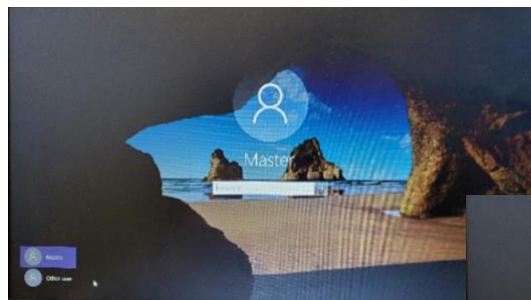


Clinician (Internal): How to Open and Complete A FON Checklist to Assess Student Performance In LearningSpace

SIGN IN TO COMPUTER

If using SPAL computer: Turn on computer, press the space bar, select “Other User” in lower left corner of screen

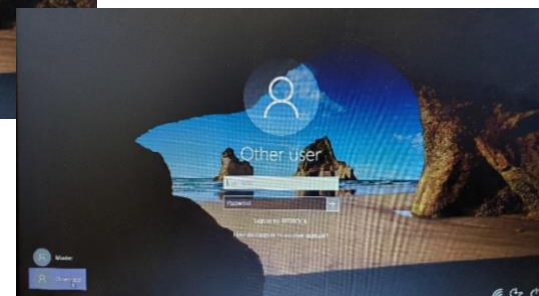


Sign in to the computer



- Use your DMU credentials [this is not case sensitive] and password [this is case sensitive]

If you have problems with your DMU credentials - let DMU ITS know



Login to LearningSpace

If using own computer: Use Chrome browser and go to <https://www.dmu.edu/simulation-center/learningspace/>

- This will open the Simulation Center Testing Page
- Locate the purple LearningSpace button and click on it to take you to the sign-in page

SIGN IN TO LEARNING SPACE

Use icon called “LearningSpace” that is on the computer dashboard



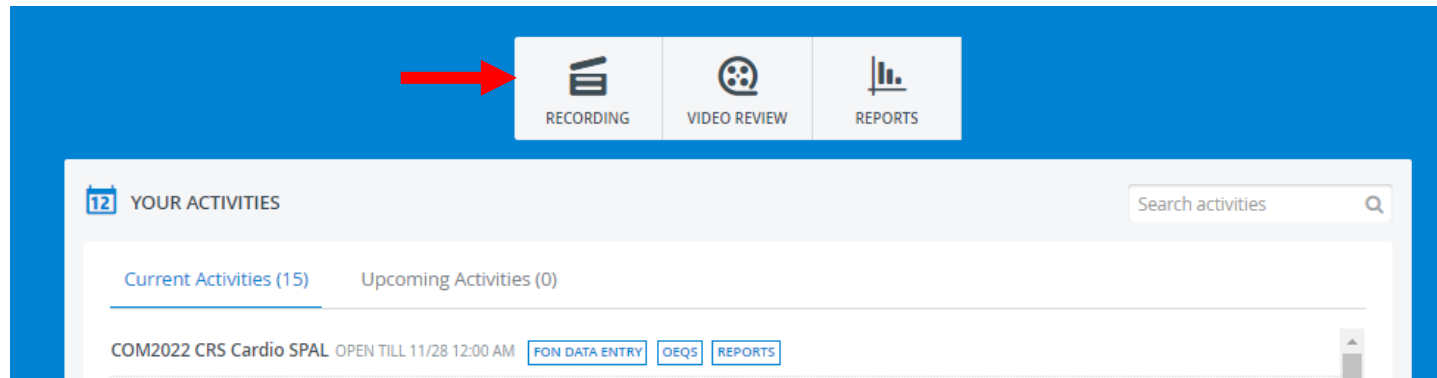
- This will automatically open the CAE Learning Space dashboard

KNOW THIS INFORMATION

The following information will be needed to complete an assessment:

- Activity name
- Case name
- The names of the students you are to assess - Will be provided if you don't know them already

