

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 NOT 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

Enroll me

- 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.

- 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:

The screenshot shows the ASA Education Center dashboard. At the top, there is a navigation bar with the ASA Education Center logo and several menu items: My Courses, My Toolbox (highlighted with a green box), Tools, My Transcript, and CME Opportunities. Below the navigation bar, there is a breadcrumb trail: Dashboard / Site administration / Navigation / Dashboards / Toolbox Dashboard. The main content area is titled "Welcome to the Anesthesia Toolbox" and includes a sub-header: "Peer-reviewed anesthesia training materials used by over 100 anesthesia training programs". Below this, there are four featured content cards: "Clinical Rotation Study Guides", "Search Toolbox Content", "Case Management Guides", and "Quiz Bank". At the bottom, there are four columns of content: "ANESTHESIA TOOLBOX TUTORIALS" with links to video tutorials, user guides, and faculty-specific functions; "Ask a Clinical Question" with a description of the community forum and a link to ask a question; "Question of the Month" with a prompt about real-world mistakes and a link to more questions; and "ANESTHESIA TOOLBOX IMPROVEMENT SURVEY" with a message from the program administrator and a link to complete the survey.

- 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.



Welcome to ASA!

The American Society of Anesthesiologists is an educational, research and scientific association of physicians organized to raise standards of the medical practice of anesthesiology and to improve patient care.

Log in, or [Create an Account](#) ⓘ

Email ⓘ

Username

Password

Password

Remember me on this computer

LOGIN

[Forgot your password?](#)

Not a member? [JOIN NOW](#) >

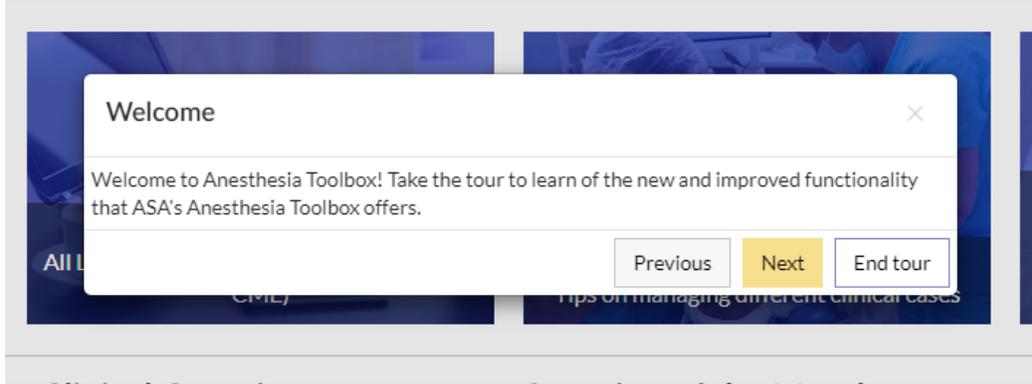
For further assistance, email Member Services at info@asahq.org, or call (630) 912-2552, Monday to Friday, 7:30 a.m. to 4:30 p.m. (CT).



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):

The screenshot shows the ASA Education Center dashboard. At the top, there is a navigation bar with "ASA Education Center" and links for "My Courses", "My Toolbox", "Tools", and "My Transcript". Below the navigation bar, the dashboard displays a "Welcome to The New Anesthesia Toolbox!" message. The message states that the new toolbox is integrated with ASA's Learning Management System and Learning Experience Platform, offering new benefits from an AI-enhanced course recommendation engine and easy access to educational products. It also mentions that users will be included in the dynamic ASA community. Below the message, there are four featured content blocks: "Rotation Study Guide" (Recommended study guides for each clinical rotation), "Browse the Learning Center" (All Learning Center Content (CME and non CME)), "Case Management Guides" (Tips on managing different clinical cases), and "Quiz Bank" (Learn More). At the bottom of the dashboard, there are three main sections: "MY TOOLBOX" (with a sub-section for "Ask a Clinical Question" where members can log into the ASA Community forum to crowdsource answers and tips from 50K+ anesthesiologists), "Question of the Month" (Real-world mistakes, By: Anonymous, asking about the worst mistake made and what the outcome was), and "RECENTLY VIEWED" (showing a course titled "Enhancing Patient Communicati..." with a progress bar at 0% and a "GET HELP" button).

