

Student eMedley Instructions for Year 3

Logging In

You must use Google Chrome.

1. Login at <https://he.emedley.com/wvsom> using your WVSOM email and password.

If you are using Google Chrome and have issues, please try the following:

1. Try completely closing Google Chrome and re-opening it or restarting your machine.
2. If the login page you are attempting to use does not have the WVSOM logo on it, please check to make sure the link above is being entered in the address bar of the browser **exactly as shown** or try <https://he.emedley.com/univ/wvsom/common/adfs/login.php>.
3. Ensure that you are using the correct WVSOM email address and password.
4. Make sure that the link did open in Google Chrome and not another browser.

General Information/Quick Tools

1. Once you have logged into eMedley, you can access some settings and navigation tools by clicking the circle icon with the person in it in the upper right corner of the screen.
 - a. Click on Profile (name card icon) to access general information, documents, CV, Snapshot, EPA Submissions, Reflections, and Graduation Requirements.
 - b. Click on Preferences (box with lines/dots) to access your personal account settings.
 - c. Click on Notifications (the bell icon) to go to your Reminders (you may not see this unless you have reminders)
 - d. Click on the term (e.g. 2023-2024 or the calendar icon) to switch between terms.
 - e. Click Sign Out (the arrow icon) to logout of the system.

Click the eMedley icon in the upper left corner of the screen on all pages to return to the initial Lobby Home.

2. To access applications in eMedley, hover over a section across the top and select the area of the system needed.

Notifications Area

After you login to eMedley, select your picture in the upper right corner of the screen. Click on the bell or Notifications icon. The Notifications interface shows you items that need to be completed in the system. These items **do not** automatically go away when you have done the task. You will need to archive the notification once it is completed. To do this, select the item that you want to archive. Click the Actions dropdown in the upper right corner of the screen under your picture. There are three Actions: Archive, Mark as Unread, Move to Inbox (you can change between them using the Actions dropdown). To Archive the notification, select the item then click Actions and "Archive". This will move it to the Archive tab. This should only be done after you have completed the action required by the notification (e.g. completing the evaluation).

Individual Student Information

1. Click on your picture in the upper right corner of the screen.
2. Click on Profile.
3. The General, Contact, and Experience icons on the left will display the student information that WVSOM has chosen to list in eMedley for you.
4. Documents is an area where you may be asked to upload documents for rotations, research, etc.
 - a. Click the +Add icon.
 - b. Select a type, enter the date and comments (if needed) then use the browse files button to search for the document, and click Add to save.
 - c. To update a document, highlight the document from the list, click the Edit button, make changes to the document, and click *Save* to save the changes.

- d. To delete a document, highlight the document from the list, click the Actions dropdown button, select Delete. Click OK to confirm.
5. CV is an area where you will provide documentation and noteworthy characteristics for your Dean's Letter.
6. The Snapshot area will show all of your grades (including scores on individual components of a grade) as you progress through all four years of the curriculum.
7. EPA Submissions will display the EPA submissions that have been completed on you. Use the filters to dive into the submissions. Remember to always select the WVSOM Chen EPA Scale for the EPA Scale filter. You can print or export the data to excel. There will be a graphic at the top and a list of the submissions at the bottom.
8. Reflections will be where you submit your reflections for the portfolios.
9. Graduation Requirements is where either the system or SWC staff fill in your progress toward completing the graduation requirements. This should be reviewed periodically for reference and accuracy.

More information about the EPA Submissions and Reflections areas will be provided as you are assigned elements to complete in those areas.

Adding Information or Updating Your CV in eMedley

You will be asked to add information to the CV area of eMedley for your Dean's Letters. To do this:

1. Click on your picture in the upper right corner of the screen.
2. Select Profile from the pop-out menu.
3. Click on the CV icon
4. Enter the appropriate information into each field.
5. Noteworthy Characteristics are required. You will need to add a single noteworthy characteristic into each noteworthy characteristic box (three are required but adding 5 or more would be better) NOTE: There are only five noteworthy characteristic spaces at the top of the CV tab. More can be found at the bottom of the page.
6. Click Submit at the bottom of the page. The page will seem to just refresh but the information will be saved/submitted. You can go out and back in to check.

Viewing Grades

1. Click on your picture in the upper right corner of the screen.
2. Select Profile from the pop-out menu.
3. Then click on the **Snapshot** icon on the left.
4. This will take you to an overview of all grades. Rotations will not be added until the schedule has been approved and published for that rotation.
5. You can click details to view scores for individual grades that make up the final score for a course/rotation.
6. To see the actual grade form that the preceptor submitted on you, click on Details then click the magnifying glass next to the Clinical Grade Form. If there was more than one form completed on you, there will be tabs across the top of the page to use to navigate between the grade forms.
7. To go back to your profile, simply click the Xs in the upper right corner of the screens to close each window and return to the main profile area.

Viewing Completed Grade Forms

You can view grade forms that have been completed on you by preceptors only after Regional Deans and Directors review, approve, and release the forms to students. Once they are approved and released, you can:

1. Use the instructions above for Viewing Grades
2. Click Details next to the rotation for which you would like to view your completed grade form
3. Click the magnifying glass next to your grade for the Preceptor Grade Form to open the completed grade form for review.

4. To go back to your profile or snapshot area, simply click the X in the upper right corner of the screen to close the window and go back to the snapshot or main profile area.

NOTE: You can also view completed grade forms from evaluate. See the “Viewing Completed Grade Forms” in the evaluate section below.

Viewing Case Study Scores and Feedback

The case study process has a few steps:

- 1) You will create the case in the EHR program.
- 2) Jenny Patton or other designee in the CEC will review the case and save it as a PDF.
- 3) The case will be uploaded by the CEC into eMedley for grading.
- 4) Graders will grade the case and assign the score/provide feedback in eMedley.
- 5) A grade will be posted in eMedley.

Therefore, you have two points of contact, if there are issues:

- 1) For questions about creating the case in the EHR program, contact **Jenny Patton** (jpatton@osteo.wvsom.edu) and **Rebekah Brookman** (rbrookman@osteo.wvsom.edu).
- 2) For questions about scoring or grading of cases in eMedley, contact your SWC Administrative Assistant.

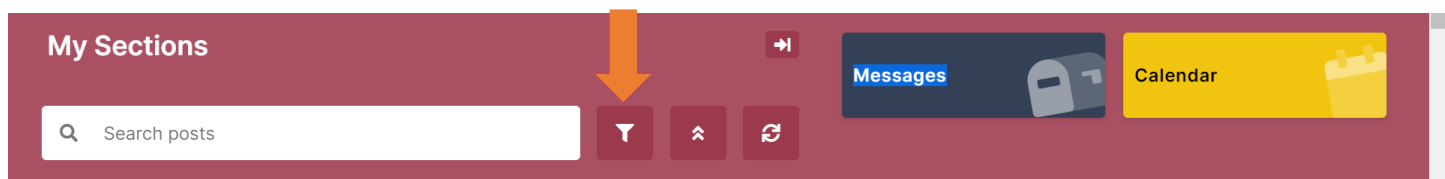
Case studies are uploaded into a few different sections in eMedley.

