



AOA EYELEARN USER GUIDE

Welcome to EyeLearn: The AOA's Professional Development Hub!

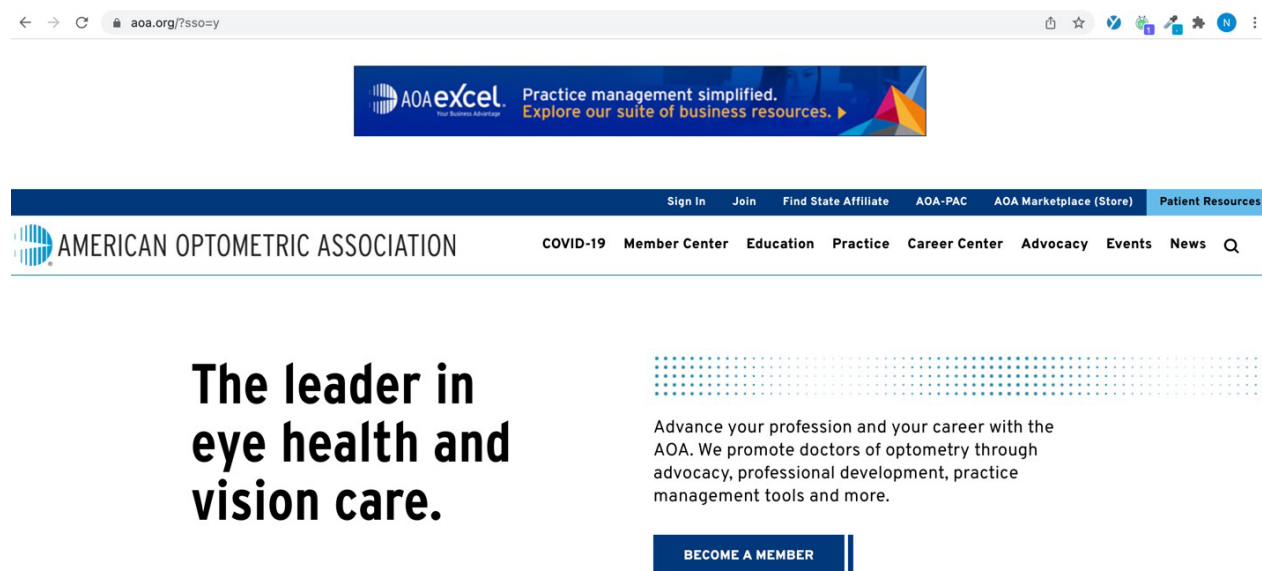
The AOA's member-exclusive, centralized education portal, EyeLearn, offers an expanding online catalog of educational modules, webinars and resources to help advance clinical proficiencies, the practice of contemporary optometry, and practice management for doctors of optometry, future doctors of optometry and paraoptometric staff.

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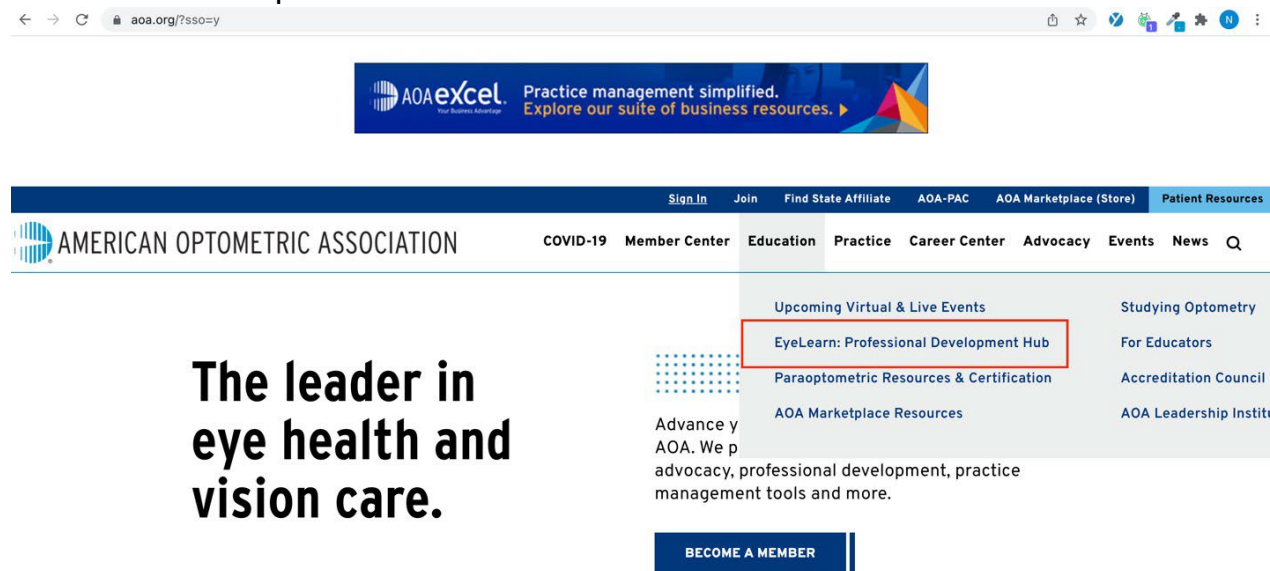
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HOW TO ACCESS EYELEARN

Users can access EyeLearn by navigating to eyelearn.aoa.org or navigating to aoa.org. After navigating to aoa.org, the user will be presented with the following landing page:



To Access EyeLearn from the AOA's dashboard, select the *Education* tab in the header at the top of the page. Next, select *EyeLearn: Professional Development Hub* from the dropdown menu.



Next, select the blue button labeled *LOGIN TO EYELEARN* under the *How to access EyeLearn* heading.

Note: EyeLearn login is the same as your AOA login; this is unique to you.

EYELEARN DASHBOARD

After logging in, users will be presented with the *EyeLearn Home Page*. From this landing page, users will have the ability to navigate to various areas within the system. There are five main tiles on the landing page, and each tile is a clickable button for users to access the most common areas in EyeLearn.