- Users will be prompted to go through a “User Tour” for more information on features:



Accessing Rotation Study Guides and other Public Toolbox Content

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



- 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

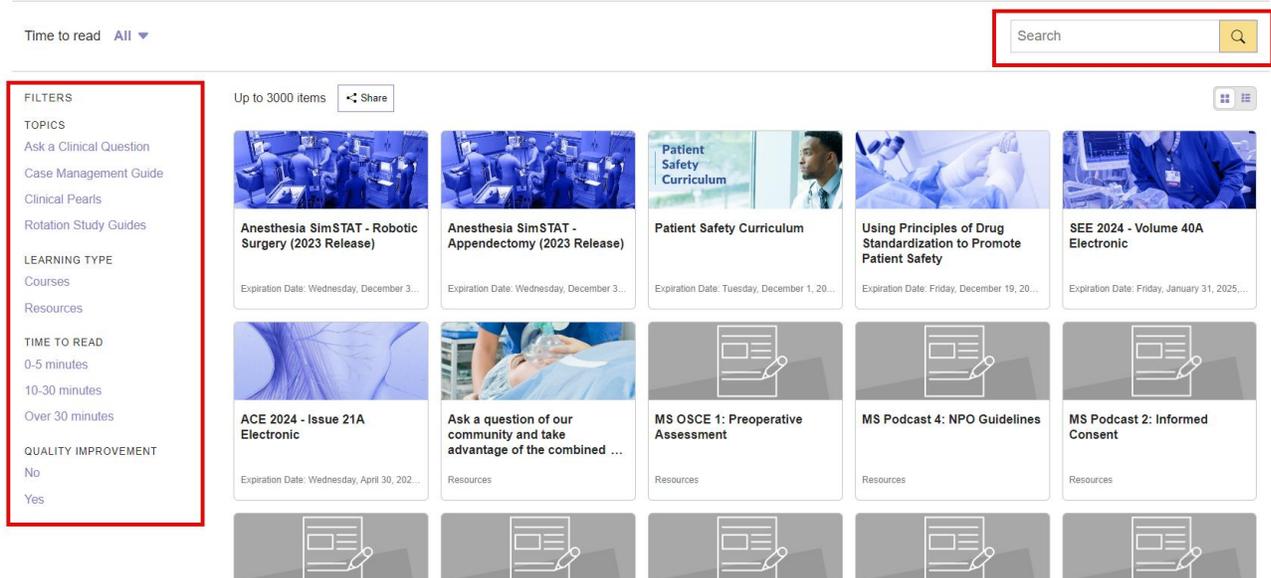
[Faculty Development Guides](#)

- 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.



- Search a keyword or apply a filter to narrow the results:

Search Anesthesia Toolbox



Creating a Quiz

- 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

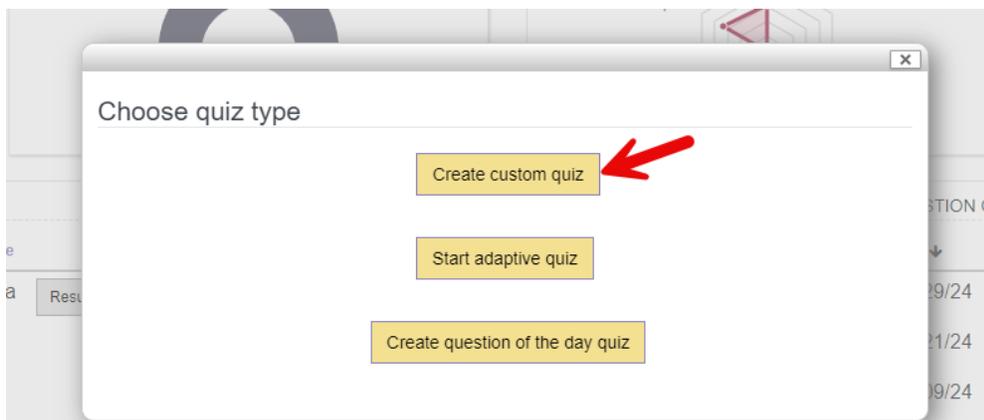
i. This quiz allows you to receive random questions from all categories and will adapt as you go based on your accuracy. Read more details in the following sections.

