Student Guide to eMedley

WVSOM

July 2020

General Information for eMedley

eMedley is the Academic Management System used by WVSOM. There are multiple applications that you will be using within eMedley. Each will be discussed in this manual.

Logging into eMedley

You must use Google Chrome.
1. Login at https://he.emedley.com/wvsom using your WVSOM email and password. Be sure you are using your entire email address.

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

1. Once you have logged into eMedley, you can access some settings and navigation tools by clicking the dropdown arrow next to your name in the upper right hand corner of the screen.

   a. The Bell icon (next to your name) will take you to your Reminders (you may not see this unless you have reminders)
   b. The Green Bar (below your name) will display the amount of idle time you have left before being logged out of the system.   You can click this bar to reset your time.
   c. The Home icon will take you back to the initial opening page.
   d. The lock icon is your personal Account Information.
   e. The Switch Terms icon will allow you to go back and forth between years (if you have been at WVSOM more than one year).
   f. The Arrow icon will allow you to Logout of the system.

2. To access applications in eMedley, click on the three stacked boxes on the left navigational bar (left side of the screen).
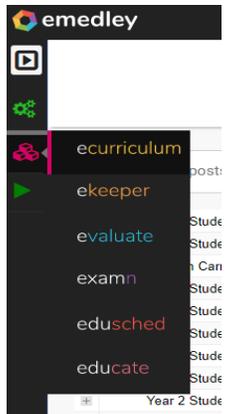
1) eCurriculum allows you to access the Calendar as well as the overall curriculum for your specific year.
2) eKeeper provides you with access to your My Dashboard area with snapshot/grades, reflections, account information, CV, etc.
3) eValuate is the area you will use when completing various evaluations of your courses, faculty, etc.
4) examN provides access for completing quizzes and exams.
5) educate is where you course material resides including syllabi, handouts, and audio or video recordings of lectures.

Instructions for each of these areas are provide in specific handouts.

Using eCurriculum

<u>Calendar Features</u>

The Calendar features of eMedley will be some of the most used parts of eMedley for you as a student. You can print and export the calendar, but you can also view the calendar from your Outlook account this will be a live view that includes all updates as they occur. If you would like to subscribe to the calendar from a personal calendar rather than the calendar connected to your college email, please see Appendix B.

The calendar is color coded so you can see at a glance what type of sessions are occurring each week. Here is the chart for the color coding.

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)

Printing and Exporting a Calendar

1. To print a calendar (Applications- eCurriculum- Calendar),
   a. Select what you want to print (e.g. day, week, month)
   b. Click the print icon in the upper right corner of the screen
   c. Click the print icon in the upper left of the window that opens
   d. Select the print options that you want and click the Print button

2. To export from the calendar (NOTE: Exporting a calendar will just give you a snapshot of the calendar. To import the calendar so that you get live updates when changes are made in the system, you will need to Subscribe to the calendar using the instructions in the Appendix B or refer to your WVSOM outlook account),
   a. Click the Export icon in the upper right corner of the screen
   b. Put a check next to Limit Date Range, if you only want to export a certain number of days then select the start and end date for the range
   c. Click Export
   d. The file will open in the bottom left corner of the screen. Clicking Open will open the file in your Outlook calendar. Click Show in Folder will open the file in your explorer where you can Save it or use it for import into another calendar

e. When you are done with the export, click Cancel on the Export Events dialog box to close it.

Viewing and Searching the Calendar

1. Click the Applications icon on the left (three stacked blocks) and select eCurriculum
2. Click on the Calendar
3. Browse to the session that you want to view and click it once to open it
4. Close session item by clicking the X in the top right corner of the screen to return to the calendar
5. You can search the curriculum as follows:
    a. From the calendar, you can click the search button in the top right of the calendar
    b. Enter a key word or words for the item you are looking for or enter the course number and click OK
    c. This will open a results screen with all events that have that key word or words or course number associated with it
    d. Click once on an event to open it and see any information, attached documents, etc.
    e. Click the X in the upper right corner of the screen to close each window and return to the calendar

Downloading Course Material from the Calendar

1. Click the Applications icon on the left (three stacked blocks) and select eCurriculum
2. Click on Calendar
3. Browse to the session that you want to view and click it once to open it
4. Right click on the file link and click Save Link As
5. Browse to where you want to save it on your computer and click Save.
6. NOTE: Videos cannot be downloaded for copyright reasons.

