Anesthesia Toolbox User Guide: Faculty-Specific Functions
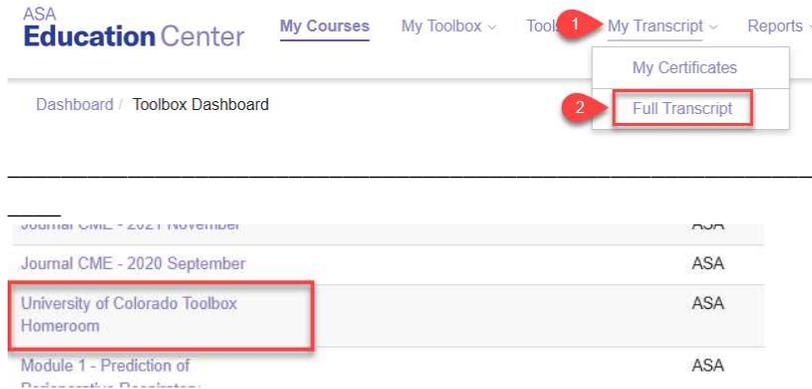
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For additional assistance, please contact toolbox@asahq.org

Inviting and Removing Users (Superusers only)

1. First, navigate to your institution's Toolbox homeroom course. You can access this via your full transcript in the ASA Education Center/Anesthesia Toolbox. We recommend bookmarking this course for easiest access.

2. In your institution's homeroom course, there will be a set of instructions to send to your users so they can self-enroll.
   a. **You will need to fill in the enrollment key in the message before you send these instructions**. The quickest way to access your institution's enrollment key is via the "Updating enrollment key" link in your Superuser Tools block.

b. On the page where you can update your enrollment key, check the "Unmask" box to reveal your institution's enrollment key. Once the key is revealed, you can copy and paste it into the instructions before sending to your enrollees.

Self enrollment

▼ Self enrollment

Custom instance name	[redacted]
Enable existing enrollments ⓘ	Yes ▾
Allow new enrollments ⓘ	Yes ▾
Enrollment key ⓘ	[redacted] ☑ Unmask

3. Once your users have self-enrolled using the instructions you sent them, **you and/or another superuser for your institution will need to set each of their role and permissions**.
   a. To access a list of your users to update their role and permissions you can either:
      i. Click on "Update user profiles" in your Superuser Tools block

      SUPERUSER TOOLS

      User management
      - Admin homepage
      - Update user profiles (list of tenant users)
      - Removal of users from the program
        - Click the red **X** under the enrollment methods column
      - Adding users to the program
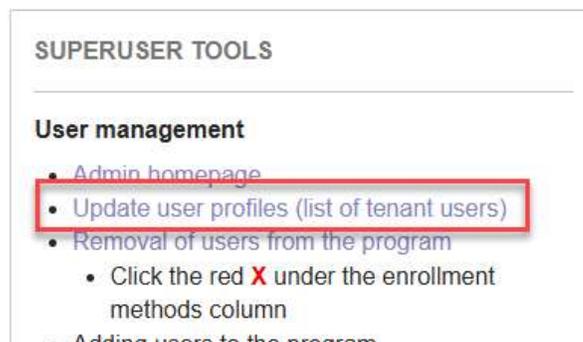
      ii. Or, click on the settings cogwheel to the left of your name (upper right-hand corner of the screen), then click Users.

      Core platform
      Users ②

      Menu settings
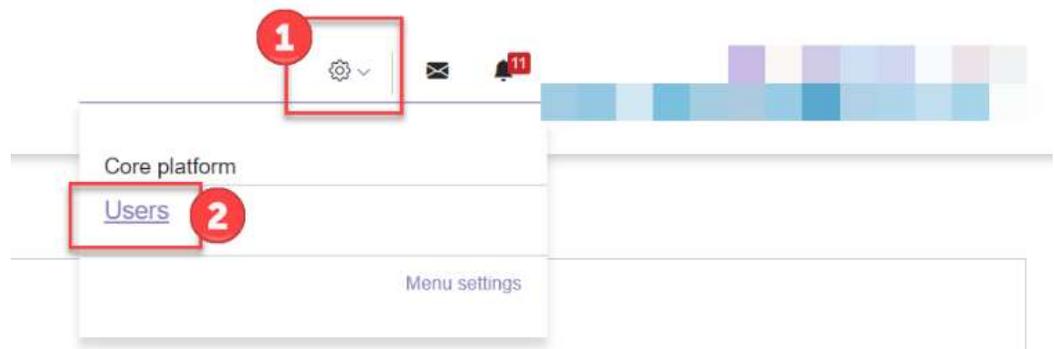
b. Once you are on your list of users, to edit a user's Toolbox information, click the cogwheel in the "Actions" column in their row.

User's Fullname	User Status	Last Login	Actions	Toolbox Role
	Active	20 days ago	⚙	Faculty
	Active	7 days ago	⚙	Faculty
	Active	17 months ago	⚙	Faculty
	Active	10 months ago	⚙	Faculty

c. For security reasons, **you will only be able to change the Toolbox related fields** of your users' profiles. To update additional profile information (name, address, email, credentials, etc.), the user will need to edit their profile themselves here: https://www.asahq.org/member-center/my-account, or the user should reach out to info@asahq.org.

  i. For faculty, we recommend the below settings. "Question Bank Content Editing" should only be checked for faculty users or administrators who may need to create quiz questions in the system.

Toolbox Role	Faculty ⌄
Level / PGY	Choose... ⌄
Question Bank Content Editing	☑
Rotation Chief	☐
Institution Super User	☐

  ii. For residents, fellows, medical students, or other in training users, we recommend the below settings, with the appropriate PGY filled in. **Question Bank Content Editing should *not* be checked for in training users.**

Toolbox Role	In training ⌄
Level / PGY	3 ⌄
Question Bank Content Editing	☐
Rotation Chief	☐
Institution Super User	☐

   iii. Want to make someone a superuser by checking the "Institution Super User" box? You can absolutely do so! Afterwards, please notify toolbox@asahq.org which users you did this for, as full superuser abilities are unlocked via additional actions on our end.

  d. Repeat editing profile information for all newly self-enrolled users.