c. Question of the Day Quiz

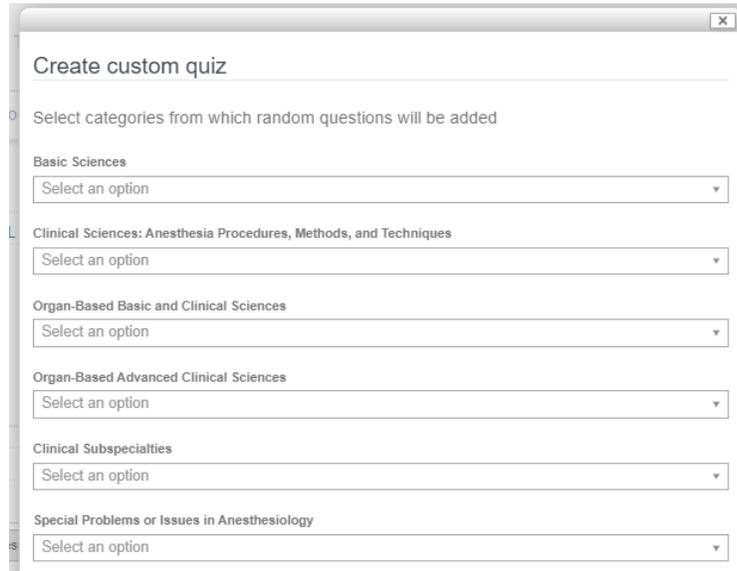
i. Once this quiz is generated, you will get an email each day with a question from this quiz until the number of questions you selected runs out. Read more details in the following sections.

Creating a Custom Quiz

1. After selecting Take a Quiz, click Create Custom Quiz.

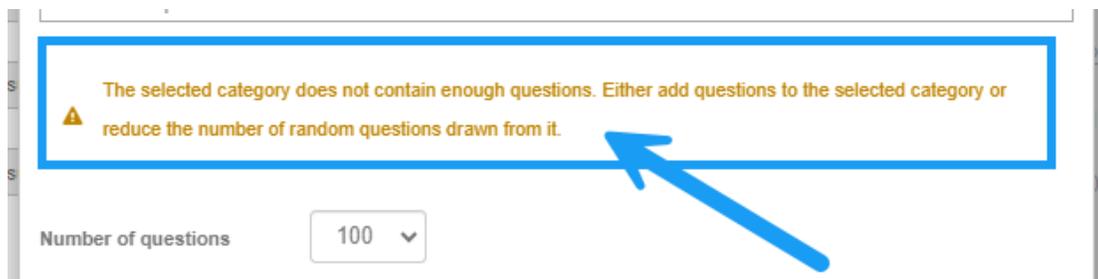


2. Select as many topics as you wish to be quizzed on from the dropdown menus. Choose the number of questions you want to attempt from the selected topics.

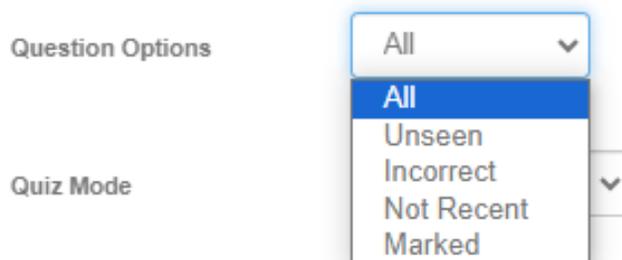


The screenshot shows a window titled "Create custom quiz". Below the title is a subtitle: "Select categories from which random questions will be added". There are six dropdown menus, each with a "Select an option" placeholder. The categories are: "Basic Sciences", "Clinical Sciences: Anesthesia Procedures, Methods, and Techniques", "Organ-Based Basic and Clinical Sciences", "Organ-Based Advanced Clinical Sciences", "Clinical Subspecialties", and "Special Problems or Issues in Anesthesiology".

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.