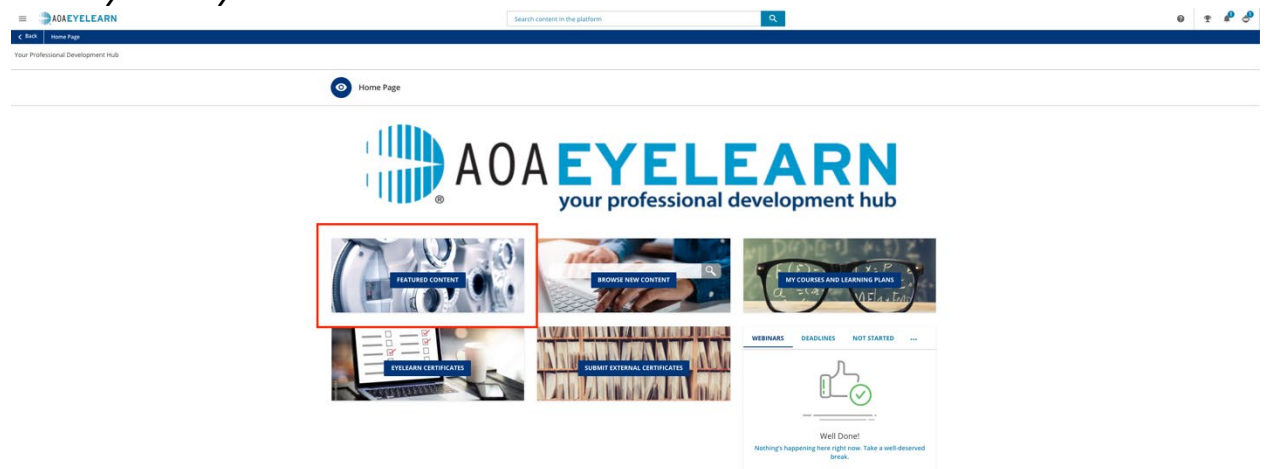
In addition to the five tiles, there is a task tool on the bottom right that displays upcoming webinars or courses that users are enrolled in with approaching deadlines.

Please note: Users may return to the *AOA Home Page* from any other page within the system by clicking the AOA EyeLearn logo on the top left.



HOW TO ACCESS FEATURED CONTENT

Users can access content that they have selected or content that has been selected for them by clicking on the *Featured Content* button. This will include *Continue to watch and learn*, *New invitation and subscription* and *My learning activity history*.



FILTERS

Search...

Continue to watch and learn

Continue your learning activity!

1/2

In progress

#AskAOA: 2021 CPT Code Updates "1 CPC Credit"

Expiring on 12/7/2023

EN

E-Learning

In progress

Basics of Infection Control "1 AOA CE Hour"

Expiring on 05/21/2023

EN

E-Learning

In progress

Board of Trustee Webinar - TEST

EN

ILT (Instructor-Led...)

In progress

Case Study: Ethical Considerations When Selling a Practice

EN

E-Learning

In progress

Children and Their Devices "2 AOA CE Hours"

Expiring on 04/14/2024

EN

E-Learning

In progress

Co-Management of Glaucoma Laser and MIGS...

Expiring on 08/26/2024

EN

E-Learning

New invitation and subscriptions

This is all the new learning content selected for you

Not Started

AOA+ and InfantSEE Squirming Patients 101

Expiring on 10/30/2023

EN

E-Learning

Not Started

Practice Success - Starting a Private Practice - A Path T...

Expiring on 06/2/2024

EN

E-Learning

Not Started

The Laser and Surgical Management of Glaucom...

Expiring on 08/26/2024

EN

E-Learning

Not Started

Triaging Ocular Urgencies and Emergencies "1 CPC...

Expiring on 08/26/2024

EN

E-Learning

Not Started

When a Slit Lamp Exam Can Save a Life The Essential...

Expiring on 08/26/2024

EN

E-Learning

My learning activity history

All your past and completed learning activity

Completed

Bringing Low Vision To Your Practice "1 AOA CE Hour"

HOW TO BROWSE NEW CONTENT

Users can browse the AOA's latest content by selecting the *Browse New Content* button.

AOA EYELEARN

Search content on the platform

Back Home Page

Your Professional Development Hub

Home Page

FEATURED CONTENT

BROWSE NEW CONTENT

MY COURSES AND LEARNING PLANS

EYELEARN CERTIFICATES

SUBMIT EXTERNAL CERTIFICATES

WEBINARS

DEADLINES

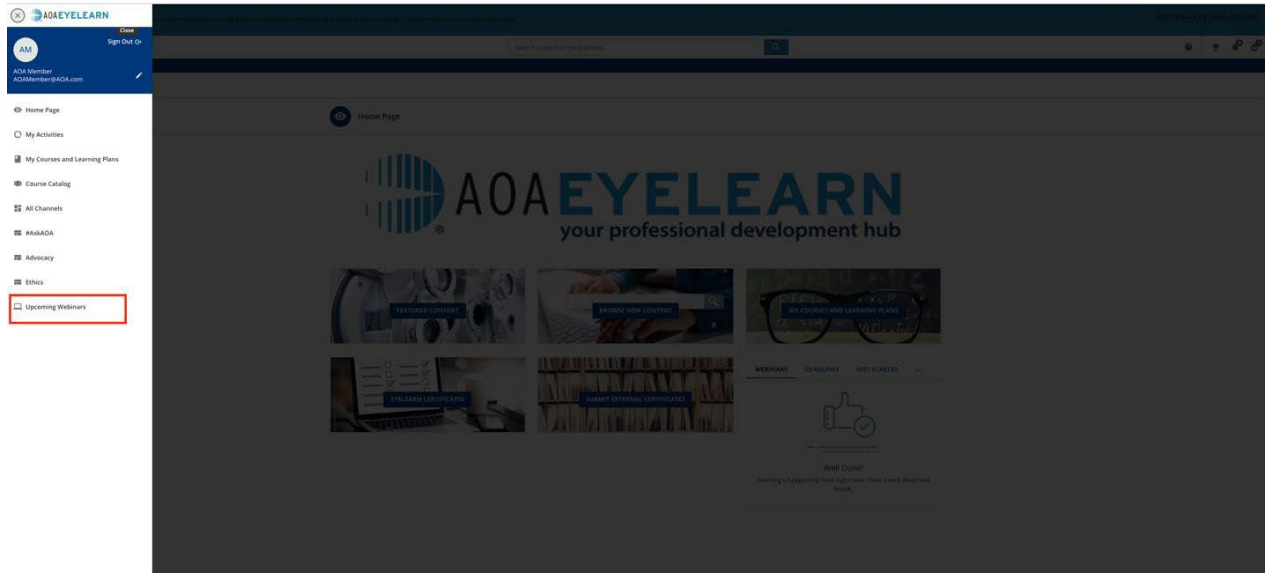
NOT STARTED

Well Done!

