



[jblearning.com/navigate](http://jblearning.com/navigate)  
1-978-443-5000  
[info@jblearning.com](mailto:info@jblearning.com)

# NAVIGATE TRAINING MANUAL

STUDENT'S MANUAL

# Student Manual Table of Contents

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# COURSE ACCESS AND ENROLLMENT

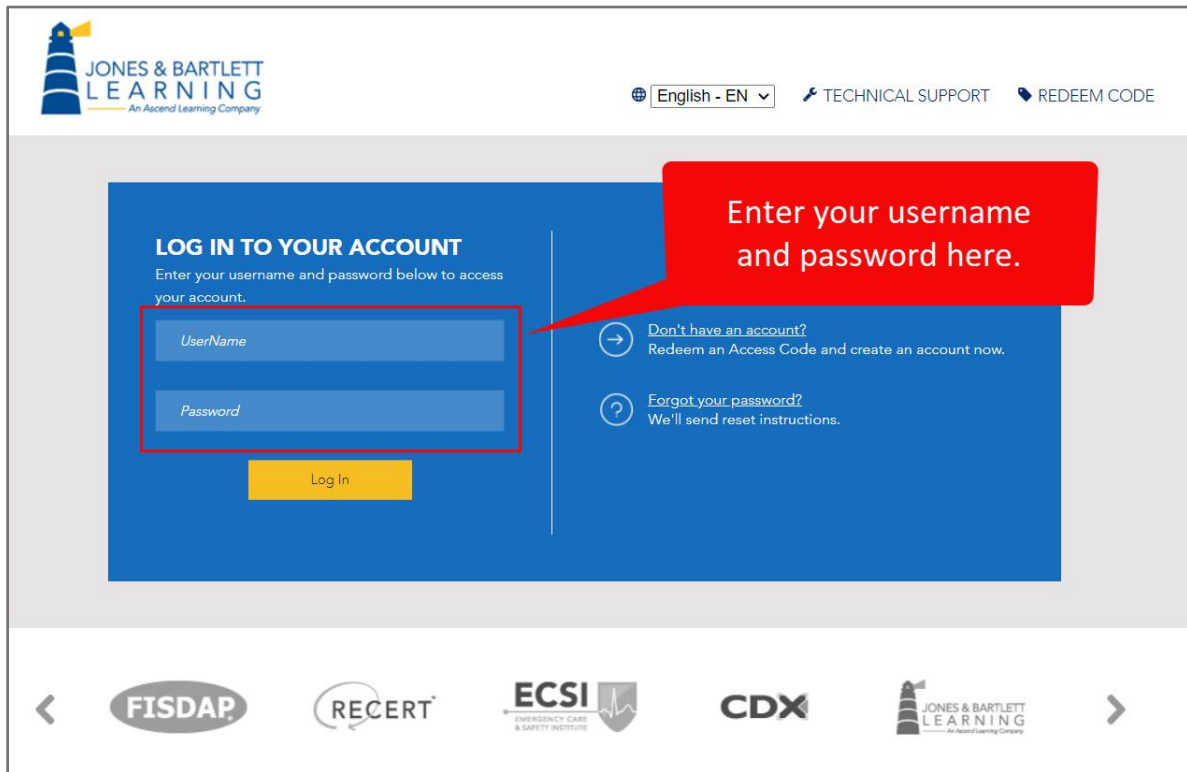
This section provides guidance with accessing courses and enrolling/unenrolling instructors and students in the course.

## Logging in to Navigate

1. Open a new window or tab in your web browser and navigate to [www.jblearning.com](http://www.jblearning.com) in the web address field.
2. Next, click on the **My Account** link at the top-right of the page.



3. A login page will open where you must enter your username and password in the fields provided before clicking the **Log In** button to proceed to your account page.



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- Once you log in, you'll be directed to your account's homepage, which displays a list of your current active products/courses.

The screenshot shows the user interface of the Jones & Bartlett Learning account. At the top left is the logo for Jones & Bartlett Learning, an Ascend Learning Company. To the right of the logo are links for 'English - EN', 'TECHNICAL SUPPORT', and 'REDEEM CODE'. Below the logo is a navigation bar with 'Jones | Log Out', 'LEARNERS', 'PRODUCTS' (highlighted in blue), and 'ACCOUNT'. Underneath the navigation bar are tabs for 'ACTIVE', 'EXPIRED', and 'NOTIFICATIONS', along with buttons for 'Show/Hide Products' and 'Redeem Access Code'. The main content area is a table with columns for 'HIDE', 'PRODUCT', 'NICKNAME', 'COURSE ID', and 'ALERT'. Two products are listed:

HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT
	ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition	EMT 11e	82F383	
	Navigate 2 Essentials Access for Emergency Care and Transportation of the Sick and Injured		7763BD	

At the bottom of the page is a footer with logos for CDX, Jones & Bartlett Learning, Tarascon, Public Safety Group, and Fisdap.

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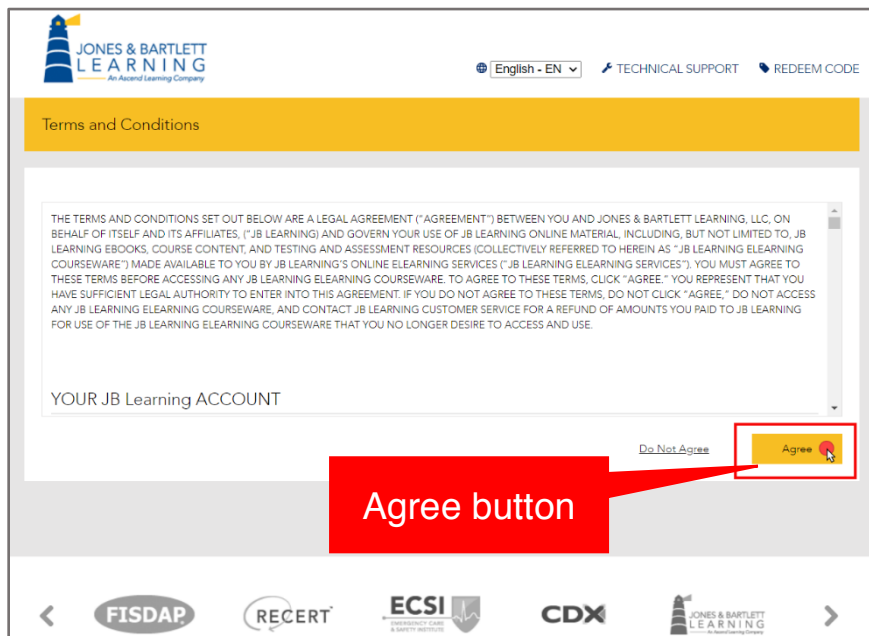
## Redeeming an Access Code and Creating an Account

1. Open your web browser and navigate to [www.jblearning.com](http://www.jblearning.com). We generally recommend using either Firefox or Chrome browsers for an optimal user experience.
2. From the Jones & Bartlett homepage, click the **Redeem Code** option from the right of the horizontal menu at the top of the page.

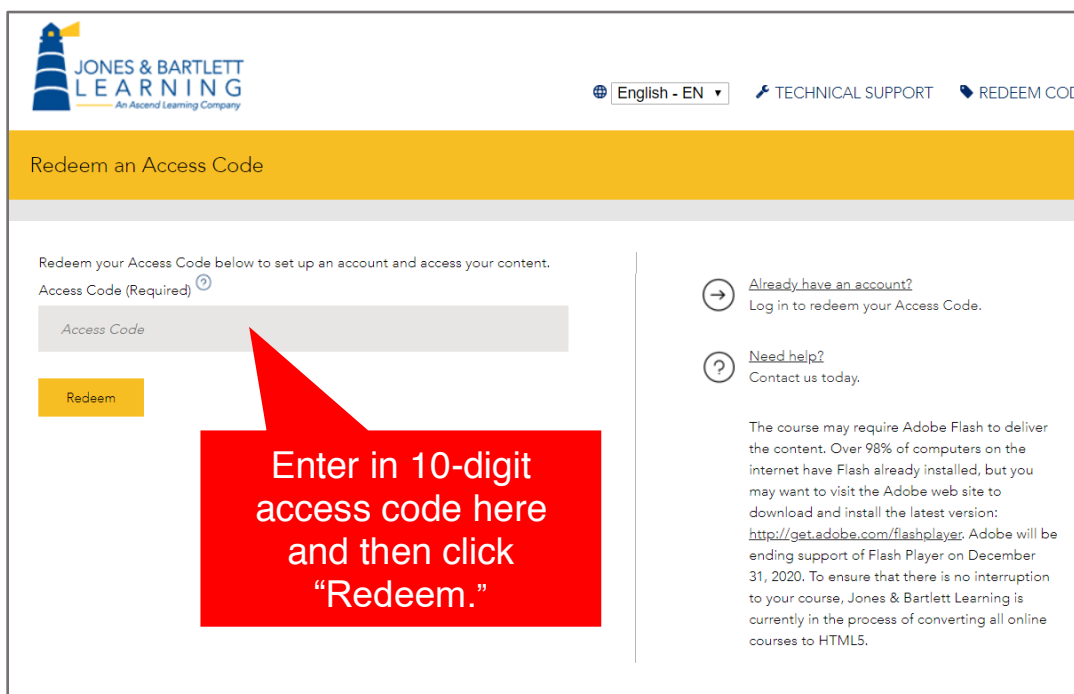


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3. Proceed by reading the Terms and Conditions page that opens. Scroll down as necessary, then click the **Agree** button to continue.



4. The **Redeem an Access Code** page opens where you must enter your 10-digit code in the **Access Code** field, then click the **Redeem** button.



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5. The code is processed, and a new optional **Course ID** field will open if applicable. Course IDs are required in the event you are enrolling in an instructor-led course.
- If you know your course ID at this time, you may enter it in the **Course ID** field provided.
  - If not, you may leave it blank and click the Continue button as you can enroll in your course ID at any time.
  - If your access code has unlocked multiple products requiring course IDs, this page will not appear, and you will instead be directed to the page in the next step (#6). The option for entering your course IDs is covered in Step 9c of this document.

The screenshot shows a web form titled "Redeem an Access Code". At the top, a yellow banner contains the title. Below it, a green banner with a smiley icon contains the text: "If you have your Course ID enter it now, or leave this field blank and enter it after you have registered." The main form area has a light gray background and contains the following elements:

- A heading: "Redeem your Access Code below to set up an account and access your content."
- A label: "Access Code (Required)" with a help icon.
- A text input field containing "1234567890".
- A label: "Course ID (Optional)" with a help icon.
- A text input field containing "Course Id".
- A yellow "Continue" button.

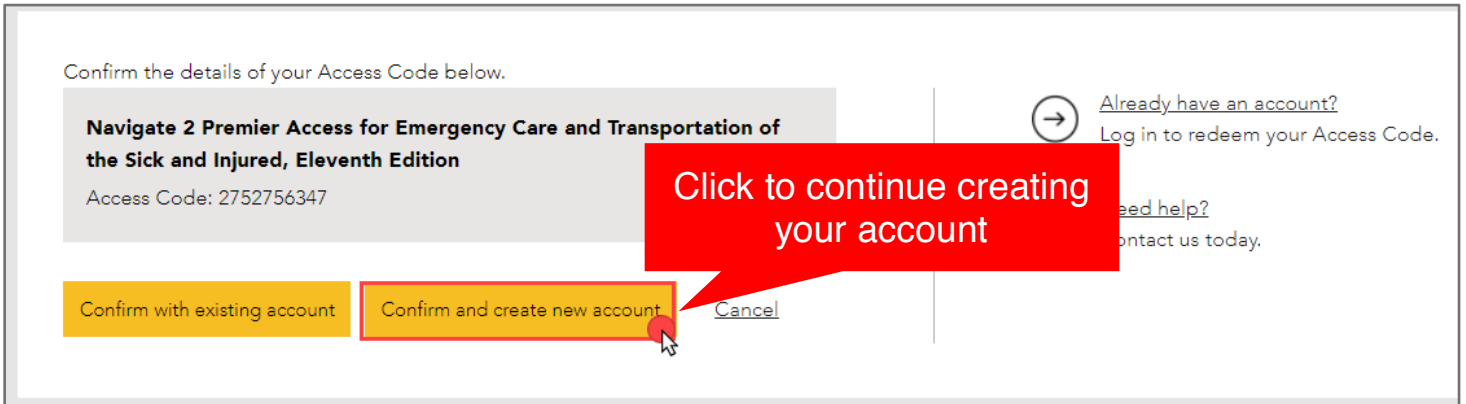
To the right of the form, there are two links with icons:

- A right arrow icon next to the link "[Already have an account?](#)" with the text "Log in to redeem your Access Code."
- A question mark icon next to the link "[Need help?](#)" with the text "Contact us today."

Below these links is a paragraph of text: "The course may require Adobe Flash to deliver the content. Over 98% of computers on the internet have Flash already installed, but you may want to visit the Adobe web site to download and install the latest version: <http://get.adobe.com/flashplayer>. Adobe will be ending support of Flash Player on December 31, 2020. To ensure that there is no interruption to your course, Jones & Bartlett Learning is currently in the process of converting all online courses to HTML5."

A red callout box with white text points to the "Course ID" input field. The text in the callout box reads: "If applicable, you may enter in your course ID at his time. Course IDs must be retrieved from your instructor."

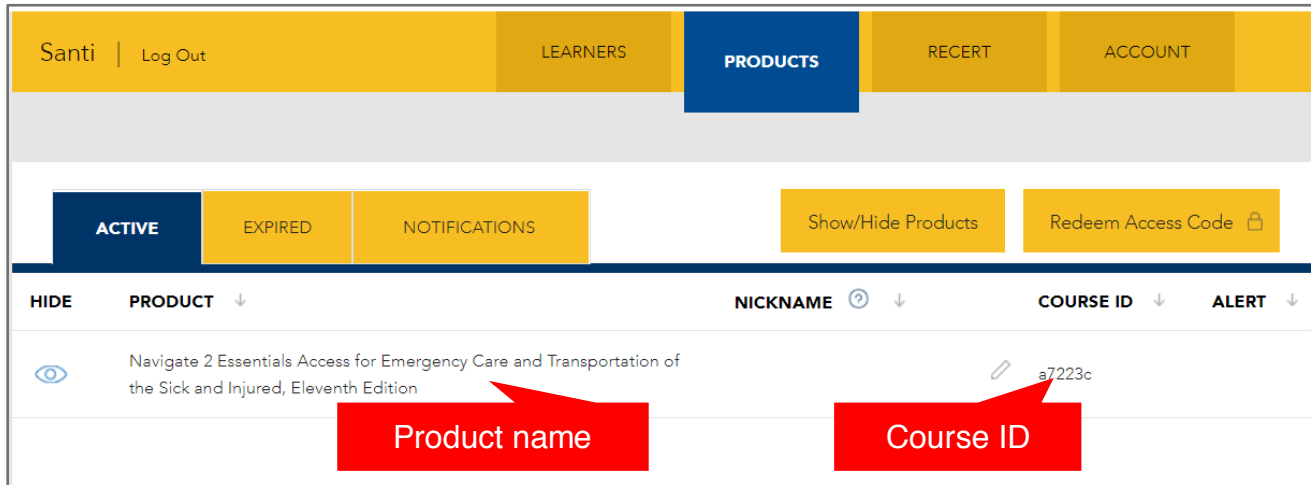
- Review and confirm your product information on the following page, then click the **Confirm and create new account** button.



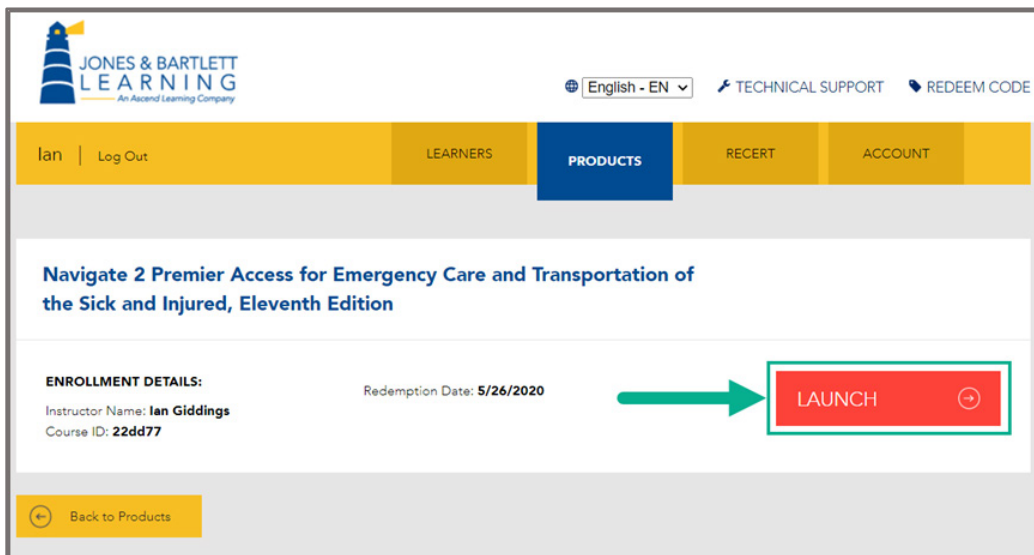
- On the next page, complete the fields required to create your personal user account, scrolling down as necessary. Please note, all fields under the **Account Information** and **Contact Information** sections are required unless otherwise identified as “Optional.”

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8. When you are done entering in the required details, click the **Create Account** button at the bottom of the page. Your My Account page will open, displaying your new product and Course ID if applicable.

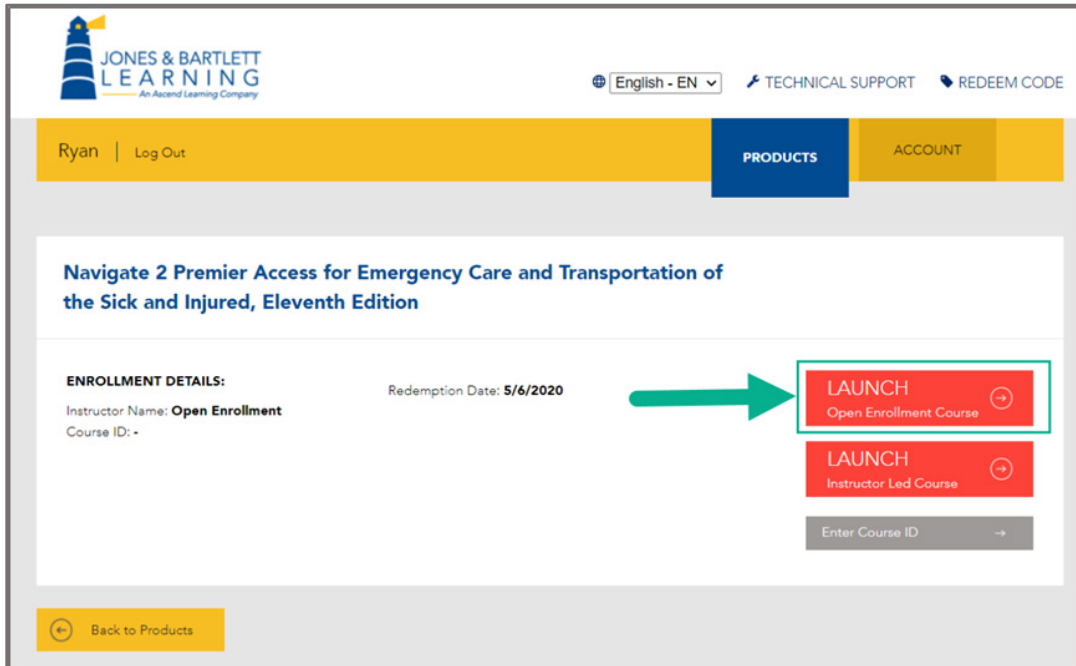


9. To open your product, click on its name. This takes you to a launch page for the first time, displaying various options depending on your product type.
  - a. If you are accessing a standalone eBook, self-paced course, or if you previously entered your course ID during registration, you may click the red **LAUNCH** button to begin using your product.

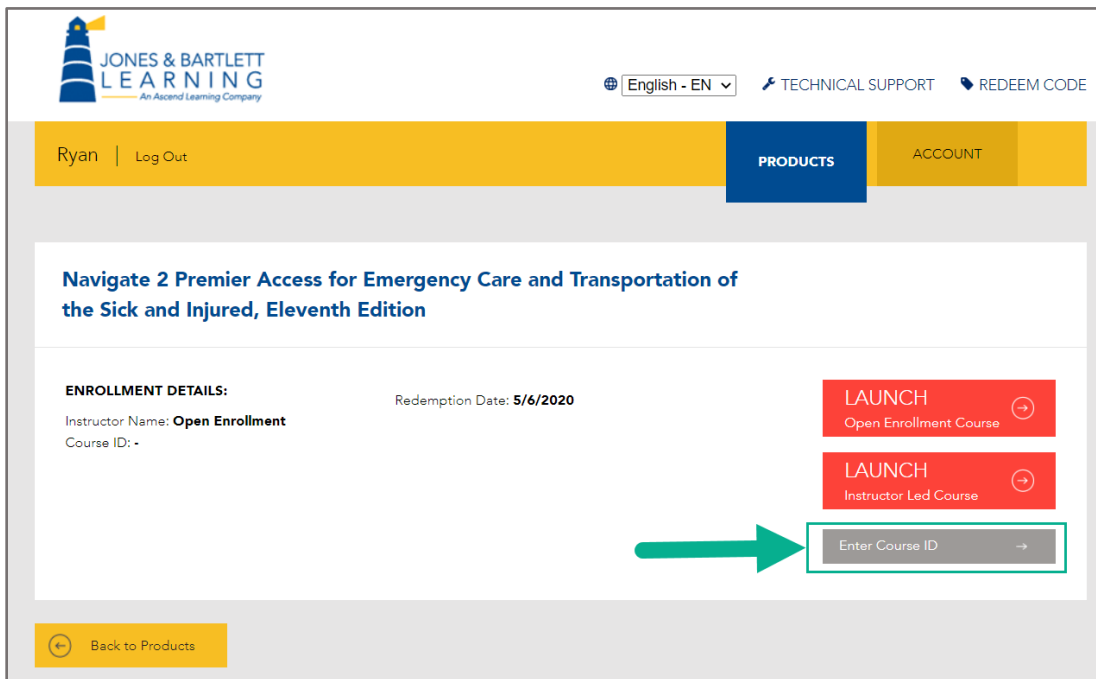


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- b. If you are accessing digital content independently and do not need to enroll in an instructor-led course, click the **LAUNCH Open Enrollment Course** button.



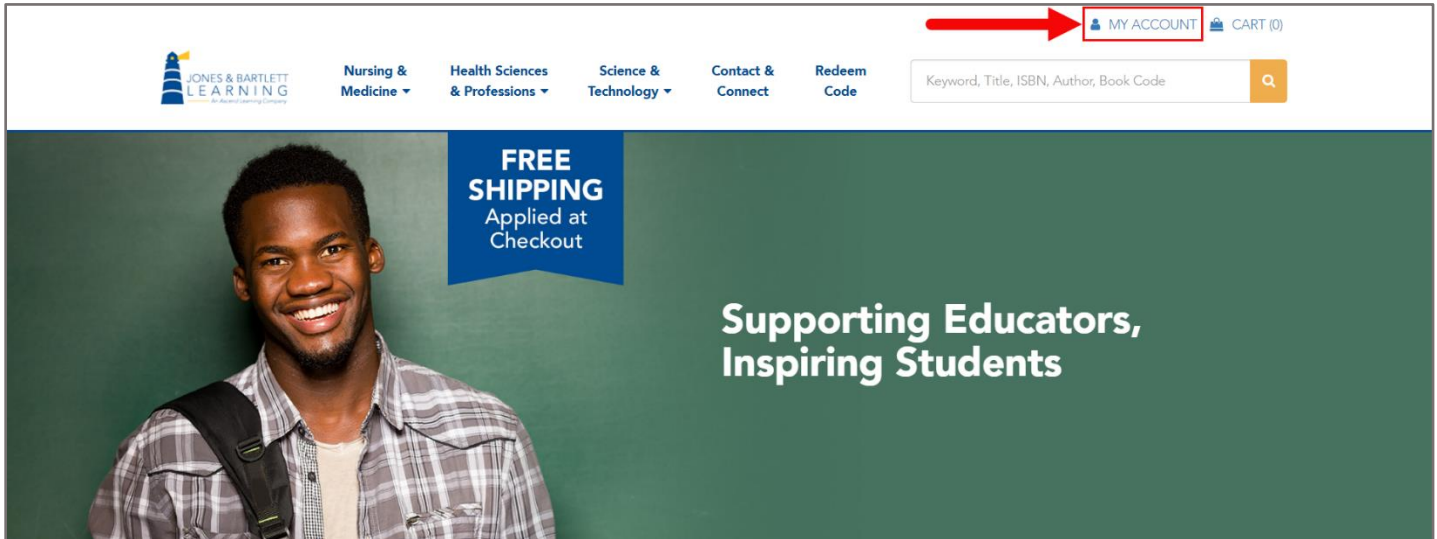
- c. If you are enrolling in an instructor-led course and have not yet entered a course ID, you may use the gray **Enter Course ID** button on this page to enter it and enroll in your course. If you don't know your Course ID, please consult your instructor or course administrator.



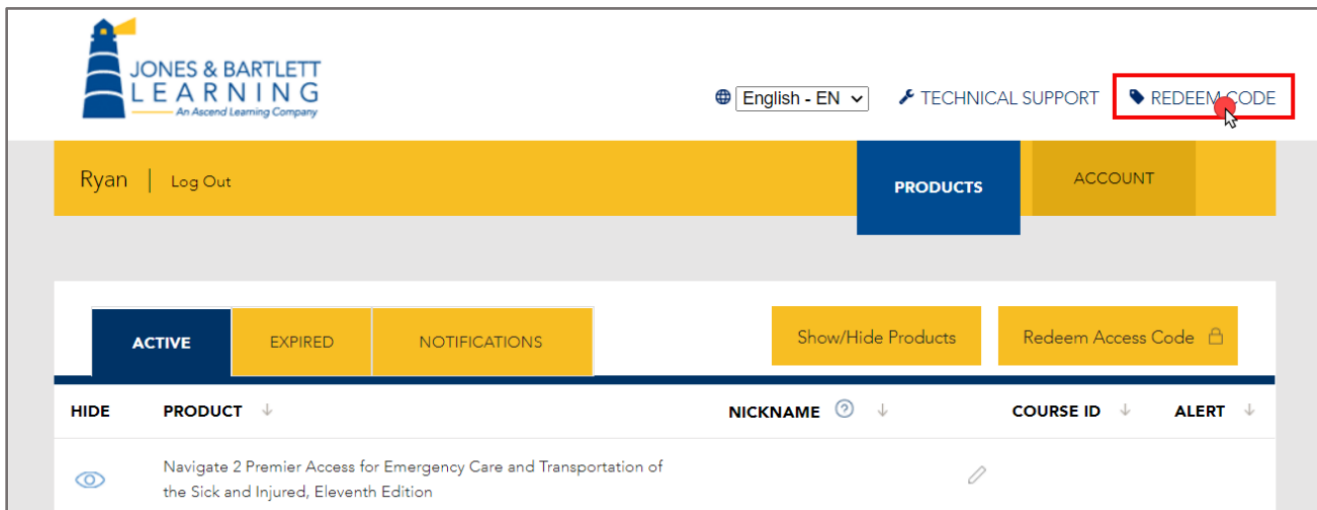
Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm

## Redeeming an Access Code within an Existing Account

1. Begin by navigating to [www.jblearning.com](http://www.jblearning.com). Click on the **My Account** link at the top of the page, and login to your User Account using your current user credentials.

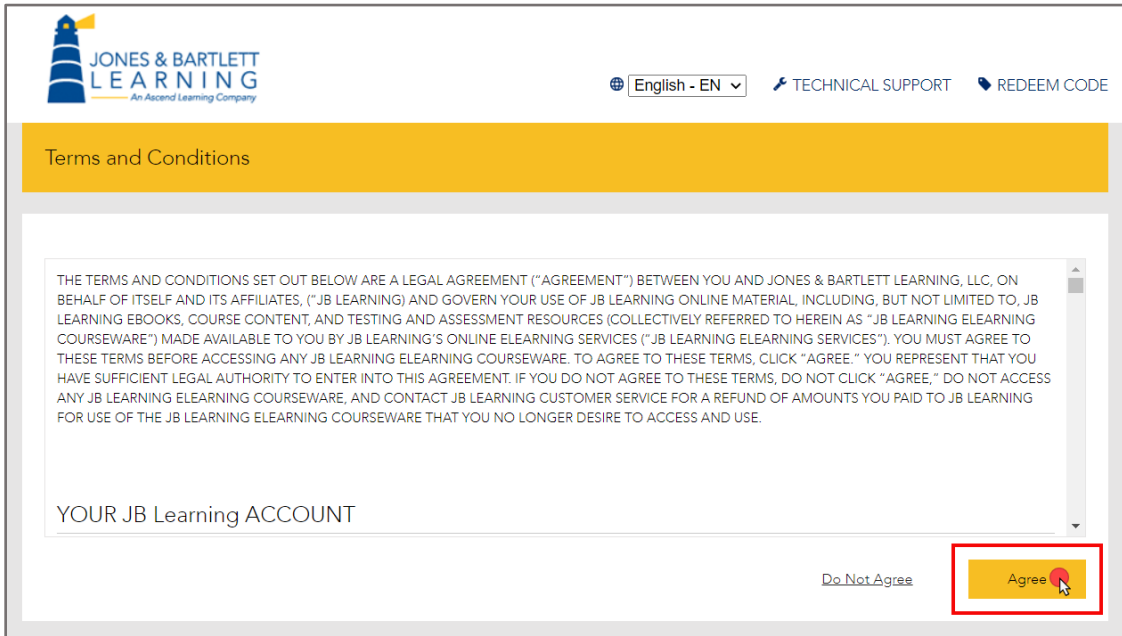


2. Once you have logged into your account, click on the **Redeem Code** option at the top right of the page.

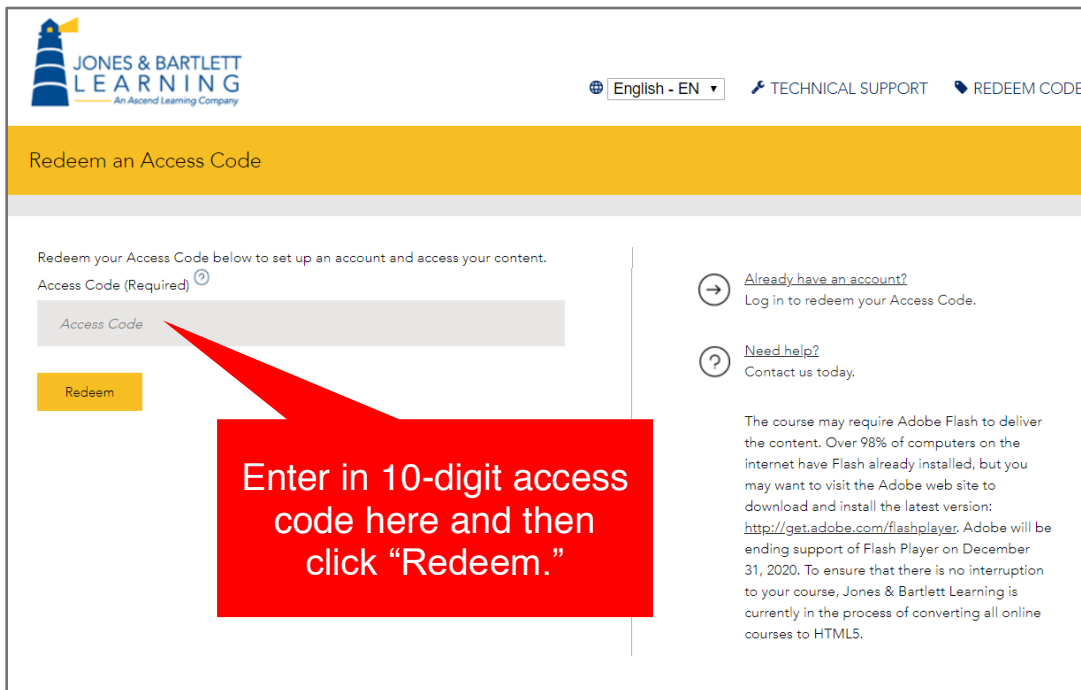


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3. Proceed by reading the Terms and Conditions page that opens. Scroll down as needed, then click the **Agree** button to continue.



