Faculty Guide to eMedley

Office of Assessment and Educational Development

For Use by WVSOM Faculty and Staff Only

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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.

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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.
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)
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).

4. 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.

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

Exporting the Calendar

6. 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. To export, click the Export icon at the top right of the screen.
1. 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.
Viewing or Search 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.
Viewing Course Syllabi

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

2. Click on View Curriculum Website. Select the year for the course syllabi you want to view.

3. Then click on the name of the course.

4. Scroll down to see the section named Documents and click to open the syllabus.
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@osteo.wvsom 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.
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. Then select a category from the drop down menu. Add a short name, points, select the show from and to dates.

8. 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.
9. Make sure all the students are selected on the right side of the screen and click save.

10. If you are not the person who will be grading the homework, 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.
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 drop down menu select the appropriate course or search for the course by name.
3. Find homework by typing in Homework in the filter posts box or by scrolling through the course till you come to the homework.

4. When you have located the appropriate homework, click on the gear (Blue arrow below) and from the drop down menu select View/Edit Scores (Red arrow below).
5. Right click on the score area next to a student name and click View Submission. You may need to open a file if the student uploaded the homework.

6. After reviewing the submission, double click on the score area next to the student 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 Change
Entering, Editing and Deleting Session Outcomes in eMedley

You should only have 3-5 outcomes for each lecture hour. 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 sessions 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 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.
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
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.
   - Search by Keyword: This search allows you to look for a key word in the exam questions. Enter the keyword and click search at the bottom of the page. This will bring up all questions that include that keyword.
   - Searching by Question ID: If you know the ID number of the question you can enter it in the Question ID box. Then click search at the bottom of the page. This will bring up that one specific question with that ID number.
   - You can also search by Question Bank. Click the arrow in the Question Bank box and you will see a list of question banks. Select the one you want, then click search at the bottom or the page.
   - 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.
   - You can also search by question type. Click on the drop down box and scroll to you find the question type. This may not be as useful as the other searches.
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. This moves the question to the right side of the screen. Then click on the View/Print box at the top 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.
Accessing Reports in Examn

1. Once you are in examn, select the reports tab on the left side of the screen.

2. Click on Report Listing at the top of the screen.

3. From this screen you can select the report that you need.
4. Some of the basic reports that are frequently used are:
   a. Item Analysis
   b. Item Analysis by Faculty
   c. Item Analysis Details
   d. Score Distribution Percentile

5. To view a report, highlight the report name and then click View.

6. Then use the drop down menus to select the term, test and classes you want to use as filters for the report. Then click filter at the bottom of the screen.
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).

Item Analysis by Faculty

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.
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.

Score Distribution Percentile

- Breaks down student distribution within each exam.

Remember, most items may have many versions, but not a lot of statistics.

The example above shows data for this item on a quiz, a re-test, and a practice viewing for an upcoming test.
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.

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

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

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

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)

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.

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

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 45.
Student Dashboard Views

Each student’s percentage will be different based on the percentage they have mastered in each area. They can click on each bubble to get detailed information which includes the exam, question number and ID, the number of questions mastered, proficiency which appears as exceeds, meets, below, and warning. The final column shows the percent mastered.

Clicking on Primary Discipline gives them detailed information connected to each primary discipline tagged on the exam question.

Opening the Primary Core Competencies shows the same information but broken down by the core competencies tags.
A question is considered mastered if 75% of the students got the question correct. The proficiency level is based on the percentage of questions mastered. The different proficiency levels are:

- **Exceeds**: 85-100%
- **Meets**: 70-84%
- **Below**: 50-69%
- **Warning**: <50%

Finally, opening the session outcomes provides the same information but shown by session outcome.
Coaching Instructions for eMedley

View the student reflections
a. Go to eKeeper
b. Click on the Reflections icon
c. You will see a list for your students’ reflections
d. Click on the name of the student you want to review
e. Click View at the top
f. This will take you to the screen showing the student’s reflection on the left and the note area on the right

Adding feedback to a reflection
a. Follow steps a-f above
b. Click on the icon next to “Be the first to make a note” under Recent Notes on the right
c. Type in your note or copy/paste from another document into the space provided
d. Click Post
e. This will post the feedback to the student to view

Viewing your assigned students’ grades
a. Go to eKeeper
b. Click on Students
c. Select one of your assigned students from the list on the left (you can enter the last name of the student into the search field at the top of the list and hit enter on the keyboard to filter for that student in the list)
d. Click the Snapshot icon on the right side of the student’s profile
e. This will take you to their grades. Clicking details next to a grade will provide individual scores in the course.

If you are also a preceptor, you will need to make sure you are logging into the system under your faculty account not your preceptor account. If you login and are in the preceptor account, you can switch accounts by:

1. Click the dropdown arrow next to your name
2. Select Switch User
3. Pick the user from the dropdown that does not include a P after the last name
4. This should ensure you are in as an instructor versus preceptor
You can pull your own faculty evaluation results from eMedley. To do this:

1. After logging in to eMedley, go to evaluate.

2. In evaluate click on the icon Reports. You may need to scroll down to find this.

3. Find and select Faculty Evaluation Response Frequency Details About Me. Your list of reports may appear different since this is based on individual access.
4. After you have highlighted this report, move to the top left corner of the screen and click on View. This will open a new window. From the Form drop down menu select either Faculty Feedback type A (faculty teaching in a course) or B (faculty teaching in anatomy labs) or Instructor Evaluation (WebEx) for courses taught via WebEx.
5. Select the course you want to review or you can select all the courses you have taught by clicking in the assignment box. (You will only see courses in which you have taught and only the courses for the year you are viewing in eMedley.)

6. After selecting the course(s) click on filter at the bottom left of the screen.

7. This will open the evaluation(s) for you to review. From this point you can view them on the screen, print them, save them as a PDF or export them to Excel.