4. If you need to remove users from the program:

  a. To remove a user from your program, you need to first visit your institution's Homeroom course page. This should be in your Current Learning block on the ASA Education Center/Toolbox dashboard.

  b. Once there, there will be a set of links for Superuser use. Select the link "Removal of users from the program".

  c. This will bring up a list of users enrolled in the course and in your program. You can search for the user you wish to remove, then click the red X under the "Enrollment methods" column.
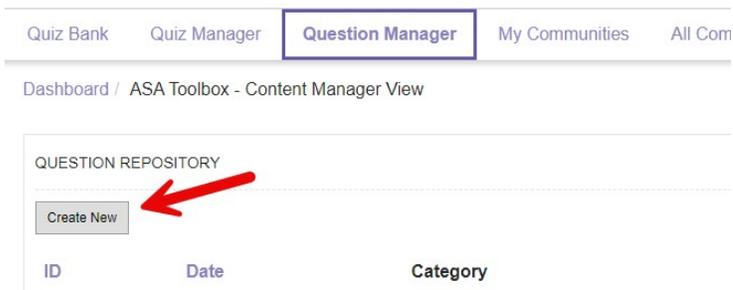
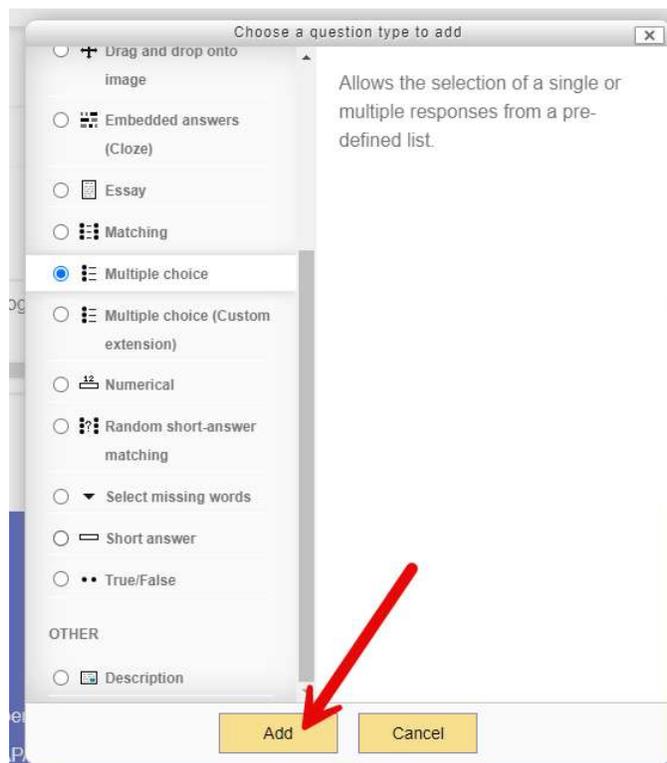# Creating Questions (Question Manager)

1. As a faculty member, you can write questions for use in quizzes. Questions are created in the Quiz Manager.
2. To access the Question Manager, click on the My Toolbox tab at the top of the page, then select Question Manager.
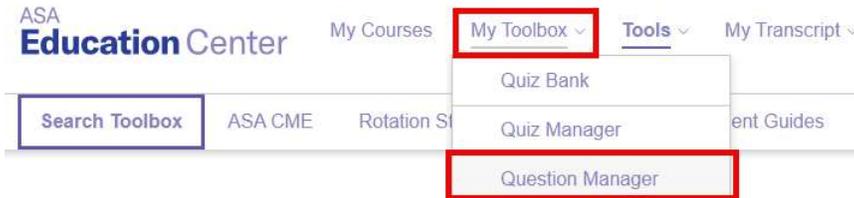

3. Select Create New

4. Select the type of question you would like to create then click Add.

5. Complete the appropriate settings fields for the question type you chose. If you have any questions on specific question settings, please reach out to toolbox@asahq.org for assistance.
   a. Under the "Enhanced Question Bank" section, you have a choice whether you would like this question to appear in the Quiz Bank or not. If you are planning on adding this question to a quiz later and/or would like others to have the ability to add this question to a quiz, please check this box.
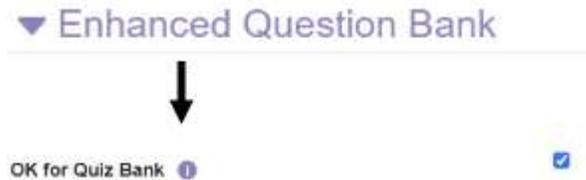
   b. Under the "Organization Access Constraints" section, choose if you would like this to be a public Toolbox question or not.
      i. If you would like this question to only be visible to you and other faculty in your institution, and/or the question you are creating will only be specific to your purposes and will not make sense out of context, set "Allow access globally" to "no"
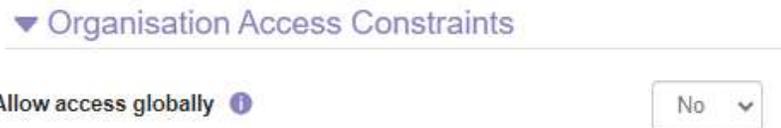
      ii. If you would like other Toolbox users (outside of your institution) to be able to see this question, this process diverges from here. See the "Public Content Review Process" section of this document for further steps on creating public questions.

6. Once you are happy with your chosen settings, scroll down to the bottom of the settings and click "Save Changes". If you kept your question local to your institution (you set Allow access globally to "no", and selected "OK for Quiz Bank") you can now use this question when you create a quiz! See the "Creating a Quiz to Assign to Learners" section of this document for more details on this.

Creating a Quiz to Assign to Learners

1. Click the My Toolbox tab at the top of the dashboard, then click Quiz Manager.
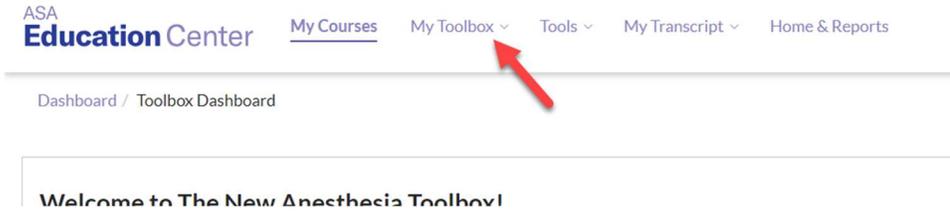
2. Scroll down to the Quiz Manager block and click Create New.
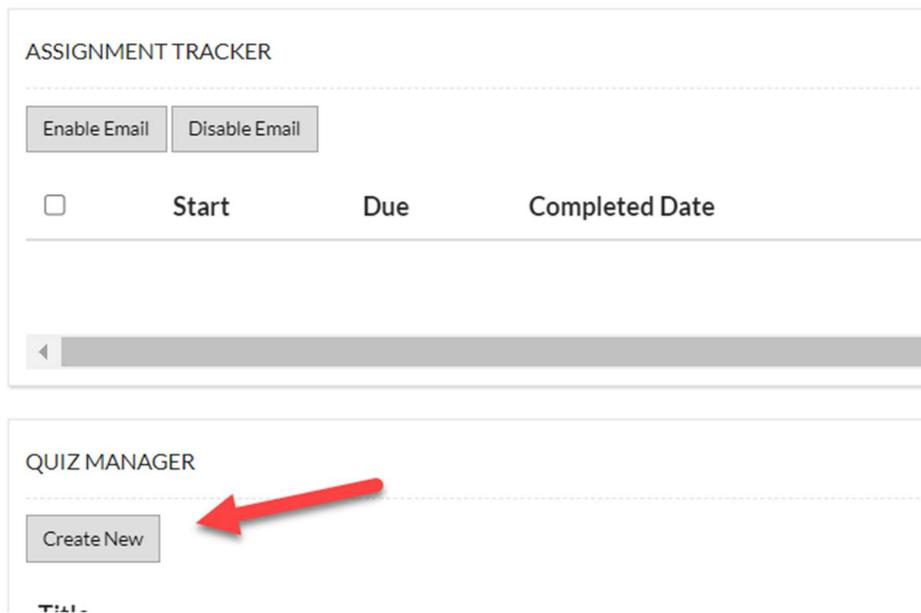
3. Enter the title of the quiz, then click Save and Display.