Viewing Videos in eCurriculum

1. Go to eCurriculum- click Calendar
2. Select your Class
3. Click Schedule- go to the date/time/lecture that you want to view
4. Click on it to open it
5. Click on the video link- this will open the video in a new window
6. To go to full screen: click the icon next the title on the gray bar of the window that looks like a box with an arrow pointing through the upper right corner- this will take the video to full screen. You can then double click on the video (PC) or triple click on the video (MAC) to open it full screen. Click ESC to return.
7. You can also change the speed of the video by downloading a video controller such as Chrome extension like "Video Speed Controller Chrome". Refer to Appendix A for full instructions on adding this video controller to Chrome.

You can also view videos from educate which provides additional search features.

Using Educate

Finding the Syllabus and Overall Course Documents

1. Click the Applications icon (three stacked blocks) on the left navigation bar and select educate
2. Click on the Sections (Blue Bar with three people icons) on the right side of the screen.
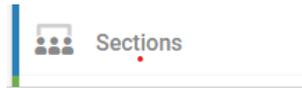

3. Scroll down to find the course that you want.
4. Click on the documents icon (two stacked pieces of paper).
5. This will open a pop with all documents available to view or download. Click the eye ball to view the document or box with down arrow to download it to your computer.

Finding Specific Information

1. Click the Applications icon three stacked blocks) on the left navigation bar (and select educate
2. Click the funnel icon to search by type of content, section (course), author, or content.
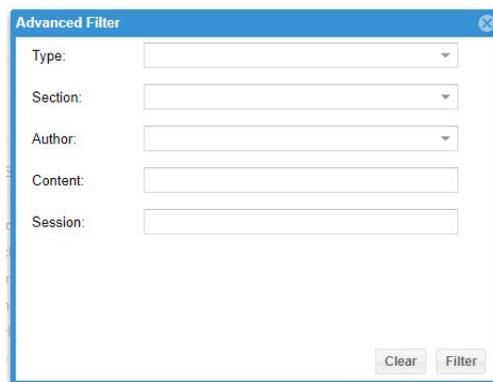
    a. Searching by type allows you to look for announcements, homework, test, etc.
    b. Searching by section allows you to click on a specific course that you want to view.
    c. Searching by author will not be as helpful since most faculty do not post their material into the system.
    d. Searching by content allows you to search for a specific topic e.g. antimalarial etc. Or if you want to see all the videos you can type in video under content. This will display all

videos in chronological order. NOTE: Searching content can be done from the main search bar as well.

e. Searching by session will allow you to find items posted for a specific lecture/session by typing in a word or words contained in that lecture/session title.
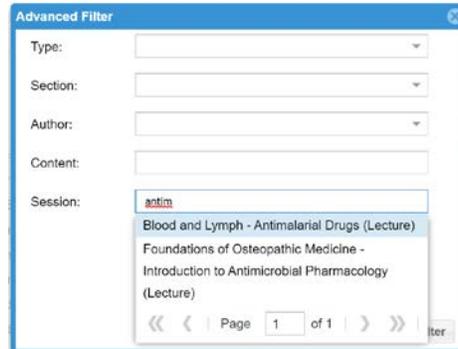

3. After selecting an item in the Advanced Filter area, click Filter to complete the search. This will provide a list of items based on the filter criteria that you selected.
4. Items will be listed in the feed in a collapsed format, click on the + sign next to an item to open a window that will allow you to see the material or links available.
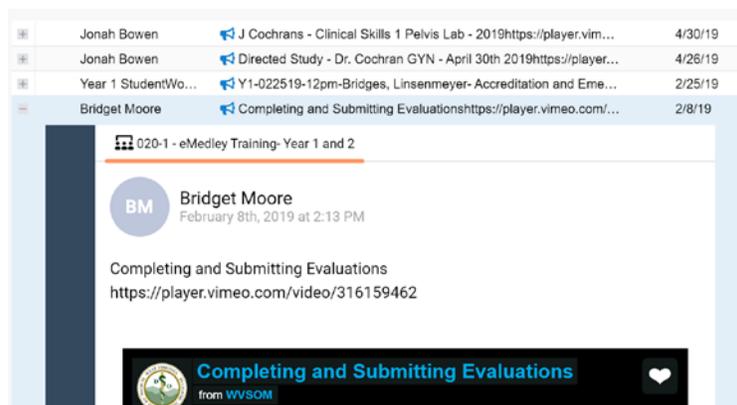

