UAMS GoSignMeUp public site is at http://uams.gosignmeup.com

The **sponsoring college** is responsible for:

- Developing standards for course design, communications, and pricing.
- Communicating standards, processes, responsibilities to departments.
- Setting standards for course certificates.
- Assigning a sub-admin who will work with GSMU admin to follow processes/standards.
- Answering questions from students (directed to the sub-admin or the instructor.)
- Setting categories and sub-categories for their college.
- Ensuring instructors have a GSMU account.
- Sharing monthly reports with departments.

The **sponsoring department** is responsible for:

- Providing all course information to GSMU admin or sub-admin.
- Securing approval of Associate Dean (or higher) for course offering, information, supporting processes, and pricing. (OED will forward the completed information to Associate Dean or other identified approver.)
- Developing the course in Blackboard (if applicable). (OED will provide instructional design and technical assistance upon request, as time allows.)
- Securing peer review and ensuring quality assurance.
- Testing the course set up and processes with fake students prior to course launch.
- Communicating enrollment and completion information to students
- As needed, enrolling students (though it is preferred that external students create their own GSMU accounts).
- Communicating to instructors that they are the first line of contact for students regardless of the question.

The **course instructor** is responsible for:

- Developing and posting the course/event materials.
- Providing course setup information to GSMU admin, in lieu of department or college.
- Answering questions from students.
- Acting as first contact in communicating with students re: GoSignMeUp enrollment or technical issues.
- Standard teaching duties.

The **GSMU administrator** is responsible for:

- Contacting and working with GSMU vendor for technical assistance.
- Setting technical standards and work processes with sub-admins.
- Adding sub-admins/instructors as needed.
- Training subadministrators.
- Setting up courses for instructors after receiving all course information.
- Interfacing with GSMU vendor.

The **GSMU Business Manager (for UAMS)** is responsible for:

- Accessing PayPal, GSMU, and BOA to reconcile course payments, communicate with UAMS Business Office, and process IDTs.
- Work with GSMU admin, departments, and Business Office to determine and test payment.
- Generates financial reports at the end of the month and sends to administrator for the college who will share with departments.

Credits and Pricing

- Colleges and departments create a consistent pricing for courses.
- A service fee of 10% is added to the course credit fee to offset administrative and support costs.
- Discount codes can be offered, such as $25 for HIM grads vs. $280 for non-grads.

Course Request and Set up Process

1. Please complete the online GSMU course request form with all course information.
2. The GSMU administrator will send a copy via email to the Associate Dean (or higher) approval of the course information and pricing.
3. After we have received an emailed approval, we can begin to set up the course. Please allow up to 5 business days for course setup. This information is extensive and some courses require the GSMU admin to set it up (especially the payment information).
4. The GSMU admin will contact the department with further information required for customizable email configuration, degrees and professions on registration forms, etc.
5. When the GSMU admin determines course setup is complete, the course setup will be tested with a fake student. The department is responsible for ensuring this testing occurs.

Course Names and Numbers

- Some departments put CE in front of the course name to distinguish it from other offerings.
- Some courses link to existing Blackboard courses and use that (Ex. CHRP7002-Genetic Counseling Orientation)
- Please click this link to refer to course Numbering Scheme guidelines.

Student Registration Fields – Professions and Degrees

- To ensure students can select the appropriate professions and degrees for your courses, your college/department should confirm that this information appears in the dropdown menu. See below. These registration fields appear in the account registration for a new user.

Denotes a required field.

First Name: *	
Last Name: *	
E-Mail Address: *	
Verify E-Mail Address: *	
Username: *	~~~Email Address~~~ Email Address Used
Password: *	
Zip Code: *	
Profession: *	Select Profession
Organization: *	Select Profession
Degree: *	Dental
Physicians fill out below:	EMT
City:	Genetic Counselor
State:	Health Educator
	Nuclear Medicine Technologist
Pharmacy fill out below:	Nurse
NABP Profile ID:	Pharmacist
Birth Month/Date - MM/DD:	Pharmacy Technician
	Physician
	Social Work
	Student
	Other

Submit

First Name: *	
Last Name: *	
E-Mail Address: *	
Verify E-Mail Address: *	
Username: *	~~~Email Address~~~ Email Address Used
Password: *	
Zip Code: *	
Profession: *	Select Profession
Organization: *	
Degree: *	Select Degree
Physicians fill out below:	Select Degree
City:	DDS/DMD
State:	Dental Hygiene
	Emergency Medicine
Pharmacy fill out below:	Genetic Counseling
NABP Profile ID:	Health Information Management
Birth Month/Date - MM/DD:	MD
	Nuclear Medicine
	Pharmacy
	Pharmacy Technician
	Radiation Imaging Sciences
	Registered Dental Assistant
	Registered Dental Hygienist
	Social Work
	Other

Email Options
Extra confirm text for email (example is from an actual course):

Instructions for accessing the online course:

1. Go online to https://uams.blackboard.com.

2. Log in with your username (email address) and password (created when you set up your account.)

3. Under the Course List in the middle of the Blackboard home page, click the GSMU_HIM104: ICD 10_CM course link. It will take you to the course Homepage.

4. On the far left, you will the course menu and links to course content. In the left column in the center of the screen, you will see Announcements. If an announcement is available, click on it to go to the Announcements page. This is where you will be kept up to date on course events. My Calendar will appear at the right. Your instructor will update the calendar.

5. To get to your lessons, click on the Weekly Lessons link on the course menu at left. You will see folders for each lesson that contain all lesson materials and quizzes. Click on Lesson 1. You will find your handouts for each chapter and the recorded lectures.

6. Before advancing to the next lesson, you must complete the lesson quiz with a grade of 80% or higher. You will have 3 attempts. After successfully completing the quiz, you will see the folder for the next lesson. If you do not see the next lesson folder, exit the course and re-enter it.

You must earn a total score of 80% for the course to successfully complete it. After scoring 80% for the course grade, you will receive an email with a link to a course evaluation. After submitting the course evaluation, you will receive another email with your Course Completion Certificate attached.