4. The **Redeem an Access Code** page opens where you must enter your 10-digit code in the **Access Code** field, then click the **Redeem** button.



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5. The code is processed, and a new optional **Course ID** field will open if applicable. Course IDs are required in the event you are enrolling in an instructor-led course.
- If you know your course ID at this time, you may enter it in the **Course ID** field provided.
  - If not, you may leave it blank and click the Continue button as you can enroll in your course ID at any time.
  - If your access code has unlocked multiple products requiring course IDs, this page will not appear, and you will instead be directed to the page in the next step (#6). The option for entering your course IDs is covered in Step 9c of this document.

### Redeem an Access Code

If you have your Course ID enter it now, or leave this field blank and enter it after you have registered.

Redeem your Access Code below to set up an account and access your content.

Access Code (Required) ⓘ

Course ID (Optional) ⓘ

[Continue](#)

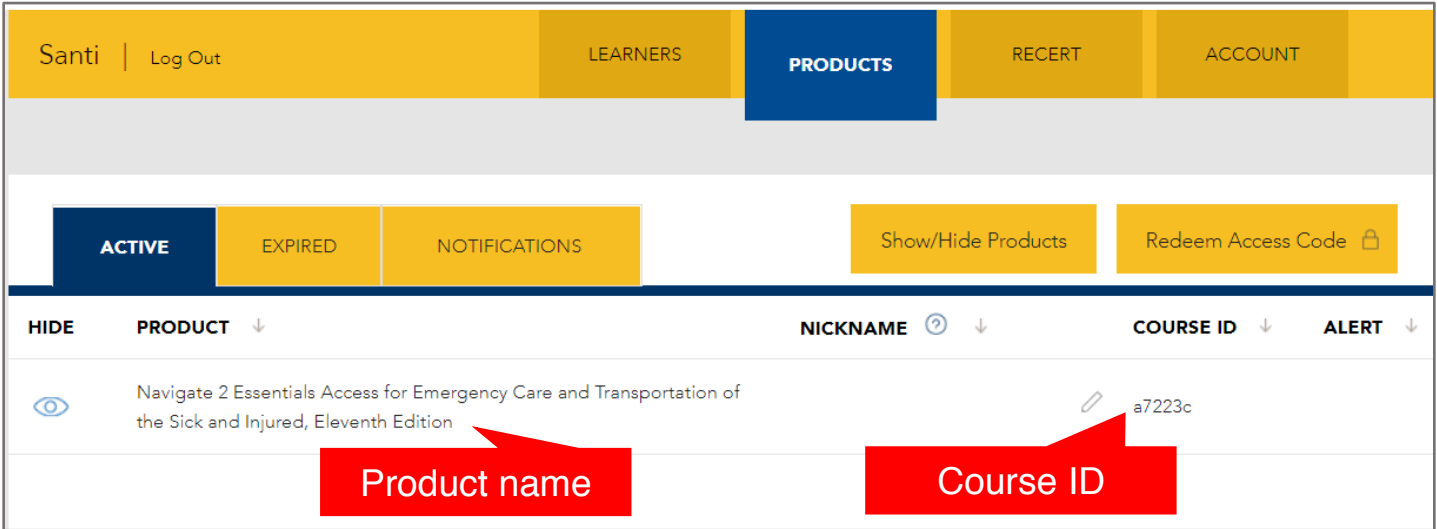
[Already have an account?](#)  
Log in to redeem your Access Code.

[Need help?](#)  
Contact us today.

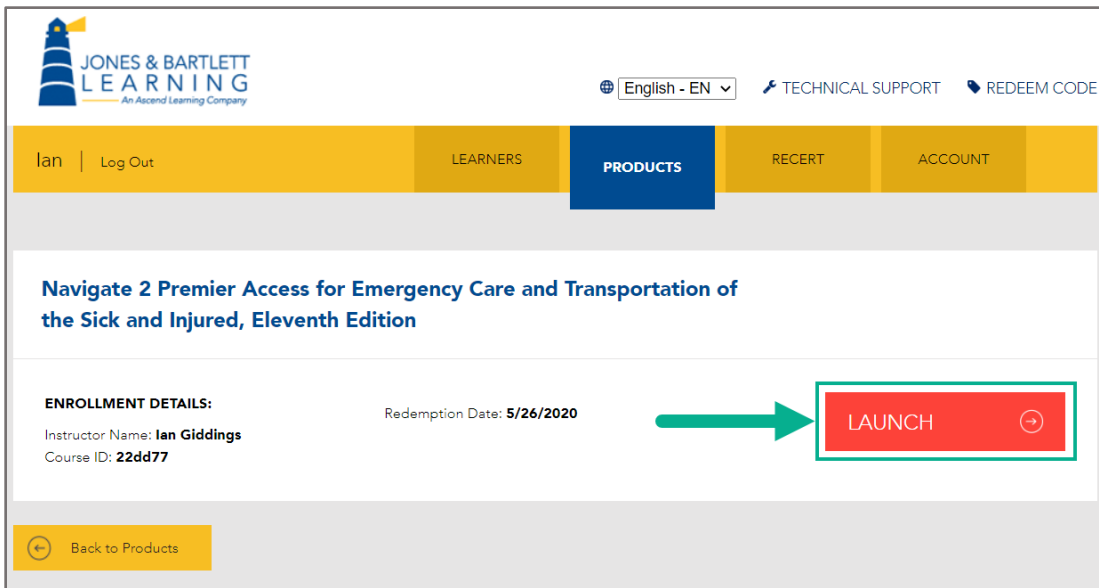
The course may require Adobe Flash to deliver the content. Over 98% of computers on the internet have Flash already installed, but you may want to visit the Adobe web site to download and install the latest version: <http://get.adobe.com/flashplayer>. Adobe will be ending support of Flash Player on December 31, 2020. To ensure that there is no interruption to your course, Jones & Bartlett Learning is currently in the process of converting all online courses to HTML5.

If applicable, you may enter in your course ID at his time. Course IDs must be retrieved from your instructor. Course IDs can also be added to your product later.

6. Your account's **Products** page will automatically refresh, displaying your new product and Course ID if applicable.

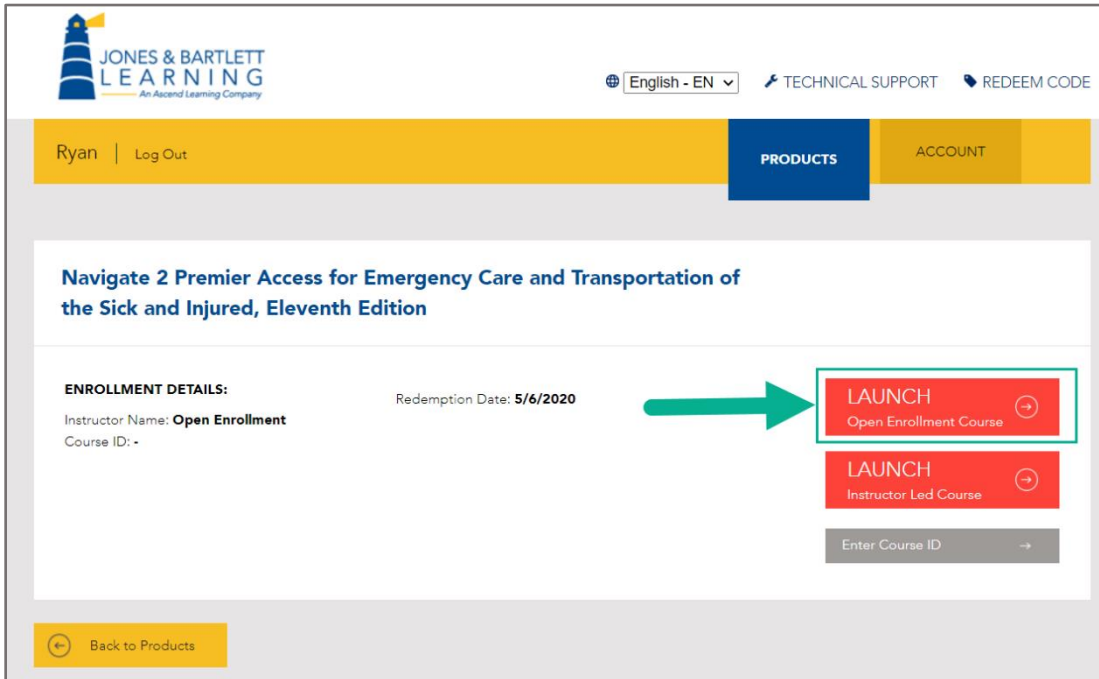


7. Click on the product name to open it. This takes you to a launch page for the first time, displaying various options depending on your product type.
- If you are accessing a standalone eBook or self-paced course, or if you previously entered your course ID during registration, you may click the red **LAUNCH** button to begin using your product.

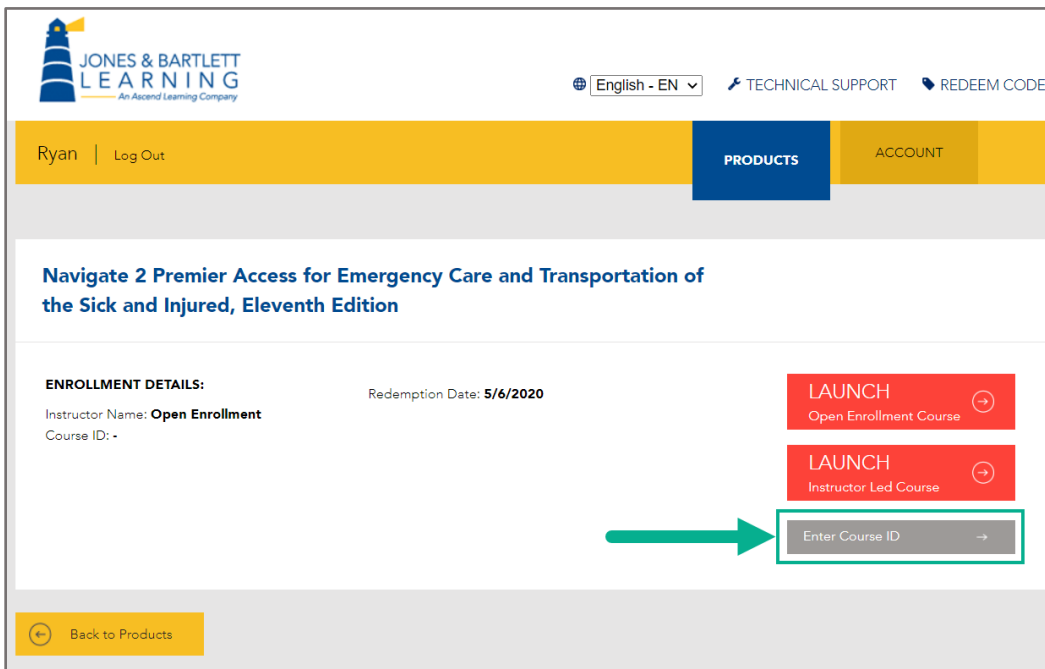




- b. If you are accessing digital content independently and do not need to enroll in an instructor-led course, click the **LAUNCH Open Enrollment Course** button.



- c. If you are enrolling in an instructor-led course and have not yet entered a course ID, you may use the gray **Enter Course ID** button on this page to enter the course ID and enroll in your course. If you don't know your course ID, please consult your instructor or course administrator.



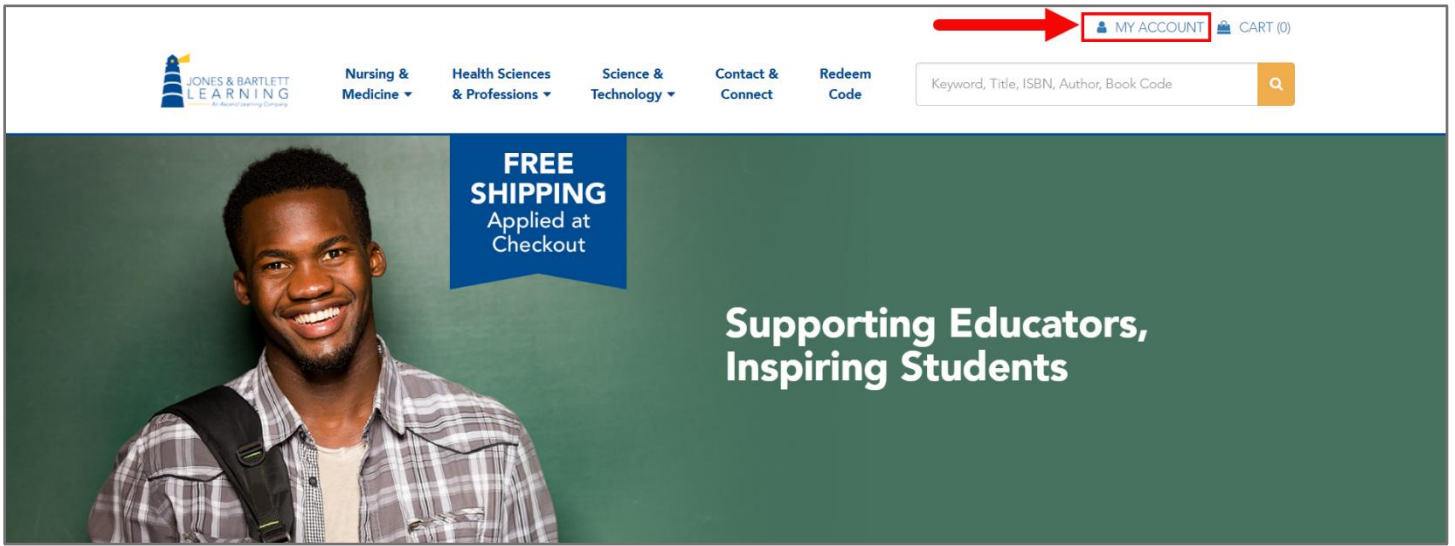
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# MANAGING YOUR USER ACCOUNT

This section provides guidance with managing your account information, such as resetting your password and customizing your account details. It will also cover how to change your time zone, which defaults to Eastern Standard Time (EST).

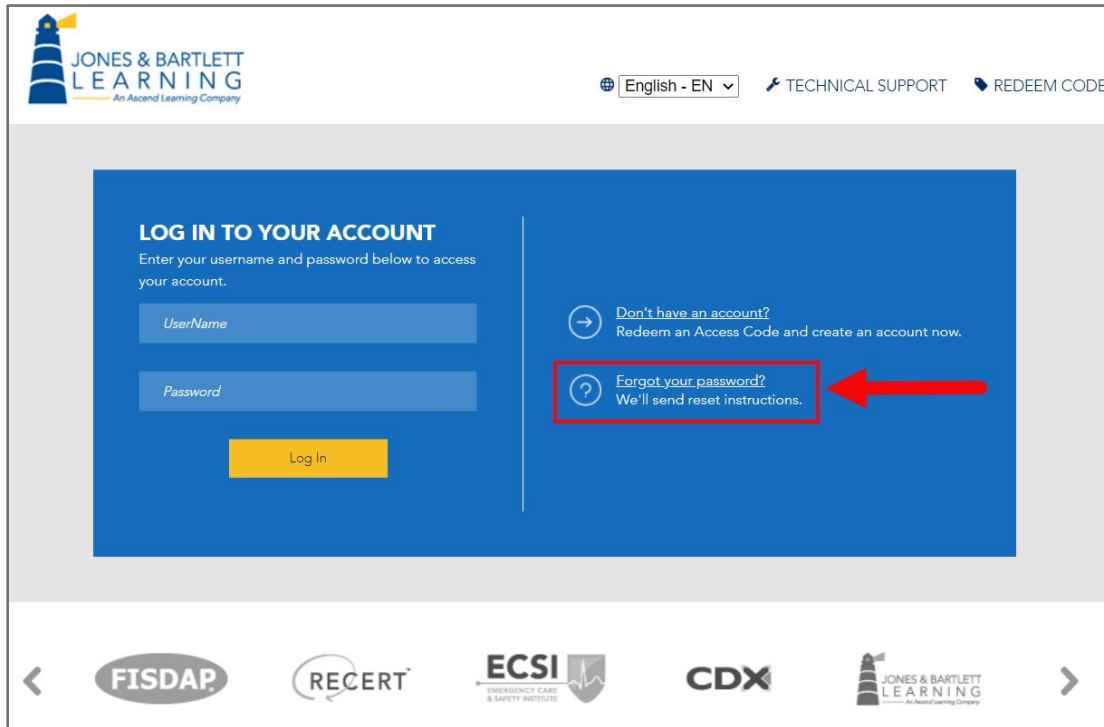
## Resetting My Password

1. Open your web browser and navigate to [www.jblearning.com](http://www.jblearning.com) in the web address field.
2. Next, click on the **My Account** link at the top-right of the page.

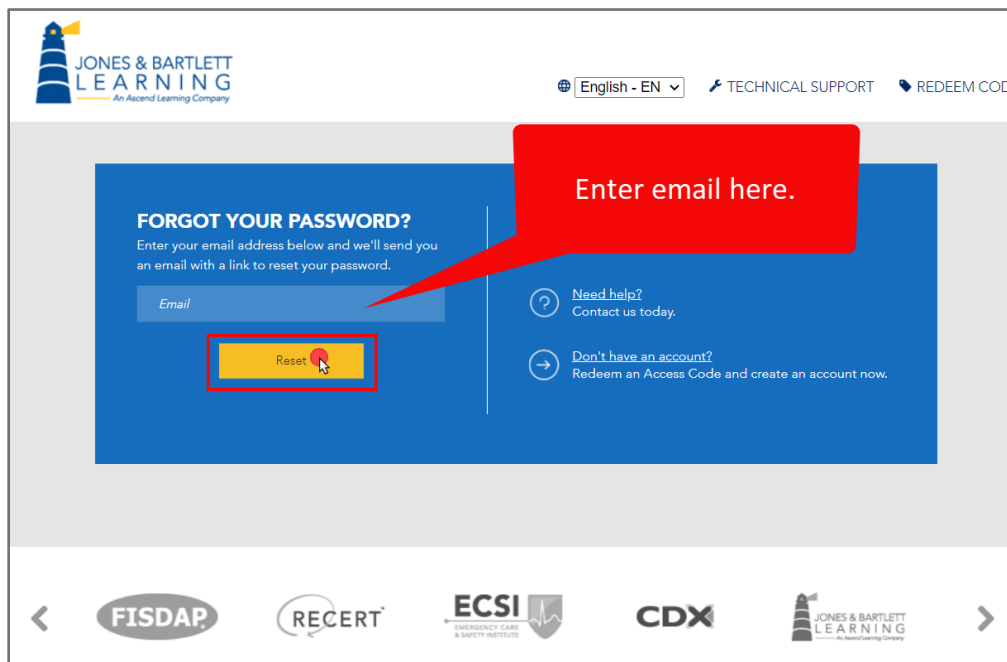


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3. On the login page that displays, click on the **Forgot your password** link next to the question mark icon to the right.





4. Enter the email address on your account in the field provided on the next page, then click the **Reset** button.



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5. Next, open your email account and find the message from [noreply@jblearning.com](mailto:noreply@jblearning.com) with “Password Reset” in the subject line. Click on the hyperlink included in this email to open the **Create your new password** page.

 noreply@jblearning.com |  Ryan Poor 3:49

**Password Reset**

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Jones & Bartlett Learning received a request to reset the account password associated with this e-mail address. If you made this request, please follow the instructions below.

Click the link below to reset your password using our secure server:

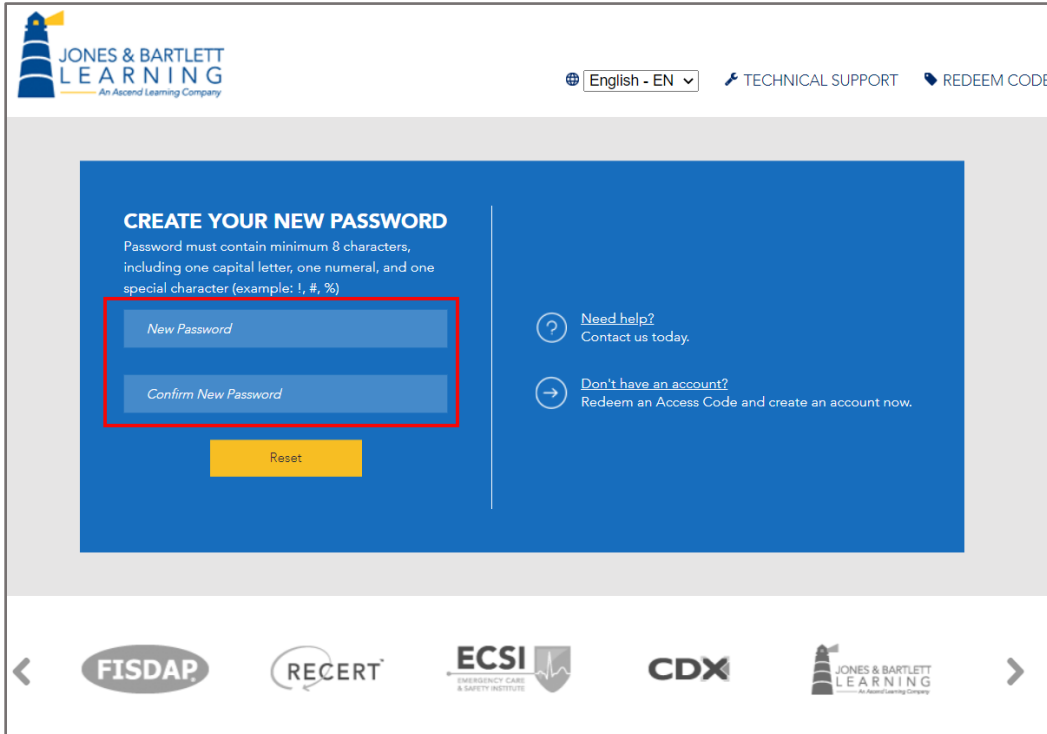
<https://www2.jblearning.com/register/forgotpassword/update?vk=7b09zkfHWe9GhKnd4AE17ZRmZI59w+reJ5/QkkiD6NtctrzeNgrzLiEJKoHwp4FUf2cl8sZqjKiITt3Q+qkuAe8yRZfx6Ya&cp=pr>

If you did not request to have your password reset you can safely ignore this email. Rest assured your customer account is safe.

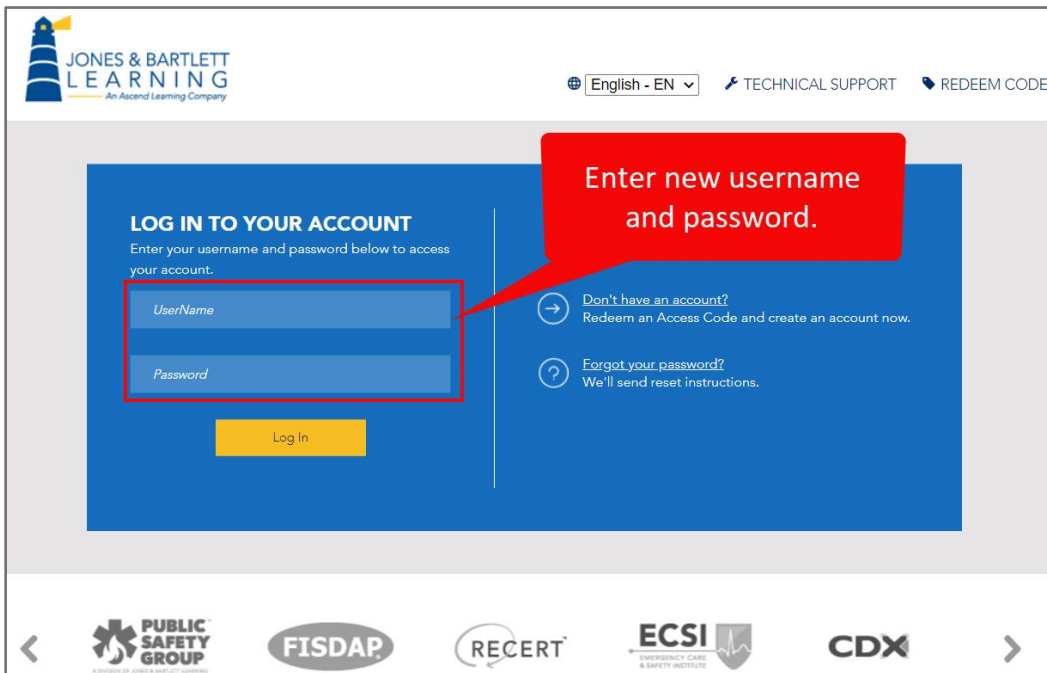
If clicking the link doesn't seem to work, you can copy and paste the link into your browser's address window, or retype it there. Once you have returned to jblearning.com, we will give instructions for resetting your password.

Jones & Bartlett Learning will never e-mail you and ask you to disclose or verify your account password, credit card, or banking account number. If you receive a suspicious e-mail with a link to update your account information, do not click on the link--instead, report the e-mail to Jones & Bartlett Learning for investigation. Thank you.

6. Enter a new password of your choice in both fields provided on the reset page that opens, then click the **Reset** button.



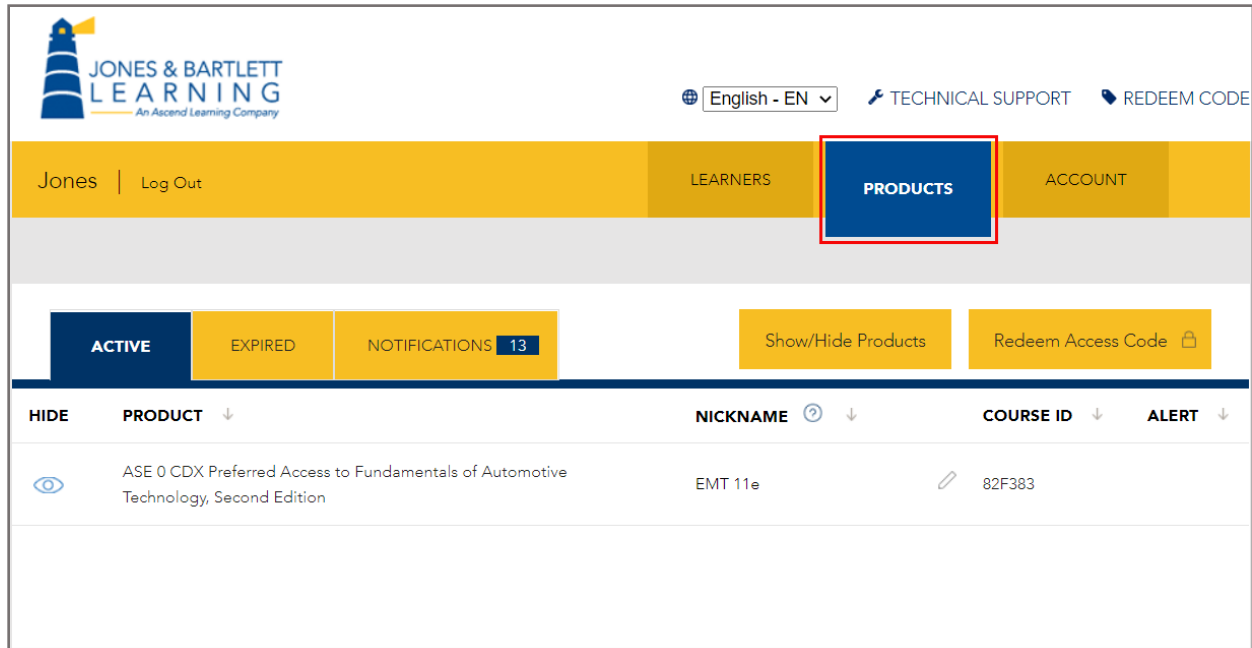
7. The **My Account** login page will now refresh, and you may enter your updated credentials to access your account.



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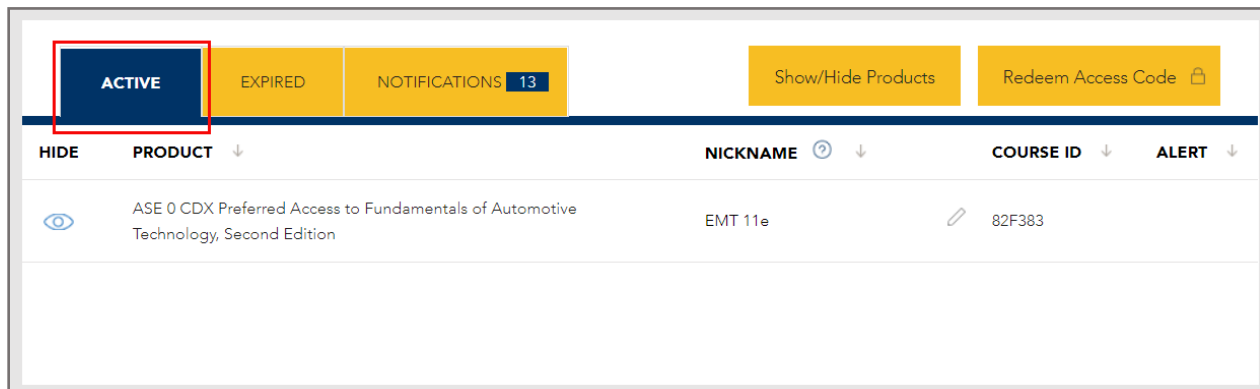
## Personalizing and Managing My User Account.

