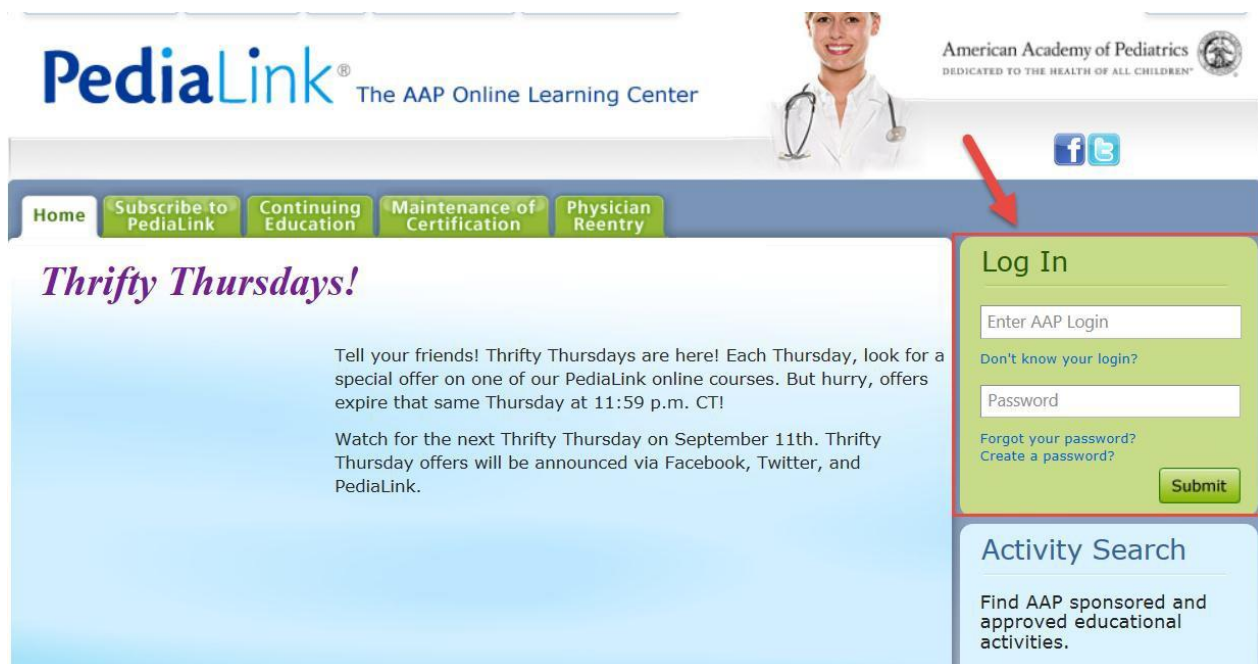


Program Advisor How-To Guide

1. Go to www.pedialink.org and enter your AAP ID# and Password in the Log-in box to the right to sign in.

If you need your AAP password reset, please reach out to me at ahernandez@aap.org.



The screenshot shows the PediaLink website interface. At the top, the PediaLink logo is displayed with the tagline 'The AAP Online Learning Center'. To the right of the logo is a photo of a smiling female doctor in a white coat with a stethoscope. Further right is the American Academy of Pediatrics logo with the text 'DEDICATED TO THE HEALTH OF ALL CHILDREN'. Below the header is a navigation bar with buttons for 'Home', 'Subscribe to PediaLink', 'Continuing Education', 'Maintenance of Certification', and 'Physician Reentry'. A red arrow points to the 'Log In' section on the right side of the page. The 'Log In' section contains a text input field for 'Enter AAP Login', a link for 'Don't know your login?', a password input field, a link for 'Forgot your password? Create a password?', and a 'Submit' button. Below the login section is an 'Activity Search' section with the text 'Find AAP sponsored and approved educational activities.'

2. Under the Program View tab and Learning Plan Manager tab, you will see your residents that you are assigned to.

PediaLink® The AAP Online Learning Center

Welcome, you are signed in as **Resident ProgramAdvisor2** [Sign Out](#)

[Pediatrician View](#) [Program View](#) [Resident View](#)

[Home](#) [Learning Plan Manager](#) [PREP SA Reports](#) [Courses for Residents](#) [Program Resources](#)

[Status Reports](#) [Learning Plan Reports](#) [Print](#)

Learning Plan Status Reports

View learning plans, give feedback, track overall and individual progress.

