the banner, the 'Filters' modal is open, showing options for 'Institutions', 'Program Years', 'Start Date' (2019-01-01), and 'End Date' (2021-02-23). Buttons for 'SAVE CURRENT FILTERS AS TEMPLATE', 'RUN SAVED FILTERS', 'CANCEL', and 'APPLY FILTERS' are visible.

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Learner Activity Summary: Provides a view which shows how many course launches exist by resident, how many times they've logged in and course completions. Each section can be sorted as well.

Learner Activity

Firstname	Lastname	Email	Last Login	Launches	Logins	Completions
Names Removed			N/A	0	0	0
Names Removed			08/23/2019	0	1	0
Names Removed			04/30/2020	2	1	0
Names Removed			12/27/2019	0	1	0
Names Removed			03/05/2019	0	1	0
Names Removed			03/11/2019	0	2	0
Names Removed			01/26/2021	0	2	0
Names Removed			01/26/2021	11	2	0

Learner Assessments Report: Provides a summary of each individual learner's assessment scores. Select **download** to export to excel.

Monash Health (Vic) Dandenong Hospital Intl Residency Program

DOWNLOAD LEARNER ASSESSMENTS REPORT

Learner Activity

Firstname	Lastname	Email	Last Login	Launches	Logins	Completions
Names Removed			N/A	0	0	0
Names Removed			08/23/2019	0	1	0
Names Removed			04/30/2020	2	1	0

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The report will download into an excel sheet, creating a tab for each resident in your program.

The screenshot shows the Microsoft Excel interface with the following data:

	A	B	C	D
1	Module	Test Name	Pre-Test Score	Post-Test Score
2	II. Plastic Surgery of the Head and Neck v9	Velopharyngeal Insufficiency v9	90	
3	II. Plastic Surgery of the Head and Neck v9	Head and Neck Cancer v9	70	
4	II. Plastic Surgery of the Head and Neck v9	Cleft Lip Nose v9	50	
5	II. Plastic Surgery of the Head and Neck v9	Cleft Palate v9	70	
6	II. Plastic Surgery of the Head and Neck v9	Congenital Head and Neck Anomalies v9	70	
7	II. Plastic Surgery of the Head and Neck v9	Vascular Anomalies v9	80	100
8	II. Plastic Surgery of the Head and Neck v9	Head and Neck Cancer v9	70	
9	II. Plastic Surgery of the Head and Neck v9	Microtia v9	100	
10	IV. Plastic Surgery of the Breast v9	Congenital Breast Anomalies v9	55	
11	VI. Plastic Surgery of the Lower Extremity v9	Traumatic Injuries v9	80	
12	VI. Plastic Surgery of the Lower Extremity v9	Reconstruction of Vascular Lesions v9	78	
13				
14				
15				

The bottom of the screen shows four tabs, all labeled "Names Removed".

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Learner Performance (High-level View): Provides a summary of who has had high scores vs low scores on pre and post-tests.
 Please note this report is NOT downloadable.

American Society of Plastic Surg: x Authentic Analytics Platform by x +

app.authenticlearninglabs.com/#id_token=eyJraWQiOiJROWhVZk1xU2JmQ3g2ZStTbHJRZHZpajl1XC9COGpNR1JvVmM5WjRxdE1ERT0iLCJhbGciOiJSUzI1NiJ9.eyJzdWllOiJmYTg5OGMyMy00ODAwLTRmZDgtYjZiM...

Songbird Analytics FILTERS Your Name

Names Removed	05/18/2020	58	15	0
	02/01/2021	99	23	0
	02/14/2021	27	25	0
		745	169	0

Learner Performance (High-level View)

Learner	Pre-Test Performance		Post-Test Performance	
	High Scores	Low Scores	High Scores	Low Scores
Names Removed	2	8	-	1
	0	1	-	-
	0	2	-	-
	1	0	-	-
	1	1	-	-
	0	2	-	-
	1	2	-	-
	1	2	-	-
	3	5	1	0
		10	23	10

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Learner Pre-Test and Post-Test Performance: Provides a summary by Learner of what pre/post-test scores have been accomplished and attempt date. Please note this report is NOT downloadable.