1. When you log in to your user account, the account page **Products** tab opens by default. This tab displays all courses, resources, and eBooks to which you currently have access.



The screenshot shows the user account interface. At the top left is the Jones & Bartlett Learning logo. To the right are language settings (English - EN), technical support, and a redeem code link. Below this is a navigation bar with 'Jones | Log Out', 'LEARNERS', 'PRODUCTS' (highlighted with a red box), and 'ACCOUNT'. Underneath are sub-tabs: 'ACTIVE', 'EXPIRED', and 'NOTIFICATIONS 13'. There are also buttons for 'Show/Hide Products' and 'Redeem Access Code'. A table below lists products with columns for 'HIDE', 'PRODUCT', 'NICKNAME', 'COURSE ID', and 'ALERT'. One product is listed: 'ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition' with nickname 'EMT 11e' and course ID '82F383'.

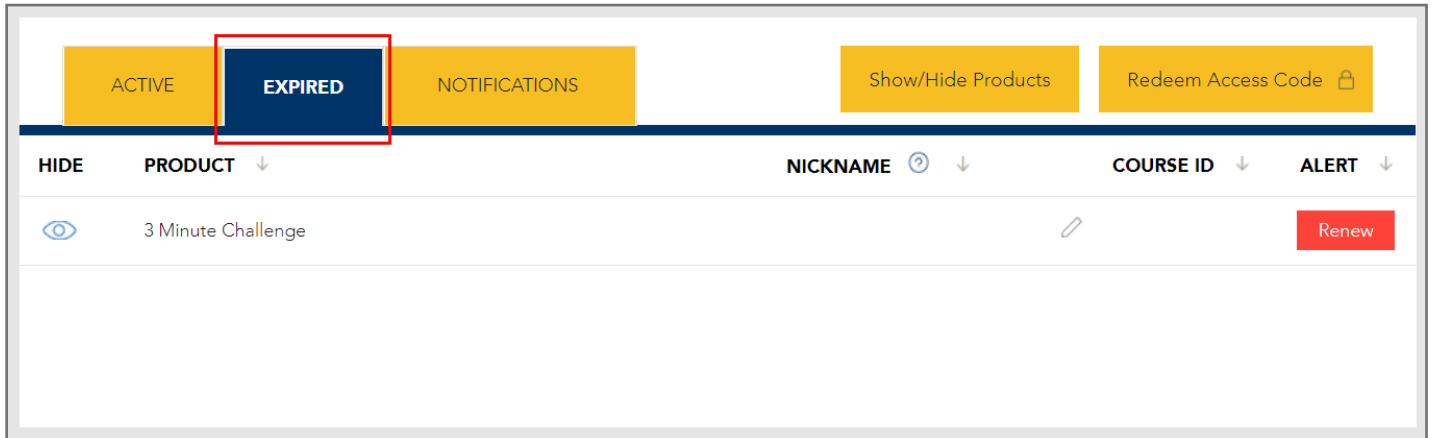
2. The **Active** subtab lists all products that are currently available in a table displayed below.



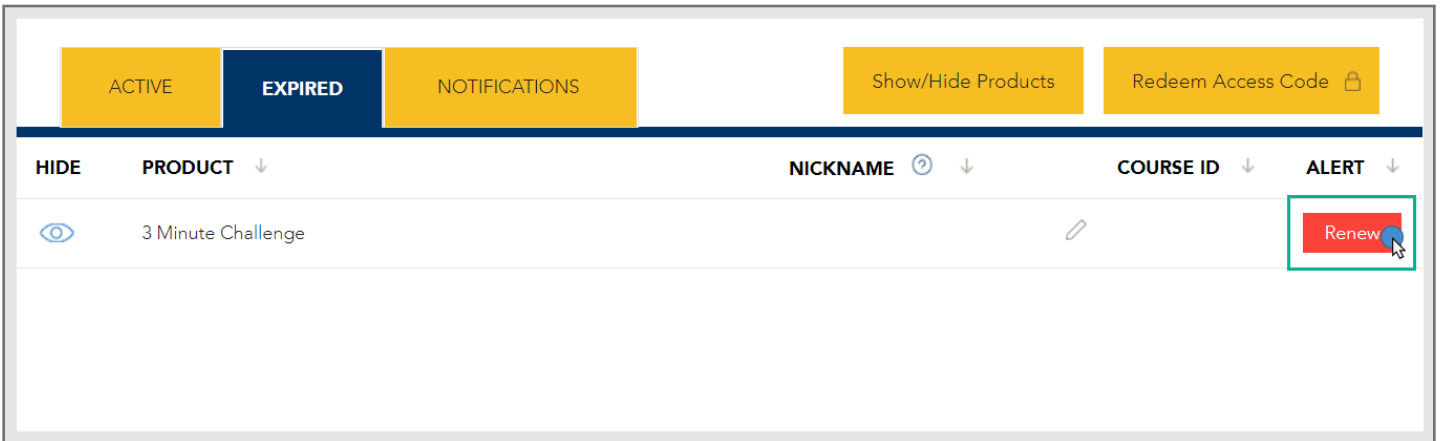
This screenshot is a closer view of the 'ACTIVE' subtab. The 'ACTIVE' subtab is highlighted with a red box. The table below it is identical to the one in the previous screenshot, showing the product 'ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition' with nickname 'EMT 11e' and course ID '82F383'.

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3. Immediately to its right, the **Expired** subtab displays any products for which your access has lapsed.



4. On the **Expired** subtab, you may use the **Renew** button to the right of an expired product to repurchase and extend your access as needed.





5. The **Notifications** tab is where you may review communications which contain important information about your current courseware.

ACTIVE	EXPIRED	<b>NOTIFICATIONS</b>	Show/Hide Products	Redeem Access Code
<b>ACTIVE</b>	DELETED			
SUBJECT				DATE RECEIVED
COVID-19: Some answers to your distance learning questions				3/18/2020
Fire Officer: Principles and Practice, Fourth Edition. What's New?				2/18/2020
Recert: FAQ's and Help Documentation				5/29/2020
Helpful Resources for Your Fire Course				5/29/2020
Helpful Resources for Your EMS Course				5/29/2020

6. Under your default active **Products** tab, you may use the **Nickname** column to assign a custom name or label to any item of your choosing. Applying nicknames is an easy way to quickly pick out an eBook or specific course in the event you are teaching multiple classes or using several texts.

<b>ACTIVE</b>	EXPIRED	NOTIFICATIONS <b>13</b>	Show/Hide Products	Redeem Access Code
HIDE	PRODUCT	<b>NICKNAME</b>	COURSE ID	ALERT
	ASE 0 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition			
	ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition	EMT 11e		82F383
	Navigate 2 Essentials Access for Emergency Care and Transportation of the Sick and Injured			7763BD

Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm

7. To assign a nickname, click on the **pencil icon** to the right of the product name under the **Nickname** column.

HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT
	ASE 0 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition			
	ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition	EMT 11e	82F383	
	Navigate 2 Essentials Access for Emergency Care and Transportation of the Sick and Injured		7763BD	

8. A fillable field will open to the left of the pencil, where you may type in a name of your choosing. When satisfied with the name, press the **Enter** key on your keyboard.

HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT
	ASE 0 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition			
	ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition			
	Navigate 2 Essentials Access for Emergency Care and Transportation of the Sick and Injured	EMT Class	7763BD	

9. You may remove or change the assigned nickname at any time by repeating these same steps.

10. If you wish to hide any product from view on your **Products** tab, begin by clicking the **eye icon** to its left. This will close the eye and gray-out the title of the course. Please note, you may designate multiple products for hiding at one time.

Click the eye to hide a product.

Eye appears shut when hidden

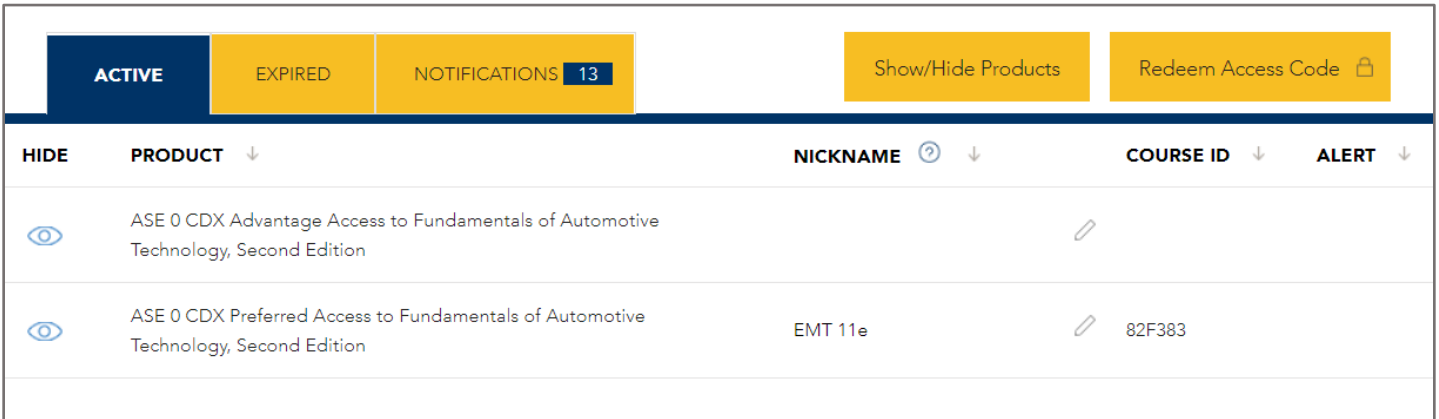
HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT
	ASE 0 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition			
	ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition	EMT 11e	82F383	
	Navigate 2 Essentials Access for Emergency Care and Transportation of the Sick and Injured	EMT Class	7763BD	

11. Once the product is selected to be hidden using the eye button, you must then click the **Show/Hide Products** button at the top of your products table.

Show/Hide Products

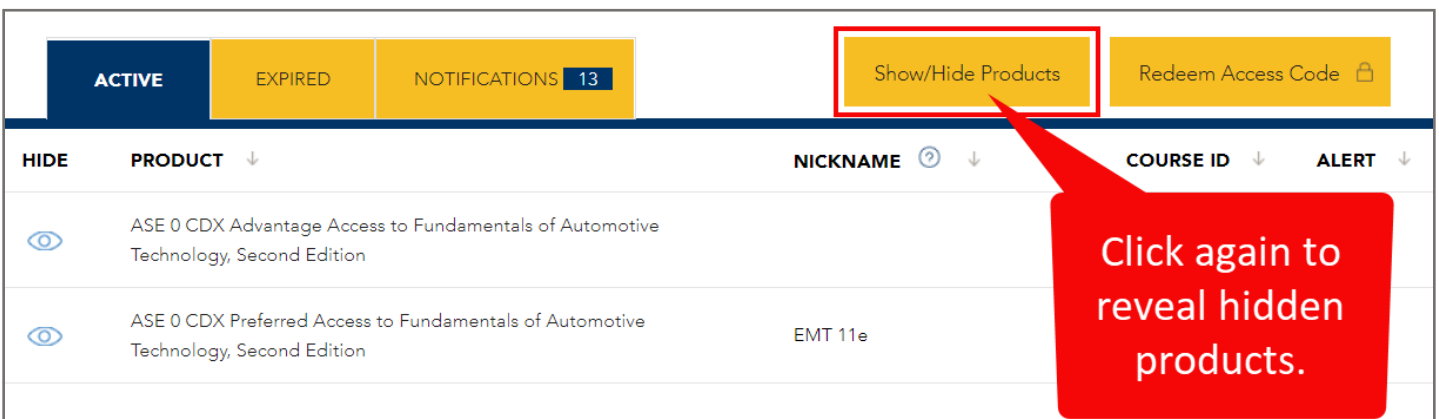
HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT
	ASE 0 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition			
	ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition	EMT 11e	82F383	
	Navigate 2 Essentials Access for Emergency Care and Transportation of the Sick and Injured	EMT Class	7763BD	

12. Clicking this button will remove the hidden items from sight on your **Products** tab going forward. Please note, a hidden product will remain out of sight until it is manually unhidden.



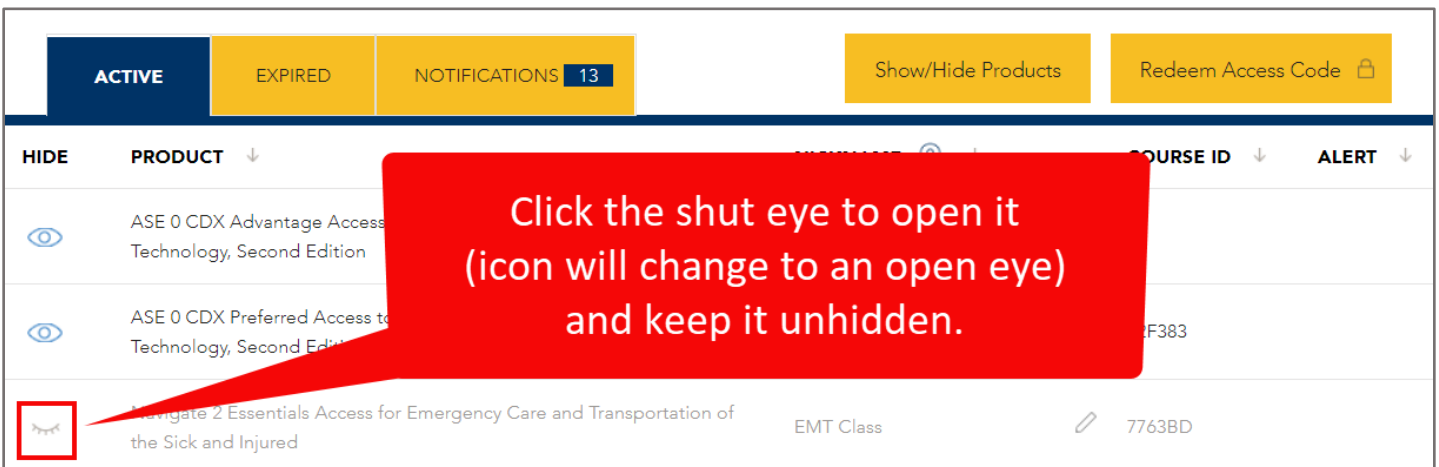
HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT
	ASE 0 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition			
	ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition	EMT 11e	82F383	

13. To restore the item back to your products list, simply click the **Show/Hide Products** button again for it to reappear. Then click the **eye icon** to its left to open it, ensuring the product remains unhidden in your subsequent sessions.



HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT
	ASE 0 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition			
	ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition	EMT 11e		

Click again to reveal hidden products.



HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT
	ASE 0 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition			
	ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition		F383	
	Navigate 2 Essentials Access for Emergency Care and Transportation of the Sick and Injured	EMT Class	7763BD	

Click the shut eye to open it (icon will change to an open eye) and keep it unhidden.

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14. If you need to make changes to your account details or profile information, click on the **Accounts** tab at the top-right of the page.

The screenshot shows the top navigation bar of the Jones & Bartlett Learning website. The logo is on the left, followed by a language dropdown set to 'English - EN', and links for 'TECHNICAL SUPPORT' and 'REDEEM CODE'. Below this is a yellow navigation bar with 'Jones | Log Out', 'LEARNERS', 'PRODUCTS', and 'ACCOUNT'. The 'ACCOUNT' tab is highlighted with a red box and a mouse cursor. Below the navigation bar are tabs for 'ACTIVE', 'EXPIRED', and 'NOTIFICATIONS 13', along with 'Show/Hide Products' and 'Redeem Access Code' buttons. A table lists active products with columns for 'HIDE', 'PRODUCT', 'NICKNAME', 'COURSE ID', and 'ALERT'.

HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT
	ASE 0 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition			
	ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition	EMT 11e	82F383	
	Navigate 2 Essentials Access for Emergency Care and Transportation of the Sick and Injured	EMT Class	7763BD	

15. Use the menu provided on the left side of your **Account** tab to locate the information that requires changes.

The screenshot shows the 'ACCOUNT' tab selected in the navigation bar. On the left, a 'Contact Information' menu is highlighted with a red box, containing 'Change Email', 'Change Password', and 'Invoices'. The main content area displays the 'Contact Information' form with fields for 'First Name' (Jones), 'Last Name' (Bartlett), and 'Country' (United States of America).

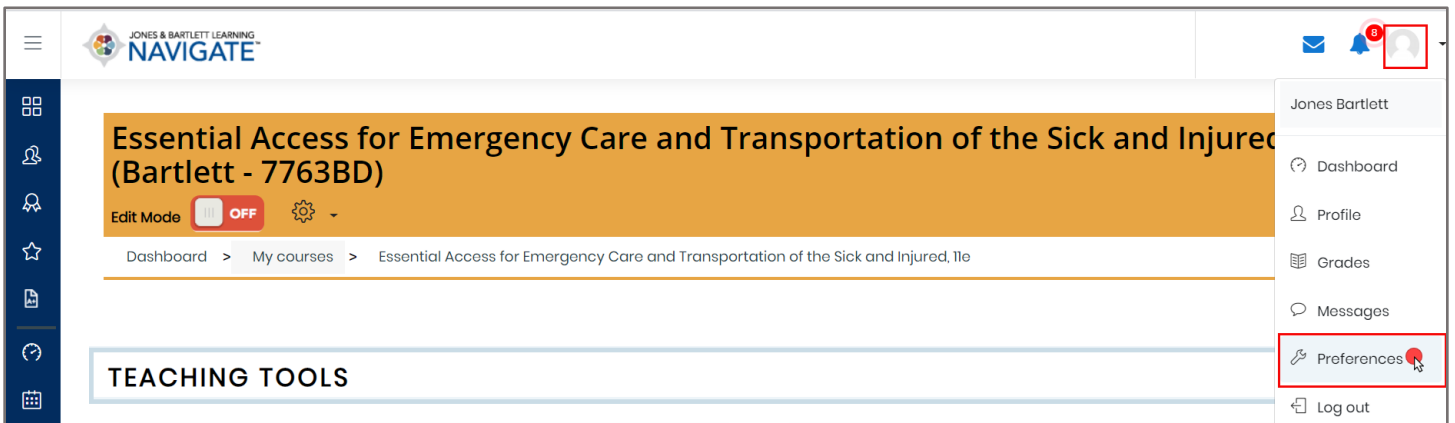
Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm

16. Then update the fields as needed before clicking the **Save Changes** button at the bottom of the page.

The image shows a form with two input fields and a button. The first field is labeled "Phone (Optional)" and contains the text "888-888-8888". The second field is labeled "Institution Name (Optional)" and is currently empty. Below these fields is a yellow button with the text "Save Changes" and a circular refresh icon. A red rectangular box highlights the "Save Changes" button. A mouse cursor is positioned over the refresh icon.

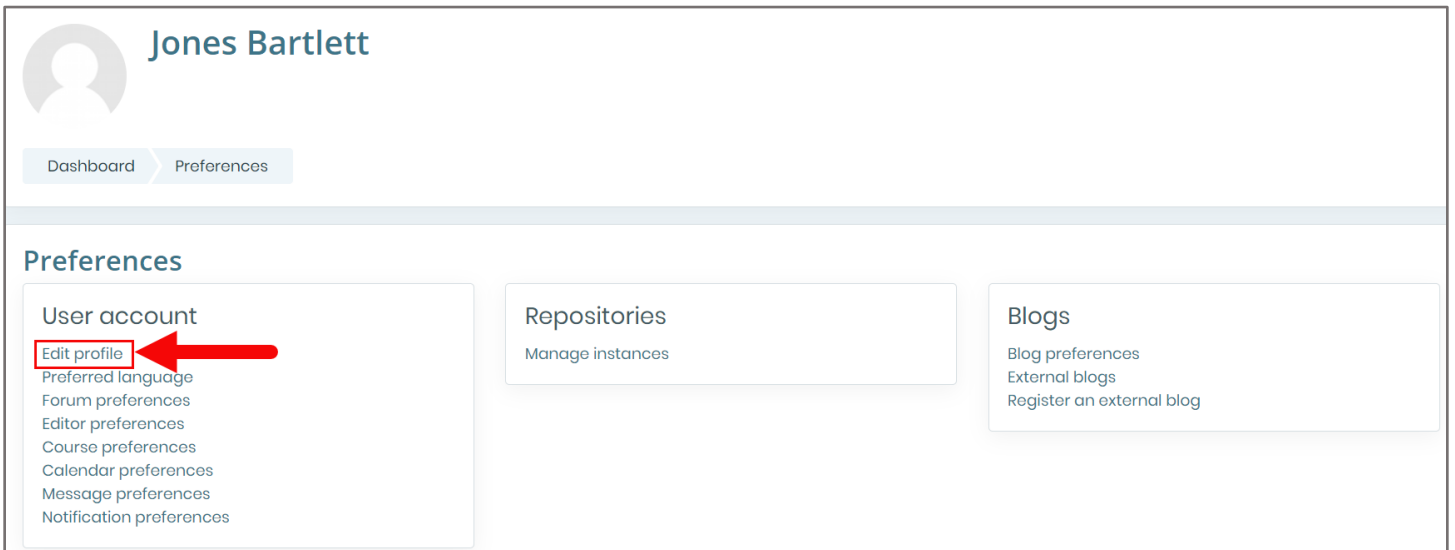
## Changing My Time Zone

1. Your course time zone is set to Eastern Standard Time by default. If you are located in a different time zone, you must adjust the time setting within your course to correctly align with time restrictions that may be applied by your instructor.
2. On the course homepage, begin by clicking on the **profile picture button** at the top right of the screen. This will drop down a menu of options from which you should click **Preferences**.



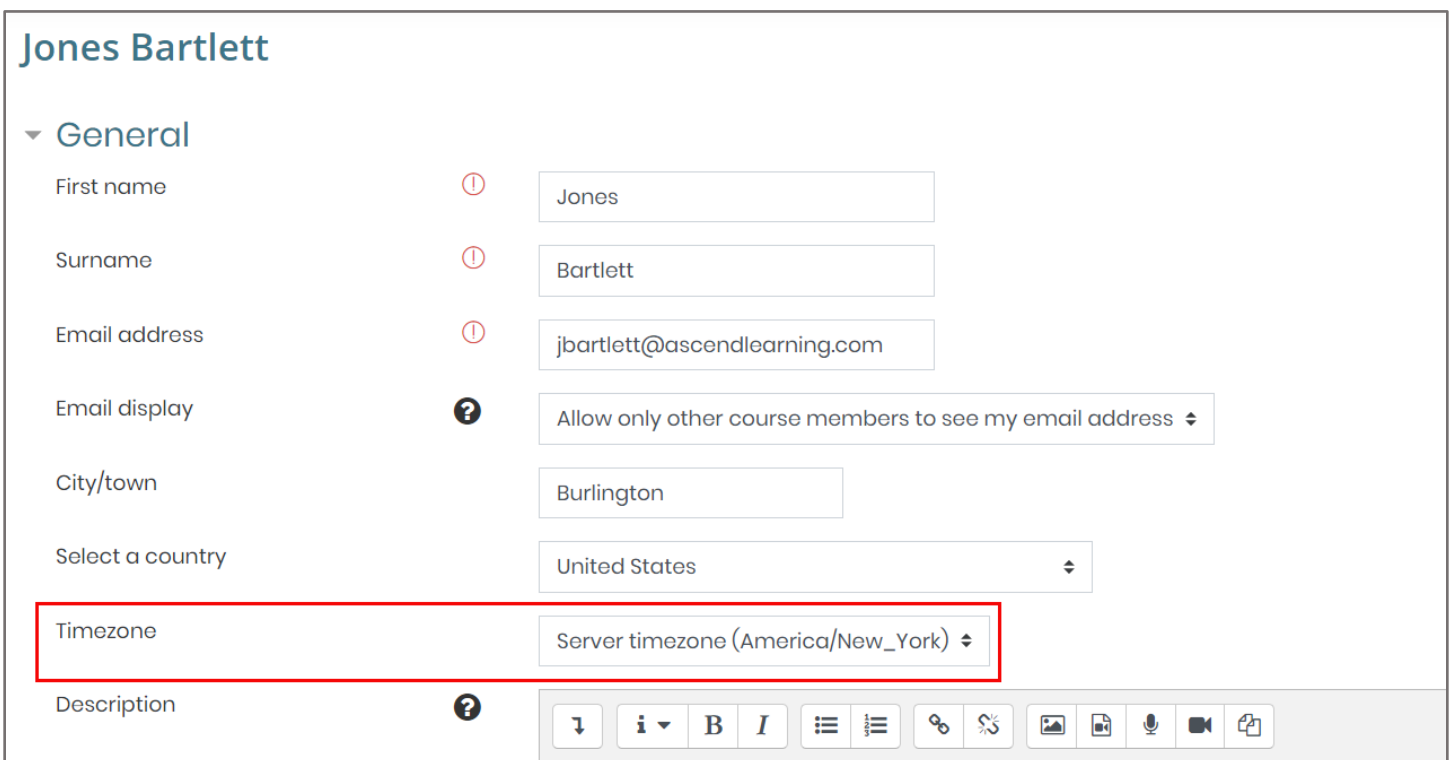
The screenshot shows the course homepage interface. At the top right, there is a profile picture button (a small circle with a person icon) highlighted with a red box. Below it, a dropdown menu is visible with the following options: Jones Bartlett, Dashboard, Profile, Grades, Messages, Preferences (highlighted with a red box and a mouse cursor), and Log out. The main content area shows the course title "Essential Access for Emergency Care and Transportation of the Sick and Injured (Bartlett - 7763BD)" and a breadcrumb trail: Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e. Below this, there is a section titled "TEACHING TOOLS".

3. On the following page, look for the **User account** section and click on the first option here of **Edit profile**.



The screenshot shows the user profile page for Jones Bartlett. At the top, there is a navigation bar with 'Dashboard' and 'Preferences'. Below this, the 'Preferences' section is divided into three columns: 'User account', 'Repositories', and 'Blogs'. The 'User account' column contains a list of options: 'Edit profile', 'Preferred language', 'Forum preferences', 'Editor preferences', 'Course preferences', 'Calendar preferences', 'Message preferences', and 'Notification preferences'. A red box highlights the 'Edit profile' link, and a red arrow points to it from the right.

4. On the Edit profile page, scroll down until you find the **Timezone** setting. Click on the dropdown menu to the right of this label and select a location that matches your local time. **Hint:** *The options in this dropdown menu are in alphabetical order. Select a geographic location from this list that matches your local timezone.*



The screenshot shows the 'Edit profile' page for Jones Bartlett. The 'General' section is expanded, showing various fields for personal information. The 'Timezone' field is highlighted with a red box, and its dropdown menu is open, showing 'Server timezone (America/New\_York)'. Other fields include 'First name' (Jones), 'Surname' (Bartlett), 'Email address' (jbartlett@ascendlearning.com), 'Email display' (Allow only other course members to see my email address), 'City/town' (Burlington), and 'Select a country' (United States). A rich text editor is visible at the bottom for the 'Description' field.



- When satisfied with your selection, scroll to the bottom of the page and click the **Update profile** button to save your changes.

▶ Additional names

▶ Interests

▶ Optional

Update profile Cancel

- Hover your mouse pointer over the **My courses** button in the **Navigation drawer** to the left of the page and click the name of your course in the dropdown menu to return to the course homepage.

Jones Bartlett

My courses

- ▶ Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e

Board > Preferences > User account > Edit profile

Expand all

General

First name

Surname

Email address

Email display

City/town

<https://qa-navigate2.jblearning.com/course/view.php?id=623>

# USING NAVIGATE

This section provides guidance on utilizing Navigate's features, including how to use the eBook, take a quiz, submit an assignment, and more.

# Navigating My Course

1. All course content is organized into topic blocks displayed on the homepage. If your course is associated with a textbook, you will find that each chapter has a matching topic dedicated to storing its relevant activities and resources.

The screenshot displays the course homepage in the JBL Navigate system. The main content area features a title for the course: "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)". Below the title, there is a breadcrumb trail: "Dashboard > My courses >". The course title is followed by "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e".

The navigation menu on the left includes the following items: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e; Participants; Badges; Competencies; Grades; Dashboard; Calendar; and My courses. A red arrow points from the "Dashboard" menu item to the "Chapter 1 EMS Systems" topic block.

The main content area displays four topic blocks arranged in a 2x2 grid:

- Chapter 1 EMS Systems
- Chapter 2 Workforce Safety and Wellness
- Chapter 3 Medical, Legal, and Ethical Issues
- Chapter 4 Communications and Documentation

The right sidebar, titled "UPCOMING EVENTS", lists the following events:

- No Class - Memorial Day (Monday, May 25, 9:00 AM)
- Exam Study Day (Tomorrow, 12:52 PM)
- Attendance (Thursday, May 21, 8:00 AM) » 12:00 PM
- Attendance (Thursday, May 28, 8:00 AM) » 12:00 PM
- Attendance (Thursday, June 4, 8:00 AM) » 12:00 PM

At the bottom of the sidebar, there is a link: "Go to calendar..."

- Click on any topic to open it and access its contents, listed vertically. Individual items available within the topic can be launched or opened by clicking on them.

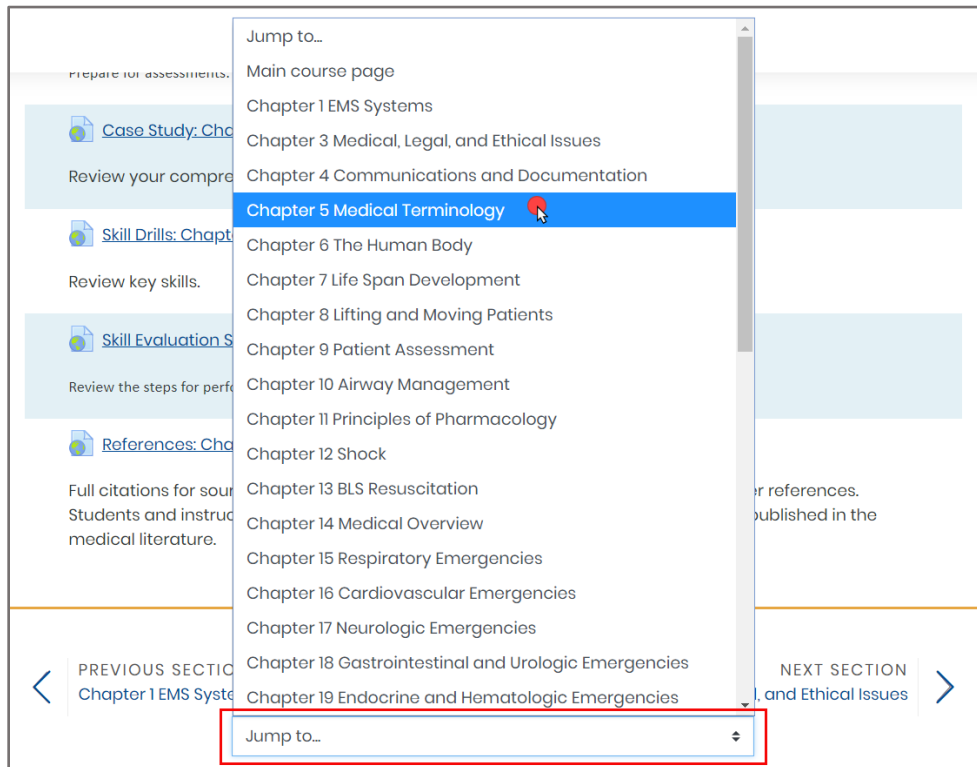
The screenshot displays the NAVIGATE interface for Chapter 1 EMS Systems. On the left is a dark blue sidebar with navigation options: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e; Participants; Badges; Competencies; Grades; Dashboard; Calendar; and My courses. The main content area is titled "CHAPTER 1 EMS SYSTEMS" and lists several resources: Comprehensive Slides: Chapter 1 (Review your comprehension of key concepts.); Flashcards: Chapter 1 (Test your knowledge of key terms.); Focused Slides: Chapter 1 (Review your comprehension of key concepts.); Comprehensive Lecture Outlines: Chapter 1 (Prepare for assessments.); Focused Lecture Outlines: Chapter 1 (Prepare for assessments.); and Case Study: Chapter 1 (Review your comprehension of key concepts.). On the right, there is a sidebar for "UPCOMING EVENTS" listing: No Class - Memorial Day (Monday, May 25, 9:00 AM); Exam Study Day (Tomorrow, 12:52 PM); Attendance (Thursday, May 21, 8:00 AM); Attendance (Thursday, May 28, 8:00 AM); and Attendance (Thursday, June 4, 8:00 AM). Below the events is a "LATEST NEWS" section.

