

College of Medicine Clinical Coordinator Handbook



Revised October 2018

College of Medicine (COM) Coordinators serve as important liaisons between the medical students, faculty members, residents and the Dean's Office. COM Coordinators are appointed by Dean's, Education Representatives, Department Chairs and course directors in their respective areas and assist the Dean's Office with a wide variety of tasks related to medical education. The Dean's Office relies on coordinators to notify them of any and all student concerns (e.g., absences, professionalism problems, schedule changes, etc.) that may affect the student's educational experience.

Coordinators are usually available during regular business hours, 8am – 5pm, but should provide the Dean's Office with the contact information for a back-up coordinator in the event that the coordinator is out for extended leave, on vacation, etc. (Dr. Dempsey, the Associate Dean for Curriculum –Clinical Sciences, should be notified as soon as possible if a new coordinator is appointed.) Each of the following sections contains instructions, procedures, and contact information relating to the responsibilities below.

Coordinator responsibilities include and are not limited to the following:

- Serves as program liaison between the Dean's office and the Departments
- Maintains the course syllabus for each of the assigned rotations
- Updates course catalog descriptions for each of the assigned rotations including contact information, rotation activities, and course availability each year and as needed
- Serves as the point of contact while a student is on rotation and acting as a liaison between the student and the course director
- Reserve rooms for all rotation activities (Astra Scheduler)
- Ensures appropriate credentialing of all medical students at multiple locations for the rotations
- Handling Absence Request Form
- Scheduling and monitoring externship logs
- Keeps track of student attendance, tardiness, and professionalism problems and reporting all concerns to the COM Dean's Office
- Ensures all faculty have faculty appointments before teaching and evaluating a student. Works with home department to obtain the faculty appointments.
- Ensures all COM Policies & Procedures are being met
- Maintains current affiliation agreements with all outside hospitals and sites where the students rotate
- Reviews and Releases Clinical Performance Evaluations (CPEs) from E*Value and enters final grades into WebAdvisor within 40 days of course completion (Grade Timeliness)
- Ensures Confidentiality of student's data and ensures that a conflict of interest does not occur
- Oversees the E*Value Child Program for the Department.
 - Pulls Roster Reports from E*Value prior to the start of each rotation
 - Schedules evaluations in E*Value for each course including student and attending/resident evaluations
- Maintains the Moodle site and/or student website for the department
- Oversees VSAS for the department and determining visiting students

Additional Clerkship Coordinator responsibilities:

- Proctors standardized exams for students while on rotation/in the department and assisting with OSCE's as needed
- Documents Comments for Dean's Letters (MSPE's)
- Tracks compliance with midpoint feedback, observation of history and physical, diagnosis and procedure logs.
- Attends monthly COM Clerkship Coordinator's Meetings as scheduled by the Dean's Office
- Reports all grades and grade changes to the Office of Assessment, Evaluation, and Quality Improvement within 40 days of the rotation.

This handbook was created by the Medical University of South Carolina College of Medicine Dean's Office. We hope you find it useful. Our sincere THANKS for all of your efforts to assist our students!

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College of Medicine Dean's Office Contacts

Associate Dean, Assessment, Evaluation, and Quality Improvement

Chanita Hughes Halbert, PhD.....hughesha@muscd.edu/876-2421

Associate Dean for Curriculum—Clinical Sciences

Angela Dempsey, MD.....dempseyar@muscd.edu/792-4500

Associate Dean for Student Career Planning and Advising

Christina Bourne, MD.....bourne@muscd.edu /792-5804

Assistant Dean for Student Affairs/Clinical Years

Christopher Bunt, MD.....buntc@muscd.edu /876-0337

Assistant Dean, Assessment, Evaluation, and Quality Improvement & E*Value COM Superuser

Michele Friesinger, MA, CHES.....knollm@muscd.edu/792-5888

Director of Educational Technology (Moodle & Panopto)

Inda Johnson Humes, M.Ed.....johnsi@muscd.edu/792-6773

Data Analyst, Office of Assessment, Evaluation, and Quality Improvement

Elizabeth Smith, M.Ed.....smitlaur@muscd.edu/792-8248

Data Specialist, Office of Assessment, Evaluation, and Quality Improvement

Anne LeBel.....lebel@muscd.edu/ 792-1917

Director, Clinical Curriculum and Visiting Student Program

Christine Talbot-Bond.....talbotbo@muscd.edu/792-2427

Manager of Education Core, LCME Accreditation Coordinator

Kathy Brower.....browerk@muscd.edu/792-3841

Assistant Director, Student Affairs and Student Career Planning

Gabrielle Redding.....reddingg@muscd.edu/792-5862

Manager, Integrated Clinical Curriculum and Regional Campus Liaison

Megan Grinnell.....grinnell@muscd.edu/792-7406

College of Medicine Coordinator Contacts:

Department	Coordinator	Phone	Email
Clerkships, Selectives, Electives & Externships			
AnMed	Kathy Barrington	864-512-4475	barringk@musc.edu
Family Medicine	Sarah McIntyre	876-2914	mcintyrs@musc.edu
Family Medicine	Sierra Goodman	876-2910	goodmasi@musc.edu
Internal Medicine	Mary Ann Snell	792-7282	snellma@musc.edu
Internal Medicine	Meredith Stafford	792-2731	staffome@musc.edu
Neurology	Jerri O'Banner	792-0078	stanleyj@musc.edu
OBGYN	Andrea Shrader	792-1241	shradera@musc.edu
Pediatrics	Melinda Slider	792-8362	slider@musc.edu
Psychiatry	Deborah Kitts	792-0343	kittsd@musc.edu
Surgery	Zera Reveral	792-2720	reveral@musc.edu
Selectives, Electives & Externships			
Anesthesiology	Laura Seeback	792-2437	seeback@musc.edu
Dermatology	Mark Lynch	876-5074	lynchd@musc.edu
Emergency Medicine	Mel Pigott	876-8023	pigott@musc.edu
Neurosurgery	Sara Frampton	876-5053	frampto@musc.edu
Ophthalmology	Sophia Zimmermann	792-8864	zimmers@musc.edu
Orthopaedic Surgery	Cassaundra Tucker	792-0245	tuckerc@musc.edu
Otolaryngology	Anita Cheslek	792-7162	cheslear@musc.edu
Pathology	Linda McCarson	792-2711	mccarsli@musc.edu
Radiation/Oncology	Tanya Byers	792-3273	byerst@musc.edu
Radiology	Angie Maguire	792-2473	maguiran@musc.edu
Urology	Lisa Kynoski	792-4538	kynoski@musc.edu

Departmental Educational Representatives:

Anesthesia: Catherine Tobin, MD

Dermatology: Richard Marchell, MD

Emergency Medicine: Simon Watson, MD

Family Medicine: Kristin Hood Watson, MD

Internal Medicine: Marc Heincelman, MD

Division Representatives for Internal Medicine:

Cardiology: Valerian Fernandes, MD

Endocrine: Beatrice (Janulyte) Hull, MD

GI: Todd Dantzler, MD, Pooja Elias, MD, & David Koch, MD

Hematology-Oncology: Lindsay Peterson, MD

Infectious Disease: Lauren Richey, MD

Nephrology: Brad Presley, MD

Pulmonary:

Rheumatology: Faye Hant, Diane Kamen, MD

Neurosciences: Nick Milano

Neurosurgery: Sunil Patel, MD

Ob/Gyn: Gene Chang, MD

Ophthalmology: Edward Cheeseman, MD

Orthopaedic Surgery: Lee Leddy, MD

Otolaryngology: Lucinda Halstead, MD

Pathology: Nick Batalis, MD

Pediatrics: Tricia McBurney, MD and Sherron Jackson, MD

Psychiatry: Chris Pelic, MD

Radiation Oncology: Joseph Jenrette, MD

Radiology: Jeanne Hill, MD

Surgery: Doug Norcross, MD

Urology: Michaela Prasad, MD

MUSC Coordinator Responsibilities

- I. Course Catalog & Syllabus:** Each year, you will be tasked with updating your course syllabus as well as the course catalog descriptions for your assigned rotations. The information in these documents should remain up-to-date at all times as they will be reviewed throughout the year as students make specialty/career choice decisions. Additionally, it's important to remember that these documents can be viewed and requested by external sources like the LCME at any point in time. A link to the course catalog can be found on the MUSC webpage year-round.

Catalog Descriptions:

In November/December of each year, the Dean's Office will send you a copy of your course descriptions in a Word document for editing. The updated forms will include the NEXT academic year's block dates. You will need to indicate your course availability for the next academic year and review all contact information and content to be sure that it's still correct. These course catalog descriptions will be published and reviewed by the students as they make their schedule selections for the upcoming year.

You will likely need to schedule an appointment with your course directors and/or education representative to review this content each year when it's time for updates to ensure that the course's goals/objectives, instructional methodologies, evaluation methods, etc. have not changed.

Syllabus:

You may choose to provide your students with a hard copy of the course syllabus on the first day of the rotation/orientation or it can be uploaded to Moodle and/or student website permanently.

- II. Point of Contact for Students:** In your role as coordinator, you will serve as the point of contact for students and act as the liaison between students and the Course Directors/Attendings. You will be responsible for letting the students know the initial details and expectations of the rotation and will serve as their contact person for any course/department-specific questions that may arise while on the rotation.

Prior to the start of each rotation, you should pull your course roster from E*Value to see which students will be rotating on your service. You will want to do this for each of your assigned courses. All questions regarding this function should be directed to Michele Friesinger.

At least one week prior to the start date, you should email your students to welcome them to the upcoming rotation and let them know where to go and what to do on the first day. Most rotations hold a brief orientation so if that's the case for your department please give them those details in your email. If there is not an orientation scheduled, you will need to let them know where to report and when to meet their clinical supervisor on Monday morning.

If you don't email them one week in advance, the students will likely get anxious and start emailing you with questions. You should always try to reach out to them first. If you are out of the office or on vacation in the

days leading up to the rotation, PLEASE send your welcome email first or arrange for a backup coordinator to be in place so that the student still has a point of contact and knows the expectations for the first day.

III. Tracking Student Concerns (Professionalism, Attendance, Etc.): One of your main responsibilities as a COM Coordinator is to keep the Dean's Office apprised of any professional or unprofessional behavior that takes place during your rotation. This includes unprofessional behavior such as excessive absences, rudeness, or major deficits in medical knowledge (reported to you by a preceptor), etc. This applies to anyone the student comes in contact with during the rotation (coordinators, patients, Attendings, residents, etc.). As well as positive feedback, whether it is above and beyond service, professionalism, excellent medical knowledge, efforts, growth, or strength of a student.

The COM Office of Student Affairs conducts academic monitoring and provides academic advising, personal counseling and guidance to ensure that students are meeting academic and professional standards. As the point of contact for the rotation, the Office of Student Affairs will rely on you to keep the office apprised of the student's progress or lack thereof. All clinical or shelf exam failures should be reported to the Office of Student Affairs. If a preceptor approaches you with student concerns, these issues should be relayed to the Dean's Office immediately.

Crisis Management Student Mistreatment – Learning Environment Concerns

If a student experiences a personal or family related problem that will interrupt their studies or if there is a report of student mistreatment, please contact the Office of Student Affairs for consultation and to identify a plan to address the concern.

Please email the following contacts:

Myra Haney Singleton, Associate Dean for Student Affairs

Email: haneymk@muscd.edu

Telephone: (843) 792-1672

Christopher Bunt, Associate Dean for Student Affairs:

Email: buntc@muscd.edu

Telephone: (843) 876-0337

Learning Environment, Praise and Concern cards can also be completed in E*Value and will go directly to the Dean's Office for immediate review. Consider using this tool for immediate action.

Career Planning and Residency Planning

As students prepare for Year Four, as a coordinator you will be expected to work collaboratively with the Manager of Student Affairs to ensure that students complete Step 2CK and Step 2CS by the deadline established by MUSC. You also will be expected to provide oversight of student's compliance to the ERAS application process and ensure that they complete all NRMP requirements by nationally established deadlines.

Gabrielle Redding, Assistant Director of Student Affairs and Student Activities

Email: reddingg@muscd.edu

Telephone: (843) 792-5862

IV. COM Policies & Procedures: As a coordinator, you are responsible for being up-to-date and aware of all COM Policies & Procedures and for ensuring that your students and preceptors are in compliance as well. All suspected violations should be reported to the Dean's Office immediately. A complete list of all COM Policies & Procedures can be found at: <http://academicdepartments.musc.edu/com/hndbk/policies/>.

V. Grade Timeliness: COM Coordinators have 40 calendar days from the day of completion of the rotation to enter student grades into WebAdvisor and release evaluations/comments to students via the review and release function. Effective January 1, 2012, all grade submissions became directly linked to Department Chair annual evaluations and incentives. This means that if your rotation grades are not entered within 40 days, the Dean will be notified and this will have a negative impact on your Chair's evaluation.

Grade timeliness tracking is completed centrally by the Dean's Office and regular audits are performed. This information is also disseminated to the Clinical Sciences Planning & Evaluation Committee as well as to the Undergraduate Curriculum Committee.

VI. Affiliation Agreements: One of your jobs as a coordinator is to track and maintain current affiliation agreements with all outside hospitals and sites where your students rotate. For example, if you send your students to an off-site clinic as part of their weekly training you should check with the Dean's Office to be sure that an affiliation agreement exists between the site (MUSC) and the practice where the student visits. If an agreement does not exist, you will be responsible for having an agreement signed and maintained for the duration of the student's experience there. Most agreements last 2-3 years.

The COM has a standard agreement that we send to all practices with which we partner, but, on occasion, the practice will want us to sign their agreement instead. That's permissible in cases where it is not a major clinical training site, you will just need to make sure that the MUSC Legal Office signs off on the agreement first before it is signed and returned. The Dean of the College of Medicine is responsible for signing all affiliation agreements. No one else in the College of Medicine can do this.

To execute a new agreement, you will need to send it to the practice manager at the off-site clinic/hospital and have them sign first. Once they return this send it to MUSC legal for approval, legal will stamp it signifying that it's allowable for the Dean to sign. The Dean will not sign anything unless the stamp is there. Once signed, you can return a signed copy to the practice for their records. You will also need to save a signed copy to send to the Dean's Office for central tracking.

Dean's Office Contact for Affiliation Agreements:

Kathy Brower: browerk@musc.edu

VII. Meetings:

For ALL Coordinators:

ALL Coordinator Meetings: You will be required to attend all coordinator meetings that are run by the Dean's Office. These occur on a quarterly basis. These meetings will provide you with essential and important information that affect the Educational Core. **Selectives & Electives Committee (SEC)** You will be asked to attend the Selectives and Electives Committee once every two years for a review of all of the Selectives and Electives in your department. This Committee will review these courses and submit suggestions to your department. You are to help assist with this process and make sure these changes are made. This committee will invite you to the meeting when it is time for your review.

For Clerkship Coordinators:

In addition to attending All Coordinator meetings and SEC meetings (see above), you will be required to attend the **Clinical Science Planning and Evaluation Committee (CSPEC) meetings**, which occurs every month on the second Wednesday of each month from 12pm to 1:30pm. You will also be required to attend **Clerkship Coordinator Meetings** run by the dean's office monthly, these occur on the third Thursday of the month.

VIII. Confidentiality and Conflict of Interest

With regard to your Coordinator duties, confidentiality can be defined as the preservation of student information shared during the contact with any staff, faculty, student, and/or the public. All information and records shared while providing COM coordinator services must be treated as confidential. Records obtained by COM coordinators must be maintained in a confidential and secure location at all times.