Changing how material is displayed

Material is displayed in educate in a condensed/collapsed view. Clicking on the + sign beside the name will open the window to the content. You can change this view to "Feed View" or expanded view by clicking on the file box looking icon at the top right of the search window.
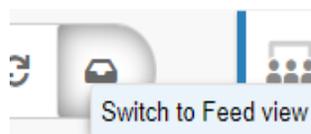
This will show you all information and the link to the materials as shown below.
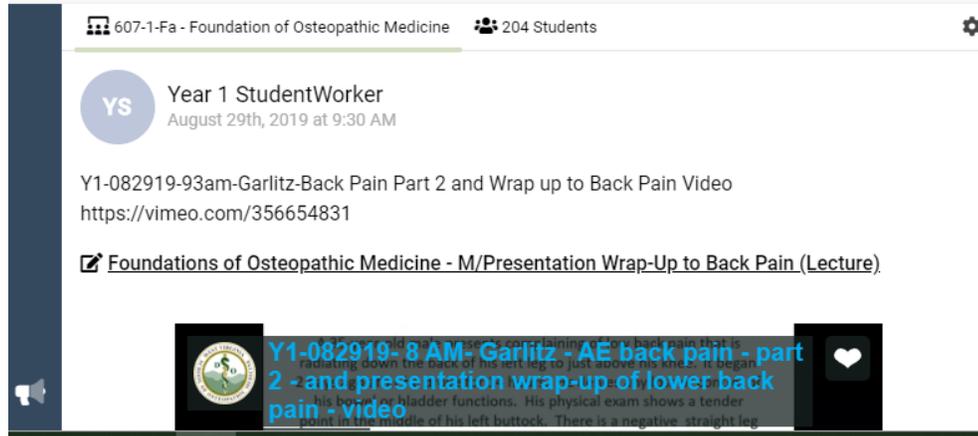
Viewing Your Grades

You can view your grades from educate by clicking the Grades icon on the left side of the screen under Sections. This will expand to show your grades in each course. You can click on the letter grade to open to a screen with more details about your grade and all components of your grade.

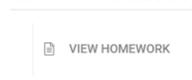### Submitting Homework

1.   In Educate, filter for homework assignments by typing in Homework in the search bar.
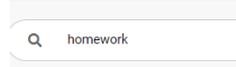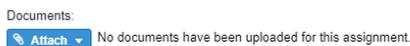

2.   This will show you all the homework assignments. Scroll to the one you want and click on the plus sign beside the name of the homework.

3.   This will open the homework assignment.
4.   Click on the View Homework link.

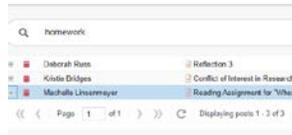5.   This will open a window that allows you to upload your homework file.

6.   After you have uploaded your file click submit in the bottom right of the screen.

Viewing Feedback on Assignments/Homework

1.   Go educate and in the search bar type in Homework. This will pull up all homework assignments.

2.   Click on the *plus sign* beside the homework you want to view and when this is expanded click on *View Homework*.
3.   In the bottom left corner click on *View Rubric*.

4.   Under general comments you will find any feedback you may have received on the assignment.

Viewing Videos

1.   Go to educate- use the funnel next to the search space to filter for a specific course/section then enter "vimeo" in the content area (this will open all videos for that course/section)
2.   Find the video you want to view- double click on the video (PC) or triple click on the video (MAC) to open it full screen. Click ESC to return.
3.   You can also go to full screen by clicking the full screen icon next to HD in the video box.
4.   You can also change the speed of the video by downloading a video controller such as Chrome extension like "Video Speed Controller Chrome". Refer to Appendix A for full instructions on adding this video controller to Chrome.

