



AMERICAN BOARD OF
FOOT AND ANKLE SURGERY

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LEAD Navigation Tutorial

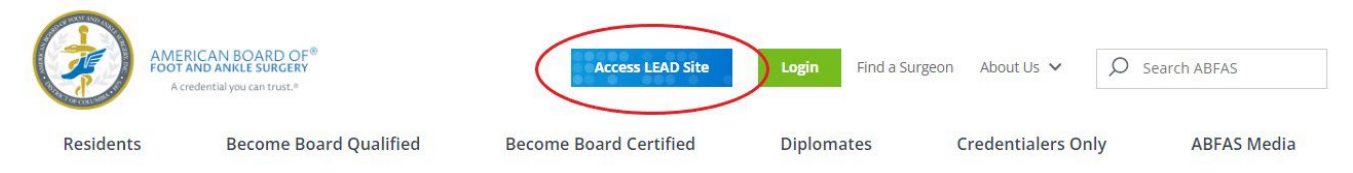
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Getting Started

Logging into LEAD

To enter LEAD from ABFAS's website, click the "**Access LEAD Site**" button at the top of the [ABFAS homepage](#). Log in using your ABFAS username and password. You can also access the site through quarterly emailed reminders.

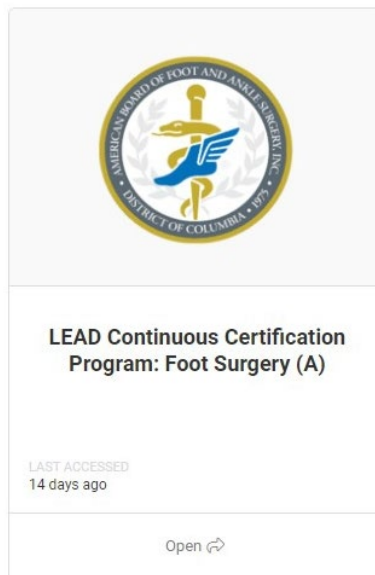


The site will then redirect you to the LEAD Diplomat site. ABFAS has partnered with Learnswell, a precision learning software platform, to deliver the LEAD assessment.

Note: The LEAD Diplomat site only supports Google Chrome and Apple Safari browsers. Please ensure your browser is up to date. If you experience issues when logging into LEAD, please see the [login troubleshooting instructions](#).

Your LEAD Assessment Card

Upon logging into the LEAD Diplomat site, you will see a card for your assigned LEAD assessment. The card displays the assessment image, title, the date you last accessed the assessment. Click "**Open**" to access your assessment's homepage and LEAD Dashboard.

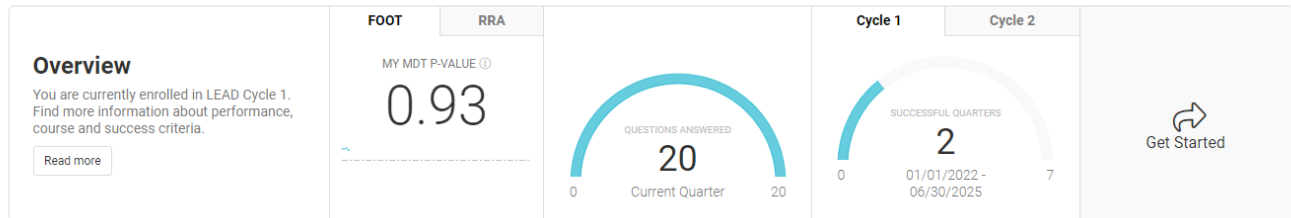


Understanding your LEAD Dashboard

The assessment homepage displays your LEAD Dashboard and provides detailed information about your progress through the assessment, including performance status, participation requirements, and cycle dates.

Performance Dashboard

Current Performance



Overview

The Overview section provides information about the current cycle. Clicking “**Read More**” displays assessment success criteria details.

LEAD Performance (MDT p-value)

To the right of the Overview, you will see your MDT p-value for Foot Surgery (and for RRA Surgery if you hold that certification).

Current Quarter Progress

Next, you will see tracking of how many questions you have answered in the active quarter out of the total number of questions available to you.

Participation Tracker

On the right, you will see your number of successful quarters out of the total number of required quarters in the current cycle and the start and end dates for the cycle. A quarter is marked Successful if you have answered all 20 questions in that quarter.

