



Welcome

I am excited to accept you into our inaugural cohort of AHEC Scholars. My name is Shauna Heathco, I will be your primary point of contact for questions about the program.

Shauna Heathco

app.program@wcahec.org

970.434.5474 ext. 7

The next step in your enrolment process is to fill out a survey (if you have not done so already). We would like to learn about your attitudes, knowledge and skills related to the content of this program. Please complete the survey by copying this link into your browser:

https://ucdenver.co1.qualtrics.com/jfe/form/SV_dncwj3xD0oO8yNf.

Once you complete this survey, we will create a Canvas account for you. Canvas will be the platform you use to access the content of the class, to communicate with your cohort and me, and to report your experiential hours. After 3-7 days you will receive an e-mail with a link to the AHEC Scholars Portal in Canvas. You may then login and begin moving through the didactic portion of your learning. Tutorial videos have been created to help you navigate Canvas. You may also reach out to me if you are having trouble.

Program Requirements:

1 Year Program-

40 Hours of Didactic Time (online/in person trainings)

40 Hours of Experiential Time (hands on training)- Below is a list of the requirements for your experiential hours.

- Team based
- Inter-professional (two or more health professions interacting)
- In a rural or underserved area
- And if you are already receiving credit for completing experiential training that meets the above objectives, they *may* also count for AHEC Scholars!

To get credit the process is simple:

1. E-mail me a description of what you would like to do for your experiential learning hours.
2. I will respond approving or denying this activity. If I deny I will explain why and may suggest some alternative choices.
3. You complete your hours, and have your supervisor sign a letter.



- ❖ This letter needs to include:
 - Date
 - The name of the supervisor
 - Your name
 - The location of your experience
 - The number of hours completed at this site
- ❖ You will then upload this letter into the experiential learning module on the AHEC Scholars Portal.
- ❖ I will then approve and record those hours.
- ❖ This will provide you with an ongoing count of your hours

Again, I am excited to have you as a part of this AHEC Scholars cohort.

Sincerely,

Sahuna Heathco

WCAHEC Scholars Coordinator

Please Read This Packet Entirely!

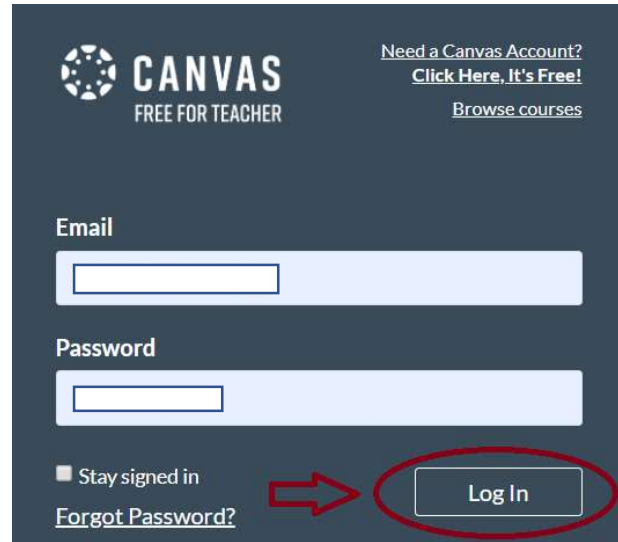
Student Responsibilities

- ☐ **Apply for AHEC Scholars:** <https://formstack.io/E7024>
- ☐ **Complete Pre-Survey:**
https://ucdenver.co1.qualtrics.com/jfe/form/SV_dncwj3xD0oO8yNf
- ☐ **Complete online modules in Canvas. (40 Hours)**
- ☐ **Requests approval for Experiential Learning.**
- ☐ **Completes experiential learning activities, gets a letter signed by supervisor and uploads to canvas (40 Hours)**
- ☐ **Communicate with AHEC Scholars Coordinators**
 - **During monthly check-ins**
 - **Experiential hour check-ins**
 - **Change in employment**
 - **Graduation from program**
 - **Withdrawal from the program (must give explanation)**
- ☐ **Complete annual survey and completion survey**
- ☐ **Complete program within specified time frame. ONE YEAR.**

