

Theta Quick Start Guide for Instructors/Administrators

Version 3: 01/01/2023

Table of Contents

Getting Started.....	3
1. Set up your affiliation, user group, and access type.....	3
2. Create your instructor account linked to your affiliation.....	5
3. Logging in to Theta.....	5
4. The Dashboard.....	6
Create and enroll in a course.....	8
1. How to create a new course.....	8
2. Editing the course name and locked/unlocked status.....	8
3. Deleting a course.....	8
4. Enroll in a course.....	8
Update course settings.....	10
1. Enter an enrolled course by clicking the teal “▶” button.....	10
2. Adjust settings.....	10
3. Save new course defaults.....	10
Make an assignment.....	11
1. Enter an enrolled course by clicking the teal “▶” button.....	11
2. Design a profile for your assignment.....	11
3. Double check your settings.....	11
4. Save your case.....	11
5. View your case.....	12
6. Assign a case to a course or to a learner.....	12
7. Check the assignment visibility.....	13
Edit a case design/assignment.....	14
1. View your case design.....	14
2. Enter edit mode and make changes.....	14
3. Save your course.....	14
4. Remove the case from any assignments and reassign the edited case.....	14
View learner submissions.....	15
1. Instructor portal view.....	15
2. Learner submission viewer.....	15
Instructor Portal.....	16
1. Roster:.....	16

2. Submissions:.....	16
3. Assignments:	16

Getting Started

1. Overview and orientation

Hello new Instructors!

Welcome to Theta – an online audiology simulator. We hope this guide will serve as a useful reference for you to get you going. With any new technology, there is a bit of a learning curve. We hope you'll take the time to understand all the things that Theta can do so you can best integrate it into your teaching and learning experiences in the future. The more comfortable **you** are with Theta, the better equipped you'll be to help your learners. If you haven't already – we'd encourage you to go through the [Quick Start guide](#) to get a feel for designing, testing, and submitting a case.

We think it's helpful to have an overview of how Theta works, and we'll start with an overview of how Theta stores and organizes its information. In Theta, Submissions come from users who complete a case. These cases are stored inside courses. Courses are created by Instructors, and Instructors (and Learners) must have an affiliation/institution:

Affiliations:

To use Theta, you need to be set up with an affiliation. Affiliations group users and their submissions so they aren't visible to all Theta Users. Every user has access to courses as part of "Theta Academy" (i.e., our default affiliation). Dr. M (Shae Morgan, Ph.D., Au.D.) is the instructor for Theta Academy, so you'll see some courses that list him as the instructor.

Affiliation options:

Type: Professional (not a University program) or Academic (University program)

Access: Standard (all case elements) or Basic (audiometry only)

Instructors:

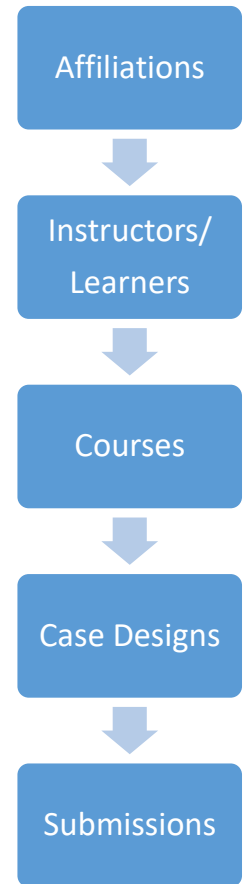
Instructor accounts have access to the instructor portal and can create courses for the affiliation. In the instructor portal, instructors can enroll/unenroll learners from courses, view learner submissions, and assign cases to a course or to an individual student. You can have multiple instructor accounts for each affiliation.

Learners:

Learner accounts are stored by affiliation. Learners cannot create courses, but can enroll in as many courses as are available to them. Learners can have a different view than instructors (e.g., to help them navigate right to their assignments). Learners enroll in courses, complete assignments, and can review their submissions in a submission portal.

Courses:

Instructors create courses via their dashboard. A course is a collection of assigned cases that learners can see by enrolling in the course. Courses can have their own unique settings (we'll discuss how to do this later in this guide), visibilities (email us to discuss further), and cases.



****NOTE**** At your institution, you may have a course with multiple instructors. To achieve this design in Theta, each instructor needs to make a course (you can use the same course name), and learners can enroll in the course offered by the instructor/supervisor with whom they are currently learning.

