

## HIPAA eCollege Custom Content & Editing

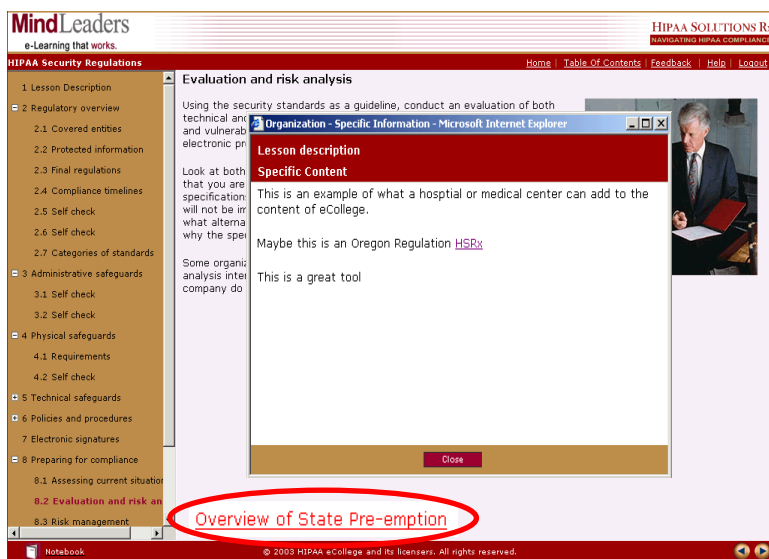
### Overview

The Content Editing Tool for HIPAA eCollege allows organizations to customize content for their specific needs. Content customizations strengthen and enhance e-learning through building direct correlations between organizational HIPAA expectations and the end user day to day procedure.

The Content Editing Tool will allow the organization to supplement HIPAA eCollege content with organizationally specific policies, State preemptions, and even hyperlinks to other materials that the organization would like students to access.

### Content Editor Tool

The content editing tool allows an organization to customize the course by adding organizationally specific information to HIPAA eCollege topics. This content will be represented to students as a hyperlink at the bottom of the page during their course. When this hyperlink is clicked, a pop up window will present the organization's customized content.



### Client Customizable

As an account is set up, a master content editor can be assigned to an organization. This person will have access to the content editing tool. The process of inserting custom content requires no programming or technical skill.

## **Content Editor Process**

### ***Before you start***

The organization must be setup in HIPAA eCollege and the Master Editor must be assigned.

### ***The Process***

- Log on to [www.mindleaders.com](http://www.mindleaders.com)
- After successful login, you will be taken to the training Home page, where you will select a Module.
- This will bring up the Table of Contents screen for the selected Module
- Select any topic where you wish to enter organization specific information
- View the course screen, which is divided into 4 frames
- Click the Edit Link found in the footer at the bottom left hand corner
- Enter your information in the pop up window:
  - Title: Title of the window
  - Link: The text that the users will click to view the organizationally specific information.
  - Content: Three paragraphs of text (max 5000 characters) of organization specific content.
  - Create a Title for your organizationally specific content.
  - Create a link that will appear on the topic page as a hyperlink.
- Click update
- Click Close
- Continue through-out modules and courses.
- Log out

### ***Test your Content Editing***

Login as a Student from the your organization

- Select a Course
- Select a Module
- Click the hyperlink at the bottom of the content section of the page
- View the Organizationally Specific Content
- Click Close
- Continue throughout modules and courses
- Log out

### ***Creating hyperlinks***

In the steps above, you can create a hyperlink to sites on the internet. These links are accessed by double clicking the link.

To create a hyperlink in the pop-up:

1. Create the following tag in the Content Area

```
. <a href='http://www.yahoo.com' target='_blank'>Yahoo</a>
```

where

- a. href="....." should point to your URL reference
- b. **Yahoo** - could be the Text that users see to click.