- 1) Family Medicine cases go in your regional section (e.g. SWC Information: Central East Region Only) under the following Homework assignments:
 - a. Family Medicine Case One
- 2) Your Stookey case will go in the following section:
 - a. Stookey Case One

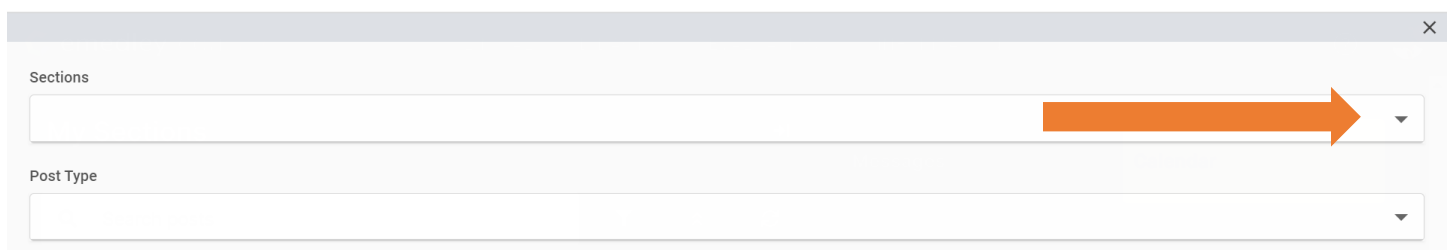
Once a case is graded you can review your assigned letter grade in educate (under the Grades area of the appropriate regional section) or in eKeeper in your Snapshot area (by going to your profile and selecting Snapshot) through the details link. If your case is rejected, your grade will say REJ. You should receive an email, if a case is rejected. If you do not receive an email indicating a rejection, please check your junk email. To redo a rejected case, you will edit the case in the EHR program and contact Jenny Patton’s office to have the edited case uploaded to eMedley.

Viewing Case Study rubric/feedback in educate

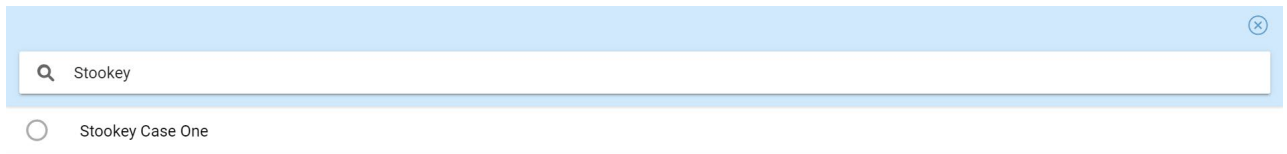
1. Hover over Didactic on the top navigation bar and select Course Feed under educate.
2. In the Course Feed, click the funnel icon next to the search bar at the top of the screen.



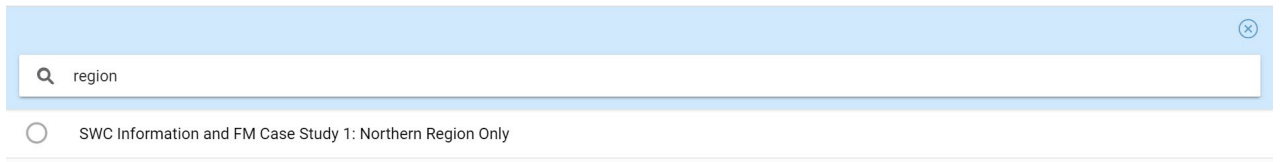
3. Click the dropdown next to section.



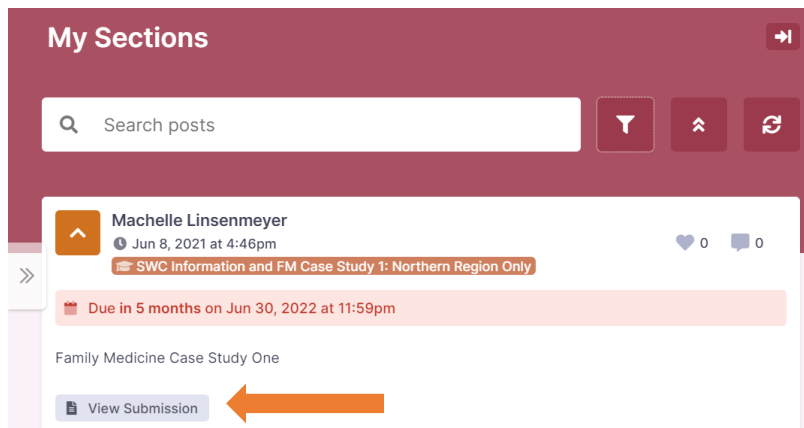
4. Search for the appropriate section.
 - a. For stookey cases, type “stookey” into the search bar and click the bubble next to either Stookey Case One or Stookey Case Two.



- b. For family medicine cases, select the appropriate regional section.



5. Select the bubble next to the appropriate section then click OK at the bottom of the screen.
6. Before clicking Apply, select Homework for Post Type. Then click Apply to see the filtered results in the Course Feed.
7. You will see a Homework item titled “Family Medicine Case Study 1”, “Stookey Case One”, or “Stookey Case Two”. Click the View Submission icon.



8. The rubric will be displayed at the bottom of the submission.
9. The shaded bubbles on the rubric correspond to the level that you got in each row/category. The comments to the right are comments for that particular row/category. On the bottom under General Comments, you will find the overall comments that were left by the grader (if any).

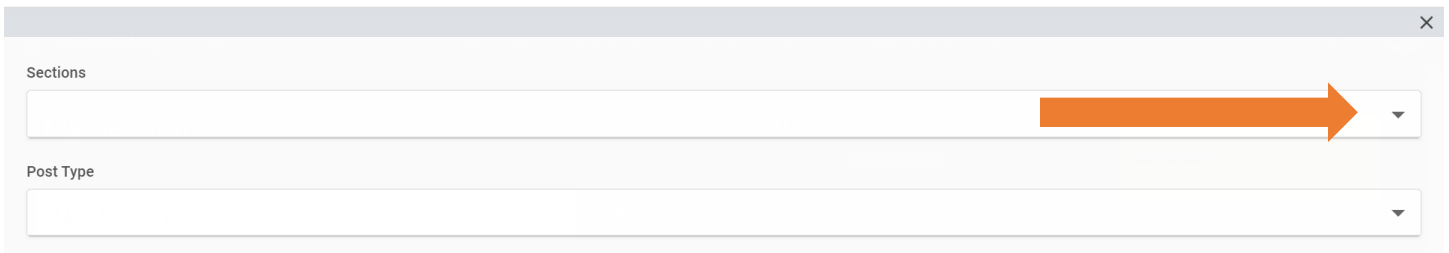
Uploading and Adding Your Stookey Scholarly Activity in educate

In Year 4, you will complete a Stookey Scholarly Activity. This will be uploaded into the “Stookey Scholarly Activity” section of eMedley and graded similar to the Stookey Case Study One. To upload your final Stookey Scholarly Activity:

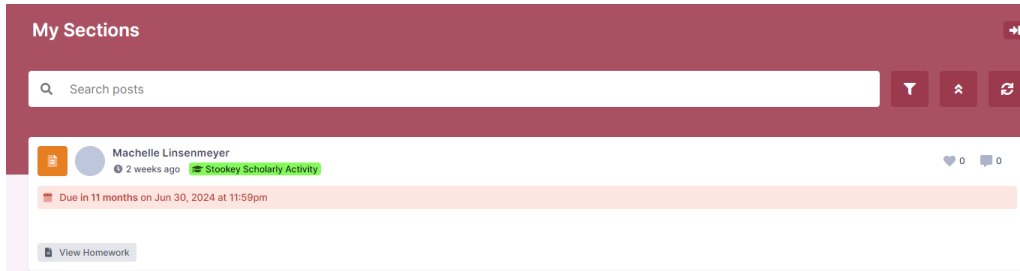
1. Hover over Didactic on the top navigation bar and select Course Feed under educate.
2. In the Course Feed, click the funnel icon next to the search bar at the top of the screen.