Cases:

Cases can be designed by all users and saved to their list of "My Cases" (see the Explore tab in Theta). Instructor accounts can use the instructor portal to assign any of these case designs to a course or to a learner. Cases assigned to a course will be visible to anyone inside that course. Cases assigned to a learner will only be visible to that learner.

Submissions:

Submissions are stored by case name in each course for each instructor. Thus, when deciding your course structure – you might want to consider who will be reviewing each course. Learners should submit (i.e., complete) cases in courses designed by the instructor who will be reviewing their work.

Example:

Jane Doe from HearingXYZ wants to use Theta to help train her learners. Jane contacts Theta to set up HearingXYZ as a new professional affiliation, with basic access (she only needs the audiometry element). Once set up, she creates her own instructor account under HearingXYZ. Creating her account after her affiliation is set up ensures that her instructor account and portal are set up automatically and correctly.

She creates two courses: 1) Thresholds and 2) Masking. She enrolls in both courses and enters her Thresholds course, where she designs an air conduction case and a bone conduction case. She uses the instructor portal to assign those two cases to her Thresholds course. Now, all learners who enroll in the Thresholds course can see and complete those cases. She enters the masking course and changes some settings relevant to masking, then saves those settings as the course default. Now the Masking course (and cases designed here) will have different settings than the Thresholds course. She makes an AC masking case and a BC masking case and assigns both cases to the Masking course.

Jane tests out her new courses by trying out her new assignments. She enters each course, clicks “Assess” and then selects tries each assignment. She makes sure she is comfortable with Theta so she can answer questions raised by her learners and she submits each case to understand what her learners should expect when they submit. She checks the submission to make sure she is getting the information in each submission that she was expecting to get (i.e., that the settings are right).

In the sections below (and see Table of Contents), we have step-by-step instructions to help you do most tasks in Theta. If there’s a task you need help with but isn’t listed here – send us an email and we’ll help you out, and add that section to this guide to help future instructors who have the same struggle.

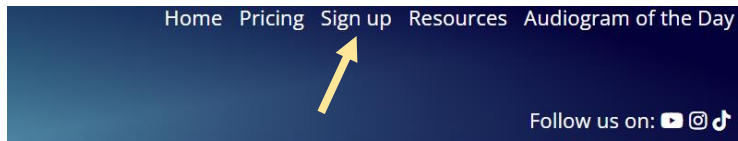
2. Set up your affiliation, user group, and access type

- a. **Affiliation:** New affiliations or updates to an existing affiliation must be handled by Audiology Technology Solutions. Please fill out a contact form (<https://audiologysimulator.com/contact>) with information regarding setting up or updating your affiliation.
- b. **User Group:** New affiliations and users under those affiliations are separated into several User Group categories:
 - i. *Theta Academy (default; no affiliation)*
 1. Individuals may purchase access to Theta independent of any institution and will be granted access to basic coursework and the ability to design their own cases using the many modules available inside of Theta
 - ii. *Professional*
 1. For companies, clinics, or groups outside of traditional higher education who use Theta for training, evaluation, and remediation purposes.
 - iii. *Academic*
 1. For higher education programs who use Theta as part of their coursework. University programs are offered academic pricing for up to 4 years, after which, their user group changes to professional.
- c. **For Professional User Groups only:**
 - i. *Access type:* New professional affiliations must consider how they plan to use Theta and what level of access they want in order to set up their account correctly. We currently offer two levels of access:
 1. *Basic:* Includes the Audiogram and Audiometry Elements only for designing, saving, assigning, and using audiometry simulation elements only. Learners can only see assigned cases designed by an instructor or administrator for the affiliation. Settings are locked for learners (can be set by the instructor).
 2. *Standard:* Includes access to all case Elements, learners can see the design, assess, and explore options and can interact with settings.