- At the bottom of each topic's contents page, you will find navigation buttons, which may be clicked to move to the previous or next topic within the course.

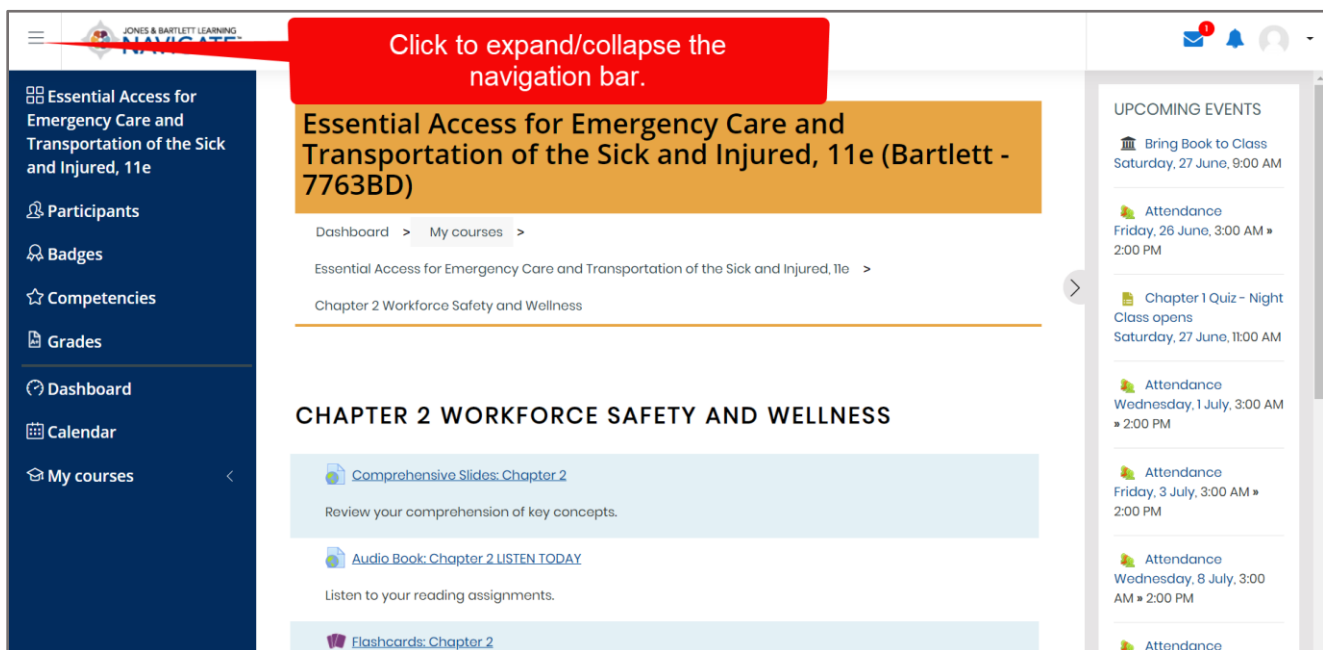
This screenshot shows the NAVIGATE interface for Chapter 2. The sidebar on the left is identical to the previous screenshot. The main content area is titled "CHAPTER 2" and lists resources: Case Study: Chapter 2 (Review your comprehension of key concepts.); Skill Drills: Chapter 2 (Review key skills.); Skill Evaluation Sheets: Chapter 2 (Review the steps for performing key skills.); and References: Chapter 2 (Full citations for sources used in writing and revising the chapters are listed in chapter references. Students and instructors can use these to reference data from the field and studies published in the medical literature.). At the bottom of the main content area, there are two navigation buttons: "PREVIOUS SECTION Chapter 1 EMS Systems" and "NEXT SECTION Chapter 3 Medical, Legal, and Ethical Issues". A "Jump to..." dropdown menu is located below these buttons. The right sidebar shows the same "UPCOMING EVENTS" and "LATEST NEWS" sections as in the previous screenshot.

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4. Together with the Jump to dropdown menu, these buttons are convenient options for navigating to different sections of the course without having to return to the homepage.



5. On the left side of the page, your Navigation Drawer displays links to important pages in the course, such as the course homepage, your Gradebook, and the Calendar. This menu may be expanded or collapsed as needed.



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6. You may always return to the homepage by clicking the first button at the top of the Navigation Drawer or by clicking the Main Course Page link in the breadcrumb trail of links at the top of the page.

The screenshot shows the JBL NAVIGATE interface. On the left is a dark blue navigation drawer with icons and text for: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e; Participants; Badges; Competencies; Grades; Dashboard; Calendar; My courses; and a sub-menu for the current course. The main content area has a header with the course title and a breadcrumb trail: Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 2 Workforce Safety and Wellness. Below the breadcrumb is the chapter title 'CHAPTER 2 WORKFORCE SAFETY AND WELLNESS' and a section for 'Audio Book: Chapter 2' with a 'Listen to your reading assignments.' link. A right sidebar shows 'UPCOMING EVENTS' with items like 'No Class - Memorial Day' and 'Exam Study Day'. A red box highlights the breadcrumb trail, and a red arrow points from the 'Badges' menu item to it.

7. This linked pathway offers an easy way to retrace your steps as you navigate through the course material.

This screenshot is similar to the previous one but shows a more detailed breadcrumb trail: Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 2 Workforce Safety and Wellness. The main content area features 'Comprehensive Slides: Chapter 2' with a 'Review your comprehension of key concepts.' link. The navigation drawer is visible on the left. A red box highlights the breadcrumb trail, and a red arrow points from the 'Participants' menu item to it.

8. On the right side of the course contents page is a second collapsible tab hosting course blocks, which are chosen by your instructor. These may include helpful tools to quickly access course tools, see upcoming assignments, or view assignment details.

9. If your instructor has applied due dates or deadlines for course activities and assignments, these will be displayed in your course Calendar. You may use the calendar to keep track of upcoming assignments and jump directly to them from here when needed.

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10. Thank you for reading this tutorial. We hope that it was helpful, and we wish you the very best of luck in your course!

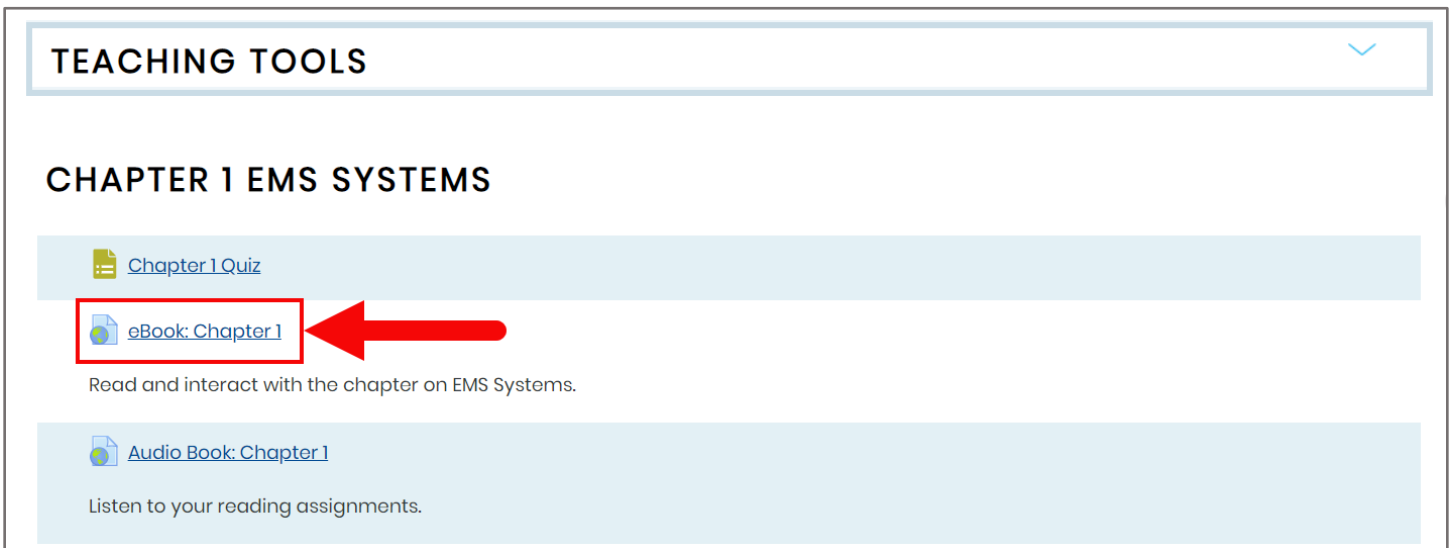
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## Using the eBook as a Student

1. eBooks may be available as a standalone product launched directly from either within your user account or from within your Navigate course by clicking on an eBook chapter link.
2. To open the eBook from within a Navigate course, navigate to the chapter you would like to open and click on the chapter's **eBook** link.



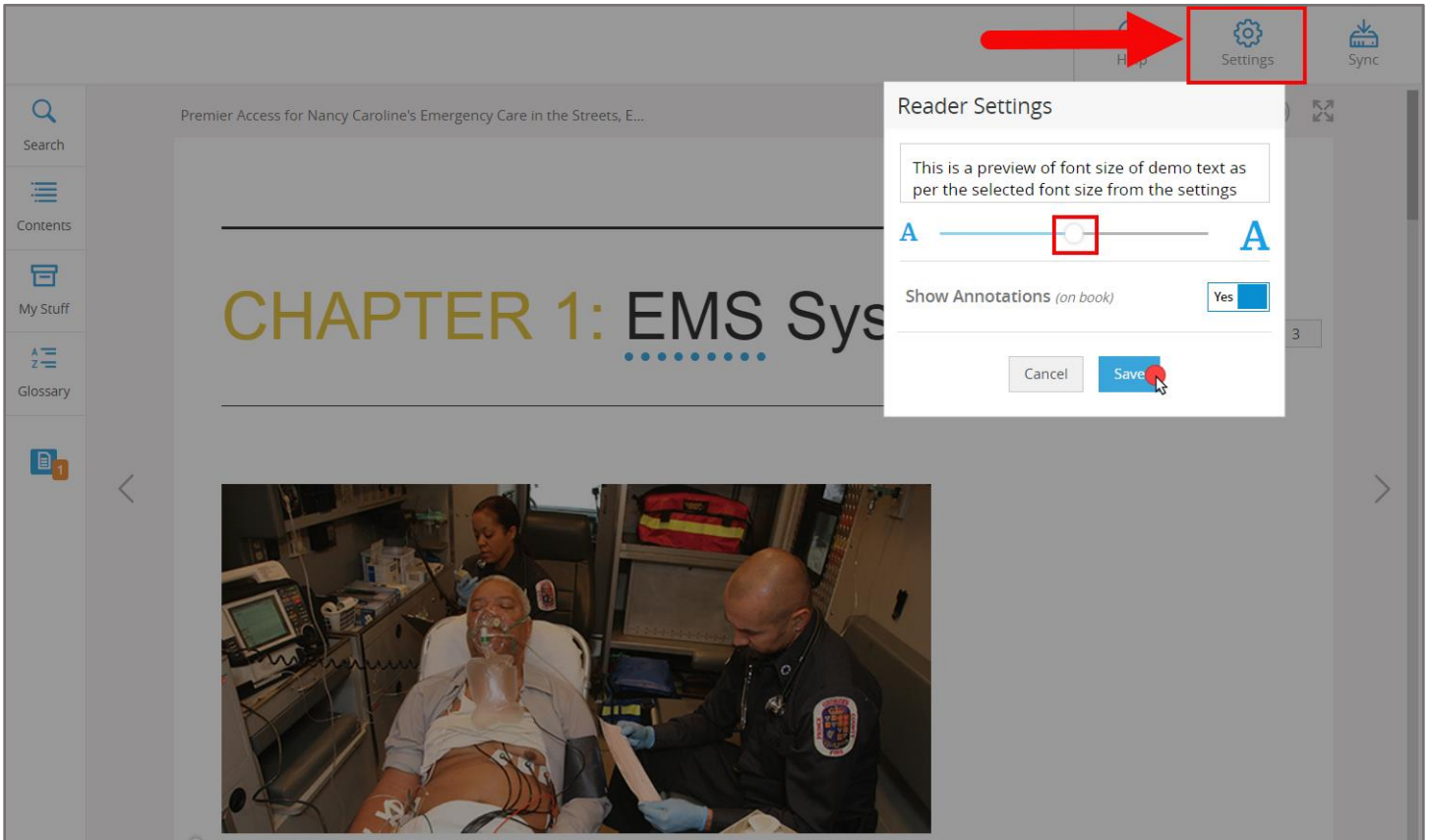
The screenshot shows a web interface with a header "TEACHING TOOLS" and a dropdown arrow. Below it is the section "CHAPTER 1 EMS SYSTEMS". There are three items listed:


- [Chapter 1 Quiz](#) (with a document icon)
- [eBook: Chapter 1](#) (with a document icon, highlighted by a red box and a red arrow pointing to it)
- [Audio Book: Chapter 1](#) (with a document icon)

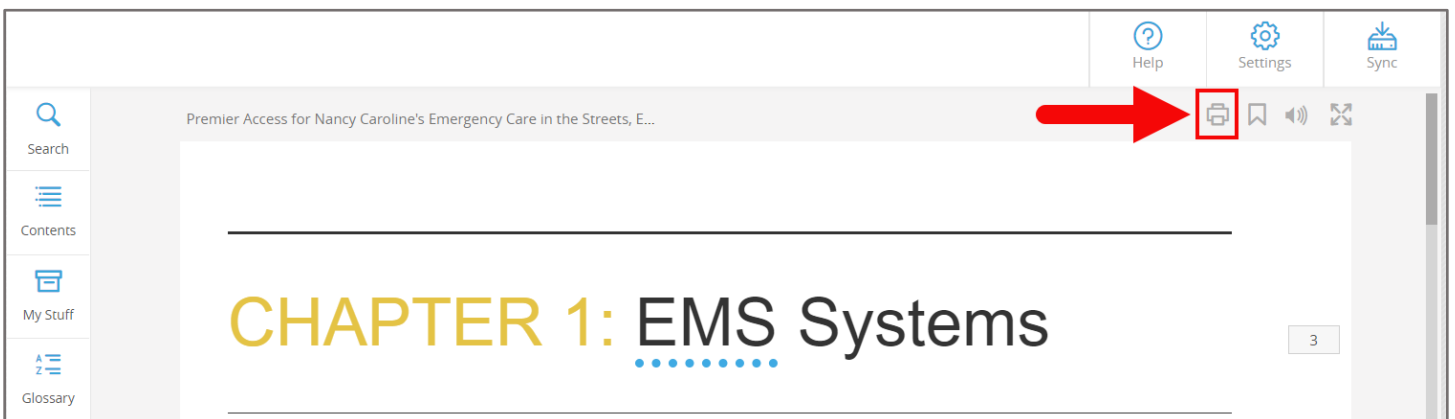
Below the "eBook: Chapter 1" link, there is a description: "Read and interact with the chapter on EMS Systems." Below the "Audio Book: Chapter 1" link, there is a description: "Listen to your reading assignments."

3. The first page of the selected chapter will load in a new tab within your web browser. If this is your first time opening the eBook, take a moment to explore and learn about the features available using the tour overlay.


4. The **Settings** button provides the option to expand or reduce text size to suit your reading preference. To toggle the text size, click and drag the button on the scale left or right while viewing the text size in the preview section provided, then click **Save** to apply the adjusted size.

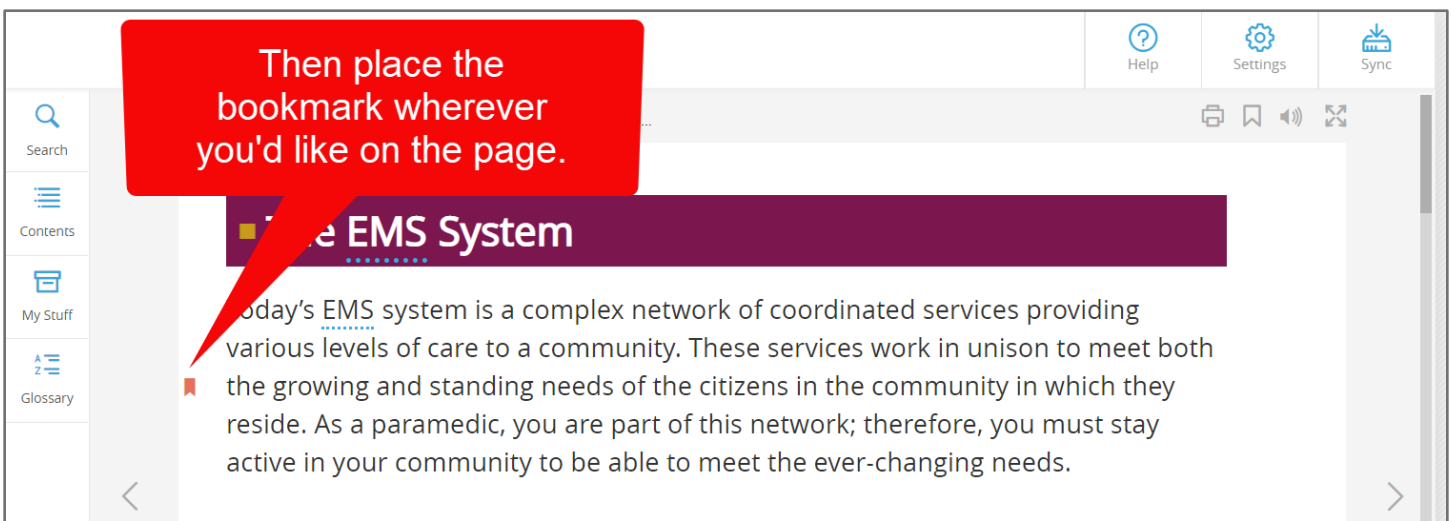
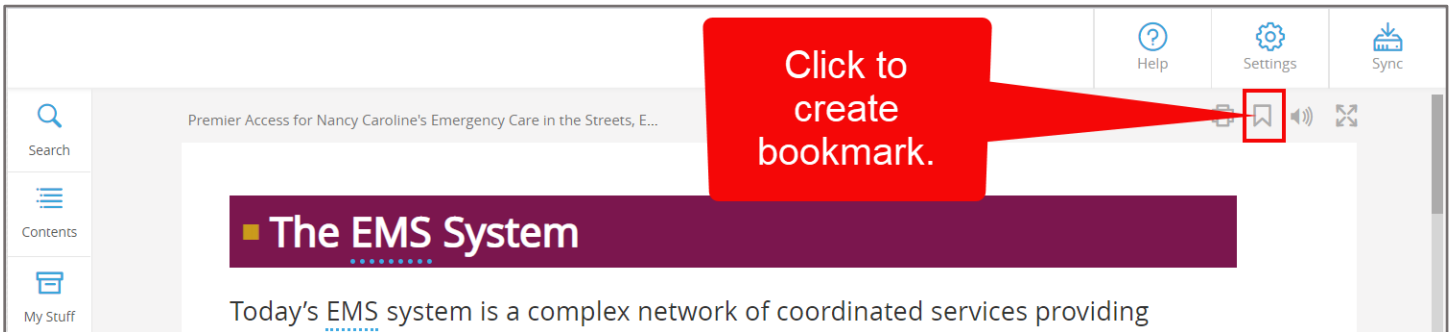


5. The **Print** button  may be used to print the desired pages of the chapter section you are viewing.

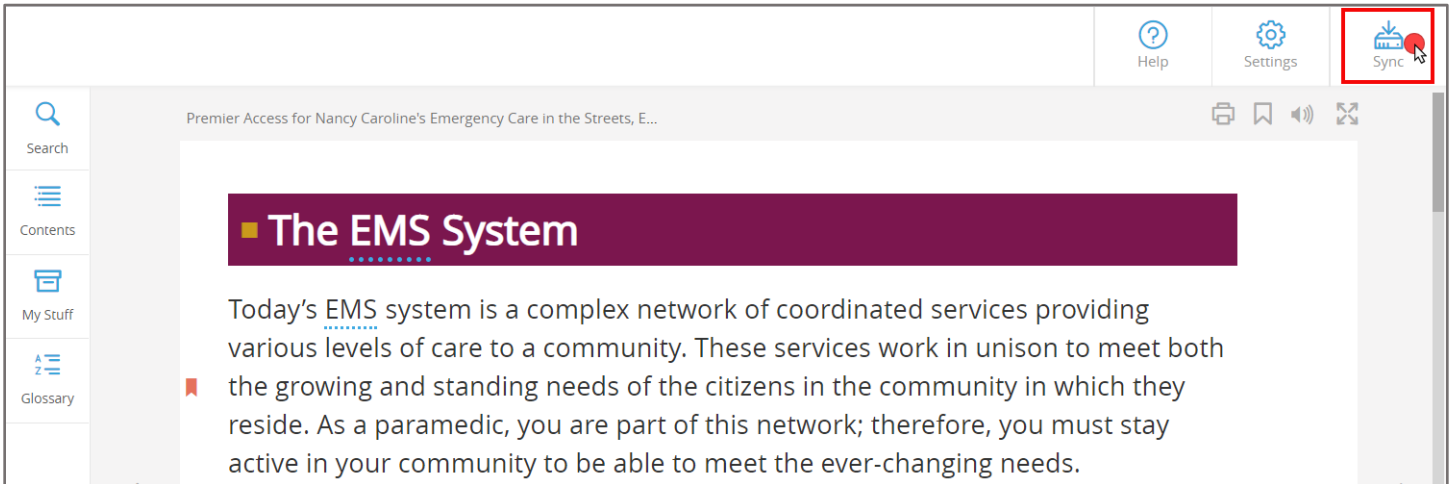



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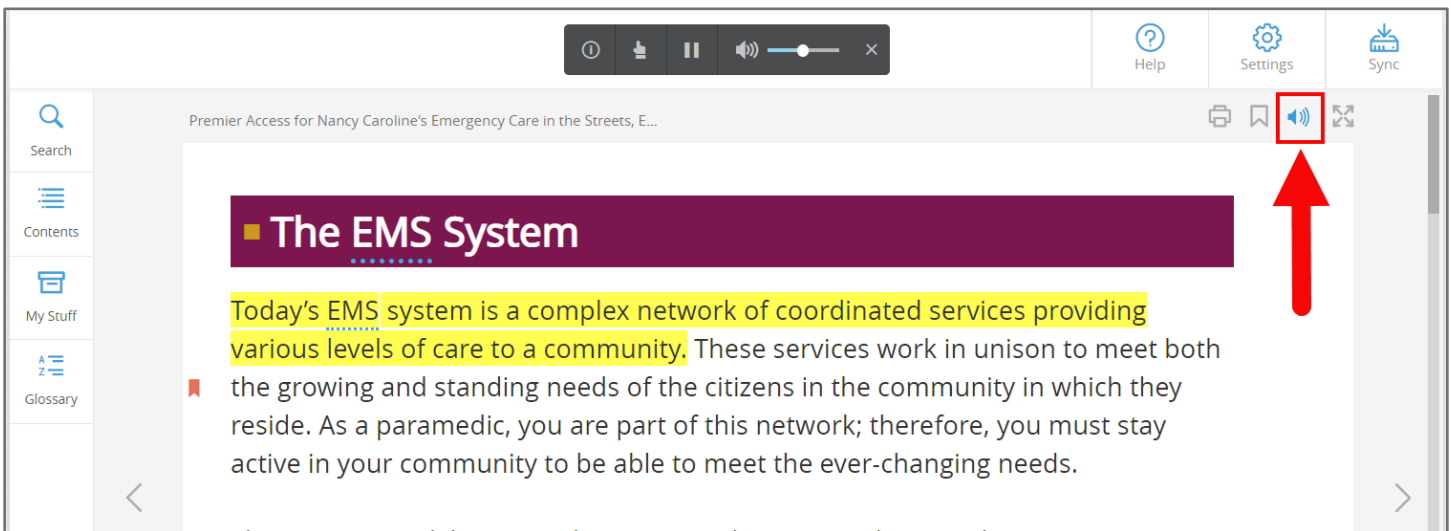
6. The **Bookmark** button is a tool used to save a reference point on the page, providing you with a quick link to return to the exact location that you choose. To create a bookmark, click the bookmark button  first and then click on the desired location of the page to apply it.



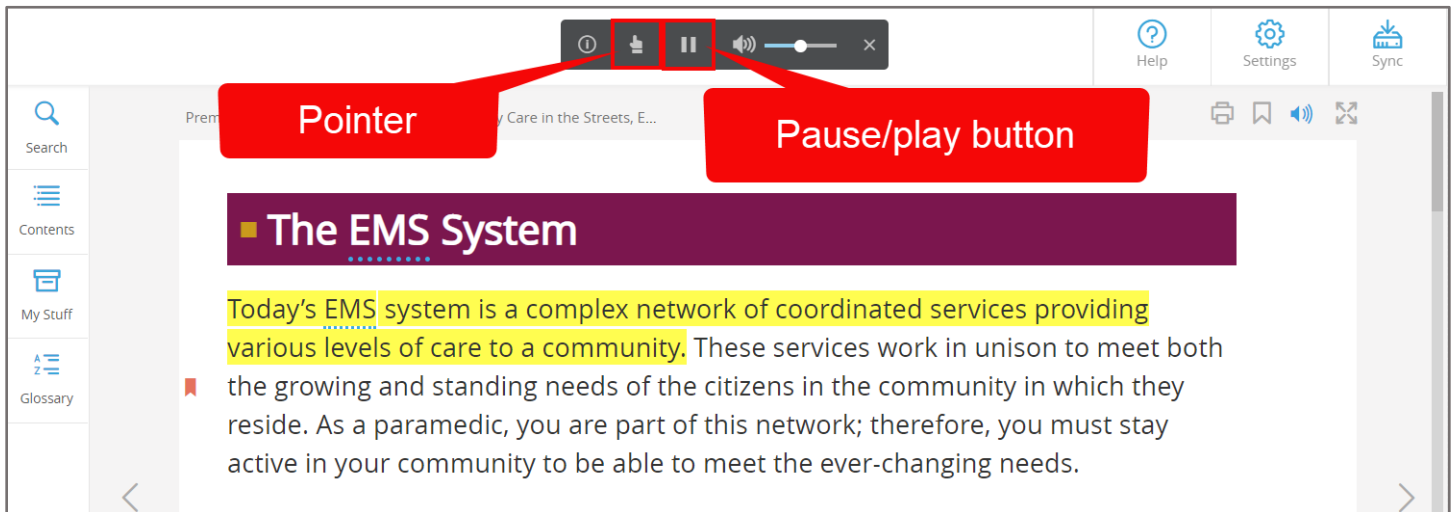
7. Next, click the **Sync** button at the top right of the page to save your progress. It is a recommended best practice to click Sync after creating any bookmarks or annotations as you read the eBook.




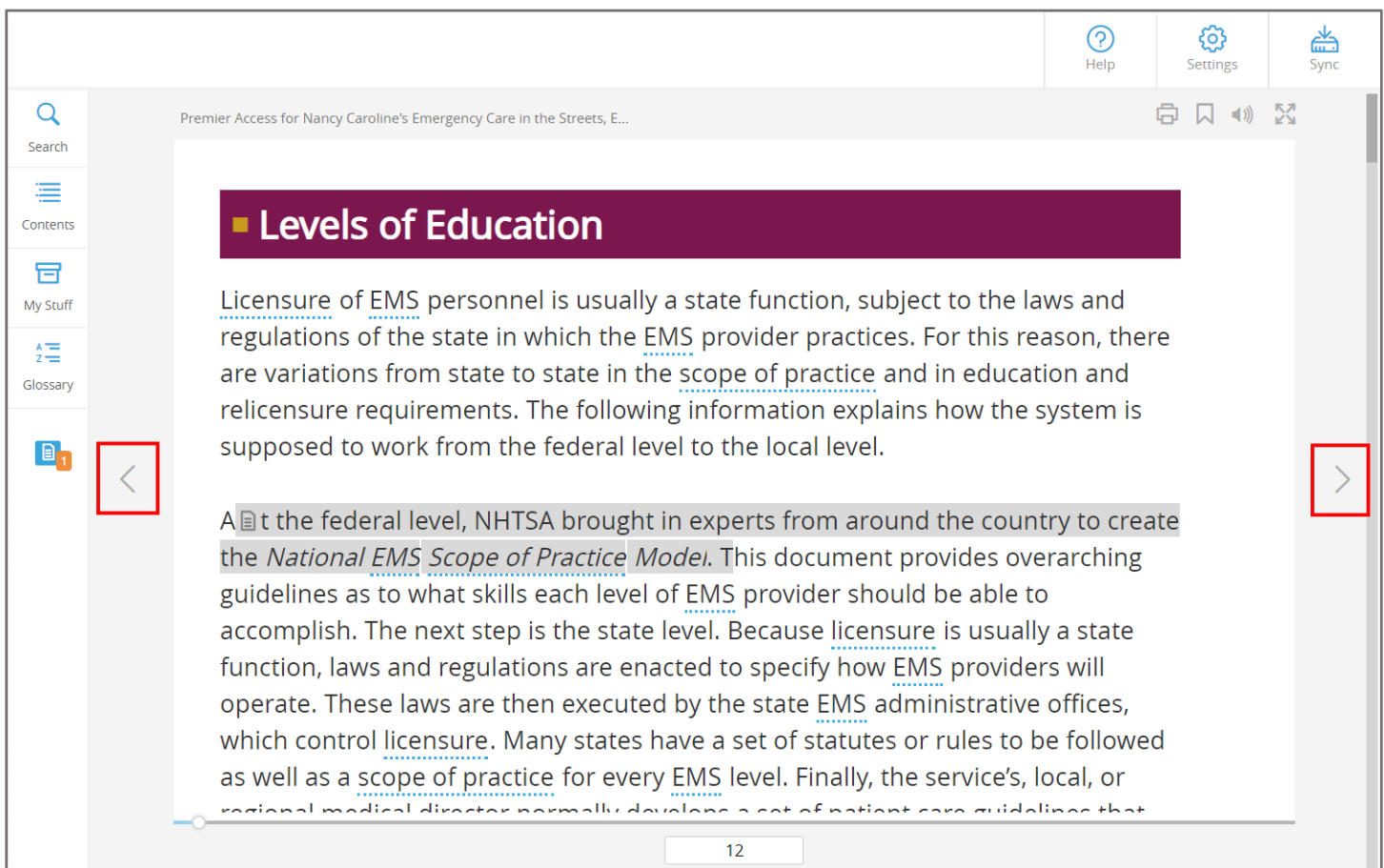
8. The **Listen** button  will enable the eBook screen-reader and highlight text as it is read aloud.