In the event that a COM Coordinator requires additional information from a student, the coordinator should first review the FERPA (Family Educational Rights and Privacy Act) related issues before obtaining that information. <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Coordinators are advised to obtain written permission from the student before disclosing any personal or academic information. Disclosing information to an unauthorized person could be interpreted as negligent or reckless misconduct, and not acting within the scope of the COM Coordinator duties.

Examples include and are not limited to: sharing evaluation data, comments, grades, and/or experiences with other individuals besides the designated course director. You must preserve the confidentiality of information shared during the course of your COM coordinator duties. You must keep information obtained from students secure at all times. You should not attempt to promote your personal opinions or views about any student with other faculty, staff, or student. You should not use the information gained during your contact with student and the public for personal or professional gain.

Additional Clerkship Coordinator Duties:

IX. Proctoring & Ordering Standardized Exams

Within each rotation, students have to take a standardized exam; most clerkships use the National Board of Medical Examiners (NBME) to administer these exams, called shelf exams, except for Family Medicine which uses FMCases exam. You are required to proctor these exams for the students each rotation. For proctoring instructions, please go to the NBME website <https://wbt.nbme.org/wbtproctor/index.jsp> or FmCases website <http://www.med-u.org/educator-community/2013/6/tool-box-index-v2-table>. If you have any questions on shelf exams or proctoring, please contact Inda Johnson Humes.

Ordering NBME Shelf Exams

1. Determine how you will order exams
 - One at a time
 - Half of the year
 - For the whole year
2. Determine how you will pay for exams
 - Credit Card
 - Check

Log on to the NBME web site: <https://nsp.nbme.org>

Click "Sign In" on the right side of the page with your NBME log-in information

Click on "Ordering" on the line of headings.

Click here to access the Online Ordering System.

Choose: "Order Web-based Examination"

Under the Drop-Down Boxes:

Web-Based Exam: Choose your exam under the "Clinical Science" heading

Examinee Group: Choose "Medical Students"

Location of Testing: Choose "At your local testing site"

Graduation Year: (remember this is always the following year)

Test Purpose: Choose "End of Course/Clerkship" or "Make-Up Exam"

Total Number of Examinees: Enter the number of students you have scheduled for the rotation into the little box. It is always good to order 1 or 2 more exams in cases students get added.

Chief Proctor: Make sure your name is checked.

Click Continue to the next page.

Time Zone: Choose "US Eastern"

Exam Date: Choose the date of your exam and the time you start. The End Time should automatically populate.

Click Continue to the next page.

Review your submission. If it is not ok, click “edit order” and make corrections. If it is ok, click on “Continue”

Order Summary Page – Choose how you will pay for the order

Click Continue to the next page.

Review the Information.

Click the little box by the agreement statement.

Click “Place Order”

If you are ordering more than one exam, go back to the first page and start over with your next exam. Follow the same steps each time until you are done ordering all your exams.

You will receive a confirmation email, an email with your Chief Proctor information, and an email with a copy of the invoice.

If you order 24 exams and only have 23 people take the exam, you will receive a credit for that one untaken exam. If you have an available balance, it will automatically use it when you place an order.

X. Medical Student Performance Evaluation (MSPE) Dean's Letter Comments

Preceptors submit Dean's Letters comments on the Clinical Performance Evaluation in E*Value, when you review these Evaluations in E*Value the MUSC clerkship coordinators will pull comments from the marked boxes on this evaluation and copy these into a word document that is shared on the S protected drive with Student Affairs. Each student has a folder where their comments are stored. Student Affairs will, then, pull these comments and use these comments in the Student's Dean's Letter (MSPE) for the match process. Comments have a certain template for submission of these files. **Comments should be submitted on these files no more than 60 days after the rotation. Grades and comments must be submitted in a timely manner which is stated in Section V. Grade Timeliness.** On the next page are the templates for each clerkship's comments. For access and questions for Dean's Letter Comments, please contact Gabrielle Redding.

MSPE Clerkship Comment Template

Clerkship course grades are comprised of scores from clinical evaluations, NBME subject exams, OSCEs, and clerkship-specific secondary components. Students must pass all components to pass each clerkship. Criteria for an overall grade of Honors are listed by clerkship. Honors on the NBME subject exam is awarded if the student scores one standard deviation above the national mean in that discipline. The evaluative comments submitted by the clerkships are presented unedited and in their entirety below in the order in which the student experienced the clerkships.

Note: Include ONE year – not both.
Overall Grade is CAPITALIZED
No italicized grades.
Comments are separated.

Internal Medicine (Month-Month 2018/2019)

Overall Grade: PASS

Clinical Performance: grade, NBME Exam: grade

There is no OSCE on this clerkship.

Overall Honors awarded for Honors on clinical performance, NBME exam, and Clerkship-specific projects.

Comments:

Neurology and Rehabilitation Medicine (Month-Month 2018/2019)

Overall Grade: PASS

Clinical Performance: grade, NBME Exam: grade

There is no OSCE on this clerkship.

Overall Honors awarded for Honors on clinical performance, NBME exam, and an internal exam.

Comments:

Family Medicine Rural (Month-Month 2018/2019)

Overall Grade: PASS

Clinical Performance: grade, NBME Exam: grade, OSCE: grade

The OSCE is graded Pass/Fail.

Overall Honors awarded for Honors on clinical performance and NBME exam.

Comments:

OBGYN (Month-Month 2018/2019)**Overall Grade: PASS**

Clinical Performance: grade, NBME Exam: grade, OSCE: grade

The OSCE is graded Honors/Pass/Fail.

Overall Honors awarded for Honors on clinical performance, NBME exam, and OSCE.

Comments:

Pediatrics (Month-Month 2018/2019)**Overall Grade: PASS**

Clinical Performance: grade, NBME Exam: grade, OSCE: grade

The OSCE is graded Honors/Pass/Fail.

Overall Honors awarded for Honors on clinical performance, NBME exam and OSCE.

Comments:

Psychiatry (Month-Month 2018/2019)**Overall Grade: PASS**

Clinical Performance: grade, NBME Exam: grade, OSCE: grade

The OSCE is graded Pass/Fail.

Overall Honors awarded for Honors on clinical performance and NBME exam.

Comments:

Surgery (Month-Month 2018/2019)**Overall Grade: PASS**

Clinical Performance: grade, NBME Exam: grade, OSCE: grade

The OSCE is graded Pass/Fail.

Overall honors awarded for Honors on clinical performance and NBME exam.

Comments:

NBME Failure (passed on second attempt) should read:

CLERKSHIP NAME (Month-Month 2018/2019)

Overall Grade: GRADE

Clinical Performance: *grade*, NBME Exam: *pass on second attempt*, OSCE: *grade*

The OSCE is graded Pass/Fail.

Overall honors awarded for Honors on clinical performance and NBME exam.

Comments:

OSCE Failure (passed on second attempt) should read:

CLERKSHIP NAME (Month-Month 2018/2019)

Overall Grade: GRADE

Clinical Performance: *grade*, NBME Exam: *pass*, OSCE: *pass on second attempt*

The OSCE is graded Pass/Fail.

Overall honors awarded for Honors on clinical performance and NBME exam.

Comments:

XI. Compliance: Mid-Point Feedback, Diagnosis and Procedure Logs, and Externship

Logs

As Clerkship Coordinators, you are required to along with the Clerkship Director ensure that students are receiving mid-point feedback and completing their Diagnosis and Procedure logs.

Mid-point feedback – Students should receive mid-point feedback between the end of the 2nd week and 4th week of the clerkship. You will receive a mid-point feedback attestation via E*Value at the beginning of the 2nd week and are required to submit this confirming all feedback has been conducted by the end of the 4th week. Compliance is checked by the Office of Assessment and Evaluation.

Diagnosis and Procedure logs – Each student receives a required diagnosis and procedure log at the beginning of the clerkship via E*Value. They are required to fill this log out during the clerkship and then submit this by the end of the 5th week of the clerkship. You are, then, required to check this on the first day of the 6th week to ensure all students have submitted this log and that all required diagnosis and procedures were seen either Direct or Team Based Care. If your student did not see a diagnosis and procedure either direct or team based care, you will need to try to help that student complete this by the end of the week. Every year in April, the final Required Diagnosis and Procedure logs are set for the next academic year, changes can only be made during the summer break to ensure all students in that year receive the same logs.


How to for Coordinators to see all detailed data on Diagnoses and Procedure logs:

(This report should be used when trying to figure out which student chose did not complete or an alternative method for compliance.)

1. Login to E*Value www.evalue.musc.edu with your net id and password
2. Click on the **Program** these logs were submitted in
3. Click on **Reports tab**
4. Click on **Activity Evaluation Crosstab** under **Activity Reports**
5. Choose the Role **Activity Director** and click **Next**
6. On the main filter screen choose **Start date and End Date** of the rotation that these logs were submitted in
7. Then under **Activity** choose from the drop down choices and choose the activity **Diagnoses and Procedure log**
8. Under **Evaluation Type** choose **Diagnoses and Procedure Log**
9. Highlight **ALL** of the items in the box “**Choose the items you wish to display**”. (To do this: Scroll to the bottom of the box and on the last choice hold the shift key down and click on the bottom choice to highlight all.)
10. Click **Next** at the bottom of this filter
11. This will give you the aggregate data report of all the students’ diagnosis and procedures log for this list.

Externship Logs - MUSC and Visiting Students scheduled in an externship will be required to fill out and complete an externship log via E*Value. This log will be tied to every externship in E*Value and will go out on the first day of the rotation and will stay open the length of the rotation for students to log their experiences. Coordinators are required to make sure they have scheduled the students to receive the log in E*Value before the beginning of the rotation, and to make sure students submit these logs on the last week of the rotation and that all are submitted before the rotation ends.

How to for Coordinators to Schedule Externship Logs:

1. Click on your **Program** the evaluation is administered in
2. Click on the **Schedules tab** on the top of the screen
3. Click on **Schedule Management** underneath the tabs
4. Choose **Create & Manage Schedules** under **Manage Schedule**
5. Choose each externship course you need to schedule under **Activity**
6. Make sure it is the correct Academic Year you want to view in the Start and End Dates.
7. Check the box **Condensed**
8. Click **View Schedule**
9. For the block you need to schedule the externship log please click the  **(Copy Schedules from)**
10. A pop up box will appear. Click Trainees under **Who to Copy**
11. Choose Externship Log under **Activity**
12. Choose the corresponding **Externship Log timeframe** (i.e. Externship Log Block 1 AY18-19) under **Time Frame**
13. Click **Copy**
14. Go to the externship log activity and verify it was copied by ensuring all trainees scheduled appear in green within the schedule

E*Value

What is E*Value?

E*Value is MUSC's preferred health professional education management system and has been fully deployed in the College of Medicine since 2005. The system is used primarily to manage the 78,000+ students, faculty and course evaluations that are scheduled every academic year. The Office of Assessment and Evaluation oversees this system, tracks the compliance of completed evaluations, and pulls data reports from the system to access outcomes.

Medical Students evaluate courses, lecturers, activities, small group facilitators, faculty members, attending physicians, residents, and peers (as team members) on a regular basis. A structured feedback evaluation system is in place to ensure that course objectives are taught and examined. Much of the evaluation data is collected through the electronic management system, E*Value. Both quantitative and qualitative comments are collected and analyzed by the Office of Assessment and Evaluation, then, presented to course directors, faculty members, and students to improve the curriculum. College of Medicine Coordinators should pull data from E*Value every 6 months to share with the course directors.

All clinical evaluations have a 2 week timeframe. Evaluations are generated a week before the rotation and are due a week after the rotation ends. Students are not required to complete an evaluation but are highly encouraged to do so as part of their professional duty. Preceptors are required to submit the Clinical Performance Evaluation (CPE) as these evaluations help determine the student's grade. E*Value has an automatic reminder system that notifies the student, resident, and faculty when they are sent an evaluation. This system also sends a reminder notification every week that until they submit the evaluation.

A student or attending at any time can submit an Ad Hoc evaluation via E*Value. This includes a Praise or a Concern card regarding a peer, attending, or coordinator. Each Praise and Concern card is confidential and is submitted directly to the Office of Student Affairs and handled appropriately. A Praise card for an attending nominates the person for a Dean's Professionalism Award who model professional attributes. Coordinators should encourage both students and Attendings to complete Praise and Concern cards at any point of the course.

Important: You will have access to very confidential information within E*Value. Please be diligent and careful with whom you share this data. You should only be sharing data with your Program Director, Education Representative, or Chair. All data that is collected is intended solely for the use of the Dean's Office and may contain confidential and/or privileged information. Any unauthorized review, use, disclosure or distribution of this data is expressly prohibited.

E*Value How-To Guide for Coordinators

For access to E*Value and help please contact Michele Friesinger

To log into E*Value, please go to www.evalue.musc.edu and login with your NetID and password.

I. Helpful E*Value Hints:

- Never use the browser's back button while in E*Value. Always use the blue arrow in the right hand corner of the screen to go back. If you use the browser's back button, you will get kicked out of E*Value completely.
- You are able to log into E*Value simultaneously in two separate browsers.
- While in the Reports section of E*Value, you are encouraged to use either the PDF button to PDF the report or the small envelope icon to email reports to yourself. The email icon sends the report directly to your MUSC email account in PDF format so that it's automatically in a print-friendly format and can be saved easily. The PDF icon automatically sends you a pop up box with the PDF report ready and able to save. Try to avoid using the print icon in E*Value because the formatting will be incorrect.
- Do not add users or edit evaluations, if you need to add a user or edit an evaluation please contact Michele Friesinger for assistance.

II. Creating Favorites

E*Value allows you to store favorite/frequently used pages in a queue to in the top right-hand side of the screen like many popular browsers.

How to Save Favorites in E*Value:

1. Go to the page you would like to save as a favorite (ie., About Trainees Filter page)
2. Click on the **down arrow** next to the **Favorites** button on the top right hand corner of the screen.
3. Click **Add**
4. This will add this page as a favorite on the left hand tool bar.

III. Accessing Pending Evaluations

When an evaluation is generated, the recipient will receive an automatic email notification from E*Value containing a direct link to the evaluation. Once the link is deleted, it cannot be regenerated. The student and/or Attending must use the instructions below to access the evaluation instead.

How to Open "To Be Completed" Evaluations (IF the EMAIL LINK cannot be located):

1. Click on your **Program** the evaluation is administered in
2. Click on the **Home icon** on the top of the screen
3. Click on **Complete Pending Evaluations** in the Evaluations box
4. Scroll down to the bottom of the screen to find the correct line with the evaluation you are looking for and click on the box next to the word **"Open"**
5. Now click **Submit**
6. This will bring you to the evaluation that you need to complete.
7. Once you have entered all the data, please hit the submit button at the bottom of this evaluation.

IV. Adhoc Evaluations

Students and Attendings are encouraged to complete Adhoc Evaluations. This includes Praise and Concern cards and Learning Environment cards on faculty, staff, students, residents etc. This function allows an evaluation to be completed at any time not just when evaluations are generated.

How to complete an Ad hoc Evaluation

1. Click on your **Program** the evaluation is administered in
2. Click on the **Evaluations tab** on the top of the screen
3. Click on **Initiate Adhoc Evaluations** underneath the **Manage Evaluations**
4. Choose an evaluation from **“Select an evaluation type”** from the drop down menu.
5. Choose the name of **“Who you would like to evaluate”** (Educator, peer, etc.)
6. Choose the **Activity and Time Frame** in which this learning environment issue, praise or concern occurred.
7. Click **Next**
8. The evaluation will then be generated. Please complete and submit.