Using Evaluate

Student Instructions for Completing and Submitting an Evaluation

1. The easiest way to get to evaluations that need to be completed is to click the bell next to your name after login. This will have a number beside it if you have any evaluations to complete or any other messages in the system.

2. You can also click on the Applications icon on the left (three stacked blocks) and select evaluate.
3. Click on Courses and Faculty Evaluations for evaluation of a course and faculty teaching in a course or Other Evaluations for other evaluations (e.g. orientation evaluations, Dean's Hours, special presentations, etc.).
4. You will see a list of evaluations to be completed on the "To Complete" tab and a list of evaluations that you have completed on the "Completed" tab
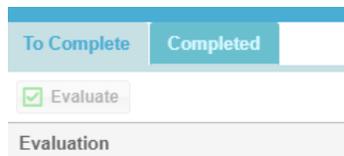
5. Click on the evaluation you want to complete and select the Evaluate button at the top of the listing. This will start the evaluation.
6. Complete the questions and press Save.
7. A Thank You screen will appear.
8. If you have more forms to fill out, select them from the left-hand side.
9. If you are finished filing out all evaluation forms, click the X in the upper right hand corner or click Go Back to Listing.
10. A confirmation message will appear. Click Send Evaluation only if you are completely done--- you will not be able to update or fill out any additional forms related to this evaluation.
11. If you need to finish filling out the forms, or modify your answers, click Keep as Draft.
12. You must click the Send Evaluation button to completely finish the submission process.
13. Be sure to complete the forms within the deadline provided.

Finalizing an evaluation after saving as a draft.

If you start an evaluation but do not fully submit it, the evaluation may show up on the Completed tab. You can reopen the survey and finish it by doing the following:
1. Click on the Applications icon (three stacked blocks) on the left navigation bar and select evaluate
2. Click on Course and Faculty Evaluations.
3. Go to the "Completed" tab.
4. Find the evaluation and click on it.
5. Use the "Mark as To Complete" button to re-open the evaluation (It will show up in the "To Complete" tab)
6. Go to the "To Complete" tab to edit and submit the evaluation

* Note: You can only re-open evaluations for the time they are available. For example, if an evaluation is set to open on 8/23 and close on 8/31, you can only re-open and submit it during that time.

Viewing Peer Evaluations

After peer evaluations have been completed and released, you can access your peer evaluation results by doing the following:
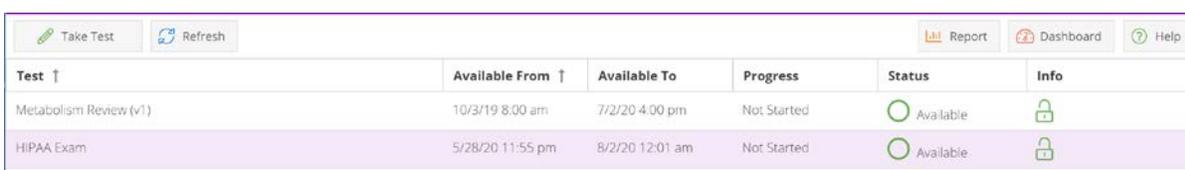
1. Go to evaluate
2. Click on Basic Reports
3. Double click on "Student Evaluation Response Frequency Details"
4. Select Peer Evaluation from the Form dropdown.
5. Select the Peer Evaluation- Fall (current year) checkmark under Assignments (it will appear once the form is selected).
6. Click Filter.
7. The results can be printed, exported to excel or exported to pdf, if desired.

ExamN

The ExamN section of eMedley will list any exams that you have available to you to take (both with and without security). Exams with security will be taken through the ExamN Browser (a separate application on your computer desktop).

To take an exam/quiz without security requirements:

1. Click on the applications icon (three stacked boxes) on the left navigation bar and select ExamN.
2. Click on an exam or quiz. The lock on the far right of each listed exam/quiz will tell you if it has security or not. If an exam does have security, you will login to the ExamN Browser at the appropriate date/time to take it.
3. Click the Take Test icon to start the test.

