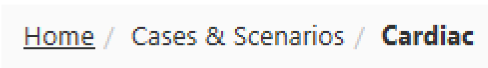
Dashboard

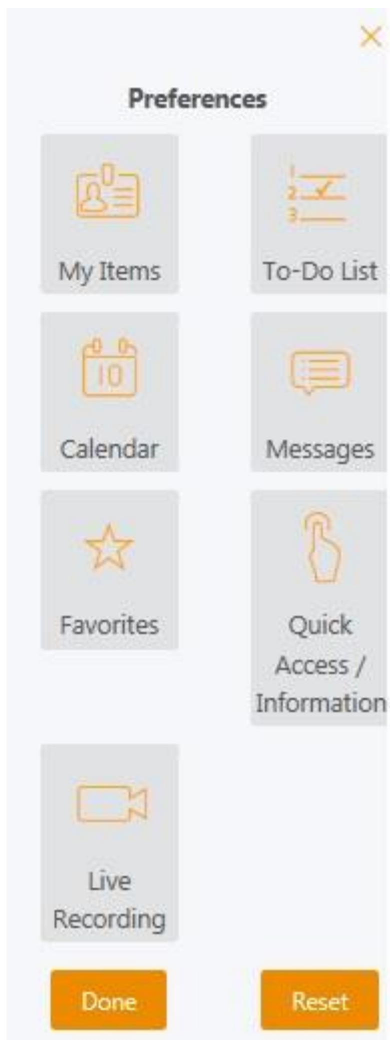
Items appear on your Dashboard according to your user role: Administrator, Learner, Educator, Sim Tech or Standardized Patient (SP). To return to the Dashboard from any other screen, click **Home**:



Dashboard Customization

All users can users customize their Dashboard. Items are resizable and can be dragged & dropped to a preferred location, and/or deleted from your Dashboard view.

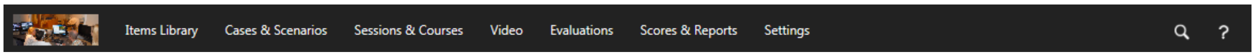
- To rearrange Dashboard items, click and drag to the preferred location.
- To remove a Dashboard item, click .



To view or reset all Dashboard items, click .

Search Across Modules

The search across modules feature indicates where the selected keywords have been found within each module.

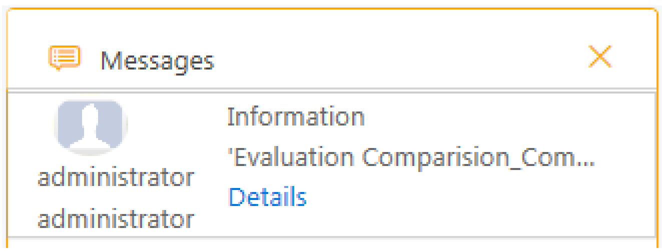


1. Click the magnifying glass.

2. Type a keyword and then click the magnifying glass again.

3. The search results appear to indicate where the selected keywords have been found within each module.

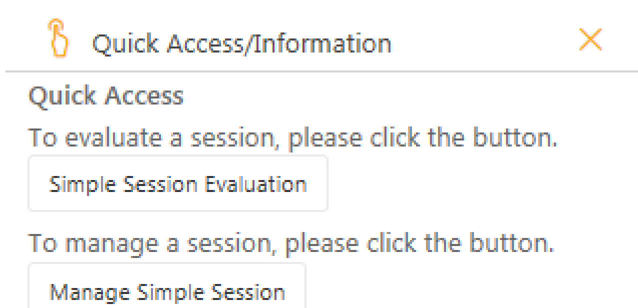
Messages



The Messages area displays all system-generated messages:

Message	Description
Alert	Messages like inventory out of stock, automatic update available, new user signup. The message appears on the dashboard until the end date defined when the message was sent.
Announcement	Messages sent to the user using **Send Message**.
Notification	System-generated messages.

Quick Access

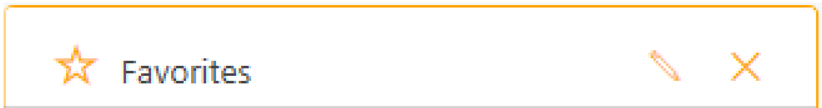


IMPORTANT! If additional evaluators (optional) were added to the Simple Session, they can access the evaluation from the Dashboard AFTER the SP's evaluation has been submitted from a dedicated workstation.

Click **Simple Session Evaluation** after the encounter has ended.

See the **Simple Session** guide under Sessions & Courses for more information.

