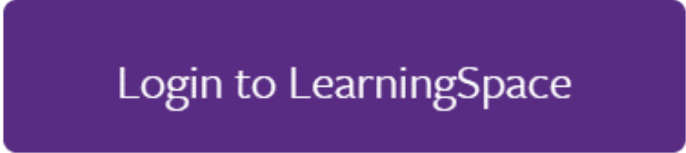
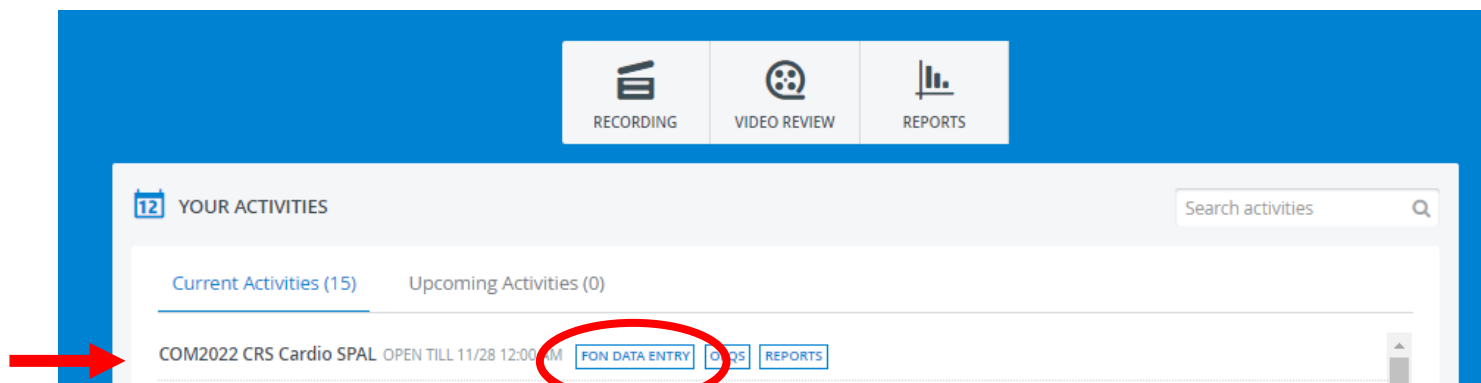


**Clinician (Internal):  
How to Open and Complete  
A FON Checklist to Assess Student Performance via recorded video  
In CAE LearningSpace**

<p><b>USE THIS BROWSER</b></p>	<p>Use Chrome browser and go to <a href="https://www.dmu.edu/simulation-center/learningspace/">https://www.dmu.edu/simulation-center/learningspace/</a></p> <ul style="list-style-type: none"> <li>• This will open the Simulation Center Testing Page</li> <li>• Locate the purple LearningSpace button and click on it to take you to the sign-in page</li> </ul> <div style="text-align: right; border: 1px solid black; padding: 10px; margin-top: 20px;">  </div>
<p><b>KNOW THIS INFORMATION</b></p>	<p>The following information will be needed to complete an assesement:</p> <ul style="list-style-type: none"> <li>• Activity name</li> <li>• Case name</li> <li>• The names of the students you are to assess (if you don't know them)</li> </ul>
<p><b>ADDITIONAL INFORMATION</b></p>	<p>The checklist is attached to the recorded video. You can watch the video and complete the checklist at the same time, or you can watch and then complete the checklist.</p> <p>You will be prompted to log into Office 365</p> <ul style="list-style-type: none"> <li>• If an internal clinician: Use your DMU provided credentials (Name@dmu.edu) and password             <ul style="list-style-type: none"> <li>○ If you have problems with your DMU credentials- contact DMU ITS</li> </ul> </li> <li>• If an external clinician: Use your email address (the one faculty email you at to confirm items) and Simulation Center provided password             <ul style="list-style-type: none"> <li>○ If you have problems with logging in let Simulation Center staff know</li> </ul> </li> </ul>

## For Activities that have already taken place: Find Activity on Dashboard



1. Find the Activity on your dashboard. We are using **COM2022 CRS Cardio SPAL** for this example.
2. Click the **FON Data Entry** button after the Activity name.  
The list of available videos opens.