How to navigate Canvas

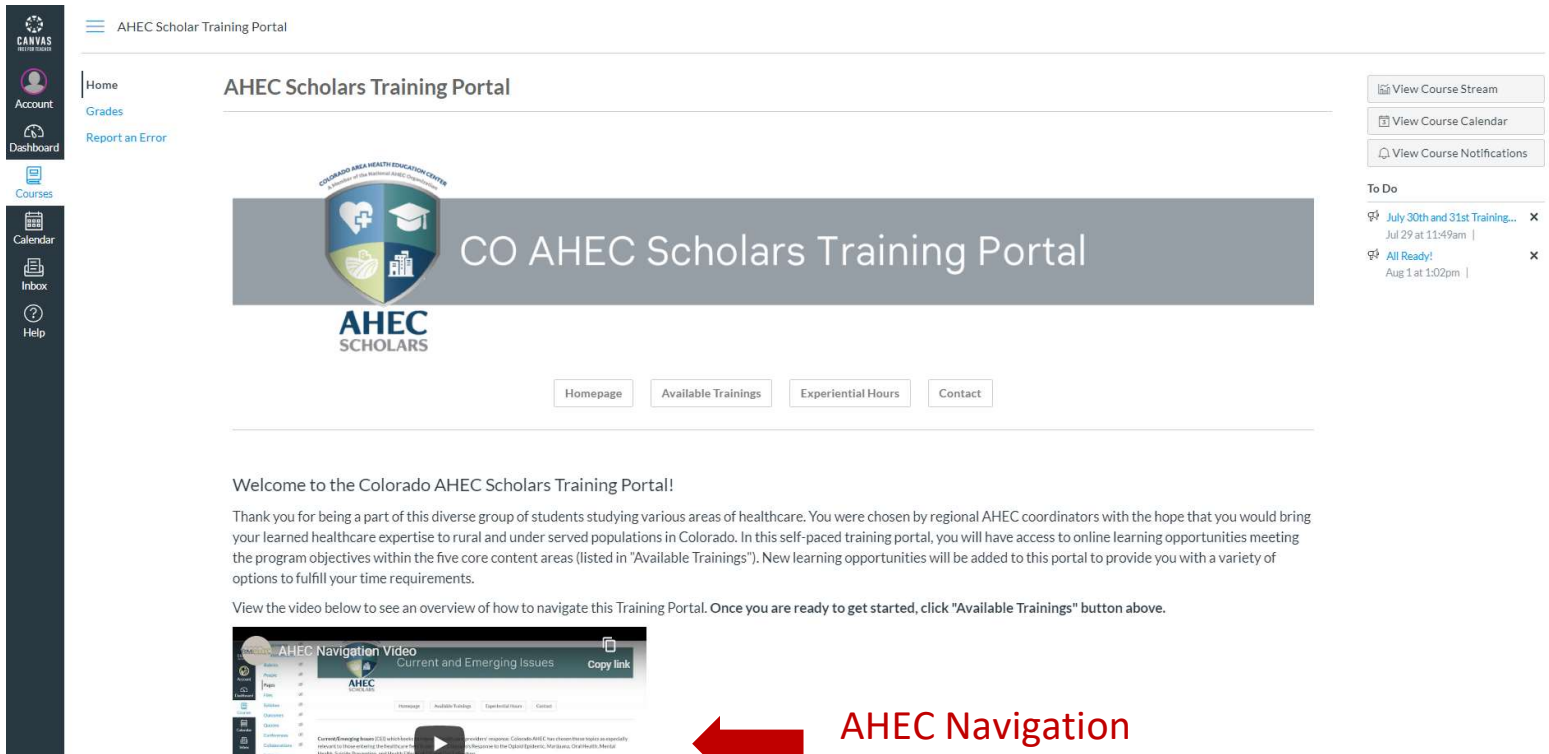
1. Once you have received your login information: login to Canvas.

<https://canvas.instructure.com/login/canvas>



The image shows the Canvas login page for teachers. It has a dark blue background with the Canvas logo and 'FREE FOR TEACHER' text. There are links for 'Need a Canvas Account? Click Here, It's Free!' and 'Browse courses'. Below these are input fields for 'Email' and 'Password'. At the bottom, there is a 'Stay signed in' checkbox, a 'Forgot Password?' link, and a 'Log In' button which is circled in red with a red arrow pointing to it.