Test ↑	Available From ↑	Available To	Progress	Status	Info
Metabolism Review (v1)	10/3/19 8:00 am	7/2/20 4:00 pm	Not Started	○ Available	🔓
HIPAA Exam	5/28/20 11:55 pm	8/2/20 12:01 am	Not Started	○ Available	🔓

**Steps to get ready for testing through the ExamN Lockdown Browser:**

1. First, login to eMedley, click the applications icon (three stacked blocks) on the left navigation bar and select eKeeper. Click on My Dashboard. Select the My Settings tab. Scroll down to the Security area. Enter your ExamN password in both the New Password and Confirm New Password boxes. Click Save Changes. You can go to this location of eMedley at any time to set a new ExamN password. -----**NOTE: New passwords cannot be the same as a previous password. Also, the password will disappear from the fields but they are saved when you click Save Changes.**

2. Logging in the first time, make sure that you are connected to the internet. Use your WVSOM username and WVSOM password to login online.

3. The first time you use the new ExamN Browser you have to login first online and then offline. Going forward, the system will know whether you are connected to the internet or not and give you the appropriate login screen.---------**NOTE: Go ahead and login online and then disconnect from the internet and login offline (using the next steps) just to ensure everything is setup correctly.**

4. Close out of the ExamN Browser. Disconnect from the internet. Click the ExamN Browser to open it again. This time it will open you in the offline mode. The username will be your WVSOM email address and OFFLINE password (the password you set in eKeeper). This will take you to the area of ExamN to download the test. You can download any available tests.

5. Once the test is downloaded, you can click on it to take the test.

You have two logins for the ExamN Browser: 1) online- If you login to the ExamN Browser with an Internet connection (you will see the WVSOM logo), you will use your WVSOM email and password. 2) offline- If you login offline with no internet connection (no WVSOM logo will display), you will use your WVSOM email and the password you set in eKeeper.

Viewing Your ExamN Dashboard:

The ExamN Dashboard is a way for you to monitor your performance throughout the curriculum on competencies, disciplines, outcomes, content areas, etc. To access your dashboard:

1. Click on the applications icon (three stacked boxes) on the left navigation bar and select ExamN.
2. Click on the Dashboard icon on the top right corner of the screen next to Report.
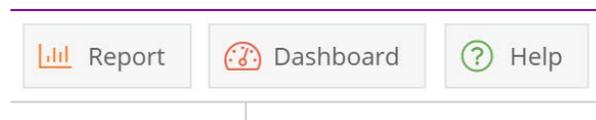
More information about ExamN, Taking both secure and non-secure exams/quizzes, and your dashboard will be provided by the Exam Center.

eKeeper

Viewing Your Student Dashboard

1. Click on the Applications icon (three stacked blocks) on the left navigation bar and select eKeeper
2. Click on the My Dashboard icon
3. The Overview and Student Information tabs across the top of the screen will display the student information that WVSOM has listed for you.
4. On the My Settings tab, you can select your default calendar view by clicking day, week, or month next to "Calendar View". You can also select the application that you would like to start in on login every time by selecting the appropriate application from the dropdown next to "Start Application".
5. The Immunization/Diseases tab will contain information on immunization records and certifications. This is not currently being used by the school.
6. Documents is an area where you may be asked to upload documents for rotations, research, etc.
    a. To add a document, Click the Add Document button, enter the date and brief description, and use the browse button to search for the document, select appropriate values in the type, and click Submit.
    b. To update a document, highlight the document from the list, click the Update button, makes changes to the document, and click *Save* to save the changes.
    c. To delete a document, highlight the document from the list, click the Delete button, in the pop up window, click OK to confirm.
7. CV is an area where you will provide documentation and noteworthy characteristics for your Dean's Letter.
8. The Snapshot icon on the right side of the screen will show all of your grades (including scores on individual components of a grade) as you progress through all four years of the curriculum.
9. EPA Submissions will be used in Year 3.
10. Reflections will be where you submit your reflections for the portfolios.

More information about the EPA Submissions and Reflections areas will be provided as you are assigned elements to complete in those areas.

