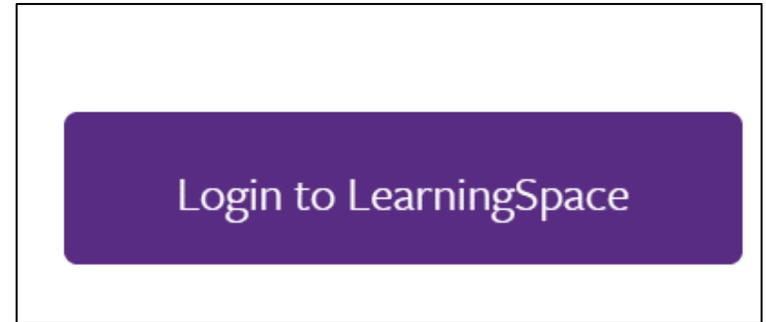


Students: How to Complete Self-Evaluation In LearningSpace

USE THIS BROWSER

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

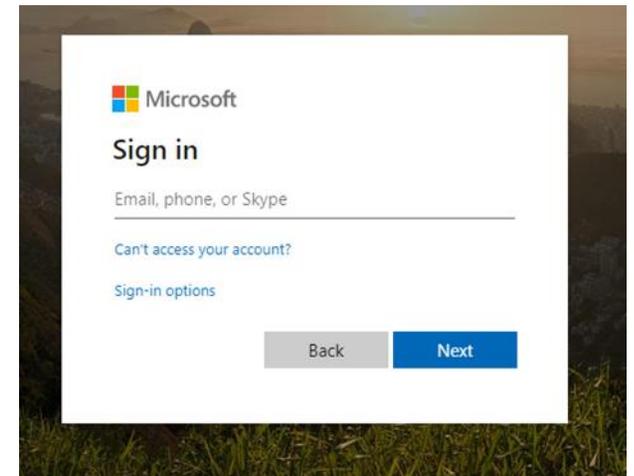


ADDITIONAL INFORMATION

You will be prompted to log into Office 365

- Use your DMU provided credentials (Name@student.dmu.edu) and password

If you have problems with your DMU credentials- contact DMU ITS



KNOW THIS INFORMATION

The following information will be needed to complete an assessment:

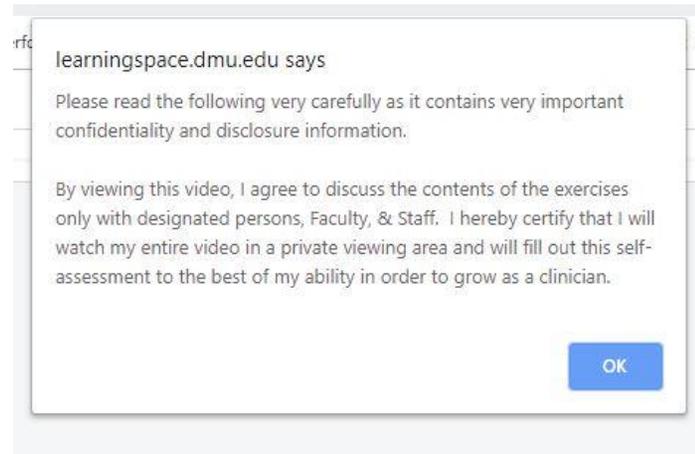
- Activity name (College graduation year course testing subject department testing in {SPAL, SIM, etc.})