The screenshot shows a web browser window with the URL `app.authenticlearninglabs.com/#id_token=eyJraWQ...`. The page title is "Songbird Analytics" and the user is logged in as "Your Name". The main content area is titled "Learner Pre-Test and Post-Test Performance".

Test Name	Pre-Test Performance			Post-Test Performance		
	Score	Response Time	Attempt Date	Score	Response Time	Attempt Date
Names Removed						
Cleft Lip v10	90%	146000	01/26/2021	-	-	-
Names Removed						
Facial Nerve Injury v9	100%	391140	09/28/2019	-	-	-
Ptosis and Mastopexy v9	75%	406236	07/23/2019	-	-	-
Soft-Tissue Injuries of the Face v9	50%	269217	09/28/2019	-	-	-

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View Scores by Assessment: Provides a summary by Module and Learner of pre/post-test scores by course and attempt date.
Please note this report is NOT downloadable.

View Scores by Assessment						
Learner ▲	Test Name ▲	Pre-Test Performance		Post-Test Performance		
		Score ▲	Attempt Date ▲	Score ▼	Response Time ▲	Attempt Date ▲
	I. Fundamentals of Surgery v9 (11 items)					
	▶ II. Plastic Surgery of the Head and Neck v9 (12 items)					
	▶ III. Plastic Surgery of the Upper Extremity v9 (1 item)					
	▶ IV. Plastic Surgery of the Breast v9 (4 items)					
	▶ V. Plastic Surgery of the Trunk v9 (1 item)					
	▶ II. Plastic Surgery of the Head and Neck v10 (1 item)					
	▶ VI. Plastic Surgery of the Lower Extremity v9 (3 items)					

Performance by Exam: Provides a summary by Exam only. This report shows an average score but does not provide details by Learner.
Please note this report is NOT downloadable.

Performance by Exam						
Test Name ▲	Pre-Test Performance			Post-Test Performance		
	High Scores ▲	Low Scores ▲	Avg Score ▲	High Scores ▲	Low Scores ▼	Avg Score ▲
Necrotizing Infections v9	0	1	50%	0	1	75%
Arthritis v9	0	1	40%			-
Benign Skin Lesions v9	1	1	70%	1	0	80%
Breast Anatomy v9	0	1	70%			-
Breast Cancer v9	0	1	60%			-
Burns v9	0	1	70%	1	0	80%
Chest Wall Reconstruction v9	0	1	78%	1	0	89%
Cleft Lip Nose v9	0	1	50%			-
Cleft Lip v10		0	90%			-
Cleft Palate v9	0	1	70%			-

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Reports: Performance

In the performance tab, you will find a summary of all pre and post-test scores broken down by module including number of participants.

Module ↓	Pre-Test	Pre-Test Participants	Pre-Test Avg Score	Post-Test	Post-Test Participants	Post-Test Avg Score
Velopharyngeal Insufficiency v9	Pre-Test: Velopharyngeal Insufficiency v9	1	90			N/A
Vascular Anomalies v9	Pre-Test: Vascular Anomalies v9	1	80	Post-Test: Vascular Anomalies v9	1	100

Select **Download** to export the report into an excel sheet. A pop up will appear that shows your report download progress.

Download	Report Name	File Type	Request Date	Status	Filter Start Date	Filter End Date
	table_title_2021...	(excel)	2/23/2021, 9:59:...	Complete		

This report only summarizes the tests that were taken but not listed by resident. This is a great report when wondering which modules are having the most activity as it shows how many people have taken the tests in column F (see below).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	packageid	packagename	pre_produ	pre_test_i	pre_test_name	pre_test_t	pre_test_t	pre_test_a	pre_avg_s	pre_test_createdate	post_produ	post_test	post_test	post_test	post_test
2	324811	Velopharyngeal Insufficiency v9	324812	34624	Pre-Test: Velopharyngeal Insufficiency v9	1	1	725000	90	5/10/2019					
3	324752	Vascular Anomalies v9	324753	34622	Pre-Test: Vascular Anomalies v9	1	1	236000	80	5/10/2019	324755	34623	Post-Test:	1	1
4	327261	Traumatic Injuries v9	327263	34633	Pre-Test: Traumatic Injuries v9	1	1	883000	80	5/10/2019					
5	324740	Soft-Tissue Injuries of the Face v9	324750	34620	Pre-Test: Soft-Tissue Injuries of the Face v9	1	1	269217	50	5/10/2019					

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Reports: Modules

The module tab provides a summary of number of residents enrolled broken down by module. Start by selecting your institutions name.

