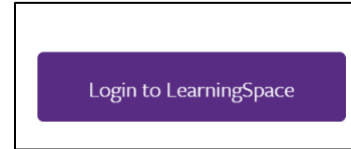


## Clinician: How to Find and Grade a SOAP Note In LearningSpace

**USE THIS BROWSER  
If on Personal  
Computer**

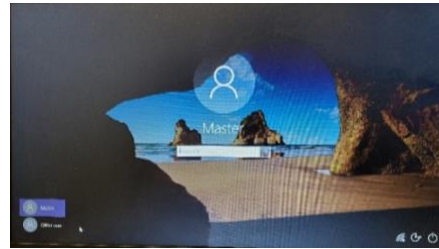
Use Chrome browser and go to <https://www.dmu.edu/simulation-center/learningspace/>

- 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



**USE THIS BROWSER  
If on  
Simulation  
Center  
Computer**

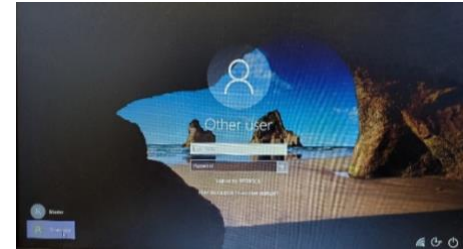
**If using SPAL computer:** Turn on computer, press the space bar, select “Other User” in lower left corner of screen



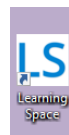
Sign in to the computer

- 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



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



This will automatically open the CAE Learning Space dashboard

**ADDITIONAL  
INFORMATION**

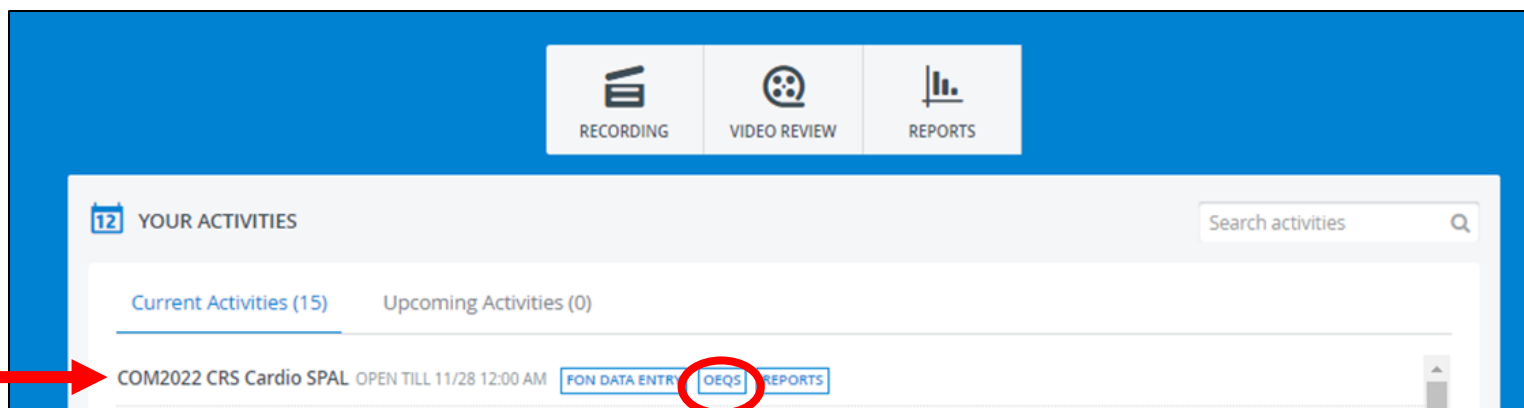
The checklist is attached to a recorded video. You can watch the video and complete the checklist at the same time, or you can watch and then complete the checklist.

**KNOW THIS  
INFORMATION**

The following information will be needed to complete an assesment:

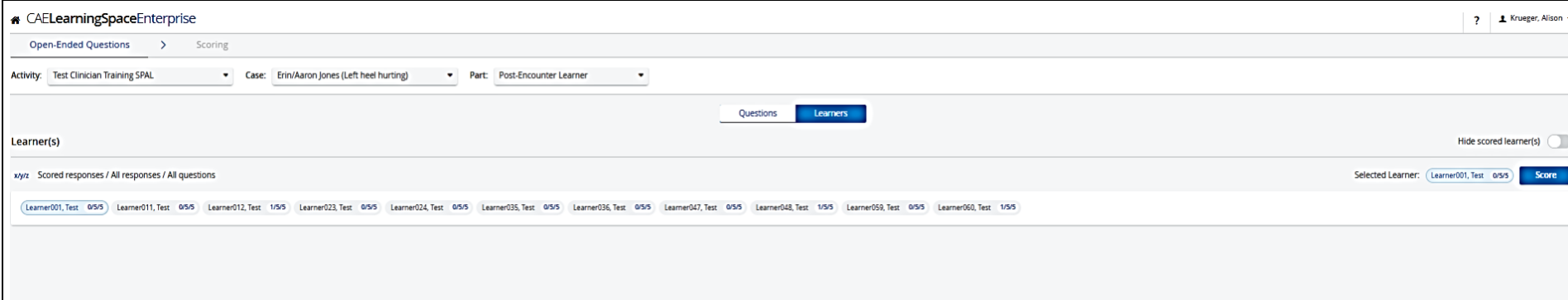
- Activity name
- Case name
- The names of the students you are to assess - Will be provided if you don't know them already

## Find Activity on Dashboard



1. Find the Activity on your dashboard. We are using **COM2022 CRS Cardio SPAL** for this example.
2. Click the blue **OEQS** button after the Activity name.  
The Open-Ended Question Scoring screen opens.