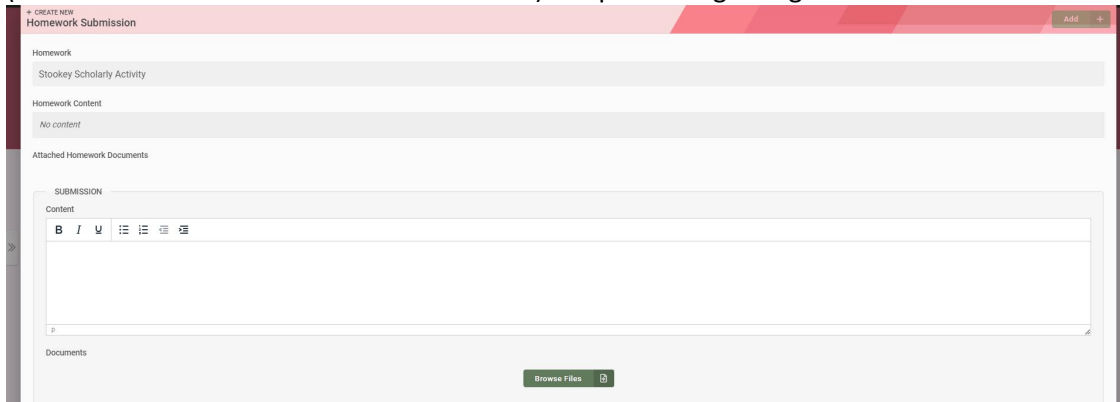
3. Click the dropdown next to section.



4. Search for the appropriate section.
 - a. For the Stookey Scholarly Activity, type “stookey” into the search bar and click the bubble next to either “Stookey Scholarly Activity” and click Apply.



5. Click on View Homework.
6. Click on Browse Files to select the file from your computer then click Add in the upper right corner of the screen (which will activate when the file is attached) to upload for grading.



7. Once graded, you will use the instructions as Steps 1-4 above except the View Homework will now be View Submission. Once you click View Submission, you will see the rubric with numeric scoring and comments as with the Stookey Case One scoring.

Viewing Graduation Requirements

1. Click on your picture in the upper right corner of the screen.
2. Select Profile from the pop-out menu.
3. Then click on the **Graduation Requirements** icon on the left.
4. To go back, simply click the X in the upper right corner of the screen to close the window and go back.

Viewing EPA Submissions

1. Click on your picture in the upper right corner of the screen.
2. Select Profile from the pop-out menu.
3. Click on the **EPA Submissions** icon on the left

Adding Reflections and Viewing Reflection Feedback

1. Click on your picture in the upper right corner of the screen.
2. Select Profile from the pop-out menu.
3. Click on the **Reflections** box.
4. Click on the appropriate reflection submission. Click “New” to add a new reflection, “Edit” to change a reflection, and “View” to see your reflection feedback.

Viewing Documents and Forms Pertinent to All Rotations

1. On the main eMedley Home page, click the eMedley icon in the upper left corner of any page to return to the main page.
2. Scroll down to the Reference Documents area.
3. Links to forms will be listed as well as a link to the SWC Clinical Resources site.

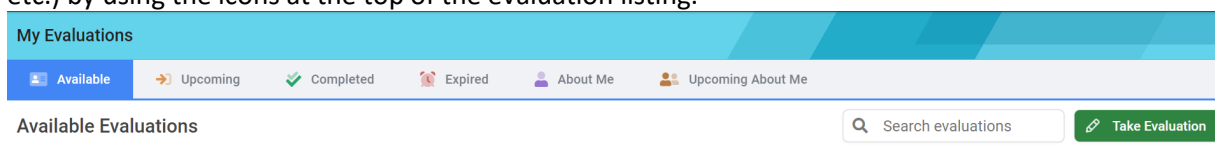
Viewing OSHA/HIPAA Certificates

1. Hover over Other and select eKeeper Reports
2. Double click on the OSHA/HIPAA Certificate report to open it.
3. Select the appropriate Year (Year 1, 2, or 3) from the Year dropdown menu.
4. Click the blue Filter button at the bottom of the left window panel.
5. The certificate will open in a the right window panel.
6. You can print it or export it as a pdf by clicking the Print or PDF icon above the certificate.

Evaluations and Notifications

Completing and Submitting an Evaluation

1. The easiest way to get to evaluations that need to be completed is to hover over the Evaluations icon and select My Evaluations.
2. You will be in the Available evaluation view. You can filter to other views (i.e. Upcoming, Completed, Expired, etc.) by using the icons at the top of the evaluation listing.



3. Click on the evaluation you want to complete and select the Take Evaluation button at the top right of the listing. This will start the evaluation.
4. Be sure to complete all components of the form and Submit.

Finalizing an Evaluation After Keeping it as a Draft

If you start an evaluation but do not fully submit it or want to modify it, the evaluation may show up on the Completed tab. You can reopen the survey and finish it by doing the following:

1. Hover over Evaluations and select My Evaluations under Evaluate.
2. Click on the "Completed" icon.
3. Find the evaluation and click on it.
4. Click the Actions dropdown in the upper right corner of the evaluation listings.
5. Click Edit Response to edit and submit the evaluation again.

* Note: Editing evaluations is very difficult after you submit. Please make sure you are satisfied with your responses before submission. If you need to make updates, send an email to alinsenmeyer@osteo.wvsom.edu.

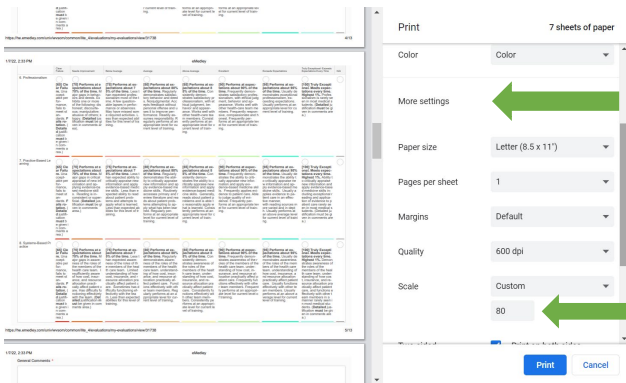
Printing a Grade Form to Give to Your Preceptor to Fill out and Send In

It is best to encourage preceptors to complete forms in the system. However, if a preceptor prefers or needs to fill out a paper copy of the form and send it in, you can: **IMPORTANT: you should never fill out a form and mail it in for a preceptor. Just provide them with the blank form and leave it to them to fill it out and return it to the appropriate statewide campus office.**

1. Hover over the Evaluations icon and select My Evaluations under evaluate.
2. Click on the Upcoming About Me tab
3. Select the evaluation that you need to print.
4. Click Print Blank Form the highlights at the top of the evaluation listing.