4. Click Edit custom toolbox quiz.

Edit custom toolbox quiz

Back to the course

5. Click Add to add questions to the quiz.

Editing custom toolbox quiz:

Questions: 0 | This custom toolbox quiz is open

Maximum grade 100.00   Grade to pass: 0.00   Save

Total of marks: 0.00

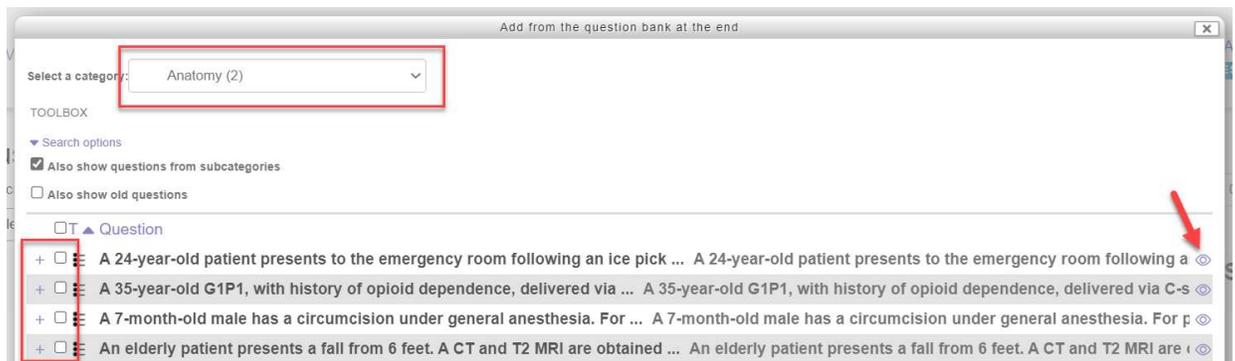Repaginate   Select multiple items

□ **Shuffle** ⓘ

Add▾
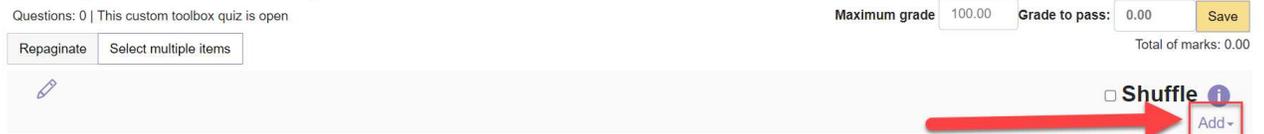
a. If you select the option "+ a new question", this will allow you to create an original question right now to add to the quiz. See the "Creating Questions" section in this document for help with this process.

SS
+ a new question

+ from question
bank

+ a random
question

Add▾

b. If you select the option "+ from question bank", this will pull up a list of predefined questions within different categories of Toolbox.

SS
+ a new question

+ from question
bank

+ a random
question
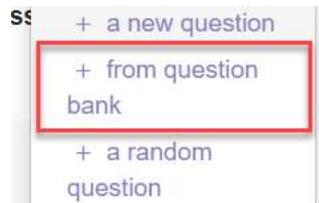
i. Select a category, and the list of questions in that category will automatically appear. You can preview a question by clicking the eyeball to the right of it.

Add from the question bank at the end

☒

Select a category: Anatomy (2)   ⌄

TOOLBOX

▼ Search options

☑ Also show questions from subcategories

☐ Also show old questions

☐ T ▲ Question

+ ☐ ☰ A 24-year-old patient presents to the emergency room following an ice pick ... A 24-year-old patient presents to the emergency room following a ◉

+ ☐ ☰ A 35-year-old G1P1, with history of opioid dependence, delivered via ... A 35-year-old G1P1, with history of opioid dependence, delivered via C-s ◉

+ ☐ ☰ A 7-month-old male has a circumcision under general anesthesia. For ... A 7-month-old male has a circumcision under general anesthesia. For p ◉

+ ☐ ☰ An elderly patient presents a fall from 6 feet. A CT and T2 MRI are obtained ... An elderly patient presents a fall from 6 feet. A CT and T2 MRI are ◉

ii. You can select multiple questions to add by using the checkboxes to the left of the questions, then scrolling down to the bottom of the question list and clicking "Add selected questions to the custom toolbox quiz". Note: if you would like to add multiple questions from multiple categories, you will need to complete this step for each category.
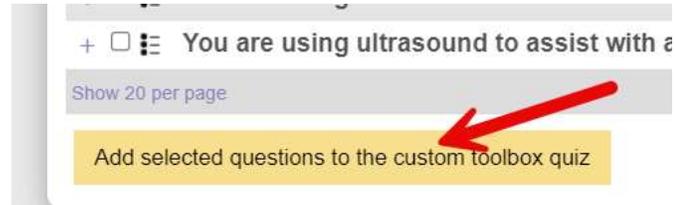

iii. To add a single question and exit out of the question selector, click the plus icon to the left of a question.

6. Once you have added all the questions you want, edit the maximum grade for the quiz, the grade to pass, and click "save".

7. This quiz will now appear in the Quiz Manager where you can assign it to learners. See the "Assigning a (Single) Quiz to a Learner" section of this document for steps on how to assign this quiz.

