

eLearning Guide for Good Clinical Practice (GCP) Training

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

Instructions to complete GCP Training through LEARN@Northwestern

1. Open your web browser to copy and paste the following URL. <https://learn.northwestern.edu>. Press enter.
2. **Log In** using your Northwestern University issued NetID and password.

Northwestern

Online Passport

Your single sign-on access to University systems

User Name: ←

Password: ←

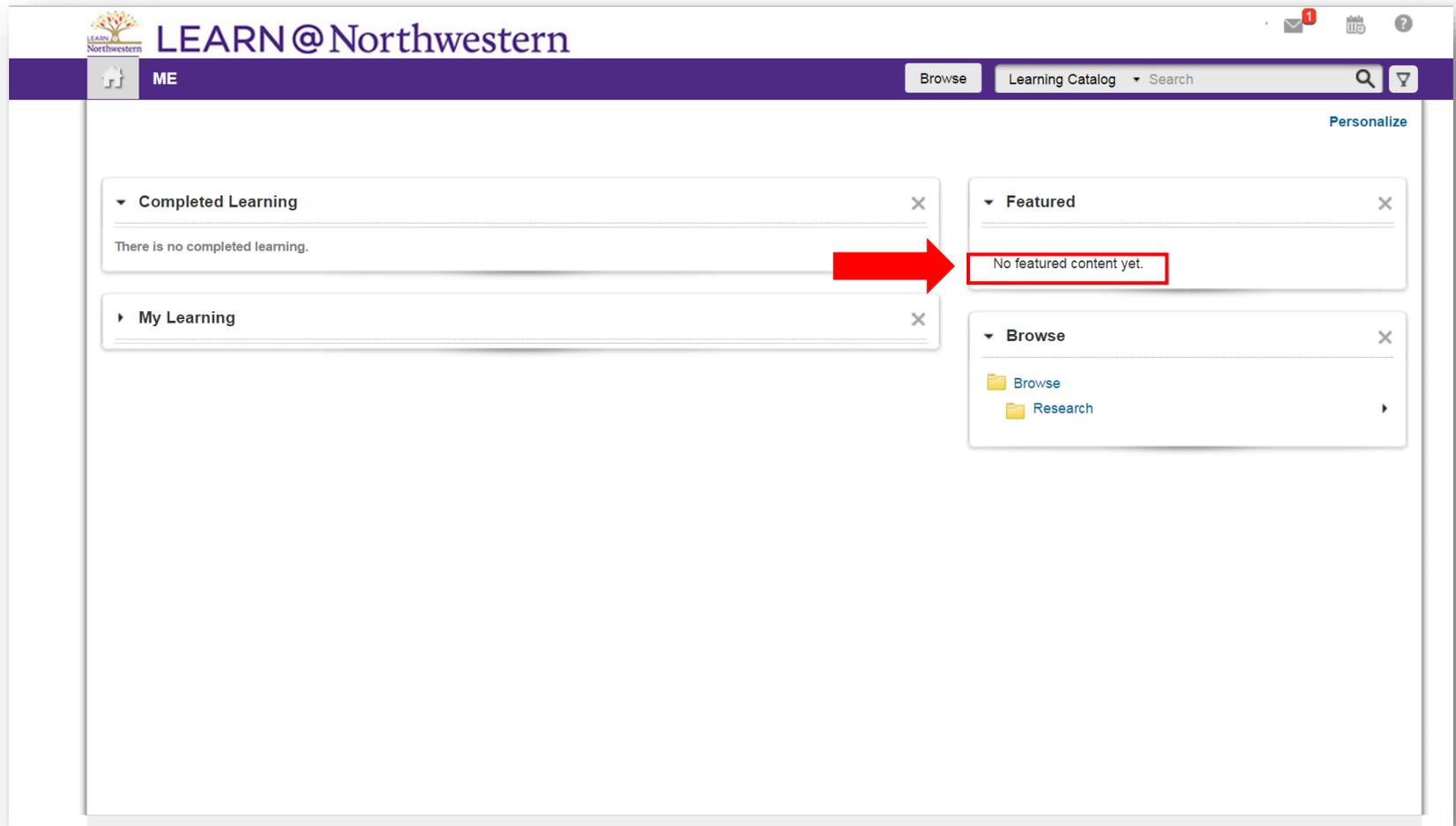
[Trouble Logging In?](#)

This page should not be bookmarked.