Quarter Assessment

You will also see a “**Get Started**” or “**Continue**” button, which will take you to the active quarter to complete unanswered questions. If you have completed the active quarter, you’ll see the message “**You are done for now!**”

Buttons

Directly below the Overview section, you will see:

- **Continue Your Learning:** Displays ABFAS recommendations to strengthen your knowledge and skills.
- **Foot Cert Expiration:** Displays the certification expiration date for your Foot Surgery certificate.
- **RRA Cert Expiration:** Displays the certification expiration date for your RRA Surgery certificate. (If you only hold a Foot Surgery certificate, you will not see this button.)

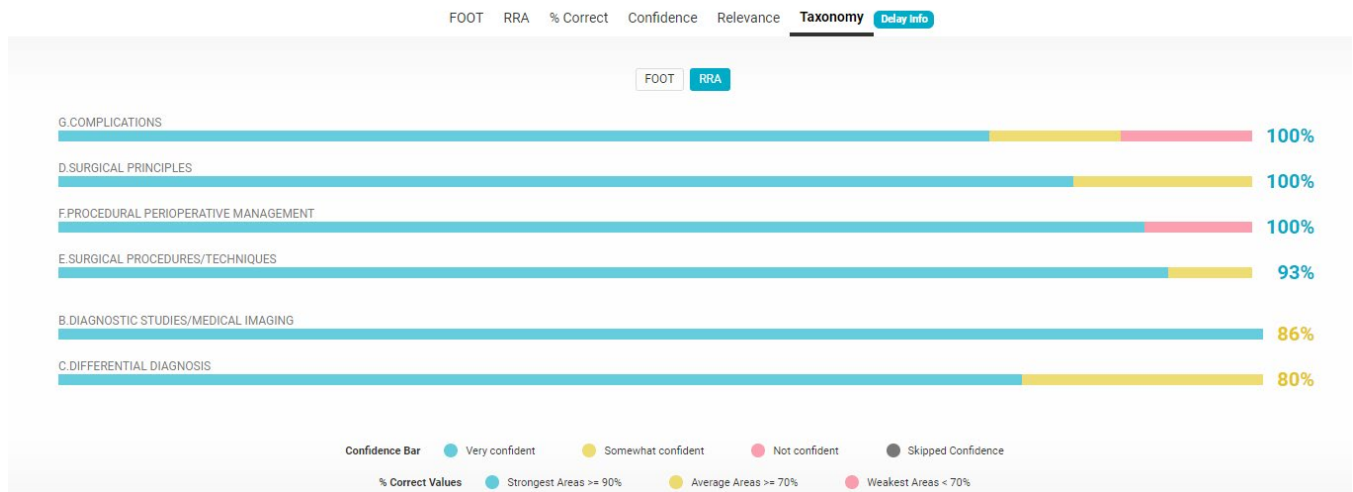
Graphs

The next section provides graphs that report on your interactions with the assessment:

- **Foot / RRA Performance:** Shows the trends in your MDT p-value based on the last 120 questions answered, indicated by a blue line. If you hold certification in RRA surgery, you will also see a separate RRA graph. The red dotted line represents the minimum MDT p-value required to meet the performance criteria.



- **% Correct:** Shows the percentage of correct answers you have submitted.
- **Confidence:** Shows the distribution of the confidence levels you have reported when you submitted answers.
- **Relevance:** Shows the distribution of the relevance levels you have reported when you submitted answers.
- **Taxonomy:** Shows the percentage of correct answers by topic area and reported confidence within each topic area.

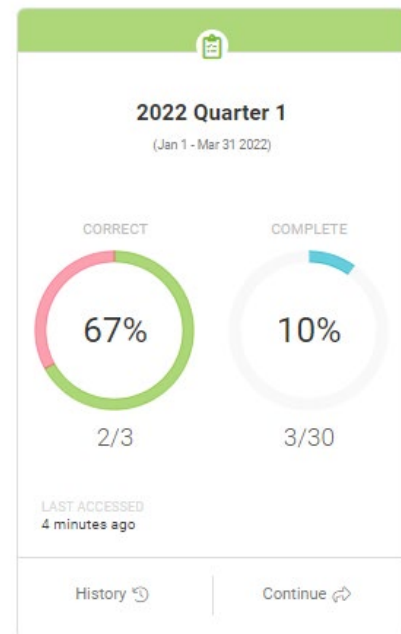


Note: Graphs may experience a slight calculation delay as the data refreshes every 15 minutes.

