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RioMed_Cellma Training Portal_Users_UserGuide

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WORLD CLASS ELECTRONIC HEALTHCARE SOLUTION

Document Control

Document Location

The source of the document will be found in location: RioMed Training Portal

Subsequent versions of this document will be found in the same folder.

Revision History

Revision date	Version	Summary of Changes	Author
First Draft	V1.0	Final Submitted document	Sailee Suvarna

Approvals

Version 1.0 and above of document requires the following approvals:

Name	Signature	Title	Date of Issue	Version
Sonal Gandotra		Training Specialist	31-Jul 2026	V1.0

Approval records are held electronically in RioMed's Knowledge Bank.

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Introduction

The RioMed Learning Platform provides learners with a structured environment to complete training courses through presentations, workflow documents, user guides, training videos, assessments and certification.

The platform enables learners to progress through each course in a predefined order, ensuring that all required learning materials are reviewed before progressing to the next activity.

Upon successful completion of a course, learners can complete an evaluation, view their grades and download their certificate of completion.

Scope

This user guide explains how to navigate the RioMed Learning Platform and complete an online course successfully.

The guide covers:

- Logging into the platform
- Navigating the Home page
- Accessing the Dashboard
- Viewing enrolled courses
- Understanding the course structure
- Completing each learning activity
- Completing assessments
- Downloading certificates
- Viewing grades
- Logging out

System Requirements

Before accessing the RioMed Learning Platform, ensure that you have:

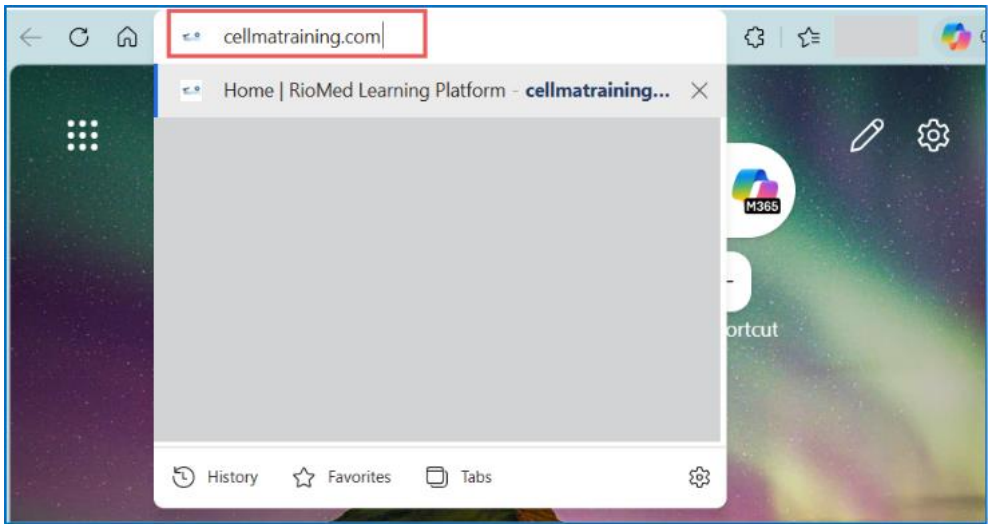
- A stable internet connection.
- A supported web browser such as Google Chrome or Microsoft Edge.
- A valid username and password.
- Access to the RioMed Learning Platform URL: **Cellmatraining.com**

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Logging in to the RioMed Learning Platform

The RioMed Learning Platform provides learners with access to interactive training materials, assessments, practice activities and certificates.

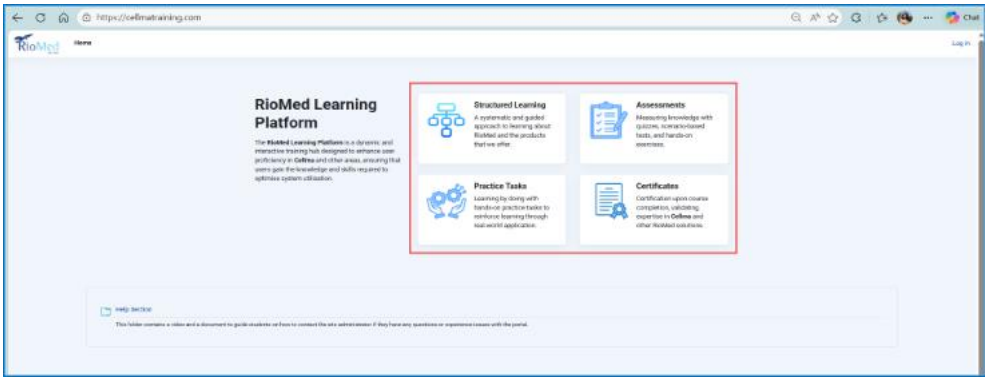
Step 1: Open your preferred web browser. Enter the following URL in the address bar: **Cellmatraining.com**



Step 2: The landing page displays an overview of the learning platform together with information about its key features.

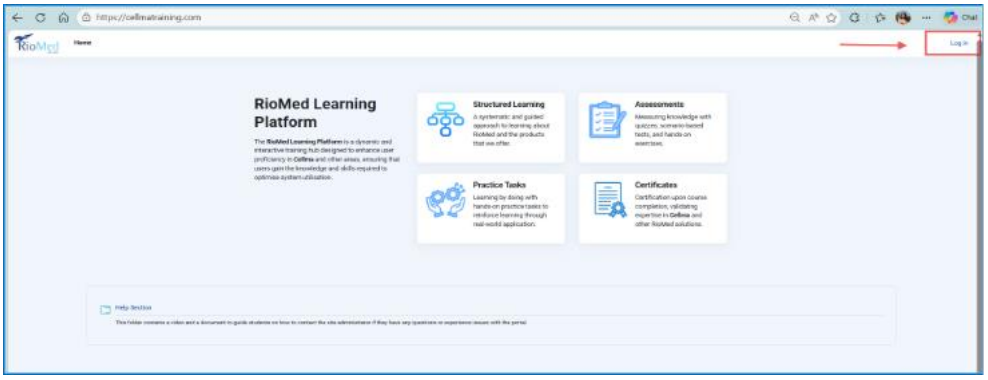
The platform provides:

- Structured learning
- Assessments
- Practice tasks
- Certificate of Completion



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Step 3: Click **Login** located in the upper right corner of the screen.



Step 4: Enter your Username and Password.

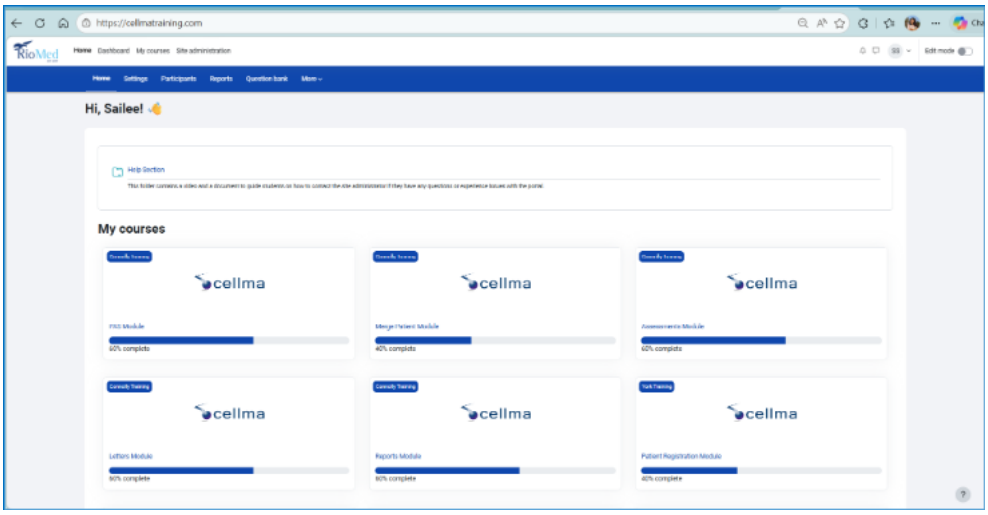


Step 5: Click on **Login button**.



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Step 6: After successful authentication, the **Home page** is displayed.

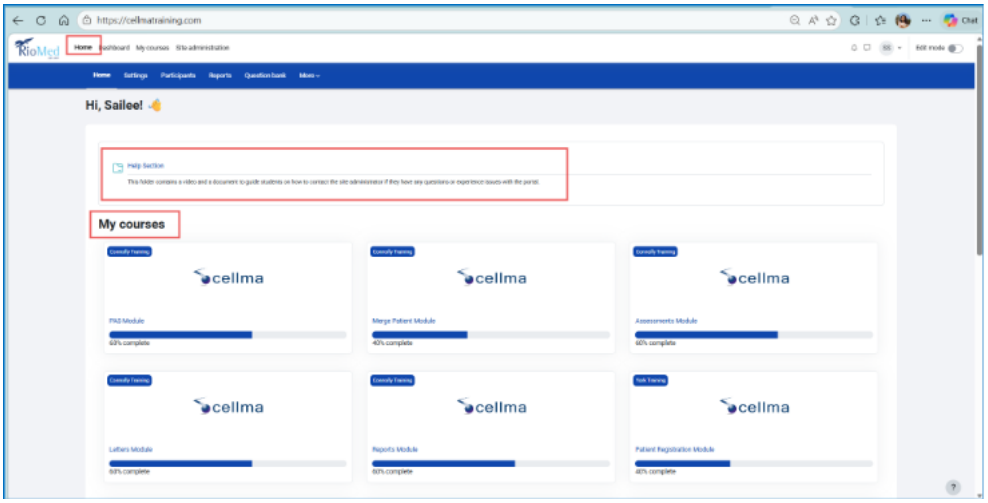


Home Page

After logging in successfully, learners are directed to the **Home page**.