V. Schedules and Rosters

How to View Students and Preceptors Scheduled in Each Block

1. Click on your **Program** the evaluation is administered in
2. Click on the **Schedules tab** on the top of the screen
3. Click on **Schedule Management** underneath the tabs
4. Choose and **Create & Manage Schedules** under **Manage Scheduling**
5. At Activity either leave All Activities to see all schedules or choose specific activity you want to view the schedule.
6. Make sure it is the correct Academic Year you want to view in the Start and End Dates.
7. Check the box **Condensed**
8. Click **View Schedule**
9. To see evaluations generated click on the **notebook** at the top left corner of each scheduled block.


How to pull rosters for upcoming rotations

1. Login to E*Value www.evalue.musc.edu with your net id and password
2. Click on your specific **Program**
3. Click on **Reports Tab**
4. Click on **Schedule Report** under **Scheduling Reports**
5. Choose Administrator if it provides you this option
6. From the program filter choose **All Programs** (at the top of the list not your specific program)
7. Choose the Activity you want the roster for under **Activity:**
8. Choose the Time Frame you are looking for in the **Time Frame Filter**
9. Change **Report Type: By Activity**
10. Click Next.

How to Send Email Reminders from E*Value regarding open evaluations with the link

1. Click on your program the evaluation is administered in
2. Click on the **Schedules Tab** on the top of the screen
3. Click on **Schedule Management** submenu underneath the tabs
4. Choose and **Create & Manage Schedules** under **Manage Scheduling**
5. At **Activity filter** choose the activity you want to email preceptors or students in
6. Make sure it is the correct Academic Year you want to view in the Start and End Dates.
7. Click **View Schedule**
8. Scroll over to the timeframe that the students and/or preceptors are in that you want to email. In the top left hand corner of the timeframe box there is a notebook icon. **Click on this notebook icon** and a window will open showing the evaluations that are scheduled.
9. If there are evaluations open, scroll to the bottom of this window and there will be a hyperlink that says **"Send Reminders for Open Evaluations"**. Click on this hyperlink
10. This will direct you to the evaluation reminder page. On the right hand side shows who this email will go to, to edit who this goes to use the rank filter (i.e. MS3, MS4, or attending physician.)
11. Choose **YES to Include Auto login in Email** as this does not work for MUSC since we sign in with Shibboleth.
12. Complete the body of the email and hit **send emails**.

How to for Coordinators to EMAIL Students in courses prior to starting the rotation:

1. Login to E*Value www.evalue.musc.edu with your net id and password
2. Click on the **Program** these evaluations were submitted in
3. Click on **Program Management Tab**
4. Click on **Communication Tools** in the sub menu under the tabs
5. Click on **Post Office** under Contact Users
6. Click on **Add Recipients** next to Recipients
7. Click on **Select Filters** in the grey header next to OR
8. Choose **Activity** under Find Users By Schedule, click on the activity that the students are in that you want to email
9. Click **Time Frames** and choose all the time frames that the students are in who you want to email.
10. Click **Done**
11. There will be a list of student names under Recipient in the ALL line click the  icon and this will put a check mark next to all the students that you were filtered.
12. Click **Done**
13. Choose if you want to have this email sent as a bulk email showing all the students who are on the email or individually email them which will be a private message.
14. Complete the Subject and Message field within the email
15. Choose if you would like to add an attachment (i.e. syllabus)
16. Click **Next**
17. Confirm email and recipients and click **Send** (Sends the message in real time)

VI. Evaluation Data: When, How, and Why to Pull

Coordinators should pull data on courses and faculty every 6 months and review it with the course director. This helps determine whether or not there are any red flags for the course. This data is also pulled by the Office of Assessment, Evaluation, and Quality Improvement and reviewed by the Associate Deans and by the Department Chair annually.

This data should also be pulled every block to calculate the student's grades. It's critical that this data is reviewed at the end of each block to check for duty hour violations and conflicts of interest, which are both important questions on the clerkship, selective, elective, and externships evaluations students complete. If you would like to pull reports by people groups (see notes on page 24).

How to pull an Aggregate Data Report for Courses:

Go to your Program on the E*Value homepage:

1. Click on the **Reports Tab**
2. Click on **Aggregate Activity Performance** on the submenu under **Activity Reports**
3. Make the **Start and End Date** the Dates of the Course Rotation
4. Change only the **Activity to the specific activity you are looking for and click Next**
5. If this page is not in Expanded view, hit the link that says **Expanded view** link in the top left hand corner highlighted in either blue or purple.
6. To see the comments for these, you can choose the other link at the top left hand corner that says **To Activity Comments**
7. You can also email each of these reports (Data and Comments) to yourself by hitting the **envelope icon** at
8. The top right hand corner of the window and then hitting submit on the pop up box.

How to pull an Aggregate Data Report for Educators:

1. Click on the **Program** these evaluations were submitted in
2. Click on the **Reports Tab**
3. Click on **Aggregate Educator Performance** on the submenu under **Educator Evaluation Reports**
4. On the main filter screen choose **Start date and End Date** of when these evaluations began and end.
5. Then, under **Activity** choose from the drop down choices and choose the activity in which the educator was evaluated in. DO NOT change any other filters.
6. Click **Next** at the bottom of this filter.
7. This will give you the aggregate data report of all educators in that activity. To see comments choose the **To Educator Comments** link at the left hand top of this report. You can email this report to yourself as well.

How to pull Individual Student Data or Comments:

1. Go to your Program on the E*Value homepage:
2. Click on the **Reports Tab**
3. Click on **Aggregate Performance** on the submenu under **Trainee Evaluation Reports**
4. Choose the **Start and End Date** of the Academic year you would like to view
5. In the box for **Last Name Filter** put student's last name click **Filter/refresh**
6. This will bring you to the data. To see comments just click the hyperlink on this page that says **To Trainee Comments**.

How to pull Individual data for Educator evaluations:

1. Click on the **Program** these evaluations were submitted in.
2. Click on the **Reports Tab**
3. Click on **Aggregate Educator Performance** on the submenu under **Educator Evaluation Reports**
4. On the main filter screen, choose **Start date and End Date** of when these evaluations began and ended.
5. Then, under **Activity** choose from the drop down choices and choose the activity in which the educator was evaluated in.
6. Then, choose the **Educators** filter and choose a person's name. DO NOT change any other filters.
7. Click **Next** at the bottom of this filter.
8. This will give you the data report. To see comments, choose the **To Educator Comments** link at the left hand top of this report. You can email this report to yourself as well.

How to for COORDINATORS to Pull average score on CPE:

Go to your program on the E*Value homepage

1. Click on the **Reports Tab**
2. Click on **Performance by Question Group** on the submenu under **Trainee Evaluation Reports**
3. Make the **Start and End Date** the Date of the Course Rotation
4. Change only the **Activity to the specific activity you are looking for and click Next**
5. Change the **Evaluation Type** to **Clinical Performance Evaluation (CPE)**
6. Change the **Question Group** to **CPE**
7. **Choose the student's name** under **Trainees** whose CPE average you are looking for
8. Click **Next**
9. On this report you are looking at the **Score Average**.

***Helpful Hint:** You can click on the Trainee Performance Analysis or the Trainee Comments hyperlinks at the bottom of the page to see the full aggregate CPE of this student.

VII. Evaluation Compliance:

Students are HIGHLY ENCOURAGED to complete evaluations, but they are not required. However, Attendings are required to complete them for grading purposes. To find out who has completed evaluations, use the steps below.

How to pull compliance reports for evaluations:

1. Go to the **Program** on the E*Value homepage.
2. Click on **Reports Tab**
3. Click on either **Trainee Compliance Audit Log** under **Trainee Evaluation Reports** or **Educator Compliance Audit Log** under **Educator Evaluation Reports** in the submenu
4. Change the **Start and End Date** to this rotation the evaluation was generated.
5. In the field **Activity**, choose from the drop down box the activity you are trying to view the evaluations.
6. Click **Next**.

VIII. Review & Release of Evaluations:

Once a preceptor submits a Clinical Performance Evaluation for a student, the evaluation goes into a queue called Review/Release. This function allows the coordinator to view the CPE (i.e. the marks given, comments, and conflict of interest statement). If the coordinator has any reservations regarding the CPE, they can either send it back to the preceptor or put this CPE on hold to discuss it further with administration. If there are no reservations, then, the coordinator must release this evaluation to the student. Once released, the student can see the CPE including which preceptor submitted the evaluation and comments. Students are required to receive this information due to FERPA (the Family Educational Rights and Privacy Act).

How to use the Review/Release Function:

1. Click on the **Program** the evaluation is in and click **Continue Login**.
2. Click on **Evaluations Tab**
3. Click on **Review & Release Completed Evaluations** under **Manage Evaluations** in the sub-menu
4. Click on the drop down box **Activity:** and choose the activity in which the CPE was submitted in.
5. Change the **Default Action** to **Hold**
6. Click **Next** (Do not change any other filters).
7. This screen will show all the evaluations you have pending for this rotation. Click on each **Student's Name** (in blue), this will take you to all the evaluations. Double check your answers on each evaluation.
8. Make sure for each evaluation that you reviewed, the radio button marked **Yes** under **Release** has been selected. If you do not want to release one or more of the evaluations on this page, please change this radio button to Hold under Release. (Note: If you would like to make changes to this evaluation before releasing, please mark the re-open radio button)
9. Then, hit **UPDATE** (This will release, hold, or re-open all the evaluations you just reviewed on this page).

IX. Updating Faculty and Resident People Groups in E*Value:

If you need to add a new user within E*Value please contact Michele Friesinger. It is necessary at some points to pull reports for a certain group of faculty or some evaluations in E*Value have Who Did You Work With questions for the student to choose the preceptor or resident they worked with. These lists will need to be kept up with, and should be reviewed every 6 months. Below are instructions to create and edit these lists.

How to for Coordinators to create new people groups:

1. Login to E*Value www.evalue.musc.edu with your net id and password
2. Click on the **Program** these evaluations were submitted in
3. Click on the **Users** tab
4. Click on **Create & Manage User Groups** under User Setup
5. Click on **Add a New People Group**
6. Type in the title of the people group under **Group Description** (LEAVE EVERYTHING ELSE THE SAME).
7. Click **Add group**

How to for Coordinators to ADD Faculty or Residents in the people groups:

1. Login to E*Value www.evalue.musc.edu with your net id and password
2. Click on the **Program** these evaluations were submitted in
3. Click on the **Users** tab
4. Click on **Create & Manage User Groups**
5. Make sure you choose the correct list you want to add the physician to by clicking on the calendar on the same line under **Assign Users**
6. Type in the Last Name of the physician you are looking for under **By Last Name:** (DO NOT hit enter name will automatically appear after typing the first few letters, enter will kick you out of the entire system)
7. Make sure the box next to **Limit to Home Subunit** is **UNCHECKED**
8. The physicians name should appear under the bottom left hand box titled **Available Users**, click on their name to highlight it
9. Click the **green plus** button to assign this user (their name will go over the right hand box titled **"Group Members"**)
10. When adding everyone choose the **Close** button

How to for Coordinators to DELETE Faculty or Residents in the people groups:

1. Login to E*Value www.evalue.musc.edu with your net id and password
2. Click on the **Program** these evaluations were submitted in
3. Click on the **Users** tab
4. Click on **Create & Manage User Groups** under User Setup
5. Make sure you choose the correct list you want to add the physician to by clicking on the calendar on the same line under **Assign Users**
6. The physicians name should appear under the bottom right hand box titled **Group Members**, click on their name to highlight it
7. Click the **red minus** button to remove this user (their name will go over the left hand box titled **"Available Users"**)
8. When removing everyone choose the **Close** button

How to Schedule Preceptors for evaluations in E*Value:

Log on to www.evalue.musc.edu with your netid and password.

1. Click on your **Program** the evaluation is administered in
2. Click on the **Schedules tab** on the top of the screen
3. Click on **Schedule Management** underneath the tabs
4. Choose and **Create & Manage Schedules** under **Manage Scheduling**
5. Under **Activity** choose **the one you want to schedule**, click **View Schedule**
6. Click on the **Blue Hyperlinked course title** under Activity Name Click to Schedule, a new window will display
7. From the drop down menu in the top left hand corner, pick the Time Frame you created for this week's sessions.
8. In **Last Name Filter** search for the lecturers name by typing the first few letters of their last name and then click **Filter users**, locate the educator on the list and click to highlight them on this list, for lecturers make the **Evaluation Action** drop down box say **Both**, then click **Add Schedule Entry**.

How to Schedule Students on a Team in E*Value:

1. Click on the **Schedules tab** on the top of the screen
2. Click on **Schedule Management** underneath the tabs
3. Choose and **Create & Manage Schedules** under **Manage Scheduling**
4. Under **Activity** choose **the activity you want to schedule**, click **View Schedule**
5. Click on the **Blue Hyperlinked course title** under Activity Name Click to Schedule, a new window will display
6. Make sure the team is at the top of all the listed names.
7. If not click edit under students or preceptors name that is not under the team.
8. In the top left hand corner, click the green plus next to the correct team.
9. Click Update Schedule Entry
10. The student/preceptor should now be showing up under the team

X. Approving Absence Request Forms E*Value:

Students complete all absence request forms in E*Value for any time off during all four years of medical school. The course coordinator is responsible for viewing these requests, speaking with the course director about the requests, and entering the course director's response in the system. This includes providing a makeup plan if needed.

How to View COM Absence Request Form

1. Once the student completes a COM Absence Request form, an email will be sent for you to review
2. Click the link within the email to be directed to the evaluation
3. Select the Role: **Absence Administrator**
4. Select the Activity: ***COM Absence Request Form**
5. Click **Next**
6. Click the **View Evaluation link** for the student requesting the absence
7. Once discussed with the Course Director, the coordinator will respond to the student within the Additional Evaluation Comments with the approval/disapproval of the absence request and the make-up required if necessary
8. Click **Submit**

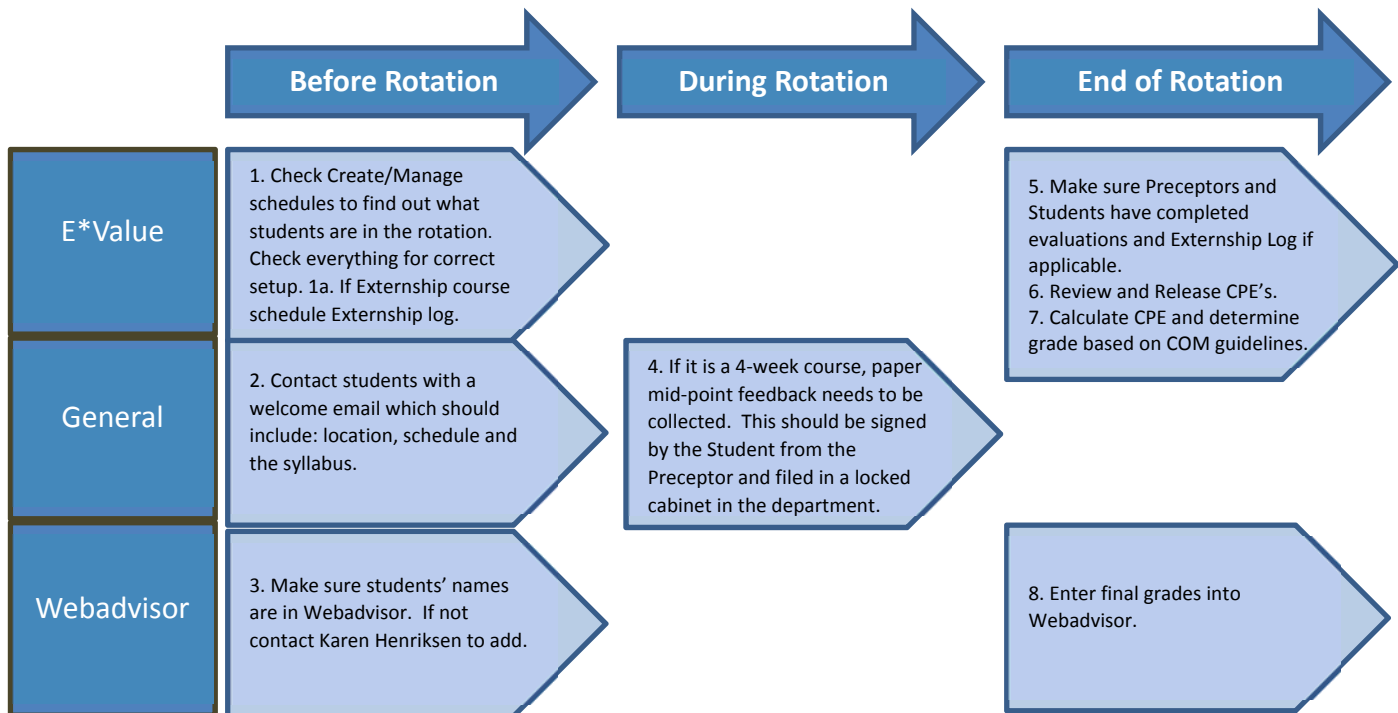
How to View COM Absence Request Form-student's receipt of your response