For Live Activites: Find Recording tab on Dashboard



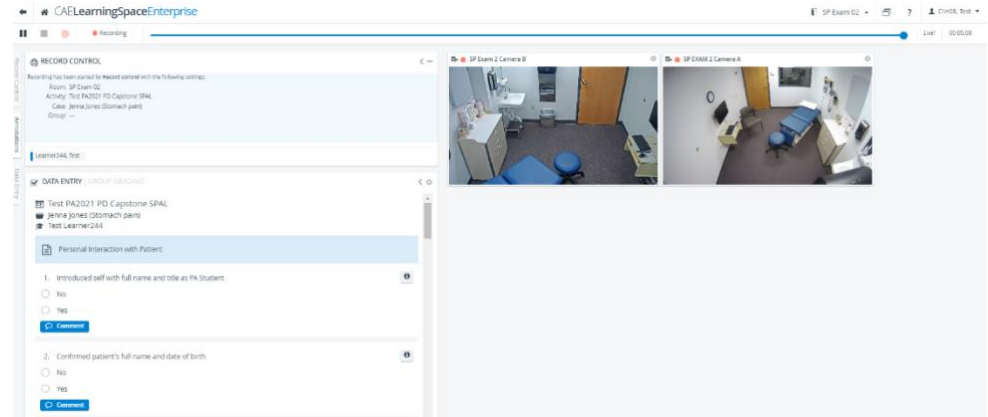
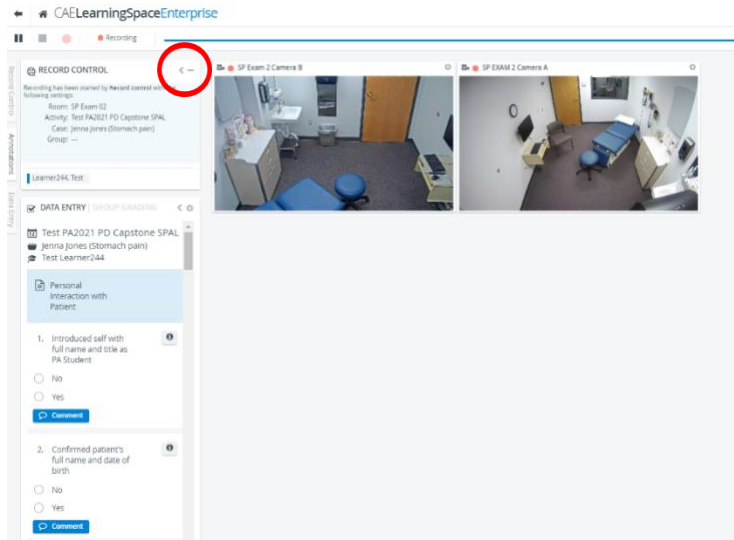
1. Click on the Recording tab on the dashboard

For Live Activites: Room Selection



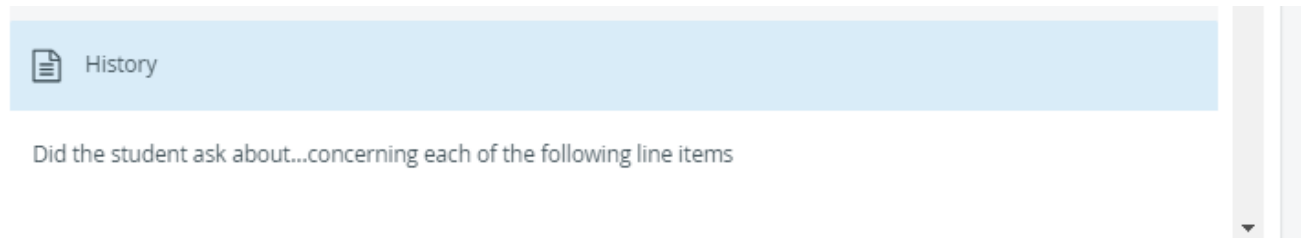
1. Double click on the white space at the top of room you are sitting outside of.

For Live Activites: Checklist Data Entry



1. If the evaluation for the student you are viewing does not open up, click on the Data Entry tab that is sideways on the left hand side of the screen.
2. To make the evaluation bigger, hover the cursor on the right hand side of the slide column to get a double arrow, click and slide to the right. This will expand the evaluation and shrink the white space the camera views are taking up. Also clicking or tapping the close arrow (red circle above) to close the Record Control panel will raise the evaluation upward.

For Live Activites: Checklist Data Entry



3. Instructions that pertain to the entire section will appear just under the section header.

5. Associated Symptoms i

Fever, Nausea/Vomiting, Stool Changes, Appetite Changes, or other relevant to complaint

Not Asked

1

2

3

→

6. PMH i

Not Asked

Medical conditions/ongoing

Hospitalization

4. Instructions that pertain to a specific question can be viewed by clicking on the black circle “i” icon to the upper right of the question.
5. Comments can be typed by clicking the blue comment box and then typing in the open box.
6. Questions that have circles to click have only 1 option to select. Questions that have squares have multiple answers that may be selected.