## Select video of student performance to assess

The screenshot shows the 'VIDEO REVIEW' page with a 'Quick search' field and a table of recorded videos. The table has columns for Date, Room, Learner, Score, Activity, Case, Transfer Status, and Video Info. A yellow banner at the bottom states 'No video recording has been selected'.

Date	Room	Learner	Score	Activity	Case	Transfer Status	Video Info
03/14/2018 8:16 AM	Classroom 01	Dray Prescott		2018 Spring OSCE Penn State Hershey	George Anthony Davis Collapse		00:00:32 / 25.2 MB
03/14/2018 8:15 AM	Classroom 01	Dylan Baldi		2018 Spring OSCE Penn State Hershey	George Anthony Davis Collapse		00:00:32 / 25.8 MB
03/14/2018 8:15 AM	Classroom 01	Theima Madison		2018 Spring OSCE Penn State Hershey	George Anthony Davis Collapse		00:00:31 / 25.1 MB
03/14/2018 8:14 AM	Classroom 01	Jared King		2018 Spring OSCE Penn State Hershey	George Anthony Davis Collapse		00:00:31 / 24.8 MB
03/14/2018 8:13 AM	Classroom 01	Norris Brock		2018 Spring OSCE Penn State Hershey	George Anthony Davis Collapse		00:00:31 / 24.9 MB

The checklist is attached to a recorded video. To open the video and associated checklist:

1. Find the video in the list.
2. Click or tap anywhere in the row to open the video. The video opens and begins to play.

**Tip: Can't find the video? Search for it.**

Videos are identified by:

- Date and time of recording
- Room number
- Student name
- Activity name
- Case name

You can search for a video typing any of these identifiers into the **Quick search** field and then tapping the Enter/Return key on your keyboard.

## Find Checklist

The left screenshot shows the CAELearningSpaceEnterprise interface. A red circle highlights the back arrow in the top left corner. A red arrow points to the 'Close' button in the top left corner of the 'RECORD CONTROL' panel. A red box highlights the 'DATA ENTRY' tab in the left sidebar. The right screenshot shows the 'DATA ENTRY' panel expanded, displaying a checklist for 'Personal Interaction with Patient' with two items: '1. Introduced self with full name and title as PA Student' and '2. Confirmed patient's full name and date of birth'. Each item has radio buttons for 'No' and 'Yes' and a 'Comment' button.

The checklist opens automatically on the left side of the screen. It displays:

- The Activity name
- The Case name
- The student's name

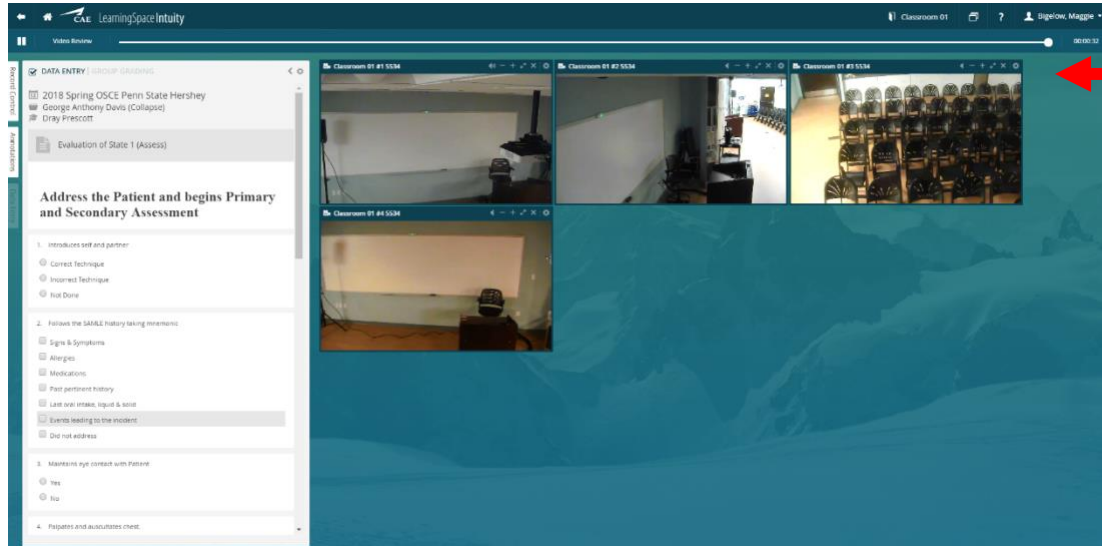
1. If the evaluation for the student you are viewing does not open up, click on the Data Entry tab that is sideways on the left hand side of the screen.
2. To make the evaluation bigger, hover the cursor on the right hand side of the slide column to get a double arrow, click and slide to the right. This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

