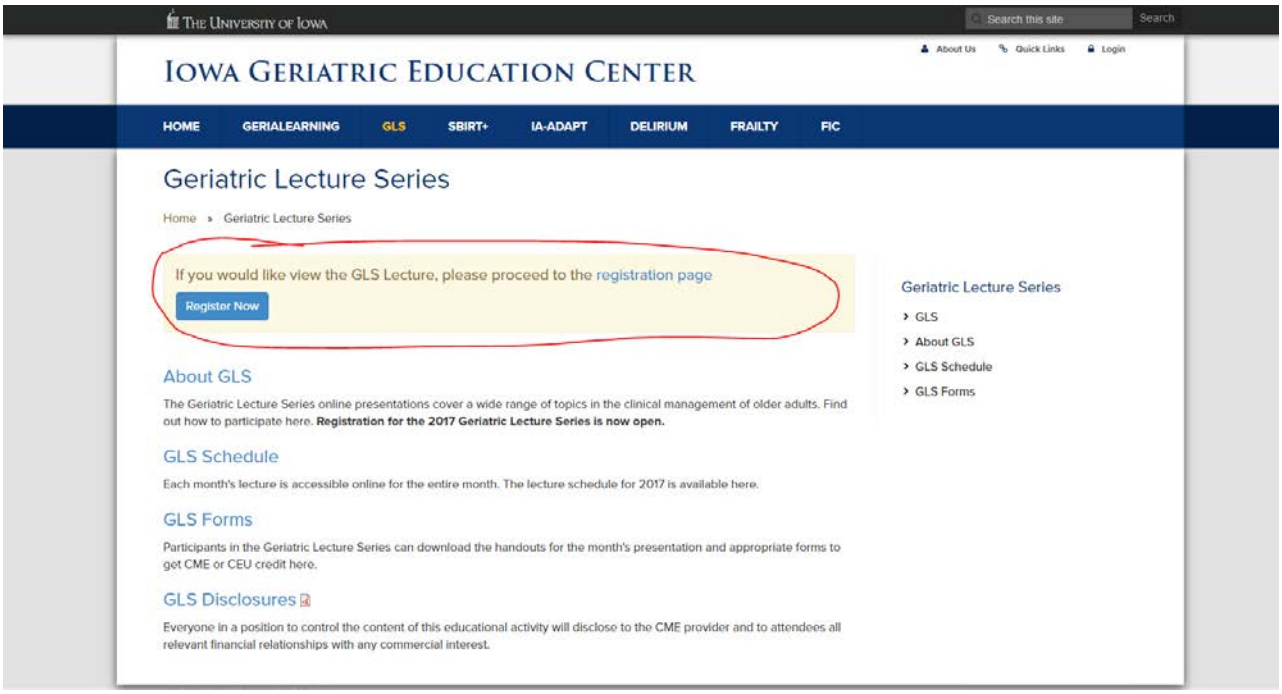
Geriatric Lecture Series:
Viewing Presentations Online

Thank you for participating in the Geriatric Lecture Series. We hope that the flexibility of being able to view these presentations "anytime, anywhere" is helpful for your schedule.

Registering for the Series

Registration is now automated. If you would like to register for the series, please click the blue "Register Now" button. https://igec.uiowa.edu/gls