9. You may pause the reading at any time using the **Text-to-speech toolbar** displayed at the top of the page. You may select the **Pointer** button within the toolbar and then click on a specific sentence for it to be read aloud.

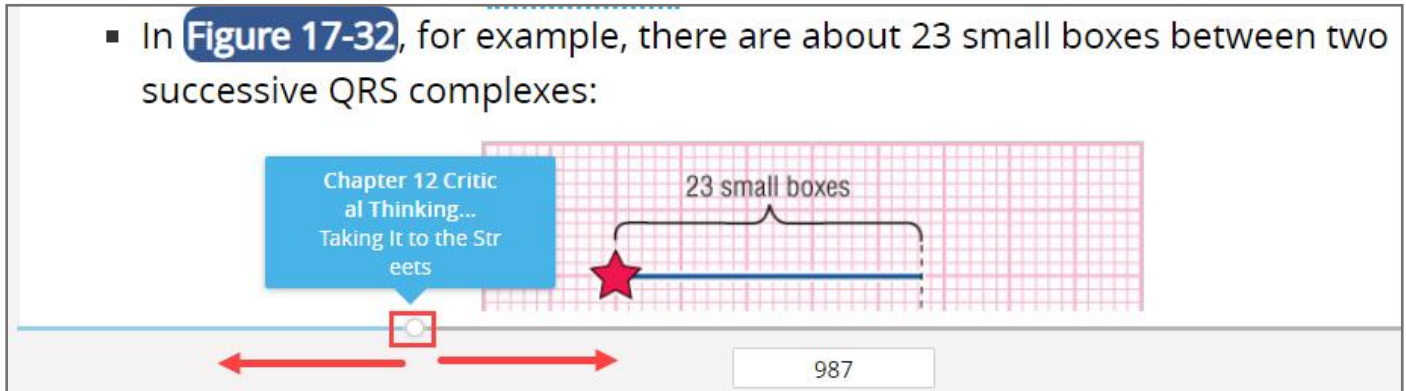


10. Use the **Arrow** buttons  to the left and right of the page to navigate from page to page.



11. Alternatively, you may use the **Scrollbar** at the bottom of the page to jump to any desired section of the eBook and refer to the scrollbar as an indicator of your progress.

- In **Figure 17-32**, for example, there are about 23 small boxes between two successive QRS complexes:



12. As you read, you may encounter underlined glossary terms within the text. You may click on the terms to view their definition in a resulting popup window.

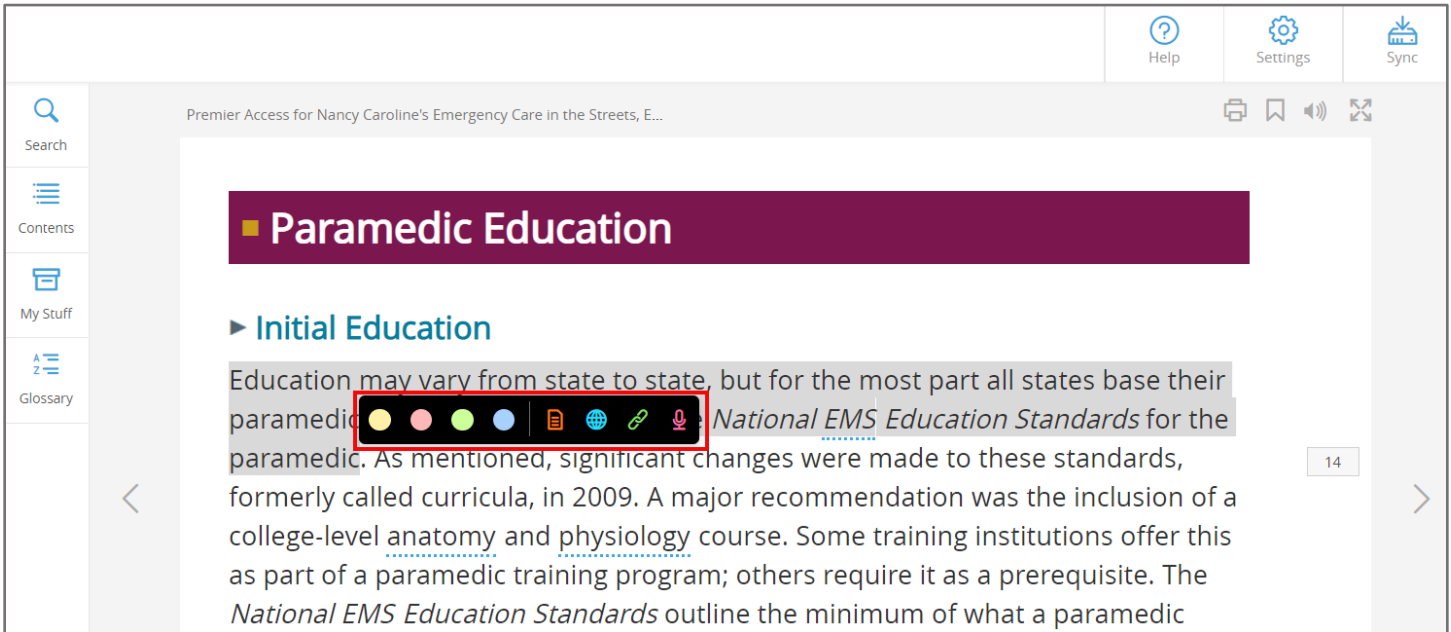
Examples of patients in injuries or illnesses: include those with the following

- Serious multisystem trauma
- Acute presentations of "first-time" medical events
- Multiple disease etiologies

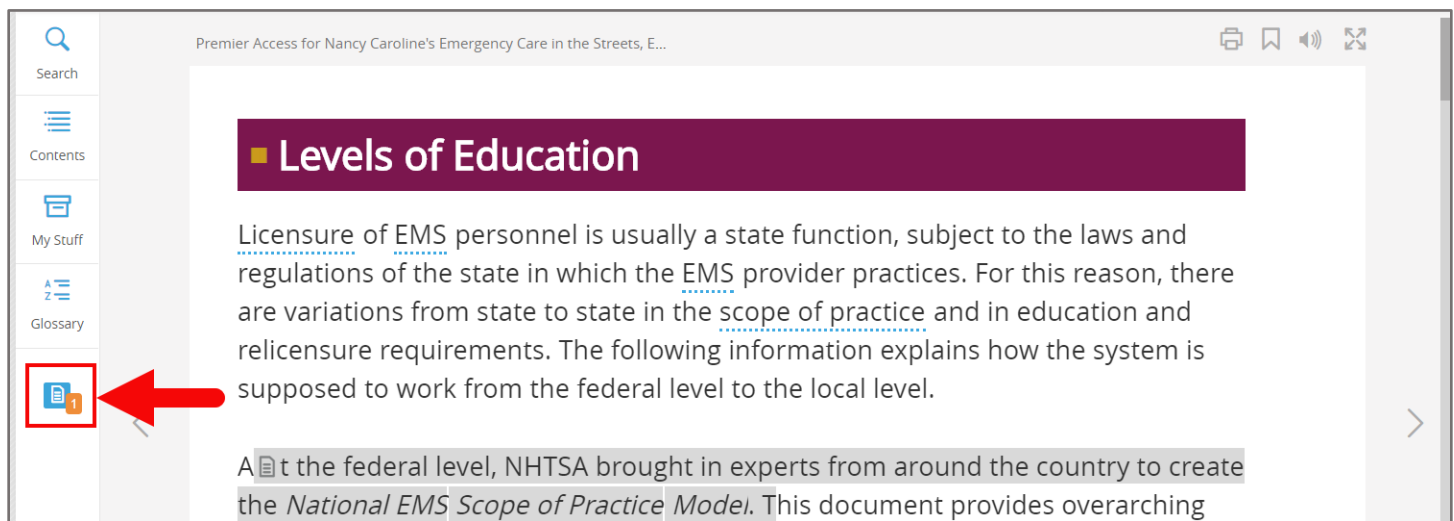
**multisystem trauma** ✕

Trauma caused by generalized mechanisms which affect numerous body systems.

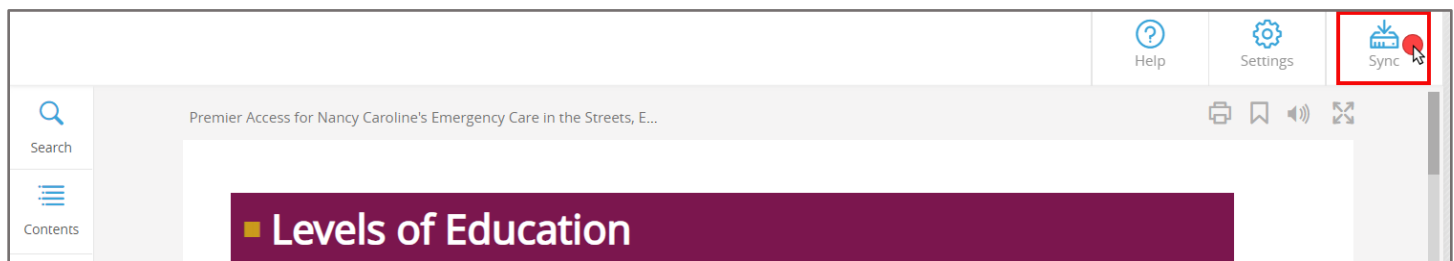
13. Highlighting any section of text with your cursor will prompt an **Annotation Toolbar** to open, which may be used to highlight the text or to create written or recorded audio notes.



14. When you leave a note, the selected text will highlight in grey and display a notation icon at the beginning of the section. This shows that a note is available to review for the highlighted text. A note icon at the bottom of the left-hand toolbar will reveal the presence and number of notes created on a given page.



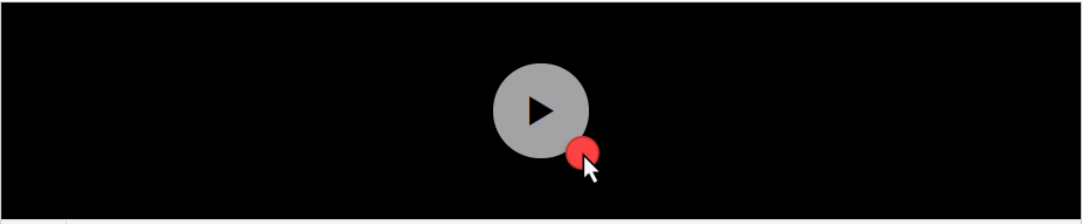
15. After creating annotations and before closing the eBook, it is important to click the **Sync** button at the top right of the page to ensure all changes are saved for your next session.





16. All supporting media resources, such as images, videos, animations, and audio clips, are embedded in-line with the text where applicable and may be launched or played with a click of your mouse.

### Body Mechanics



Patient Lifting

As a paramedic, you will be required to lift and move a variety of patients. Some patients are small and lightweight, whereas others may have significant obesity. You can develop a number of habits to prepare yourself to safely lift most weight ranges, including the following actions:

17. Concluding chapter sections in select titles include **Knowledge Check** questions, which may be used to self-evaluate your reading comprehension. Knowledge Checks are not graded and may be attempted an unlimited number of times.

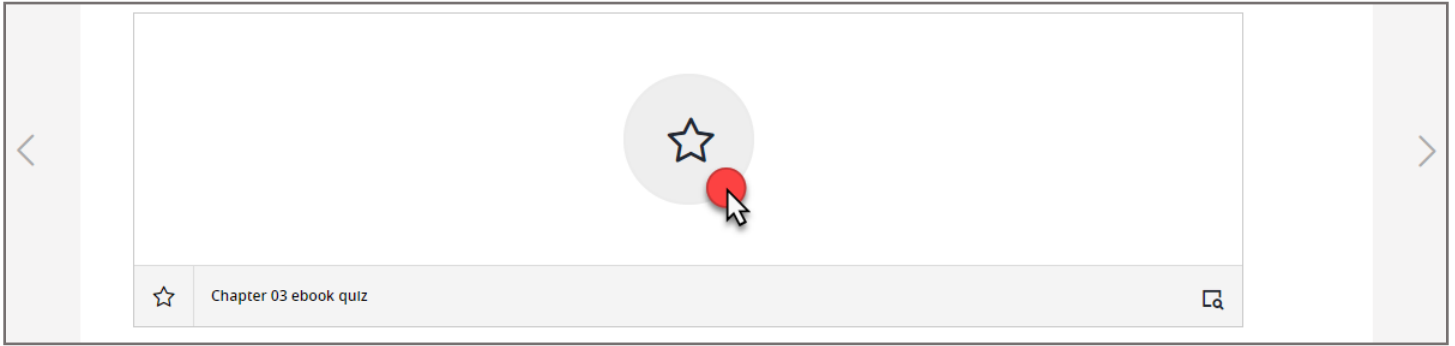
Epidemiology involves:

- watching over society and collecting and analyzing data.
- measures of the number of nonfatal injuries and subsequent disability.
- information regarding the number and nature of medical calls compare to the expected volume of calls.
- the study of the causes, patterns, prevalence, and control of disease in groups of people.

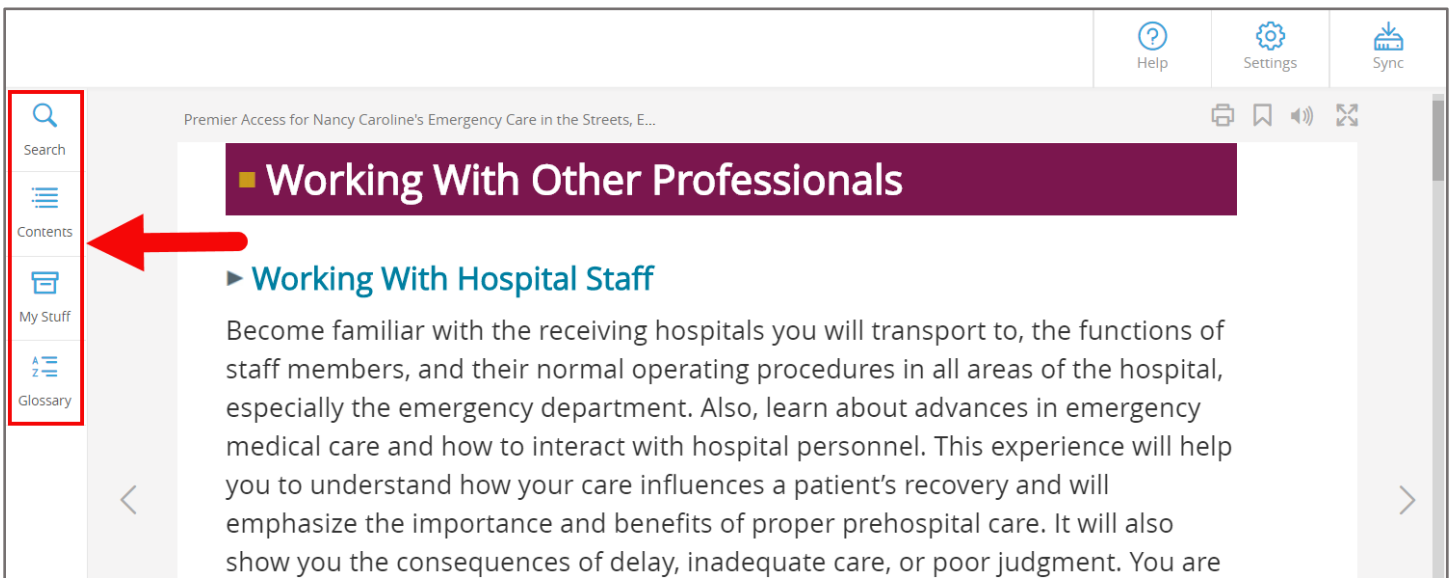
Reset Check

? Knowledge Check 3.11

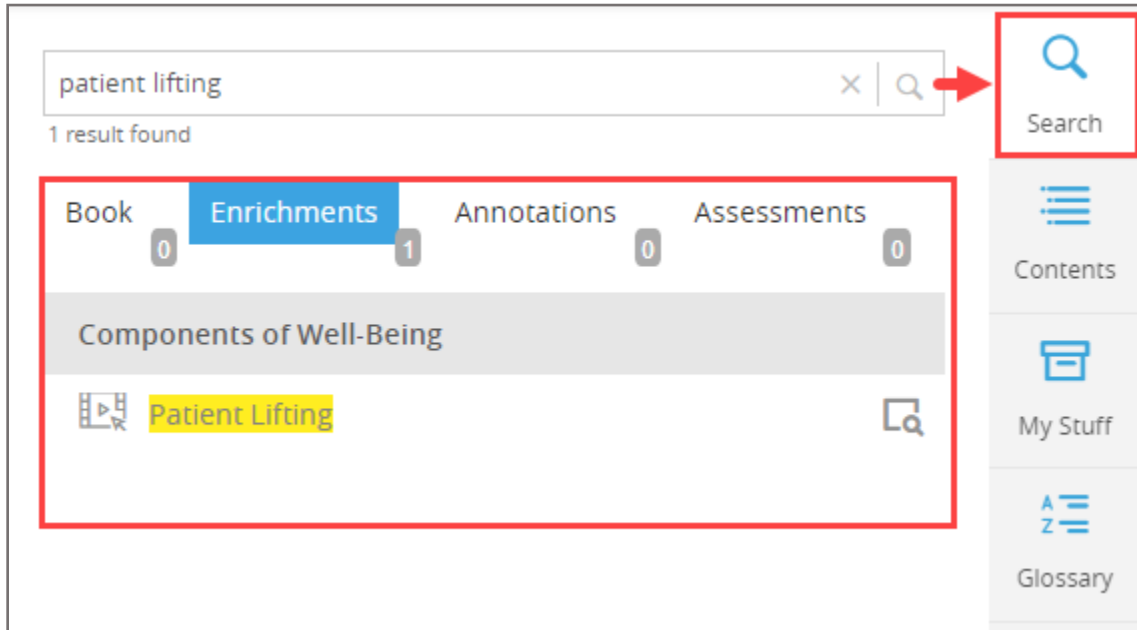
18. At the end of each chapter in select titles is a comprehensive **eBook Quiz**, which allows 5 attempts total, the highest of which will be reported to the Navigate Gradebook.



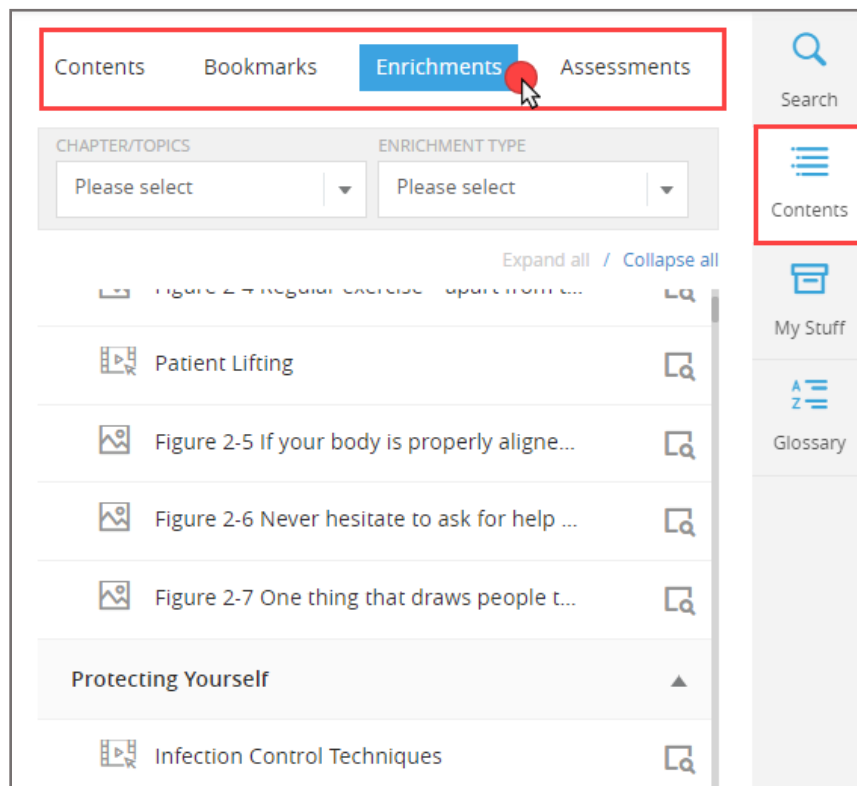
19. The left side of the page hosts additional navigation tools.





20. The **Search** option may be used to locate keywords found in the eBook text, media, your annotations, or quizzes when applicable.

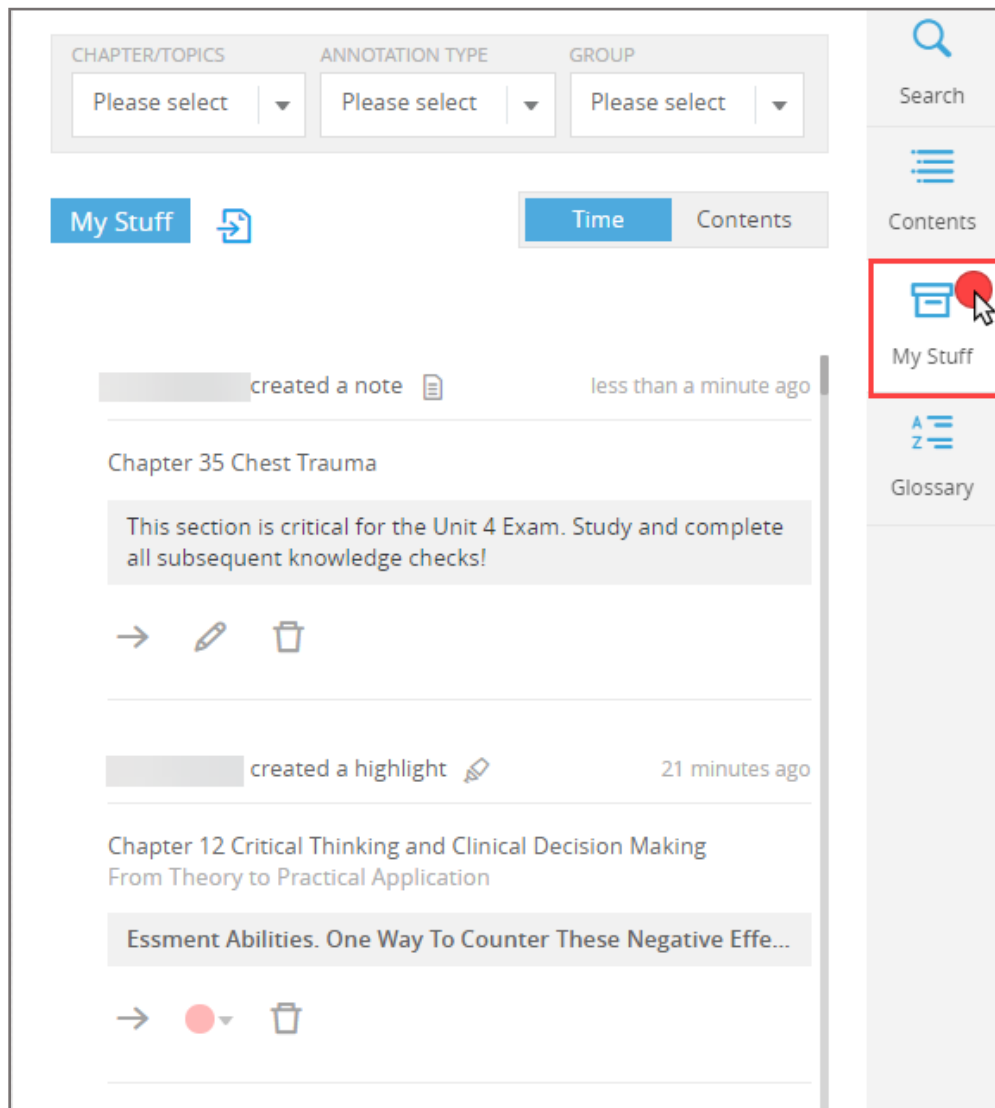


21. Under the **Contents** tab, you may use the interactive Table of Contents to jump to any section of the eBook. You will also find other subtabs here cataloging your bookmarks, eBook enrichments, such as videos and animations, and assessments where applicable.



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22. The **My Stuff** tab provides a catalogue of all your annotations created to date, including all highlights and notes taken. These may be browsed and clicked on to jump directly to them. You may also delete  or edit  your annotations from this tab as needed.



CHAPTER/TOPICS: Please select | ANNOTATION TYPE: Please select | GROUP: Please select


My Stuff | Time | Contents

Search

Contents



My Stuff


Glossary

created a note  less than a minute ago

Chapter 35 Chest Trauma



This section is critical for the Unit 4 Exam. Study and complete all subsequent knowledge checks!

→  

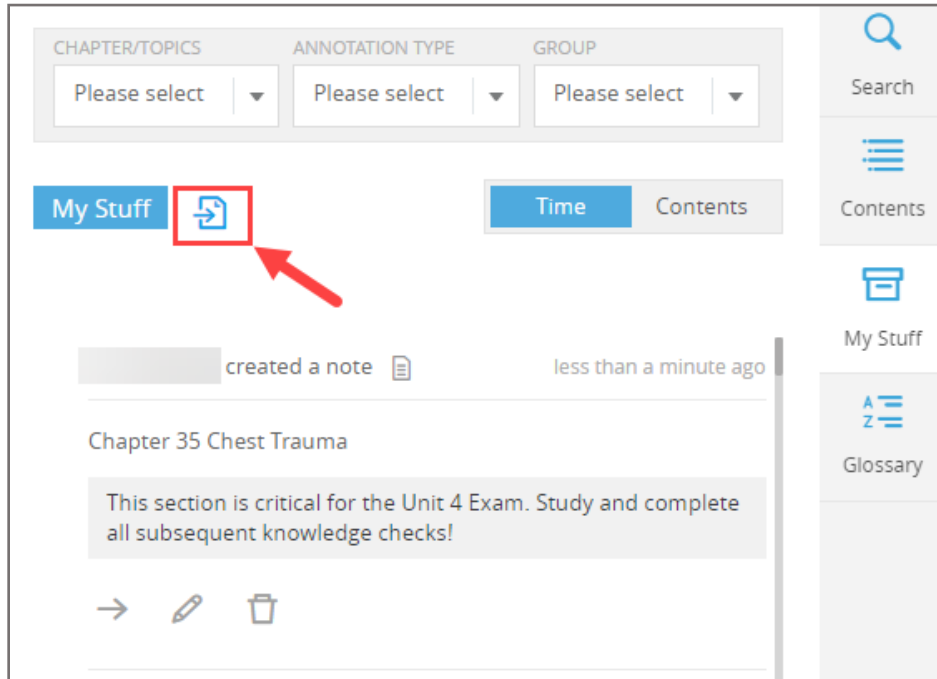
created a highlight  21 minutes ago

Chapter 12 Critical Thinking and Clinical Decision Making From Theory to Practical Application

Essment Abilities. One Way To Counter These Negative Effe...

→  

23. All annotations can be exported to an external document by clicking the **Export** button within the **My Stuff** tab. The file can be saved to your computer and/or printed.



24. Finally, the **Glossary** button can be clicked to open the eBook glossary to review the definitions of all key terms identified in the text.

**A**

---

**abandonment**

Unilateral termination of care by the EMT without the patient's consent and without making provisions for [more ▾](#)

---

**abdomen**

The body cavity that contains the major organs of digestion and excretion. It is located below the [more ▾](#)

---

**abdominal aortic aneurysm (AAA)**

A rapidly fatal condition in which the walls of the aorta in the abdomen weaken and blood leaks into the [more ▾](#)

---

**abdominal-thrust maneuver**

The preferred method to dislodge a severe airway obstruction in adults and children; also called the [more ▾](#)

---

**abduction**

Motion of a limb away from the midline.