2. Your screen should look like this. Please read intro page and watch AHEC Navigation Video!



The screenshot shows the AHEC Scholars Training Portal. On the left is a dark sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area has a header 'AHEC Scholars Training Portal' and a large banner with the CO AHEC Scholars Training Portal logo. Below the banner are buttons for 'Homepage', 'Available Trainings', 'Experiential Hours', and 'Contact'. A welcome message follows, thanking the user and providing information about the portal. At the bottom, there is a video player titled 'AHEC Navigation Video' with a red arrow pointing to it from the text 'AHEC Navigation Video'.

3. AHEC Navigation Video Link: https://youtu.be/YnPtN_mQ28U

- a. Learn how to navigate Canvas portal (video format)



4. Click on “Available Trainings” at the top of your Canvas home page

A screenshot of the AHEC Scholars Training Portal interface. The top navigation bar includes "Home", "Grades", and "Report an Error". The main header area displays the "CO AHEC Scholars Training Portal" title and a navigation menu with buttons for "Homepage", "Available Trainings" (circled in red with a red arrow pointing to it), "Experiential Hours", and "Contact". Below the header, a welcome message states: "Welcome to the Colorado AHEC Scholars Training Portal! Thank you for being a part of this diverse group of students studying various areas of healthcare. You were chosen by regional AHEC coordinators with the hope that you would bring your learned healthcare expertise to rural and under served populations in Colorado. In this self-paced training portal, you will have access to online learning opportunities meeting the program objectives within the five core content areas (listed in 'Available Trainings'). New learning opportunities will be added to this portal to provide you with a variety of options to fulfill your time requirements. View the video below to see an overview of how to navigate this Training Portal. Once you are ready to get started, click 'Available Trainings' button above." Below the text is a video player titled "AHEC Navigation Video" with a play button icon.

Next Page



- a. This will be the page you use to access all of your AHEC Scholars Modules
 - i. **Each Section has a required amount of hours**
- b. Pick one to get started in! (I am going to show you the “Current and Emerging Issues” section. The others are very similar)

CANVAS

UNIVERSITY

Account

Dashboard

Courses

Calendar

Inbox

Help

AHEC Scholar Training Portal > Pages > Available Trainings

Home

Grades

Report an Error

Available Trainings

COLORADO AREA HEALTH EDUCATION CENTER

A Member of the National AHEC Organization

CO AHEC Scholars Training Portal

AHEC SCHOLARS

Homepage

Available Trainings

Experiential Hours

Contact

In this one or two year program, you will be asked to complete 40 total hours of content, each year, within the core content areas listed below. Unless your regional coordinator has otherwise suggested, you can start with which ever training (learning opportunity) you like. Most learning opportunities will lead to a third party site. You will need to complete the training there and return to our site to upload your certificate of completion to receive credit for your time. Please click on the content area in the links below to learn more about the available training within them.