Utilizing a Community Workspace

1. Access your institution's community workspace by clicking My Toolbox at the top of the page, then clicking My Communities.
2. You can add discussions to your community by typing in the free text box and then clicking post.
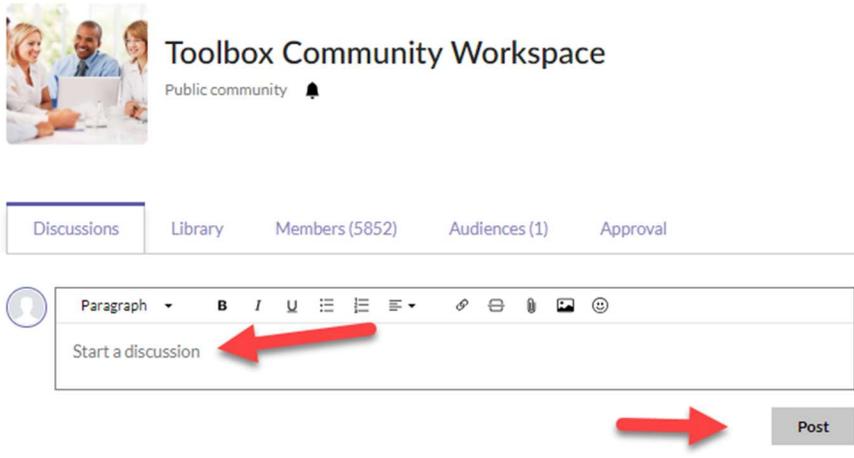
3. You can create shared Resources or Clinical Pearls in the Library section of your community.
   a. Click the + symbol to add your content.
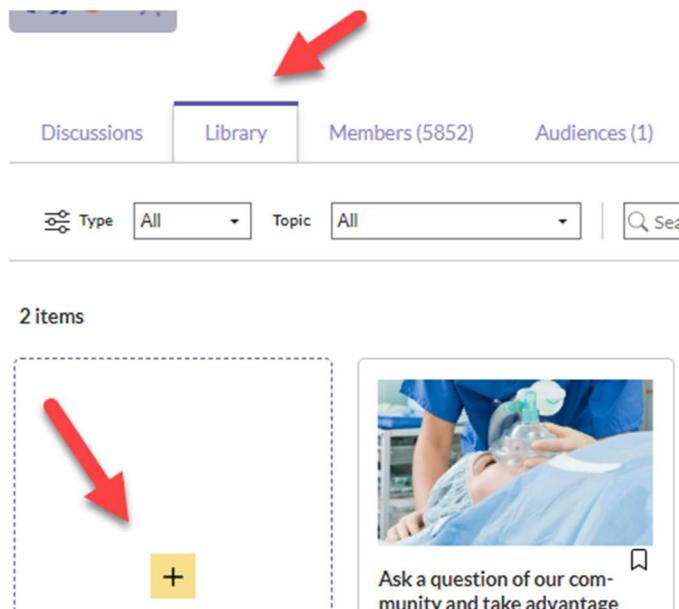
b. Choose the type of content you would like to contribute. Add the title and enter content. You have the ability to attach files by clicking the paperclip icon. Once you are done entering your content, click Next.

4. Choose your settings and then click Done. Settings display in the screenshot below will vary depending on if you select "Limited" or "Toolbox Community" visibility settings.
   a. Note that the "Hidden" visibility settings will not be an option if you are creating this content from within your institution's community workspace library. To create hidden content, navigate to "My Library" under the "My Toolbox" option at the top of the site.
   b. Note that if you choose "Toolbox Community" visibility settings, this content will not be visible until approved by the Anesthesia Toolbox Editorial Board.

5. Discussions and library content will need to be approved by an administrator, unless the auto-approve setting is turned on (only the owner of the community can edit this setting).
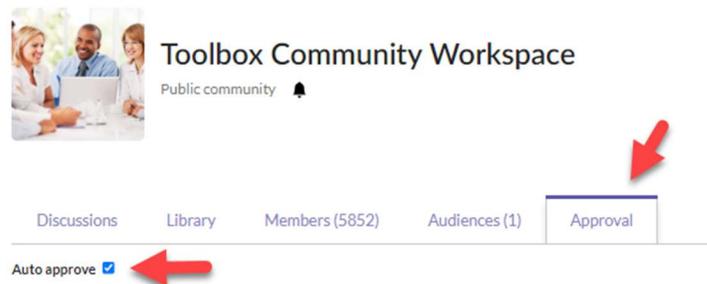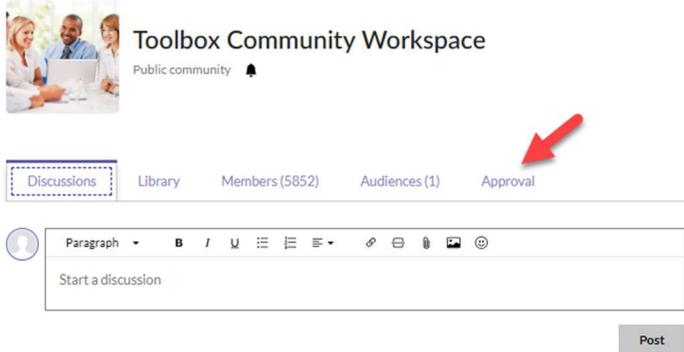
Assigning a (Single) Quiz to a Learner

1. Click the My Toolbox tab at the top of the dashboard, then click Quiz Manager.

2. The Quiz Manager contains a list of all the pre-created quizzes within Anesthesia Toolbox (such as the quizzes that correspond to the content in the Rotation Study Guides), as well as quizzes written by the faculty in your institution.
3. To find a quiz, you can use the search bar, or use the checkboxes to show quizzes created by you or people in your institution.

4. Next to each quiz, you have the option to:
   a. Assign the quiz to learners
   b. Preview the quiz to see the questions and answers
   c. Duplicate the quiz, which will create a copy of the quiz within your institution so you can add or remove questions as needed
   d. Copy a link to the quiz (see "Link" hyperlink to the right of the quiz row)
   e. Edit the quiz if you are the author

5. Once you are ready to assign a quiz to one or multiple learners, click the "Assign" button next to a quiz.

6. In the "Assigned Users" dropdown, add the learners by searching for their name, clicking their name from the list, then clicking "Add".

7. Confirm the recipient of the quiz assignment.

8. Click "Save Changes".

Learning Plans (Faculty Perspective)

1. From the My Toolbox dropdown, select "Learning plan (local)" and click "Create New" on the Learning Plans page.

2. From there, click "Edit Details" to rename the plan and add any description or dates needed. By clicking on each of the tabs, you can add courses, resources (like content from the Rotation Study Guides or content created within your institution's community workspace library), or quizzes (like quizzes corresponding to the Rotation Study Guides or quizzes created by faculty in your institution).
   a. **Please note:** Including an ASA course in a Learning Plan does not waive any potential fees associated with enrolling in that course for learners. Please reach out to toolbox@asahq.org with any questions.

b. **Please note:** when adding courses, resources, or quizzes, the Browse list may take a moment to load and appear blank at first. This is a normal process while the system is being queried to bring up the full list—thank you for your patience.

c. You can make multiple selections from the lists before clicking "Save" to add them to the plan.

d. For quizzes, you can preview the quiz before adding it to the plan:
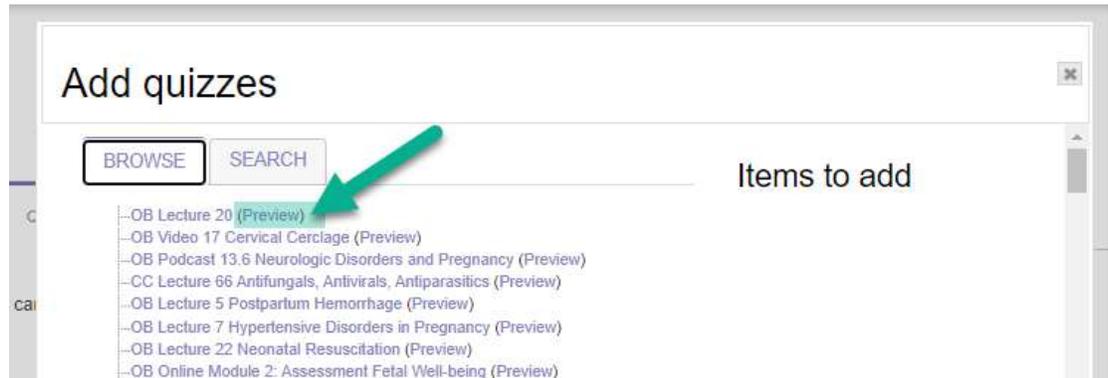
3. For each item you've added to the plan, you can add due dates. Based on these dates, learners assigned to this plan will receive emails/notifications starting at 5 days to the due date.