Note: All Academic and Theta Academy Users have Standard Theta access

3. Create your instructor account linked to your affiliation

- a. Once your account is set up, you'll need to create your instructor account and ensure it is correctly affiliated with your institution. If you already have an account – please delete your account and create a new one under the correct affiliation, or email us to set up your instructor account.
 - i. Register by clicking “Sign up” on the homepage navigation or by going to <https://audiologysimulator.com/signup>



- ii. Fill out the form
 1. Be sure to select your correct User Group and Affiliation
 2. For Account Type, be sure to change from Learner to Instructor

A screenshot of a form for creating an account. The form has a white background and a thin black border. It contains two main sections. The first section is titled 'Select affiliation' and has two dropdown menus. The first dropdown menu is currently set to 'Academic Affiliate' and the second is set to 'Other Academic Affiliation'. The second section is titled 'Select account type' and has a dropdown menu currently set to 'Instructor'.

- iii. Click “Create new user” to create your linked instructor account!



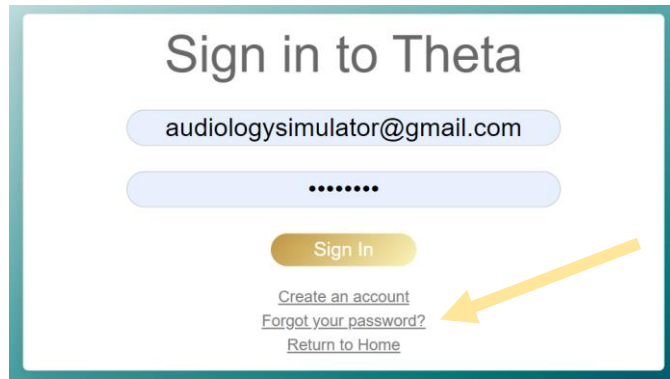
4. Logging in to Theta

- a. Once you create your instructor account, you will be automatically logged into your Dashboard. To get back to the Dashboard in the future, you'll need to log in via the main website (<https://audiologysimulator.com>) and click the “Log in” button, or go directly to <https://audiologysimulator.com/login>.

Create audiometric profiles and test them using our audiometer simulator. Practice audiology skills including air and bone conduction threshold testing, masking, speech tests, otoscopy, tympanometry, report writing, and more.



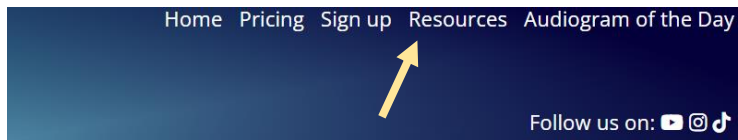
- b. On the login page, you'll need to enter your credentials you made during account creation to access your account. If you've forgotten your password, you can reset it using the “Forgot your password” link on the login page.



Note: Learners can also reset their password if they forget!



5. The Dashboard

- a. A detailed introduction to the Dashboard is included on page 2 of the Theta User Manual, which can be found in the “Resources” tab on the main website, by clicking “Help and Resources” on the bottom of the left column while within Theta, or directly at <https://audiologysimulator.com/resources>.

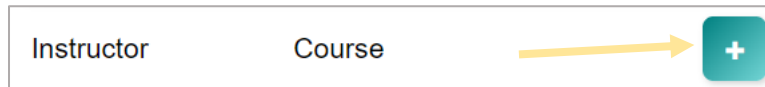


- b. The first time you access your dashboard, you’ll only have access to the Audiogram of the Day. You’ll need to purchase one of our services (i.e., Theta) to see available and enrolled courses. We offer two options for purchasing services:
 - i. Checkout via Stripe (a secure 3rd-party credit card processing service)
 1. Users can pay individually for a service by credit card and can manage their account independently by using the “Checkout” to activate their service. Stripe payment options depends on your user group and can include subscriptions (both monthly and a discounted annual subscription with charges recurring automatically) and one-time payments (annual only, no recurring charges)
 - ii. Access codes
 1. Instructors and administrators can purchase an access code that learners and instructors can use to activate their accounts. Access codes can be purchased for any number of users and grants access for any number of months. Access codes also include access type (Basic vs Standard). When a user activates their account with an access code, they are not required to enter any credit card information, and they will not be charged on a recurrent basis. When their access expires, they are prompted to re-gain access by either entering a new access code or paying via Stripe.