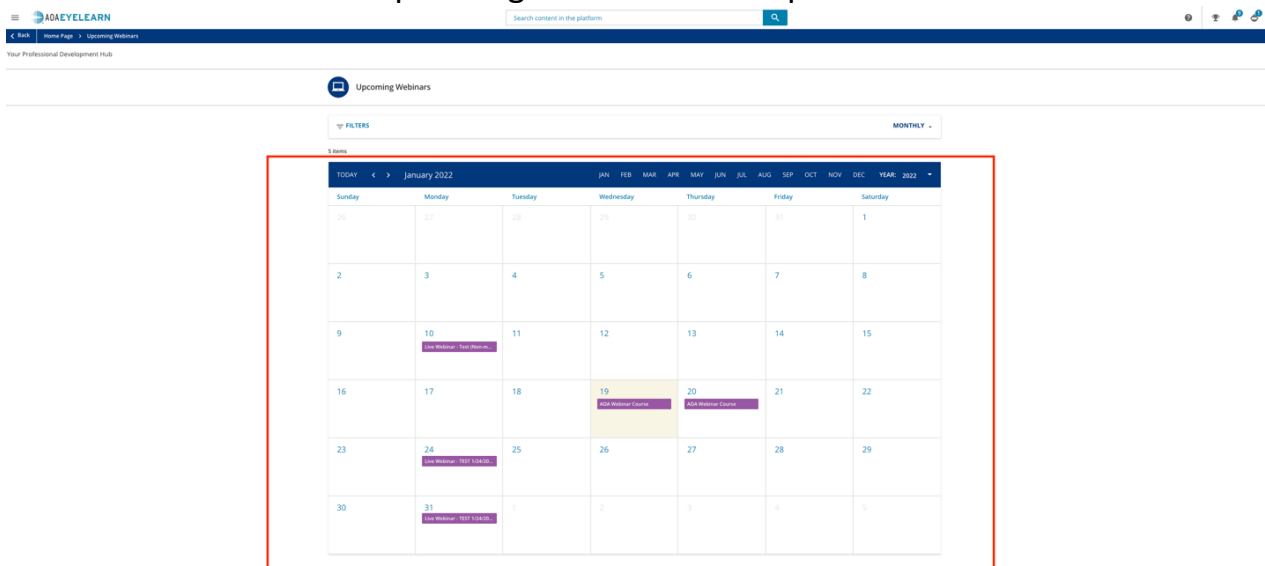
Nothing's happening here right now. Take a well-deserved break.

HOW TO BROWSE AND REGISTER FOR WEBINARS

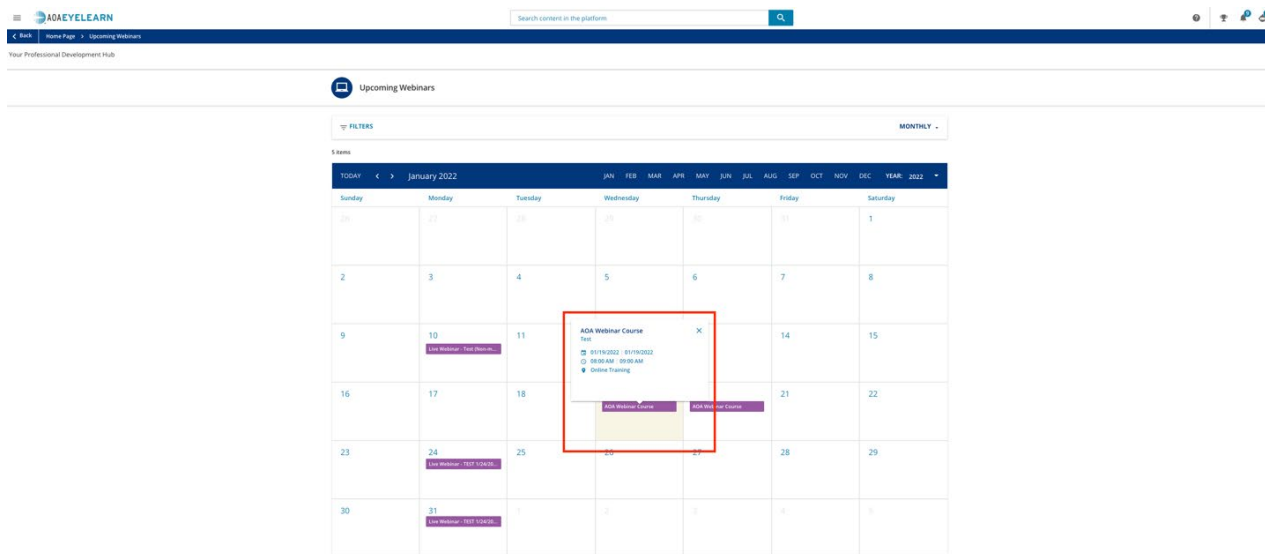
Users can access a calendar view of Upcoming Webinars by selecting the Menu icon at the top left of the page and selecting the *Upcoming Webinars* page.



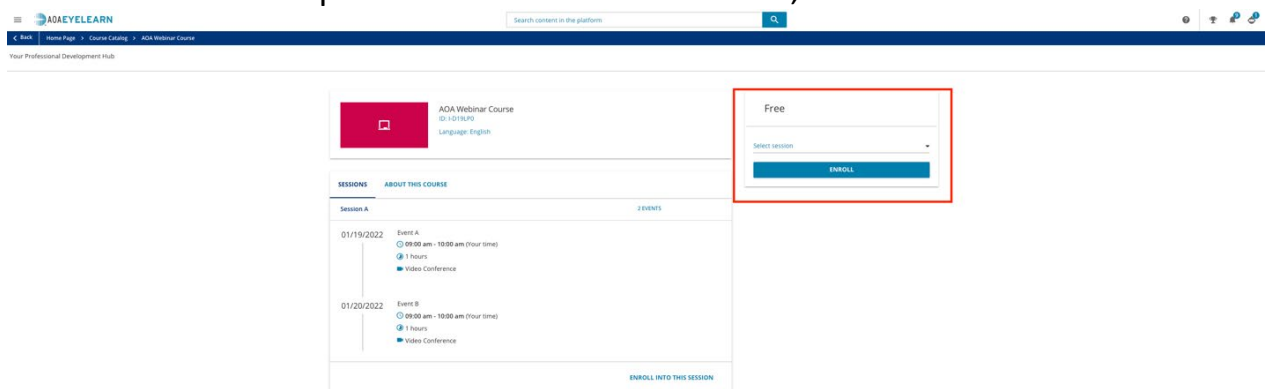
A calendar will list all upcoming webinars that users can enroll in. Webinar events will be listed on the day that the session takes place. Users can browse the current month or select upcoming months at the top of the calendar.



To enroll in a webinar session, click on the Webinar Name above the webinar session details, which include the time and date.