Core Content Areas

Practice Transformation

Learn More

Behavioral Health Integration

Learn More

Interprofessional Education

Learn More

Health Equity

Learn More

Current and Emerging Issues

Learn More

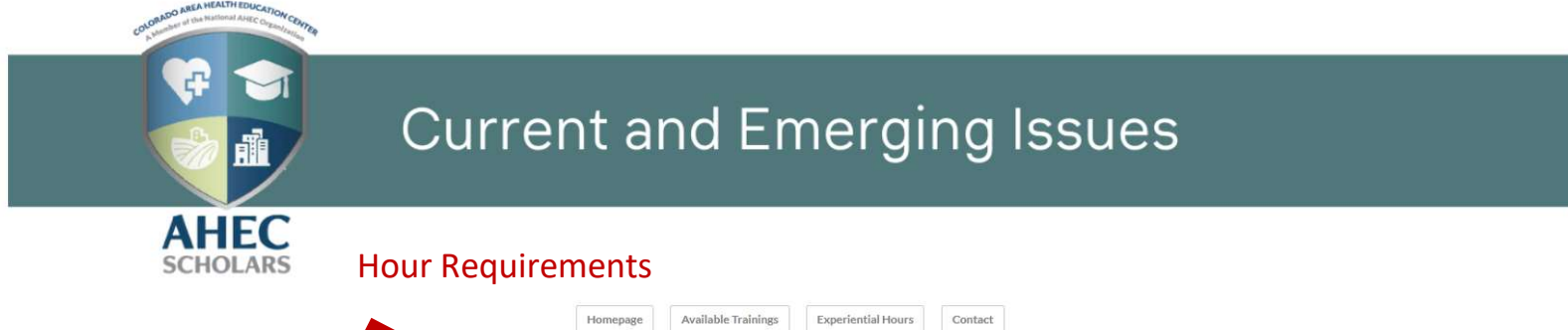
These are your learning categories

pg. 6

5. Current and Emerging Issues page (remember that they are all set up in a similar format)

a. Here you will find...

- Hour requirements** for this learning area
- Module List, Module Description, and instructions on how to access the modules
- “Submit Certificate”** button



The screenshot shows the header of the 'Current and Emerging Issues' page. It features the AHEC SCHOLARS logo on the left and the title 'Current and Emerging Issues' in large white text on a dark teal background. Below the title, there is a navigation bar with four buttons: 'Homepage', 'Available Trainings', 'Experiential Hours', and 'Contact'. A red arrow points from the 'Hour Requirements' text to the 'Available Trainings' button.

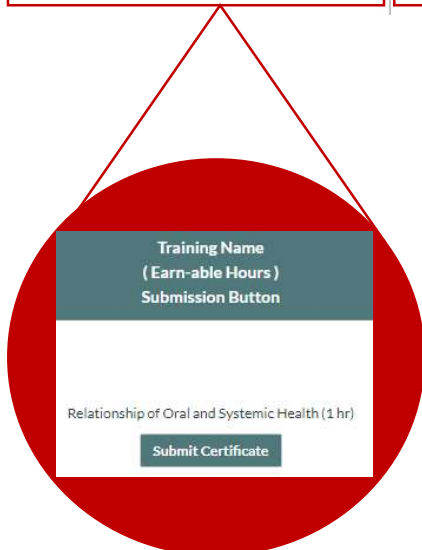
Hour Requirements

Current/Emerging Issues (CEI) which seeks to improve healthcare providers' response. Colorado AHEC has chosen these topics as especially relevant to those entering the healthcare field in our state: Colorado's Response to the Opioid Epidemic, Marijuana, Oral Health, Mental Health, Suicide Prevention, and Health Effects of Oil and Gas Extraction.

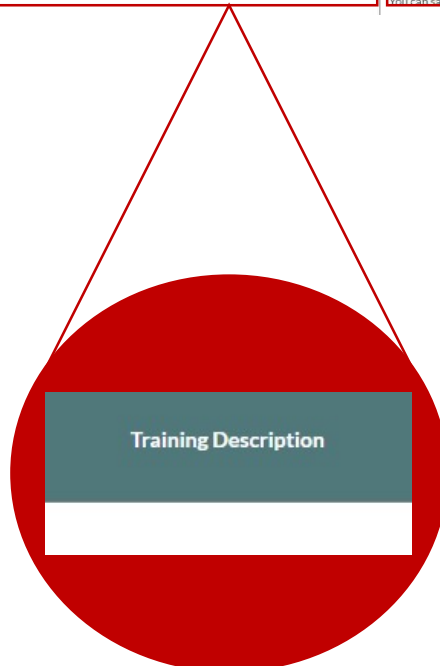
You will need to complete a minimum of 10 hours in this content area. Please submit your certificates of completion using the designated button specific to that training. You will only receive credit for completing any of the trainings by uploading the correct certificate.

Have you completed a, coordinator approved, in-person training that fits in this content area? Scroll to the bottom of the page to learn more about submitting these hours or [click here](#) to jump to that section.