Help and Support

The Office of Assessment and Educational Development maintains and provides support for all components of eMedley. If you need help, please contact:

Bridget Moore bmoore@osteo.wvsom.edu or via phone at 304-793-6587
Machelle Linsenmeyer via email at alinsenmeyer@osteo.wvsom.edu or via phone at 304-793-6871.

Additionally, most eMedley areas (eKeeper, eValuate, ExamN) have help videos and manuals. You can access these by clicking the videos or manuals icon within the area for which you need help. The green icon with a question mark in the on the left navigation bar of each area will also take you to the help materials.


Additional support materials are located on the WVSOM website at this link https://www.wvsom.edu/Programs/OAED/academic_technology_students. This includes written instructions and video tutorials.
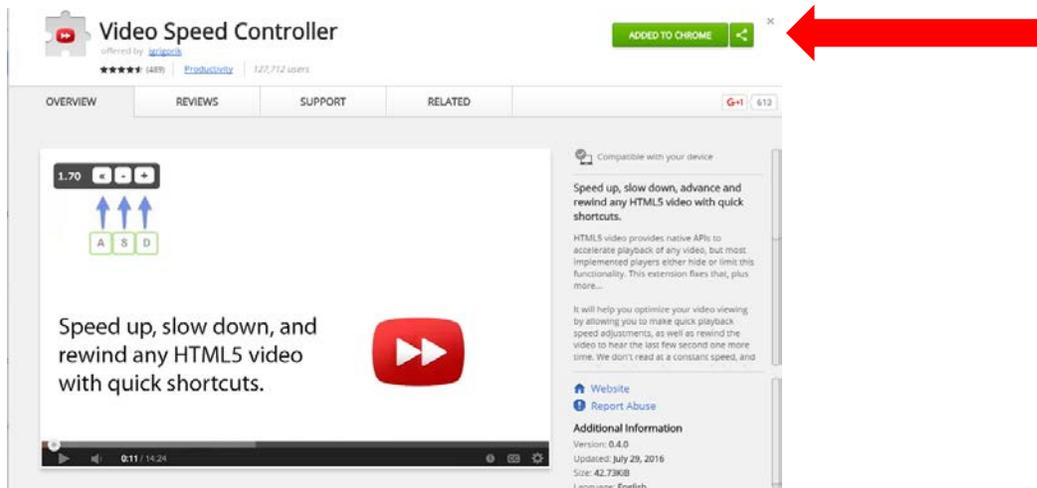
This information can also be found inside eMedley by searching in educate for eMedley under course sections.

Appendix A: Adding Video Controls to Chrome

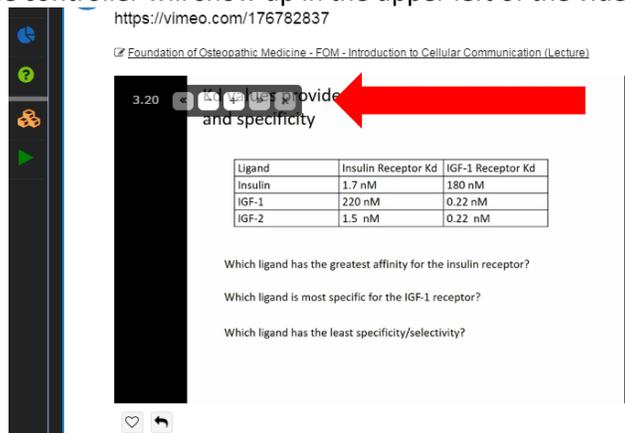Search for the extension "Video Speed Controller" in Chrome- Click the link
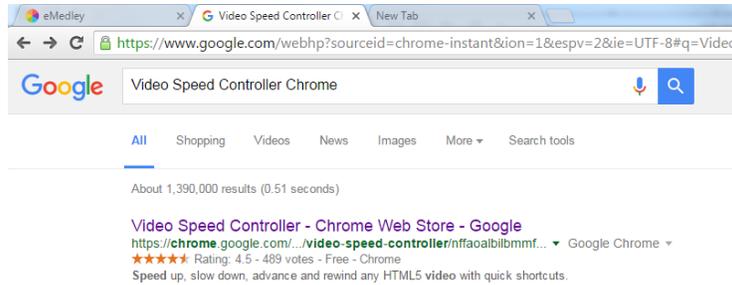
Click the green button in the upper right of the screen to add the extension
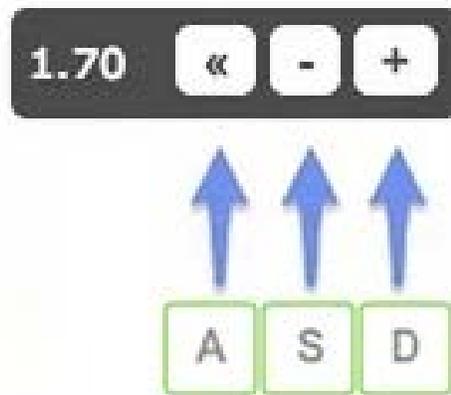