4. If available, a Plan can also be created from a Template—a pre-packaged plan that can be copied and customized to fit your needs. To preview a template first, click "View". If you would like to use the template, click "Use Template" to create a copy of the template that you can adjust as you see fit using the same steps as above.
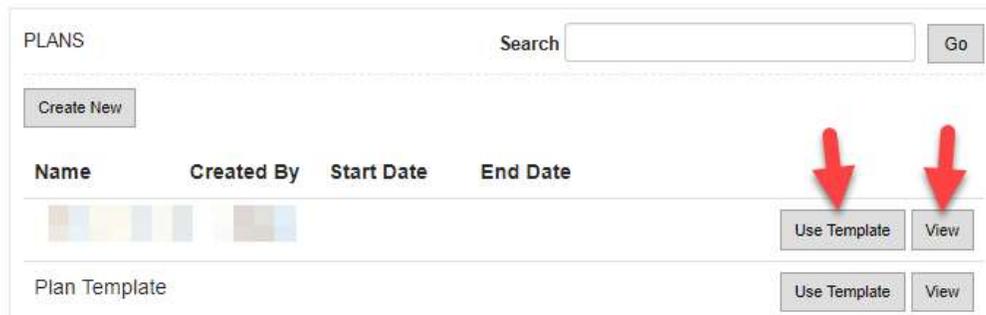
5. Once a plan has been created, clicking "Assign" next to the name of your plan will allow you to assign the plan to learners.

6. In the "Assigned Users" dropdown, add the learners by searching for their name, clicking their name from the list, then clicking Add.

7. Confirm your choice.

8. Click "Save Changes". Note, it will take about 15 minutes for the Plan assignment to push through to the assigned learners. **Please note:** after successfully assigning a plan to learners, any changes made to the plan will not be reflected in those learners' plans.
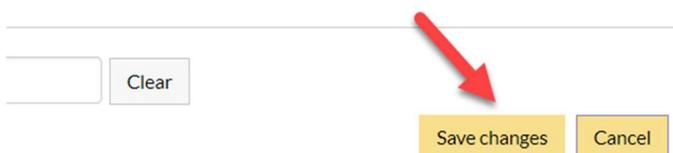
9. To track a plan's progress, click "Assignments" next to the name of your plan.

10. After clicking on the "Assignments" link, you will see a list of each learner assigned to that plan.
    a. Note the "Status" column. While the plan is active, the status column will either read "scheduled" if you just recently assigned this plan and it's on its way to your learners, or "approved" if it's been successfully delivered to your learners. Once the plan has reached its end date, the status will either read "complete" or "incomplete" depending on if that learner completed all content within this plan.
11. Click "View" to see that learner's progress on each section in the learning plan.
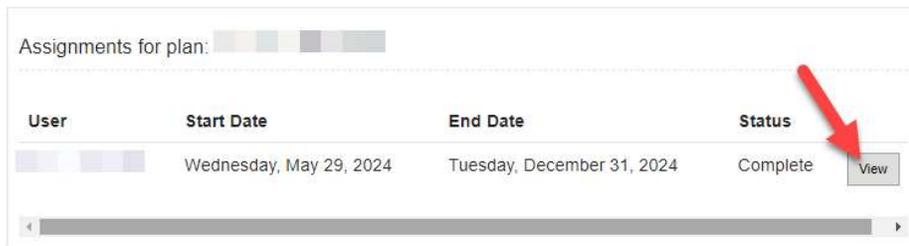
12. Once you are inside a learner's specific plan, you can move through the "courses", "resources" and "quizzes" tabs to see if they've completed the items within. This is also where you can make changes to an individual learner's learning plan if needed.
13. In the "quizzes" tab, please note that 100% progress means the learner has finished the quiz, 50% progress means they've started the quiz, and 0% progress means they haven't started the quiz. These percentages are not what score the learner earned. To see a learner's specific attempt on a quiz, including their score, click the "Launch quiz" button.
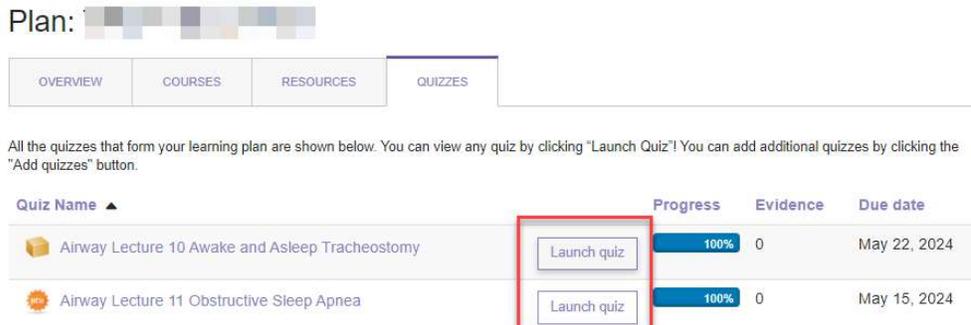
14. For your convenience, learner data on quizzes assigned in a Learning Plan is also tracked within the Quiz Assignment Tracker. See the "Tracking Learner Progress on Assigned Quizzes (Quiz Assignment Tracker)" section of this document for more details on the Quiz Assignment Tracker.

