Anesthesia Toolbox User Guide

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For additional assistance, please contact toolbox@asahq.org

Self-Enrollment into Anesthesia Toolbox

If your institution chooses to enroll its users via the self-enrollment method, your program administrator should have sent you instructions that look like the below image. Most importantly you should have received a link and an enrollment key from your program administrator.

To start your Anesthesia Toolbox journey, please follow the steps below:

1. If you do not have an ASA account, first create one here: **https://www.asahq.org/member-center/create-account**. If you do have an ASA account, proceed to step 2.
2. Login to the ASA Education Center: https://education.asahq.org/totara/dashboard/index.php. If you experience any login issues, please contact info@asahq.org.
3. Follow this link: **https://education.asahq.org/course/view.php?id=**
4. Enter the enrollment key:

This will initiate your enrollment into Anesthesia Toolbox. Please note that it can take up to 2 hours for access to Anesthesia Toolbox features to fully activate.

1. In order to access the ASA Education Center / Anesthesia Toolbox, you will need an ASA account – not necessarily an ASA membership, just a free online account with us!
   a. **Please do <u>NOT</u> create an ASA account for yourself if you may already have one.** This can cause significant issues and delays with your access and records.
      i. If you think you already have an ASA account but can't access it due to an old email, we can help make changes to that existing account. Please contact us at toolbox@asahq.org.
   b. If you need to create an ASA account, you can do so here: https://www.asahq.org/member-center/create-account
2. Login to the ASA Education Center, where Anesthesia Toolbox is housed: https://education.asahq.org/totara/dashboard/index.php
3. Follow the link included in the instructions from your program administrator.
4. This should bring you to a page where you can type in or paste the enrollment key that was included in the instructions you received. Once the enrollment key is typed in, click "Enroll me".
   a. Please note the enrollment key field is case sensitive. The key you were provided should be exactly what is put in the enrollment key field.

Enrollment options

Toolbox Homeroom

Self Enrollment

Enrollment key ⓵

Enroll me ②

5. After enrollment, you should see the message below on your screen. Your access to Anesthesia Toolbox should fully activate within 2 hours, but traditionally it takes 15-30 minutes.

My Anesthesia Toolbox Resident Program Homeroom

Message for Anesthesia Toolbox Users

Welcome to the Resident Program Homeroom

Please access Anesthesia Toolbox functionality here: https://education.asahq.org/. If you just enrolled, it may take up to 2 hours for permissions and functionality to fully activate.

If you have questions about Anesthesia Toolbox enrollment, please get in touch with your Resident Program Anesthesia Toolbox administrator.

If you have technical questions about Anesthesia Toolbox, please email toolbox@asahq.org.

6. Once your Toolbox access starts to activate, you should see the Anesthesia Toolbox dashboard below when you login to the ASA Education Center, and you should have additional options in the main menu on the top of the page:

7. Please note: after you self-enroll, your program administrators (specifically those designated as superusers) will need to login to set your permissions. If you are a faculty member, you will not have access to certain features until this action is complete.

Accessing Anesthesia Toolbox

1. Sign into the [ASA Education Center - American Society of Anesthesiologists (ASA)](#) platform. Contact Member Services at info@asahq.org for assistance with logging in if needed.

2. Once logged in, your dashboard will look similar to this (*if you are taking any courses with ASA outside of Toolbox, they will be in your Current Learning block when you scroll down*):

3. Users will be prompted to go through a "User Tour" for more information on features:
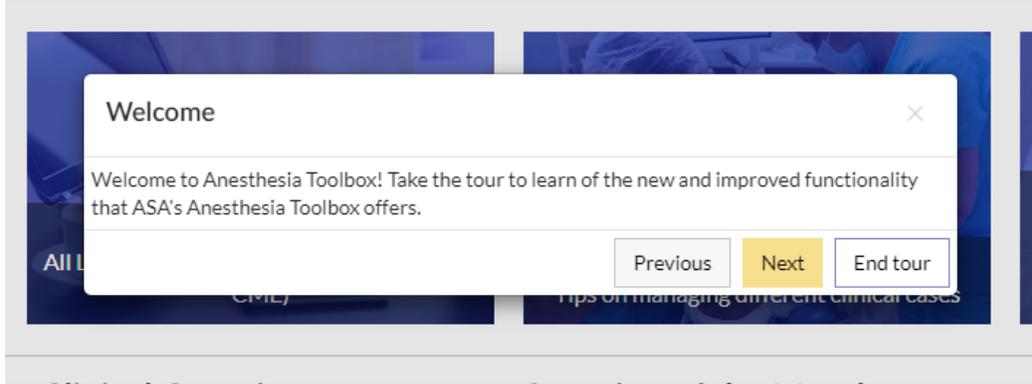
Accessing Rotation Study Guides and other Public Toolbox Content

1. Click on the Clinical Rotation Study Guides tile on your dashboard. Or, find it under the Tools option at the top of the page.