The Home page provides quick access to:

- Instructional Material
- Enrolled Courses



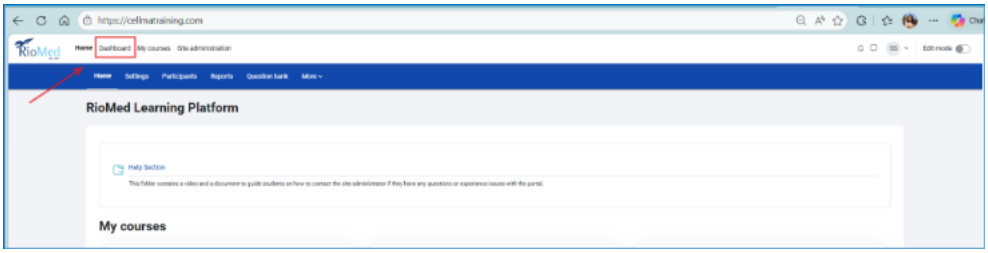
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Dashboard

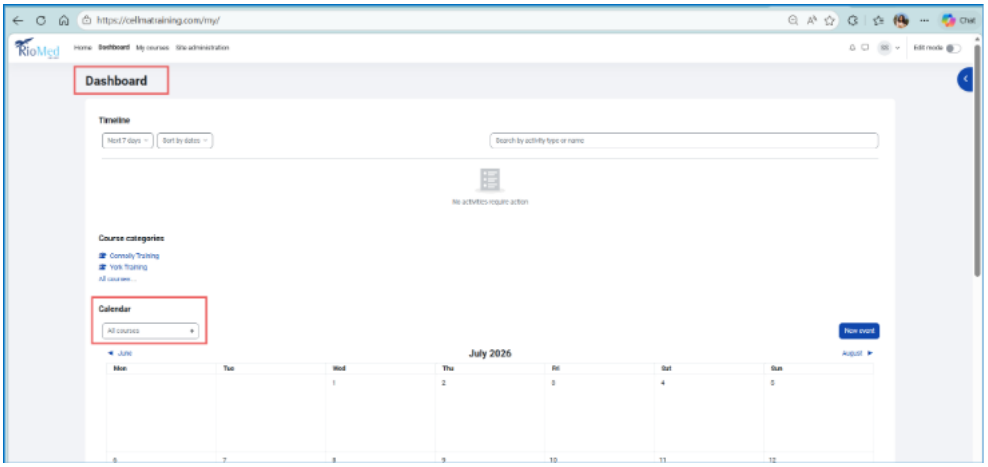
The Dashboard is the learner's personal workspace. Select the **Dashboard** tab from the navigation menu. It provides:

- Calendar events
- Course schedules
- Upcoming activities

Step 1: Click on **Dashboard** option.

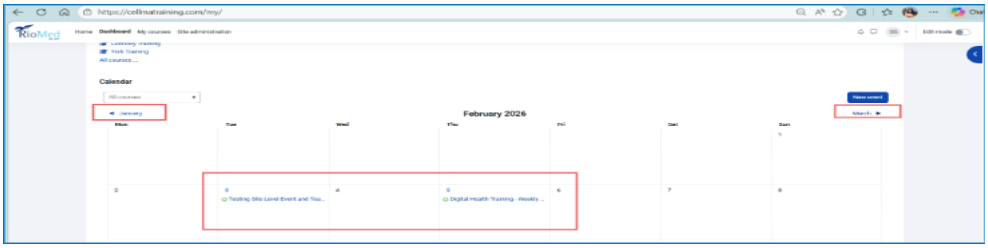


Step 2: Review the calendar displayed on the screen.



Step 3: Select the month name to view scheduled course events.

For example, selecting **January** displays the scheduled start date for the **Patient Administration and Scheduling** course.

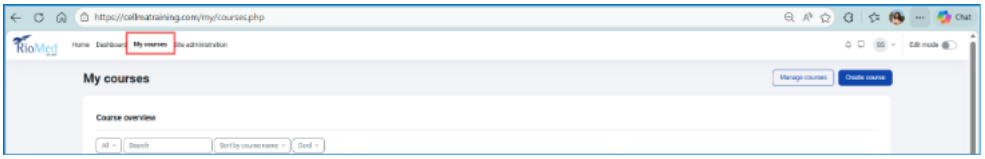


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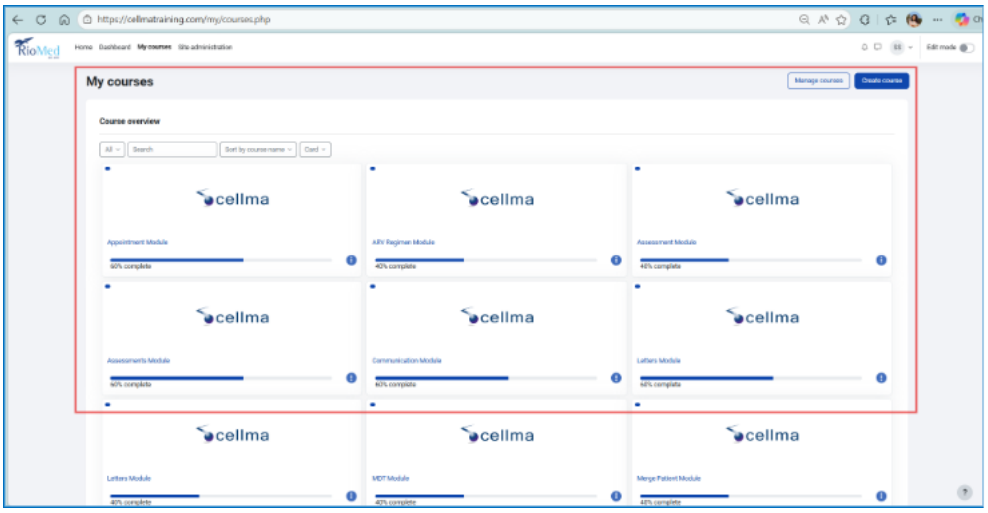
My Courses

The **My Courses** page displays all courses assigned to the learner.

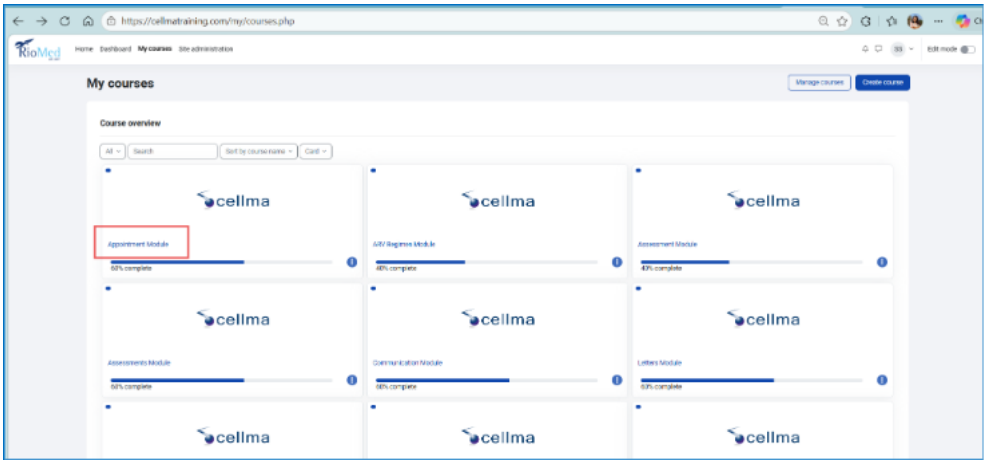
Step 1: Click My Courses.



Step 2: Locate the required course.



Step 3: Click the course name. For example: **Appointment Module** and this will show the course details.



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Course Structure

After opening an enrolled course, the learner is presented with the course home page. This page contains the course banner, learning objectives, progress tracker, and all learning activities that must be completed in sequence.



The activities are designed to guide learners through the course from beginning to end. Some activities remain locked until the previous activity has been completed.

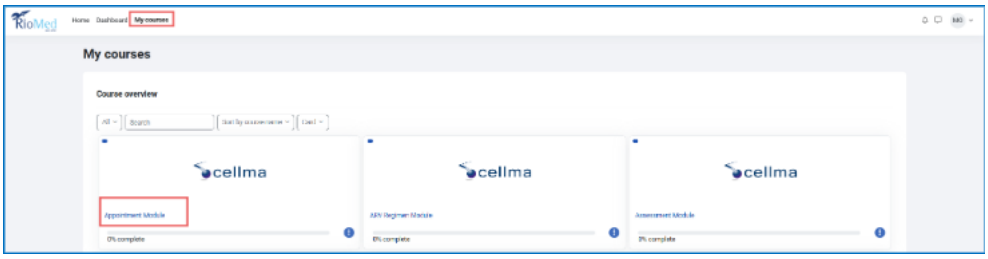


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Course Banner and Progress

The banner at the top of the course displays the course name and provides a visual indication of the learner's overall progress.