Tracking Learner Progress on Assigned Quizzes (Quiz Assignment Tracker)

1. Click the My Toolbox tab at the top of the dashboard, then click Quiz Assignment Tracker.

2. The Quiz Assignment Tracker displays a list of all the quizzes the faculty members in your institution have assigned to your learners. This includes individual quiz assignments from the quiz manager page as well as quizzes assigned via a learning plan.
   a. You can see when a quiz assignment was started, the date it's due, the date it was completed, the description or title of the quiz, which learner this quiz was assigned to, which faculty user assigned this quiz, the score the learner earned, the score required to pass this quiz, and whether the learner is receiving email reminders about this quiz assignment. This table can be sorted by any column by clicking the column header. Click multiple times to switch between ascending or descending.

   b. You can search for data by column by using the "search by" dropdown and text box.

   c. You can use the filter checkboxes to show quizzes specifically assigned by you, quiz assignments that are incomplete, and quizzes that were written by someone in your institution.

d. To adjust or assign a due date for a single quiz, use the "Set Due Date" button to the right of the quiz entry.

e. To adjust or assign the same due date for multiple quizzes at once, use the checkboxes to the left of each quiz, and click the "Set Due Date" button on the top.

f. To send a daily question from the quiz to the learner, use the checkboxes and then select "Enable Q of the day reminders". You'll be able to see who has these reminders turned on in the "Emails" column.

g. To disable email reminders, use the checkboxes and click "Disable Email". You'll be able to see who has these reminders turned on in the "Emails" column.

Tracking All Learner Activity (Learners Performance Report)

1. Click the My Toolbox tab at the top of the site, then click Learners Performance.

2. The learners performance report shows you a list of all the users in your institution and individual statistics for each user. You'll see for each user: the number of questions answered in the quiz bank, the average score on those questions, the number of learning plans assigned, the number of learning plans completed, and the number of resources viewed.

Learners Performance
38 records shown

#	User's Fullname	Questions complete	Average score	Plans assigned	Plans completed	Resources viewed	User report link
☐		1456	95.27 %	1	0	10	View user report
☐		1445	99.17 %	1	0	19	View user report
☐		1568	96.79 %	1	0	21	View user report
☐		1409	99.85 %	1	0	3	View user report
☐		1227	100.00 %	1	0	8	View user report
☐		1391	99.27 %	1	0	13	View user report
☐		1345	100.00 %	1	0	2	View user report
☐		1301	97.91 %	1	0	0	View user report

Page: 1 2 (Next)

   a. This table can be sorted by any column by clicking the column header. Click multiple times to switch between ascending or descending.

3. You can search through your list of users in the "Search by" dropdown on the page. Click "show more" under the "Search by" dropdown to see more search options.

a. After clicking "see more", you can search by name and through any of the columns in the report. There are also dropdowns next to the search fields where you can adjust the conditions of your search.

Learners Performance
38 records shown
▼ Search by

User's Fullname ℹ	contains ⌄	
Questions complete ✳ ℹ	is equal to ⌄	
	is equal to	
	isn't equal to	
	is greater than	
Average score ✳ ℹ	is less than	
	is greater than or equal to	
	is less than or equal to	
Plans assigned ✳ ℹ		
Plans completed ✳ ℹ	is equal to ⌄	
Resources viewed ✳ ℹ	is equal to ⌄	

4. For any user, you can click "View user Report" to the right of their row to see their individual activity.

#	User's Fullname	Questions complete	Average score	Plans assigned	Plans completed	Resources viewed	User report link
☐		68	23.02 %	5	1	44	View user report
☐		5	0.00 %	0	0	993	View user report
☐		26	6.67 %	0	0	28	View user report
☐		5	0.00 %	0	0	11	View user report
☐		8	56.67 %	4	0	17	View user report

5. In an individual user report, you will see four sections:
a. At the top, you'll see that learner's overall statistics again as well as the option to send a message to this learner. The message will appear in their messages within Toolbox as well as be delivered to the email address attached to their Toolbox account.

| Questions complete: 68 | Learning plans assigned: 5 | Resources assigned: 27 |
| Average score: 23.02% | Learning plans completed: 1 | Resources reviewed: 44 |

Send message

b. The Quiz Completion section shows a list of quizzes this learner has taken. This includes quizzes assigned to this learner by you or your faculty, **as well as** Toolbox quizzes they've completed on their own.
   i. Note that this does not include a learner's custom quizzes or question of the day quizzes that they can generate in their quiz bank interface.

Quiz Completion

Quiz name	Quiz score	Number of questions	Assigned	Due	Completed
OB Lecture 20		3	Jun 11, 2024	Jun 16, 2024	
OB Lecture 7 Hypertensive Disorders in Pregnancy	0.00 %	4	Jun 11, 2024	Jun 16, 2024	Jul 23, 2024
PedsF Lecture 1.3: Perioperative Fluid Management in Pediatric Patients	0.00 %	3	Jun 11, 2024	Jun 16, 2024	Jun 16, 2024
PedsF Lecture 7.2: Congenital Heart Disease: L to R Shunts	0.00 %	1	Jun 11, 2024	Jun 17, 2024	Jun 17, 2024
PedsR Assessment 4 Core Week 4		4	Jun 11, 2024		
CA 1 Assessment 3.1 Neuraxial Anesthesia Quiz		9	Jun 11, 2024	Dec 29, 2025	

c. The Content Use section is a list of every resource this learner has opened. This includes resources assigned by your institution, **as well as** any resources the learner sought out themselves.

Content use

Page: 1 2 (Next)

Engage resource	Assigned	Due	Completed
PedsF Lecture 5.1: Insulin-Dependent Diabetes: Perioperative Management	Jun 11, 2024	Jun 17, 2024	
PedsR Lecture 7: Caudal Anesthesia	Jun 11, 2024	Jun 16, 2024	
PedsR Podcast 8.2: Neuromuscular Disorders	Jun 17, 2024		
Preop Podcast 1: Setting up and Organizing a Preop Clinic	Jun 17, 2024		
PedsR Podcast 7.2: Pediatric Emergencies: Post-tonsillectomy Hemorrhage	Jun 17, 2024		
Airway Lecture 8: Difficult Airway Identification - Systems Considerations	Jun 17, 2024	Jun 22, 2024	
PedsF Lecture 8.5: Pediatric Heart Transplantation	Jun 17, 2024	Jun 22, 2024	

d. At the bottom of the individual user report is a learner's individual quiz bank performance charts.

TOTAL DATABASE SEEN

OVERALL PERFORMANCE

QUICK STATS

Today | Avg/wk
0 | 0
Total | Remaining
42 | 3046

OVERALL CORRECT

DATABASE USE BY CATEGORY

STATISTICS

Today | Avg/wk
0 | 0
Total | Remaining
42 | 3050

MAJOR CATEGORY TREND

CATEGORY PERCENTAGES

MY BEST 10 CATEGORIES

Major	Minor	%
SpePro	Patient Safety	100
CliSci	Intubation and Tube Change Adjuncts: Bougies, Jet Stylettes, Soft and Rigid Tube Change Devices; Complications	50
BasSci	Intravenous Lipid Emulsion for Local Anesthetic Systemic Toxicity	50

MY WORST 10 CATEGORIES

Major	Minor	%
BasSci	CNS: Seizures, Cauda Equina Syndrome, Transient Neurological Symptom	0
CliSub	Critical Care	0
CliSub	Regional Techniques: Caudal, Epidural, Nerve Blocks	0
BasSci	Lower Extremity	0