---

**abrasion**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

Search

Contents

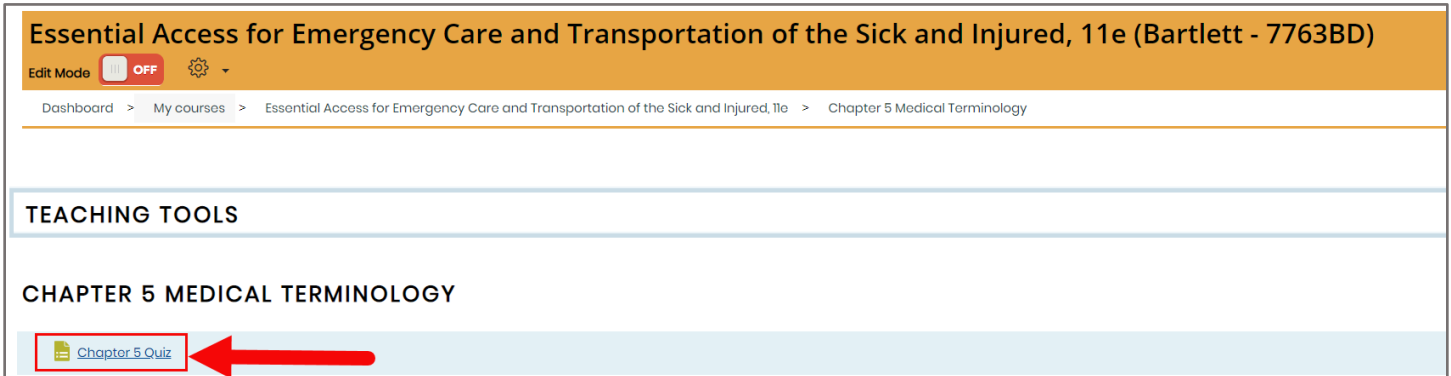
My Stuff

**A Z**


Glossary

## Taking a Quiz

1. Navigate to and click on the quiz you have been assigned by your teacher.



Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

Edit Mode  OFF 

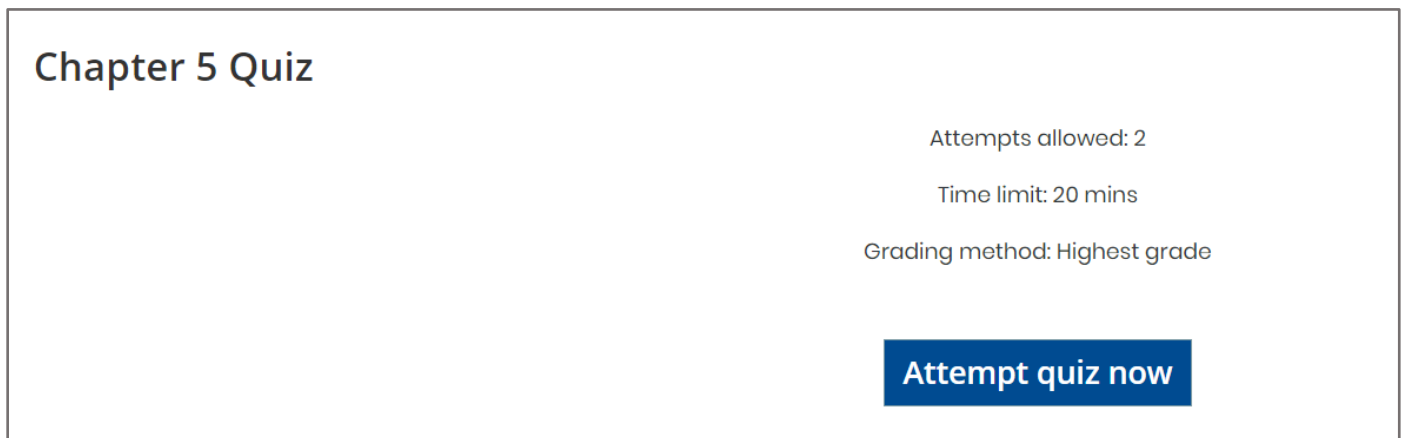
Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 5 Medical Terminology

TEACHING TOOLS

CHAPTER 5 MEDICAL TERMINOLOGY

[Chapter 5 Quiz](#) ←

2. The quiz launch page will open. You will see details for the quiz, including how many attempts you have, how your final score will be calculated, and any time restrictions, if applicable.



### Chapter 5 Quiz

Attempts allowed: 2

Time limit: 20 mins

Grading method: Highest grade

[Attempt quiz now](#)

3. To begin the quiz, click the **Attempt quiz now** button.

## Chapter 5 Quiz

Attempts allowed: 2  
Time limit: 20 mins  
Grading method: Highest grade

**Attempt quiz now**

4. The quiz page displays all questions centrally, with a flag option and point details to the left and a **Quiz Navigation** block to the right. You may flag any individual question by clicking **Flag question** on the left-hand side. You may remove any applied flags by clicking **Remove flag** in the same location.

### Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

#### QUESTION 1

Not yet answered  
Marked out of 1.00  
Flag question

"Chondro" in the word chondritis means:

Select one:

- A. joint.
- B. cartilage.
- C. rib.
- D. tendon.

**Remove flag** option also appears here if question is already flagged.

**QUIZ NAVIGATION**

1	2	3	4	5
6	7	8	9	10

Finish attempt ...  
Time left 0:18:52

**Next page**



5. Any flags applied may be tracked as you go under the **Quiz Navigation** block to the right of the question. If a time limit has been applied to the quiz, it will also display at the bottom of this same block. This block also indicates your progress in the quiz and enables you to jump to any individual question as needed, if permitted by your instructor.

## Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

### QUESTION 1

Not yet answered  
Marked out of 1.00  
Remove flag

"Chondro" in the word chondritis means:

Select one:

- A. cartilage.
- B. joint.
- C. rib.
- D. tendon.

Any flagged questions show with a red mark in the top right corner.

QUIZ NAVIGATION

1	2	3	4	5
6	7	8	9	10

Finish attempt ...

Time left 0:19:44

Next page

6. Select or enter your answer choice(s) for the given question(s) on the page and then click the **Next page** button at the bottom-right to save your progress and continue.

## Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

### QUESTION 1

Not yet answered  
Marked out of 1.00  
Flag question

"Chondro" in the word chondritis means:

Select one:

- A. joint.
- B. cartilage.
- C. rib.
- D. tendon.

QUIZ NAVIGATION

1	2	3	4	5
6	7	8	9	10

Finish attempt ...

Time left 0:18:22

Next page


7. When you have reached the end of the quiz, you will see the summary page, where you may verify that you have answered all required questions and return to make changes, if permitted by your instructor, by clicking the **Return to attempt** button.

**Chapter 5 Quiz**  
Summary of attempt

QUIZ NAVIGATION

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved

1 2 3 4 5  
6 7 8 9 10  
Finish attempt ...


 **Return to attempt**

8. When satisfied with your answers, click the **Submit all and finish** button and again (once more) to confirm your decision to submit.

**Return to attempt**

Time left **0:15:13**

This attempt must be submitted by Monday, 18 May 2020, 4:58 PM.

 **Submit all and finish**

9. Depending on the feedback settings determined by your instructor, you may be able to review your results immediately. Otherwise, you must wait until your results are published. When your results are available, you may review them by clicking the **Review** button on the quiz page to the right of the completed attempt for the quiz.

Summary of your previous attempts

Attempt	State	Marks / 10.00	Grade / 100.00	Review
1	Finished Submitted Monday, 18 May 2020, 4:44 PM	8.00	80.00	<a href="#">Review</a>

Highest grade: 80.00 / 100.00.

[Re-attempt quiz](#)

10. If you would like to retake the quiz and another attempt has been allowed by your instructor, click the **Re-attempt quiz** button.

Summary of your previous attempts

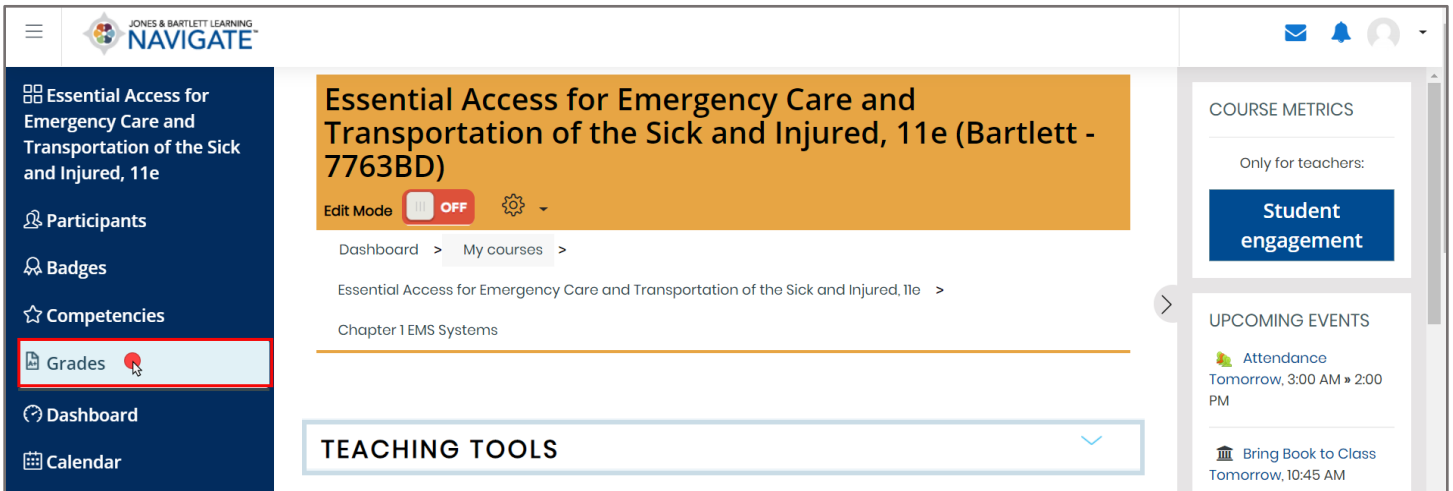
Attempt	State	Marks / 10.00	Grade / 100.00	Review
1	Finished Submitted Monday, 18 May 2020, 4:44 PM	8.00	80.00	<a href="#">Review</a>

Highest grade: 80.00 / 100.00.

[Re-attempt quiz](#)

# Reviewing My Quiz Results

1. You may review quiz results and feedback at any time by clicking on the quiz itself from within the course. One easy way to find the quiz is to access your User Report by clicking on the **Grades** button in the **Navigation Drawer**.



- Your **User Report**, which contains your course scores, will open. Gradable activities display vertically on the left-hand side under the **Grade item** column and corresponding scores will populate under the **Grade** and/or **Percent** columns to the right.

**User report - Lisa Adams**

Overview report   Quiz Analytics   **User report**

<b>Grade item</b>	Calculated weight	<b>Grade</b>	Range	<b>Percentage</b>	Feedback	Contribution to course total
<b>Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7783BD)</b>						
<b>Exams</b>						
<b>Module 1 Test</b>	33.33 %	90.00	0-100	90.00 %		8.48 %
<input type="checkbox"/> Chapter 2 Exam	33.33 %	86.00	0-100	86.00 %		8.10 %
<input type="checkbox"/> Practical Exam	0.00 % ( Empty )	-	0-100	-		0.00 %
<b>Σ Exams total</b>	<b>28.27 %</b>	<b>72.00</b>	<b>0-80</b>	<b>90.00 %</b>	<b>Overridden: -</b>	

- Scroll as needed and click on the quiz you would like to review your results for.

<b>Quizzes</b>						
<b>Chapter 3 Quiz</b>	50.00 %	0.00	0-100	0.00 %		0.00 %
<b>Chapter 4 Quiz</b>	0.00 % ( Empty )	-	0-100	-		0.00 %
<b>Chapter 5 Quiz</b>	50.00 %	85.00	0-100	85.00 %		0.45 %
<b>Σ Quizzes total</b> Mean of grades (with extra credits).	<b>1.06 %</b>	<b>Separate and connected</b>	<b>Mostly separate knowing—Mostly connected knowing</b>	<b>50.00 %</b>		<b>-</b>

4. The quiz launch page will load, listing each of your attempts on the quiz under the **Summary of your previous attempts** table. Displayed here is a **State** column showing the status and time of your attempts, a **Marks** column denoting your score in points, and a **Grade** column revealing your score as a percent.

Chapter 5 Quiz

Attempts allowed: 2  
Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Marks / 10.00	Grade / 100.00	Review
1	Finished Submitted Monday, 18 May 2020, 3:11 PM	9.00	90.00	<a href="#">Review</a>

Highest grade: 90.00 / 100.00.

5. To review detailed results of any attempt, such as which questions you got right or wrong and their correct answers, click the **Review** button to the right of the attempt listed in the table.

Chapter 5 Quiz

Attempts allowed: 2  
Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Marks / 10.00	Grade / 100.00	Review
1	Finished Submitted Monday, 18 May 2020, 3:11 PM	9.00	90.00	<a href="#">Review</a>

Highest grade: 90.00 / 100.00.

6. You will then be presented with the quiz as it was completed. Your answer choices are given for each question, with a red "X" for an incorrect answer and green checkmark for a correct answer. Each question's correct answer, reference information, and other feedback are automatically displayed below the question.

**Question 7**  
Correct  
Mark 1.00 out of 1.00  
Flag question

The \_\_\_\_\_ of the heart is the inferior portion of the ventricles.

Select one:

- A. base
- B. septum
- C. dorsum
- D. apex ✓

Chapter 5, page 160, Common Direction, Movement, and Position Terms  
The correct answer is: apex

**Question 8**  
Incorrect  
Mark 0.00 out of 1.00  
Flag question

The root "melan/o" means:

Select one:

- A. white. ✗
- B. gray.
- C. black.
- D. red.

Chapter 5, page 157, Special Word Parts  
The correct answer is: black.

7. You may also reference the **Quiz Navigation** block at the top right for a quick glance at which questions were answered correctly (green) or incorrectly (red). You may click on any number in this block to jump directly to the question for review.

**Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)**

Started on	Monday, 18 May 2020, 3:09 PM
State	Finished
Completed on	Monday, 18 May 2020, 3:11 PM
Time taken	1 min 47 secs
Marks	9.00/10.00
Grade	90.00 out of 100.00

Use the navigation block to jump ahead to a particular question with one click.

QUIZ NAVIGATION

1	2	3	4	5
✓	✓	✓	✓	✓
6	7	8	9	10
✓	✓	✗	✓	✓

Show one page at a time

**Finish review**

Question 1  
Correct  
Mark 1.00 out of 1.00  
Flag question

"Chondro" in the word chondritis means:

Select one:

A. cartilage. ✓

B. tendon.

C. joint.

D. rib.

8. When finished, click the **Finish review** button at the bottom of the page or in the Quiz Navigation block to return to your attempts page.

**Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)**

Started on	Monday, 18 May 2020, 3:09 PM
State	Finished
Completed on	Monday, 18 May 2020, 3:11 PM
Time taken	1 min 47 secs
Marks	9.00/10.00
Grade	90.00 out of 100.00

Question 1  
Correct  
Mark 1.00 out of 1.00  
Flag question

"Chondro" in the word chondritis means:

Select one:

A. cartilage. ✓

B. tendon.

C. joint.

D. rib.

QUIZ NAVIGATION

1	2	3	4	5
✓	✓	✓	✓	✓
6	7	8	9	10
✓	✓	✗	✓	✓

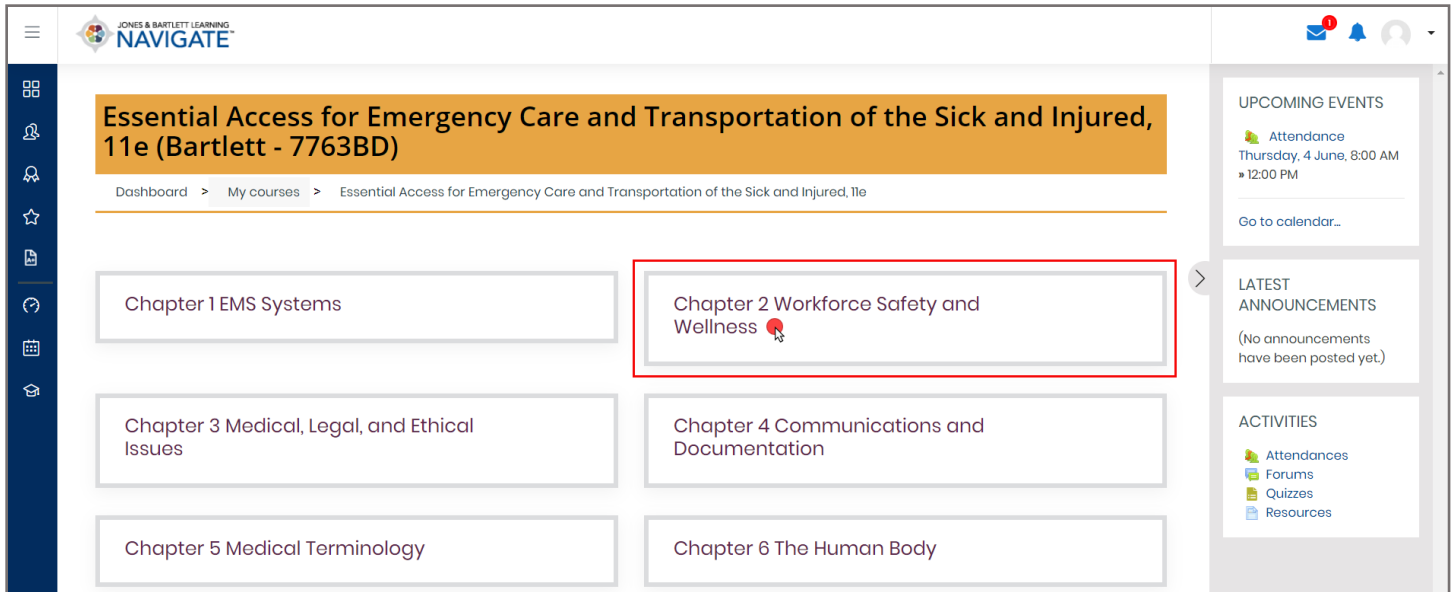
Show one page at a time

**Finish review**



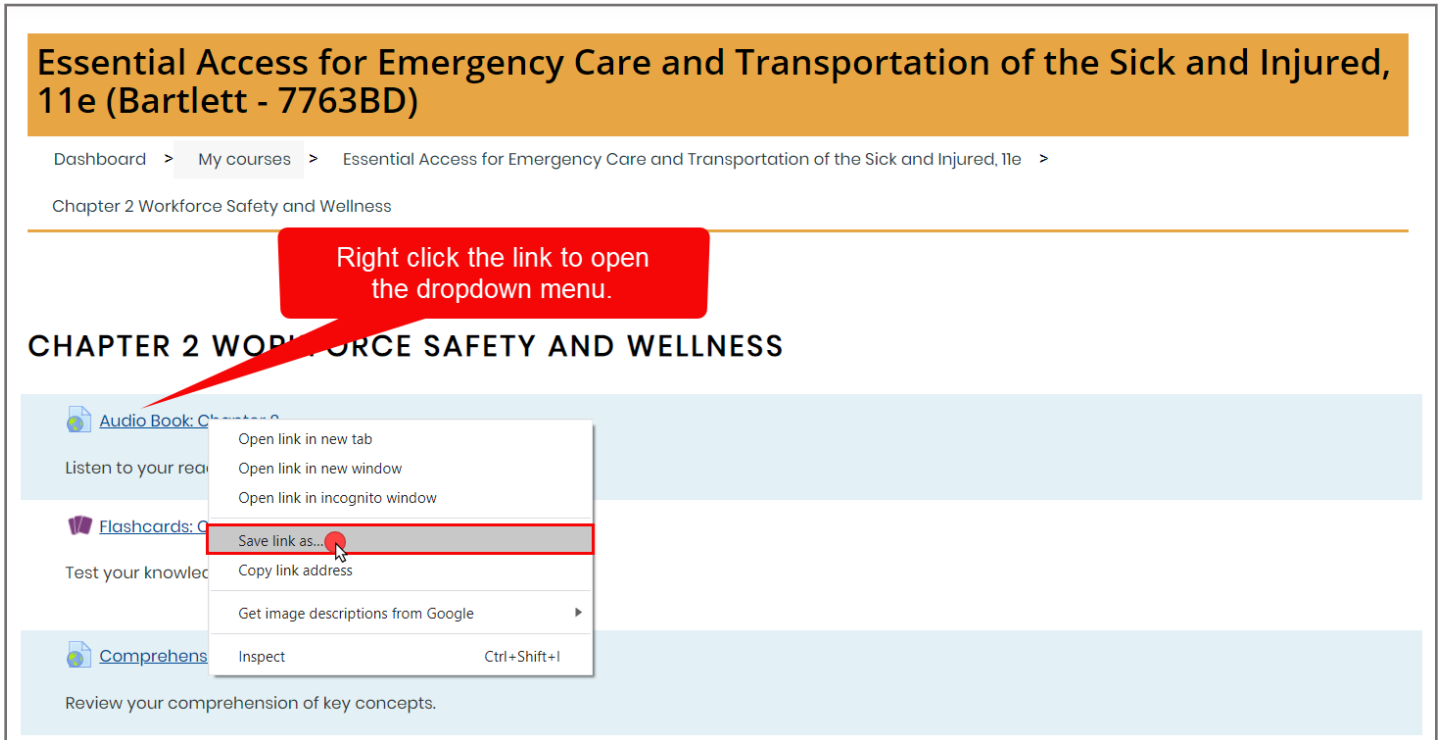
## Downloading a Chapter from the Audiobook

1. On the course homepage, begin by clicking on the chapter which you want to download the from the audiobook.

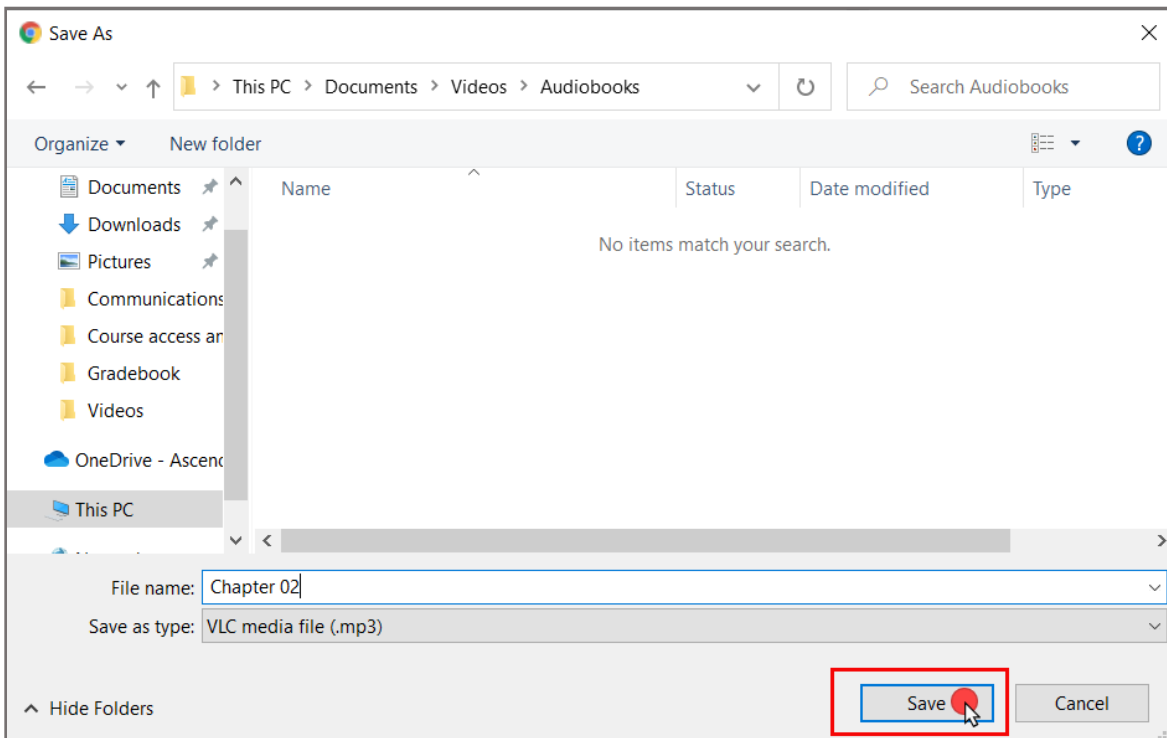


Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm

2. On the chapter page, scroll down as needed, right-click on the Audiobook with your mouse, and select the **Save link as...** option in dropdown menu.



3. From the browsing window that opens, select the location on your computer where you would like to save the audiobook file to and click **Save**.



Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm

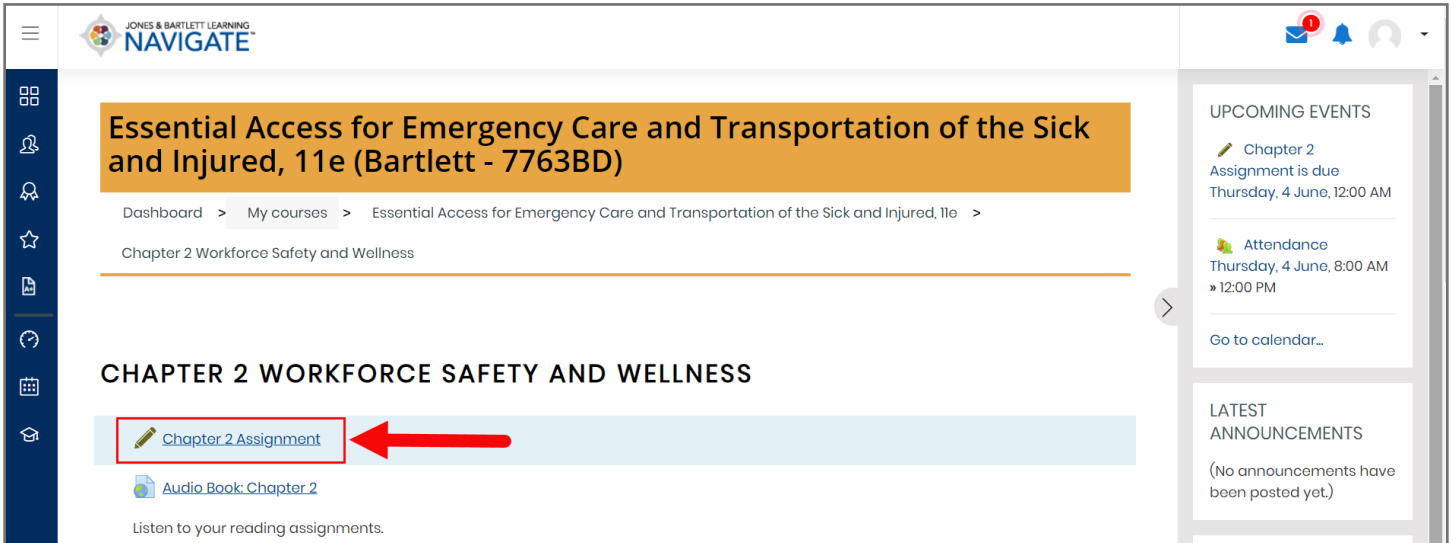
4. The audiobook file will then download to the designated location. You may transfer the file to a personal mobile device or open it on your computer with no need for an internet connection.

Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm

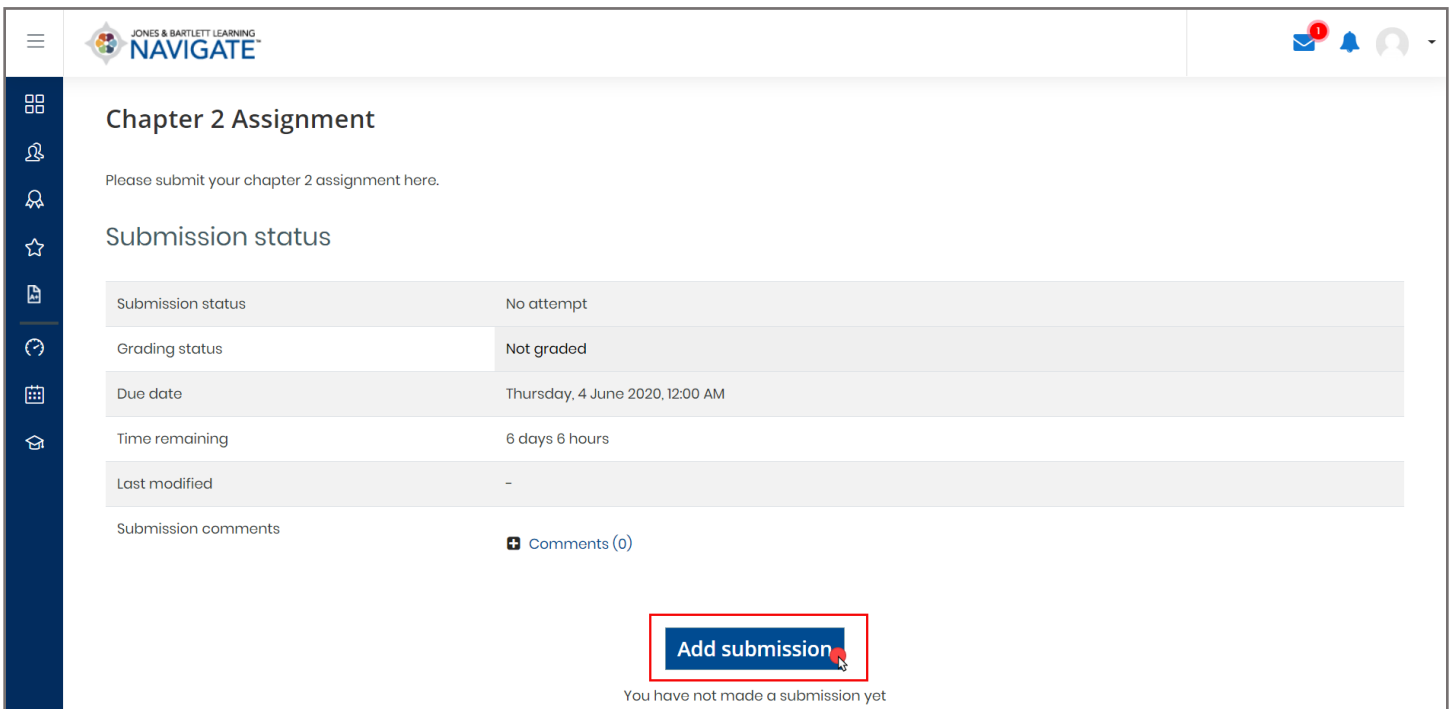


# Submitting an Assignment

1. Begin by navigating to and clicking on the assignment for which you wish to submit work.



2. The assignment page will open, displaying such details as your submission status, grade, and due date. Click the **Add submission** button at the bottom of the page.



Submission status	No attempt
Grading status	Not graded
Due date	Thursday, 4 June 2020, 12:00 AM
Time remaining	6 days 6 hours
Last modified	-
Submission comments	Comments (0)

3. If the assignment requires the entry of plain text, use the **Online text** field provided to type your submission. If the assignment requires submission of a file, you may drag-and-drop your file from its location on your Desktop directly into the **File submissions** dropbox displayed on the submission page.

Please submit your chapter 2 assignment here.

Online text

If the assignment requires an online text submission, enter your text here.

My chapter 2 assignment is attached.

Files can be dragged and dropped from your desktop into here.