OVERVIEW PERFORMANCE **MODULES** LEARNERS

Institution Detail

Monash Health (Vic) Dandenong Hospital Intl Residency Program

Institution Detail - Monash Health (Vic) Dandenong Hospital Intl Residency Program

Module

Product	Product Type	Participants	Progress	Completions	Avg Pre-Test	Avg Post-Test	Detail
I. Fundamentals of Surgery v9	Package	6	0/7	0			↳
II. Plastic Surgery of the Head and Neck v9	Package	3	0/5	0			↳
III. Plastic Surgery of the Upper Extremity v9	Package	3	0/4	0			↳

Select the **number** under the participants column to view the list of residents currently in progress.

Transcripts < SCROLL > Date Range: 07/01/2020 - 02/23/2021 Showing 1 - 6 of 6 Total Records

course	Enrollm...	Com...	score	Time Spent	Status	Catalog	Product Type	Product External ID	firstname	lastname	email
Fundamentals of Surgery v9	12-03-2020		0	00:00:00	Started	default	Package	27315	Names Removed		
Fundamentals of Surgery v9	08-08-2020		0	00:00:00	Started	default	Package	27315			
Fundamentals of Surgery v9	02-09-2021		0	00:00:00	Started	default	Package	27315			
Fundamentals of Surgery v9	02-01-2021		0	07:09:21	Started	default	Package	27315			

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Reports: Learners

The learners tab provides a summary of resident progress. This list is broken down by resident's last names. Select the **detail arrow** on the far right to view an individual summary.

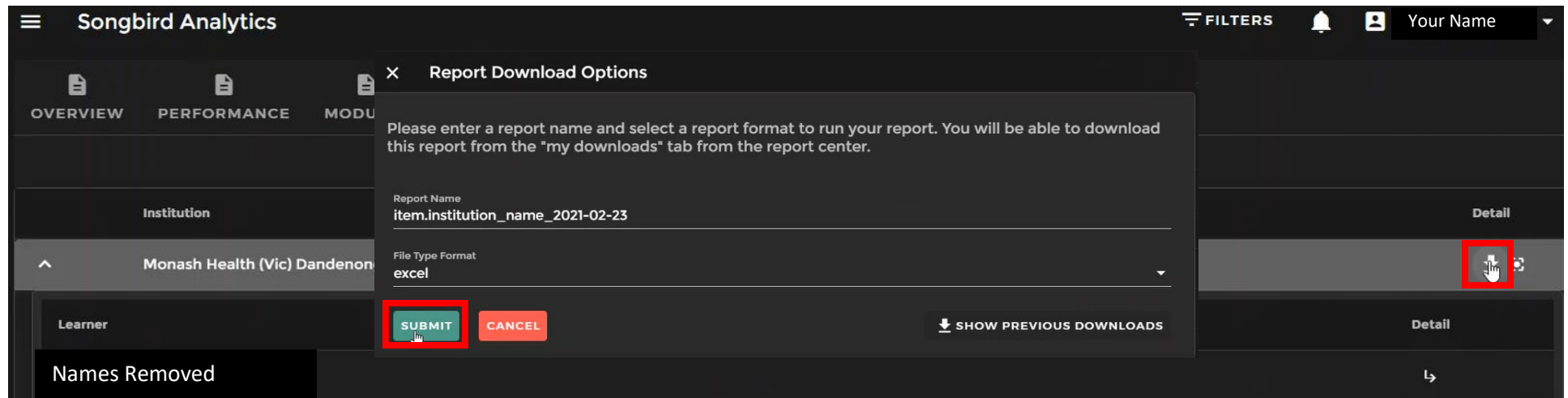
The screenshot shows the Songbird Analytics interface. At the top, there is a navigation bar with 'Songbird Analytics' on the left and 'FILTERS', a notification bell, a user profile icon, and 'Your Name' on the right. Below the navigation bar are four tabs: 'OVERVIEW', 'PERFORMANCE', 'MODULES', and 'LEARNERS'. The 'LEARNERS' tab is highlighted with a red box. Underneath the tabs, the institution 'Monash Health (Vic) Dandenong Hospital Intl Residency Program' is displayed. Below the institution name is a table with columns for 'Learner' and 'Detail'. The 'Learner' column contains a 'Names Removed' placeholder. The 'Detail' column contains right-pointing arrows. One of these arrows is highlighted with a red box.