Find Self Evaluation



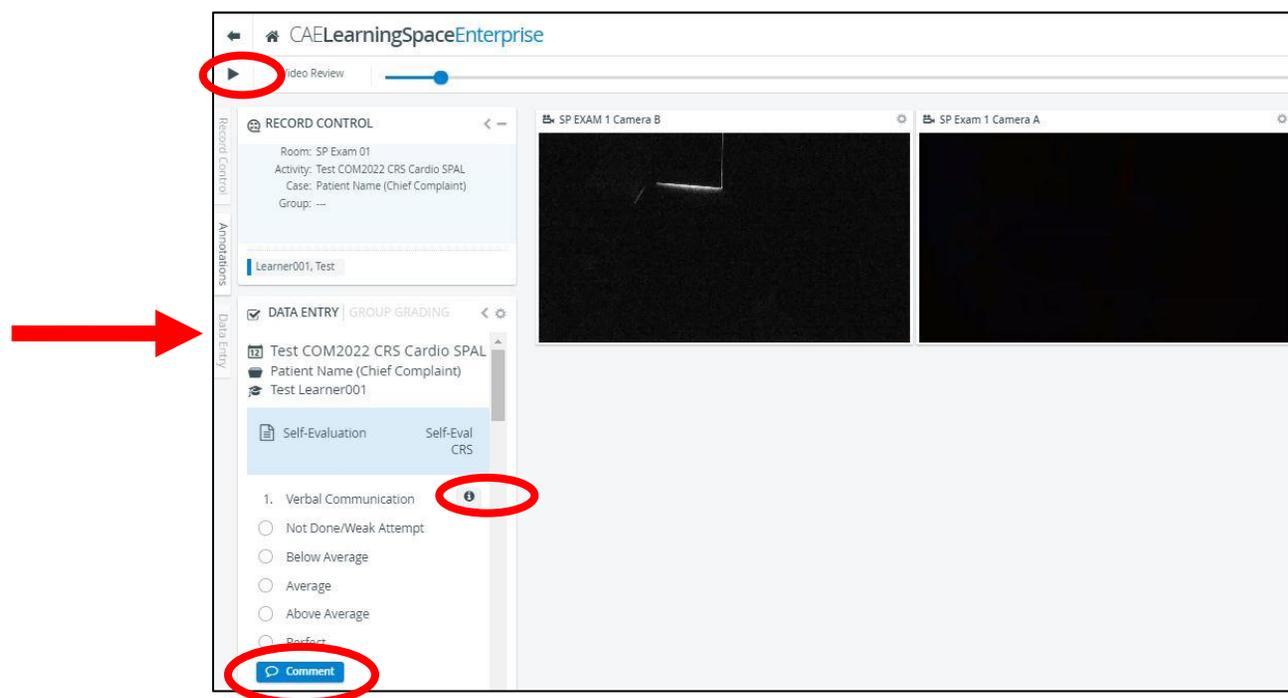
On the Learningspace dashboard:

1. Click the **Self Evaluation** button



2. A notice will pop up. Read the Confidentiality Statement and then click the blue **OK**
3. This will take you into your Video and Self-Evaluation

Completing Self Evaluation



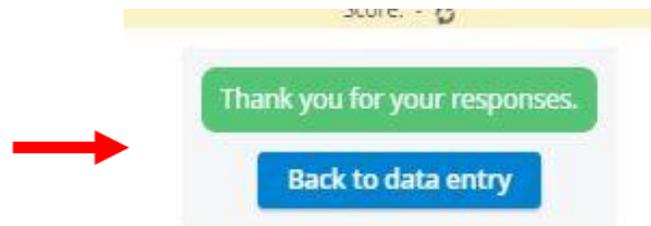
1. The upper corner will have a pause/play button. Next to this is a blue circle that will allow you to move the video back if you need to rewatch an item
2. If your evaluation does not open automatically, click on the Data Entry tab along the left hand side of the screen
3. You may expand your evaluation by hovering over the right hand side of the slide bar, clicking, and dragging the tab to the right
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. Click on the blue **Comments** box to open a text box to type your comments

Notices



The screenshot shows a web interface for 'DATA ENTRY | GROUP GRADING'. At the top, there is a 'Score: -' indicator. Below this, question 18 is displayed: '18. what are your suggestions for how we can improve this OSCE?'. A red error message box is overlaid on the question, stating 'You have to answer the highlighted questions! *'. A red arrow points from the right side of the message box towards the question text. Below question 18, question 19 is visible: '19. The training I've received in this course so far has adequately prepared me for this OSCE.' It has five radio button options: 'Strongly Disagree', 'Somewhat Disagree', 'Undecided', 'Somewhat Agree', and 'Strongly Agree'. At the bottom of the form, there is a blue 'Comment' button.

1. 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 the blue **Submit**.

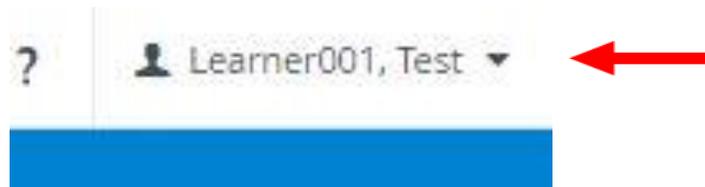


2. After clicking the blue **Submit**, you will see a Thank you message.
3. The blue “**Back to data entry**” button takes you back into the evaluation if you need to add something more.

Finishing



1. Click the black back arrow or the home icon. This will take you back to your dashboard



2. From any screen, click on your name in the upper right hand corner of the screen.
3. Click on the blue **Logout**.
4. Close the browser.
5. You have completed your assignment!