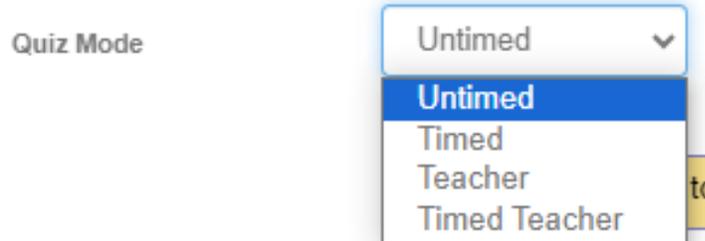


4. Set your Question Option preference:
 - a. **All** – any question from the selected topics
 - b. **Unseen** – questions you have not seen before (unless you have already seen all questions from the selected topics)
 - c. **Incorrect** – questions you have answered incorrectly from the selected topics
 - 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



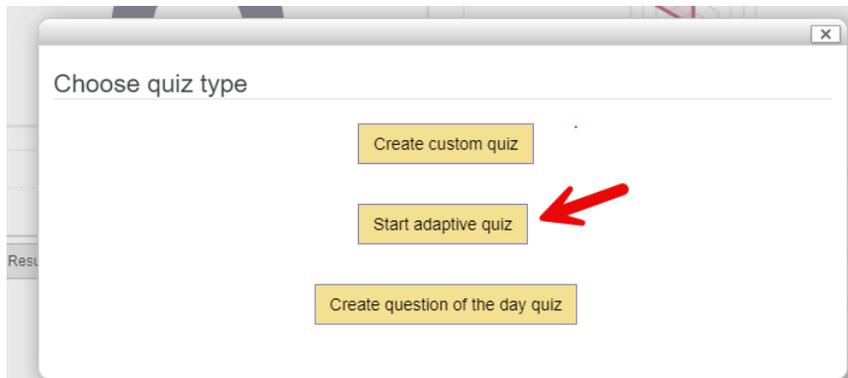
The screenshot shows a "Question Options" dropdown menu. The menu is open, showing five options: "All", "Unseen", "Incorrect", "Not Recent", and "Marked". The "All" option is currently selected and highlighted in blue. Below the dropdown menu, there is a "Quiz Mode" label and a small dropdown arrow.