2. Explore our vast collection of rotation study guides, organized by topic

Rotation Study Guides

These study guides are developed by national committees after review of program requirements, competency milestones, and published curricula. The study guides are organized into a suggested week-by-week schedule that includes sections for Self-guided Learning (videos, podcasts, online modules, quiz questions, etc.) and Faculty Materials (PBLDs, Lecture slide sets, skills training guides, simulation scripts, etc.)

Resident Study Guides

Acute Pain Service

Acute Pain Core Study Guide
Acute Pain Advanced Study Guide

Airway, Head and Neck

Airway Boot Camp Curriculum (2 Weeks)
Airway Advanced Rotation Curriculum (4 weeks)

Ambulatory

Ambulatory Advanced Curriculum
Ambulatory Core Curriculum

Cardiac

Cardiac Core Curriculum

Fellow Study Guides

Regional and Acute Pain Medicine Fellowship

RAPM Fellow Q1 Curriculum
RAPM Fellow Q2 Curriculum
RAPM Fellow Q3 Curriculum
RAPM Fellow Q4 Curriculum
RAPM Fellow Acute Pain Curriculum

Peds Anesthesia Fellowship

Pediatric General Anesthesia Topics
Pediatric Cardiac Anesthesia NICU/PICU
Pediatric Pain Management and Regional Anesthesia

Medical Student Study Guides

Medical Student Anesthesia Rotation

Medical Student Self-Guided Rotation (2 Weeks Self-Guided Study)
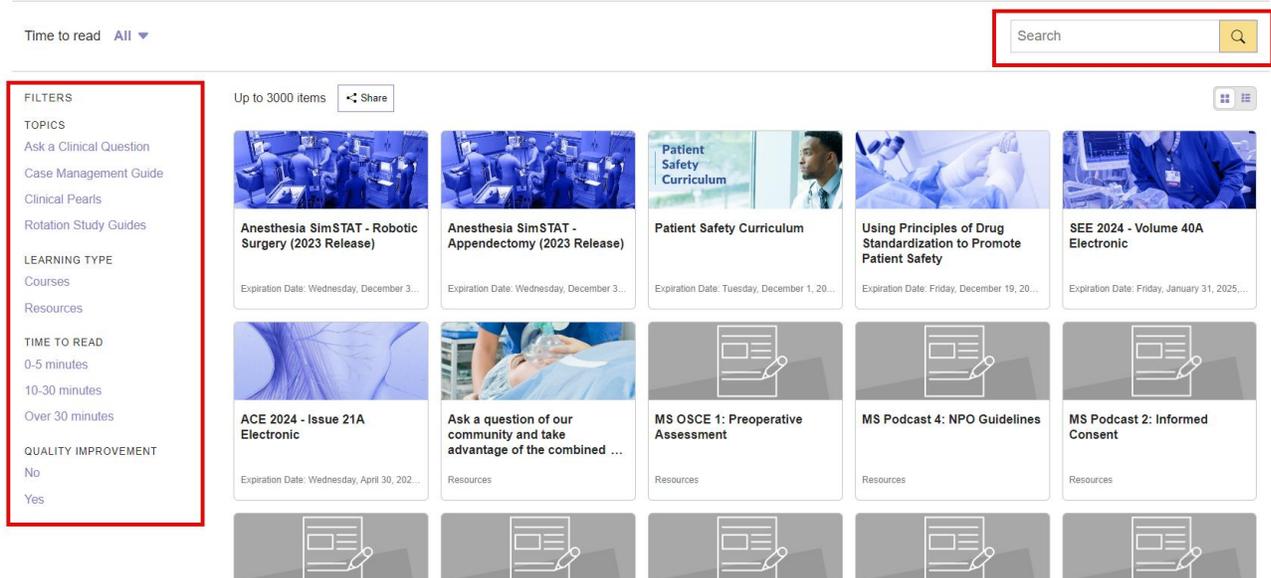Medical Student Curriculum (4 weeks on service Rotation)

Faculty Development

Faculty Development Guides

3. To search through all public Toolbox content, click on the Search Toolbox Content tile on your dashboard. Or, find it under the Tools option at the top of the page.