Training Name (Earn-able Hours) Submission Button	Training Description	How to Access the Training
Relationship of Oral and Systemic Health (1 hr) Submit Certificate	This course addresses the nature, prevalence, and consequences of oral disease throughout the life cycle with a focus on correlations between oral and systemic health.	Open the Smiles for Life website . Choose "Learn Online" Choose the module you would like to complete from their list. Click on "Launch Course" A popup will appear for the module. If you have a popup blocker please make sure this is disabled. Click the "next" button on the module popup You will be prompted to create an account or sign in After signing in, you will be taken to an instructions page. Once you have read through the instructions, click "next" to begin going through the material. You can save your login information here to retrieve at a later time.



A red circle highlights the first column of the table. Inside the circle, a smaller rectangle shows the 'Training Name (Earn-able Hours) Submission Button' and the 'Relationship of Oral and Systemic Health (1 hr)' with the 'Submit Certificate' button.



A red circle highlights the second column of the table. Inside the circle, a smaller rectangle shows the 'Training Description' text.



A red circle highlights the third column of the table. Inside the circle, a smaller rectangle shows the 'How to Access the Training' text.

Submitting Didactic Certificates

When modules are completed, you will receive a certificate. This will teach you how to submit your certificates.

IMPORTANT: WHEN YOU COMPLETE A MODULE SAVE THE CERTIFICATE ON YOUR COMPUTER SO THAT YOU CAN ACCESS IT LATER FOR SUBMISSION.

1. Log in to Canvas: <https://canvas.instructure.com/login/canvas>
2. In the middle of your home page- click on the “Available Training” link.
3. Pick the core content area that your certificate belongs to. (example: Practice Transformation, Current and Emerging Issues, etc.) Click on the link.
4. Once on the proper core content page, scroll down until you find the module that goes with your certificate. (For example: We are going to click on the Adult Oral Care Link)
 - a. Hit the “Submit Certificate” button once you have found the correct module



<p>Child Oral Health (1 hr)</p> <p>Submit Certificate</p>	<p>This course addresses the prevalence, etiology, and consequences of early childhood caries (ECC).</p>	<p>You can save your login information here to retrieve at a later time.</p> <ul style="list-style-type: none"> • Open the Smiles for Life website. • Choose "Learn Online" • Choose the module you would like to complete from their list. • Click on "Launch Course" • A popup will appear for the module. If you have a popup blocker please make sure this is disabled. • Click the "next" button on the module popup • You will be prompted to create an account or sign in • After signing in, you will be taken to an instructions page. Once you have read through the instructions, click "next" to begin going through the material. <p>You can save your login information here to retrieve at a later time.</p>
<p>Adult Oral Health (1 hr)</p> <p>Submit Certificate</p>	<p>This course addresses how adult oral health is impacted by factors such as disease, aging, medication, and substance use.</p>	<ul style="list-style-type: none"> • Open the Smiles for Life website. • Choose "Learn Online" • Choose the module you would like to complete from their list. • Click on "Launch Course" • A popup will appear for the module. If you have a popup blocker please make sure this is disabled. • Click the "next" button on the module popup • You will be prompted to create an account or sign in • After signing in, you will be taken to an instructions page. Once you have read through the instructions, click "next" to begin going through the material. <p>You can save your login information here to retrieve at a later time.</p>
<p>Pregnancy and Women's Oral Health (1 hr)</p> <p>Submit Certificate</p>	<p>This course addresses the importance of oral health before, during, and after pregnancy.</p>	<ul style="list-style-type: none"> • Open the Smiles for Life website. • Choose "Learn Online" • Choose the module you would like to complete from their list. • Click on "Launch Course" • A popup will appear for the module. If you have a popup blocker please make sure this is disabled. • Click the "next" button on the module popup • You will be prompted to create an account or sign in • After signing in, you will be taken to an instructions page. Once you have read through the instructions, click "next" to begin going through the material. <p>You can save your login information here to retrieve at a later time.</p>