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3. Once you have logged in, you will be redirected to the homepage you see below. Click the **Browse** button shown below to proceed. After clicking **Browse**, you will be directed to the following page. *Note: If you are unable to login and do not see the screenshot below after entering your netid and password, you must submit an email to consultant@northwestern.edu. If you are not a current Northwestern University Employee or Student, a POI ID may be required in order to access and complete training in the Learn@Northwestern system. In these cases, a form will be provided for you to complete to request a POI. Please note that persons other than active University faculty, staff, or students must have a University sponsor to assist them in gaining the affiliate credentials needed to access Learn@Northwestern.*



4. Hover over **Research** in the left navigation menu to expand the options you see here. Select Good Clinical Practice Training and proceed to the next step.

The screenshot shows the LEARN@Northwestern website interface. At the top left is the LEARN@Northwestern logo. The main header is purple with a home icon, 'ME', 'Browse', 'Learning Catalog', and a search bar. A 'Category' dropdown menu is open, showing 'Research' selected. A red box highlights the 'Research' option in the dropdown, with a red arrow pointing up to it. The expanded menu lists several categories: 'Animal Subjects Research', 'Human Subjects Research', 'Responsible Conduct of Research', and 'Research Safety'. Under 'Human Subjects Research', 'Good Clinical Practice Training' is highlighted with a red box and a red arrow pointing to it. Other items in the menu include 'American Association for Laboratory Animal Science (AALAS)', 'Collaborative Institutional Training Initiative (CITI) IRB', 'Collaborative Institutional Training Initiative (CITI) RCR (Online)', 'RCR for Graduate Students and Post Doctoral Fellows (In Person)', 'Biological Safety', 'DOT/Shipping', and 'EPA and Hazardous Waste-Related'. A 'View all' link is at the bottom right of the menu.

5. Select from the following trainings: (Click the drop down arrow and **Add To Plan** - the course will then auto populate into your **My Learning** tab on the homepage).

- I. *Introduction to Good Clinical Practice*: Select this course if this is your **initial GCP Training**
 - II. *Good Clinical Practice for the Experienced CRC*: Select this course if **you are a CRC who needs to be recertified**
 - III. *Good Clinical Practice for the Experienced Investigator*: Select this course if **you are an Investigator who needs to be recertified**
- Note:** You have the option to **click launch** once your selection is made, or you can return to your account at a later time to begin. It is recommended to return to your homepage initially to review and begin your training. Courses may not appear in the same order.

The screenshot shows the LEARN@Northwestern website interface. The header includes the logo and navigation links for ME and ADMIN. A search bar is present with the text 'Learning Catalog' and a search icon. The main content area is titled 'Good Clinical Practice Training' and displays three course cards. The first card is 'Introduction to Good Clinical Practice' by ACRP. Below the course title, there is a 'Launch' button and a star rating. A red box highlights the 'Add to plan' button, and a red arrow points to it from the right. The second card is 'Good Clinical Practice for the Experienced CRC' and the third is 'Good Clinical Practice for the Experienced Investigator'. Both also have 'Launch' buttons and star ratings. On the left side, there are filter sections for 'Category', 'Learning Event Type', 'Delivery Type', and 'Language', each with an 'Apply Filter' and 'Clear Filter' option.