7. When evaluation is complete, click on the blue submit button at the bottom of the screen.

☑ DATA ENTRY | GROUP GRADING Score: - ↻

14. Heart i

Not Performed

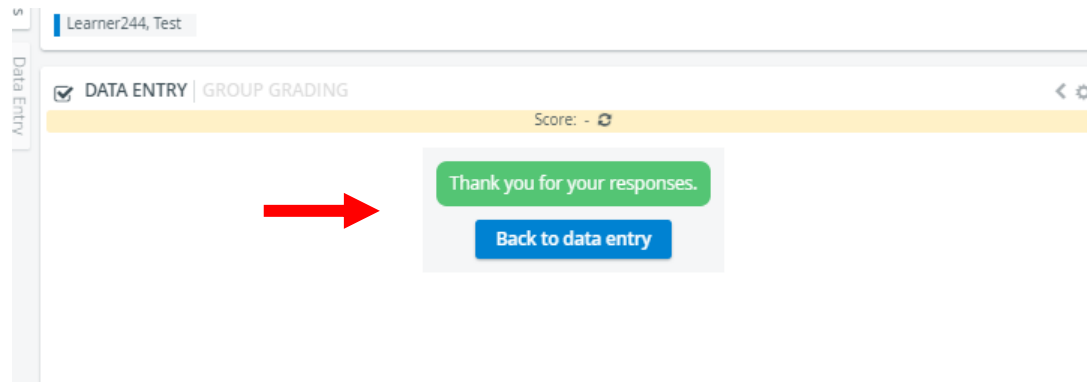
Auscultation in 4 regions with diaphragm

Auscultation in 4 regions with bell

You have to answer the highlighted questions! ✗

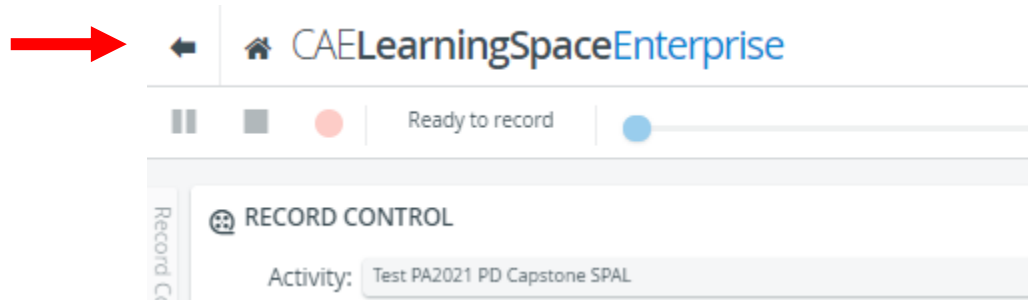
8. If you missed selecting an answer on a question and hit submit, a message will pop up telling you to answer the highlighted questions. You will need to scroll through the checklist to find what is highlighted, select an answer, then scroll back to the bottom and click submit.

For Live Activites: Data Entry Completion



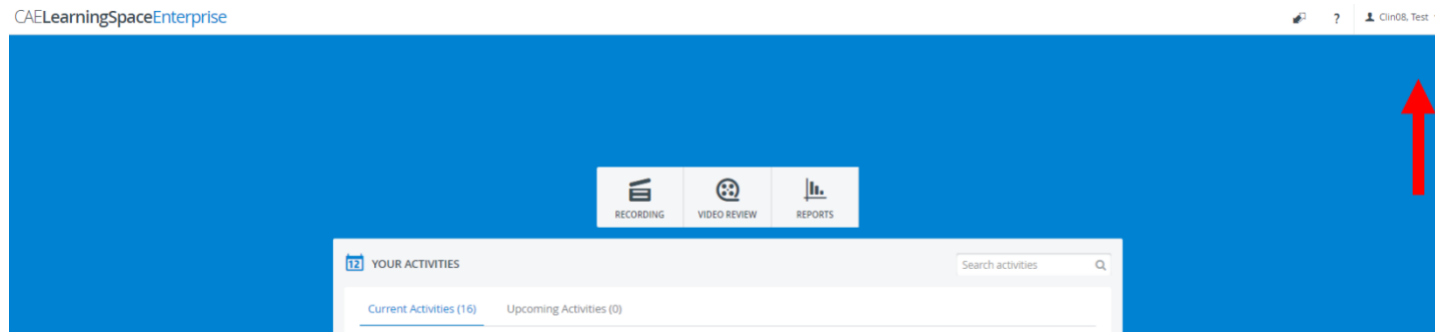
1. After clicking submit, you will see a Thank you message.
2. The blue “back to data entry” button takes you back into the evaluation if you need to add something more.

For Live Activites: Selecting next evaluation



3. If you stay in the room view when the next recording begins the next student evaluation should appear.
4. If you need to go back, click the black back arrow next to the home icon to go back to the screen with all the room views.
5. You can click back into the room as shown above under Room Selection.

For Live Activites: Finishing up after last evaluation



1. From any screen, click on your name in the upper right hand corner of the screen.
2. Click on the blue **“Logout”**.
3. Close the browser by clicking the X in the upper right hand corner of the screen.

To log out of the computer

1. Click the windows box in the bottom left corner of the screen

2. Select the “Power” icon  at the bottom of the list

Select **Shut down**