Available Services

 Theta	Access ends/renews: Oct 30 2022
 Diida	<div style="background-color: #00a68f; color: white; padding: 5px; display: inline-block; border-radius: 5px;">Checkout</div> <div style="display: flex; justify-content: space-around; width: 100%;"> <div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;">access code</div> <div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;">Go</div> </div>

- c. Once your account has access to Theta, you'll see a few differences in the Dashboard for instructors compared learners. The Instructor Dashboard has the following buttons and features:
 - i. "Create new course" button



- ii. For courses you create, you will see the Delete, Edit, and Enroll buttons



Note: all users can see the Enroll button for an available course

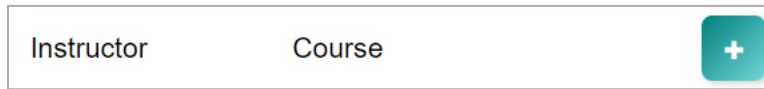
- iii. Instructor Portal button (bottom left corner). We'll cover the instructor portal in greater detail later in this manual, and it is also discussed in the Theta User Manual



Create and enroll in a course

1. How to create a new course

- a. Creating a new course is easy and gives you full control of how you manage your courses and learner enrollment. To add a new course, log into your account to access the Dashboard, and click the teal “+” button in the “Available Courses” section.

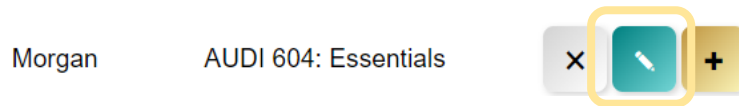


Pro tip: If you hover over buttons, you'll get a reminder of what the button does!

- b. Follow the prompts to add the course information:
 - i. Course Name: This is the course name the learners will see (e.g., “Introduction to Audiology”)
 - ii. Course ID: This is how Theta will track your course (e.g., AUD101). **This identifier must be unique and can only contain letters and numbers (no special characters or punctuation!).**
 - iii. Locking a course: Locking the course will prevent users from being able to enroll themselves in the course. Subsequently, only course instructors can enroll learners in locked courses. This is a great way to control tiers of learners (beginner, intermediate, advanced), or to create content in advance.

2. Editing the course name and locked/unlocked status

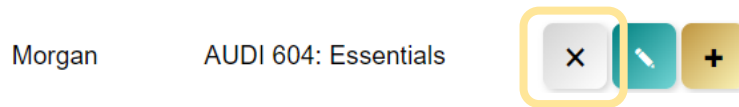
- a. Once you have created a course, you can change the name and locked status by clicking on the “Edit course” button (teal pencil) and following the prompts.



Note: You cannot edit the Course ID.

3. Deleting a course

- a. When you determine you no longer need a course (e.g., a course for a semester or cohort that has passed), you can keep your instructor portal organized by deleting your course. Deleting a course will delete all submissions, assignments, and other created content inside that course, so please be careful! **Remember: You cannot recover a deleted course.**





4. Enroll in a course

- a. In the “Available Courses” section of the Dashboard, click on the gold “+” button next to any available course to enroll in that course. Locked courses have a padlock symbol (🔒), indicating that the instructor must enroll learners in that course manually using the instructor portal Roster.
- b. Once you are enrolled in a course, it will appear in your “Enrolled Courses” section of your Dashboard.
- c. You can take several actions on an enrolled course:
 - iv. The teal “▶” button will take you to Theta for that course.
 - v. The gray “x” will unenroll you from the course and move it back to the “Available Courses” section.
 - vi. The gold “submissions” button will take you to a user portal where you can see all your personal submissions for that course.

1. *Note: this submissions portal is not the same as the instructor portal where you will go to view submissions from all learners!*

Enrolled Courses

Instructor	Course	
DrM	Sandbox	 
Submissions		

Update course settings

1. Enter an enrolled course by clicking the teal “▶” button

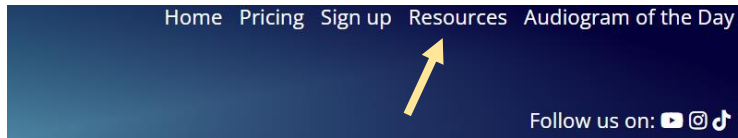
- a. From the dashboard, enter a course listed in the “Enrolled Courses” section. This will take you inside Theta for that course. A detailed description of the Home Tab inside Theta can be found starting on page 6 in the Theta User Manual.

2. Adjust settings

- a. Click on the “Settings” button near the bottom of the left teal column inside Theta



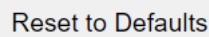
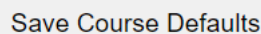
- b. A detailed description of each setting is included in the Theta User Manual, which can be found in the “Resources” tab on the main website, by clicking “Help and Resources” on the bottom of the left column while within Theta, or directly at <https://audiologysimulator.com/resources> .



