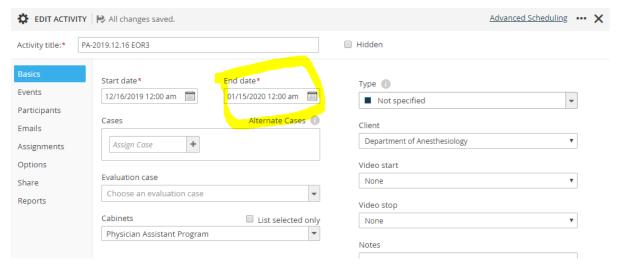
3. Create Activity

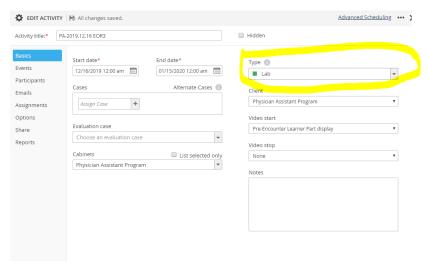
This page was moved to kb.wisc.edu/134104
Click in the link above if you are not automatically redirected in 10 seconds.

Basic

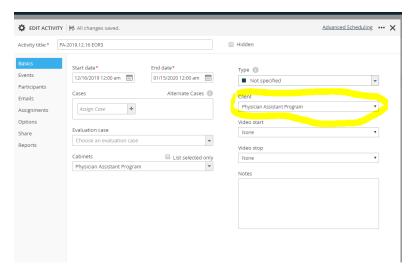
- Update start and end date
 - End date removes the activity from listings
 - Set end date as month



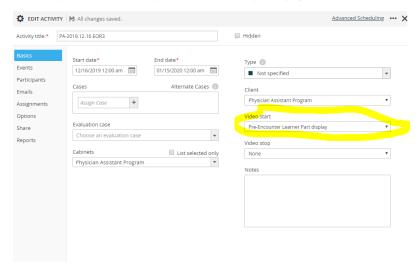
• Update Type to Lab, Exam, etc.



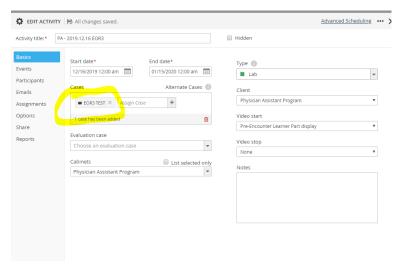
• Update client to correct department



• Update video start to - pre-encounter learner part display (if door scenario is the trigger)

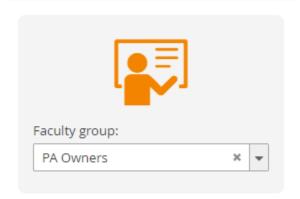


Assign Case to Activity

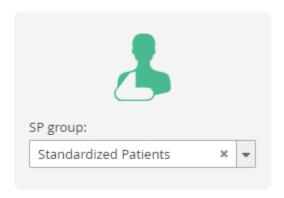


Participants

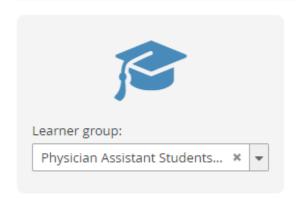
• Faculty group - PA Owners



• SP group - Always standardized patients



• Learner group created/selected for this event

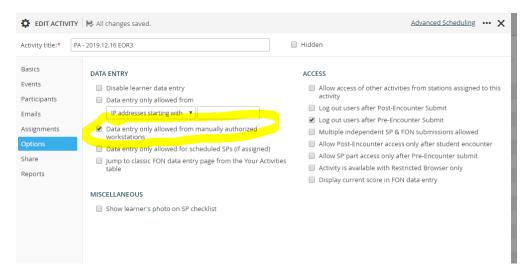


Assignments

- Faculty EvaluationsPeer to peer evaluations

Options

• Check 3rd box on the left column (data entry only allowed from manually authorized workstations)



• If using faculty evaluations select Jump to classic FON data entry... this helps with faculty view

DATA ENTRY

□ Disable learner data entry
 □ Data entry only allowed from
 IP addresses starting with ▼

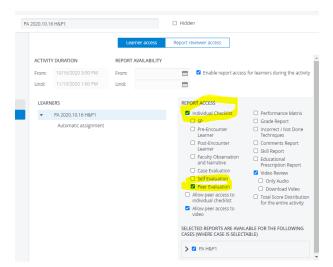
 ☑ Data entry only allowed from manually authorized workstations
 □ Data entry only allowed for scheduled SPs (if assigned)
 ☑ Jump to classic FON data entry page from the Your Activities table

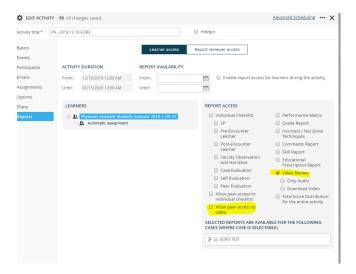
MISCELLANEOUS

Show learner's photo on SP checklist

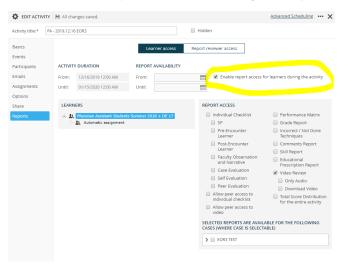
Reports

- Learner access
 - Video review
 - Allow peer access to video (for peer to peer)