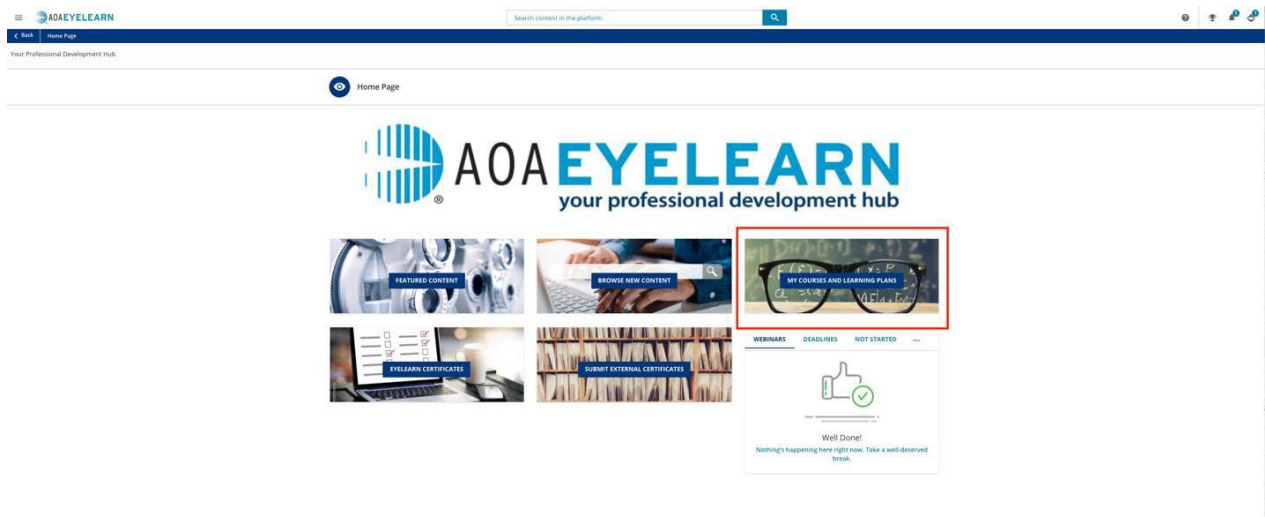
Next, the user will be presented with a page listing the webinar's session information. To enroll in the session, click the blue *Enroll* button on the right. Please note, if a webinar has multiple sessions, you will first need to select a session from the dropdown above the *Enroll* button, then click *Enroll*.



After enrolling in the session, the user will be presented with the following screen as confirmation that the user is successfully enrolled in the webinar session.

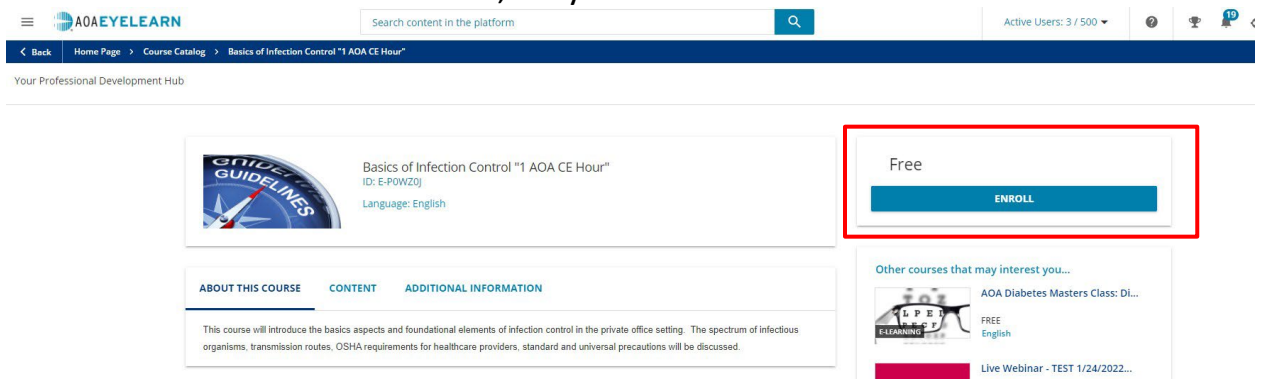
HOW TO ACCESS COURSES AND LEARNING PLANS

By selecting the *Courses and Learning Plans* button, users can navigate to see all courses and learning plans in which the user is enrolled. This includes both courses and learning plans that are in progress and already completed.

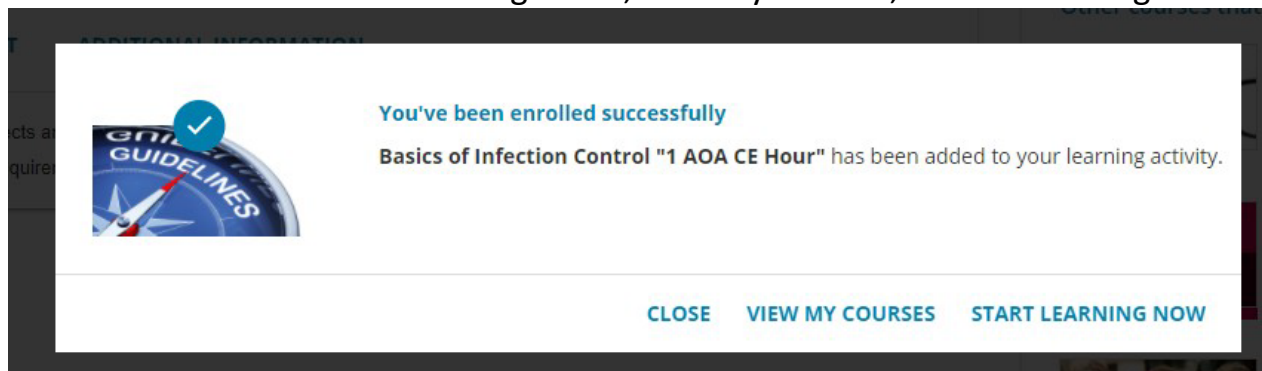


HOW TO START A COURSE

Once the user selects the course, they can click the Enroll button.

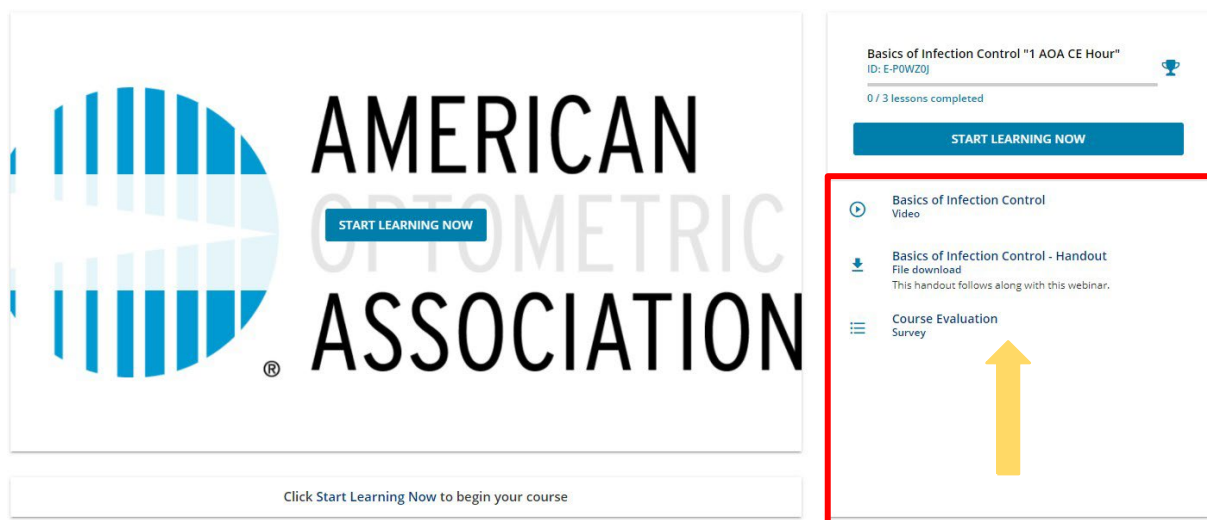


After the user has enrolled, a confirmation will populate on the screen and user can choose between the following: close, view my courses, or start learning now.