* Note: A Grade Form does not show as available until 1 week before the end of the rotation.

If needed, you can reduce the number of pages to print by: Clicking on More Setting on the print screen and changing the Scale to Custom and setting it to 80% then Print. Just make sure that it is still readable.



Viewing Completed Grade Forms

1. Hover over the Evaluations icon and select My Evaluations under evaluate.
2. Click on the Completed About Me tab (you must be in the term that the evaluation was completed, therefore, you may need to switch back to a previous term)
3. Double click on the evaluation that you want to view or click the evaluation that you want to view and select View Responses from the Actions dropdown menu.

Viewing Ratings or Comments on a Preceptor or Site

1. Hover over the Evaluations icon on the top navigation bar and select **Evaluation Reports** under Evaluate
2. Double click on **Student Evaluations of Clinical Sites and Preceptors**
3. Select the Form (e.g. Site/Preceptor/Course Evaluation for 3rd Year Rotations for all 3rd year rotations)
4. Select a site or preceptor or rotation by clicking the dropdown and picking one from the list. You can also start typing the name in the appropriate field to search for one.
5. Click Apply. **If there are not a lot of results, switch to a previous term and run the report.**

Searching for Preceptors by Specialty and/or Location

1. Hover over the Evaluations icon on the top navigation bar and select **Evaluation Reports** under Evaluate
2. Double click on **Student evaluations of Clinical Sites and Preceptors Summary**
3. Select the Form (e.g. Site/Preceptor/Course Evaluation for 3rd Year Rotations)
4. Select a Preceptor Specialty or Rotation by clicking the dropdown for either and picking one from the list. You can also start typing a specialty in the field to search for one.
5. Select a State and/or City by clicking the dropdown for either and picking one from the list.
6. Click Apply.
7. The next screen will list all preceptors that meet the search criteria. To view ratings and comments for that preceptor, click on Details. **Again, it may be useful to switch to a previous term for more robust results.**

Clinical

Viewing your schedule (no details)

1. Hover over the Clinical icon on the upper nav bar select My Schedule under edusched.
2. All rotations or activities that have been approved and published will be listed for you to view in this area.

Downloading your schedule (no details)

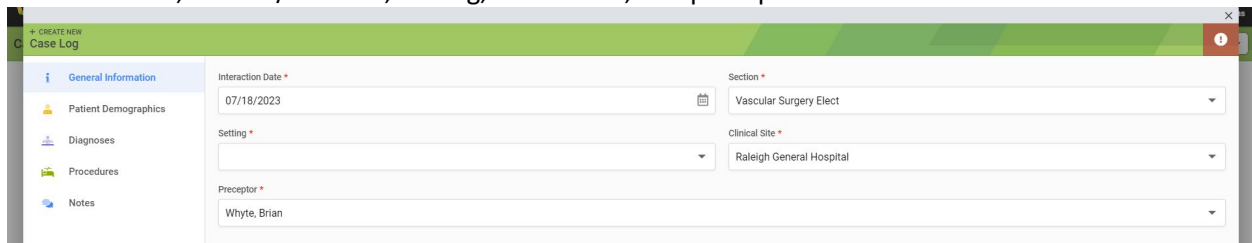
1. Hover over the Clinical icon and select Schedule Reports under edusched.
2. Double click the Rotation Schedule by Student report.
3. You can then view the schedule, print it by clicking the Print icon at the top of the schedule, or download it to Excel or CSV by clicking either the Excel or CSV icons at the top of the schedule.

Downloading your schedule (with details like contact information and documents)

1. Hover over the Other icon on the upper nav bar select eKeeper Reports under eKeeper.
2. Select "Student Clinical Sites and Preceptors".
3. You can then view the schedule with contact information, print it by clicking the Print icon at the top of the schedule, or download it to Excel or CSV by clicking either the Excel or CSV icons at the top of the schedule.

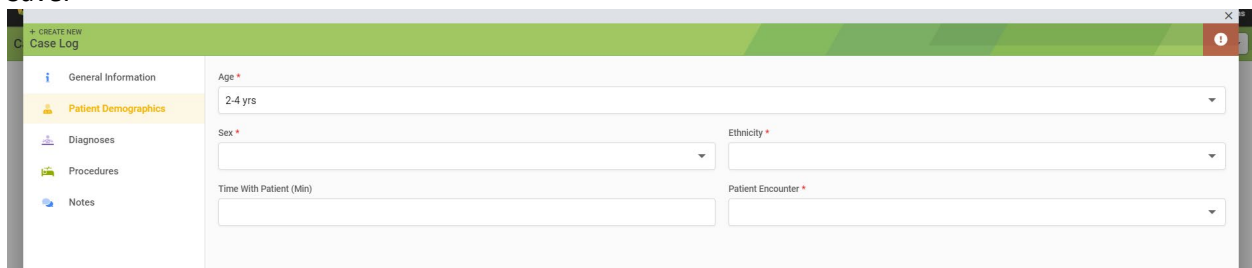
Submitting Case Logs

1. Hover over the Clinical icon on the upper nav bar select Case Logs under eClas.
2. Click on the green +Add icon.
3. Fill in the date, section/rotation, setting, clinical site, and preceptor. Click Save.



The screenshot shows a web application interface for submitting a Case Log. The top navigation bar is green with a '+ CREATE NEW' button and a 'Case Log' dropdown. The main content area is divided into a left sidebar and a main form. The sidebar has a 'General Information' tab selected, along with 'Patient Demographics', 'Diagnoses', 'Procedures', and 'Notes'. The main form has several fields: 'Interaction Date' (07/18/2023), 'Section' (Vascular Surgery Elect), 'Setting' (empty), 'Clinical Site' (Raleigh General Hospital), and 'Preceptor' (Whyte, Brian).

4. Click on Patient Demographics on the left navigation. Fill in age, sex, ethnicity, and patient encounter. Click Save.



The screenshot shows the same Case Log form, but with the 'Patient Demographics' tab selected in the sidebar. The main form now has fields for 'Age' (2-4 yrs), 'Sex' (empty), 'Ethnicity' (empty), 'Time With Patient (Min)' (empty), and 'Patient Encounter' (empty).

5. Click on the Diagnoses tab on the left navigation. Click Add Diagnoses. Select all diagnoses and click Done then Save.

Diagnoses

No diagnoses found.

Add Diagnosis +

Click Add Diagnosis

Search

- WV-I7140: Abdominal aortic aneurysm
- WV-R1907: Abdominal Mass
- WV-R109: Abdominal pain
- WV-R8769: Abnormal cytological findings in specimens from other female genital sites
- WV-R635: abnormal weight gain
- WV-R634: Abnormal weight loss
- WV-L0291: Abscess
- WV-L709: Acne
- WV-H16139: Actinic keratoses
- WV-J219: Acute Bronchiolitis
- WV-K810: Acute cholecystitis
- WV-H103: Acute conjunctivitis
- WV-K7200: Acute liver failure
- WV-I219: acute MI unspecified
- WV-K8590: Acute pancreatitis

Done ✓

Pick Diagnoses from the list or search. WV indicates WVSOM lists. The search will search all lists, in case something isn't listed under WVSOM's codes. Click Done

6. Click on the Procedures tab on the left navigation. Click Add Procedures. Select all procedures and click Done. Select the level of involvement for each procedure from the dropdown under the procedure then Save.

