

# 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 photo in it or your name 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 so on.
  - 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. 2025-2026 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. Student Schedules allows you to see your rotation schedule without details.
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. 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.

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 the binoculars icon 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 Binoculars 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 the Binoculars 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 (official instructions for upload will come from OPP and/or the CEC)

The case study process has a few steps:

- 1) You will create the case in the EHR program.
- 2) 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 **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 Study 1
- 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 your Snapshot area (by going to your profile and selecting Snapshot) through the Binoculars 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 Rebekah Brookman 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.

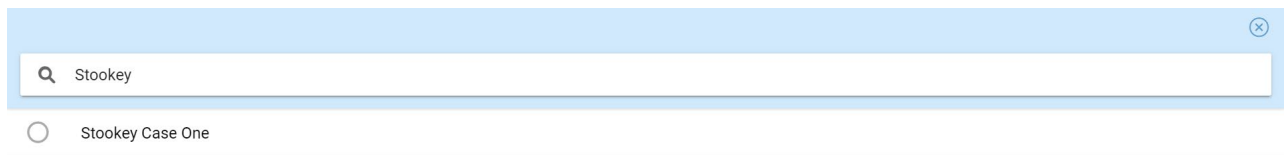
×

Sections

Post Type

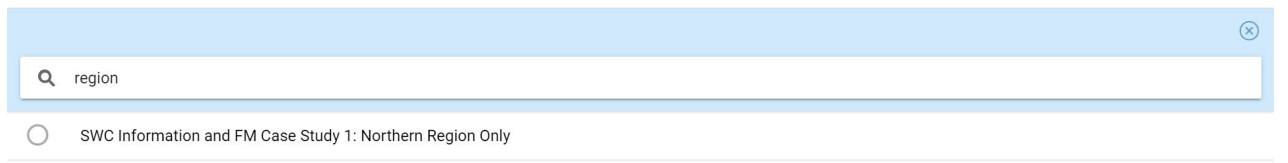
4. Search for the appropriate section.

- a. For stookey case, type “stookey” into the search bar and click the bubble next to either Stookey Case One.



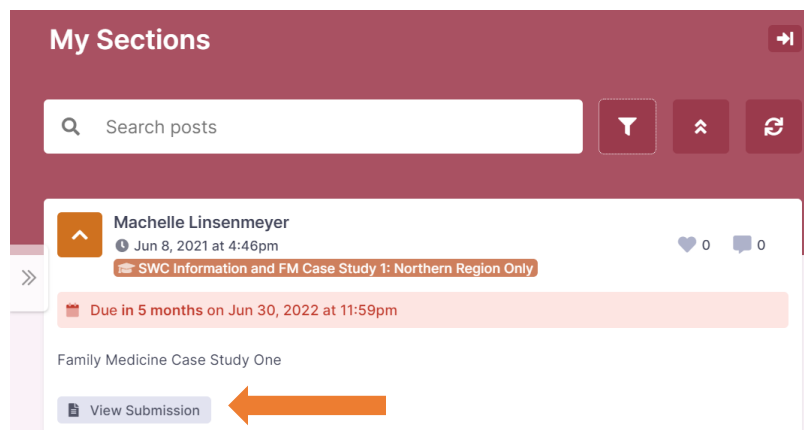
A search bar with a magnifying glass icon and the text 'Stookey'. Below it, a radio button is selected next to the text 'Stookey Case One'.

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



A search bar with a magnifying glass icon and the text 'region'. Below it, a radio button is selected next to the text 'SWC Information and FM Case Study 1: Northern Region Only'.

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” or “Stookey Case One”. Click the View Submission icon (NOTE: It will say View Homework until you have a submission).



The 'My Sections' page features a search bar labeled 'Search posts' and three filter icons (funnel, up arrow, refresh). Below, a post by Machele Linsenmeyer is shown with a date of Jun 8, 2021 at 4:46pm and a category of 'SWC Information and FM Case Study 1: Northern Region Only'. The post title is 'Family Medicine Case Study One' and it is due in 5 months on Jun 30, 2022 at 11:59pm. At the bottom, a 'View Submission' button is highlighted with an orange arrow.

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 (official instructions for upload will come from OPP)**

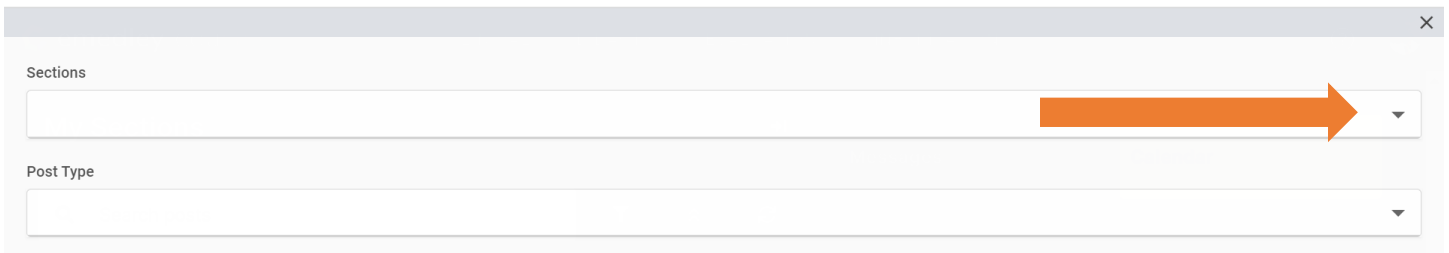
In Year 4, you will complete a Stookey Scholarly Activity. This will be uploaded into the “Stookey Scholarly Activity” section of eMedley and graded similar to the Stookey Case Study One. To upload your final Stookey Scholarly Activity:

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.



The 'My Sections' page shows a search bar labeled 'Search posts' and three filter icons (funnel, up arrow, refresh). An orange arrow points to the funnel icon. To the right, there are buttons for 'Messages' and 'Calendar'.

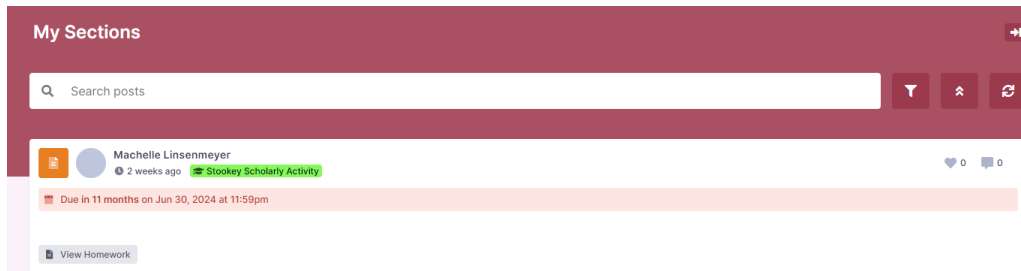
3. Click the dropdown next to section.



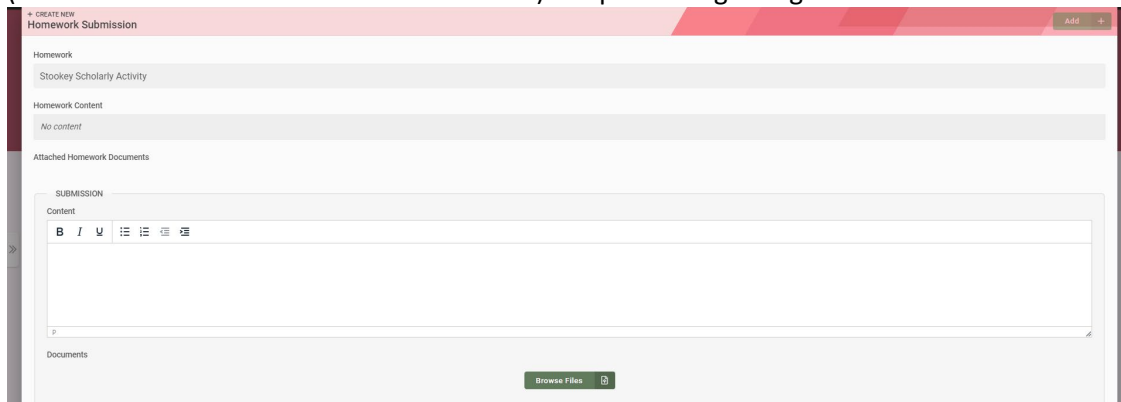
Sections

Post Type

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 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 “Add” to add a new reflection, “Update” 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.

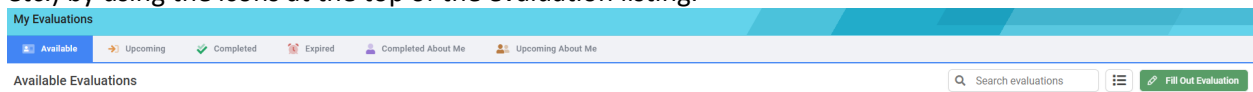
## Viewing OSHA/HIPAA Certificates

1. Hover over Other and select Data Management Reports under eKeeper.
2. Click on the Student OSHA/HIPAA Certificates.
3. Select the appropriate Year (Year 1, 2, or 3) from the Year dropdown menu.
4. Click Done.
5. The certificate will open.
6. You can print it or export it as a pdf by clicking the Print icon in the upper right corner 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 Fill Out 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. This will be grayed out and not available if you the evaluation is closed. You only have 45 days past the end of the rotation to submit/edit the evaluation.

\* 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](mailto:alinsenmeyer@osteo.wvsom.edu).

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

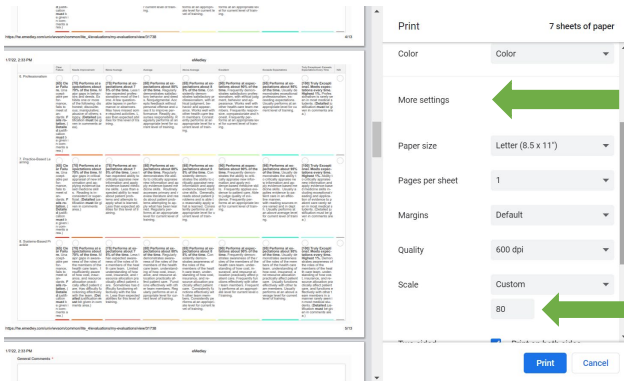
It is best to encourage preceptors to complete forms in the system. However, if a preceptor prefers or needs to fill out a paper copy of the form and send it in, you can: **IMPORTANT: you should never fill out a form and mail it in for a preceptor. Just provide them with the blank form and leave it to 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 Evaluation 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 **Evaluate+ Reports** under Evaluate
2. Click on **Student Evaluations of Clinical Sites and Preceptors**
3. Select the Form (e.g. Site/Preceptor/Course Evaluation for 3<sup>rd</sup> Year Rotations for all 3<sup>rd</sup> 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 Done. **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 **Evaluate+ Reports** under Evaluate
2. Click on **Student evaluations of Clinical Sites and Preceptors Summary**
3. Select the Form (e.g. Site/Preceptor/Course Evaluation for 3<sup>rd</sup> 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 or go to Profile-Student Schedules.
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 My Schedule under edusched.
2. Right Click on the page.
3. Select Print or Save As from the pop-up menu.

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

1. Hover over the Clinical icon and select Schedule Reports under edusched.
2. Click on "Student Clinical Sites and Preceptors".
3. You can then view the schedule with contact information, export/print it by clicking the Export icon at the top of the schedule and exporting it to Excel or CSV then saving or opening and printing it.

### Submitting Case Logs via Computer (official instruction on required components to complete will come from SWC)

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 the 'CREATE NEW Case Log' form with the 'General Information' tab selected. The form includes the following fields:

- Interaction Date: 07/18/2023
- Section: Vascular Surgery Elect
- Setting: (empty dropdown)
- Clinical Site: Raleigh General Hospital
- 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 'CREATE NEW Case Log' form with the 'Patient Demographics' tab selected. The form includes the following fields:

- Age: 2-4 yrs
- Sex: (empty dropdown)
- Ethnicity: (empty dropdown)
- Time With Patient (Min): (empty text box)
- Patient Encounter: (empty dropdown)

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

The screenshot shows the 'CREATE NEW Case Log' form with the 'Diagnoses' tab selected. The main area displays 'No diagnoses found.' with a magnifying glass icon. On the right side, there is a green 'Add Diagnosis +' button with an orange arrow pointing to it, and a box containing the text 'Click Add Diagnosis'.



**Add Diagnoses**

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

☐ 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.

**Case Log**

General Information

Patient Demographics

Diagnoses

**Procedures**

Notes

No procedures found.

Add Procedure

Click Add Procedure

PREV

Save

NEXT

**Add Procedures**

Search

☐ WV-58150: Abdominal Hysterectomy (with and without ovary

☐ WV-82803: ABG INTERPRETATION

☐ WV-29540: Ace Wrapping for sprains

☐ WV-36430: ADMINISTRATION BLOOD PRODUCTS

☐ WV-96161: Administration of caregiver focused health risk assmnt

☐ WV-33249: AICD placement

☐ WV-31500: AIRWAY MANAGEMENT/INTUBATION

☐ WV-100: Anesthesia, general or regional

☐ WV-64454: Anesthesia injection

☐ WV-99465: APGAR

☐ WV-44950: Appendectomy without rupture

☐ WV-44960: Appendectomy with rupture

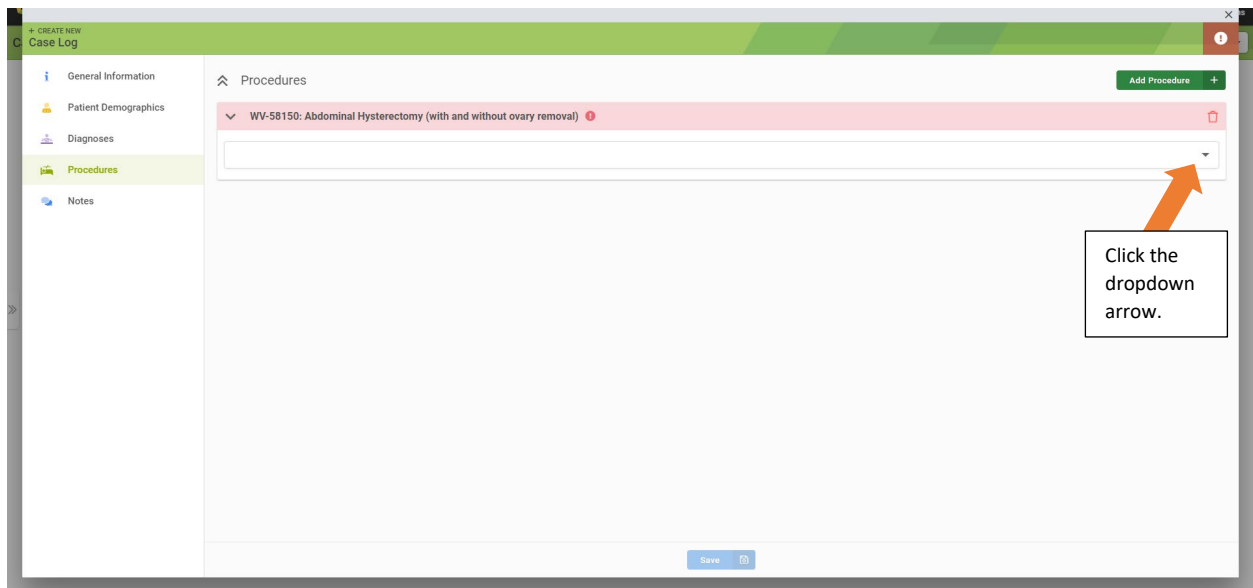
☐ WV-36620: Arterial Catheter Insertion

☐ WV-36600: Arterial puncture

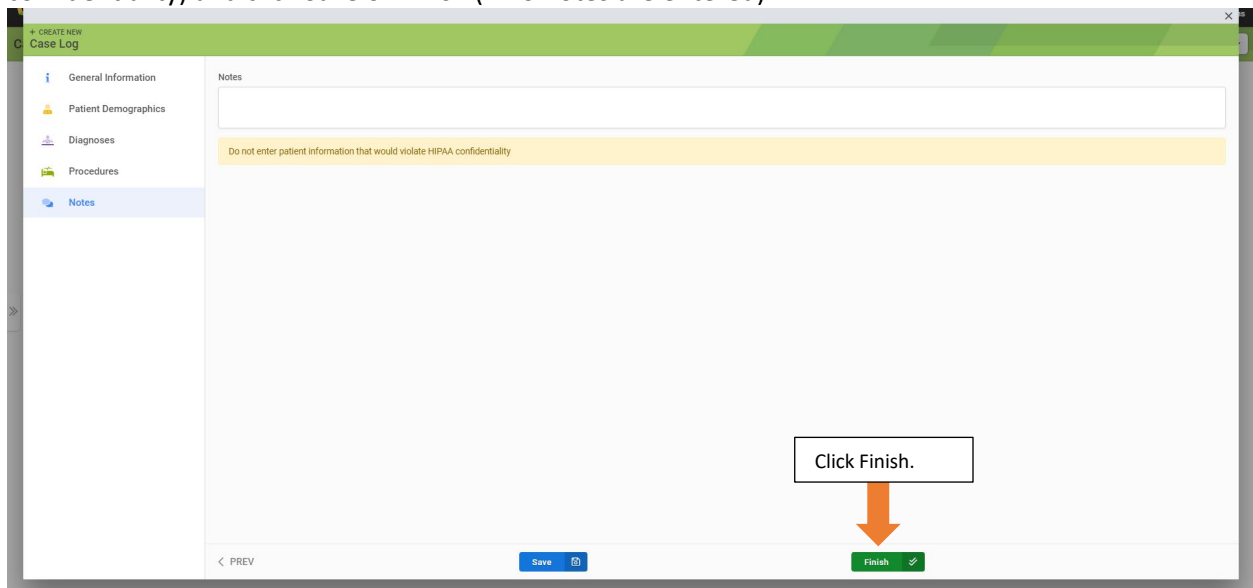
☐ WV-20600: Arthrocentesis

Done

Pick the Procedure 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



- 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

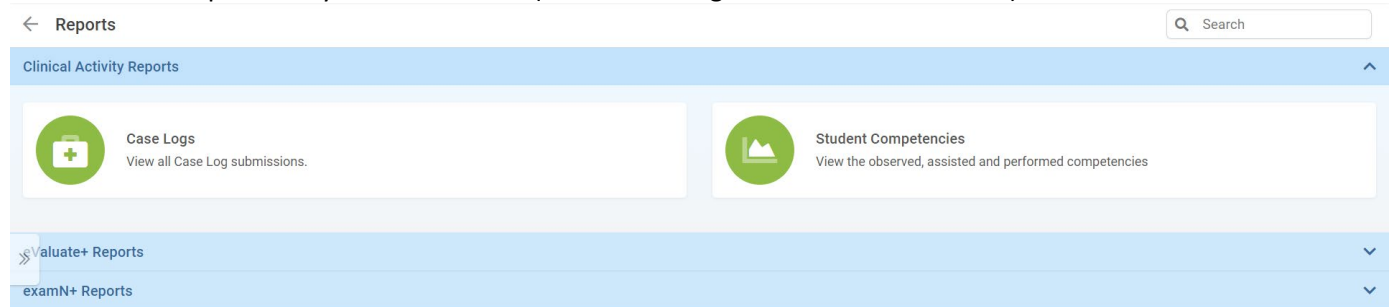
- Case logs can be edited, deleted, copied, or viewed in summary using the tools under the Actions dropdown. Viewing a summary allows you to see the entire note on a single page that can be printed or saved as PDF.

Case Logs						
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		

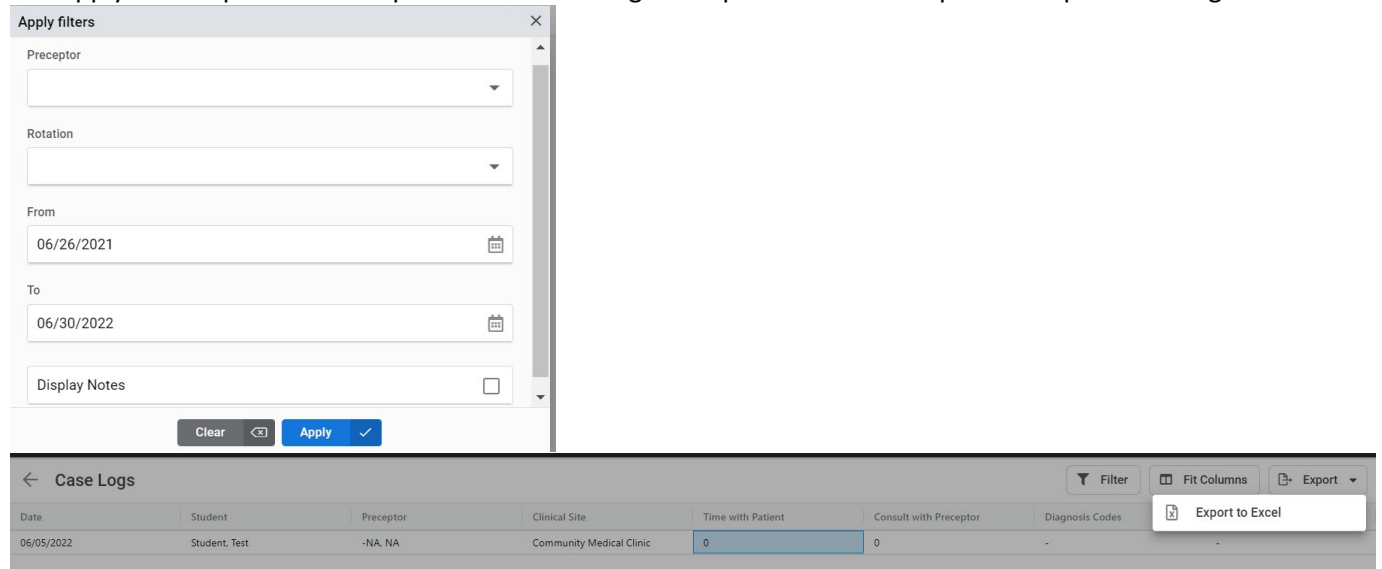
## Reviewing Your Clinical Activity Reports or Case Log Summaries

- Hover over the Clinical icon on the upper nav bar select Clinical Activity Reports under eClas.

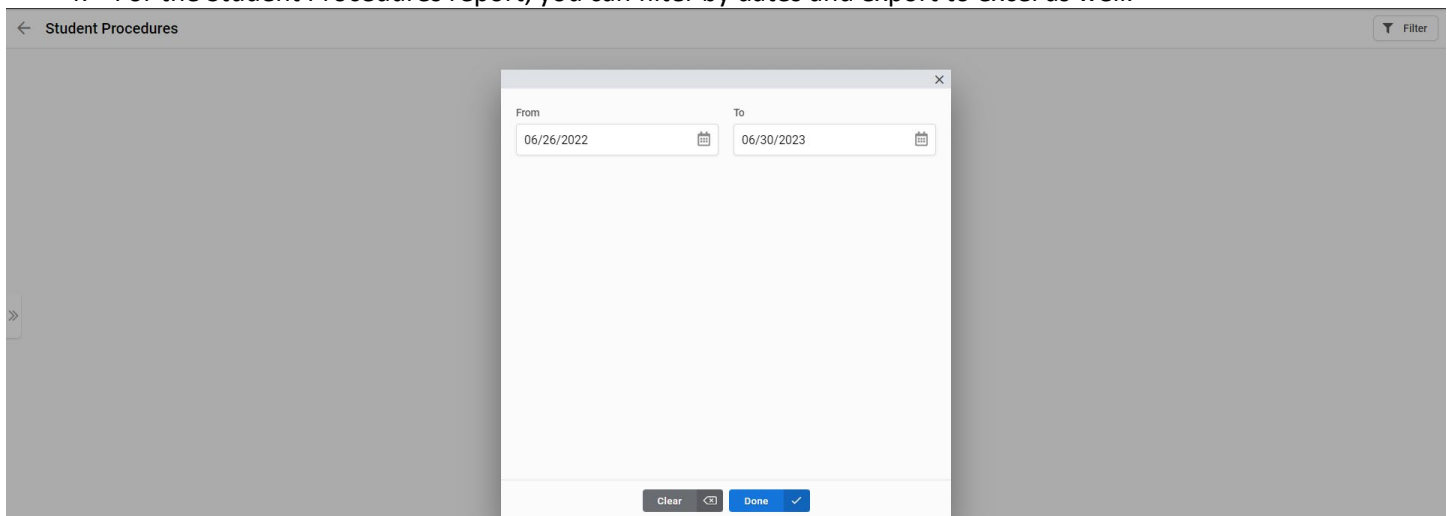
2. Select the report that you want to view (either Case Logs or Student Procedures).



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.



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

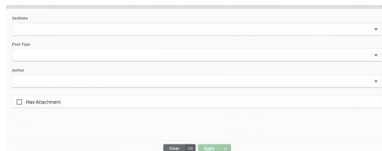


## Didactic

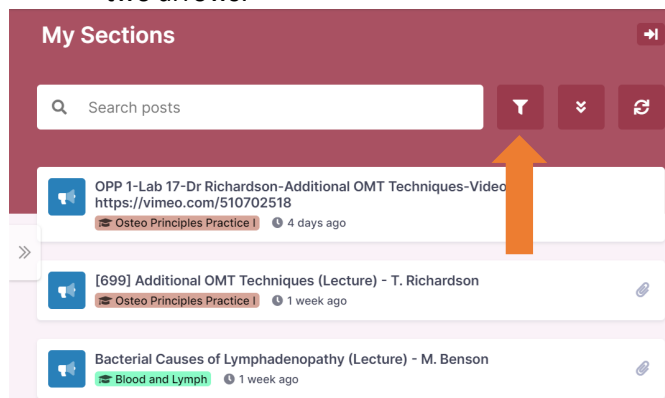
This area of the system will be used only a little in Year 3. You will go here to find and complete the OSHA and HIPAA training, overall statewide campus information, specific regional information (including family medicine and stookey cases), and OPP module information. There may be a few other items 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.

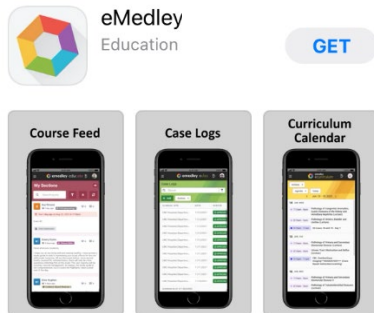
Student Test Listing								Search	Help
								Refresh	Reports
								Dashboard	
TEST 3	ATTEMPT #	FROM 1	TO 2	STATUS	PROGRESS	INFO			
OPP3- Emergency Medicine Quiz CO2025 - OPP3 EM Quiz	1	JUL 01 12:00a Sat	JUN 30 11:45p Sun	Available	0 / 5 Answered			Take Test	
OPP3- Family Medicine Quiz CO2025 - OPP3- 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.

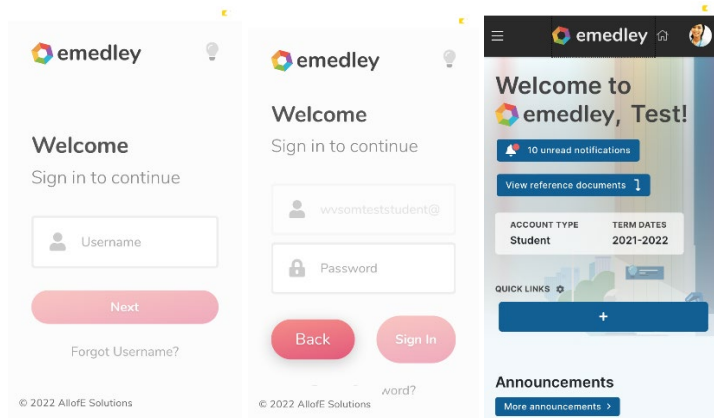
## eMedley App

### Downloading the eMedley app

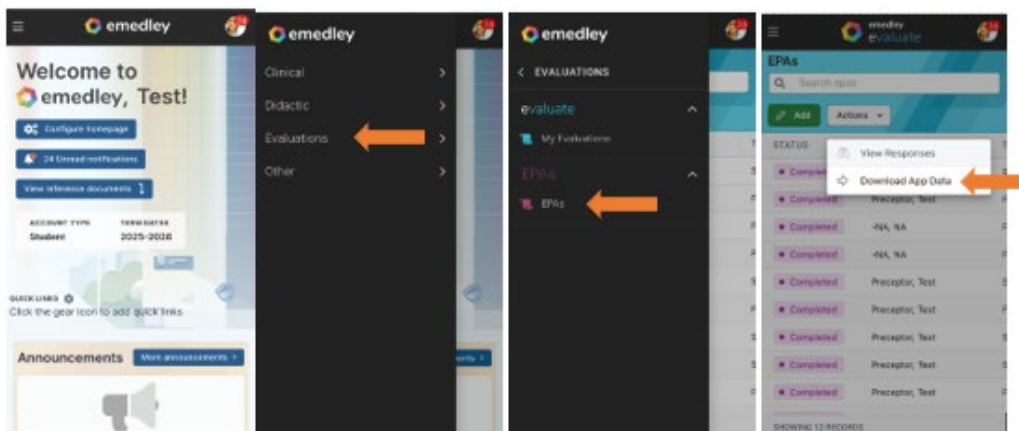
1. Go to your mobile app store and search for “eMedley”. Download the “eMedley” app.



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



3. 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 “Download App Data”.



## Recording EPA Assessments Using the eMedley app

1. To start an EPA, follow the instruction above to get to the EPAs screen. Click on the green +Add button. On the next screen, leave form as “EPA Form”, select your rotation, select the observer (this should always be the preceptor you are scheduled with; never enter an observer manually- if you are scheduled with a preceptor they are in the system; if a resident or someone else is doing 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, and the date of the observation. Once all information is entered, click “Fill out EPA” at the top. On the next screen, ensure types is formative, EPA Competency Scale is WVSOM Chen Scale, and EPA Complexity Scale is Complexity then click the Next button (blue button with right facing white arrow) and hand your device to the observer to finish the remaining screens and Save/Submit.

The screenshot displays the eMedley app interface for recording EPA assessments. It features a header with the eMedley logo and a navigation menu. The main content area is divided into three sections:

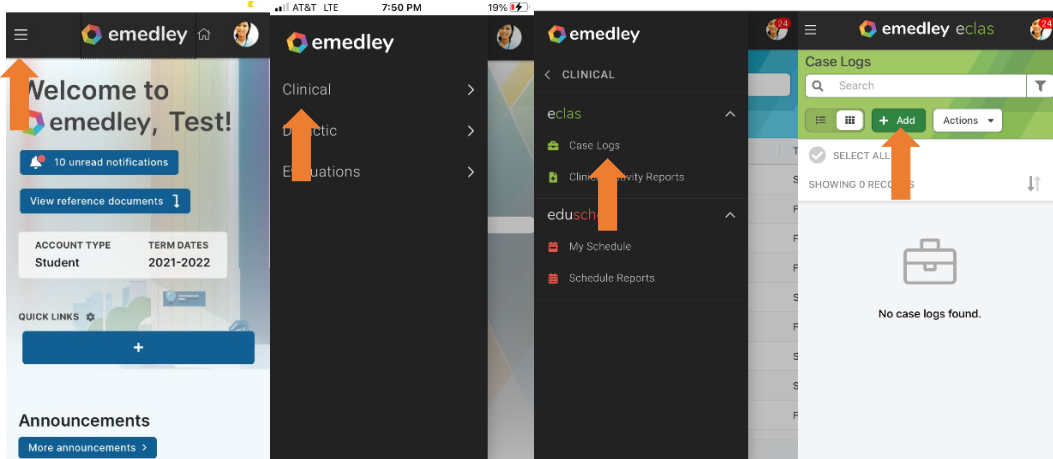
- EPAs List:** A table showing a list of EPAs with columns for Status, Observer, and Type. The 'Add' button is highlighted with an orange arrow.
- Fill out Form:** A form with fields for Form, Rotation, Observer, Resident Observer?, EPA, and Date. The 'Fill out EPA' button is highlighted with an orange arrow.
- HIDE FORM DETAILS:** A panel showing details for the selected EPA, including Date, Student, Observer, and EPA 1a. It also includes three dropdown menus for #1 Type, #2 EPA Competency Scale, and #3 EPA Complexity Scale. The 'Next' button is highlighted with an orange arrow.

- 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, select Sign & Submit, add name, email, and signature, and click Save.

There are multiple place in the app where comments can be entered. To enter comments, click in the comment area then use the microphone on the keyboard to dictate feedback into the space. As you speak orally, the system will type

## Using the eMedley app for Case Logs

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



## 2. Enter the required information on each screen and Submit.

The first row of screenshots shows the initial data entry steps:

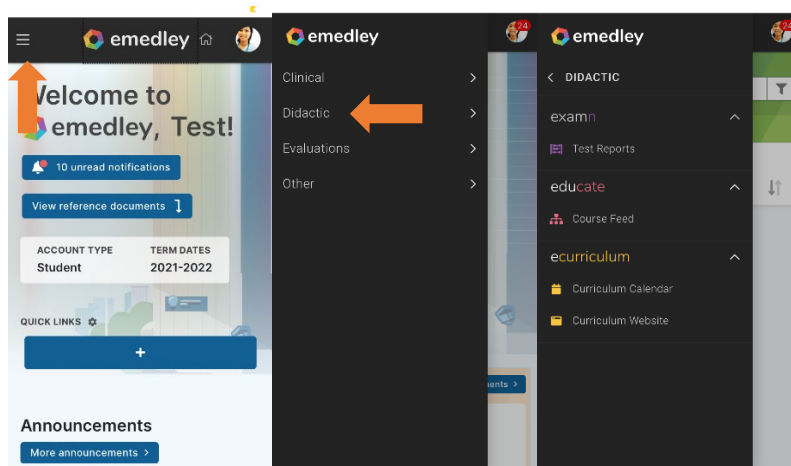
- General Information:** Fields for Interaction Date (05/01/2024), Section (DS/Diabetes Management), Setting (Inpatient), Clinical Site (Community Medical Clinic), and Preceptor (-NA, NA). An orange arrow points to the 'Save' button.
- Patient Demographics:** Fields for Age (12-17 yrs), Sex (Male), Ethnicity (Asian), Time With Patient (10), and Patient Encounter (Annual/Well-Person Exam). An orange arrow points to the 'Save' button.
- Add Diagnoses:** A search for 'Abdominal' yields several results. 'WV-R109: Abdominal pain' is selected. An orange arrow points to the 'Done' button.

The second row of screenshots shows the procedure entry and final submission steps:

- Procedures:** A search for 'abdomin' yields results. 'WV-76506: Ultrasound Abdominal' is selected. An orange arrow points to the 'Add Procedure' button.
- Add Procedures:** A search for 'abdomin' yields results. 'WV-76506: Ultrasound Abdominal' is selected. An orange arrow points to the 'Done' button.
- Procedures:** The 'WV-76506: Ultrasound Abdominal' procedure is added. An orange arrow points to the 'Save' button.
- Notes:** A text area for notes is shown. An orange arrow points to the 'Submit' button.

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

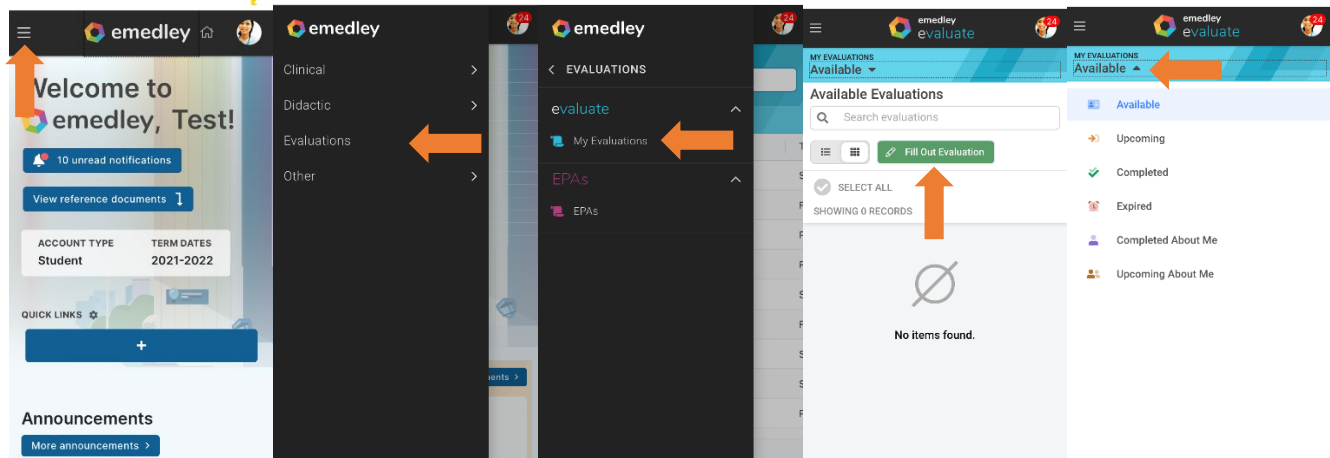
1. Open the eMedley app. Click on Didactic. Select the area that you want to explore. Each area functions similar to the desktop version. Instructions can be found in the desktop version sections above for each matching area.





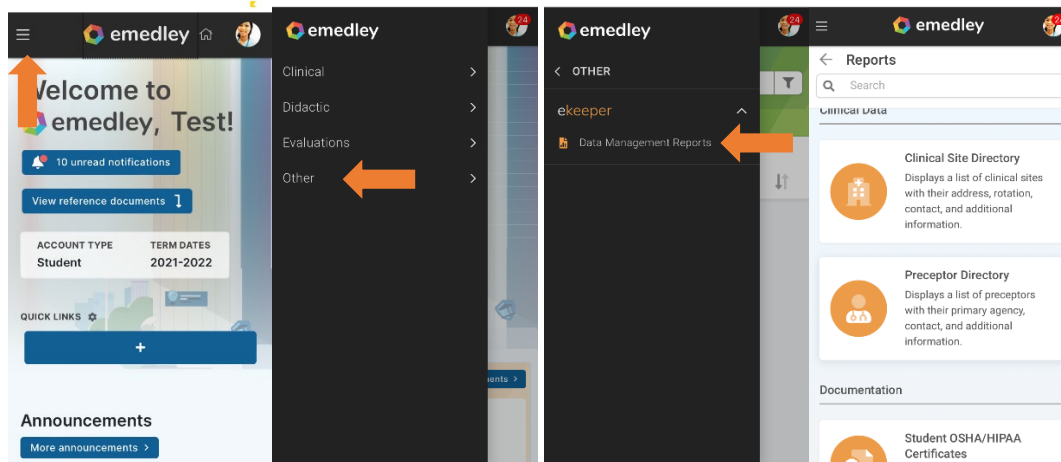
## Using the eMedley app for Evaluations

1. Open the eMedley app. Click on Evaluations. Select My Evaluations. Each area functions similar to the desktop version. Instructions can be found in the desktop version sections above for each matching area.



## Using the eMedley app for Accessing Reports

1. Open the eMedley app. Click on Other. Select Data Management Reports. Pick the report you want to review. 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 (OAED) maintains and provides support for all components of eMedley. If you need help, please contact OAED via email at [oaed@osteo.wvsom.edu](mailto:oaed@osteo.wvsom.edu) or Machele Linsenmeyer via email at [alinsenmeyer@osteo.wvsom.edu](mailto: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.