If user selects *Start Learning Now*, the user will see the following screen and should click the *Start Learning Now* button:

Note: The table of contents on the right-hand side indicates all the training materials associated within the course.



If the user chooses to begin the course at a later date, follow the same instructions as above.

Below is an example of a course that has been started:

The screenshot shows the AOA EyeLearn platform interface. At the top, there's a navigation bar with 'Home Page', 'My Courses and Learning Plans', and 'Basics of Infection Control "1 AOA CE Hour"'. Below this, a video player displays the title 'BASICS OF INFECTION CONTROL' by Richard E. Castillo, DO, DO, CO-CHAIR AOA FUTURE PRACTICE TASK FORCE. The video progress is at 00:01. To the right of the video player, a sidebar shows the course details: 'Basics of Infection Control "1 AOA CE Hour"' (ID: E-POWZ0J), '0 / 3 lessons completed', and buttons for 'PREVIOUS' and 'NEXT'. Below these are links for 'Basics of Infection Control - Handout' (File download) and 'Course Evaluation Survey'. Below the video player, there's a section titled 'Basics of Infection Control' with a 'Show more' link.

Note: The user will not be able to fast forward or rewind until they have watched the webinar all the way through at least once. After the first completion, the user will be able to toggle through the video.

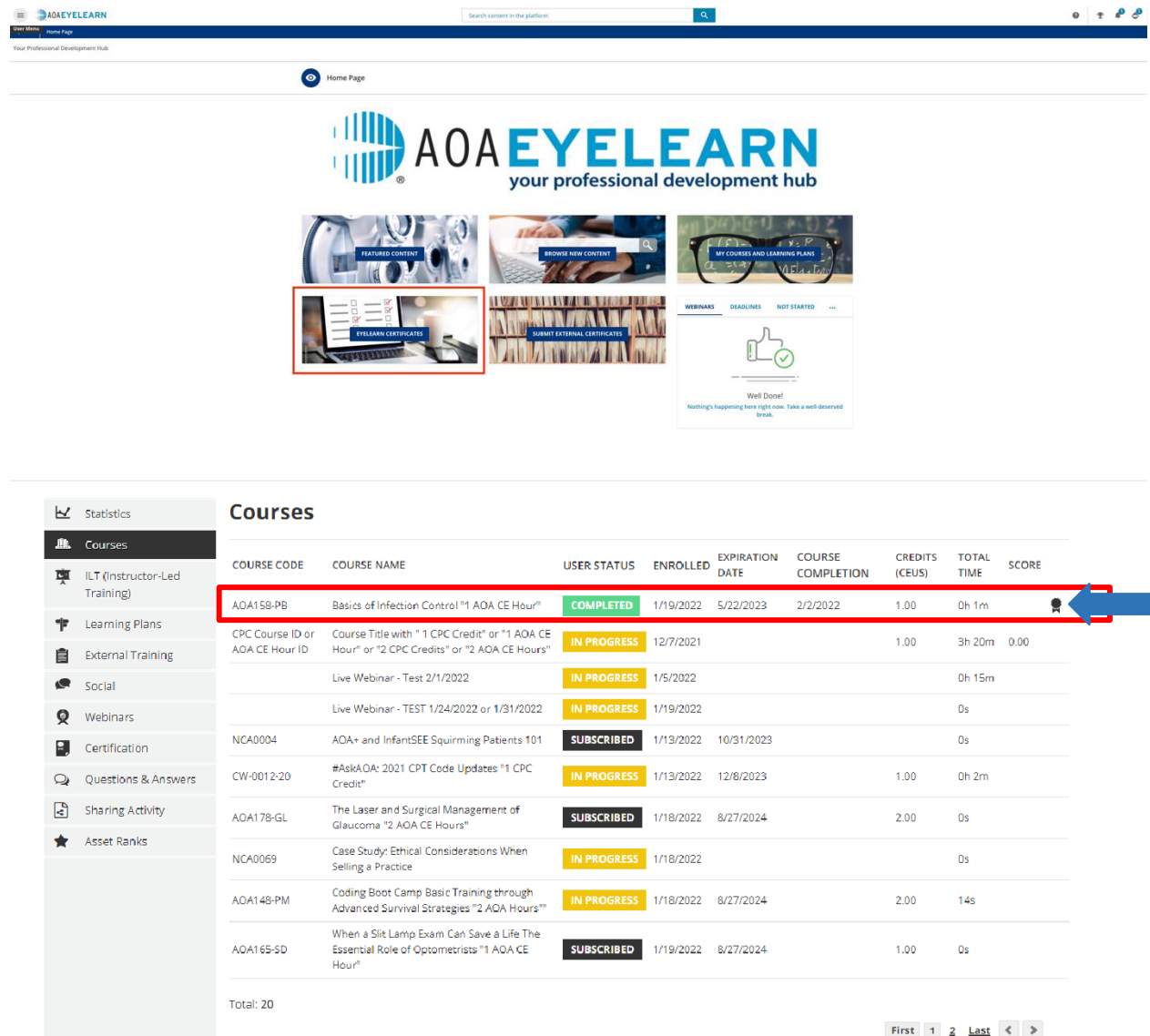
Upon completion of a course, the user will see the following image that includes check marks showing that each item has been completed. Full completion of the course includes the course survey. If applicable, the user will also need to complete and pass the assessment to earn credit.

The screenshot shows the course completion screen. On the left, a large graphic features the AOA logo and the text 'AMERICAN OPTOMETRIC ASSOCIATION'. In the center, a trophy icon is displayed above the text 'Course completed on 01/18/2022' and 'Basics of Infection Control "1 AOA CE Hour"'. Below this, a button says 'Click Start Learning Now to begin your course'. On the right, a sidebar shows the course details: 'Basics of Infection Control "1 AOA CE Hour"' (ID: E-POWZ0J), '3 / 3 lessons completed', and a prominent blue button labeled 'DOWNLOAD YOUR CERTIFICATE'. Below this are links for 'Basics of Infection Control' (Video), 'Basics of Infection Control - Handout' (File download), and 'Course Evaluation Survey'. A red box highlights the 'DOWNLOAD YOUR CERTIFICATE' button and the list of completed items. A yellow arrow points to the 'DOWNLOAD YOUR CERTIFICATE' button, and another yellow arrow points to the 'Course Evaluation Survey' link.


