



Organization Wide Learning System User Guide

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OVERVIEW

INTRODUCTION

The Organization Wide Learning System (OWLS) is the SAGES online learning activities portal. This is the entry point for all users to access SAGES educational programs and online content. OWLS is used by member learners and institution coordinators as well as non-member learners and institution coordinators.

SAGES members are automatically enrolled as learners and can access the portal by logging into their member account. Member institution coordinators, as well as non-member learners and institution coordinators must create an account to use OWLS.

CREATE AN INSTITUTION ACCOUNT

Residency Coordinators who wish to purchase and assign content on behalf of their learners must request an account from the SAGES office. Please fill out this form to request an institution account:

<https://www.sages.org/owls-new-institution-administrator>. If your institution does not appear on this form, please stop and submit a request to have your institution added via <https://www.sages.org/owls-new-institution>. The SAGES office will process your request and reach out to you with more information.

CREATE A LEARNER ACCOUNT

For learners who are NOT SAGES members:

1. Go to <https://www.sages.org/not-a-member>
2. The Not A Member page will open. Fill in the required fields and click **Submit**.

NOT A MEMBER

In order to access our education system, you need to register on our website.

If you already have an account on the SAGES site, you can login here

Otherwise, please fill out the following to register on the SAGES website and gain access to the education system.

Name (Required)

First	Last	Suffix
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Do you belong to a residency program? (Required)

No
▼

3. A message will appear notifying you that your account has been created. You can now log in.



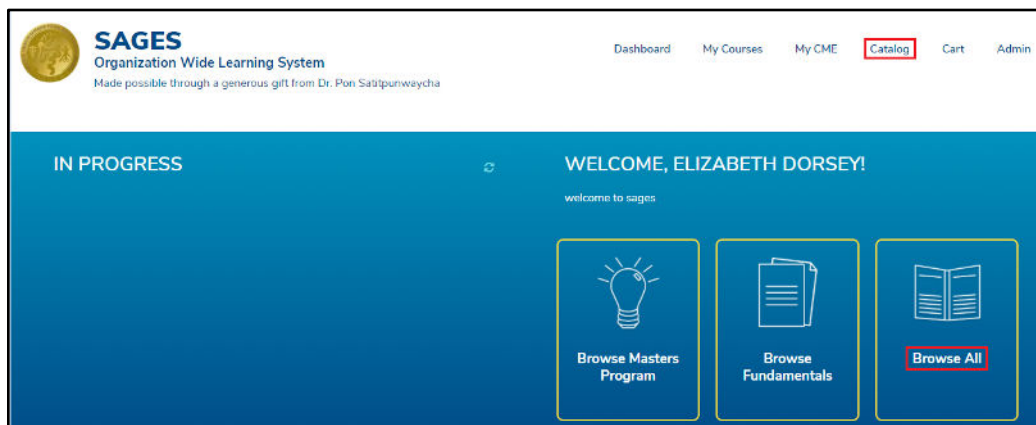
LOG IN

1. Go to www.sages.org/login
2. Enter your credentials and click **LOG IN**.
3. From the user panel, click **Access Organization Wide Learning System (OWLS)**.
4. The OWLS dashboard will appear. You can enroll in and take courses or register for exams.

ENROLL IN COURSES AND EXAMS

PURCHASE A COURSE OR EXAM

1. After logging in, click **Catalog** from the menu or **Browse All** from the dashboard.



2. Type a keyword into the search bar and/or use the filters to refine the results.
3. To learn more about the course or exam before enrolling, click **View Details**.
4. To purchase a course or exam click, **Buy Now**. A pop-up will appear prompting you to checkout. You may also checkout at any time by clicking **Cart** from the main menu.
5. The shopping cart will appear. If purchasing for an institution, check the option **Group Purchase** and then select your institution from the drop down menu. Click **Save**.
6. Enter the Quantity and any coupons. Note: all \$1 didactic content has a coupon code listed on the **View Details** page of a course. Use this code to make the content free.
7. Click **Checkout**. The Payment page will open.



Cart Summary

Group Purchase

Merge with an existing group

Group Name | Choose One | Save

#	Item	Quantity	Unit Price	
1	Retest: FLS Manual Skills Test (2nd retest attempt) 1 Year Subscription (\$125.00)	1	\$125.00	remove

Sub Total \$125.00

Access Code / Coupon

8. Choose your payment method from the drop-down menu and click **Continue**.

Payment

Payment Method | Choose One | Choose One | Credit Card | Check | Please click "Continue" to review your order on the next screen. |

You are purchasing 1 item(s)

FES Cognitive Exam Retest	\$10.00
Total	\$10.00

9. Click **Place Order**.
10. A receipt will be emailed to you and if paying by Check, look for an invoice with instructions on mailing your payment to SAGES office.

ASSIGN COURSES AND EXAMS TO RESIDENTS (FOR INSTITUTION ACCOUNTS ONLY)

1. After logging in, click **Manage Institutes**.
2. To allow learners to self-enroll, click **Products** and check **Open Access** next to the course or exam.