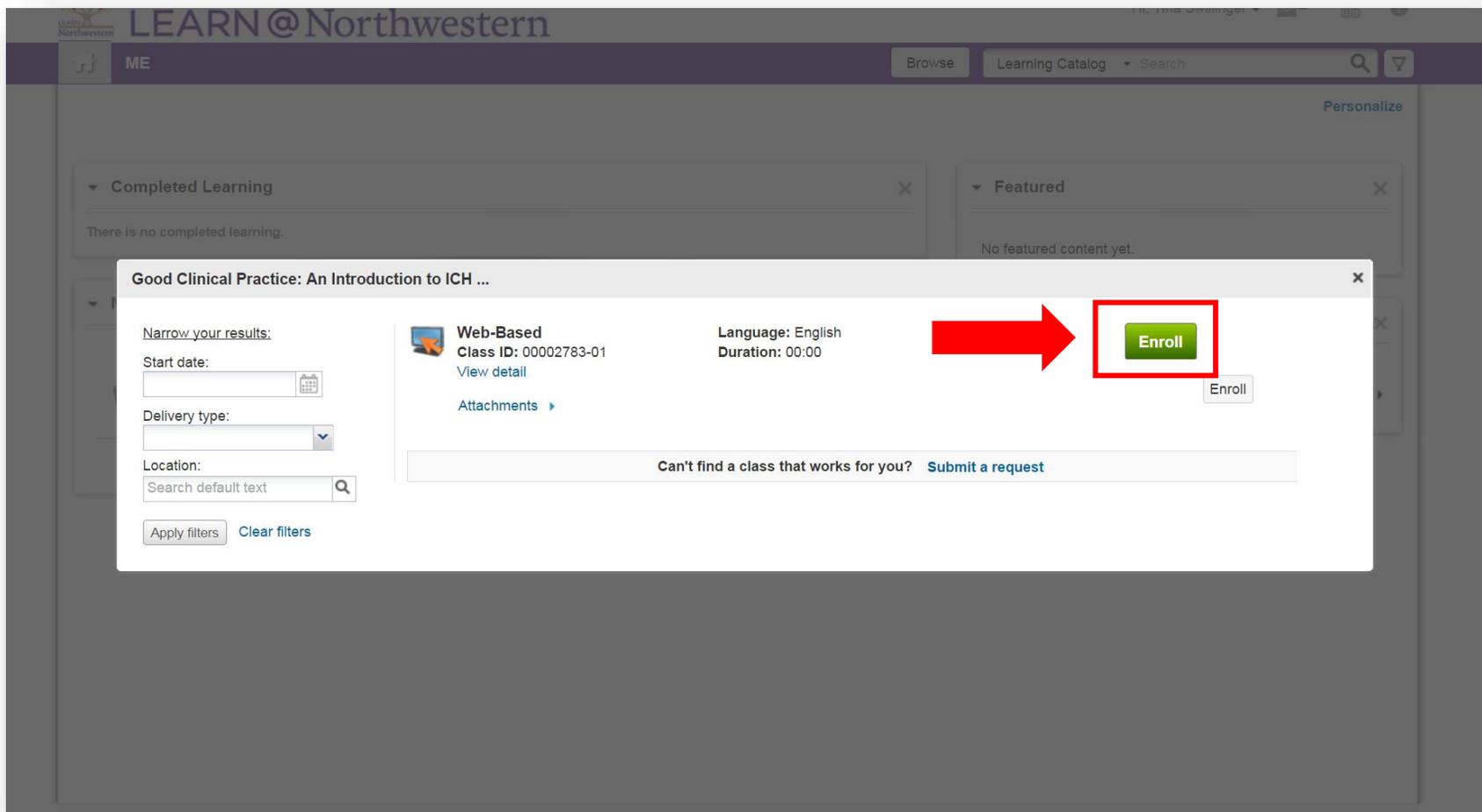
6. Click the house icon on the top left of the screen to return to the home screen to review what course(s) have been added into your account. Click **View classes** to prompt enrollment. When prompted to enroll, you should receive a pop-up message.