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

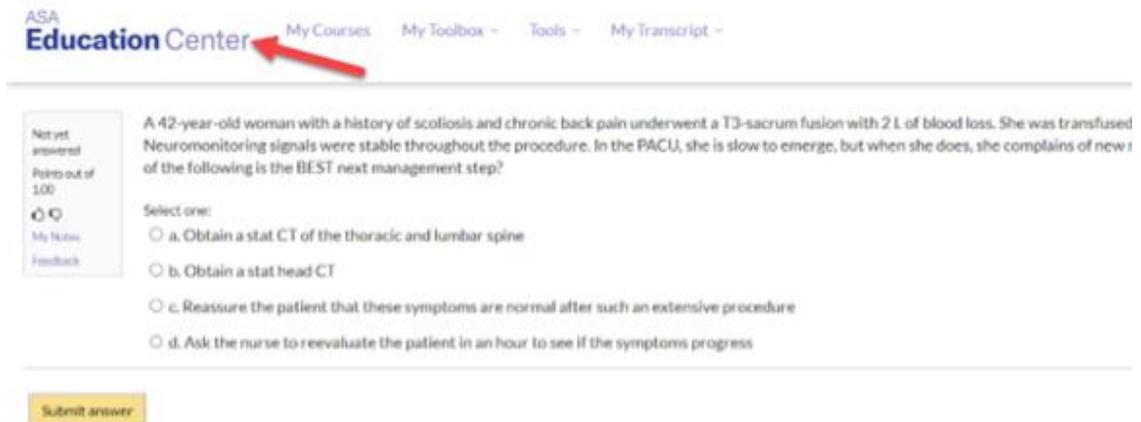


Creating an Adaptive Quiz

1. After selecting Take a Quiz, click Start Adaptive Quiz.

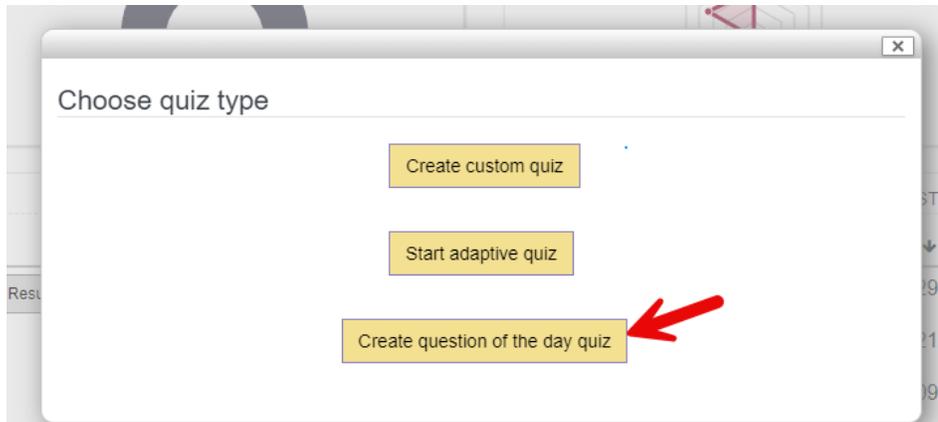


2. Use the ASA Education Center logo to return to the dashboard and exit the quiz.

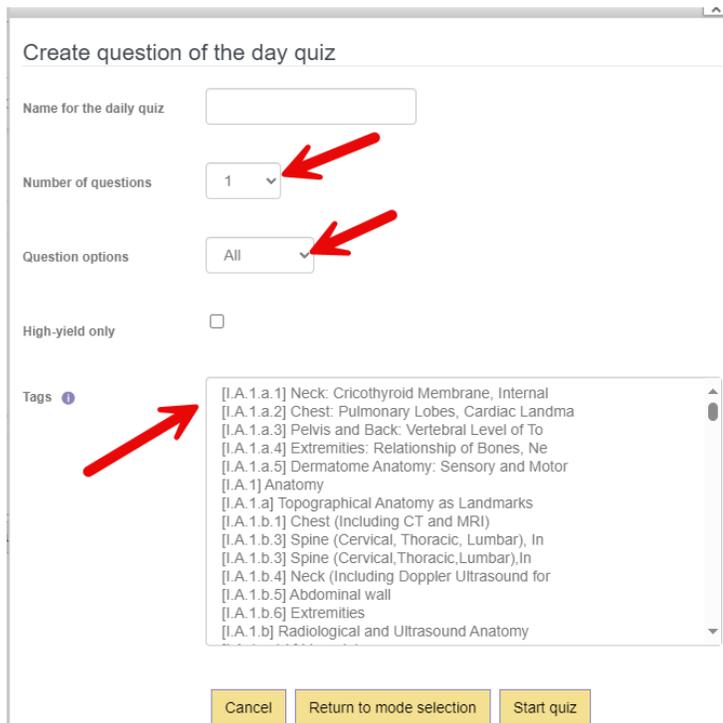


Creating a Question of the Day Quiz

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 CTRL key on your keyboard as you select.



Create question of the day quiz

Name for the daily quiz

Number of questions

Question options

High-yield only

Tags

- [I.A.1.a.1] Neck: Cricothyroid Membrane, Internal
- [I.A.1.a.2] Chest: Pulmonary Lobes, Cardiac Landma
- [I.A.1.a.3] Pelvis and Back: Vertebral Level of To
- [I.A.1.a.4] Extremities: Relationship of Bones, Ne
- [I.A.1.a.5] Dermatome Anatomy: Sensory and Motor
- [I.A.1] Anatomy
- [I.A.1.a] Topographical Anatomy as Landmarks
- [I.A.1.b.1] Chest (Including CT and MRI)
- [I.A.1.b.3] Spine (Cervical, Thoracic, Lumbar), In
- [I.A.1.b.3] Spine (Cervical, Thoracic, Lumbar), In
- [I.A.1.b.4] Neck (Including Doppler Ultrasound for
- [I.A.1.b.5] Abdominal wall
- [I.A.1.b.6] Extremities
- [I.A.1.b] Radiological and Ultrasound Anatomy