Complete the checklist by clicking or tapping the appropriate answer.

- Remember to click **Submit** when you are done.
- Select another video by clicking or tapping the back arrow (in the upper left corner of the screen) to return to the list of recorded videos.

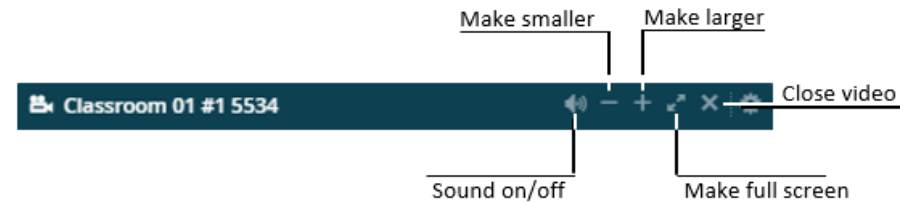
NOTE: The number of cameras in the room determines the number of videos. You may see more videos than shown here depending on how many were used.

## Tip: Enlarge or Close Videos

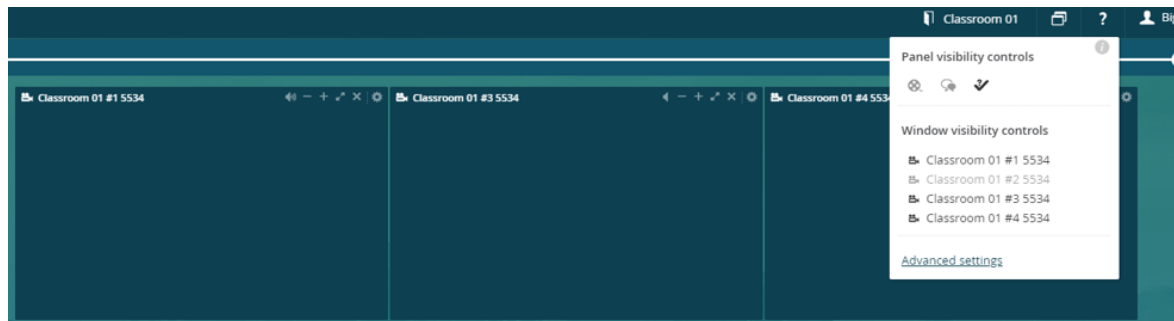


To change the size of a video:

1. Click or tap the cogwheel in the upper right corner of any video window.
2. The Window Control options appear.




## Tip: Help! I Clicked the X! Where's my video?



In the example above, the user closed window #2. If this happens to you, don't panic! It's easy to restore the window.

1. Click the visibility controls in the upper right corner of the screen (see red arrow).  
The Visibility Control panel opens.
2. Find the name of the missing window (it is greyed out).
3. Click or tap the greyed out name to restore the window.

## For Activites: Checklist Data Entry

 History



Did the student ask about...concerning each of the following line items

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

5. Associated Symptoms

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



Not Asked

1

2

3



 Comment

6. PMH



Not Asked

Medical conditions/ongoing


Hospitalization

2. 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.

