

3. Create Activity

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Basic

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

EDIT ACTIVITY | All changes saved. [Advanced Scheduling](#) ... X

Activity title: PA-2019.12.16 EOR3 ☐ Hidden

Basics

Events
Participants
Emails
Assignments
Options
Share
Reports

Start date* 12/16/2019 12:00 am

End date* 01/15/2020 12:00 am

Cases + **Alternate Cases** ⓘ

Evaluation case Choose an evaluation case ▼

Cabinets ☐ List selected only
Physician Assistant Program ▼

Type ⓘ Not specified ▼

Client Department of Anesthesiology ▼

Video start None ▼

Video stop None ▼

Notes

- Update Type to Lab, Exam, etc.

EDIT ACTIVITY | All changes saved. [Advanced Scheduling](#) ... >

Activity title: PA-2019.12.16 EOR3 ☐ Hidden

Basics

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Reports

Start date* 12/16/2019 12:00 am

End date* 01/15/2020 12:00 am

Cases + **Alternate Cases** ⓘ

Evaluation case Choose an evaluation case ▼

Cabinets ☐ List selected only
Physician Assistant Program ▼

Type ⓘ Lab ▼

Client Physician Assistant Program ▼

Video start Pre-Encounter Learner Part display ▼

Video stop None ▼

Notes

- Update client to correct department

EDIT ACTIVITY | All changes saved. Advanced Scheduling

Activity title: PA-2019.12.16 EOR3

Start date: 12/16/2019 12:00 am End date: 01/15/2020 12:00 am

Cases: Assign Case

Alternate Cases:

Evaluation case: Choose an evaluation case

Cabinets: List selected only Physician Assistant Program

Type: Not specified

Client: Physician Assistant Program

Video start: None

Video stop: None

Notes:

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

EDIT ACTIVITY | All changes saved. Advanced Scheduling

Activity title: PA-2019.12.16 EOR3

Start date: 12/16/2019 12:00 am End date: 01/15/2020 12:00 am

Cases: Assign Case

Alternate Cases:

Evaluation case: Choose an evaluation case

Cabinets: List selected only Physician Assistant Program

Type: Not specified

Client: Physician Assistant Program

Video start: Pre-Encounter Learner Part display

Video stop: None

Notes:

- Assign Case to Activity

EDIT ACTIVITY | All changes saved. Advanced Scheduling

Activity title: PA - 2019.12.16 EOR3

Start date: 12/16/2019 12:00 am End date: 01/15/2020 12:00 am

Cases: EOR3 TEST Assign Case

Alternate Cases:

Evaluation case: Choose an evaluation case

Cabinets: List selected only Physician Assistant Program

Type: Lab

Client: Physician Assistant Program

Video start: Pre-Encounter Learner Part display

Video stop: None

Notes:

Participants

- Faculty group - PA Owners



Faculty group:

PA Owners



- SP group - **Always** standardized patients



SP group:

Standardized Patients



- Learner group created/selected for this event



Learner group:

Physician Assistant Students...



Assignments

- Faculty Evaluations
- Peer to peer evaluations

Options

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

EDIT ACTIVITY | All changes saved. Advanced Scheduling ... X

Activity title: PA - 2019.12.16 EOR3 Hidden

Basics

Events

Participants

Emails

Assignments

Options

Share

Reports

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

ACCESS

☐ Allow access of other activities from stations assigned to this activity

☐ Log out users after Post-Encounter Submit

☒ Log out users after Pre-Encounter Submit

☐ Multiple independent SP & FON submissions allowed

☐ Allow Post-Encounter access only after student encounter

☐ Allow SP part access only after Pre-Encounter submit

☐ Activity is available with Restricted Browser only

☐ Display current score in FON data entry

- 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)

PA 2020.10.16 H&P1 Hidden

Learner access **Report reviewer access**

ACTIVITY DURATION

From: 10/16/2020 3:00 PM

Until: 11/15/2020 1:00 PM

REPORT AVAILABILITY

From:

Until:

☒ Enable report access for learners during the activity

LEARNERS

PA 2020.10.16 H&P1

Automatic assignment

REPORT ACCESS

☒ Individual Checklist

☐ SP

☐ Pre-Encounter Learner

☐ Post-Encounter Learner

☐ Faculty Observation and Narrative

☐ Case Evaluation

☐ Self Evaluation

☒ Peer Evaluation

☐ Allow peer access to individual checklist

☒ Allow peer access to video

☐ Performance Matrix

☐ Grade Report

☐ Incorrect / Not Done Techniques

☐ Comments Report

☐ Skill Report

☐ Educational Prescription Report

☒ Video Review

☐ Only Audio

☐ Download Video

☐ Total Score Distribution for the entire activity

SELECTED REPORTS ARE AVAILABLE FOR THE FOLLOWING CASES (WHERE CASE IS SELECTABLE)