1. Select the Program in which this form was submitted.
2. Click **Next**
3. Select the **Reports tab**
4. Select **Trainee Evaluation Crosstab** under the subtitle Evaluation Trainee Reports
5. Select the Role: **Absence Administrator**
6. Change the dates to the present Academic Year for the Timeframe
7. Select the Evaluation Type: **COM Absence Request Form**
8. Click Next

E*Value Duties Quick Sheet

Use the below flow chart and corresponding instructions on this quick sheet to complete all necessary requirements for Grading Students

College of Medicine UME Student Coordinator E*Value and Webadvisor Duties Flow Chart




1. How to View Students and Preceptors Scheduled in Each Block

Go to www.Evalue.musc.edu and log in with your net id and password

1. Click on your **Program** the evaluation is administered in
2. Click on the **Schedules tab** on the top of the screen
3. Click on the **Schedule Management** submenu underneath the tabs
4. Choose and **Create & Manage Schedules** under **Manage Schedule**
5. At Activity either leave All Activities to see all schedules or choose specific activity you want to view the schedule.
6. Make sure it is the correct Academic Year you want to view in the Start and End Dates.
7. Check the box **Condensed**
8. Click **View Schedule**
9. To see evaluations generated click on the **notebook** at the top left corner of each scheduled block.

How to for Coordinators to Schedule Externship Logs:

1. Click on your **Program** the evaluation is administered in
2. Click on the **Schedules tab** on the top of the screen
3. Click on **Schedule Management** underneath the tabs
4. Choose **Create & Manage Schedules** under **Manage Schedule**
5. Choose each externship course you need to schedule under **Activity**
6. Make sure it is the correct Academic Year you want to view in the Start and End Dates.
7. Check the box **Condensed**
8. Click **View Schedule**
9. For the block you need to schedule the externship log please click the  **(Copy Schedules from)**
10. A pop up box will appear. Click Trainees under **Who to Copy**
11. Choose Externship Log under **Activity**
12. Choose the corresponding **Externship Log timeframe** (i.e. Externship Log Block 1 AY18-19) under **Time Frame**
13. Click **Copy**
14. Go to the externship log activity and verify it was copied by ensuring all trainees scheduled appear in green within the schedule
15. If additional externships then they will need to be scheduled manually. By using the method below.
 - Click on the **Schedules tab** on the top of the screen
 - Click on **Schedule Management** underneath the tabs
 - Choose and **Create & Manage Schedules** under **Manage Scheduling**
 - Under **Activity** choose **Externship Log**, click **View Schedule**
 - Click on the **Blue Hyperlinked course title** under Activity Name Click to Schedule, a new window will display
 - From the drop down menu in the top left hand corner, pick the corresponding Externship Time Frame.
 - In **Last Name Filter** search for the students name by typing the first few letters of their last name and then click **Filter users**, locate the correct student on the list and click to highlight them on this list, make the **Evaluation Action** drop down box say **Both**, then click **Add Schedule Entry**.

2. Make sure you contact students before the rotation begins and let them know where to come on the first day of the rotation. Also, make sure you provide them their rotation schedule and syllabus prior to the rotation or at orientation.

3. Login to Webadvisor (See instructions on page 28) to make sure student is listed in the course, if not please contact Karen Henriksen, at henrikse@musc.edu in Enrollment Management to be added.

4. If it is a 4 week course, a mid-point feedback form or card is required. Please make sure you collect these from the Student or Preceptor at the end of the 2nd week and file in a locked cabinet in the Department.

5. How to View Students and Preceptors Completed Evaluations

1. Click on your **Program** the evaluation is administered in
2. Click on the **Schedules tab** on the top of the screen
3. Click on **Schedule Management** submenu underneath the tabs
4. Choose and **Create & Manage Schedules** under **Manage Scheduling**
5. At Activity either leave All Activities to see all schedules or choose specific activity you want to view the schedule.
6. Make sure it is the correct Academic Year you want to view in the Start and End Dates.
7. Check the box **Condensed**
8. To see evaluations completed click on the **notebook** at the top left corner of each scheduled block.

6. How to Review/Release Evaluations

1. Click on the **Program** the evaluation is in and click **Continue Login**.
2. Click on **Evaluations Tab**
3. Click on **Review & Release Completed Evaluations** under **Manage Evaluations** in the sub-menu
4. Click on the drop down box **Activity:** and choose the activity in which the CPE was submitted in.
5. Change the **Default Action** to **Hold**
6. Click **Next** (Do not change any other filters).
7. This screen will show all the evaluations you have pending for this rotation. Click on each **Student's Name** (in blue), this will take you to all the evaluations. Double check your answers on each evaluation.
8. Items to review:
 - Comments are correlating to scores
 - In the comments make sure students name match evaluation and pronouns are consistent with their gender
 - Review the answer to the Do you have reservations question
 - Make sure the "I don't have a conflict of interest" is checked
9. Make sure for each evaluation that you reviewed, the radio button marked **Yes** under **Release** has been selected. If you do not want to release one or more of the evaluations on this page, please change this radio button to Hold under Release. (Note: If you would like to make changes to this evaluation before releasing, please mark the re-open radio button)
10. Then, hit **UPDATE** (This will release, hold, or re-open all the evaluations you just reviewed on this page).

7. How to for COORDINATORS to Pull average scores on CPE:

1. Click on your **Program** the evaluation is administered in
2. Click on the **Reports Tab**
3. Click on **Performance by Question Group** on the submenu under **Trainee Evaluation Reports**
4. Make the **Start and End Date** the Date of the Course Rotation
5. Change only the **Activity to the specific activity you are looking for and click Next**

6. Change the **Evaluation Type** to **Clinical Performance Evaluation (CPE)**
7. Change the **Question Group** to **Overall Performance**
8. **Choose the student's name** under **Trainees** whose CPE average you are looking for
9. Click **Next**
10. On this report you are looking at the **Score Average**.
11. Review College of Medicine Grading Policy for Guidelines

8. 3rd Year Course Failure

A student will fail the CPE if any **one** of the following conditions is met:

A **Clinical Performance Evaluation** noting the following deficiencies regarding a student:

1. Does Not Meet Expectations for **EPA Performance**
 - A majority of evaluations have ≥ 2 ratings of “does not meet expectations”
 - ≥ 3 ratings of “does not meet expectations” in a course that issues only one evaluation
2. Major Concerns noted in **Professionalism or Communication**
 - A majority of evaluations note “major concerns”
 - At least 1 evaluation notes a major professionalism concern that is deemed egregious
3. Does Not Meet Expectations for **Overall Performance**
 - A majority of evaluations have ≥ 2 ratings of “does not meet expectations”
4. At the discretion of the course director, a student may fail the clinical performance evaluation when fewer than the majority of evaluations note **significant** concerns in EPA Performance, Overall Performance and/or Professionalism/Communication and are supported with narrative feedback from evaluator(s).

3rd Year Clerkship Honors

A student in 3rd year will be eligible for **clinical** honors if they achieve a **CPE Overall Performance score of 2.6 or higher** (3 out of 5 “exceeds expectations” on average) *and* have:

- No ratings of “does not meet expectations” on **EPA Performance or Overall Performance**
- No ratings of “major concerns” for **Professionalism or Communication**

4th Year Course Failure

A student will fail the CPE if any **one** of the following conditions is met:

A **Clinical Performance Evaluation** noting the following deficiencies regarding a student:

1. Does Not Meet Expectations for **EPA Performance**
 - A majority of evaluations have ≥ 2 ratings of “does not meet expectations” or ≥ 3 ratings of “building competence”
 - ≥ 2 ratings of “does not meet expectations” or ≥ 4 ratings of “building competence” in a course that issues only one evaluation.
2. Major Concerns noted in **Professionalism or Communication**
 - A majority of evaluations note “major concerns”
 - At least 1 evaluation notes a major professionalism concern that is deemed egregious
3. Does Not Meet Expectations for **Overall Performance**
 - A majority of evaluations have ≥ 2 ratings of “does not meet expectations”
4. At the discretion of the course director, a student may fail the clinical performance evaluation when fewer than the majority of evaluations note **significant** concerns in EPA Performance, Overall Performance and/or Professionalism or Communication and are supported with narrative feedback from evaluator(s).

4th Year Course Honors

A student in 4th year will be eligible for clinical honors if they achieve an **Overall Performance score of 2.8 or higher** (4 out of 5 “exceeds expectations” on average) *and* have:

- No ratings of “does not meet expectations” on **EPA Performance or Overall Performance**
- No ratings of “major concerns” for **Professionalism or Communication**

Instructions for Year 1 and 2 FPC Coordinators

How to pull aggregate on Medical Student Evaluations to check the COI question:

1. Choose **1st and 2nd Year Courses Program**
2. Click on the **Reports Tab**
3. Click on **Aggregate Trainee Performance** under **Evaluation Trainee Reports**
4. In the Filter back the start date and appropriate end date
5. Choose **Year 1 FPC Small Group Final Eval Fall** for the Activity
6. Leave all other filters the same and then Click **Next**
7. This will bring you to the data

How to pull individual reports on Medical Student Evaluations to check the COI question:

1. Choose **1st and 2nd Year Courses Program**
2. Click on the **Reports Tab**
3. Click on **Completed Evaluations about Trainees**
4. In the Filter back the start date and appropriate end date
5. Choose **Year 1 FPC Small Group Final Eval Fall** for the Activity
6. Leave all other filters the same and then Click **Next**
7. This will bring you to all the individual reports
8. Please click **View Evaluation** (blue hyperlink) on the far left hand side of the screen
9. This will be the student's evaluations completed by the instructor, this question is the last question on this evaluations.

How to pull individual data on Student Grades:

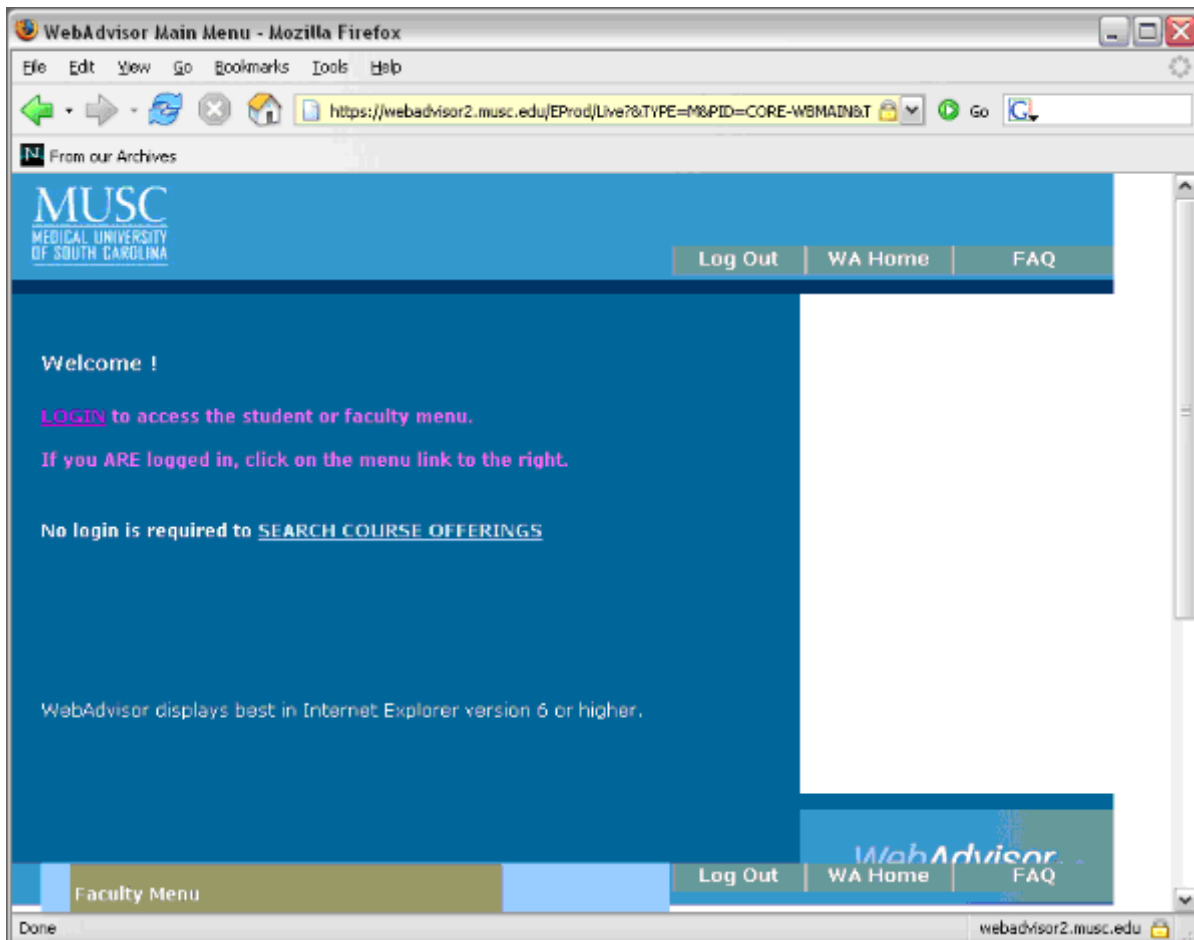
1. Choose **1st and 2nd Year Courses Program**
2. Click on the **Reports Tab**
3. Click on **Trainee Grade Summary** under **Evaluation Trainee Reports**
4. In the Filter back the start date and leave the appropriate end date
5. Choose **Year 1 FPC Small Group Final Eval Fall** for the Activity
6. Choose **Excel** under Format Option
7. Leave all other filters the same and then Click **Next**
8. This will bring you to all the individual overall ratings