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

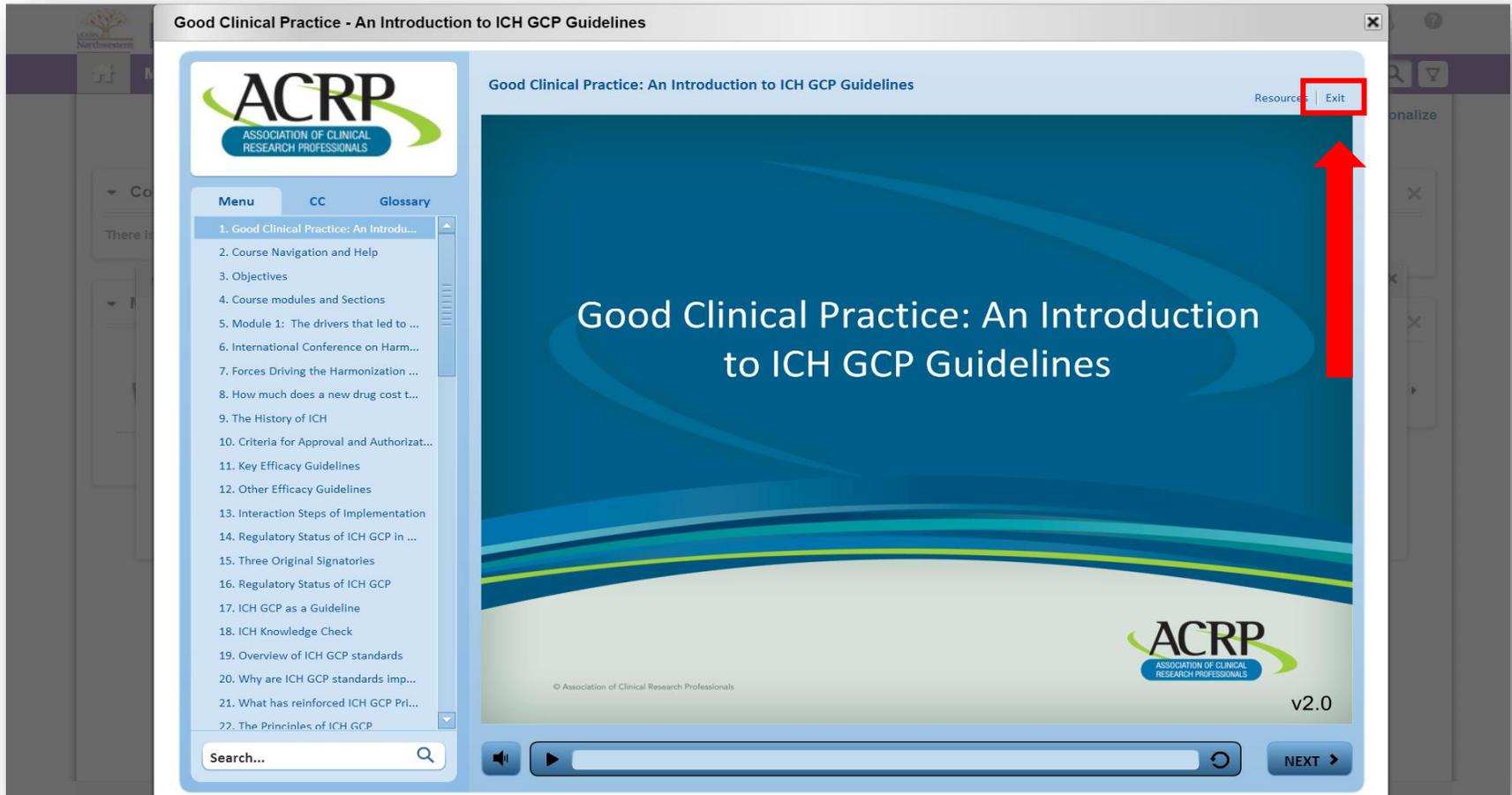
The screenshot displays the LEARN@Northwestern user interface. At the top left, a purple navigation bar contains a home icon (a house) and the text 'ME'. A red box highlights the home icon, and a red arrow points to it from the right. The main content area is divided into several sections: 'Completed Learning' (empty), 'My Learning' (containing one course), 'Featured' (empty), and 'Browse' (containing 'Browse' and 'Research' folders). The course in 'My Learning' is 'Good Clinical Practice: An Introduction to ICH GCP Guidelines', with a status of 'Pending Registration' and 'No due date'. A red box highlights the 'View classes' button next to this course, and a red arrow points to it from below. The top right of the page includes a search bar and a 'Personalize' link.

7. Click **Enroll** to launch this course.

Note: You are not required to fill out the options to the left of the **Enroll** tab. To ensure the modules run smoothly, please make sure your wireless connection is strong.

