Assistance with eMedley

Web Resources

Videos and individual PDFs of this document: https://www.wvsom.edu/Programs/OAED/eMedley

Just Videos: https://www.gotostage.com/channel/a19970070ff0458c9cae513d55a51890 If asked to register just enter your name and WVSOM email address.

Assistance by phone, email or in-person

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Logging into eMedley

1. Open up your Google browser (do not use Internet Explorer)
2. Type in the address to eMedley https://he.emedley.com/univ/wvsom/common/adfs/login.php
3. This will open the screen shown below.
4. From this screen click on the *Click Here to Login* text. You will then be taken to a login screen.
5. From this screen enter your WVSOM email account. This should be the entire email account name. Then enter your WVSOM password.

6. Click on the *Sign In* button. You are now logged in to eMedley
General Information and Quick Tools

1. After you log in to eMedley you will see your name in the upper right hand corner. From this area you can find some tools.
   a. The *Bell icon* will take you to notifications if you have any.
   b. The *Green bar* will display the amount of idle time you have left before being logged out of the system. Clicking on this will reset the time you have remaining.

2. The *Drop down arrow* will take you to some navigation tools.
   a. The *Star icon* is your personal account settings. From here you can change the calendar view and the starting application.
   b. The *Switch Users* allows you to log into a different account. For example if you have a preceptor and a faculty account.
   c. The *Switch Terms icon* allows you to switch between terms. This is helpful if you need to go back to another year to find information.
   d. The *Support icon* takes you to an email address to receive help.
   e. The *Arrow icon* will allow you to logout of the system.
3. To navigate between the various areas of eMedley, click on the **three stacked boxes** at the left hand side of the screen. This will open a drop down menu displaying the different areas of eMedley.
4. Once you are in one of the areas of eMedley you can go back to your home page by click on the drop down arrow beside your name, then click home.

5. If you want to just go back to the home page of that area, click on the name of the area at the top of the page.
Viewing, Printing or Exporting the Calendar in eMedley

1. The calendar feature is located under eCurriculum. To access it, click on the applications icon and select eCurriculum.

2. Click on the calendar icon at the top of the page. This will open a list of cohorts. Select the one you want and click schedule.

3. This will open the calendar to the current month for that specific cohort. You can search the calendar or scroll to find the event (lecture, lab etc.) that you are looking for and click on it to open the details. (See Searching Curriculum by Calendar for additional information).

Printing the Calendar

To print the calendar, select what you want to print (day, week, month). Then click the print icon at the top right of the screen.

This will open the print options menu for your computer and printer.

Exporting the Calendar

Exporting the calendar will just give you a snapshot of the calendar. It will not give you updates made to the calendar after you have exported it. To export, click the Export icon at the top right of the screen.

This will open a window asking if you want to Limit Date Range. If you only want to export a certain number of days, put a check next to the Limit Date Range box and select the start and end dates for the range.
Color Coding for Calendar in eMedley

Blue is a lecture
Green is a lab
Black is a Quiz or Exam
Light Grey is a Quiz or Exam review
Dark Grey is a DS (Directed Study)
Red is an AE (Application Exercise)
Yellow is a TBL (Team Based Learning)
Purple is a Special function
Maroon is a Holiday
Light Green is Orientation and ECE’s (Early Clinical Encounters)
Brown is Independent Study
Dark blue is OCL (Outside Classroom Learning)
Searching and Viewing Student Information

1. After logging into eMedley, click on the Application icon (three stacked blocks) and select eKeeper.

2. Click on Students.

3. You will see a list of student names down the left side of the screen. You can either scroll to find the student you need or put their name in the search box.

4. This will show you the student information that you are allowed to see based on your role in the system.
Searching for Previous Term Content Using the Calendar

1. Log into eMedley

2. Click the drop-down menu beside your name in the upper right corner.

3. Click **Switch Terms**.

4. From the drop-down menu, select the term you wish to search.
5. Go to applications and select eCurriculum.

6. From eCurriculum, click on the Calendar icon.

7. This will open a menu that allows you to select the class cohort calendar you wish to search.

8. Click on the cohort you want and then click Schedule at the top left corner of the screen.

9. This will open the calendar for that specific class. At the top of the calendar page select search.

10. A search window will open allowing you to enter your search term(s). Enter your term(s) and click ok.

11. eMedley is now searching that cohort calendar for your search term. Remember this is not searching in the lecture files, powerpoints or handouts.

12. If you do not get any results, click on the search from all time. This will look at all the cohort calendars and may help you find the material.

13. Once you have search results, click on the name of the lecture that you want.

14. You will get a screen that shows all the materials related to that specific lecture. You can then click on the desired material to bring up the content.

15. If you are having difficulty finding the material you need, refer to the instructions on search using eCurriculum search.
Searching Content Using eCurriculum Search Feature

This is the preferred method for finding materials. You can use this method to search any term for materials.

1. Log into eMedley
2. Click the drop-down menu beside your name.
3. Click *Switch Terms*.
4. From the drop-down menu, select the term you wish to search.
5. Go to applications and select *eCurriculum*.
6. From eCurriculum, click on the *Search* icon.
7. This will open a search window. Type in your search term(s) and click the search icon.
8. eMedley is now searching for every place your search term appears in that year’s materials. This includes lecture titles, powerpoints, video and audio files and any handouts.
9. Once you have your search results you may want to narrow your search by putting in more specific terms, or just scroll through the results until you find the desired material.
10. Click on the title of the material you wish to view and you will get a screen that displays all the materials related to that specific lecture. You can then click on the desired material to bring up the content.

11. If you need additional assistance, refer to the videos on the WVSOM web page or contact Bridget Moore at bmoore@osteowvsom or Ext. 6587
Posting Documents or Announcements to a Course

1. Once you are in eMedley click the Applications icon and select educate.

2. Click on the Sections icon.

3. From this screen you can either search for your class or use the dropdown menu and scroll till you find your course. Click on the name of your course.

4. When your course opens click the Announcement button. Be sure the correct course name appears at the top of the page.

5. Under Announcements inside the What’s New box, type Session Documents. This is important because students search by the documents to get a list of all documents for the course. If you are just adding an announcement and not a document, type the announcement directly into the What’s new box.
6. Click on the paperclip and browse to find your document on your computer. Click on the name of the file and then click open. This will upload your file into eMedley.

7. Click on the gear icon and it will open a window that allows you to put in the dates you want the information to be available. You can also select if you want to allow all students to see this or just specific students. Typically, you would leave it checked to Select All.

8. Now select the session that this document goes with by typing in the name of the session. If you do not select a session the system aligns this with the entire course, not your specific session. Then click ok at the bottom right of the screen.
Entering, Editing and Deleting Session Outcomes in eMedley

You should only have **3-5 outcomes for each lecture**. When you are ready to enter them, or need to edit or delete outcomes follow the directions below.

1. **Click on the Applications icon** on the left (three stacked boxes) and select *eCurriculum*.
2. **Click on Courses**.
3. **Select the appropriate course from the list by scrolling or searching by course number or name by typing in the Search box.**
4. You will see a screen similar to the one below.

5. Click on the Sessions button at the top of the screen. This will open up a list of all session for that specific course. From the list highlight the session where you want to add, change or delete outcomes. Note: you will only be able to see and edit your individual sessions.
7. Click *Update* at the top of the screen. This will open a second window with a new set of buttons.

8. From this window click on *Session Outcomes*. This window will show you all the session outcomes. Or if none are listed it will just say none.

9. From this screen you can click on *Insert* to add an outcome. This will open a window that allows you type in or paste in an outcome.
10. When you are finished click on *Save Changes*.

11. If you want to make changes to an existing outcome, highlight that outcome and click on *Update*. This opens up the box with the outcome and allows you to make changes. Again when you are finished click on *Save Changes*.

12. If you need to delete an outcome, highlight the outcome and click the *Delete button*. You will get a prompt asking if you are sure you want to delete. Click *Yes* if you do want to delete.

13. If at any time while editing the session outcomes you need to go back, you can simply click the X in the upper right corner of the screen and you will be taken to the previous screen.
Adding Disciplines and Core Competencies in eMedley

The only required tags are Primary Disciplines and Primary Core Competencies. You should have no more than 2 disciplines and at least one competency per outcome.

1. Click on the *Applications icon* on the left (three stacked boxes) and select *eCurriculum*.

2. Click on *Courses*.

3. Select the appropriate course from the list by scrolling or searching by course number or name by typing in the *Search box*.
4. You will see a screen similar to the one below.

5. Click on the **Sessions button** at the top of the screen. This will open up a list of all session for that specific course. From the list highlight the session where you want to add, change or delete outcomes. Note: you will only be able to see and edit your individual sessions.
6. Click *Update* at the top of the screen. This will open a second window with a new set of buttons.

7. From this window click on *Session Outcomes*. This window will show you all the session outcomes. Or if none are listed none will appear and these will need to be entered before you can add the discipline and competency.

8. From this screen, highlight the outcome where you want to add the discipline and competency and click on *Update*.

9. From the new screen click on *Alignments*.
10. From this screen you will be able to select the disciplines by clicking on the Primary Disciplines button. Select the discipline you want from the list by clicking in the check box. Then click Submit at the bottom left of the screen.

11. Add the core competencies by clicking on the Primary Core Competencies tab and selecting the core competencies by clicking on the check box beside the competency you want to select. You can either search for the competency or scroll down to find the correct one. You must tag the main category and sub-category for each. Example, for Medical Knowledge 2.1, you would select the main MKS category and MKS_2.1 as shown below. After selecting the competencies, click Submit at the bottom of the screen.

12. If at any time while editing the session outcomes you need to go back, you can simply click the X in the upper right corner of the screen and you will be taken to the previous screen.
Tagging Multiple Outcomes

If you are tagging multiple outcomes, use CTRL-Select or SHIFT-Select to select multiple outcomes. Then click Align. Under Align, any tags that you select will apply to all outcomes highlighted/selected.

You can check the outcomes that will be included in the tagging by hovering over the question mark icon next to Alignments.
Creating a Homework Assignment

1. After logging into eMedley, click on the Applications icon on the left and select educate.

2. Click on Sections.

3. Select the appropriate course from the list or search for the course by typing in the name. Then click on the name of the course.

4. Click on the word Assign, located at the top of the page.

5. Click on the plus sign beside homework.
6. Add a title, the total points for the homework, and attach any documents (a list of instructions, etc.). Then click submit.

7. If it will be graded, put a checkmark next to graded. Otherwise, just enter the due date, the date to start showing the homework and the date to end showing the homework. Make sure the box is checked to select all students.

Enter the session that the homework should be associated with and then click save.

8. If the homework is to be graded, check the “Graded” box. After checking the box you will get this screen. Select a category from the drop down menu. From the rubric drop down select the appropriate rubric. Typically, this will be “Homework Complete and Comments”. This allows faculty to make comments on the graded homework. Or if your homework fits one of the listed rubrics select it, otherwise you can skip this step. Make sure the box is checked to select all students. Add a short name for the homework.
Add the due date and the dates to start and stop showing the homework. Put in the session that the homework should be associated with and then click save.

Note: You can ignore the following: graders (should be used for Year 3 and 4 case grading only), and precision.

9. If you are not the person who will be grading the homework, which typically you would not be, please follow the instructions below.

NOTE: By default, the person who created the homework will be able to grade it. That person will need to grant access to others.

1. In educate, navigate to the appropriate course and filter for the homework assignment. (easiest way is to click the dropdown for Filter By:, select Homework, and click the Refresh Feed button)

2. To assign to someone else to grade,
   1. Click the Gear Icon to the right of the box for the homework listing you want to grade or share grading with others.
   2. Select “Share Homework”.
3. Selecting the User for “Share With”. (easiest way is to type the name in the Share with: field to filter for that person versus scrolling through names to find the person)
4. Selecting “Can Edit” from Dropdown.
5. Save Changes.
6. It is always good to check that the “Can Edit” saved properly by closing out of the box then going back to Share Homework to ensure that “Can Edit” is listed next to the person’s name.
Search and View Questions in Examn

1. After logging into eMedley, go to the application icon (three stacked boxes) and click on Examn.

2. From the menu on the left side of the screen click on Search and Print Questions.

3. There are several search options.

   **Keyword**: The keyword search may not be useful unless you know a unique word that is included in the question.

   **Search by Question ID**: Click on the Question ID box and enter the question ID number. Click search at the bottom right of the screen. This will bring up that one specific question with that ID number.

   **Search by Question Bank**: Click on the downward arrow and you will see a list of question banks that you can access. Scroll to the appropriate test bank, highlight and then click. This will put the name of the question bank in the block. Then click search.

   **Search by creator**: Click on the drop down arrow in the Created By box. Then scroll down to find the appropriate faculty name (you may also type in the last name of the faculty to find the questions). Click search at the bottom right of the screen. This will bring up all questions created by that faculty.

   **Search by question type**: This search is not useful since the majority of WVSOM questions are multiple choice.
4. After you have found the question that you are looking for you can view or print the question. Click on the question(s) you want to view or print. Click on the Add Selected icon at the top of the screen. Then click on the View/Print box at the top right of the screen. When finished click the X at the top right of the screen.

5. You can also view more details about a question by hovering over the question ID box. This will show you the question, who created it, date last modified, the correct answer and any tagging related to the question.

<table>
<thead>
<tr>
<th>Question 316755-1: What is the house number of the Simpsons?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question Bank: Training Questions -&gt; Test of Tablet Mode</td>
</tr>
<tr>
<td>Created: Linsenmeyer, Machelle on June 08, 2017</td>
</tr>
<tr>
<td>Last Modified: Linsenmeyer, Machelle on June 08, 2017</td>
</tr>
<tr>
<td>Max Points: 1</td>
</tr>
<tr>
<td>Correct Answer(s): 742</td>
</tr>
</tbody>
</table>
Removing a Question Alignment to Delete an Outcome

a) Go to ExamN -> Question Alignment
b) Click on the "Session Outcomes" tab
c) Select the outcome you want to remove
d) Click "Search"
e) Select a single question from the results and click "Add Selected"
f) Click the question on the right and select the "Align" button at the top of the list
g) Click the "Session Outcomes" tab
h) Select the outcome on the left in the Current section and click Remove
i) Click Submit
j) Click Remove All on the left
k) Repeat e-j for any other questions returned in the search
l) Go to eCurriculum and you should now be able to delete the Session Outcome
**Enlarge Font Size in Examn for Viewing**

1. Once you have gotten to the area where you want to add your question, click on the + Add Question at the top of the screen.

![Add Question](image)

2. From the drop down menu select the question type (usually multiple choice).

3. Click in the text box to begin adding your question.

   ![Text Box](image)

4. When you click inside the box it will open an editing tool bar.

![Editing Tool Bar](image)

5. On the far right are three magnifying glasses.

6. The last one on the right noted in green will increase the size of the text (or zoom in)

   ![Zoom In](image)

7. You can click on it multiple times to keep enlarging the text.

8. The middle magnifying glass will zoom out making the text smaller.

![Zoom Out](image)

9. The first magnifying glass will restore the text to the original size.

![Restore Zoom](image)

10. These will also function the same when entering answer choices. The tool bar will appear when you click in the box to add the answer choice.

11. Remember, you should not change the actual font of the question unless you change it to Arial 14.
Tagging Questions in examn

The tags required in ExamN are: Primary Disciplines, Primary Core Competencies, Faculty, and Session Outcomes. The course will be automatically selected based on the course that the Session Outcome was under. If you are spiraling (using an outcome from a previous course) you may need to adjust the course outcome to the correct course number.

1. After logging into eMedley, go into examn.

2. Click on Manage Question Banks.

3. You can either search for your name in the filter box or scroll down to find the folder for the course where you created the question bank.
4. Select the question bank under the appropriate course folder and then click manage.

5. Click on the question you would like to tag. When you click on the question you will get a new menu bar and from there click on Align.
6. Click on the *Session Outcomes* tab. Then search for the appropriate tag in the Search field (green arrow below) or scroll through the list to find the correct outcome, put a checkmark next to the appropriate outcome and then click *submit* (blue arrow below).
7. Once you have the correct outcome, click on Disciplines at the top of the page and select the appropriate discipline(s) and click submit. Do the same for the Primary Core Competencies.