Quarter Cards

Below the graphs, on each quarter card, you will see the name of the quarter at the top and the quarter's timeframe. The information below the title area will update your progress through a quarter.

- **CORRECT** (on the left) shows you the percentage of correct answers you have submitted. Below the circle, you will see a tally of the total number of correct answers you have submitted out of the total number of answers you have submitted.
- **COMPLETE** (on the right) shows you the percentage of the quarter you have completed. Below the circle, you will see a tally of the total number of questions you have completed and the total number of questions available in the quarter.
- **LAST ACCESSED** will show you information about the day you last viewed a question in the quarter and the number of days left to answer questions in that quarter before it closes.



The button at the very bottom of the card changes depending on whether the quarter is active (available for you to answer questions in) or inactive (closed because the end date has elapsed or the start date is in the future).

The button will say “**Answer Questions**” if you have not yet answered questions for that quarter, “**Continue**” if you have answered some but not all questions in the quarter, “**History**” if you have answered all questions in the quarter or if the quarter end date has elapsed, “**No Action Available**” if you did not complete any questions in a quarter that has elapsed, or “**Closed**” if a quarter is inactive because the start date is in the future.

Clicking “**Answer Questions**” or “**Continue**” will allow you to view and submit answers to questions that are not completed. Clicking “**History**” will allow you to review questions you completed in that quarter.

Important: You can only answer questions within a quarter's timeframe. **Once a quarter closes, you will not be able to complete any unanswered questions.** Conversely, if you finish all 20 questions before a quarter ends, you will not be able to work ahead and answer the questions of upcoming quarters. (See [When Quarters End](#))

Navigating the LEAD Diplomate Site

The Hamburger Menu

The hamburger menu appears on the left side of the page and helps you navigate to various pages on the LEAD site that are related to your LEAD assessment.

Opening and Closing

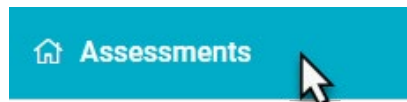
To open the menu, click on the three horizontal white lines in the top left side of the page (≡). To hide the menu, click the X.



Note: This menu is not available when you are viewing content and answering assessment questions.

Assessments

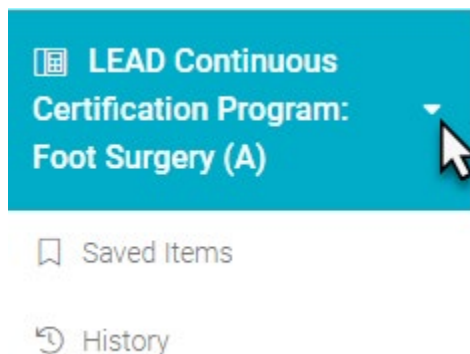
Clicking on Assessments will take you to your LEAD Assessment card.



Saved Items and History

Two options will appear under the assessment name in the menu:

- **Saved Items:** Shows you questions you have completed and saved to review later.
- **History:** Allows you to view all questions that you have completed.



History Page

The History page and Saved Items page allow you to view all questions you have completed in the assessment. Please note that a question is “Complete” under any one of these three circumstances:

1. you submitted an answer.
2. you did not submit an answer before the timer reached 0:00.
3. you left an unanswered question without submitting an answer.

Filters

At the top of the Saved Items and History pages, you will see filters you can use to narrow the list of completed questions on each page; these filters are deselected by default. Selecting and deselecting filters will adjust the list of questions you see.

Question Filter

ANSWER	MARKED	CONFIDENCE	RELEVANCE	MEDIA	QUARTER
<input type="checkbox"/> Correct	<input type="checkbox"/> Saved	<input type="checkbox"/> Very confident	<input type="checkbox"/> Very relevant	<input type="checkbox"/> Has Audio	All quarters
<input type="checkbox"/> Incorrect	<input type="checkbox"/> Like	<input type="checkbox"/> Somewhat confident	<input type="checkbox"/> Somewhat relevant	<input type="checkbox"/> Has Image	YEAR
<input type="checkbox"/> Out of Time	<input type="checkbox"/> Dislike	<input type="checkbox"/> Not confident	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Has Video	All time

Remember, the Saved Items page only shows the completed question(s) you have saved. (See [Engagement Buttons](#))

Questions

Below the filters, you will see the questions you have completed, the answer options you have submitted, the correct answer, and the answer you submitted. Click the ∨ on the bottom right of each question to see the question’s explanation and references.

