



## Upstairs Solutions Training Guide

1. Open the website: <http://classroom.upstairssolutions.com>
2. Enter your Username...
  - BUR,
  - Your First Initial
  - Your Last Name

For example: John Smith = BUR.JSMITH
3. Enter your Password (last 4 digits of your Social Security Number).
4. You will see the in-services you are enrolled in...

 In Progress	<b>USS-11100 - Are You Survey Ready?</b> 0 Start Date: 02/24/06 End Date: 02/24/07	<input type="button" value="Open Course"/> <input type="button" value="Open Exam"/>
 In Progress	<b>USS-5000 - Creating a Restraint-Free Environment</b> 0 Start Date: 02/24/06 End Date: 02/24/07	<input type="button" value="Open Course"/> <input type="button" value="Open Exam"/>

5. To begin the course, click on the *Open Course* button.
6. When the course is complete, click on the *Open Exam* button.
7. Answer each question by selecting an answer and clicking the  button.
8. When all the questions (on the bottom) are checked off...

**Questions**

- ✓ 1. Cleansing the urethral area is important because it...
- ✓ 2. Catheter bags should be...
- ✓ 3. Which of the following statements is FALSE?...
- ✓ 4. As long as the catheter is inside of the resident, it doesn't matter how well it's connected to the tubing...
- ✓ 5. You should always measure the urine...

Click the '*Submit Exam*' button in the top right corner

Then click **OK** to confirm.

9. After completing the exam, you will see a screen showing your score.  
If you passed the exam, you have a few different buttons you can select from...
- ***View Exam Results*** – Allows you to review the exam with an answer key
  - ***Certificate*** – If your facility allows this, it displays a completion certificate that can be printed
  - ***Take Course Assessment*** – Allows you to provide feedback on the course
10. Click the ***Close*** button to return to the course list.
11. Congratulations, you have completed your in-service. Click the **Log Out** button in the upper-right hand corner to exit.