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 are 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
 Courses Resources (8) Quizzes (4)	Jul 01, 2025	17%
Past Plans		Completed
 Courses Resources (2) Quizzes		Completed
 Courses (4) Resources (5) Quizzes (4)		Not completed

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	100%	0	June 03, 2024	
CA 1 Podcast 12.1 Obstructive Lung Disease	0%	0	June 15, 2024	Due in 4 day(s)
CA 1 Quiz 17.1 Hepatic and GI Physiology	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

9 items

Anesthesia Toolbox

Anesthesia Toolbox

Anesthesia Toolbox

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

The dashboard includes several sections:

- WELCOME BACK!**: A blue button labeled "Take a Quiz!".
- TOTAL DATABASE SEEN**: A donut chart showing progress.
- OVERALL PERFORMANCE**: A radar chart comparing scores across categories: BasSci, CkSci, OrgBas, OrgAdv, CkSub, and SpePro.
- QUICK STATS**: Shows "Today | Avg/wk" as 0 | 0 and "Total | Remaining" as 16 | 4182.
- TOOLBOX QUIZZES** (highlighted with a red box): A table listing quizzes with columns for Date, Title, Score, Due, and Start/Review buttons.

Date	Title	Score	Due	Start/Review
05/30/24	CA 1 Podcast 12.1 Obstructive Lung Disease	n/a	06/15/24	Start
05/30/24	CA 1 Assessment 3.1 Neuraxial Anesthesia Quiz	23%	06/03/24	Review
05/30/24	CA 1 Quiz 17.1 Hepatic and GI Physiology	n/a	06/05/24	Start
05/30/24	OB Podcast 13.6	40%	06/04/24	Review
- CUSTOM QUIZZES**: A table listing quizzes with columns for Date, Categories, and Score.

Date	Categories	Score	Review
05/28/24	Respiratory System Gastrointestinal Central and Peripheral Nervous Systems Cardiovascular System Hematologic System Regional Anesthesia Physics, Monitoring, and Anesthesia Delivery Devices	0%	Review
- QUESTION OF THE DAY QUIZZES**: A section for daily quizzes, currently showing one from 05/10/24 with a "Resume" button.

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.

The navigation bar includes "ASA Education Center", "My Courses", "My Toolbox" (highlighted with a red arrow), "Tools", and "My Transcript". Below the navigation bar is a "Welcome to The New Anesthesia Toolbox!" message.

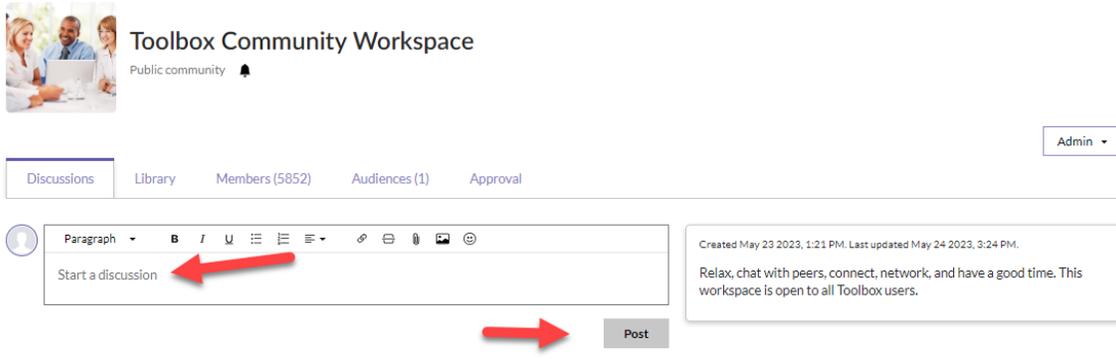
2. In addition, there are several public communities that you can join. To browse additional communities, click My Toolbox and select All Communities.
3. You can filter the list to view public communities only. Choose the different communities you wish to become a part of by clicking the Join button.