EXPLANATION & REFERENCES ∨

You will also see metadata such as the date and time you answered the question and the confidence and relevance level you reported for your answer. The questions are in chronological order. Each page shows ten questions.

When there are no Completed questions to show or you have not yet started the assessment, the page will display the message "NO ITEMS CAN BE FOUND." Please adjust your filter selection or begin answering questions.

Notes:

- If the question contains an image, you can click on the image to enlarge it for a better view.
- Timestamps reflect your time zone.

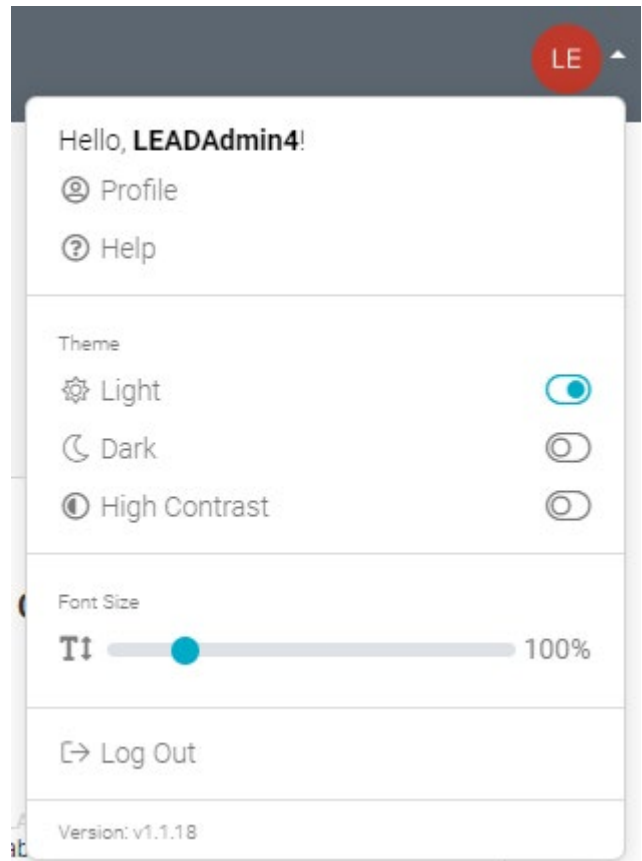
The User Profile Menu

This menu is located in the top right corner of the page and provides various non-assessment related options for using the LEAD Diplomat site.

To see the menu, click on the circle that appears in the top right corner of the page. It will display the following options:

- **Profile Information:** Allows you to view your profile information. You can update your nickname, but if you need to update any other information you see here, email ABFAS at lead@abfas.org.
- **Help:** Answers common LEAD questions about the site.
- **Theme:** Allows you to use light, dark, or high contrast modes.
- **Font Size:** The sliding scale allows you to increase or decrease the size of the webpage's font.
- **Log Off:** Securely logs you out of the LEAD Diplomat site.

Note: This menu is not available when you are viewing content and answering assessment questions.



Technical Support via the Chat Feature



In the bottom right corner of the page, you will notice a blue circle. This is the chat widget for technical support. Clicking will open a dialog window to communicate directly with a technical support agent. Your name and email address are already in the chat, and you simply need to provide information about the technical issue you are experiencing.

If you are on a desktop and unable to see this chat, the problem may arise from a VPN, ad-blockers, or firewall setting.

Note: If you want to communicate your thoughts on the content/quality of an assessment question, share this using the Send Feedback feature and not the chat feature. (See [Engagement Buttons](#))