Step 1: Open the required course from the **My Courses** page.



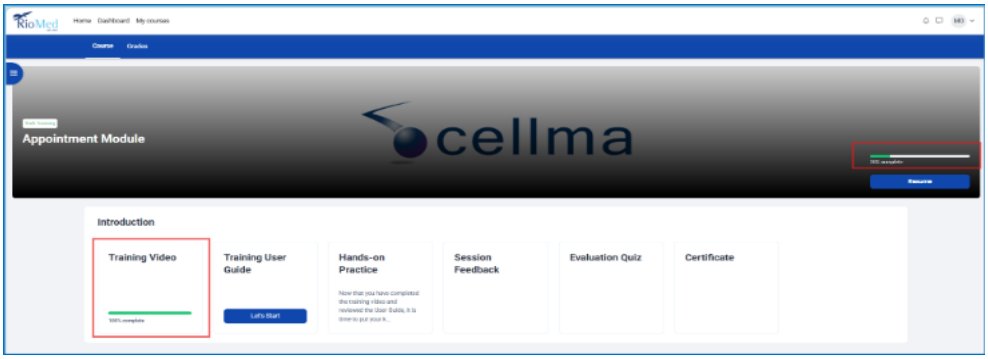
Step 2: Observe the course banner displayed at the top of the screen. The banner displays:

- Course name
- Progress bar



Step 3: Review the progress bar located in the lower right corner of the banner. The progress bar updates automatically as activities are completed.

Note: The progress percentage increases only after the required activity has been completed successfully.



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Course Sections

Each course is divided into individual learning sections. Depending on the course, these sections may include:

- Introduction
- User Guide
- Training Video
- Hands-on Practice Section
- Training Feedback
- Evaluation Quiz
- Certificate of Completion

These activities should be completed in the order presented.



Course Index

The Course Index provides an alternative navigation menu that allows learners to move quickly between course sections.

Step 1: Click the **Course Index** icon located in the upper left corner of the course page.



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Step 2: The Course Index opens on the left-hand side of the screen. The index displays every section available within the course.



Step 3: Click the three-dot menu at the top of the Course Index.



Step 4: Select Expand all. All course sections are displayed.



Locked Sections

Some sections display a **lock icon**. The lock indicates that the activity is unavailable until the previous activity has been completed.

Learners must complete activities sequentially to unlock the remaining sections.

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Note: Locked activities cannot be opened until all prerequisite activities have been completed.



Training Video

The **Training Video** section provides a visual demonstration of the course content. Learners are expected to watch the complete video before progressing to the next activity.

Step 1: From the Course Index or course page, select **Training Video**.

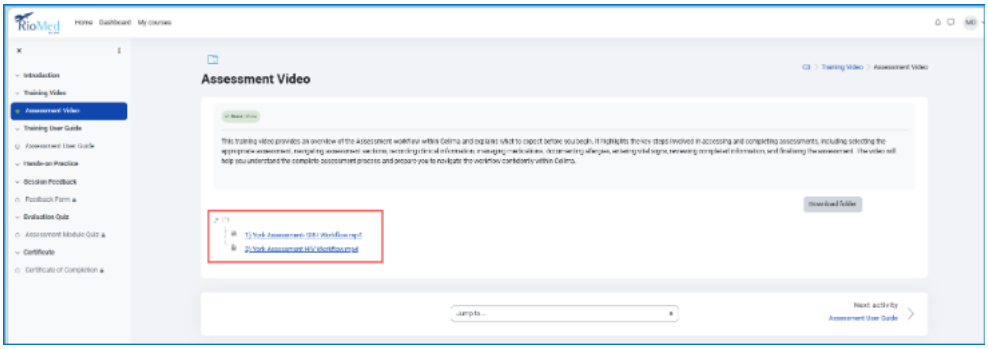


Step 2: Click the Training Video folder.

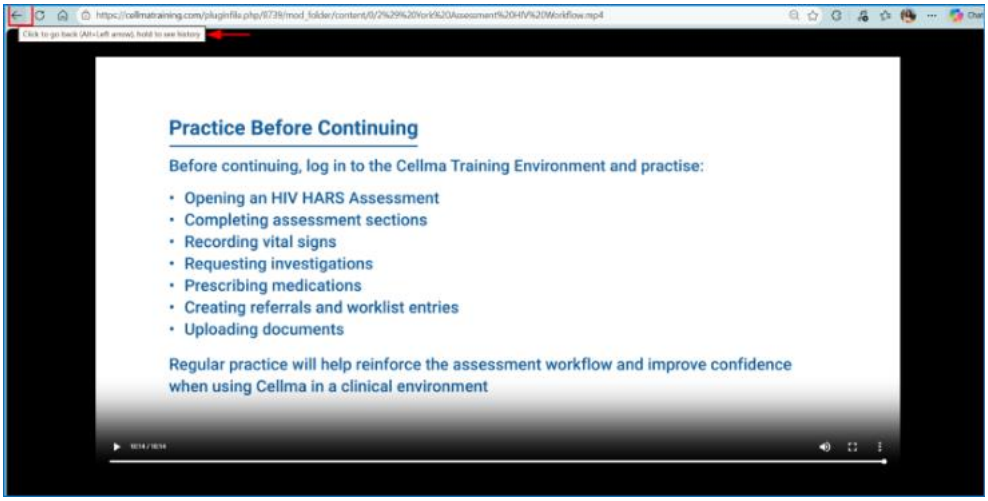


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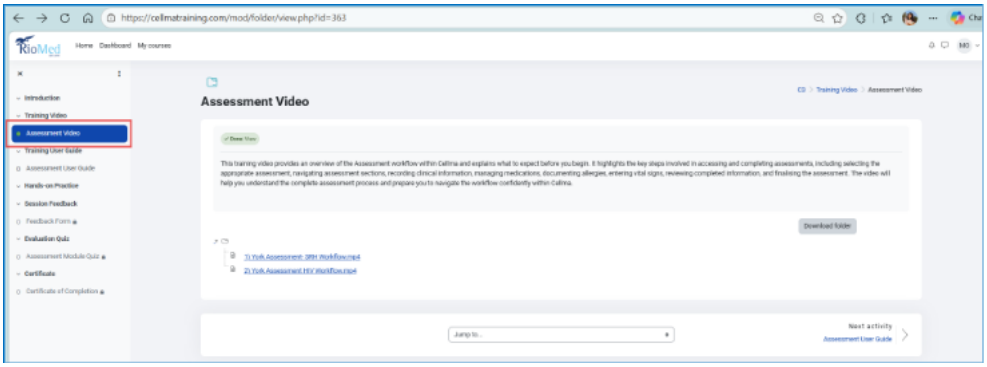
Step 3: Click the video link. The training video will begin playing within the platform.



Step 4: Watch the training video in its entirety. After watching the video, click the **Back** button in your browser to return to the course page.



Step 5: Verify that the completion indicator beside the Training Video section has changed to green.



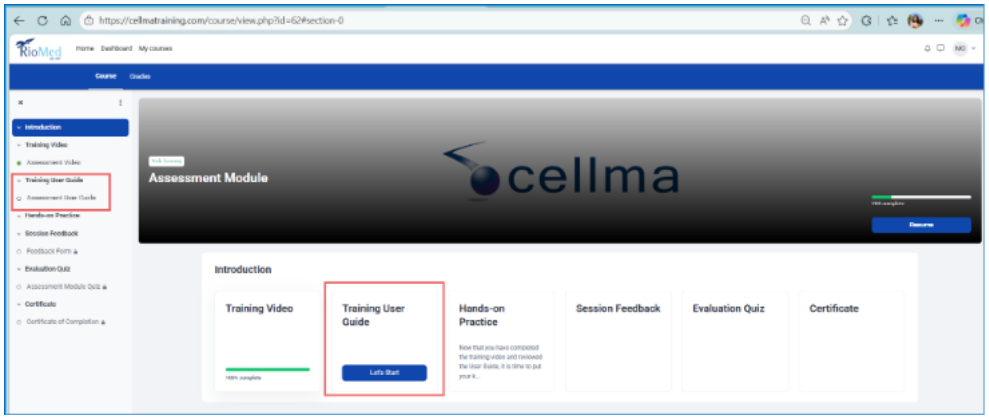
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User Guide

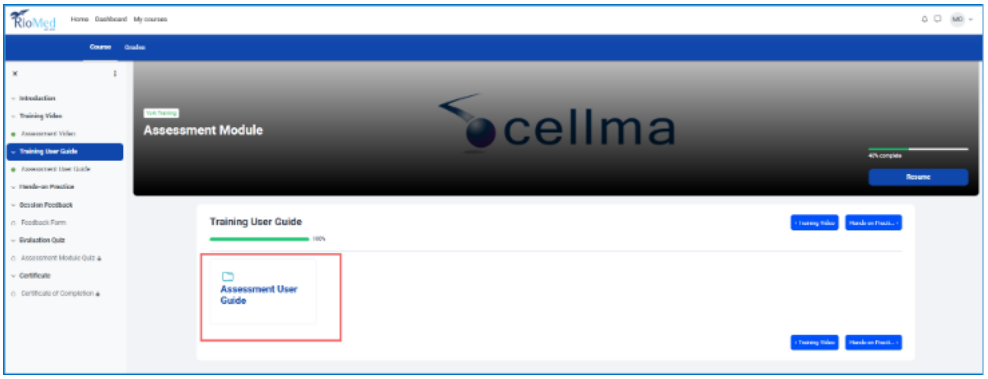
The User Guide provides detailed instructions related to the course content.