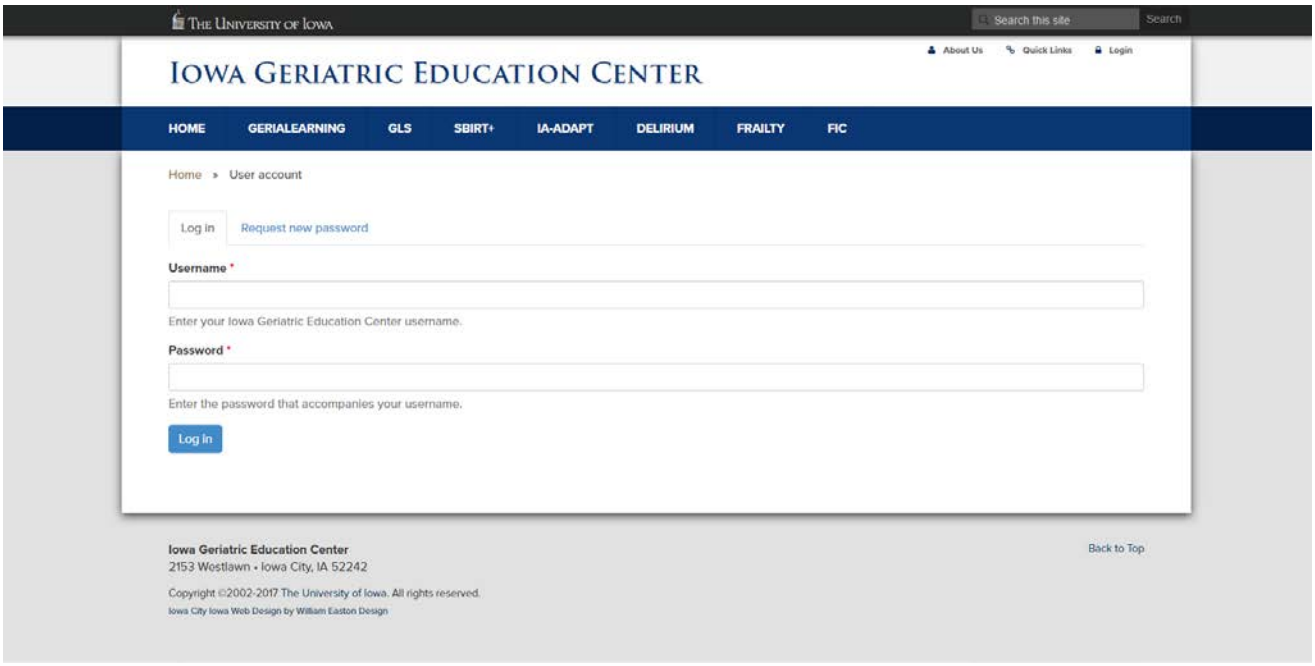
This will take you to the User Account Registration page. Once here, follow the directions on the screen.

After registering, you will receive an automated email from geriatric-education@uiowa.edu containing a link you must click in order to log in and create a password. If you do not receive an email within a few minutes, check your junk mail. **Please note that the link can only be used once**. When you have created a password, click Save and then click the GLS tab at the top of your screen.

How to Access the Presentation

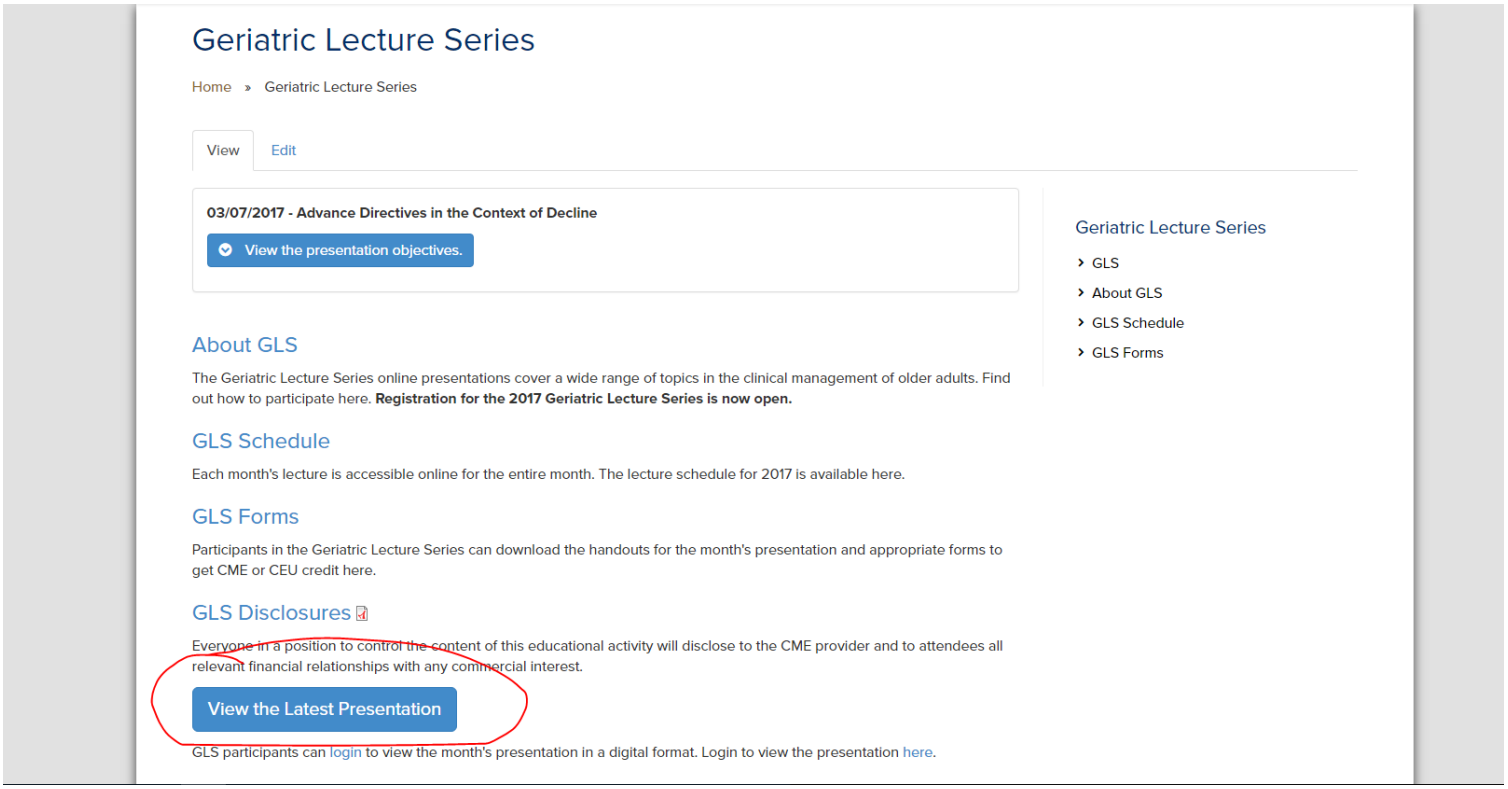
Access the Geriatric Lecture Series presentations online using the following link: https://igec.uiowa.edu/user. This will take you to the User Account Login page.