Favorites



Each user type has pre-defined favorites. To customize your Favorites list:

1. Click next to Favorites. The **Favorite Task List** screen appears.

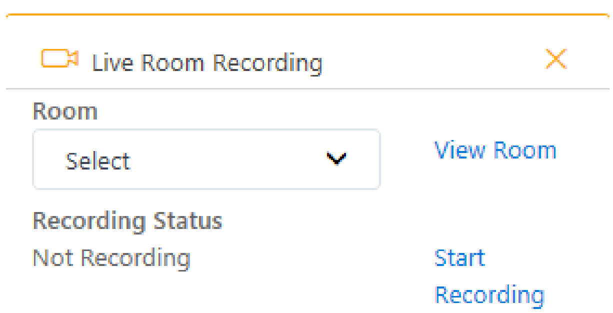
2. Click the checkbox next to the desired favorite and then click **Save Changes** to refresh the Favorites list on the Dashboard.

3. **Note**: If a learner is accessing a SOAP Note from the Favorites location on the dashboard (by clicking the "Open for Student Post Encounter" hyperlink), they must be using a dedicated computer linked to a room at your facility. An Administrator can set this up this by accessing **Settings > Computers and Servers**.

Information

View System Administrator contact information (as defined by the System Administrator under **Settings**.)

Live Recording



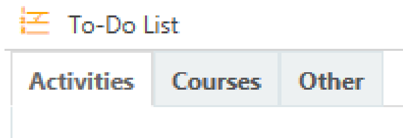
1. Start recording from the Dashboard by selecting a room from the drop-down list (if allowed in accordance with access restrictions and if the room contains a dedicated computer).

2. Click **View Room**. The Video (Web) page appears, OR
   Click **Start Recording**.

- Recording may be completed as a part of a session = recording indexed to session/case/student/room/date/time

- Recording may be Ad hoc = recording indexed to student/room/date/time

To Do List

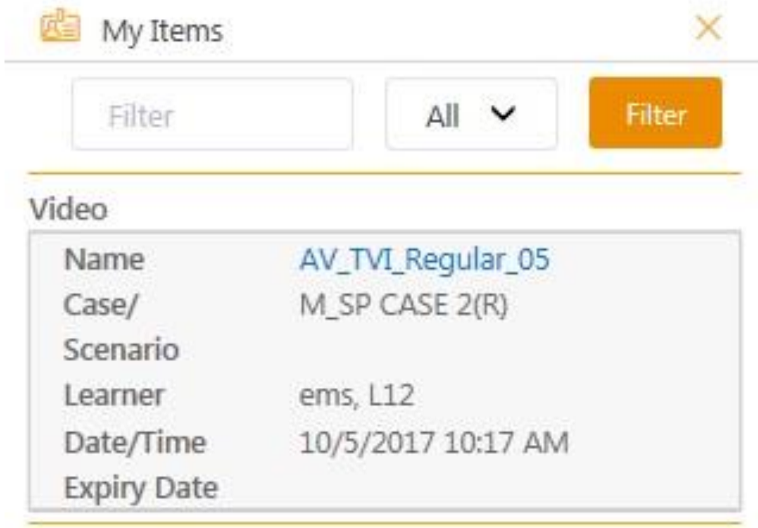


The To Do List is automatically refreshed every 30 seconds.

To search for a specific to-do list item, enter the keywords in the Search field and then click **Search**. To complete the to do list item, click the **Action** link.

User Type	Tasks	Action
Learner	Pre Encounter	Start
	Post Encounter	Start
	Pre Sim Study	Start
	Survey	Submit
	Peer Review	Start
	Self-Assessment	Start
	Self-Registration	Register
	EHR	Submit
SP	Performance Assessment	Evaluate
	Quality Assurance	Evaluate
	Survey	Submit
	EMR	Submit
	Update Availability	Update Availability
Educator	Performance Assessment	Evaluate
	SP Performance Assessment	Evaluate
	Quality Assurance	Evaluate
	Survey	Submit
	EHR	Submit
	Student Encounter Note Scoring	Score
	Approval Required for Case Assistant Case	Approve
Administrator	New User Registration	Approve
	SP Availability	Update Availability
	New Session Requests	Show Pending Requests
	SP Timesheet Submission	Approve