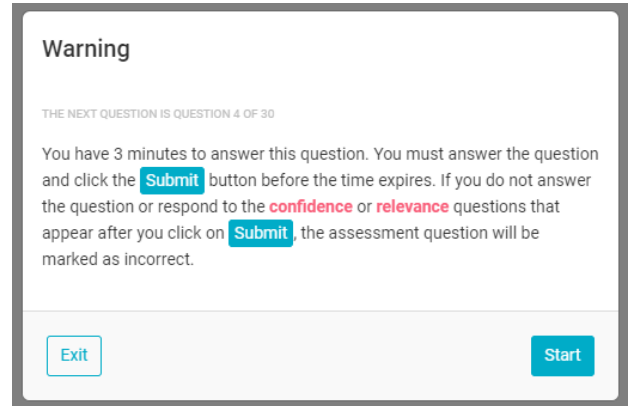
Taking the LEAD Assessment

Answering Questions

Warning Messages

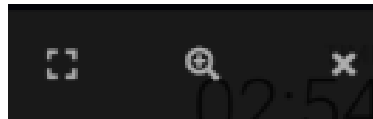
A warning message appears before all unanswered questions to alert you that the question is timed and that you need to click on the Submit button to submit your answer. If the question contains images, the warning message will include this information. When you are ready to view the question, click the **Start** button. If you are not ready, click the **Exit** button.

Once you click the **Start** button, the system will display the questions and answer options and the timer will begin to count down.



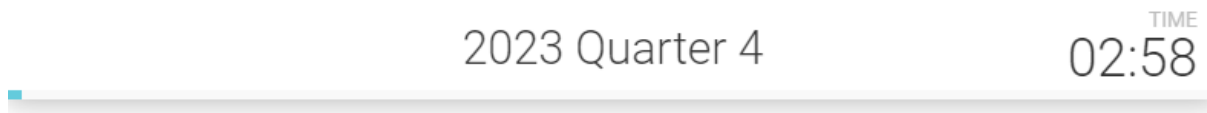
Media

If the question contains images, you can enlarge them by clicking on them. Once enlarged, you will see three icons in the top right corner of the page. The icon on the left will show the image in full screen mode. The icon in the middle will allow you to zoom into and out of the image. The icon on the right will allow you to close the enlarged view and return to the question.



The Timer

If you do not submit an answer to a question within the time allotted, the system will record the question as incorrect and show the correct answer; at this point, you cannot submit an answer. If you select an answer but do not click the Submit button, that system will not record that answer when the timer reaches 0:00; you need to click on the **Submit** button.



Selecting Answers

Click an answer to select it. To change your selected answer, click a different answer. You can change the selected answer up until you click the Submit button or the timer at the top of the page reaches zero (0:00).

Note: If the timer reaches 0:00 and you have not clicked Submit, the system will record the question as incorrect.

Submitting Answers

Once you have selected your answer, the Submit button will appear at the bottom of the answer list. Click the **Submit** button at the bottom of the answer list to submit your answer. This will stop the timer.

A blue rectangular button with the word "Submit" in white text.

After clicking the **Submit** button, the system will present you with a required question about your confidence in the answer you selected. Answer by clicking one of the three confidence options.

CONFIDENCE

How confident are you in your answer?

Very confident

Somewhat confident

Not confident

Next, the system will prompt you to answer a required question about how relevant the assessment question is to your area of practice. Answer by clicking one of the three relevance options.

RELEVANCE

How relevant is this to your practice?

Very relevant

Somewhat relevant

Not relevant

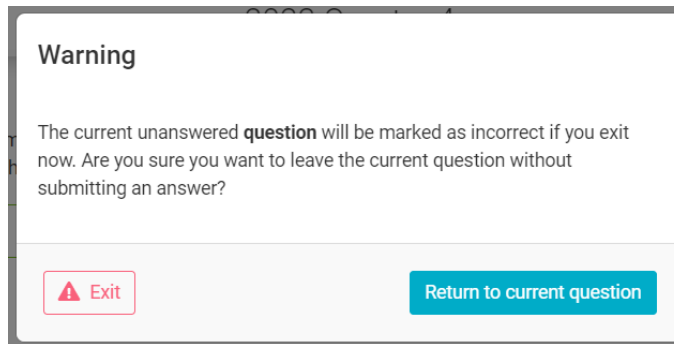
After this, the system will show you whether your answer was correct or incorrect and you will be able to see the explanation and references for the question. Your responses to confidence and relevance questions will not affect your MDT score or quarter completion.

Important: You must click Submit AND answer both confidence and relevance prompts for the system to record your answer. If you leave the page via the on-screen Done, Previous, or Next buttons, the system will mark the question as incorrect.

If you click Submit and then leave the page using your browser's navigation tools or by closing the tab, the system will prompt you to respond to the confidence and relevance questions when you return within the quarter.