Note: The user could opt to download the certificate from the completed course. (See EyeLearn Certificates for alternative methods to download certificates)

HOW TO ACCESS AND VIEW EYELEARN CERTIFICATES

Users can quickly access their certificates stored in EyeLearn by clicking on the *EyeLearn Certificates* button. This brings you to the *Courses/Certificates* tab; here you will see a list of all your courses. Users can download certificates by clicking the black award icon to the far right of the course.



The screenshot displays the AOA EyeLearn platform interface. At the top, there is a navigation bar with the AOA EyeLearn logo and a search bar. Below the navigation bar, there is a carousel of featured content. One of the tiles in the carousel is labeled 'EYELEARN CERTIFICATES' and is highlighted with a red box. Below the carousel, there is a 'Courses' section. This section contains a table with columns: COURSE CODE, COURSE NAME, USER STATUS, ENROLLED, EXPIRATION DATE, COURSE COMPLETION, CREDITS (CEUS), TOTAL TIME, and SCORE. The first row of the table is highlighted in red, and a blue arrow points to the award icon in the SCORE column. The table lists various courses, including 'Basics of Infection Control', 'CPC Course ID or AOA CE Hour ID', 'Live Webinar - Test 2/1/2022', 'Live Webinar - TEST 1/24/2022 or 1/31/2022', 'NCA0004 AOA+ and InfantSEE Squirming Patients 101', 'CW-0012-20 #AskAOA: 2021 CPT Code Updates', 'AOA178-GL The Laser and Surgical Management of Glaucoma', 'NCA0069 Case Study: Ethical Considerations When Selling a Practice', 'AOA148-PM Coding Boot Camp Basic Training through Advanced Survival Strategies', and 'AOA165-SD When a Slit Lamp Exam Can Save a Life The Essential Role of Optometrists'.

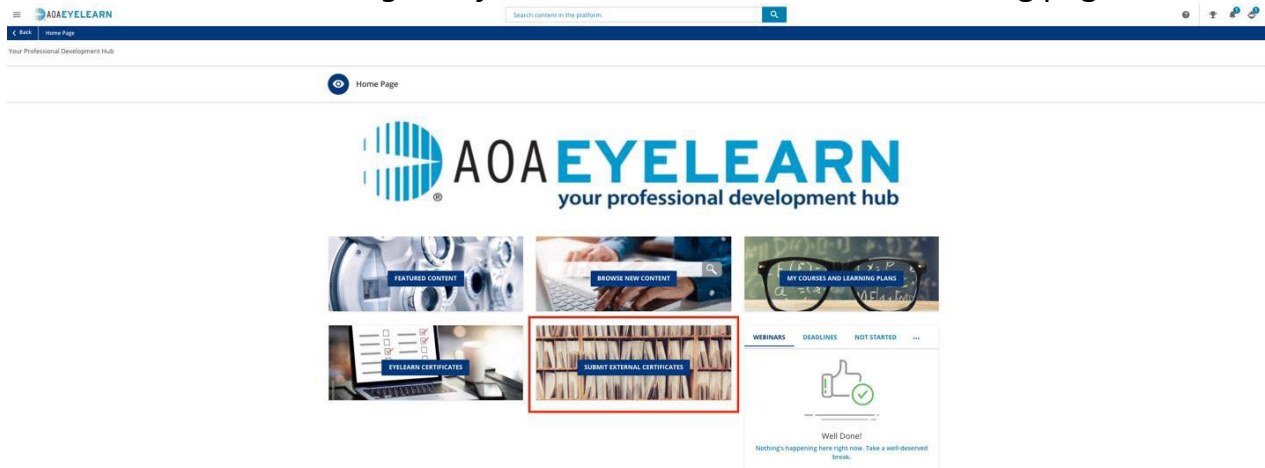
COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
AOA159-PB	Basics of Infection Control "1 AOA CE Hour"	COMPLETED	1/19/2022	5/22/2023	2/2/2022	1.00	0h 1m	
CPC Course ID or AOA CE Hour ID	Course Title with "1 CPC Credit" or "1 AOA CE Hour" or "2 CPC Credits" or "2 AOA CE Hours"	IN PROGRESS	12/7/2021			1.00	3h 20m	0.00
	Live Webinar - Test 2/1/2022	IN PROGRESS	1/5/2022				0h 15m	
	Live Webinar - TEST 1/24/2022 or 1/31/2022	IN PROGRESS	1/19/2022				0s	
NCA0004	AOA+ and InfantSEE Squirming Patients 101	SUBSCRIBED	1/13/2022	10/31/2023			0s	
CW-0012-20	#AskAOA: 2021 CPT Code Updates "1 CPC Credit"	IN PROGRESS	1/13/2022	12/8/2023		1.00	0h 2m	
AOA178-GL	The Laser and Surgical Management of Glaucoma "2 AOA CE Hours"	SUBSCRIBED	1/18/2022	8/27/2024		2.00	0s	
NCA0069	Case Study: Ethical Considerations When Selling a Practice	IN PROGRESS	1/18/2022				0s	
AOA148-PM	Coding Boot Camp Basic Training through Advanced Survival Strategies "2 AOA Hours"	IN PROGRESS	1/18/2022	8/27/2024		2.00	14s	
AOA165-SD	When a Slit Lamp Exam Can Save a Life The Essential Role of Optometrists "1 AOA CE Hour"	SUBSCRIBED	1/19/2022	8/27/2024		1.00	0s	

Total: 20

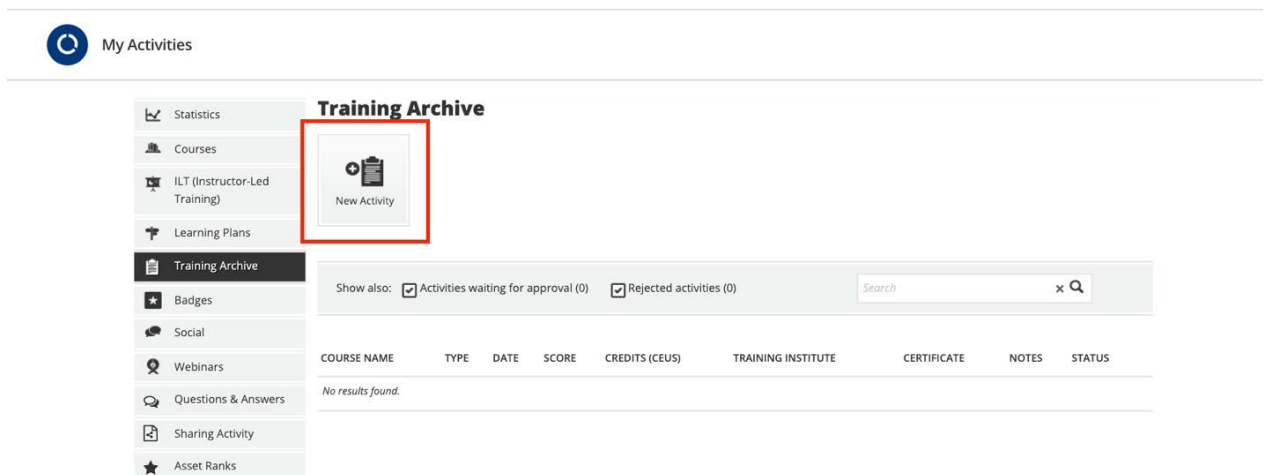
First 1 2 Last < >

HOW TO SUBMIT AN EXTERNAL TRAINING CERTIFICATE

Click the *External Training Certificates* button from the main landing page.