[Download CSV Report](#)

Resident Name	Status	Feedback	Discussed	Finalized	Unlock	Reset ?	Action
PL0							
PL1							
Skywalker, Luke	Not started						
Test, Doris Test	Not started						
PL2							
Pan, Peter	Not started						

University of AAP Pediatric Program/Peds

Residency Program

Program Enrollment: 29

Resident Learning Plan Status

Due Date: 11/1/13

In Progress: 3

Submitted: 1

Discussed: 0

Finalized: 0

Resident PREP 2014 SA Status

In Progress: 3

Completed: 0

Resident PREP 2013 SA Status

In Progress: 2

Completed: 0

Resident PREP 2012 SA Status

In Progress: 0

Completed: 0

3. Managing Resident ILPs:

Managing Residents ILPs

[ABOUT PEDIALINK](#) [CONTACT US](#) [HELP](#) [PRIVACY POLICY](#) [MY ACCOUNT](#)

PediaLink® Online Center for Lifelong Learning

Welcome, you are signed in as **Ann Program Director, Program Director** [Sign Out](#)

[Pediatrician View](#) [Program View](#) [Resident View](#)

[Home](#) [Program Administration](#) [Learning Plan Manager](#) [PREP SA Reports](#) [Courses for Residents](#) [Program Director Resources](#)

[Status Reports](#) [Customize Learning Plan](#) [Print](#)

Learning Plan Status Reports

View learning plans, give feedback, track overall and individual progress.

Resident Name	Status	Feedback	Discussed	Finalized	Unlock	Reset ?	Action
PL0							
PL1							
PL2							
Resident, Indira	Submitted 7/23/2009		<input type="checkbox"/>	<input type="checkbox"/>	1 2 3	Reset	View
Resident, Janet	In progress						View
Resident, Jonathan	Submitted 8/19/2009	8/19/2009	<input type="checkbox"/>	<input type="checkbox"/>	✓ 2 3	Reset	View
PL3							
Resident, Craig	Finalized	7/9/2009	7/8/2009	7/15/2009	✓ ✓ 3	Reset	View
Resident, Gino	In progress						

University of AAP Program

Residency Program

Program Enrollment: 29

Resident Learning Plan Status

In Progress: 5

Submitted: 2 **NEW!** 8

Discussed: 2

Finalized: 1

Resident PREP 2009 SA Status

In Progress: 3

Completed: 1

Resident PREP 2008 SA Status

In Progress: 1

Completed: 2

Resident PREP 2007 SA Status

In Progress: 0

Completed: 1

The Status Report gives you a snapshot of your resident's ILP progress. Only resident who have started an ILP will show on this report.

- Status** – track when an ILP has been submitted.
- Feedback** – track when feedback is provided
- Discussed** – track face-to-face discussions
- Finalized** – track finalization
- Unlock** – allows the resident to edit an individual step of the ILP
- Reset** – clears an entire ILP
- View** – see completed ILP
- Shows** how many new ILPs submitted daily.

4. Managing ILPs continued:

Managing Residents ILPs Continued

[Status Reports](#) > [Learning Plan Summary](#) [Print](#)

Learning Plan Summary: Craig Resident

[View a Different Plan](#)

ILP 2009 1

Advisor: ☒ Plan Discussed ☒ Plan Finalized

Overall Feedback

Take a look at this one more time.

- Ann Program Director 7/1/2009

Good Job! Keep focus.

- Ann Program Director 7/1/2009

[Send feedback to Resident](#) [Save and exit](#) [Cancel](#)

Step 1: Define Goals

[Lock this step](#)

What are your potential career plans?

Child Abuse

I am considering this career because...

Topic of interest for the past 5 years (General Pediatrics)

Goals Feedback

University of AAP Pediatric Program

Residency Program

Program Enrollment: 29

Resident Learning Plan Status

In Progress: 5

Submitted: 2 **NEW!**

Discussed: 2

Finalized: 1

Resident PREP 2009 SA Status

In Progress: 3

Completed: 1

Resident PREP 2008 SA Status

In Progress: 1

Completed: 2

Resident PREP 2007 SA Status

In Progress: 0

Completed: 1

Once you click the **View** button next to a resident's name the **Learning Plan Summary** page will open.

On this page you can check the box to indicate the plan has been discussed and/or finalized.

You can provide overall feedback or feedback at each step of the plan.

Notice all feedback is archived and date stamped.

Finally to send feedback to the resident click the **Send feedback to Resident** button.