My Items

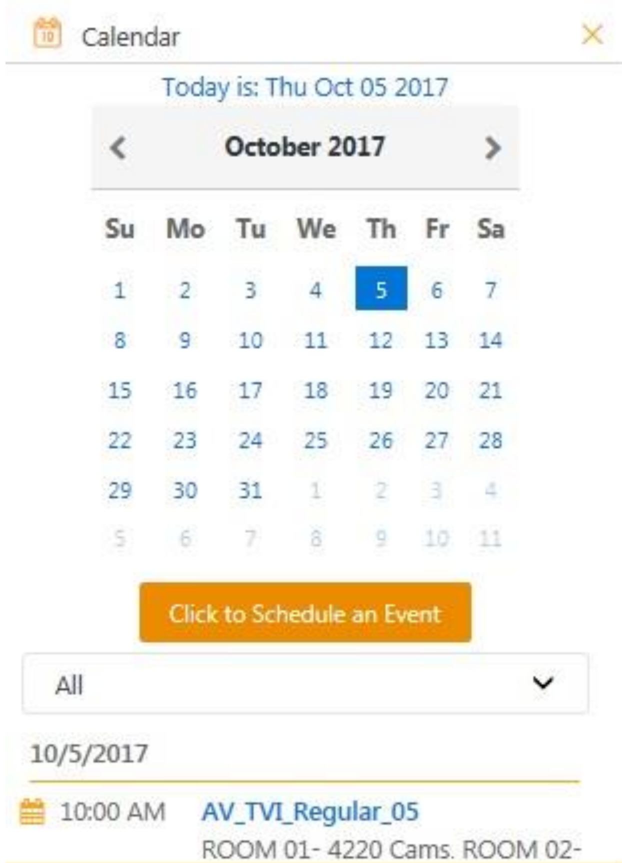


Items appear as of the last 30 days.

User Type	Tasks	Action
Learner	Reports	Click on the Report name to view.
	Videos	Click on the Schedule name to view.
	Schedule	Click on the Schedule name to view the Session Summary.
SP	Timesheet	Click on the Schedule name to view.
	Payment	Click on the Schedule name to view.
	Schedule	Click on the Schedule name to view.
Educator	Schedule	Click on the Schedule name to view.
Administrator	Schedule	Click on the Schedule name to view.

Videos and playlists assigned by User/Organization Unit access appear on the Dashboard.

Calendar



Click a date on the calendar and then click the drop-down to access the following:

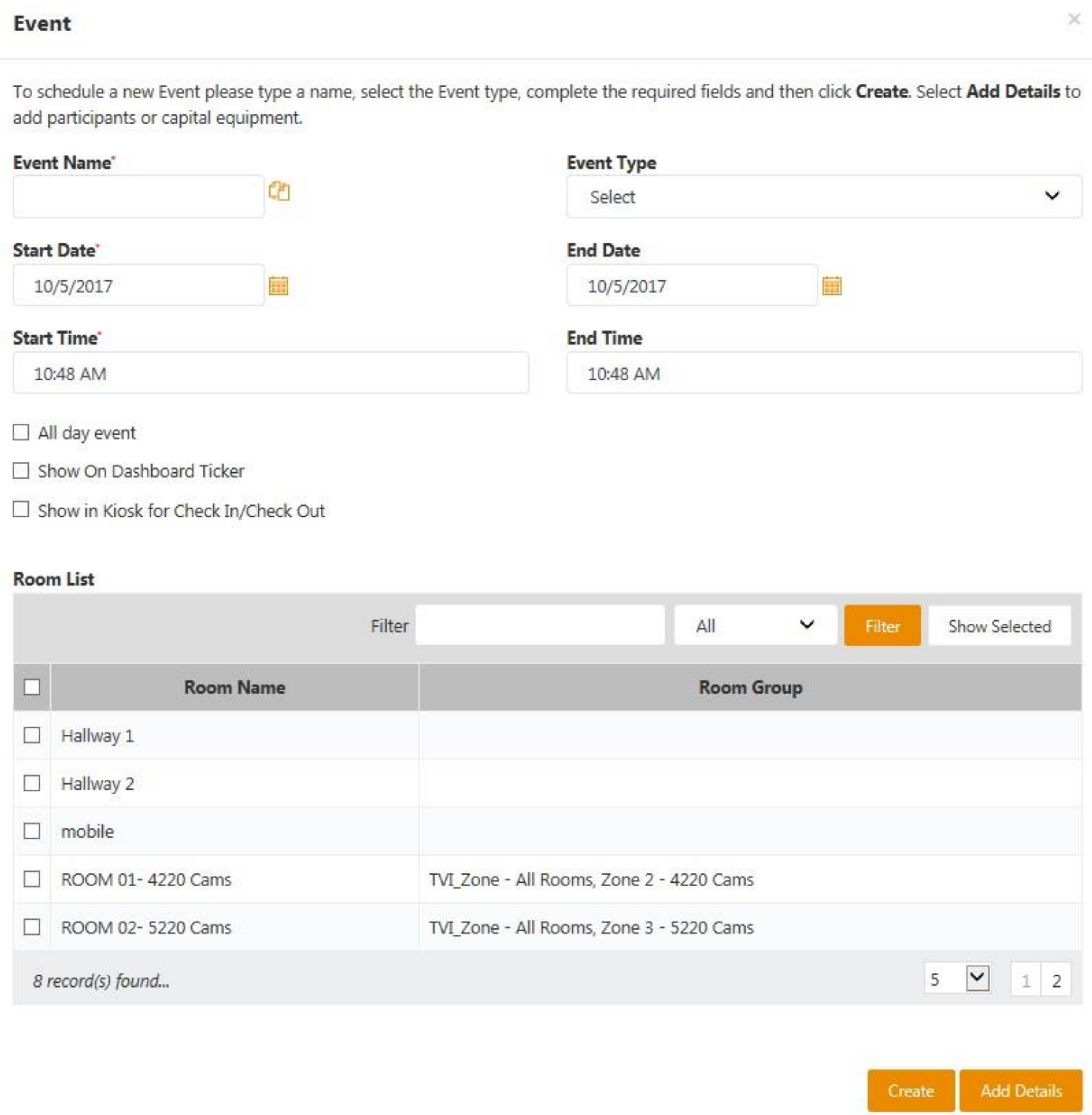
- **All** – Select this to view all activity at your facility for a given calendar day.
- **Events** – Select this to view all event activity at your facility for a given calendar day.
- **Schedule** – Select this to view all session activity at your facility for a given calendar day.