Step 1: Select User Guide from either:

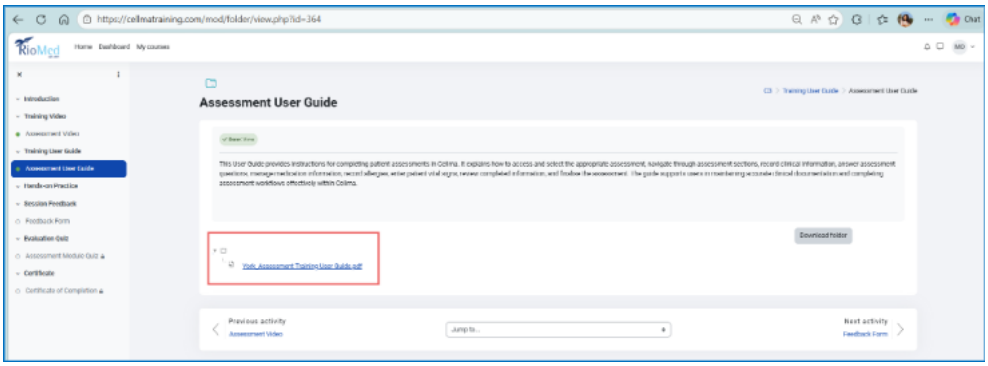
- Course Index
- Course Page



Step 2: Click the User Guide folder.

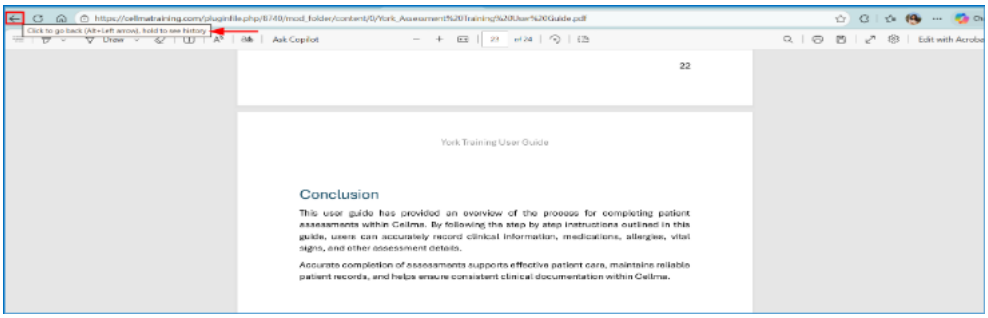


Step 3: Click the User Guide document and review the complete User Guide.



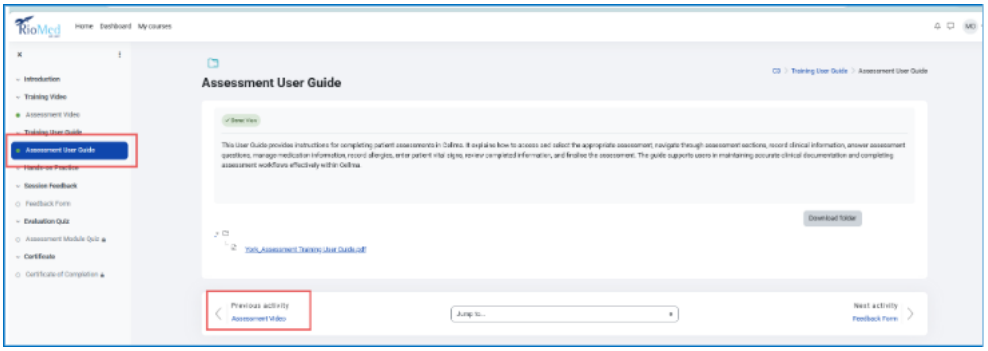
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Step 4: Close the document and return to the course page.



Step 5: The completion indicator changes to **green**, confirming that the User Guide has been completed.

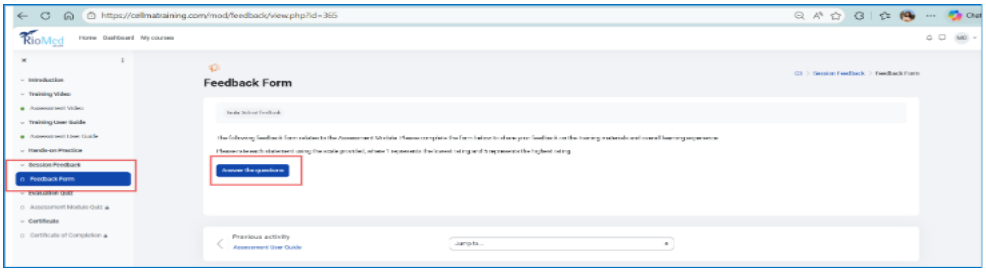
If required, learners can revisit previously completed activities by selecting the appropriate activity from the Course Index or using the **Previous Activity** link available within the course.



Note: Once the Training Video, and User Guide have all been completed, the remaining activities become available one by one.

Feedback Form

The **Feedback Form** section enables learners to provide feedback on the training and complete a self-assessment of their understanding after reviewing the learning materials. Both activities should be completed before proceeding to the Evaluation Quiz.



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Training Feedback

The Training Feedback activity allows learners to evaluate the quality and effectiveness of the training.

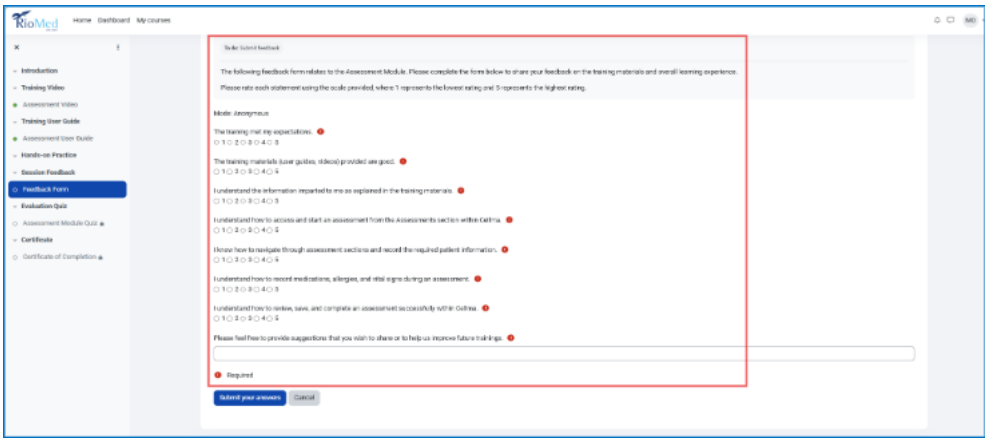
Step 1: Click Answer the Questions.



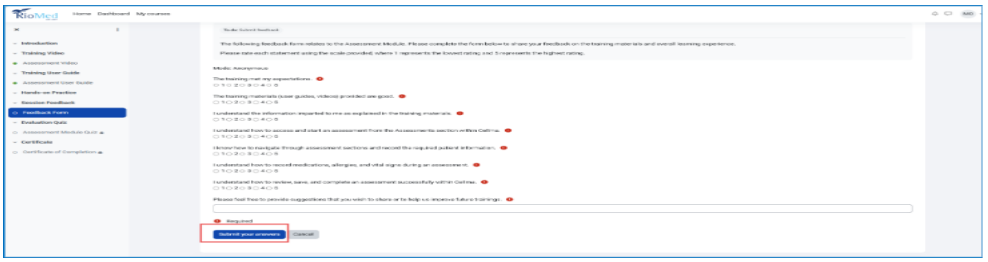
Step 2: Rate your level of understanding for each statement.

Rate your level of understanding on a scale of 1 to 5, where:

- 1 = Lowest level of understanding
- 5 = Highest level of understanding

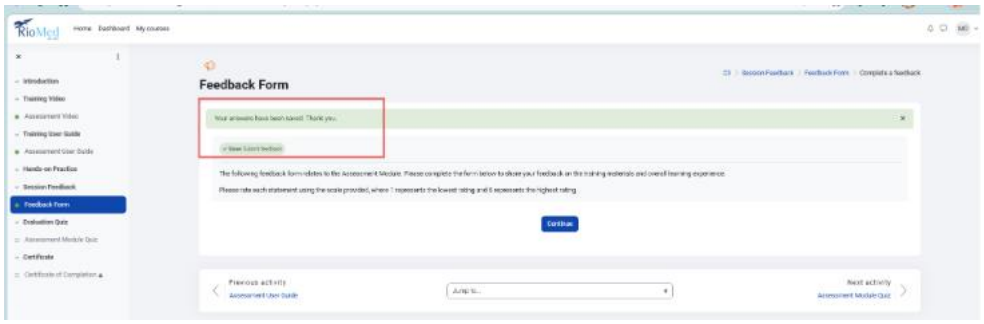


Step 5: Click **Submit Your Answers**.



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Step 6: A confirmation message is displayed once your responses have been submitted successfully.



Evaluation Quiz

The Evaluation Quiz assesses the learner's understanding of the course content.