4. Search a keyword or apply a filter to narrow the results:

Creating a Quiz

1. Click the Quiz Bank tile on your dashboard. Or, find it under the My Toolbox option at the top of the page.

2. Click Take a Quiz towards the left of the page.

3. Choose the type of quiz you want to take:
    a. Custom Quiz
        i. This quiz allows you to choose categories to pull questions from. You can set the number of questions to generate as well as different quiz modes. Read more details in the following sections.
   b. Adaptive Quiz
        i. This quiz allows you to receive random questions from all categories and will adapt as you go based on your accuracy. Read more details in the following sections.
    c. Question of the Day Quiz
        i. Once this quiz is generated, you will get an email each day with a question from this quiz until the number of questions you selected runs out. Read more details in the following sections.

Creating a Custom Quiz

1. After selecting Take a Quiz, click Create Custom Quiz.
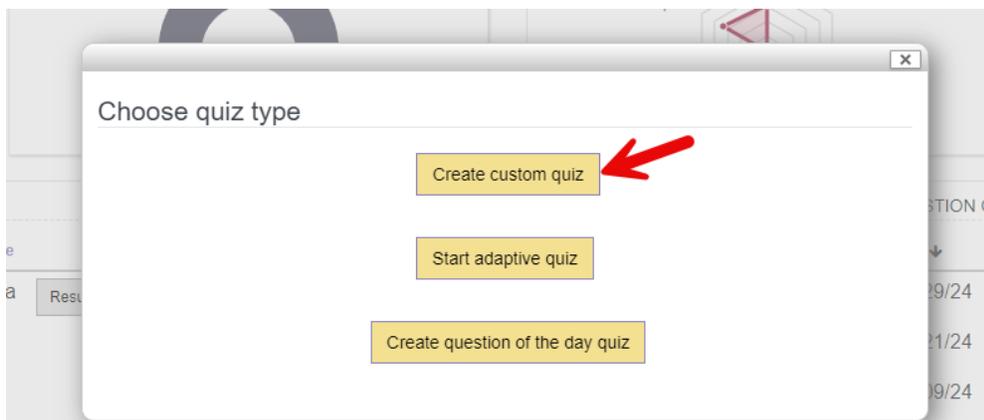
2. Select as many topics as you wish to be quizzed on from the dropdown menus. Choose the number of questions you want to attempt from the selected topics.
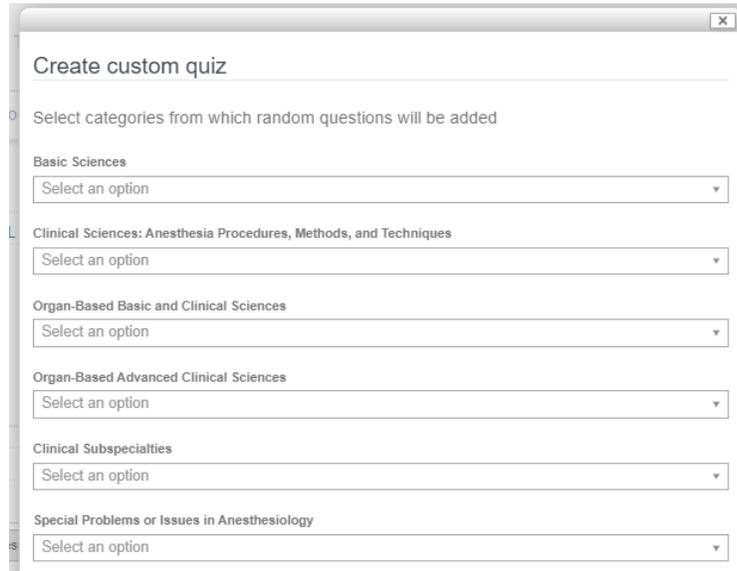