Next, select the *New Activity* button.



Next, input the certificate information. *Please note that the following fields are required: Training Institute, Course Name and Date.* Users can upload one (1) certificate file by selecting the blue *Upload File* button. If a user has multiple certificates to upload for one training activity, it is recommended to save the certificates together in one single file (such as a PDF) and upload that one file to the training activity.

The screenshot shows the 'Report New Training Activity' form. The form is titled 'Report New Training Activity' and has a close button (X) in the top right corner. The form contains the following fields:

- Training Institute * (Dropdown menu with 'Select...' option)
- Course Name * (Dropdown menu with 'Select...' option)
- Date * (Text input field with a calendar icon)
- Score (Text input field) / 100
- Credits (CEUs) (Text input field)
- Certificate (Text input field) with an 'UPLOAD FILE' button and a note: 'File must be an image or a document.'
- Credit Type (Text input field)
- AOA Credit (Text input field)
- CPC Credit (Text input field)
- Date of Credit Submission (Text input field with a calendar icon)

At the bottom right of the form are two buttons: 'CONFIRM' and 'CANCEL'.

To save the certificate record, click *Confirm*.

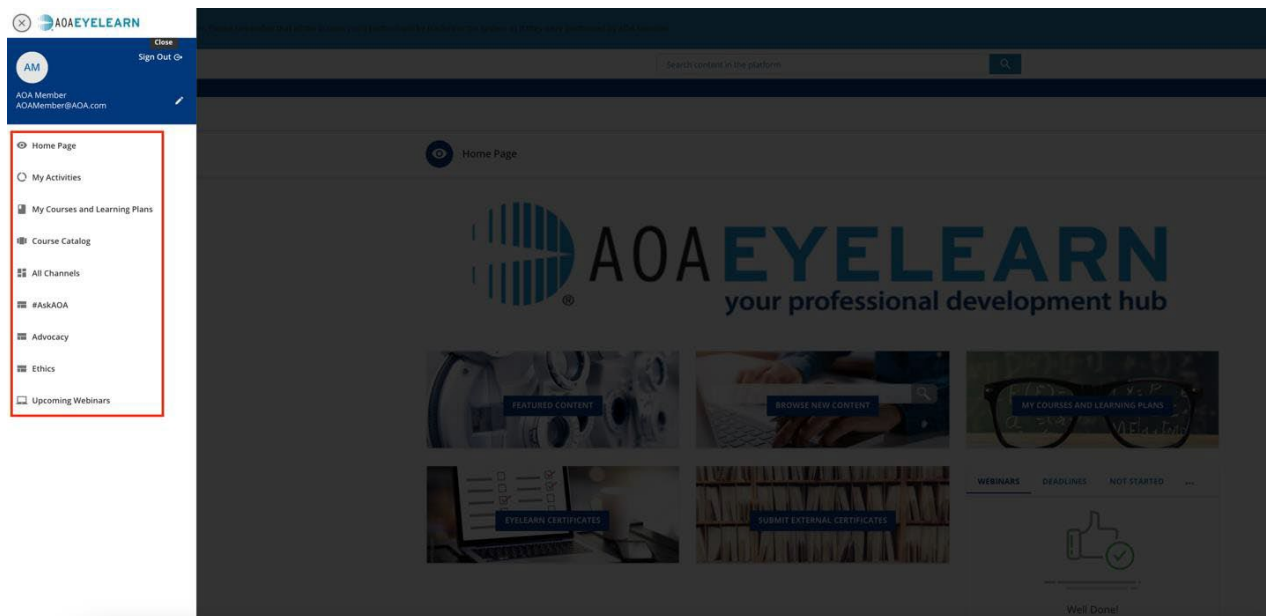
HOW TO ACCESS YOUR MENU

Users may access the main menu of options by clicking on the menu icon on the top left of the webpage.



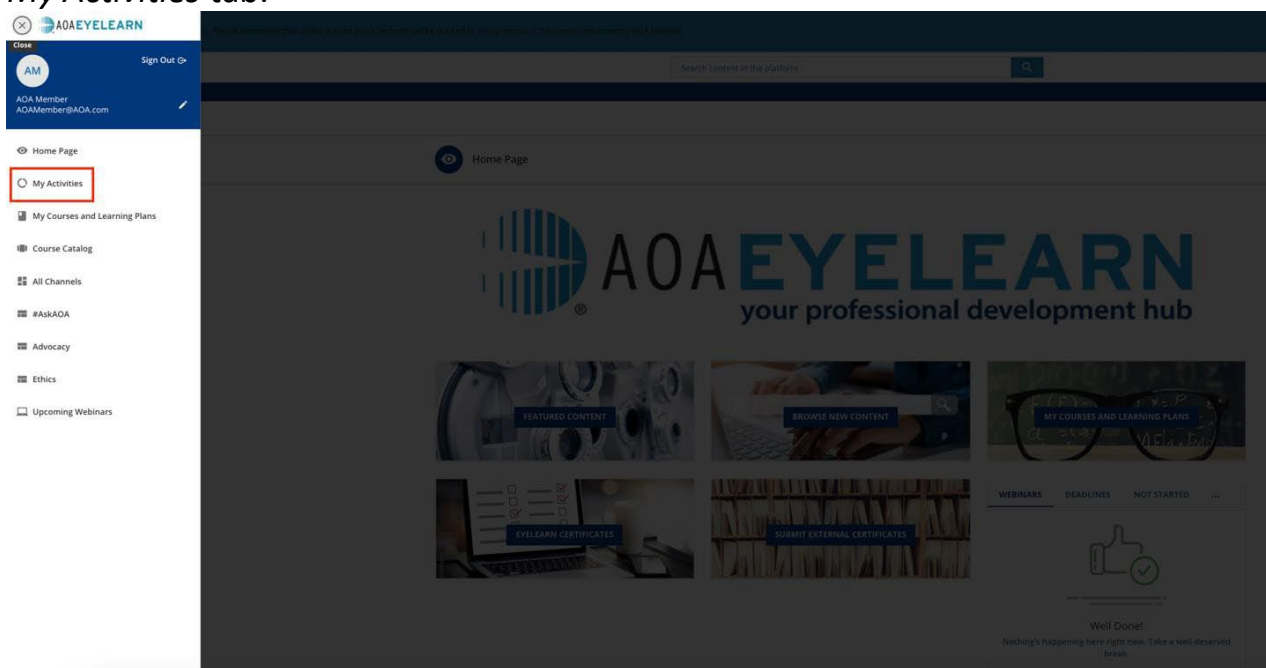
Your Professional Development Hub

By clicking on the menu icon, users will see a list of other pages in the system that are accessible.