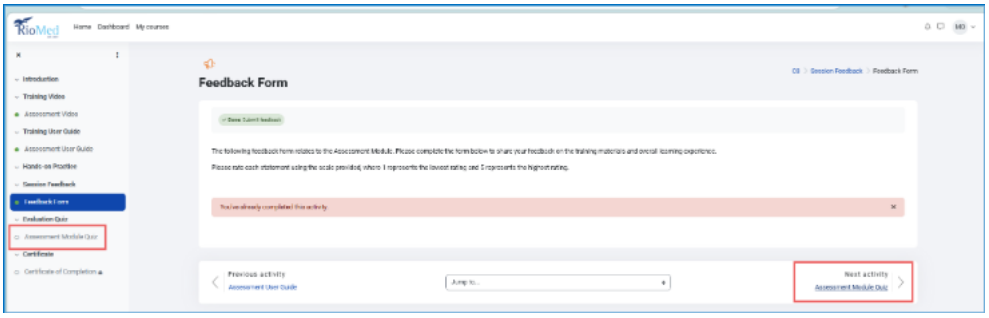
Before beginning the quiz, learners should ensure that they have reviewed all learning materials.

The quiz page displays important information such as:

- Number of attempts permitted
- Time limit
- Passing grade

Step 1: Select Evaluation Quiz from either:

- Next Activity
- Course Index

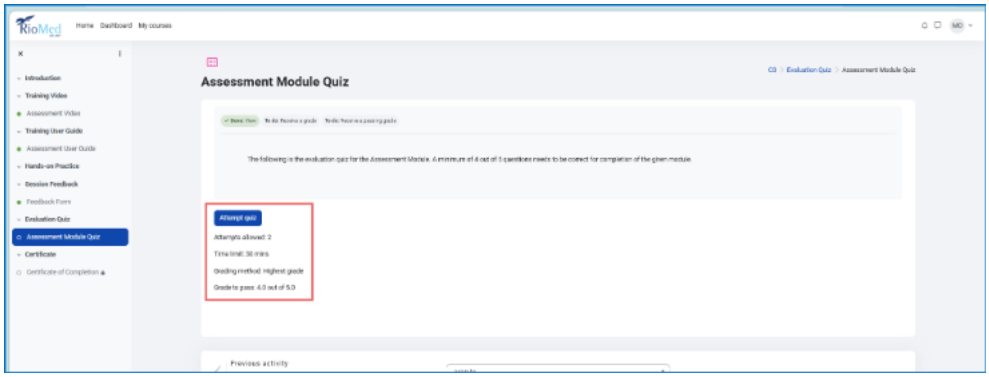


Step 2: Review the quiz instructions carefully. The page displays:

- Number of attempts
- Quiz duration
- Passing grade

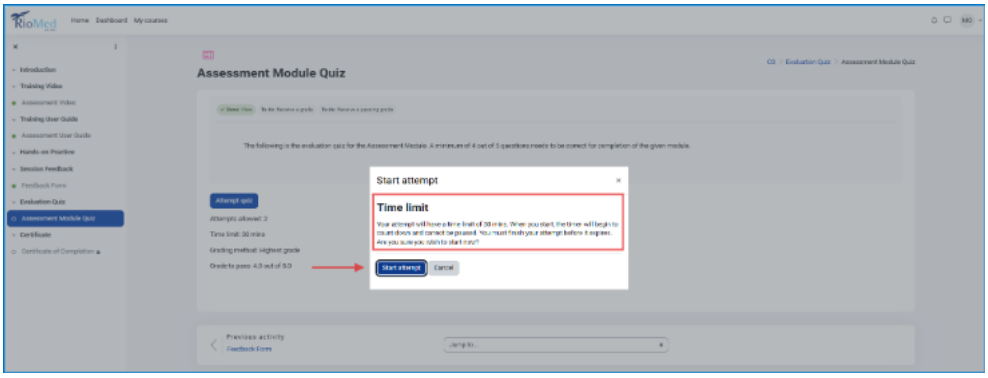
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Click **Attempt Quiz**.



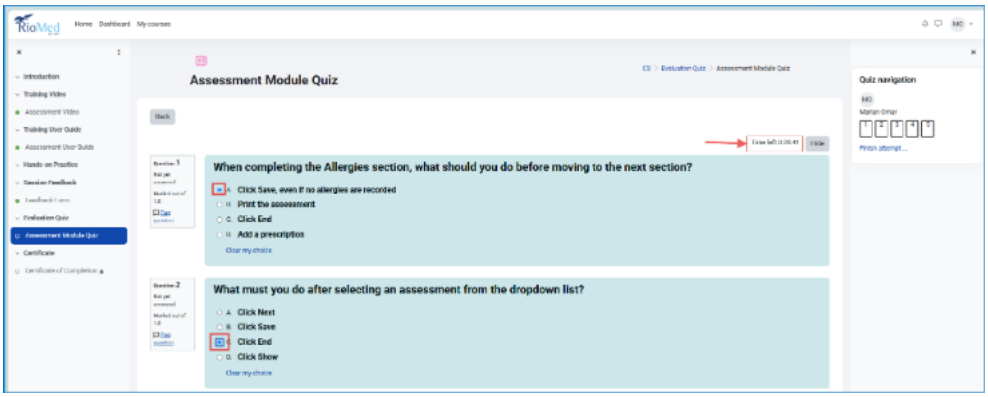
Step 3: A pop-up window containing additional instructions is displayed.

Read the instructions carefully. Once done, click **Start Attempt.** The quiz begins.



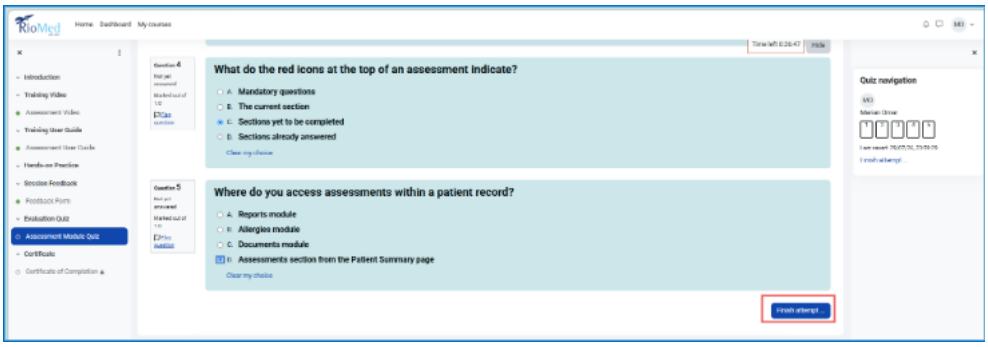
Step 4: Answer each question by selecting the most appropriate option. Alongside, monitor the timer displayed at the top of the page throughout the assessment.

Note: Ensure that all questions are answered before the timer expires.



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Step 5: After answering all questions, click **Finish Attempt**



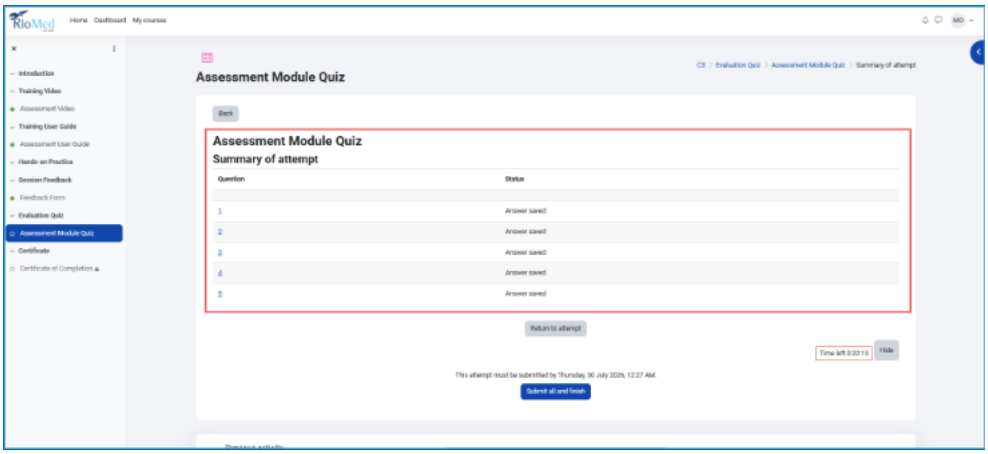
After selecting **Finish Attempt**, the system displays a summary of your responses.

The summary page provides two options:

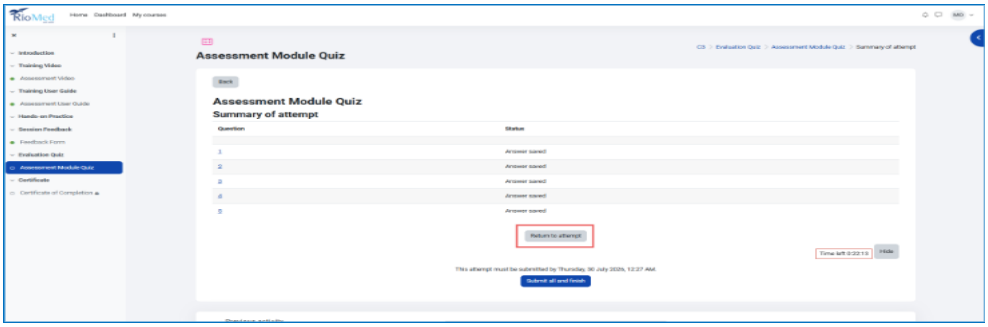
- Return to Attempt
- Submit All and Finish

Step 1: Review the attempt summary.