3. Please be aware that if you see the warning in the screenshot below, the quiz will not generate, and you will either need to select a larger number of topics, or a smaller number of questions to be quizzed on.
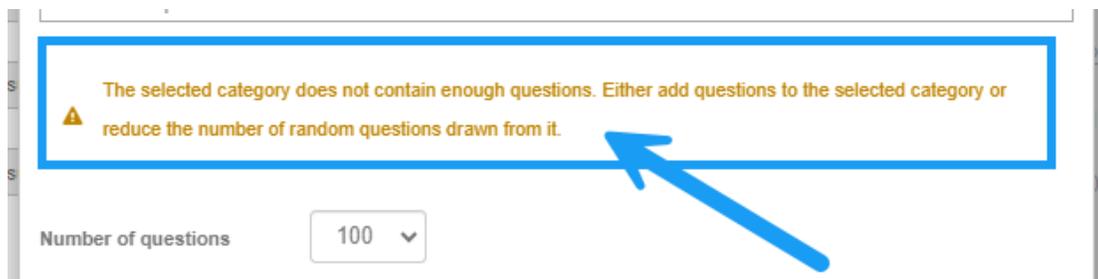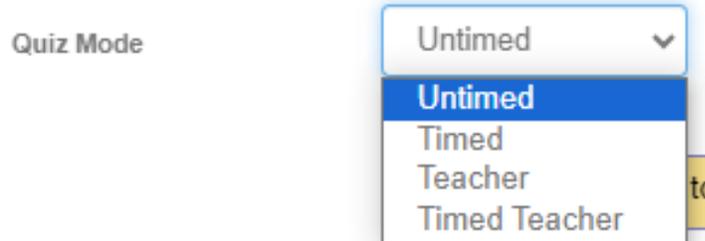

4. Set your Question Option preference:
   a. **All –** any question from the selected topics
   b. **Unseen –** questions you have not seen before (unless you have already seen all questions from the selected topics)
   c. **Incorrect –** questions you have answered incorrectly from the selected topics
   d. **Not Recent –** questions from the selected topics that you have not seen recently
   e. **Marked –** questions you have answered correctly from the selected topics
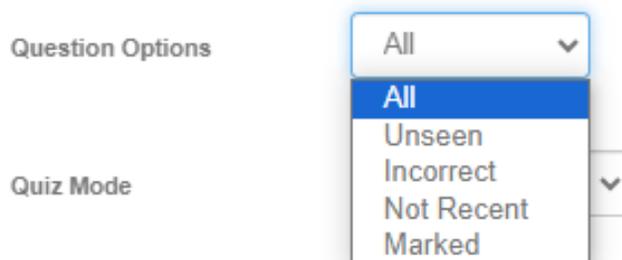
5. Set your Quiz Mode preference:
    a. **Untimed –** unlimited time to finish the quiz
    b. **Timed –** you will have 1 minute and 12 seconds on each question
    c. **Teacher –** check your answer and try again if incorrect
    d. **Timed Teacher –** check your answer and try again if incorrect, but you will only have 1 minutes and 12 seconds on each question
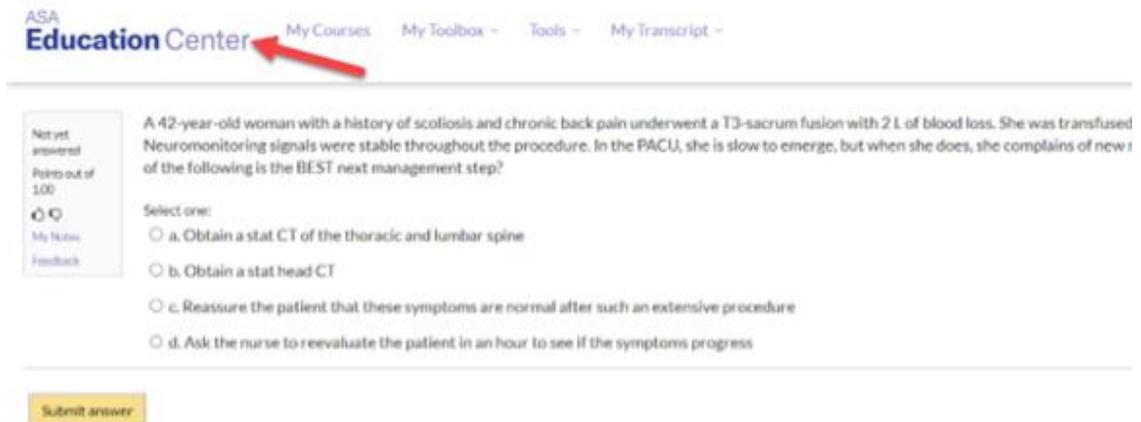