Enter your Username and Password. Click the blue "Log in" button:

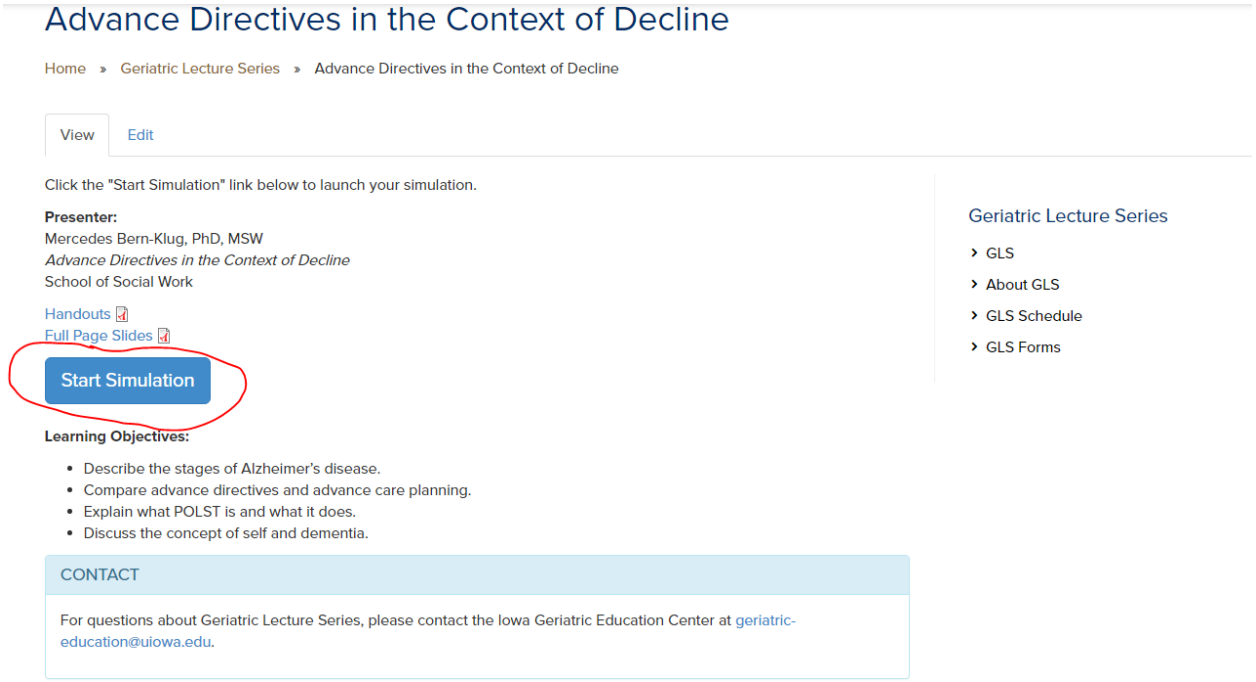


Once logged in, click the GLS tab on the top of the screen:

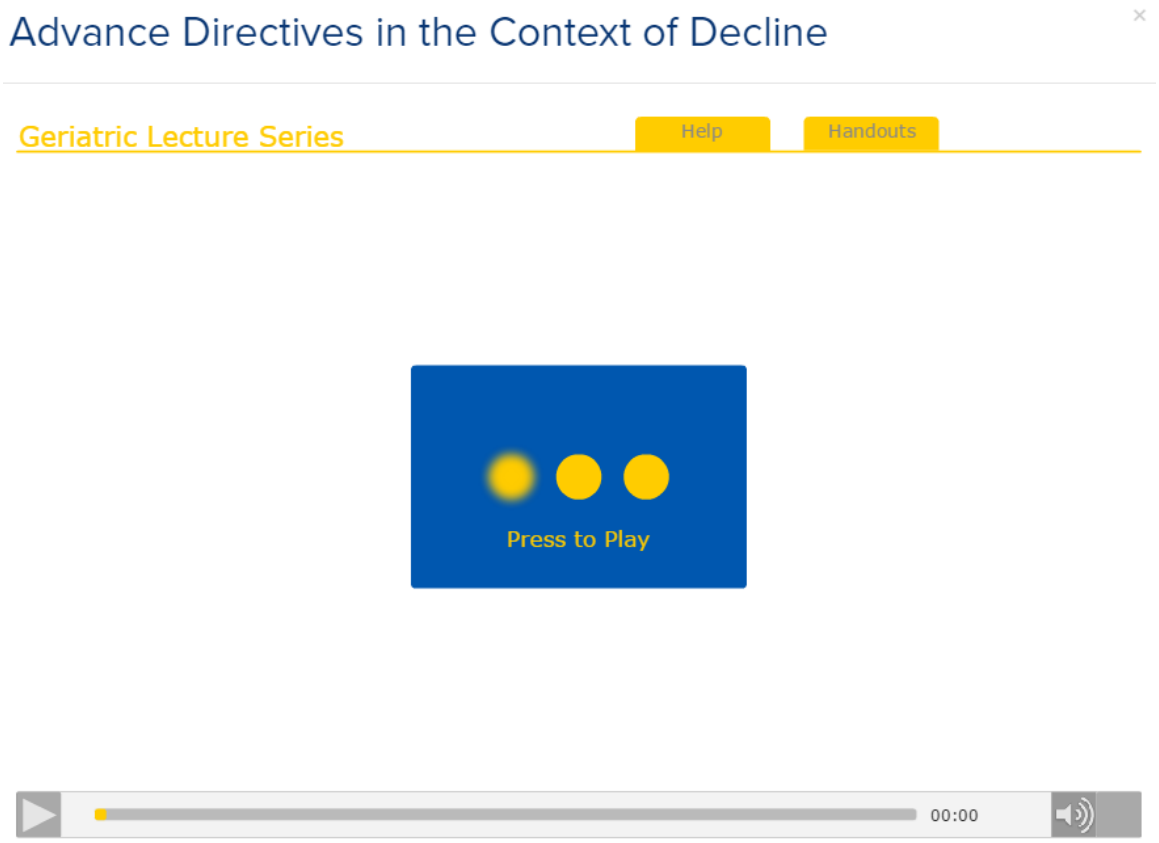
Next click “View the Latest Presentation” at the bottom of the page. It will be in a blue box.



Click “Start Simulation” to view the lecture:

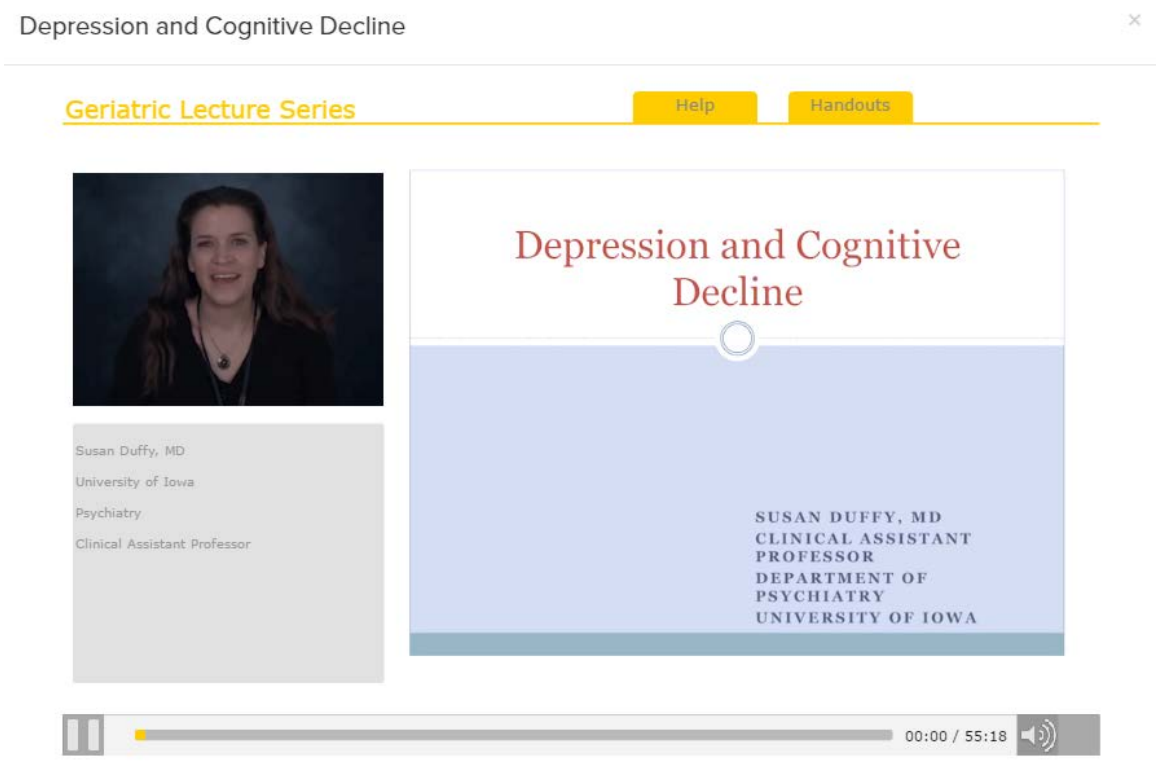


This will open the presentation player in a new window. When it first opens, you will see this:



To start the presentation, click the blue "Press to Play" button in the middle of the screen.

The presentation will look similar to this:



Player Controls

Player controls can be found at the bottom of the screen. When the presentation is playing, you will see a "pause" button in the bottom left corner:

To pause the presentation at any time, click this "pause" button.

When the presentation is paused, the "pause" button turns into a "play" button:
To play the presentation again after pausing it, click this button.

When the presentation is paused, a box will also appear in the middle of the screen:

You can also click this box to continue playing the presentation.

The volume control can be found in the bottom right corner of the screen:

Click on this button to open the volume control slider. It will look like this:

Click on the small yellow square (circled in red above) and drag it up or down to adjust the volume. When you are done, click the volume control button again to make the slider disappear. If the volume control is at maximum and you need the volume to be louder, adjust the volume on your computer's speakers.

Presentation Schedule

When a new presentation is available to view online, an e-mail notification will be sent to you. In general, a new presentation will be available on the first working day of the month. You will have the entire month to view the presentation for continuing education credit (nurses/physicians) or participation credit (all other disciplines). Once a new presentation is posted, it replaces the previous presentation, so only one presentation is available to view at a time. When a presentation has been replaced, it is no longer available to view for credit.

Should a scheduled presentation ever not be available on the first working day of the month, we will notify you via e-mail as soon as possible and let you know how the schedule will be adjusted.

Continuing Education Credit

Geriatric Lecture Series presentations are approved for continuing education credit for **physicians/physician assistants (CME)**, and **nurses/nurse practitioners (CEU)**. For physicians/physician assistants, each presentation is designated for a maximum of 1.0 *AMA PRA Category 1 Credit*™; for nurses/nurse practitioners, each presentation is awarded 1.0 contact hours. The total number of presentations you view is tracked and **you will only be awarded the CME or CEU credit if you viewed ALL of the lectures during the year.** Partial credit is no longer available. Certificates will be distributed at the end of the entire series. In order to receive credit, you must complete the online attendance sign-in/evaluation form after viewing each presentation.