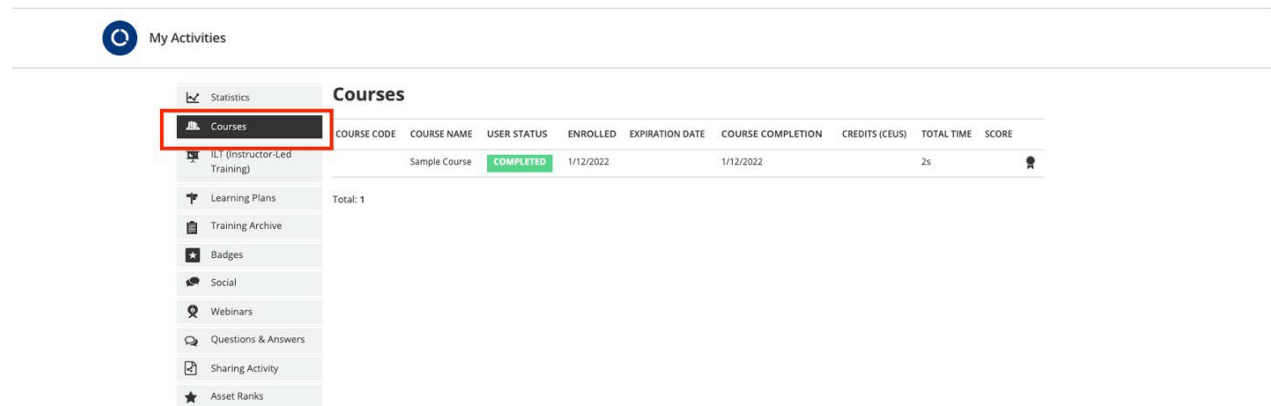
HOW TO ACCESS THE MY ACTIVITIES TAB

Users can check their user stats, course completion records and external training certificates in the *My Activities* tab by clicking on the menu icon and selecting the *My Activities* tab.



HOW TO DOWNLOAD CERTIFICATES FOR COMPLETED COURSES

To download certificates for completed courses, users can navigate to the *My Activities* page from their menu and then select the *Courses* tab.



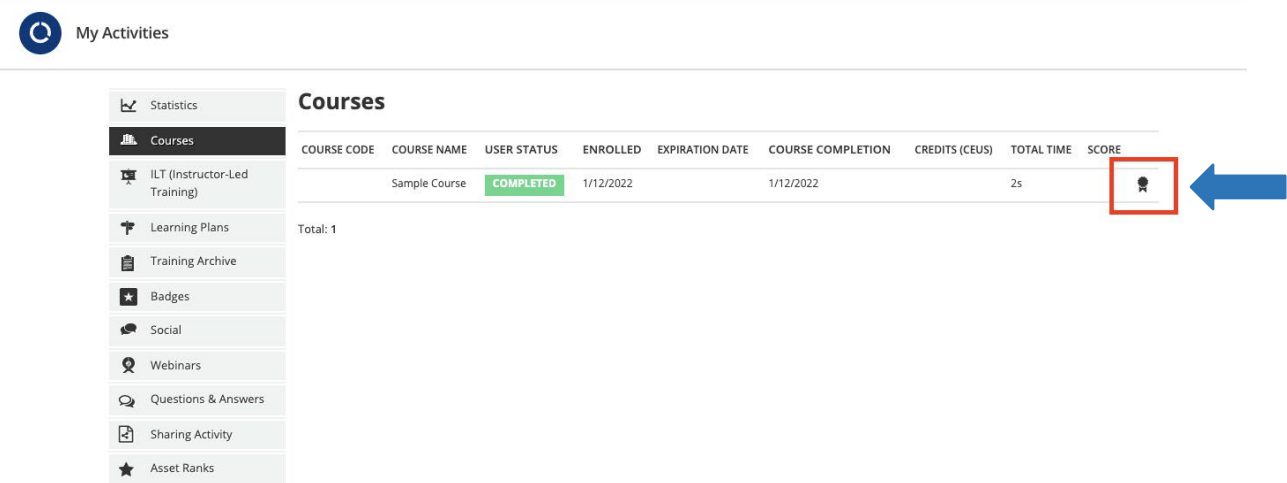
My Activities

Courses

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
	Sample Course	COMPLETED	1/12/2022		1/12/2022	2s		

Total: 1

Completed courses that have certificates tied to them will have a black award ribbon icon on the far right of the course name under the *Courses/Certificates* tab. To download a certificate, click the black award ribbon icon.



My Activities

Courses

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
	Sample Course	COMPLETED	1/12/2022		1/12/2022	2s		

Total: 1

FREQUENTLY ASKED QUESTIONS

What does *Full Completion* of a course mean in order to receive credit?

This includes completing all materials provided on the course table of contents. These items may include a combination of the following: Webinar/Video, Handouts, Course Survey and Course Assessment. The table of contents on the right margin of the course indicates what materials need to be completed.

What is an ILT?

Instructor-Led Training (ILT) is a course that is live and being led by a subject matter expert. This would be used in the case of a live webinar.

What are the authorization codes and poll questions shown in some courses?

These two items do not pertain to the EyeLearn course to earn credit. They were used during a live or virtual event. You are only required to complete the material listed on that course's table of contents.

Why can't I fast forward or rewind a course?

The user will not be able to fast forward or rewind until they have watched the webinar all the way through at least once. After the first completion, the user will be able to toggle through the video.

Where are my earned EyeLearn credits prior to 2022?

Credits earned from 2018 to present will be found by clicking the *Submit External-Certificates* tile on the EyeLearn home page or clicking *My Activities* on your menu and navigating to the *External Training* tab. The credits earned prior to 2022 will be compiled into a transcript for each individual year. Credits earned prior to 2018 have expired and will not be transferred to the new EyeLearn platform. If there are additional questions about past certificates, please contact the AOA [Education Center](#).

NEED MORE HELP?

System troubleshooting tips:

Please see below for supported desktop browsers for EyeLearn. The recommended browser for the system is Google Chrome.

Supported desktop browsers	Microsoft Edge Mozilla Firefox Google Chrome Safari
Supported operating systems	Microsoft Windows 8 (or higher) OSX (last two major releases) Most Linux Distributions
Supported operating systems for tablets (using the browser version of the desktop platform)	iOS 13 (or higher) Android 9.0 (or higher)
Browser settings	JavaScript must be enabled Third-party cookie must be enabled LocalStorage must be enabled TLS version: 1.2

For additional support or questions/issues regarding EyeLearn, please reach out to educationcenter@aoa.org.