To go back to the main resident list select **Return to Learners Listing**.

The screenshot shows the Songbird Analytics interface. At the top, there is a navigation bar with 'Songbird Analytics' on the left and 'FILTERS', a notification bell, a user profile icon, and 'Your Name' on the right. Below the navigation bar are four tabs: 'OVERVIEW', 'PERFORMANCE', 'MODULES', and 'LEARNERS'. The 'LEARNERS' tab is highlighted with a red box. Underneath the tabs, the institution 'Monash Health (Vic) Dandenong Hospital Intl Residency Program' is displayed. Below the institution name is a table with columns for 'Product', 'Product Type', 'Progress', 'Completions', 'Pre-Test Score', 'Post-Test Score', and 'Detail'. The 'Product' column contains 'I. Fundamentals of Surgery v9' and 'II. Plastic Surgery of the Head and Neck v9'. The 'Product Type' column contains 'Package'. The 'Progress' column contains '0/0' and '0/1'. The 'Completions' column contains '0' and '0'. The 'Pre-Test Score' column is empty. The 'Post-Test Score' column is empty. The 'Detail' column contains right-pointing arrows. A button labeled 'Return to Learners Listing' with a left-pointing arrow is highlighted with a red box.

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In the main learner list, select the **download icon** to view a full report of resident course progress including pre and post test scores. A notification will appear name your report and select the **submit button**.



In this report the most important columns include: *Module / First & Last Name / Product (filter to view Pre & Post Tests) Pre-test and Post-test scores.*

1	module	firstname	lastname	email	product	Enrollment Date	completed	Completion Date	Pre Test Passed	Pre Test Av,
2	I. Fundamentals of Surgery v9				Anesthesia v9	12/3/2020	0			
3	I. Fundamentals of Surgery v9				Course Article: Fire in the Operating Room: Principles and Preventio	12/3/2020	1	12/3/2020		
4	I. Fundamentals of Surgery v9				Course Materials: Anesthesia v9	12/3/2020	0			
5	I. Fundamentals of Surgery v9				Fundamentals of Surgery Welcome Page v9	12/3/2020	0			
6	I. Fundamentals of Surgery v9				I. Fundamentals of Surgery v9	12/3/2020	0			
7	I. Fundamentals of Surgery v9				Clinical Case Scenario 1: Microsurgery v9	2/17/2021	1	2/17/2021		
8	I. Fundamentals of Surgery v9				Clinical Case Scenario 1: Wound Healing v9	2/9/2021	1	2/9/2021		
9	I. Fundamentals of Surgery v9				Clinical Case Scenario 2: Microsurgery v9	2/17/2021	1	2/17/2021		
10	I. Fundamentals of Surgery v9				Clinical Case Scenario 2: Wound Healing v9	2/9/2021	1	2/9/2021		
11	I. Fundamentals of Surgery v9				Clinical Case Scenario: Necrotizing Infections v9	2/16/2021	1	2/16/2021		
12	I. Fundamentals of Surgery v9				Course Article: Perforator Flaps: History, Controversies, Physiology,	2/16/2021	1	2/16/2021		
13	I. Fundamentals of Surgery v9				Course Article: The Most Current Algorithms for the Treatment and	2/9/2021	1	2/9/2021		
14	I. Fundamentals of Surgery v9				Course Materials: Implants and Biomaterials v9	8/8/2020	0			
15	I. Fundamentals of Surgery v9				Course Materials: Microsurgery v9	2/16/2021	0			