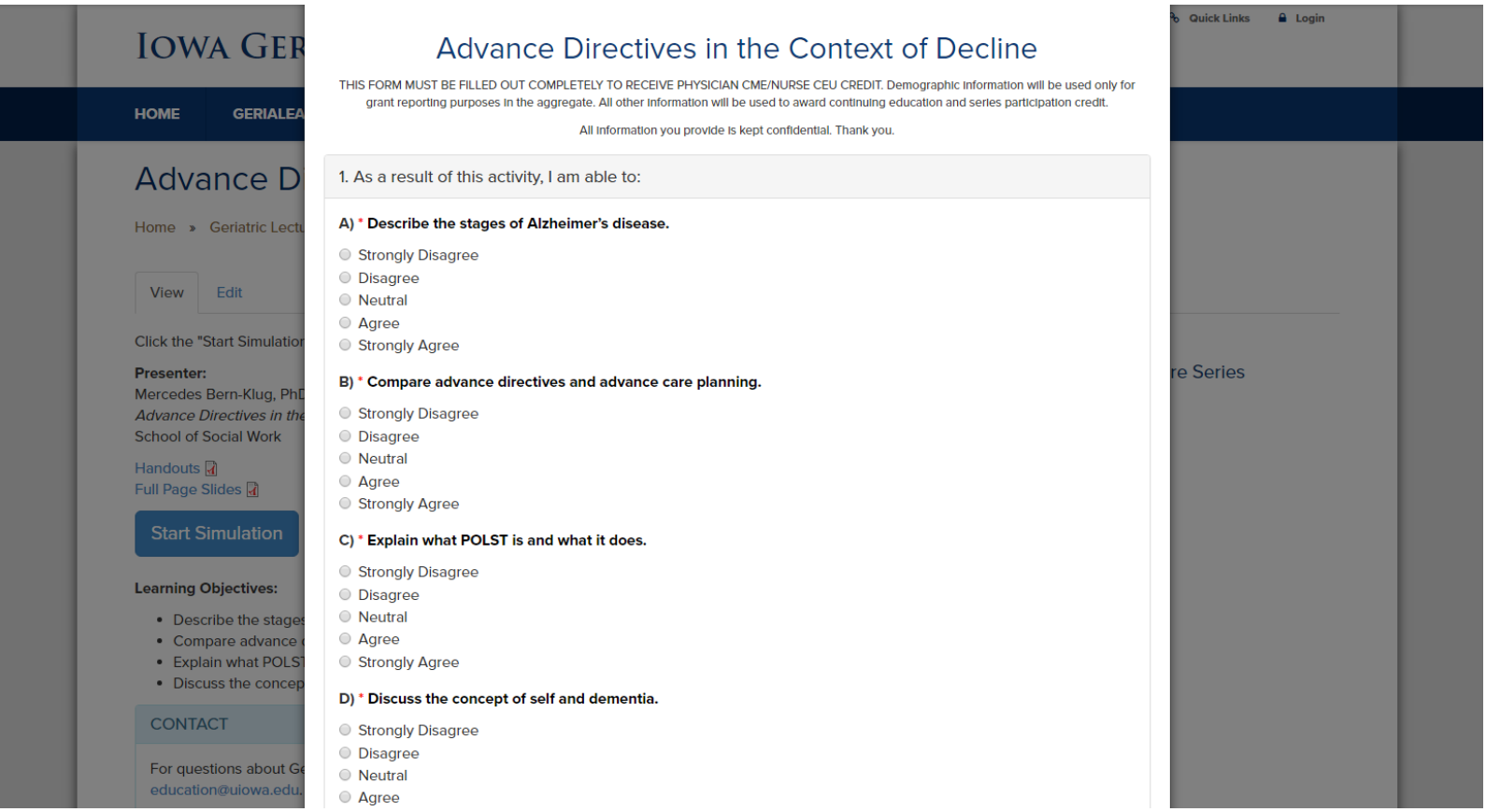
For all other disciplines, a certificate of participation is available after the end of the entire series. Each presentation is 1 hour of participation. **To receive proper credit for participation, you must view ALL of the lectures during the year and complete the online attendance sign-in/evaluation form after viewing each presentation.** Partial credit is no longer available.