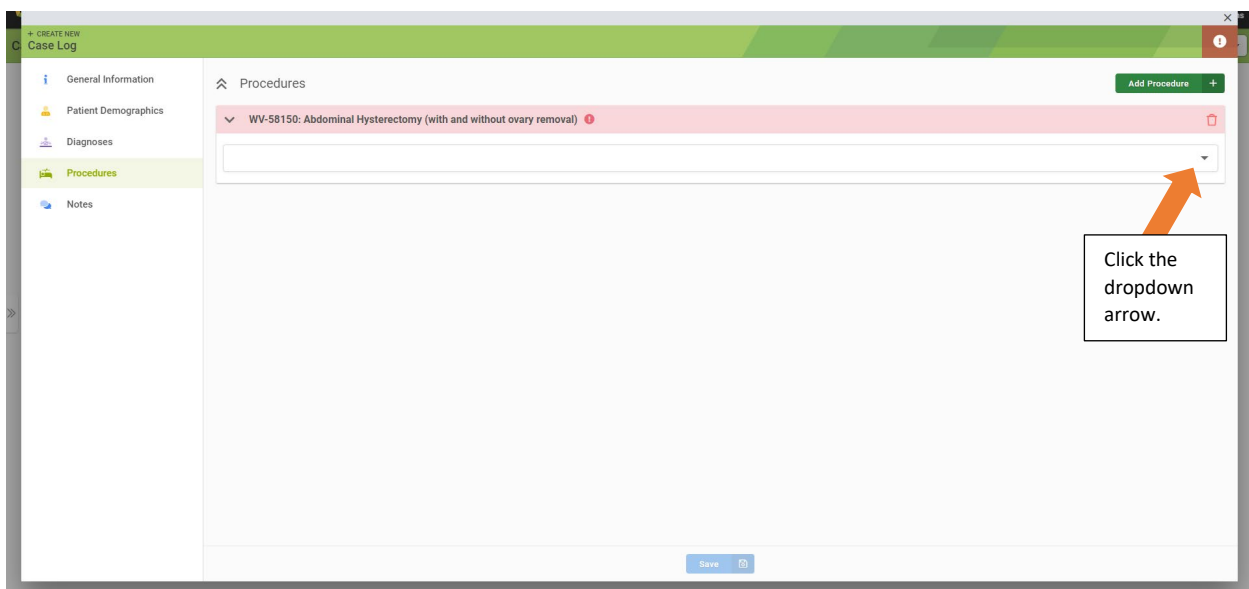
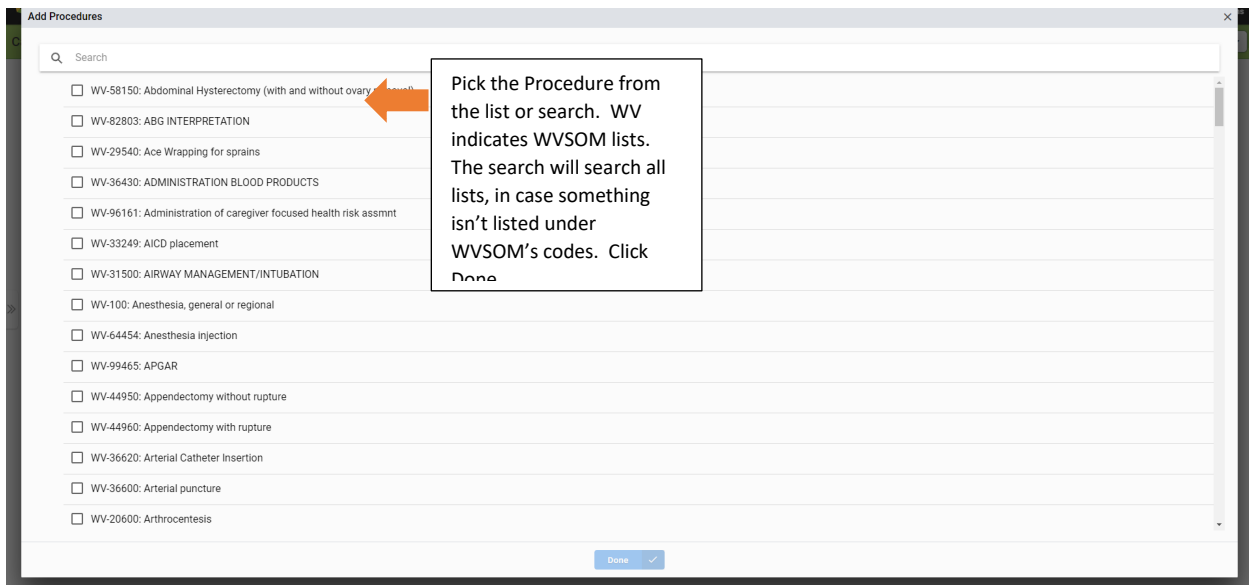
Procedures

No procedures found.

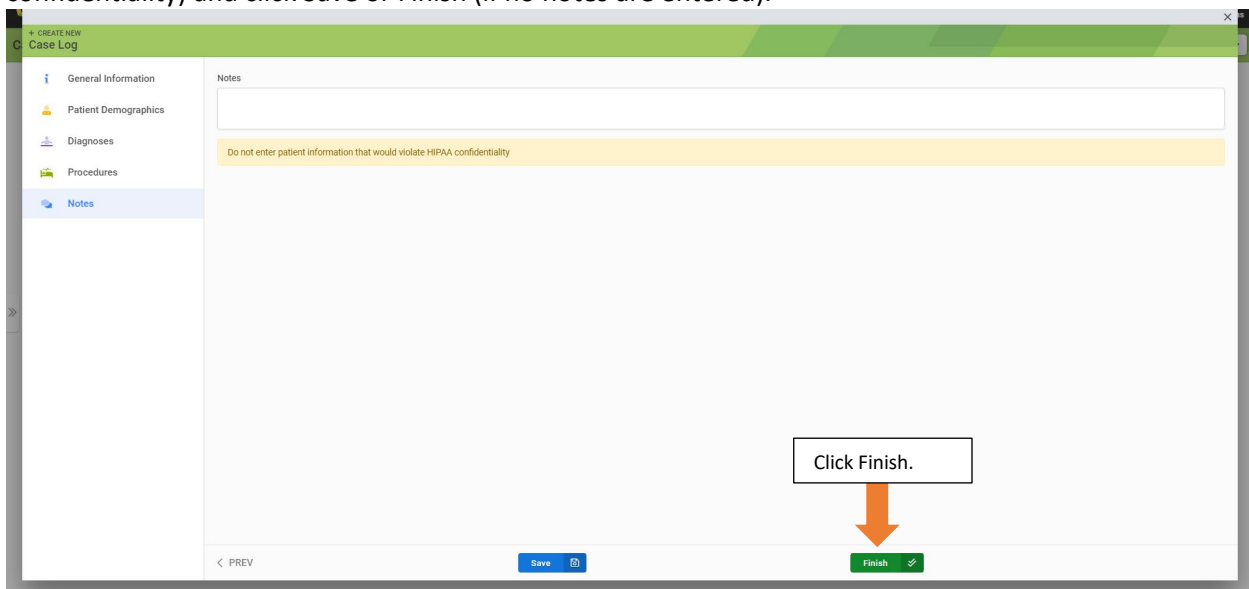
Add Procedure +

Click Add Procedure

PREV Save NEXT



7. Click on Notes on the left navigation. Enter any pertinent notes (ensuring that you do not violate HIPAA confidentiality) and click Save or Finish (if no notes are entered).



