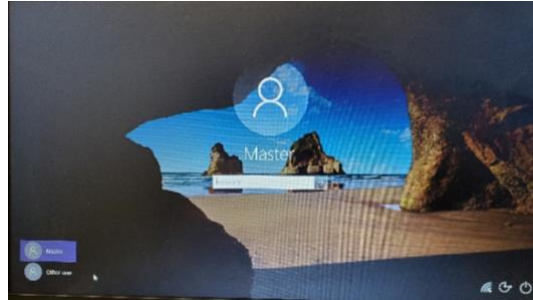


**SP:
How to Open and Complete
A SP Checklist to Assess Student Performance
In LearningSpace**

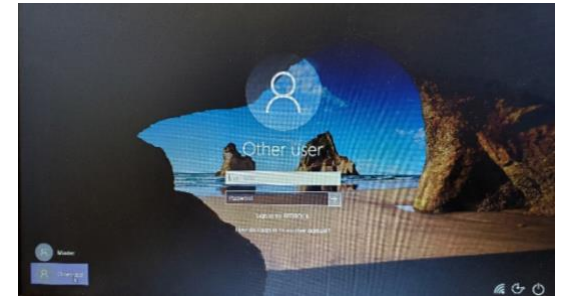
**SIGN IN TO
COMPUTER**

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



Sign in to the computer

- Use your DMU provided credentials (SP 1st initial last name@dmu.edu) [this is not case sensitive and there are no spaces] and password [this is case sensitive]
 - If you have problems with your DMU credentials - contact DMU ITS



**SIGN IN TO
LEARNING
SPACE**

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



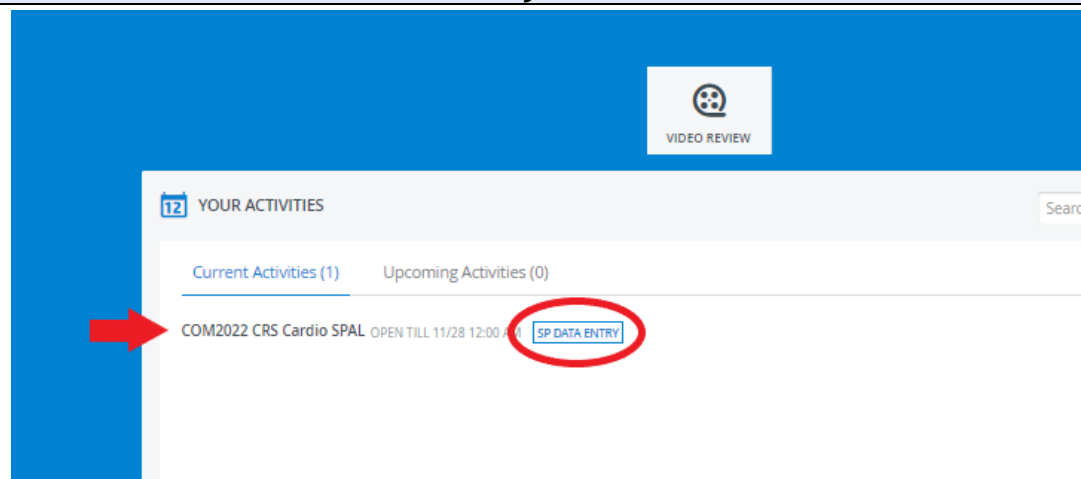
- This will automatically open the CAE Learning Space dashboard

**KNOW THIS
INFORMATION**

The following information will be provided to you by SPAL staff:

- Activity name - Title on training script
- Case name - Name of the patient
- The names of the students you are to assess - will be found in your cubbie

Find Activity on Dashboard



Find the Activity on your dashboard. We are using **COM2022 CRS Cardio SPAL** for this example.

- Click the **SP Data Entry** button after the Activity name.

Select Case name and name of student performance to assess

A screenshot of a form titled 'COM2022 CRS Cardio SPAL'. The form contains the text 'Please select the case you want to fill in.' and 'Fill in the SP Part for the following case:'. Below this, there are two dropdown menus. The first is labeled 'Case:' and has 'Wynn D. Shopper (Short of Breath)' selected. The second is labeled 'Student:' and has '----' selected. At the bottom of the form is a blue 'Continue' button.

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

- Find the case for the activity - If multiple cases are playing you will need to select the case name for your patient role
- Click on the student name that needs to be evaluated

Tip: Ensure you are selecting the correct student. This is very important!

Students that have already been evaluated will have a (X) behind their name.

Completing Checklist

COM2022 CRS Cardio SPAL
Wynn D. Shopper (Short of Breath)
Test Learner001

Physical Exam

ALL exams MUST be performed ON THE SKIN for full credit.

1. Listened to my heart in 4 correct areas with the diaphragm and bell i

Not Done
 Aortic
 Pulmonic
 Tricuspid
 Mitral

[Comment](#)

2. Listened to my aorta i

No
 Yes

3. Listened to my lungs correctly i

Not Done
 Listened to full cycle (inhale and exhale) with each stethoscope placement
 Asked me to open my mouth
 Asked me to take deep breaths

4. Felt for a pulse on the TOP of both feet OR on the inside behind each ankle bone i

No
 Yes

[Submit](#) [Cancel](#)

The checklist opens automatically. It displays:

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

Complete the checklist by clicking on the appropriate answer, which will fill in with black.