## Select SOAP Note to Grade



To grade the SOAP Note:

1. Verify the Activity name displayed in the **Activity** dropdown menu. If you need a different Activity, select it from the dropdown menu.
2. Select the Case from the **Case** dropdown menu.
3. All SOAP Notes are in the Post-Encounter Learner Part. If necessary, use the **Part** dropdown menu to select Post-Encounter Learner.
4. Click the blue **Learner** box next to the Questions box, then select the learner's name you are wanting to grade (names with a checkmark in a green circle means that note has been graded)
5. Click the blue **Score** button to open the SOAP Note.

## Using Open Scoring Rubric to Score SOAP Note

The screenshot displays the LearningSpace interface for scoring a SOAP note. The interface is divided into three main columns:

- Left Column (Question(s)):** Shows a checklist for "CPMS 9pt Rubric SOAP Template" with categories: Subjective (checked), Objective, Assessment, Plan, and Global.
- Middle Column (Response):** Shows a text entry for "Vitals: BP:130/82, Temp: 98.6 degrees Fahrenheit, Pulse: 72 beats per minute..." with a "Video" tab.
- Right Column (Related Open-Ended Scoring):** Contains a "Scoring Notes" section with a "Score:" dropdown (set to "Select"), a "Not yet submitted" status, a "Bonus points" checkbox, and a "Comments" text area. A red arrow points to the "Scoring Notes" section.

At the bottom of the right column are "Submit" and "Skip" buttons.

- The learner's name will be in the upper left hand corner
- The left column allows you to select what part of the SOAP Note you want to grade
- The middle column shows what the student typed for that section of the SOAP Note, also a video tab to view video
- The right column contains the Scoring Rubric you are filling out for that section of the SOAP Note
- Click on the > icon next to **Scoring Notes** to see instructions specific to that category
- Click **Select** tab next to Score: to select score number. If number you need is not showing, select other, which will open a box for you to type the score number desired.
- A comment box is located at the bottom of each section, rather than each question. LearningSpace calculates the score automatically based on the answers you select.
- When you have finished, click the blue **Submit** button, this will take you to the next topic. The list of Notes to score opens.
- NOTE: The checklist shown here is for instructional purposes only.

## Using a Checklist to Grade a SOAP Note

Learn001 Test

Score

Scored responses / All responses / All questions

Question(s) 6/8

CRS Template Patient Note

Subjective ✓

Objective ✓

Differential Diagnosis #1 ✓

Differential Diagnosis #2 ✓

Differential Diagnosis #3 ✓

Additional Assessment(s) ✓

Plan ✓

Global ✓

Response

10/15/2019 04:13:00 PM

Name: Dona Montelle  
Date: 14 Oct 2019

HPI: 58 y/o white woman presenting with stomach pain that began 4 months ago after stress of losing her job 6 months ago. Pain is alleviated with antacids and eating and aggravated with drinking coffee. Pain has been worsening since onset and is described as a burning sensation. Severity is rated as anywhere between 3-7 on a 1-10 scale. No associated symptoms reported.

PROS: negative for nausea, vomiting, fever, chills, diarrhea, constipation, weight changes, blood in stools or black stools, diet changes, positive for appetite changes (patient gets full faster)

Preventive #1 - influenza immunization last fall  
#2 - colonoscopy 50 years ago, normal

Medic: antacids 500mg as needed for 4 months, ibuprofen every 6 hours for 2 months

Allergies: negative for food, environmental, positive for sulfas gets hives

PMH: arthritis in knee

PSH: tonsillectomy in childhood

PH: father - alive, stomach ulcers  
mom - died in car accident, history unknown

Social: positive for tobacco use 1/2 pack for 20 yrs, positive for 5hr energy and coffee 1-2 cups/day, negative for illicit drug use, alcohol, regular diet with pasta and rice

Related Open-Ended Scoring

CRS Template History CRS SOAP Hx T

1. Chief Complaint :

Does not have to be in quotes. First line of subjective ok.

No

Yes

2. HPI: Q R

Quality - Burning Region - Epigastric

Not Documented

Quality

Region

3. HPI: Additional

Can include: Onset (4 months ago), Previous (At first I had the pain only a couple times a week, but now it's every day), Palliating (Antacid helps pretty quickly, eating), Progression (Worse), Provoking (After coffee intake), Quantity (every day), Radiation (none), Severity (pains a lot after eating, feels full faster, not able to eat as much), Scale (sometimes 3/10, sometimes 7/10), etc. (location, after eating, coffee in the PM), Associated

Comments

Submit Skip

1. The learner's name will be in the upper left hand corner
2. The left column allows you to select what part of the SOAP Note you want to grade
3. The middle column shows what the student typed for that section of the SOAP Note, also a video tab to view video
4. The right column contains the checklist you are filling out for that section of the SOAP Note
5. Instructions specific to a question will show in gray just under the question.