Modifying or Editing Case Logs

1. Case logs can be edited, deleted, copied, or viewed in summary using the tools under the Actions dropdown. Viewing a summary allows you to see the entire note on a single page that can be printed or saved as PDF.

The screenshot shows the 'Case Logs' section of the emedley eclas interface. At the top, there are navigation tabs for 'CLINICAL', 'DIDACTIC', 'EVALUATIONS', and 'OTHER'. Below the header is a search bar and a '+ Add' button. The main area contains a table with columns for 'ID', 'PRECEPTOR', 'ROTATION', 'CLINICAL SITE', and 'DATE'. The table lists five entries, all with 'Beetham, Porsche' as the preceptor and 'TRINITY HEALTH SYSTEM - Steubenville, OH' as the clinical site. An 'Actions' dropdown menu is open over the first row, showing options: 'View', 'Edit', 'Delete', 'Copy', and 'View Summary'. A 'Pending' status indicator is visible at the bottom right of the table.

ID	PRECEPTOR	ROTATION	CLINICAL SITE	DATE
69835	Beetham, Porsche	Family Medicine I	TRINITY HEALTH SYSTEM - Steubenville, OH	02/21/2023
69834	Beetham, Porsche	Family Medicine I	TRINITY HEALTH SYSTEM - Steubenville, OH	02/21/2023
69832	Beetham, Porsche	Family Medicine I	TRINITY HEALTH SYSTEM - Steubenville, OH	02/21/2023
69621	Beetham, Porsche	Family Medicine I	TRINITY HEALTH SYSTEM - Steubenville, OH	02/20/2023
69620	Beetham, Porsche	Family Medicine I	TRINITY HEALTH SYSTEM - Steubenville, OH	02/20/2023

Reviewing Your Clinical Activity Reports or Case Log Summaries

1. Hover over the Clinical icon on the upper nav bar select Clinical Activity Reports under eClas.
2. Select the report that you want to view (either Case Logs or Student Procedures).

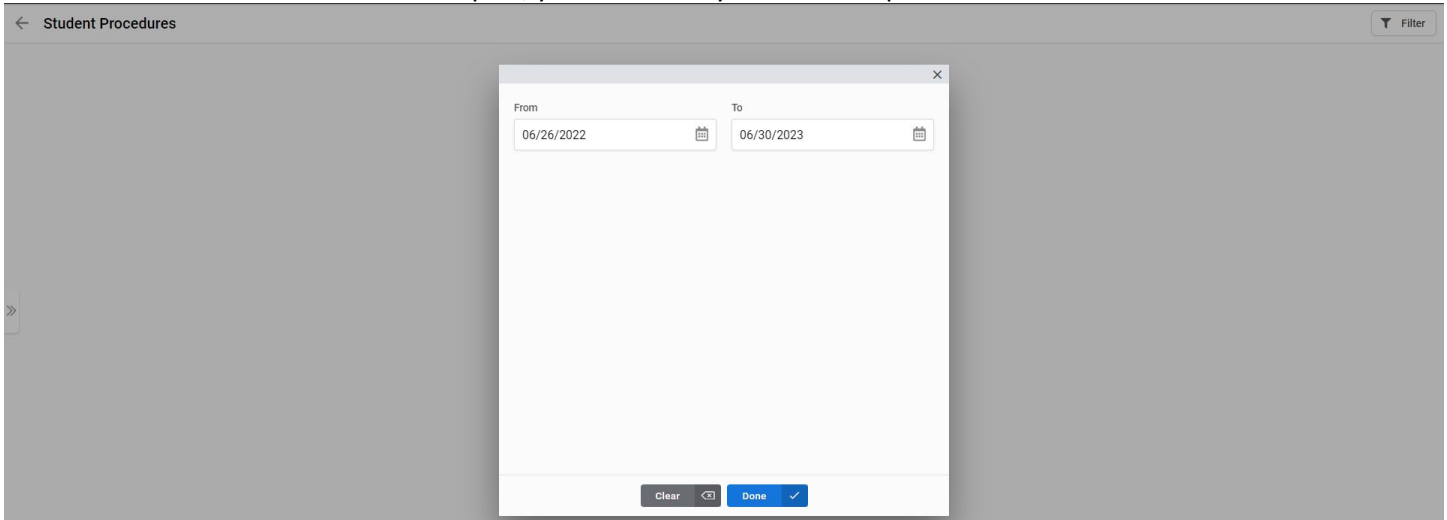
The screenshot shows the 'Reports' navigation menu. At the top, there is a search bar. Below it, there are several report categories: 'Clinical Activity Reports' (expanded), 'Evaluate+ Reports', and 'examN+ Reports'. Under 'Clinical Activity Reports', there are two options: 'Case Logs' (with a green medical icon) and 'Student Competencies' (with a green icon of a person). 'Case Logs' is described as 'View all Case Log submissions.' and 'Student Competencies' is described as 'View the observed, assisted and performed competencies.'

3. For the Case Logs report, you can filter by the following items to pull your report. Select your filters and click Apply. The report can be exported to Excel using the Export icon at the top of the report after it generates.

The screenshot shows the 'Case Logs' report interface. At the top, there is a search bar and a 'Filter' button. Below the header, there is a table with columns: 'Date', 'Student', 'Preceptor', 'Clinical Site', 'Time with Patient', 'Consult with Preceptor', and 'Diagnosis Codes'. The table shows one entry for '06/05/2022' with 'Student_Test' as the student, '-NA, NA' as the preceptor, and 'Community Medical Clinic' as the clinical site. The 'Time with Patient' column is highlighted in blue. An 'Export to Excel' button is visible at the top right of the table. A 'Filter' dialog box is open on the left side of the screen, showing the following filters: 'Preceptor' (dropdown), 'Rotation' (dropdown), 'From' (date: 06/26/2021), 'To' (date: 06/30/2022), and 'Display Notes' (checkbox). The 'Apply' button is highlighted in blue.