The interface shows filters for "Type" (Public selected), "Membership" (All), and a search bar. Below the filters, four community cards are displayed, each with a "Join" button:

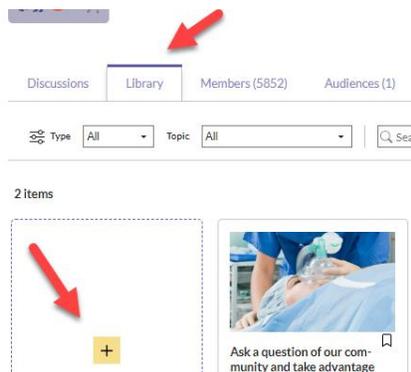
- Ask a Clinical Question**: Features a large question mark icon.
- Clinical Pearls**: Features an image of a person in a surgical mask.
- Case Management Guides**: Features an image of two people in a clinical setting.
- Toolbox Community Workspace**: Features an image of two people working at a computer.

Utilizing a Community Workspace

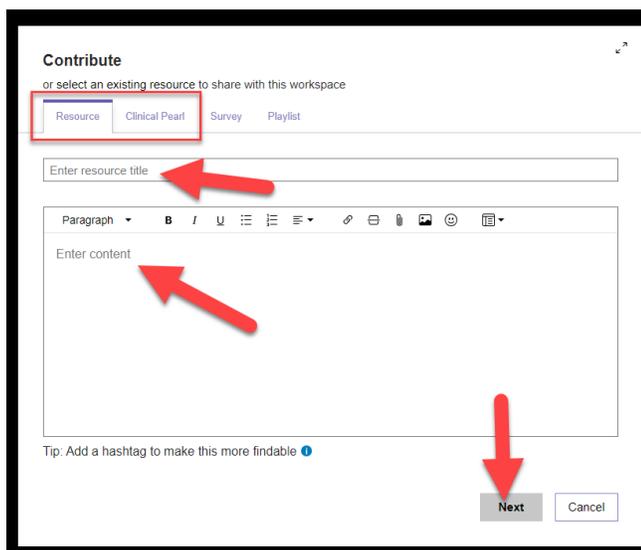
1. You can add discussions to your community by typing in the free text box and then clicking post.



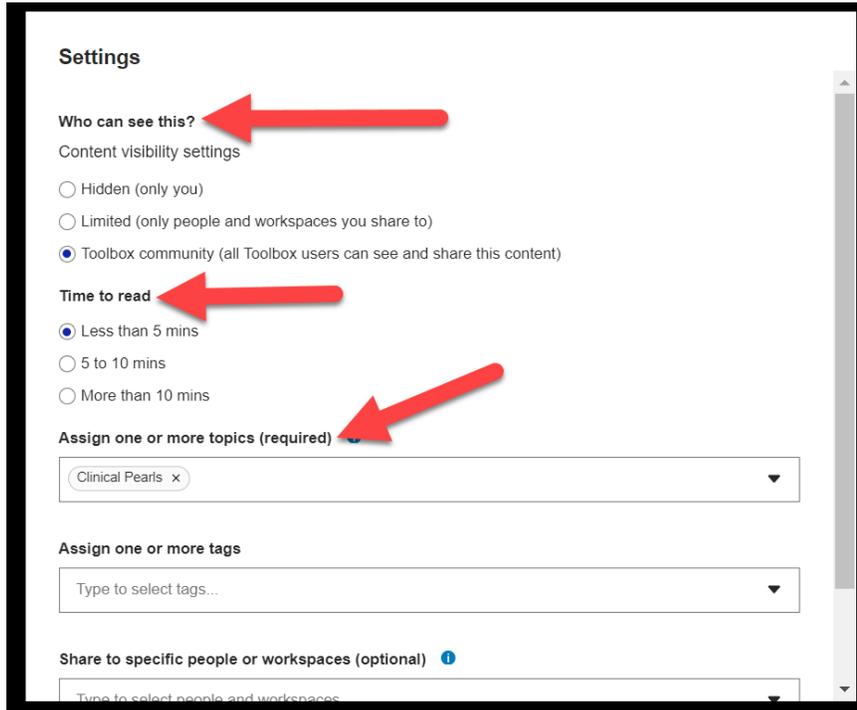
2. You can create shared Resources or Clinical Pearls in the Library section of your community.
 - a. Click the + symbol to add your content.



- 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).