Accessing and Completing the Online Attendance Sign-In/Evaluation Form

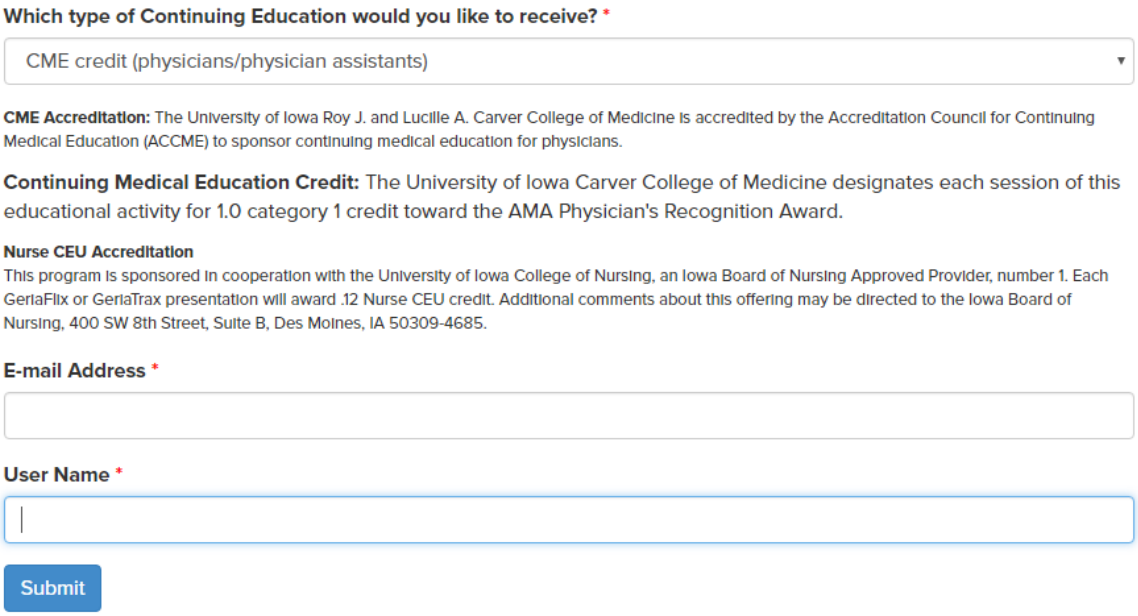
You must watch the entire presentation to receive either continuing education or participation credit. At the end of the presentation, a "CME/CEU Form" tab button will appear near the top of the presentation player:

Click this "CME/CEU Form" button when the presentation ends in order to fill out the online attendance sign-in/evaluation form and application for credit. **(Even though it is labeled "CME/CEU," you must still complete it, even if you only want a certificate of participation.)** The form will open in a new web page. The information that you enter on this form is sent to a secure electronic database.

The attendance sign-in/evaluation form will look like this:



(Attendance sign-in/evaluation form, continued):



Complete the form and click on the "Submit" button at the bottom of the page:

*Please note that nursing CEU's are worth 1 contact hour and NOT 1.2 as show in the picture above.

You will then be taken to a page with a confirmation message similar to this:

Remember, completing and submitting this form serves as validation that you watched the presentation. This is how the number of presentations you view is tracked and the continuing education or participation credit is awarded. **This is the only way we will know you have viewed a presentation.**

Should you ever encounter difficulty submitting the form, please let us know as soon as possible so that we can make sure you are able to receive credit for viewing the presentation. In that situation, we suggest you do a "print screen" of your completed form or save a screen shot of your completed form if possible, as that could serve as your viewing documentation.

When completing the online form, please note that there are 6 fields that need to be completed by physicians/ physician assistants only:

- User Name
- E-mail
- Full name
- Academic Degree
- Address
- Date

When completing the online form, please note that there are 6 fields that need to be completed by nurses/nurse practitioners **only:**

- Professional License Number
- License State
- User Name
- E-mail
- Full Name
- Date

When completing the online form, please note that there are 4 fields that need to be completed by physicians/ physician assistants only:

- User Name
- E-mail
- Full Name
- Date

This information is **required** for the nursing continuing education certificate. It is kept confidential and used only for the purpose of submitting for continuing education credit. Without this information, we are unable to submit your certificate to the nursing continuing education provider and you will not receive a certificate.

If you are from a country outside of the United States, please note the following regarding the online form. The "License State" and "Home State" fields have drop-down lists that contain only U.S. states. Until we are able to add options to these lists for you to choose from (for example, provinces or territories), when you complete the form, you should select the option "Outside U.S." at the end of the list for those two fields and indicate your province in the text box for the "Home Address" field. You may also need to enter zeroes (00000) in the "ZIP/Postal Code" fields if yours is longer than 7 characters. The "County of Practice (if practicing in Iowa)" field has a selection for "Outside Iowa" at the very end of the drop-down list. In addition, there is a field even further down the form that allows you to select your country if you work outside the U.S.