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

A comment box is located at the bottom of each section, rather than each question.

LearningSpace calculates the score automatically based on the answers you select.

6. When you have finished, click the blue **Submit** button, this will take you to the next topic.

The list of Notes to score opens.

NOTE: The checklist shown here is for instructional purposes only.

## All SOAP Note Grading: Grade Remaining SOAP Notes

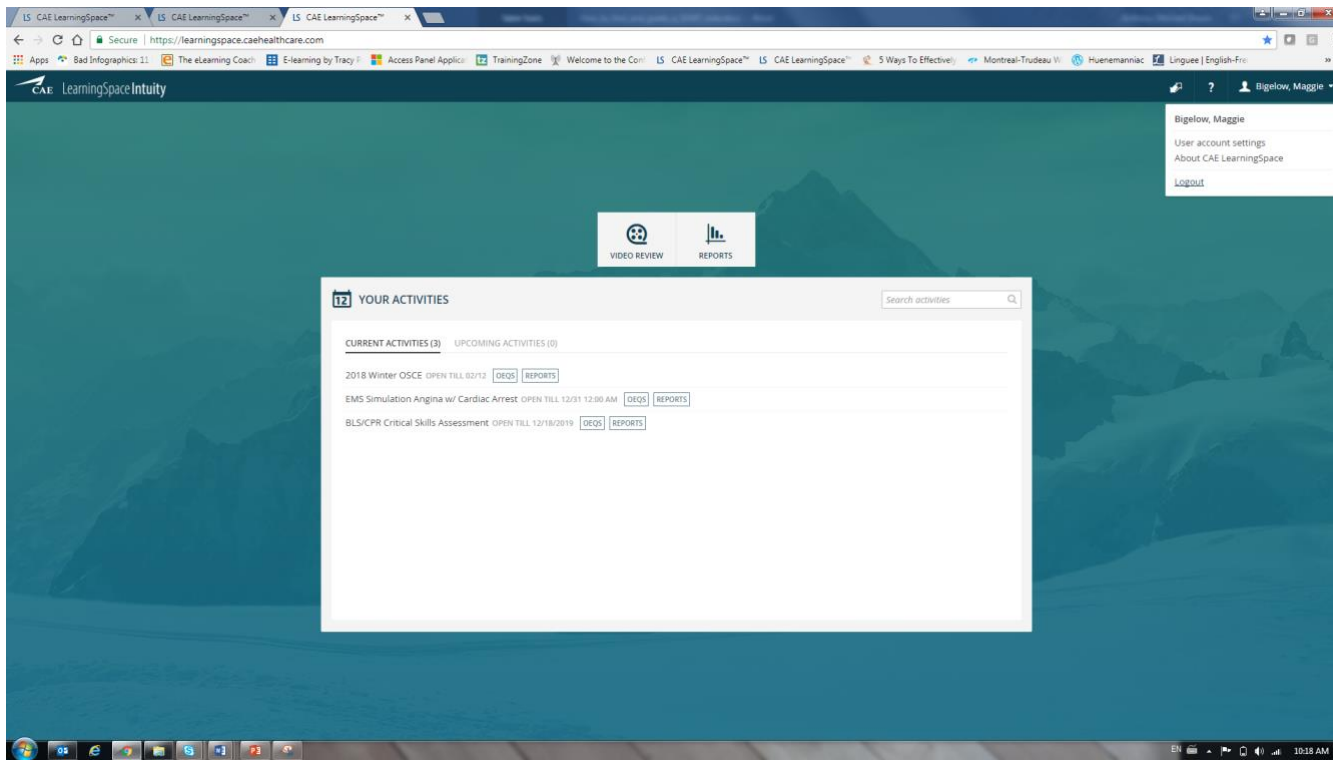
.earner(s)

xyz Scored responses / All responses / All questions

Learner001, Test	Learner004, Test	Learner007, Test	Learner010, test	Lear
Learner058, Test	Learner061, Test	Learner064, Test	Learner067, Test	Leai
Learner116, Test	Learner119, Test	Learner121, Test	Learner124, Test	Leai
Learner172, Test	Learner175, Test	Learner178, Test	Learner183, Test	Leai
Learner233, Test	Learner238, Test	Learner240, Test	Learner244, Test	Leai

1. Grade remaining SOAP Notes by clicking on the name of the student then the **Score** button for the Note.  
When all notes you are to grade display the **green check mark**, you have finished scoring all your SOAP Notes.
2. Click the Home icon to return to the LearningSpace dashboard.


## Log Out of LearningSpace



To log out of LearningSpace:

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

If using Simulation Center computers complete the following additional steps:

1. Close the browser
2. Click the windows box in the bottom left corner of the screen
3. Select the “Power” icon  at the bottom of the list
4. Select **Shut down**