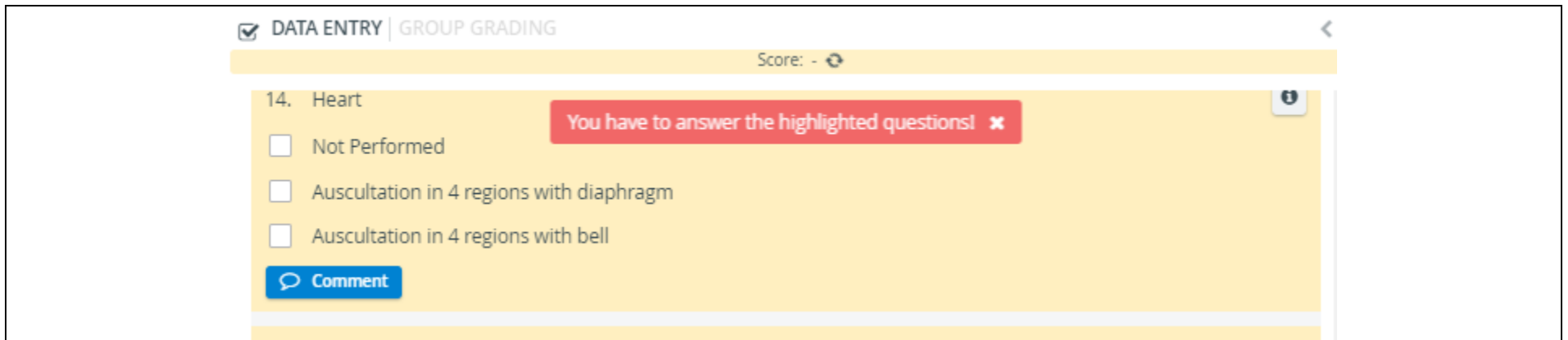
3. Comments can be typed by clicking the blue comment box and then typing in the open box.

4. Questions that have circles to click have only 1 option to select. Questions that have squares have multiple answers that may be selected.