Creating an Adaptive Quiz

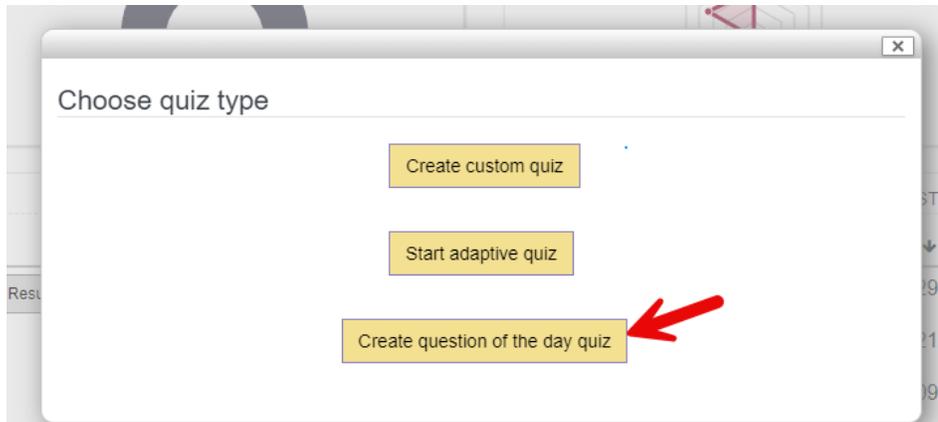1. After selecting Take a Quiz, click Start Adaptive Quiz.
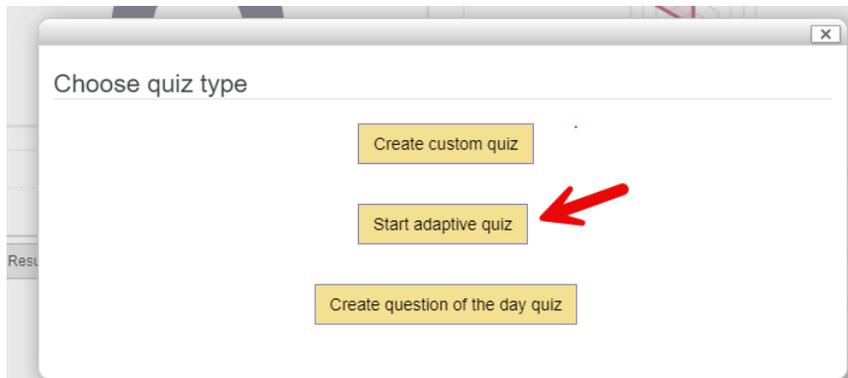
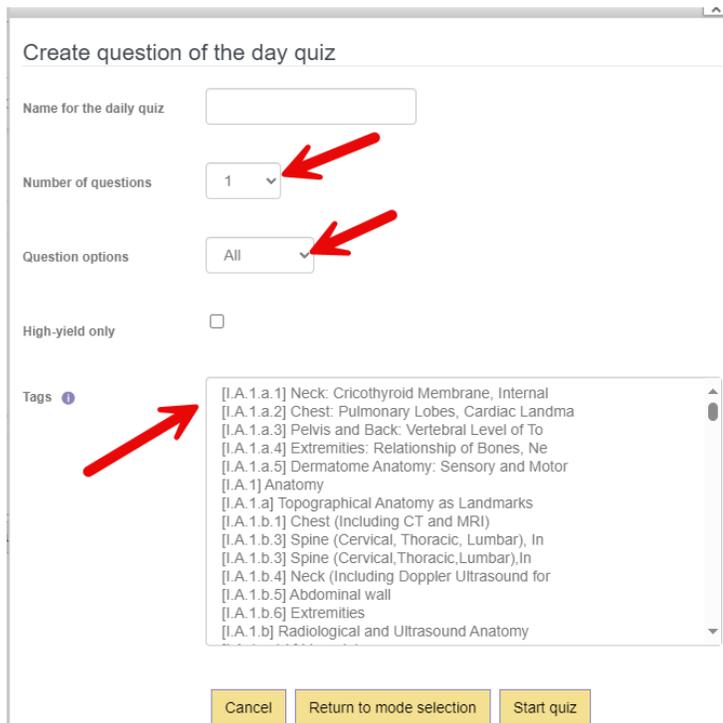2. Use the ASA Education Center logo to return to the dashboard and exit the quiz.