Reviewing the Quiz Attempt



Step 2: If you wish to change an answer, click **Return to Attempt**.

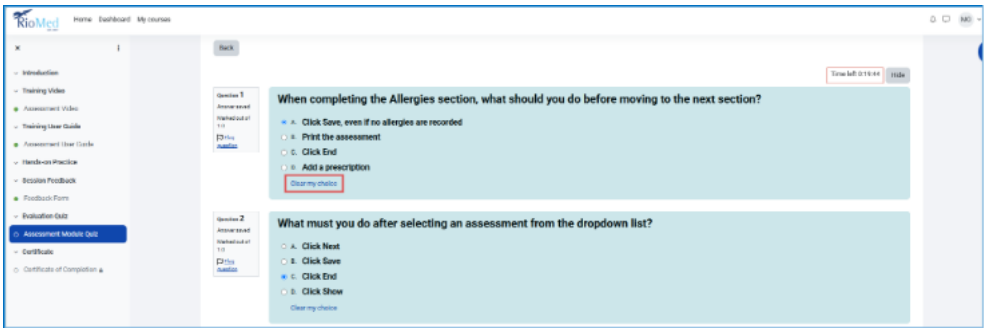


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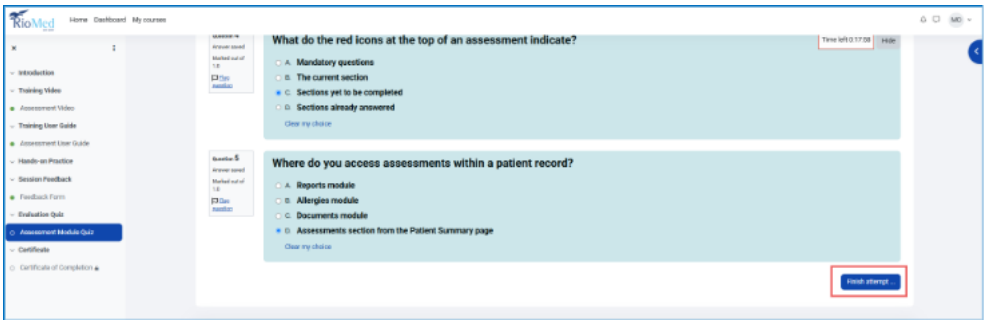
Step 3: To change an answer:

- Select **Clear My Choice**
- Choose another answer

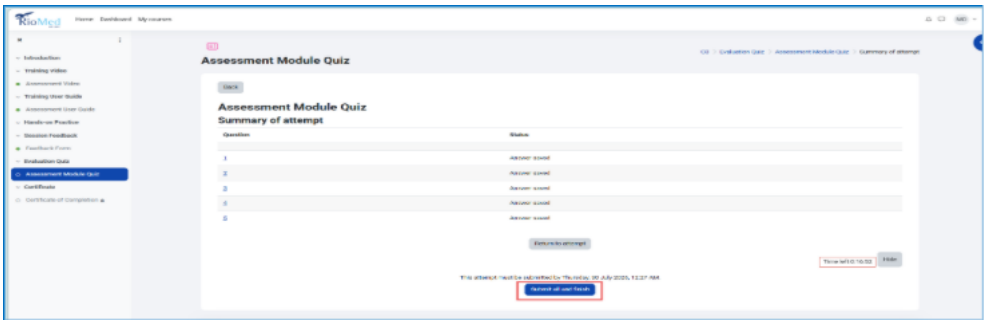
Repeat this process for any additional questions that require modification.



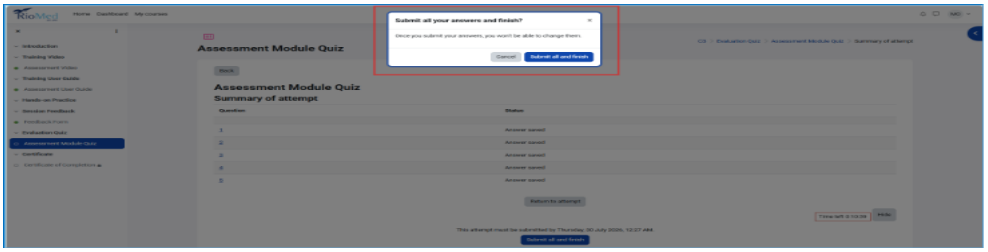
Step 4: Click Finish Attempt again.



Step 5: Select **Submit All and Finish**.



Step 6: A confirmation message is displayed informing you that no further changes can be made after submission. Click **Submit All and Finish** to confirm your submission.

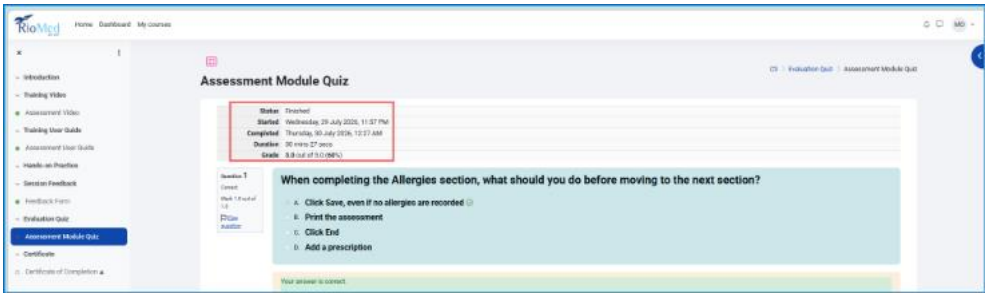


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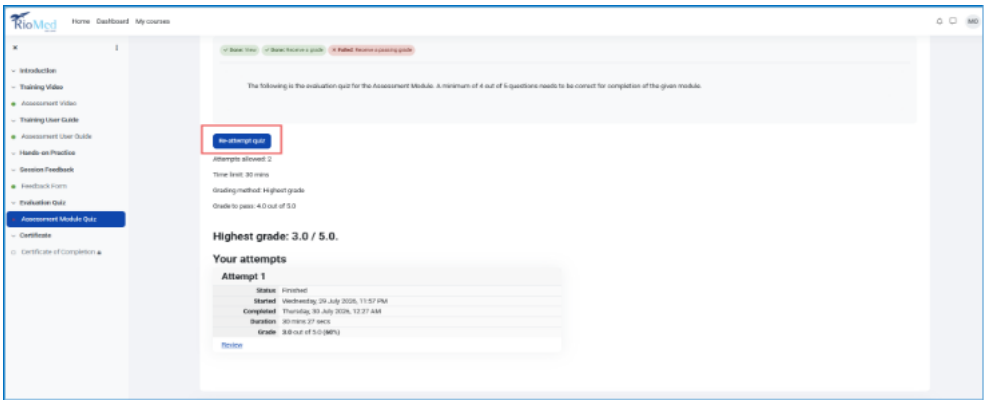
Reattempting the Evaluation Quiz

If the required passing grade is not achieved on the first attempt, the platform allows learners to reattempt the quiz, provided that additional attempts are available. The number of permitted attempts is displayed in the quiz instructions before the assessment begins.

Step 1: After reviewing your quiz results, check your score against the required passing grade.

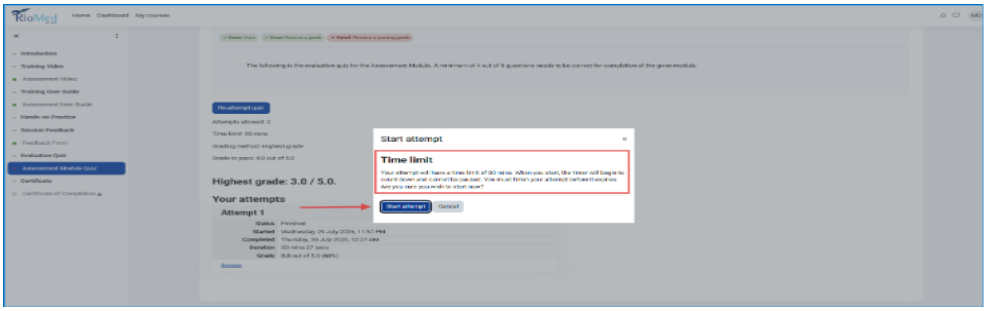


Step 2: Navigate to next page by clicking on **Finish Review** in the bottom right corner. If another attempt is available, click **Reattempt Quiz**.



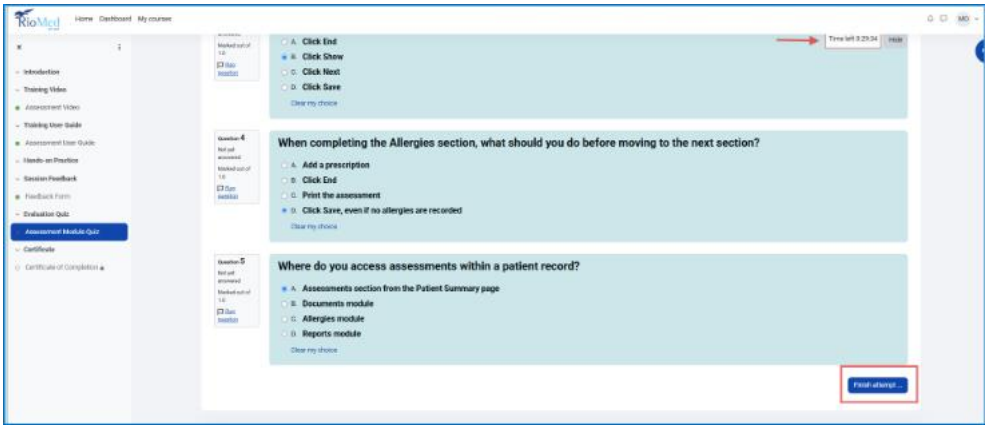
Step 3: A pop-up window displays additional instructions. Read the instructions carefully before starting your next attempt. Click **Start Attempt**.