- Instructions that pertain to the entire section will appear just under the blue section header bar.
- The black circle with an “i” to the upper right of a question will provide instructions pertaining to that item
- Squares indicate multiple answers can be selected, circles require single answer only
- Remember to click the blue **Submit** button at the bottom of the page when you are done

Missing required responses

You have to answer the highlighted questions! ✖

Below Average
 Average
 Above Average
 Perfect
[Comment](#)

16. Physical Examination Organization ⓘ
 Not Done/Weak Attempt
 Below Average
 Average
 Above Average
 Perfect
[Comment](#)

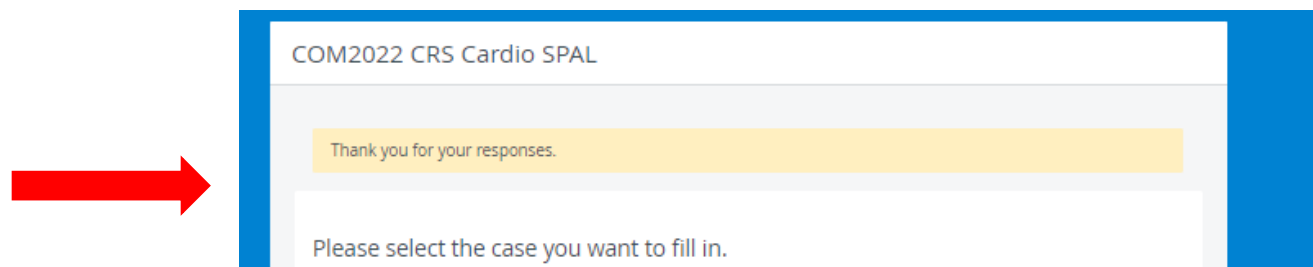
17. Diagnosis ⓘ
 Not Done/Weak Attempt
 Below Average
 Average
 Above Average
 Perfect
[Comment](#)

18. Plan ⓘ

If you missed selecting an answer on a question and hit submit, a message will pop up telling you to answer the highlighted questions.

- Complete responses and click submit again

Tip: Verify answer submission



You will automatically be returned to **SP Data Entry** but you will see the message at the top if your answers were captured.

- Select your next student and repeat the process.

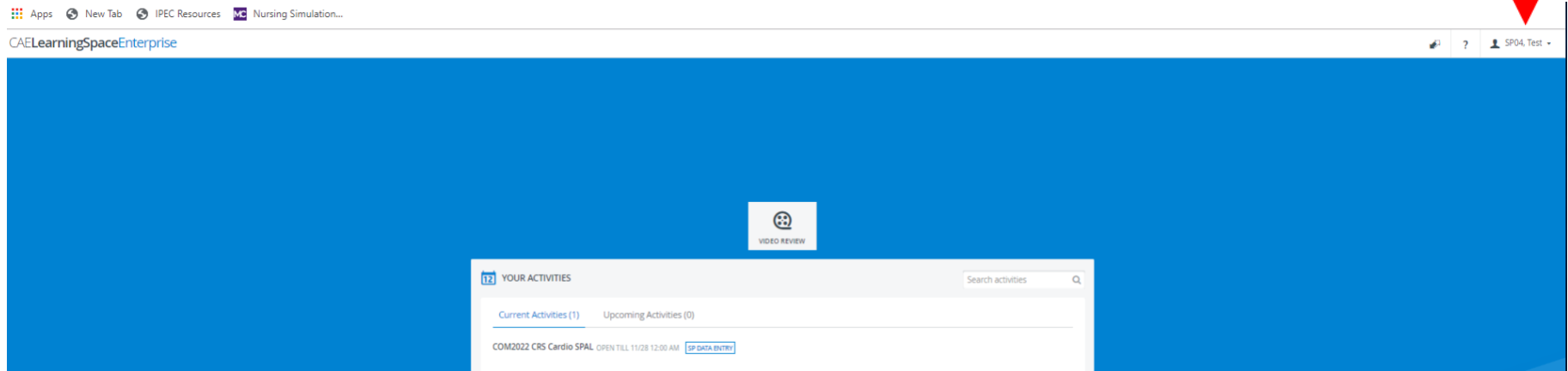
Other Items to Note

Note: If your computer is attached to a docking station (example - inside the drawer in an exam room) you need to be out of the student evaluation before you undock the computer, or you may lose the information.


Log Out of LearningSpace

To log out of LearningSpace:

- Click your name in the upper right corner of the screen.
- The Account Settings box opens.
- Click the blue **Logout**.
- LearningSpace logs you out.
- Close the browser by clicking the X in the upper right hand corner.



To log out of the computer

- Click the windows box in the bottom left corner of the screen
- Select the “Power” icon  at the bottom of the list
- Select **Shut down**
- If in an exam room, turn the computer monitor off before leaving