5. Here are your submission instructions. Please read the instructions completely!

CEI: Adult Oral Health

Due No Due Date Points 1 Submitting a file upload

Submit Assignment

Current and Emerging Issues

Homepage Available Trainings Experiential Hours Contact

Uploading your "Adult Oral Health" Certificate

- 1 Read through all the instructions first.
- 2 Have your scan or screenshot of your certificate of completion ready to upload. Make sure you've named the file with your last name and the name of the training.
- 3 Click on the **Submit Assignment** button at the top right-hand corner of this screen. If you have a smaller screen, this button may be at the bottom of this page instead.
- 4 Click on the "Choose File" option to search your computer's files and select your certificate of completion.
- 5 Click on the **Submit Assignment** button below the text box to fully save your information.
- 6 To double check that you have fully submitted your information, you will see **Re-submit Assignment** and **Submitted** at the top right-hand corner of your screen. If your screen is smaller, these may appear at the bottom of your screen instead.
- 7 Your regional coordinator will review your upload and if accepted, will give you credit for your hours.

If you have not uploaded the correct document or if there is an issue seeing your upload, simply click, "Resubmit assignment" and upload your new file.

We highly recommend keeping copies of your submissions in case a back up copy is needed.

6. Once you are ready to submit your certificate

- a. Click the "Submit Assignment" button in top right corner of your page.

CEI: Adult Oral Health

Due No Due Date Points 1 Submitting a file upload

Submit Assignment

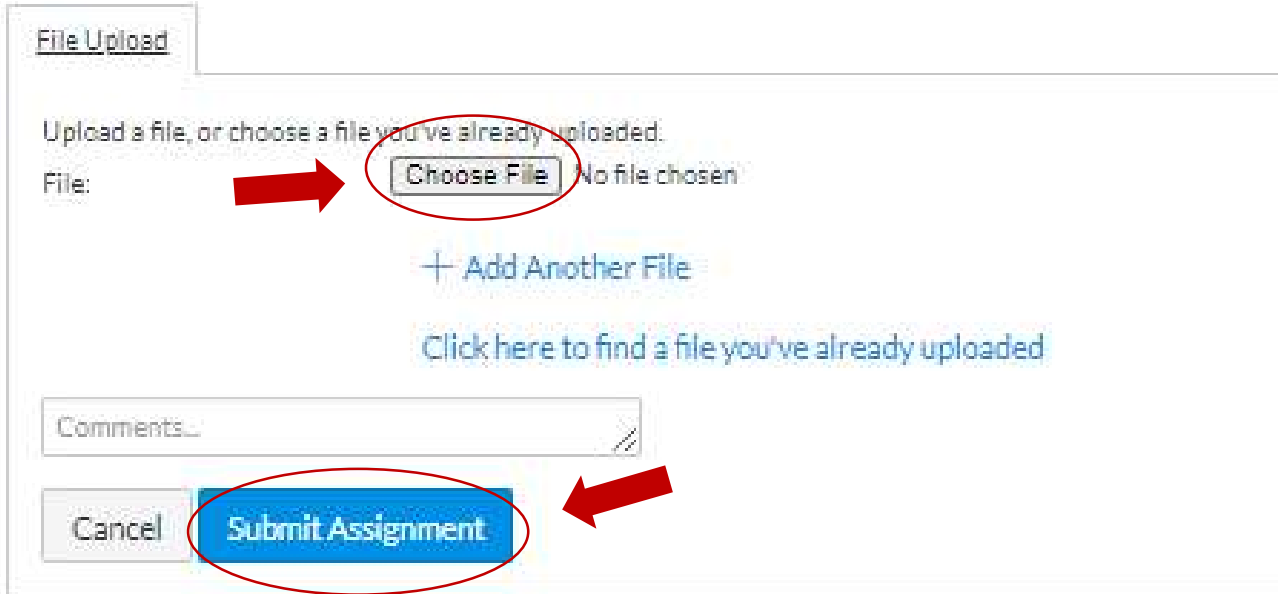
Current and Emerging Issues

Homepage Available Trainings Experiential Hours Contact

Uploading your "Adult Oral Health" Certificate

- 1 Read through all the instructions first.
- 2 Have your scan or screenshot of your certificate of completion ready to upload. Make sure you've named the file with your last name and the name of the training.