The quiz opens and displays the questions again.

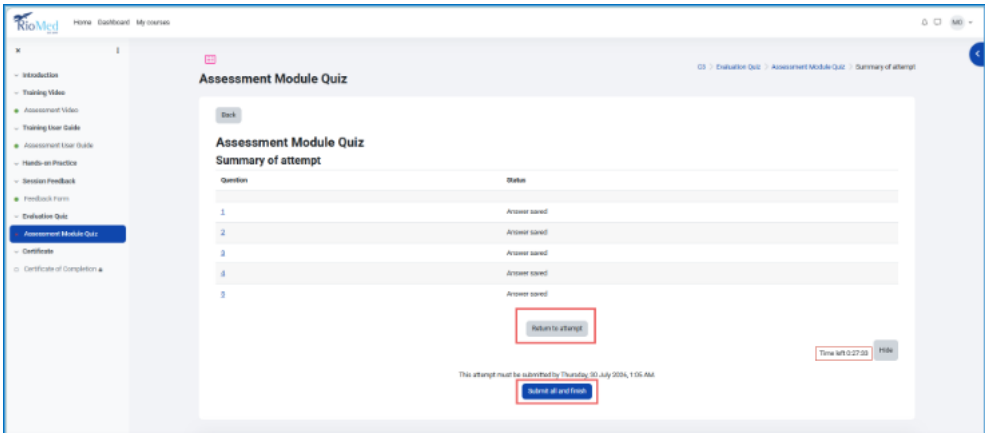


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Step 4: Answer all questions. Monitor the timer displayed at the top of the page throughout the assessment. When you have answered all questions, click **Finish Attempt**.



Step 5: Review the attempt summary. If required, click **Return to Attempt** to modify any answers before submitting. If not, click **Submit All and Finish**.

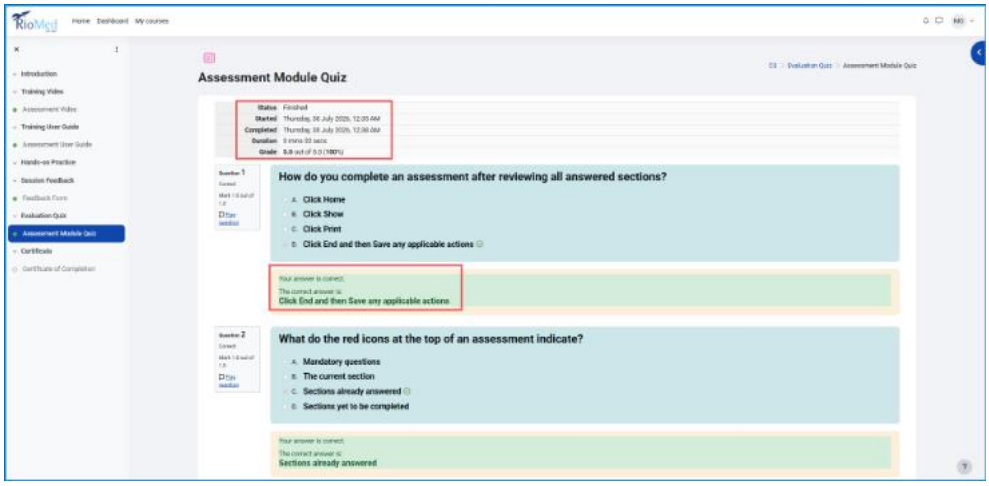


Step 6: When the confirmation message is displayed, click **Submit All and Finish** again to confirm your submission.

The platform displays:

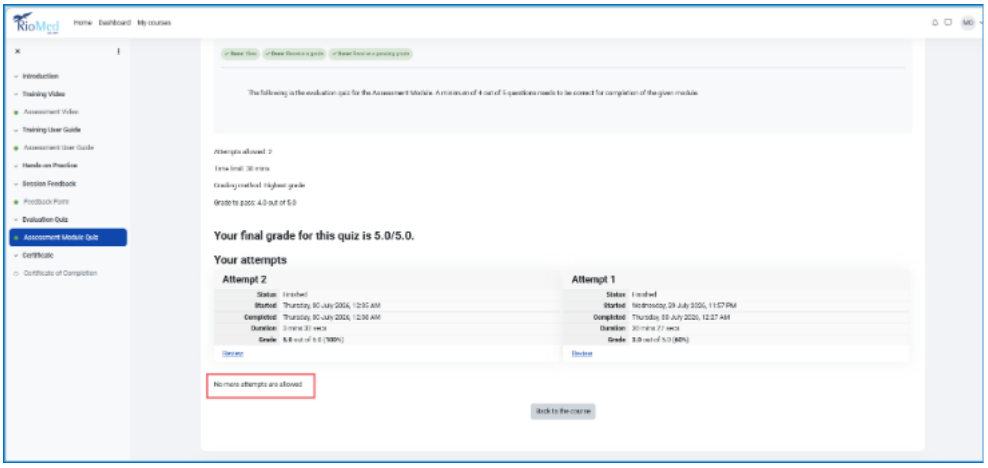
- Your final score
- Your selected answers
- The correct answers

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Step 10: Click **Finish Review** on the bottom right corner. The final quiz grade is displayed.

If no further attempts are available, the message **"No more attempts are allowed."** is displayed.



Certificate of Completion

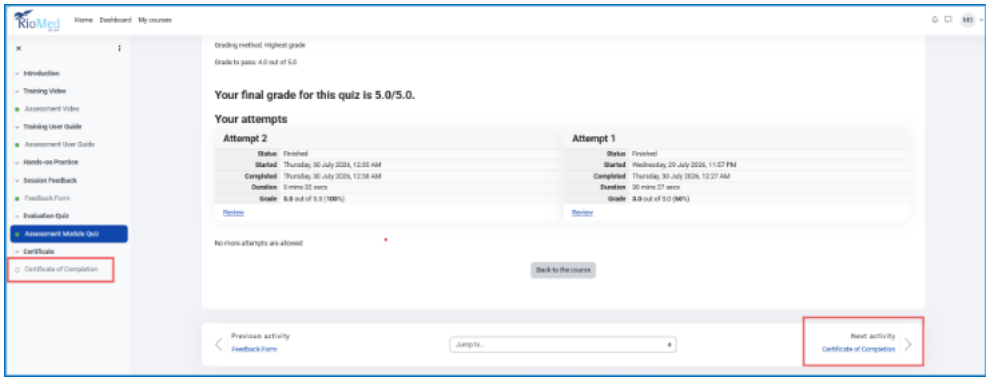
After successfully completing all required learning activities, the **Certificate of Completion** becomes available within the course.

Step 1: Navigate to the final section of the course.

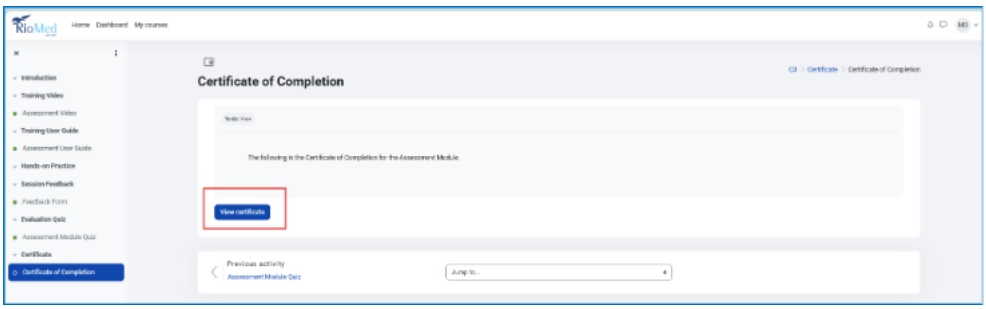
You can access the **Certificate of Completion** from:

- **Next Activity**, or
- **Course Index**.

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Step 2: Select Certificate of Completion and click View Certificate.



Step 3: The certificate is displayed. The certificate displays:

- Learner's name
- Course name
- Date of course completion

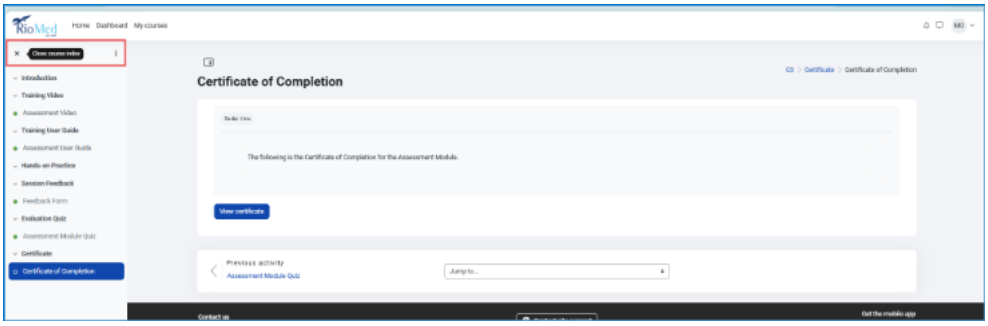


Step 6: After reviewing the certificate, close the document by clicking on browser back arrow button.