Date	Student	Preceptor	Clinical Site	Time with Patient	Consult with Preceptor	Diagnosis Codes
06/05/2022	Student_Test	-NA, NA	Community Medical Clinic	0	0	-

4. For the Student Procedures report, you can filter by dates and export to excel as well.

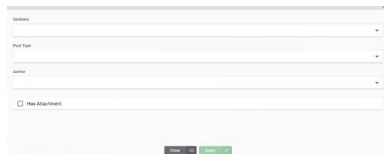


Didactic

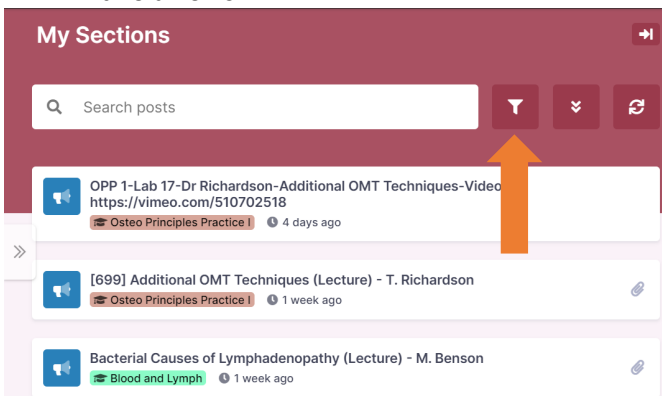
This area of the system will be used only a little in Year 3. You will go here to find and complete the OSHA and HIPAA training, overall statewide campus information, specific regional information (including family medicine and stookey cases), and OPP module information. There may be a few other items that are added later but you will be notified via email if other pieces are added. The instructions below are being left, in case you need to reference them when something is added or need a refresher for accessing the OSHA/HIPAA information.

Searching and filtering for certain items

1. Hover over Didactics
2. Click on the Course Feed under educate
3. Click the funnel icon next to the search bar to search by section (course/rotation), post type, author, or attachment.



- a. Searching by section allows you to click on the specific course/rotation that you want to view.
 - b. Searching by type allows you to look for announcements, homework, test, etc.
 - c. Searching by author will not be as helpful since most faculty do not post their material into the system.
4. After selecting an item in the Advanced Filter area, click OK and/or Apply to complete the search. This will provide a list of items based on the filter criteria that you selected.
 5. Items in the feed can be displayed in a collapsed format by clicking on the icon next to the search that looks like two arrows.



ExamN

This area of the system will be used very little in Year 3. Most exams in Year 3 are given through the national boards system. The OSHA/HIPAA training and OPP modules have quizzes that will be taken in this area. You will be instructed via email, if other items are added.

To take an exam/quiz without security requirements:

1. Hover over Didactic and select My Tests under ExamN.
2. Click on an exam or quiz.
3. Click the Take Test icon to start the test.

Student Test Listing

Search [] Help []

Refresh [] Reports [] Dashboard []

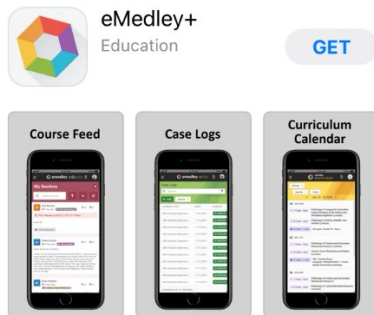
TEST 3 ↑	ATTEMPT #	FROM 1 ↑	TO 2 ↑	STATUS	PROGRESS	INFO	
OPP3- Emergency Medicine Quiz CO2025 - OPP3 EM Quiz	1	JUL 01 12:00a Sat	JUN 30 11:45p Sun	Available	0 / 5 Answered	🔒	Take Test
OPP3- Family Medicine Quiz CO2025 - OPP3- FM 1 Quiz	1	JUL 01 12:00a Sat	JUN 30 11:45p Sun	Available	0 / 8 Answered	🔒	Take Test

More information about ExamN will be provided by the Exam Center, if needed.

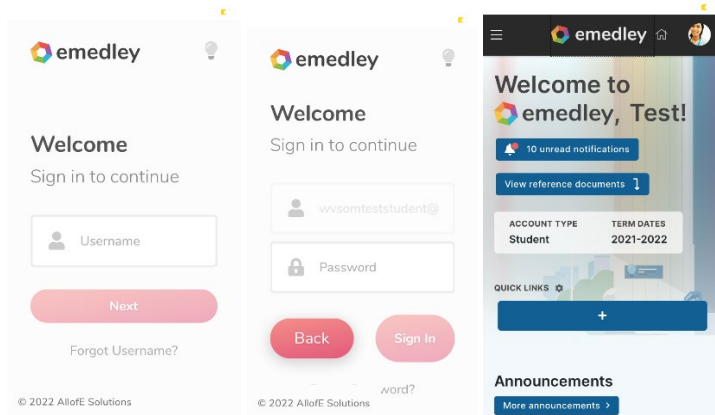
eMedley App

Downloading the eMedley app

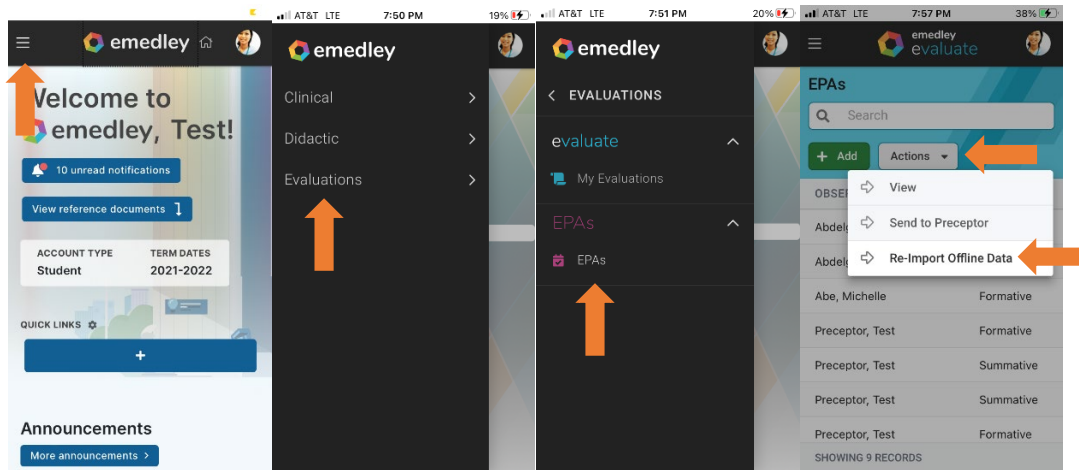
1. Go to your mobile app store and search for “eMedley”. Download the “eMedley+” version.



