How to use the offline functionality for CPD reflection in the Lifelong Learning Platform

Based on member requests, the CPD functionality within the Lifelong Learning Platform now enables CPD Learners to reflect on their CPD Activity whilst their device is offline. This will be particularly useful where reflection is being added on the journey home with no signal available, or even during the CPD Activity itself if there is no signal in the venue. When connectivity is restored the reflection is synchronised back and saved to the completed CPD Activity and this guide explains how the functionality works.

1. **Create a new CPD Activity and click on "Save activity and add reflection"**

   The CPD Activity can be associated with a CPD-accredited event or can be a personal activity such as e-Learning, and all of the associated fields should be completed before clicking on "Save activity and add reflection".

2. **Once in the reflection page, set your device offline or enter into the venue where there is no signal**

   The reflection page will show the following message at the top of the screen:

   > You are currently offline. No form submissions saved on this device.

3. **Add your reflection and click on "Synchronise"**

   You can add your reflection and every time you click on "Synchronise" you will see the following message at the top of the screen:

   > ✓ **Reflection synchronised**
   > Your reflection has been saved to this device.

4. **When your signal is restored, click on "Save and return to dashboard"**

   When your signal is restored you will notice that the "Synchronise" button has disappeared and the "Save and return to dashboard" button" is no longer shaded out and inactive. The screenshots below show the before and after comparison.

   <u>Whilst offline</u>

   [Save and return to dashboard] [Synchronise]

   <u>When online</u>

   [Save and return to dashboard]

When you click on "Save and return to dashboard" you will see the following confirmation message at the top of the screen:
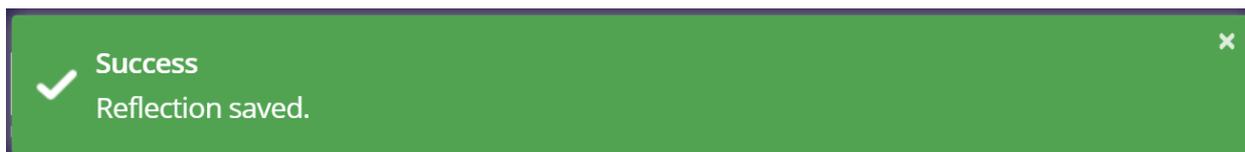
Your reflection will be attached to your CPD Activity and it can be further edited as required.

5. **Accessing your reflection from the offline dashboard**

Should you accidentally click away from the offline reflection page before clicking on "Save and return to dashboard" when the signal is restored, you can still retrieve your work. You will see that your reflection has been saved in the "Offline" tab in the Lifelong Learning Platform as shown below:

In this situation, click on the "Offline" tab and your offline reflection will appear under the list of "Forms that you can fill while offline":

Offline Dashboard

This page is your start and end point for filling out forms while your device is offline.

Forms that you can fill while offline

- Case Anaesthetic
- Case Intensive Care Medicine
- Case Acute Pain
- Case Chronic Pain
- Procedure (Stand-alone)
- Session
- Last reflection **(pending to save)**

Click on your "Last reflection" and the "Save and return to dashboard" button which is described in step 4 will now be available to you.

6. **Further information**

Should you require any further information or assistance please contact **cpd@rcoa.ac.uk**.

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