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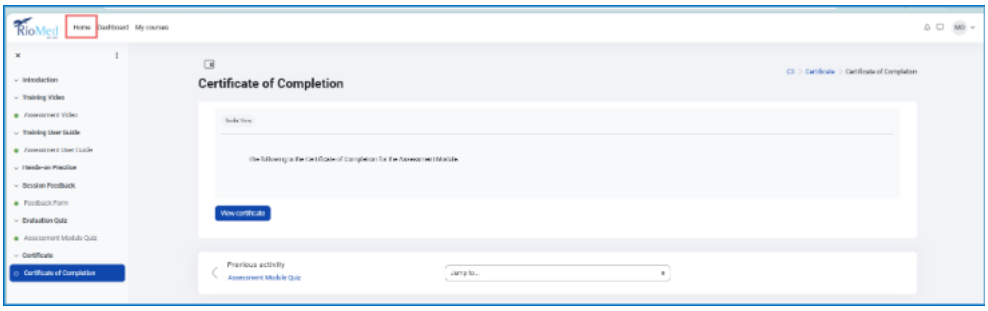
Step 7: Close the Course Index if it is still open.



Viewing Course Progress

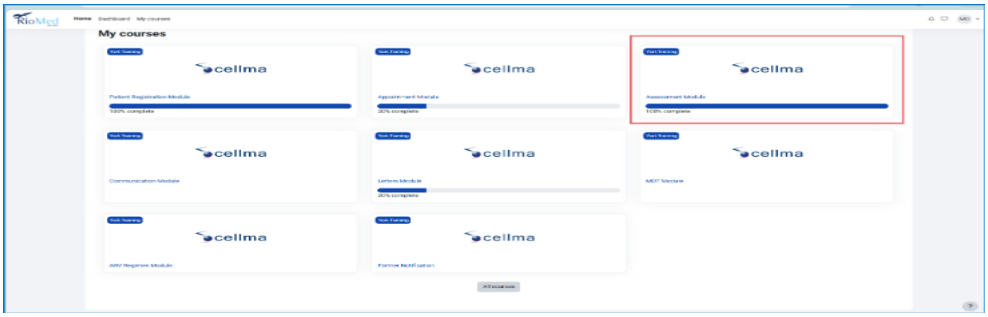
Once all activities have been completed, the course progress is updated automatically.

Step 1: Click the **Home** tab.



Step 2: Review the course progress bar. The progress bar should display **100% Complete**, confirming that every required activity within the course has been completed successfully.

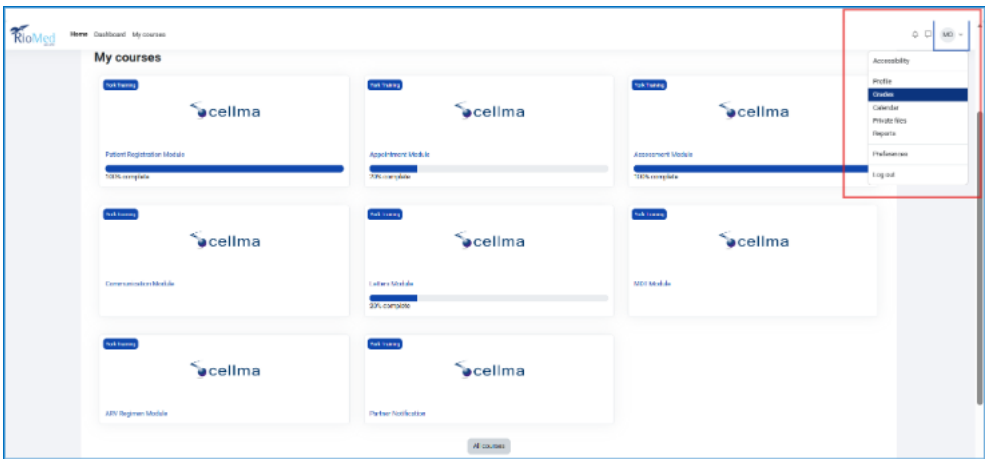
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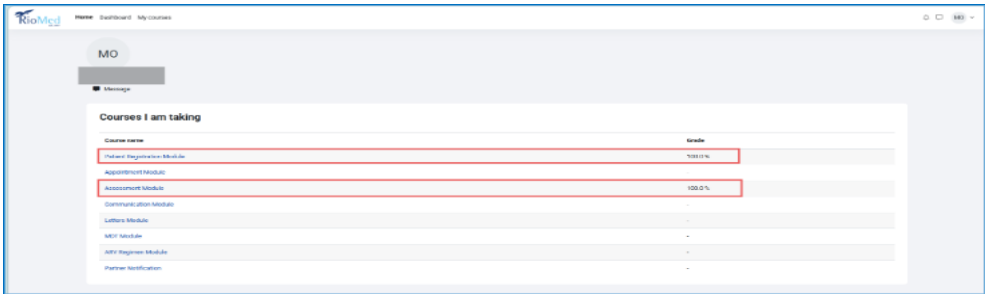
Viewing Grades

The Grades page provides a summary of your assessment results for the completed course.

Step 1: Click your User Profile located in the upper-right corner of the screen. Select **Grades** from the drop-down menu.



Step 2: The Grades page displays the courses that you have completed together with the corresponding assessment results.

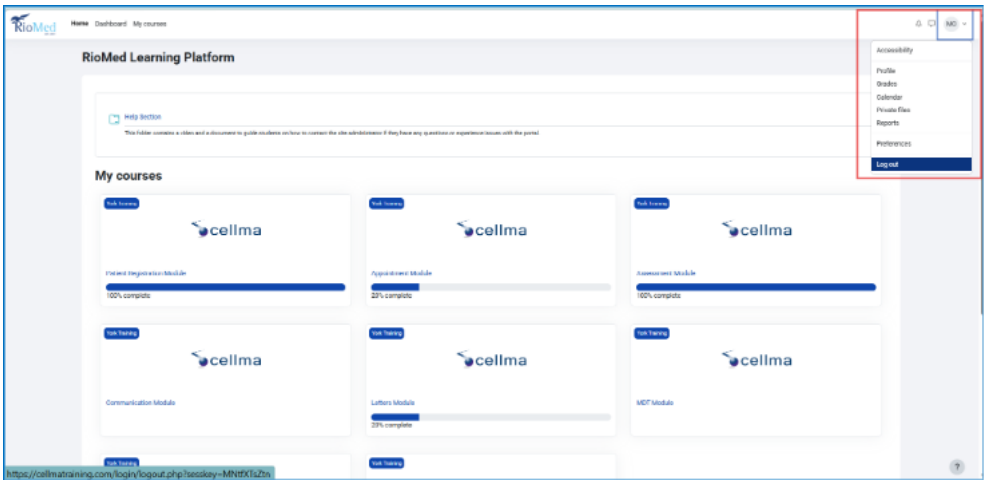


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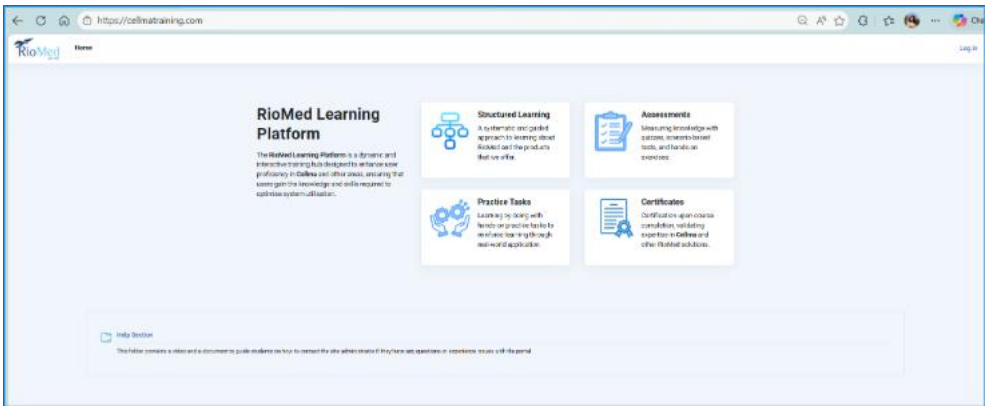
Logging Out

Always Log out after completing your learning activities, particularly when using a shared or public computer.

Step 1: Click your User Profile and select **Logout**.



Step 2: The system signs you out and returns you to the RioMed Learning Platform login page.



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Conclusion

You have now completed the RioMed Learning Platform course and learned how to:

- Log in to the learning platform.
- Navigate the Home page, Dashboard and My Courses.
- Access and complete each course activity.
- Review presentations, workflow documents and user guides.
- Watch training videos.
- Submit training feedback.
- Complete the self-assessment.
- Attempt and review the Evaluation Quiz.
- Reattempt the quiz where permitted.
- Download your Certificate of Completion.
- View your grades.
- Log out of the platform safely.

Following these steps will help you complete your assigned courses successfully and make the most of the RioMed Learning Platform.

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Occupational Health

Diabetes

Oncology

Ophthalmology

Audiology

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Rheumatology

Paediatrics

Maternity

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