 Submit

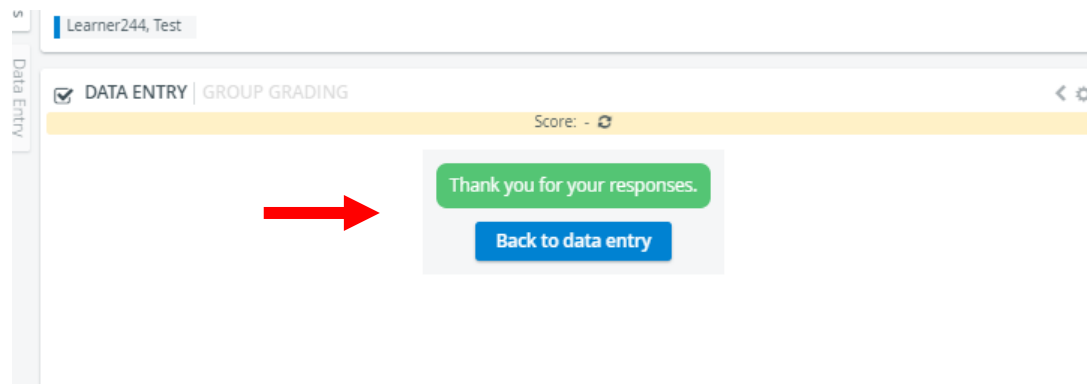
 Cancel

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



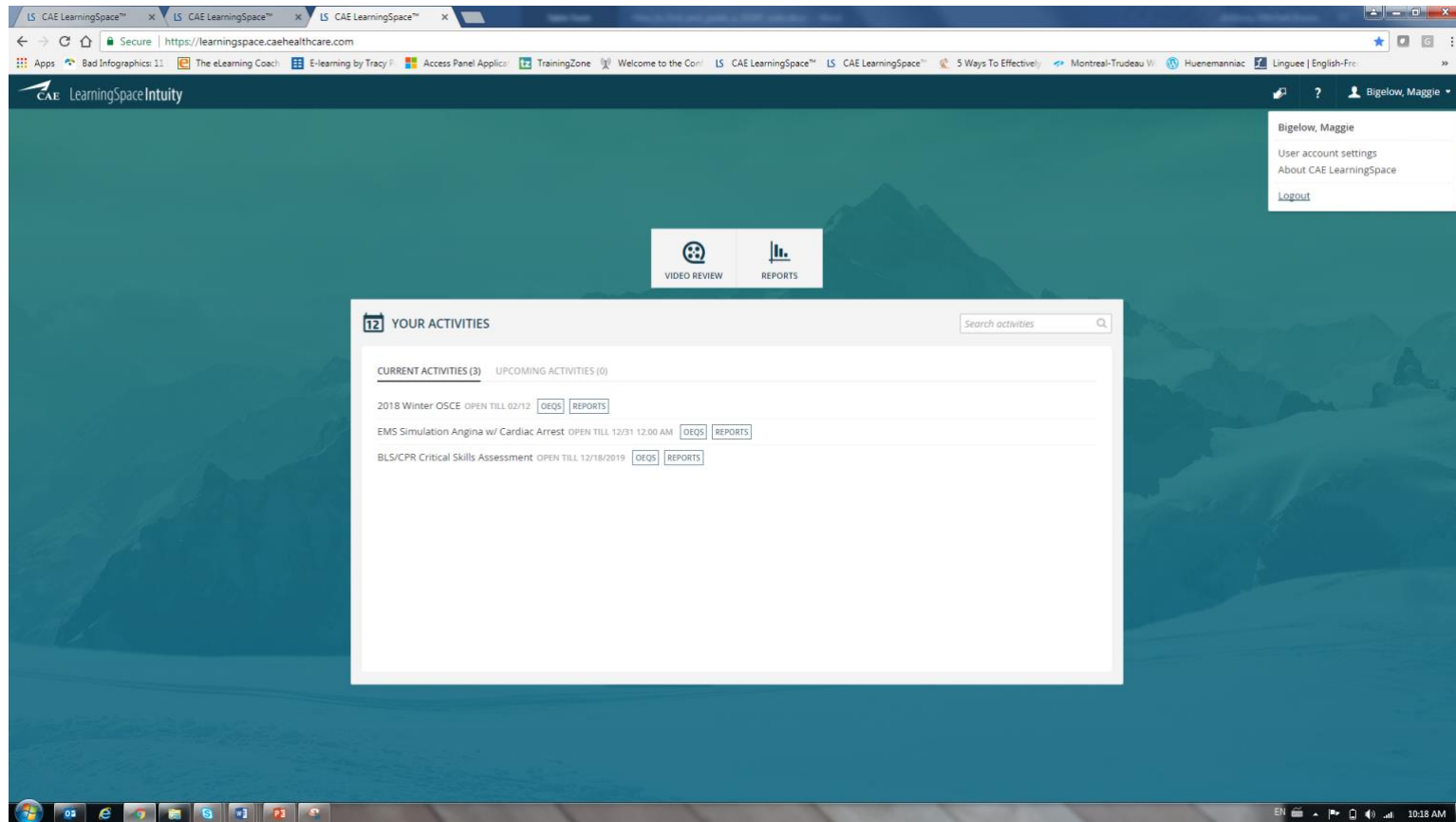
6. If you missed selecting an answer on a question and hit submit, a message will pop up telling you to answer the highlighted questions. You will need to scroll through the checklist to find what is highlighted, select an answer, then scroll back to the bottom and click submit.

### For 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.

## Log Out of LearningSpace



The screenshot shows a web browser window with the LearningSpaceIntuity interface. The browser's address bar displays the URL <https://learningspace.caehealthcare.com>. The user's name, "Bigelow, Maggie", is visible in the top right corner, with a red arrow pointing to it. A dropdown menu is open, showing options: "Bigelow, Maggie", "User account settings", "About CAE LearningSpace", and "Logout". The main content area features a "YOUR ACTIVITIES" section with a search bar and a list of current activities:

Activity Name	Status	Start/End	DEQS	REPORTS
2018 Winter OSCE	OPEN TILL	02/12	[DEQS]	[REPORTS]
EMS Simulation Angina w/ Cardiac Arrest	OPEN TILL	12/31 12:00 AM	[DEQS]	[REPORTS]
BLS/CPR Critical Skills Assessment	OPEN TILL	12/18/2019	[DEQS]	[REPORTS]

To log out of LearningSpace:

1. From any screen, click your name in the upper right corner of the screen. The Account Settings box opens.
2. Click blue **Logout**.  
LearningSpace logs you out.