

Students: How to Find and Complete a SOAP Note In LearningSpace

USE THIS BROWSER

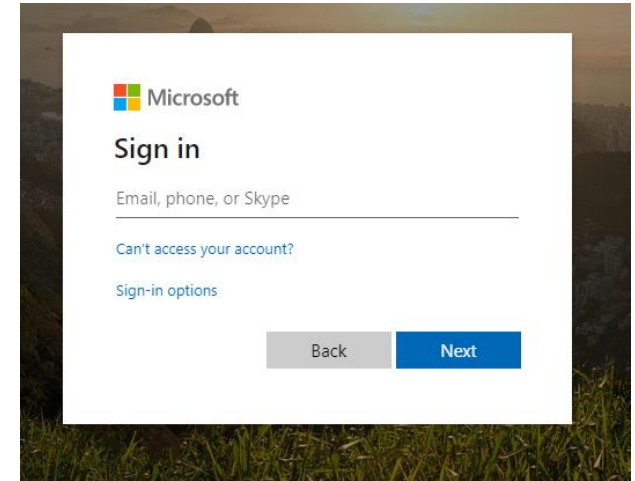
Computer should already be open in Chrome with the Microsoft sign in pulled up. If it isn't, let the proctor in the room know.

ADDITIONAL INFORMATION

You will be prompted to log into Office 365

- Use your DMU provided credentials used for emails/D2L/etc. (Name with numbers@student.dmu.edu) and password

If you have problems with your DMU credentials - contact DMU ITS
If you are unable to log in you will need to do a handwritten Note.

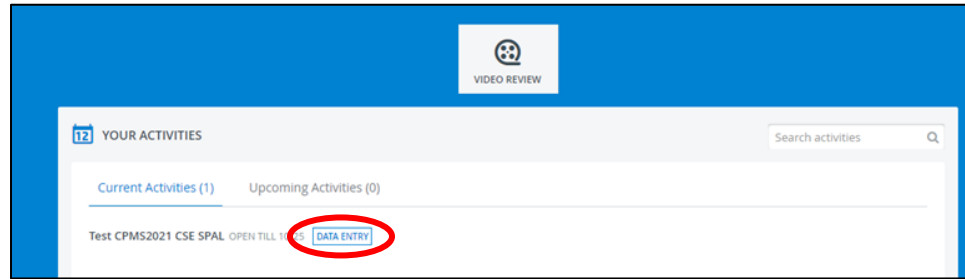


KNOW THIS INFORMATION

The following information will be needed to complete an assesement:

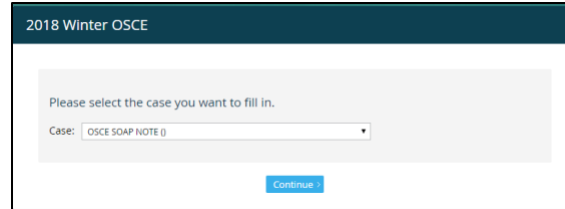
- Activity name
- Case name

Find Activity on Dashboard



1. Find the Activity you need to complete the SOAP Note for on your dashboard. In these instructions, we're using **Test CPMS2021 SPAL**.
2. Click the blue **Data Entry** button after the name of the Activity. The Case Selection screen opens.

Select Case



Select the Case for the SOAP Note from the dropdown menu. Then click on the blue **Continue** button.

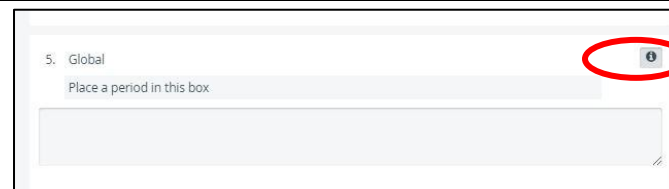
NOTE: Sometimes, there might be more than one Case available. Be sure to select the correct one. Your instructor, Simulation Center Proctor, or the LearningSpace Administrator will tell you which Case to select.

SOAP Note Details

⌚ Time left: 19:37



1. There will be a timer counting down in the upper right hand corner of your screen. (If a timer is not showing the Simulation Center Proctor will verbally give information concerning time)



2. When you see a black circle with an “i” click on it to read instructions that pertain to that item.

Complete SOAP Note

Testing Event name (Ex - MHA2020 SPAL)
Patient name (chief complaint)
Learner name

SOAP Note

1. Subjective

2. Objective

3. Assessment

4. Plan

5. Global

Follow the instructions to complete the SOAP Note. Type your answers in the text fields provided.

NOTE: The SOAP Note pictured here is for instructional purposes only. Your SOAP Note might look different.

When you are done, click the blue **Submit** button at the bottom of the page.

- LearningSpace will automatically log you out.

NOTE: Depending on the type of exercise, you may be returned to your dashboard instead of being logged out. You will find instructions for logging out manually on the following page, and instructions on what to do once you are logged out of CAE automatically or manually.

How to Log Out & Last Step

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

CURRENT ACTIVITIES (3)		UPCOMING ACTIVITIES (0)			
2018 Winter OSCE	OPEN TILL 02/12	DATA ENTRY	REPORTS		
EMS Simulation Angina w/ Cardiac Arrest	OPEN TILL 12/31 12:00 AM	DATA ENTRY	PEER EVALUATION	SELF EVALUATION	REPORTS
BLS/CPR Critical Skills Assessment	OPEN TILL 12/18/2019	DATA ENTRY	PEER EVALUATION	SELF EVALUATION	REPORTS

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