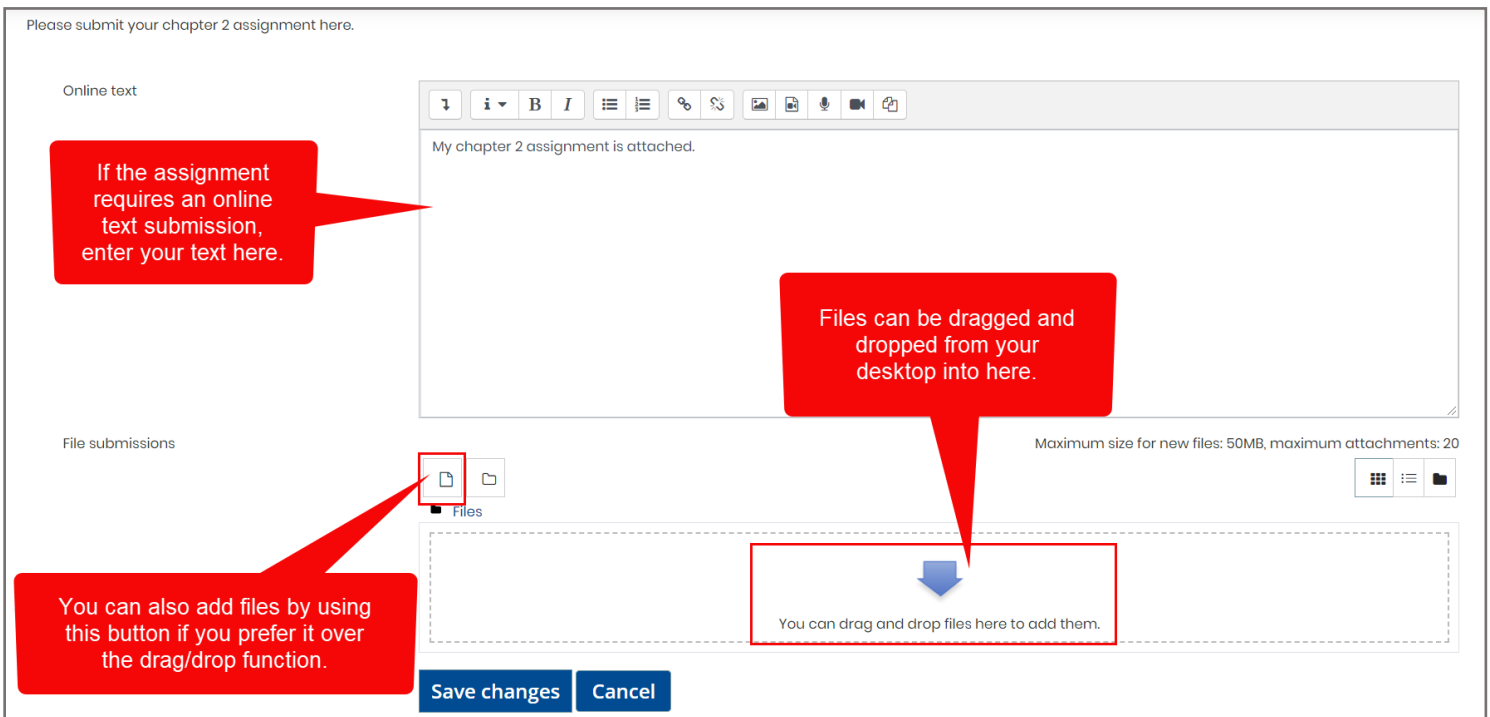
File submissions

Maximum size for new files: 50MB, maximum attachments: 20

You can also add files by using this button if you prefer it over the drag/drop function.

You can drag and drop files here to add them.

Save changes Cancel

The screenshot shows a submission page with two main sections. The top section is labeled 'Online text' and contains a rich text editor with a toolbar and a text area containing the text 'My chapter 2 assignment is attached.' A red callout bubble points to this text area. The bottom section is labeled 'File submissions' and features a 'Files' folder icon with a plus sign, a large dashed dropzone with a blue arrow pointing down and the text 'You can drag and drop files here to add them.', and a 'Save changes' button. A red callout bubble points to the 'Files' icon, and another points to the dropzone. At the bottom right, there are 'Save changes' and 'Cancel' buttons.

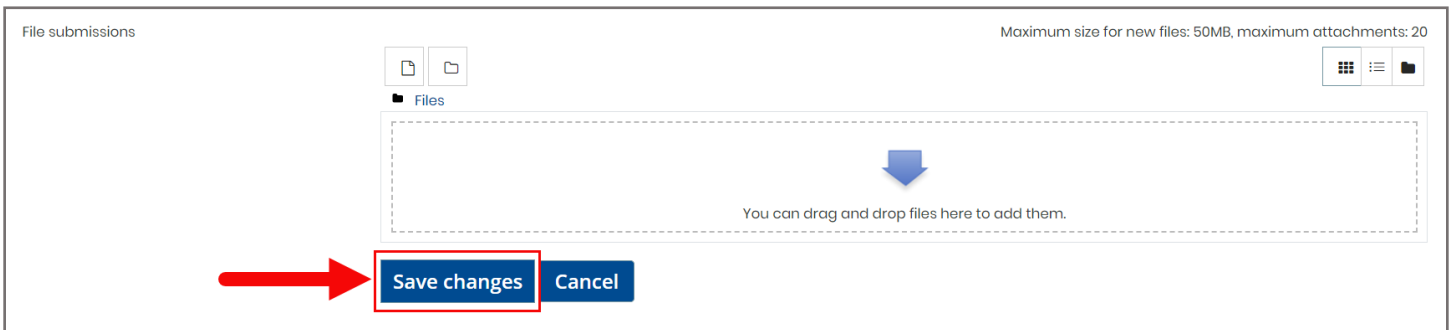
4. When ready with your submission, click the **Save changes** button below.

File submissions

Maximum size for new files: 50MB, maximum attachments: 20

You can drag and drop files here to add them.


Save changes Cancel

This screenshot is a close-up of the 'File submissions' section. It shows the 'Files' folder icon, the dashed dropzone with a blue arrow and the text 'You can drag and drop files here to add them.', and the 'Save changes' and 'Cancel' buttons. A red arrow points directly to the 'Save changes' button.

5. Your work will be submitted to your instructor for grading, and the **Submission status** of your assignment will update to reflect it has been “Submitted for grading.” You may have the option to **Edit Submission** (depending on your instructor’s submission settings). This option allows you to make changes to your assignment before the due date.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, 4 June 2020, 12:00 AM
Time remaining	6 days 6 hours
Last modified	Thursday, 28 May 2020, 5:39 PM
Online text	<p>⊕</p> <p>My chapter 2 assignment is attached.</p>
File submissions	<p>📎 Chapter 2 Assignment.docx</p>
Submission comments	<p>🗨️ Comments (0)</p>

 [Edit submission](#)

You can still make changes to your submission

6. When the assignment is graded, your score will appear in your **User Report**.

Click here and make sure the User Report tab is selected.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)						

Scroll down to the assignment. The grade will be the first % that appears next to the assignment once it is graded by your instructor.

Assignments	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Chapter 2 Assignment	20.00 %	100.00	0-100	100.00 %		20.00 %
Assignments total Simple weighted mean of grades.	20.00 %	100.00	0-100	100.00 %		-
Course total Simple weighted mean of grades.						-

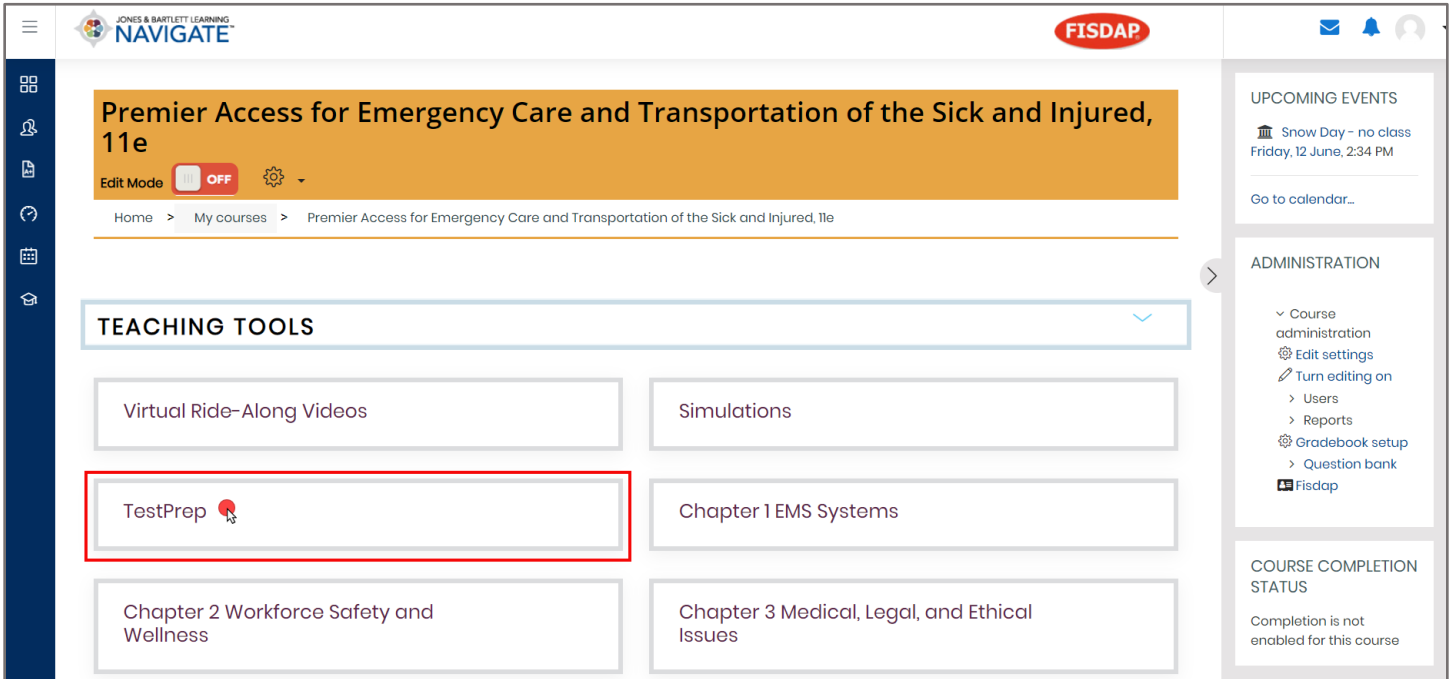
7. Click the first button at the top of your **Navigation drawer** to the left of the page to return to the course and continue your work.

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD): View: User report

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)						

# Using TestPrep

1. Navigate to and launch **TestPrep** by clicking on the tool from its location in the course.  
TestPrep will open in a new tab within your browser.



The screenshot shows the JBL Navigate course interface for the course "Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e". The interface includes a top navigation bar with the JBL logo, course title, and "FISDAP" status. Below the title is an "Edit Mode" toggle set to "OFF". A breadcrumb trail shows "Home > My courses > Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e". The main content area is titled "TEACHING TOOLS" and contains several tool cards: "Virtual Ride-Along Videos", "Simulations", "TestPrep" (highlighted with a red box), "Chapter 1 EMS Systems", "Chapter 2 Workforce Safety and Wellness", and "Chapter 3 Medical, Legal, and Ethical Issues". A right-hand sidebar contains "UPCOMING EVENTS" (Snow Day - no class Friday, 12 June, 2:34 PM), "ADMINISTRATION" (Course administration, Edit settings, Turn editing on, Users, Reports, Gradebook setup, Question bank, Fisdap), and "COURSE COMPLETION STATUS" (Completion is not enabled for this course).

ing



2. The TestPrep tool provides two testing options: you can create your own practice test or you can complete a canned comprehensive practice exam. Each option is accessed via their respective buttons under the **Create or Review My Tests** section.

The screenshot displays the TestPrep interface. On the left, the 'Create or Review My Tests' section features four buttons: 'CREATE NEW PRACTICE TEST' (highlighted with a red box), 'REVIEW PRACTICE TESTS', 'COMPLETE ASSESSMENT TEST(1)' (highlighted with a red box), and 'REVIEW MY ASSESSMENT TESTS'. Below these is a 'View Help Documentation' section with a 'Student' link. On the right, the 'Review My Performance' section shows 'Completed' statistics: 126 Assessments, 143 Practices, and 377 Questions. It also displays 'Last Test' results (0 Correct, 120 Incorrect) and 'Qbank (599 Questions)' status (377 Taken, 222 Remaining). A 'Review Practice Tests' list is provided at the bottom right.

3. The **Review My Performance** pane to the right of the page displays your practice test statistics to date, including the number of canned practice assessments, individual practice tests, and questions you have completed under the **Completed** section.

The screenshot shows the 'Create or Review My Tests' interface. On the left, there are buttons for 'CREATE NEW PRACTICE TEST', 'REVIEW PRACTICE TESTS', 'COMPLETE ASSESSMENT TEST(1)', and 'REVIEW MY ASSESSMENT TESTS'. Below these is a 'View Help Documentation' section with a 'Student' link. On the right, the 'Review My Performance' pane is highlighted with a red box. It shows 'Completed' statistics: 127 Assessments, 145 Practices, and 386 Questions. Below this is a 'Last Test' section with a red progress bar and '0 Correct, 1 Incorrect'. Further down is a 'Qbank (599 Questions)' section with a blue progress bar and '386 Taken, 213 Remaining'. At the bottom is a 'Review Practice Tests' section with a list of test results.

4. **Last Test** reveals your latest practice test score.

This screenshot is identical to the one above, but the 'Last Test' section in the 'Review My Performance' pane is highlighted with a red box. A red arrow points from the 'REVIEW PRACTICE TESTS' button to this section. The 'Last Test' section shows a red progress bar and '0 Correct, 1 Incorrect'.

5. The **Qbank** meter displays the total of TestPrep questions you have attempted versus the number of questions which you have not seen.

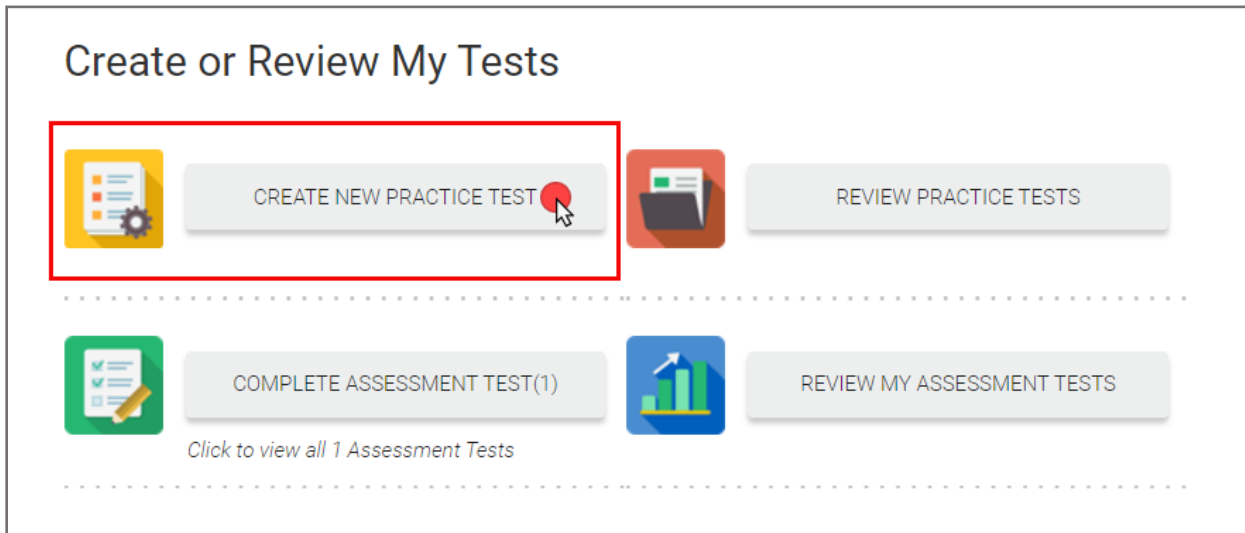
The screenshot shows a dashboard with the following elements:

- Create or Review My Tests** section:
  - Buttons: CREATE NEW PRACTICE TEST, REVIEW PRACTICE TESTS, COMPLETE ASSESSMENT TEST(1), REVIEW MY ASSESSMENT TESTS.
  - Link: [Click to view all 1 Assessment Tests](#)
  - Section: **View Help Documentation** with a link to [Student](#).
- Review My Performance** section:
  - Completed: 127 Assessment, 145 Practice, 386 Questions.
  - Last Test: 0 Correct, 1 Incorrect.
  - Qbank (599 Questions)**: 386 Taken, 213 Remaining. This section is highlighted with a red box and a red arrow points to it from the 'View Help Documentation' section.
  - Review Practice Tests:
    - Practice Test, 1 questions, 0 Correct
    - Practice Test, 20 questions, 8 Correct
    - Practice Test, 2 questions, 0 Correct
    - Practice Test, 2 questions, 1 Correct
    - Practice Test, 5 questions, 0 Correct
    - Practice Test, 2 questions, 0 Correct

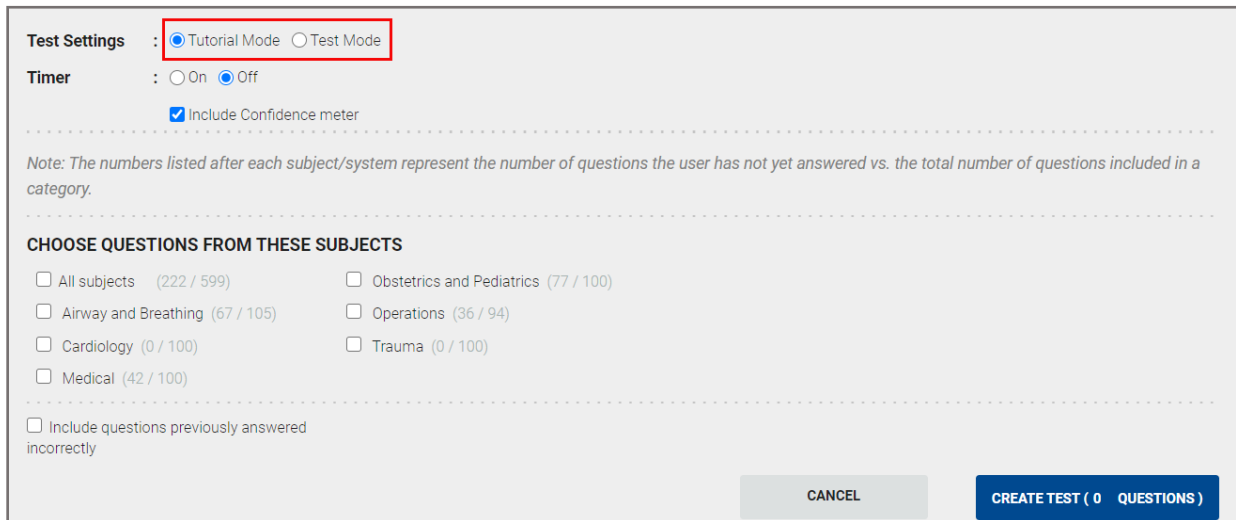
6. Finally, the **Review Practice Tests** section displays a summary of your latest practice test results.

This screenshot is identical to the one above, but with a red arrow pointing to the **Review Practice Tests** section in the 'Review My Performance' area.

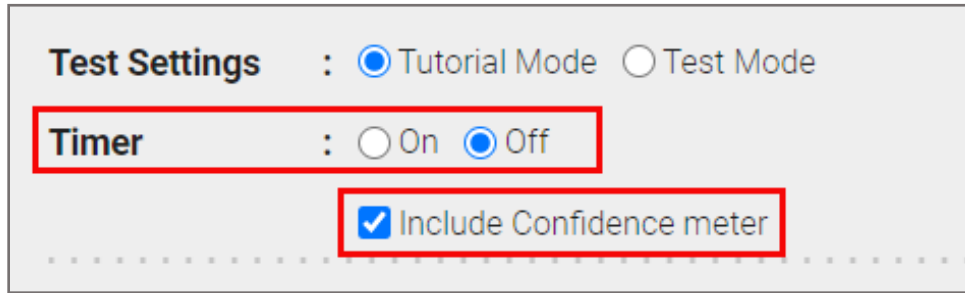
7. To initiate a practice test, click the yellow **Create New Practice Test** button.



8. A popup window displays your options for creating the test. First, choose your testing mode preference within the **Test Settings**. **Tutorial Mode** instantly grades each question as you answer it and provides you with immediate feedback. **Test Mode** mimics a real testing experience by withholding your results and feedback until you have completed all questions.



9. Use the **Timer** option to toggle a timer that can be displayed as you actively complete the test. You may choose to toggle on or off a question **Confidence meter**. This option allows you to rate your confidence in your answer selection on a scale of 1 to 5 during the test.



The screenshot shows a 'Test Settings' panel with two rows of options. The first row is 'Test Settings' with radio buttons for 'Tutorial Mode' (selected) and 'Test Mode'. The second row is 'Timer' with radio buttons for 'On' and 'Off' (selected). Below this, there is a checkbox labeled 'Include Confidence meter' which is checked. Red boxes highlight the 'Timer' and 'Include Confidence meter' options.

10. Next, under the **Choose Questions from these Subjects** section, you will see the available chapters or topics from which to draw a custom number of questions to include in the test. The fraction to the right of the topic reveals the number of questions that you have yet to attempt out of the total number of questions available for the subject.



The screenshot shows a section titled 'CHOOSE QUESTIONS FROM THESE SUBJECTS'. It contains a list of subjects with checkboxes and question counts: 'All subjects (213 / 599)', 'Airway and Breathing (63 / 105)', 'Cardiology (0 / 100)', 'Medical (40 / 100)', 'Obstetrics and Pediatrics (75 / 100)', 'Operations (35 / 94)', and 'Trauma (0 / 100)'. Below the list is a checkbox for 'Include questions previously answered incorrectly'. At the bottom right, there are two buttons: 'CANCEL' and 'CREATE TEST ( 0 QUESTIONS )'. A red box highlights the subject list area.

11. Before adding any questions, decide whether you would like to include any questions which you have answered incorrectly in a previous practice test by checking on or off the **Include questions previously answered incorrectly** checkbox at the bottom of the window. Please note, the box might not be checkable until you have started adding questions (see next step).

CHOOSE QUESTIONS FROM THESE SUBJECTS

All subjects (477 / 599)       Obstetrics and Pediatrics (88 / 100)

Airway and Breathing (91 / 105)       Operations (82 / 94)

Cardiology (66 / 100)       Trauma (67 / 100)

Medical (83 / 100)

Include questions previously answered incorrectly

CANCEL      CREATE TEST ( 0 QUESTIONS )

12. Now you are ready to begin adding questions. Click the checkbox to the left of the targeted subject and then enter in the number of questions you wish to attempt from it in the field to its right. Then click **Add**.

CHOOSE QUESTIONS FROM THESE SUBJECTS

All subjects (477 / 599)      20      + Add

Airway and Breathing (91 / 105)       Obstetrics and Pediatrics (88 / 100)

Cardiology (66 / 100)       Operations (82 / 94)

Medical (83 / 100)       Trauma (67 / 100)

Include questions previously answered incorrectly

CANCEL      CREATE TEST ( 0 QUESTIONS )

Add the number of questions you want from each subject, then click "Add."

13. You will now see the question number increase by the number you added within the **Create Test** button displayed.

**CHOOSE QUESTIONS FROM THESE SUBJECTS**

All subjects (477 / 599) 20 + Add

Airway and Breathing (91 / 105)

Cardiology (66 / 100)

Medical (83 / 100)

Obstetrics and Pediatrics (88 / 100)

Operations (82 / 94)

Trauma (67 / 100)

Include questions previously answered incorrectly

**CREATE TEST (20 QUESTIONS)**

**The number of questions added to the test will appear here.**

14. Continue adding questions from as many topics as needed. When finished, click the **Create Test** button.

**Test Settings** :  Tutorial Mode  Test Mode

**Timer** :  On  Off

Include Confidence meter

*Note: The numbers listed after each subject/system represent the number of questions the user has not yet answered vs. the total number of questions included in a category.*

**CHOOSE QUESTIONS FROM THESE SUBJECTS**

All subjects (207 / 599) 20 + Add

Airway and Breathing (62 / 105)

Cardiology (0 / 100) 10 + Add

Medical (38 / 100)

Obstetrics and Pediatrics (72 / 100)

Operations (35 / 94)

Trauma (0 / 100) 10 + Add

Include questions previously answered incorrectly

**CREATE TEST (40 QUESTIONS)**

15. Complete the practice test by selecting the best available answer for each question. If you are using the confidence meter, make sure you determine your confidence in your answer choice prior to selecting the answer.

Practice Test Jun 9 2020 4:54 PM  
Question 1 of 20

CALCULATOR MY NOTES FLAG QUESTION HIDE THIS MENU

Which of the following airway sounds indicates a lower airway obstruction?

- A) Stridor
- B) Crowing
- C) Gurgling
- D) Wheezing

How sure are you? (1 = Guessing; 5 = Confident; Far Left = Not Applicable)

Click along this scale to choose your answer confidence (if enabled).

ID#EMT-025

← PREVIOUS PAUSE/END TEST NEXT →

16. When enabled, a **Test Time** clock will display at the top of the page allowing you to track your time.

Practice Test Jun 8 2020 11:38 AM  
Question 2 of 20 | Test Time: 00:02:29

CALCULATOR MY NOTES FLAG QUESTION HIDE THIS MENU

17. You may use the toolbar below the timer to access a **Calculator** as needed and use the **My Notes** button to save any notes to a question.

Practice Test Jun 8 2020 11:38 AM  
Question 2 of 20 | Test Time: 00:02:29

CALCULATOR MY NOTES FLAG QUESTION HIDE THIS MENU



18. If you are using Google Chrome as your web browser, you may highlight or strikethrough any text displayed in the questions or answer choices by clicking and dragging over the text you wish to highlight or strikethrough. The option to highlight or strike will appear in a pop-up bubble.

Which of the following airway sounds indicates a lower airway obstruction?

- A) Stridor
- B) Crowing
- C) Gurgling
- D) Wheezing

Click and drag mouse over text to bring up the option to highlight or strike the selected text.

How sure are you? (1 = Guessing; 5 = Confident; Far Left = Not Applicable)

ID#EMT-025

1 2 3 4 5

19. If you are uncertain of the correct answer choice, you may click the **Flag Question** button to bookmark the question. This indicates that the question requires further review before submitting the test. Questions marked with flags or notes are identified on the left side of the page within the test navigation bar using applicable icons.

Practice Test Jun 9 2020 4:54 PM  
Question 4 of 20

CALCULATOR MY NOTES FLAG QUESTION HIDE THIS MENU

When called to the scene of a structural fire to stand by in case any injuries occur at the scene, you should:

- A) park the ambulance close to the fire so you can rapidly access any patients.
- B) park the ambulance close to the fire so you can rapidly access any patients.
- C) park the ambulance close to the fire so you can rapidly access any patients.
- D) park the ambulance close to the fire so you can rapidly access any patients.

Questions marked with flags or notes are identified on the left side of the page within the test navigation bar using applicable icons.

How sure are you? (1 = Guessing; 5 = Confident; Far Left = Not Applicable)

ID#EMT-484

1 2 3 4 5

← PREVIOUS PAUSE/END TEST NEXT →

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20. If your Practice Test is in **Practice Mode**, you will see feedback displayed at the bottom of the question immediately upon answering it. Click the **Next** button to the right to proceed to the next question.


The position of comfort for a patient with nontraumatic chest pain MOST commonly is:

- A) semisitting.
- B) lateral recumbent.
- C) on the side with the head elevated.
- D) supine with the legs elevated slightly.

**Feedback :**


As with most patients, the position of comfort for cardiac patients typically is the semisitting (semi-Fowler's) position. You should allow the patient to remain in the position of comfort both during the assessment phase and throughout transport.

ID#EMT-147

How sure are you? 

(1 = Guessing; 5 = Confident; Far Left = Not Applicable)

1 2 3 4 5

← PREVIOUS      PAUSE/END TEST       **NEXT →**


21. When finished, click the **Submit** button and confirm that you have concluded the test.

A 21-year-old male was bitten on the left forearm by a dog. He is conscious and alert and denies any other injuries. An animal control officer is at the scene and has restrained the dog. Your assessment of the patient's arm reveals a large avulsion with a peeled-back flap of skin. Distal circulation is adequate and the patient is able to feel and move his fingers. In addition to bleeding control, you should:

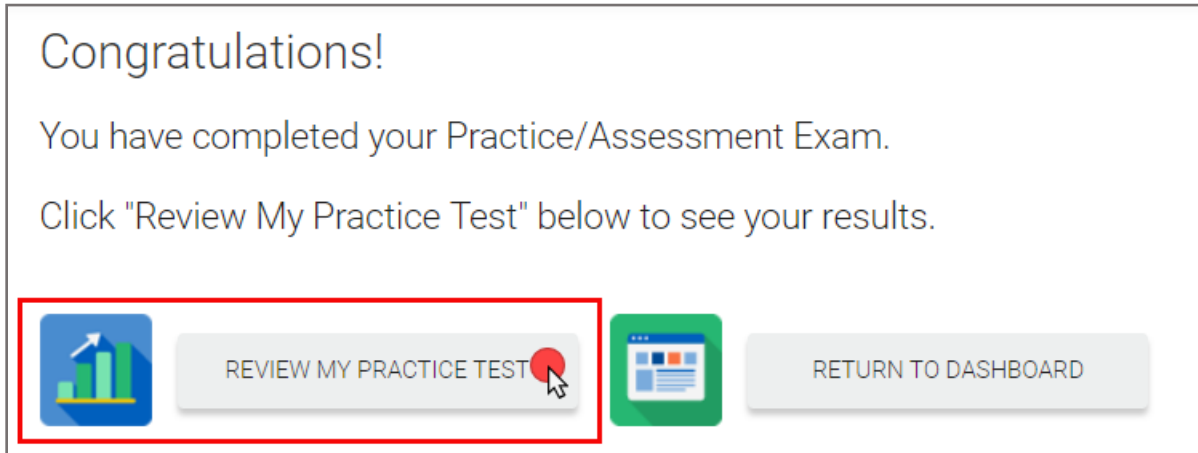
- A) perform a rapid head-to-toe assessment.
- B) apply oxygen via a nonrebreathing mask.
- C) irrigate the wound for at least 15 minutes.
- D) replace the avulsed flap to its original position.

**Feedback :**

An avulsion is an injury that separates various layers of soft tissue, usually between the subcutaneous layer and fascia, so that they become completely detached or hang as a flap. The patient's injury is isolated and not life-threatening; therefore, a rapid head-to-toe assessment is not indicated. Unless your protocols specify otherwise, oxygen is usually not necessary for patients with isolated, non-life-threatening soft-tissue injuries. If the avulsed tissue is hanging from a small piece of skin, circulation through the flap may be at risk. If you can, replace the avulsed flap to its original position, as long as it is not visibly contaminated with dirt and/or other foreign materials, and then cover the wound with a dry sterile dressing. Unless the wound is grossly contaminated with dirt or debris, irrigation is usually deferred until the patient is evaluated by a physician. Furthermore, flushing an open wound may force dirt or other debris into the wound, increasing the risk of infection.

← PREVIOUS      PAUSE/END TEST      **SUBMIT** 

22. Choose from the two options on the resulting page to return to the TestPrep homepage or review your practice test. To check your results, click the **Review My Practice Test** button.



23. Your **User Report** page displays a **Practice Test Review** bar graph revealing the scores achieved on your previous 4 practice tests. Use your mouse pointer to hover over each bar to populate the **Questions Attempted** pie chart to the right to display the number of questions answered correctly, incorrectly, skipped, and/or not seen.

<< Back

PRACTICE TESTS
ASSESSMENT TESTS

---

User Reports –

Practice Test Review

Questions Attempted - 6/8/2020 11:38:46 AM

■ Correct
■ Incorrect
■ Skipped
■ Not Seen

**Hover over a test to populate the pie graph on the right.**

Test	Mode	Subject	Overall % Correct	Time Spent On Test (HH:MM:SS)	Average Time Per Item (HH:MM:SS)
<a href="#">6/9/2020 4:54:48 PM</a>	Tutorial	Multiple	0%(0/20)	00:11:43	00:00:35
<a href="#">6/9/2020 4:16:27 PM</a>	Tutorial	Airway and Breathing	0%(0/1)	00:04:48	00:04:48
<a href="#">6/8/2020 11:38:46 AM</a>	Tutorial	Multiple	40%(8/20)	00:31:56	00:01:36
<a href="#">4/16/2020 2:36:31 PM</a>	Tutorial	Cardiology	0%(0/2)	00:20:05	00:10:03

24. Below the two charts is a table providing all previous practice test details. The data available includes the time and date of your test, mode, subject or chapter, your score, the total time spent on the test, and the average time spent per question. Click on any individual timestamp under the **Test** column to for a detailed review of your results.