- b. Click “Submit Assignment” (Please make sure that your upper right-hand corner of the screen has a **✓ Submitted!** not try to resubmit certificate)




The screenshot shows a 'File Upload' form. At the top, it says 'Upload a file, or choose a file you've already uploaded.' Below this, there is a 'File:' label, a red arrow pointing to a 'Choose File' button (which is circled in red), and the text 'No file chosen'. Below the 'Choose File' button is a '+ Add Another File' link. Further down is a 'Click here to find a file you've already uploaded' link. At the bottom of the form is a 'Comments...' text area. Below the text area are two buttons: 'Cancel' and 'Submit Assignment'. The 'Submit Assignment' button is circled in red, and a red arrow points to it.

Congratulations you just submitted your first AHEC Scholars Assignment!!!

Submitting Experiential Hours

1. Log in to Canvas: <https://canvas.instructure.com/login/canvas>
2. In the middle of your home page- click on the “Experiential Hours” link.
 - a. Read the overview and instructions



Account

Dashboard

Courses

Calendar

Inbox

Help


AHEC Scholar Training Portal > Pages > Experiential Hours

[Home](#)

[Grades](#)

[Report an Error](#)

Experiential Hours



Experiential Hours

[Homepage](#)
[Available Trainings](#)
[Experiential Hours](#)
[Contact](#)

CO AHEC Scholars are required to complete 40 hours of community-based, experiential, or clinical training each year. Each year will begin on July 1st and end June 30th or upon graduation/completion of your program. The experiential learning activities must take place in a rural and/or under served setting. The experiential learning activities must be in a team based interprofessional setting. These activities can be a part of your current program requirements.

Listed Below is the process for documenting your AHEC Scholars experiential hours.

1. Check to see if your AHEC has a list of approved activities.
2. If you choose to set up your own activities or if you already have activities as part of your academic program then you should get approval from your regional AHEC Scholars Coordinator (contact info for each coordinator is available at the contacts tab).
3. Perform your AHEC Scholars experiential learning activity.
4. Get a letter signed by the supervisor of the activity – be sure to include the time spent on the activity.
5. Upload this letter as an assignment below.
6. Your AHEC Scholars Coordinator will approve your time and enter it in Canvas. You can see this record under the grades tab.

Uploading Your Experiential Hours

To submit your experiential hours, you will need to upload a letter or multiple letters to this training portal. Your letter needs to be:

- Signed by the supervisor of your approved activity
- Include the date(s) you participated in your approved activity
- Include the time spent on the approved activity

Please have a way to keep track of your hours. You can upload a single letter providing you completed all your hours at one location with the same supervisor, or you can upload as many as 5 letters providing proof of your time spent in your approved activity through the year.

- 1 Have the file on your computer and ready to upload. It may be helpful to name the file with your last name. Example Last Name_Experiential_Hours_Y1
- 2 Open the correct submission button for the hours that you would like to upload. All of Year 1's possible uploads are listed below.
- 3 Follow the upload instructions on the submission page.


The buttons below link to the individual uploads for each letter of hours you need to submit for **Year 1**. When uploading more than one letter, please follow the submission links in numerical order.

[Y1. 1st Submission](#)
[Y1. 2nd Submission](#)
[Y1. 3rd Submission](#)
[Y1. 4th Submission](#)
[Y1. 5th Submission](#)

The buttons below link to the individual uploads for each letter of hours you need to submit for **Year 2**. When uploading more than one letter, please follow the submission links in numerical order.

[Y2. 1st Submission](#)
[Y2. 2nd Submission](#)
[Y2. 3rd Submission](#)
[Y2. 4th Submission](#)
[Y2. 5th Submission](#)

Read!



Next Page

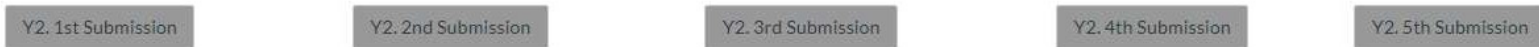
pg. 11

- At the bottom of the page you will find your submission buttons. Click on the first one to upload your first set of hours. (if you need to you to submit more than one set of hours you will use the next set of buttons on the screen)


The buttons below link to the individual uploads for each letter of hours you need to submit for Year 1. When uploading more than one letter, please follow the submission links in numerical order.



The buttons below link to the individual uploads for each letter of hours you need to submit for Year 2. When uploading more than one letter, please follow the submission links in numerical order.