Learners | **Products** | Assign Products

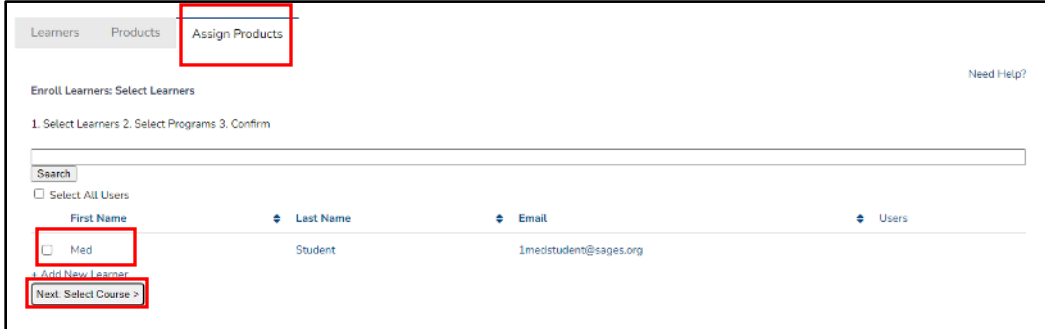
Add New Product

Product List

Default | Search | Include Expired

Name	Start Date	End Date	Enrollment	
FLS Full Exam	3/2/23	0 / 22	<input checked="" type="checkbox"/> Open Access Instructors Edit	
Fundamentals of Laparoscopic Surgery (FLS)	3/2/23	0 / 10	<input checked="" type="checkbox"/> Open Access Instructors Edit	

3. To manually enroll learners, click **Assign Products**, check the box next to the learners name and click **Next: Select Course**.

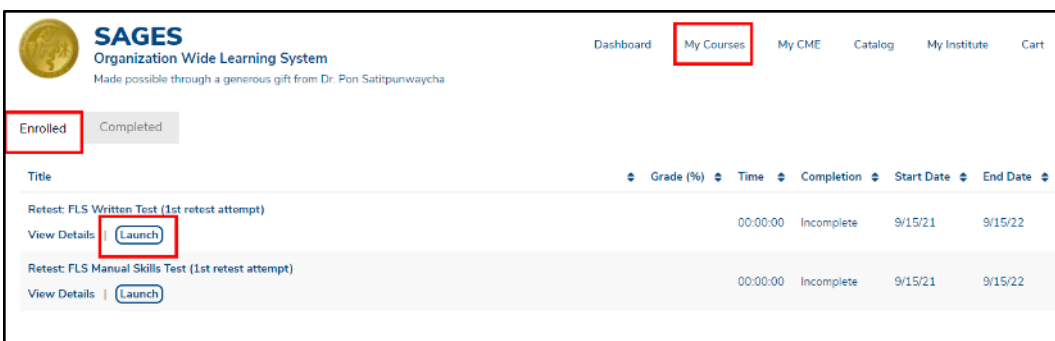


4. Check the box next to the product you want to assign and click **Confirm**.
5. The Enrollment Confirmation page will appear. Click **Save and Confirm**.
6. Residents will now be able to open the course or exam from their account by going to **My Institute** from the main menu, and click **Launch** next to the product.

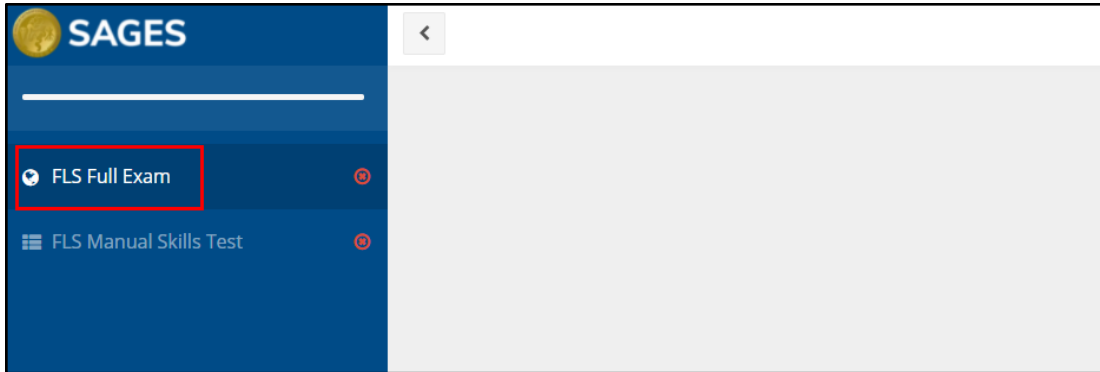
FUNDAMENTALS EXAMS

SCHEDULE, RESCHEDULE OR CANCEL AN EXAM

1. After logging in, click **My Courses** from the main menu or **My Institute** if the exam was purchased by your institution.
2. Click **Launch** next to the exam you want to schedule. The exam menu will open in a new tab.