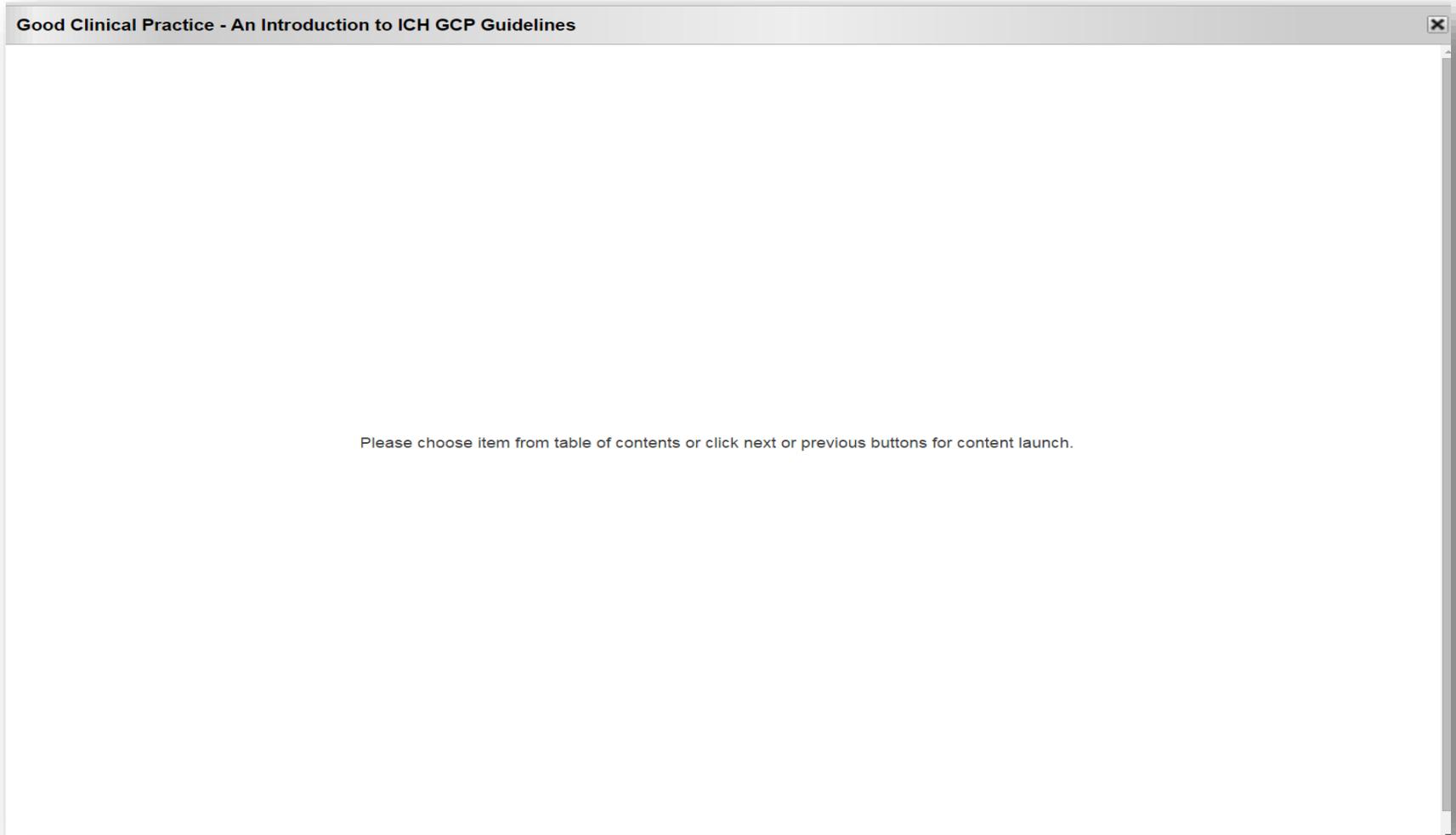


8. When you launch the course, your screen should look similar to the one pictured here. Listen carefully to the audio instructions given and work your way through the slides to complete the modules.
- Note:** To resume the module at a later time, please click the word **exit**. If the word exit isn't displayed in the top right corner as shown below, please click on the 'x' (do not close window browser).



9. If you choose to pause midway through the course, the below image will appear before you exit. The system will take you back to your **Activities** page.

Note: *You may not see the screen shown below if you are completing one of the Experienced courses.*



10. Your status may be marked **completed successfully**, however you will need to resume your course until each module is complete.

The screenshot displays the LEARN@Northwestern interface. At the top, there is a navigation bar with a home icon, the user's name 'ME', a 'Browse' button, and a search bar containing 'Learning Catalog' and a search icon. The main content area is divided into several sections:

- Course Header:** 'Good Clinical Practice: An Introduction to ICH GCP Guidelines' (ID: 00002783). Below the title is a brief description: 'ACRP's on-demand eLearning Course equips you with not only an understanding of the core concepts of Good Clinical Practice (GCP) but how to put those concepts into action through a series of ongoing "knowledge checks" and real-world scenarios likely to be encountered during a clinical trial. Good Clinical Practice: An Introduction to ICH GCP Guidelines provides formal training on the International ... more...'
- Registration Info:** 'You have registered for the following class'. It lists 'Web-Based' and 'Class ID: 00002783-01'. To the right, it shows 'Language: English' and 'Duration: 00:00'.
- My Status:** A section showing the user's profile picture, a status of 'In Progress' (highlighted in blue), and 'Registered on: 26-FEB-2016'. Below this, it shows 'Assigned by: Tina S' and 'Assigned on: 26-FEB-2016'.
- Course information:** A section showing 'Assigned on: 26-FEB-2016'.
- Activities Table:** A table with columns 'Name', 'Status', and 'Action'.