WebAdvisor/Grading Instructions

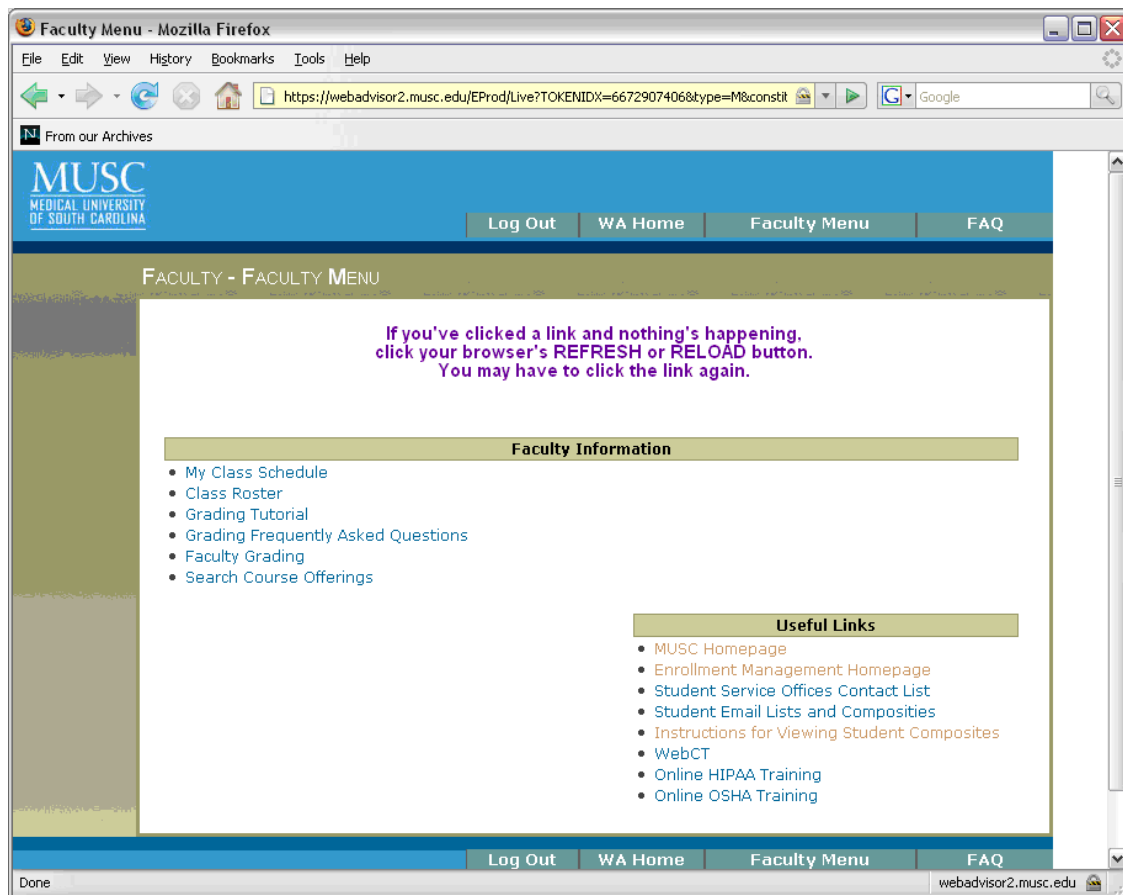
What is WebAdvisor?

WebAdvisor is the system in which you will enter grades. After the course coordinator and the course director have determined grades using E*value Clinical Performance Evaluation and other requirements you will enter the final grades into this system. WebAdvisor is overseen by the Enrollment Management office, for access to WebAdvisor and for help with this system, please contact Pat Cassano in Enrollment Management.

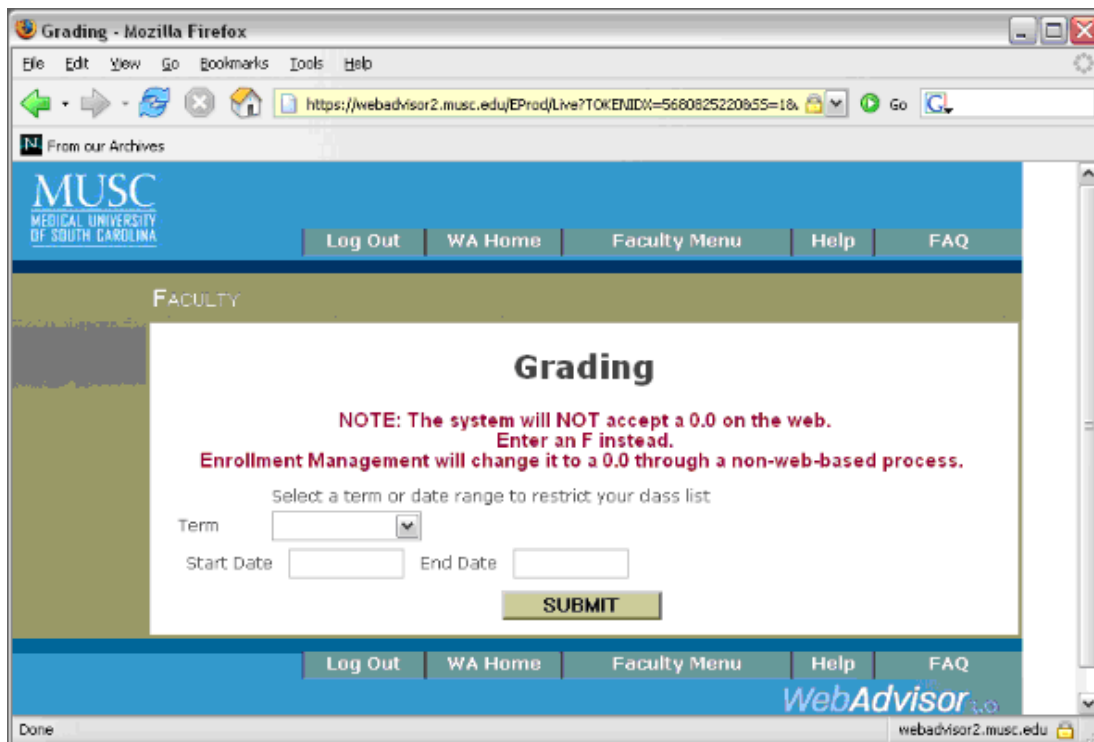
- Go to <https://webadvisor.musc.edu/R18PROD/R18PROD?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=7754758941>
- Click on LOGIN.
- You will now be prompted to login to WebAdvisor. Your login is the same as your MNA e-mail account login (i.e., "smithma" for Michael A. Smith). Your password is the same as well.
- WebAdvisor will then display the following screen. Click on Faculty Menu at the bottom left.



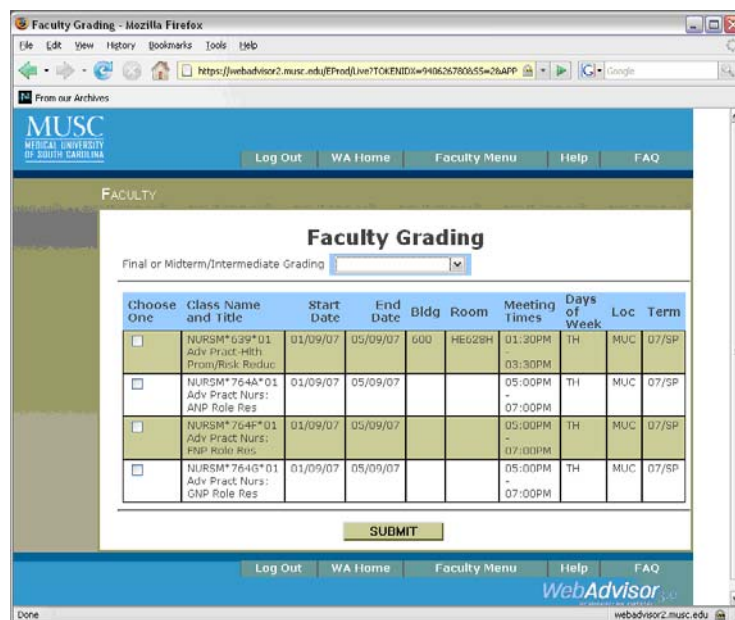
- You will, then, see the following menu. Click on Faculty Grading.



- Choose a term (i.e. 07/SP) you wish to enter grades in from the drop down menu and hit submit. You DO NOT need to enter start and end dates for the term.



- You will now see a list of the course sections you can access to assign grades. First, choose Final or Mid-Term grades from the drop down menu. Almost all courses require Final grades only. Then, click on the checkbox next to the course section you are ready to grade and hit submit.



- You will now see the roster of students assigned to this section.
- In the "GRADE" column, enter a grade of Honors, Pass, No Pass, or Incomplete (H, P, NP, or IN)
- Enter grades and hit Submit. You may leave some students without a grade and come back to the same section later to grade them.

Faculty Final Grading

Class Name: NURSM*639*01
 Title: Adv Pract-Hlth Prom/Risk Reduc
 Location: MUSC Charleston
 Term: Spring 2007

Instructors

Student	ID	Grade	Med Only	Expire Date	Int Gr1	Int Gr2	Int Gr3	Int Gr4	Int Gr5	Int Gr6	Class Level	Status	Credits	CEUs
											71	New	4.00	
											71	New	4.00	

- Timeout will occur 20 to 30 minutes after login so if your student roster is large you may want to hit submit every so often, re-enter the course section and continue grading.
- Please note that students cannot view grades you have submitted via WebAdvisor until Enrollment Management staff verifies the grades. This usually takes place the following morning. You may change grades via WebAdvisor until verification has taken place. After verification, a Grade Change Form must be filled out.

Moodle Instructions

What is Moodle?

Moodle is MUSC's preferred learning management system and is used in all four years in the College of Medicine. This platform can hold your syllabus, Tegrity recordings, quizzes, and other documents for each course that both faculty and students can access. For access to Moodle and help, please contact Inda Johnson.

To log into Moodle please go to <http://moodle.musc.edu> and login with your NetID and password.

I. To Begin Editing a Course

- a. Top corner of page, click arrow change to "Turn on editing"
- b. You can also change the view to student view and back using the drop down box "Switch role to"

II. Formatting Course

- a. Click "Settings" link, left side of page (Administration Tab)
- b. Scroll down to Format
- c. Choose format style
- d. Scroll down to Groups– choose "Separate groups" if you will be using the groups function.
- e. Click Save Changes
- f. Change name of week/topic
 - i. Click "Edit Summary" (Main page)
 - ii. Type in Name
 - iii. Save Changes

III. Assign User Roles

- a. Click "Assign roles" on left hand side (Administration Tab)
- b. Click on the role you want to assign
- c. Click on name of person, then, add, decide if there's a time limit to set
- d. Click on "Assign roles in course" (bottom of screen)
- e. To view who's enrolled and level, click on "Participants" under the People link on left side of screen

IV. Creating Groups/Grouping- How to:

- a. Click the "Group" link on left hand side under the "Administration" panel.
- b. Click on "Create a group"
- c. Enter group name & group description (optional) & save changes. Group is now created.
- d. To enroll members of the created group, click "Add/Remove" members, add desired members, when done click, "Back to groups," members are now added to the group.

V. Groupings

- a. To create groupings or group sets
 - i. Select the "Groupings Tab"
 - ii. Click "Create grouping"
 - iii. Enter grouping name & description (optional)
 - iv. Save changes
- b. To add groups to the groupings
 - i. Under "Edit" tab, click show "Groups in grouping"
 - ii. This will bring up all groups

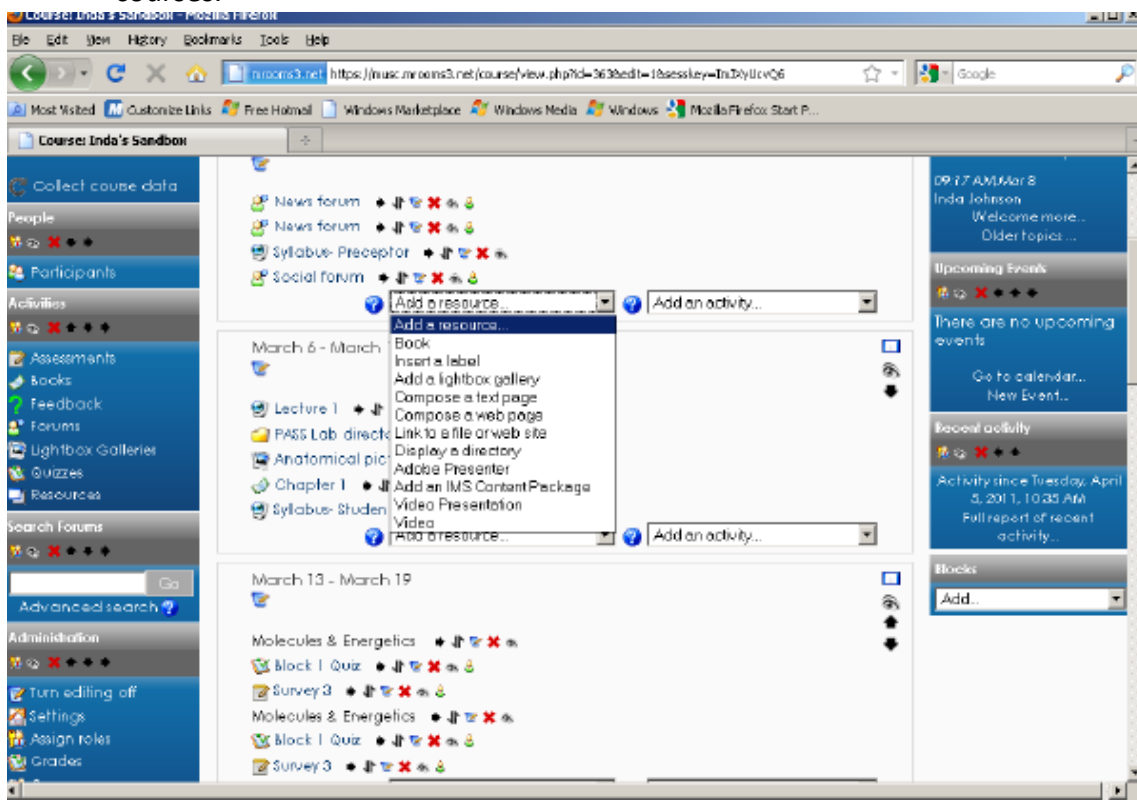
- iii. Select group(s) to add to grouping & click “Back to groupings” tab