Public Content Review Process

1. Public Questions
   a. Follow the instructions presented in the <u>"Creating Questions (Question Manager)" section of this document</u> for creating a question. If you want the question you are creating to be available to other Toolbox users (outside of your institution), under the "Organization Access Constraints" section, set "Allow access globally" to "yes". This will now require the Editorial Board to approve this question before it is available for use.
   b. The Review Process dropdown should now appear. If it does not appear, but you've set "Allow access globally" to "yes", you can select "Save and continue editing" at the bottom of the settings and it should appear when the page reloads.
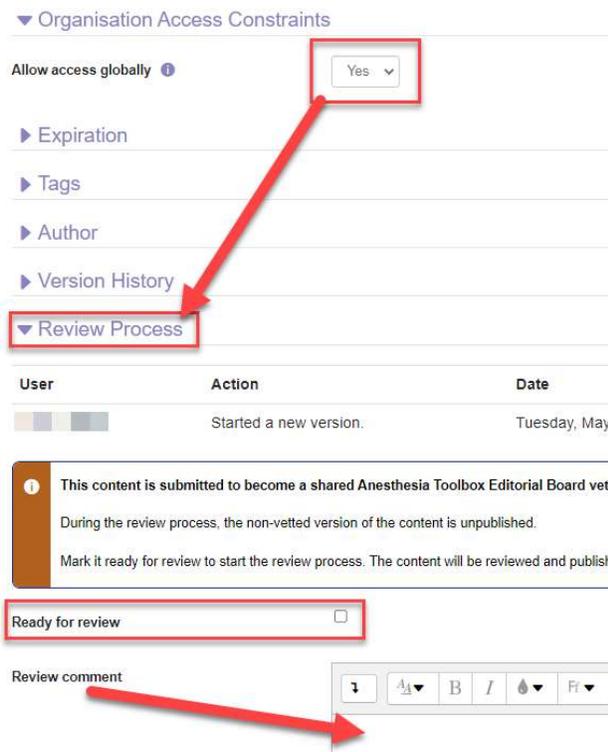
   c. Check the "Ready for review" box and leave a comment with any information a reviewer would need in the "Review comment" field.
   d. Click "Save Changes" at the bottom of the page.
   e. At this point, if you need to make any changes before the review begins, you need to click "Cancel review and continue editing", make your edits, then submit for review again.

f. After your content is sent to the Editorial Board for review, you will receive a notification when the content is either returned to you for further edits or published into the catalogue.
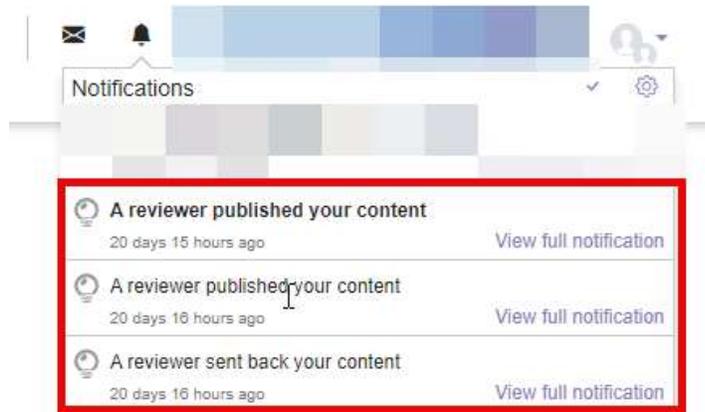

g. If content is returned to you for more edits, go into the question, adjust as needed, and submit for review again.

2. Public Resources/Clinical Pearls
    a. To create a Resource or Clinical Pearl, access your personal library by clicking the My Toolbox option at the top of the page then selecting My Library. Or, you can create this content within your institution's community workspace library. Access the community workspace library by clicking the My Toolbox tab at the top of the page, then clicking My Communities
        i. In your Library, click the + next to "Your resources" (left side of the screen) to add content to your Library.
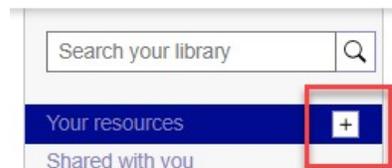
   ii. Or, in your institution's community workspace library, click the yellow plus button to add content.
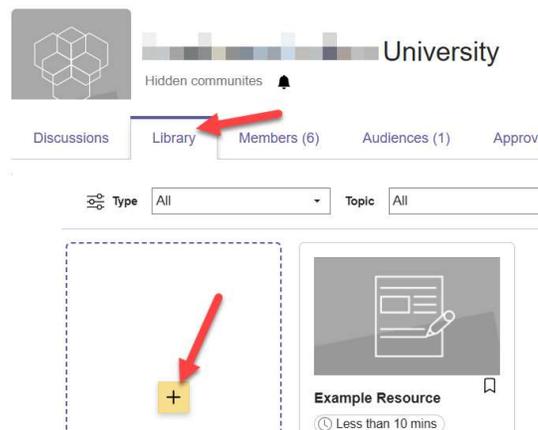
b. In the Contribute box that appears, select Resource or Clinical Pearl from the tabs at the top and insert your content.

c. When complete, click "Next" to select settings. To make this content public, select "Toolbox Community" from the visibility settings. Set the remainder of the settings to your liking.
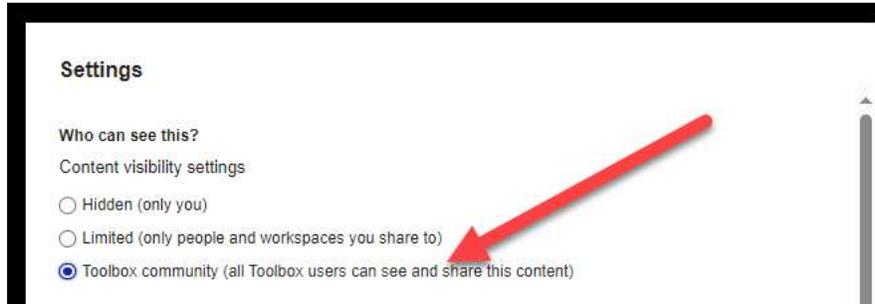

d. After clicking "Done", you will see that the newly created content in your library has a caution sign, indicating that it is currently not available.


e. Click on the content to open it, and within the right-hand pane, click the "Review" tab.