Creating a Question of the Day Quiz

1. After selecting Take a Quiz, click Create question of the day quiz.

2. Name your quiz and select the number of questions (which will equal the number of days in a row you are emailed/notified).
3. Set your Question Options preference:
   a. Unseen – questions you have not seen before (unless you have already seen all questions from the selected topics)
   b. Incorrect – questions you have answered incorrectly from the selected topics
4. Checking the High-yield only box will select questions that are deemed popular or worthwhile by others in the system.
5. Select the specific tags the questions will fall under. You can select multiple by holding down the CRTL key on your keyboard as you select.

Learning Plans (Learner Perspective)

1. A faculty member from your institution may assign you a learning plan that contains courses, quizzes, and/or resources such as rotation study guides.
2. To access learning plans that have been assigned to you, click on the My Toolbox tab at the top of the page then select My Learning Plans
3. This will bring you to a list of your active plans and your past plans. Active plans areyou're your plans that (1) have not reached their due date **and** (2) you have not fully completed. Past plans are all your plans that (1) have reached their due date **or** (2) you have fully completed.

Active Plans	Due date	Status
	Jul 01, 2025	17%
Courses Resources (8) Quizzes (4)		

Past Plans		Completed
		Completed
Courses Resources (2) Quizzes		
		Not completed
Courses (4) Resources (5) Quizzes (4)		

4. Inside a learning plan, you can flip through the content within using the tabs under the plan name:

Plan:

| OVERVIEW | COURSES | RESOURCES | QUIZZES |

All the quizzes that form your learning plan are shown below. You can view any quiz by clicking "Launch Quiz"!

Quiz Name ▲		Progress	Evidence	Due date	Approval status
CA 1 Assessment 3.1 Neuraxial Anesthesia Quiz	Launch quiz	100%	0	June 03, 2024	
CA 1 Podcast 12.1 Obstructive Lung Disease	Launch quiz	0%	0	June 15, 2024	Due in 4 day(s)
CA 1 Quiz 17.1 Hepatic and GI Physiology	Launch quiz	0%	0	June 05, 2024	Overdue!

5. Open the assigned content from within these tabs, or:
   a. All assigned resources will be in the "shared with you" section of your personal library. Click on the My Toolbox tab at the top of the page then select Assigned Content

Search your library

Your resources [+]

Shared with you

Saved resources

Your playlists [+]

Saved playlists

Shared with you

Type All   Topic All

9 items

Anesthesia Toolbox   Anesthesia Toolbox   Anesthesia Toolbox

b. All assigned quizzes will be in the Toolbox Quizzes block of the Quiz Bank

Joining a Community Workspace

1. You should automatically be a member of your institution's community, and you can access all communities you are a member of by clicking the My Toolbox tab at the top of the page then selecting My Communities.


2. In addition, there are several public communities that you can join. To browse additional communities, click My Toolbox and select All Communities.

3. You can filter the list to view public communities only. Choose the different communities you wish to become a part of by clicking the Join button.
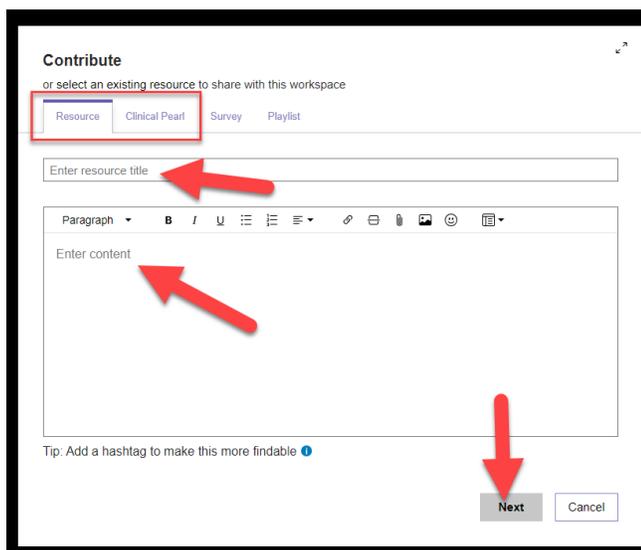
Utilizing a Community Workspace