2. Open the app and login using your WVSOM email (username) and password.

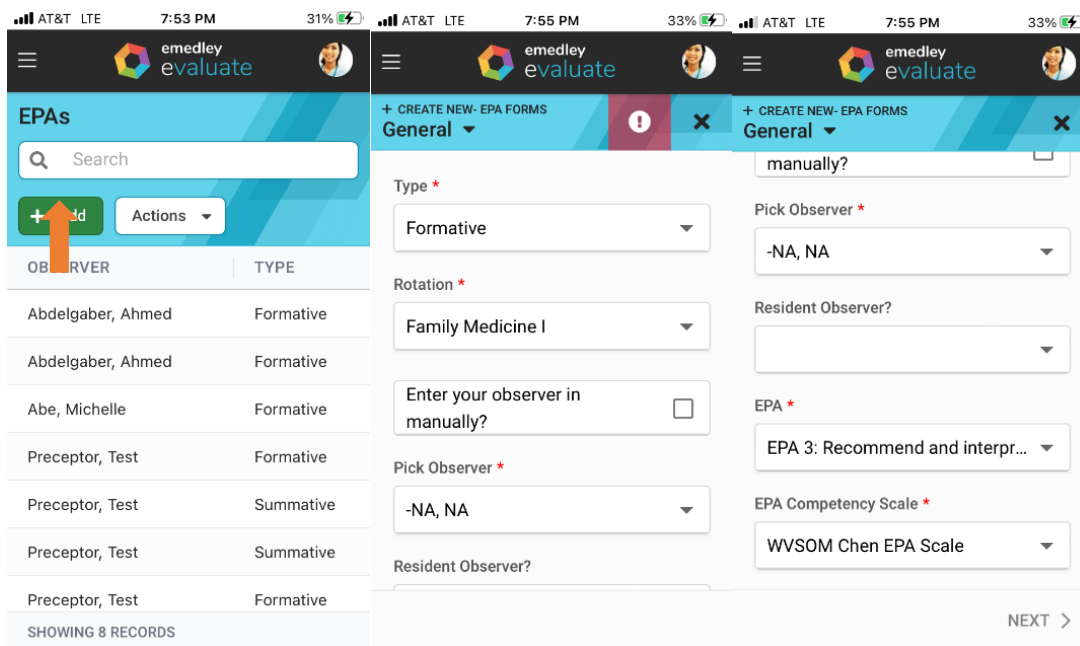


- If you get a message that says “You must import data before continuing” or if you need to import offline data, click on the menu icon dropdown arrow in the top right, click on Evaluations, click on EPAs, click Actions, and then select “Re-import Offline Data”.



Recording EPA Assessments Using the eMedley app

- To start an EPA, follow the instruction above to get to the EPAs screen. Click on the green +Add button. On the next screen, select Formative for the Type (always select Formative), select the rotation, pick the observer (never add the observer- if you are scheduled with a preceptor they are in the system. Also, if it is a resident or someone else who does the observation, select “yes” for resident observer but still pick the preceptor you are scheduled with as the observer and note the other observer’s name in the comments section), pick the EPA, the EPA scale should default to the “WVSOM Chen EPA Scale” if not pick it, and click next. At the next screen, hand your device to the observer to finish the EPA assessment.



- The observer should do the following: Select the level of supervision and click Next. Select the case complexity and click Next. Select any elements of trustworthiness that need to be addressed and select Next. Enter the final Overall Comments, add the signature, and click Submit

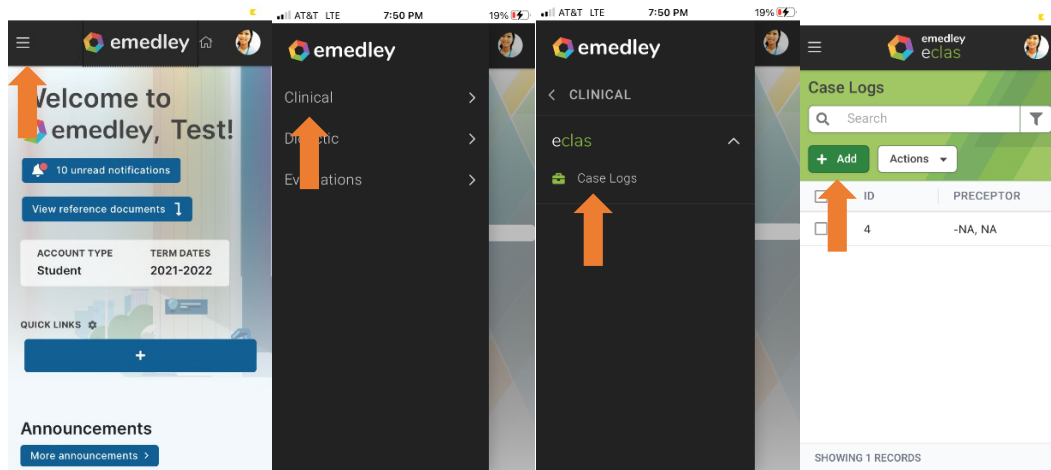
The image shows three sequential screenshots of the eMedley app's evaluation form. Each screenshot has a status bar at the top showing AT&T LTE, time (7:56 PM), and battery level.

- Level of Supervision:** The form asks, "Based on my observation(s), I suggest for this EPA that the level of supervision for this trainee is:". Options include "Allowed to observe", "As coactivity with supervisor", "With supervisor in room ready to step in as needed" (selected), and "With supervisor immediately available, all findings/decisions double checked".
- Complexity:** The form asks, "Complexity of the case observed:". Options include "Simple/Not Complex", "Low Complexity", "Medium Complexity" (selected), "High Complexity", and "Extremely Complex". There is also a field for "Comment on the difficulty of the case:".
- Trustworthiness:** The form asks, "ARE THERE ANY ELEMENTS OF TRUSTWORTHINESS THAT NEED TO BE ADDRESSSED BY THIS STUDENT?". Options include "Ability (Competency, Skill, Knowledge)", "Integrity (Honesty/Truthfulness, Benevolence)" (checked), and "Provide Feedback for Integrity".
- Overall Comments:** The form has a text area with "test" entered and a signature field with a handwritten signature.

Navigation buttons at the bottom of each screen include "PREV", "NEXT", and a "Submit" button.

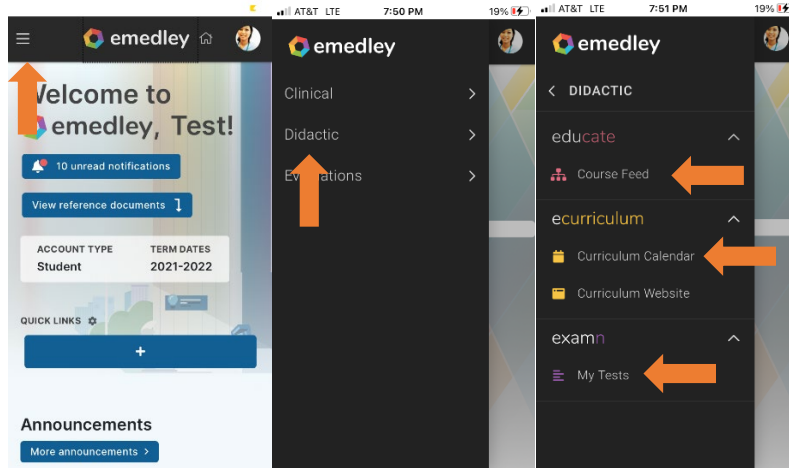
Using the eMedley app for Case Logs

- Open the eMedley app and click the menu icon. Select Clinical. Click on Case Logs under eClas.



Using the eMedley app for Didactics (e.g. finding key documents, assignments, or quizzes/exams)

1. Open the eMedley app. Click on Didactic. Select the area that you want to explore. Each area functions similar to the desktop version. Instructions can be found in the desktop version sections above for each matching area.



Help/Support

The Office of Assessment and Educational Development maintains and provides support for all components of eMedley. If you need help, please contact Machelie Linsenmeyer via email at alinsenmeyer@osteo.wvsom.edu or via phone at 304-793-6871. Additionally, the statewide campus regional staff and Office of Predoctoral can help with questions. Please do not contact eMedley directly.