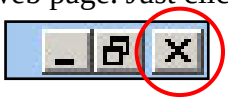
Presentation Handouts

Handouts of the presentation slides are available. Click the "Handouts" tab at the top of the presentation player:

This will open a new dialogue window that will allow you to choose the location on your computer where you want to download the handout document (for example, your desktop). The "File name" box will already be filled in with the name of the handout document. The "Save as type" box will already be filled in with "All Files (*.*)." Just choose where you want to save the handout document, and then click "Save." The dialogue window will close. You can then go to the location where you saved the handout document and open it.

You can also access and print out the handout document before viewing the presentation by clicking the link on the presentation homepage that says, "Click here for presentation handouts."

Exiting the Program

After you submit the attendance sign-in/evaluation form and receive confirmation, you can close the web page. Just click the "Close" button in the top right corner of the web page window: 

You can close the presentation window in the same way.

To log out of the Geriatric Lecture Series section of the website, just click the "Logout" link on the top right hand portion of the screen.

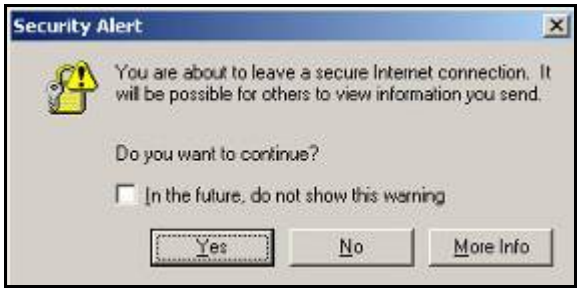
Potential Security Messages

Depending on your computer's security settings, you may encounter a security "warning" message when you try to access some elements of the Geriatric Lecture Series program.

On the Geriatric Lecture Series homepage, when you click on the "GLS Presentation" link to access the page to log in and view the presentation, you may see a message similar to the following:

Please note: it is safe to click on "OK." This notice comes up because you are moving from a standard web page to a secure page for entering your user name and password. Once you click "OK," you will be taken to the secure login page.

On the secure login page, when you enter your user name and password and click the "Login" button, you may see a message similar to the following:



Please note: it is safe to click on "Yes." This notice comes up because you are moving from the secure login page to a standard web page. Once you click "Yes," you will be taken to the online presentation homepage.

In the presentation player, when you click the "CME/CEU Form" button at the end of the presentation to access the online attendance sign-in/evaluation form, you may see a message similar to the following:

Please note: it is safe to click on "OK." This notice appears because you are moving from a standard web page to a secure page for entering your personal information. Once you click "OK," a new web page will open with the attendance sign-in/evaluation form.

Computer Requirements

To view the Geriatric Lecture Series presentations from your computer, you need the following:

- a broadband Internet connection
- Adobe Flash Player 10.2 or later
- a sound card with speakers
- screen resolution set at 800 x 600 or higher

Adobe Flash Player is a free program. If you need it, go to the following website: http://get.adobe.com/flashplayer/.

On this page, you will find a link that will allow you to download the most recent version of the free Flash Player.

Troubleshooting

As technology is far from perfect, you may find yourself facing an issue when trying to view a presentation, especially if this is your first time participating in the series. To help us find a solution as quickly as possible, when you contact us regarding an issue, please provide the following information, including as many details as possible:

- At what point did you encounter a problem? (for example, logging in, trying to view the presentation, etc.)
- Describe your experience. What do you see on the screen? What happens when you try to log in or view the presentation?
- Do you see an error message? If so, include the exact wording of the message.
- What kind of computer are you using to view the presentations (PC or Mac, brand/name of computer [Dell, Toshiba, etc.], and desktop or laptop), or are you using another device, such as a tablet?
- What operating system and version is your computer running? (for example, Windows 10, Windows XP, Windows Vista, Windows 7, Mac OS X Mountain Lion, Mac OS X Yosemite, etc.)
- What Internet browser and version are you using? (for example, Internet Explorer 9, Firefox 24, etc.)
- What version of Flash player are you using? Do you have the most current version on your computer?
- Where are you trying to view the video presentation? Are you at home using your home connection, or are you at work on your work network?
- Does the computer you are trying to view the presentations from allow you to view files like YouTube videos, or do your security settings prevent you from viewing those?

If you are able to include a screen shot of the issue, that can also be very helpful.

Contact Information

If you have any questions, please contact the Iowa Geriatric Education Center:

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2153 Westlawn
Iowa City, IA 52242
Fax: 319-335-6785
E-mail: geriatric-education@uiowa.edu