Name	Status	Action
Good Clinical Practice - An Introduction to ICH GCP Guidelines completed on: 26-FEB-2016	<input checked="" type="checkbox"/> Completed successfully	Launch More actions ▼ Launch
Good Clinical Practice: An Introduction to ICH GCP Guidelines Final Exam Passing Score: 80 Content Attempts: 1	<input type="checkbox"/> Not evaluated	Launch

At the bottom of the course header, there are five stars for rating and buttons for 'Share' and 'Drop'.

11. When you choose to resume your course, you will be asked if you would like to begin where you left off. Select the option that best fits your learning needs. **(You also have the option to start at the beginning if you prefer).**

Note: You may not see the screen shown below if you are completing one of the Experienced courses.

The screenshot shows a web browser window titled "Good Clinical Practice - An Introduction to ICH GCP Guidelines". The page features the ACRP logo (Association of Clinical Research Professionals) and a navigation menu on the left. The main content area displays a dialog box with the text "Resume" in a red-bordered box, followed by the question "Would you like to resume where you left off?". Below the question are two buttons: "Yes" and "No". Two red arrows point upwards towards these buttons. At the bottom of the page, there is a search bar, a media player control bar, and a "NEXT" button.

12. Once you have completed the course, the below message will appear on your screen. **Exit** the course by following the instructions provided on the slide.

The screenshot shows a presentation slide titled "Good Clinical Practice: An Introduction to ICH GCP Guidelines". The slide features the ACRP logo in the top left corner. The main content area has a dark blue header with the text "Thank You" in white. Below this, the text reads: "This concludes the introductory course on the **International Conference on Harmonisation Guideline on Good Clinical Practice.**" followed by the instruction "Click on 'Exit' in the right top corner to exit the course." and another "Thank You" in italics. In the top right corner of the slide, there are two small buttons: "Resources" and "Exit". The "Exit" button is highlighted with a red square, and a red arrow points upwards towards it. The bottom of the slide includes a search bar, navigation controls (back, play, forward, refresh), and a "PREV" button. The footer contains the ACRP logo, the text "© Association of Clinical Research Professionals", and the page number "72".

Good Clinical Practice - An Introduction to ICH GCP Guidelines

ACRP
ASSOCIATION OF CLINICAL RESEARCH PROFESSIONALS

Good Clinical Practice: An Introduction to ICH GCP Guidelines

Resources Exit

Thank You

This concludes the introductory course on the **International Conference on Harmonisation Guideline on Good Clinical Practice.**

Click on 'Exit' in the right top corner to exit the course.

Thank You

ACRP
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Search...

PREV

13. In order to fully complete the course, it is necessary to complete a final exam based on the material that was covered. Launch this exam and answer the **18 questions required**. After completing all **18 questions**, you will receive a score notifying you if you have passed the exam or not.

Note: A passing score is an 80 or above. Experienced courses have a total of 14 questions.

The screenshot displays the LEARN@Northwestern user interface. At the top, the logo and name 'LEARN@Northwestern' are visible. Below the navigation bar, the course title 'Good Clinical Practice: An Introduction to ICH GCP Guidelines' (ID: 00002783) is shown. A description follows, stating that the course equips users with core concepts of Good Clinical Practice (GCP) and how to apply them in real-world scenarios. Below this, it indicates that the user has registered for a class, providing details such as 'Web-Based', 'Class ID: 00002783-01', 'Language: English', and 'Duration: 00:00'. To the right, a 'My Status' section shows the user's status as 'In Progress' and their registration date as '26-FEB-2016'. Below that, the 'Assigned by:' section lists 'Tina S' as the assigner, also dated '26-FEB-2016'. The 'Course information' section shows the course was assigned on '26-FEB-2016'. The 'Activities' section contains a table with the following data:

Name	Status	Action
Good Clinical Practice - An Introduction to ICH GCP Guidelines completed on: 26-FEB-2016	✓ Completed successfully	Launch More actions
Good Clinical Practice: An Introduction to ICH GCP Guidelines Final Exam Passing Score: 80 Content Attempts: 1	○ Not evaluated	Launch Launch More actions

A red box highlights the 'Good Clinical Practice: An Introduction to ICH GCP Guidelines Final Exam' row, and a red arrow points to it from below.