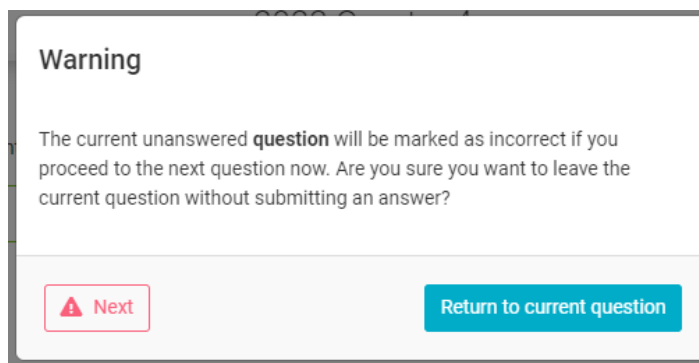
Exiting Unanswered Questions

If the question you are viewing is unanswered and you click the Exit button in the bottom left corner of the page, the system will display a warning message letting you know that exiting without submitting an answer to the question will result in the system recording the question as incorrect. Clicking on the **Exit** button in this message will direct you back to the assessment homepage and the system will record the question as incorrect. Clicking the **Return to current question** button will return you to the unanswered question.



Note: The timer will not pause while you can see this message.

If you have not answered the question and click the Previous / Next button at the bottom of the page, the system will display a warning message letting you know that exiting without submitting an answer to the question will result in the system recording the question as incorrect. Clicking the **Next** button in this message will direct you to the question you want to view. Clicking the **Return to current question** button will return you to the unanswered question.



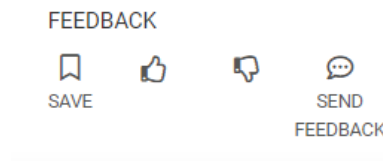
Questions You Have Answered

Once you have submitted an answer (or the timer reaches 0:00), the system will record the question as complete. When a question is complete, you can view the explanation for the correct answer and additional information for helpful references.

Note: If these references contain hyperlinks, they will open in a new tab in your browser window.

Engagement Buttons

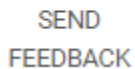
At the very bottom of the page, after the Explanation and References sections, you will see a series of buttons that will allow you to engage with the assessment question you just completed.



Save Items: Adds a question to your saved list. To remove the question from your list, click the button again.



Rate Items: Rate a question positively by clicking the thumbs-up button or negatively by clicking the thumbs-down button. To remove your rating, click the button again.



Send Feedback: Shares feedback with ABFAS about a question. Add your feedback to the text area and click the **Send** button.

Reviewing Complete Questions

To view the questions you have completed in your current session, click the **Previous** (for desktop computers) or **Prev** (for mobile devices) button at the bottom of the page. (As a reminder, you can also access your question history by clicking History under your LEAD Assessment from the Hamburger Menu.)

Exiting After Answering

The system does not require you to answer all 20 questions in one sitting. You can answer as many questions in the active period as you like. If you have answered a question and want to leave the assessment, click the **Done** button in the bottom left corner of the page. If the warning message appears and you still want to leave, click the **Exit** button at the bottom left of the message.

Important: *If you encounter any issues with the process of answering questions, please report the issue to Learnswell Technical Support immediately via the Chat Function or by reaching out to lead@abfas.org. Do not continue to answer questions using the same device or network until the issue is resolved.*

When Quarters End

A quarter ends when:

- You have submitted an answer for all 20 assessment questions, or
- The quarter's end date for the quarter has passed.

In the first scenario, completing the *assessment* questions is most important. At the end of each quarter, you will see a brief, optional survey about your experience. If you leave *survey* questions unanswered, that's fine—the system will still consider the quarter complete.

In the second scenario, the quarter is no longer available because the end date has passed. When this occurs, the system will lock the quarter, and, regardless of how much progress you have made, you will not be able to re-enter that quarter's assessment to complete assessment questions or survey questions. The button at the bottom of the card will say **History**. Clicking this button will allow you to view the questions you completed in that quarter.

What's Next?

You should now have a basic understanding of how to navigate the LEAD Diplomat site and what to expect when you begin the LEAD Assessment.

When you are ready, [log into LEAD](#) with your ABFAS username and password and click “**Open**” at the bottom of your LEAD Assessment card to access the current quarter assessment. **Good luck!**