☒ PA H&P1

EDIT ACTIVITY All changes saved. Advanced Scheduling

Activity title: PA-2019.12.16 EOR3 Hidden

Basics Events Participants Emails Assignments Options Share Reports

Learner access Report reviewer access

ACTIVITY DURATION From: 12/16/2019 12:00 AM To: 01/15/2020 12:00 AM

REPORT AVAILABILITY From: To: ☐ Enable report access for learners during the activity

LEARNERS Physician Assistant Students Summer 2018 + DE 17 Automatic assignment

REPORT ACCESS

- ☐ Individual Checklist
- ☐ SP
- ☐ Pre-Encounter Learner
- ☐ Post-Encounter Learner
- ☐ Faculty Observation and Narrative
- ☐ Case Evaluation
- ☐ Self Evaluation
- ☐ Peer Evaluation
- ☐ Allow peer access to individual checklist
- ☐ Allow peer access to video
- ☐ Performance Matrix
- ☐ Grade Report
- ☐ Incorrect / Not Done Techniques
- ☐ Comments Report
- ☐ Skill Report
- ☐ Educational Prescription Report
- ☒ Video Review
- ☐ Only Audio
- ☐ Download Video
- ☐ Total Score Distribution for the entire activity

SELECTED REPORTS ARE AVAILABLE FOR THE FOLLOWING CASES (WHERE CASE IS SELECTABLE)

> EOR3 TEST

- Check enable report access for learners during the activity

EDIT ACTIVITY All changes saved. Advanced Scheduling

Activity title: PA-2019.12.16 EOR3 Hidden

Basics Events Participants Emails Assignments Options Share Reports

Learner access Report reviewer access

ACTIVITY DURATION From: 12/16/2019 12:00 AM To: 01/15/2020 12:00 AM

REPORT AVAILABILITY From: To: ☒ Enable report access for learners during the activity

LEARNERS Physician Assistant Students Summer 2018 + DE 17 Automatic assignment

REPORT ACCESS

- ☐ Individual Checklist
- ☐ SP
- ☐ Pre-Encounter Learner
- ☐ Post-Encounter Learner
- ☐ Faculty Observation and Narrative
- ☐ Case Evaluation
- ☐ Self Evaluation
- ☐ Peer Evaluation
- ☐ Allow peer access to individual checklist
- ☐ Allow peer access to video
- ☐ Performance Matrix
- ☐ Grade Report
- ☐ Incorrect / Not Done Techniques
- ☐ Comments Report
- ☐ Skill Report
- ☐ Educational Prescription Report
- ☒ Video Review
- ☐ Only Audio
- ☐ Download Video
- ☐ Total Score Distribution for the entire activity

SELECTED REPORTS ARE AVAILABLE FOR THE FOLLOWING CASES (WHERE CASE IS SELECTABLE)

> EOR3 TEST

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

EDIT ACTIVITY All changes saved. Advanced Scheduling

Activity title: PA-2019.12.04 H&P 2 Hidden

Basics Events Participants Emails Assignments Options Share Reports

Learner access Report reviewer access

ACTIVITY DURATION From: 12/04/2019 12:00 AM To: 01/03/2020 12:00 AM

REPORT AVAILABILITY From: To: ☒ Enable report access for learners during the activity

LEARNERS PA 2019.12.4 H&P Automatic assignment

REPORT ACCESS

- ☐ Individual Checklist
- ☐ SP
- ☐ Pre-Encounter Learner
- ☐ Post-Encounter Learner
- ☐ Faculty Observation and Narrative
- ☐ Case Evaluation
- ☐ Self Evaluation
- ☐ Peer Evaluation
- ☐ Allow peer access to individual checklist
- ☒ Allow peer access to video
- ☐ Performance Matrix
- ☐ Grade Report
- ☐ Incorrect / Not Done Techniques
- ☐ Comments Report
- ☐ Skill Report
- ☐ Educational Prescription Report
- ☒ Video Review
- ☐ Only Audio
- ☐ Download Video
- ☐ Total Score Distribution for the entire activity

SELECTED REPORTS ARE AVAILABLE FOR THE FOLLOWING CASES (WHERE CASE IS SELECTABLE)

> ☒ PA H&P 2

- Ensure all are check under-report reviewer access

EDIT ACTIVITY | All changes saved. Advanced Scheduling

Activity title: PA - 2019.12.16 EOR3

Basics

Events

Participants

Emails

Assignments

Options

Share

Reports

REPORT REVIEWERS

REPORT ACCESS

Individual Checklist

SP

Pre-Encounter Learner

Post-Encounter Learner

Faculty Observation and Narrative

Case Evaluation

Self Evaluation

Peer Evaluation

Case Item Analysis

Score Distribution

Group Performance Review

Performance Matrix

Grade Report

Incorrect / Not Done Techniques

Comments Report

Skill Report

Educational Prescription Report

Test Activity Mgmt.