14. When you launch the exam, you will be reminded that you have **18 questions** to complete, with no time limit. Take your time in selecting your answers. Make sure to read each question thoroughly and completely.

Note: *There may be questions that require more than one answer. Experienced courses have a total of 14 questions.*

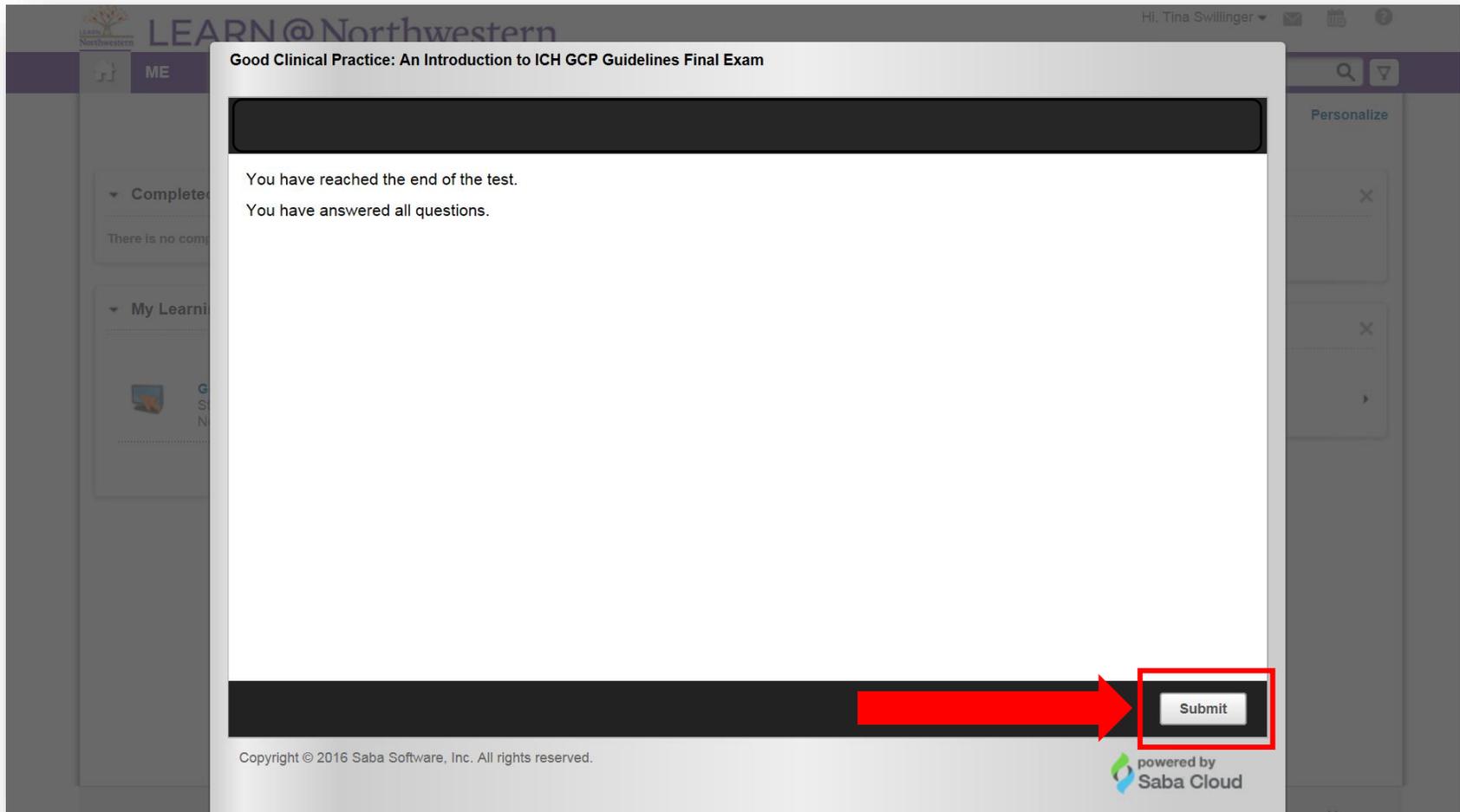
The screenshot shows the LEARN@Northwestern user interface. At the top, the logo and name 'LEARN@Northwestern' are visible on the left, and the user's name 'Hi, Tina Swillinger' is on the right. A central modal window is open, titled 'Good Clinical Practice: An Introduction to ICH GCP Guidelines Final Exam'. Inside this window, a table provides exam details:

Number of questions:	18
Passing score:	80%
Time limit:	Not applicable

At the bottom of the modal window, there are two buttons: 'Exit' on the left and 'Start' on the right. Below the modal, the footer contains the copyright notice 'Copyright © 2016 Saba Software, Inc. All rights reserved.' and the 'powered by Saba Cloud' logo.

15. The below message will appear on your screen to confirm that you have answered all **18 questions**. In order to receive your results, click **Submit** below.

Note: Experienced courses have a total of 14 questions.



16. When you receive your score (a score of **80% or above**) you will pass the course. **Exit** the exam.
Note: A message will be given to you to please notify the IRB to update your eIRB + profile

The screenshot shows a web interface for a course titled "Good Clinical Practice: An Introduction to ICH GCP Guidelines Final Exam". The user is identified as "Hi, Tina Swillinger". The scorecard displays the following information:

Scorecard	
Test score:	94.44%
Test status:	Pass
Duration:	25 minutes 50 seconds

Below the scorecard, a message is displayed: "Congratulations, you have passed! Please be sure to notify the IRB to update your eIRB+ profile. Thank you for taking the test. You may now exit the player".

At the bottom of the interface, there are two buttons: "Exit" and "Review". A red box highlights the "Exit" button, and a large red arrow points from the "Exit" button towards the congratulatory message.

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17. A pop-up message like the one below will appear to review what you have completed. Once you **exit** out of this message, you will be directed back to your home screen.

The screenshot shows the LEARN@Northwestern user interface. At the top, the logo and name 'LEARN@Northwestern' are visible, along with the user's name 'Hi, Tina Swillinger'. Below the header, there are navigation options like 'Browse' and 'Learning Catalog'. The main content area is divided into sections: 'Completed Learning' (empty), 'Featured' (empty), 'My Learning', and 'Browse'. A pop-up window titled 'Good Clinical Practice: An Introduction to ICH GCP Guidelines - Activities' is overlaid on the page. This window contains a table with two rows of activity data. Red boxes highlight the status and score information in the table.

Name	Status	Action
 Good Clinical Practice - An Introduction to ICH GCP Guidelines completed on: 03-MAR-2016	✓ Completed successfully	Review More actions
 Good Clinical Practice: An Introduction to ICH GCP Guidelines Final Exam Passing Score: 80 Score: 94.44 completed on: 03-MAR-2016	✓ Completed successfully	Review More actions

18. Congratulations! You have completed and passed your course. Your overall status will appear in your **Completed Learning** tab on the home screen. Please export and print your certificate.

The screenshot shows the LEARN@Northwestern user interface. At the top, there is a navigation bar with the logo, 'ME', 'Browse', 'Learning Catalog', and a search bar. Below this, the 'Completed Learning' section is expanded, displaying a table with the following data:

Title	Progress	Action
 Good Clinical Practice: An Introduction to ICH GCP Guidelines Web-Based Version:1.0	Successful On:09-MAR-2016 Score: 88.89 Expiration date:31-MAR-2019	<ul style="list-style-type: none">Print CertificateAdd to To-Do ListExport CertificateNotesView SummaryRetake

The 'Export Certificate' option in the action menu is highlighted with a red box, and a large red arrow points upwards towards it. To the right, there are 'Featured' and 'Browse' sections. The 'Featured' section contains the text 'No featured content yet.' The 'Browse' section shows folders for 'Browse' and 'Research'. At the bottom, the 'My Learning' section is partially visible.

IF YOU HAVE ANY QUESTIONS REGARDING GCP TRAINING PLEASE CLICK [HERE](#) TO VISIT OUR WEBSITE

OR CONTACT gcptraining@northwestern.edu .