f. Leave a Review comment if there is any additional information the reviewer needs, then click "Ready for Review".
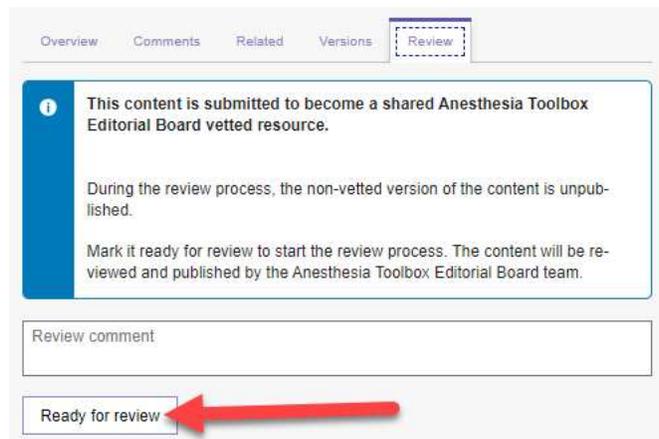
g. At this point, if you need to make any changes before the review, you need to click "Cancel review and continue editing", make your edits, and then submit for review again.
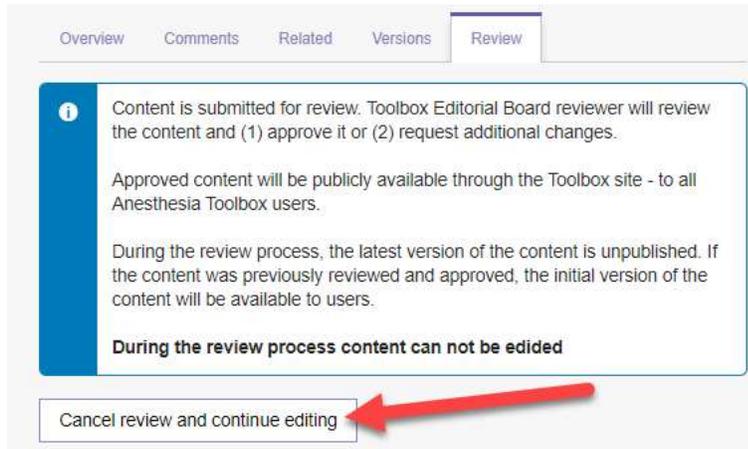
h. After your content is sent to the Editorial Board for review, you will receive a notification when the content is either returned to you for further edits or published into the catalogue.
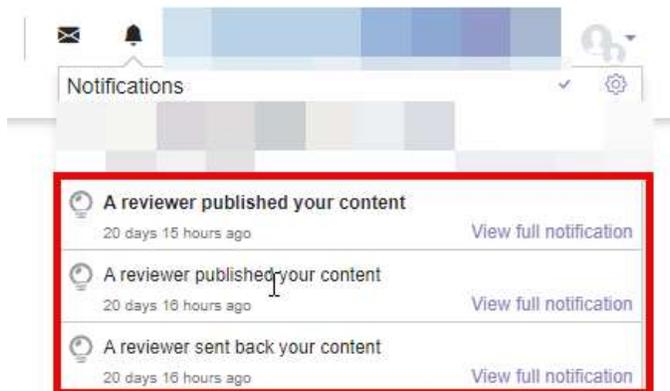

i. If content is returned to you for more edits, open the content from your library, adjust as needed, and submit for review again.
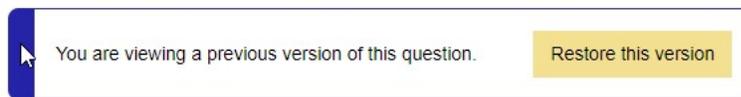
Content Versioning

1. Questions
   a. To access a list of the questions you've written, go to your Question Manager (under the My Toolbox tab at the top of the page). Open the question you want to revert.
   b. Scroll to the bottom of the question editing screen to the "Version History" section.
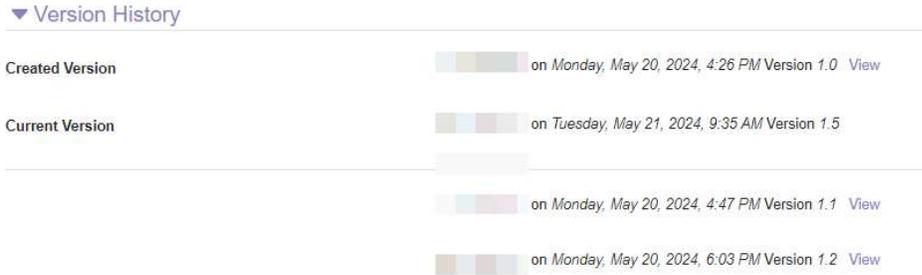
   c. Selecting "View" to the right of a previous version will bring up the content shown in that version with an option to "Restore this version" at the top of the content.

   d. Restoring to a previous version will create a copy of that previous version, while renaming it to show it is the most recent option. This is to maintain update continuity.
      i. For example, if the current version is 1.6, and you restore version 1.3, the restored version will now be created as version 1.7.
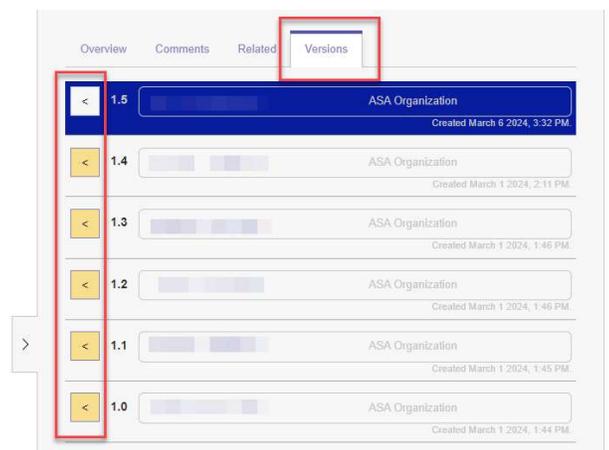
2. Resources/Clinical Pearls
   a. To access the Resources and Clinical Pearls you've written, access My Library by clicking the My Toolbox tab at the top of the page then selecting My Library. Open the content you want to revert.
   b. Select the Versions tab to see the version history of the content.

c. View an old version by clicking the yellow arrow to the left of it. Selecting a previous version will bring up the content shown in that version with an option to "Restore this version".

You are reading a previous version of this resource.   **Restore this version**

d. Restoring to a previous version will create a copy of that previous version, while renaming it to show it is the most recent option. This is to maintain update continuity.

  i. For example, if the current version is 1.6, and you restore version 1.3, the restored version will now be created as version 1.7.

Analytics Page

1. Click the Tools tab at the top of the dashboard, then click Analytics.
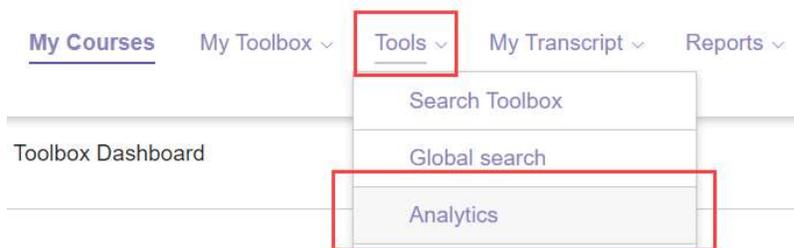
2. This page allows you to analyze your institution's overall performance on the questions and categories in the Quiz Bank. Example below: