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. 2026-2027 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 several Actions: Mark All as Read, Mark as Read, Mark as Unread, Archive, 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. NOTE: Documents for Regulations or Training generated by the system should not be edited.
   d. To delete a document, highlight the document from the list, click the Actions dropdown button, select Delete. Click OK to confirm. NOTE: Documents for Regulations or Training generated by the system should not be deleted.
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 showing assessment and a button at the top that says "Toggle Listing" to see a list of the submissions. This listing can be downloaded to Excel for further analysis.
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 Years 3 and 4 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)
6. Click Save 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. <u>Rotations will not be added until the schedule has been approved and published for that rotation.</u>
5. You can click the binoculars icon to view scores that make up the final score for a course/rotation.
   a. To see the actual grade form that the preceptor submitted on you, click on the grade link next to the magnifying glass. In the pop-up window, you will see the completed grade form. If there more than one form is completed on you, there will be tabs across the top of the page to use to navigate between the grade forms.
   b. 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 Snapshot area.
6. To see OPP Quiz scores, at the top of the Snapshot, click the Assignment Grades button. This will open a screen showing each quiz score.

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 grade link next to the magnifying glass 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.

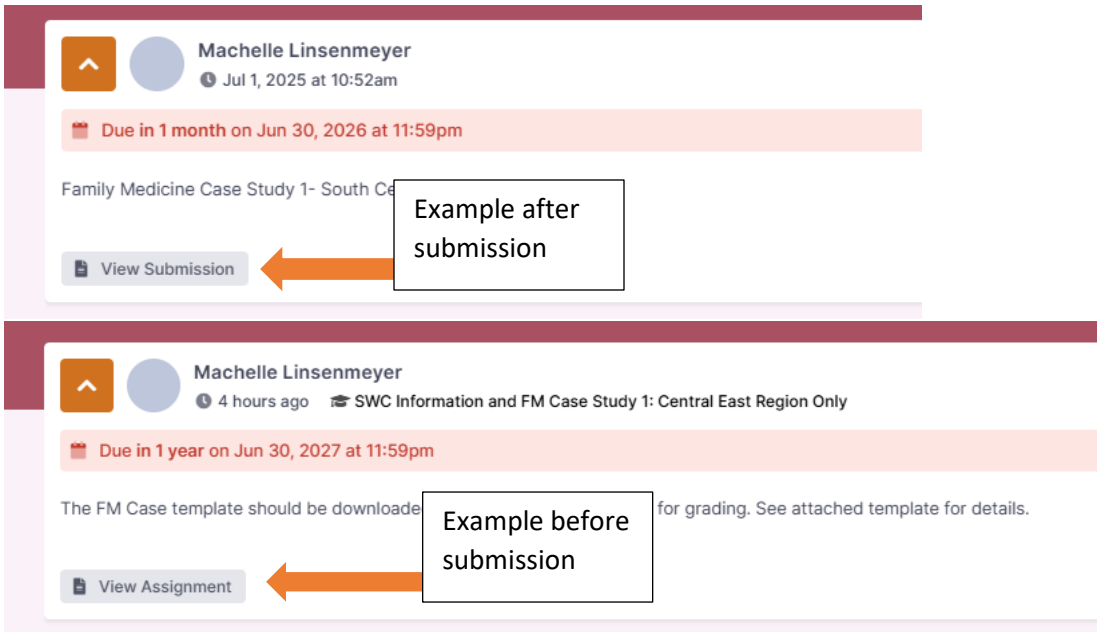
Viewing Case Study Scores and Feedback (official instructions for upload will be in the appropriate regional section)

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 modify the case and upload a new file with the words "REVISED" in the filename.

Viewing FM Case Study or Stookey Scholarly Activity rubric/feedback in educate

1. Hover over Didactic on the top navigation bar and select Course Feed under educate.
2. In the Course Feed, type "case" or "Stookey" in the Search posts bar at the top of the screen.

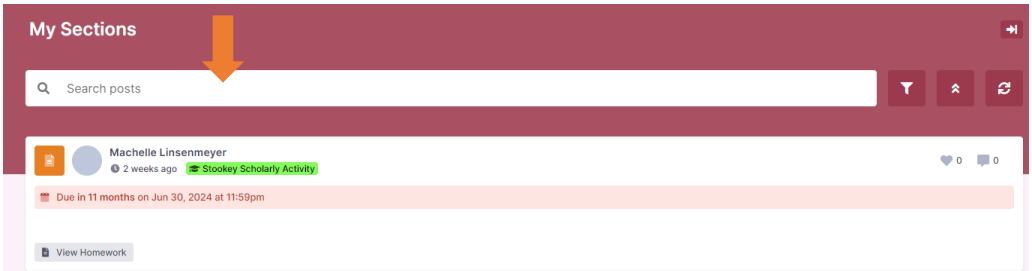
3. You will see a Homework item as shown below. Click the View Submission icon (NOTE: It will say View Assignment until you have a submission).



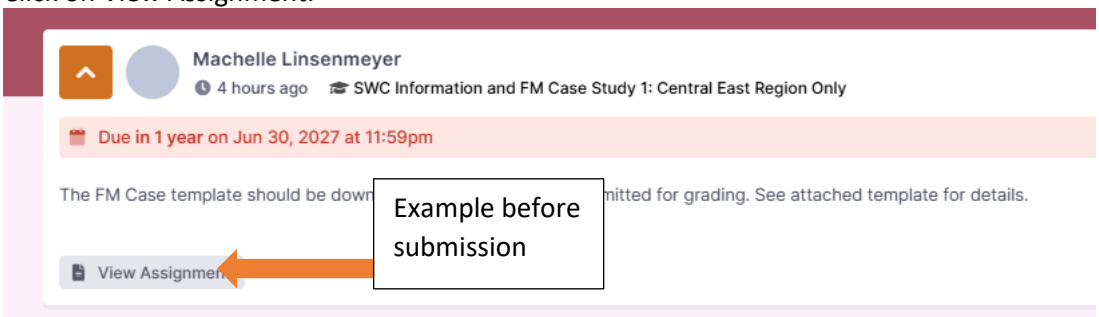
4. The rubric will be displayed at the bottom of the submission.
5. The shaded bubbles on the rubric correspond to the level that you got in each row/category. The comments to the right are comments for that particular row/category. On the bottom under General Comments, you will find the overall comments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

Uploading and Adding Your FM Case Study or Stookey Scholarly Activity in educate (official instructions for upload will come from OPP)

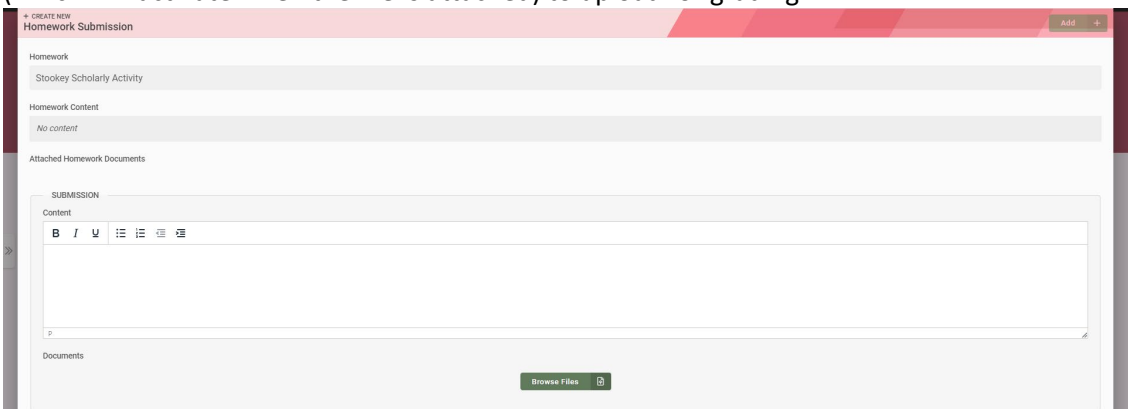
1. Hover over Didactic on the top navigation bar and select Course Feed under educate.
6. In the Course Feed, type “case” or “Stookey” into the Search posts bar at the top of the screen.



2. Click on View Assignment.



3. 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.



4. Once graded, you will use the instructions under “Viewing FM Case Study or Stookey Scholarly Activity rubric/feedback in educate” to view your grade/feedback.

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.

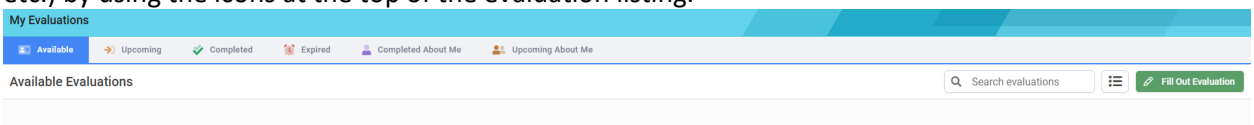
Viewing OSHA/HIPAA Certificates

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.

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

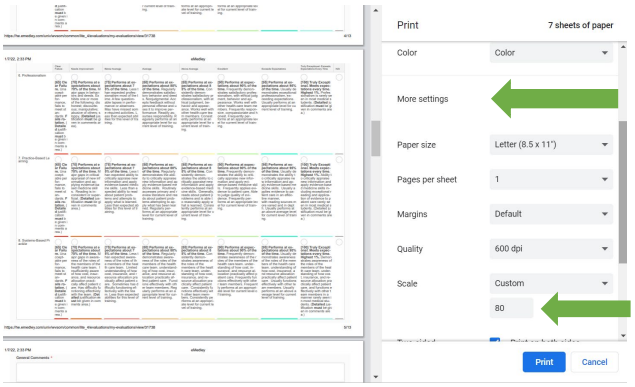
It is best to encourage preceptors to complete forms in the system. However, if a preceptor prefers or needs to fill out a paper copy of the form and send it in, you can: **IMPORTANT: you should never fill out a form and mail it in for a preceptor. Just provide them with the blank form and leave it to 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 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 3rd Year Rotations for all 3rd year rotations)
4. Select a site or preceptor or rotation by clicking the dropdown and picking one from the list. You can also start typing the name in the appropriate field to search for one.
5. Click 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 3rd Year Rotations)
4. Select a Preceptor Specialty or Rotation by clicking the dropdown for either and picking one from the list. You can also start typing a specialty in the field to search for one.
5. Select a State and/or City by clicking the dropdown for either and picking one from the list.
6. Click Apply.
7. The next screen will list all preceptors that meet the search criteria. To view ratings and comments for that preceptor, click on Details. **Again, it may be useful to switch to a previous term for more robust results.**

Clinical

Viewing your schedule (no details)

1. Hover over the Clinical icon on the upper nav bar select My Schedule under edusched 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)

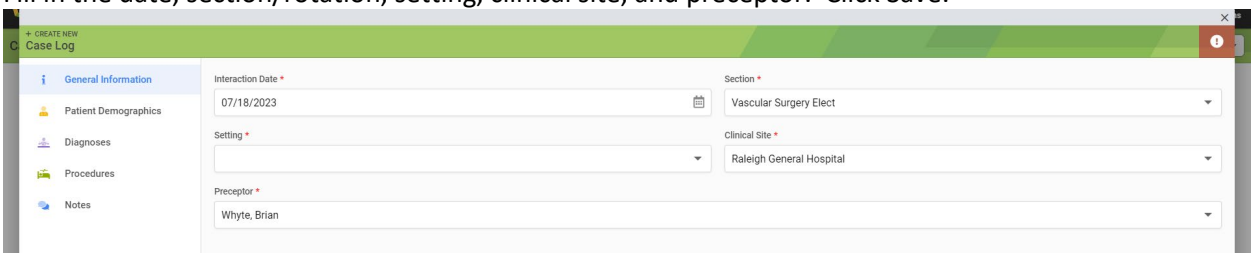
1. Hover over the Clinical icon and select My Schedule under edusched.
2. Right Click on the page.
3. Select Print or Save As from the pop-up menu.

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

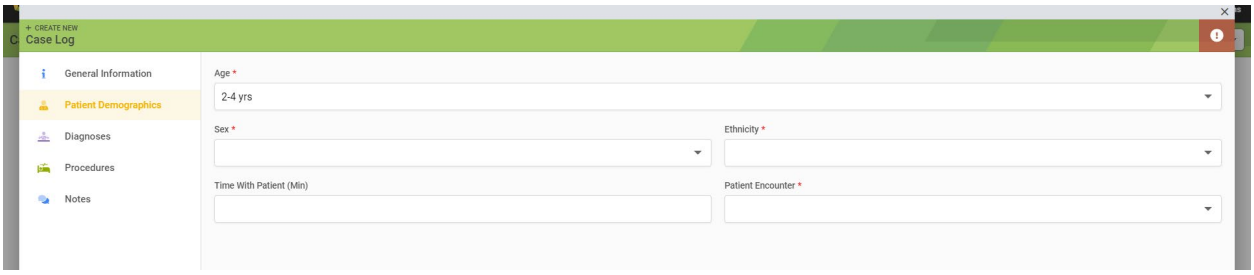
1. Hover over the Clinical icon and select Schedule Reports under edusched.
2. Click on "Student Clinical Sites and Preceptors".
3. You can then view the schedule with contact information, export/print it by clicking the Export icon at the top of the schedule and exporting it to Excel or CSV then saving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

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

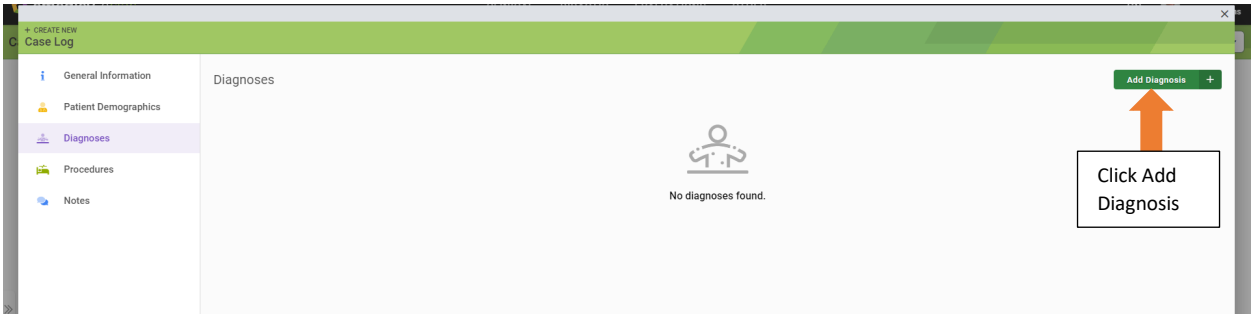
1. Hover over the Clinical icon on the upper nav bar select Case Logs under eClas.
2. Click on the green +Add icon.
3. Fill in the date, section/rotation, setting, clinical site, and preceptor. Click Save.

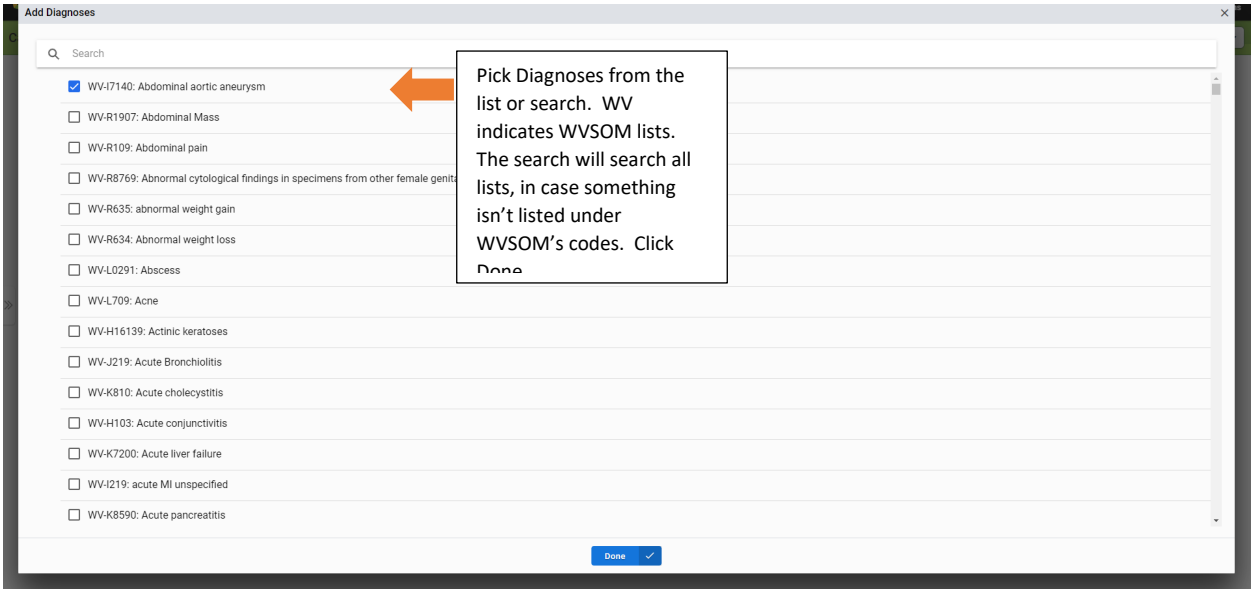


4. Click on Patient Demographics on the left navigation. Fill in age, sex, ethnicity, and patient encounter. Click Save.

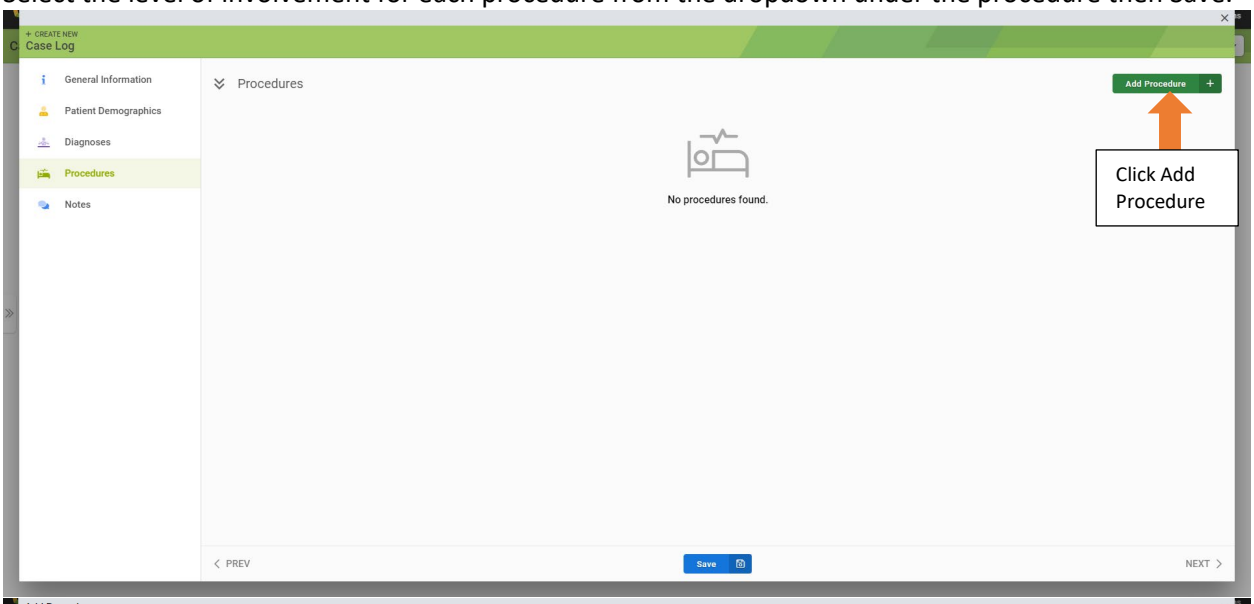


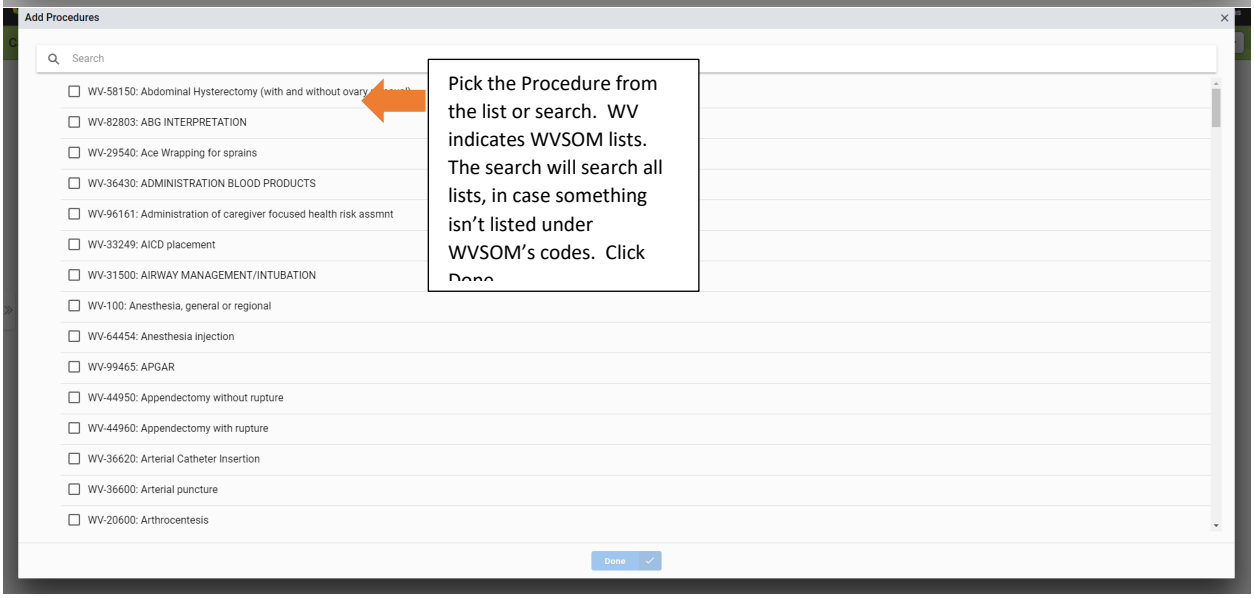
5. Click on the Diagnoses tab on the left navigation. Click Add Diagnoses. Select all diagnoses and click Done then Save.

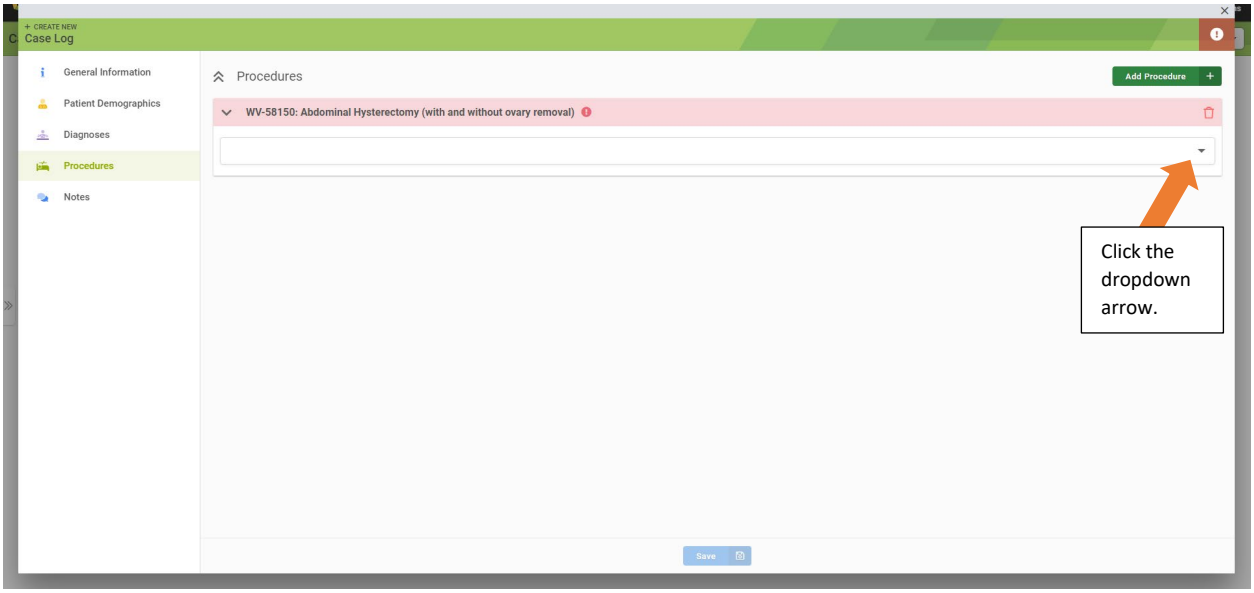




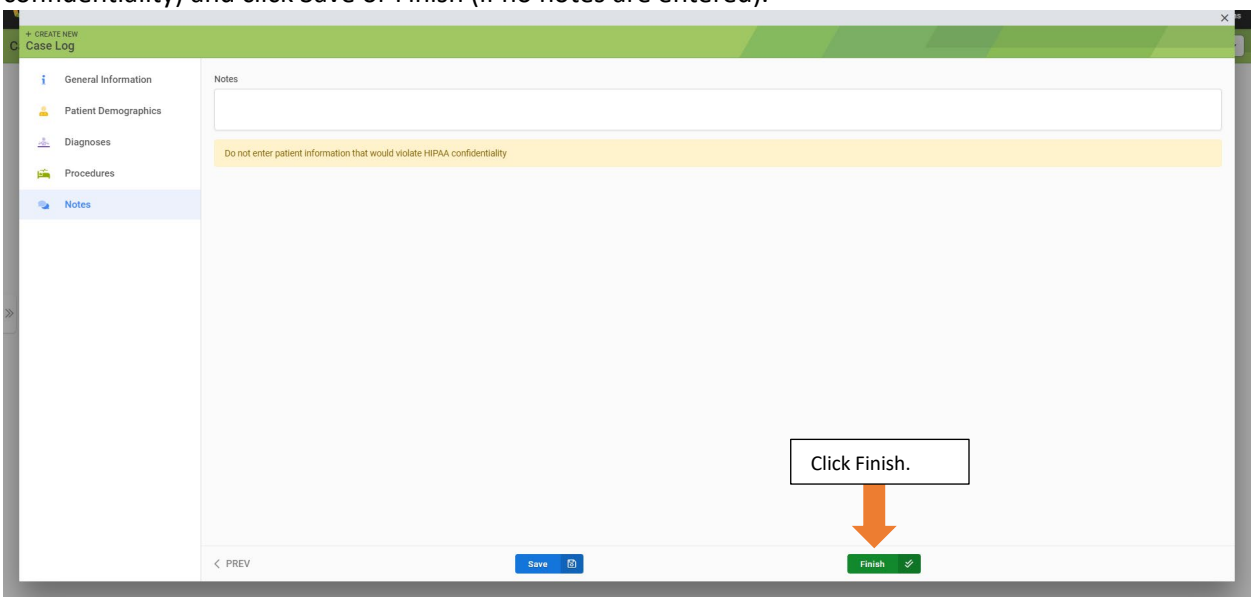
6. Click on the Procedures tab on the left navigation. Click Add Procedures. Select all procedures and click Done. Select the level of involvement for each procedure from the dropdown under the procedure then Save.





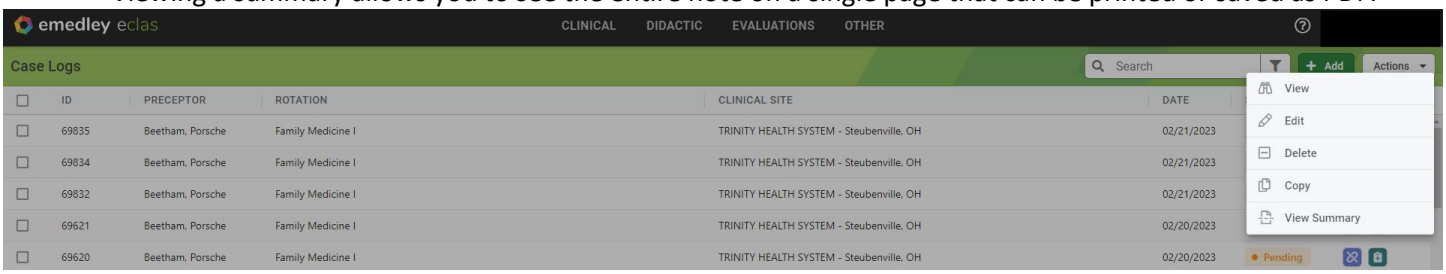


7. Click on Notes on the left navigation. Enter any pertinent notes (ensuring that you do not violate HIPAA confidentiality) and click Save or Finish (if no notes are entered).



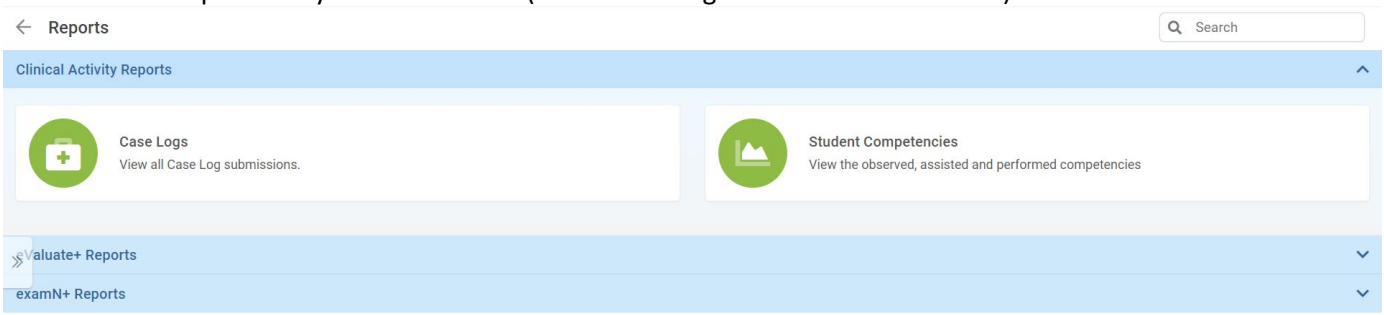
Modifying or Editing Case Logs

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

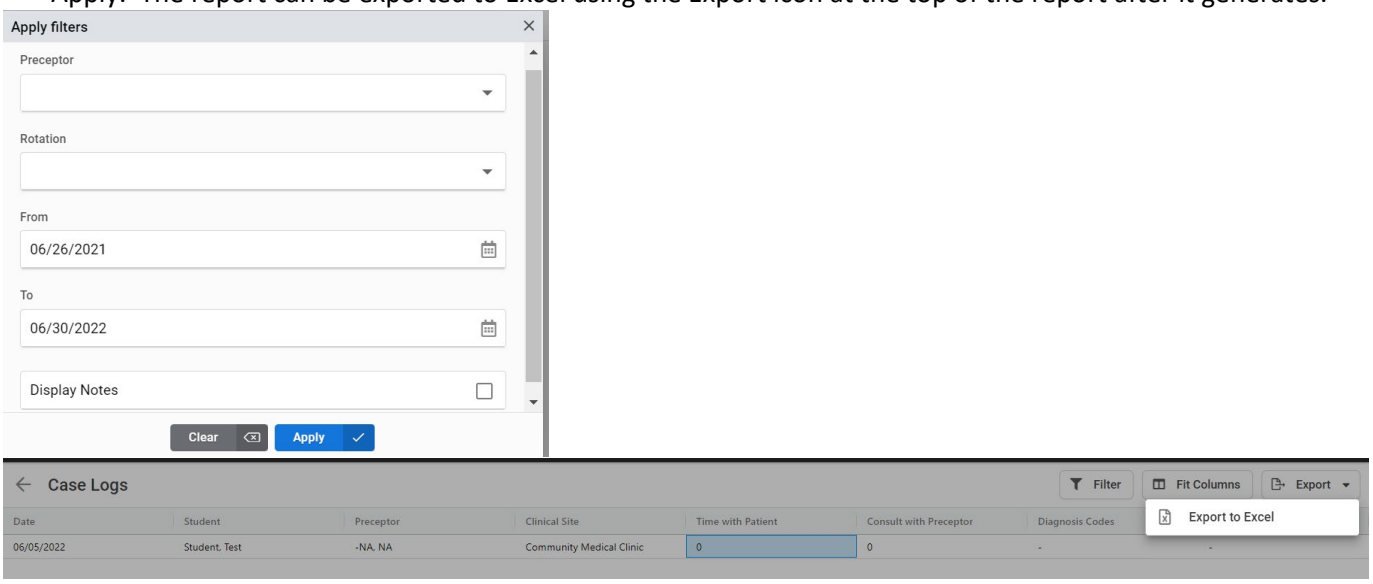


Reviewing Your Clinical Activity Reports or Case Log Summaries

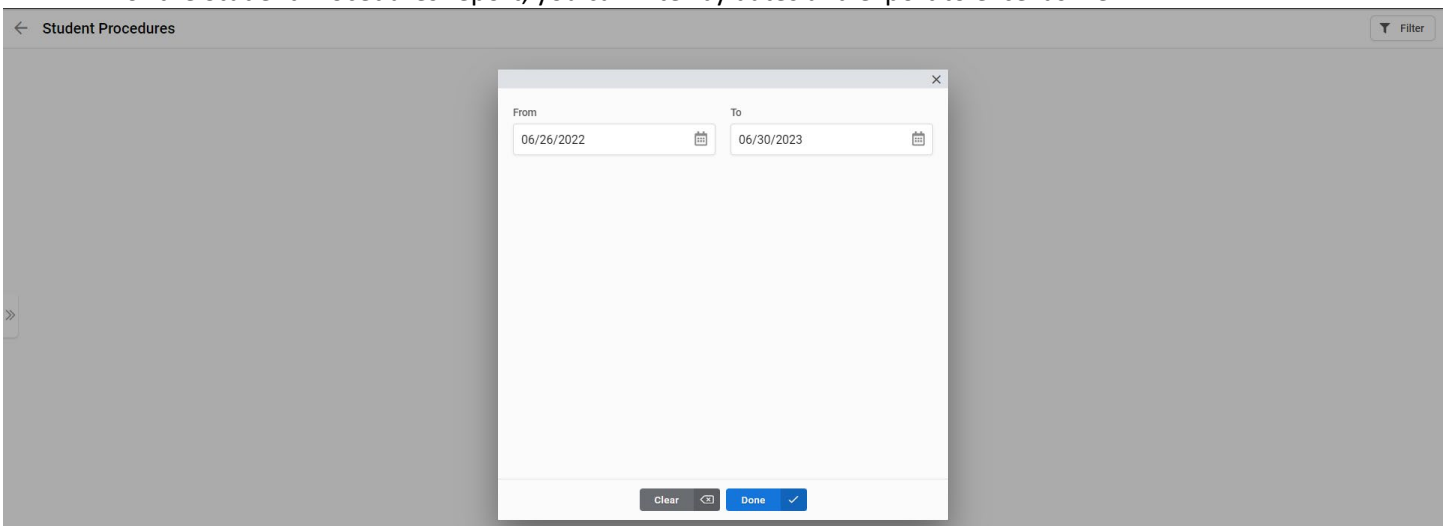
1. Hover over the Clinical icon on the upper nav bar select Clinical Activity Reports under eClas.
2. Select the report that you want to view (either Case Logs or Student Procedures).



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.

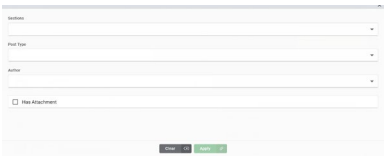


Didactic

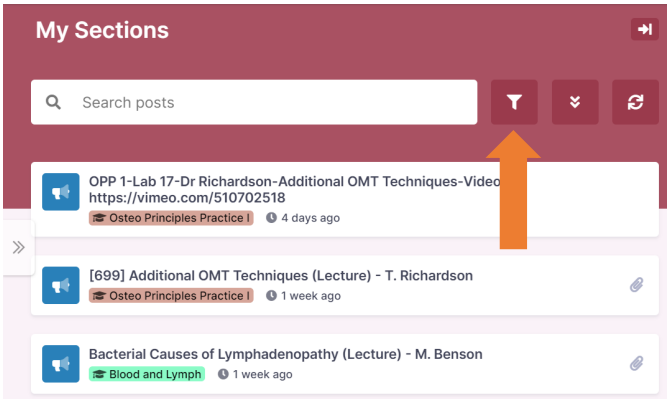
This area of the system will be used only a little in Year 3. You will go here to find and complete the OSHA and HIPAA training, overall statewide campus information, specific regional information (including family medicine case and stookey scholarly activities), and OPP module information. There may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

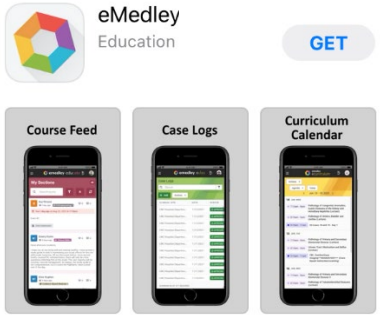
1. Hover over Didactic and select My Tests under ExamN.
2. Click on an exam or quiz.
3. Click the Take Test icon to start the test.

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

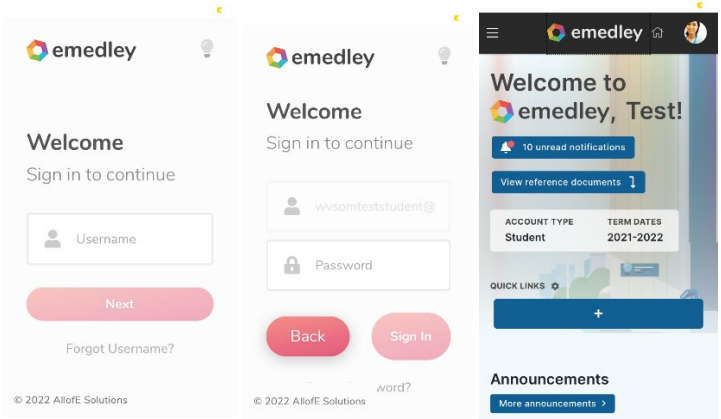
eMedley App

Downloading the eMedley app

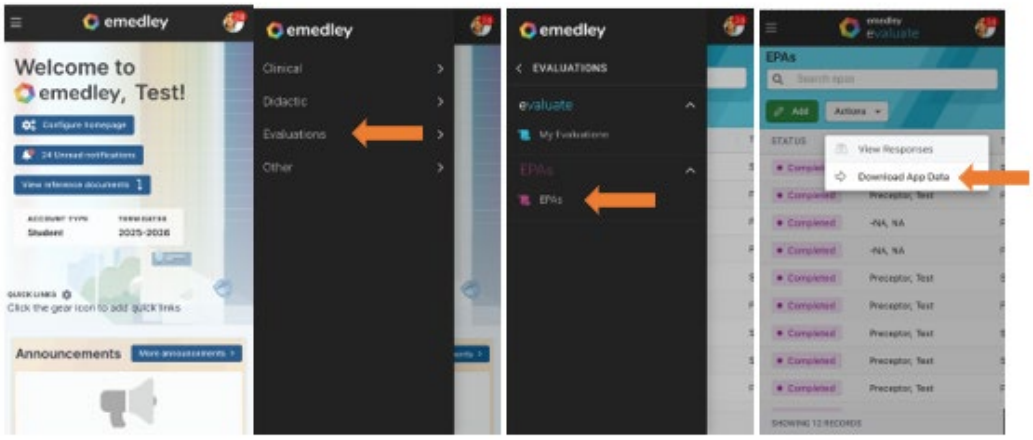
1. Go to your mobile app store and search for “eMedley”. Download the “eMedley” app.



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

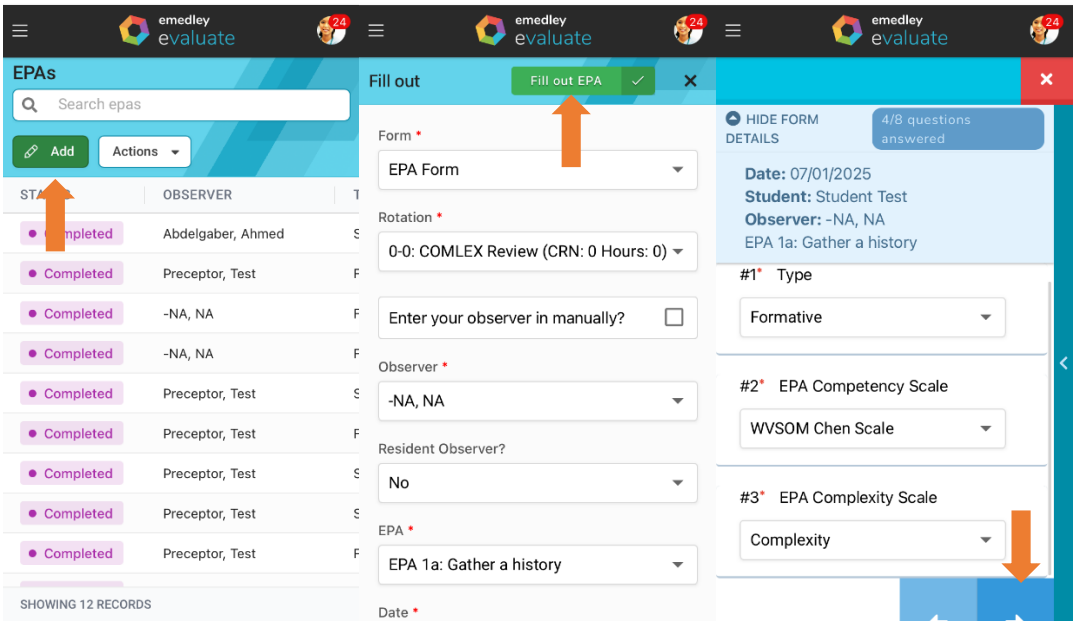


3. If you get a message that says “You must import data before continuing” or if you need to import offline data, click on the menu icon dropdown arrow in the top right, click on Evaluations, click on EPAs, click Actions, and then select “Download App Data”.

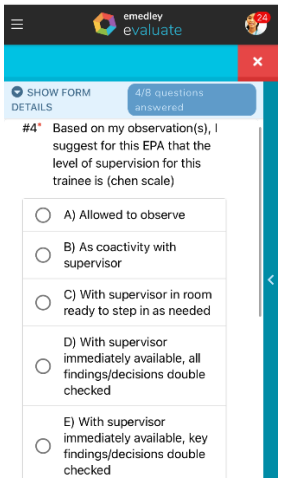


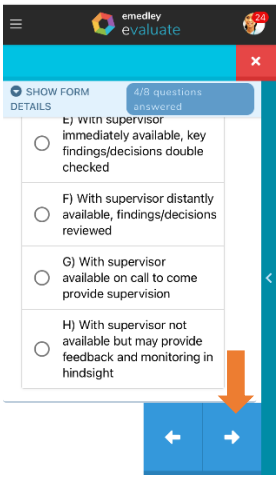
Recording EPA Assessments Using the eMedley app

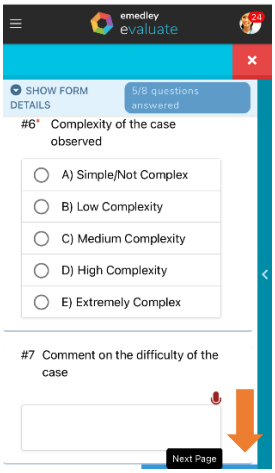
1. To start an EPA, follow the instruction above to get to the EPAs screen. Click on the green +Add button. On the next screen, leave form as “EPA Form”, select your rotation, select the observer (this should always be the preceptor you are scheduled with; never enter an observer manually- if you are 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.

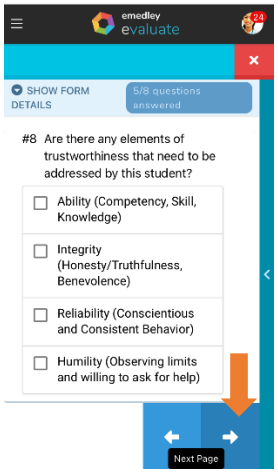


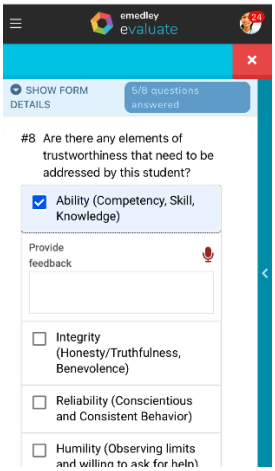
2. The observer should do the following: Select the level of supervision and click Next. Select the case complexity and click Next. Select any elements of trustworthiness that need to be addressed and select Next. Enter the final Overall Comments, select Sign & Submit, add name, email, and signature,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

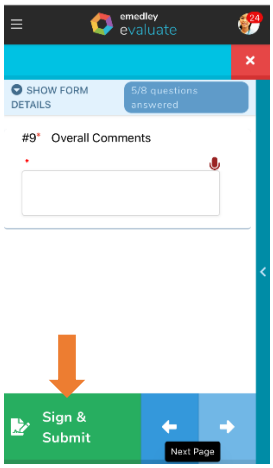


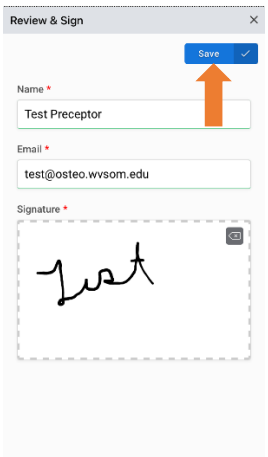




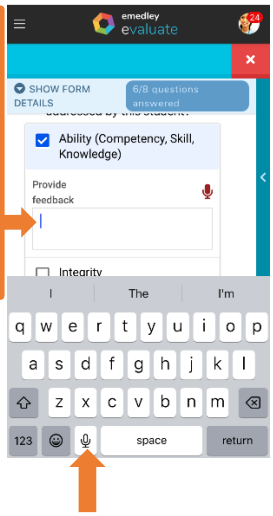


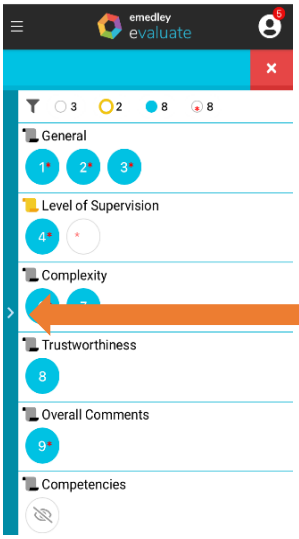






There are multiple places in the app where comments can be entered. To enter comments, click in the comment area then use the microphone on the keyboard to dictate feedback into the space. As you speak orally, the system will type

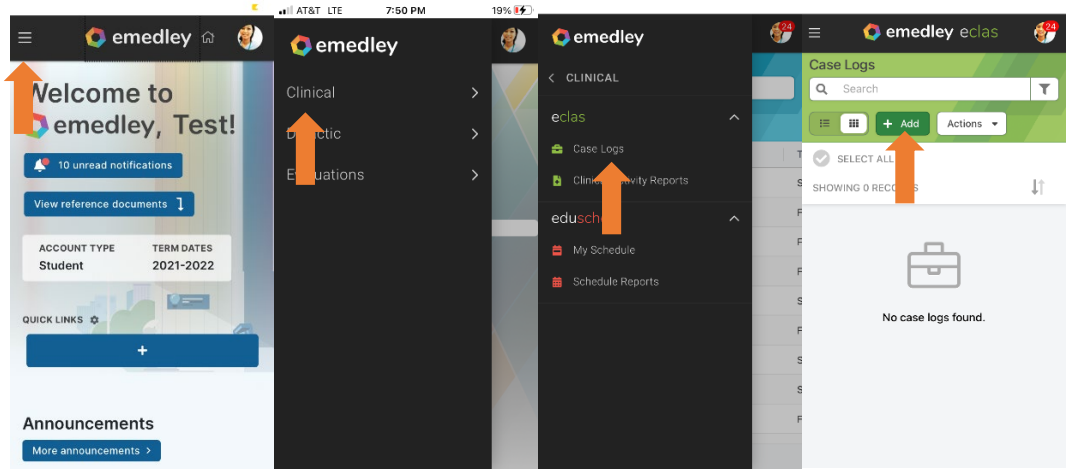




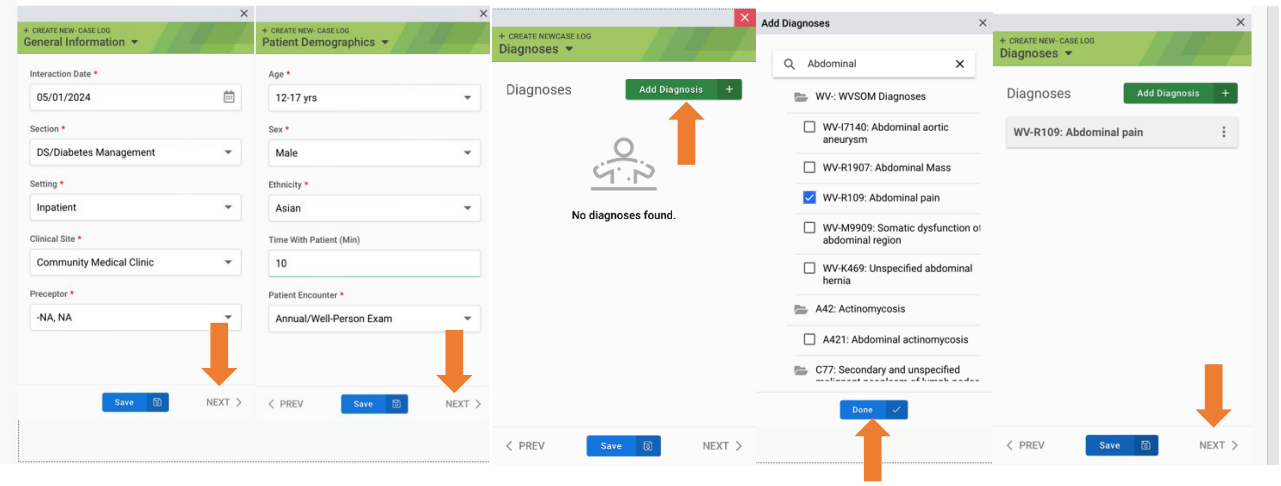
Use navigation bar to go between pages

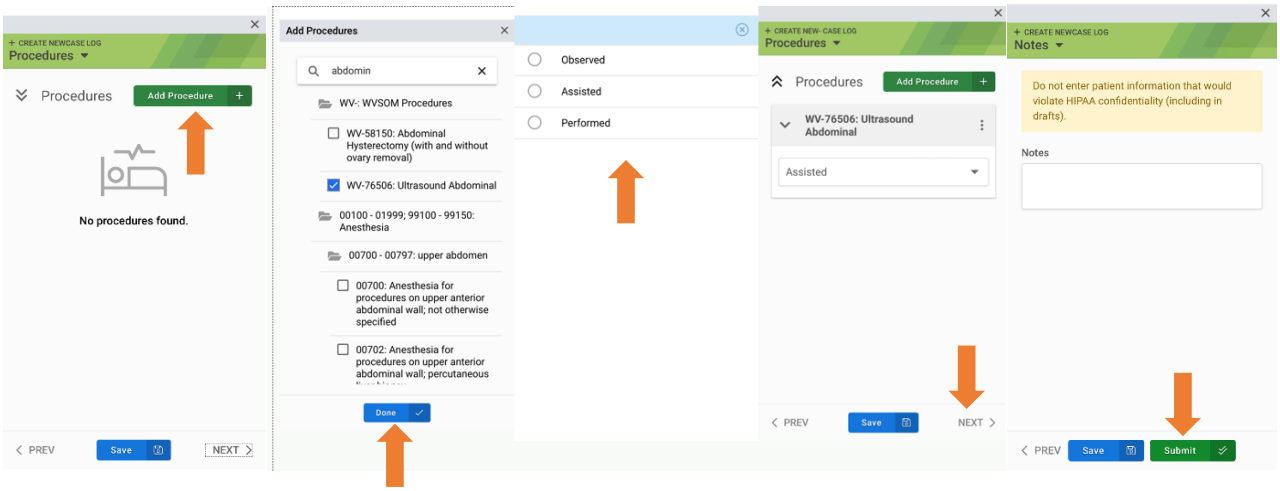
Using the eMedley app for Case Logs

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



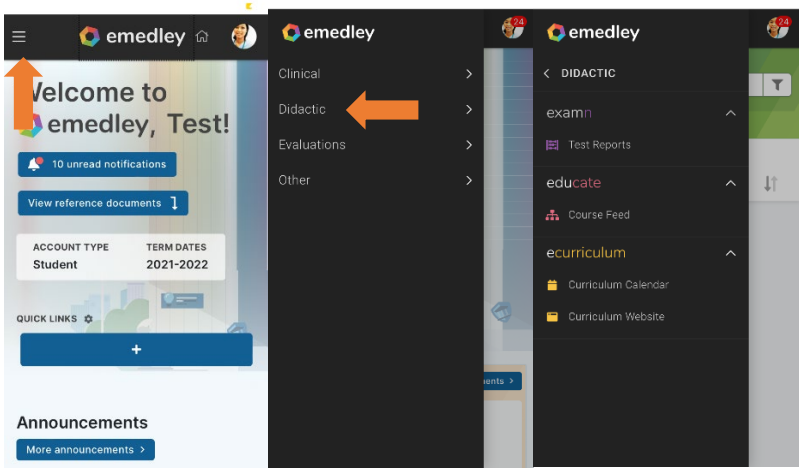
2. Enter the required information on each screen and Submit.





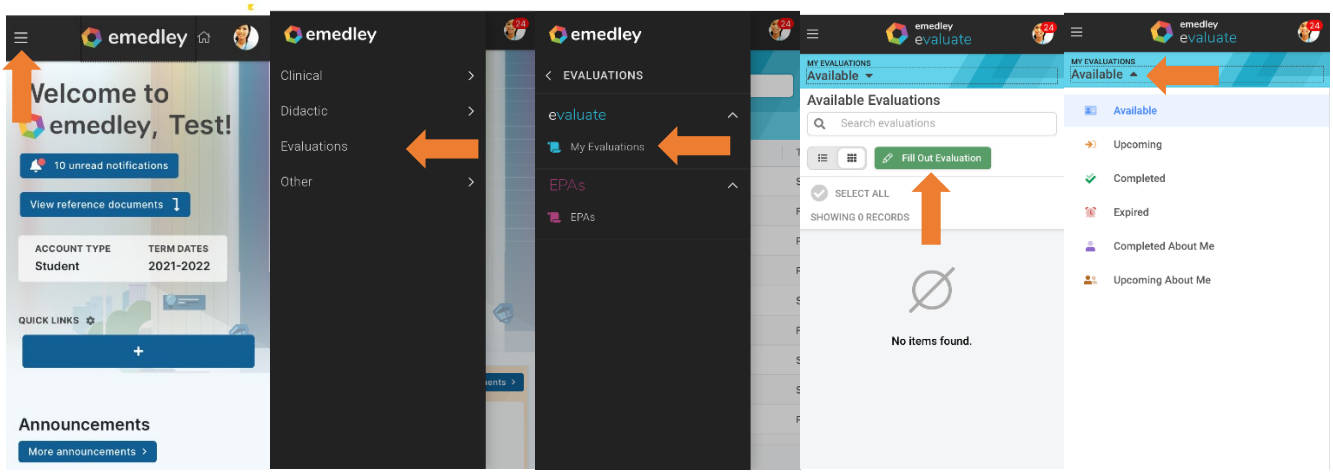
Using the eMedley app for Didactics (e.g. finding key documents, assignments, or quizzes/exams)

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.



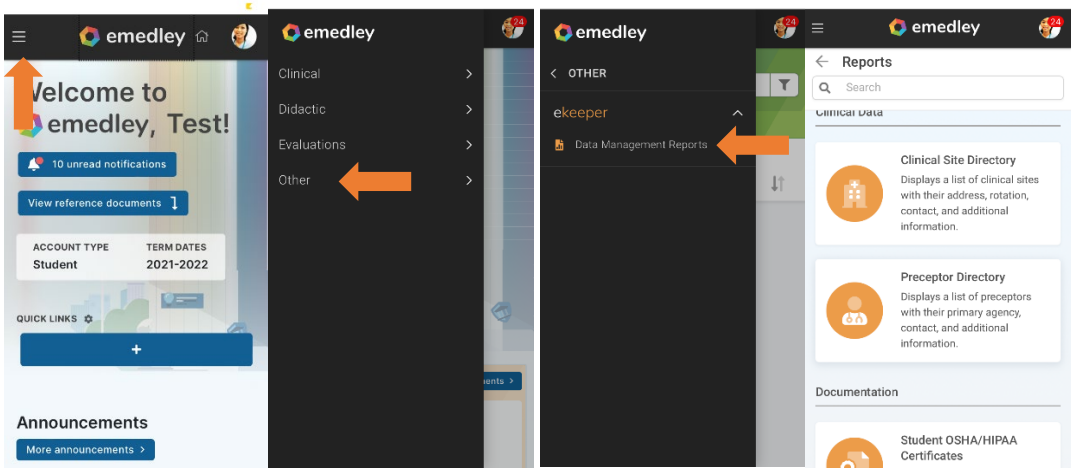
Using the eMedley app for Evaluations

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

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