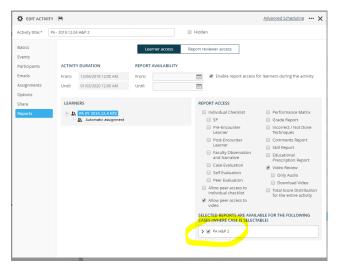




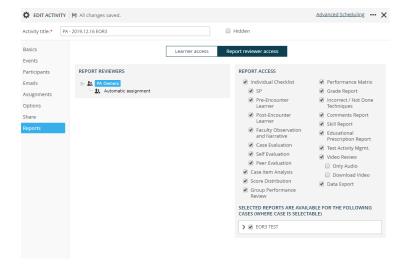
· Check enable report access for learners during the activity



• Check the selected reports to allow students to access their own videos



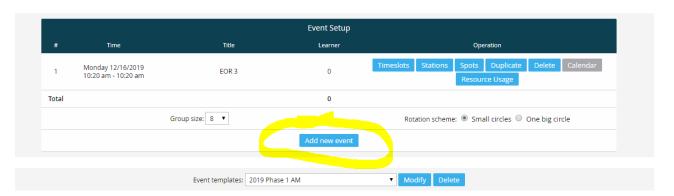
• Ensure all are check under-report reviewer access



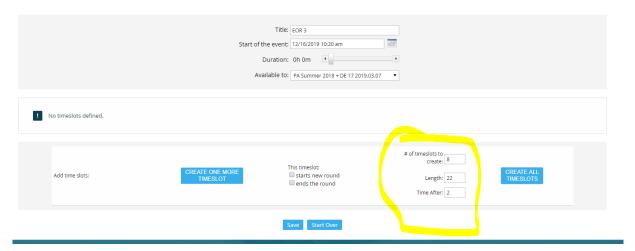
Advanced Scheduling

- Create timeslots
- Click Add New event

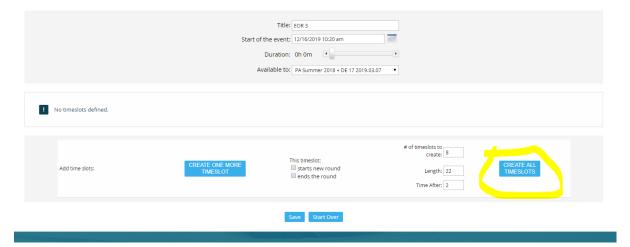
/2020 12:00 am



- Enter the title, start date, start time
- Update number of time slots, length, and time after (Typically 2 minutes for SPs)



• Select create all timeslots

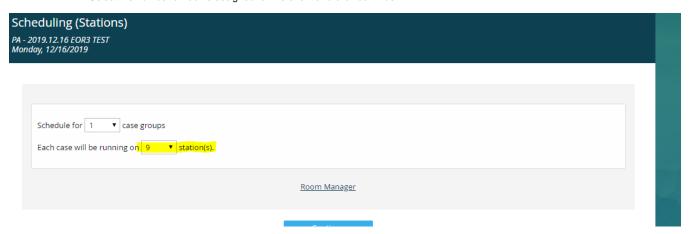


• Create a "special timeslot" for a break with no time after. (Typical Break is 7 minutes)



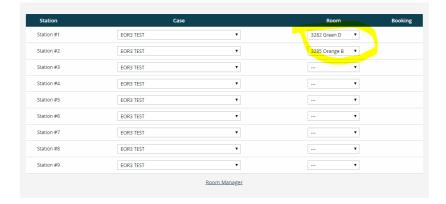
• Stations - room numbers. (FYI purple A is a walkthrough space for SPs, and Purple DEF is preferred over ABC due to column by room C)

Select the number of rooms assigned for the event and click continue

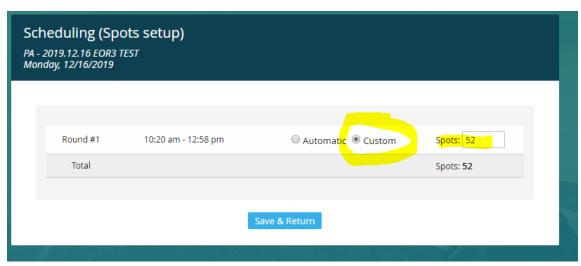


• Case will be set as Event, update Room to assigned rooms; i.e. Orange A, Purple B, etc. (PA typically uses Orange and Purple for patient encounters and green and blue for write-ups)

Scheduling (Stations)
PA - 2019.12.16 EOR3 TEST
Monday, 12/16/2019

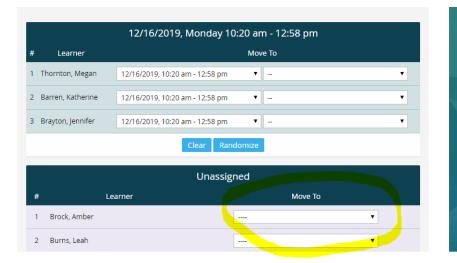


• Spots - Select custom enter number of students



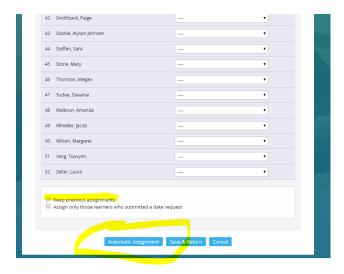
Generate assignments

Assign all students to the event under move to

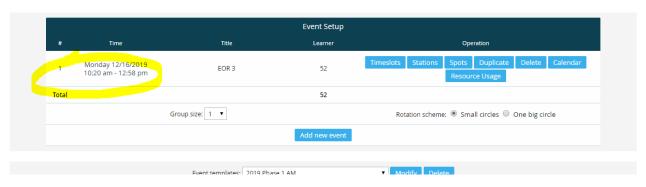


• Ensure unchecking keep previous assignments

• You can enter students in a specific order for room layout, or select randomize



• To view the schedule once the above items are complete click on the date hyperlink.



- You can manually override and move students around as needed.
- Click compact view for a printable schedule of rooms and students