Schedule an Event

See the **Event Requests and Scheduling** guide under Sessions & Courses for more information.

Ticker

An information ticker appears at the top of the Dashboard and displays Events created under **Sessions & Courses > Events**.



Register for a Session

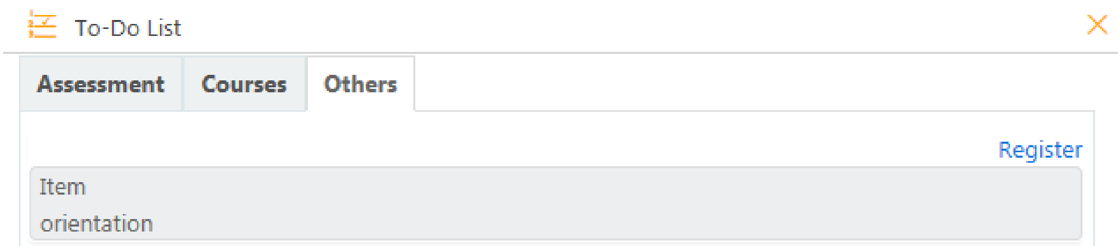
To register for an open session, select a role and then click **Register**. Once all participants have registered, the hyperlink on the dashboard will be disabled. Before the session is full, the learner can unregister for the session.

Submit Timesheet

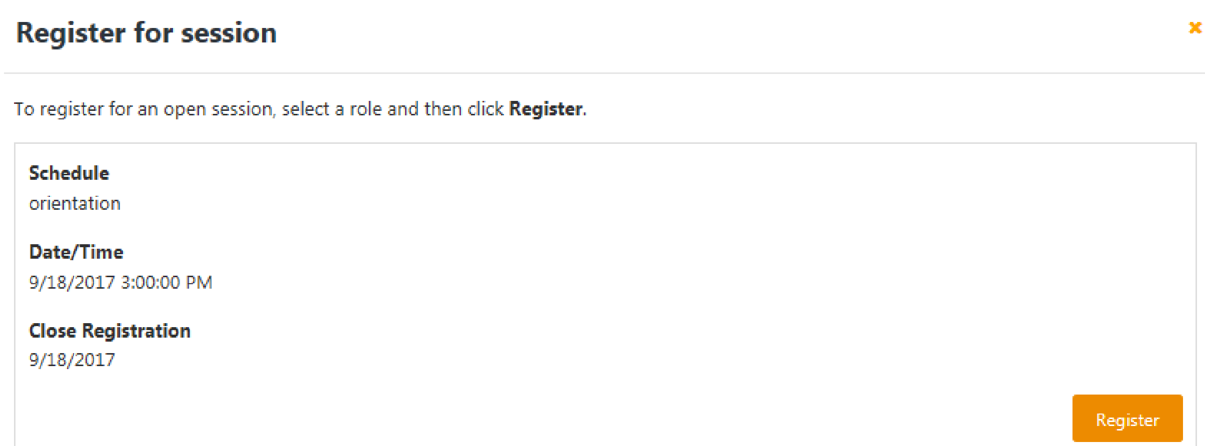
Appears for Standardized Patients (SPs) to submit timesheets for session-related and other activity.