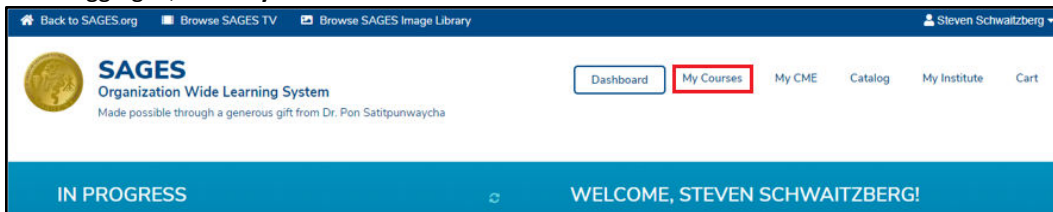
3. Click the name of the test to schedule, reschedule or cancel. A new window will open with Webassessor, SAGES exam management system. Follow the steps listed in the **Webassessor User Guide** for more instructions on scheduling, rescheduling and canceling exams.



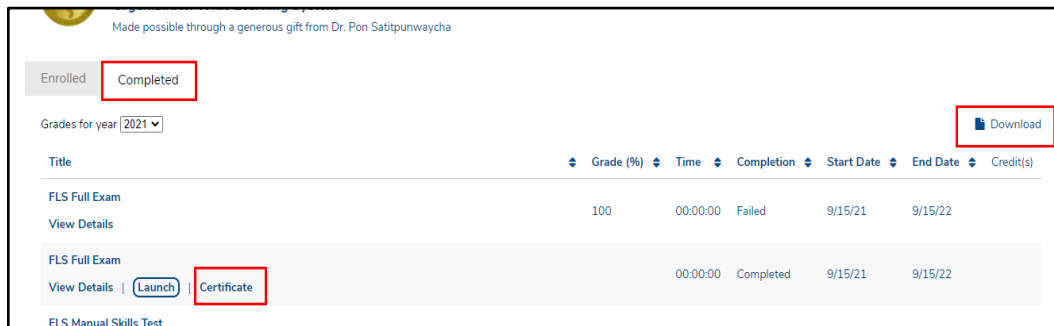
CME AND CERTIFICATES

TRANSCRIPTS AND CERTIFICATES

1. After logging in, click **My Courses** from the main menu.



2. Click the **Completed** to see scores (if relevant) and the status of all courses and exams you have completed.
3. To export a .csv file of your courses and exams, click **Download**. (Note: your institution can also see the status of any courses they purchased on your behalf.)



4. To view a certificate, click **Certificate** under the course/exam name. Your certificate will open in a new tab where it can be printed or downloaded. (Note: only you have access to your certificate. If you belong to



an institution and they request a copy, please follow the steps above.)



CME REPORTING

All courses will be clearly marked with relevant CME information that can be found in the **View Details** section of the course listing. Once a course is completed or an exam is passed the CME credits will automatically be applied.

Fundamental Use of Surgical Energy (FUSE)	
launch	
Keyword(s) fundamental use of surgical energy, energy devices, adverse events, CME, continuing medical education, training, electrosurgical instruments, safety, monopolar, electrosurgery, bipolar, radiofrequency, RFA, ablation, endoscopic devices	
Credit Information 10.5 - 12 CME/MOC	
Tag(s) FUSE, Fundamentals, CME, MOC, 11-15	
Publisher SAGES	
<p>Description</p> <p>The Society of American Gastrointestinal and Endoscopic Surgeons (SAGES) developed the Fundamental Use of Surgical Energy™ (FUSE) program to meet the need for increased education and training in the principles and properties of operating electrosurgical instruments safely. SAGES encourages learning and applying these fundamental skills in order to ensure a minimal standard of care for all patients undergoing surgery, surgical energy-based devices in the operating room, endoscopic suite and other procedural areas. The educational module consists of a web-based multimedia presentation of didactic content which is available, free-of-charge. This section may also be completed for CME credit, upon successful completion of module assessments and required fees.</p>	



FREQUENTLY ASKED QUESTIONS

Can I log directly into Webassessor?	No, when you log in to OWLS you will automatically be logged in to Webassessor.
Where are my vouchers?	We are transitioning away from vouchers. Instead, you are purchasing access to a product (like an exam) for 1 year. After purchase, learners can access Webassessor to schedule their exam. After scheduling, Webassessor will email the learner and test center a confirmation email. We ask that test takers bring this confirmation email with them if they are sitting for the FLS manual skills exam. This email will be attached to the FLS manual skills scores sheet filled out by the proctor and mailed to the SAGES office
When will I receive my exam results?	Exam results will be emailed to you approximately 3-4 weeks after the exam date.
How do I submit my CME credits?	CME credits are automatically applied after a course is completed.
When will my exam reservation expire?	Reservations expire after one year.
Can I retake the FLS exam?	Yes, search “retest” in the catalog. Purchase and register the same as any exam.
Where do I find exam vouchers?	SAGES no longer uses “vouchers”. Purchasing an exam on OWLS automatically creates an account for you in Webassessor, SAGES exam management system.
I’m an institution coordinator. How do I see how many exams (vouchers) I’ve purchased?	After logging into your account, click Manage Institutes . Click Products and note the numbers under Enrollment .