eLearning Guide for Good Clinical Practice (GCP) Training

This instructional guide has been developed to assist you through the process of completing Good Clinical Practice (GCP) Training through Northwestern University’s Learn@Northwestern platform.
Instructions to complete GCP Training through LEARN@Northwestern

1. Open your web browser to copy and paste the following URL. https://learn.northwestern.edu. Press enter.
2. Log In using your Northwestern University issued NetID and password.
3. Once you have logged in, you will be redirected to the homepage you see below. Click the **Browse** button shown below to proceed. After clicking **Browse**, you will be directed to the following page.

**Note:** If you are unable to login and do not see the screenshot below, you must submit an email to either **learn-support@northwestern.edu** or **fasishelp@northwestern.edu** requesting an POI ID in order to access and complete training in the Learn@Northwestern system. Please include the following: University NetID, full name, email, date of birth, PI or Sponsor, Department Name, Department ID, Northwestern Work Location, Student ID or Employee ID.
4. Hover over **Research** in the left navigation menu to expand the options you see here. Select **Good Clinical Practice Training** and proceed to the next step.
5. Select from the following trainings: (Click the drop down arrow and Add To Plan - the course will then auto populate into your My Learning tab on the homepage).
   I. Introduction to Good Clinical Practice: Select this course if this is your Initial GCP Training
   II. Good Clinical Practice for the Experienced CRC: Select this course if you are a CRC who needs to be recertified
   III. Good Clinical Practice for the Experienced Investigator: Select this course if you are an Investigator who needs to be recertified

   Note: You have the option to click launch once your selection is made, or you can return to your account at a later time to begin. It is recommended to return to your homepage initially to review and begin your training. Courses may not appear in the same order.
6. **Click the house icon on the top left of the screen** to return to the home screen to review what course(s) have been added into your account. Click **View classes** to prompt enrollment. When prompted to enroll, you should receive a pop-up message. 

**Note:** If the course(s) you have selected do not appear under **My Learning**, please request assistance at gcptraining@northwestern.edu
7. Click **Enroll** to launch this course.

   **Note:** You are not required to fill out the options to the left of the **Enroll** tab. To ensure the modules run smoothly, please make sure your wireless connection is strong.
8. When you launch the course, your screen should look similar to the one pictured here. Listen carefully to the audio instructions given and work your way through the slides to complete the modules.

Note: To resume the module at a later time, please click the word exit. If the word exit isn’t displayed in the top right corner as shown below, please click on the ‘x’ (do not close window browser).
9. If you choose to pause midway through the course, the below image will appear before you exit. The system will take you back to your Activities page.

Note: You may not see the screen shown below if you are completing one of the Experienced courses.
10. Your status may be marked **completed successfully**, however you will need to resume your course until each module is complete.
11. When you choose to resume your course, you will be asked if you would like to begin where you left off. Select the option that best fits your learning needs. (You also have the option to start at the beginning if you prefer).

Note: You may not see the screen shown below if you are completing one of the Experienced courses.
12. Once you have completed the course, the below message will appear on your screen. **Exit** the course by following the instructions provided on the slide.
13. In order to fully complete the course, it is necessary to complete a final exam based on the material that was covered. Launch this exam and answer the 18 questions required. After completing all 18 questions, you will receive a score notifying you if you have passed the exam or not.

Note: A passing score is an 80 or above. Experienced courses have a total of 14 questions.
14. When you launch the exam, you will be reminded that you have **18 questions** to complete, with no time limit. Take your time in selecting your answers. Make sure to read each question thoroughly and completely.

**Note:** There may be questions that require more than one answer. Experienced courses have a total of 14 questions.
15. The below message will appear on your screen to confirm that you have answered all **18 questions**. In order to receive your results, click **Submit** below.

**Note:** Experienced courses have a total of **14 questions**.
16. When you receive your score (a score of **80% or above**) you will pass the course. **Exit** the exam.

**Note:** A message will be given to you to please notify the IRB to update your eIRB + profile.
17. A pop-up message like the one below will appear to review what you have completed. Once you **exit** out of this message, you will be directed back to your home screen.
18. Congratulations! You have completed and passed your course. Your overall status will appear in your Completed Learning tab on the home screen. Please export and print your certificate.

IF YOU HAVE ANY QUESTIONS REGARDING GCP TRAINING PLEASE CLICK HERE TO VISIT OUR WEBSITE

OR CONTACT gcptraining@northwestern.edu.