- Read all the instructions before uploading your document!



Account

Grades

Report an Error

Courses

Calendar

Inbox


Help

AHEC Scholar Training Portal / Quizzes / 1st Clinic Y1 Experiential Hours

1st Clinic Y1 Experiential Hours

Due No due date Points 0 Questions 13 Time Limit None Allowed Attempts Unlimited

Instructions



Year 1 Experiential Hours

[Homepage](#)
[Available Trainings](#)
[Experiential Hours](#)
[Contact](#)

Uploading and Submitting Experiential Hours

- Read through all the instructions first.
- Have your scan or screenshot of your experiential hours letter ready to upload.
- You will also need to submit information about your site (even if the information is listed on your letter) Please have the following available while you have the "survey" open.
 - Name of site
 - Site address (street, city, state, zip code will be filled in individually)
 - Site's phone number
 - Site setting
 - Type of Site (choose from a list)
 - Number of hours completed
 - Dates you were at the site
 - Number of interprofessional hours at the site
- Click on the [Take the Quiz](#) button at the bottom of this screen to start your submission.
- For the letter upload (last question) you will need to click on the "Choose File" option to search your computer's files and select your letter to upload.
- Click on the [Submit Quiz](#) button at the bottom of the page to fully save your information.
- Your regional coordinator will review your upload and if accepted, will give you credit for your hours.

If you have not uploaded the correct document, if there is an issue seeing your upload, or if information needs to be corrected, please email support.rmp@ucdenver.edu.

Read!

We highly recommend keeping copies of your submissions in case a back up copy is needed.

[Resume Quiz](#)



AHEC
SCHOLARS



5. Click on the “Resume Quiz” button at the bottom of your page


AHEC Scholar Training Portal / Quizzes / 1st Clinic Y1 Experiential Hours

Home | Grades | Report an Error

1st Clinic Y1 Experiential Hours

Due: No due date | Points: 0 | Questions: 13 | Time Limit: None | Allowed Attempts: Unlimited

Instructions



Year 1 Experiential Hours

Homepage | Available Trainings | Experiential Hours | Contact

Uploading and Submitting Experiential Hours

- 1 Read through all the instructions first.
- 2 Have your scan or screenshot of your experiential hours letter ready to upload.
- 3 You will also need to submit information about your site (even if the information is listed on your letter). Please have the following available while you have the "survey" open.
 - Name of site
 - Site address (street, city, state, zip code will be filled in individually)
 - Site's phone number
 - Site setting
 - Type of Site (choose from a list)
 - Number of hours completed
 - Dates you were at the site
 - Number of interprofessional hours at the site
- 4 Click on the **Take the Quiz** button at the bottom of this screen to start your submission.
- 5 For the letter upload (last question) you will need to click on the "Choose File" option to search your computer's files and select your letter to upload.
- 6 Click on the **Submit Quiz** button at the bottom of the page to fully save your information.
- 7 Your regional coordinator will review your upload and if accepted, will give you credit for your hours.

If you have not uploaded the correct document, if there is an issue seeing your upload, or if information needs to be corrected, please email support.mqhts@ucdenver.edu.

We highly recommend keeping copies of your submissions in case a back up copy is needed.

Resume Quiz

6. Scroll down and answer questions 1-12

7. Question 13: Upload your document

a. Click “choose file” and select the correct document

Question 13

Please use this area to upload your signed letter showing the number of experiential hours you have completed.

Upload **Choose a File**

8. Once you have uploaded your document, scroll all the way to the bottom of the screen and click “Submit Quiz” (bottom right hand corner)

Question 13

0 pts

Please use this area to upload your signed letter showing the number of experiential hours you have completed.

Upload

Submitted at 4:49pm

**Congratulations you just submitted your first set of
Experiential Hours!!!**

In-Person Events

You do not have to input “In-Person Events”, I will do that for you.

In-Person Events is where credit is given for a **pre-approved** event or webinar that is not in Canvas.

I will send out Didactic Opportunities that may be in person, a webinar, or a zoom meeting. When I send out the information, I will include the amount of time it will count for. And you must let me know that you completed it (so that I can give you credit).