Overview of eMedley

eMedley is the Academic Management System used by WVSOM. eMedley, is a medley of solutions, designed to organize and analyze the immense amount of data and complex functionality of Health Science Education programs. The system includes several applications to make this possible.

eCurriculum: Curriculum mapping and management
eduCATE: Learning Management System components specifically for health science education
eKeeper: Student documentation
examn: Web-based student assessment for exams, quizzes and other student assessments
eValuate: Complete evaluation system for creating forms and rubrics related to evaluating courses, students, preceptors, clinical site and instructors.
Logging into eMedley

1. Open up your Google browser (do not use Internet Explorer or Edge)

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.
2. 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.
3. 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.

4. 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.

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)
Using eCurriculum

Viewing, Printing or Exporting the Calendar

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. This will open in outlook. 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.
Searching the Calendar

1. Once you have the calendar open you can search within the calendar. Click on the search icon in the upper right of the screen.

2. This will open a search window. Enter the text to use for the search. This is only searching for items that appear in the name of the event. For a more detail search use “Searching Content with eCurriculum”.

Printing the Calendar

1. 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.
2. This will open the print options menu for your computer and printer.

**Exporting the Calendar**

1. Exporting the calendar will just give you a snapshot of the calendar. It will not give you an updates made to the calendar after you have exported it.

2. To export, click the *Export icon* at the top right of the screen.

![Export icon](image)

3. 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.

![Limit Date Range](image)

4. This will export the date range or the entire calendar into Outlook.

**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. Select Switch Terms and select the term you want to search.

4. Go to applications and select eCurriculum.

5. From eCurriculum, click on the Search icon.

5. This will open a search window where you can enter your search terms. eMedley will then search for every place your search term appears in that year’s materials. This includes lecture title, PowerPoints, video and audio files and any handouts.
Asthma Block (Lecture)

1_A_Respiratory_Simulation_ABG_Lab_Instructions.docx
https://hemelley.com/gen/uploaded_docs/view/769666/1_A_Respiratory_Simulation_ABG_Lab_Instructions.docx

HP_OV_Case_2019.docx
https://hemelley.com/gen/uploaded_docs/view/767953/HP_OV_Case_2019.docx

Anatomy_embryology_and_clinical_aspects_of_congenital_lung_disease_2019_handout.pptx

7. 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.

---

<table>
<thead>
<tr>
<th>Name</th>
<th>Session Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asthma Block</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>643 - Respiratory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Offerings:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Name</th>
<th>Description</th>
<th>Location</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 12/4/2019</td>
<td>1:00 pm - 4:00 pm</td>
<td>[643] Asthma Block (Lecture)</td>
<td>Tech Building 1 Classroom</td>
<td>Jacob Neumann, Maple Landvoigt, Crystal Boudreaux</td>
<td></td>
</tr>
</tbody>
</table>

---

Announcement:

Y1-120419-1pm- Neumann, Landvoigt, Boudreaux- Asthma Block Part 2 Video
https://vimeo.com/377399218
https://vimeo.com/377399218
https://vimeo.com/377399218

Y1-120419-1PM- Asthma Block part 2 - video
https://vimeo.com/377386193
https://vimeo.com/377386193
https://vimeo.com/377386193

Y3-120419-1pm-Neumann, Landvoigt, Boudreaux- Asthma Block Part 2 Video
https://vimeo.com/377386193
https://vimeo.com/377386193
https://vimeo.com/377386193

Y1-120419-1pm-Neumann, Landvoigt, Boudreaux- Asthma Block Part 3 Audio

Y3-120419-1pm-Neumann, Landvoigt, Boudreaux- Asthma Block Part 2 Audio

---
Viewing Course Syllabi via eCurriculum

1. After logging into eMedley, click on the Application Icon (three stacked boxes) and select eCurriculum.

2. Click on View Curriculum Website.

3. Select Year 1 or Year Two from the left side of the screen.

4. This will open up a list of all courses for that specific year. Click on the name of the course you are interested in viewing.

<table>
<thead>
<tr>
<th>Name:</th>
<th>OMS1</th>
</tr>
</thead>
</table>

| Description: |

<table>
<thead>
<tr>
<th>Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>607-Foundation of Osteopathic Medicine</td>
</tr>
<tr>
<td>695-Early Clinical Encounters</td>
</tr>
<tr>
<td>699-Osteo Principles Practice I</td>
</tr>
<tr>
<td>698-Clinical Skills I</td>
</tr>
<tr>
<td>680-Endocrine</td>
</tr>
<tr>
<td>685-Reproductive</td>
</tr>
<tr>
<td>644-Respiratory</td>
</tr>
<tr>
<td>651-Gastrointestinal</td>
</tr>
<tr>
<td>645-Neuroscience</td>
</tr>
<tr>
<td>692-Blood and Lymph</td>
</tr>
<tr>
<td>643-Cardiovascular</td>
</tr>
<tr>
<td>610-Musculoskeletal</td>
</tr>
<tr>
<td>609-Skin Course</td>
</tr>
<tr>
<td>620-Cardiovascular</td>
</tr>
</tbody>
</table>
5. Scroll down until you see the *Section Documents* and click to open the syllabus.

Section Documents:
Documents
607_Syllabus_2019-20.pdf

**Entering, Editing and Deleting Session Outcomes**

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. This will open a screen similar to the one below. Click on the *Sessions* button.
5. This will open up a list of the sessions for that specific course. Note: Session titles that are grayed out indicate sessions that are not being taught that term. From the list highlight the session where you want to add, change, or delete outcomes.

<table>
<thead>
<tr>
<th>ID</th>
<th>Session Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>4053</td>
<td>M/AE/Medical Simulation (Group I)</td>
</tr>
<tr>
<td>4055</td>
<td>M/AE/Medical Simulation (Group J)</td>
</tr>
<tr>
<td>4056</td>
<td>M/AE/Medical Simulation (Group K)</td>
</tr>
<tr>
<td>4074</td>
<td>M/Vertebral Biomechanics and Fryette’s Mechanics</td>
</tr>
<tr>
<td>4075</td>
<td>Somatic Dysfunction of the Thoracic and Lumbar Spine</td>
</tr>
<tr>
<td>4632</td>
<td>Principles of Soft Tissue Method</td>
</tr>
<tr>
<td>4708</td>
<td>M/AE/Medical Simulation (Group L)</td>
</tr>
<tr>
<td>4845</td>
<td>AE/Osteopathic Screening Structural Exam and Scoliosis</td>
</tr>
<tr>
<td>4847</td>
<td>OCL/Gram Stain Tutor</td>
</tr>
<tr>
<td>5616</td>
<td>AE/Autonomic Physiology and Pharmacology</td>
</tr>
<tr>
<td>3981</td>
<td>Introduction to the Foundation Course</td>
</tr>
<tr>
<td>3982</td>
<td>Structure and Function of Cells and Biomolecules</td>
</tr>
<tr>
<td>3985</td>
<td>DS/Genetic Diversity and Molecular Diagnostic Tools</td>
</tr>
<tr>
<td>3983</td>
<td>Introduction to Cellular Communication</td>
</tr>
</tbody>
</table>

6. Select Update from the top of the screen.
7. This will open a second window with a new set of buttons. From this window select *Session Outcomes*.

8. This window will show you all the session outcomes. Or if none are listed it will just show none.

---

**Adding a Session Outcome**

1. If you want to add an outcome, click on insert. This will open a window that allows you to type in or paste in an outcome.
2. When you have finished adding the outcome, click on Save Changes at the bottom right of the screen. Remember to only add one outcome in each box. If you have more than one outcome, repeat the process.

---

**Editing an Existing Outcome**

1. If you want to make changes to an existing outcome, highlight that outcome and click on *Update*.

2. This opens the window with the highlighted outcome and allows you to make changes.
Deleting an Outcome

1. To delete an outcome, highlight the desired outcome and click the *delete* button.

2. You will be asked if you are sure, and if so click *yes*.
Entering Disciplines and Core Competencies

You should have no more than 2 disciplines and at least one competency per outcome. When you are ready to enter them, or need to edit or delete them 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. This will open a screen similar to the one below. Click on the Sessions button.
5. This will open up a list of the sessions for that specific course. Note: Session titles that are grayed out indicate sessions that are not being taught that term. From the list highlight the session where you want to enter a discipline or core competency.

<table>
<thead>
<tr>
<th>ID</th>
<th>Session Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>4053</td>
<td>M/AE/Medical Simulation (Group I)</td>
</tr>
<tr>
<td>4055</td>
<td>M/AE/Medical Simulation (Group J)</td>
</tr>
<tr>
<td>4056</td>
<td>M/AE/Medical Simulation (Group K)</td>
</tr>
<tr>
<td>4074</td>
<td>M/Vertebral Biomechanics and Fryette's Mechanics</td>
</tr>
<tr>
<td>4075</td>
<td>Somatic Dysfunction of the Thoracic and Lumbar Spine</td>
</tr>
<tr>
<td>4632</td>
<td>Principles of Soft Tissue Method</td>
</tr>
<tr>
<td>4708</td>
<td>M/AE/Medical Simulation (Group L)</td>
</tr>
<tr>
<td>4845</td>
<td>AE/Osteopathic Screening Structural Exam and Scoliosis</td>
</tr>
<tr>
<td>4847</td>
<td>OCL/Gram Stain Tutor</td>
</tr>
<tr>
<td>5616</td>
<td>AE/Autonomic Physiology and Pharmacology</td>
</tr>
<tr>
<td>3981</td>
<td>Introduction to the Foundation Course</td>
</tr>
<tr>
<td>3982</td>
<td>Structure and Function of Cells and Biomolecules</td>
</tr>
<tr>
<td>3985</td>
<td>DS/Genetic Diversity and Molecular Diagnostic Tools</td>
</tr>
<tr>
<td>3983</td>
<td>Introduction to Cellular Communication</td>
</tr>
</tbody>
</table>

6. Click on Update.
7. Click on Session Outcomes.

8. This will open up the list of session outcomes for that particular session.

9. Highlight the outcome where you want to add a discipline or a core competency. Then click update.

10. From the new screen click on Alignments.
11. From this screen you will be able to select the disciplines by click on the Primary Discipline button. Select the discipline(s) you want from the list by clicking on the check box. Then click Submit at the bottom left of the screen.
12. To add the core competencies, scroll over and click on the Primary Core Competencies tab.
13. Select the core competencies by click on the check box beside the one you want. You can scroll down to find additional core competencies. After selecting the competencies you want, click on Submit in the bottom left of the screen.
Using eduCATE

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 until you find your course. Click on the name of the course.
4. When your course opens, click the Announcement button.
5. Under Announcement in the What’s New box, type Session Documents. This is important because students search by this name to get a list of documents for the course. Click on the paperclip to find your document on your computer. Click on the name of the file, then click open. This will upload your file into eMedley.

6. Click on the gear icon and a window will open that allows you to put in some options.

   Edit Announcement

   - **Show:**
     - Yes [ ]
     - No [ ]
     - Start: 08/14/2020
     - End: 

   - **Associations**
     - Session:

7. You can select specific dates that the information will appear and you can also select if you want this to be visible by all students. You also need to select the session that this information should be connected to. If you do not select a session the system aligns your document with the entire course and not your specific lecture.
8. Once you have select the session, click ok in the bottom right of the screen. You may need to scroll down to find this button.

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. From this screen you can either search for your class or use the dropdown menu and scroll until you find your course. Click on the name of the course.
4. Click on the Assign button at the top of the page.

5. Click on the plus sign beside homework.

6. From this new page, add a title, the total points for the homework, and attach any related documents (a list of instructions, etc.) The click submit in the bottom right of the screen.
A new window will open. From this window, select if the homework is to graded (see below), and add in any needed dates. At the session window, put in the name of your lecture so the homework is aligned to your lecture. If it is just aligned to the entire course, you can leave this blank. Click save at the bottom right of the page.

Graded Homework: Check the “Graded” box if the homework will be graded. After checking the box you will get this screen. Select a category from the drop down menu. Add a short name, points, select the show from and to dates. If you want to be able to respond to students with comments, select the rubric “Homework Complete and Comments”. Or if your homework fits one of the listed rubrics select it, otherwise you can skip this step.

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

Homework:
BHM

Post:
How should this homework be posted?

- Graded

Due Date:

Show:
- Yes  No

Start: 08/14/2020  11:08 AM
End: 

Grading Homework

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, click on sections.

2. From the screen that opens you can either search for your class or use the dropdown menu and scroll until you find your course. Click on the name of the course.
3. Find homework by typing *Homework* into the *filter posts box* or by scrolling through the course until you come to the homework. Click on the plus sign beside the homework to open the entire view.

4. When you have located the appropriate homework, click on the gear and from the drop down menu select *View/Edit Scores*.

5. This will open a gradebook type page. Right click on the score area next to the student’s name and click *View Submission*. You may need to open a file if the homework was uploaded.
6. After reviewing the submission, close the window. You will be returned to the gradebook type page. Double click on the score area beside the student’s name to enter the grade.

**Assigning Others to Grade**

Only the person who created the homework will be able to grade it unless that person assigns someone else.

1. Click the **Gear** icon to the right of the box for the homework listing you want to share grading with others.
2. From the drop down menu select **Share Homework**.
3. Select 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 the names to find the person).
4. Select **Can Edit** from the drop down menu.
5. Click **Save Changes**.

**Using eValuate**

You will use eValuate to view your own faculty evaluation results.

1. After logging in to eMedley, click on the **Application Icon** and go to evaluate.
2. In evaluate click on the icon **Reports**.
3. Find and select Faculty Evaluation Response Frequency Details.
4. After you have highlighted this report click on View in the top left corner of the screen.

5. From this screen, click on the drop down arrow beside Form.

6. You will have three choices: Form A, Form B and WebEx. If you are looking for lecture evaluations select Form A. Lab evaluations will be Form B. If your lecture was delivered in a term using WebEx, select WebEx.
7. Once you have made your selection a list of your sessions will appear in the assignment box.

8. You can select a specific session or if you click the box beside Assignment you will get one report with all sessions included.

9. Scroll to the bottom and click Filter.

10. This will open up a screen with your evaluation. You can view it there, or print it, export it to Excel or download it as a PDF.
Using eXamn

Accessing Reports in eXamn

1. After logging into eMedley, click on the application icon and select eXamn.

2. This will open the screen shown below.

3. Select reports from the menu. Then from the next screen select report listing at the top right of the screen.

4. From the list of reports, highlight the one you want, then click View.

5. Some of the basic reports that are frequently used are:
a. **Item Analysis**: The Item Analysis shows the short form of Item Analysis (basic Information). It provides information on total points, median, mean, high and low scores, standard deviation and KR20 (reliability measure).

b. **Item Analysis by Faculty Alignment**: Searches for Item Analysis for each item used by a faculty member on a given test. Lists all items, but can filter by specific exams.

c. **Item Analysis Details**: Traditionally what faculty expect with Item Analysis. Key Item Analysis Information:
   - Flagged questions need to be reviewed in a post-exam analysis.
   - Flagged characteristics include:
     - Difficulty (p) < 0.75 (meaning less than 75% of students got it correct) AND,
     - Point Bi-serial < 0.20 (comparison of the students who got it correct/incorrect and their overall performance on the exam).
     - These two parameters give us a sense of how difficult a question is and how well it discriminates between students who performed well or who performed poorly.

d. **Score Distribution Percentile**: Breaks down student distribution within each exam.

6. Use the drop down menus to select the term and classes you want to use as filters then clear filter at the bottom of the screen.

   ![Image](image-url)

   **Search and Printing Questions in eXamm**

   1. After logging into eMedley, go to the application icon (three stacked boxes) and click on Examn.
   2. From this menu select *Search and Print Questions*. 

   36
3. This will open a Search screen like the one below. You can search by Keyword, by Question ID, by Question Bank, by your name as the creator of the test, or by question type (this may not be as useful some our questions are multiple choice).
3. After selecting your search term(s), click on Search in the bottom right of the screen.

4. This will bring up the questions that fit your search criteria.
From this screen you can search the questions, select specific ones or select all. After selecting your questions, click on the Add Selected button. This will move the questions to the opposite side of the screen.
6. Click on View/Print to view details about the question(s) or print the question(s).

7. You can 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.
Manage Questions

Bulk Question Mapping

1. After logging into eMedley, select eXamn from the three boxes icon on the left of the screen.

2. This will open the screen shown below.

3. From this menu select Bulk Question Mapping.
4. This will open a Search screen like the one below. You can search by Keyword, by Question ID, by Question Bank, by your name as the creator of the test, or by question type (this may not be as useful some our questions are multiple choice).

<table>
<thead>
<tr>
<th>Search for Questions</th>
<th>Alignment Filters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyword</td>
<td></td>
</tr>
<tr>
<td>Question ID</td>
<td></td>
</tr>
<tr>
<td>Question Bank</td>
<td></td>
</tr>
<tr>
<td>Created By</td>
<td></td>
</tr>
<tr>
<td>Question Type</td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td></td>
</tr>
</tbody>
</table>

5. After selecting your search term(s), click on Search in the bottom right of the screen.

6. This will bring up the questions that fit your search criteria.
This screen will allow you to search for specific questions, scroll down and select the question(s) you want or click select all (which will highlight all the questions).

Click the add selected button and all the selected questions will move to the opposite side of the screen.
9. After selecting the questions click the **align** button.

10. This will open a window allowing you to select the appropriate tags for the questions you are aligning.

12. When you have selected the tags, click submit at the bottom right of the screen.
13. These questions have now been aligned to the tags you selected.

Using eKeeper

Searching and Viewing Student Information

1. After logging into eMedley, click the Application icon and select eKeeper.
2. Click on Students.

3. From this screen you will see a list of student names down the left side of the screen. You can either scroll down to find the student or search for the student in the search box.

4. This will show you the student information that you are allowed to see based on your role in eMedley.