

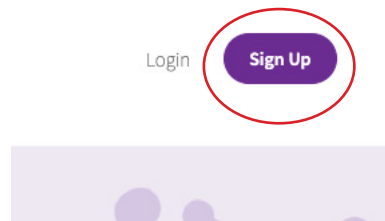


1. Creating an account and logging in

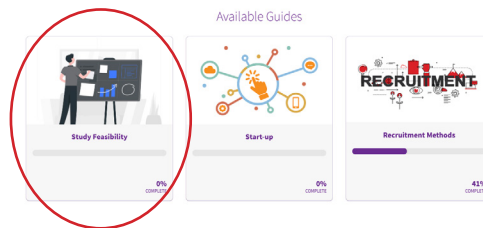
We have loaded our recommendations into an online platform called Teachable which is an online learning tool (you will notice references to courses in the platform).

You are required to create a free account and login to use Teachable. This is an easy process. To login for the first time:

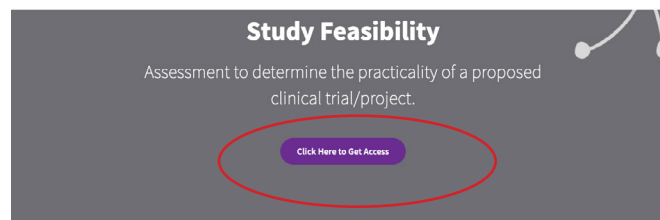
- Click on the link to teachable <https://ct-iq.teachable.com/>
- Click on the Sign Up button in the top right hand corner of the screen



- Enter your name and email details and create a password that you can remember.
- From the Home Page, click on the first of the four available guides, Study Feasibility



- The following screen appears and click on the "Click Here to Get Access" button



- Click on the "Continue to Guide" button and you can start accessing the Study Feasibility section.

You now have access to Study Feasibility!

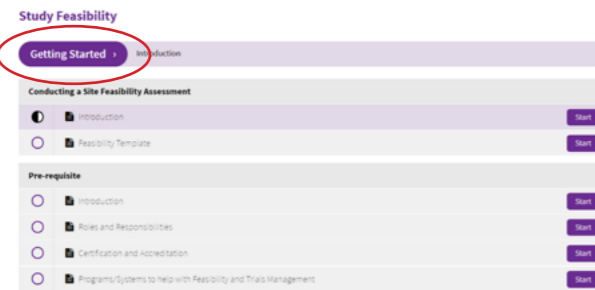
Your order ID: 37599908

You will shortly receive an email confirmation at test6@ctiq.com.au

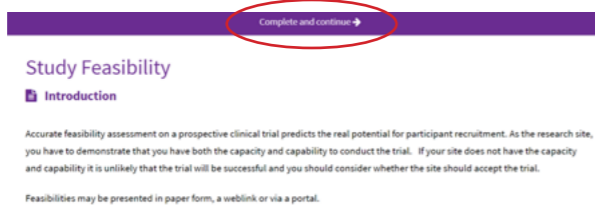
[Continue to Guide](#)

2. Using the section guides

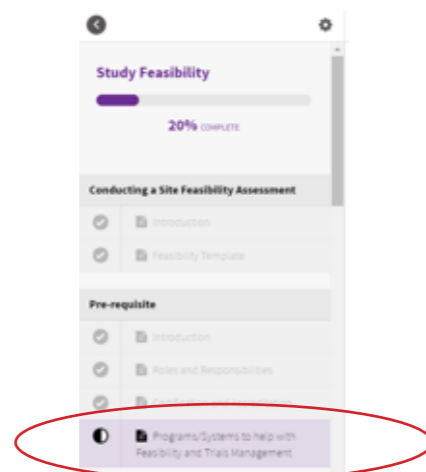
- a. The first page you see in the section guides is the section home page where you see an outline of the contents of the section (see example below). It is suggested that you work through each of the topics in the guide in sequential order. Click on the Getting Started button at the top of the page.



- b. You can then move through each topic of the Study Feasibility section by clicking on the "Complete and continue" button at the top of the page

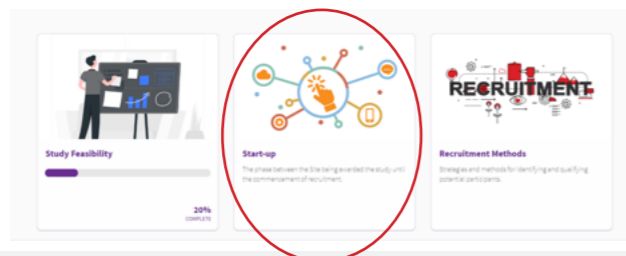


- c. The menu bar on the left hand side will show your % progress through the section. The topics you have read will be greyed out with a tick and the topics that you are yet to read will be in black. You can go back at any time and access the topics that you have already completed by clicking the topic heading.



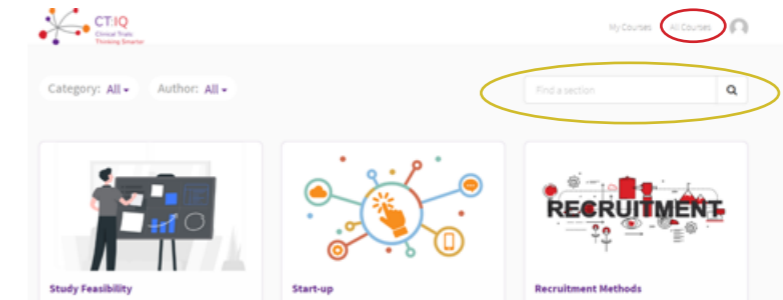
To navigate back to the home page for that section use the back arrow button at the top left hand side of the screen (shown in Orange circle above).

- d. To navigate back to the main Teachable Home page to access the other 3 Teachable sections click back again on the back arrow at the top left hand side of the screen.
- e. From the main home page you can then access the other 3 sections of Teachable and go through the same steps as in Getting Access earlier in these instructions



3. Troubleshooting

- a. If you have problems seeing all the four sections on the Home Page click on the "All Courses" tab at the top of the screen (red circle).



- b. Teachable does not have a Search function. The "Find a section" box at the top of this image (orange circle) is not a search tool for the whole document, it only allows you to search for one of the 4 section headings. Search functionality is something that we would build into a bespoke solution, we already have this on our wish list.

3. Feedback

The project team spent 8 months in 2019 developing our recommendations. The team recognised that many people would prefer an online way of viewing the content rather than reading a 50 page document. The project did not have a budget to develop a bespoke online solution. Teachable is a free off the shelf platform that we have loaded our content into. It does have some limitations.

We are after user feedback :

- 1) Most importantly on our content, have we met your needs in giving you guidance for improving recruitment at your site. Have we provided too much detail or not enough detail?
- 2) Secondly on functionality. If we did get funding to develop our own purpose built online tool what does it need to be able to do to make it as easy as possible to use.

Please direct any feedback to info@ctiq.com.au. During 1Q 2020 we will develop an email feedback template, in the interim please direct any feedback in written form to this email address.