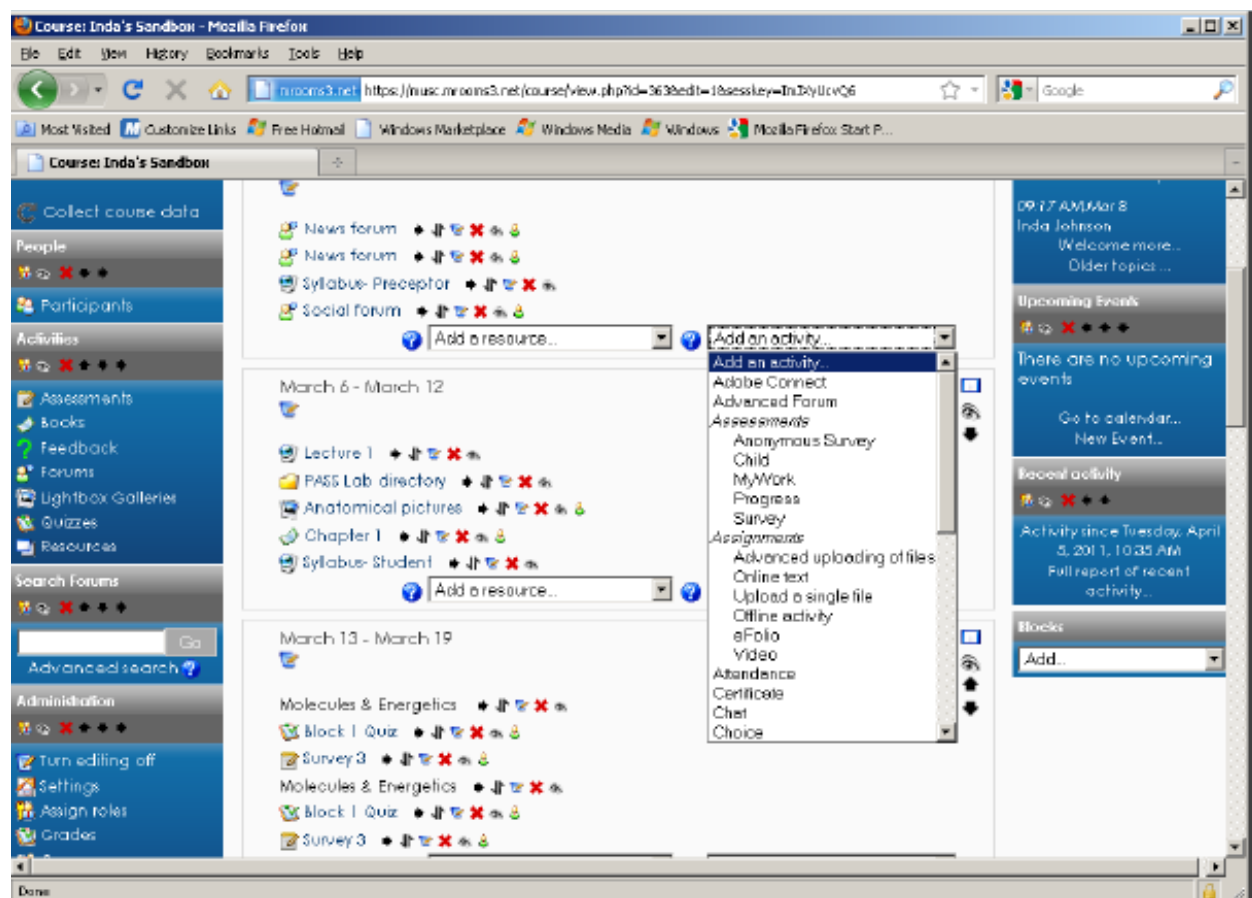
VI. File upload- How to:

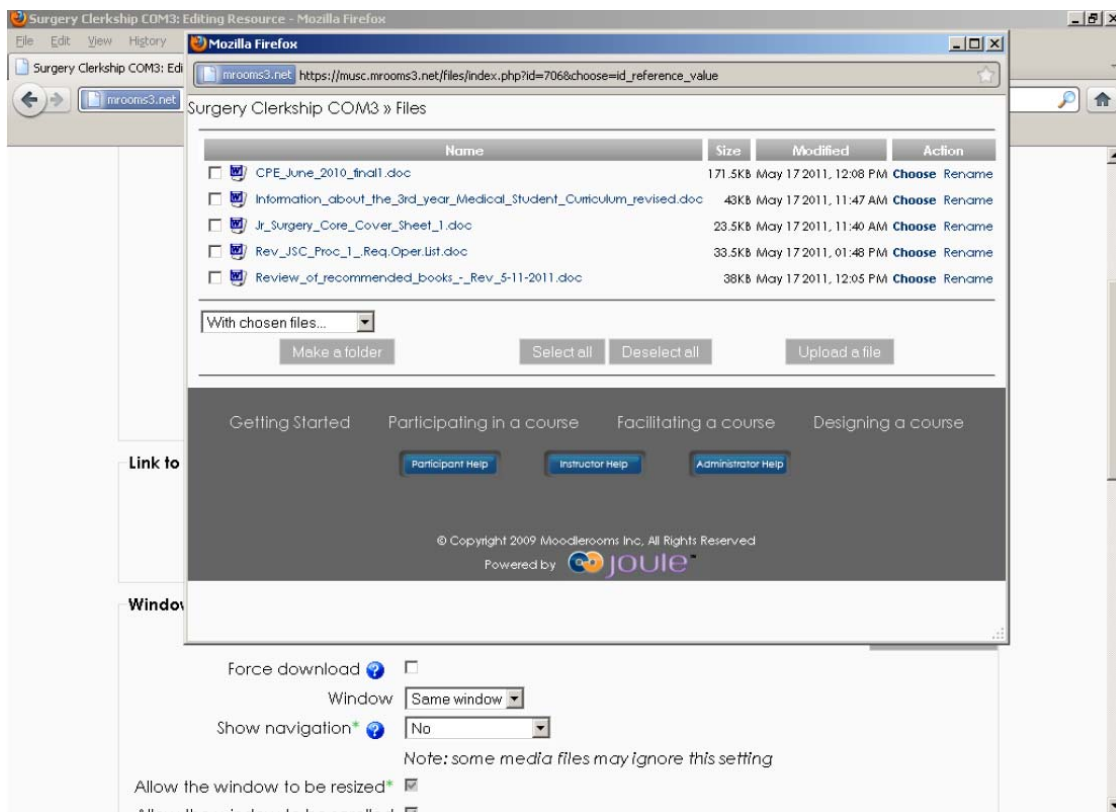
- a. **Click “Files” on left side of page (Administration Tab)
- b. **Click on Make a folder to, then, upload files to specified folders
or
- c. Click on Upload File to upload files without folders
- d. Files, images & videos can all be uploaded
- **Preferred Method**
- e. Browse for file (in Moodle directory or on your computer)
- f. Select the file to upload
- g. Once uploaded to Moodlerooms select “CHOOSE”
- h. File will appear on edit screen in Moodle
- i. Under “Window” heading select, “Open in new window”
- j. Click Save and Return to Course.

VII. Adding Activities/Assignments

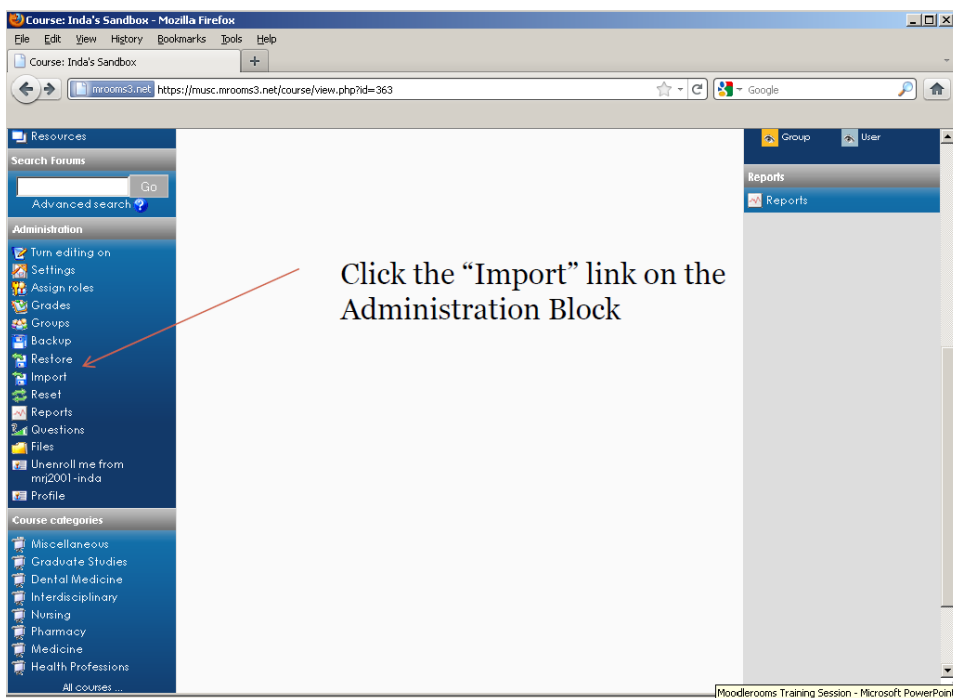
- a. Click on “Add an activity”
 - i. Contains a wide range of activities that can be used to build up any type of course.
- b. Click on “Add an resource”
 - i. Different resource types that allow you to insert almost any kind of web content into your courses.







VIII. How to Move Data from one course to another in Moodlerooms

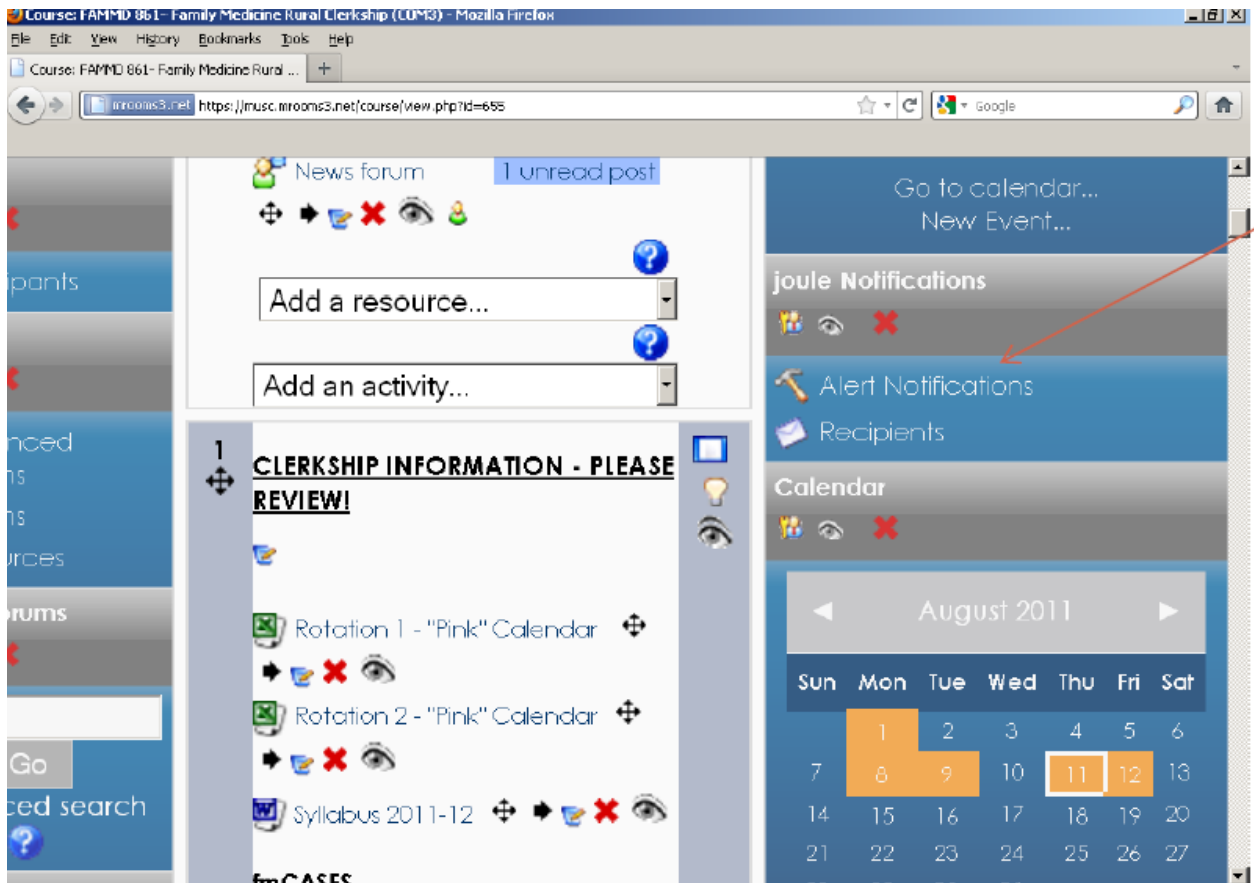


IX. Joule Notifications

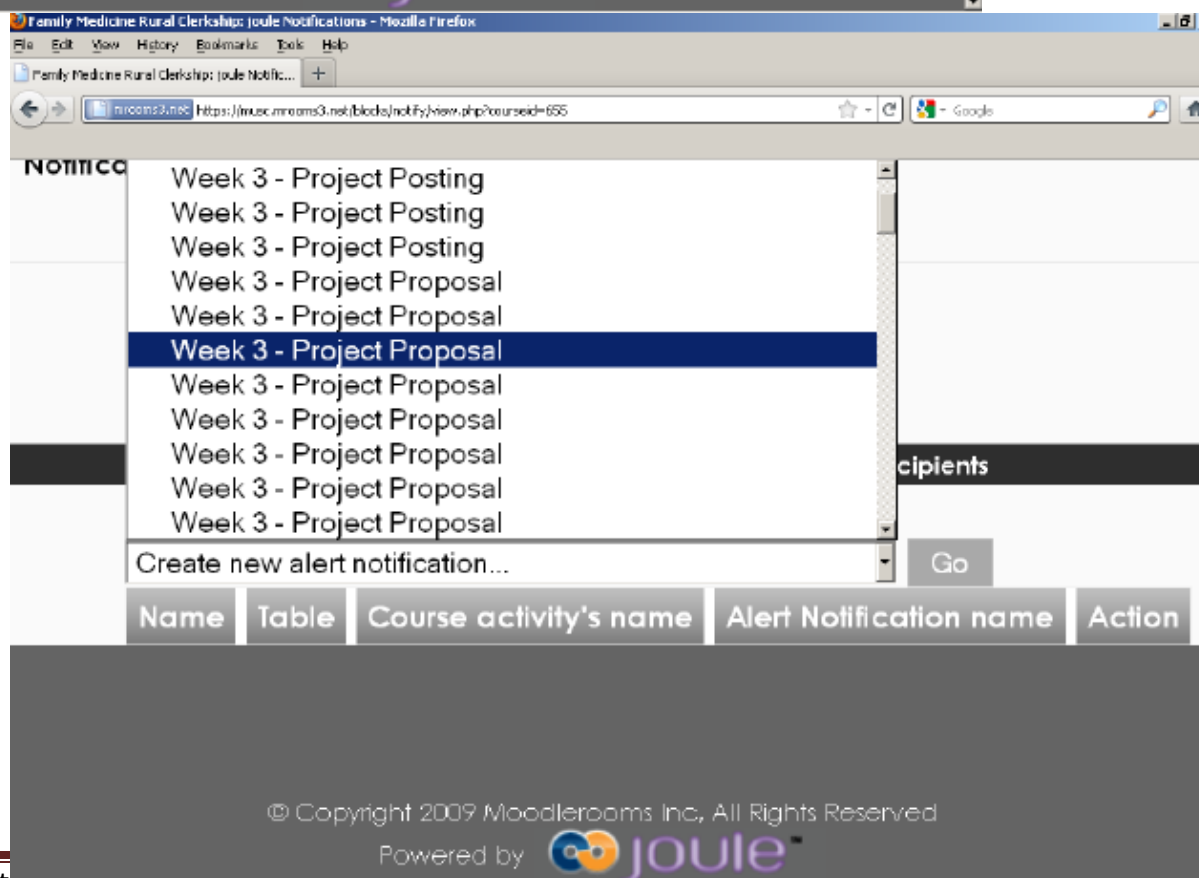
- a. A notification template is a like a form letter that can be used and re-used by teachers
- b. A NOTIFICATION TEMPLATE IS LIKE A FORM LETTER THAT CAN BE USED AND RE-USED BY TEACHERS WHEN CREATING NOTIFICATION ALERTS.
- c. NOTIFICATIONS CAN BE SET TO NOTIFY SPECIFIC RECIPIENTS (TEACHERS OR STUDENTS).
- d. NOTIFICATIONS CAN ALSO BE SET TO BE SENT ONCE OR ON A REPEATING SCHEDULE AND CAN BE SET TO EXPIRE ON A PARTICULAR DATE/TIME.
- e. **The Joule notifications block must be added to your course to use this function.

X. Creating an Alert Notification

- a. Go to the “Joule Notifications” block in edit mode
- b. Click the “Alert Notifications” link



- c. In the drop down menu that says “Create new alert notification”, select the activity you want to set an alert notification for.
- d. Click “GO”



- e. Fill in the requirements/setting for the notification.
- f. Save Changes.