- c. Changes to specific settings are applied automatically with no need to save settings unless an instructor wishes to change the defaults for their course.

3. Save new course defaults

- a. Instructors can store customized default settings specific to each course by making changes to the default settings and clicking the “Save Course Defaults” button in the upper right corner of the settings page.



- b. Changes made to settings from the defaults are applied immediately and will last until another change is made or you log out (unless you save the changes as the course defaults). If you log out, the course default settings will be applied when you log back into that course.
- c. Clicking “Reset to Defaults” on the settings page (see figure above) will return all settings to Theta defaults (which can be found in the user manual). Theta defaults are evidence-based and conservative.

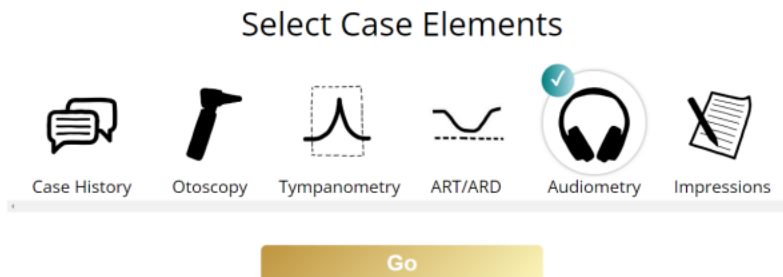
Make an assignment

1. Enter an enrolled course by clicking the teal “▶” button

- a. From the dashboard, enter a course listed in the “Enrolled Courses” section. This will take you inside Theta for that course. A detailed description of the Home Tab inside Theta can be found in the Theta User Manual.

2. Design a profile for your assignment

- a. Click “Design” on the Home Tab in Theta
- b. Select the Case Elements you want to include in your assignment and press “Go” to begin designing each element. A detailed description of each element can be found starting on page 8 in the Theta User Manual.



*Pro tip: Many instructors find it useful to **always** include the Case Information and Impressions elements, which can be used to provide instructions to the learner and/or pose debriefing questions for the learners to answer after completing the other case elements.*

- c. Design each element in your case, using the next and back buttons at the top of the right column to advance from element to element. Information on how to use each element designer can be found in the Theta User Manual.



Note: You can also click on the element name in the left teal column to navigate between elements

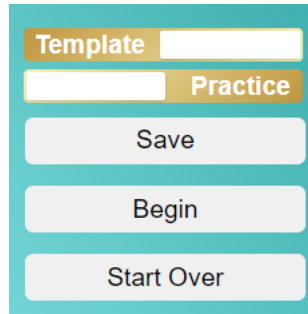
3. Double check your settings

- a. When you save a case, it will store Theta’s current settings as the settings that will be used for that assignment. **Thus, we always recommend double checking your settings prior to saving any case to ensure that the settings you save are the settings you want.**
- b. Some specific things to check each time (for more information on each individual setting, see the Theta User Manual):
 - i. Scoring settings: It is very common to change what you’re scoring for each case (e.g., you may want to score unmasked AC for an assignment geared toward a new learner, and masked AC and BC for a more advanced learner).
 - ii. Transducer: This stores the transducer you expect the learner to use, which has implications for the assumptions about interaural attenuation, occlusion effect, etc.
 - iii. Response Variability: You may want to vary the difficulty of the simulated patient by changing the response variability.

4. Save your case

- a. On the last element of your designed case, will find options to save, begin, and start over a case, along with some other options (all of which are described further in the Theta User Manual). These will be

found in the bottom of the right teal column in Theta



- b. Determine whether you want to save the case as a template or fixed case
- c. Determine whether you want to save the case as a practice or test case
- d. Click “Save Case”.
- e. Enter an assignment name (Alphanumeric characters only)

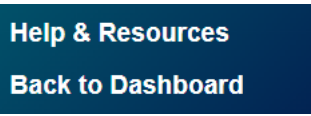
5. View your case

- a. Once you save your case, it gets added to “My Cases” in the “Explore” section of Theta (see the Home Tab in the Theta User Manual for more details).
- b. Here you can try out the case in Practice or Test mode, and even save a copy in whichever mode you prefer.
 - i. **We strongly recommend that instructors try each case they design to make sure the settings and elements are designed correctly prior to making it available to learners!**

Note: You cannot make assignments to learners while previewing your case design in “My Cases”!