Video Review

Only Audio

Download Video

Data Export

SELECTED REPORTS ARE AVAILABLE FOR THE FOLLOWING CASES (WHERE CASE IS SELECTABLE)

EOR3 TEST

Advanced Scheduling

- Create timeslots
- Click Add New event

2020 12:00 am

#	Time	Title	Learner	Operation
1	Monday 12/16/2019 10:20 am - 10:20 am	EOR 3	0	Timeslots Stations Spots Duplicate Delete Calendar Resource Usage
Total			0	
Group size: 8			Rotation scheme: Small circles One big circle	
Add new event				

Event templates: 2019 Phase 1 AM Modify Delete

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

Title: EOR 3

Start of the event: 12/16/2019 10:20 am

Duration: 0h 0m

Available to: PA Summer 2018 + DE 17 2019.03.07

No timeslots defined.

Add time slots:

CREATE ONE MORE TIMESLOT

This timeslot:

starts new round

ends the round

of timeslots to create: 8

Length: 22

Time After: 2

CREATE ALL TIMESLOTS

Save Start Over

- Select create all timeslots

Title: EOR 3
 Start of the event: 12/16/2019 10:20 am
 Duration: 0h 0m
 Available to: PA Summer 2018 + DE 17 2019.03.07

No timeslots defined.

Add time slots: [CREATE ONE MORE TIMESLOT](#)

This timeslot:
☐ starts new round
☐ ends the round

of timeslots to create: 8
 Length: 22
 Time After: 2

[CREATE ALL TIMESLOTS](#)

[Save](#) [Start Over](#)

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

3. 11:08 am

☐ Student Encounter
☒ **Special Timeslot:**

BREAK

Structure template:
 -- No structure selected --

This timeslot:
☐ starts new round
☐ ends the round

Length: 7
 Time After: 0

[Delete](#)

- 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

Scheduling (Stations)

PA - 2019.12.16 EOR3 TEST
 Monday, 12/16/2019

Schedule for 1 case groups

Each case will be running on 9 station(s).

[Room Manager](#)

- 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

Station	Case	Room	Booking
Station #1	EOR3 TEST	3282 Green D	
Station #2	EOR3 TEST	3285 Orange B	
Station #3	EOR3 TEST	---	
Station #4	EOR3 TEST	---	
Station #5	EOR3 TEST	---	
Station #6	EOR3 TEST	---	
Station #7	EOR3 TEST	---	
Station #8	EOR3 TEST	---	
Station #9	EOR3 TEST	---	

[Room Manager](#)

- Spots - Select custom enter number of students

Scheduling (Spots setup)

PA - 2019.12.16 EOR3 TEST
Monday, 12/16/2019

Round #1	10:20 am - 12:58 pm	<input type="radio"/> Automatic <input checked="" type="radio"/> Custom	Spots: 52
Total			Spots: 52

[Save & Return](#)

- Generate assignments
 - Assign all students to the event under move to

12/16/2019, Monday 10:20 am - 12:58 pm			
#	Learner		Move To
1	Thornton, Megan	12/16/2019, 10:20 am - 12:58 pm	--
2	Barren, Katherine	12/16/2019, 10:20 am - 12:58 pm	--
3	Brayton, Jennifer	12/16/2019, 10:20 am - 12:58 pm	--
Clear Randomize			
Unassigned			
#	Learner		Move To
1	Brock, Amber		---
2	Burns, Leah		---

- Ensure unchecking keep previous assignments
- You can enter students in a specific order for room layout, or select randomize

42	Smithback, Paige	----
43	Stanke, Alyson Johnsen	----
44	Steffen, Sara	----
45	Stone, Mary	----
46	Thornton, Megan	----
47	Tucker, Devanie	----
48	Walbrun, Amanda	----
49	Wheeler, Jacob	----
50	Wilson, Margaret	----
51	Yang, Tswoyrim	----
52	Zeller, Laura	----

☒ Keep previous assignments
☐ Assign only those learners who submitted a date request

[Automatic Assignment](#)
[Save & Return](#)
[Cancel](#)

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

#	Time	Title	Learner	Operation
1	Monday 12/16/2019 10:20 am - 12:58 pm	EOR 3	52	Timeslots Stations Spots Duplicate Delete Calendar Resource Usage
Total			52	
Group size: 1			Rotation scheme: <input checked="" type="radio"/> Small circles <input type="radio"/> One big circle	
Add new event				

Event template: 2019 Phase 1 AM
 [Modify](#)
[Delete](#)

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

[Daily Review](#)
☒ Compact View

Scheduled Event: 10:20 am - 12:58 pm
 Scheduling Mode: ☒ Automatic ☐ Manual

Station #1 (Room 3285 Orange A) PA - 2019.12.16 EOR3 TEST EOR3 TEST	
Time	Learner
10:20 am	Laura Zeller
10:44 am	Alyssa Josephine Schianda
11:08 am	BREAK
11:15 am	Douglas Olson
11:39 am	Lorena Perez-Hernandez
12:03 pm	BREAK
12:10 pm	Mark McKinney
12:34 pm	Mitchell Forbes

Station #2 (Room 3285 Orange B) PA - 2019.12.16 EOR3 TEST EOR3 TEST	
Time	Learner
10:20 am	Marisa Felker
10:44 am	Elizabeth Dassow
11:08 am	BREAK
11:14 am	Mason Patterson