1. You can add discussions to your community by typing in the free text box and then clicking post.
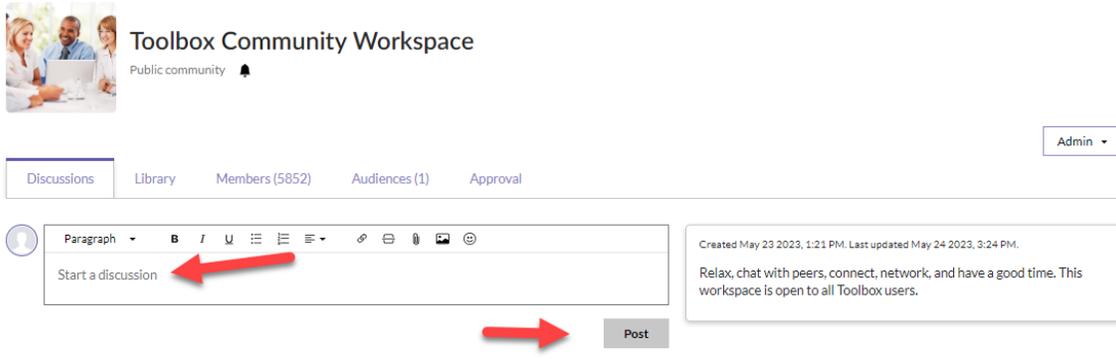

2. You can create shared Resources or Clinical Pearls in the Library section of your community.
    a. Click the + symbol to add your content.
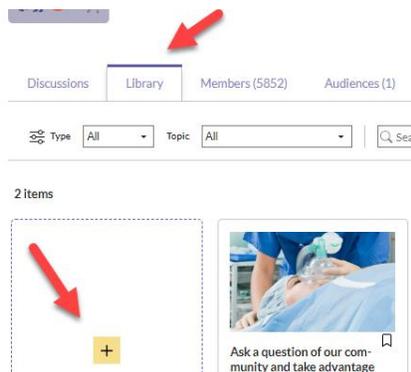
    b. Choose the type of content you would like to contribute. Add the title and enter content. Click Next.

3. 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.
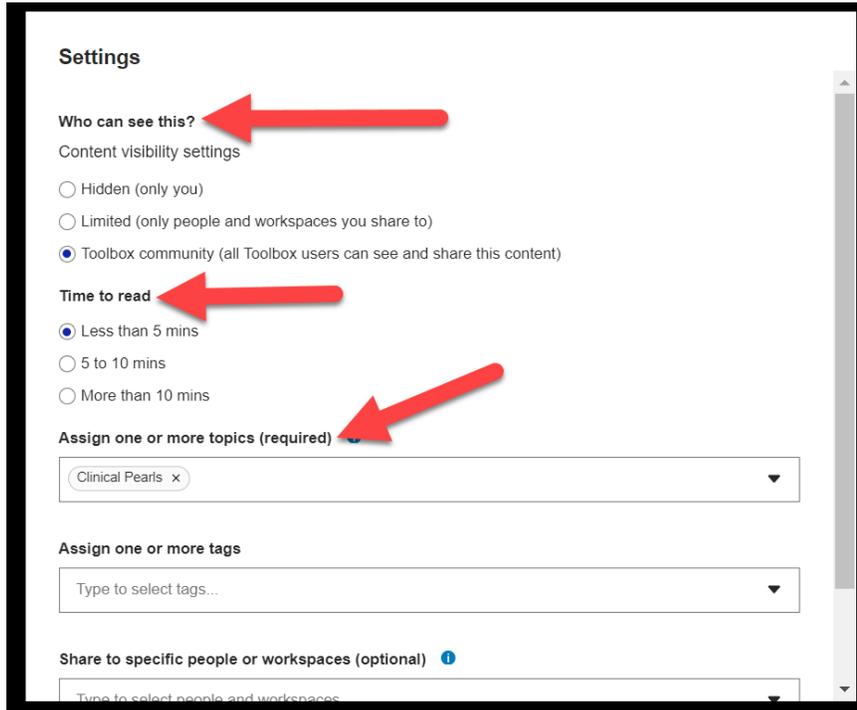
c. Note that if you choose "Toolbox Community" visibility settings, this content will not be visible until approved by the Anesthesia Toolbox Editorial Board.

4. 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).