Click for more info on each attempt.

Test	Mode	Subject	Overall % Correct	Time Spent On Test (HH:MM:SS)	Average Time Per Item (HH:MM:SS)
6/8/2020 11:38:46 AM	Tutorial	Multiple	40%(8/20)	00:31:56	00:01:36
4/16/2020 2:36:31 PM	Tutorial	Cardiology	0%(0/2)	00:20:05	00:10:03
4/16/2020 2:31:16 PM	Tutorial	Cardiology	50%(1/2)	00:00:14	00:00:07
4/16/2020 2:20:00 PM	Tutorial	Cardiology	0%(0/5)	00:00:36	00:00:07

◀ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

View Past Results

25. Two additional tables display below. The first lists each individual question attempted, whether it was answered correctly, its subject or chapter, the percent of your classmates who have answer the same question correctly, your confidence rating, if applicable, and the time it took to answer the question. Click on any individual question under the **Item** column to review the question in full detail as you answered it.

Item	Item Status	Subject	Class Average % Correct	Confidence Rating	Time Spent Per Item (HH:MM:SS)
EMT-237	✗	Medical	0.00%	0	00:00:35
EMT-147	✗	Cardiology	0.00%	3	00:22:14
EMT-114	✗	Cardiology	0.00%	0	00:00:08
EMT-186	✓	Cardiology	100.00%	0	00:00:14
EMT-415	✗	Operations	0.00%	0	00:00:14
EMT-545	✗	Trauma	0.00%	0	00:00:16
EMT-250	✗	Medical	0.00%	0	00:00:33
EMT-472	✓	Operations	100.00%	0	00:00:10
EMT-217	✓	Medical	100.00%	0	00:00:09
EMT-375	✓	Obstetrics and Pediatrics	100.00%	0	00:00:36
EMT-456	✓	Operations	100.00%	0	00:00:31
EMT-083	✓	Airway and Breathing	100.00%	0	00:00:28
EMT-488	✗	Operations	0.00%	0	00:02:58
EMT-356	✗	Obstetrics and Pediatrics	0.00%	0	00:00:10
EMT-563	✗	Trauma	0.00%	0	00:00:17
EMT-573	✗	Trauma	0.00%	0	00:00:11
EMT-051	✗	Airway and Breathing	0.00%	0	00:00:07

26. The **Proficiency by Subject** table will reveal your performance by subject or chapter.

Proficiency by Subject			
Subject	Correct	Incorrect	My % Correct
Airway and Breathing	2	1	67%
Cardiology	1	2	33%
Medical	1	2	33%
Obstetrics and Pediatrics	1	2	33%
Operations	2	2	50%
Trauma	1	3	25%

27. To return to the TestPrep homepage, scroll up as needed and click the **Back** button at the top left of the page.

<< Back

PRACTICE TESTS

ASSESSMENT TESTS

User Reports – ██████████ (16812)

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Practice Test Review

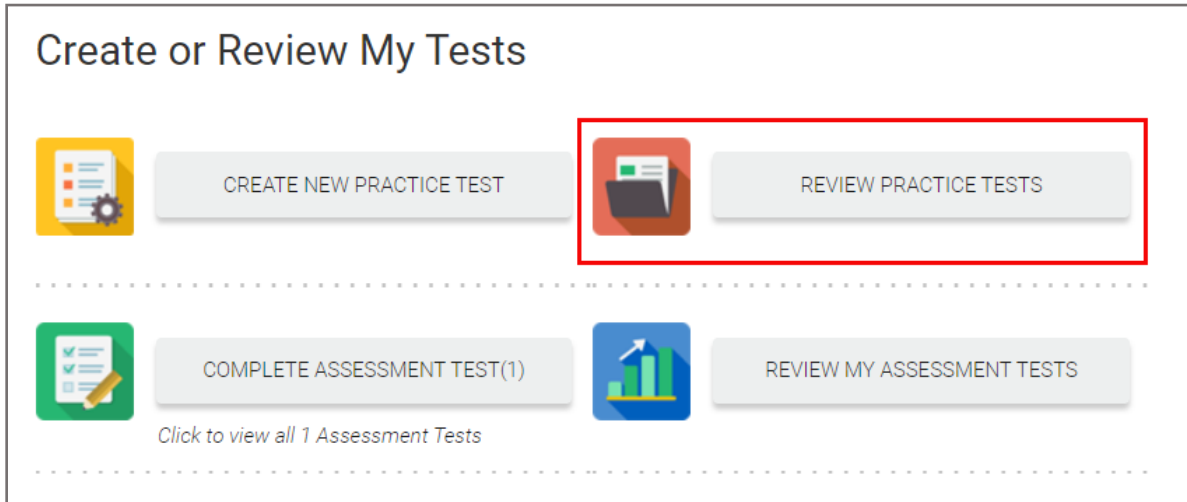
Date/Time	Percentage
6/9/2020 4:54:48 PM	0%
6/9/2020 4:16:27 PM	0%
6/8/2020 11:38:46 AM	40%
4/16/2020 2:36:31 PM	0%

Questions Attempted - 6/8/2020  
11:38:46 AM

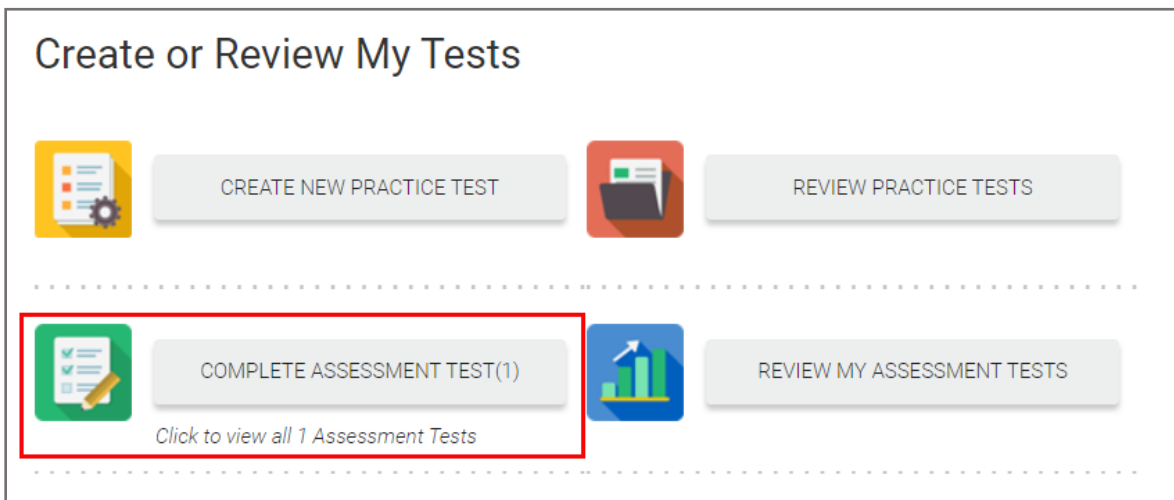
Category	Percentage
Correct	40%
Incorrect	60%
Skipped	0%
Not Seen	0%

Test	Mode	Subject	Overall % Correct	Time Spent On Test (HH:MM:SS)	Average Time Per Item (HH:MM:SS)
6/9/2020 4:54:48 PM	Tutorial	Multiple	0%(0/20)	00:11:43	00:00:35
6/9/2020 4:16:27 PM	Tutorial	Airway and Breathing	0%(0/1)	00:04:48	00:04:48
6/8/2020 11:38:46 AM	Tutorial	Multiple	40%(8/20)	00:31:56	00:01:36
4/16/2020 2:36:31 PM	Tutorial	Cardiology	0%(0/2)	00:20:05	00:10:03

28. You may return to review all practice test results at any time by clicking the **Review Practice Tests** button.



29. If you wish to attempt an auto-generated comprehensive test with a set number of randomly selected questions, click on **Complete Assessment Test**, then click **Start Test** when you are ready to begin.



30. Proceed by selecting the best answer choice for the question displayed on the screen and click **Next** to move forward.

Which of the following statements regarding the head tilt–chin lift maneuver is correct?

- A) It can be used only in conjunction with an oropharyngeal airway.
- B) It should be used in conjunction with an appropriate airway adjunct.
- C) It should be used on all unresponsive patients whom you encounter.
- D) It is the technique of choice for patients with potential spinal injury.

ID#EMT-001

PAUSE/END TEST

NEXT →

31. The same toolbar options are available in Complete Assessment as in the Practice Test mode.

Assessment Test Jun 9 2020 5:12 PM  
Question 1 of 120 | Test Time: 00:00:51

CALCULATOR   MY NOTES   FLAG QUESTION   HIDE THIS MENU

In which of the following situations should the jaw–thrust maneuver be used?

- A) In any patient who is in cardiac arrest
- B) In a patient with apnea with no signs of trauma
- C) In a patient who is in need of frequent suctioning
- D) When the mechanism of injury is unknown

ID#EMT-002

32. You may click the **Pause/End Test** button below to pause the test timer at any time.

In which of the following situations should the jaw-thrust maneuver be used?

- A) In any patient who is in cardiac arrest
- B) In a patient with apnea with no signs of trauma
- C) In a patient who is in need of frequent suctioning
- D) When the mechanism of injury is unknown

ID#EMT-002

33. Then use the **Resume Test** button to continue the test when ready or click the **Submit** button when finished with the test.

## Confirm Submit/Resume Test

The Test is in a Paused State

Are you sure you want to end the Test? Any questions unanswered will be scored incorrect.

Note that pausing the test affects only the question timer. The overall test timer will continue and will be reflected in your test report

---



34. After submitting, click the **Review My Assessment Test** to check the same result options as described above, or click the **Return to Dashboard** button to go back to the TestPrep homepage.

Congratulations!

You have completed your Practice/Assessment Exam.

Click "Review My Assessment Test" below to see your results.



REVIEW MY ASSESSMENT TEST



RETURN TO DASHBOARD

## Using Interactive Lectures

1. Navigate to the lecture you would like to view and click on it.


### CHAPTER 21 TOXICOLOGY

 [Learning Objectives: Chapter 21](#)

View the key points presented in this lesson.

 [Lecture: Chapter 21](#)

Learn at your own convenience and pace.

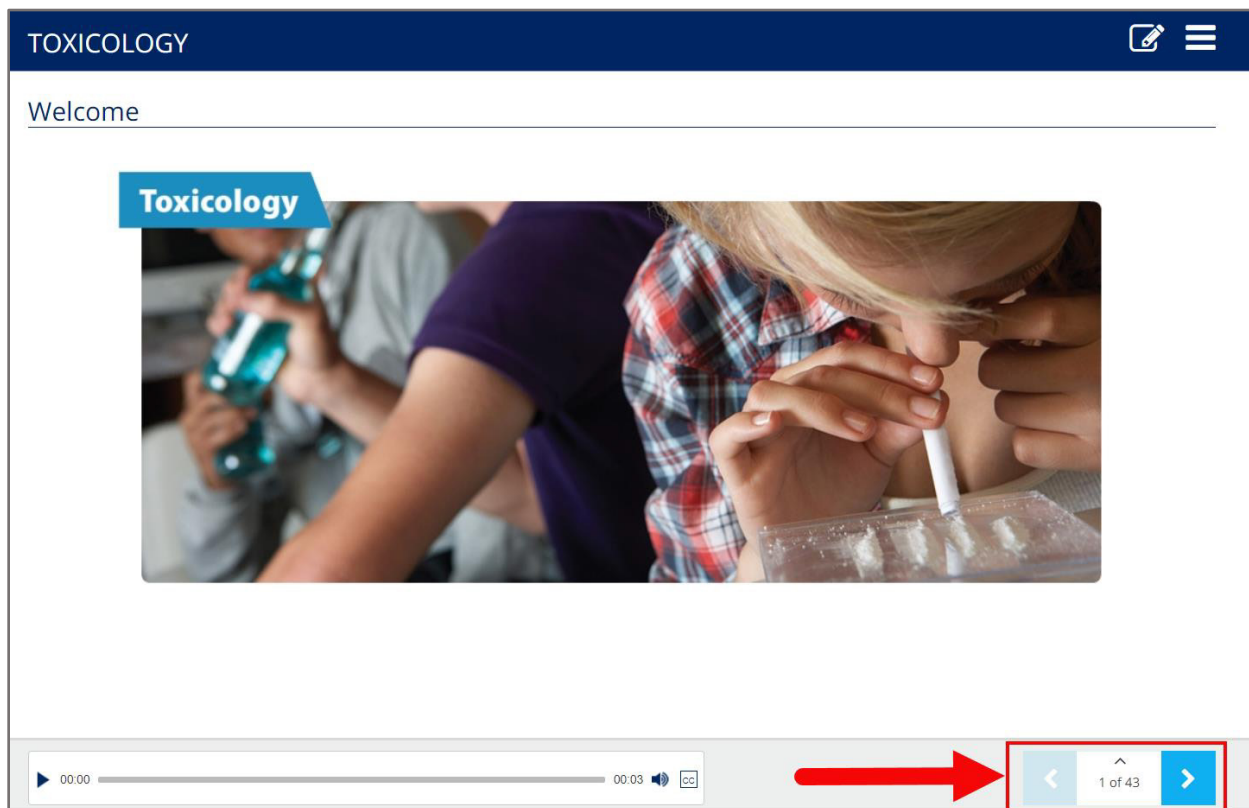
 [Audio Book: Chapter 21](#)

Listen to your reading assignments.

- The lecture launch page will open, displaying the lecture title, launch button, and completion status. When ready, click the **Launch Module** button to begin the lecture.

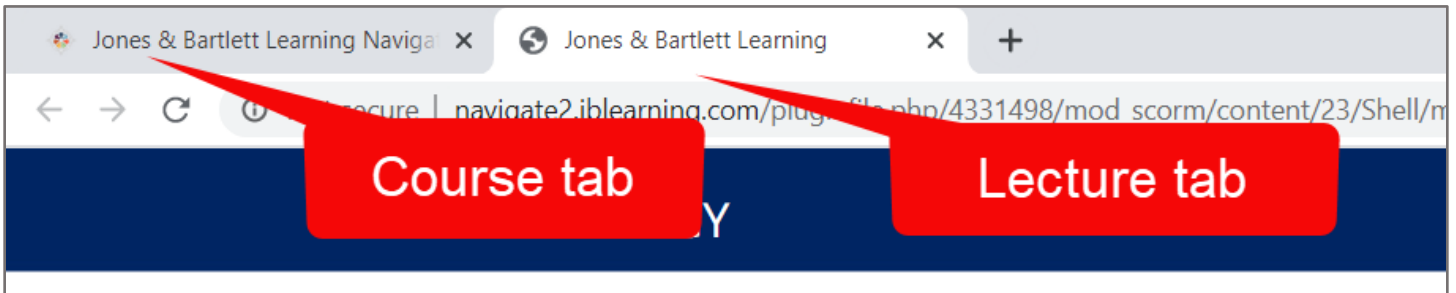


- The module will open in a new tab. You may proceed through the slides using the navigation buttons at the bottom-right of the window.

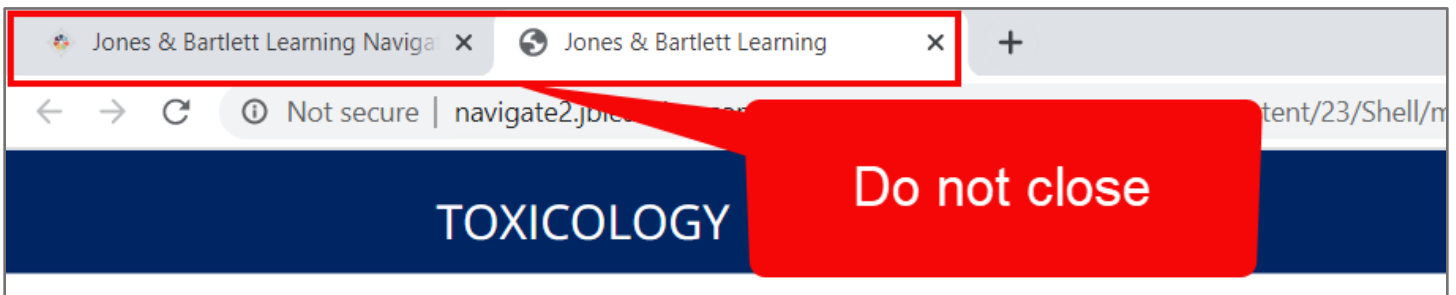


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4. Make sure that you only have your course and lecture module tabs open in your web browser. It is very important not to open additional tabs or windows to browse other websites while you are actively completing a lecture, as these actions may disrupt your progress tracking in the course.



5. Equally important, make sure you do not close any of the active Navigate course pages. Be sure to leave them open to maintain connectivity.



- Using the toolbar at the bottom of each slide, you may adjust your volume, toggle on Closed Captioning, or change the narration speed as desired.

**Toxicology**



00:00 00:03    1 of 43 

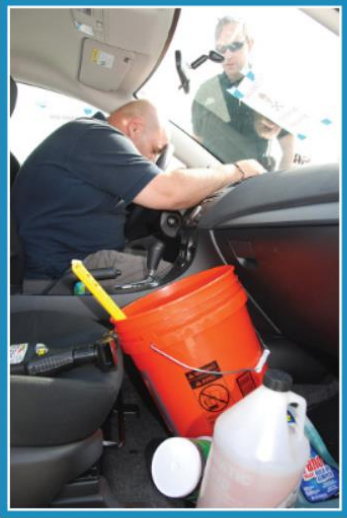
7. Many slides contain interactive features, such as keywords and images which can be clicked on for a more information or a closer look.

**TOXICOLOGY**

### Identifying the Patient and the Poison

- ▶ **Toxicology** is the study of toxic or poisonous substances.
- ▶ A **poison** is any substance whose chemical action can damage body structures or impair body function.
- ▶ A **toxin** is a poisonous substance produced by bacteria, animals, or plants that acts by changing the normal metabolism of cells or by destroying them.
  - Toxins can have:
    - Acute effects (for example, an injection of heroin may cause respiratory arrest)
    - Chronic effects (for example, years of substance abuse may lead to a weakened immune system)
- ▶ **Substance abuse** is the misuse of any substance to produce a desired effect.
  - A common complication of substance abuse is **overdose**.
- ▶ If you have any suspicion that an **ingestion** (swallowing) or exposure to a toxic substance has occurred, notify medical control and begin emergency treatment immediately.

**ingestion**  
Swallowing; taking a substance by mouth.



Click for the term's definition.

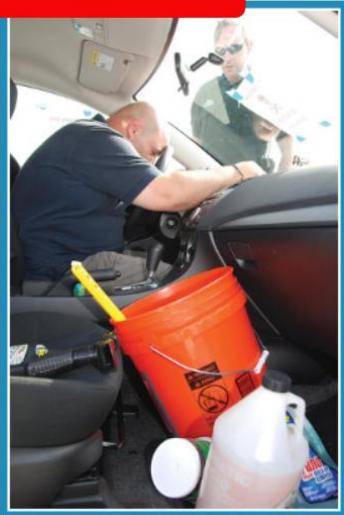
00:10 00:29 3 of 43

8. You may also record your own written notes to accompany any individual slide as needed.

**TOXICOLOGY**

### Identifying the Patient and the Poison

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Click the pencil icon to open the note-taking tool.

### Identifying the Patient and the Poison

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- ▶ If you have any suspicion that an **ingestion** (swallowing) or exposure to a toxic substance has occurred, notify medical control and begin emergency treatment immediately.

Enter notes here. They will save automatically when you close the pop-up.

**NOTES**

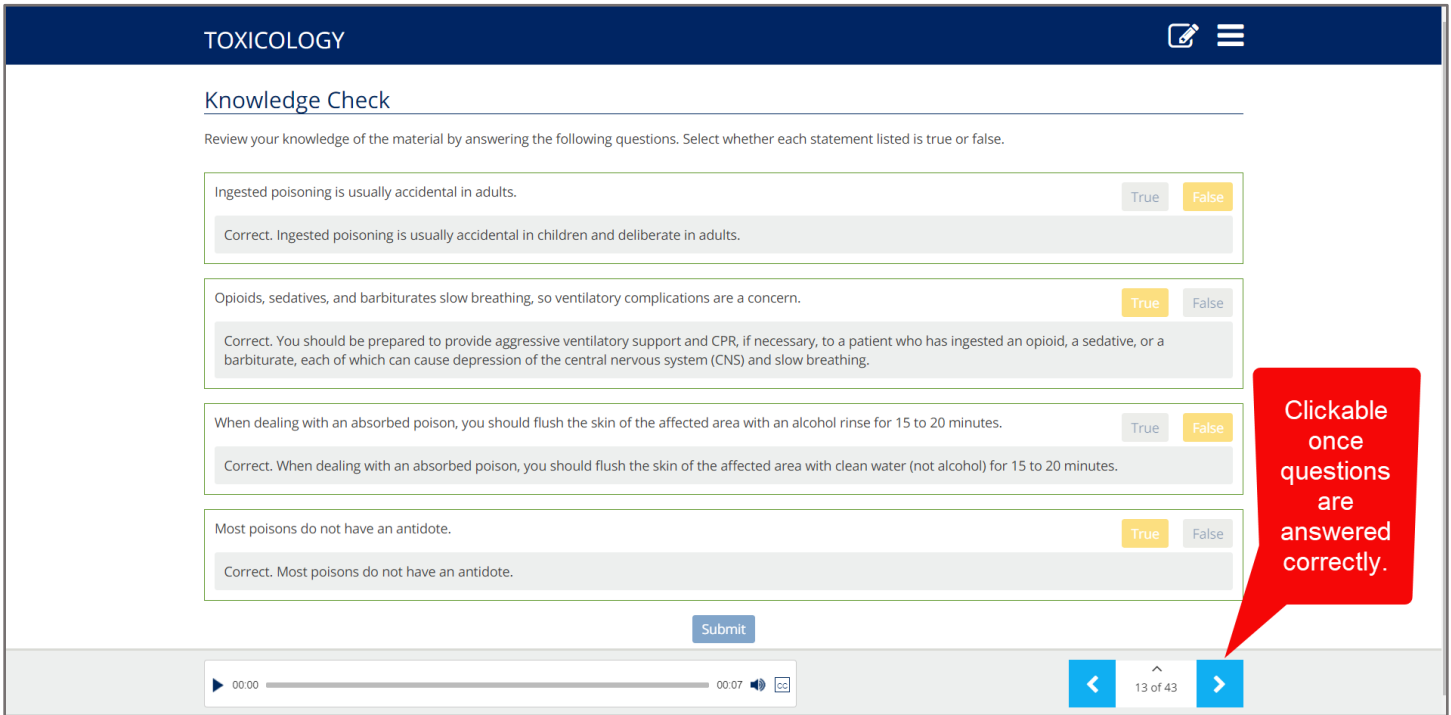
Identifying the Patient and the Poison

Add notes here:

Empty text area for notes.

[Access my notes](#) [Delete this note](#)

9. Periodically, you will encounter a knowledge check or question based on the subject matter being presented. You must answer these questions correctly before you will be able to continue to the next slide.



**TOXICOLOGY**

### Knowledge Check

Review your knowledge of the material by answering the following questions. Select whether each statement listed is true or false.

Ingested poisoning is usually accidental in adults.  True  False  
Correct. Ingested poisoning is usually accidental in children and deliberate in adults.

Opioids, sedatives, and barbiturates slow breathing, so ventilatory complications are a concern.  True  False  
Correct. You should be prepared to provide aggressive ventilatory support and CPR, if necessary, to a patient who has ingested an opioid, a sedative, or a barbiturate, each of which can cause depression of the central nervous system (CNS) and slow breathing.

When dealing with an absorbed poison, you should flush the skin of the affected area with an alcohol rinse for 15 to 20 minutes.  True  False  
Correct. When dealing with an absorbed poison, you should flush the skin of the affected area with clean water (not alcohol) for 15 to 20 minutes.

Most poisons do not have an antidote.  True  False  
Correct. Most poisons do not have an antidote.

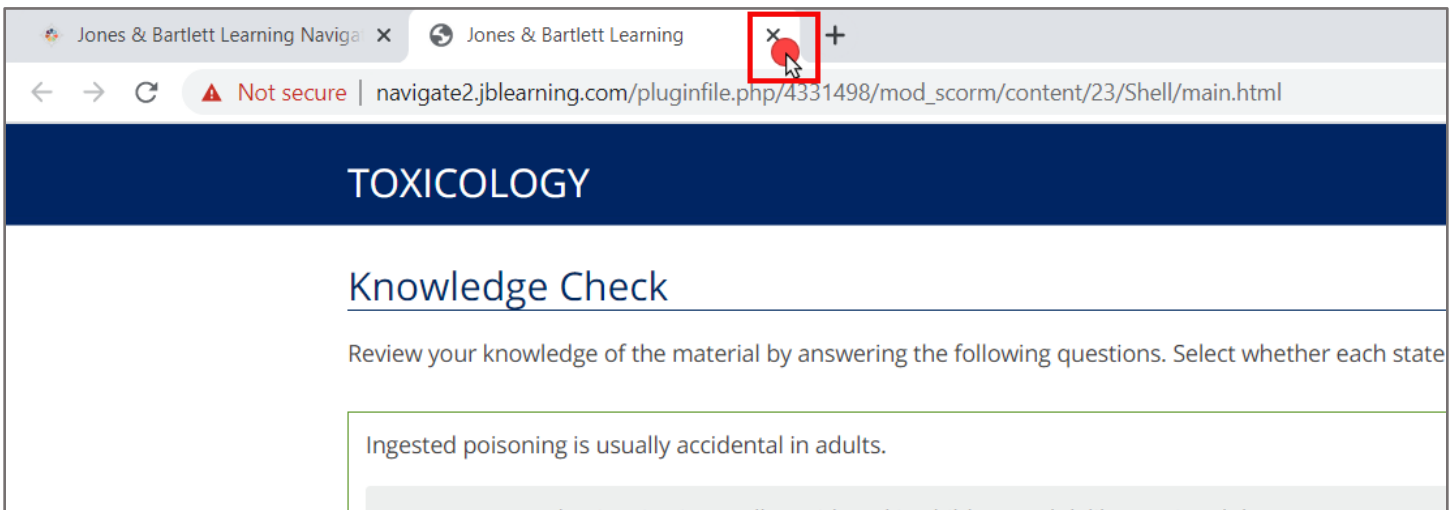
**Submit**

00:00 ————— 00:07

13 of 43

Clickable once questions are answered correctly.

10. If you need to step away from your device and continue the lecture later, make sure that you close out the active lecture window so that your session does not time-out and you do not lose your progress.



Jones & Bartlett Learning Naviga x Jones & Bartlett Learning

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## TOXICOLOGY

### Knowledge Check

Review your knowledge of the material by answering the following questions. Select whether each state

Ingested poisoning is usually accidental in adults.



11. You may reopen the lecture when you return and are ready to pick up where you left off.

12. At the end of each lecture you are required to complete a ten-question quiz.

**TOXICOLOGY**

**Module Quiz**

Question 1 of 10

Select the correct answer to the question below.

You are assessing a 28-year-old patient and you notice he has pinpoint pupils. You suspect a drug overdose. What drug is the likely cause of this phenomenon?

Cocaine

Heroin

Alcohol



Methamphetamine

Submit

00:01 00:07 42 of 43


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13. After selecting the best answer choice available for each question, continue through all the lecture slides until you have reached the last slide in the deck to successfully complete the lecture and report your quiz grade. You may click the **Close Module** button when finished.




**TOXICOLOGY**  



### Module Completed

Congratulations! You've completed the Toxicology module.









**Close Module** 



00:00  00:06  

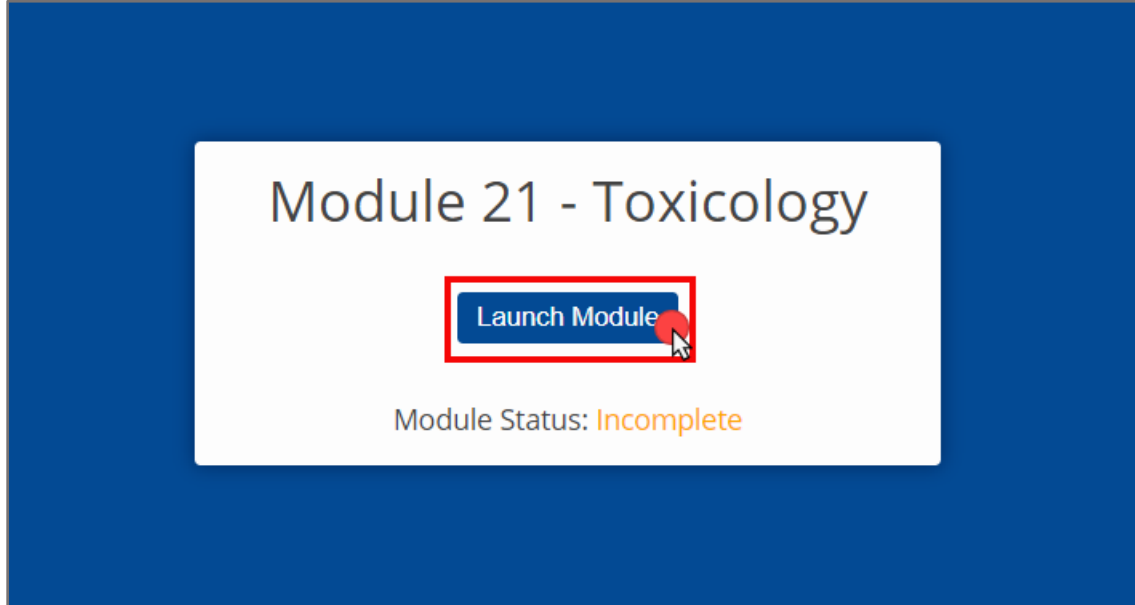
 43 of 43 

14. You can confirm your completion status by reviewing the corresponding lecture quiz score in your gradebook.

	 Lecture: Chapter 19	-	-	0-100	-
	 Lecture: Chapter 20	-	-	0-100	-
	 Lecture: Chapter 21	-	90.00	0-100	90.00 %
	 Lecture: Chapter 22	-	-	0-100	-
	 Lecture: Chapter 23	-	-	0-100	-

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15. If you have previously completed a lecture and are retaking it later, the module will automatically begin a new attempt for tracking. This is the reason your Module Status displays as Incomplete.



16. The highest score you achieve across multiple attempts will always be the final grade reflected in your grades.