Family Medicine Rural Clerkship: joule Notifications - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Family Medicine Rural Clerkship: joule Notific...

https://musc.mrooms3.net/blocks/notify/view.php

Alert Notifications Alert history Notification alert recipients

Editing notification alert View for Week 3 - Project Posting

Name* You must supply a value here.

How many times? 1

Lookback # of days? 0

Template None

Recipients Users
Student
Course Teachers
Site Admins

Expire time 11 September 2011 11 45

When to process alerts? On expire

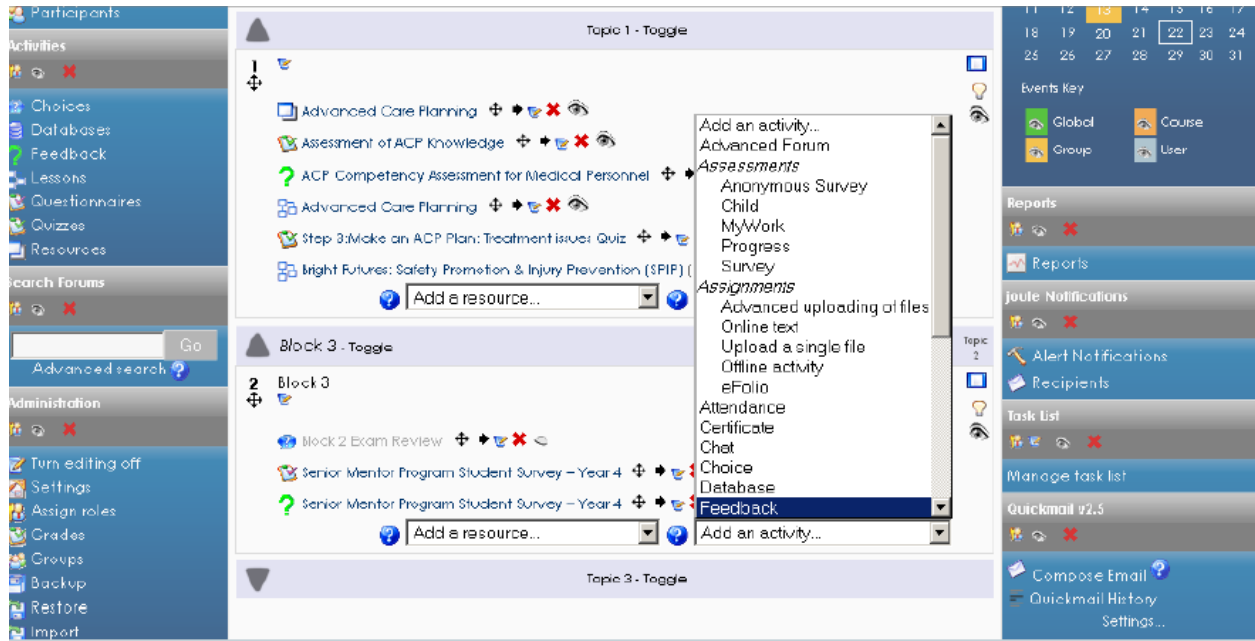
Save changes Cancel

XI. Importing Quiz Questions

- a. The Aiken format is a very simple way of creating multiple choice questions using a clear human-readable format. Here is an example of the format:
 - i. What is the correct answer to this question?
 - ii. A. Is it this one?
 - iii. B. Maybe this answer?
 - iv. C. Possibly this one?
 - v. D. Must be this one!
 - vi. ANSWER: D
- b. The question must be all on one line.
- c. Each answer must start with a single-letter character, followed by a period '.' or a bracket ')', then a space.
- d. The answer line must immediately follow, starting with "ANSWER:" and then giving the appropriate letter.

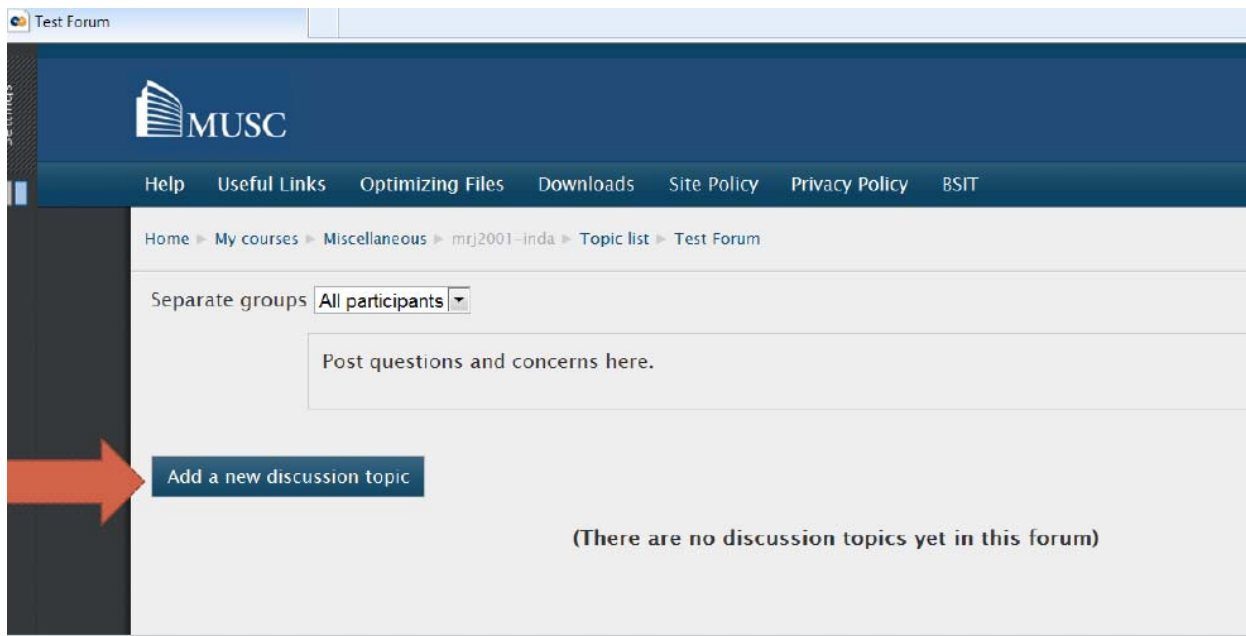
XII. Feedback Feature

- a. Customizable surveys can be created.
 - i. “Add an activity”
 - ii. Choose Feedback



XIII. How to post a forum thread

- a. Click on the forum link you want to post.
- b. Choose “Add a new discussion topic”.



- c. On the next screen, you'll be required to provide a title and, then, your message in the text box.
- d. You can add files, link to other places, and/or add images.
- e. When you have added your message, click on Post to Forum.
 - i. You will have 30 minutes to edit the forum before it automatically sends out an email to all subscribed users.

XIV. Choice Activity

- a. A choice activity allows users to pick options that you provide, for example, users can sign up for a date to take an exam, or pick a size for their white coats, etc.
- b. Select "Add an activity" then choose from the dropdown menu "Choice".
- c. On the next screen, enter a name/title for the choice and provide a description/instructions.
- d. Decide if you want the options listed horizontally or vertically and change the setting based on what you prefer.
- e. Under the "Option" tab decide if you want to allow users to update their choices after they have selected and if you want to limit the number of responses per choice.
- f. After making your selections, enter the choice options, if you need more than the default 5 options, choose "Add 3 field(s) to form" as many times as you need.
- g. You can set an open and close date/time by using the restrict access option.
- h. Save and return to the course.
- i. To review the Choices picked by users, click on the link to the choice.
- j. Next click on the "View xxx responses" (right hand top corner of page).
- k. On the next page, you will see the responses that you can download the responses to an excel spreadsheet (the option to do this is at the bottom of the page with the responses).

VSLO/VSAS Instructions

What is the VSLO™ Program?

The AAMC Visiting Student Learning Opportunities™ (VSLO™) program enables medical and public health students to pursue short-term learning opportunities in the United States and globally. The VSLO program supports students through the process of searching for electives, submitting applications, and completing their resulting educational experience(s). The VSLO program includes:

- Educational opportunities, including pre-clinical, community-based global health, research, and clinical opportunities.
- An application service called the Visiting Student Application Service (VSAS), which allows students to search and apply for opportunities.
- A global and U.S. network of participating institutions.
- The VSLO team, a group of AAMC professionals dedicated to supporting students through the application process.

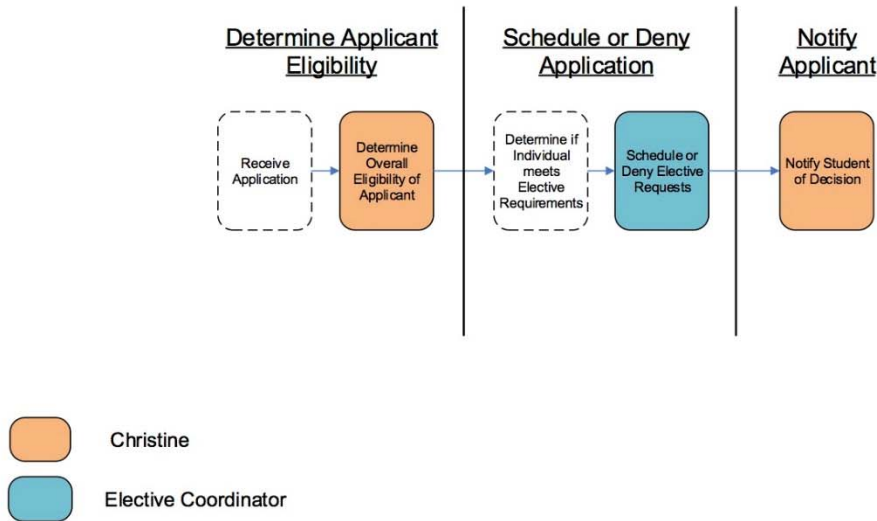
To learn more about VSLO: [view their website](#) and [FAQs](#).

At MUSC, we utilize only the **VSAS** component of this system, and we are both a *host* institution (visiting students apply to rotate with us) and a *home* institution (our students apply to rotate at other participating institutions). Students participate in away rotations in order to gain a better understanding of an institution's residency program and culture, and residency programs invite visiting students to rotate with them as an "audition" prior to or during the residency interview season.

As the student coordinator, you oversee this process for your department by reviewing visiting student applications, approving/denying applications, and scheduling visiting students into available rotations. The process begins in January with the creation of a course catalog in VSAS; you will work with Christine Talbot-Bond to identify appropriate courses in your department and to determine the application requirements for each. Between May and January, you will review all visiting student applications submitted to your department, and using department-determined criteria and paying careful attention to course availability, you will accept or deny each application. Visiting students can be scheduled into rotations between July and February but will not be accepted outside of this period. Please note that MUSC students have priority over visiting students when it comes to available spots on rotations.

For access and help with VSLO/VSAS, please contact Christine Talbot-Bond.

Medical University of South Carolina COM VSAS Application Processing Steps



VSAS Rotation Clearance Overview

Use as a general guide while working within the Visiting Student Application Service (VSAS).

VSAS Application Processing Steps

Department coordinators are responsible for completing Step 2 in VSAS. Step 1 and 3 are provided for context only.

- **Step 1: Determine Eligibility of Applicant** Christine determines if an applicant is “eligible,” “conditionally eligible,” or “ineligible” to rotate based on the institution’s visiting student requirements.
- **Step 2: Schedule or Deny Applications** Once eligible, the applications may be scheduled or denied, based on your criteria. Instructions below. **(YOUR STEP)**

- **Step 3: Notify Applicant** After a decision has been made, the applicant is officially notified of that decision by Christine with the release of standard email messages.

How to Schedule or Deny Applications

1. From the **Main** dashboard, select the **My Applications** tab and then choose **Schedule**
2. Use the **Filter** to bring up an applicant or group of applicants with which to work
 - Filter by Catalog
 - Filter by Specialty
3. Use the **column headers** to sort applications and make it easier to work with the data
 - Sort by **Date Applied** to review applications on a first-come, first-served basis
 - Sort by **Preferred Date** to review applications by rotation block dates
 - Sort by **Elective Name** to review applications by specific rotation
 - Sort by **Type of Student** to review DO and MD candidates separately
4. To review a student's application materials (CV, transcript, personal statement, etc.), click on **Show Requirements** under the **Actions** column on the far right. Click on each requirement to open it.
5. Once an application has been reviewed and a decision made, click either the purple **Schedule** or the orange **Deny** button on the right.
 - Before scheduling a visiting student, you must verify that the rotation spot you are offering them is available in E*Value. Student schedules are frequently changing, and you cannot rely on rosters/schedules you may have reviewed even just one day prior. If you choose to **Schedule** an applicant, you then choose the rotation dates you are offering. Most often, you will choose the applicant's preferred dates; do not offer dates that do not align with our standard blocks.
 - If you choose to **Deny** an applicant, you then choose a reason from the dropdown menu. Most often, you will select "No slot available" or "Offered Different Elective."
 - Then click **Confirm**.

Panopto Instructions

What is Panopto?

Panopto for Windows allows a lot of flexibility in how and what you can record. A presenter may wish to record alone (with one computer) or with a videographer using a separate computer. This section will cover all aspects of recording with one computer. In this recording scenario, all presentation content (PowerPoint and/or screen capture) and video/audio is recorded from one computer.

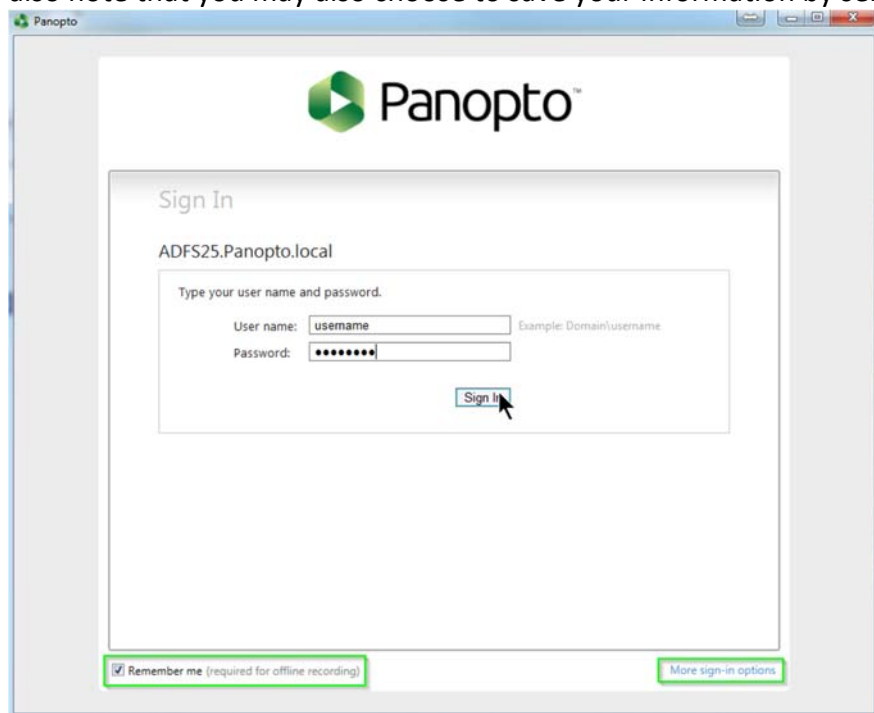
Installation & Setup

Panopto for Windows is a lightweight and easy to install application. It can only be installed on computers using Windows 7, 8, and 10 (32 and 64 bit). Your computer should also have a large amount of free drive space to capture your recording sessions. You can find the complete installation instructions here: [Recorder Install](#)

Login

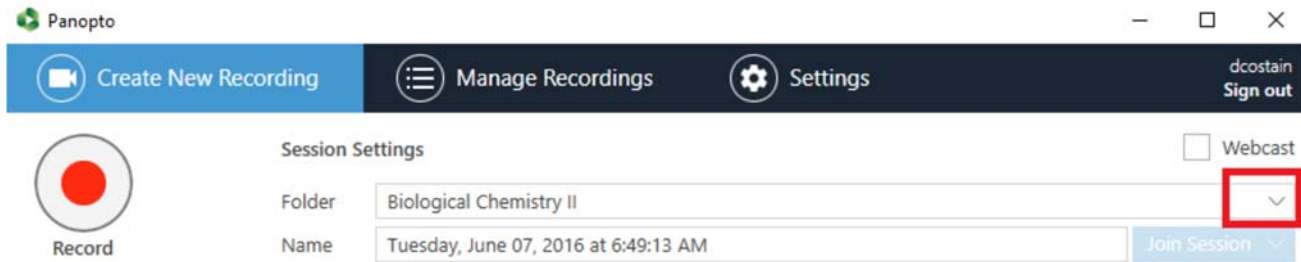
The first step in recording with Panopto for Windows is to open the application on your computer and log into your Panopto site. If you downloaded the Panopto software from your Organization's Panopto site then it should automatically populate the server field with your specific Panopto server. When Panopto for Windows loads, it will first query your Panopto server for the default sign-in option and then automatically go to that Identity Provider's sign-in page.