Restart Chrome
When you play a video the controller will show up in the upper left of the video.

You may have to hover over the indicator to reveal the controls to accelerate, slowdown, or rewind the video (10 seconds + lowers playback speed).

Or, even better, use your keyboard:
- S - decrease playback speed.
- D - increase playback speed.
- R - reset playback speed.
- Z - rewind video by 10 seconds.
- X - advance video by 10 seconds.
- V - show/hide controller.

If you prefer other shortcuts, want to change the increment value, or want the player to remember your playback speed in the future, you can change settings in the extension tools area. Just click the Options link under that tool.
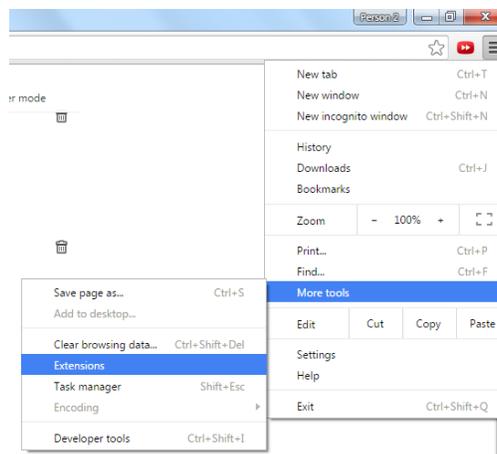
Appendix B
Subscribing to the Calendar

1. On the Calendar, in the upper right corner of the screen, click the Subscribe All button.
2. A Calendar Subscription window will open. Copy the link in the window.
3. Open your personal calendar and copy the link into the appropriate location.
4. To do this in the desktop version of Outlook,
   a. From the Home tab, select Open Calendar
   b. Select From Internet
   c. Past the link in the space provided
   d. Click OK (or Save for the online version)
   e. If it asks if you want to add the calendar to outlook and subscribe to updates, click Yes.
   f. The Calendar will show up under "Other Calendars" in your list of calendars in Outlook.
5. To do this from the online version of Outlook, after you login, look for an icon that looks like 9 small boxes in a square on the top navigation bar. Select Calendar. Click Add Calendar. Then follow steps b-f above.
6. For Yahoo,
   a. Go to the Yahoo Calendar
   b. At the bottom of the section, press the gear icon that appears next to Others (may have to hover over the word Others to see the gear icon)
   c. Select Follow Other Calendars
   d. Paste the url in the iCal Address field and give the calendar any name you want
   e. Press Continue
7. For Google,
   a. Go to Google Calendar
   b. At the bottom of the section, click the dropdown arrow next to Other Calendars
   c. Select Add by URL
   d. Paste the url in the URL field
   e. Click Add Calendar
8. For AOL,
   a. Go to the Calendar or Events tab in the lower part of the left panel
   b. Click the dropdown arrow next to Events
   c. Select Add Calendar
   d. Click Subscribe to a Calendar
   e. Paste the url in the URL field and give the calendar a name
   f. Click Subscribe

NOTE: if you make a mistake on the calendar subscription or would like to remove it from your personal calendar, you can just go to your personal calendar, click on the calendar subscription that was added (typically, it is located under "Other Calendars") and right click or select delete or remove from the menu.