6. Assign a case to a course or to a learner

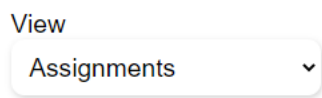
- a. Assignments are made using your saved cases via the Instructor Portal, which is accessible in the Dashboard.
- b. If you are inside Theta, click “Back to Dashboard” in the bottom of the left teal column. Alternatively, you can access the Dashboard by logging in or at <https://audiologysimulator.com/dashboard>



- c. Enter the Instructor Portal by clicking on the button in the bottom left of the Dashboard



- d. Change your view from “Submissions” to “Assignments”



- e. Double check your Affiliation, Instructor, and Course dropdowns are all set to the course where you want the assignment to go.

View: Assignments ▾ Affiliation: Theta Academy ▾ Instructor: Dr. M ▾ Course: Sandbox ▾

- f. In the “Assignments” view, your saved cases should populate in a list under the “My Cases” section.
- g. Click on the case you want to assign and then click on the “Assign to Course” button. A copy of the course will appear under the “Course Assignments” section. Cases assigned to a course are visible to all learners enrolled in that course. Alternatively, you can select a specific learner using the “Learner” dropdown and then click the “Assign to Learner” button to assign the case specifically to the selected learner. Cases assigned by learner are only visible to the assigned learner.

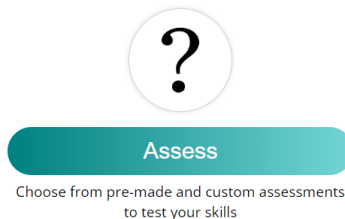


Pro Tip: Assigning cases to specific learners can be useful for remediation and for learners who need additional help and support through individualized additional training or for sending unique assignments to each individual learner.

Note: When you assign a case, you create a copy of the case into a folder that is accessible to the learners. Thus, if you make an edit to a case after it is assigned, the edit is made to the original, not any copies. You will need to remove the selected assignment from the course or learner assignment list and reassign the edited case for the changes to be visible to learners (see below for detailed instructions!).

7. Check the assignment visibility

- a. It is good practice to double check that your assignment is visible inside Theta once it has been assigned in the Instructor Portal
- b. Enter Theta for your Course, and click on the “Assess” Tab



- c. By default, this should populate the “My Assignments” list with all assigned cases. From here, learners can click on a case to load the assignment, and press “Begin” to start each assessment.

Edit a case design/assignment

1. View your case design

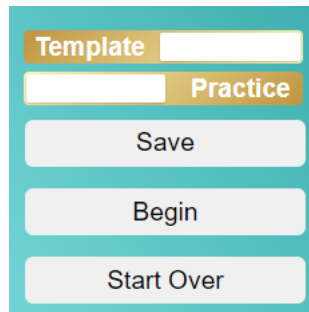
- a. From inside Theta, click “Explore”
 - i. The Explore section of Theta is where you can access “My Cases” – a viewer that stores all of your case designs in one place. You can view a preview of any case you have designed here and can change it from a practice case to an exam case (or vice versa), or from a template case to a fixed case (or vice versa). You can also start an assignment to see what it’s like from the learner perspective. Finally, you can edit any designed case.
- b. Click “My Cases”
- c. Click on the case you wish to edit to load a preview of the case.

2. Enter edit mode and make changes

- a. Click “edit” to enter the case designer.
- b. From here, you can make any edits you’d like to the case as if you were designing it from scratch.
 - i. Note: You cannot add elements to a case design – you must edit already existing case elements

3. Save your course

- a. Navigate to the final element in the designer
- f. Click “Save Case”.
- g. Enter an assignment name (Alphanumeric characters only)
 - i. If you use the same name, it will overwrite the original case. If you use a new name, you’ll have access to both the edited and unedited case file in “My Cases”



The image shows a vertical stack of five buttons within a teal-bordered container. The top button is labeled 'Template' and has a white input field to its right. The second button is labeled 'Practice' and has a white input field to its left. Below these are three buttons labeled 'Save', 'Begin', and 'Start Over' in a light gray color.