1. Select the session or other activity. The login and logout times appear automatically depending on the Session selected.
2. Select the role performed and then click **Save Changes**.

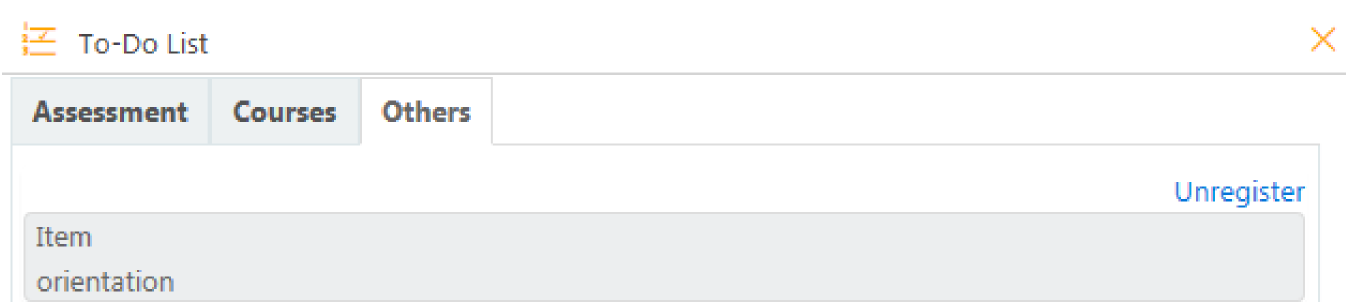
Register for an Event



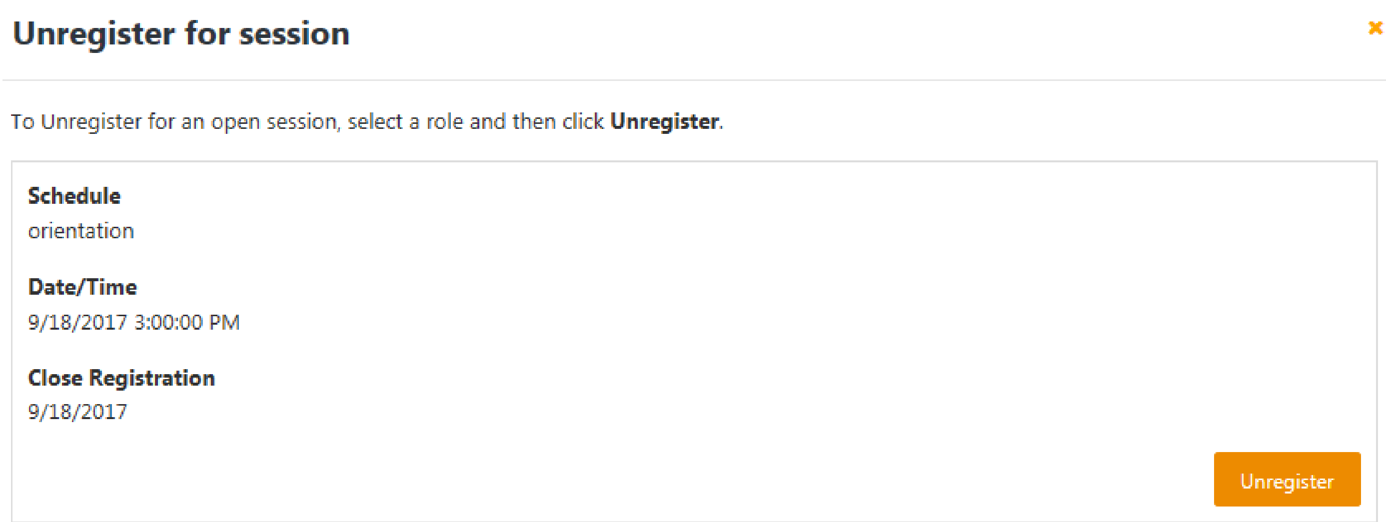
Learners can click the **Register** link on their Dashboard to register for an Event.



Click **Register**.



Learners can click the **Unregister** link on their Dashboard to unregister for an Event.



Click **Unregister** to cancel Event registration.

See the **Event Requests and Scheduling** guide under Sessions & Courses for more information.

Learner Dashboard in a Dedicated Room

Click the Pre and post-encounter evaluations from the **Session Detail** column.

SP Dashboard in a Dedicated Room

Click the **Learner** link to complete the learner assessment.

Click the **No Show** link to mark the learner as a no-show for the session.