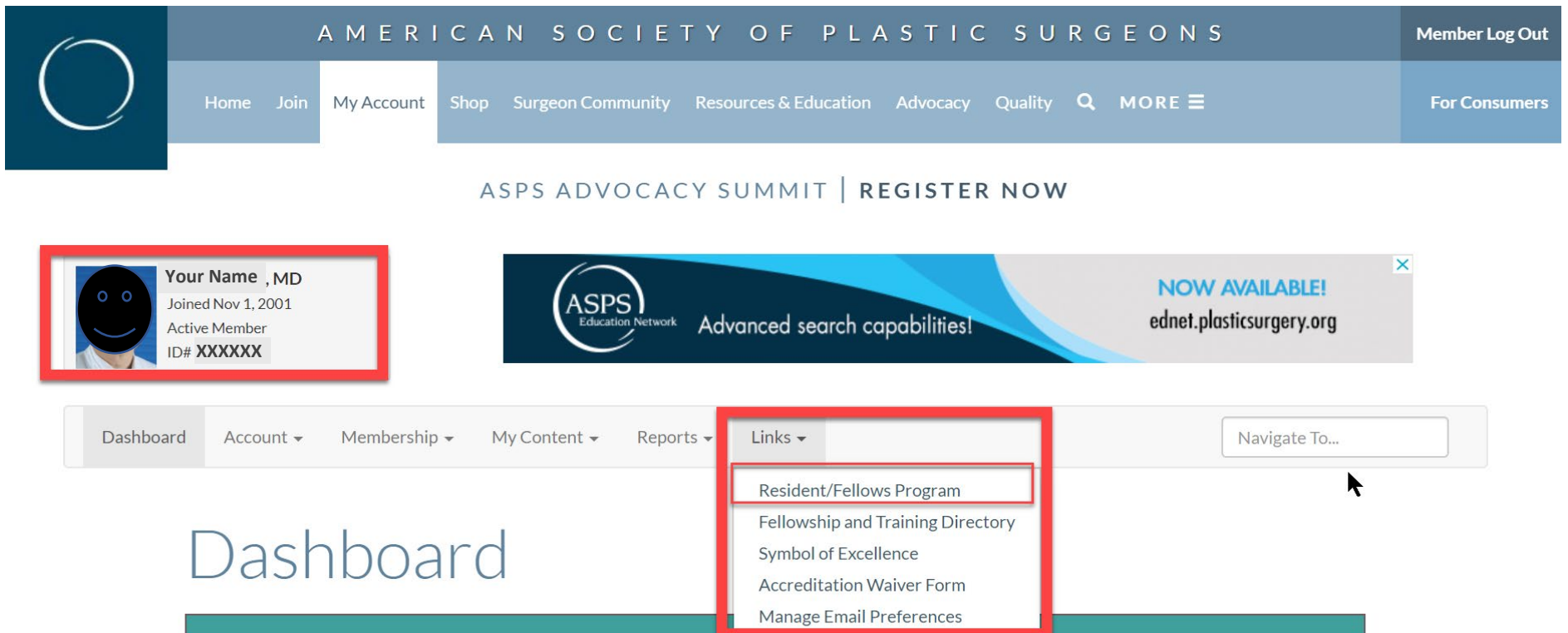
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Enrolling New Residents

To enroll a new resident navigate to the [ASPS Homepage](#) and log into your account.



On your main dashboard select the **links** drop-down. Select **Residents/Fellows Program**.



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On the Manage Resident Program screen, scroll down to the Residents section.

In the resident's section you can select Edit, Remove From, or No Changes for each resident in your program. At the bottom of the resident list select **Add Resident**.

A pop up will appear. To begin enter the resident's **ASPS ID** or **Email Address** and select **Continue**.

Once the resident is added, every enrollee will receive a web user ID and password via email – if they do not have one, member services can provide them with one. Call 1-800-766-4955

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