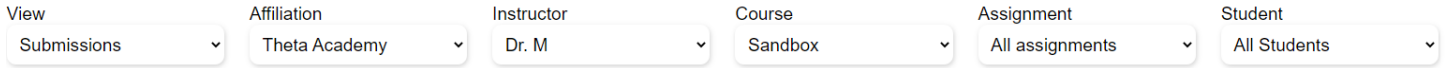
4. Remove the case from any assignments and reassign the edited case

- a. Remember: When you assign a case, you create a copy of the case into a folder that is accessible to the learners. Thus, if you make an edit to a case after it is assigned, the edit is made to the original, not any copies. You will need to remove the selected assignment from the course or learner assignment list and reassign the edited case for the changes to be visible to learners.

View learner submissions

1. Instructor portal view

- a. Learner submissions can be seen by any instructor at your affiliation via the Instructor Portal. “Submissions” is the default view in the instructor portal. Set the other dropdowns to refine your view of the submissions by Instructor, Course, Assignment, and even Learner.

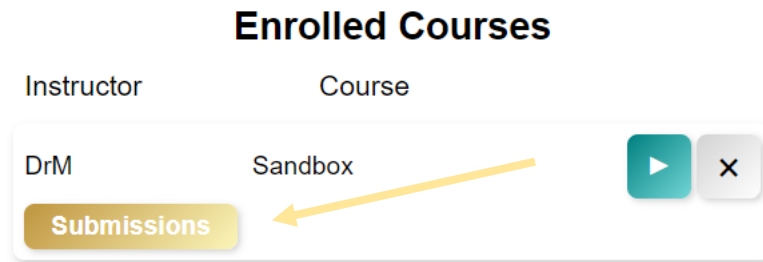


- b. The Submissions List will populate with the names of available submission PDFs from learners. Submissions are in chronological order, from oldest to newest submissions.
- c. To view a PDF, click on the submission you wish to see.
 - i. In the PDF viewer, you have the option to download and/or print any of the PDF submission files for your records

Note: Theta will store submissions for 6 months. After that time, it is the responsibility of the instructor to save copies of any completed work in Theta for academic or other purposes. Files will automatically be deleted after the 6 month window.

2. Learner submission viewer

- a. All Theta users (including instructors) can view their personal submissions for any given course by clicking on the gold “Submissions” button for that course in the “Enrolled Courses” section.



- b. Learners can use the viewer to review their work and download PDFs of their submissions

Instructor Portal

If you are registered as an instructor, then you will have access to the instructor portal. The portal has three primary views: Roster, Submissions, and Assignments.

1. Roster:

- a. The roster feature provides a list of all learners at your affiliation who are registered in your courses. You can also view learners who are registered under other instructors at your same institution, but you may not change institutions without manually requesting to do so.
- b. Use the dropdowns to select the instructor, course, assignment, learner, user status (active vs inactive), enrollment status, and or sort parameters and you should see an updated list of learners who meet that criteria. On the righthand side of the list, you should see how many learners are enrolled in that particular course for that particular instructor. We encourage all instructors to check and make sure that all learners are registered in advance of the first assignment to make sure their submissions are correctly routed to the correct instructor's portal.
- c. In the roster, you can manually enroll learners in courses by checking the "enrolled" box.

2. Submissions:

- a. Instructors have access to a dedicated cloud storage of all learner submissions and data for rapid batch viewing and grading.
- b. Use the dropdowns to select the instructor, course, assignment, and learner submissions you wish to view. Click on the submission name to load the PDF for review. You can download the PDF report or the .txt data file for your records or delete files you have already graded or no longer wish to save. The instructor portal will keep submissions by course for 6 months – after which time they are purged in preparation for the next-year's submissions.
- c. **Flagging:** To aid in debriefing each submission, the program automatically assesses learner performance and logs flags when learner actions do not follow recommended procedures. Flags are displayed at the end of the learner report and include not following the Modified Hughson-Westlake procedure, using too few stimuli for SRT testing, presenting a stimulus for too short or too long of a duration, using an inappropriate WRS level, and so on. **Appendix 3 of the Theta User Manual** has a list of all the current flags.

3. Assignments:

- a. Use this view to make assignments to learners. Assignments can be made by course (all learners registered to that course have access to the assignment), or by individual (only visible to the assigned learner). The assignments section of the portal also allows you to delete cases you have made that are no longer in use and share cases with other instructors and learners.