Please note that clicking the "More sign-in options" link directs you to the full list of identity providers for your Panopto site and also allows you to change the Panopto server address that this client is connected to. Please also note that you may also choose to save your information by selecting the "Remember Me" box.

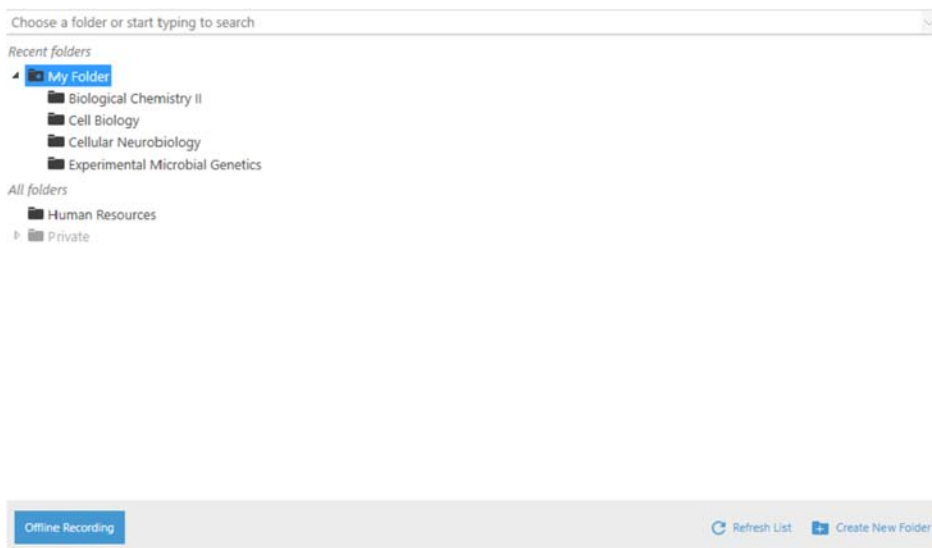


Recording

1.Choosing a folder



Once logged-in, the first thing you can do is set the folder that your recording will be placed in. In the upper portion of the application window, locate the "Folder" box. Upon clicking the down arrow within the folder box you will be presented with a hierarchical list of folders which you're able to place recordings in.



Things to know:

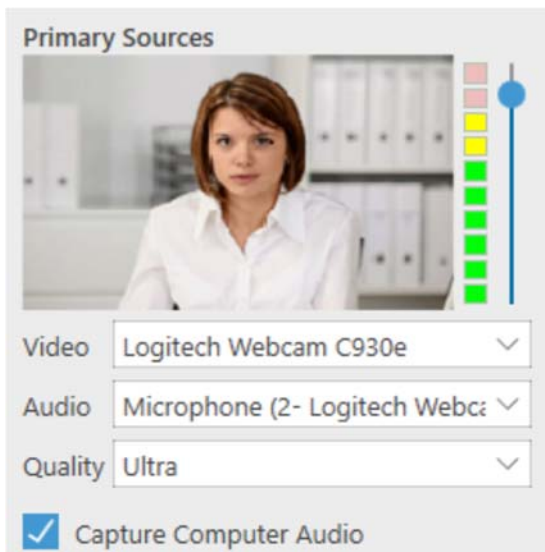
- The three most recently used folder for recording will populate the "*Recent Folders*" list
- Your "*My Folders*" list will always show under the three most recently used folders
- Clicking the offline recording button will allow you to record without choosing a folder. You may upload the session at a later time at your discretion, or when network connectivity is restored.
- Clicking the create new folder button will allow you to create a new folder to record your content within.

2. Choosing Primary Input

Once you have determined the destination for your recording, you must choose the inputs that you would include in your recording. You can select a primary video device, audio device, and also choose to capture computer audio.

You can also modify what quality the primary input source is captured at.

Note: A standalone Panopto recording must at least have an audio source chosen. This does not apply if you're joining another recording which is already in progress.



3. Computer Audio

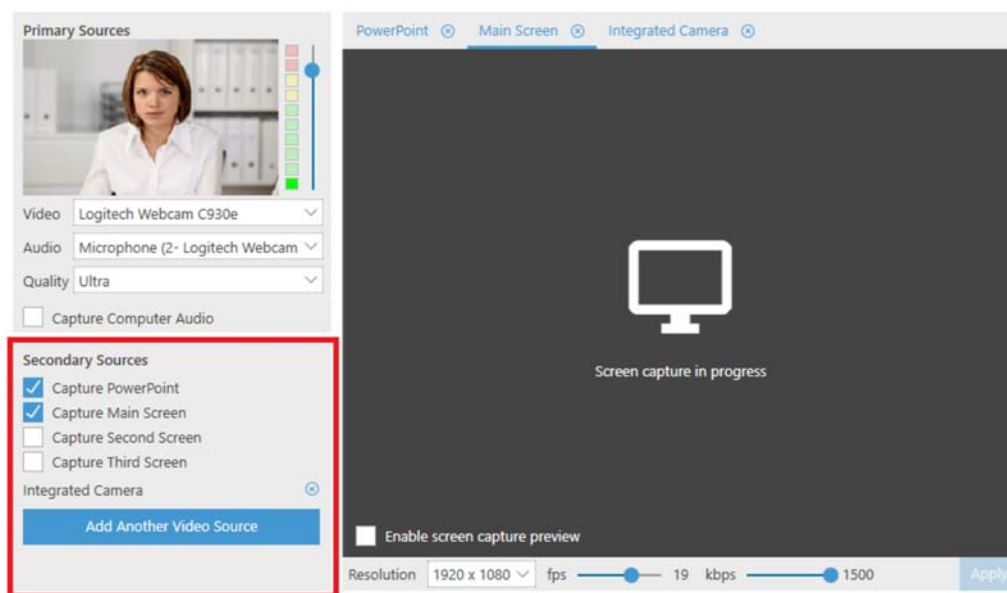
Panopto can now capture any audio that plays on your computer. Simply check "Capture Computer Audio" and we will record anything that plays back on your computer!

4. Screen Capture and PowerPoint

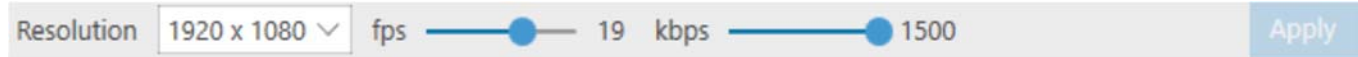
After you have selected your video and audio inputs, you can choose to also capture what is displayed on your screen and/or the contents of your PowerPoint presentation.

You may also choose to add an additional video source if you have more than one camera plugged into your computer.

Note: In order to properly record PowerPoint presentations, please ensure PowerPoint is open and that you're presenting in full-screen presentation mode.



To adjust screen your capture resolution, click the drop-down menu to the right of "Resolution" under the secondary source preview window and choose the resolution that best matches the source output. You can also adjust the bit rate and frame rate by dragging the sliders shown below. Click **Apply** to save changes.

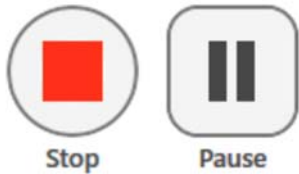


5. Starting, Stopping, and Pausing

After you've chosen the sources that you wish to include in your recording, click large red **Record** icon to begin capturing.



Once your recording has started, that icon will change into **Pause and Stop**.



If during your recording session you wish to take a short break, you may click the Pause button. The portion of the recording which you placed on pause will be reflected as an edit and will not be shown in the published version of your recording. You may choose to extend the pause period, shorten it, or remove it completely. The Panopto editor is non-destructive which means that edits may be added or removed at your discretion, without the fear of ruining an original recording. A common use-case for this is when a presenter places a recording on pause and neglects to resume recording after the break. Within the Panopto editor, you can edit the remainder of the recording back into the final presentation.

Once you've completed your recording session click the Stop button. If you had previously picked a destination folder, your session will begin uploading to that folder.

6. Recording Status

Once your recording has ended, you will be taken to the Manage Recordings page. This page provides a list of sessions that have been recorded offline, are uploading, or have completed uploading.

Only recordings stored on this computer are shown below. [Manage My Recordings](#)

Offline Recordings

Start Time	Duration	Session	Streams	Actions	
6/7/2016 8:12 AM	00:00:03	Tuesday, June 07, 2016 at 7:58:02 AM	PPT + Video + Screen	Upload to Server	Delete
6/1/2016 12:10 PM	00:01:18	Wednesday, June 01, 2016 at 12:10:31 P...	Video + Screen	Upload to Server	Delete
5/23/2016 8:54 AM	00:00:58	Monday, May 23, 2016 at 8:53:57 AM	Video	Upload to Server	Delete

Currently Uploading Recordings

Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions	
6/1/2016 12:05 PM	00:02:17	Biological Chemistry II	Class 2	Video + Screen	<div></div>	Pause	Cancel

Uploaded Recordings

Start Time	Duration	Folder	Session	Actions		Status / Link
6/7/2016 8:12 AM	00:00:04	Experimental Microbial Genetics	Tuesday, June 07, 2016 at 8:12:21 AM	Delete Local	Set Offline	Resume Share Edit View
6/7/2016 7:34 AM	00:00:10	Human Resources	Tuesday, June 07, 2016 at 7:34:29 AM	Delete Local	Set Offline	Resume Share Edit View
6/7/2016 7:34 AM	00:00:05	Cellular Neurobiology	Tuesday, June 07, 2016 at 7:34:02 AM	Delete Local	Set Offline	Resume Share Edit View
6/7/2016 7:33 AM	00:00:07	Experimental Microbial Genetics	Tuesday, June 07, 2016 at 7:33:45 AM	Delete Local	Set Offline	Resume Share Edit View
6/7/2016 7:33 AM	00:00:07	Cell Biology	Tuesday, June 07, 2016 at 7:23:59 AM	Delete Local	Set Offline	Resume Share Edit View

Offline Recordings are recordings that you have not yet picked a folder for, so they are just on your computer.

Currently Uploading Recordings are recordings that are in the midst of the upload process.

Uploaded Recordings are recordings that have completed upload and are either processing or ready for viewing.

* You may also perform additional actions on the recordings listed in this area

Delete Local - Clicking this button will delete the copy of the recording that still resides on your computer. This is an irreversible action. The final version that exists on the Panopto site will not be affected by this action

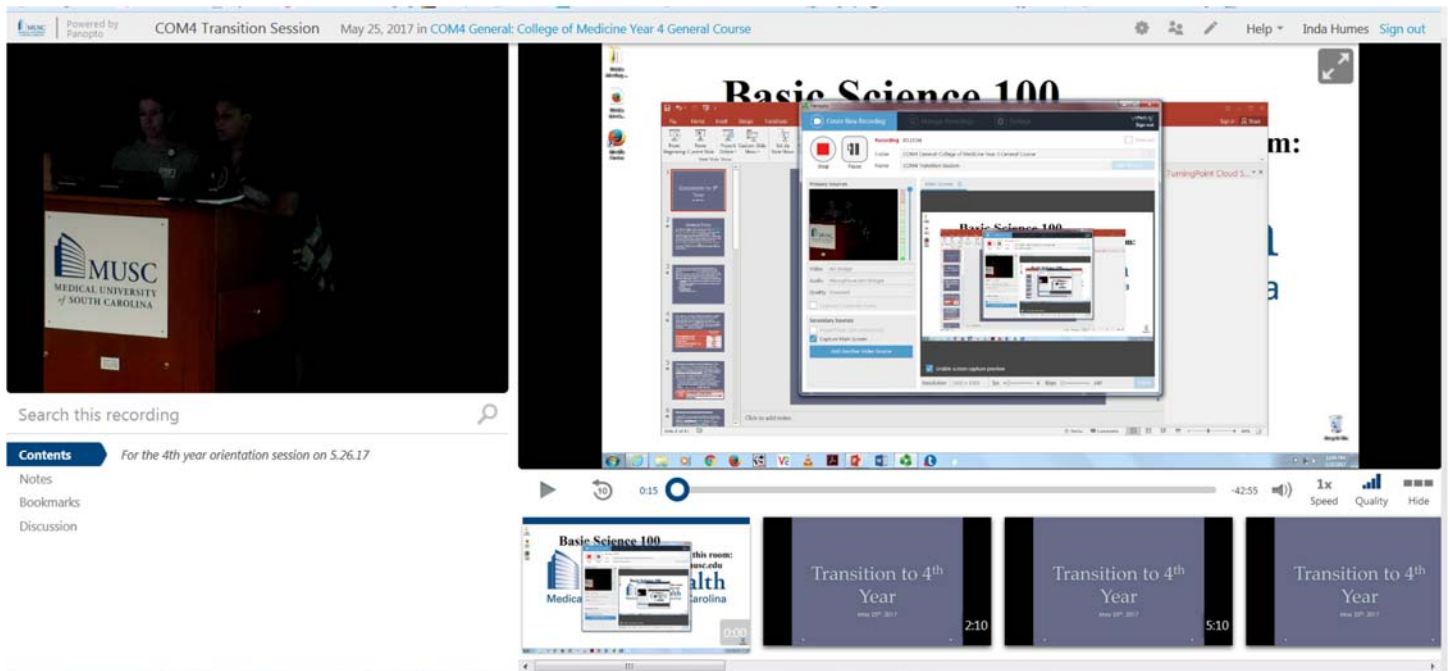
Set Offline - Clicking this button will put the recording in a state where it may be uploaded to another folder, uploaded using a different name, or uploaded to a different Panopto site altogether after logging into that new site within the recorder.

Logging in to Panopto

- Two ways to log in
 - <https://panopto.musc.edu> or in moodle in your course
- After you log in for the first time you will need to ask for creator rights to be able to record. Email panopto@mus.edu with your Net ID to get creator status.
- Once recordings have been created you will be able to get to them from your moodle course or directly through panopto.
- Additional information, support documents, features:
<http://academicdepartments.musc.edu/esl/itfr/services/essupport/panopto-support.html>

Get Panopto link to share from Moodle course

1. Log in to Moodle course
2. Click on the link of the recording you want to share
3. Once the recordings opens
4. On the top toolbar click on the “share” option (see below)



5. Then on the next screen you'll have lots of options, where you can share with a specific person or you can just use the “Link/Embed” feature which is what you will be using most of the time.
6. Just copy the link and share.